

ENVISION LABOUR HIRE LTD

HEALTH AND SAFETY POLICY – OVERVIEW

POLICY STATEMENT

Envision Labour Hire Limited is committed to providing and maintaining a safe and healthy work environment for everyone who comes into contact with our operations, in accordance with health and safety legislation, regulations, codes of practices and best practice guidance.

PURPOSE

The Health and Safety Policy Overview is intended to provide employees, clients, suppliers, and others, with information regarding Envision Labour Hire Limited's commitment to health and safety as well as enabling them to keep themselves and others safe.

GUIDING PRINCIPLES

1. Employer Commitment:

- Envision Labour Hire Limited will provide the systems, processes, equipment, information and supervision needed to provide and maintain a safe, healthy working environment.
- We recognise that the health and safety risks associated with our operations will evolve over time and thus will remain committed to working in partnership with all personnel to ensure continuous improvement of health and safety capability in the workplace is achieved.
- We are committed to meeting our regulatory obligations in accordance with the New Zealand Health & Safety at Work Act 2015.

2. Health and Safety Values

Envision Labour Hire Limited is committed to fostering a positive, proactive culture towards health and safety. All personnel are expected to reflect the following values in the way they behave on a daily basis:

- **Responsibility** – all personnel will play an active role in health and safety, take responsibility for their own actions relative to their role and not make assumptions that “someone else” has it covered.
- **Stop, think & act** – all personnel will apply these three steps on a daily basis when undertaking operations with regard to anticipating ‘what could go wrong’ and ensure that steps are taken to minimise risks.
- **Communication** – all personnel will actively communicate any concerns regarding health and safety in a timely, open and honest manner so any concerns can be addressed to maintain a healthy safe working environment.
- **Partnership** – Health and safety is everyone’s responsibility. All personnel will engage with each other on the basis that everyone has a role to play in identifying, assessing and treating health and safety risks at work.

3. Overarching responsibilities of workers

“Workers” includes all employees, contractors, subcontractors, labour-hire workers, apprentices and trainees, and volunteer workers. In accordance with legislation, workers have a duty of care to:

- Take reasonable care for their own health and safety and that of others.

- Comply with reasonable instructions from Envision Labour Hire Limited.
- Cooperate with policies and procedures that have been communicated to them.

4. Health & Safety Risk Register — Approved Risk Assessment Methods

- Envision Labour Hire Limited will maintain a health and safety risk register which will represent a formal record of known hazards and risks in all of the workplaces that we supply labour hire to, as part of our business operations.
- The health and safety risk register will be constantly added to and adjusted as emerging risks are identified, as risk levels change or where control measures are adjusted. All personnel are encouraged to stay alert in detecting and reporting risks, hazards or harmful situations at any time.
- Hazards and risks will be monitored on an ongoing basis to ensure controls are being implemented in practice, are effective and any changes in risk levels are detected.

5. Communication & Consultation on Health and Safety Risks

Envision Labour Hire Limited is committed to engaging its workforce and any applicable third parties regarding health and safety. In respect of consultation and communication of health and safety matters, Envision Labour Hire Limited will:

- Regularly ask workers and contractors if they have become aware of any emerging health and safety hazards or risks.
- Ensure any concerns raised by workers or contractors are responded to and addressed promptly.
- Provide regular updates on any new hazards/risks or expectations and requirements in respect to managing those risks.
- Ensure all personnel receive a thorough health and safety induction, relative to their role.
- Ensure all personnel can contribute to continuous improvement in health and safety through participation in meetings, workshops, surveys and reporting processes.

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