

WORK HEALTH AND SAFETY POLICY

1. PURPOSE

- 1.1 Human Resources Focus ('HR Focus') is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.
- 1.2 HR Focus undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

2. SCOPE

- 2.1 This policy applies to:
 - a) all employees of HR Focus (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of HR Focus (for example contractors, subcontractors, agents, consultants, temporary staff and 'workers' as otherwise defined under relevant occupational/work health and safety (OHS/WHS) legislation) (collectively referred to as '**workplace participants**'); and
 - b) all of HR Focus's workplaces and to other places where workplace participants may be working or representing HR Focus, for example, when visiting a customer, client or supplier (collectively referred to as '**workplace**').

3. COMMENCEMENT OF THE POLICY

- 3.1 This policy will commence from 01/01/2021. It replaces all other work health and safety policies (whether written or not).
- 3.2 This policy does not form part of any workplace participant's contract of employment or contract for services.

4. HR Focus HEALTH AND SAFETY SYSTEM

- 4.1 The OHS/WHS system relates to all aspects of health and safety including (without limitation):
 - a) OHS/WHS Strategy Plan;
 - b) Defined OHS/WHS responsibilities;

- c) Exercising due diligence;
- d) Health and safety training and education;
- e) Adopting a risk management approach to manage health and safety risks;
- f) Consultation with Persons Carrying on a Business or Undertaking and employees on matters related to health and safety;
- g) Emergency procedures and drills;
- h) Workplace inspections;
- i) Incident/accident reporting;
- j) Management of injured workplace participants.

5. HR Focus HEALTH AND SAFETY OBJECTIVES

- a) To provide a safe and healthy work environment for all our employees, contractors and other persons;
- b) To provide safe and healthy methods of work;
- c) To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- d) To identify and eliminate or reduce hazards and risks to health and safety;
- e) To continually monitor and improve work health and safety;
- f) To provide education and training resources; and
- g) To comply with all relevant laws, rules, standards and codes of practice.

6. MANAGEMENT RESPONSIBILITIES

- 6.1 All officers, managers and team leaders/supervisors are responsible and accountable for the safety of workplace participants, contractors and company property under their control so far as reasonably practicable. Managers and team leaders/supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

7. EMPLOYEE RESPONSIBILITIES

- 7.1 All employees are required to comply with health and safety legislation and HR Focus's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety

and the health and safety of others in our workplace, including contractors and third parties.

8. CONTRACTORS

- 8.1 All contractors engaged to perform work for HR Focus are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of HR Focus as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

9. VOLUNTEERS

- 9.1 All volunteers of HR Focus are required to comply with health and safety legislation and HR Focus's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Volunteers must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in the workplace, including employees, contractors and third parties.

10. DEFINITIONS

- 10.1 In this policy:

'Person Carrying on a Business or Undertaking' means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.

Variations

HR Focus reserves the right to vary, replace or terminate this policy from time to time.