

Safety Management System (SMS4)

To provide a safe and healthy workplace through effective management of risk, consultation, and continuous improvement in work health and safety.

Revision History

This Policy is reviewed at least annually as part of our Management Review to ensure its continuing suitability and alignment with company objectives.

Issue	Date	By	Description
SMS4	20/10/2025	MV	Initial release aligned to ISO 45001:2018

Executive Endorsement

EP4 Approved by:	
Name	Tristan Downs
Title	Director
Signature	
Date	21/10/2025
Version	SMS4
Next review date	October 2027

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Purpose & Scope

This Safety Management System (SMS) defines the framework by which HIGHLUX manages the health, safety, and wellbeing of employees, contractors, and visitors in all work activities.

It applies to all HIGHLUX operations across Australia and aligns with the requirements of ISO 45001:2018 Occupational Health and Safety Management Systems and the Occupational Health and Safety Act 2004 (VIC).

Policy Statement

HIGHLUX is committed to providing a safe and healthy workplace and to preventing injury, illness, and harm arising from our activities. We recognise that health and safety are shared responsibilities between management, employees, and contractors.

Our objectives are to:

- Eliminate or minimise hazards and risks associated with our operations.
- Ensure all work is conducted safely and in accordance with applicable legislation and standards.
- Maintain safe equipment, plant, and systems of work.
- Consult with workers on safety issues and improvement opportunities.
- Provide appropriate training, supervision, and resources to enable safe work practices.
- Monitor and review our performance to achieve continual improvement in safety outcomes.

Roles & Responsibilities

Managing Director: Provides leadership and resources to ensure implementation of this system.

Managers / Supervisors: Ensure that work activities comply with HIGHLUX procedures and relevant legislation.

All Employees and Contractors: Take reasonable care for their own safety and the safety of others, follow instructions, and report hazards or incidents immediately

Risk Management & Safe Work Practices

Risk management is integrated into all planning and operational activities. Before commencing any site work, a Safe Work Method Statement (SWMS) is prepared, reviewed, and approved.

Key elements include:

- Hazard identification and risk assessment.
- Controls implemented following the hierarchy of control.
- Ongoing monitoring of work conditions and immediate reporting of incidents or near misses.
- Review of controls following incidents or changes in work scope

Incident Reporting & Investigation

All incidents, near misses, or unsafe conditions are reported immediately to management. Incidents are recorded, investigated, and corrective actions documented in the Incident Report Form.

Outcomes are discussed during weekly OH&S updates and at management reviews.

Training & Competence

All staff receive induction training and task-specific instruction prior to commencing work. Competency is maintained through refresher training, toolbox talks, and mentoring.

Records of training and qualifications are maintained within the QMS and reviewed annually.

Consultation & Communication

HIGHLUX engages with staff through daily briefings, regular safety meetings, and open communication channels.

Consultation ensures all personnel have input into safe work practices and improvements.

Continuous Improvement

The effectiveness of the Safety Management System is reviewed annually.

Outcomes from audits, inspections, and incident reviews inform system updates to ensure ongoing compliance and continual improvement.