

# Occupational Health and Safety (OHS) Policy

## Objectives

ACOR is committed to providing safe workplaces for its Workers and ensuring the health and safety of everyone entering its workplaces.

## Application

Health and safety are both individual and shared responsibilities of all Workers.

This policy applies to all Workers regardless of whether they are employees, independent contractors or representatives of independent contractors, work experience students or other volunteers, Directors, subcontractors, suppliers or other agents ("Workers").

Additionally, a workplace includes the Worker's home when working in a home office under a flexible working arrangement, a motor vehicle, aircraft or public transport when travelling for a work-related activity, a client's site when attending an inspection or meeting or any other location when travelling for work.

## Company's Obligations

**ACOR has obligations under health and safety laws, including requirements to:**

- Ensuring health and safety in the workplace.
- Identify hazards, assess risks, and eliminate or control risks so far as reasonably practicable.
- Provide instruction, training, information, and supervision of Workers.
- Provide appropriate equipment (including PPE) and implement safe work systems, processes and procedures.
- Consulting with Workers.
- Recording how ACOR complies with its obligations.
- Drive continuous improvement and strive for zero injuries and incidents.
- Measure, monitor and govern the progress and reporting of ACOR's health and safety performance.

## Staff Member's Obligations

Workers are required to:

- Adhere to ACOR's policies, procedures, instructions, and rules, including safe work practices.
- Cooperate with any ACOR initiatives and systems relating to OHS.
- Look after their own health and safety and the health and safety of others in the workplace.
- Ensure they do not attend or remain at work if they are not fit to do so, including if they are unwell, intoxicated or under the influence of drugs.
- Cooperate with each other and with ACOR guidelines, procedures and processes to promote workplace health and safety awareness.
- Report any incident, injury, illness, unsafe equipment, or hazards immediately to the relevant manager or supervisor.
- Only operate equipment where competent, qualified, and authorised and, where applicable with the appropriate licence.
- Follow all instructions relating to the correct use of plant, machinery, chemicals, or equipment, and if unsure of the correct procedures, seek instructions prior to use.
- Use any personal protective equipment (PEE) or clothing provided by ACOR, as instructed.
- Ensure that the workplace is kept clean and tidy.
- Comply with all security systems and protocols in the workplace.
- Notify ACOR of any matter that may affect ACOR's ability to comply with its workplace health and safety obligations.
- As required by ACOR, attend OHS training and actively participate in OHS activities and consultations such as inspections, investigations, and meetings.

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**MARCH 2025**