

## Occupational Health & Safety Policy

We pride ourselves on delivering excellence to our customer in the areas of web development, analysis & correction of client data, laser printing, print management, folding, insertion, plastic wrapping, mailing and customer order fulfilment.

We are committed to protecting the health and safety of our employees and to continual improvement aimed at the elimination of work related injury and illness.

To achieve the above we will:

- ✓ Endeavour to prevent workplace injuries by identifying and reducing risk of work related injuries and illnesses through proactively monitoring work practices and provision of appropriate training for all employees.
- ✓ Establish a framework setting and reviewing OH&S goals and objectives and comply with all applicable health and safety laws and regulations.
- ✓ Induct all employees to required safe work practices and expected business practices prior to commencing work, and provide information about hazards and hazard control.
- ✓ Investigate all incidents to identify the possible cause and implement preventive actions to minimise the risk of occurrence.
- ✓ Conduct a regular compliance audit program to ensure adherence to company and regulatory requirements.
- ✓ Conduct regular management reviews of safety performance and identify and implement safety improvements.
- ✓ Involve and consult employees and clients in identifying workplace safety improvements and interventions.
- ✓ Implement and maintain an OH&S management system based on OHSAS18001.
- ✓ Communicate this OH&S policy to all persons working under our control, with the intent of making them aware of their individual OH&S obligations.

This OH&S Policy Statement is fully supported by management personnel and employees; it is communicated and made available to all interested parties.

*Authorised by*

**Felice Armato**  
Chief Executive Officer  
August 2014

**Sandra Manning**  
Administration Manager

**Melbourne Mailing Pty Ltd** ABN 68 069 118 618

160 Fulham Road Alphington VIC 3078  
Ph: 03 9490 1500 Fax: 03 9490 1599

sales@melmailing.com.au www.melmailing.com.au

