

# Occupational Health & Safety Policy

**Rubicor Group Limited**

## 1. INTRODUCTION

The health, safety and welfare of all employees and visitors is of the utmost importance to Rubicor Group Limited and all its related bodies corporate (**Rubicor**) and we are committed to the prevention of workplace injury and illness through the provision of a safe and healthy working environment.

## 2. WHAT IS OCCUPATIONAL HEALTH AND SAFETY?

Occupational health and safety (**OHS**) is the elimination of risks of harm faced by persons at work.

Harm includes any type of physical or mental injury or illness. Risks of harm arise from a vast range of issues including:

- the way work is done;
- the equipment used to do the work;
- the area chosen for the work; and
- the training or qualifications of the person performing the work.

If risks cannot be eliminated they must be controlled as far as possible. Strict laws exist that place duties on both employers **and** employees to do all that they can to create safe workplaces. These duties are discussed below.

## 3. WHAT IS THE PURPOSE OF RUBICOR'S OHS POLICY?

The purpose of Rubicor's OHS policy is to:

- demonstrate the extent of management commitment to OHS across all operations;
- set the context for more specific operational safety policies;
- explain how safety consultation takes place within Rubicor;
- emphasise the importance of (wherever necessary and applicable):
  - hazard identification;
  - risk assessment;
  - induction;
  - training and supervision; and
  - the development of safe systems of work; and
- make clear that both Rubicor and its employees have a duty to contribute to workplace safety.

## 4. RUBICOR'S COMMITMENT TO SAFETY

Each manager and director at Rubicor is committed to ensuring that you are provided with a safe working environment. All complaints and comments regarding OHS will be treated seriously and with priority.

### ***Incident Notification***

It is essential that all workplace accidents and all incidents which might lead to an accident are reported to their respective Business Principal immediately. Rubicor will then generally notify the relevant safety authority of the incident. Depending on the nature of the incident, notification is likely to be made by one the respective Business Principals, the Rubicor Chief Operating Officer or the Rubicor General Counsel, on behalf of Rubicor.

All employees are encouraged to report all incidents to their respective Business Principal immediately; if there is any doubt as to whether the incident should be reported, then you should report the matter to your Business Principal so that Rubicor can determine the appropriate course of action.

### ***What OHS obligations does Rubicor have?***

As an employer, Rubicor has a strict duty to ensure the health, safety and welfare of all of its employees and non-employees (such as contractors, customers and visitors) who come to Rubicor's places of work.

### ***How does Rubicor manage its OHS obligations?***

Rubicor manages its OHS obligations by:

- ensuring that all premises under Rubicor's control are safe and without risks to health and safety;
- ensuring that systems of work and the working environment of its employees are safe and without risks to health;
- providing information, training and supervision;
- providing adequate facilities for the welfare of its employees and non-employees while they are at work; and
- ensuring that all substances provided for use by Rubicor's employees at work are safe and without risks to health when properly used.

## **5. HAZARD IDENTIFICATION AND RISK ASSESSMENT**

You must take reasonable care to identify hazards in the workplace and take steps to control those hazards. The methods used to identify hazards and assess the risks they pose will differ from one workplace to another.

Proper identification and assessment is a proactive way for you to prevent hazards in the workplace. As an employee, you must be on the lookout for all hazards and ask: *What can go wrong?* not simply what *is* wrong.

Should you identify any hazards, then you should notify your respective Business Principal immediately.

## **6. FAIR TREATMENT OF EMPLOYEES**

Rubicor will not dismiss an employee or unlawfully discriminate against an employee has made an OHS complaint.

### ***What OHS obligations do employees have?***

#### ***(a) Generally***

You must take reasonable care for the health and safety of other people at your workplace and who may be affected by your acts or omissions while at work. You must co-operate with Rubicor as far as is necessary to comply with safety requirements imposed by OHS legislation.

#### ***(b) Interfering with equipment provided for health, safety and welfare***

You must not intentionally or recklessly interfere with anything that Rubicor provides for health safety and welfare under OHS legislation.

#### ***(c) Hindering aid to injured workers***

You must not:

- intentionally hinder or obstruct (or attempt to hinder or obstruct) another employee giving or receiving aid to an injured or ill worker;
- hinder or obstruct an act being done to avoid or prevent a serious risk to the health or safety of a person at work; or

- refuse a request for assistance to do any of those things, unless there is a reasonable excuse.

**(d) *Creating unwarranted OHS fears***

You must not deliberately create a health and safety risk, or the appearance of a risk, with the intention of causing disruption at that workplace, unless there is a reasonable excuse. An example of this misconduct includes damaging workplace amenities.

***Disciplinary Measures***

If you breach any of your OHS obligations, including but not limited to those obligations contained in this policy, you may be subject to disciplinary action, including summary dismissal.

***Consultation***

Rubicor will consult with its employees in relation to health and safety issues. The method of consultation will vary from one workplace to another and from one Rubicor Business to another. All Business Principals will be responsible for ensuring appropriate consultation occurs from time to time.

Suggestions for appropriate OHS consultation are welcome and should be made direct to your respective Business Principal.

***What are Rubicor's OHS and other Human Resources policies and where do I find them?***

There are a range of OHS and other Human Resources policies throughout the Rubicor Group of companies. These policies vary from Business to Business; policies specific to your Business as well as Group policies are available on the Rubicor intranet.

You must familiarise yourself with the policies and procedures applicable to you. A failure to comply with these policies and procedures may lead to disciplinary action, including summary dismissal.

***Who do I raise OHS concerns with?***

In the first instance all OHS related concerns should be raised with your respective Business Principal. Your respective Business Principal will escalate certain concerns to the Rubicor Chief Operating Office from time to time.