Select Harvests

Workplace Health and Safety (WHS) Policy

1. Purpose and Commitment

The purpose of the Workplace Health and Safety (WHS) policy is to outline actions taken in our journey to becoming a Zero Harm workplace by preventing injuries before they occur.

Select Harvests' (SHV) ongoing commitment to WHS is our most important business objective and will be assessed regularly as part of the annual corporate objective and key performance indicator (KPI) setting process. WHS is a key component of our business operations, work procedures, CAPEX projects investments and acquisition evaluations.

We seek the cooperation of all employees, contractors and visitors to maintain a safe workplace. We encourage hazard reporting and ongoing suggestions to achieve our Zero Harm strategy by preventing injuries before they occur.

2. Values

Select Harvests recognises that by living our values and maintaining a high level of trust and integrity, we all contribute to the long-term success of the business.



3. Scope of Policy

This policy applies to all employees and other workers engaged by Select Harvests. This includes independent contractors. Some aspects of this Policy apply to employees only, as indicated.

Workers are expected to familiarise themselves with Select Harvests' WHS policies and procedures. For more information on the Select Harvests' WHS policy and procedures, such as Fitness for work, Hazard identification, accident prevention and incident reporting, first aid and emergency response, please refer to Select Harvests' WHS manual.

4. Policy Objective

Safety is paramount to Select Harvests. As such, the objective of this Policy is to continue to improve our safety performance as part of our Zero Harm and Wellbeing strategy.

5. Safety Manual

Select Harvests communicates key elements of its WHS procedures in the company's Safety Manual. The Safety Manual is regularly updated to reflect the requirements of WHS legislation and is monitored and evaluated to ensure its integrity and effectiveness. A copy of the Safety Manual, or applicable sections, is available electronically on the Intranet.

6. The Law

Workplace Health and Safety laws apply in all states and territories (WHS Legislation). Both Select Harvests together with its employees have certain duties regarding safety under the WHS Legislation and other relevant legislation in the State where they work.

7. Select Harvests Duties

a) SHV's general duty is to provide and maintain so far as is reasonably practicable a working environment that is safe and without risks to health.

b) There are a number of ways this duty is met:

i) by providing and maintaining safe plant and systems of work;
ii) by maintaining any workplace under our control and management in a condition that is safe and without risks to health;
iii) by providing adequate facilities for the welfare of staff at any workplace under our control and management;
iv) by providing adequate information, instruction, training and supervision to staff, to enable them to work in a manner that is safe and without risks to health;
v) by keeping information and records relating to the health and safety of staff; and
vi) by monitoring the conditions at any workplace under our management and control.

c) This is SHV's legal duty. We will, however, aspire to even higher standards.

8. Workers Duties

While at work, Workers must:

a) take reasonable care for their own health and safety and for the health and safety of other workers, clients, contractors, visitors and anyone else who may be affected by their acts or omissions at the workplace;
b) co-operate with SHV with respect to any action taken by SHV to comply with any requirements imposed by or under WHS Legislation, including in relation to fitness for work assessments (see below);
c) not wilfully or recklessly interfere with or misuse anything provided in the interests of health safety or welfare; and
d) not wilfully put at risk the health and safety of others.

9. While attending the clients' premises/sites

While attending clients' premises and sites, employees must take reasonable care for their own health and safety and comply with any on site safety requirements.

Employees should exercise common sense, care and diligence to ensure that they are performing their duties in a safe environment and manner. If an employee has concerns about their safety, they should not perform work and get assistance and guidance from their manager.

10. Breaches

We believe in building and maintaining a proactive safety culture, and therefore serious neglect or breach of safety rules is considered serious and willful misconduct that may result in performance management, including and up to dismissal without notice.

For information on the company's Disciplinary Procedure you may refer to SHV's Workplace Fair Treatment Policy. For information on the company's Grievance Procedure you may refer to SHV's Grievance Policy.

11. Reference Material / Other Related Policies

- *Workplace Health and Safety Act 2004* (Vic)
- *The Work Health and Safety Act 2011* (NSW)
- *The Work Health and Safety Act 2012* (SA)
- Workplace Health and Safety Act and Regulations – WorkSafe
- Select Harvests Workplace Health and Safety (WHS) Statement
- Select Harvests Safety Manual
- Select Harvests Hazard Reporting Form
- Select Harvests Code of Conduct
- Select Harvests Workplace Fair Treatment Policy

12. Authorisation and Approval

Document Name	SHV-OHS-POL001 – Workplace Health and Safety (WHS) Policy
Document Manager	General Manager, People Safety and Sustainability
Document Department	Human Resources
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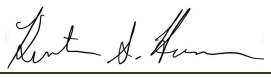
Approval Signature	
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