



ZAMMIT SALES, MARKETING AND MANAGEMENT PTY LTD (ZSMM) OCCUPATIONAL HEALTH AND SAFETY SYSTEMS AND PRACTICES

Obligations

The Board of Directors and senior management at ZSMM are conscious of and fully compliant with the *Work Health and Safety Act 2012*, the *Work Health and Safety Regulations 2012* and applicable Codes of Practice and Australian Standards as part and parcel of our due diligence responsibilities.

In order to uphold this compliance ZSMM pursues the following practices:

- ✓ First Aid Plan
- ✓ Emergency Plan
- ✓ Displaying a poster addressing the risk of injury at the workplace
- ✓ An Injury Register
- ✓ Workers' Compensation Policy
- ✓ Return to Work Plan
- ✓ Providing orientation sessions to inform all new employees on WHS issues and procedures

Minimising Hazards

ZSMM regularly undertake internal audits to continually review and ensure all employment activities are carried out in a safe manner. The following checklist is also applied to remove or greatly minimise the risks involving the health, safety and welfare of employees, visitors and members that may be inadvertently affected by our services and operations.

- ✓ Trip hazards are monitored and removed
- ✓ Overexertion and Repetitive Strain Injury (RSI) are carefully supervised with staff are encouraged to take regular breaks
- ✓ A co-operative and friendly atmosphere is always encouraged to prevent the risk of any emotional stress arising from excess workloads and to minimise, if not totally remove any toxic workplace relationships.

Responsibilities

Management within ZSMM provide and regulate the following:

- ✓ A safe working environment
- ✓ Relevant training and supervision thus to ensure all employees are safe from injury and risks to health
- ✓ Regular consultations to assist the welfare of workers
- ✓ A responsibility to consult and co-operate with workers about health and safety matters in the workplace
- ✓ Continual improvements of performance through effective safety management.

Employees within Zammit are obligated to:

- ✓ Comply with the Occupational Health and Safety Practices and management changes regarding health and safety
 - ✓ Take reasonable care of the health and safety of themselves and others
 - ✓ Immediately report any accidents and incidents that have occurred at the workplace to management
 - ✓ Report any identified or observed hazards to the management ZSMM
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