



**DCL LOCKSMITHS & SECURITY**  
PO Box 1243, Dubbo, NSW, 2830

# Work Health & Safety Policy

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Written by: J.Mannering & S.Roach  
Approved by: J.Mannering  
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Waramungu Pty Ltd  
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**NSW Master Licence:** 408636117  
**ACT Master Licence:** 17502639



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### Background:

DCL is required to provide a safe working environment for all employees, contractors, visitors and customers.

### Purpose:

The policy is to provide employees and management with an understanding of their roles and responsibilities for performing work safely and for reporting incidents or near misses.

To provide methods to investigate potential risks and hazards in the workplace.

To provide methods to report and investigate safety incidents and near misses.

### Scope:

This policy covers all DCL employees, contractors, visitors, and customers. The policy applies to all places of work including DCL premises, vehicles, and customer locations.

### Definitions:

**The Company** – Waramungu Pty Ltd T/as DCL Locksmiths & Security

**Team Members** – temporary, permanent, or contractors that come under the DCL umbrella and may also include partners in work from home or other remote work settings.

**Incident/ Hazard** – refers to any event which causes or could have caused injury, illness, damage to plant, equipment, vehicles, property, material, or the environment or public. It also includes vehicle incidents and off-site incidents.

**Risk** – A situation involving exposure to danger, harm, or loss.

**SWMS** - Safe Work Method Statement

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### **Policy Statement:**

#### DCL Work Health and Safety Policy

Waramungu Pty Ltd is committed to providing a healthy, safe and productive workplace for all employees, visitors, contractors and customers. Waramungu Pty Ltd will manage the risks and hazards that may affect the health and safety of personnel in the workplace, by providing safe systems of work. Waramungu Pty Ltd management will address issues raised under this policy, being responsible to facilitate a review process through consultation and participation with employees on WHS issues.

DCL management is committed to:

- Doing it right the first time, on time and every time for all activities we undertake with efficiency and effectiveness.
- Communicate this policy to all current staff or new they commence with Waramungu Pty Ltd and at regular intervals.
- Demonstrate our commitment to Health and Safety to all interested parties actively engaging in risk and hazard identification of the workplace prior to commencement of works.
- Consult and develop effective control measures to manage identified risks/hazards in line with WHS legislation, in the form of a site safety plan and/or project risk assessment to record controls agreed.
- Provide and ensure appropriate supervision, information and induction into procedures relevant to the workplace and tasks for all personnel, as deemed necessary to provide a healthy and safe workplace.
- Monitor compliance and effectiveness of controls through inspections, task observations and audits. In consultation, evaluate concerns raised to refine control measures to better manage the risks or hazards.
- Consult with employees with respect to any changes to work practices or procedures, which may affect their health and safety at work. Foster open communication with management to identify risks.
- Investigating potential risks to health and safety at the place of work, developing and implementing revised procedures as required, fostering continual mindset improvement in preventing workplace illness or injury.
- Review investigation findings to ensure procedures and controls in place were followed. If necessary, revise procedures and control so the risk to health and safety is eliminated or mitigated as best can be.

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### Waramungu Pty Ltd WHS policy goals are:

- Continually improve health and safety in our place of work for all to go home injury/illness free.
- To meet our obligations under the Work Health and Safety act, regulations, and related legislation, plus the criteria of ISO 45001:2018 relevant to Waramungu Pty Ltd activities.
- To minimise medically treated injuries and achieve zero lost-time injuries.
- Foster engagement with Waramungu Pty Ltd staff with our safety and induction programs, reporting injuries and incidents and following all safety directions, regulations, and procedures.

This policy together with the measurable objectives and targets will be reviewed on an annual basis to ensure that it remains relevant and suitable to the operations of Waramungu Pty Ltd.

### Policy Method:

To provide a safe workplace DCL requires the following safety tasks and procedure to be performed.

1. Complete risk assessments and safe work method statements for tasks and jobs.
2. Perform pre-job safety assessments.
  - a. Complete Simpro Mobile Pre-Audit SWMS for all on jobs
  - b. Complete DCL full SWMS for project site works – DOC Name XXX
3. Complete post job incident reports.
  - a. Complete Simpro Post-Audit Incident report for all jobs
  - b. Should there be an incident, then follow the incident reporting policy/procedure
4. Complete hazard/incident reports after any safety incident.
  - a. Hardcopy of the Waramungu Incident Reporting Policy and Incident Report Form is kept in folders in DCL offices for easy access by staff.
  - b. Soft copy is also available on the Staff Intranet
5. Investigate incidents to prevent them from occurring again.
6. Implement improvements to safe work practices as required.

### Compliance:

Compliance to this policy forms parts of the team members employment agreement/ contract and failure to comply may constitute grounds for disciplinary action

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## Guidance:

Should you need any specific directions on the application of this policy please advise your manager or the compliance officer by email or if urgent then by phone.

Training can and will be provided to any team member that needs it to ensure that all team members are able to meet their requirements within the purpose of the policy.

The main priority is to: Keep everyone safe while at work.

Signed: John Mannering

A handwritten signature in blue ink, appearing to read 'John Mannering', with a long horizontal stroke extending to the left.

Date: 17/11/2023

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