

## Safety and Wellbeing

We have a dedicated commitment to the safety and wellbeing of all our staff and as such have strong policies and procedures in place to ensure that we have the appropriate structures to provide support and assistance as required.

Our Safety and Wellbeing Management System include but are not limited to:

- A Safety and Wellbeing Policy
  - Our policy ensures staff have a welcoming, safe and healthy working and learning environment.
  - Continual monitoring, support and promotion of health and wellbeing.
  - Consulting with staff members about work health and safety, and wellbeing issues.
  - There is a focus on health as an integral part of the business planning.
  - Enable total organisational participation in programs and initiatives
  - To use incentives to increase participation and maintain motivation through providing employees the opportunity to partake in physical activities during the day e.g. walking, running, visiting the gym, etc.
  - Extend the positive impact to our employee's families, the community and the environment.
- The appropriate risk identification, assessment and management processes.
  - We have a S A F E approach to risk and hazard management.
- Training processes to ensure competency of staff to complete tasks.
  - We inform all employees about particular job hazards and safe work procedures in the office.
  - Ensure all new employees are given a detailed induction session provided with the appropriate training and information.
- Workplace inspections and audit processes.
  - We internally carry out regular safety checks.
  - We ensure that all workplace equipment is maintained.
  - We provide staff with easy to understand information.
  - We provide an incident/injury reporting process.
  - We plan for emergencies e.g. fire or medical.
- Monitoring and supervision processes
  - Management systems are regularly reviewed and monitored on how effective they are, with any necessary adjustments made to ensure that we keep processes up to date and relevant.

- Performance monitoring
  - Affirm that all employees contribution to Essence.
  - Together determine work priorities and performance expectations on a continual and regular basis.
  - Continually and openly discuss workloads and annual leave.
  - Provide feedback in relation to individual performance, also with reference to work area and organisational goals.
- Injury management and return to work processes.
  - We have a commitment to providing a safe and timely return to work for all injured or ill employees.
  - Regular and open communication is provided to understand how the employee is progressing, ways to start back at work on a basis that is suitable and manageable, with the aim of working together to return back to work in a capacity that is appropriate.
- Communication and consultation processes.
  - We are responsible for ensuring consultation is a fundamental element of health and safety management within the workplace. We see that it provides the opportunity for cooperative problem solving and improved outcomes for health and safety.
  - This procedure recognises the benefits of employee input and participation on health and safety matters and aims to:
    - Promote cooperation between management and employees in managing and resolving workplace health and safety risks,
    - Ensure managers and supervisors are aware of hazards and health and safety issues experienced by employees, students, contractors and visitors,
    - Enhance decision making about health and safety by gathering a wider source of health and safety ideas and knowledge,
    - Support our organisations commitment to health and safety,
    - Reduce the number and severity of health and safety risks and hazards,
    - Strengthen the health and safety culture within our organisation.
- Corrective action and non conformance processes
  - We work through the process and identify the non compliance and documenting it, determining the required corrective action.
  - We provide a reasonable period to resolve a non-compliant condition by setting resolution dates and instruct the contractor to take remedial or corrective action by the resolution dates.
  - We aim to prevent recurrence of non compliant issues by continual monitoring, performance analysis and developing updates on any recurring issues. We also follow up and close out any of the non compliant issues.

- We ensure the reporting updates of any non-compliant conditions across appropriate levels both internally and with the organisation/individual in question.