

Quality, Health & Safety Policy

RobLawMax Recruitment (RLM) is committed to implement and maintain a Quality, Health and Safety (QHS) Management System that is in the best interests of our clients, candidates, employees, stakeholders and suppliers and the communities in which we live and work, through continually improving its effectiveness and performance and complying with all legal and regulatory requirements and relevant codes of practice.

The following builds the core of our QHS Management System, outlining our commitment to strive towards QHS excellence and providing a framework for our QHS Management System and Objectives:

- The provision and maintenance of a work environment that is without risks to health and safety and prevents work related injury and ill health through:
 - Consultation with and participation of employees, health and safety representatives and host PCBU regarding health and safety.
 - Providing the information, training, instructions, and supervision necessary to maintain a healthy and safe workplace.
 - Monitoring that the health of workers and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.
 - Focus on preventing risks and hazards and identifying opportunities as well as a commitment to accurately report, record, and follow up health and safety incidents.
- Communicate openly with and involving top management, employees and stakeholders and ensure an understanding of our QHS Management System, policies, standards, and performance and reward outstanding QHS performance.
- Ensuring the management system is integrated throughout all parts of our business and is driving continuous improvement through control of our activities for Quality, Health & Safety.
- To strive to continually improve our services provided, using this QHS Policy, quality objectives, performance evaluation including audit results, corrective actions, and management reviews to maintain an effective working QHS management system.

RLM's top management has a leadership role in the communication and implementation of and ensuring compliance with QHS policies based on the principles of ISO 9001:2015 and ISO 45001:2018 standards.

This QHS Policy Statement shall be reviewed periodically and has been communicated to all RLM employees who must comply with all its requirements. It is displayed in all RLM offices and our website and is part of new employee induction training.

Alan Sherlock
General Manager

*on behalf of Max Recruitment Limited t/a RobLawMax Recruitment
July 2021*