

## Work Health & Safety Policy

Hix Group Pty Ltd is committed to work health and safety in our company and aims to continuously improve our systems and workplace to ensure the health and safety of all persons who work on or visit our premises or work sites. We will ensure the health, safety and welfare of all workers, contractors and visitors to our offices, warehouses and sites and comply with the Work Health & Safety Act and Work Health & Safety Regulations as far as is reasonably practicable.

We have developed workplace health and safety policies & procedures for our workers and those visiting our workplace and will continually monitor and review them to maintain an effective health and safety management system.

We have agreed our consultation arrangements with our workers and always encourage input from our management team and workers on issues relating to work health and safety via our consultation process, our "open door approach", regular "Toolbox Meetings" and "Operations Meetings".

We will identify hazards, assess risks, eliminate or control risks and review the effectiveness of our risk controls. We will monitor, evaluate and review the effectiveness of our health and safety management system on a regular basis to make sure that we continually improve or eliminate any work-related risks, injury or illness in our workplace. This includes

- Work design, procedures and implementation
- Emergency Procedures and drills
- Workplace Inspections and evaluations to ensure effective hazard identification and risk assessment
- Completion of site requirements including Toolbox meetings, Hazard Assessment and Quality Checklists and other Safety procedures
- Provision of regular health & safety information and training for all management and staff

All management and staff are aware of and committed to our health and safety policies and procedures and are required to implement them as a part of their Job Description whilst carrying out their daily duties on all premises and work sites. Non-compliance will result in remedial action as we take WHS seriously and expect our team to do the same.

All Contractors and sub-contractors who perform work for us, either on our premises or at the designated workplace are required to comply with the Work Health & Safety Act and Work Health & Safety Regulations. All Contractors are required to undertake our "pre-qualification" prior to commencing works and maintain this "pre-qualification" at our request.

We administer our Safety, Quality and Environmental Management Systems via an electronic system along with our Job Management System to ensure ongoing review, audit and compliance. Our policy will be reviewed annually or when changes are made to our WHS System or to the Legislation.

Authorised Signatory:

A handwritten signature in black ink, appearing to read 'Lea Hicks'.

Lea Hicks, General Manager

Date: 01/02/20