

## Occupational Health and Safety Policy

Rutledge AV recognises its moral and legal responsibility to provide a safe and healthy work environment for workers, contractors and employees of contractors, clients and visitors to site. This commitment extends to ensuring that operations do not place the local community at risk of injury, illness or property damage.

Our Occupational Health & Safety (OHS) objective is to actively work towards elimination of injuries and incidents. Our target is to have a reduction in the Lost Time Injury frequency rate. Other targets also include the following:

- Employee/worker participation in the OHS management system requirements relevant to their position description.
- Compliance with OHS internal reporting and timely corrective action response.
- Legislative requirements and industry best practice standards met.

This commitment begins with senior management and permeates throughout the organisation, integrating OHS into all aspects of the business. Rutledge AV requires its activities to comply with all relevant legislation and standards, aiming for best practice systems of work. Measurable targets will ensure continued improvement and reflect in accountability /key performance indicators at all levels.

Rutledge AV will provide workers with guidance and training in the identification, assessment and control of hazards in the workplace.

Effective management of OHS risks depends on the commitment and cooperation of all workers. Rutledge AV is committed to consulting with workers in a meaningful and effective manner on OHS issues, enabling each member of staff to contribute to decisions that may affect their health, safety and welfare at work.

Rutledge AV expects workers to comply with its occupational health and safety policies, procedures and guidelines, and to conduct themselves in a safe manner, not placing themselves or others at risk. Managers and supervisors are responsible for the health and safety of all workers, working under their direction.

Rutledge AV is also responsible for providing a safe and healthy environment for its visitors and members of the public who come onto our premises/place of work or use our audio visual systems. Subcontractors working on our behalf at our client sites are also required to conduct their activities in a manner that ensures the safety, health and welfare of others.

Rutledge AV is also committed to providing adequate systems and resources to effectively manage the OHS management system, rehabilitation and return to work processes.

In order to ensure that this policy maintains relevance in the workplace this policy will be reviewed annually in consultation with our OHS committees. However, more frequent reviews may be required according to legislative requirements, organisational change or OHS performance.

MICHAEL RUTLEDGE

DIRECTOR

