



OCCUPATIONAL HEALTH AND SAFETY AND RISK MANAGEMENT POLICY

General Policy

Environmental Biotech (EB) is committed to ensuring the health, safety and welfare of the working environment of all persons including employees, customers, contractors and all other visitors while on the company's or customers' premises or while travelling to and from service calls.

EB meets this commitment by ensuring that all procedures and work practices adopted throughout the company comply with the relevant Acts and regulations governing Occupational Health and Safety.

It is the responsibility of **ALL** persons to maintain a safe and healthy work environment which supports these requirements.

Occupational Health and Safety Issues

Each employee of Environmental Biotech is responsible for identifying and investigating hazards that could become risks to the health and safety of employees, customers, contractors and all other visitors.

The staff of each individual EB franchise will meet monthly to discuss and address any occupational health and safety issues which may have arisen, and will make recommendations for control measures and review their effectiveness.

Occupational Health and Safety Programme

In order to implement the general provisions of EB's policy, a programme of activities and procedures will be set up. The programme will be continually updated and carried out effectively. The programme will relate to all aspects of Occupational Health and Safety including the following:

- Occupational Health and Safety training and education;
- Work and workplace design and standard work methods;
- Safety rules and penalties;
- Emergency procedures and drills;
- Changes to work methods and practices, including those associated with technological change;
- Workplace inspections and evaluations;
- Provision of OH&S equipment, facilities and services;
- Provision of OH&S information to employees;
- Reporting and recording of incidents, accidents, injuries and sickness.

If required by State Legislation, the relevant EB franchise(s) will establish and maintain an Occupational Healthy & Safety Committee.



Management Responsibilities

Management is responsible and will be held accountable for taking all practical measures to ensure the following:

- To provide and maintain a safe work environment, safe systems of work and keep equipment and substances in a safe & good condition;
- The workplaces under their control are safe and without risk to health;
- The behaviour of all persons in the workplace is safe and without risk to health;
- Any health and safety hazards must be reported to Senior Management as soon as anyone becomes aware of them;
- That any unsafe or unhealthy conditions or behaviour are detected as soon as possible;
- The appropriate remedial action will be taken to correct the problem as soon as practically possible;
- To encourage active participation, consultation & cooperation of all employees, customers, contractors and visitors in promoting and developing measures to improve health & safety at work.

Employees Responsibilities

All employees are required to cooperate with the Occupational Health and Safety Programme to ensure their own health and safety as well as that of others in the workplace. In particular they must do the following:

- Take reasonable care to protect their own health and safety at work;
- Ensure that they use & correctly use all equipment provided for health and safety purposes;
- Ensure that they do not endanger any other person through any act or omission at work;
- Report any incident or injury or near miss on an Incident/Injury Investigation Report Form or Near Miss Incident Report Form;
- Report, or make recommendations, to management, as they see necessary, to avoid, eliminate or minimize any hazards of which they are aware regarding work methods or conditions;
- Obey all instructions issued to protect their own personal health and safety and the health and safety of others;
- Wear personal protective clothing when the situation requires it;
- Keep their work area and equipment tidy and in safe working condition;
- Consider and provide feedback on any matters which may affect their healthy and safety;
- Ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' healthy and safety.



Consultation

Policies and procedures to facilitate meaningful and effective consultation with employees on OH&S issues are in place and supported by management.

This policy has been made to facilitate participation from all employees and to ensure that the objectives of this policy and the Occupational Health and Safety Act of 2000 are met.

The policy will be reviewed on an annual basis to ensure it remains compliant with relevant legislation.

22 September 2010