

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 and safety of our people, and people affected by our activities, is a key priority in all business decisions and undertakings.

Our success relies upon fostering a culture that:

- prioritises health and safety in the workplace, including Workers maintaining their working environment and conducting 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

This Policy applies to all employees, trade partners, suppliers, visitors, or other Workers engaged by ADCO or located at an ADCO workplace (i.e., Workers).

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

As a worker, you have a responsibility to:

- take reasonable care for your health and safety, and other workers who may be affected by your acts or omissions at work;
- co-operate with measures implemented by ADCO to comply with requirements under health and safety laws;
- comply with any information or instruction on the performance of your work duties or work methods, risk assessments and other related ADCO policies, including our [Discrimination Harassment and Bullying Prevention Policy](#) and [Supplier Code of Conduct](#);
- immediately notify any breach of this Policy or work instructions, incident, work-related illness, injury or near miss at the workplace and co-operate by providing information in relation to such events;

- refrain from willfully or recklessly interfering with equipment or health and safety measures, which may create a workplace hazard; and
- report any hazards or risks observed in your work environment to your manager and ADCO as soon as possible.

Our strategies to support health and safety include:

- implementing and maintaining a Management System that is certified to ISO 45001;
- complying with legal and other compliance requirements, including applicable legislation, standards, and other obligations;
- implementing ADCO Balance to promote health and wellbeing initiatives for employees;
- setting measurable objectives and targets to promote continual improvement;
- identifying and controlling hazards in the workplace with the aim of eliminating or alternatively, minimising their risk;
- ensuring any plant, machinery or equipment, hazardous chemicals, system of work and the working environment are adequate, and without risks to health and safety where reasonably practicable;
- ensuring that measures are implemented to review the effectiveness of existing control measures, systems of work and the management system;
- implementing health and wellbeing programs to raise awareness of psychosocial hazards and initiatives to eliminate or control related risks;
- integrating risk management principles to upstream design and planning, including procurement of goods and services, to reduce downstream delivery risks to health and safety;
- conducting strategic reviews of procedures, policies and performance across ADCO business undertakings to promote continual improvement; and

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- engaging with external stakeholders and other interested parties, including clients, suppliers, trade partners, regulators, and industry partners to develop and promote industry leading practice.

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 senior leadership in determining the effectiveness of the management system;
- timely and effective injury management and return to work programs for injured workers;
- recognising, implementing, and rewarding health and safety innovation; and
- promoting improved health and safety by communicating this policy to all trade partners, suppliers, and other Workers or interested parties and making it available to the public.

Breaches of this Policy create a health and safety risk

Where you believe that a breach of this Policy has occurred, you should report the matter to your supervisor or manager. All reports are taken seriously and addressed in accordance with the ADCO Grievance Policy, if appropriate.

Any breach of this Policy may result in consequence management action, including termination of employment or contract 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 the relevant State Manager.

A stylized blue ink signature of Neil Harding.

Neil Harding
Managing Director