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|  | <b>STANDARD POLICY<br/>WORKPLACE HEALTH &amp; SAFETY</b> | Doc Ref.    | PL.HS.1001 |
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## WORKPLACE HEALTH AND SAFETY POLICY

Beehive Vinyl Products will provide a safe and healthy work place for all workers including employees, contractors and members of the public. We are able to meet our obligations by providing safe systems of work and providing appropriate information, instruction, training and supervision.

Management is committed to meeting meet these requirements by:

- Complying with statutory requirements, codes, standards and guidelines relating to workplace health and safety;
- Setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services; and
- Providing enough resources to ensure Workplace health, safety and environment is a central part of the organisation;
- Defining roles and responsibilities for workplace health, safety and environment.
- Providing a safe and healthy work environment
- Ensuring Workplace health, safety and environment management principles are included in all organisational planning activities;
- Providing safe working conditions and safe operating procedures for Beehive Vinyl Products activities where reasonably foreseeable risks may occur.
- Minimising workplace hazards and eliminating where possible significant hazards.
- Providing adequate and ongoing information, instruction, training and supervision to enable every employee to perform their duties effectively and safely.
- Providing sufficient information to contractors and visitors on possible risks to health and safety.
- Making safety equipment and personal protective equipment (PPE) available whenever required.
- Ensuring incidents are investigated, rehabilitation procedures are in place and lessons are learnt within the organisation;
- Consulting with employees and other parties to improve decision-making on Workplace health, safety and environment matters;

It is expected that each employee:

- Follow all safe work practices, procedures, instructions and rules
- Work in a manner that is considerate of the health and safety of themselves and others in their work environment
- Encourage other workers to conduct their work in a healthy and safe manner
- Participate in training and inductions
- Report or rectify any unsafe conditions that come to their attention

Please take the opportunity to proactively participate in the health, safety and welfare of your fellow workers and put safety first.

Roger Bishop  
Managing Director



Date

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