

OCCUPATIONAL HEALTH & SAFETY

OH&S Policy

Date: December 2020 Version: 1.1

Next review: December 2021

Authorised by: CEO

Policy Coverage

This policy applies to all employees while they are in a workplace under the management and control of the Company and/or using or handling Company plant or substances and/or performing work in the conduct of the Company (including at a site away from their usual workplace). In2food demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

In2food will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

To do this, In2food will:

- Develop and maintain safe systems of work, and a safe working environment
- Consult with employees on safety
- Provide protective clothing and equipment, and enforce its use
- Provide information and training for employees
- Assess all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods, and regularly review these risks
- Remove unacceptable risks to safety
- Provide employees and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace. All persons responsible for the work activities of other employees are accountable for:

- Identifying practices and conditions that could injure employees, customers, members of the public or the environment
- Controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their Manager
- Making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
- Making sure PPE is maintained and working properly

Your Responsibilities

You are responsible for ensuring that your own work environment is conducive to good occupational health and safety by:

- Complying with occupational health and safety policies, procedures and instructions
- Taking care for your own health and safety and the health and safety of others who may be affected by your actions
- Taking action to avoid, eliminate or minimise hazards
- Reporting all known or observed hazards to the appropriate person

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- Reporting immediately any work-related injury, or 'near-miss' incident to the appropriate person
- Actively participating in the management of WHS risks
- Not wilfully placing at risk the health, safety or well-being of others at the workplace
- Being familiar with emergency and evacuation procedures and cooperating with directions from emergency or evacuation wardens

First Aid

In2food aims to exceed legal requirements to ensure that employees are provided with adequate first aid facilities while engaged in employment with the Company.

In2food will ensure that:

- A trained and competent first aid officer is present at the workplace and all personnel are aware of the first aid officer
- First aid kits are located in a central, easily accessible area and clearly sign posted
- First aid kits are routinely checked and restocked as required

Employees will:

- Ensure the First Aid record is completed, if there is a requirement to use the first aid kit. The record sheets must be kept in the first aid kit.

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In Case of Injury:

- The first priority is medical attention. The injured worker or nearest colleague should contact one of In2food' first aiders. For a serious injury also call an ambulance
- Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their Manager
- The Manager must complete an Incident Report and submit in accordance with Company procedures
- The Manager must report serious injuries to Work Safe immediately and contact their Manager, General Manager and National People Manager.