

# Workplace Health & Safety (WHS) Policy

## Introduction

At Insight Building Corp, the health and safety of our employees, contractors, clients, and visitors is of paramount importance. We are committed to providing a safe and healthy work environment for all individuals associated with our organisation. This policy outlines our commitment to workplace health and safety and sets forth our principles for ensuring the well-being of everyone involved in our operations.

## Scope

This policy applies to all employees, contractors, suppliers, clients, and visitors of Insight Building Corp. It encompasses all activities conducted within our workplaces, including offices, construction sites, and any other locations where our business operates.

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## Policy Statement

In line with our dedication to workplace health and safety, here are the key principles guiding our approach:

- ✔ **Commitment to Compliance**  
Insight Building Corp is committed to complying with all applicable workplace health and safety laws, regulations, and standards in every jurisdiction where we operate. We will strive to exceed regulatory requirements to ensure the highest level of safety for our workforce.
- ✔ **Risk Management**  
We will identify, assess, and mitigate workplace hazards to prevent accidents, injuries, and occupational illnesses. Through comprehensive risk assessments and effective control measures, we aim to create a safe working environment for all employees and stakeholders.
- ✔ **Employee Empowerment**  
We recognise that workplace health and safety is a shared responsibility. We encourage active participation and engagement from all employees in identifying hazards, reporting concerns, and contributing to safety improvement initiatives.
- ✔ **Training and Education**  
Insight Building Corp will provide ongoing training and education to all employees to equip them with the knowledge and skills necessary to perform their work safely. Training programs will cover topics such as hazard recognition, emergency procedures, and the use of personal protective equipment (PPE).
- ✔ **Incident Reporting and Investigation**  
We will establish clear procedures for reporting and investigating workplace incidents, near misses, and hazards. All incidents will be thoroughly investigated to identify root causes and implement corrective actions to prevent recurrence.

✔ **Continuous Improvement**

We are committed to continuously improving our workplace health and safety performance through regular monitoring, evaluation, and review. Feedback from employees, contractors, and stakeholders will be sought to identify opportunities for improvement and implement best practices.

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## Responsibilities

Ensuring workplace health and safety is a collective effort at Insight Building Corp, and each member of our team plays a crucial role in upholding our commitment to safety excellence.

✔ **Leadership**

Senior management is responsible for providing leadership and direction in the implementation of this policy. They will allocate resources, set objectives, and monitor performance to ensure compliance with workplace health and safety standards.

✔ **Managers and Supervisors**

Managers and supervisors are responsible for ensuring the health and safety of their teams. They will provide guidance, support, and supervision to ensure that work is conducted safely and in accordance with established procedures.

✔ **Employees**

Every employee has a responsibility to prioritise their own safety and the safety of their colleagues. Employees must comply with workplace health and safety policies and procedures, report hazards and incidents promptly, and actively participate in safety initiatives.

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## Communication and Consultation

Insight Building Corp will communicate this policy to all employees, contractors, and stakeholders and encourage their active participation in workplace health and safety initiatives. We will engage with employees and their representatives to promote a culture of safety and foster collaboration in identifying and addressing workplace hazards.

## Review and Improvement

This policy will be reviewed periodically to ensure its effectiveness and relevance. Feedback from employees, contractors, and stakeholders will be considered in the review process, and necessary updates will be made to strengthen our commitment to workplace health and safety.

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Insight Building Corp is committed to providing a safe and healthy work environment for all individuals associated with our organisation. Through our Workplace Health and Safety Policy, we affirm our dedication to preventing workplace injuries and illnesses and fostering a culture of safety excellence.