



# WORKPLACE HEALTH & SAFETY POLICY

APRIL 2018

## THE WHAT

The purpose of this policy is to define Vocus Group's (Vocus) commitment to providing a safe and healthy workplace, to establish and maintain the health and safety of all workers, contractors, visitors and others whom may be affected by our business or undertakings.

## THE WHO

This Workplace Health and Safety (WHS) Policy applies to all workers in Australia, hereby referred to as Team Members, including employees and any contractor or contractor's employees (where they are under a relevant contractual obligation). This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

## THE HOW - VOCUS IS COMMITTED TO

- › Providing and maintaining a safe working environment for its team members.
- › Providing training, instruction and supervision to enable employees to perform their work safely.
- › Consulting with team members on health and safety matters.
- › Reporting and investigating incidents promptly.
- › Identifying, reporting, assessing and controlling hazards and risks.
- › Ensuring health and safety information is provided to all workers, contractors and visitors.
- › Establishing measurable objectives and targets to ensure continual improvement aimed at eliminating work-related injury and illness.
- › Complying with relevant work health and safety legislation, Codes of Practice, and other applicable requirements (available at the [WHS Wiki](#)).
- › Establishing and communicating [WHS responsibilities](#) to all team members.

## EXPECTATIONS – EVERYONE

- › Take reasonable care for your own and other team members' health and safety.
- › So far as reasonably able, comply with and complete any reasonable WHS training and instruction.
- › Cooperate with any reasonable policy and procedure relating to health or safety in the workplace.
- › Report all workplace hazards, incidents and near-misses as soon as reasonably practicable.
- › Proactively consult and cooperate with Vocus Management on matters relating to workplace safety and health.
- › Assisting in the reporting and investigation of any incidents with the objective of introducing and reviewing controls to prevent re-occurrence.

## EXPECTATIONS – MANAGEMENT

- › Lead by example, setting high WHS standards.
- › Know the WHS requirements of the job performed by the people you lead, and ensure they are appropriately trained and inducted.
- › Provide leadership for the development and implementation of WHS plans.
- › Clearly communicate Vocus WHS expectations and keep WHS as a priority in the organisation.

- › Ensure that all work is conducted in a safe manner without risk to themselves and/or others.
- › Participate in the planning and design stages of work activities and ensuring WHS matters, such as hours of work, safe use of tools and equipment, etc., is considered throughout design stages.
- › Ensure the workplace, the means of entering and exiting the workplace and anything arising from the workplace are of minimum material risks to the health and safety of any person through risk management tasks including those outlines in this manual.
- › Ensure risks or hazards pertaining to tools, fixtures, fittings or plant are assessed and mitigated.
- › Ensure health and safety information is provided to all workers, contractors and visitors.
- › Communicate and consult with team members on WHS matters.
- › Investigate incidents and hazards and ensuring corrective actions are undertaken.
- › Assist in rehabilitation and return to work initiatives.

## REVIEW & APPROVAL

To ensure the continuous improvement of our WHS system, this policy shall be reviewed annually to ensure ongoing effectiveness and relevance to the activities of Vocus.

## FAILURE TO COMPLY

Failure to comply with the requirements of this policy may result in disciplinary action in accordance with Vocus' disciplinary process.

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**MICHAEL SIMMONS, INTERIM GROUP CEO**

**DATE: 11.04.2018**

*Have more questions or couldn't find what you were looking for? Please contact the HR or WHS team.*