

WORK HEALTH AND SAFETY (WHS) POLICY

At Action OHS Consulting and Safety Champion Software, we are committed to the health, safety and welfare of all persons undertaking work for us and people affected by our undertakings. This policy includes any person doing work for Action OHS Consulting and Safety Champion Software, along with our clients and visitors.

Commitments

As part of our overall WHS program, we are committed to:

- Ensuring that the WHS Policy and WHS Documentation is implemented and readily accessible to all workers and interested parties;
- Complying with, and satisfy relevant OHS/WHS legislation, codes of practice, standards and guidelines applicable to our operations;
- Establishing measurable objectives and target to ensure continued improvement aimed at providing safe and healthy working conditions to prevent work-related injury and ill health;
- Consulting with workers and other interested parties in relation to WHS hazards and any associated decision-making processes regarding risk controls (guided by the hierarchy of controls) that will impact their workplace health and safety;
- Providing appropriate training and supervision to all workers; and,
- Reviewing our WHS Policy and associated documentation at least 3-yearly, or when there are changes in WHS legislation within the jurisdictions we operate, to ensure our documentation is maintained and appropriate to the nature of our operations.

Objectives

The overall objectives outlining how we aim to manage WHS include:

- Provision of effective and meaningful consultation to workers and all interested parties regarding issues that may affect their health, safety and welfare - with explicit consideration to both physical and psychosocial hazards, and management via the hierarchy of controls;
- Effective implementation and onboarding of our technology platforms: (i) Safety Champion Software, (ii) Employment Hero and (iii) OfficeVibe. Combined, these platforms provide all management with visibility of how effectively our WHS program has been implemented and ensures that the completion of tasks we define as important to the health and safety are monitored. Importantly, these platforms allow two-way communication within our organisation, allowing everyone to play a role in making our work environment safe and establishing an explicit mechanism to communicate identified workplace hazards, incidents, along with necessary documentation and registers to support workers work safely;
- Provide workers with appropriate WHS instruction, training, and supervision to allow work to be undertaken in a manner that is free from potential harm and danger; and,
- Minimising and proactively managing work related injuries and illnesses.

Responsibilities

Note: specific responsibilities for all persons who do work for Action OHS Consulting and Safety Champion Software is listed within internal policies and procedures.

Senior Managers [General Managers and Head Of roles]: are responsible for leading safety across all operations that are under Action OHS Consulting and Safety Champion Software's control and authority. They will ensure that we comply with our WHS legal obligations; and guide our *Commitments* and *Objectives* outlined within this policy.

Workers [Employees and Contractors]: are required to co-operate with the intent of Action OHS Consulting and Safety Champion Software's WHS Policy and WHS Documentation. This will best ensure their own health and safety, and the health and safety of all persons in the workplace or those impacted by our activities.

Authorised

[SIGNATURE REMOVED FOR WEB]

Craig Salter
Action OHS Consulting Pty Ltd, Director
Safety Champion Software Pty Ltd, Founder and Director