



Work Health Safety



Our Policy

KAW Protection Group (referred to as "KAW" in this policy) is committed to providing a safe and healthy work environment for all employees, contractors, clients, and visitors. We prioritize the well-being and safety of our workforce and strive for continuous improvement in our work health and safety (WHS) performance. KAW is dedicated to compliance with relevant Australian WHS legislation, regulations, codes of practice, and industry standards.

1. Objective:

The objective of this policy is to establish a comprehensive framework for the management of work health and safety within KAW Protection Group. This policy aims to:

- a. Promote a culture of safety awareness, responsibility, and proactive risk management throughout the organization.
- b. Comply with all relevant Australian WHS legislation, regulations, codes of practice, and industry standards.
- c. Identify, assess, and control workplace hazards to prevent work-related injuries, illnesses, and incidents.
- d. Provide a safe work environment, adequate resources, and appropriate training and supervision to support the health and safety of employees.
- e. Establish effective systems for reporting, investigating, and addressing work-related incidents, hazards, and near misses.
- f. Regularly review and improve WHS practices to ensure ongoing compliance and the continual enhancement of our WHS performance.

2. Responsibilities:

KAW's commitment to work health and safety requires the active participation and cooperation of all employees, contractors, clients, and visitors. The following responsibilities shall be upheld:

- a. Management:
 - i. Demonstrate leadership and commitment to WHS by setting clear objectives, allocating necessary resources, and promoting a positive safety culture.
 - ii. Ensure compliance with WHS legislation, regulations, codes of practice, and industry standards applicable to KAW's operations.
 - iii. Provide appropriate training, supervision, and support to enable employees to carry out their work safely and effectively.

- iv. Regularly review WHS performance, initiate improvements, and communicate relevant information to employees and stakeholders.

b. Employees:

- i. Comply with all WHS policies, procedures, safe work practices, and instructions provided by KAW.
- ii. Take reasonable care for their own health and safety, as well as the health and safety of others who may be affected by their actions.
- iii. Report all work-related incidents, hazards, near misses, and safety concerns promptly to their supervisor, designated WHS representative, or through established reporting channels.
- iv. Actively participate in WHS training, consultations, and initiatives aimed at improving workplace safety.

c. Contractors and Visitors:

- i. Comply with KAW's WHS policies, procedures, safe work practices, and instructions while on KAW premises or engaged in KAW-related activities.
- ii. Cooperate with KAW in implementing and adhering to site-specific WHS requirements, including inductions, risk assessments, and safety instructions.

3. Risk Management:

KAW shall implement a systematic and comprehensive risk management approach to identify, assess, and control workplace hazards. This includes the following actions:

a. Hazard Identification:

- i. Conduct regular workplace inspections, risk assessments, and consultations with employees to identify existing and potential hazards.
- ii. Encourage employees to report hazards, near misses, and safety concerns through established reporting channels and provide them with the necessary support and resources to do so.

b. Risk Assessment and Control:

- i. Assess the severity, likelihood, and potential consequences of identified hazards to determine appropriate control measures.
- ii. Implement control measures that follow the hierarchy of controls, prioritizing elimination or substitution of hazards, engineering controls, administrative controls, and personal protective equipment (PPE).
- iii. Regularly review and update risk assessments and control measures to address changing circumstances, new hazards, and emerging risks.

c. Safe Work Procedures:

- i. Develop and communicate safe work procedures for high-risk activities, ensuring compliance with Australian standards, regulations, codes of practice, and industry best practices.
- ii. Provide adequate training, supervision, and support to employees on safe work procedures, equipment usage, and emergency response protocols.

d. Consultation and Communication:

- i. Establish effective mechanisms for consultation and communication between management, employees, contractors, and relevant stakeholders regarding WHS matters.
- ii. Encourage open dialogue, feedback, and suggestions related to WHS, hazard identification, risk control, and continuous improvement.

4. Training and Education:

KAW shall provide appropriate training and education to employees to promote a safe work environment and enhance WHS knowledge and competencies. This includes:

a. Induction and Onboarding:

- i. Provide comprehensive WHS inductions to new employees, contractors, and visitors to familiarize them with KAW's WHS policies, procedures, safe work practices, and emergency response protocols.
- ii. Ensure adequate onboarding for new employees, including training on specific WHS hazards and risks associated with their roles.

b. Ongoing Training:

- i. Provide regular WHS training to employees to address specific hazards, safe work procedures, emergency response, use of personal protective equipment (PPE), and WHS responsibilities.
- ii. Develop and deliver training programs that align with Australian WHS legislation, regulations, codes of practice, and industry best practices.

c. Supervision and Competency:

- i. Ensure employees receive adequate supervision to perform their work safely and competently.
- ii. Assess and verify employee competency for tasks involving specific WHS risks and hazards.

d. WHS Communication:

- i. Establish effective communication channels for WHS-related information, including policies, procedures, alerts, updates, and relevant industry news.
- ii. Foster a culture of open communication and encourage employees to actively participate in discussions, feedback, and suggestions related to WHS.

5. Incident Reporting and Investigation:

KAW shall establish clear processes for reporting, investigating, and addressing work-related incidents, hazards, and near misses. This includes the following actions:

a. Reporting:

- i. Implement a reporting system that allows employees to promptly report all work-related incidents, injuries, illnesses, hazards, near misses, and safety concerns.
- ii. Ensure reporting mechanisms are easily accessible, well-communicated, and encourage reporting without fear of reprisal.

b. Investigation:

- i. Conduct timely and thorough investigations of work-related incidents, hazards, and near misses to identify root causes, contributing factors, and opportunities for improvement.
- ii. Involve relevant stakeholders, including employees directly involved in the incident, supervisors, WHS representatives, and where necessary, external experts.

c. Corrective Actions:

- i. Implement appropriate corrective actions to address the findings of incident investigations, aiming to prevent recurrence and improve WHS performance.
- ii. Communicate the outcomes of investigations, along with lessons learned and implemented actions, to employees and relevant stakeholders.

6. Performance Monitoring and Review:

KAW shall monitor, measure, and review its WHS performance to drive continuous improvement. This includes the following actions:

a. Performance Indicators:

- i. Establish key performance indicators (KPIs) and targets to assess WHS performance, compliance with Australian WHS legislation, regulations, codes of practice, and industry standards.
- ii. Regularly monitor and analyse WHS data, such as incident rates, near misses, hazard reports, and compliance with safe work procedures.

b. Internal Audits and Inspections:

- i. Conduct regular WHS audits and inspections to evaluate compliance with policies, procedures, safe work practices, and legal requirements.
- ii. Identify areas for improvement, implement corrective actions, and track progress against established improvement plans.

c. Consultation and Participation:

- i. Engage employees, WHS representatives, and relevant stakeholders in the review of WHS performance, initiatives, and improvement strategies.
- ii. Seek feedback, suggestions, and input from employees to enhance WHS practices, procedures, and the overall safety culture.

d. Compliance with Australian Standards and Regulations:

- i. Regularly review and update WHS practices, procedures, and policies to ensure compliance with relevant Australian WHS legislation, regulations, codes of practice, and industry standards.
- ii. Stay informed about changes to Australian standards, regulations, codes of practice, and best practices related to work health and safety.

7. Continuous Improvement:

KAW is committed to continuous improvement in work health and safety. This includes:

a. Management Review:

- i. Conduct periodic reviews of the WHS management system to assess its effectiveness, relevance, and alignment with Australian WHS legislation, regulations, codes of practice, and industry standards.
- ii. Use review findings to drive ongoing improvement, set new objectives, and refine WHS strategies, practices, and procedures.

b. Employee Engagement:

- i. Encourage employee involvement and ownership in WHS initiatives, consultations, and improvement activities.
- ii. Recognize and reward contributions to WHS, safety awareness, and the implementation of innovative WHS solutions.

c. Learning from Experience:

- i. Share lessons learned from incidents, near misses, and safety initiatives to raise awareness, foster a learning culture, and prevent recurrence.
- ii. Encourage the reporting and discussion of near misses as valuable opportunities for learning and proactive risk management.

d. Collaboration and Sharing:

- i. Collaborate with industry peers, organizations, and relevant authorities to share best practices, knowledge, and resources related to work health and safety.
- ii. Participate in industry forums, conferences, and initiatives aimed at improving work health and safety practices and outcomes.

KAW Protection Group.