

Work Health & Safety Policy

Document ID: POL-01 Work Health & Safety Policy

Approved: APR 2022

Ben Rice

Managing Director



Last Reviewed: NOV 2025 Version: 4

Next Review: JUL 2028

Work Health & Safety Policy

MLEI Consulting Engineers is committed to taking all responsible measures necessary to eliminate hazards, reduce risks, and prevent incidents, injuries and illness to workers and other persons who may be affected due to its products, services, and workplace activities.

The Management of MLEI Consulting Engineers considers that the health and safety of the workers and customers is of primary importance and is ranked equally with all other activities of the Practice.

It is our belief that the well-being of people employed at work, or people affected by our work, is a major priority; people are our most important asset and health and safety in the workplace is everyone's responsibility with every person being of equal priority, including members of the public.

This policy shows our commitment:

MLEI Consulting Engineers aims to provide a healthy and safe workplace and will comply with all Work Health and Safety legal and other requirements to provide the following:

- A safe and healthy working environment for all its workers (including employees, contractors, subcontractors, customers, and visitors).
- Safe systems of work, maintenance of equipment in a safe condition.
- The necessary information, instruction, training, and supervision to make sure that each worker is safe from injury and risks to health.
- Effective ways of consulting and participating with the workforce and their representatives on all health and safety issues.
- Effective ways of reporting, recording, and investigating all injuries, work-related illness and 'near misses' in the workplace.
- Effective rehabilitation measures for workers who suffer work-related injuries and illness.
- A regular review of its work health and safety management systems and procedures to strive for ongoing improvement in health and safety performance.
- Provision of adequate personal protective equipment and appropriate medical, health and first aid service.

Our responsibilities:

MLEI Consulting Engineers, through its senior management will endeavour to comply with all legislative and other requirements placed upon it and will encourage workers to comply.

All workers and other personnel whilst executing work related activities under the control of MLEI Consulting Engineers shall cooperate, in the proper execution of this policy always and-

–ensure that their own work conforms, wherever practical and that the work is conducted without risk to themselves or others.

As the Person Conducting a Business or Undertaking (PCBU), we must:

- Ensure our responsibilities under the respective Work Health and Safety Acts and Regulations are met in each state and territory where we operate, including:
 - Work Health and Safety Act 2012 (SA)
 - Work Health and Safety Regulations 2012 (SA)
 - Work Health and Safety Act 2011 (NSW) and
 - Work Health and Safety Regulation 2017 (NSW)
 - Work Health and Safety Act 2011 (NT)
 - Work Health and Safety (National Uniform Legislation) Regulations (NT)
 - Occupational Health and Safety Act 2004 (VIC)
 - Occupational Health and Safety Regulations 2017 (VIC)
- Take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers.
- Provide ways for workers to be informed about and involved in health and safety issues at work.
- Provide information, instruction, training, and supervision needed to make sure that all workers are safe from injury and risks to their health and safety.
- Conduct regular workplace inspections.
- Ensure this policy and all safe work procedures are kept up to date.

Our workers and contractors must:

- Take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace.
- Follow reasonable instructions given by the PCBU to protect their health and safety.
- Identify and report any workplace incidents or hazards to their supervisor through use of the Incident Report Form.
- Not wilfully interfere with or misuse items or facilities provided.

This Work Health and Safety Policy statement is to be prominently displayed at the Organisation's premises, brought to the attention of each worker, and wherever necessary made available to customers, visitors, and other interested parties, as appropriate.