

## Health and Safety Policy

### Definition / Purpose / Aim

The purpose of this policy is to outline Integral's commitment to Workplace Health and Safety.

### Who this policy applies to

This policy applies to:

- All Integral staff (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of the Company (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively referred to as "staff");
- All of Integral's workplaces and to other places where workers may be working or representing Integral for example, working on site, travelling in between workplaces when visiting a customer, client or supplier (collectively referred to as "workplace"); and to:
- All work related functions, for example, work lunches, conferences, Christmas parties and client functions.

### Principles

Integrals commitment to Workplace Health and Safety is achieved through:

- Complying with current WHS Acts, Regulations, Codes of practice, standards and guidelines;
- Setting up objectives and targets with the aim of eliminating work related incidents and near misses; and
- Defining roles and responsibilities for Workplace Health and Safety.

Integral is committed to the safety, health and well-being of all people involved in our business and recognises that we will only achieve and maintain "zero injury" when:

- We believe that all injuries are preventable.
- We continually improve our health and safety management systems and practices.
- Safe behaviour is a condition of employment.
- We accept responsibility for the occupational health and safety of our staff.

- Staff accept responsibility for their personal health and safety, and that of others around them.
- We provide effective training for staff to work safely.
- We provide the right equipment for staff to work safely.
- Controlling risk and ensuring health and safety is a key part of every decision.

### To achieve this Integral will:

- Build a strong, supportive health and safety culture based on leadership, consultation and engagement.
- Ensure staff are skilled in hazard identification, risk assessment, risk mitigation and management and apply these skills in the workplace.
- Provide the right standards, training, equipment and tools for staff to work safely.
- Seek out opportunities for continual improvement through innovation and consultation.
- Support the health and safety of our staff on and off the job.

### Strategies

Integral is committed to the development and implementation of health and safety strategies to ensure that we meet or exceed all Acts, Regulations, Codes of practice, standards and guidelines. This includes, but is not limited to:

- Ensuring Workplace Health and Safety Management Principles are included in all organisational planning activities;
- Providing ongoing training to all Workers;
- Consulting with Workers and relevant parties to improve decision-making on Workplace Health and Safety matters;
- Ensuring incidents/near misses are investigated and acted upon immediately to prevent re-occurrence within the organisation;
- Distributing Workplace Health and Safety information, including this policy, to all Workers and relevant parties.
- Providing adequate resources to ensure Workplace Health and Safety is a central part of the organisation; and
- Ensuring effective injury management and rehabilitation is provided to all Workers.

## Responsibilities

Staff are required to address and provide notification on any health and safety risks or incidents immediately and comply with current WHS Acts, Regulations, Codes of practice, standards and guidelines.

## Exceptions

In addition to the Integral Policy, staff are required to adhere to the policies of any sites that they are working on.

## Responsibilities

All staff must comply with this policy and observe all directions from Integral and its managers in relation to this policy. Staff must immediately notify management if they are aware of any breach of this policy by another worker. Subject to any disclosures required by law, any notifications received by management will be treated confidentially. Failure to report any breach of this policy by another worker may itself constitute a breach of this policy.

## Consequences

Breach of this policy will result in disciplinary action, up to and including termination.

This policy is subject to change without notice.

In adapting the above policy it is our intention to annually review.

Director

Approved 18/10/2018



Matt Molloy