

## Health & Safety Policy

Waitomo is committed to providing a safe working environment, both onsite and offsite on company business, for all employees, customers, contractors and visitors through the identification, elimination and minimisation of risks in the workplace. We want our team members to go home safely to their families at the end of every day.

Each person is individually responsible and accountable for:

- Working safely and not endangering themselves or others around them.
- Compliance with safe systems of work, understanding and following instructions issued to protect their own safety and the safety of others.
- Appropriately using and maintaining tools and equipment, personal protective equipment including clothing and footwear.
- Stopping action if unsure about the safety of a task, and to get instructions from a supervisor or manager before continuing.
- Ensuring they understand exactly their responsibilities in emergencies.
- Reporting all hazards, near misses, incidents, accidents and injury – including pain and suffering to their Supervisor or Manager.
- Taking an active role in the company's treatment and rehabilitation plans to ensure an 'early return to work'.


Each Manager is responsible and accountable for:

- Utilising competent personnel to achieve performance requirements and commitments.
- Ensuring all employees and contractors are inducted, trained, supervised and provided with information to undertake their duties safely.
- Training employees to meet safety responsibilities, gain relevant competency, achieve compliance with legislative requirements and meet safety standards for tasks performed.
- Encourage employee engagement, consultation and participation in all matters relating to health and safety.

Waitomo will:

- Integrate health and safety management into every aspect of our operations as a priority business function, aligning with industry best practice.
- Develop safety management plans to meet our obligations under the Health and Safety at Work Act 2015, Regulations, Approved Code of Practices and other relevant standards or guidelines.
- Set health and safety objectives, review, monitor and continually drive improvements necessary to have an injury\illness free workplace and keep abreast of changing conditions and circumstances in the workplace.
- Systematically identify risks and apply control measures to prevent harm to our employees, customers, contractors, the public and the environment in which we operate.
- Ensuring all reported hazards, near misses, incidents, accidents, injuries and damage is properly recorded, investigated and appropriate action taken to prevent recurrence.
- Support the safe return to work of injured employees through treatment and rehabilitation plans.
- Communicating and consulting with employees on this policy and in the development, implementation and promotion of Waitomo's safe systems of work.

**James Ormsby**  
Managing Director

  
Signature

14/12/2016  
Date