

Night Hawk Intelligence

Occupational Health & Safety Policy

Occupational Health and Safety (OHS) Policy for Investigations Business – Victoria, Australia

Policy Title:

Occupational Health and Safety Policy

Effective Date:

December 2024

Reviewed:

December 2029

Purpose:

The purpose of this Occupational Health and Safety (OHS) Policy is to ensure that all employees, contractors, visitors, and other persons associated with Night Hawk Intelligence, operating in the investigation sector in Victoria, are provided with a safe and healthy working environment. This policy outlines the company's commitment to managing and minimizing health and safety risks associated with our investigation activities, both in-office and during field operations.

Scope:

This policy applies to all employees, contractors, and stakeholders involved in the operations of Night Hawk Intelligence, including investigations that occur in office settings, on-site locations, or while travelling for business purposes. It covers all activities including but not limited to surveillance, evidence gathering, reporting, and interacting with clients.

1. Policy Statement

We are committed to providing and maintaining a safe and healthy working environment for all employees and others who may be affected by our activities. We will take all reasonable steps to:

- Identify, assess, and manage risks related to workplace safety and health.
- Comply with relevant OHS legislation, including the **Occupational Health and Safety Act 2004 (VIC)** and associated regulations.

- Foster a culture of safety, ensuring that all employees understand their responsibilities in maintaining a safe workplace.
 - Provide adequate training, resources, and support to prevent accidents and injuries.
 - Implement safe systems of work for all field investigations and office-related tasks.
 - Continuously review and improve safety practices and procedures.
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2. Responsibilities

Employer Responsibilities:

- Ensure the workplace is safe and free from risks to health, as far as reasonably practicable.
- Provide adequate training to staff on safe work practices, including emergency procedures and risk assessments.
- Supply appropriate personal protective equipment (PPE) where necessary.
- Ensure that a risk assessment is conducted prior to any field investigation or surveillance activity.
- Investigate and respond to any OHS incidents or hazards reported by employees.
- Maintain up-to-date records of workplace injuries, incidents, and safety audits.

Employee Responsibilities:

- Take reasonable care for their own health and safety, and that of others who may be affected by their actions.
- Follow all safety procedures and guidelines established by the company.
- Report any hazards, incidents, or unsafe conditions to their supervisor or manager as soon as possible.
- Use PPE provided by the employer and ensure it is maintained in good condition.
- Participate in any required safety training or meetings.
- Cooperate with OHS investigations and improvement activities.

Supervisor/Manager Responsibilities:

- Ensure that all workers under their supervision are aware of and follow OHS procedures.
 - Monitor working conditions to identify and address potential hazards.
 - Ensure that appropriate risk assessments and safe work practices are in place for each investigation.
 - Provide support and guidance to employees involved in fieldwork or investigative activities.
 - Investigate any reports of injury, illness, or near-miss incidents and take corrective action.
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3. Risk Management

Risk assessments will be conducted for all new and ongoing investigation projects, particularly those that involve fieldwork. The risk assessments will focus on potential hazards including but not limited to:

- **Travel Hazards:** risks associated with driving, transport, or working in remote areas.
- **Environmental Hazards:** exposure to extreme weather, hazardous environments, or wildlife.
- **Workplace Hazards:** physical injuries (slips, trips, falls), lifting and carrying, ergonomics, etc.
- **Psychosocial Hazards:** managing stress, workplace violence, and handling sensitive information.
- **Personal Safety:** risks associated with surveillance or interaction with potentially hostile individuals or groups.

Appropriate risk control measures, including PPE, safe operating procedures, and emergency protocols, will be established to address these risks.

4. Training and Education

We will provide OHS training for all employees, which includes:

- **Induction Training:** for new employees, covering basic OHS principles, company safety policies, and emergency procedures.
- **Fieldwork Safety Training:** for staff involved in surveillance, investigations, or client meetings outside of the office, addressing topics like vehicle safety, self-defense, situational awareness, and safe interaction protocols.
- **Refresher Training:** ongoing training sessions to keep staff updated on OHS standards and best practices.

Specialized training will also be offered for high-risk tasks, such as working with dangerous or volatile individuals.

5. Reporting and Incident Management

- **Incident Reporting:** All employees must report any accidents, injuries, near misses, or unsafe conditions to their supervisor or OHS officer immediately. Reports will be reviewed and documented for further investigation and corrective actions.
- **Incident Investigation:** All reported incidents will be thoroughly investigated to identify the root causes, and appropriate corrective actions will be implemented to prevent recurrence.

- **Confidentiality:** Where necessary, any information concerning investigations, incidents, or injuries will be handled in a confidential manner.
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6. Health and Wellbeing

We are committed to the health and wellbeing of its staff. We will:

- Promote mental health awareness, offering access to counselling services or employee assistance programs (EAP) for employees who may be affected by the emotional toll of investigative work.
 - Encourage a healthy work-life balance and provide flexibility where possible.
 - Monitor and support employees experiencing stress, fatigue, or any other health-related issues.
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7. Emergency Procedures

In case of an emergency (e.g., accidents, medical emergencies, natural disasters), we have established protocols, including:

- First aid kits available on-site and in vehicles used for field investigations.
 - Emergency contact details and procedures for quick communication with emergency services.
 - Clear evacuation procedures for all offices and investigation sites.
 - Specific emergency procedures tailored to high-risk investigations or fieldwork scenarios.
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8. Continuous Improvement

We will continuously review and improve its OHS policies and practices. This will include:

- Regular audits of safety practices and risk assessments.
 - Engaging with employees to gather feedback on safety improvements.
 - Keeping up to date with any changes to OHS legislation and best practices.
 - Implementing corrective actions in response to incidents or emerging risks.
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9. Compliance with Legislation

This policy will ensure that [Company Name] complies with all relevant OHS legislation, including but not limited to:

- **Occupational Health and Safety Act 2004 (VIC)**
 - **Workplace Safety Regulations 2017 (VIC)**
 - **WorkSafe Victoria's Codes of Practice**
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10. Policy Review

This OHS policy will be reviewed annually, or sooner if significant changes occur to the work environment, legislative requirements, or operational practices.
