



## Work Health and Safety Policy

This Work Health and Safety Policy applies to all Employees of the business.

The objective of the policy is to ensure that all employees have a safe and healthy working environment.

The requirement is for all staff to comply with the Work Health and Safety Policy.

Procedures (not required)

## Purpose

The purpose of this policy is to ensure that all employees, contractors, and visitors at Sydney Drafting Concepts and Designs have a safe and healthy working environment. This policy demonstrates Sydney Drafting Concepts and Designs's commitment to the continuous improvement of health and safety practices in compliance with relevant Australian legislation, including the *Work Health and Safety Act 2011 (Cth)* and associated regulations.

## Objective

The objectives of this policy are:

- To provide a safe and healthy workplace for all employees, contractors, and visitors by identifying, assessing, and controlling risks associated with our operations.
- To foster a positive health and safety culture within Sydney Drafting Concepts and Designs by engaging employees and encouraging their participation in WHS initiatives.
- To ensure compliance with all relevant legislation, codes of practice, and industry standards.
- To establish and maintain effective WHS management systems, including regular monitoring, review, and improvement of policies and procedures.
- To provide appropriate resources, information, training, and supervision to enable employees to perform their duties safely and responsibly.
- To set and review measurable WHS objectives and targets to drive continuous improvement in our health and safety performance.
- To communicate and consult with employees and other stakeholders on matters relating to health and safety.

## Policy Requirements

To achieve our WHS objectives, Sydney Drafting Concepts and Designs will:

- Maintain a WHS management system that aligns with the principles of the Australian Standard AS/NZS 45001:2018 Occupational Health and Safety Management Systems.
- Assign responsibilities for WHS to all levels of management, ensuring appropriate authority and resources are provided to fulfil their duties.
- Conduct regular hazard identification, risk assessment, and risk control processes to mitigate potential risks in the workplace.
- Provide necessary training, information, and supervision to ensure all employees are competent to perform their tasks safely.
- Consult with employees and their representatives on matters relating to health, safety, and wellbeing in the workplace.
- Develop and implement emergency response and contingency plans to effectively manage incidents and minimize their impact.



- Regularly review and update WHS policies, procedures, and objectives to ensure their ongoing effectiveness and relevance.
- Report and investigate all incidents, accidents, and near misses to identify underlying causes and implement appropriate corrective actions.
- Establish return-to-work programs to facilitate the safe and timely recovery of injured employees.

This WHS Policy will be communicated to all employees, contractors, and relevant stakeholders. Sydney Drafting Concepts and Designs is committed to the ongoing review and improvement of our WHS performance and will revise this policy as required to reflect changes in legislation or industry best practices.

The Director is responsible for communicating the Work Health and Safety Policy to all persons working for or on behalf of the organisation and making it available to interested parties.