

All Multicap employees are responsible for ensuring their own health and safety, as well as the health and safety of our customers and others in our workplaces. Employees will also comply with any reasonable WHS direction given by Multicap.

We are committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers), customers, visitors and others who may be affected by our work.

### We will:

- ✓ remove or reduce all workplace hazards and risks to health and safety as far as is reasonably practicable
- ✓ provide information, support, training and supervision to enable all workers to work safely
- ✓ consult and communicate with our people to build and maintain a positive safety culture
- ✓ continually improve our systems by assessing, measuring and monitoring our safety performance

### Our workers will:

- ✓ take reasonable care for their own health and safety, and that of those around them.
- ✓ follow all WHS procedures, instructions and guidelines, including using safety equipment and personal protective equipment as instructed
- ✓ be safety culture champions by participating in safety training and anticipating and mitigating risks.
- ✓ report all health and safety hazards and incidents

**We recognise** that working with our customers can at times be unpredictable and that incidents will occur during delivery of our services.

**Our objective** is to keep our workers, customers, colleagues and ourselves physically and mentally healthy and safe while at Multicap. This will be achieved through the participation, cooperation and commitment of everyone in the workplace.

**Accountability** sits with everyone. Our Chief Executive Officer is accountable to the Board for managing health and safety, with ultimate responsibility for oversight of this policy sitting with the Board. Workers also have important responsibilities for health and safety in the workplace.

**We will comply** with all relevant legislation relating to health and safety.



**John Gallimore**  
Chair  
May 2020



**Joanne Jessop**  
Chief Executive Officer  
May 2020

