SMS GROUP SERVICES

Work Health and Safety Policy

Health, Safety and Environment Department

[PO-SMS-HSE-0002-Rev-4]

Document Revisions

Version History			
Version Date	**Document Number and Revision**	**Reviewed By**	**Approved By**
01/08/19	PO-SMS-HSE-0002-Rev-0	Rebecca Price	Luke Ward
17/02/20	PO-SMS-HSE-0002-Rev-1	Gary Varian	Luke Ward
04/02/21	PO-SMS-HSE-0002-Rev-2	Gary Varian	Luke Ward
04/07/24	PO-SMS-HSE-0002-Rev-3	Georgia Welsh	Luke Ward
13/11/24	PO-SMS-HSE-0002-Rev-4	Georgia Welsh	Luke Ward

DISTRIBUTION

- This document is the property of SMS Group Services.
- Copies of this document and associated documents are accessible by all employees.
- Unless specifically marked as such, a printed version of this document shall be regarded as "Uncontrolled".
- Where required, controlled hard copies shall be issued by the General Manager or HSEQ Manager.

Revision History

Rev #	Change(s)	Section(s)	Person	Role
3	Updated to reflect changes in legislation	All	Gary Varian	HSEQ Manager
3	Updated to align with the new style guidelines for company policies	All	Georgia Welsh	Quality Systems Coordinator
4	Reviewed and updated to include a commitment to comply with regulations and prevent ill-health	All	Georgia Welsh	Quality Systems Coordinator

Work Health and Safety

SMS Group Services is committed to ensuring the safety of all employees, contractors, and clients involved in our operations. We recognise that safety and incident prevention are essential to the success of our operations and are a key responsibility of management. SMS is dedicated to complying with all relevant safety regulations in Western Australia, including the Work Health and Safety Act 2020 and the Work Health and Safety (General) Regulations 2022, as well as the requirements of ISO 45001 to promote health, safety, and well-being.

SMS will pursue safety excellence by:

- Never compromising on health and safety standards, always prioritising safety over production.
- Incorporating health and safety planning into every task.
- Utilising our WHS system for hazard identification, risk assessment, and control measures to eliminate hazards and reduce WHS risks.
- Ensuring our work meets all relevant standards and complies with the clauses of ISO 45001.
- Providing employees with necessary information, instruction, training, and supervision to enable safe work practices without health risks.
- Making safety equipment and personal protective equipment (PPE) available whenever required.
- Reporting all near-misses in safety meetings and identifying potential remedies.
- Monitoring and analysing safety performance and reviewing policies for continual improvement.
- Promoting a positive safety culture, including the identification and management of psychosocial risks and the prevention of ill-health.
- Encouraging the consultation and participation of all workers and their representatives in WHS matters.
- Maintaining a comprehensive plan for the management and rehabilitation of any injured employee.

Employees are required to:

- Follow all safe work practices, procedures, instructions, and rules.
- Work in a manner that ensures their health and safety and that of others and encourage others to do so.
- Report or rectify any unsafe conditions they come across.

SMS will ensure that:

- All employees receive a copy of this policy during induction.
- This policy is accessible to all employees and contractors and thus employees are notified of any changes to this policy.
- All operations comply with the relevant safety regulations in Western Australia, including the Work Health and Safety Act 2020, Work Health and Safety (General) Regulations 2022, and ISO 45001 standards to prevent ill-health and promote a safe workplace.
- SMS Senior Leadership supports the right of any employee to stop work where there is a perceived risk of harm to their safety or the safety of others.

Signature:
M.A.Welsh
Mark Welsh
Managing Director

Date:
04/07/2024