

Occupational Health, and Safety Policy

Planet Press Pty Limited (“Planet”) is committed to maintaining and improving occupational health, safety and welfare in the workplace, and reducing the incidence and severity of workplace accidents, injuries and illnesses. Planet will take all actions where practicable to ensure the health and safety of our employees, visitors and contractors while on our premises.

We will meet our moral and statutory obligations through the processes of joint consultation with all levels of employees and management through workplace committees. Safe working conditions and procedures will be promoted through the allocation of resources, and provision of relevant safety awareness information and training programs.

Responsibility for Occupational Health and Safety (OHS) is shared by all employees as outlined below.

Management is responsible to:

- provide leadership and ensure that appropriate resources are available to meet the moral and statutory obligations as stated in this policy,
- take responsibility for Safety, Health and the Environment and maintain an OHS Structure which stipulates the hierarchies of responsibility.

Managers and Supervisors are responsible to:

- provide a safe work environment for employees, visitors and contractors under their direct control,
- ensure the company’s OHS Policy and procedures are observed at all times,
- take action to correct unsafe and unhealthy conditions or behaviour in their areas of jurisdiction,
- support consultative arrangements in accordance with the duty to consult,
- ensure effective health and rehabilitation services are available,
- ensure that injury, illness, hazardous exposures and near miss notifications are submitted and recorded promptly, the occurrence is investigated, and any necessary remedial action is taken,
- encourage, consult and inform staff about health and safety issues,
- ensure that personnel receive appropriate and adequate training to enable them to carry out their work safely and efficiently, and
- encourage staff to report matters that are inconsistent with OHS standards.

Employees are responsible to:

- cooperate as far as is necessary to enable compliance with Planet’s OHS Policy and any requirement under the Act or the Regulation that is imposed in the interest of health, safety and welfare,
- take reasonable care for their own safety and that of other persons at our workplace through appropriate behaviour, assistance and consideration,
- use equipment in a safe manner, routinely maintain equipment and keep their work area tidy,
- monitor the workplace to identify potential hazards and report the findings to their direct supervisor,

- utilise appropriate personal protective equipment and clothing, and take notice of signage to prevent injury and accident,
- be aware of the location of OHS related items such as first aid kits, material safety data sheets, fire fighting equipment and emergency exits,
- be aware of key OHS personnel such as first aid officers, fire wardens and workplace OHS committee representatives.

Visitors and contractors:

All visitors and contractors (non employees) of Planet Press must report to reception where they are provided with identification tags. Tags must be worn at all times whilst on the premises. If necessary they are to be provided with personal protective equipment to minimise risks associated with using plant and equipment at Planet. Contractors must be briefed on safety procedures and undergo induction training. Visitors must be escorted at all times throughout the premises by a Planet employee.

Environmental considerations:

The company's objective is to eliminate all accidents or incidents that result in damage to the environment. We aim to minimise waste, utilise our resources to their fullest advantage and encourage environmental conservation through positive interaction as detailed within our *Environmental Policy*. All employees, visitors and contractors are required to assist in conserving the environment and Planet's environmental initiatives.

Remember, accidents don't just happen. Unsafe acts or conditions cause them, and can be avoided or limited by taking proper precautions and using a common sense approach. Your assistance in adhering to this policy whilst at Planet Press, and prompt reporting of any non-conformance, accident or near miss is appreciated. Together we can create and maintain a healthy, safe working environment with accident free performance.

Russell Marsh
Managing Director
PLANET PRESS PTY LIMITED