

## HEALTH AND SAFETY POLICY

Our goals are to:

- Provide and maintain a safe and healthy working environment for all employees, subcontractors, and visitors to our workplaces.
- Conduct our business in a manner which seeks to reduce Health and safety (H&S) risks for staff and the surrounding community. Have every employee share in our commitment to this policy and take responsibility for the H&S of themselves and their fellow workers.

To achieve this, we employ the following principles:

### Planning and Design

- Treat H&S planning as a fundamental business activity and provide adequate resources for its implementation.
- Include health, hygiene and safety considerations in all our decision-making processes.
- Identify existing and new workplace risks, and take all practicable steps to eliminate, or reduce harm, damage and delay from exposure to those risks considered significant.
- Align our H&S, environmental and quality management methods.

### Practices, Procedures and Process Control

- Comply with all relevant H&S legislation, duties, regulations, codes of practice, guidelines and standards.
- Set H&S responsibilities, objectives and performance criteria for staff and workplaces.
- Implement procedures and systems to enable all activities to be carried out in a safe manner.
- Maintain emergency, protective and security facilities to protect property, material and people.
- Encourage the accurate and timely reporting and recording of all incidents, accidents and injuries.
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action.

### Staff and Community

- Assign staff and subcontractors using criteria which ensure that they have the appropriate skill level and expertise to carry out their work in a manner compatible with required health and safe work practices.
- Train and inform all staff to fulfil their duties in a safe and responsible manner, and to observe all safe work procedures, rules and instructions.
- Ensure that all employees are made aware of the risks in their workplaces.
- Encourage and ensure employee consultation and participation in all H&S matters
- Encourage the early reporting of discomfort, pain or injury, and provide a treatment and rehabilitation plan that ensures a safe, early and durable return to work.
- Conduct open and honest dialogue with the community that reflects our commitment to “good neighbour” principles and make the results of our H&S compliance audits freely available.

### Measure and Monitor

- Endeavour to continuously improve our H&S performance by establishing objectives and targets, carrying out regular reviews & audits, and acting promptly & effectively on complaints & incidents.
- Measure & monitor our performance against our H&S objectives regularly, consistently and honestly, and use the results to develop practical measures aimed at reducing workplace H&S risks.



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Managing Director

21/03/2021