


POLICY NUMBER: SLPOL002:4		
POLICY TITLE: WORK HEALTH & SAFETY (WHS) POLICY		
Approver: David Cooke (Board Chair)	Date Approved: November 2024	Review Date: November 2026

1.0 PURPOSE AND SCOPE

The purpose of this Policy is to define Skillset Limited's (Skillset) commitment to Work Health and Safety (WHS) legislation and regulations. It aims to remove or reduce the risk, as reasonably practical, 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, Board Members, contractors, and visitors to any site or office of Skillset.

2.0 POLICY

Skillset 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'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 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 strategies and systems at Skillset include, but are not limited to:

- WHS induction as part of new Employee onboarding
- WHS training appropriate to individual roles
- Consultation with Employees via the Skillset WHS Committee
- Regular workplace audits, including safety walks undertaken by members of the WHS Committee
- **SLPOL022** "Emergency and Critical Incident Management Policy"
- Effective emergency protocols, including drills and evacuation plans
- Well maintained electronic detection systems (e.g. fire alarms)
- Injury, incident and near miss reporting mechanisms.

WHS is a shared responsibility between everyone in the workplace including, contractors, visitors, Employees and Management. Responsibilities include:

- **Duties of Leaders:**
 - To acquire and keep up-to-date knowledge of WHS matters
 - To gain an understanding of the hazards and risks associated with Skillset operations
 - To ensure Skillset uses and has appropriate resources to eliminate or minimise risks to health and safety from work carried out
 - Ensure that Skillset appropriately processes information regarding incidents, hazards and risks and responds in a timely way to that information
 - Ensure all Employees within Skillset operations are involved with consultation and communication regarding all health and safety matters in conjunction with **SLPOL032** "Workplace Consultation policy".
- **Duties of Skillset Employees, contractors and visitors to any site or office of Skillset:**
 - Take reasonable care for their own health and safety

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- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Wear personal protective equipment and clothing in the way they were trained and instructed to, where necessary
- Comply, so far as reasonably able, with any reasonable instruction that is given by Skillset to ensure compliance with the Work Health and Safety Act 2011 (WHS Act)
- Co-operate with any reasonable policy or procedure of Skillset relating to health or safety at the workplace, including (but not limited to);
 - **SLPOL004** “Code of Conduct Policy”
 - **SLPOL009** “Fitness for Work Policy”
 - **SLPOL010** “Motor Vehicle & Travel Policy”
 - **SLPOL011** “Drugs and Alcohol Policy”
 - **SLPOL015** “Risk Management Policy”
 - **SLPOL017** “Workplace Surveillance Policy”
 - **SLPOL019** “Workplace Bullying & Harassment Policy”
 - **SLPOL020** “Fatigue Management Policy”
 - **SLPOL021** “Manual Handling Policy”
 - **SLPOL022** “Emergency and Critical Incident Management Policy”
 - **SLPOL023** “Smoking Policy”
 - **SLPOL024** “Electrical Safety Policy”
 - **SLPOL027** “First Aid Policy”
 - **SLPOL028** “Working from Home Policy”
 - **SLPOL032** “Workplace Consultation Policy”
 - **SLPOL040** “Safe Home Visits Policy”
- Report all accidents and incidents on the job immediately to the Safety Manager, no matter how minor
- Report all known or observed hazards to their supervisor or Manager
- Contribute to the development and review of WHS systems and practices.

The WHS Committee is governed by **SOPHS001** “WHS Constitution”. Reporting on WHS issues, control measures and the outcomes of the control measures is provided to the Board at every Board meeting via the Health & Safety Committee meeting minutes.

3.0 NON-COMPLIANCE

Failure to comply with any Skillset policy may result in disciplinary action, up to and including the termination of employment.