



POLICY

Health and Safety

POLICY: HEALTH AND SAFETY

1. Introduction

The Paying.Green® Board of Directors, its CEO and management are firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to mitigate or reduce any risks to the health, safety and welfare of our employees including authorised visitors and associated stakeholders who may be affected or impacted by our operations.

2. Purpose

Paying.Green® is committed to ensuring it complies with the current Work Health and Safety Act, the current Work Health and Safety Regulations and applicable Codes of Practice and Australian Standards as far as possible.

3. Definitions

"CEO" means Chief Executive Officer of Paying.Green®.

"Employee" means director, staff, volunteer or contractor of Paying.Green®.

4. Responsibilities of Directors, CEO and Management

Will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- equipment and substances in safe condition
- facilities for the welfare of employees
- information, instruction, training and supervision that is reasonably necessary to ensure that each

employee is safe from injury and risks to health

- a commitment to consult and co-operate with employees in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.

5. Responsibility of Employees

Employees have an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by Directors, the CEO or Management in respect of health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

6. Application of this policy

This policy applies equally to all employees and we seek the co-operation of all our stakeholders in achieving our health and safety objectives and in creating a safe working environment with zero harm. We encourage a strong safety culture whereby our employees and contractors are able to freely contribute to the ongoing improvement of our health and safety performance.