



WORK HEALTH & SAFETY POLICY

1.0-Objective

EZFurn is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace

2.0-Reporting and Recording of Workplace Incidents and Injuries

EZFurn has a strict procedure for internal and external reporting and recording of work-related incident, injury, or illness.

3.0-Continuous Improvement in Health and Safety

EZFurn WHS process is subject to regular reviews when factors likely to affect the degree of risks from hazards or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits.

4.0-Manager's Understand Health and Safety Management

The EZFurn management team are responsible for the development, promotion and implementation of WHS policies and procedures; and therefore, have a thorough understanding of the scope and structure of health and safety management. They are also responsible for communicating and training workers in all aspects of WHS management.

Various meetings and training sessions are attended when necessary and available.

5.0-Management Support Early RTW of Injured Worker

EZFurn supports the early return to work (RTW) of injured workers provided it has been endorsed by a medical physician that the injured worker is capable of RTW. A RTW plan will be developed including suitable alternative duties, which will be identified after consultation with relevant parties and will be in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.

6.0-Responsibilities

Management will:

- Ensure the business complies with all legislation relating to health and safety.
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable.
- Provide information, instruction, and training to enable all workers to work safely.
- Supervise workers to ensure work activities are performed safely.
- Consult with and involve workers on matters relating to health, safety, and wellbeing.
- Provide appropriate safety equipment and personal protective equipment.
- Provide a suitable injury management and return to work program.
- Assign responsibilities to ensure procedure is maintained and updated.
- Approve the Work Health and Safety Procedures.
- Review overall organisational health and safety performance.
- Participate where required in the resolution of safety issues.



WORK HEALTH & SAFETY POLICY

Workers will:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act.
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed.

Other Persons at the workplace will:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

Name: _____

Position: _____

Signature: _____

Date: _____

Review Date: _____