

# WORK HEALTH AND SAFETY POLICY

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## PURPOSE

To protect the personal health and safety of each worker and other persons at MRAEL workplaces.

To ensure the early detection and remedy of potential safety hazards.

To comply with:

- Work Health and Safety Act 2011
- The National Standards for Group Training Organisations (Standards 1.3, 2.1 and 3.1)
- Standards for Registered Training Organisations 2025 (Standard 4.3)

## SCOPE

This policy applies to all officers and workers of MRAEL Limited, including employees, apprentices and trainees hosted external to MRAEL, labour hire employees, volunteers, contractors/subcontractors and employees of contractors/subcontractors, and other persons at MRAEL workplaces.

## POLICY

MRAEL recognises the importance of safe work practices in ensuring the health and safety of our workers and others within our workplaces. We are therefore committed to abiding by the safety legislation applicable to the places in which we conduct business. This legislation sets out the responsibilities of all persons in the workplace for their own and other's safety. This includes the obligations and responsibilities of all employers, workers and other persons at the workplace and hosts of apprentices and trainees.

Work Health and Safety practices will be established and maintained to reasonably prevent incidents, occupational injuries and illnesses. As part of MRAEL's responsibility for safe work practices, we have a commitment to identify and minimise risks within the workplace to ensure a safe environment at all times. Managing risk and ensuring adherence to safe work practices are vital to achieving maximum benefits for all involved.

## RESPONSIBILITIES

### MANAGEMENT AND PERSONS IN CONTROL OF WORKPLACES OR OTHERS

The responsibilities of each individual who supervises, directs or controls the work or workplaces of others include, but are not limited to:

- Ensure safe systems of work health and safety of workers
- Provide adequate facilities to minimise the risk of injury or illness to workers or others
- Ensure safe entry to and exit from the workplace
- Ensure plant, substance or facilities provided for use at work is safe
- Provide information, training, instruction and supervision to ensure health and safety of workers and others
- Conduct business activities in a manner which prevents injury to self and others.

### WORKERS AND OTHER PERSONS AT THE WORKPLACE

The responsibilities of each worker and other persons at MRAEL workplaces include, but are not limited to:

- Take reasonable care to ensure safety of self and others

- Comply with work health and safety instructions, policies and procedures as provided by MRAEL, or that of the workplace at which you are present
- Do not interfere with or misuse anything provided for health and safety purposes at the workplace.

## **WORKING FROM HOME**

Where arrangements exist for MRAEL employees (excluding Apprentice Employment Program apprentices and trainees) to conduct work from a home office, Work Health and Safety responsibilities extend to the home office environment. In these circumstances the employee must complete a Home Office Arrangements and Assessment for review by the IntoWork Quality, Risk and Safety team. Work from home arrangements cannot commence until the Home Office Arrangements and Assessment is approved by the IntoWork Quality, Risk and Safety team..

Employees shall not allow individuals external to the company, such as customers, apprentices or trainees, into their home for the purpose of conducting MRAEL business activities. Employees shall allow individuals to enter their home office when approved by management, for such purposes as repairing equipment used for MRAEL business activities.

Employees working from home will be required to establish a safe work environment, follow safe work practices, create and maintain a safe workstation, plan for emergencies and ensure electrical equipment used for work purposes is kept in good working order. The IntoWork Quality, Risk and Safety team will provide guidance to employees on establishing a safe home work environment.

It is the employee's responsibility to ensure there is access to appropriate emergency care when working from home. Employees shall have a contingency plan for contacting help in an emergency. For example, have emergency services on speed dial, inform family or management of activities and movements and be able to access minimum first aid supplies to dress a wound until further help arrives. All first aid equipment must be maintained in a hygienic, safe and serviceable condition. Contact numbers for the IntoWork Quality, Risk and Safety team and other First Aid Officers within MRAEL shall be kept readily available in the event that first aid assistance is required.

In order to protect the personal health and safety of the employee, arrangements to perform work from a home office may be refused or withdrawn in the event that the findings of the home office arrangements and assessment are not favourable.

## **RISK MANAGEMENT**

In order to identify and manage health and safety problems, MRAEL utilises the four-step process outlined in the How to Manage Work Health and Safety Risks Code of Practice.

The four steps of the risk management process are: Identify hazards; Assess risks; Control risks; Review the control measures.

It is realised that some events cannot be foreseen or predicted, however every attempt shall be made to identify any conceivable event. Each event identified will have a remedy or preventative action planned and/or implemented. Priority of corrective and preventive action being taken will depend on the level of risk identified. The risks with the higher priority will be undertaken and implemented first.

Control measures are implemented in the following order:

1. Eliminate the hazard and associated risk/s
2. If this is not possible, follow the order of preference:
  - i. Substitution – e.g. Replace with something less harmful
  - ii. Isolation – e.g. Separate people from source of harm
  - iii. Use engineering controls – e.g. Change work processes or the physical work environment, for example, by redesigning work, plant, equipment, components or premises
  - iv. Use administrative controls – e.g. Limit entry or time spent in a hazardous area
  - v. Use personal protective equipment.

Management will ensure that MRAEL's Work Health and Safety Policy is effective by regularly reviewing associated legislation, procedures, reports and findings. Through the continuous monitoring and review process and by providing training, instruction and workplace changes, in consultation with workers, as may be necessary, there will be ongoing improvement to ensure effectiveness of the company's Work Health and Safety practices. All records are retained by IntoWork's Quality, Risk and Safety team.

## REVIEW AND APPROVAL

Rev.	Date	Description of Amendments	Amended By	Approved By
5/0	15/09/2025	Transferred policy to approved INGT Policy Template. Updated legislation references, position titles and work from home information.	Marissa O'Shea	Jason Allen