



WORKPLACE HEALTH & SAFETY POLICY

VERSION NUMBER: 1.2

ISSUE DATE: 10/02/2022

DATE OF LAST REVIEW: 15/06/2022

Policy Commitments

Northern Edge Studio is committed to maintaining the health and wellbeing of our staff, clients, and public.

Northern Edge Studio will ensure that a safe and risk-free working environment is maintained as far as is responsibly practical. This will be achieved by all employees co-operating to create a safe workplace and by utilising a risk management approach.

Northern Edge Studio will ensure that any contractors and sub-contractors share and apply our business and workplace health and safety values.

Objectives & Goals

Northern Edge Studio will:

1. Ensure all WHS legislation is adhered to and regularly reviewed and updated
2. Ensure that WHS is a primary consideration for all work conducted on site and in the workplace
3. Provide and maintain safe systems of work
4. Ensure the safe use, handling, storage, or transport of plant or substances
5. Maintain a safe workplace free of health risks
6. Provide suitable facilities for staff, subcontractors, and visitors to our workspaces
7. Provide employees with necessary information, instruction, training, or supervision to enable them to do their work in a safe and risk-free environment
8. When necessary, employ or engage people suitably qualified in WHS to advise on health and safety
9. Consult employees and sub-contractors on matters which may affect their health, safety, and welfare
10. Monitor employees' health and record information relating to health and safety of our employees
11. Monitor workplace conditions for safety
12. Ensure our conduct does not endanger others such as visitors, public, and other workers.
13. Promote and improve upon the workplace health and safety standards within the workplace
14. Provide an injury management and return to work program and reportable incidents to SafeWork SA

Staff will:

1. Take reasonable care of their own health and safety, and for the health and safety of others affected by their activities
2. Take WHS into consideration when planning work activities
3. Participate in necessary safety training
4. Report health and safety risks and hazards
5. Report all injuries and incidents
6. Use safety equipment and personal protective equipment when needed in the correct manner
7. Behave respectfully towards others in or interacting with the workspace

Responsibilities

Managers and principals are accountable for enforcing this Code of Conduct; however, all employees have a responsibility to adhere to the policy at all times. All breaches of the policy will be dealt with in accordance with the Northern Edge Studio's Working Practices Policy.

Breaches may result in disciplinary action, which in serious circumstances may include termination or prosecution.



Application

This policy applies to Northern Edge Studio and New Northern.

Northern Edge Studio provides this policy to all staff, contractors, sub-contractors, and interested parties upon request.

Scope

The version of this policy applies from the sign-off date.

It replaces all previous versions and should be read in conjunction with all current policies and procedures and relevant legislation. Queries in regard to content of this policy are to be referred to the principals.

This policy will be reviewed regularly, and modified as required, to reflect changes in company policy, best practice, and compliance with the relevant legislation.