

# WORK, HEALTH AND SAFETY POLICY

## Our Commitment

ADCO is committed to a strong culture of health and safety reflecting shared values and commitments supported by our leadership vision that the health, safety and wellbeing of our people, and people affected by our activities, is a key priority in all business decisions and undertakings.

This policy applies to all employees, contractors, temporary staff or personnel engaged by ADCO or at its workplaces (together “Workers”). It also applies to our visitors.

## Our success relies upon fostering a culture that:

- prioritizes health, safety and wellbeing in the workplace, including Workers maintaining their working environment and carrying out their work in a manner which does not pose a risk to themselves or others; and
- encourages all Workers to actively identify and report any incidents, hazards or risks to health and safety in the workplace.

## WHS Responsibilities

Both ADCO and its Workers have obligations under WHS legislation to provide a safe and healthy work environment.

## As a Worker, you have a responsibility to:

- take reasonable care for the health and safety of yourself, your colleagues and others who may be affected by your acts or omissions at work;
- co-operate with measures implemented by ADCO to comply with requirements imposed under WHS laws;
- comply with any information or instructions regarding the performance of your duties such as standard operating procedures, methods of work, risk assessments and other ADCO policies, including our Discrimination and Harassment Policy;
- immediately notify any breach of this policy or work instructions, any incident, work-related illness, injury or “near miss” at the workplace and co-operate by providing any information in relation to such events;
- refrain from willfully or recklessly interfering with equipment or safety measures, which may create a workplace hazard; and
- report any hazards or risks in your work environment to your manager and ADCO as soon as possible.

## Our strategies to support health, safety and wellbeing include:

- implementing and maintaining a Management System (MS) that aligns with and is certified to requirements of ISO 45001;
- complying with legal and other requirements, including applicable legislation, standards, and other compliance obligations;
- setting objectives and measurable targets to promote continual improvement;
- identifying and controlling potential hazards in the workplace with the aim of eliminating hazards or, alternatively, minimising their risk;
- ensuring any plant, substance, systems of work and the working environment is adequate, safe and without risks to health;
- ensuring that measures are in place to monitor and review the effectiveness of existing control measures and systems of work;
- implementing mental health and wellbeing programs to raise awareness of psychosocial risks and identify, consult and promote initiatives to control those risks;
- integrating risk management and compliance requirements into core upstream design and planning, including procurement of goods and services, to reduce downstream delivery risks and reliance on individual behaviour;
- conducting strategic reviews of procedures, policies and performance against current business undertakings, legal and other compliance requirements, to improve outcomes and promote continual improvement; and
- engaging with external stakeholders and other interested parties, including clients, suppliers, subcontractors, regulators and industry partners to develop and promote industry leading practice.

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## We achieve our strategies and success by:

- providing clarity, consistency, and predictability across our workforce with defined roles, responsibilities and accountabilities for health and safety;
- consulting with and understanding the needs and expectations of Workers, their representatives, and other interested parties, through active engagement, partnerships, and consultative forums;
- training and developing our employees to increase levels of engagement, skills, awareness and competency;
- communicating and sharing information, policies, procedures, alerts and lessons learned with Workers and other interested parties;
- reviewing resources to enable pro-active management and improvement of health and safety outcomes;
- engaging our senior leadership in determining the effectiveness of the MS and its application;
- timely and effective injury management and return to work / rehabilitation for injured workers;
- recognizing, implementing and rewarding health and safety innovation; and
- promoting improved health and safety by communicating this policy to all Workers, suppliers, subcontractors and other interested parties and making it available to the public.

## Breaches of this policy create a safety risk and will be taken seriously

Where you believe that a breach of this policy may have occurred, you should report the matter to your supervisor or manager. All reports will be taken seriously and addressed in accordance with ADCO's Grievance Policy, if appropriate.

Any breach of this policy may result in disciplinary action being taken, including termination of employment or engagement.

This policy does not form part of your contract of employment or engagement with ADCO. ADCO may amend or vary this policy, in its absolute discretion from time to time.

## Our Contact

If you have any queries about this policy, please contact our State Manager.



**Neil Harding**  
MANAGING DIRECTOR