

# Workplace Health, Safety and Wellbeing Policy

## Purpose and Policy Statement

RightShip is committed to, as far as reasonably practicable, providing a work environment that is safe and healthy for all employees, contractors and visitors. This includes building and maintaining a workplace environment and culture that recognises the impact of positive mental and physical health and wellbeing.

RightShip encourages and supports its employees to take responsibility for mental and physical health and wellbeing. It is essential that all employees are aware of their obligations in preserving their own health and safety, and the health and safety of others who may be affected by their work for RightShip.

The chief aims of this Policy are to:

- assist RightShip in providing a work environment that is, as far as is reasonably practicable, free from risks to health and safety;
- outline your work health and safety related obligations;
- provide information about RightShip's consultation and risk management processes;
- provide you with a copy of our Risk Register and Risk Assessment Matrix (see attached);
- outline RightShip's stance on drugs and alcohol; and
- advise employees of the consequences of non-compliance with this Policy.

This policy applies to all areas of operation within RightShip's business.

## Scope

This Policy applies all RightShip employees and contractors at any place where they are carrying out work on behalf of or providing services to RightShip.

The terms of this Policy do not form part of an employee's contract of employment and the Policy may be varied, replaced or terminated at any time without notice at RightShip's discretion.

## Duties and Responsibilities

### Duties of officers

An "officer" is a person who falls within one of the following categories:

- a director or secretary of a RightShip company;
- an employee who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of RightShip; or
- an employee who has the capacity to affect significantly RightShip's financial standing.

Officers are required to exercise due diligence to ensure that RightShip complies with its work health and safety obligations including by taking reasonable steps to:

- acquire and keep up to date knowledge of work health and safety matters;
- gain an understanding of the nature of RightShip's operations and associated hazards and risks;
- ensure RightShip has available for use, and uses, appropriate resources and processes to identify and then either eliminate or minimise the hazards and risks associated with RightShip's operations;
- ensure RightShip has appropriate resources for receiving and considering information regarding incidents, hazards and risks, as well as responding in a timely way to such information;
- ensure RightShip has, and implements, processes for complying with its duties under work health and safety legislation; and
- verify the provision and the use of the resources and processes referred to above.

## Duties of managers

RightShip managers are required to:

- take all reasonably practicable steps to ensure the preservation of health and safety at any premises of RightShip or any premises controlled by RightShip;
- ensure that the means of entering and exiting RightShip's workplace are without risks to the health and safety of any person;
- ensure that RightShip's safe work practices and systems are implemented and maintained;
- monitor workplace conditions, and identify and respond to any hazards or risks as they arise;
- ensure that all required equipment is maintained in safe working condition and operated safely;
- provide appropriate training, instruction and supervision of employees regarding workplace health and safety-related matters;
- provide employees with access to this Policy and relevant health and safety directions and operational procedures;
- monitor the health of employees and the conditions at RightShip workplaces;
- make available appropriate First Aid facilities and supplies, and personnel trained to administer first aid;

- where relevant, consult appropriately with all employees who may be affected by matters relating to work health or safety; and
- respond appropriately to any workplace incidents if they arise.

## Duties of all RightShip employees and contractors

All employees and contractors must take due care for their own health and safety and the health and safety of other persons who may be affected by their actions while working for or providing services to RightShip.

This means all employees and contractors must:

- take reasonable care for themselves and others who may be affected by their acts or omissions at work;
- not interfere with or misuse equipment or any other materials provided by RightShip;
- take reasonable steps to maintain their immediate work area in a tidy and safe condition;
- maintain all equipment in a safe working condition and immediately report to management any unsafe equipment or working conditions or practices they become aware of;
- immediately report to management any injuries or illnesses (however minor) and any “near misses” resulting from their activities or the activities of others;
- if a risk is identified, take appropriate remedial action where it is safe to do so or stop work;
- comply with this Policy and all applicable safe working instructions, policies and procedures, including those of a host site; and
- contribute to, and, where requested to by RightShip, be involved in the organisation’s ongoing management of health and safety activities including consultation.

## Consultation

RightShip acknowledges that the best health and safety outcomes will be achieved through the joint co-operation of management and employees and contractors.

Where required employees and contractors will be consulted on health and safety matters including the identification and assessment of risks to health and safety arising from their work and on the ways to eliminate and minimise those risks.

## Risk management process

Managing occupational health and safety through active risk management will help to eliminate or reduce the risk of injuries and illness associated with work. Managing

health and safety in the workplace requires a process of hazard identification, risk assessment, risk control and evaluation of control measures.

Risk assessments of the working environment will be completed on a regular basis to assist RightShip to:

1. identify hazards;
2. assess risks, if necessary - understand the nature of the harm that could be caused by the hazard, how serious it could be and the likelihood of it happening;
3. control the risks by implementing the most effective reasonably practicable control measures; and
4. monitor and review control measures and revise the controls if they are not working.

Health and safety performance will be regularly reported to enable RightShip's officers to proactively exercise their due diligence obligations and leaders to effectively manage health, safety and wellbeing.

## Fire safety

If you hear a fire alarm, you must leave the building immediately by the nearest fire exit and go to the nearest fire assembly point.

Fire drills will be held on a regular basis and must be taken seriously.

Building management must also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

## Drugs and alcohol

### Alcohol

Subject to the exception set out below, employees and contractors must not consume any alcohol:

- on the premises of RightShip;
- whilst at work or providing their services (either during or after normal working hours and whether or not they are on premises controlled by RightShip);
- whilst they are attending a function, conference or other event where they are representing RightShip or which has been sponsored by RightShip.

The following, limited, exceptions apply:

- employees and contractors may consume alcohol supplied by RightShip at an event organised or sponsored by it which is work-related (such as a client function); and
- where an employee's duties or a contractor's services include entertaining RightShip's business partners (such as a customer, supplier, distributor, retailer or contractor of RightShip), the employee or contractor may consume a reasonable amount of alcohol in the course of entertaining these business

partners for work purposes. This includes the consumption of alcohol supplied by a business partner at a work-related event sponsored by the business partner.

These exceptions are subject to the conditions that employees and contractors must:

- not drink excessively;
- behave responsibly and act in a professional manner;
- comply with any directions issued by RightShip management at the event (including any direction to cease drinking alcohol);
- not drive after the event and must make alternative travel arrangements; and
- not subsequently attend a RightShip workplace or perform work on behalf of RightShip under the influence of alcohol.

Employees and contractors who are participating in an approved work-related event (including social events) where alcohol is served, should at all times be conscious of the fact that they are representing RightShip, whether directly or indirectly, and responsible consumption is not only expected but required.

Employees and contractors must also ensure their conduct and behaviour towards other employees, contractors and other persons is appropriate at such events. Inappropriate conduct caused or relating to the irresponsible and/or excessive consumption of alcohol will not be tolerated.

Employees and contractors must not:

- attend the workplace;
- report for work; or
- perform work/provide services;

while under the influence of alcohol.

If an employee or contractor reports for work and RightShip believes that the person is or may be unfit to properly and safely perform work as a result of being under the influence of alcohol, he/she may be suspended from duties with or without pay (at the discretion of RightShip) and requested to leave the premises immediately.

In determining fitness, RightShip may not only consider the individual's ability to perform his or her duties safely, but may also take into account whether the performance of such work under the influence of alcohol may damage its business or reputation.

## Illegal drugs

For the purposes of this Policy, an "illegal drug" is any substance that is illegal, unlawful, controlled, prohibited or banned. This does not include prescription medication (see below).

Employees and contractors must not possess, manufacture, use, supply, distribute, sell or otherwise deal with an illegal drug:

- on the premises of RightShip;

- whilst at work or performing their services (either during or after normal working hours and whether or not they are on the premises controlled by RightShip); or
- whilst they are attending a function, conference or other event where they are representing RightShip or which has been organised or sponsored by RightShip.

Any employee or contractor who engages in any of the above (even for a first offence) may have their employment or engagement immediately terminated. Any appropriate legal authorities may also be notified.

Employees and contractors must not:

- attend the workplace;
- report for work; or
- perform work/provide services;

while under the influence of an illegal drug.

If an employee or contractor reports for work and RightShip believes that the individual is or may be unfit to properly and safely perform work as a result of being under the influence of an illegal drug, he/she may be suspended from duties with or without pay (at the discretion of RightShip) and requested to leave the premises immediately.

In determining fitness, RightShip may not only consider the individual's ability to perform his or her duties safely, but may also take into account whether the performance of such work under the influence of an illegal drug may damage its business or reputation.

## Permitted medication

Any employee or contractor who is taking prescription medication which may affect their capacity to safely perform his or her duties must immediately inform his or her supervisor so that appropriate steps can be taken to eliminate, control or reduce any potential risks.

No one must attend or perform work if, as a result of prescribed medication, they cannot perform the work safely or properly or they are otherwise unfit for work. RightShip may, at its discretion, suspend an employee who is unfit for work as a result of prescribed medicine with or without pay.

Employees or contractors who are taking medication must ensure that such medication is taken strictly as directed and that it does not have a detrimental impact upon the safe performance of their duties.

## Support

RightShip encourages employees and contractors to speak to their manager or other appropriate RightShip point of contact about any issues regarding drug or alcohol use that they feel might affect their work/services or life generally. RightShip will treat such discussions confidentially and with the appropriate sensitivity.

Affected employees may be offered appropriate counselling and education programs where those are available and appropriate.

## Inspection and testing

If RightShip suspects, on reasonable grounds, that an employee or contractor is in possession of or, under the influence of, alcohol (in breach of this Policy) or illegal drugs while at work, RightShip reserves the right to inspect the individual's clothes or other belongings for the purpose of finding and removing from its premises the alcohol or illegal drugs.

RightShip may require an employee or contractor to undertake an alcohol or drug test or a medical examination in the following circumstances:

- where RightShip suspects, on reasonable grounds, that the individual may be under the influence of alcohol or drugs and there is a concern as to their fitness (including the degree of their fitness) for work; and
- in any other circumstances where RightShip believes there are reasonable grounds for making the request (including to ascertain whether the individual is in fact under the influence of alcohol or drugs).

Employees and contractors must comply with any such requests, and where required, report back to work/resume providing services with the results after the tests or examination.

Where an employee or contractor refuses to comply with such requests, RightShip may suspend the employee/contractor with or without pay.

## Consequences of non-compliance

Any employee or contractor found to be in breach of this Policy may be subject to disciplinary action, up to and including termination of employment or the ending of their engagement with RightShip.

## References

### RightShip documents

- Dispute Resolution Policy and Procedure
- Diversity and Inclusion Policy
- Equal Employment Opportunity and Anti- Discrimination, Harassment , Bullying and Victimisation Policy

## Policy ownership and review

This Policy is owned by the Chief Executive Officer.

This Policy requires the annual approval of the RightShip Board of Directors.



## Procedural Version Control

No.	Date approved	Date effective	Section amended	Authorised by
1	August 2019	August 2019	Initial release	CEO
2	May 2020	May 2020	Full review	CEO
3	February 2023	February 2023	Annual review	CEO



# Risk Register

LOCATION:

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Hazard	What is the harm that the hazard could cause?	What is the likelihood the harm would occur?	What is the level of the risk?	How effective are the current controls?	What further controls are required?	Actioned by	Due date	Date completed	Maintenance and review

# Risk Assessment Matrix

## PART 1: Risk Analysis – Determine Likelihood & Consequence

### 1.1 PROBABILITY OF AN EVENT HAPPENING

Event Probability	Likelihood
Almost Certain	Common or repeating occurrence
Likely	Known to occur or it has happened
Possible	Could occur
Unlikely	Not likely to occur
Rate	Practically impossible

### 1.2 CONSEQUENCE (OR IMPACT) OF AN EVENT HAPPENING

(All amounts expressed in USD should be read as the equivalent amount in the applicable local currency)

Consequence	Injury (OHS)	Environmental	Financial
Catastrophic	E.g. multiple serious injuries/loss of life	Major impact: immediate or long term harm	Project halted - more than USD \$100k loss

Consequence	Injury (OHS)	Environmental	Financial
Major	E.g. extensive injuries/single loss of life	Off-site impact	Major effect on work - USD \$50k - 100k loss
Moderate	E.g. medical treatment	Impact localized	Significant effect on work - USD \$10k - 50k loss
Minor	E.g. first aid treatment	Minor impact - immediate containment	Minimal effect on work - USD \$1K - \$10k loss
Insignificant	Insignificant, no treatment required	Zero impact	No effect on work - less than USD \$1K loss

## PART 2: Evaluate Risk Using Risk Rating Matrix

<b>LIKELIHOOD</b> How likely is this incident to happen?	<b>CONSEQUENCE</b> If the incident happened, how bad would it be (ie type of injury)?				
	<b>1</b> <b>Insignificant</b>	<b>2</b> <b>Minor</b> e.g. First Aid treatment	<b>3</b> <b>Moderate</b> e.g. Medical treatment	<b>4</b> <b>Major</b> e.g. Extensive injuries/single fatality	<b>5</b> <b>Catastrophic</b> e.g. Multiple serious injuries/loss of life
<b>Certain to occur</b> <b>5</b>	Significant Risk	Significant Risk	High Risk	Extreme Risk	Extreme Risk
<b>Very likely</b> <b>4</b>	Moderate Risk	Significant Risk	Significant Risk	High Risk	Extreme Risk
<b>Likely</b> <b>3</b>	Low Risk	Moderate Risk	Significant Risk	High Risk	High Risk
<b>Unlikely</b> <b>2</b>	Low Risk	Low Risk	Moderate Risk	Significant Risk	High Risk
<b>Rate</b> <b>1</b>	Low Risk	Low Risk	Moderate Risk	Significant Risk	Significant Risk

## PART 3: Determine Management Controls using the Hierarchy of Controls

Responsible Persons		Control Options	Priority for Control
Extreme or High Risk	Senior Management	Cease work, isolate risk, adopt high order controls.	1
Significant or Moderate Risk	Line Management	Minimise activity, implement higher order controls.	2
Low Risk	Team Leaders or User Group		

## Hierarchy of Controls

