



EXPOCONTI (VIC) PTY. LTD.

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Issue Resolution Policy

EXPOCONTI issue resolution obligations under the *Occupational Health and Safety Act (Vic) 2004 and Regulations (Vic) 2007*

When an employee wishes to raise an OHS issue in relation to a hazardous activity, that employee must report it to the employees OHS Representative for the employee's designated work group. Where no OHS Representative is available, the employee should report the issue to the employee's immediate supervisor.

In instances where the employee reports the issue to the employee's OHS Representative or supervisor the latter shall, as soon as possible, bring the issue to the attention of the Company OHS Representative.

As soon as possible after an OHS issue has been reported, the Company OHS Representative and the employee's OHS Representative must meet to try to resolve the issue.

The resolution of the issue must take into account:

- whether the hazard or risk can be isolated;
- the number and location of employees affected by it;
- whether appropriate temporary measures are possible or desirable;
- whether environmental monitoring is desirable;
- the time that may elapse before the hazard or risk is permanently corrected; and
- who is responsible for performing and overseeing the removal of the hazard or risk.

If the problem cannot be rectified immediately, interim measures should be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved. However, this shall not override any power of an OHS Representative to issue a Provisional Improvement Notice.

Note: An OHS specialist may be engaged for advice, (eg. OHS Advisor and/or Consultant, Occupational Hygienist).

Where the issue concerns work that involves an immediate threat to the OHS of any person, the employee OHS Representative or the Company OHS Representative may direct that work will cease in the affected area.

An issue that cannot be resolved through the above process will be referred to a Victorian Workcover Authority (WorkSafe) Inspector whose decision will be binding on all parties.

As soon as possible after resolution of the issue, details of the agreement must be brought to the attention of employees and forwarded to the OHS committee.

All resolutions shall be forwarded to the OHS committee and documented in the minutes as well as communicated to relevant employees for their information in any language that is agreed by the parties to be appropriate.

Top management shall monitor the situation to ensure the resolution has been effective.

Approved by:

Nicholas Lee

Signature:

Position:

Managing Director

Date Approval:

26 May 2016