



WORK, HEALTH & SAFETY POLICY

1. PURPOSE

The purpose of this policy is to establish and maintain an effective health and safety management system. Colourworks is committed to achieving a consistently high standard of safety performance and meet our obligations in accordance with the Work Health and Safety Act (Cth) 2011 (WHS Act).

2. SCOPE

This policy applies to workplace participants, consultants, contractors and agents (including temporary contractors) of Colourworks, collectively referred to in this policy as "workplace participant".

3. DEFINITIONS

TERM	MEANING
Organisation	Colourworks Australia Pty Ltd
WHS Hazard	Anything which has the potential to cause injury or illness.
WHS Risk	A WHS Risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.
WHS Risk Control	WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

4. POLICY

We are committed to ensuring the health and safety of all our workplace participants, contractors, labour hire, outworkers, apprentices, students or volunteers while they are at work, and that the health and safety of other persons (e.g., visitors) is not put at risk from our operations.

This will be achieved by:

- Ensuring our workplace is safe, without risk to health
- Providing and maintaining a healthy and safe work environment through the implementation of safe work practices and the provision of safe work equipment
- Routinely consulting in order to maintain effective and co-operative relationships between Colourworks and its workplace participants, and with other duty holders, on health and safety matters in the workplace.

Colourworks' commitment to providing safe and healthy working environments for our workplace participants includes:

- Providing relevant, up-to-date WHS information to all workplace participants on matters such as workplace safety and their responsibilities
- Providing expert assistance in WHS matters where necessary
- Providing instruction and/or training in work processes where appropriate
- Developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards
- Implementing and maintaining appropriate information and reporting methods.

5. RESPONSIBILITIES

Colourworks will:

- Ensure the health and safety of its workplace participants and others in our workplace,
- Provide and maintain a work environment that is without risks to health and safety
- Provide and maintain safe systems of work
- Provide information, training, instruction and supervision
- Monitor the health of workplace participants and the conditions of our workplaces
- Record and notify SafeWork NSW of any notifiable incidents arising out of the conduct of the business or undertaking
- Consult so far as reasonably practicable with workplace participants, their representatives and Health and Safety Representatives on work health and safety matters.

Senior Management

Senior Managers are responsible for ensuring that Colourworks complies with duties and obligations under the WHS Act.

This includes:

- Gain an understanding of our operations and the hazards and risks involved
- Ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way
- Ensure that Colourworks has, and implements, processes for complying with its WHS duties and obligations
- Acquire and keep an up to date knowledge of work health and safety matters

Managers

Colourworks managers are responsible for providing a workplace that is, as far as reasonably practicable, a safe and healthy workplace for workplace participants and visitors, particularly in the areas of their control.

This includes:

- Fostering a strong work health and safety culture where worker input is valued
- Talking about safety at regular meetings
- Ensuring safe work procedures are followed
- Encouraging workplace participants to report all incidents, hazards and safety concerns promptly
- Promoting and implementing Colourworks WHS Policy and Procedure
- Identification and management of hazards and risks.

Workplace participants

All workplace participants of Colourworks must take reasonable care for their own health and safety, and that of others, while they are at work. They must co-operate with any reasonable policy or procedure which relates to workplace health and safety, this includes:

- Following safe working practices and rules
- Making proper use of all appropriate personal protective equipment
- Reporting hazards, accidents and incidents as soon as possible.

Open communication is key in ensuring a safe workplace. Therefore, workplace participants are encouraged to raise WHS concerns and questions to their managers, make recommendations and provide feedback on WHS matters.

6. WHS RISK ASSESSMENT

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workplace participants, contractors and visitors from risks to their health, safety and welfare.

Outcomes of WHS risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or change of process.

Current WHS risk assessments will ensure that Colourworks achieves the goal of eliminating or minimising the risk workplace participants may be exposed to.

7. WHS ISSUE RESOLUTION

Escalation procedure of WHS concerns and issues resolution:

1. Wherever possible, WHS concerns should be resolved through consultation between workplace participants and their manager.
2. If the concern cannot be resolved in this manner, it may be referred to for resolution.
3. Ultimately any WHS issue remaining unresolved may be referred to Senior Leadership.
4. Where issues are still unresolved, the default procedure set out in the WHS Act 2011 must be followed.

Note: If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue may ask SafeWork NSW to appoint an inspector to assist in resolving the matter.

8. EMERGENCY PROCEDURE

We will ensure all workplace participants receive regular training in workplace emergency procedures. This may include what to do in case of a fire, earthquake, or other emergency; identifying locations of emergency exits; and processes to follow to evacuate the building in the case of an emergency. These procedures are site specific and should be a part of the training for all new workplace participants.

In addition, regular drills or reviews of procedures are important to ensure that if an actual emergency occurs, everyone is able to react accordingly and safely.

An updated list of Emergency Wardens, First Aid Officers and Health and Safety Representatives will be displayed on site.

9. REPORTING NOTIFIABLE INCIDENTS

Notifiable incidents are incidents that required to be notified to SafeWork NSW include:

- The death of a person,
- A serious injury or illness of a person; serious injury or illness includes immediate treatment as an in-patient in a hospital, immediate treatment for certain serious injuries, or medical treatment within 48 hours of exposure to a substance,
- A dangerous incident; A dangerous incident means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire or uncontrolled escape of gas or steam.

Note: SafeWork NSW requires that immediate notification on 13 10 50. Failure to do so will arise in the maximum penalty for failing to notify is \$50,000 for a body corporate and \$10,000 for an individual.

10. WHAT SHOULD BE REPORTED?

- All Injuries – events that cause an illness or injury requiring medical action
- All Incidents – events that cause a minor injury of a first aid nature
- All Near-Misses – events that do not cause injury but have the potential to do so
- All Hazards – anything which has the potential to cause ill health or injury.

11. TRAINING

Colourworks is committed to ensuring workplace participants are adequately trained for safety sensitive tasks and training will be arranged as required.

Colourworks identified WHS training needs. Additionally, workplace participants and their managers may identify other WHS training and address these to the HR Manager.

12. REPORTING HAZARDS, INCIDENTS OR INJURIES PROCEDURE

Action to be taken by workplace participants who experience a hazard/incident/injury are required to do the following:

1. Advise their manager of the incident, hazard or near-miss as soon as reasonably able
2. Complete the relevant form and provide this to the HR Manager
3. The HR Manager will record all reports and will advise, assist and investigate using the Incident and Hazard Risk Assessment form where required
4. The internal reporting of incidents, hazards and near-misses is separate from reporting notifiable incidents to SafeWork NSW.

13. HAZARD/INCIDENT REPORTING PROCEDURE

All workplace participants, including contractors, are required to complete an 'Hazard/Incident Report Form' if a hazard/injury/incident occurs as a result of work undertaken on our premises or whilst on a work break or work travel.

14. REPORTING NOTIFIABLE INCIDENT PROCEDURES

Notifiable incidents must be notified to Senior Leadership and HR Manager immediately by a workplace participant who experiences or witnesses the incident as soon as reasonably practicable.

It is the manager's role to take reasonable measures to ensure the incident has been reported to Senior Leadership and HR.

After receiving notification that such an incident has occurred, it is the HR Manager's responsibility to determine whether the incident is "notifiable" and if so, report it to SafeWork

NSW by phone on 13 10 50.

15. BREACH OF POLICY

All workplace participants are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with Colourworks terminated or not renewed.

16. QUESTIONS

If a workplace participant is unsure about any matter covered by this Policy, a workplace participant should seek the assistance of HR.

17. REFERENCES

LAWS & STANDARDS	Work Health & Safety Act (NSW) 2011 Work Health & Safety Regulation 2017
POLICIES, PROCEDURES AND GUIDELINES	Hazard/incident report form Drug & Alcohol policy Use of Company Resources policy Motor Vehicle Policy Anti Discrimination & Equal Employment Opportunity Policy Bullying Policy Drug & Alcohol Policy Sexual Harassment Policy

18. MONITOR AND REVIEW

This Policy is reviewed annually. Any improvements identified from the review will be included in the Policy to increase effectiveness and ensure continual improvement.

19. APPROVAL

The People & Operations Leader of the Organisation approved this policy on 02 September 2024.



Nick Welsh
PEOPLE & OPERATIONS LEADER

You have acknowledged this policy in 02/09/2024 at 13:39:13 (UTC +10:00)

Unless the Policy specifically states otherwise, the Policy does not form part of your employment agreement with the Employer. The Employer may unilaterally vary, remove or replace this Policy at any time. To the extent that this Policy imposes any obligations on the Employer and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. The Employee is required to be familiar with the content of the Policy and comply with the terms at all times.

Note: We are not able to attach the digital signatures to any documents besides an unlocked pdf file.