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## **Workplace Health and Safety Policy**

This Occupational / Workplace Health and Safety Policy shows the commitment of RJM Plumbing Qld Pty Ltd's management and workers to health and safety and aims to ensure all work activities are done safely. It aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors, visitors and anyone else who may be affected by our company operations.

### ***Policy Brief & Purpose***

Our Occupational / Workplace Health and Safety Policy help us preserve the best possible work conditions for our employees. Every employee has a right to feel safe at work. Our company is committed to follow legal standards and create a hazard-free workplace.

### ***Scope***

This Occupational / Workplace Health and Safety Policy applies to all prospective and current employees of the company as well as volunteers, contractors and consultants.

### ***Policy Elements***

#### ***Preventative Action***

Preventative action is any action we take to avoid injuries or illness related to workplace conditions.

We'll conduct periodical risk assessments and job hazard analysis to discover what is likely to harm employees. We'll establish preventative measures accordingly.

Potential threats and dangerous situations include but are not limited to:

- Performing tasks on heights
- Chemical substances (toxic, flammable etc.)
- Operating dangerous equipment
- Slippery or uneven surfaces
- Electrical infrastructure
- Noise/temperature
- Quality of air

We'll take the following preventative measures:

- When employees work in dangerous contexts or locations, we'll make sure there are safety precautions like safety nets and ropes
- We'll provide protective gear like gloves, protective uniforms, goggles etc. Using safety equipment is compulsory
- Inspectors and quality control employees will inspect equipment and infrastructure regularly
- We'll hold employee training sessions in health & safety standards and procedures
- All highly dangerous job tasks require at least two employees to be present
- Exposure to chemicals and radiation will not exceed a certain time limit
- Employees who do repairs or cleaning need to put up caution signs



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- We'll prohibit smoking indoors
- We'll enforce a substance abuse policy to protect employees from colleagues' misconduct

### *Emergency Management*

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood, earthquake or explosion. These depend on human error or natural forces.

Our emergency management involves the following provisions:

- Functional smoke alarms and sprinklers that are regularly inspected by qualified members
- Technicians (external or internal) available to repair leakages, damages and blackouts quickly
- Fire extinguishers and other fire protection equipment that are easily accessible
- Fire escapes and safety exits that are clearly indicated and safe
- Fully-stocked first-aid kits at convenient locations
- We will monitor performance of health and safety procedures and will revise them to ensure higher level of protection.

### *Additional Measures*

Our company will also keep abreast of changes and try to promote health & safety actively.

We will:

- Update our policy according to changes in occupational health and safety legislation
- Use incentive actions for health & safety (e.g. presenting safe employee awards)
- Analyse past incidents to discover what went wrong
- Establish clear procedures for accident reporting
- Revise work procedures to make them safer
- Our company will also consult experts or insurance representatives to ensure it complies with relevant standards.

### *Disciplinary Consequences*

Every team leader is responsible for implementing this health and safety policy. Employees should follow health and safety instructions and will be held accountable when they don't. We'll take disciplinary action that may extend to termination when employees consistently disregard health and safety rules.

It's everyone's responsibility to contribute to a healthy and safe workplace.