

**SECKO Pty. Ltd.**  
**Policy Document**

**Workplace Health, Safety and  
Wellbeing Policy**

**SKO-BP-PO-003 | Rev A**

**7 February 2025**

This report has been prepared based on the scope provided by our client and should not be relied upon by any third party. No responsibility is undertaken to any third party.

SECKO Pty. Ltd. | ABN 87 649 919 586

[www.secko.com.au](http://www.secko.com.au)



# Contents

<b>Purpose .....</b>	<b>3</b>
<b>Scope .....</b>	<b>3</b>
<b>Policy statement.....</b>	<b>3</b>
<b>1 Compliance with legislation .....</b>	<b>3</b>
<b>2 Risk management .....</b>	<b>3</b>
<b>3 Safe work environment.....</b>	<b>3</b>
<b>4 Training and education .....</b>	<b>3</b>
<b>5 Incident reporting and investigation .....</b>	<b>4</b>
<b>6 Employee involvement .....</b>	<b>4</b>
<b>7 Emergency preparedness.....</b>	<b>4</b>
<b>8 Continuous improvement .....</b>	<b>4</b>
<b>Responsibility .....</b>	<b>4</b>
<b>Review .....</b>	<b>4</b>
<b>Approval.....</b>	<b>5</b>

# Purpose

At SECKO Pty Ltd ("SECKO"), the health, safety, and wellbeing of our employees, contractors, clients, and visitors are our highest priority. This policy outlines our commitment to providing a safe and healthy workplace and ensuring that our activities do not pose a risk to the health and safety of any person involved.

# Scope

This policy applies to all employees, contractors, clients, and visitors across all SECKO workplaces and project sites. It encompasses all activities related to our consulting services, including office work, field operations, site visits, and any other work-related activities.

# Policy statement

SECKO is committed to achieving the highest standards of health and safety by:

## 1 Compliance with legislation

Adhering to all relevant workplace health and safety laws, regulations, codes of practice, and industry standards in Australia. We will ensure that our practices are up-to-date and compliant with current legislation.

## 2 Risk management

Identifying, assessing, and controlling workplace hazards to prevent accidents, injuries, and illnesses. We will implement effective risk management practices and ensure that all employees are aware of potential risks and how to mitigate them.

## 3 Safe work environment

Providing a safe and healthy work environment by maintaining equipment, facilities, and work processes to the highest standards. We will ensure that all necessary resources, including personal protective equipment (PPE), are available and used appropriately.

## 4 Training and education

Ensuring all employees receive the necessary training, instruction, and supervision to perform their tasks safely. We will promote a culture of continuous learning, where safety knowledge is regularly updated and shared.

## 5 Incident reporting and investigation

Encouraging the prompt reporting of all accidents, incidents, near misses, and hazards. We will investigate all reports thoroughly to identify root causes and implement corrective actions to prevent recurrence.

## 6 Employee involvement

Engaging employees in the development, implementation, and review of health and safety policies and procedures. We encourage open communication and feedback to improve our safety practices continually.

## 7 Emergency preparedness

Developing and maintaining emergency response plans and procedures to ensure a swift and effective response to any workplace emergency. We will conduct regular drills and training to ensure all employees are prepared.

## 8 Continuous improvement

Regularly reviewing and improving our health and safety management system to enhance performance. We will set measurable health and safety objectives and monitor our progress towards achieving them.

## Responsibility

The Directors of SECKO are responsible for the implementation and ongoing review of this Workplace Health, Safety and Wellbeing Policy. All employees are expected to adhere to this policy, actively participate in safety programs, and take responsibility for their own safety and the safety of others.

## Review

This policy will be reviewed annually to ensure its effectiveness and alignment with best practices in workplace health and safety.

## Approval

This policy has been approved and endorsed by the Directors of SECKO.

A handwritten signature in black ink, appearing to be 'B. Clark', with a long horizontal stroke extending to the right.

Date: 7 **February 2025**

Signed by: **Brendan Clark**

Position: **Director**