
WORK HEALTH AND SAFETY (WHS) POLICY AND PROCEDURES

Purpose

The purpose of this Work Health and Safety (WHS) Policy and Procedure is to establish a framework for maintaining a safe and healthy working environment for all employees, contractors, visitors, and other stakeholders at Trendie. This policy is designed to ensure compliance with relevant legislation and promote a proactive approach to managing health and safety risks within the organisation.

Scope

This policy applies to all individuals working at or visiting Trendie, including full-time, part-time, and temporary employees, contractors, and visitors. It encompasses all work activities, processes, and locations under the control of Trendie, including offices, remote work sites, and any location where work-related activities are conducted.

WHS Principles

- **Commitment to Health and Safety:**

Trendie is committed to providing a safe and healthy work environment by implementing effective health and safety management systems. We are dedicated to the prevention of workplace injuries, illnesses, and incidents.

- **Risk Management:**

We recognise the importance of identifying, assessing, and managing workplace hazards and risks. A systematic approach will be taken to eliminate or minimise risks to health and safety, utilising risk assessment tools and control measures.

- **Compliance with Legislation:**

Trendie will comply with all relevant WHS legislation, regulations, codes of practice, and industry standards. We will regularly review and update our policies and procedures to ensure ongoing compliance.



- **Consultation and Communication:**

We are committed to open and effective communication and consultation with employees regarding WHS matters. Employees are encouraged to contribute to the decision-making process related to health and safety in the workplace.

- **Training and Competency:**

Trendie will provide appropriate WHS training and resources to ensure that all employees have the knowledge, skills, and competency required to perform their duties safely.

Responsibilities

- **Management:**

Management is responsible for implementing and maintaining this WHS policy. They must ensure that appropriate resources are allocated to health and safety initiatives and that all WHS policies and procedures are effectively communicated and enforced. This includes:

- Ensuring compliance with WHS legislation and company policies.
- Identifying, assessing, and controlling workplace hazards.
- Providing necessary training and resources.
- Monitoring and reviewing WHS performance and implementing improvements.

- **Employees:**

All employees have a duty of care to take reasonable steps to protect their own health and safety, as well as the health and safety of others. Employees are expected to:

- Comply with all WHS policies, procedures, and instructions.
- Use equipment and personal protective equipment (PPE) provided safely and correctly.
- Report hazards, incidents, and near misses to their manager or WHS representative.
- Participate in WHS training and initiatives.



- **WHS Representatives:**

WHS Representatives are responsible for:

- Acting as a liaison between employees and management on WHS matters.
- Conducting regular workplace inspections and risk assessments.
- Assisting in the investigation of incidents and recommending corrective actions.

Procedures

- **Hazard Identification and Risk Assessment**

- Regular workplace inspections will be conducted to identify potential hazards.
- Risk assessments will be carried out for identified hazards to determine the level of risk and appropriate control measures.
- Control measures will be implemented following the hierarchy of controls, prioritising elimination, substitution, engineering controls, administrative controls, and PPE.

- **Incident Reporting and Investigation**

- All workplace incidents, injuries, illnesses, and near misses must be reported immediately to the employee's manager or the WHS representative.
- An investigation will be conducted to determine the cause of the incident and to identify corrective actions to prevent recurrence.
- A report will be completed and maintained on file, and corrective actions will be tracked and reviewed for effectiveness.

- **Emergency Procedures**

- Emergency procedures, including evacuation plans, will be developed and communicated to all employees.
- Regular emergency drills will be conducted to ensure that all employees are familiar with the procedures and know how to respond in an emergency situation.



- Emergency equipment, such as fire extinguishers and first aid kits, will be regularly inspected and maintained.
- **WHS Training and Induction:**
 - All new employees will receive WHS induction training as part of their onboarding process.
 - Ongoing training will be provided to ensure that employees remain competent in WHS practices relevant to their roles.
 - Records of all WHS training will be maintained for each employee.
- **Consultation and Communication:**
 - Trendie will facilitate regular WHS meetings, allowing employees to raise concerns, discuss issues, and contribute to the development of WHS policies and procedures.
 - WHS information, including policies, procedures, and safety alerts, will be communicated to employees through various channels such as email, noticeboards, and the company intranet.
- **Monitoring and Review:**
 - WHS performance will be regularly monitored through audits, inspections, and the analysis of incident reports.
 - This policy and its procedures will be reviewed annually, or more frequently if required, to ensure they remain effective and reflect current legislative requirements and best practices.

Compliance and Enforcement

Trendie is committed to enforcing this WHS policy to maintain a safe and healthy work environment. Non-compliance with WHS policies and procedures will be addressed in accordance with the company's disciplinary procedures, which may include counselling, retraining, or disciplinary action up to and including termination of employment.



Review and Updates

This WHS policy and procedure will be reviewed annually to ensure its effectiveness and relevance. Any changes or updates will be communicated to all employees, and it is the responsibility of each employee to remain informed about current WHS practices.

Implementation

All employees, including new hires and contractors, will be informed of this WHS policy and procedure as part of their induction. The policy will be made accessible through the company intranet and included in the employee handbook. Regular updates and training will be provided to ensure continuous improvement in our health and safety practices.

By adhering to this WHS policy and procedure, Trendie commits to safeguarding the well-being of all individuals within the organisation and fostering a culture of safety and health consciousness.