Work Health and Safety (WHS) Policy

1.1.We take our obligations under the Occupational Health and Safety Act 2004 (Cth) <http://www.comlaw.gov.au/Series/C2004A04105> seriously so that we can provide a safe and healthy work environment for employees, contractors, customers and visitors.

1.2.The WHS Committee meets regularly. Employees are invited to discuss or provide a memo on any matters relating to safety or health for discussion by the WHS Committee.

1.3.The WHS committee consists of one HSR (Health and Safety Representative) for each designated work area.

1.4.Each work area will elect a HSR at the start of each financial year, to hold the position for one year. The HSR may be re-elected.

1.5.A designated work area is generally a single floor of each corporate office.

1.6.If you become aware of any circumstance or hazard that could give rise to a risk of injury or illness to any person then you should immediately notify your supervisor, fill out a Hazard Report Form and lodge it with your supervisor.

1.7.If there is an accident that does give rise to an injury or illness or could have resulted in an injury or illness then it is important that all employees who are present immediately inform their supervisor and fill out a statement setting out what happened in a Hazard Report Form.

1.8.In all workplace activities you are expected to comply with all WHS procedures and all directions given in respect to safety. If this requires you to wear protective clothing or a helmet or to wear ear plugs/muffs or face masks or protective goggles then you must do so and no one has any authority to exempt you from this compliance.

1.9.If there are restricted areas where only authorised personnel are permitted then you are not permitted to enter those areas unless expressly authorised by the appropriate officer or your supervisor.

1.10.              If you see any person or employee not complying with any WHS procedures or requirements then you must immediately report this to your supervisor. You will appreciate that this is a fundamental matter or workplace safety. All such reports will be treated confidentially.

1.11.              If you see any machinery being improperly used or being used without safety guards (when these are required) or observe any machinery to be damaged or defective or in need of repair or service then you must immediately report this to your supervisor. You will appreciate that this is also a fundamental matter of workplace safety.. All such reports will need to be treated confidentially.

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