

Skilligence [ABN 12 600 600 164]

**WORKPLACE HEALTH &
SAFETY (WHS) POLICY**



OVERVIEW

Skilligence Pty Ltd and its subsidiaries (“the Company”) and its Board of Directors is committed to protecting the health and safety of our employees and any person who enters our workplace. The wellbeing of our people is a priority and must be considered during all work performed on behalf of the Company.

PURPOSE

The Company takes health and safety issues seriously and is committed to protecting the health and safety of our employees and ensuring that each party within the workplace understands their responsibilities pursuant to the WHS Act.

The objectives are to:

- Taking all reasonable steps to safeguard the health and safety of all stakeholders
- Integrating workplace health and safety into all aspects of its operations;
- Identifying hazards, assessing risk, and implementing control strategies to minimise risk of injury to people and property;
- Ensuring that relevant health and safety laws that apply to working conditions and the work environment are observed and enforced;
- Developing and implementing safe systems of work;
- Providing adequate safety information, training, and supervision;
- Ensuring that the workplace under their control is safe and without undue risks to health;
- Ensuring that the behaviour of all persons in the workplace is safe and without undue risks to health;
- Attempting to remedy all problems relating to workplace health and safety;
- Consulting with workers and other parties to address safety issues and improve decision making on workplace health and safety matters; and
- Supporting and assisting workers in effective injury management and rehabilitation.

SCOPE

All employees and contractors are required to:

- Adhere to safe work practices, instructions, and rules;



- Immediately report any unsafe work condition or equipment to the Company;
- Not misuse, damage, refuse to use, or interfere with anything provided in the interest of WHS;
- Perform all work duties in a manner which ensures individual health and safety and that of all other people in the workplace;
- Encourage fellow employees to create and maintain a safe and healthy work environment; and
- Co-operate with all other employees to enable the health and safety responsibilities of all employees be achieved.

RESPONSIBILITIES

The Board

Directors have a positive obligation to exercise due diligence in relation to work health and safety. This duty includes a duty to implement and monitor systems to ensure safe working conditions in their workplace as far as reasonably practical.

All Employees

All employees must obey the policies and procedures that impact their and others health and safety in the workplace.

Employees are required to receive sufficient on the job training and are clear about how to carry out individual job tasks according to procedure.

Employees must notify management of any hazards, near misses or incidents.

Not harm others or put themselves into a position that may cause harm.

Ensure that adequate breaks are taken.

OTHER POLICIES AND PROCEDURES

Employees and are encouraged to read this policy in conjunction with other relevant Company policies, including:

- Manual handling instructions
- Incident / Hazard Register
- Evacuation Procedure



REVIEW & PUBLICATION

This Policy is to be approved by the Board of Directors and is to be reviewed every 2 years unless the legislation requires a change.

DOCUMENT CONTROL

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