

## SCOPE

This policy applies to all employees of IFS across all workplaces where IFS personnel are conducting operations.

## OBJECTIVES

IFS is committed to ensuring the health and safety of its employees, contractors and visitors to its workplace. Accordingly, the objectives of workplace health and safety (WHS) initiatives and this policy are to ensure that all employees, contractors and others understand their obligations in relation to legislation and codes of practice.

## IFS'S OBLIGATIONS

IFS has a number of obligations under health and safety laws. This policy is aimed at assisting IFS to comply with those obligations and retain certification for standard AS/NZS 4801:2001 by:

- a) Ensuring health and safety in the workplace;
- b) Consulting with workers;
- c) Identifying hazards, assessing risks and work with the controllers of the workplace in eliminating or controlling hazards;
- d) Maintaining and regularly update IFS's Register Regime including Hazard, Risk and Environmental Aspects Registers applicable to all services and works carried out by the company;
- e) Ensuring Hazard, Risk and Environmental Aspects registers and associated Safe Operating Procedures (SOP) are updated when new hazards are identified (as part of the continual improvement process);
- f) Ensuring where this is a high-risk task, a Risk Management Plan or a Safe Work Method Statement or Job Safety Analysis will be compiled before the commencement of works;
- g) Working with building manager to provide adequate facilities for the welfare of workers in carrying out their tasks;
- h) Reducing of the risk of musculoskeletal disorder (manual handling) through training and provision of mechanical aids;
- i) Ensuring safe use, maintenance, handling and storage of plant, structures and chemicals (see procedures);
- j) Providing instruction, training, information and supervision of staff;
- k) Ensure our personnel have received first aid training where applicable;
- l) Ensuring health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the carrying out business activities;
- m) Recording how IFS complies with its obligations;



## WORKER'S OBLIGATIONS

Workers are required under this policy to:

- a) Adhere to IFS WHS policies, procedures, directions, instructions and rules including safe work instructions;
- b) Comply with any reasonable client policies, procedures, directions, instructions and rules in respect of WHS when performing work at a client's site or workplace;
- c) Cooperate with any IFS initiatives or systems relating to WHS;
- d) Look after their own health and safety and the health and safety of others in the workplace and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- e) Ensure they do not attend or remain at work if they are not fit to do so, including if they are intoxicated, impaired or under the influence of drugs (legal or illegal);
- f) Cooperate with each other and with IFS to promote WHS awareness;
- g) Report any incident, injury, illness, unsafe equipment or hazards immediately to the relevant manager or supervisor or elected health & safety representatives;
- h) Only operate equipment where if competent, qualified and authorised to do so;
- i) Follow all instructions relating to the correct use of IFS equipment and chemicals, if unsure of the correct procedures, ask for instructions from a supervisor before using them;
- j) Ensure that work areas are kept clean and tidy;
- k) Ensure Personal protective equipment is maintained and used correctly;
- l) Reduce slip, trip and fall incidents on site;
- m) Handling of sharps is conducted properly;
- n) Implement safe handling, storage and disposal of chemicals;
- o) Comply with all security systems and protocols in the workplace;
- p) Notify IFS of any matter that may affect IFS's ability to comply with its workplace health and safety obligations;
- q) As required by IFS, attend WHS training and actively participate in WHS activities and consultation such as inspections, investigations and meetings.

## CONSULTATION WITH WORKERS

IFS has an open door policy and will consult with Workers about workplace health and safety.

## REHABILITATION AND RETURN TO WORK

IFS understand the importance of early commencement of injury management and will commence the injury management process as soon as possible after an injury or illness has occurred in the work place.

IFS is aware that the most effective environment for full recovery is the work place, and therefore, IFS fosters the concept of early return to work. A safe and early return to work by an injured employee is a normal and expected outcome. IFS will provide, as far as reasonably practicable, suitable duties to partially incapacitated employees. The Human Resources Department is responsible for arranging suitable duties in the work place.



Shirmon De Silva  
Managing Director  
March 2017

## REPORTING OF INCIDENTS

It is IFS requirement to have all incidents reported within 24 hours of occurrence. All Workers must immediately report any unsafe equipment or hazards, or any other thing they consider poses a risk or potential risk to their health and safety at work immediately to their relevant manager or supervisor.

## EMERGENCIES

Our staff receives site inductions. Further, our security guards are an integral part of any emergency preparedness process on site and must therefore receive comprehensive emergency response training. In cases of emergency, Workers situated in IFS offices should comply with any emergency procedure implemented by IFS. If it is necessary and/or if you do not know what to do in an emergency situation, call 000.

