



Work Health & Safety Policy

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1. Introduction

Multi Services Solutions Group Pty Ltd (MSS Group) and its' subsidiary entities is a national provider of project management, trade services, and motor vehicle detailing services across various industries, including aged care, petroleum, government, transport and logistics.

MSS is committed to complying with all relevant Workplace Health and Safety legislation, ISO 45001:2018 Occupational Health & Safety, National Code of Practice ACT and protecting the health and safety of employees, contractors, visitors and any other party that may be affected by our activities.

MSS is committed to continuous improvement in Health and Safety performance and such performance of employees and subcontractors is measured and monitored in relation to agreed objectives and targets on each contract.

MSS possess:

- A commitment to providing safe and healthy working conditions for the prevention of work-related injury and ill health,
- A commitment to eliminating hazards and reducing OH&S risks and
- A commitment to consultation and participation of workers, and, where they exist, workers representatives – refer WHS POL 001 – WHS CONSULTATION.

MSS recognises that staff behaviours across our entire team are vital to Health and Safety performance and our Executive Management Team aim to equip everyone with the necessary skills to ensure they are supported in delivering our services in a safe manner.



Health and Safety Responsibilities

2. MSS Responsibilities

MSS has a duty to ensure, so far as reasonably practicable, the Health and Safety at work of all its workers. In particular, it is responsible for:

- Providing and maintaining its workplaces in a healthy and safe condition and providing safe systems of work;
- Identifying, controlling and monitoring hazards in the workplace;
- Ensuring the safe use, handling, storage and transportation of plant, equipment and substances;
- Providing and maintaining systems of work and a working environment that is healthy and safe;
- Providing the information, training, instruction and supervision necessary to maintain a healthy and safe workplace;
- Providing adequate facilities for the welfare of workers; and
- Monitoring the workplace and the health and safety of workers to assist in preventing injury and illness.

3. Manager / Supervisor Responsibilities

Managers/Supervisors are responsible for:

- Maintaining a working environment that is safe and without risk to health;
- Implementing safe systems of work by ensuring safe products and systems are used;
- Maintaining the workplace, plant, machinery and substances;
- Implementing the information, training, instruction and supervision for workers;
- Identifying and controlling hazards in the workplace;
- Ensuring all relevant health and safety laws are complied with;
- Using the resources provided for health and safety;
- Ensuring workplace rules, procedures and systems are reviewed and maintained;
- Promoting health and safety in the workplace; and
- Maintaining consultative mechanisms.

4. Worker Responsibilities

Workers are responsible for:

- Ensuring they are not under the influence of alcohol, drugs or medication of any kind where doing so could adversely affect their ability to perform their duties safely or efficiently or be in breach of the workplace policies;
- Taking reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions in the workplace;
- Co-operating with management to ensure all health and safety obligations are complied with;
- Ensuring all health and safety equipment is used correctly;
- Using and maintaining the required personal protective equipment (ppe);
- Advise management as soon as practicable, of any symptoms that may lead to adverse health issues arising from prolonged and/or repetitive work activities;
- Reporting any unsafe conditions, equipment or practices to management, as soon as practicable;
- Rectifying minor health and safety issues where authorised and safe to do so;
- Co-operating with any health and safety initiative, inspection or investigation; and
- Actively participating in any return to work program.



MSS will work openly with all stakeholders to ensure the highest level of Health and Safety is achieved and maintained across all our operations.
As part of our continuous improvement process, this policy will be reviewed at least annually.

CHRIS RUSSELL
Chief Executive Officer

Document Control

Document No.	Document Name	Version	Revision Date	Section revised & change reference
MSSG-POL-004	Work Health & Safety Policy	02	15.12.2020	Rebranded