

HEALTH & SAFETY POLICY

As a leading manufacturer, Cathodic Anodes Australasia is committed to providing all employees and visitors with a safe work environment. Through ongoing assessment of work processes we aim to remove, reduce or control health and safety risks.

The prevention of workplace injuries and ill health and the promotion of emotional wellbeing are of the highest importance. To accomplish this we are committed to the following objectives:

- Ensuring that all staff receive appropriate health and safety training
- Ensuring that work areas, equipment and tools are effectively maintained to prevent workplace injuries
- Provide a supportive and encouraging work environment
- Ensure that our products are manufactured for safe handling and installation
- Maintain compliance to all relevant health and safety regulations
- Aim to continually improve by setting and achieving safety benchmarks (as part of our ISO 9001 continuous improvement program)

Through open communication, consultation and the provision of suitable resources, CAA Management aim to provide a safe and supportive environment for all employees. It is the responsibility of all employees to comply with health and safety procedures and government regulations and to use their experience to initiate action to prevent potential safety hazards.

Lang Semmler

Lang Semmler
General Manager

HEALTH & SAFETY OBJECTIVES

Our ultimate objective is to achieve Zero workplace accidents and injuries. All other objectives are in support of this objective.

1. To ensure that all staff members receive appropriate health and safety training.
2. To ensure that work areas, equipment and tools are effectively maintained to prevent workplace injuries.
3. To provide a supportive and encouraging work environment.
4. To ensure that our products are manufactured for safe handling and installation.
5. To maintain compliance to all relevant health and safety regulations.
6. To continually improve by setting and achieving safety benchmarks (as part of our ISO 9001 continuous improvement program).

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Company Vehicles

Only licensed drivers may drive company vehicles. They shall be totally responsible and accountable for the use and condition of the vehicle. When driving a company vehicle it is the responsibility of the worker to be familiar with and obey all applicable laws in your state. Any speeding fines incurred will be at the expense of the person driving the vehicle at the time of the incident. Never drive while talking on a mobile phone. Always ensure that the vehicle is in park and stationary when talking on a mobile phone.

You must not drive the company vehicle in a manner or at a time which would be a breach of laws including the laws relating to blood alcohol content. CAA reserves the right to recover costs from you where the vehicle has sustained damage.

Damaged Tools and Equipment

Never use any faulty tools or equipment. Before operation, inspect electrical tool leads to ensure there are no frays, cuts or exposed wires. Never operate electric tools or equipment where there is the possibility of contact with water.

Drugs and Alcohol

It is expected that you remain free from the influence of drugs and alcohol before commencement of work, for your time at work and including all breaks. This policy also applies to all contractors, shift workers and people working overtime. You must not drive a company vehicle or operate any machinery whatsoever if you may be above the 0.0ml blood alcohol level or while under the influence of drugs.

Equal Employment Opportunity Policy

CAA aim to provide a positive work environment for all personnel. We are dedicated to an unbiased workplace and will follow the current legislation regarding Anti-Discrimination and Equal Employment.

We will not discriminate against anyone on the basis of race, age, marital status, sex, health status, political preferences, affiliations, disability or any other reason. It is our policy that all personnel employed by Cathodic Anodes Australasia will uphold the same values regarding equal employment. We will not tolerate discrimination or harassment in any form.

Harassment and Conflict at Work

Workplace harassment is where the behaviour or communication is repeated, unwelcome and unsolicited and the person being harassed considers the behaviour or communication to be offensive, intimidating, humiliating or threatening. This type of behaviour in our workplace is unacceptable and the person who instigates this type of behaviour will be subject to disciplinary action.

If you feel at any time you are being harassed, we encourage you to speak directly with the person/s demonstrating the harassing behaviours and address the situation in a sincere, respectful manner. If after you have confronted the person instigating the harassment and it still continues, report the incident with specific details to your supervisor.

Fire and Emergency Evacuation

In the event of fire or other emergency requiring evacuation of the premises, staff should evacuate in a calm and orderly fashion. Evacuation signs are located in the office and factory. These outline the procedure for evacuation and indicate the exit points and assembly areas. For more information refer to the "Emergency Plan".

First Aid

First aid kit facilities can be found in the wash area, there is signage to indicate its location. The kit is regularly checked and stocked by an independent contractor.

Anyone who performs first aid needs to be legitimately trained by a first aid training provider. The company's trained first aid officers are [Damien Bridges](#), [Adele Broomhead](#), [Joshua Lambert](#), [Sam Pohlman](#) and [Lang Semmler](#).

Safety Data Sheets - Hazardous Chemicals

Before handling any hazardous chemicals be sure to follow all directions on the Safety Data Sheet provided. Always read the container label in conjunction with the SDS to make sure all chemical hazards are identified. The register of SDS's are on CDQ2020 and adjacent to the Chemical Bunding.

Ensuring SDS remain current.

- Existing SDS: SDS are no longer current if they are older than 5 years. The "ISO Calander" includes a reminder one month before the expiry date for each SDS. This allows 1 month to replace the SDS in the folder and on 2020.
- New SDS: When new chemicals are used. Make sure the SDS is included in the folder and on 2020.
- Obsolete SDS: If chemicals are no longer used, responsibly remove unused leftovers, remove them from the folder and delete them from 2020.

Remember to update the "ISO Calander" when updating a SDS or adding a new SDS.

Safety Incident Investigation, Reporting and Planning To Return To Work

Refer to WHS procedure "Incident Investigation Reporting & Planning To Return To Work"

Internet & E-mail

This Internet Usage Policy applies to all employees who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy.

Computer, email and internet usage

- Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role.
- All Internet data that is composed, transmitted and/or received by CAA computer systems is considered to belong to CAA and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the Internet are the property of CAA and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by CAA if they are deemed to be harmful and/or not productive to business.
- The installation of software such as instant messaging technology is strictly prohibited.

Unacceptable use of the internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via CAA email service.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers.
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.

- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the organization.

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of CAA's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by CAA.

User compliance

By signing the "Employee Skills/Training Document", employees are agreeing that they understand and will abide by this Internet Usage Policy. Employees further understand that should they commit any violation of this policy, access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Ladders

Supervisors and all employees (and contractors) must prevent or minimise risks from using a ladder.

A person using a ladder for access or permitted work must either:

- Have three points of substantial contact with the ladder or a stable object, for example, standing on the ladder with two feet while holding a fascia board or timber stud.
- Prevent falls with a control measure, for example, a pole strap.
- Use a fall-arrest harness system (not attached to the ladder).

The ladder must have a load rating of not less than 120kg and be:

- Secured against movement at or near its top or bottom, for example, by tying or clamping.
- Manufactured for industrial use.
- Used only for the designed purpose.
- Not more than 6.1 metres for a single ladder.
- Not more than 9.2 metres for an extension ladder used for electrical work or 7.5 metres for other work.
- On a firm and stable surface.
- Erected at an angle between 70° and 80°.
- Extended at least 1 metre above a surface being accessed.

OH&S Meetings

OHS Meetings are conducted as needed. A representation of factory staff and management are required to attend these meetings. Meeting outcomes will be shared with all staff to make sure that everyone is aware and up to date with our OH&S systems and processes.

Mobile Phones

The company provided mobile phones are predominantly for company use only. Unless otherwise agreed, all personal phone calls must be paid by the individual who uses the mobile phone. Any damages to equipment subject to carelessness or intentional damage will be repaired at the workers expense. In the case that the mobile phone cannot be repaired, the person in possession of the mobile phone agrees to replace the equipment to that of the same initial purchase value.

Personnel Information & Privacy

In line with the Information Privacy Act 2009, CAA operates according to strict policy guidelines, which covers the privacy of your personal details and business practices. No information collected at CAA is transferred or sold to third parties for the use of promotional marketing.

Personal Protective Equipment (PPE)

It is a requirement that all employees use the required PPE for the work areas they enter. PPE includes everything from protective footwear, gloves, hearing and eye protection to head & face protection, high visibility apparel, respiratory equipment and much more. If you are not sure which PPE applies, please contact your supervisor who will then supply the appropriate advice and equipment.

Prescribed Medication

If prescribed medication is required to be taken while at work, you must first notify your manager and supply a copy of a prescription and a letter from your doctor outlining the duties you are capable of performing.

Reducing Stress and Fatigue

Relaxation is a useful tool, either used on its own or combined with other exercises. We can also reduce the amount of stress and fatigue we experience each day simply by organizing our time effectively. Allow plenty of time to get all of the things on your list done. We encourage personnel to talk to their supervisor or seek professional assistance if needed and fully support any endeavour to effectively deal with stress and fatigue.

Safe Lifting Guide

- Keep your back straight while keeping the load as close to the body as possible.
- Grip the object firmly and use careful manoeuvring and avoid any sudden movements.
- Use a mechanical lifting device if possible (e.g. Trolley, Lifting Jack).
- If you are unsure if you can carry the load alone, ask for assistance.
- If the load is required to be carried over a long distance, take breaks frequently if necessary.
- DO NOT lift with the back fully bent or twist or bend sideways.
- DO NOT lift after prolonged periods with the back bent.
- DO NOT lift after a prolonged period of whole body vibration as in driving a vehicle.
- DO NOT lift loads alone that are unevenly balanced with weight distribution.
- DO NOT lift loads which are loose or unstable with the contents likely to shift.

Heat

Signs and symptoms of heat illness include feeling sick, nauseous, dizzy or weak. Clumsiness, collapse and convulsions may also be experienced as a result of heat illness. Workers with these signs or symptoms need to seek immediate medical attention.

The risk can also be minimised by modifying workload, including:


- rescheduling work so the hot tasks are performed during the cooler part of the day
- wearing light clothing that still provides adequate protection
- reducing the time spent doing hot tasks (eg job rotation)
- arranging for more workers to do the job
- providing extra rest breaks in a cool area

Other measures for preventing heat illness include:

- keeping people away from hot processes
- Effective positioning of industrial fans
- allowing workers to acclimatise
- providing cool drinking water near the work site. During hot weather, workers should be encouraged to drink a cup of water (about 200 mL) every 15 to 20 minutes, and not rely solely on soft drinks or caffeinated drinks.

(Source: WorkSafe VIC "Working In Heat" Guidance Note)

HEAT STRESS ASSESSMENT GUIDE

	Lower risk  Higher risk										
Workload	Light			Moderate				Heavy			
Humidity	Dry			Normal				Wet			
Radiant heat	Low							High			
Clothing PPE	Light summer			Overalls			Winter uniform			Special PPE	
Air temperature	30	32	34	36	38	40	42	44	46	48	50
Air movement	Good			Low				Nil			
Acclimatisation	Acclimatised							Not acclimatised			
Employee health	Healthy							Unhealthy			

Source: AIG – Heat Stress

Smoking Policy

CAA has a policy which upholds a smoke free work environment. All smoking is to be done outside the building and work areas.

Use of Tools and Equipment

All tools and equipment are to be used in a safe method and according to the manufacturer’s recommendations. Only qualified and/or experienced personnel are to use the tools and equipment. Any personnel must first be trained by a competent person in the use of any tools or equipment. Do NOT use any tool or equipment if you are not qualified (formally and/or experientially) or unless under the instruction of an experienced operator.

Work Areas

At all times work areas must be kept clean and tidy. This includes cleaning up any spills in the workplace without delay and floors must be kept clear of scrap material and equipment at all times to avoid any tripping or falls which may cause injury to you, and/or another individual.

Appendix 1 – EMPLOYEE CODE OF CONDUCT

References: Interview Form and Warning Notice

CAA commits to promoting a safe, supportive and productive work environment. This requires each and every employee to participate and agree to suitable standards of conduct.

In general, the company expects that all employees will:

- abide by policies in place
- treat other people in a way they themselves would want to be treated
- treat all property with appropriate care
- perform work to an agreed standard

It is not possible to list everything that is likely to be seen as misconduct, but the following acts are unacceptable and detrimental to our workplace. Any employee found engaging in such acts can be subject to disciplinary action which may include reprimand, warning, suspension or instant dismissal, depending on the severity of the incident(s):

- being absent from work without a valid reason
- wilfully damaging, destroying or stealing property belonging to fellow employees or the company
- fighting or engaging in horseplay or disorderly conduct
- refusing to follow or failing to carry out the reasonable instructions of a supervisor
- ignoring work duties or wasting time during working hours
- coming to work under the influence of alcohol or any drug, or bringing alcoholic beverages or drugs on to company property
- intentionally giving any false or misleading information to obtain a leave of absence
- using threatening or abusive language towards a fellow employee
- bullying a fellow employee or encouraging the same behaviour in others
- smoking contrary to established policy or violating any fire protection regulation
- wilfully or habitually violating health and safety regulations including the use of PPE
- failing to wear clothing conforming to standards set by the company
- being late or taking unexcused absences from work
- not taking proper care of, neglecting or abusing company equipment or tools
- using company equipment in an unauthorised manner
- possession of firearms or weapons of any kind on company property

Investigation

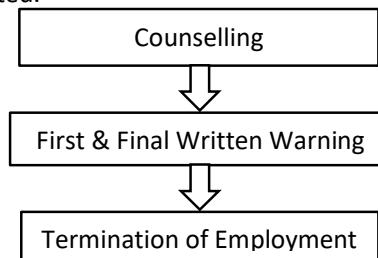
As part of the investigation of allegations of poor performance and/or misconduct, an interview will be held at which the allegations will be outlined and the employee will be given the opportunity to respond to the allegations. Following this meeting the appropriate course of action will be decided.

The interview must be documented (refer to form, “Interview Form and Warning Notice”). This form must be completed as accurately and with as much detail as possible. It must be kept as a record of the interview.

The General Manager is responsible for carrying out the Investigation.

Issuing Warnings

In most cases the employee will be given counselling then a written warnings (form, “Interview Form and Warning Notice”), before employment is terminated.



This procedure does not need to be followed in every circumstance. For example, the outcome of a particular investigation may justify immediate termination, for example if the behaviour constitutes serious misconduct.

END OF DOCUMENT