MAHRP 007
Workplace Health and Safety Policy

Introduction:

Mackay Australia Pty. Ltd. ABN. 98 665 735 615 (Mackay/The Company) is committed to the health, safety, and wellbeing of its employees.

The company recognises that, everyone is entitled to a safe workplace and knows that safety incidents, no matter how minor, can affect a person's physical and/or psychological wellbeing, they may also negatively affect staff morale and overall productivity.

The Company, it's Managers and its employees are required to work collaboratively to minimise risks and ensure safety.

The Company's Responsibilities:

Because everyone benefits from a safe, happy, and healthy workplace Mackay will so far as is reasonably practicable:

- Provide and maintain safe machinery and equipment
- Provide and maintain safe systems of work
- Ensure the safe use, handling, storage or transport of plant, product and substances.
- Identify and minimise risks to health
- Give employees the necessary information, instruction, training and supervision to enable them to carry out their work safely
- Provide adequate facilities for the welfare of employees
- Report all notifiable incidents to Worksafe
- Keep records relating to the health and safety of employees
- Consult employees on matters that may directly affect their health, safety and welfare
- Facilitate Department/Toolbox meetings where safety incidents concerns and strategies can be openly discussed
- Ensure that the conduct of its business does not endanger other people (including visitors, the public and workers).
- Take disciplinary action (which may include termination of employment/contract) against any person in breach of their Work Health and Safety obligations
- Ensure that a suitable number of Workplace First Aiders are trained and available to assist in the event of an incident
- Be proactive in its approach to injury management:
  - work with injured workers to expedite a safe, timely and sustainable return to work
  - while respecting an injured worker's need for privacy attempt to stay in touch with them and provide positive support and encouragement throughout their recovery and rehabilitation
  - provide suitable meaningful activities during the return-to-work process
  - if required facilitate dispute resolution
- regularly review work practices, training, equipment and any incidents/accidents in the interests of accomplishing continuous improvement and the prevention of repeat incidents

Employees' Responsibilities

Because employees influence their own safety and the well-being of others they are required to:

- Take reasonable care for their own health and safety in the workplace.
- Take reasonable care for the health and safety of others who may be affected by what they do or don't do
- Encourage colleagues, visitors and on-site contactors to follow safe work practices
- Cooperate with Mackay about any action the company takes to comply with the OHS Act or Regulations. For example, use equipment properly, follow safe work policies and procedures and attend training
- Not intentionally or recklessly interfere with or misuse anything at the workplace that supports health, safety and welfare
- Immediately report all injuries and/or near misses to management
- Contribute their ideas with respect to improving safety at work
- Comply with all safety related policies including: No Bullying No Harassment and Anti-discrimination
- Support colleagues who may have been directly involved in or; observed a safety incident by assisting them to report the incident and where necessary refer them to seek professional help for example from a General Practitioner or a counsellor from Mackay's Employee Assistance Program (EAP). The Company's EAP provider can be contacted by calling 1300 OUR EAP.

  In the event of a safety incident where someone is injured Employees must immediately:

- Where it is safe to do so render assistance this may include offering first aid, switching off power, removing dangerous hazards that are likely to cause further injury to the injured person and/or others, caring for the injured person and preserving their dignity.
  - Employees rendering assistance must in the first instance take care not to injure themselves while providing assistance
- Summon a first aider or in the event of a serious injury call 000 immediately and request ambulance assistance. If an ambulance is called:
  - tell emergency services to enter via the nearest entrance to where the injured person is i.e. Taylors Road or Nina Link
  - delegate a staff member to wait outside for the ambulance and on their arrival escort paramedics to the injured person
  - while our usual security practices such as visitor registration do not apply in these circumstances, emergency services staff must be continuously escorted while they are on site
- Inform a manager
- Note details such as time, date, what happened and witnesses

  In the event of a Phycological injury where the person is showing signs of distress, anxiety and/or depression:

- Encourage/Direct the injured person to seek professional assistance from a Doctor or through OUR EAP service by calling 1300 OUR EAP