

## **Health and Safety Policy**

### **1. Our Commitment**

Shelford is committed to providing a safe and healthy workplace for all employees, visitors, and contractors. We believe that all workplace injuries and illnesses are preventable. To meet this commitment, we shall:

- 1.1. Take all reasonable measures to reduce or (where possible) remove risks to the health, safety and welfare of our employees, contractors, authorised visitors to our sites, and anyone else who may be affected by our business activities.
- 1.2. Comply with the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022, other Acts and Regulations which may apply, relevant Codes of Practice and relevant Australian Standards.
- 1.3. Continually improve the health and safety management system to enhance the company's health and safety performance.

### **2. Company Responsibilities**

To meet our commitment to safety and health, Shelford will:

- 2.1. Develop and foster a safe working culture across all aspect of the company's operations
- 2.2. Provide and maintain appropriate work facilities, work environment, safe plant and equipment, structures and safe systems of work for the welfare and safety of workers carrying out work
- 2.3. Provide appropriate information, training, instruction, supervision and management necessary to protect workers from risks to their health and safety arising from work activities
- 2.4. Monitor the health and wellbeing of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers arising from our business
- 2.5. Empower and support workers to meet their health and safety responsibilities
- 2.6. Use multiple means to consult with workers on matters relating to health and safety
- 2.7. Conduct an annual review of our health and safety management system and implement identified improvements

### **3. Worker Responsibilities**

To meet our commitment to safety and health, all workers on Shelford sites are required to:

- 3.1. Take reasonable care for their own health and safety
- 3.2. Take reasonable care that what they do, or what they do not do, does not adversely affect the health and safety of other people
- 3.3. Comply (so far as they are reasonably able to) with any reasonable work health or safety policies, procedures, or instruction provided by management
- 3.4. Not misuse or interfere with anything provided for work health and safety
- 3.5. Report all known or observed hazards, incidents and near misses to their Supervisor or Manager immediately, no matter how trivial
- 3.6. Engage in consultation with management to identify, assess and control hazards and the effectiveness of such controls

#### **4. Other Policies**

4.1. Employees are encouraged to read this policy in conjunction with other relevant company policies, including but not limited to:

- Quality
- Environmental
- Fitness for Work
- Drugs and Alcohol
- Vehicle usage
- Mobile devices usage

#### **5. Policy Compliance**

- 5.1. If a worker is found to have deliberately breached this policy, disciplinary action, (including but not limited to exclusion from site, counselling, referral to police or termination of employment or contract), will apply
- 5.2. Disciplinary actions will depend on the severity of breach of policy, including the potential impact on the health and safety of self, and that of other employees, subcontractors, clients or members of the public



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John Mijacika  
**Managing Director**  
1/7/2025



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**Corporate Services Manager**  
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1/7/2025