
INTERIM ARI WORK HEALTH & SAFETY POLICY

Australian Registry Investments [ARI] is committed to a safe and healthy working environment for all employees, contractors, and visitors to the workplace. ARI shall make every reasonable effort to prevent accidents, protect all employees, contractors, and visitors from injury, and promote their health, safety and welfare. Every reasonable effort will be made in the fields of risk control, hazard prevention, accident prevention, and health preservation to safeguard employees, contractors and visitors in the workplace. This commitment is in accordance with ARI's Interim Behavioural Code and requirements of various work health and safety laws, associated regulations and codes of practices.

Scope

This policy applies to all ARI employees, contractors and visitors working within ARI's workplaces. All managers and employees should play a proactive role in assisting with work health and safety (WH&S) matters.

Definitions

"Injuries" are any unplanned event where a person is injured.

"Incidents" are a dangerous occurrence or any event where there was a 'near miss', that is, no person was injured but the potential for serious injury or damage existed.

Responsibilities

ARI has the responsibility to:

- Acquire and keep up-to-date knowledge of WH&S
- Maintain and communicate its WHS policy to employees, contractors and visitors
- Take appropriate action against any employee, contractor or visitor who engages in conduct which is inconsistent with this policy
- Understand the nature of operations, hazards and risks of the business
- Use appropriate resources to eliminate or minimise risk
- Have appropriate processes for receiving and considering information and responding in a timely manner
- Implement processes for compliance
- Verify that risks and hazards are being appropriately controlled

Managers and supervisors have responsibility to:

- Ensure that the workplace under their control is safe and without risks to health
- Ensure that the behaviour of all persons in the workplace is safe and without risks to health
- Attempt to remedy all problems relating to WH&S

All employees have the responsibility to:

- Adhere to safe work practices, instructions and rules
- Take reasonable precautions to reduce the risk of injury in the event of an accident whilst on official duty
- Immediately report any unsafe work condition or equipment to their supervisor/manager
- Not misuse, damage, refuse to use, or interfere with anything provided in the interest of work health and safety

- Perform all work duties in a manner which ensures individual health and safety and that of all other employees, contractors, and visitors
- Encourage fellow employees to create and maintain a safe and healthy work environment
- Co-operate with all other employees to enable the health and safety responsibilities of all employees to be achieved

Consultation

WH&S consultation is an integral component to our commitment to ensuring a workplace free of health and safety risks. WH&S consultation also meets our obligations provided by legislation.

WH&S consultation involves:

- The sharing of relevant information about WH&S and welfare with employees
- Giving employees the opportunity to express their views and to contribute to the resolution of WH&S and welfare issues; and
- Valuing the views of employees and taking them into account

Consultation enables employees to contribute to the decisions that affect their health, safety and welfare. It helps employers and employees to work together to seek solutions that lead to healthier and safer workplaces.

Workplace Health and Safety Consultation

The first approach is provided by managers. Managers will consult with staff regarding WH&S matters. Staff should raise and address WH&S issues with their manager or with their Health and Safety Representative. Human Resources provides an alternate avenue for consultation. Human Resources has overall responsibility for the coordination of WH&S for the organisation.

Injury/Illness/Incident Reporting

A system exists for reporting injuries, illness and/or incidents. In the event of an injury or an incident the following steps should be taken:

- 1) Report the Injury/Illness/Incident immediately to the supervisor/manager
- 2) If an injury has occurred assistance should be sought from a designated first aid officer
- 3) An Injury/Illness/Incident form should be completed and forwarded to the person's supervisor/manager
- 4) The supervisor/manager should specify on the form the corrective action taken to prevent future occurrences before forwarding the form to Human Resources.

Information from these reports will be analysed by Human Resources and patterns and trends shall be reported to the Chief Executive Officer. Human Resource is available for assistance in any work health and safety matter.

Risk Management

A hazard identification system exists for employees to notify management of any hazards that pose a risk to health and safety. A Hazard Identification form should be completed and forwarded to the supervisor/manager. If the supervisor is unable to eliminate the hazard the form should be forwarded to Human Resources. A register of hazards shall be maintained by Human Resources. The register shall assist the organisation to develop strategies of managing the hazards and monitoring implementation of any preventative measures.

ARI-sponsored Sporting Activity

It is recognised that there is an inherent risk of injury or illness resulting from participating in sporting activity. Staff participating in ARI-sponsored sporting activities must do so at their own risk. All staff participating in ARI-sponsored sporting activity are required to complete the Fitness Release and Indemnity Agreement.

First Aid

ARI shall ensure that appropriate first aid equipment is supplied and easily accessible for all staff. Each work location shall have first aid officers. First aid officers shall be available to provide first aid assistance when necessary.

References

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Advice in relation to this Policy may be obtained from Human Resources.