

WORKPLACE SAFETY

Hudson has a legal duty under applicable work health and safety (WHS) legislation to ensure the health, safety and welfare of all employees at its workplaces. Hudson is committed to complying with this duty, as far as is reasonably practicable, by the ongoing implementation and continual improvement of its WHS management system. This commitment also extends to injury management aimed at the early, safe and sustained return to

To demonstrate this commitment Hudson has implemented a WHS management system that:

- documents our WHS policies and procedures;
- includes processes for the identification, assessment and control of WHS risks;
- promotes early return to work and suitable duties for injured employees;
- provides mechanisms for consultation, cooperation and coordination with its employees and clients;
- provides mechanisms for the review and monitoring of WHS performance;
- defines WHS responsibilities for managers, employees, and clients; and
- provides employees and clients with the opportunity to contribute to WHS.

Similarly, Hudson employees need to take reasonable care for their own health and safety, their colleagues and others in the workplace. Hudson also expects that its clients who engage Hudson on-hire employees.

(i.e. contractors/temporaries) have appropriate arrangements in place to comply with their own duties under applicable WHS legislation.

Purpose

This policy is designed to inform Hudson directors, officers, and all employees (including on-hire employees) of their WHS obligations and to promote the health, safety and welfare of all Hudson employees.

Scope

This policy applies to all Hudson directors, officers, and employees including all permanent, fixed-term, casual and on-hire employees at all times. This policy does not form part of any employee's contract of employment, and may be amended by Hudson from time to time.

Policy

An overview of WHS responsibilities across all levels of the organisation are set out in Appendix A. Responsibilities relating to the placement of on-hire employees with client organisations is set out below. If in doubt, employees should contact the Legal Team.

Responsibilities for consultants who place on-hire employees (contractors/temporaries)

Hudson together with its clients are responsible for ensuring, as far as is reasonably practicable, that Hudson on-hire employees performing work at client sites are provided with a safe working environment. To ensure that Hudson meets its WHS obligations, consultants who place on-hire works must:

- Obtain information from the client as to the type of work to be performed, and the skills and experience required by the on-hire employees to perform the work safely
- Keep records of an on-hire employee competencies, skills and experience, together with details of qualifications, certifications and/or and licenses held
- Provide on-hire employees with relevant Hudson WHS information
- Where requested provide client specific WHS information to on-hire employees
- Maintain regular contact with on-hire employees and clients to ensure WHS is being appropriately managed and that no new or potential risks to health and safety have arisen
- Ensure all injuries and incidents concerning on-hire employees are reported to the Legal Team immediately
- Obtain prior approval from the Legal Team and General Manager if proposing to place on-hire employees in higher risk roles and/or environments that do not fall within Hudson's usual remit of work
- Promptly address WHS issues reported to them by on-hire employees, and assist in identifying solutions in consultation with the client and the Legal Team

Feedback

Constructive feedback on how Hudson can improve its WHS program is encouraged and should be directed to the Legal Team for review and consideration.

Appendix A - Work, Health & Safety (WHS) Responsibilities at Hudson

Management

OFFICERS AND SENIOR EXECUTIVES

- Take steps to obtain up to date knowledge of WHS matters concerning the organisation
- Ensure that the organisation has (and uses) appropriate resources and processes to eliminate or minimise safety risks arising from work carried out
- Ensure that the organisation has appropriate processes to receive information about incidents, hazards and risks and responding in a timely manner to that information
- Ensure that the organisation has and implements processes to comply with any duty or obligation under WHS laws

MANAGERS

- Develop and implement safety standards and procedures for their relevant office/business unit
- Ensure employees are provided with adequate WHS information, instruction, training and supervision
- Consult with employees regarding safety issues relevant to their office / business unit
- Resolve any safety issues raised by their employees, consulting with the Legal Team as necessary
- Implement Hudson's safety policies and procedures across their office / business unit and monitor compliance
- In consultation with the Injury Manager and Legal Team manage return to work plans for employees who are ill or injured
- Ensure safe systems of work are adopted by employees
- Ensure workplace incidents, injuries and hazards are reported to the Legal Team within prescribed reporting timeframes

Employees

ALL EMPLOYEES (INCLUDING ON-HIRE EMPLOYEES)

- Report workplace incidents, injuries and hazards to the Legal Team within prescribed reporting timeframes
- Comply with all reasonable directions from Hudson or a client in relation to safety
- Report safety issues to their Manager and assist where required in resolving safety issues identified
- Comply with Hudson and client WHS policies and procedures
- Complete WHS training required by Hudson or a client
- Familiarise themselves with WHS policies and procedures
- Familiarise themselves with the relevant safety contacts in their office (e.g. first aid officers)
- Not putting themselves or others at risk

WHS Support WH

LEGAL TEAM

- Review and maintain the overarching WHS management system for the organisation
- Provide legal advice and support to the organisation as and when required
- Contact point for escalated safety issues

INJURY MANAGER (AUSTRALIA ONLY)

- Oversee the management of the organisation's workers compensation program
- Provide advice on workers compensation claims and injury management
- Liaise with key stakeholders in the management of claims including claimants, insurers, doctors, and rehabilitation providers

BUSINESS SUPPORT MANAGERS (OR THE LIKE)

- Manage First Aid and Emergency Wardens for their relevant office
- In consultation with their local Manager and the Legal Team assist with resolving safety issues relevant to their office / business unit

FIRST AID OFFICERS & EMERGENCY WARDENS

- Provide first aid treatment (first aid officer only)
- Report and respond to emergency situations as per emergency response plans for relevant office
- Attend training as required by Hudson

OTHER

- Local Return to Work Coordinators – assist Injury Manager with and/or coordinate return to work plans for ill or injured employees in their respective office / business unit
- Human Resources – manage the organisation's well-being program, and assist with resolution of safety issues and return to work plans in consultation with the Legal Team.