

Human Resources

Policy name	Work, Health and Safety	Applies to	Staples Australia and New Zealand, all sites and businesses
Category	Integrated Management System	Subcategory	Work, Health and Safety
Author	Sasha Culjkovic / Emma Egel	Owner	Michael Oakley Knight
Date approved	01 Feb 2007	Date reviewed	04 July 2016
Approved by	Executive Leadership Team	Policy/version number	IMS_POL_001_ V02

1 Purpose

The purpose of this document is to provide guidance on Staples Australia Pty Limited (Staples) Work, Health and Safety (WHS) Management System.

Staples is committed to providing a safe work environment by conducting its activities in a way that will ensure the health, safety and wellbeing of its associates, contractors, customers and members of the public.

It is Staples objective is to achieve and sustain an incident free workplace with zero work related injury and illness via the continuous review and improvement of the WHS Management System.

2 Scope

This policy applies to all Staples sites and businesses with Australia and New Zealand, including all persons engaged to carry out duties for the Company.

3 Responsibilities

All associates and contractors at all levels of the business have a responsibility to comply with all relevant legislation and any voluntary obligations that Staples adopts under Australian/New Zealand Standards or any programs implemented by Staples which support Staples health, safety and wellbeing objectives.

4 Policy

Our goals in Work, Health and Safety will be achieved through:

Systems Management - to provide the framework for effective integration of WHS objectives and targets into our day-to-day operations and management culture focusing on continual improvement and compliance with all relevant legal and voluntarily obligations.

Risk Management - promote a strong risk management culture to pro-actively identify and, taking reasonably practicable steps, eliminate or minimise risk at all levels of the business. Align and embed risk management within key organisational processes and functions to ensure risks are managed effectively and efficiently.

Behavioural - to promote a strong, consultative health, safety and wellbeing ethic as part of our corporate culture by encouraging and empowering associates. Driving awareness and adherence to all policies and procedures within the WHS Management System through participation and knowledge exchange. Ensuring a high level of consultation and collaboration occurs with external stakeholders.