

## HEALTH AND SAFETY POLICY STATEMENT

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Max Recruitment Limited t/a RobLawMax Recruitment and its officers recognise that the health and safety of all workers and visitors is of the utmost importance and vital to the success of our business. As such we aim to continuously improve health and safety in the workplace through consultation and increased health and safety awareness of management and workers.

Through the co-operative efforts of management and workers, we are committed to:

- comply with legislative requirements and relevant codes of practice.
- the provision and maintenance of a work environment that is without risks to health and safety
- the provision and maintenance of safe systems of work
- ensure that management has an understanding of health and safety management relative to their position.
- the safe use, handling, and storage of plant, substances, and structures
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- providing the information, training, instruction and supervision necessary to maintain a healthy and safe workplace
- the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking
- Consultation with employees, health and safety representatives and host PCBU regarding health and safety
- A system of continuous improvement and review to maintain an effective working safety management system
- The focus of Max Recruitment Limited t/a RobLawMax Recruitment's health and safety management system is preventing hazards with a commitment to accurately report, record and follow up health and safety incidents.

The General Manager is responsible for the setting up and monitoring of processes to carry out the above. The General Manager has assigned health and safety duties to Kit Quin, Health & Safety Coordinator along with specific duties and responsibilities for Team Leaders and consultants in each office region.

The RLM General Manager will ensure, as far as is reasonably practical, that this organisation meets all its obligations under health and safety legislation. Management will undertake regular assessments to identify hazards, assess the risks involved and set up control measures as necessary. In so doing, management will develop, monitor and modify as necessary all health and safety processes, considering all aspects of the workplace.

Alan Sherlock  
General Manager

on behalf of **Max Recruitment Limited t/a RobLawMax Recruitment**  
November 2020