



## Workplace Health and Safety (WHS) Manual

### Policy and Objectives

The laboratory has a clear and documented policy on workplace health and safety and is committed to providing a safe and healthy work environment for all employees, contractors, and visitors. The laboratory's objectives with respect to workplace health and safety are:

- To comply with all applicable health and safety laws and regulations.
- To identify and manage health and safety risks in the workplace.
- To provide adequate training, information, and resources to support employees in performing their work safely.
- To promote a positive safety culture and encourage employee involvement in health and safety activities.

### Risk Assessment and Management

The laboratory will regularly assess the health and safety risks associated with its operations and will take appropriate steps to manage those risks. This will include the development and implementation of procedures for managing specific health and safety risks, such as hazardous materials, manual handling, and work at heights.

### Personnel Training and Competency

The laboratory will provide employees with appropriate training and information to enable them to perform their work safely. This may include training on specific health and safety risks, as well as on safe work procedures and the use of personal protective equipment.

### Emergency Planning and Response

The laboratory will have in place appropriate emergency planning and response procedures to ensure that it can respond effectively to emergency situations. This may include fire evacuation procedures, first aid arrangements, and procedures for dealing with hazardous materials incidents.

### **Incident Reporting and Investigation**

The laboratory will have a process in place for reporting and investigating incidents and will take appropriate steps to prevent similar incidents from occurring in the future. This may include conducting root cause analyses and implementing corrective and preventive actions.

### **Review and Continuous Improvement**

The laboratory will regularly review its workplace health and safety procedures and performance and will take appropriate steps to continuously improve its health and safety management system. This may include monitoring key performance indicators and conducting internal audits of the system.

### **Conclusion**

The laboratory is committed to promoting a safe and healthy work environment, and to ensuring that all employees, contractors, and visitors are protected from health and safety risks. This WHS Procedures Manual provides a framework for the laboratory's approach to workplace health and safety and sets out the steps that it will take to promote and maintain a safe and healthy work environment.