

## 1.0 PURPOSE

The purpose of this policy is to give everyone the opportunity to gain employment with ISEC and to further provide those that gain employment with the opportunity to advance. The merit principles underline ISEC's human resource activities.

## 2.0 SCOPE

This policy applies to all employees of ISEC.

## 3.0 Work, Health and Safety Policy

ISEC seeks to create a climate of safety awareness, and provide and maintain a safe work environment for their employees and their contractors, clients and visitors.

ISEC complies with the provisions of the Work, Health and Safety Act and associated statutory requirements, and seeks to minimise any risk of injury to any person during the conduct of its business.

ISEC sets responsible safety standards, which are to be followed at all times.

ISEC employees are expected to be safety aware at all times and to follow company rules and regulations at all times.

ISEC employees must maintain a safe and tidy work environment at all times.

ISEC employees must utilise safe work practices in the commission of their jobs, ensuring at all times that they are competent and able to complete their tasks in safety.

ISEC employees are instructed to report any safety hazards and to seek a solution, in consultation with their supervisors, to identify and handle potential problems as soon as practicable.

ISEC mounts a laminated copy of their Work, Health and Safety Policy at all of our sites.

### Rehabilitation Policy

ISEC is committed to an WH&S Management System that is aimed at ensuring that a safe and healthy work environment is maintained at all its workplaces.

As part of its Safety Management Policy, ISEC committed its resources to the establishment of a Return to Work Injury Management Rehabilitation Program, which is aimed at ensuring that injured or ill employees are promptly rehabilitated and returned to their original positions and duties. To meet ISEC's Rehabilitation Program, Senior Management staff and employees at all levels and functions must comply with the following requirements:

- All incidents incorporating a lost time injury must be immediately reported to our insurers to allow for the prompt establishment of an injury management plan
- All employees suffering a work-related injury or illness are to be promptly provided with all the necessary resources available to ISEC
- A "Return to Work" plan is to be established in a prompt and effective manner that is consistent with medical advice and best practice
- Return to Work plans are to become part of normal and expected practice, and are to be arranged and coordinated in consultation with the workforce
- Injured workers are to be provided with meaningful transitional or permanent duties that are an integral part of their injury management plans
- ISEC Group's Senior Management and staff are to participate and cooperate with the "Injury Management Plans" established by the nominated Injury Management Team, and that such plans are required to provide a climate which can support workplace based training and rehabilitation for the injured employees
- ISEC shall consult with the injured employees, the workforce, and their respective representatives. These consultations are to be aimed at ensuring that the proposed "return to work" plan is appropriate to the workplace and to the injured employee, and that the plan can be effectively implemented

  
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