

## 1. PURPOSE

GPN Vaccines ('the Company') is committed to providing and maintaining a safe and healthy working environment for all employees, officers, contractors, visitors and clients. The Company considers safety and incident prevention to be vital to the ultimate success of its operations and is an integral part of management's responsibilities. The Company conducts the majority of its operations at sites that are operated by third parties and acknowledges there is a need to ensure compliance with the work, health and safety requirements of those third parties. The Company is committed to ensuring it complies with the Work Health and Safety legislation, applicable codes of practice and standards, and requirements of third-party site operators or owners, as far as possible.

## 2. POLICY STATEMENT

### 2.1. Application

- 2.1.1. This policy applies to all employees, officers, contractors, visitors and clients.
- 2.1.2. This policy applies to all the Company's business operations and functions, including those situations where employees are required to work away from the Company's offices.
- 2.1.3. All employees, officers, contractors, visitors and clients must also comply with any relevant policy or procedure of the site at which they are working, in relation to workplace health and safety, including reporting hazards, injuries and incidents in accordance with those policies and procedures.

### 2.2. Management Responsibilities

- 2.2.1. Comply with both the spirit and letter of the law for all matters relating to workplace health and safety;
- 2.2.2. Provide a safe place to work;
- 2.2.3. Provide safe working conditions and safe operating procedures for all Company activities;
- 2.2.4. Minimise workplace hazards and risks as far as is reasonably practicable;
- 2.2.5. Encourage and respect contributions by all employees and others towards the improvement of workplace health and safety;
- 2.2.6. Provide adequate information, instruction, training and supervision to enable every employee, officer and contractor to perform their duties effectively and safely;
- 2.2.7. Provide sufficient information to contractors, visitors and clients on possible risks to health and safety;
- 2.2.8. Make safety equipment and personal protective equipment (PPE) available whenever required.

### 2.3. Employee Responsibilities

- 2.3.1. Take reasonable care for their own health and safety and that of others;
- 2.3.2. Follow all safe work practices, procedures, instructions and rules, including those of third-party operators or owners of sites where the Company conducts its operations;
- 2.3.3. Work in a manner which ensures the health and safety of him or herself and others;
- 2.3.4. Encourage other employees and contractors to work in a healthy and safe manner;
- 2.3.5. Use safety equipment and personal protective equipment as instructed;
- 2.3.6. Participate in training;
- 2.3.7. Comply with any direction given by management for health and safety; and
- 2.3.8. Report or rectify any unsafe conditions, health and safety hazards, injuries and incidents that come to their attention.

## APPROVAL AND REVIEW DETAILS

Approval and Amendment History	Details
Approval Authority	GPN Vaccines Board
Advisory Committee to Approval Authority	GPN Vaccines Audit and Risk Committee
Position Responsible	Board Chair / Company Secretary
Original Approval Date	29 September 2020
Review Date	28 September 2022