

OCCUPATIONAL HEALTH & SAFETY POLICY

NEATO Employment Services (the Company) is committed to providing a safe and healthy workplace, safe working methods, and the provision of safe equipment. 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 policy sets out the responsibility of the Company and its staff with the aim that together we can keep the workplace safe and productive.

The Company is committed to providing and maintaining a safe and healthy working environment for all workers, visitors, members of the public and parties that may be affected by our work activities. 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:

- Integrate occupational health and safety into all aspects of the Company's operations;
- Comply with both the spirit and letter of the law for all matters relating to occupational health and safety;
- Identify hazards, assessing risk and implement control strategies to minimise risk of injury to people and property;
- 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 OHS risks to which workers and others are exposed;
- Develop and implement safe systems and procedures of work;
- 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 and consult with workers and other parties to address safety issues and improve decision making on occupational health and safety matters;
- Provide adequate information, instruction, training and supervision to enable every worker to perform their duties effectively and safely;
- Make personal protective equipment (PPE) available whenever required; and
- Support and assist workers in effective injury management and rehabilitation.

Responsibilities

Management will, so far as reasonably practicable, ensure:

- the provision and maintenance of a safe working environment;
- the provision and maintenance of safe systems of work;
- the provision and maintenance of equipment, plant, and substance including safe handling, use and storage;
- the provision of adequate facilities for the welfare of workers;
- the provision of information, instruction, training or 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;

- A commitment to continually improve performance through effective safety management; and
- That the health of workers and the conditions of the workplace are monitored for the purpose of preventing illness or injury arising from the conduct of the Company.

Each worker has the responsibility to:

- Maintain up to date knowledge of and adhere to and follow all safe work practices, procedures, instructions and rules;
- Perform all work duties in a manner which ensures the health and safety of themselves and all others in the workplace;
- Encourage other workers to create and maintain a healthy and safe work environment;
- Participate in training;
- Immediately report unsafe work conditions or equipment that come to their attention;
- Maintain equipment and systems of work that are safe and without risk to the health and safety of staff, contractors and the general public; and
- Co-operate with all other staff to enable the health and safety responsibilities of all staff be achieved.

Each visitor has the responsibility to:

- Follow all instructions and directions from staff;
 - Act in a manner which ensures the health and safety of themselves and others;
 - Encourage others to act in a healthy and safe manner;
- Report any unsafe conditions that come to their attention to a NEATO Staff member immediately.

Communication and Consultation

The Company recognises that staff consultation and participation in our safety system is vital and improves decision-making about health and safety matters in the workplace. Consultation is also included in the process of risk assessments and the development of our safe work practices.

Staff shall be actively involved in the workplace safety system, where reasonably practicable. Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to management and the via the Company's Corrective Action Request process. Site toolbox meetings to consult and inform staff on safety issues shall be conducted throughout the Company sites as is necessary.

Staff shall be made aware of safety issues relating to their jobs on a regular basis via the NEATO Training Portal or various other methods depending upon the type of information to be conveyed.

The Company expect our staff to be committed to working with management in order to effectively manage health and safety on the job. Staff are encouraged to contribute to decisions that may affect their health and safety in the workplace, through contact with management and staff meetings.

Management shall work in conjunction with staff to review and update this, and other policies and procedures.

Workplace Injuries – Rehabilitation and Return to Work

The Company is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work program for injured or ill staff.

The Company is committed to:

- Prompt injury notification;

- Communication and consultation with all parties to develop an appropriate return to work program;
- Accountability and responsibility for injury management being clearly understood;
- Provision of suitable meaningful activities during the return to work process; and
- Dispute resolution as required.

The Company will ensure the following positive approach in meeting these objectives, including:

- Early reporting of injuries;
- Appropriate and timely medical intervention and return to work planning;
- Provision of suitable resources and productive duties for the injured staff member;
- Positive support and encouragement during the rehabilitation process; and
- Review of incidents and accidents to seek preventive measures and continuous improvement.

The Company shall work in conjunction with staff to review and update this policy, and other policies and procedures relating to occupational health and safety as regularly as is necessary.

For further information, you can go to: Your Team Leader, Area Manager or the OHS team.

