

Joss Group strives to create conditions in which the personal goals and aspirations of our workers can be matched with the goals of the Company and where we all accept responsibility for the welfare of ourselves, our fellow workers, as well as the assets and reputation of the Company.

It is the Company's policy, therefore, to promote the highest standards of safety and the elimination of injury, loss or damage by fulfilling the following commitments:

- Making safety an essential and integral part of management accountability;
- Having every worker accept safety as an individual responsibility and a pre-requisite in the planning of all activities;
- Identifying and assessing hazards and risks to health and safety and, where they cannot be eliminated, they are effectively controlled;
- Establishing measurable objectives and targets for health and safety to ensure continuous improvement aimed at elimination of work-related illness and injury;
- The dissemination of health and safety information to all employees, contractors, labour hire employees and visitors to the workplace;
- Effective implementation of the Health and Safety Policy;
- Carrying out appropriate educational training in safety as an integral part of the Company's training program; and
- Using consultation as a means of problem identification, rectification and continuous improvement. Workers (and, where appropriate, their representatives) will be included in the decision-making process on matters impacting workplace health and safety.

Joss intends to meet these commitments by providing necessary resources and adopting safe work practices and procedures which comply with or exceed the requirements of all Acts, Regulations and other statutory provisions governing Health, Safety and Welfare. General procedures for achieving these objectives are contained in the Company's Health & Safety Manual and are supported by HS Management Plans, system procedures, work procedures, forms and records.

It is the responsibility of all Joss workers to take care to protect their own health and safety and to avoid adversely affecting the health and safety of all other workers. All workers at Joss have an obligation while at work to:

- Report any incident or hazard to their immediate supervisor or manager;
- Carry out their roles and responsibilities as detailed in the Health and Safety Policy, Health and Safety responsibilities matrix and Company procedures;
- Obey any reasonable instruction aimed at protecting their health and safety;
- Use any equipment provided for the protection of their health and safety;
- Assist in the identification of hazards and risks to health and safety, and the implementation of risk control methods;
- Consider and provide feedback on any matters that may affect their health and safety; and
- Ensure they are in no way affected by drugs or alcohol that may endanger the health and safety of themselves or other workers.

9<sup>th</sup> September, 2019

**Paul Joss – Managing Director**  
**Colin Joss and Co Pty Ltd**



Health & Safety  
AS/NZS 4801  
SAI GLOBAL