

Health, Safety, and Well-being Policy

As a 'Person Conducting a Business or Undertaking' we have a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by our work. We will undertake our two duties under the Health and Safety at Work Act 2015 and associated regulations:

1. To engage with workers who carry out work for us on health and safety matters that may directly affect them; and
2. To have practices that give our workers reasonable opportunities to participate effectively in improving health and safety in the business on an ongoing basis (these are known as worker participation practices).

Management will, so far as is reasonably practicable:

- Ensure enough time is allocated for a job to reduce time pressure and related stress.
- Ensure compliance with all relevant legislation, regulations, approved codes of practice, and safe operating procedures.
- Prevent injury and ill health and provide and maintain a work environment that is without risks to health and safety.
- Provide any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business.
- Provide and maintain safe systems of work, and safe plant and structures.
- Encourage worker participation and consultation and management of health and safety.
- Strive for continuous improvement in health and safety by establishing measurable objectives and targets aimed at eliminating work-related injury and illness.
- Support the safe and early return to work of injured workers (when applicable).
- Identify control measures for all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any hazards deemed significant.
- Actively contribute to Job Safety Analysis for contract work.
- Ensure all workers (including contractors) are made aware of the hazards in their work area and provide training and supervision relating to the hazards.
- Encourage accurate and timely reporting and recording of all incidents and injuries.
- Encourage early reporting of any pain and discomfort.

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We will support workers and contractors to:

- Speak up at any time regarding health, safety and wellness issues
- Contribute to hazard identification and management.
- Observe all safe work procedures, rules and instructions.
- Ensure all incidents, injuries and hazards are reported to the appropriate person or recorded in the appropriate documentation, including reporting to contract principles.
- Participate in health and safety training and inductions.
- Ensure early reporting of any pain and discomfort.
- Act safely at all times for their welfare and that of their fellow employees.
- Participate in a return-to-work programme (if applicable and appropriate light duties are available).

Worker Participation Practices:

Worker engagement and worker participation practices can be direct or through representation. Health and Safety Representatives (HSRs) and Health and Safety Committees (HSCs) are two well-established methods of representation. Workers can also be represented by unions, community or church leaders, lawyers, respected members of ethnic communities, or people working on specific projects.

Covid-19:

Our people will adhere to any specific client policies around Covid-19. Work can be completed remotely where it does not compromise the outcome.

Mental Health, Well-being and other:

Our workplace has a role in promoting, protecting and supporting our employees' mental well-being. We encourage our workers to take positive actions to stay mentally healthy at work and offer support through flexible work practices and a culture of openness.

Breastfeeding:

McHugh & Shaw is fully remote and offers flexible hours, so employees can breastfeed and/or express milk as they wish.



Jeska McHugh
Managing Director, 1 June 2023