

Work Health and Safety Policy



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Authorised By:	Managing Director
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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.

Anthony Redfern
Director

Michael Clout
Director