

COMPANY POLICY & COMMITMENT**WORK HEALTH & SAFETY POLICY****1 THE AIM OF THE POLICY**

- a. The Policy of Norec Services Pty Ltd is to ensure that all works & services that it provides is carried out with the management of Work Health & Safety at its workplaces at the forefront.
- b. The implementation of this Policy shall assist in ensuring the health, safety and welfare is provided to promote a safe and healthy work site for the Company's Customers, its Employees, Subcontractors and members of the public.

2 THE COMPANY'S WHS GOALS & OBJECTIVES

The Company's goals and objectives are to;

a. Overall

- i. Provide services in a professional and safety conscious manner to its Customers and maintaining a safety aware place of work at all of its places of work e.g. office, factory and field plus Company Vehicles.
- ii. Establishing and maintaining a Work Health and Safety system in accordance with Federal, State or Territory (as applicable) Work Health & Safety Management Systems Guidelines.
- iii. Identifying what activities the Company carries out that affects or may affect the health and safety of its staff, Subcontractors, Customers and the public.
- iv. Working with its Staff, Suppliers, Subcontractors, and other interested parties to establish measurable objectives and targets to encourage the reduction of the hazards and risks associated with the Company's activities and to improve workplace health and safety environment for all.

b. Occupational Health

Ensuring that all preventative measures have been taken to prevent the spread of any medical conditions, which may, due to the nature of the Company's work, result in a serious health risk to persons whether they be at work or in a public place by;

- i. Eliminating noise when and where possible.
- ii. Using chemicals or other substances that have the approval of the Environmental Protection Agency or any other applicable and relevant authority and meet with legislative requirements and eliminating any unnecessary chemical usage & assist with spill control so that public health is not at risk.
- iii. Eliminating the risk of air borne fumes and gases into the atmosphere.
- iv. Providing a safe means of entry to and exit from the workplace.
- v. Segregating or isolating all persons from dangerous areas and taking all necessary means to provide warning signs and barricades to prevent entry of unauthorised personnel.
- vi. Advising the relevant authorities of any unsafe act or occurrence immediately and assisting to take preventative measures to ensure the safety of all persons until such relevant authorities arrive.

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c. Occupational Safety

Providing a safe place to work and safe working conditions and practices for all Workers and members of the public at its office and factory and at its works sites by;

- i. Giving guidance and setting clear and precise procedures to attain and maintain WHS goals and committing financial, physical and human resources to achieve them.
- ii. Allocating responsibility and accountability to all levels of the organisation.
- iii. Eliminating of unsafe working conditions and practices through proper work design, workplace design, standard work procedures, provision of WHS equipment and provision of appropriate formal and informal training programs and education for all Employees in the use of established procedures and adherence to safety rules and regulations.
- iv. Employing all practical measures to safeguard Workers from injury and where accidents occur, maintaining effective procedures for reporting and recording incidents, injuries and illnesses and carrying out investigations of occurrences.
- v. Carrying out workplace inspections, enforcing safety rules and implementing disciplinary procedures where necessary and continually review safety performance and auditing of the safety program.

3 THE COMPANY'S COMMITMENT

- a. The Company is committed to achieving and pursuing the best WHS practice by improving every aspect of health and safety with the involvement of all Staff and Subcontractors to reduce or eliminate any risks and hazards in the workplace and the provision of sufficient resources to comply with the WHS Act & Regulation and Workplace Injury Management and Workers Compensation Act and other associated requirements.
- b. The Company recognises that this commitment is an integral part of its current and future business performance and to support this commitment the Company undertakes to;
 - i. Work with current and future legislation, regulations and codes of practice as may be set by the Government and other authorities in relation to WHS in the workplace and to regularly review and amend the Company's policy and systems to ensure currency with legislation and changes in the Company activities.
 - ii. Commit financial, physical and human resources to achieve a safe place of work and to allocate responsibility and accountability to all levels of the organisation.
- c. The WHS Management manual of the Company shall outline the requirements of both the Company and its Customers. Once these requirements are identified, it shall be the Company's policy to maintain control and to review and continually improve.