

Work Health and Safety (WH&S) Policy

Spotless Group Holdings Limited

Purpose

The purpose of this Policy is to outline Spotless Group Holdings Limited (Spotless) commitment to managing health and safety in the workplace.

Application

This Policy is applicable to all Spotless workers, contractors, volunteers and visitors. This Policy supersedes in its entirety all previous Work, Health and Safety (WH&S) related policies.

Policy

At Spotless, the safety of our workers, contractors, volunteers, visitors, clients and the community is paramount. We are committed to providing the knowledge, the tools and the opportunities to make all of the environments we operate - safe places to work. This means keeping each other safe, so that we all live healthy lives in and out of work. We believe safety awareness is not just work-related - it's about a personal commitment to injury prevention 24 hours a day, 7 days a week.

To honour our commitment to managing health and safety in the workplace and in exercising due diligence in compliance with all current WH&S legislation, Regulations, Codes of Practice and Australian/New Zealand Standards, a planned and systematic approach has been implemented at Spotless through the development of the 'Safety@Spotless' management system and the provision of resources for its successful implementation. The 'Safety@Spotless' management system is regularly reviewed and relevant and measurable WH&S performance targets across all of our workplaces are established to ensure continuous improvement aimed at eliminating work-related injury and illness.

Consistent with our 'Safety@Spotless' management system, Spotless provides the following:

- Maintenance of a work environment without risk to health and safety;
- Maintenance of safe plant, equipment and structures;
- Maintenance of safe systems of work;
- Safe use, handling and storage of plant, equipment and substances;
- Access to adequate facilities for the welfare of employees at work;
- Information, training, instruction or supervision necessary to protect all persons from risks to their health and safety;
- Monitoring of workplace conditions and measurement of lead indicators for the purpose of injury prevention; and
- Active consultation and co-operation with employees and their representatives in order to ensure the best possible resolution for health and safety.

It is our belief that everyone who works at Spotless has responsibilities for observing WH&S requirements and to take care to protect their own health and safety and to avoid adversely affecting the health and safety of everyone in the workplace.

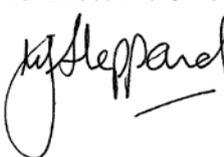
Cardinal Rules of Safety

Our Cardinal Rules of Safety have been created to enforce zero tolerance of serious at-risk behaviours and to promote our safety culture throughout the organisation. Our Cardinal Rules of Safety are:

- Always obey the road rules when driving; including using hands free for all mobile phone calls and wearing a seat belt
- Only undertake work for which I am trained, authorised and competent to perform
- Use tools, equipment and PPE as instructed
- Only work at height with the appropriate fall prevention
- Isolate, tag and confirm isolations when undertaking any work on energized equipment unless if fault finding under an 'exception'
- Not place any person, including myself, at risk by violating a safety rule, procedure or law
- Report all incidents including hazards and near misses
- Never walk directly behind or in the path of a moving vehicle

A breach of this WH&S Policy may result in disciplinary action or exclusion from a Spotless site.

This WH&S Policy will be reviewed annually, in consultation with employees, and revised as necessary to keep up to date with new legislation and organisational changes.

Chief Executive Officer sign-off: 	Developed by:	Work Health and Safety (WH&S)
	Issue date:	June 2017
	Responsibility for review:	Work Health and Safety (WH&S)
	Review date:	June 2018