

HEALTH AND SAFETY POLICY AND PROCEDURE

1. PREAMBLE

SMEI ('the Institute') is committed to providing a safe and healthy working environment as reasonably practicable for all workers and other persons. This will be achieved by management and employees working together, following a program of health and safety activities and procedures monitored, reviewed and audited to achieve best practices. The Institute undertakes regular reviews of this policy to take account of changes in legislation, activities, services, and products. As a result of this review, changes may be made to this policy from time to time, and all employees and contractors are required to comply with those changes.

2. PURPOSE

This Policy outlines the Institute's commitment to a safe workplace and is aimed at preventing or minimising any risk of injury or harm to the health and safety of its workers or others at the workplace.

3. SCOPE

This policy applies to: a) all employees of the Institute (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of the Institute (for example, contractors, subcontractors, agents, consultants, temporary staff and 'workers' as otherwise defined under relevant occupational/work health and safety (OHS/WHS) legislation) (collectively referred to as '**workplace participants**'), and b) all of the Institute's workplaces and to other places where workplace participants may be working or representing the Institute, for example, when visiting a customer, client or supplier (collectively referred to as '**workplace**').

This policy does not form part of any workplace participant's contract of employment or contract for services.

4. DEFINITIONS

In this policy: '**Person Carrying on a Business or Undertaking**' means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.

The **OHS/WHS system** relates to all aspects of health and safety including (without limitation):

- OHS/WHS Strategy Plan;
- Defined OHS/WHS responsibilities;

- Exercising due diligence;
- Health and safety training and education;
- Adopting a risk management approach to manage health and safety risks;
- Consultation with Persons Carrying on a Business or Undertaking and employees on matters related to health and safety;
- Emergency procedures and drills;
- Workplace inspections;
- Incident/accident reporting;
- Management of injured workplace participants.

5. THE INSTITUTE HEALTH AND SAFETY OBJECTIVES

- To provide a safe and healthy work environment for all our employees, contractors and other persons;
- To provide safe and healthy methods of work;
- To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- To identify and eliminate or reduce hazards and risks to health and safety;
- To continually monitor and improve work health and safety;
- To provide education and training resources; and
- To comply with all relevant laws, rules, standards and codes of practice.

6. MANAGEMENT RESPONSIBILITIES

All officers, managers and team leaders/supervisors are responsible and accountable for the safety of workplace participants, contractors, and company property under their control so far as reasonably practicable. Managers and team leaders/supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are always followed.

7. EMPLOYEE RESPONSIBILITIES

All employees are required to comply with health and safety legislation and the Institute's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties.

8. CONTRACTORS

All contractors engaged to perform work for the Institute are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of the Institute as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

9. VOLUNTEERS

All volunteers of the Institute are required to comply with health and safety legislation and the Institute's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Volunteers must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in the workplace, including employees, contractors and third parties.