

## **HEALTH SAFETY & WELLBEING POLICY**

The management of KTS Recycling (KTS) and Yarra Ranges Recycling Services (YRRS) are committed to providing its employees, subcontractors and the public with a safe and healthy workplace. We are committed to complying with all relevant health and safety legislation and regulations, including mandatory reporting of incidents to WorkSafe and other regulatory bodies as required.

Due to the nature of our business activities, we are aware of the constant need to monitor and promote safe practices. To ensure this, KTS & YRRS pledge to:

- Make every reasonable effort to: prevent injuries and accidents, control and remove hazards, and promote health & wellbeing.
- Give top priority to health safety & wellbeing issues in company plans, procedures, programs and job instructions.
- Develop implement and continuously review procedures on health safety & wellbeing matters.
- Monitor and ensure compliance with all our legal obligations, including notification of incidents to Work Safe Victoria when required.
- Provide adequate training to all employees so that they are informed of any hazard to their health & wellbeing which is known to be associated with work in which they are involved & the necessary precautions to mitigate those risks.
- Encourage effective participation and consultation between management and employees to enable health safety & wellbeing issues to be resolved effectively.
- Encourage the timely reporting of any signs and symptoms of illness or injury related to the work we undertake.
- Investigate all incidents, accidents, injuries or near misses to identify their cause(s) and prevent them happening again.
- Implement control measures to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplace.
- Set and monitor objectives and targets to ensure continual improvement of our health and safety performance.
- Set up and maintain emergency procedures for incidents, and to train the relevant staff in their application.
- Govern all its activities including the management of its workers by reaching its required standard of care owed and not acting negligently.

At KTS & YRRS, health and safety is a shared responsibility and every individual is responsible for ensuring safe work practices at all times. Any perceived unsafe

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procedure or workplace must be reported to the appropriate supervisor immediately. Wilful non-compliance with this policy may constitute a sufficient reason for disciplinary action to be taken. Excellence in health, safety & wellbeing can only be achieved through the active participation and collaboration of every manager, employee and contractor.

Our health and safety procedures are subject to ongoing review to ensure continual improvement and relevance to our business operations.

As Managing Director, I pledge to provide the necessary resources that are required to implement this policy.

Authorised by Mark Jeffs, Managing Director on 18 June 2025