

Occupational Health and Safety

Purpose

This policy affirms Merit Solutions' commitment to occupational health and safety and beyond this to positive well being for our staff and contractors.

Scope

This policy is ongoing and applies to all workplaces. Every manager, employee and contractor has a responsibility under the policy.

Policy Statement:

Merit Solutions commits to provide a safe and healthy environment for employees, contractors and visitors. This is achieved by fully integrating health and safety into all its operations and activities.

A simple and appropriate safety management system will be implemented based on the systematic identification, assessment and control of risks. Effective communication and consultation about changes forms a fundamental part of this management process, encouraging innovative means of reducing risk in the work environment. Appropriate training and information will be provided to assist staff and contractors to identify health and safety risks, leading to safe work practices within the work environment and beyond.

Merit Solutions specifically recognises the need to ensure that:

- Statutory requirements are fulfilled. In particular, the provisions of Queensland Workplace Health and Safety Act (1995) and its operations are satisfied, and all relevant codes of practice are adopted and accepted as the minimum standard;
- Adequate instruction is given to employees and contractors in safe working procedures and that they are informed of any hazard to their well-being and health which is known to be associated with the work in which they are involved;
- Office equipment is maintained in a safe condition;
- Visitors and participants in training programs are briefed about any safety issues and emergency procedures; and
- Effective procedures are implemented to manage any harmful substances, air pollution, noise or radiation (including the storage, use and disposal of harmful substances).

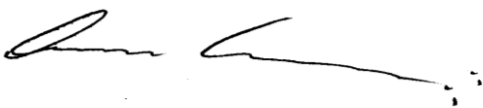
Merit Solutions also actively supports flexible working arrangements which enable:

- Work/family/life balance;
- Participation in other important activities including care for children or other relatives, study, transition to retirement and leisure.

Responsibilities:

Responsibility for workplace health and safety is shared:

- Managing Director is responsible for the development and implementation of policies and practices which ensure a healthy and safe workplace;
- Employees and contractors are responsible for their own behaviour, ensuring that they positively and proactively contribute to health and safety at work.

A handwritten signature in black ink, appearing to read "Anne-Marie Carroll".

Anne-Marie Carroll
Managing Director