

## Health and Safety Policy

Zenith Interiors specialise in:

- Design, manufacture and distribution of high quality commercial workstations, seating, storage and loose furniture;
- Project management of commercial furniture interiors installation into fit-out projects.

In undertaking these activities, we will maintain a safe workplace and continually improve processes to prevent harm to people through allocation of adequate resources and facilities.

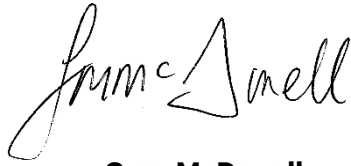
Key Responsibilities:

- Senior management, for the health and safety performance and allocation of adequate resources.
- Managers and supervisors, for their operational areas, must ensure employees' health and safety, safe use of any plant, equipment and materials.
- Employees, for their own health and safety and are empowered to maintain a healthy and safe workplace, observe safe work practices, suggest and support improvement initiatives.
- Contractors, must work to the conditions of engagement, prepare and implement the necessary safe work plans and practices applicable to their work.
- Visitors, Customers and other interested parties to comply with the health and safety requirements.

As relevant to our operations, products and services, we will:

- maintain a Health and Safety Management System as per AS \N ZS 4801;
- ensure the Health and Safety Management System meets the applicable laws, regulations and standards;
- ensure the implementation of health and safety plans is consistent with this policy and meets the requirements under the contract with our Customers, as applicable;
- review and establish measurable objectives and targets to positively influence an improvement in the health and safety performance;
- identify hazards, carry out risk assessments and put in place processes and procedures to prevent harm to employees, visitors, contractors and workplace;
- ensure injured employees receive prompt medical attention and the necessary rehabilitation to work;
- monitor and measure health and safety performance and analyse causes of incidents and accidents;
- review and report incidents, accidents and injuries and follow-up with investigation and resolution of each;
- communicate and consult employees and others concerned (e.g. community, customers and suppliers) on this policy, health and safety matters and their individual responsibilities.

Management will regularly review health and safety processes and performance, and identify and implement required corrective and preventive action, within an overall philosophy of continuous improvement.



**Greg McDonell**

Group Managing Director

Date: 24/01/2022

Next Review: 01/07/2023