

## OH&S Policy

Argot Consultants Pty Ltd provides Civil Engineering services including feasibility studies, design review, and detailed engineering design to clients in government and the private sector. In addition, Argot provides expert witness services (road crashes & road safety), and Disability Discrimination Act (DDA) design and compliance services to the clients.

Argot Consultants recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors. Argot Consultants is committed to effective implementation of the OH&S Management System in compliance with AS/NZS 4801:2001 Standard. The IMS (Integrated Management System) is continually reviewed and improved. Hence, our goal is to eliminate workplace illness and injury. This is achieved by:

- Establishing, reviewing and communicating the company's safety objectives and targets that are measurable to all levels in the organisation. The objectives and targets (incorporated in the Company's Business Objectives are monitored on an ongoing basis during staff meetings, and reviewed during the management review meetings
- Ensure compliance with legislative requirements as well as other requirements (acts, regulations, standards, codes of practice, compliance codes) including current industry standards applicable to the activities of Argot Consultants
- Provide safe equipment and systems of work
- Provide written procedures and safety instructions to ensure safe systems of work, as appropriate
- Provide information, instruction, training and supervision to employees, contractors and customers to ensure their safety
- Focusing on ongoing improvement in the areas of safety education, accident prevention, hazard control, injury prevention, rehabilitation and health preservation
- Identifying and reducing the risks of all types of work activities that have the potential to produce personal injury or occupational illness
- Involving individuals in occupational health and safety matters, conducting regular workplace inspections and consulting with them on ways to recognise, evaluate and control workplace hazards
- Provide support and assistance to employees
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.

This policy is communicated to all staff and subcontractors through inductions and specific training and is reviewed during planned management review meetings. It is also made available to interested parties on the company website.

A handwritten signature in blue ink, appearing to read 'Theo Niakolas', is written over a faint, light blue circular stamp.

**Theo Niakolas**  
**Director**

**Date of Initial approval:** 08/03/2011  
**Date of Last review and approval:** 22/05/2019  
**Date of Next review:** 31/05/2020