

# Workplace Health and Safety Policy

Karlka Recruiting Group (the Company) are committed to the health, safety and welfare of our employees, contractors, visitors and volunteers. Consistent with this commitment and our obligations under legislation. Karlka Recruiting Group will work collaboratively with its employees and clients to ensure our employees are provided with adequate understanding to aid them in fulfilling their responsibilities in a safe environment.

Karlka Recruiting Group believe:

- all incidents are preventable;
- no task is so important that risk of injury or environmental damage is justified; and
- effective WHS management is critical for sustainable management

The overall aims of this policy are:

- ensuring our employees act in a safe manner through the provision of the necessary understanding, resources, skills and training
- communication of and compliance with applicable legislative and other requirements such as procedures and practises to ensure safe systems of work
- identifying and supporting measures to eliminate or minimise identified risks and conditions
- to continually improve our safety performance with the aim of eliminating workplace injury and illness
- to maintain our reputation as an employer of choice and philosophy of candidate care by ensuring we make workplace safety our number one priority

Karlka Recruiting Group have set Work Health and Safety objectives and all employees have a responsibility to work towards achieving these objectives.

In instances where Karlka Recruiting Group is not the Person in Charge of a Business Undertaking (PCBU), the Company will verify the PCBU has safe work practices and conditions for our on-hire employees, consistent with our Site Safety Inspection Report.

This policy applies to all employees including contractors and covers all work-related functions and/or activities sponsored by the Company. All employees have a responsibility under legislation to work safely using the training, technical resources and equipment provided to them and are expected to care for the health and safety of others. There is an expectation this includes assisting the Company meet their obligations.

The responsibility for leading health and safety and for ensuring the application of this policy resides with the Executive Team.

  
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A member of the KRG Executive Team

3<sup>rd</sup> APRIL, 2017  
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Date