



Occupational Health and Safety Policy

HMD-002

Hilton Manufacturing recognises its moral and legal responsibility under all relevant Acts, to provide a safe and healthy working environment for employees, contractors and the public. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage. Hilton Manufacturing is committed to the prevention of workplace injuries and illnesses by, as far as is practicable, providing a safe and healthy working environment.

To achieve this, Hilton Manufacturing will:

- Provide and maintain healthy and safe work areas and equipment.
- Regularly review and assess work areas, equipment and methods, to further improve safety and health, in the belief that all work injuries can be prevented.
- Provide information, instruction, training and supervision in health and safety issues affecting their work as a service to all employees enabling them to work in a safe and healthy manner.
- Involve employees in the management of occupational health and safety.
- Establish and maintain an Occupational Health and Safety Committee to provide a consultative forum for management and employees together to identify and resolve health and safety problems, and to develop and monitor safe systems and procedures.
- All Managers and Supervisors are responsible for health and safety within their areas of responsibility.

All Employees and Contractors are responsible for undertaking their work in a safe manner and take all reasonable care in the performance of their work duties to minimise the risk of injuries to themselves and others. Everyone must report potential or actual hazards to their supervisor. All incidents, injuries and illnesses arising from work must be reported to the supervisor as soon, as is practicable. Everyone is expected to use their skills and knowledge to achieve health and safety objectives in order to maintain a safe working environment.

Todd Hartley

Managing Director

22nd February 2019