

# Occupational Health and Safety Policy

Australian Cultural Heritage Management (VIC) Pty Ltd ("the Company") is committed to providing a workplace that is free of harm to our employees.

We believe that the health and safety of our staff is our most important priority and we expect our staff to undertake all ACHM business activities within a "zero harm" framework at all times. The Company has a zero-tolerance Policy towards the abuse of drugs and alcohol in the workplace and may conduct regular testing of all staff to ensure compliance.

The Management of the Company will:

- Set health and safety objectives and performance criteria for all managers and business areas;
- Annually review health and safety objectives and all staff members performance;
- Encourage accurate and timely reporting and recording of all incidents and injuries;
- Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action;
- Actively encourage the early reporting of any pain or discomfort;
- Provide treatment and rehabilitation plans that ensure a safe and timely return to work;
- Identify any existing or new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any significant hazards;
- Ensure that all employees are made aware of any hazards in their workplace and are adequately trained so they can carry out their duties in a safe manner;
- Encourage employee consultation and participation in all health and safety matters;
- Enable employees to elect health and safety representatives;
- Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their employees;
- Promote a system of continuous improvement, including annual reviews of policies and procedures;
- Meet our legal obligations as specified in the legislation, codes of practice and any relevant standards or guidelines;
- Ensure vehicles, equipment and work sites are operated and maintained in a safe condition;
- Clearly define employee and employer responsibilities.

Every worker is expected to share in the commitment to health and safety.

Every staff member is accountable to the Company for the health and safety of staff under their direction.

Each employee is expected to help maintain a safe and healthy workplace through:

- Following all safe work procedures, rules and instructions;
- Properly using all PPE provided;
- Reporting early any pain or discomfort;
- Taking an active role in the company's treatment and rehabilitation plan, for their 'early and durable return to work';
- Reporting all incidents, injuries and hazards to the appropriate person using the appropriate tools.

ACHM is committed to consulting with employees and external stakeholders, so far as reasonably practicable on OHS issues and changes that affect their workplace including:

- Identification of workplace hazards;
- Assessment of the risks associated with workplace activities and hazards;
- Decisions made to eliminate or control workplace risks;
- Review of workplace risk assessments;
- Introduction of, or alteration to, procedures for monitoring workplace risks;
- Decisions made in relation the adequacy of workplace facilities;

- Proposed changes to the work premises, systems of work, plant or substances used at the workplace;
- Decisions about consultation procedures, and any legislative requirements;
- Providing access to specialist health and safety advice and services to ACHM employees, where health and safety issues cannot be resolved directly as a result of using the OHS issue resolution procedures in the ACHM Integrated Management System.

Our OHS performance is audited annually as an integral component of our management system audits.

ACHM Management commit to setting annual OHS targets within the business and reviewing these on an annual basis.

The results of our annual performance and renewed annual targets will be communicated to our workforce, via email and at staff meetings and recorded in Deltek. This information will be made available to other stakeholders and clients upon request.

Policy Authorised by

Dr Shaun Canning

Managing Director

04/08/2025