



WORK HEALTH & SAFETY POLICY

1. Policy

- 1.1 Impact Executive Solutions Pty Ltd is committed to the work health, safety and welfare of its' employees, those contracted to perform work on behalf of Impact Executive Solutions Pty Ltd, and visitors to any of Impact Executive Solutions Pty Ltd's premises.
- 1.2 Legislation, best practice and continuous improvement require that we supply safe and healthy conditions for our employees. Although these requirements are difficult for our type of operations, as we have little direct control over the facilities where the majority of our staff work, we will endeavor to ensure that our employees are assigned to a workplace that is free of unsafe working conditions and / or hazards, and that all employees are equipped with the appropriate training and tools to ensure they are able to carry out their work safely.
- 1.3 Employees' safety will not be compromised in this company's operations and will rank equally with other prime operational objectives.

2. Authority

- 2.1 This policy and procedure has the authority of Impact Executive Solutions' Directors and must not be amended without their approval.

3. Objectives

The long term goal of Impact Executive Solutions and their health and safety programs is the elimination of personal injuries. In order to achieve this, Impact Executive Solutions is committed to:

- Compliance with WHS legislation requirements;
- Developing and implementing WHS programs to ensure that all risks to health and safety at the workplace are identified, assessed and eliminated or controlled.
- Providing appropriate resources to ensure the effective implementation, maintenance and improvement of our WHS Management System and to review the system periodically for relevance to our organisation's activity;
- Ensuring no job exceeds an employee's capabilities.
- Maintaining an effective injury management program to minimize the long-term impact of any workplace injury, illness or disability;

- Providing appropriate WHS training to all employees to enable work activities to be performed in a safe manner;
- The promotion of a consultative environment that respects and encourages employees, contractors and other relevant parties to make decisions about processes that impact work health and safety; and
- Effectively communicating WHS information, including the requirements of this policy to employees, contractors and visitors in the workplace.

4. Responsibilities

All personnel have an obligation towards maintaining safe work practices and a safe work environment for themselves as well as others in the workplace. It is a condition of engagement that all contract staff comply with the site accident prevention procedures and all legal requirements which may apply to them whilst carrying out their duties. In particular they must comply with the relevant Work Health and Safety legislation and any guidelines or Codes of Practice laid down for the type of work they are involved in. We believe in accountability in all areas of our operations.

4.1 Directors

Impact Executive Solutions Directors are accountable for planning, organising, leading and controlling all activities to achieve its objectives at a profit and within the guidelines of the Work Health Safety Act and other relevant legislation. The Directors act as arbiter on matters concerning safety policy and procedures within the business.

The Directors of Impact Executive Solutions acknowledge that there is a primary legal responsibility given to all those in management positions for the health and safety of the people who work under their direction. Directors will make sure that work health and safety responsibilities are appropriately defined and delegated and that all employees receive necessary training and resources to carry out their work health and safety responsibilities.

Directors have a duty to provide and maintain, as far as is practicable, a working environment that is safe and without risk to health. To carry out this responsibility, they must:

- Ensure Impact Executive Solutions' WHS policy and procedures are effectively implemented.
- Make sure work health and safety duties are identified and assigned to appropriate employees.
- Ensure regular discussion on work health and safety between staff and management takes place
- Ensure all procedures that relate to work health and safety are regularly revised and continue to meet Impact Executive Solutions' occupational health and safety needs and responsibilities.
- Investigate and report on all WHS incidents and accidents so that weaknesses in Impact Executive Solutions' WHS system can be identified and corrected.

- Keep up to date with developments in WHS legislation and standards.
- Monitor current occupational health and safety performance and try to achieve a steadily improving standard of work health and safety performance.
- Identify hazards, assess risk and implement control strategies to minimize risk of injury to people and property.
- Encourage consultation in addressing safety issues
- Develop and implement safe systems of work
- Provide adequate safety information, training and supervision.

4.2 Consultants

Each Consultant has overall responsibility for accident prevention in workplaces under his/her control and will endeavor to ensure that Clients utilising Impact Executive Solutions' contract staff, conduct their safety program to complement the following:

- Safe work environment and accident prevention measures are maintained at all times including adequate information on hazards, instruction and training.
- Workplace safety performance is regularly reviewed and corrective measures instituted when required.
- All incidents are promptly and thoroughly investigated and appropriate measures taken to prevent recurrence.
- The Impact Executive Solutions contract representative fully understands their obligations under health and safety legislation.

Impact Executive Solutions Consultants will ensure that a workplace inspection is undertaken of a client's site, to identify any potential hazards, before the contractor commences work at that site. Subsequently, inspections of work places and work practices are to be undertaken at regular intervals by competent individuals and must be documented in a form that clearly identifies the hazards.

4.3 Employees / Contractors

Staff of Impact Executive Solutions have a legal responsibility to actively contribute toward maintaining a healthy and safe workplace.

To do this staff must:

- Adhere to safe work practices, instructions and rules
- Work safely at all times to protect their own health and safety, and the health and safety of everyone with whom they work, and the health and safety of any other person who is at their worksite.
- Report immediately to their supervisor at the client site and Impact Executive Solutions any hazards they encounter in their working day.
- Co-operate with all safety programs being implemented by Impact Executive Solutions and follow specified safety systems of work at client sites.

- Not misuse, damage or refuse to use, or interfere with anything provided in the interest of work health and safety.
- Participate in work health and safety consultation and training initiatives and use personal protective equipment and clothing that is specified for their work and supplied by Impact Executive Solutions or the client organisation.

5. Implementation

- 5.1 The Work Health & Safety Statement will be issued to all staff and displayed in public areas.
- 5.2 The Work Health & Safety Policy shall also be included in the induction process and promoted to all employees annually through the safety meeting / training process.
- 5.3 A copy of the Work Health & Safety Policy in its entirety will be made available to any employee of Impact Executive Solutions upon request.

6. Review

- 6.1 This Work Health & Safety Policy will be regularly reviewed to take account of changes in how we work and changes in the legal requirements for work health and safety.
- 6.2 Next Review date will be July 2016.

7. References / Relevant Legislation

- 7.1 Work Health and Safety Act 2011
- 7.2 Work Health and Safety Regulation 2011
- 7.3 AS/NSW 4801:2001 WHS Management Systems – 4.2 WHS Policy

8. Policies & Procedures

- 8.1 Work Health and Safety Procedures Manual
- 8.2 Return to Work Program
- 8.3 Injury Management Procedures
- 8.4 Workers Compensation Policy

AUTHORISATION

A handwritten signature in black ink, appearing to read 'J Wayte', with a stylized flourish at the end.

JOANNE WAYTE, Director

FURTHER INFORMATION

WorkCover Authority, 400 Kent Street, Sydney. Telephone: 02 9370 5000