



Health & Safety Policy

CanRecruit is committed to providing and maintaining work processes and an environment that is safe and minimizes risk to employees and others. We will endeavour to protect employees from accidental harm, and our property from accidental damage through consultation and attention towards continuous improvement.

It is our intention that people involved in our business shall be committed to achieving the highest standards of Health & Safety management across the organisation. As such, all employees will be inducted to the Company standard and it shall be reinforced to them that health and safety management is an integral part of our workplace and work practices. Maintaining safe working practices and reporting any unsafe acts or incidents shall demonstrate commitment to building a safe working environment, benefitting everyone.

Our view is safety is everyone's responsibility and no-one shall feel compelled to work in an unsafe manner.

We shall at all times ensure that we undertake the following:

- Ensure that our clients operate under a Health & Safety System which complies with the Health & Safety at Work Act 2015.
- Consultation with employee representatives regarding health and safety management is valued and occurs regularly.
- Hazard identification and control procedures are operating throughout CanRecruit's workplace to prevent personal injury.
- Employees will be provided with necessary workplace and assignment instruction, and adequate training by the Client.
- Personal protective equipment (PPE) is provided as required and its safe use is understood and its use is compulsory on assignments requiring PPE.
- All practicable steps and precautions are taken to ensure the safety of our employees, clients and other visitors.
- All employees will be provided with the necessary support for the safe and structured return to work after an injury.
- A comprehensive and up-to-date plan for all emergencies is in place.
- All equipment on CanRecruit's site is maintained in a serviceable state and any defect or fault reported immediately.

Individual employees will meet their obligations to take all practicable steps to ensure their own and others health and safety, and are encouraged to become actively involved in assisting management achieve a healthy and safe workplace.

Your CanRecruit Health and Safety Representative is Warren Falconer who can be contacted on (03) 903 3100, 022 503 3100 or warren@canrecruit.co.nz.