



Health and Safety Policy

OLG Office Pty Ltd ("OLG") specialises in the design, importing, manufacture and supply of workplace furniture to a reseller network, throughout Australia.

OLG recognizes its legal and moral responsibility to provide a safe and healthy workplace and to protect the health, safety and welfare of its workers, contractors, and visitors.

Our Policy drives the prevention of injury and illness in our business with the commitment of management and all workers.

Our objectives are:

- To proactively target known sources of injury and illness and prevent them from occurring;
- To provide adequate resources to maintain an effective health and safety program;
- To ensure all workers are instructed and trained in organizational health and safety procedures, foreseeable hazards and risk controls;
- To comply with the Health and Safety Act, Regulations and applicable Codes of Practice;
- To engage with workers on health and safety issues both directly and through the health and safety worker representation structure;
- To exercise due diligence by taking reasonable steps to acquire and keep current information on work health and safety matters;
- To ensure that all workers take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- To establish, implement, maintain and continually improve the effectiveness of health and safety in accordance with the AS/NZS 4801:2001 and the international ISO 45001:2016 Standards.

Management and all workers are expected to effectively implement and maintain this Policy.

This Health and Safety Policy is communicated to all persons working for or on behalf of the organization and is made available to the public if requested.

This Policy is endorsed by the Executive Management of OLG.

A handwritten signature in black ink, appearing to read 'J. Smith', is written over a horizontal line.

Managing Director

31 / 01 / 19