

South East Conveyors Pty Ltd (SEC) is a company that provides engineering and conveyor maintenance services and has health, safety and the environment as one of its core values. We believe that health, safety and environmental-related (HSE) incidents are preventable and that provision of safe work systems and processes, effective risk management leadership and continuous improvement is fundamental to our business success.

This policy aims to provide a system for identifying and controlling workplace hazards and providing safe systems of work.

To implement this policy SEC will:

- Identify and comply with applicable safety and environmental legislation, Australian Standards, Codes of Practice, industry guidelines and internal company performance requirements.
- Uphold our duty of care to provide a safe, healthy and environmentally-friendly workplace by using a risk-based approach for managing our workplace risks and so to ensure that the risk of incident is either eliminated or reduced to as low as reasonably practicable.
- Communicate and consult with employees and their representatives on relevant HSE matters, including providing all employees and contractors with the information and training required to perform their work safely and understand their environmental responsibilities.
- Plan implementation of suitable HSE strategies, procedures and programs which include goals and objectives which are specific, measurable, attainable, realistic and time-based and establish key performance indicators.
- Monitor our HSE performance using lead and lag key performance indicators, address non-conformances and strive for continuous improvement using all necessary internal and / or external resources and report on our performance.
- As a condition of employment, every worker understands their HSE rights and obligations and accepts responsibility and accountability for working in a safe way and without damaging the environment according to the requirements of SEC's HSE Management System. Where relevant, HSE accountability is included in the position description.
- Support the principles of sustainable development and foster a pollution-prevention ethic by promoting environmentally-sound practices such as recycling.

SEC will allocate resources in fulfilment of this policy and communicate this policy to our employees and the public. We expect our management team to lead by example, and that all workers representing SEC support the growth of a risk-aware culture at all levels of our organisation.

Employees are required to:

- Ensure their own health and safety and the health and safety of others by being in a state fit for work.
- Follow developed procedures and lawful instructions to maintain their health and safety at work.
- Report safety and environmental incidents with the inclusion of near-misses.

SEC&E will:

- Review this policy every 2 years

Dylan Watson
Managing Director

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Version	Prepared By	Reviewed By	Approved By	Document Owner	Approval Date	Next Review
3	M Hogan	D Watson	D Watson	HSE Department	January 2022	January 2024