

OCCUPATIONAL HEALTH & SAFETY POLICY

NEATO Employment Services (the Company) will ensure ongoing compliance with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011* and applicable *Codes of Practice* and *AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems* standard. This policy should be read in conjunction with NEATO's Integrated Management System Manual.

Purpose

The Company is committed to providing and maintaining a safe and healthy working environment for all workers, visitors and members of the public. Hazards to health and safety will be removed, or where this is not reasonably practicable will be managed, so as to prevent injury, illnesses and dangerous incidents.

Objectives

The objectives of the Occupational Health & Safety Policy are to:

- Comply with both the spirit and letter of the law for all matters relating to occupational health and safety;
- Provide safe and healthy working conditions for the prevention of work-related injury and ill health which are appropriate to the specific nature of the OH&S risks to which workers and others are exposed;
- Ensure the continual review and improvement of NEATO's Integrated Management System;
- Encourage and respect contributions by all workers towards the improvement of occupational health and safety;
- Provide adequate information, instruction, training and supervision to enable every worker to perform their duties effectively and safely;
- Provide sufficient information and where applicable, consultation to contractors and visitors on possible risks to health and safety; and
- Make personal protective equipment (PPE) available whenever required.

Responsibilities

Management has the responsibility to provide:

- A safe working environment;
- Safe systems of work;
- Equipment, plant, and substance in safe operating condition;
- Facilities for the welfare of workers;
- Information, instruction, training and supervision that is reasonably necessary to ensure each worker is safe from injury and/or risks to health;
- A commitment to consult, and co-operate with workers in all matters relating to health and safety in the workplace;
- A commitment to address identified risks and hazards via application of the hierarchy of controls; and
- A commitment to continually improve performance through effective safety management.

Each worker has the responsibility to:

- Maintain up to date knowledge of and follow all safe work practices, procedures, instructions and rules;
- Work in a manner which ensures the health and safety of themselves and others;
- Encourage other workers to work in a healthy and safe manner;
- Participate in training;
- Report and where directed, rectify any unsafe conditions that come to their attention; and
- Maintain equipment and systems of work that are safe and without risk to the health and safety of employees, contractors and the general public.