

Health and Safety Policy

Wellington is committed to maintaining a safe and healthy environment at all our workplaces around the world, and we put the health, safety and well-being of our employees, visitors and contractors first. We will operate our business so that we meet or exceed statutory health and safety requirements and relevant codes of practice, and we will establish additional standards where required. This health and safety policy governs what we will do to keep everyone safe and healthy at work and to continuously improve our workplace health and safety management practices.

Health and safety is everyone's responsibility.

To keep healthy and safe, all employees must:

- Take responsibility for knowing about all the potential hazards and risks at work;
- Undertake health and safety training and other specific training relevant to their roles and tasks;
- Ensure the safety of themselves, their colleagues and people visiting their workplace;
- In cooperation with their managers, take responsibility for improving workplace safety and removing hazards that they identify;
- Follow all work instructions, rules, procedures, equipment requirements and practice safe ways of working;
- Report all hazards, accidents (including any pain and discomfort) and near misses;
- If injured at work, communicate with their manager on recovery progress and manage the process of coming back to work;
- Prior to and whilst travelling on business, familiarise themselves with the local health and safety practices in the countries and at the specific locations visited and pay due care and attention to their personal wellbeing.

To keep people healthy and safe, all managers must:

- Make health and safety a priority and an important part of their job;
- Have a high degree of health and safety awareness through:
 - Knowing about the potential hazards and risks at work;
 - Knowing about relevant local and federal health and safety laws, regulations, codes of practice and industry standards in each of the jurisdictions in which they operate;
 - Knowing about our work instructions, rules, procedures and safe ways of working;
- Ensure everyone is properly trained about risks, hazards and hazard prevention so people can work safely;
- Have health and safety goals for their departments and areas of responsibility;
- Actively monitor and review workplace health and safety goals, system effectiveness and processes to ensure continuous improvement in health and safety performance;
- Consider effects on health and safety when planning for all new product developments and in any process reviews;
- Work with all staff members at all levels to encourage involvement and improve the workplace environment to ensure health and safety;

- Make sure our contractors and sub-contractors have had appropriate training and demonstrate a commitment to achieving excellence in health and safety;
- Ensure all visitors to the site are made aware of health and safety practices, including emergency and evacuation procedures;
- Do everything possible to remove or reduce the risk of harm;
- Ensure that staff members whom travel on business are supported with the appropriate travel insurances, travel support processes and are aware of common practices for keeping safe whilst travelling and which are relevant to their destination.
- Find out what caused incidents and injuries and prevent them from happening again;
- Make sure all accidents and near misses are written down in the Accident Register;
- Support people who are injured as they get better and manage the process of coming back to work;
- Immediately report serious injuries to the board of directors and otherwise provide regular reports to the board of directors on health & safety performance.

The annual corporate planning process will determine the objectives that support the management of this policy. The actions to achieve these objectives will be agreed, implemented and monitored by the CEO and the senior management team, including through the formation of Health and Safety Committees if needed, and by local office management. The CEO and the Board of Directors will regularly review management actions including Health and Safety Committee minutes.

This policy will be reviewed annually by the Board of Directors to ensure its continued relevance and adherence.

Approved by



Greg Allen
Chief Executive Officer



Tony Nowell
Chairman of Directors

Reviewed: 24 August 2017