

HEALTH AND SAFETY POLICY

Purpose

The Company will comply with all relevant health and safety legislation, standards and codes of practice under the Health and Safety at Work Act 2015, Health and Safety regulations 2016, company codes of practice, and relevant standards or guidelines.

Management's responsibilities at the Company include:

- a. Having a clear understanding of health and safety obligations relative to their position.
- b. Designating specific health and safety roles at management level with that performance annually reviewed.
- c. Inducting and training employees to perform their duties safely and report hazards with a mind to take all practicable steps to eliminate, isolate or minimise exposure to hazards.
- d. Encouraging employee, union or other employee representation consultation and participation in all health and safety matters.
- e. Putting in place and maintain a robust rehabilitation process of encouraging employees back to work with "alternative" duties following a workplace accident. This process will include consultation with the injured person, the ACC Case Manager, the Supervisor of Health and Safety and the employee's medical officer.
- f. Seeking to continuously improve health and safety practices at all work sites.
- g. Ensuring discussion on health and safety matters is held regularly.
- h. Ensuring regular housekeeping inspections are carried out.
- i. Undertaking identification of hazards on a regular basis and maintain an up-to-date hazard register.
- j. Being fully familiar with accident reporting procedures and ensuring all accidents/incidents are reported on the appropriate forms and investigated in a timely and accurate manner.
- k. Following up all accidents and incidents to determine the cause and put in place appropriate corrective actions

The Company is committed to consultation with nominated employee representatives and will strive to achieve continuous improvement in health and safety.

The employee's responsibilities at the Company include:

- a. Taking reasonable care for his or her own health and safety; and
- b. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c. Complying as far as he or she is reasonably able, with any reasonable instruction that is given by their manager to allow the manager to comply with this Act or regulations.
- d. Using the suitable protective clothing and equipment provided by the employer as required.
- e. Assisting with the identification of hazards on a regular basis.
- f. Ensuring all hazards, accidents, incidents and near misses are reported to the appropriate personnel.
- g. Keeping the immediate work area tidy to minimise the likelihood of injury to themselves and others.
- h. Communicating health and safety issues of concern either directly to the immediate Manager or through a Health and Safety Committee representative.
- i. Participating in the company's rehabilitation plan to ensure a safe and early return to work.

- j. Follow all safety procedures as outlined by the company.

The Health and Safety Committee includes representatives from senior management and employees from each department in the Company. These members will be elected or appointed. The Health and Safety committee is responsible for implementing, monitoring, reviewing and planning health and safety policies and practices.

Duties of other persons at workplace:

Other people at the workplace, including contractors, suppliers, volunteers or any other person on site must:

- a. Take reasonable care for his or her own health and safety
- b. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- c. Comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the company in relation to Health and Safety.

Related Documents:

Accident Compensation Act 2001 (New Zealand Legislation website)

<http://www.legislation.govt.nz/act/public/2001/0049/latest/DLM99494.html?src=qs>

Health and Safety at Work Act 2015 (New Zealand Legislation website)

http://www.legislation.govt.nz/act/public/1992/0096/latest/DLM278829.html?search=ts_act%40bill%40regulation%40deemedreg_health_reseal_25_h&p=1

Health and Safety at Work Regulations (WorkSafe New Zealand Regulations)

<http://www.business.govt.nz/worksafe/hswa/legislation/hswa-regulations#at-a-glance>