



EMPLOYEES RESPONSIBILITY POLICY

Ultimately the success of the Company's Health and Safety program will depend on the degree to which all employees accept and participate in the program.

All employees have a moral as well as a legal obligation to comply with statutory and Company systems, procedures and rules that are introduced to protect the health and safety of all employees, Company assets, General Public and the Environment.

The Directors have the responsibility to establish policy and to adopt procedures to ensure the health and safety of all employees. All Managers and Team leaders have the responsibility to implement these policies and procedures and to enforce their use throughout the Company.

All Company employees including Permanent, Part Time and casuals are required to accept the following responsibilities as a condition of employment with Global Manufacturing Group.

- To perform all work and associated functions in the safest possible manner.
- To obey all lawful written and verbal Health and Safety instructions issued by the Company or its Officers.
- Safety foot wear must be worn at all times while risk to feet exists.
- To use correctly and maintain in serviceable condition, all personal protective clothing and equipment supplied by the company in the appropriate circumstances
- To be responsible for the security and storage of all personal protective clothing and equipment supplied by the company for their use.
- To cease to operate and report immediately any malfunctioning plant or equipment and not to use such plant and equipment until safeguards are in place or repairs have been made.
- To take corrective action to eliminate hazards within the workplace and/or report those hazards, which the employee him/herself cannot correct.



- To establish and maintain at all times the highest possible standards of housekeeping and cleanliness in individual work areas and on Company property generally.
- Report hazards at work and take corrective action to eliminate hazards where appropriate.
- Report all work related injuries, illnesses and applicable near misses.
- Use any personal protective equipment provided by Global Manufacturing Group.
- Not wilfully or recklessly interfere with or misuse any equipment provided in the interests of workplace health & safety.
- Not wilfully place at risk the health and safety of anyone within the workplace.
- Not wilfully injure themselves;
- Participate in WH&S training when instructed to do so;
- Cooperate Global Manufacturing Group in so far as necessary to enable compliance with any requirement under applicable legislation imposed in the interest of workplace health & safety;
- To the extent possible, maintain a safe and healthy work environment.

Any breach this policy or any other policy relation to Health and Safety may lead to disciplinary action being taken against the employee, including dismissal of employment.

Team Member/Employee: _____

Team Member/Employee Signature: _____ Date: _____

Employer's Name: Global Manufacturing Group

Employer Signature: _____ Date: _____

(Or designated representative)