

STAY SAFE

Our Health, Safety and Injury Management Policy

We are fully committed to:

- Ensuring the safety of our team members, customers, contractors, suppliers and visitors
- Promoting the health & wellbeing of our team
- Ensuring provision of early and appropriate injury management assistance to team members with work-related injury, illness or disability
- Continually improving safety performance

We will demonstrate this commitment through:

- Maintaining the Officeworks health and safety management system. Recognising other relevant organisational policies and procedures
- Fostering a culture that ensures everyone is responsible and accountable for the health and safety of themselves and the team
- Communicating safety responsibilities and accountabilities via the Officeworks health and safety management system
- Establishing safety performance objectives and targets
- Openly communicating our health and safety performance to relevant stakeholders
- Engaging and consulting the team and relevant stakeholders to ensure buy-in in relation to health and safety matters
- Providing health, safety and injury management training, information and guidance
- Providing the team with health and well being knowledge, opportunity and support
- Ensuring safe management of specific hazards relevant to the nature and risk of our business
- Using appropriate internal and external expertise
- Ensuring we comply and behave in accordance to the relevant legislation and self-insurance requirements
- Providing suitable duties in line with current medical advice
- Developing and overseeing Return to Work Plans in consultation with team members
- Ensuring fair and equitable claims management
- Ensuring confidentiality of information
- Enabling team members to select their treating practitioner and participate in the selection of an accredited rehabilitation provider
- Communicating and implementing the Health, Safety and Injury Management Policy



Mark Ward
Managing Director Officeworks

