

**SUREVISION**



**SureVision  
Safety & Wellbeing Policy**

## Introduction

This document sets out and defines the standards, responsibilities and the correct procedures for the management of Safety & Wellbeing within SureVision and associated entities, collectively known as the Group herein, and meets the requirements of the Work, Health and Safety Act 2011 (Aust.), the Health and Safety at Work Act 2015 (NZ), the Work, Health and Safety Regulations 2011(Aust.) and the Health and Safety at Work Regulations 2016 (NZ).

## Purpose

The purpose of this policy is to ensure the safety of our people by employing the highest standards of Safety & Wellbeing at all times throughout the operations of The Group.

## Scope

The success of The Group's Safety & Wellbeing program rests on the willingness of all parties to co-operate and work collaboratively to eliminate and control safety & wellbeing risks.

The rules and guidelines will be mandatory requirements to all company personnel and to all contractors working on behalf of The Group. Procedures and forms support this policy document and ensure safe working practices are adopted at all times both on-site and within our offices.

## Policy Statement

The Group is committed to providing and maintaining a safe and healthy work environment for all directors, managers, workers, contractors, customers, suppliers and visitors, in accordance with health and safety legislation, regulations, codes of practices and best practice guidance.

The Group will provide the systems, processes, equipment, information, training and supervision needed to provide and maintain a safe, healthy working environment.

The Group recognise that the safety & wellbeing risks associated with its operations will evolve over time and thus will remain committed to working in partnership with all personnel to ensure continuous improvement of safety & wellbeing capability in the workplace is achieved.

## Legislation and best practice

The Group is committed to meeting its regulatory obligations in accordance with the Work, Health and Safety Act 2011 (Aust.), the Health and Safety at Work Act 2015 (NZ), the Work, Health and Safety Regulations 2011(Aust.) and the Health and Safety at Work Regulations 2016 (NZ).

The Group is committed to working towards best practice risk management by aligning risk management processes and principles with ISO31000:2009 "Risk Management: Principles and Guidelines" and other ISO31000 series guidance material.

The Group is committed to working towards a best practice safety & wellbeing management system by aligning with AS/NZS 4804:2001 "Occupational health and safety management system – General guidelines on principles, systems and supporting techniques".

## Safety & wellbeing culture and values

The Group is committed to fostering a positive, proactive culture towards safety & wellbeing. All personnel are expected to reflect the following values in the way they behave on a daily basis:

- **Responsibility** – all personnel will play an active role in safety & wellbeing, take responsibility for their own actions relative to their role and not make assumptions that "someone else" has it covered;
- **Stop, think and act** – all personnel will apply these three steps on a daily basis when undertaking operations with regard to anticipating "what could go wrong" and ensure that steps are taken to minimise risks;
- **Communication** – all personnel will actively communicate any concerns regarding safety & wellbeing in a timely, open and honest manner so any concerns can be addressed to maintain a safe and healthy work environment; and
- **Partnership** – safety and wellbeing is everyone's responsibility. All personnel will engage with each other on the basis that everyone has a role to play in identifying, assessing and treating safety and wellbeing risks at work.

## Responsibilities

### Directors and Management

In accordance with regulatory requirements, all directors and managers of The Group will each take reasonable steps to:

- acquire, and keep up to date, knowledge of safety & wellbeing matters;
- gain an understanding of the nature of the operations of the business and generally of the hazards and risks associated with those operations;
- ensure that the business has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to safety & wellbeing from work carried out;
- ensure that the business has appropriate processes for receiving and considering information regarding incidents, hazards and risks and for responding in a timely way to that information;
- ensure that the business has, and implements, processes for complying with any duty or obligation under legislation; and
- verify the provision and use of the resources and processes to manage safety & wellbeing are being delivered in practice.

## Workers

“Workers” includes all employees, contractors, subcontractors, labour-hire workers, apprentices and trainees and volunteer workers.

In accordance with legislation, workers have a duty of care to:

- take reasonable care for their own safety & wellbeing and that of others;
- comply with reasonable instructions from The Group; and
- co-operate with policies and procedures that have been communicated to them.

## Accountability

The Group takes the safety & wellbeing of all personnel extremely seriously. Every effort will be made through induction processes, staff training and ongoing workforce engagement to proactively ensure all personnel understand what is required of them as part of their role in safety and wellbeing.

However, in the event that behaviour contrary to our safety & wellbeing values, overarching responsibilities, or specific responsibilities (outlined in your position description) are detected, the following disciplinary action(s) may be taken:

- a. Offending personnel may be counselled regarding correct behaviours;
- b. Offending personnel may be required to undertake re-training to ensure they can conduct their role safely;
- c. Offending personnel may be re-assigned to other duties that they can demonstrate they can execute safely;
- d. Offending personnel may be provided with a verbal warning;
- e. Offending personnel may be provided with a written warning;
- f. Offending personnel may have their employment terminated; and/or
- g. Offending personnel may be prosecuted (in the event of a regulatory breach)