

# Policy: Workplace Health & Safety (WHS)



Policy	<p>SM Automatic Doors (SM Doors) considers its responsibility for Workplace Health &amp; Safety to be the equal of other key management objectives &amp; therefore will take all necessary steps to maintain safe working conditions for all. We accept accountability &amp; responsibility for all staff &amp; visitors, including:</p> <ul style="list-style-type: none"> <li>• Managers, Supervisors &amp; Employees</li> <li>• Contractors &amp; Suppliers</li> <li>• Customers &amp; Clients</li> <li>• Other persons visiting SM Doors' workplaces.</li> </ul> <p>To achieve this policy, specific responsibilities as detailed below are required.</p>
As a company, SM Doors will	<ul style="list-style-type: none"> <li>• Provide safe working conditions, procedures &amp; facilities that comply with relevant legislation, regulation, standards &amp; codes of practice.</li> <li>• Empower &amp; support employees &amp; agents to enforce SM Doors' policy &amp; procedures, including stopping any work that they consider is unsafe.</li> <li>• Ensure that SM Doors' safety rules &amp; practices are effective &amp; appropriate.</li> <li>• Provide opportunity, through consultative mechanisms, for safety-related matters to be identified &amp; resolved.</li> <li>• Provide first aid, medical, health &amp; rehabilitation services.</li> <li>• Conduct risk assessments at the design stage of projects, &amp; present safer methods &amp; practices to our clients.</li> <li>• Produce safe products, &amp; provide information &amp; advice to keep them safe.</li> <li>• Review &amp; improve policy &amp; procedures at least annually, &amp; whenever an opportunity to improve is evident.</li> <li>• Monitor statistics and hazard/incident reports to identify trends in cause or performance, and initiate corrective action.</li> <li>• Set &amp; review WHS objectives on an annual &amp; responsive short-term basis</li> <li>• Make this policy openly available, including via the company's public website.</li> </ul>
Managers & Supervisors will	<ul style="list-style-type: none"> <li>• Identify, report &amp; reduce all hazards that may produce injury &amp; illness.</li> <li>• Encourage reporting of hazards and incidents, and maintain a "blameless" culture that focuses on essential factors, not individuals</li> <li>• Identify, quantify &amp; control the safety levels of chemical &amp; physical agents in the work environment that may cause ill health.</li> <li>• Promote the good health &amp; welfare of all employees &amp; contractors.</li> <li>• Involve employees in workplace health &amp; safety matters, &amp; consult with them to reduce workplace hazards.</li> <li>• Provide &amp; maintain plant &amp; equipment in safe working condition.</li> <li>• Maintain systems to prevent losses or property damage likely to be caused by fire, chemical spills or other hazards</li> <li>• Comply with statutory authorities &amp; confer with government bodies, industry groups, trade unions &amp; employees to develop strategies for monitoring health &amp; safety objectives.</li> <li>• Actively manage &amp; audit SM Doors workers, subcontractors &amp; suppliers</li> <li>• Identify shortfalls in worker knowledge &amp; skill, &amp; provide instruction to maintain the required workforce competence</li> <li>• Communicate SM Doors' policy, objectives, &amp; performance via regular meetings, notice boards, newsletters, client submissions &amp; reports.</li> <li>• Produce safe products &amp; provide advice for product maintenance</li> <li>• Collectively set &amp; review WHS objectives annually &amp; responsively if required</li> </ul>
Employees will	<ul style="list-style-type: none"> <li>• Have a sound knowledge of SM Doors rules, procedures &amp; practices</li> <li>• Follow approved work methods and procedures.</li> <li>• Work safely &amp; maintain a safe workplace.</li> <li>• Avoid taking unacceptable risks</li> <li>• Ensure that before they start a new job they know how to do it safely.</li> <li>• Report any hazard and incident to their supervisor.</li> <li>• Know who their safety representative is.</li> <li>• Submit their own ideas about how to improve safety to their work group, supervisor, or manager.</li> <li>• Keep machine guards in place &amp; operational unless it is part of their duty to replace them.</li> <li>• Keep their workplace clean &amp; tidy</li> <li>• Use personal protective clothing &amp; equipment in designated areas &amp; for designated tasks.</li> <li>• Inspect equipment before using it, &amp; abide by all safety warning signs &amp; danger tags</li> <li>• Produce safe products</li> </ul>
Contractors & Suppliers will	<ul style="list-style-type: none"> <li>• Comply, as required in their contract, with SM Doors' WHS policies, procedures &amp; programs.</li> <li>• Observe directions from SM Doors' designated officers.</li> <li>• Be considered to be in breach of contract if they fail to comply or observe a lawful direction, &amp; this constitutes sufficient grounds for termination of the contract.</li> <li>• Take corrective action as identified in SM Doors WHSE inspections &amp; audits.</li> <li>• Develop &amp; operate their own compliant &amp; effective WHSE systems</li> <li>• Produce safe products &amp; deliver safe services.</li> </ul>

Signed:

Jeremy Michaelson  
Director  
SM Automatic Doors Pty Ltd  
Dated: 14<sup>th</sup> April 2021

Next Review: on or before 14<sup>th</sup> April 2022