

Health and Safety Policy

1. Purpose

The purpose of this Health and Safety Procedure is to provide a safe and healthy workplace for all employees, contractors, visitors, and stakeholders of Hermes Group of Companies. This procedure outlines our commitment to preventing workplace injuries and illnesses, complying with relevant Australian legislation, and fostering a culture of safety and wellbeing.

2. Scope

This procedure applies to all work activities conducted by Hermes Group of Companies, including offices, warehouses, worksites, and any other locations where employees or representatives operate.

3. Responsibilities

- Directors/Management: Ensure compliance with health and safety legislation, allocate resources, and demonstrate visible leadership in promoting a safety culture.
- Supervisors/Team Leaders: Implement safety procedures, provide training, monitor work practices, and report hazards or incidents.
- Employees: Follow safety procedures, use personal protective equipment (PPE) as required, report hazards, and participate in safety training.
- Contractors/Visitors: Comply with all site-specific safety requirements and instructions provided by Hermes Group of Companies personnel.

4. Hazard Identification and Risk Assessment

1. Conduct regular inspections to identify potential hazards in the workplace.
2. Assess risks associated with identified hazards using a standard risk assessment matrix.
3. Implement appropriate control measures to eliminate or minimise risks (e.g., engineering controls, administrative controls, PPE).
4. Review and update risk assessments following incidents, near misses, or significant changes to the workplace.

5. Incident Reporting and Investigation

1. All incidents, injuries, near misses, and hazardous situations must be reported to a supervisor as soon as practicable.
2. Complete an Incident Report Form and submit it to the Health and Safety Officer.
3. Investigate all incidents to determine root causes and implement corrective actions to prevent recurrence.
4. Notify relevant authorities if required by law (e.g., WorkSafe, SafeWork).

6. Emergency Procedures

- Display emergency evacuation plans and contact numbers prominently in all workplaces.
- Ensure all employees are aware of emergency exits, assembly points, and procedures.
- Maintain accessible first aid kits and appoint trained first aid officers.

7. Training and Communication

- Provide induction and ongoing safety training to all employees and contractors.
- Communicate safety updates, alerts, and procedure changes via meetings, emails, and noticeboards.
- Encourage open communication regarding safety concerns and suggestions for improvement.

8. Personal Protective Equipment (PPE)

- Identify and provide appropriate PPE for specific tasks and environments.
- Ensure all PPE is maintained, stored correctly, and replaced as needed.
- Train employees in the correct use and care of PPE.

9. Monitoring and Review

- Regularly review and update this procedure to reflect changes in legislation, technology, and work practices.
- Monitor safety performance through audits, inspections, and feedback.
- Set measurable safety objectives and report progress to management and employees.

10. Continuous Improvement

Hermes Group of Companies is committed to continuously improving health and safety performance by learning from incidents, seeking employee feedback, and benchmarking against industry best practice.

Contact Information

For any questions or further information regarding this procedure, please contact the Health and Safety Officer at Hermes Group of Companies.

Jay Hall

A handwritten signature in black ink, appearing to read "Jay Hall", is shown within a light blue rectangular box.

Director
Hermes Group