

## Purpose

The purpose of this policy is to demonstrate Menzies commitment to remove or reduce risks to the health, safety and welfare of all workers, contractors, customers, and any other parties who may be affected by our business operations.

## Responsibility

Creating and sustaining a healthy and safe working environment is the responsibility of all Menzies workers at every level of the company.

## Overview

Menzies is dedicated to providing a safe and healthy workplace and recognises all of its responsibilities in providing all employees, contractors, clients, visitors and the public a safe and healthy working environment.

To achieve our policy objective, we have implemented a Management System throughout the Company's operations that requires the commitment and contribution of every worker by:

- Complying with all work health and safety legislation, regulations and standards. Menzies will work with safety regulators in all states to achieve compliance and continually improve safety results to the fullest extent possible;
- Taking responsibility for the health and safety of themselves and their fellow workmates;
- Not compromising personal health and safety in the mistaken belief that operational requirements are more important;
- Considering that health and safety as an integral part of our work ensuring continual improvement;

Menzies promotes a work environment and safety management system that aims to:

- Identify any hazards in the workplace that maybe a risk to health and safety by elimination or minimising of those hazards;
- Provide a systematic approach to identifying and controlling health and safety hazards and risks through the development and implementation of suitable policies and procedures;
- Consult with Labour Hire Providers to identify WHS risks and how they affect labour hire workers.
- Consult with all workers about health and safety issues in the workplace;
- Demonstrate effective management through commitment, leadership and direct involvement at all levels of the company;
- Encouraging effective teamwork with two – way communication as an integral part of every job;
- Provision of appropriate facilities, equipment, education, training and supervision for all workers to ensure healthy and safe working conditions and procedures;
- Monitoring and evaluating the health and safety performance of workers by implementing effective communication with them on health and safety and compliance issues.

In its activities, Menzies provides and maintains, so far as reasonably practicable, a working environment that is safe and without risk to health, eliminates or controls work – related hazards and risks by:

- Ensuring as far as practicable, all operations conducted by its workers are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- The application of a systematic approach to identifying, assessing and controlling workplace hazards and risks;
- Facilitating continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures and to ensure their continued effectiveness at eliminating work-related injury and illness.

## Related Policies and Procedures

- Code of Conduct Policy
- Drug and Alcohol Policy
- Health & Wellbeing Policy
- Rehabilitation and Return to Work Policy
- Smoke Free Policy
- Risk Management Policy
- Fatigue Management Policy
- Working Alone Policy
- MMS-PRO-008 Corrective Action Procedure
- MMS-PRO-026 Objectives & Targets Procedure
- MMS-PRO-021 Legal Requirements Procedure
- MMS-PRO-022 Management Review Procedure
- MMS-PRO-039 Site Operations Procedure
- MMS-PRO-046 Hazard & Incident Management Procedure

Authorised by:



**Greg Springall**  
**CHIEF EXECUTIVE OFFICER**

## Translation can be arranged through your Branch Office for staff with this need.

- **Spanish Translation:** Por intermedio de la Oficina Regional se puede organizar traducción el personal que la necesite.
- **French Translation:** traduction peuvent être organisés par le Bureau régional pour le personnel avec ce besoin
- **Italian Translation:** Una traduzione potrà essere eseguita attraverso l'ufficio regionale per il personale che dovesse averne bisogno.
- **Serbian Translation:** Превод се може организовати преко Регионалне канцеларије за особље коме је потребно.
- **Croatian Translation:** Prijevod se može organizirati preko Regionalnog ureda za osoblje kome treba.
- **Greek Translation:** Μετάφραση μπορεί να κανονισθεί μέσω του Περιφερειακού Γραφείου για προσωπικό που έχει αυτή την ανάγκη.
- **Macedonian Translation:** Превод на текстови може да се организира преку Регионалната канцеларија за персоналот кој има таква потреба.
- **Russian Translation:** Перевод может быть организовано через региональное отделение для сотрудников с этим необходимо
- **Finnish Translation:** käännös voidaan järjestää aluetoimiston henkilöstön tämän tarpeen
- **Thai Translation:** แปลคำแปล ภูมิภาค Regional Office
- **Arabic Translation:** عمده الحجة كميون ترجمة متو بيتترتا من لاخل تكملاب بلقلامى للموظفين
- **Persian Translation:** میظنند اب نیشاز زاین دنیا نالمنسراکی ار ار ای معظنه رنقد ویرط زا خداتو یمممجرت
- **Turkish Translation:** Çeviri Bölge Müdürlüğü personeli için aracılığıyla bu ihtiyacı ile ayarlanabilir
- **Filipino Translation:** pagsasalin Maaari Maging hagdan pamamagitan ng Regional Office para sa mga tauhan na ito kailangan
- **Indonesian Translation:** terjemahan Bisa Diatur Melalui Kantor Wilayah untuk staf dengan kebutuhan ini
- **Malay Translation:** penterjemahan Bisa Dikawal Melalui Pejabat Wilayah untuk kakitangan dengan keperluan ini
- **Swahili Translation:** Tafsiiri unaweza ukapangwa kupitia Ofisi ya Mkoa kwa ajili ya wafanyakazi na hitaji hili
- **Afrikaans Translation:** Hāy bō trī có thē djich qua Vān phōng Khu vưc nhān viēn có nhu cầu này
- **Vietnamese Translation:** Hāy bō trī có thē djich qua Vān phōng Khu vưc nhān viēn có nhu cầu này
- **Japanese Translation:** hon'yaku wa , chiiki jimusho no sutaffu wotsūjite, kono hitsuyō sei ni haichi suru koto ga deki masu
- **Chinese Translation (Traditional):** fān yì kě yì ān pǎi tǒng guò qū yù bàn shì chǔ de gōng zuò rén yuán, zhè fāng miàn de xū yào
- **Chinese Translation (Simplified):** kě yì ān pǎi fān yì tǒng guò qū yù bàn shì chǔ de gōng zuò rén yuán yù