



1. **Title:** Work Health and Safety Policy
2. **Purpose:** Community Enterprise Queensland (CEQ) management aims to provide a safe and healthy work environment which can be achieved through the participation, co-operation and commitment of everyone in the workplace.
3. **Scope:** This policy applies to all Board members, employees, suppliers and contractors of CEQ. CEQ management is committed to complying with the Work Health and Safety Act 2011 and all legislative requirements by providing a safe and healthy working environment for our customers, board members, team members, suppliers, service providers and contractors of CEQ.
4. **Background:** In meeting this commitment CEQ will:
 - Continually improve the Safety Management System
 - Identify and reduce the risks of all types of work activities that have potential for personal injury or occupational illness
 - Provide and maintain a safe work environment, including plant and equipment
 - Provide instructions on safe use, handling, storage and transport of plant and substances
 - Provide instruction, training and supervision to enable all team members to perform their duties safely
 - Provide access to adequate facilities for the welfare of workers carrying out work at CEQ
 - Provide induction WHS induction for all new starts
 - Provide site inductions for visitors to our remote sites
 - Involve team members in workplace health and safety matters and consult with them on ways to recognise, evaluate and control workplace hazards
 - Maintain and monitor health and safety performance indicators
 - Monitor the health of workers and the conditions at the workplace to prevent illness or injury
 - Periodically review and revise our health and safety policy and safety management system to maintain their significance
 - Conduct monthly WHS meetings to consult with our Support Office and remote teams.
 - Highlight risks through our risk framework and FARG meeting which is Chaired by a CEQ Director.

In return, CEQ management requires our board members, team members, contractors and others to:

- Follow all policies, procedures, safe work practices, training and instructions
- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Maintain a safe and tidy work area

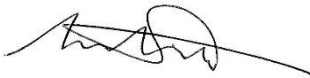
- Report any hazards
- Report all work related injuries and illnesses immediately to the store manager or their representative or CEQ Compliance Team
- Participate in safety training
- Suggest ideas on how to improve safety
- Use safety equipment and wear appropriate personal protective equipment as instructed and when required
- Comply, so far as reasonably able, with any reasonable instruction that is given

All stakeholders, managers, supervisors and team members are accountable for health and safety in their areas and must demonstrate leadership and a commitment to improving safety performance.

Any breach of the above policy will be viewed as misconduct and may result in termination of employment.

5. Associated documents: WorkSafe Queensland

6. Approved by:



Chief Executive Officer
Michael Dykes

Date: 27.10.2022

Review 27.10.2023