Our commitment

Belway Labour Management is committed to achieving a safe and healthy work environment for all workers and other persons at the workplace. We are committed to the continual improvement of our WHS performance and the elimination of workplace injury and illness.

How we will meet our commitment

The Work Health and Safety Laws set out a range of requirements and responsibilities that aim to secure the health and safety of workers and the workplace.

Our objectives are to:

➢ ensure all hazards and risks to health and safety are identified, assessed, and where they cannot be eliminated, are effectively controlled
➢ provide and maintain safe workplaces and systems of work throughout the organisation at all times
➢ monitor, review, analyse and audit documentation, information and records on a regular basis to ensure continuous improvement in WHS
➢ ensure all workers and other persons at the workplace are provided with the appropriate information, training, instruction and supervision necessary for them to work safely without risk to their health
➢ consult with and promote active participation of workers and other stakeholder groups in the implementation and improvement of WHS throughout the organisation
➢ achieve the highest level of compliance with the WHS Laws
➢ develop and promote a health and safety culture within the organisation
➢ provide return to work rehabilitation for workers in the event of work related injury or illness

To this end, we have developed a WHS management system consisting of a range of risk management based supporting policies, procedures and tools that enable us to meet our WHS responsibilities, in a consultative manner.

All details of WHS-related risks, control measures and implementation responsibilities are documented in the Risk Register.

Scope

This policy and supporting procedures apply to:

➢ all workers and other persons at our workplace
➢ all workers while present at another workplace (e.g. a customer's workplace)
➢ all workers in our vehicles and equipment
➢ all workers performing our work using someone else's vehicles and equipment
➢ any location where a worker undertakes activities on our behalf, including but not limited to our sites and offices

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Responsibilities

Belway Labour Management has identified the following roles within our organisation with responsibilities for Work Health and Safety, as:

➢ the employer/ person conducting a business or undertaking (PCBU)
➢ managers/supervisors
➢ workers
➢ other persons at the workplace

A summary of the key responsibilities for each role are listed below:

Employer/PCBU Responsibilities

The Employer/PCBU can be a sole trader, the partners in a partnership, a company, an unincorporated association or a government department. In our organisation this responsibility is accepted by the Managing Director

➢ The Employer/PCBU must:
➢ ensure the health and safety of workers while at work, as far as reasonably practicable
➢ establish and implement the WHS management system that will enable our WHS objectives to be met
➢ provide processes to identify, assess and eliminate (where practicable) or minimise risks to health and safety
➢ provide processes for the regular review of risk control measures
➢ provide safe systems of work, plant and facilities to workers
➢ define and communicate WHS responsibilities and accountabilities to managers and supervisors and other relevant personnel
➢ enable and support the roles of Health and Safety Representatives and the Health and Safety Committee
➢ consult with other duty holders and workers and their representatives on safety matters

Manager/Supervisor Responsibilities

Managers and supervisors are workers who have an area of control within the workplace. In our organisation this responsibility is accepted by the Operations Manager

➢ Managers and supervisors must:
➢ ensure this WHS policy and the WHS management system are effectively implemented within their area of control
➢ accept accountability for ensuring that the workplace under their control is safe and without risk to health and safety
➢ accept accountability for ensuring that the behaviour of workers under their control is safe and without risk to health and safety
➢ consult with workers on issues that affect their health and safety
➢ resolve or appropriately escalate WHS issues promptly

Worker Responsibilities

A worker is any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

Workers must:

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- ➤ take reasonable care for their own health and safety
- ➤ take reasonable care to ensure their actions or omissions do not adversely affect the health and safety of others
- ➤ cooperate with any reasonable policy, procedure or instruction from the PCBU relating to health or safety at the workplace that has been notified to workers (so far as they are reasonably able)
- ➤ report any hazards or incidents in the workplace promptly

Other Persons at the Workplace Responsibilities

Other persons at a workplace refer to any other person at a workplace. In our organisation this responsibility is accepted by Customers and Visitors

Other persons at a workplace must:

- ➤ take reasonable care for their own health and safety
- ➤ take reasonable care to ensure their actions or omissions do not adversely affect the health and safety of others
- ➤ cooperate with any reasonable instruction from the PCBU
- ➤ report any hazards or incidents in the workplace promptly

Supporting policies and procedures

This policy operates within the Risk Management Framework outlined in the Risk Management Policy and Procedure.

This policy should be read and followed in conjunction with the:

- ➤ Chain of Responsibility Policy
- ➤ Drugs and Alcohol Policy
- ➤ Consultation and Communication Policy
- ➤ Training and Competency Policy
- ➤ Document and Record Control Policy
- ➤ Code of Conduct Policy and Employee Misconduct Procedure
- ➤ Hazard Observation Procedure
- ➤ Incident Management Procedure

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Implementation and evaluation

Belway Labour Management will ensure this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives on an annual basis or earlier in the event of major changes to the legislation or our company structure.

Policy authorised by: Sam Balestra

Signature: _____

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Policy review due date: 1st October 2025

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