

WORKPLACE HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work Employment Act 2014

As a PCBU (Person Conducting Business or Undertaking), our organisation complies with this law and take all reasonable practicable steps to ensure the health and safety of “workers”. We will engage workers, including contractors and subcontractors to comply with our Due Diligence obligations.

Company Health and Safety Policy Statement

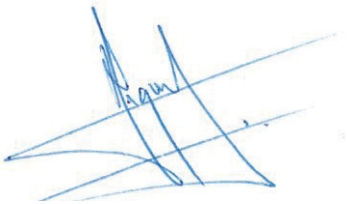
ICC Cleaning (The Industrial & Commercial Cleaning Company Limited) are committed to the protection of our employees, contractors, property and other persons from accidental injury or damage from work carried out by, and on behalf of the business. We adopt health, safety and welfare as a fundamental business objective.

In meeting this commitment, we will comply with all legislative requirements and take all reasonable practical steps to:

- Prevent all injuries and damage
- Ensure safety is a line management responsibility
- Promote safety being of equal importance to other business objectives
- Create a safe work place
- Establish safe working practices
- Ensure effective safety training
- Create interest and enthusiasm in safety
- Develop personal responsibility for safety

We believe every job can be done safely and that safety is everyone’s responsibility

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Alfredo Sequeiros', written over a grid of light blue lines.

Alfredo Sequeiros

Managing Director

WORKPLACE HEALTH AND SAFETY POLICY

All visitors to the premises and ICC Cleaning staff are required to abide by the company's Health & Safety Handbook, copies of which can be obtained from the person in charge of Health and Safety Matters, contact ICC office.

ICC Cleaning is responsible for the safety of their staff. When engaged in performing their responsibilities under the contract with ICC Cleaning, they shall ensure that the Health & Safety in Employment Act 1992 is complied with and abide by any Health & Safety policies of ICC Cleaning's clients when providing services at their premises.

The requirements of the Health and Safety in Employment Act 1992 must be adhered to by all persons on ICC Cleaning property and on ICC Cleaning's client's premises.

1. **THE EMERGENCY ASSEMBLY POINT IS OUTSIDE THE FRONT OF THE BUILDING ACROSS THE ROAD.**

ICC Cleaning Head Office

The person in charge of these premises needs to account for all persons on the premises should there be an emergency. In an emergency you must report to the emergency assembly point. Know the physical layout of the office and where the exits are located.

ICC Cleaning's Client premises

When at an ICC Cleaning's client site know where the exits are located and ensure you have accounted for all our cleaning staff if you have to exit in an emergency.

In the case of a fire alarm activation you must evacuate the building immediately. Do not use lifts and do not run. Re enter the building only when the fire brigade has allowed re-entry.

2. **WEAR SAFETY EQUIPMENT, FOOTWEAR AND CLOTHING:**

You must wear, or use all safety equipment or clothing (eg gloves, goggles, ear muffs, gumboots etc) that is required for the job that you are doing. Wear appropriate footwear and clothing suitable for the conditions that you may experience.

3. **HAZARDOUS EQUIPMENT OR SUBSTANCES:**

For safety reasons unless under the close supervision of a trained operator, you must not use equipment or substances that can cause injury unless YOU are experienced or fully trained in the safe use of the item.

4. **KEEP YOURSELF AND OTHERS SAFE:**

Take all practicable steps to ensure your own safety while at work
and
That no action or inaction while at work causes harm to any other person(s).

5. **REPORT DANGERS:**

You must eliminate if practicable, or otherwise isolate or minimise all significant hazards and report to the person in charge IMMEDIATELY every hazard or safety problem that you notice.

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6. REPORT ACCIDENTS, INJURIES AND INCIDENTS:

If you witness an accident or incident where someone was or could have been injured, you MUST report it as soon as you can to the person in charge. If you received an injury while on the premises, it MUST be reported immediately to the person in charge.

7. FIRST AID:

In the case of requiring First Aid, contact your respective Operations Manager for assistance.

In the case of serious injury:

- Stay calm
- Call for assistance
- Stay with the patient
- Arrange immediate first aid
- Do not attempt to move the injured person unless to prevent further injury.

8. BANNED SUBSTANCES:

Alcohol/Drugs:

Consumption of alcohol and use of drugs are strictly prohibited. Working under the influence of alcohol or illegal substances is a serious offence, which may constitute grounds for instant dismissal.

Smoking:

Smoking in clients' premises is prohibited at all times.

9. HAZARDS:

Some of the known hazards are detailed below. You need to take care at all times to keep yourself and others safe.

- 1) Dangerous chemicals – use protective gloves and other recommended precautions depending on the type of chemical being used. Take precautions to ensure that harm is not suffered through skin contact with, or inhalation of dangerous cleaning chemicals
- 2) Slippery floors – when damp mopping floors (DO NOT wet mop), signs on both ends (if a passage way or large lobby area with more than one entry point) should be clearly visible to warn people cleaning is being done. You can also verbally tell approaching people the floors are damp and care needs to be taken if walking on them.
- 3) Poor visual conditions - do not work in the dark especially when damp mopping or using machinery. Arrange lighting.
- 4) Equipment in poor repair – All vacuum cleaners need to be maintained. They should be professionally serviced regularly (4 months as per Health & Safety requirements). If cords are frayed or taped up the vacuum machine should not be used.
- 5) Dust, fumes and smoke - avoid breathing in, ventilate or wear masks etc.
- 6) Fire - extinguish if possible, raise the alarm, and call emergency services. Dial 111.
- 7) Alcohol, drugs and medication - you are not allowed to work if affected by these.
- 8) Clothing, footwear and safety equipment - Wear safety gloves, goggles, earmuffs, etc, when needed. Always wear appropriate footwear and clothing.

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- 9) Sharp Objects - take care when using sharp tools etc. Wear gloves when handling glass and other sharp or jagged objects.
- 10) Ladders - must be in good order, safely placed and appropriate for the job. Take extreme care.
- 11) Vehicle Management (if applicable) - Use only vehicles in good repair. Load and unload on even ground. All freight to be properly secured and trailers securely fixed to towing vehicle. Ropes and chains are to have sufficient breaking strength.
- 12) Electrical equipment - Always use an isolating transformer or ELCB when outside of a building or in damp conditions. Check power leads, plugs etc before use.
- 13) Housekeeping - keep areas tidy, clean up spillages, avoid causing tripping hazards, clean up and dispose of rubbish.

10. SPECIAL HAZARDS TO BE AWARE OF: NIL

(A hazard is a risk or a danger) If you identify a new hazard you must report it to ICC Cleaning as soon as possible Phone 09 520 3240.

BEFORE WORKING ON OR ACCESSING THE PREMISES OR ICC CLEANING'S CLIENT PREMISES YOU MUST SIGN THE ACKNOWLEDGEMENT THAT YOU HAVE READ AND UNDERSTOOD THE SAFETY REQUIREMENTS AND YOUR RESPONSIBILITIES.