

WORK HEALTH AND SAFETY POLICY - SUMMARY

Complete Personnel Group is committed to ensuring our employees, contractors, visitors, participants, volunteers and CDP Activity Participants remain free from risk to their health and safety at work. Complete Personnel Group is committed to continual improvement of safety performance and the elimination of workplace injury and illness. Complete Personnel Group understands the importance of working with all stakeholders to achieve our safety objectives.

Objectives

The objectives of this policy are to ensure, as far as reasonably practicable:

- Risks to work health safety are controlled through the engagement of all stakeholders in a culture of safety,
- Safe systems of work are provided and maintained at all times in all workplaces,
- Employees and participants are provided with necessary information, training, supervision and instruction,
- Health and safety policies and procedures comply with legislative requirements,
- Industry good practice standards with regard to occupational health and safety are observed, and
- Safety performance is continually reviewed and improved.

Responsibilities

The Company is responsible for, as far as reasonably practicable:

- Maintaining and continuously improve a Safety Management System,
- Providing the resources to assist management, supervisors, participants, CDP Activity participants and workers to meet health and safety obligations,
- Maintaining effective communication and consultation with key internal stakeholders on safety matters,
- Ensuring systems are in place to allow for the identification and resolution of occupational health and safety issues, and
- Minimising the impact of any work-related incidents on workers and their families.

Employees, participants, CDP Activity Participants, and visitors to CPG premises are responsible for:

- Following all occupational health and safety policies and procedures,
- Ensuring their own and others safety is not affected by their actions,
- Working with clients and business partners to achieve the objectives outlined in this policy,
- In a case of an emergency, following all the instructions from the relevant warden, and
- Reporting unsafe work practices, hazards, near misses and accidents.

The company is committed to effective consultation and engagement with workers and participants on occupational health and safety matters. Through the application of sound risk management principles and the identification and elimination of causes of injury, Complete Personnel Group aim to achieve a sustainable and rewarding culture of safety for all concerned.

Craig Lehmann
Director Services and Corporate

4th October 2023