

Topcoat Specialist Coatings Ltd and Topcoat Specialist Coatings (South Island) Ltd (collectively known as Topcoat) are committed to following the Health & Safety at Work Act 2015, to create a healthy and safe working environment for our workers, customers, visitors, and others that may be affected by our activities. Appropriate resources will be allocated to ensure that the best available Health and Safety management processes are established, maintained, and regularly reviewed for continuous improvement.

Managers and the H&S team (on behalf of the PCBU), will implement our Health and Safety management system in our day-to-day practises by:

1. Managing hazards and associated risks in our workplace to prevent harm to others.
2. Providing information, training and supervision to employees and other workers so that they are competent to perform their jobs safely.
3. Ensuring incidents are accurately reported and investigated to prevent reoccurrence.
4. Engaging with our employees and other workers on issues which will or are likely to affect health and safety and providing reasonable opportunities for our employees and other workers to participate effectively in improving health and safety.
5. Seeking assurance that our contractor's systems and activities are ensuring the safety of our people, their own employees, sub-contractors, and members of the public.
6. Ensuring Health and Safety legislative requirements are complied with including consulting, cooperating, and coordinating activities with all other PCBUs who have duties in relation to the same matters.

To keep healthy and safe, **everyone** at our workplace will:

1. Take reasonable care for their own health & safety and reasonable care that others are not harmed by something they do or don't do.
2. Follow all instructions, rules, policies, procedures, and safe ways of working, including wearing personal protective equipment (PPE) when required
3. Report any pain, discomfort, accidents and near misses
4. Participate in health and safety discussions, meetings, and daily practises
5. Refuse or stop work if they believe doing the work would expose them, or anyone else, to a serious risk to health or safety from an immediate or imminent hazard.

POLICY APPROVED BY	Peter Shepherd
MANAGER RESPONSIBLE FOR POLICY	Director
EFFECTIVE DATE	01 June 2022
DATE OF NEXT POLICY REVIEW	01 June 2023