

Introduction

Reliance Hexham recognises its moral & legal responsibility to provide a safe & healthy work environment for workers, contractors & visitors.

Objective

Our overall WHS objective is to actively work towards providing a safer workplace for all persons. The objectives & targets to achieve our overall WHS objectives are developed & monitored during the Management Review meeting.

We have established an integrated management system that is based on the requirements of ISO 9001, ISO 14001, ISO 45001, and ISO 27001 & ISO/IEC 17025 to provide management with the tools and methods to achieve our objectives.

Responsibilities

Management are committed to:

- Integrating WHS into all aspects of Reliance Hexham operations
- Doing everything reasonably practicable to ensure the health, safety & welfare of workers while they are at work
- Compliance with legislative requirements, current industry WHS standards & co-operation with Regulatory bodies, as far as is reasonably practicable
- Identifying any hazards in the workplace that may be a risk to health & safety & eliminating or controlling those hazards
- Meeting legislative requirements & aiming for best practice systems of work
- Measurable targets to ensure continued improvement
- Provision & maintenance of a work environment that is safe & without risks to health
- Consultation with employees & other parties to improve decision-making on WHS & environmental matters
- Development, implementation & review of written work instructions
- Distribution & communication of safety information
- Providing information, training & supervision to workers, contractors, clients & visitors to ensure safety
- Support & assist employees in effective injury management & rehabilitation
- Review & assessment of WHS policies

Employees are expected to:

- Take reasonable care for the health & safety of themselves & others at work
- Co-operate with Reliance Hexham to enable compliance with WHS legal obligations
- Participate in consultative arrangements
- Assist in identification & reporting of hazards
- Assist management to meet WHS targets
- Participate in return to work programs
- Comply with all reasonable instructions from managers in relation to health & safety issues at work
- Ensure that they know how to use equipment safely & use all equipment in the correct manner

Contractors & other persons are expected to:

- Take reasonable care for the health & safety of themselves & others at work
- Co-operate with Reliance Hexham to enable compliance with WHS legal obligations
- Comply with all reasonable instructions from managers in relation to health & safety issues at work
- Ensure that they know how to use equipment safely & use all equipment in a correct manner

Workplace Bullying

Reliance Hexham recognises the risk to worker health & safety from exposure to bullying & has adopted a ZERO tolerance policy.

Definitions

Bullying is defined as “repeated, unreasonable behaviour, directed toward employees, which may create a risk to health & safety in the workplace”.

Bullying can include but is not limited to:

- Verbal abuse &/or harassment
- Demeaning language
- Threats
- Outbursts of anger or aggression
- Humiliation
- Physical or verbal intimidation
- Excluding or isolating workers
- Deliberately:
 - Assigning meaningless tasks
 - Unrealistic volume of tasks
 - Withholding information that prevents persons from working effectively
 - Changing rosters to inconvenience a person

Bullying does not include:

- Reasonable management actions &/or requests
- Performance management processes
- Abrupt or rude behaviour
- Personality conflict other than those actions listed above

Reliance Hexham will engage a 3-part approach to bullying:

1. Prevention

- Develop and implement Workplace Bullying Policy
- Training employees about what constitutes bullying behaviour
- Creating awareness of the health & safety risks associated with bullying
- Encouraging reporting

2. Investigation

- All reports will be investigated
- All cases will be investigated in a fair, unbiased manner

3. Control

- Control strategies will be put in place that may include (where relevant):
 - Re-assigning tasks/shifts/work locations
 - Mediation (internal or external)
 - Counselling
 - Disciplinary action that could result in termination of employment

Management Responsibilities

- Do not engage in bullying behaviour
- Ensure staff and management are familiar with the bullying policy
- Remain impartial & treat all cases fairly
- Manage each case in a confidential & timely manner
- Respond to all reported cases
- Referral to support/mediation if required
- Oversee controls & follow up as required.

Workers Responsibilities

- Do not engage in bullying behaviour
- Report bullying to supervisor &/or complete the **11.F01 Bullying Report Form**
- Seek explanation if you do not understand the bullying policy

Consultation, Co-operation & Co-ordination

Work Health & Safety (WHS) Legislation requires persons conducting a business or undertaking (PCBU) to consult with their workers and other relevant duty holders on matters that will or are likely to directly affect their health & safety. Reliance Hexham recognises the benefits that regular and effective communication/consultation can produce and is committed to fulfilling this duty.

Reliance Hexham will establish the following agreed consultative arrangements:

- Daily Muster Meetings
- Weekly Production Meetings
- Fortnightly Safety Meetings
- Monthly Management Meetings

Further to this, consultation will take place in the following ways:

- Training
- Emergency Evacuation
- Risk Assessments
- Safety Data Sheets
- Verification of Competency
- Review of WHS inspections and audits
- Review of Quality audits
- Review of Environmental audits
- Review of WHS objectives
- Formal Inductions
 - (Upon commencement & every 2 years for employees, 1 year for contractors)

Reliance Hexham make every effort to ensure that the above information will be modified for languages other than English & persons with learning disabilities as relevant. Consultation will be timely & allow for relevant persons to contribute their views and feedback. Feedback will be considered during hazard identification, risk assessment and implementation of risk controls.

Training, Competency & Awareness

Reliance Hexham believe training is vital to assist people to perform their work safely.

Reliance Hexham will:

- Conduct training needs analysis across the organisation
- Develop formal training needs & competencies for position requirements at all levels including management
- Provide formal induction programs for new workers and contractors
- Use Registered Training Organisations (RTO) and appropriately accredited and approved courses/trainers
- Ensure training is competency based
- Maintain appropriate records of education, training, skills & experience
- Review effectiveness of training
- Provide training for languages other than English and other relevant learning barriers when required.

Training will include:

- All health & safety policies & procedures for the organisation
- Licences & competencies to perform tasks
- Specific hazards & risk controls
- Consultation & communication arrangements
- Incident reporting & corrective actions
- Emergency Evacuation

All managers & supervisors will be provided with additional training to ensure that they are aware of their responsibilities under the WHS management system. This training includes legislative responsibilities for managers & supervisors & training in the principles of risk management.

Our **Skills Matrix** will ensure that all required training is identified, conducted & maintained.

Health & Wellbeing

Reliance Hexham will:

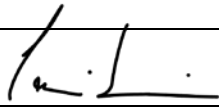


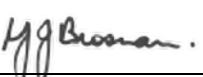
- Build and maintain a workplace environment and culture that supports healthy lifestyle choices.
- Increase worker knowledge and awareness of health and wellbeing issues and healthy lifestyle behaviours.
- Facilitate workers active participation in a range of initiatives that support health and wellbeing.
- Promote flexible working arrangements where possible, to encourage healthy behaviours (e.g. flexible lunch break for more time to exercise).
- Encourage workers to be more physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where relevant and practical).
- Promote a smoke free workplace environment and support workers to quit smoking.
- Promote worker social and emotional wellbeing through workplace practices and policies.
- Promote the importance of mental health and the availability of the **Employee Assistance Program (EAP)**.
- Increase worker knowledge and awareness around key health topics, including the risks of alcohol consumption.

A breach of this policy will lead to disciplinary action, using our **POL007 Employee Counselling & Discipline Policy**, & may result in the termination of employment.

This policy forms part of our **Induction Manual** and is communicated to our employees during the induction process.

This policy will be reviewed during the **Management Review** meetings, at a minimum frequency of once per year.

Approved by:

Ian Tresidder	Managing Director		Date: 30/9/2020
Darren Grant	Sales & Marketing Manager		Date: 30/9/2020
Chris Prest	Engineering Manager		Date: 30/09/2020
Yvonne Brosnan	Company Secretary		Date: 30/09/2020

Employee Acknowledgement and agreement

I acknowledge receiving the Reliance Hexham Pty Limited POL023 Work Health & Safety Policy.

I confirm that I understand the information contained in these documents and agree to comply with the terms of the policy and processes.

Please initial in the bottom right hand corner of all pages as evidence of your review and acceptance.

Name		Date:
Signature		