



Health & Safety Policy Statement

CLL Corp. Services Ltd (CLL) is committed to meeting the requirements of the Health and Safety at Work Act 2015 (HSWA) and to safeguarding the health, safety and welfare of all its workers and visitors by providing a safe, hygienic and healthy environment for all persons affected by the organisation's design, construction, operation and maintenance of all plant, equipment and facilities.

As a responsible employer (PCBU) CLL Corp. Services Ltd believe that effective health and safety practices contribute directly to the better performance of the organisation as a whole. Our aim is not simply to comply with health and safety legislation but to attain higher standards through the adoption of recognised good practices and to provide industry leadership through our health and safety performance. CLL is fully committed to achieving this through a programme of risk management (eliminating risks where reasonably practicable), continuous improvement, positively promoting a proactive approach to incidents and ill-health prevention.

The Directors have the ultimate responsibility for the overall health & safety of all workers and have appointed a senior safety representative with responsibility for advising, educating and informing on health and safety matters to all workers including subcontractors.

CLL has designed and regularly maintains an integrated management system and is committed to continually improving our systems and processes. CLL Corp. Services Ltd manages critical risks using the hierarchy of controls to assist in reducing risk to its workers, property, equipment and ensuring the working environment is regularly monitored. All levels of workers are required to comply with CLL's safety rules and procedures and are encouraged to contribute to further development and efficiency of these rules and procedures.

CLL Corp. Services Ltd also recognises that participation and consultation at all levels is essential in promoting a positive health and safety culture. To achieve the above, CLL has put in place the resources, developed in-house systems and retained international standards certification under JAS-NZ to comply the following objectives:

- 1 To execute organisational operations without harm to workers, equipment, property or the environment.
- 2 To monitor new legislative requirements and continue compliance with all relevant legislation, standards, approved codes of practice and to continually improve health and safety performance.
- 3 To make health and safety an integral part of the management of CLL.
- 4 To provide a safe and without risk working environment including plant, equipment and substances.
- 5 Accurately report, record and learn from all incidents and near misses.
- 6 To carry out our operations with due regard for the health and safety of all workers and our clients. To provide them with specified information regarding those operations which may affect their health and safety.
- 7 Provide adequate instruction, information, training and supervision.
- 8 To ensure workers take reasonable care for their own and others safety; are competent; and appropriately trained to meet individual responsibilities and needs. CLL will take all practicable steps to ensure our contractors work in line with this policy.
- 9 To involve and consult with workers and where appropriate their representatives to effectively communicate with them on health and safety matters.
- 10 To sustain and develop this Policy by the implementation of an accredited health and safety management system.

- 11 To advise any changes to the Policy to all workers and other interested parties.
- 12 To review this policy every two years unless required earlier due to legislative changes or CLL's scope of works and implement appropriate improvements.

Definitions related to the HSWA (2015):

PCBU – means a Person Conducting a Business or Undertaking (formally known as an Employer).

Workers – includes employees, subcontractors, outworkers, an employee of a labour hire company assigned to work in the business, apprentice or trainee, student gaining work experience, volunteer etc.

Risk – means the possibility or probability of harm resulting from a hazard.

Worker duties – workers must take reasonable care of their own health and safety and reasonable care that others are not harmed by something they do or don't do. They must also follow any reasonable instructions given to them by the PCBU and cooperate with any reasonable health and safety policy or procedure.

Worker engagement and participation – PCBU's must have worker engagement and participation practices, regardless of size, level of risk or the type of work carried out. This means:

- Ensuring workers views on matters that could affect their health and safety are asked for and taken in to account (engagement); and
- Having clear, effective and ongoing ways for works to raise concerns or suggest improvements on a day-to-day basis (participation). This may include having elected health and safety representatives.

Right to refuse work – a worker has the right to stop work, or refuse to carry out work, if they believe that doing the work would expose them, or anyone else, to a serious risk to health or safety from an immediate or imminent hazard.

- If a worker has stopped work, they need to let the PCBU know as soon possible
- Once a worker has tried to resolve the issue with the PCBU, they don't have to start again if they still reasonably believe that they or another person would be in danger.

Worker protections – a PCBU may not discriminate or take negative steps against a worker because of their involvement in work health and safety. A worker can take a personal grievance against an Employer if they do this. A worker can also take a personal grievance against an Employer if the PCBU pressures them to either not perform a health and safety duty, or not exercise their rights in relation to health and safety.

Reporting a notifiable event – Worksafe New Zealand must be notified by the PCBU when a notifiable event happens. This includes:

- The death of a person
- a notifiable injury or illness, or
- a notifiable incident

Authorised by:



Position: General Manager

Date Approved: 27.08.2019

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