

**Overview**

SKG Services' documented WHS system forms part of our overall integrated management system (IMS) and as such is in accordance with AS 4801:2001. The IMS is subject to continual improvement of systems and regulatory compliance in accordance with state and federal legislation.

SKG Services contracts to provide a range of commercial cleaning, maintenance and security services throughout Australia and New Zealand. Services are provided by contracts to meet client specifications. SKG Services' responsibility is to ensure the safety of all employees, clients, and visitors at our workplaces.

All staff and service delivery subcontractors have a shared responsibility to achieve workplace safety. SKG Services' commitment to workplace safety is communicated through this policy and supporting IMS systems to staff and subcontractors at induction and is displayed in prominent positions within the organisation as is practical. It may be provided to interested parties on request.

Accountability for the IMS is the IMS Manager with responsibilities delegated to the General Manager and senior management throughout the company as documented.

Every employee regardless of rank or position has an individual and co-operative responsibility to be uncompromising regarding health and safety. Risk management is incorporated as an integral part of all business initiatives and operations, ensuring all hazards are identified, assessed, controlled, and modified as necessary to maintain safe working activities.

**SKG Services commits to:**

- a) Implement and maintain a WHS Management System to AS/NZS 45001:2018
- b) Comply with the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011, NSW Work Health and Safety Regulations 2017, relevant Safe Work Australia Codes of Practice, and safety legislation and regulations applicable in other states
- c) Pursue best practice applications beyond these requirements
- d) Assess all new worksites and work schedules for workplace safety risks prior to commencing a new contract
- e) Performing service processes according to safe work methods, procedures and instructions that have been subject to a risk assessment process in consultation with employee representatives
- f) Inspect and audit against workplace safety standards and identified hazards are undertaken and outcomes actioned taking into account employee consultation, in accordance with operating procedures and the level of risk
- g) Provide the necessary training for all staff to safely carry out their jobs
- h) Consult with staff, on a regular basis, to identify and control risks
- i) Maintain plant and equipment in a safe operating condition
- j) Isolate defective or dangerous equipment until fixed
- k) Set and monitor WHS improvement objectives and targets
- l) Review this policy to reflect the needs of continual improvement

**Managers and Supervisors:**

- a) comply with SKG Services' policies and processes and ensure employees work in a safe manner
- b) ensure employees have appropriate personal protective equipment and use it when working
- c) participate in reviews and improvements of workplace safety and conduct risk assessments
- d) report any incidents and implement appropriate initial response
- e) communicate clearly to staff all workplace safety objectives
- f) encourage staff feedback on ways to improve safety at sites
- g) work closely with client representatives to strengthen safety outcomes

**All employees are required to:**

- a) abide by all relevant laws, regulations, and codes of practice
- b) comply with the SKG Services' policies and processes and ensure a workplace free from the influence of non-prescribed drugs and alcohol
- c) be knowledgeable of the contents of Site Manuals and Site Specifications
- d) participate in workplace risk assessments through consultation
- e) advise supervisors of situations where revised or greater risk control measures are required

With staff co-operation we can look after each other and provide a safe workplace for all.