

POLICY NUMBER: POL002: 1**POLICY TITLE: WORK HEALTH & SAFETY (WHS) POLICY**

Supersedes: Nil

Release Date: December 2017

Review Date: December 2018

1.0 PURPOSE AND SCOPE

The purpose of this Policy is to define Skillset Limited's commitment to Work Health and Safety (WHS) legislation and regulations. It aims to remove or reduce the risk to health, safety and welfare of all Skillset employees, contractors, visitors and anyone else who may be affected by our business operations.

This Policy is applicable to all Skillset employees, contractors, and visitors to any site or office of Skillset Limited.

2.0 POLICY

Skillset Limited regards compliance with all legislative requirements as the minimum standard to be adhered to.

The achievement of a safe, healthy, injury free work environment represents one of the Skillset Limited's key objectives. Safety is considered an integral part of everything we do, and an essential requirement for the continued success and growth of our businesses.

Skillset Limited will make every reasonable effort to ensure continuous improvement in the areas of:

- The assessment of risk across all levels of the business
- Hazard identification, assessment and control
- Accident and incident prevention
- The effective return to work of injured / ill workers

WHS is a shared responsibility; responsibilities include:

- **Duties of an Officer (Board Members, CEO and Senior Management):**
 - To acquire and keep up-to-date knowledge of WHS matters,
 - To gain an understanding of the hazards and risks associated with Skillset Limited operations,
 - To ensure Skillset Limited has available for use, and uses, appropriate resources to eliminate or minimise risks to health and safety from work carried out,
 - Ensure that Skillset Limited process appropriately information regarding incidents, hazards and risks and responds in a timely way to that information.
 - Ensure all workers within Skillset Limited operations are involved with consultation and communication regarding all health and safety matters.
- **Duties of Workers and Others (Skillset Employees, Contractors and Visitors):**
 - Take reasonable care for their own health and safety,
 - Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons,
 - Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Skillset Limited to ensure compliance with the Act,
 - Co-operate with any reasonable policy or procedure of Skillset Limited relating to health or safety at the workplace.

WHS is a shared responsibility between everyone in the workplace including, contractors, visitors, employees and management.

Authorised by: Craig Randazzo

Position: CEO

Date: December 2017