

ActiveDocs Limited is committed to providing a safe, healthy workplace, to the protection of our workers, property and the environment from accidental damage.

Our goal is to have zero harm to our workforce, property and the environment in all works we undertake. We are committed to achieving best practice through continuous improvement in the management of our occupational safety and health responsibilities.

To implement this commitment and achieve our goal, ActiveDocs Limited, otherwise known as the Person Conducting a Business or Undertaking (PCBU), will:

- Comply with all relevant legislation, standards, codes of practice and safe operating procedures
- Provide all workers with information, instruction, training and supervision necessary to safely carry out their responsibilities
- Officers of the PCBU must exercise due diligence to ensure the PCBU complies with its duties under the act.
- Consult with workers in the decision-making process on health and safety matters
- Establish and insist upon safe methods and safe practices at all times
- Where safety equipment is provided ensure, it is used correctly at all times
- Ensure all sub-contractors are bound by the principles and practices outlined in this manual
- Follow Health and Safety (H&S) requirements specific to any contracts undertaken
- Ensure all hazards/risks to H&S are identified, assessed and effectively controlled according to work activities and the level of risk so far is reasonably practicable
- Ensure that all workplace incidents and injuries are accurately reported and recorded
- Establish, monitor and review effectiveness of measurable objectives and targets to strive for continual improvement in H&S performance.
- Ensure that all managers/supervisors are responsible for the safety, health of all workers in their teams, and in addition workers are not placed at risk to their health and safety at client workplaces
- Support the safe and early return to work of injured workers

All workers will be held responsible for safety in their areas of supervision in the same way that they are held responsible for quality efficiency and maintenance. Safety will take precedence over short cuts or expediency at all times.

Workers and other persons at the workplace have the responsibility to:

- Take reasonable care for their own H&S
- Take reasonable care for the H&S of others
- Comply with any reasonable instruction, policies and procedure given by their employer, business or controller (or other PCBU) of the workplace

This policy is a joint responsibility and one which we must all accept as a personal goal.

This policy will be reviewed annually.



**Glenn Ricketts**

Chief Executive Officer