

8. Work Health and Safety Procedures

8.1 Occupational Health and Safety Policy

Purpose

ICD Property ('ICD') is committed to providing a safe and healthy working environment for all employees or contractors, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

ICD undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

ICD Health and Safety system

The OHS system relates to all aspects of health and safety including (without limitation):

- OHS Strategy Plan;
- Defined OHS responsibilities;
- Exercising due diligence;
- Health and safety training and education;
- Adopting a risk management approach to manage health and safety risks;
- Consultation with and employees and contractors on matters related to health and safety;
- Emergency procedures and drills;
- Workplace inspections;
- Incident/accident reporting;
- Management of injured employee or contractors.

ICD Health and Safety Objectives

- To provide a safe and healthy work environment for all our employees, contractors and other persons;
- To provide safe and healthy methods of work;
- To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- To identify and eliminate or reduce hazards and risks to health and safety;
- To continually monitor and improve work health and safety;
- To provide education and training resources; and
- To comply with all relevant laws, rules, standards and codes of practice

Management responsibilities

All officers, managers and team leaders/supervisors are responsible and accountable for the safety of employee or contractors, contractors and company property under their control so far as reasonably practicable. Managers and team leaders/supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

Employee responsibilities

All employees are required to comply with health and safety legislation and ICD's

policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Employees must report all hazards and incidents

to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties.

Contractors

All contractors engaged to perform work for ICD are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of ICD as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Health-Related Issues

Employees who become aware of any health-related issue, including pregnancy, should notify their manager of their health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in their job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their manager.

Employee Requiring Medical Attention

In the event an employee requires medical attention, whether injured or becoming ill while at work, the First Aid Officer (in the event a family member is not available or time prohibits) will accompany the staff member to a doctor or emergency department of a nearby hospital.

In such cases the employee's emergency contact will be advised of the situation. The Administration / Human Resources Manager is acting First Aid Officer until further notice.