

## OCCUPATIONAL HEALTH & SAFETY – Australia Policy Statement

Proj-X Design is committed to promoting a healthy and safe workplace for all employees, visitors, contractors and non-employees visiting the workplace (including onsite and venues).

A safe and secure workplace is important and we will comply with Occupational Health & Safety laws.

Proj-X Design is committed to improving health and safety performance and conducting business in a socially responsible manner. Occupational health and safety is both an individual and shared responsibility of all employees.

As part of their management responsibility, managers and supervisors are accountable for the health and safety of staff working under their direction. This is done through the implementation of healthy and safe work procedures in their tasks and work areas. It will be the responsibility of our management to:

- Integrate occupational health and safety into all aspects of the workplace for all our employees and others on our premises.
- Promote communication about occupational health and safety as a normal component of all aspects of work.
- Plan, develop, implement and monitor an occupational health and safety program.
- Take effective and prompt action to provide and maintain a healthy and safe workplace for employees, visitors, contractors and non-employees working in or at common venues.
- Comply with any relevant legislation in OHS and Injury Management.
- Work in a healthy and safe manner.
- Encourage others, both employees and non-employees, to work in a safe manner.
- Co-operate with, support and promote occupational health and safety in the workplace and at any common venues.
- Ensure all employees are properly informed about OHS hazards they may encounter during their work and have appropriate training to carry out their work in a safe manner.
- Collect and collate from within Proj-X Design on relevant experiences of OHS hazards and disseminate conclusions for the benefit of the business as a whole.

Employees are to take all reasonable and practicable steps not to create risks or increase existing risks to themselves, to their fellow employees, or to others in or near the workplace. It will be the responsibility of our employees to:

- Correctly use equipment and follow procedure provided by management and any other parties, in the interests of health and safety.
- Use the safety and protective equipment or clothing provided.
- To ensure that they know our health and safety rules and procedures.
- To report all hazards, incidents and accidents promptly.
- Not misuse any equipment, plant or process that is provided

To assist in the promotion of this policy, the Occupational Health and Safety Committee will:

- Endeavour to reach consensus through a process of joint consultation.
- Work with others with responsibilities for managing occupational health and safety standards in the workplace.

Proj-X Design will comply with the Occupational Health and Safety (Commonwealth Employment) Act 1991. Proj-X Design will implement and review occupational health and safety procedures in keeping with best practice.

This policy will be reviewed on an annual basis.