

Civic Limited is committed to the protection of its employees and others from occupational injury/ill-health and the promotion of health, safety and wellness.

Our Directors and our Senior Management will:

1. Appoint a Health and Safety Manager responsible for the management and monitoring of the company's health & safety system to ensure its continuing effectiveness.
2. Promote staff consultation and participation and regularly consult with the Health & Safety Representatives, Union Representatives and Health & Safety Committee.
3. Have appropriate policies for Health & Safety planning and business objectives; staff selection and training; Health & Safety Representative selection and training.
4. Ensure provision of resources to make it possible for policies to be achieved effectively and efficiently.
5. Comply with all legislative requirements, regulations, standards, and Codes of Practice.
6. Ensure that health & safety systems, procedures and documents are reviewed periodically and are monitored for effectiveness.
7. Commit to the goal of continual improvement of Civic's health & safety performance.
8. Have a policy for stay at or early return to work of injured or ill staff.

All Managers will be personally accountable:

9. For ensuring all staff are trained to carry out their tasks safely or supervised accordingly and training plans are in place and regularly reviewed.
10. For ensuring correct personal protective equipment is available and that staff are trained in its use and that it is worn in the approved manner.
11. For maintaining an interest in Health & Safety within their work group and support Civic H&S strategy and improvement initiatives.
12. Be aware of and ensure H&S rules and procedures are carried out correctly.

All Managers and staff will have individual responsibility for Health & Safety and will:

13. Maintain their own safety, and the safety of others, within the workplace.
14. Promote Health & Safety, and maintain a safe workplace, safe equipment and proper materials.
15. Always establish and insist upon safe methods and safe practices and to ensure staff participation at all levels.
16. Ensure that Health and Safety Representatives are elected and trained to act as advocates for their work group, to monitor health & safety performance and help drive continuous improvement.
17. Ensure that all staff and contractors understand and accept their responsibility to promote a safe and healthy workplace.
18. Strive to achieve zero workplace accidents and actively participate in the continual improvement of Civic's health and safety performance.
19. Report all health & safety incidents and near-miss incidents in a timely manner.

Signed: _____



Bjorn Revfeim (Managing Director)

Date: 20-Sep-2021