# Purpose

This Policy outlines Forefront Services commitment to achieve the highest attainable level of workplace health and safety for its employees, contractors, and visitors throughout all areas of the business.

# Scope

This Policy applies to all employees, contractors, and visitors across all Forefront Services operations and sites.

# Policy

Forefront Services regards compliance with all legislative requirements as the minimum standard to be adhered to. In meeting our commitment, the Company will:

* Define work health and safety responsibilities for personnel across the organisation, promoting safety as a shared responsibility.
* Analyse, plan and assess the risk of work activities with consideration given to implementing proactive control measures.
* Continue consultation and feedback between workers and management resulting in positive WHS initiatives.
* Train and develop our employees to ensure they have the necessary skills and knowledge to work safely and to contribute to ongoing improvements in safety performance.
* Help our personnel to achieve full recovery from workplace illnesses and injuries through prompt treatment and active rehabilitation programs.
* Establish measurable objectives and targets for health and safety to ensure continuous improvement aimed at elimination of work related illness and injury, so far as is reasonably practicable.

## Responsibilities:

* *Duties of an Officer (Directors and Senior Management):*
* To acquire and keep up-to-date knowledge of WHS matters.
* To gain an understanding of the hazards and risks associated with Forefront Services operations.
* To ensure Forefront Services has available for use (and uses), appropriate resources to eliminate or minimise risks to health and safety from work carried out.
* Ensure all workers within Forefront Services operations are involved with consultation and communication regarding health and safety matters.
* *Duties of Workers and Others (Employees, Contractors and Visitors):*
* Take reasonable care for their own health and safety.
* Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
* Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Forefront Services to ensure compliance with the Act.
* Co-operate with any reasonable policy or procedure of Forefront Services relating to health or safety at the workplace.

# Non-compliance

The Company has zero tolerance for any conduct that causes serious or imminent risk to the health and safety of a person or the reputation, viability or profitability of the Company. A breach of this Policy will result in disciplinary action, up to and including termination.

# Review

This Policy will be reviewed every three years, unless otherwise agreed or required.

# Approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Anthony Redfern: Managing Director