

## HEALTH AND SAFETY POLICY

Excel Digital recognises the need for each of its employees to be provided with a safe and healthy place in which to work. It is company policy to take all practicable steps in areas of accident prevention, injury protection and promotion of the health, safety and welfare of all workers.

### THE BUSINESS will:

- Observe and enforce the relevant Acts, Regulations and Codes of Practice
- Undertake to provide a safe and healthy working environment for all employees
- When global events of significant H&S risk occur (e.g., pandemics) follow all appropriate guidelines to ensure the H&S of staff
- Provide education and instruction in the correct use of all relevant equipment and materials being used in the workplace
- Invite employees to contribute to the origination of systems and ideas on H&S on an ongoing basis
- Provide initiative and follow up action on all matters concerning H&S
- Proactively identify and manage risks
- Report work hazards as they are observed
- Review the H&S Policy as required or at least annually

**EMPLOYEES** are expected to willingly co-operate in the objectives of making this a healthy and safe work place and therefore:

- Are required to observe and practice safe work methods
- Will demonstrate a commitment to H&S in the workplace
- Where safety equipment is provided, ensure it is always used correctly
- Wear appropriate supplied protective clothing and footwear
- Will be involved in the development of systems of H&S, and recognise that these issues are included in regular discussions at all levels of the company
- Report any unsafe work condition or equipment to Management and suggest and contribute any information that will assist in accident prevention and make the company a safer and better place to work
- Must take reasonable care to ensure the H&S of themselves and others
- Comply with the PCBU's reasonable instructions and policies

**CONTRACTORS/VISITORS** will be briefed on the H&S requirements of the company in relation to the Health and Safety at Work Act 2015.

- Contractors must confirm they will follow all requirements of the Health and Safety at Work Act 2015 while they are working on the Excel site.
- They must obey all reasonable instructions and signs while on site to ensure that they create no hazards to people or property

A handwritten signature in blue ink, appearing to be "MJS", written over a dotted line. Below the signature is the text "Managing Director".

Managing Director

25 Feb 2021  
Date