

## **HEALTH AND SAFETY POLICY**

### **1. GENERAL**

Injury prevention is our commitment to health and safety at the Company. It is our core value and part of our way of life and applies to everything we do. Its purpose is to ensure the health and safety of all our employees, our clients and others affected by our businesses.

We believe that all injuries are preventable, and our goal is zero injuries.

### **2. RESPONSIBILITY**

Injury prevention is the responsibility of every employee and working safely is a condition of employment. The Chief Executive Officer, General Manager, Operations Manager and all employees must ensure that they and all sub contracted consultants remain safe at all times by ensuring that:

- (a) our injury prevention processes are properly organised and appropriately resourced;
- (b) appropriate risk assessments are carried out;
- (c) all personnel are given information, instruction and training on risk assessment and injury prevention; and
- (d) there is full compliance with Health and Safety laws and company policies on Health and Safety.

### **3. MONITORING AND REPORTING**

We will monitor progress on injury prevention in all our operations and will conduct periodic audits to assess performance.

The Directors will review our health and safety record at their monthly meetings.

All serious incidents will be reported promptly to the Directors and will be reviewed for future injury prevention actions.

### **4. HEALTH AND SAFETY PRINCIPLES**

All personnel will adhere to the following health and safety principles:

- (a) If you cannot do it safely, don't do it.
- (b) Prevent injury at all times.

- (c) Be aware of any hazardous condition or practice that may cause injury to people or damage to property or the environment.
- (d) Perform all necessary safety checks.
- (e) Risk assess work areas and the job before commencing work.
- (f) Follow all safety procedures, signs and instructions.
- (g) Keep the work area clean and tidy at all times. Untidy areas could cause injury and waste time and energy.
- (h) Wear protective clothing and equipment as required. Keep it in good condition, wear it correctly and ask for a replacement if it becomes damaged or unfit for use.
- (i) Use only the correct tools and authorised equipment having received proper training.
- (j) Check that tools and equipment are in good condition before use.
- (k) Only adjust and repair any piece of work equipment if trained and authorised to do so.
- (l) Never modify any equipment which changes the designed use of the equipment.
- (m) Assess capability to move any load before lifting, making sure help is provided with any heavy or awkward items and follow the correct techniques.
- (n) Report all injuries, incidents and near misses to a Director.
- (o) Seek help immediately and first aid if necessary.
- (p) Inform a Director of any suggestions to prevent injuries in the workplace.

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Michael Williams

Chief Executive Officer

August 2022