



WORK HEALTH & SAFETY

Policy

SFM recognises, acknowledges and accepts its ethical and legal responsibilities to provide, as far as is reasonably practicable, a safe and healthy workplace in accordance with the provisions of relevant state Work Health and Safety Act's, Regulations and Codes of Practices.

SFM aims to achieve high standards of work health and safety at all its work locations and operations with the objective of preventing work-related injuries and illness.

SFM is 100% committed to minimising risk and harm and providing appropriate rehabilitation of its workers who may suffer illness or injury at any premises or site controlled by the company.

SFM seeks and requires the co-operation of all workers, customers and visitors. We encourage suggestions in realising our health and safety objectives to create a safe working environment.

This policy applies to all business operations and functions, including situations where workers are required to work off-site.

Procedural Principles

SFM Responsibilities

- Safe Working Environment:
 - To ensure that work sites controlled by the company are safe and risk to health controlled in line with risk management principles and legislative requirements.
 - To commitment to consult and co-operate with workers in matters relating to health and safety in the workplace.
- Plant, Equipment, Machinery and Substances:
 - To ensure that any plant purchased is assessed to comply with relevant standards and to ensure risk to health and safety are minimised.
 - To ensure all equipment and machinery are maintained to a safe standard.
 - To ensure that any plant or substance provided by the company for use by our workers is used in a manner to minimise risk to health when properly used.
- Safe Systems of Work:
 - To ensure that systems of work and the working environment are safe and risk to health is minimised.
 - To undertake identification of hazards, assessment of risk, applying and monitoring controls and development of safe systems of work throughout the working environment.
 - To ensure safety audits are carried out on a regular basis.

- Continual Improvement:
 - To strive for continual improvement via consultation, risk management, incident investigation, supervision and auditing.
 - To set annual safety targets to achieve and to measure performance against these targets.
 - To ensure continued improvement aimed at elimination of work-related injury and illness.
- Facilities:
 - To provide adequate facilities for the welfare of workers at in the workplace.
- Information, instruction, training and supervision.
 - To provide adequate information, instruction, training and supervision as may be necessary to ensure high standards of health and safety at work.

Workers Responsibilities

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment.
- Take reasonable care of their own health and safety and the health and safety of others.
- Comply with any reasonable direction given by management in relation to health and safety.
- Not misuse or interfere with anything provided in the interest of health and safety.
- Report all accidents and incidents on the job immediately.
- Report all known or observed hazards to their supervisor or manager.
- Wear personal safety / protective equipment and clothing where necessary, in the correct manner.
- Pets brought onto work sites controlled by the company, must be safety secured for the protection of workers, contractors and visitors, and the safety of the pet. Animal welfare considerations should ensure provisions of shade, protection from wind and weather, drinking water and food are provided.

Revision and Approval

This document will be updated whenever significant changes occur.

Version	Changes	Date
V1	Original	01/01/2013
V2	Revised	15/05/2013
V3	Revised – “employees” to “workers” and “Work instead of “Workplace” in line with relevant legislation changes.	27/4/2016
V4	Include provisions for the management of pets on work sites controlled by SFM.	04/06/2018
V5	Review	13/09/2018
V6	Review	27/8/2021
V7	Reviewed – No changes required.	30/06/2022
V8	Reviewed – No changes required.	30/06/2023

Approval signature:	 Managing Director - SFM
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