

POLICY STATEMENT

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.

OUR COMMITMENT

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 and YRRS pledge to:

1. Make every reasonable effort to: prevent injuries and accidents, control and remove hazards, and promote health, safety and wellbeing.
2. Give top priority to health safety and wellbeing issues in company plans, procedures, programs and job instructions.
3. Develop, implement, maintain and continuously review planning and procedures on health safety and wellbeing matters.
4. Identify hazards and assess risks proactively, applying the hierarchy of controls to eliminate or minimise risks effectively
5. Monitor and ensure compliance with all our legal obligations, including notification of incidents to Work Safe Victoria when required.
6. Provide adequate training to all employees so that they are informed of any hazard to their health and wellbeing which is known to be associated with work in which they are involved and the necessary precautions to mitigate those risks.
7. Encourage effective participation and consultation between management and employees to enable health safety and wellbeing issues to be resolved effectively.
8. Encourage the timely reporting of any signs and symptoms of illness or injury related to the work we undertake.
9. Investigate all incidents, accidents, injuries or near misses to identify their root causes and implement corrective actions to prevent recurrence.
10. Implement control measures to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplace.
11. Set and monitor objectives and targets to ensure continual improvement of our health and safety performance.
12. Set up and maintain emergency procedures for incidents, and to train the relevant staff in their application.
13. Ensure contractors and subcontractors adhere to the health and safety requirements and operate in accordance with site rules and procedures
14. Govern all its activities including the management of its workers by reaching its required standard of care owed and not acting negligently.

**HEALTH SAFETY
WELLBEING
POLICY**



At KTS and YRRS, health and safety is a shared responsibility and each individual is responsible for ensuring safe work practices at all times. Any perceived unsafe 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 and wellbeing can only be achieved through the active participation and collaboration of every manager, employee, contractor and subcontractor.

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

Top management is responsible for ensuring that adequate resources are provided to implement, maintain, and continually improve this policy and the Health, Safety and Wellbeing Management systems.

Authorised by Mark Jeffs, Managing Director on 27 May 2026