

QUALITY, SAFETY & COMPLIANCE

Work Health and Safety (WHS) Policy

Policy | WHS-POL-001 | Version 1.0

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Document owner	Rhiannon Frankas, Director
Approver	Daniel Frankas, Managing Director
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Status	For approval and website publication

Although this document uses the familiar term WHS, MISCO's Victorian workplace is governed principally by the Occupational Health and Safety Act 2004 (Vic). MISCO will provide and maintain, so far as reasonably practicable, a working environment that is safe and without risks to health.

1. Purpose

Set MISCO's commitment and minimum arrangements for preventing work-related injury and illness.

2. Scope

All work and workplaces controlled or influenced by MISCO, including employees, contractors, visitors, deliveries, office, warehouse and manufacturing activities.

3. Policy statement and commitment

Although this document uses the familiar term WHS, MISCO's Victorian workplace is governed principally by the Occupational Health and Safety Act 2004 (Vic). MISCO will provide and maintain, so far as reasonably practicable, a working environment that is safe and without risks to health.

4. Mandatory requirements

- Identify hazards, assess risk where needed and apply the hierarchy of control, prioritising elimination and higher-order controls.
- Provide safe plant, systems of work, handling and storage arrangements, welfare facilities, information, instruction, training and supervision.
- Consult employees and health and safety representatives, where applicable, on matters that directly affect health or safety.
- Require competent and authorised operation of CNC machinery, beam saws, mills, forklifts, lifting equipment and other plant.

- Control hazardous substances, combustible dust, noise, manual handling, traffic, electrical, fire, contractor and emergency risks.
- Report hazards, incidents, injuries and near misses promptly; preserve notifiable incident sites and notify WorkSafe where legally required.
- No person will be disadvantaged for raising a genuine safety concern or ceasing unsafe work in accordance with law and procedure.

5. Implementation and operational controls

- Maintain risk assessments, safe work procedures, permits, inspection and maintenance records.
- Provide induction and task-specific competency verification.
- Plan emergency arrangements, first aid, fire protection and evacuation drills.
- Review incidents, consultation feedback, inspections, health monitoring and corrective actions.

6. Roles and responsibilities

Role	Responsibility
Directors	Approve the document, provide resources, set the expected standard and review material breaches or exceptions.
Managers and supervisors	Apply the requirements in daily work, communicate expectations, retain required records and escalate concerns.
Employees and contractors	Follow the document, complete required training, protect MISCO interests and promptly report suspected breaches.
Suppliers and business partners	Meet applicable contractual, ethical, safety, quality, security and legal requirements when acting for or supplying MISCO.

7. Reporting, complaints and escalation

Immediately report serious hazards or incidents to a Director or supervisor. Call emergency services when required. Statutory notifications may only be made by an authorised MISCO representative.

MISCO will assess concerns proportionately, preserve confidentiality as far as lawful and practicable, prevent retaliation, and refer matters to regulators, emergency services, insurers, professional advisers or law enforcement where required.

8. Monitoring and assurance

- The Document Owner will monitor relevant complaints, incidents, nonconformities, legal or standards changes, website accuracy and overdue actions.
- Material findings will be considered through management review, internal review or corrective action as appropriate.
- Public claims and linked downloads will be checked when evidence, certification, licensing, supplier, product, website technology or business practice changes.

9. Records and retention

Approvals, declarations, registers, reports, investigations, training, complaints, correspondence and other records created under this document must be accurate, protected, accessible to authorised personnel and retained under IT-POL-003 and applicable legal, contractual and evidentiary requirements.

10. Related MISCO documents

- WHS-POL-002 Hazard Management & Risk Control Policy
- WHS-PRO-001 Hot Work Permit Procedure
- WHS-PRO-002 Visitor and Contractor Management Procedure
- WHS-PLN-001 Emergency Management Plan

11. External references

- [Occupational Health and Safety Act 2004 \(Vic\) and Occupational Health and Safety Regulations 2017 \(Vic\)](#)
- [Sex Discrimination Act 1984 \(Cth\) positive duty guidance](#)

References were verified from primary or authoritative sources on 19 July 2026. Standards are identified but not reproduced; current licensed editions and legal advice should be consulted where exact requirements determine a decision.

12. Approval and review

Role	Name	Approval / signature	Date
Document owner	Rhiannon Frankas		
Approver	Daniel Frankas		

Review due 19 July 2028, or earlier following material legislative, regulatory, standards, certification, system, operational or organisational change.

Revision history

Version	Date	Change
1.0	19 July 2026	Initial controlled issue prepared for management approval and website publication.