

## **METAL BANK LIMITED OCCUPATIONAL HEALTH AND SAFETY (OH&S) POLICY**

### **1. Introduction**

Metal Bank Limited and its Related Entities (*the Company or Metal Bank*) recognise the importance of providing and ensuring a safe, healthy and positive work environment.

The Company is committed to achieving the highest standards of health and safety in all the activities in which it is engaged.

### **2. Purpose**

This Policy reinforces the commitment of the Company and the importance of achieving the highest standards of health and safety and provides Personnel with clear guidelines as to the Company's expectations of their behaviour.

### **3. Scope**

This Policy applies to all directors, officers, employees, corporate and individual contractors and subcontractors, consultants of the Company and all visitors to Company workplaces (*Personnel*).

All companies and individuals contracted to Metal Bank must comply with this Policy and must ensure their Personnel also comply.

### **4. Policy**

Our goal is to prevent all occupational injuries and illness. We aim to provide a safe and healthy working environment for all Personnel and to operate without any safety or health incidents. To achieve this we will:

- Identify, analyse and eliminate or reduce as far reasonably possible all hazards and risks to health and safety
- Conduct our operations in compliance with all relevant legislation, regulations, standards, licenses and codes
- Provide instruction, training and supervision to ensure all Personnel have the necessary knowledge and skills to undertake their work in a safe and healthy manner
- Require all Personnel to comply with relevant legislation, regulations, standards, licenses and codes and Company policies, procedures and safe work practices
- Ensure that there is effective involvement and open communication on all health and safety matters at all levels in the Company
- Involve individuals in health and safety matters and develop with them ways to recognise, evaluate and control workplace hazards and risks
- Encourage all Personnel to carry this commitment to health and safety from the workplace to their homes.

Metal Bank will implement and maintain an ongoing occupational health and safety system, which includes:

- Conducting regular inspections and audits of the workplace and associated activities
- Clear documentation and records relating to health and safety
- Continuous development and improvement of the Company's workplace practices and procedures aimed at workplace best practice and a zero harm approach
- Adequate systems and resources to effectively manage rehabilitation and return to work processes
- Instruction and training to improve the understanding of all Personnel of workplace hazards, safe work practices and emergency procedures

## **5. Responsibilities**

Managers and supervisors are responsible for ensuring that all Personnel comply with this Policy and that all health and safety injuries and incidents are reported, investigated and, when necessary, corrective actions are implemented.

Each member of Personnel has a personal responsibility to look after the health and safety of themselves, other Personnel and the safety of Company property under their control.

As a condition of employment or engagement, all Personnel must:

- Work safely
- Present 'fit for work' at all times
- Comply with this Policy including all company health and safety policies, procedures and practices and all relevant legislation, regulations, standards and codes
- Maintain a clean and orderly work area
- Report all injuries and health and safety incidents
- Actively participate in safety training and improvement activities

## **6. Questions**

If you have any questions arising from this Policy please contact the Company Secretary.

**Approved by the Board**