

Workplace Health and Safety Policy

Barker Ryan Stewart Pty Ltd are committed to providing a safe work environment and ensuring the health and safety of its workers, contractors, clients and visitors to its workplace. Accordingly, the objectives of the policy are to ensure that all workers understand their obligations in relation to health and safety.

Health and safety is both an individual and shared responsibility of all workers. This policy applies to all workers regardless whether they are employees, independent contractors or representatives of independent contractors, work experience students or other volunteers, Directors, Company Officers or other agents ("Workers").

This policy is aimed at assisting Barker Ryan Stewart to comply with obligations including:

- ensuring health and safety in the workplace;
- consulting with workers;
- identifying hazards, assessing risks and eliminating or controlling risks;
- providing instruction, training, information and supervision of workers;
- providing appropriate equipment and implementing safe work systems; and
- recording how Barker Ryan Stewart complies with its obligations.

Workers are required under this policy to:

- adhere to Barker Ryan Stewart's WHS policies, procedures, instructions and rules including safe work practices;
- cooperate with any company initiatives or systems relating to WHS;
- look after their own health and safety and the health and safety of others in the workplace;
- ensure they do not attend or remain at work if they are not fit to do so, including if they are intoxicated or under the influence of drugs;
- cooperate with each other and with Barker Ryan Stewart to promote workplace health and safety awareness;
- report any incident, injury, illness, unsafe equipment or hazards immediately to the relevant Manager or Supervisor;
- only operate equipment where if competent, qualified and authorised and if they have the appropriate licence if applicable;
- follow all instructions relating to the correct use of plant, machinery, chemicals or equipment and, if unsure of the correct procedures, ask for instructions from a Supervisor before using them;
- use any personal protective equipment or clothing provided by Barker Ryan Stewart as instructed;
- ensure that work areas are kept clean and tidy;
- comply with all security systems and protocols in the workplace;
- notify the relevant Manager of any matter that may affect Barker Ryan Stewart's ability to comply with its workplace health and safety obligations; and
- as required by Barker Ryan Stewart, attend WHS training and actively participate in WHS activities and consultation such as inspections, investigations and meetings.

Barker Ryan Stewart will consult with workers and other relevant duty holders on work health and safety matters.

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In situations, whereby Barker Ryan Stewart shares a primary duty of care with other duty holders regarding its workers, Barker Ryan Stewart will consult, cooperate and coordinate work health and safety related activities with the other duty holders.

Consultation may take place in the following ways:

- Formal Inductions;
- Training;
- Health and Safety Committees and regular meetings;
- Regular toolbox/safety meetings with WHS as a standing agenda item;
- Information on hazards and the existing WHS Management System;
- Emergency Response;
- WHS meeting minutes displayed;
- Incident investigation and corrective actions;
- Results of WHS evaluations including audits, non-conformances;
- Review of WHS objectives;
- Safe Work Procedures and Safe Work Method Statements;
- Risk Assessments, risk controls and feedback regarding long-term controls;
- Safety Data sheets, product safety sheets, operating manuals etc; and/or
- Reporting and keeping records in line with legislative requirements.



Glenn Barker
Managing Director