WORK HEALTH AND SAFETY POLICY

Providing a safe and healthy work environment for all employees, contractors, visitors, and the public is of utmost importance to Statewide Commercial Solutions.

Our dedication to workplace safety is paramount in all aspects of our operations. This policy outlines our commitment to maintaining high standards of health and safety and complying with relevant legislation, regulations, and industry standards in Australia.

1 RESPONSIBILITIES

Management

- Will provide leadership, resources, and support to ensure the effective implementation of health and safety measures.
- Will conduct regular reviews and audits to identify hazards, assess risks, and implement necessary controls.
- Will ensure compliance with all relevant health and safety legislation, standards, and guidelines.

Employees

- Must comply with all health and safety procedures, guidelines, and instructions provided by the company, outlined in detail in *Statewide Commercial Solutions WH&S Training Manual*.
- Are responsible for reporting hazards, incidents, and near misses promptly to their supervisor or manager, following company standard reporting methods.
- Must actively participate in health and safety training programs and initiatives provided by the company.

2 HAZARD IDENTIFICATION AND RISK ASSESSMENT

We will regularly identify and assess workplace hazards to eliminate or minimise risks to health and safety. This includes, but is not limited to, hazards related to:

- Chemicals and hazardous substances used in cleaning processes
- Equipment and machinery used in cleaning and security operations
- Manual handling tasks
- Working in public spaces
- Working at heights
- Working alone or after hours work
- Biological hazards such as pathogens and infectious diseases
- Security risks and threats

3 CONTROL MEASURES

We will implement appropriate control measures to mitigate identified hazards, including:

- Providing professional WH&S education and training for all staff, including on-site job training.
- Providing personal protective equipment (PPE) where necessary and ensuring its proper use and maintenance.
- Conducting regular maintenance and inspections of equipment and machinery.
- Providing adequate training and supervision to employees.
- Implementing safe work procedures for all tasks.
- Providing access to first aid facilities and emergency response procedures.

4 CONSULTATION AND COMMUNICATION

We are committed to consulting and communicating with employees and relevant stakeholders on matters relating to health and safety. This includes:

- Consulting with employees on health and safety issues and encouraging their participation in decision-making processes.
- Providing regular updates and training on health and safety procedures and policies.
- Encouraging open communication channels for reporting hazards, incidents, and suggestions for improvement.
- Communicating with clients about risks assessed on their job-sites and working together to overcome these.

5 EMERGENCY PREPAREDNESS

We will develop and maintain procedures for responding to emergencies such as fires, medical emergencies, security breaches, and natural disasters. This includes:

- Conducting regular emergency drills and simulations.
- Ensuring employees are aware of emergency procedures and evacuation routes.
- Providing training in first aid and emergency response.

6 COMPLIANCE AND CONTINUOUS IMPROVEMENT

We are committed to complying with all relevant health and safety legislation, regulations, and standards in Australia.

We will regularly review and update this policy and associated training manuals to ensure their effectiveness and compliance with current requirements. We will also strive for continuous improvement in our health and safety performance through regular monitoring, evaluation, and feedback mechanisms.

7 CONCLUSION

At Statewide Commercial Solutions the health, safety, and well-being of our employees, clients, and the public are of utmost importance. By adhering to this ***Work, Health, and Safety Policy*** and working together collaboratively, we will create a safe and healthy work environment for everyone.