



## Work Health and Safety Policy

Date Issued:	1 <sup>st</sup> June 2015		
Doc No.	WHSMS001	Revision	4
Prepared by:	W Blencowe		
Authorised by:	Eddie Luke		
Last Reviewed	26.2.18		
Next Review:	26.2.20		

***Hume Doors & Timber Pty Ltd aspires to Zero Harm to our people, contractors, visitors, customers and the community in which we operate. We have an overriding commitment to health and safety and we will not compromise our safety values.***

Hume Doors & Timber's is a 100% Australian owned timber door manufacturer and supplier of timber products. Our strategy and goals support the Work Health and Safety (WHS) Accountability and Responsibility Procedure, and the series of other procedures contained with the Hume Doors & Timber Work Health and Safety Management System. This Work Health and Safety Policy details how we will manage health and safety within Hume Doors & Timber.

We have developed, implemented and will maintain an effective Work Health and Safety Management System (WHSMS) that will:

- Create and foster a positive health and safety culture where health and safety are considered to be an integral part of our business;
- Provide clear expectations to all personnel to engage and comply with the WHSMS;
- Identify, assess and manage health, and safety risks through risk assessment including but not limited to traffic management, manual handling, forklift operations and emergency management;
- Ensure that all incidents are reported and investigated with learning's actioned, implemented and shared;
- Seek continuous improvement in health and safety through rigorous examination of all activities, practices and incidents;
- Ensure ongoing monitoring, review and auditing of the WHSMS;
- Comply with relevant legislative and regulatory requirements including Work Health & Safety Act 2011, Work Health & Safety Regulations 2017, Codes of Practice and Australian Standard AS/NZS 4801:2001;
- Exceed Hume Doors & Timber's standards and guidelines;
- Establish measurable objectives and targets to facilitate continual improvement which will be outlined in the WHS Strategy;
- Provide appropriate information, instruction, training and supervision;
- Consult openly to enhance the effectiveness of the WHSMS and increase awareness;
- Effectively implement this Policy through a process of consultation, communication, continual improvement and culture change;
- Communicate this policy through worker inductions, contractor inductions and through display on the company website.

This policy will be reviewed every two years to ensure it remains relevant and appropriate.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

28-2-2018

Russell Buckley  
Managing Director