



Work Health and Safety Policy

► Reviewed and approved by: Group Head of HR

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Version Control

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1. Purpose

SFI Health is committed to providing and maintaining a healthy and safe workplace for all employees. The purpose of this Work Health and Safety policy is to provide a framework for the implementation of local health and safety policies and procedures in all SFI Health regional locations and subsidiaries.

2. Scope

This Work Health and Safety policy applies to all staff within SFI Health and its subsidiaries, as well as third party contractors engaged by SFI Health and visitors attending any SFI Health facility.

3. Definitions

Employees	Refers to all SFI Health employed staff, as well as third party contractors engaged by SFI Health to perform any work on behalf SFI Health or its subsidiaries
Visitors	Any person who visits a SFI Health facility, or have been invited to attend a SFI Health premise for any purpose other than to complete paid work.

4. Commitment to a safe workplace

SFI Health acknowledges that the best way to manage WHS is by working together with all parties to identify and manage WHS risks.

SFI Health is committed to a safe and healthy workplace and will provide relevant resources in accordance with applicable WHS legislation in each region.

To achieve a safe workplace, SFI Health will:

- ensure that all SFI Health employees and contractors understand their responsibilities and comply with applicable policies and procedures relating to health and safety;
- implement a system for the identification and reporting of any workplace hazard, injury or condition that may affect SFI Health employees and / or contractors to complete their work safely, and ensure that identified hazards are eliminated or mitigating measures are put in place as far as is reasonably practicable;
- encourage participation, consultation and communication with all employees to improve health and safety;

- provide relevant information, training and equipment to ensure that employees, contractors and visitors have the necessary skills, knowledge and resources to follow safe work practices and perform their duties;
- maintain equipment and the work environment, and monitor compliance with all relevant operational procedures;
- ensure that all relevant health and safety information and records are maintained and accessible by appropriate personnel as required;
- regularly review and monitor compliance to, and improve WHS policy and procedures and actively respond to and investigate non-compliance to ensure that a safe workplace is maintained;
- provide appropriate support and assistance to ill or injured employees to help them return to work after a workplace safety incident.

5. Responsibilities

5.1 Management team

Members of SFI Health Senior Management Team and all managers are responsible for ensuring that this policy is complied with and to regularly review its content in accordance with changes in legislation and other regulatory requirements.

5.2 All employees and contractors

It is a requirement that all SFI Health employees and contractors read and comply with this policy, including any relevant new or updated Work Health and Safety procedures when these are made available.

All employees and contractors have a responsibility to actively maintain a healthy and safe workplace, and are expected to:

- take reasonable care of their own safety and that of others;
- complete their work in accordance with relevant policies and procedures;
- attend all required training for their role, including all relevant health and safety training;
- report any potential hazards, actual injuries or incidents to themselves or others;
- actively comply with all health and safety procedures and systems being implemented by SFI Health and share information relating to them with their colleagues.

5.3 Visitors

Visitors to any SFI Health premise must be accompanied by a SFI Health employee at all times while on site, unless they have received the necessary training and / or authorisation to perform any tasks or duties without supervision.

6. Legislations and references

All personnel should refer to relevant WHS legislations in their respective region and contact their manager or local HR team for any questions relating to this policy, or other local policies and procedures.

Australia Work Health and Safety Act 2011	https://www.legislation.gov.au/Details/C2018C00293 .
Directive 89/391/EEC - OSH "Framework Directive" (Europe)	https://osha.europa.eu/en/legislation/directives/the-osh-framework-directive/1
Occupational Health and Safety Act (United States)	https://www.osha.gov/law-regs.html
Injury Incident Report Form	https://app.smartsheet.com/b/form/ecf6fa21c778443a8d0f1e1ea8297dec
SOP-HR-010	Safe Work Practices