



## POL004 Worksafe Policy Statement

As Managing Director of AMD Contract Services Ltd I acknowledge my responsibility and duty of care under the Health & Safety at Work Act 1974, etc, and undertake to maintain safe systems affecting the health and welfare of my employees and sub-contractors.

Therefore, I will provide to employees with a blame free procedure for questioning and ultimately refusing to undertake work in such a way that is unsafe and a risk to their own and/or others' health and safety. This will ensure work is stopped and the safe system of work changed, if potential or imminent risk of accident or incident arises. The following list is not exhaustive but details some of the reasons why the company would expect the Worksafe Procedure to be invoked:

- You are not competent to undertake the work
- You do not have the correct equipment
- There is no Safe System of Work, or
- You do not have the correct PPE

I have in place a confidential reporting system "SOR" that will provide employees with the means of reporting anonymously any incident, unsafe acts, concerns or safety or environmental related issues. The Worksafe and Confidential Reporting System is designed to give my employees' confidence that should they question the safety of working systems their views will be given serious consideration by the Company.

When a Work Safe or Confidential SOR is received from an employee, I will ensure that a Manager is allocated to investigate the concern and ensure that a response to the concern is produced, is written in plain English and respect the reporter's motives.

No attempt will be made to breach the anonymity of individuals as it is recognised that confidence in the integrity of the reporting system for employees does depend on individual's privacy being respected.

I will ensure AMD Contract Services Ltd will not discipline, discriminate or impose any form of penalty on an employee who invokes the Worksafe Policy.

All employees will be briefed on the Worksafe Policy during their induction and all employees will receive a re-briefing annually. The employee or employees who invoked the Worksafe Policy will be informed of any decisions made throughout the process.

A handwritten signature in black ink that reads 'Fraser W Dykes'.

Managing Director  
AMD Contract Services Ltd

February 2023