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Occupational Health & Safety Policy.docx

1. Scope & Purpose

The purpose of this policy is to demonstrate Rapallo’s commitment to providing a safe and healthy working environment and the efforts being made to comply with all legislative requirements and industry best practices relating to worker health & safety.

This policy applies to:

- all employees of Rapallo (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Rapallo (for example contractors, subcontractors, agents, consultants, temporary staff and ‘workers’ as otherwise defined under relevant occupational/work health and safety (OHS/WHS) legislation) (collectively referred to as ‘**workplace participants**’); and
- all of Rapallo’s workplaces and to other places where workplace participants may be working or representing Rapallo, for example, when visiting a customer, client or supplier (collectively referred to as ‘**workplace**’).

2. Definitions

Term	Definition
Person Carrying on a Business or Undertaking (PCBU)	An individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done.

3. Responsibilities

Senior Management:


- Responsible and accountable for the safety of workplace participants, contractors and company property under their control so far as reasonably practicable. Managers and team leaders/supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are always followed.

All Employees:

- All employees are required to comply with health and safety legislation and Rapallo’s policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties.

Contractors:

- All contractors engaged to perform work for Rapallo are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of Rapallo as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a

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direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

4. Policy Statement

Rapallo Pty Ltd ('Rapallo') is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practicable.

To achieve this commitment, we will:

- Develop, implement and maintain a OHS Management System, which will be documented on our SharePoint BMS Repository.
- Clearly define OHS Responsibilities on all projects.
- Stay up to date with all relevant OHS legislation relevant to our works.
- Adopt a risk management approach to manage health & safety risks.
- Report all incidents and accidents.
- Appropriately manage any injured workplace participants and implement a 'back to work' program.
- Consult with Persons Carrying on a Business or Undertaking and employees on matters related to health and safety.
- Complete workplace inspections on a regular basis.
- Train and educate our staff on health and safety risk management.
- Communicate this policy and promote the use of our safety management system to all employees and contractors.

5. Objectives


- To provide a safe and healthy work environment for all our employees, contractors and other persons;
- To provide safe and healthy methods of work;
- To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- To identify and eliminate or reduce hazards and risks to health and safety;
- To continually monitor and improve work health and safety;
- To provide education and training resources; and
- To comply with all relevant laws, rules, standards, and codes of practice.

6. Key Performance Indicators

Item	Measurement	Target	Target Date
Workplace Fatality	Number of people	0	Annual
Lost Time to Injury (LTI)	Manhours	0	Annual
Incidents & Near misses	Total number	0	Annual

7. Abbreviations and Acronyms

Acronym	Definition
BMS	Business Management System
LTI	Lost time to injury
OHS	Occupational Health & Safety

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8. Applicable Legislation

As legislation is constantly updated, it will not be listed here, however it is important that Rapallo employees regularly check the relevant government websites to remain up to date with the latest work health and safety legislation for the jurisdictions they are working in. Where projects are conducted in other states, the Project Manager shall consult the legislation applicable to that state.

9. Policy Review

Rapallo undertakes to regularly review this policy to take account of changes in legislation, activities, services, and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

Responsible for review	Review Frequency	Next Review Date
Victor Simbile	Annually	30/03/2024