

# WHS POLICY

## INTEGRATED MANAGEMENT SYSTEM

**The aim of this Work, Health and Safety Policy is to ensure the health, safety and welfare of ALL persons either employed within the Easy Payroll Global organisation (internally or externally) or visiting the organisation and the elimination of work-related injury and illness.**

The WHS Policy is based on the following principles:

- All staff should expect a healthy, safe and compliant working environment;
- Work methods should be safe and efficient;
- Our workforce should be competent and well trained;

To ensure that the policy is successfully implemented, every manager is committed to:

- Establishing objectives that are realistic, achievable and measurable then reviewing performance against objectives at least quarterly in the Group Management Meeting.
  - Objectives are to be varied at the discretion of the management team to ensure the desired results are being achieved;
- Continuous improvement of the safety management system.
- Understand and comply with the relevant WHS legislation and keep up to date with changes and developments by way of training;
- Identify and reduce the risk of all types of work related events that may produce injury or illness;
- Promote the good health and welfare of employees;
- Provide information, instruction and training of employees in safe work practices and increase awareness of work place hazards;
- The WHS Policy will be reviewed at least annually prior to our certification audit;
- The Directors of Easy Payroll Global are fully aware, supportive and involved with the WHS framework of the Easy Payroll Global organisation.

Easy Payroll Global is committed to the rehabilitation of all our employees who may be injured or contract diseases out of or in the course of their employment with us.

Easy Payroll Global is committed to encouraging consultation and cooperation between management and employees, and will formally involve staff in any workplace change or any matters that may affect the health and safety of Easy Payroll Global workers, contractors, clients and visitors.

