

# Contoso Work Health and Safety Procedure

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## Purpose

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The purpose of this Work Health and Safety (WHS) procedure is to establish a safe and healthy work environment for all Contoso employees, contractors, and visitors. This procedure outlines the framework for identifying, assessing, and mitigating workplace hazards to prevent accidents and injuries.

## Scope

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This procedure applies to all Contoso employees, contractors, and visitors at Contoso premises and in the execution of Contoso work-related activities.

## Responsibilities

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- 1. **Contoso Management:** Contoso management is responsible for establishing and promoting a culture of safety, allocating necessary resources for safety measures, and ensuring compliance with all relevant safety laws and regulations.
- 2. **Safety Officers:** Safety Officers will be designated to oversee WHS compliance, conduct safety audits and inspections, and provide training to employees on safe work practices.
- 3. **Employees:** All employees are responsible for actively participating in the WHS program, following safe work practices, reporting unsafe conditions, and participating in safety training and drills.

## Procedure

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### 1. Hazard Identification and Risk Assessment

- 1.1. Contoso will establish a system for the identification and assessment of workplace hazards, including but not limited to physical, chemical, ergonomic, biological, and psychosocial hazards.
- 1.2. All employees are encouraged to report potential hazards or risks to their immediate supervisor or Safety Officer.
- 1.3. Risk assessments will be conducted for identified hazards to determine the level of risk and prioritize control measures.

### 2. Control Measures

- 2.1. Contoso will implement control measures to eliminate or minimize identified risks, which may include engineering controls, administrative controls, and personal protective equipment (PPE).
- 2.2. Employees should adhere to established safe work practices and use PPE when required.

### 3. Training and Education

- 3.1. All employees will receive safety training during their induction and periodic refresher courses.
- 3.2. Safety Officers will provide additional training and resources to address specific workplace hazards and ensure employees are adequately informed.

### 4. Reporting and Investigation of Incidents

- 4.1. All employees and visitors must promptly report any workplace incidents, injuries, near-misses, or unsafe conditions to their immediate supervisor or Safety Officer.
- 4.2. Contoso will maintain a reporting system for incidents and conduct investigations to identify root causes and implement corrective actions.

### 5. Emergency Response

- 5.1. Contoso will establish emergency response procedures for various workplace incidents, including fire, medical emergencies, and hazardous material spills.
- 5.2. Employees should be familiar with emergency response procedures and evacuation routes.

### 6. Safety Inspections

- 6.1. Safety Officers will conduct regular safety inspections to identify and address safety deficiencies and verify the effectiveness of control measures.
- 6.2. Safety inspection findings will be documented, and corrective actions will be taken.

### 7. Review and Continuous Improvement

- 7.1. This WHS procedure will be reviewed periodically to ensure it remains effective and up-to-date.
- 7.2. Regular feedback from employees, safety audits, and incident investigations will be used to improve the WHS program.

## Compliance and Enforcement

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Failure to adhere to this WHS procedure may result in disciplinary actions, as outlined in Contoso's disciplinary policy. Employees should actively participate in the WHS program to maintain a safe and healthy work environment.

## Conclusion

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By implementing this Work Health and Safety procedure, Contoso aims to create a culture of safety and protect the well-being of all employees, contractors, and visitors, while ensuring compliance with safety laws and regulations. Contoso is committed to continuous improvement in workplace safety and health.