



HEALTH & SAFETY POLICY

1. OVERVIEW

Global Manufacturing Group is committed to providing a safe and healthy working environment for employees and others in the workplace. Global Manufacturing Group aims to build a culture that encourages everyone in the workplace to take responsibility for maintaining and enhancing this environment.

This policy provides an overview of responsibilities in relation to health and safety and the process in place to manage workplace health and safety within Global Manufacturing Group. This policy and the various procedures which exist from time to time are designed to ensure that employees are not exposed to risks to their health or safety.

2. APPLICATION

This policy applies to all employees of Global Manufacturing Group. This policy operates as directions from Global Manufacturing Group to employees and does not vest enforceable rights in the employees. This policy does not form part of any employee's contract of employment and any obligations contained herein on Global Manufacturing Group and/or its management are not binding on Global Manufacturing Group and/or its management. Where there is any conflict or inconsistency between the employee's contract of employment and this policy, the provisions of the contract of employment will prevail.

Global Manufacturing Group may review, vary, add to or withdraw the policy from time to time within its absolute discretion.

This policy applies to employees in all work related activities including work functions, offsite storage, company motor vehicles, lunch and recess breaks, direct travel to and from home and employees' homes where approved working from home arrangements exist.

3. DEFINITIONS

"Hazard" means a source or a situation which has a potential to cause harm In terms of human injury or ill-health, damage to property, damage to the environment or a combination of these. A source or situation can include substances (both hazardous and dangerous), plant, work processes and/or other aspects of the work environment.

"Risk" means the likelihood that death, injury or illness might result when exposed to the hazard.

4. OBLIGATIONS

4.1 MANAGEMENT RESPONSIBILITIES

Management includes any member of the Global Manufacturing Group senior management team and any employee of Global Manufacturing Group overseeing the work of another employee.

Management must ensure that the functional areas of Global Manufacturing Group within their control comply with the applicable legislation and Global Manufacturing Group policies.



In carrying out these obligations, management are expected to:

- provide and maintain a safe and healthy work environment;
- establish processes for the operation of the workplace health & safety risk management process within their work areas;
- monitor all aspects of the health and safety process;
- ensure safe systems of work and ensure that any plant or substance used for the purpose of work is used safely;
- ensure employees are provided with adequate information, instruction, supervision and training for safe work practices;
- establish and support consultative mechanisms within their work area;
- ensure effective communication between all parties regarding relevant workplace health and safety issues;
- ensure all work related incidents are followed up and appropriate steps are taken to prevent a recurrence;
- ensure health and safety issues are resolved;
- ensure all resolved health and safety issues are monitored and reviewed;
- ensure appropriate safe access to and from the work place for both workers and visitors;
- ensure the risk of injury or illness to any persons visiting and using plant or equipment is minimised when used properly;
- include workplace health & safety as a standing item at management meetings;
- budget for health & safety resources such as training, safety equipment, furniture and modifications.

4.2 EMPLOYEE RESPONSIBILITIES

All employees have an obligation to comply with the applicable state legislation and Global Manufacturing Group policies.

As such, all employees are required to:

- comply with workplace health and safety instructions at the workplace;
- 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 in accordance with training provided;
- 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 with 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.

5. CONSULTATION

Global Manufacturing Group will consult with employees about workplace health and safety matters as required by law. Global Manufacturing Group shall also share relevant information about WH&S matters with employees.

Global Manufacturing Group values the views and opinions of its employees and will endeavour to obtain and take account of such input. Employees are encouraged to express their views and contribute to resolving WH&S matters within their workplace.

6. WORKPLACE HEALTH & SAFETY RISK MANAGEMENT PROCESS

Risk management processes are to be applied to all work activities. This means that:

- (a) Hazards will be identified;
- (b) Risks that may result from the hazards will be assessed;
- (c) Control measures that will prevent or minimise the level of the risks, will be decided upon;
- (d) The control measures will be implemented; and
- (e) The effectiveness of the control measures will be monitored and reviewed.

7. IDENTIFICATION OF HAZARDS

Hazard identification may occur through observing, inspecting, investigating, communicating and consulting. All employees have an obligation to report hazards and hazardous activities. Such reports should be made to the WHSO and management through direct supervisors. Any hazard identified should be recorded using the applicable documentation.

To begin identifying hazards, a person simply should ask the question "Does this task/activity/situation/event have the potential to harm a person?". Another way is to ask the question "What if?". These are proactive ways to identify hazards. Hazards can also be identified from records of past accidents and near misses.



To assist in identifying hazards, they may be categorised as follows:

- The obvious hazard - is apparent to the senses;
- The concealed hazard - is not apparent to the senses;
- The developing hazard - cannot be recognised immediately and will develop over time and
- The transient hazard - is an intermittent or a temporary hazard.

It is important to remember that a hazard may become more obvious and easily identifiable when an employee actually performs a task. This is often the case with ergonomics or manual tasks.

To make the job of identifying hazards in the workplace easier, it is necessary to prepare and establish the context for the risk management process. This involves identifying:

- All activities involved in work processes and tasks;
- Who is involved in those activities;

A list of all hazards at the workplace will be made by management. Once this list of hazards is compiled, each hazard will be considered individually.

If an employee sees an unsafe situation that poses an immediate risk to the safety of themselves or another person, they should:

- Take appropriate steps to eliminate the hazard if they can and it is safe to do so;
- If the hazard cannot be eliminated immediately, warn other people involved;
- Report the hazard to the Workplace Health & Safety Officer and management.

There are number of general workplace hazards in the workplace some of which may include the following:

- Work environment (eg slippery floors, confined spaces, cold rooms);
- Energy (eg electricity);
- Manual tasks (eg lifting a load overhead or repetition of work);
- Noise leg loud music in an enclosed small area);
- Substances leg chemicals and flammable or explosive materials);
- Vehicles, equipment or plant (eg machinery, office equipment);
- Work at heights (eg work done on ladders);
- Systems of work (eg processes, procedures or actions);



- Exposure to violence (eg working with violent patrons);
- Exposure to workplace harassment (eg working with bullies);
- Personal hygiene (eg contaminated hands whilst preparing food)

8. RISK ASSESSMENT

Risks are measured according to the likelihood and severity of injury. A risk assessment is to be conducted for all hazards identified in the workplace. Risks must be assessed and prioritized using processes equivalent to those set out in relevant advisory standards under relevant legislation.

Risk assessments are to be overseen by the relevant managers in conjunction with the WHSO and other relevant staff as appropriate.

Risk assessments are to be conducted at various times including:

- Now, if it has not been done before;
- When planning or making a change;
- After an incident (and/or near miss);
- At regular or scheduled intervals appropriate to the nature of the workplace and the hazards present; and
- When any legislative obligations change.

Risk assessments are to be recorded and kept in the applicable register at the respective work site and at State Headquarters.

To assess the potential risks associated with a hazard, the likelihood of an event happening and the severity of the potential consequences of the event, must be estimated. There are a number of factors that influence likelihood which are as follows:

- How often the task occurs;
- How many people are exposed;
- The duration of exposure;
- Quantities and materials or multiple exposure points involved;
- The position of the hazard relative to employees and to other hazards;
- The skills and competence of persons exposed;
- The experience of persons exposed;
- Any special characteristics of the people involved;
- Distractions;



- Environmental conditions;
- Repetition;
- Condition of equipment;
- The effectiveness of existing control measures.

The factors influencing consequences are as follows:

- Potential for “chain reaction”;
- Concentrations of substances;
- Volumes of materials;
- Speeds of projectiles and moving parts;
- Heights;
- Position of worker relative to the hazard;
- Weights;
- Forces and energy levels.

When a risk is assessed, a risk score and statement can be allocated and used to rank the risk in order of importance. Acute risks with a score of 4 are of the highest importance and must be dealt with immediately and low risks with a score of 1 can be dealt with later. This information is recorded using the applicable documentation.

9. RISK CONTROL HIERARCHY

The risk control hierarchy to be used when determining the preferred risk control measures are; in order:

- (1) Elimination of the hazard;
- (2) Substitution of material/equipment to reduce risk;
- (3) Isolation;
- (4) Engineering and redesign of the equipment or task;
- (5) Administrative measures (such as training, policies and signage); and
- (6) Personal Protective Equipment (PPE).



The control measures can be divided into 3 levels:

- The highest level includes measures that address the hazard at the source, or where it comes from (ie elimination, substitution);
- The second level measures intervene in the hazards course between the source and a worker (ie isolation or engineering);
- The third and lowest level measures are implemented at the point of the employee (ie administrative controls, personal protective equipment).

Elimination of the hazard completely is the most effective control and must always be attempted first when deciding on control measures. Other ways to eliminate a hazard at the source is by addressing safety issues during the design stage of processes. If the hazard cannot be eliminated, the abovementioned control measures from 2 - 6 should be implemented.

In many cases, it will be necessary to use a combination of measures to appropriately manage exposure to a risk.

10. IMPLEMENTATION OF RISK CONTROL MEASURES

The implementation of control measures is the responsibility of the relevant manager and may be actioned by relevant employees. The implementation of the selected control measures should adequately control the risks, not create other risks and enable employees to do their work without undue discomfort or distress.

Consultation with workers and others who may be affected by the risks in the workplace is essential during the risk management process and their opinions may be considered in the decision making process.

The implementation of a control measure for a risk should be communicated to employees that may be affected by the new control measure. As required, training and instruction for employees on the new control measure will be provided. Supervisors are responsible for ensuring that the new control measures are implemented and used as planned and for correcting behaviour where necessary.

Effective implementation will involve the development of an implementation plan. In addition, safe work procedures will be developed to ensure that both existing and new control measures are effective and management will inform employees about the types of control measures implemented, how they will be implemented and who will be involved in the implementation.

All employees must comply with the control measures and their implementation and management will enforce the control measures to ensure work procedures are followed and control measures are used appropriately.

11. MONITORING AND REVIEW OF RISK CONTROL MEASURES

The control measures implemented should be monitored and reviewed by the relevant manager and applicable staff with safety responsibilities at timeframes appropriate to the hazard and its associated risks.



When monitoring and reviewing the effectiveness of control measures, consideration should be given to whether the control measure is being used correctly, whether exposure to the assessed risks have been eliminated or adequately reduced, if the control measure has introduced any new problems, and if the control measures resulted in worsening the existing problems.

In order to determine answers to the above questions, the relevant manager and/or applicable staff with safety responsibilities will consult with employees and measure their exposure and they will consult and monitor incident reports.

12. REPORTING

12.1 RISK MANAGEMENT ACTIVITIES

A formal safety inspection of each site is to be undertaken annually in accordance with the applicable legislation. This inspection is to be coordinated by the WHSO in conjunction with relevant parties. Formal safety inspections are to be recorded and provided to the CEO for consideration. All such reports are to be recorded in writing and stored in the applicable register at the site location and State Headquarters.

Activities undertaken within the Global Manufacturing Group workplace health & safety risk management process are to be documented. Records are to be provided to the WHSO and stored at the site location and at State Headquarters.

13. HAZARDS AND INCIDENTS

All employees are to report the following to the WHSO and their direct supervisor immediately:

- All work related injuries and illnesses;
- Hazards;
- Near miss incidents which could have caused a Death, a Serious Bodily Injury, a Work Related Illness, or a Dangerous Event as defined under the relevant legislation.

All such reports are to be recorded in writing and stored in the applicable register at the site location and State Headquarters. Incidents will be reported to the relevant external regulatory authority in accordance with the relevant legislation.

14. WORKPLACE HARASSMENT

The abovementioned responsibilities and risk management processes also apply to "workplace harassment" An employee is subjected to "workplace harassment" if they are subjected to repeated behaviour, other than behaviour amounting to sexual harassment, by another person, including the employee's employer or a co-worker or group of coworkers of the employer that:

- is unwelcome and unsolicited;
- the employee considers to be offensive, intimidating, humiliating or threatening;
- a reasonable person would consider to be offensive, intimidating, humiliating or threatening.



"Workplace harassment" does not include reasonable management action taken in a reasonable way by Global Manufacturing Group and/or its management or those in similar roles:

Although not an exhaustive list, the following are some of the more common types of harassing behaviour:

- abusing a person loudly, usually when others are present;
- repeated threats of dismissal or other severe punishment for no reason;
- constant ridicule and being put down;
- leaving offensive messages on email or the telephone;
- sabotaging a person's work, for example, by deliberately withholding or supplying incorrect information, hiding documents or equipment, not passing on messages and get a person into trouble in other ways;
- maliciously excluding and isolating a person from workplace activities;
- persistent and unjustified criticism, often about petty, irrelevant or insignificant matters;
- humiliating a person through gestures, sarcasm, criticism and insults, often in front of customers, management or other workers;
- spreading gossip or false, malicious rumours about a person with an intent to cause a person harm.

"Workplace harassment" will not be tolerated by Global Manufacturing Group and all employees must ensure that they do not subject any person to workplace harassment.

The responsibilities and workplace health and safety risk management processes as set out above equally apply to "workplace harassment" and should be applied to prevent or control exposure to the risk of workplace harassment by following those processes.

Global Manufacturing Group is committed to providing employees with a healthy and safe work environment, free from workplace harassment. The effects of workplace harassment on a person may include:

- high levels of distress, impaired ability to make decisions and poor concentration;
- loss of self confidence and self esteem and feelings of social isolation at work;
- panic attacks, anxiety disorders, depression, social phobia and deteriorating relationships with family and friends;
- reduced output and performance, incapacity to work, loss of employment;
- sleep disturbances, such as insomnia or severe tiredness.

Employees are encouraged to report and should report any workplace harassment. Any allegations of workplace harassment will be treated seriously and investigated promptly and impartially.



15. MANUAL TASKS

"Manual tasks" are those workplace activities requiring the use of force exerted by a person to grasp, manipulate, strike, throw, carry, move (lift, lower, push, pull), hold or restrain an object, load or body part. Manual tasks cover a wide range of activities including but not limited to stacking shelves, working in a loading dock, moving and stacking boxes of photocopy paper, etc.

Manual tasks can contribute to a number musculo-skeletal disorders including:

- Sprains and strains of muscles;
- Injuries to muscles, ligaments, intervertebral disc injuries to soft tissue.

Risk factors associated with manual tasks fall into 3 different categories:

- Direct stressors - directly stress the body;
- Contributing risk factors - directly influence the task demands; and
- Modifying risk factors - can contribute to a further change in the impact of other risk factors.

To help in preventing or minimising risk from manual tasks, employees:

- Should take part in activities to identify, assess and control the risks of musculo-skeletal disorders; and
- Must report to the employer or supervisor:
 - Problems with the performance of the manual task;
 - Discomfort or symptoms that indicate there may be a problem with a task;
 - Problems with the maintenance of equipment.

The abovementioned responsibilities and workplace health and safety risk management processes apply to manual tasks and should also be applied to prevent or control exposure to the risks associated with manual tasks.

16. HEALTH INFORMATION

Global Manufacturing Group may direct employees to attend a health professional of its choice, to be treated for any workplace injury or illness, or to be examined for the purpose of ensuring that an employee is able to safely perform the requirements of their role and do not expose others to unreasonable risk of injury or illness. Furthermore, Global Manufacturing Group may seek information from a treating health professional or relevant insurer about a medical condition or past medical condition relating to an employee's work.

Employees returning to work from significant illness or injury must provide their manager and WHSO medical clearance from their treating health professional that it is safe for them to return to work prior to resuming work. Significant illness or injury includes conditions involving hospitalisation or absences of five or more working days.



An employee unable to undertake their full duties as a result of an injury or illness must provide suitable documentation from their health professional detailing these circumstances. Global Manufacturing Group will endeavour to collaborate with the employee and treating health professionals to ensure an employee is able to return to work in a safe and productive manner.

17. CONTRACTOR AND VISITOR MANAGEMENT

All contractors are to be instructed to report to the manager responsible for the area in which work is to be undertaken before commencement. The manager responsible for the work to be undertaken by the contractor is to ensure the contractor has received appropriate induction and is adequately supervised. The manager is to ensure that contractors conducting work are suitably licensed and hold the required permit to work where appropriate. Maintenance shall be conducted at a time when employees will not be adversely affected by the maintenance activity.

All visitors to the workplace are to be recorded as being on the premises and that they have left the premises. The WHSO is to be made aware of contractors performing work which may expose employees to risk.

Visitors are to be escorted at all times by the person they are visiting.

18. WORKING FROM HOME

Employees must have a workplace health & safety inspection conducted at their home endorsing such arrangements before they commence working from home. Employees working from home must comply with all Global Manufacturing Group policies and guidelines.

19. BREACH

Employees must comply with this policy at all times. If an employee is found to have breached this policy, they may be subject to disciplinary action in accordance with the applicable policy. The type and severity of disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.

Team Member/Employee: _____

Team Member/Employee Signature: _____ *Date:* _____

Employer's Name: Global Manufacturing Group

Employer Signature: _____ *Date:* _____
(or designated representative)