

SAFETY POLICY

QTEK Labour Hire recognises that the safety of its employees, contractors, visitors and members of the public is fundamental to the successful operation of its business and the welfare of their families.

Our safety principles are:

- Provide leadership and commitment to safety.
- Belief in the integrity, innovation, accountability and leadership of each individual.
- Encourage and support every individual's contributions to improving occupational safety.
- Provision of adequate resources.
- Commitment to quality and continual improvement.

We will achieve safety by:

- Provision and monitoring all environments, which, as far as reasonably practicable are safe, have safe work systems, and have safe operating plant and hazardous substances.
- Ensuring the provision of relevant OHS information, training, instruction and supervision for all employees to undertake their job safely.
- Accepting "individual accountability and responsibility" for ones own safety and the safety of others. (Any individual observing an unsafe act shall immediately raise those issues with the parties involved).
- Actively encouraging workers to remove themselves from hazardous situations.
- Openly consulting on all aspects of OHS within the work environment.
- Reporting all known hazards or potential hazards that may arise in the course of work.
- Immediately reporting all incidents.
- Investigating all incidents, ensuring adequate control measures are in place to prevent a reoccurrence.
- Clearly stating performance expectations and measuring progress to ensure continual improvement.
- Continuing to strive towards the best possible practice in the management of occupational safety utilizing relevant OHS legislation as a minimum standard.

Responsibilities for Safety Management will follow the regular channels of supervision. These being:

- Senior management will be responsible for the organisations over all Safety Management.
- Supervisors will be responsible for the safety of operation under their control.
- Individual employees, contractors and visitors are responsible for undertaking their tasks to ensure their own and others safety, and to observe any direction given in respect to Occupational Safety.

A handwritten signature in black ink, appearing to read 'S. Longton', is positioned above the name and title of the Managing Director.

Steve Longton
Managing Director