

WORK HEALTH & SAFETY AND REHABILITATION POLICY

HOBAN Recruitment is committed to the achievement of a safe and healthy work environment for all our employees and, on-hired staff, clients and visitors.

We have developed a Work Health & Safety system to facilitate:

- Compliance with State and Federal safety and Workers Compensation legislation and any related Standards or Codes of Practice.
- A proactive approach to Work Health & Safety through the identification and control of hazards and risk assessment.
- The provision of information, instruction, training and supervision as required ensuring the safety of our employees and on-hired workers. We encourage our employees, contractors and on-hired workers to familiarise themselves with the environment in which they work and encourage genuine participation by all employees and their representatives to share ownership and accountability for health and safety.
- Working with our clients to provide and maintain a safe and healthy workplace for our contractors and on-hired staff.
- Safe work systems.
- Set incident reporting procedures.
- Set issue resolution procedures.
- Continual information review and document management.
- Provision of adequate information and instruction to our on-hired workers and visitors.
- The expedient return to work of any injured workers on pre-injury duties.

We recognise our responsibility to care for the well-being of all our employees and we are committed to assisting injured or affected employees during any rehabilitation phase. Employees also have a responsibility to act in a way which does not pose a risk to health or safety and to report hazards and incidents as soon as possible.

Our company is committed to achieving excellence in Work Health & Safety by implementing continuous improvement initiatives and system reviews.

We acknowledge that our management team has overall responsibility for a safe workplace and encourages the consultation, support and contribution of its employees to achieve it.



Anthony Beddison AC
Chairman

- **Date:** 26 June 2018