

Workplace Health & Safety (WHS) Policy

When it comes to health and safety in the workplace, Kordia has one important objective: **Zero Harm**. We believe our employees are our most important asset. Each and every person makes a meaningful contribution to our business and it's for this reason Kordia is committed to:

- Ensuring that all employees, contractors and visitors **Get Home Safely**;
- Providing a safe and healthy workplace.

As a business, there are several ways we are working to achieve this:

- Through individual accountability: **See something, say something, do something**;
- By empowering our staff and contractors to **stop work** if they have any safety or health concerns (no matter how big or small);
- By sticking to our **Get Home Safety Rules**;
- By following **best practice** and using **common sense**;
- Regular **training** of staff; particularly those who undertake high-risk field activities;
- **Collaborating** with others in the workplace – customers, contractors and suppliers;
- Through our **culture** of looking after people.

How you can help

In addition to following our WHS policies and procedures, there are several ways you can play a meaningful role in ensuring Kordia is a zero harm workplace:

- Ensure you understand and comply with all legislation, standards, and codes of practice that are relevant to what you do;
- As far as reasonably practicable, eliminate or mitigate anything that has, or may, cause harm in the workplace;
- Speak up. Immediately notify of any work related incident, injury, illness, near miss, hazard, notifiable event or WHS breach to your Team Leader, Supervisor or Manager;
- Consider WHS in the design, planning and conduct of all business activities;
- Actively participate in WHS training and support activities;
- Have zero tolerance to WHS negligence;
- Ensure any contractors and subcontractors you engage to perform work on behalf of Kordia are informed of the requirements of our policy and that they are expected to comply. Collaborate with them to make sure responsibilities are clear;
- Take responsibility for your own personal safety and for those people around you; and
- Actively encourage your colleagues to take a Zero Harm approach in their day-to-day activities.

Our commitment to you

We know achieving our objective is dependent on everyone – regardless of position – taking an active role. Because of this, management, team leaders & supervisors will actively seek to:

- Eliminate or mitigate risks to the health and safety of all persons so far as is reasonably practicable;
- Develop strategies, plans and targets aimed at continually improving Kordia's WHS performance;
- Provide adequate resources to meet WHS goals and targets;
- Use risk management methods which are designed to identify, assess, monitor and control hazards, and regularly review their performance;
- Involve and consult with employees, contractors, customers and other stakeholders as far as reasonably practicable;
- Communicate openly with all stakeholders, customers, employees, contractors, authorities, and the wider community on WHS policy, legislation, development and research;
- Ensure this policy is available to all persons to whom Kordia has a duty of care ;
- Implement, regularly review and update this WHS Policy as required, to ensure it remains relevant to Kordia's business functions;
- Ensure WHS consultation, communication and inspections are carried out properly and in accordance with established targets.

I thank all employees for acknowledging the importance of WHS at Kordia and encourage anyone that has any questions, or concerns, to discuss these with their manager.



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Scott Bartlett
Kordia Group CEO
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