



Work Health & Safety Policy

1. Scope

This policy applies to anyone performing work (**you/workers**) for Sports Aid Pty Ltd (**Company**).

2. Purpose of this policy

The Company is committed to complying with its obligations under work health and safety legislation to provide a healthy and safe workplace for its workers. Accordingly, the Company will take reasonable steps to identify, control, protect against and eliminate risks to the health, welfare and safety of its workers. This policy sets out:

- the measures the Company has implemented to provide a safe work environment; and
- what the Company expects of its workers in relation to managing their own health and safety.

3. The Company's obligations

The Company has obligations to ensure the health, safety and welfare of its workers and visitors to its workplace. Specifically, the Company is required to eliminate or minimise, so far as is reasonably practicable, risks to health and safety in workplace.

The Company intends to protect its workers from and against injury and illness and promote their welfare by:

- providing and maintaining its workplaces in a healthy and safe condition;
- ensuring the safe use, handling, storage and transport of plant, equipment and substances;
- providing and maintaining systems of work and a working environment that is healthy and safe;
- providing the information, training, instruction and supervision necessary to maintain a healthy and safe workplace;
- providing adequate facilities for the welfare of workers;
- monitoring the workplace and the health and safety of workers to assist in preventing illness or injury;
- acquiring and keeping up-to-date knowledge of WHS matters;
- ensuring that all workers have available for use or uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work; and
- ensuring that there are appropriate processes in place for receiving and considering information regarding incidents, hazards and risks.

4. Obligations of managers

The Company's management at all levels, including all managers and supervisors, have the duty to ensure, as far as reasonably practicable, the health, safety and welfare of workers. In particular, they are responsible and accountable for:

- maintaining a working environment that is safe and without risk to health;
- implementing safe systems of work by ensuring safe products and the systems are utilised;
- maintaining the workplace, plant, machinery and substances;
- implementing the information, training, instruction and supervision for workers;
- identifying any unsafe or unhealthy conditions or behaviour;
- controlling hazards in the workplace;

- ensuring all relevant health and safety laws are complied with;
- utilising the resources provided for health and safety;
- ensuring workplace rules, procedures and systems are reviewed and maintained;
- promoting health and safety in the workplace;
- maintaining consultative mechanisms; and
- taking all other practical measures to ensure the workplace under their control is safe and without risk to health and safety, and that all persons in the workplace take reasonable care to ensure the workplace is safe and without risk to health and safety.

5. Obligations of workers

As a worker, you are required to:

- familiarise yourself with the safety procedures set out in this WHS Policy and any others that may be advised by the Company from time to time;
- take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions in the workplace;
- co-operate with management of the Company to ensure all health and safety obligations are complied with, and not refuse any reasonable requests to give or receive aid in respect of any illness or injury or the doing of any act or thing to avoid or prevent a serious risk to health and safety of a person at work;
- use all work equipment and furniture in an appropriate manner and in accordance with any instruction/operating manuals;
- organise your working environment in a manner which does not pose a risk to your own or your colleagues or any other persons' health and safety;
- ensure that shelving or other space saving devices are not overloaded or unstable;
- actively identify and report any hazards or risks to health and safety (such as worn out or exposed electrical cords, defective office equipment) in your work environment as soon as practicable;
- immediately report any incident, injuries, work-related illness or "near miss" at the workplace and co-operate by providing the Company with any information in relation to such incident, injuries, illness or near miss;
- ensure all health and safety equipment is used correctly and refrain from wilfully or recklessly interfering with equipment or safety measures so as to create a workplace hazard (including not participating in potentially harmful pranks);
- use and maintaining the required personal protective equipment;
- rectify minor health and safety issues where authorised and safe to do so;
- co-operate with any health and safety initiative, inspection or investigation; and
- actively participate in any return to work program (where applicable).

6. Consultation

Consultation between the Company and its workers is an essential part of effectively managing health and safety in the workplace, as it enables workers to contribute to the making of decisions affecting their health and safety at work. Worker's involvement at all levels is imperative for ensuring the safety at workplace.

The Company will, so far as is reasonably practicable, consult with its workers who are, or are likely to be, directly affected by matters relating to WHS, including:

- when identifying hazards and assessing risks to health and safety arising from the work carried

- out or to be carried out;
- when making decisions about ways to eliminate or minimise those risks;
- when making decisions about the adequacy of facilities for the welfare of workers;
- when proposing changes that may affect the health or safety of workers;
- when making decisions about the procedures for:
 - consulting with workers; or
 - resolving work health or safety issues at the workplace;
 - monitoring the health of workers;
 - monitoring the conditions at any workplace under the management or control of the Company's business; or
 - providing information and training for workers.

The Company will ensure:

- the sharing of relevant information about WHS matters with its workers;
- that the workers be given the opportunity to contribute, express their views or raise any issues or concerns in relation to any WHS; and
- that the workers' views are valued and taken into account.

7. Alcohol and drugs

The Company's policy is to ensure that the workplace is free of alcohol and drugs and complies with laws governing controlled substances. Accordingly, workers may not be under the influence of alcohol during work hours or on the Company's premises.

8. Contravening this policy

A failure to comply with health and safety requirements or this policy may result in disciplinary action being taken, up to and including termination of employment or engagement as relevant.