



15. Health And Safety At Work

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Review Date: 25th October 2024

The Company regards the promotion of health, safety, and well-being measures as a mutual objective for management and employees at all levels.

It is, therefore, Company policy to do all that is reasonable to prevent personal injury, damage to property, and to protect anyone from foreseeable work hazards, including the public, in so far as they come into contact with the Company. This policy now recognises that workplace health and safety includes physical and mental well-being and extends to remote work environments where applicable.

Management responsibilities include, where it is reasonably practicable to do so:

- Providing and maintaining safe, healthy, and ergonomically sound working conditions, taking into account statutory requirements;
- Maintaining a constant and continuing interest in all health, safety, and well-being matters applicable to the Company's activities and management, and setting and maintaining standards in safe and supportive behaviour;
- Conducting regular health and safety audits and risk assessments to identify and address potential hazards, including those impacting mental health, and regularly reviewing workplace stressors to mitigate risks associated with psychological safety;
- Providing training, instruction, and support to enable all employees to perform their work safely, efficiently, and with regard to their physical and mental well-being.

In instances where employees are working remotely, the Company will take reasonable steps to ensure a safe and ergonomic home workspace, and

employees are expected to follow company-provided guidelines to maintain a secure home work environment.

Employees have a duty to co-operate with management in achieving these mutual objectives by accepting full responsibility and by taking reasonable care:

- To ensure that by working safely and efficiently, they do not endanger themselves or any other person;
- To foster a safe workplace through their adherence to the procedures, instructions, and requirements outlined in the Company's Health and Safety Handbook, including measures to support mental well-being and avoid undue workplace stressors; and
- To report all incidents, including near-miss occurrences that have led or may lead to injury, mental distress, or damage to equipment, to ensure a proactive approach to safety and hazard prevention.

15.1 Accident and Incident Reporting

The Company has an established procedure concerning Accident and Incident Reporting. It is a joint management/employee responsibility to ensure that all accidents, incidents, and near-misses are recorded in the Accident Report Book and reported to management.

An Accident Report Book is kept in each Company office. It is the responsibility of the employee's immediate manager to complete the details in the Accident Report Book and report the incident to senior management. This includes tracking near-miss events to help identify potential hazards and prevent accidents before they occur.

In addition, the Company will ensure that all necessary personal protective equipment (PPE) and hygiene protocols are provided and maintained, particularly in roles with specific exposure risks, in accordance with statutory requirements.