

Work Health and Safety Policy

1. Health and safety policy statement

Sektor Group Ltd and its subsidiary companies, Sektor Ltd, Sektor Pty Ltd, Sektor Distributors Sdn., Bhd., and Sektor (Thailand) Co., Ltd, (“Company”) is committed to complying with all relevant Workplace Health and Safety legislation, in each of its jurisdictions.

It is the Company’s policy to maintain high standards and to encourage staff and its contractors to contribute to their own welfare and that of their colleagues.

Maintaining a safe and healthy working environment, ensuring safety awareness, maintaining positive attitudes and continuous improvement in safety performance requires the commitment and active involvement of both managers and employees.

With the change in our working environment and many employees working from home, it is important that employees understand that working from home is a place of work. As it is not possible for management to monitor the home work environment, employees must adhere to, implement and comply with the recommendations within this policy as a place of work.

Our objectives are, so far as is reasonably practicable, to avoid accidents, personal injury, damage to property, and to protect the environment.

2. General principles

This policy recognises the Company's obligations under applicable Workplace Health and Safety legislation.

So far as it is reasonably practicable, the Company will:

- i. Provide and maintain safe working environments that do not constitute risks to health and welfare;
- ii. Formulate standards that comply with relevant statutory requirements in respect of health, safety and the environment, as they affect employees, customers, contractors and the public;
- iii. Safeguard employees, and others, from foreseeable hazards with regard to health, safety or the environment, in current processes and working systems;
- iv. Ensure that, when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction and supervision are provided for safe methods of work to be developed;
- v. Train employees to be aware of their own responsibilities in respect of health, safety and environmental matters, and to ensure they participate in the prevention of accidents and industrial disease;
- vi. Without detracting from a contractor's own legal responsibility, the Company will ensure that contractors are informed of relevant standards, have been trained in safety procedures and are monitored for compliance;
- vii. Use health education and counselling to promote good health and to avoid occupational and non-occupational injuries and diseases;
- viii. Establish procedures for monitoring compliance with the safety standards and co- operate with authorities and technical organisations, to ensure policies are kept up to date;
- ix. Establish a safety committee to maintain effective control of health and safety measures.; and

- x. Ensure these objectives are fulfilled through auditing activities, either internally, through competent assessors, or by external consultants.

3. Application

- i. This Policy, supported by approved procedures and detailed safety rules, applies to all activities carried out by, or on behalf of the Company.
- ii. All managers are responsible for ensuring this policy is applied in the areas for which they are responsible. All employees, at all levels, are required to comply with the requirements of this policy.
- iii. Employees working from home are to comply with this policy as a place of work.

4. Responsibilities

The responsibility for establishing and maintaining policies on health, safety and environmental matters lies with the Company.

Every employee has a personal responsibility for observing safety policies, rules and procedures. They are encouraged to develop an interest and enthusiasm in health and safety issues.

It is the responsibility of the employee to ensure that they are not working in the office on their own. There must always be at least two employees on the premises at any one time. An authorised contractor is considered an employee for the purposes of this policy.

5. Implementation

Particular implementation tasks include:

- i. Allocation of sufficient resources to operate and maintain safe and healthy places of work.
- ii. Provision of protective equipment and clothing, as required for particular work areas and activities, and ensuring its proper use.
- iii. Ensuring adequate information is clearly displayed on specific hazards applicable to each site.
- iv. Promotion of effective participation by all employees in joint consultation on health and safety matters.
- v. Provision of fire protection, first aid and health monitoring facilities according to the numbers of employees and the particular circumstances at each site.
- vi. Taking account of advice and guidance issued by functional managers with responsibility for health, safety and environmental issues and establishing the necessary training.

Variations

Sektor reserves the right to vary or replace this Policy from time to time.

Policy version and revision information

Policy authorised by: Board Of Directors, Sektor Group Ltd.

Policy Revised April 2024.

Incident Response Plan







	Action	Person Responsible
	1 st responder: Call for First Aid Responder	First Person on scene of accident: If someone is hurt, call out for first available colleague. Where possible 1 st person on scene to always stay with accident victim.
	1 st responder: Stay with victim if possible	2nd Person on scene of accident: If someone is hurt immediately find First Aid responder
	Nominate a Colleague as "Designated Caller"	2nd Person on scene of accident designates person to handle communications
	Retrieve first aid kit	2nd Person on scene of accident
	For ambulance assistance call: AU: 000. NZ: 111 MY: 999. TH: 911 VN: 9999 or 115	Designated Caller
	Retrieve portable sick bay, blanket & pillow	2nd Person on scene of accident
	For Police or Fire call: AU: 000. NZ: 111 MY: 999. TH: 911 VN: Fire 114. Police 113	Designated Caller
	Call General Manager if not in office	Designated Caller

Visitor Protocols to Warehouse







All visitors must read, understand & accept these protocols before entering the warehouse

		<p>Be Visible</p> <p>You MUST wear a High Vis Vest on warehouse floor</p> <p>CONES = STOP</p> <p>There is NO ACCESS to any area where safety cones are deployed</p>
		<p>Be Aware</p> <p>There are forklifts , pallet jacks, trolleys, and in the yard, trucks and vans</p> <p>It is your responsibility to BE AWARE of movement around you from all of these potential hazards as you work or move through the warehouse</p>
		<p>Be Focused</p> <p>NO WEARING of earbuds, headphones or use of mobile phones while on warehouse floor</p>
		<p>Be Vigilant</p> <p>LOOK OUT for any empty boxes, or pallets that may have been left on the warehouse floor</p>

Office Employee and Contractor Protocols

	Hazard, Fault or Issue	Location of Fault	Issue
	Be careful when using the Boiling Water tap in the kitchen		Clean up any water or liquid spillage on the concrete falls immediately
	Use the Handrail when using the stairs. Take extra care when carrying boxes on stairs		Report any issue with lighting, either inside the office, or in carparks or stairwell
	Ensure all power cords and cables are not able to be tripped over.		Turn off power to printers when clearing jams. Same with the toaster in the kitchen!
	If you are moving a heavy box, ask a colleague for assistance		Report any issue with the first aid kit, if it is missing adequate supplies
	All cars used by Sektor staff to travel to meetings are WARRANTED & REGISTERED		Clear away all boxes from your workspace (empty or otherwise) There should be no boxes, files or paper on the floor, in aisles, or next to your desk.
	Report any issue or concern you have with your work station set up, including chair, keyboard, mouse or monitor height		REPORT any incident, near-miss or malfunctioning or broken equipment All H&S forms in sleeves on H&S Noticeboard in the kitchen









Health and Safety Checklist (to be completed monthly)

	Hazard Check		Hazard Check
	First Aid kit is accessible and fully stocked		There are no faulty lights in office, car park or stairwell
 	There are no loose boxes or accessible power cords in work areas, passages	 	All fire extinguishers and emergency exits are accessible & visible


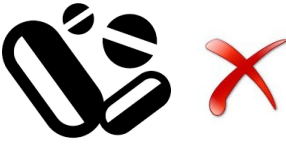

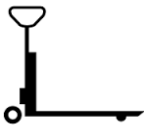

Warehouse Employee and Contractor Protocols













All Warehouse Staff **MUST** have read, understand & accept these protocols before entering the warehouse

		<p>You MUST wear a High Vis Vest and Safety Boots or Shoes on warehouse floor</p>
		<p>NO WEARING of earbuds, headphones or use of mobile phones while on warehouse floor</p>
		<p>Visitors to the Warehouse MUST walk in marked pedestrian areas only. Warehouse staff should walk in these areas when practical</p>
		<p>All employees are NOT TO COME TO WORK under the influence of drugs or alcohol, and that Sektor reserves right to test for these substances Employees AGREE TO REPORT any colleague they suspect to be impaired whilst at work. NO ALCOHOL or DRUGS in the warehouse</p>
		<p>Assess if box is too big or heavy to lift, if it is then ASK FOR HELP. Bend your knees, straight back when lifting any box Carry and use Stanley knife with care</p>
		<p>NO RIDING or surfing pallet jacks USE A LADDER at all times NO CLIMBING OF RACKING to pick boxes Only CERTIFIED staff to drive forklift. Certification must be current</p>
		<p>All pallets stored in upper three bays must be shrink WRAPPED OR STRAPPED to a pallet. No picking stock from upper three bays. Pallet must be lowered by fork hoist, and then re wrapped if returned to upper bay Report any unwrapped pallet in upper two bays immediately to Warehouse Manager</p>

















		<p>Drivers unloading of trucks in the outside yard MUST USE SAFETY CONES to isolate the area from moving vehicles, and the footpath from pedestrians</p>
		<p>REMOVE any empty boxes, pallet strapping or empty pallets from the warehouse floor.</p>
		<p>REPORT any spillage of oil or water on warehouse floor.</p> <p>Do not work in an area where safety cones are being used</p>
		<p>REPORT any incident, near miss, or malfunctioning or broken equipment.</p> <p>All H&S forms in sleeves on H & S Noticeboard in the kitchen</p> <p>IF YOU HAVE ANY CONCERN ABOUT THE TRAINING YOU HAVE RECEIVED, OR THE SAFETY OF THE WAREHOUSE...</p> <p>REPORT IT!!! IMMEDIATELY!!! to either a manager or Health and Safety Committee member.</p>

Warehouse Health & Safety Induction:








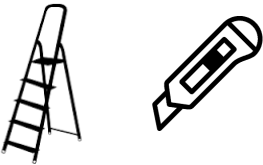

		<p>You MUST wear a High Vis Vest and Safety Boots or Shoes on the warehouse floor.</p>
		<p>NO WEARING of earbuds, headphones or use of mobile phones while on warehouse floor</p>
		<p>Visitors to the Warehouse MUST walk in marked pedestrian areas only. Warehouse staff should walk in these areas when practical</p>
		<p>All employees agree NOT TO COME TO WORK under influence of drugs or alcohol, and that Sektor reserves right to test for these substances</p> <p>Employees AGREE TO REPORT any colleague they suspect to impaired whilst at work</p> <p>NO ALCOHOL or DRUGS in the warehouse</p>
		<p>Only CERTIFIED staff to drive forklift. Certification must be CURRENT.</p> <p>Forklift must be RATED to carry load</p> <p>All cars used by Sektor staff to travel to meetings are WARRANTED & REGISTERED</p>
		<p>Assess if box is too big or heavy to lift, if it is then ASK FOR HELP.</p> <p>Bend your knees, straight back when lifting any box</p> <p>Carry and use Stanley knife with CARE</p>
		<p>NO RIDING or surfing pallet jacks</p> <p>USE A LADDER at all times</p> <p>NO CLIMBING OF RACKING to pick boxes</p>

		<p>All pallets stored in upper three bays to be shrink WRAPPED OR STRAPPED to a pallet.</p> <p>No picking stock from upper bays unable to be reached using the ladder. Pallet must be lowered by fork hoist, and then re wrapped if returned to upper bay</p> <p>Report any empty pallets unwrapped/ open pallet in upper two bays immediately to Warehouse Manager</p>
		<p>If any pallets has had its pallet wrapping removed or sliced open, it MUST BE RE-WRAPPED to the pallet</p>
		<p>Drivers unloading of trucks in the outside yard MUST USE SAFETY CONES to isolate the area from moving vehicles, and the footpath from pedestrians</p>
		<p>REMOVE any empty boxes, pallet strapping or empty pallets from the warehouse floor</p>
		<p>REPORT any spillage of oil or water on warehouse floor</p> <p>Do not work in an area where safety cones have been used</p>
		<p>REPORT any incident, near miss, or malfunctioning or broken equipment.</p> <p>All H & S forms in sleeves on H & S Noticeboard in the kitchen</p> <p>IF YOU HAVE ANY CONCERN ABOUT THE TRAINING YOU HAVE RECEIVED OR THE SAFETY OF THE WAREHOUSE</p> <p>REPORT IT!!! IMMEDIATELY!!!</p> <p><i>To either a manager or Health and Safety Committee member</i></p>

Warehouse Daily Hazard Inspection Checklist

	Hazard Check	Y/N	Action	Comment
	Adequate Visitor High Vis vests available		Report or Fix 	
	No reported issues with roller doors ladders, forklifts, pallet jacks, trollies or caddies		Report 	
	Safety cones available in inwards, and for pickers to access		Report or Fix 	
	No empty pallets, boxes, pallet strapping or wrap on warehouse floor. No oil or water hazards		Fix or Isolate QUICKLY 	
	All Pallets on top two bays strapped, wrapped and displaying "Certified as Safe" labels.		Report or Isolate IMMEDIATELY 	
	All fire extinguishers accessible & visible		Report or Fix IMMEDIATELY 	
	All Emergency exits accessible and unblocked		Fix IMMEDIATELY 	
	Check and ensure that Walkways are kept clear at all times		Fix IMMEDIATELY 	

Warehouse Equipment Report

	Hazard, Fault or Issue	Location of Fault	Issue
	There are not enough High Vis vests		
	There is an issue with my work boots		
	I cannot find any safety cones to isolate an area		
	The first aid kit is missing or does not have adequate supplies		
	There is a faulty pallet jack or trolley		
	There is an issue with the strapping machine		
	There is a fault with the forklift		
	There is a faulty or dangerous step ladder or an issue with my box cutter knife		
	There is a fault with the roller door		

Safety and Health Score Card

	Hazard Check		Hazard Check
	Everyone is wearing High Vis clothing		Everyone is wearing safety boots
	Loose boxes and empty pallets are not left on floor		All fire extinguishers and emergency exits are accessible & visible
	No one is seen wearing ear buds or on phone		Cones are used as per policy to isolate hazards
	No one is caught riding a pallet jack or climbing racking		There are no unreported oil spills or water on the floor
	Report or Isolate all unsafe, "non-certified", or empty pallets on top three bays are reported or isolated with cones immediately		All unsafe, or faulty equipment reports have been filed
	Report or immediately remove any item that has been placed in a walkway.		Report or immediately remove any item that has been placed in a forklift access way.