

6. Work Health and Safety Policy

1. Purpose and Scope

- 1.1 RedHill Education Limited ('**the Company**') has developed this Work Health and Safety Policy ('**the Policy**') to help ensure, as far as is reasonably practicable, that hazards or risks to health and safety are eliminated in the workplace. Where those risks or hazards cannot be eliminated, they should be minimised, as far as is reasonably practicable.
- 1.2 This Policy applies to all Company workers as defined in the *Work Health and Safety Act 2011* (NSW), including employees, contractors, agents and volunteers. This Policy applies across all work-related activities and is not restricted to a worker's normal place of work (i.e. this policy applies to work performed outside a worker's normal place of work and includes authorised attendance at work related functions such as Christmas parties, farewell functions, company celebrations, company sponsored sporting events, business trips, working away from the office and attendance at work related conferences).
- 1.3 The Company is committed to:
 - a) identifying, evaluating and controlling factors within the workplace which may cause or potentially cause injury or health issues;
 - b) providing safe equipment, systems of work and a safe work environment;
 - c) ensuring adequate facilities for workers;
 - d) ensuring compliance with legislative requirements and industry standards; and
 - e) providing information, instruction, training and supervision where appropriate to staff, contractors and visitors to ensure their safety.
- 1.4 Every worker is responsible for helping to ensure risks or hazards to health and safety are eliminated at work or work related activities. To assist the Company in providing a healthy and safe workplace all workers must:
 - a) take reasonable care for their own health and safety;
 - b) comply with any reasonable health and safety instructions from the Company or its nominated personnel; and
 - c) consider the health and safety of other people who may be affected by their actions at work.

2. Consultation

- 2.1 Workers are encouraged to consult with the Company in identifying hazards and choosing practical and effective control measures, during formal consultation procedures and whenever workplace hazards or risks are identified.

3. Reporting of incidents, accidents and near misses

- 3.1 Workers are encouraged to immediately report any workplace accident, incident or hazard as soon as possible after it occurs.
- 3.2 If a worker has any concern in relation to their safety or the safety of others in the workplace, they are encouraged to immediately report it to their Manager.
- 3.3 Following the reporting of an event, the Company will determine whether the matter requires further investigation and how any investigation will be conducted.

4. Emergency Procedures

- 4.1 Please refer to the Company's Evacuation Procedures in the case of an emergency requiring evacuation.

5. First Aid

- 5.1 The Company will ensure that there are a sufficient number of First Aid Officers qualified to administer First Aid to any person on Company premises.
- 5.2 Please refer to the Company's First Aid Policy for further details.

6. Fire Safety

- 6.1 The Company will ensure that there are an adequate number of appropriately trained Fire Wardens available at each of its workplaces.
- 6.2 Fire Wardens are responsible for:
- (A) responding to bomb threats and fires in Company workplaces; and
 - (B) facilitating the orderly and prompt evacuation of Company workplaces in the event of an emergency.

7. Ergonomic Set Up and Computer Health and Safety

- 7.1 Workers' work areas should be set up to ensure that the computer, chair height, and layout provide the best ergonomic design to minimise strain to the body and eyesight.

- 7.2 Workers should minimise muscle strain and stress associated with prolonged computer use by periodically performing stretching exercises to the neck, shoulders, wrists, hands, arms, upper and lower back, legs and eyes.
- 7.3 Immediate medical treatment should be sought if a worker experiences symptoms such as:
- (A) continual or recurring discomfort;
 - (B) aches and pains;
 - (C) throbbing;
 - (D) tingling;
 - (E) numbness;
 - (F) eye strain;
 - (G) burning sensation; or
 - (H) stiffness.
- 7.4 Workers should take regular, short rest breaks in order to perform eye exercises such as looking into middle distance, or closing their eyes and lightly covering them with their hands for 10 seconds, during prolonged periods of computer usage.

8. Manual Handling

- 8.1 Manual handling is any activity requiring the use of force by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object.
- 8.2 Any workers involved in manual handling should apply common sense and follow appropriate procedures.

9. Non-Physical Injuries

- 9.1 Health and safety obligations of workers extend to eliminating risks associated with non-physical or psychological injuries.
- 9.2 The Company has developed a number of policies relating to certain behaviours that may increase the risk of non-physical injuries occurring in the workplace. These policies are designed to eliminate or minimise that risk.