

To: All Staff
Date: 28 June 2018
Subject: Company Policy for Health & Safety

POLICY

Scott Technology Group of Companies is committed to providing and maintaining an environment and system of work that is safe and without undue risk to all staff. We will strive to protect staff from accidental harm and our property from accidental damage through consultation and a focus on continuous improvement.

It is our intention that people at all levels in our business shall be committed to achieving the highest standards of Health, Safety and Environmental management throughout the organisation. To this end, all staff will be inducted to the Scott standard and it shall be reinforced to them that Health, Safety and Environmental management is an integral part of our workplace and work practices and reporting any unsafe acts or environmental incidents shall demonstrate their commitment to safety.

Scott Technology will appoint a Group Health and Safety Co-ordinator for Scott. It is his / her responsibility to provide support and guidance for the Health & Safety Co-ordinators, to review each site's management plan, to be involved in the annual performance assessments and to assess the performance of the Health & Safety Co-ordinators. A Site Health and Safety Co-ordinator will be appointed for each major location and it is their responsibility to facilitate the Health and Safety Management System, act as a convenor of meetings, audits and accident investigation teams.

All Scott staff are required to comply with all relevant health & safety legislation, standards and codes of practice as required by the applicable laws and regulations relevant to their country, state or territory.

Safety is everyone's responsibility and all people within Scott must take reasonable care for their own, and others, safety and health and comply with the company's lawful instructions, policies and procedures.


We shall at all times ensure that:

- Management will support consultation and participation of staff representatives with regards to health & safety issues on a regular basis.
- Management supports and promotes the safe and early return to work of injured staff.
- Hazard identification, risk assessment, and control procedures are operating throughout the work place to prevent personal injury.
- All equipment is maintained in a serviceable state and any defect or fault reported immediately.
- The work environment is continuously monitored to control chemical and physical agents at acceptable safe levels.
- Management is committed to the accurate recording and reporting of all Health & Safety information, including workplace incidents and injuries.
- All staff are provided with necessary instructions and adequate training.
- Personal protective equipment is provided as required and its safe use understood, encouraged and enforced when necessary.
- All reasonable practicable steps are taken to ensure the safety of staff and others.
- All operations in the workplace and contractors working on our sites are required to comply with the applicable health and safety requirements relevant to their country, state or territory.

As an officer, I accept my responsibility for health, safety and environmental care at Scott and I ask all staff to commit to the process as we go about our daily work.

This Health, Safety and Environmental Policy shall become effective from 28 June 2017 and shall be reviewed every year.

Signed



Chris Hopkins
CEO