



# Health, Safety and Wellness Policy

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**Purpose:** Australian Sustainable Hardwoods Pty Ltd (ASH) is one of Australia's largest saw millers and manufacturers of hardwood timber products. Its operations are based in Heyfield, Victoria and run across two shifts and two sites.

ASH's Health, Safety and Wellness policy goals are:

- Encourage and ensure all employees and contractors act safely whilst on site by understanding and believing in our key Health, Safety and Wellness principles.
- Apply the safety mindset to activities outside of work
- Actively engage with or utilise wellness programs or services offered on site that are designed to aid in the understanding of the contributors to social and emotional wellbeing both whilst at work and to activities outside of work.
- Provide a working environment that is safe for all people covered by the scope of this policy and improve the health and wellness of ASH employees and contractors whilst at work and positively influence activities outside of the work environment.
- Assess ourselves against the AS/NZS 4801 Occupational Health and Safety Management standard and by achieving certification ensure the Health, Safety and Wellness of our employees and contractors.

**Scope:** All Directors, employees, contractors and visitors.

**Legislation:** ASH commits to meeting all relevant legal and other requirements (detailed in the ASH - Obligations Register) as part of providing a safe and healthy environment.

## Key Principles:

### Features

To be safe and ensure wellness of our employees, contractors and visitors we will apply the following principles:

- Understand our health, safety and wellness responsibilities and obligations.
- Know how we can meet our responsibilities and be active in group sessions/committee meetings and contribute proactively.
- Have a continuous improvement thinking mindset that leads to elimination of hazards and reduction in risks.
- Talk about how we can be a workplace that is safety conscious and improves the wellness of our employees both mental and physical such that it also flows into activities outside of work.
- Have easy-to-understand documents and reporting.
- Regularly measure and review health and safety performance through setting measurable objectives and targets and measure our progress towards achieving them.
- Undertake regular safety or wellness specific training.

### Safety Involvement

Our employees are involved in and consulted with respect to hazard identification, risk assessment and hazard control in their work areas. Our Health and Safety Committee is consulted and helps lead safety improvement and safety is discussed at department toolbox meetings.

We use standard operating procedures to train employees about hazards and how to work safely. We make sure we know what we need to do to be safe at work.

### Health and Wellness

We will have health and wellness programs. These are programs that we agree benefit the business and our employees wellness and will be part of our health and safety plan. Examples of this are Bystander training, behaviours at work training to stop bullying, discrimination, harassment and on site Physiotherapist treating non work related issues.

**Authorisation  
Signature:**

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