

PURPOSE

At Dash Access and Inclusion Services, we endeavour to provide a safe working environment that is compliant with the work health and safety legislation (Acts) relevant to each state. This policy outlines the responsibilities of all employees and contractors in creating and maintaining a safe working environment. It's great to have fun at work; however, we take a firm stance on workplace health and safety. Breach of this policy is considered to be serious and may result in legal and/or disciplinary action.

HAZARDS AND RISKS

Hazard: A hazard is anything in the workplace that has the potential to harm someone. Some examples may include poorly placed cords and wires, incorrect manual handling procedures, slippery floors, cleaning products, unsafe workplace behaviours and fatigue.

Risk: A risk is when it's possible that a hazard will cause harm. The level of risk will depend on factors such as how often the job is done, the number of people involved and how serious any injuries that result could be.

IDENTIFICATION

Dash Access and Inclusion Services maintain our commitment to a safe working environment by:

- routinely conducting assessments of the workplace in order to detect, assess and respond to identified hazards or risks;
- giving preference to removing any hazards or risks in order to prevent injury, illness or incidents from occurring; and
- reducing the likelihood of the risk or hazard occurring and its severity, where we are unable to eliminate the risk entirely.

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

Employees: You play an important role in creating and maintaining a safe working environment. As such, you have an obligation and a responsibility to:

- conduct yourself in a manner that is appropriate, always exhibiting safe and healthy work practices;
- be responsible for your own health and safety, ensuring you do not conduct yourself in a manner that may compromise the health and safety of others;
- declare whether you suffer from a medical condition that may impact your ability to perform in your role;
- undertake fitness for work assessments if inherent requirements of the job are unable to be performed;
- follow all safe work method statements, safe travel practices, procedures, instructions and rules;
- comply with legislation and law relating to workplace health and safety and follow all safe work practices, procedures, instructions and rules;
- encourage others to work in a safe and healthy manner; and
- uphold and familiarise yourself with the duties that apply to you within the Act.

Managers: If you are a manager, you have additional responsibilities to ensure a safe working environment. These include:

- treating all breaches of workplace health and safety standards seriously and taking appropriate action; and
- providing adequate information, instruction, training and supervision to enable your employees to perform their roles effectively and safely.

WORKPLACE INJURY AND COMPENSATION

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must immediately report any accident or injury to their supervisor and the human resources department so that the necessary paperwork may be completed.

All claims for compensation in respect of injury, disease or death sustained whilst at work or whilst travelling to or from work shall be dealt with in accordance with the Workers' Compensation legislation in force at the relevant time.

Employees who return to work after an absence will be required to submit a physician's statement detailing their fitness for their return to work. The Company reserves the right to have employees submit to a medical examination by a physician designated by the Company at no expense to the employee.

BREACHES & REPORTING

- At Dash Access and Inclusion Services, everyone has a responsibility as part of their employment to adhere to this policy.
- If you observe a hazard or a risk in the workplace or are involved in a safety incident, you should report your concern to your manager.
- Please refer to the Grievance Policy and/or the Performance Management Policy for further information on how a breach of this policy will be handled at Dash Access and Inclusion Services.
- This policy can be amended by Dash Access and Inclusion Services as it sees fit and does not vest enforceable rights in employees, contractors or workers.