

## Our commitment to a healthy and safe workplace

MyLeave is committed to providing a healthy and safe work environment and maintaining the health and safety of all our staff, contractors and visitors.

Workplace health and safety goes beyond legal obligation – it is about making sure our staff, contractors and visitors feel safe and supported when at work and when visiting us.

Safety and health are everybody's responsibility, and practices can only be improved when we all work together. Everyone in a workplace should feel confident to report matters and take steps to minimise any risks in that workplace.

The leadership team commits to:

- creating and maintaining a positive health and safety culture that encourages and supports us all to apply relevant procedures and processes to protect ourselves and others from harm
- operating in accordance with occupational health and safety legislation, such as *Work Health and Safety Act 2020* (WA), *Work Health and Safety Regulations 2022* (WA) and guidance material such as codes of practice and standards
- undertake an organisation-wide risk assessment and apply organisation specific procedures
- championing healthy and safe workplaces at the senior leadership level
- adopting a best practice approach to return-to-work programs, with a focus on staff retention
- promoting a mentally healthy and safe workplace
- encouraging open, honest and effective consultation and communication between managers, staff and work health and safety representatives to achieve a common understanding of and resolution for all health and safety matters
- encouraging health and safety discussions at staff and leadership team meetings (as a standing item)
- building an enduring reporting culture where risks, hazards and incidents are consistently reported so that:
  - risks to health, safety and wellness are identified and assessed
  - hazards are eliminated or risk to safety is reduced to as low as reasonably practicable
  - investigations identify root causes and appropriate action is taken to prevent recurrences
  - a 'no blame' approach is adopted during investigations
  - those who provide services to our organisation adhere to our safety procedures.
- promoting innovation and learning in developing the most effective and efficient ways to meet our health, safety and wellness responsibilities.



Jason Buckley  
Chief Executive Officer  
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