

WORK HEALTH AND SAFETY POLICY

The Arriba Group has a family of companies that have been created to give people their best opportunity in life. Founded in 1998, the group includes Rehab Management, AimBig, LiveBig and OneRedDoor. Our companies provide quality and effective services to achieve exceptional results for clients.

SCOPE

This policy applies to everyone who works at or acts on behalf of Arriba Group Pty Ltd in any capacity, including board members, employees, volunteers, students, consultants, contractors, clients, and visitors. Throughout this policy, the 'Arriba Group' refers to the operations of Livebig Pty Ltd, Rehab Management (Aust) Pty Ltd, Arriba Corporate, AimBig Employment Pty Ltd and OneRedDoor PtyLtd, operating under the ultimate holding company Arriba Group Pty Ltd.

STATEMENT OF INTENT

Arriba Group is committed to providing a safe workplace through our Purpose, Vision, Mission, and Values. We support this commitment with comprehensive health, safety, and wellbeing policies, processes, and systems that align with Work Health and Safety Legislative requirements.

We are dedicated to continuously improving our health and safety practices to ensure the wellbeing of all stakeholders. Our leadership team actively support and drive WHS initiatives, fostering a culture of safety and accountability throughout the organisation.

To achieve this, we will:

- Prevent accidents and cases of work-related ill health.
- Manage health and safety risks in our workplace.
- Provide clear instructions, information, and adequate training to ensure employees are competent to do their work.
- Promote health and wellbeing in the workplace.
- Identify and eliminate or control hazards within the workplace
- Provide personal protective equipment.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Maintain safe and healthy working conditions.
- Provide a safe environment for visitors and clients when interacting with us.
- Implement emergency procedures, including evacuation in case of fire or other significant incidents.

- Review and revise this policy regularly to ensure it remains relevant and effective.
- Ensure compliance with all relevant health and safety legislation.
- Establish measurable objectives and targets to monitor and improve health and safety performance.

RESPONSIBILITIES FOR HEALTH AND SAFETY

Executive Leadership Team (Officers)

- Maintain current WHS knowledge, ensure proper resourcing and reporting processes, and uphold all WHS responsibilities as workers.

WHS Team

- Develop and maintain the Occupational Health and Safety Management System (OHSMS), provide specialist advice, disseminate WHS information, maintain professional knowledge, ensure safe practices, ensure governance, and implement continuous improvement.

Senior Management (Heads of Departments/Area Managers/State Managers)

- Act as WHS role models, implement policies, manage risks, ensure compliance, support workers, and facilitate communication.

Line Management (Managers/ Team Leaders)

- Role model WHS practices, ensure training and inspections, manage incidents, undertake audits, and support workers in maintaining a safe work environment.

Workers (Employees, Consultants, Clinicians, Students, Assistants)

- Take personal responsibility for health and safety, follow policies and procedures, use PPE and equipment safely, participate in training and report incidents and hazards.

More information can be found within the WHS Responsibility and Accountability document.

ARRANGEMENTS FOR HEALTH AND SAFETY

Risk Assessments: We will regularly conduct risk assessments to identify potential hazards and implement control measures to mitigate risks.

Training and Education: We will provide ongoing training and education to ensure all workers are knowledgeable about health and safety practices and procedures.

Consultation and Communication: We will establish clear channels for consultation and communication with employees regarding health and safety matters, encouraging feedback and participation.

Incident Reporting and Investigation: We will implement a robust system for reporting and investigating incidents, near misses, and hazards to prevent recurrence.

Health and Wellbeing Programs: We will promote health and wellbeing through initiatives such as mental health support, ergonomic assessments, and wellness programs.

Personal Protective Equipment (PPE): We will ensure the provision and proper use of PPE and regularly review its effectiveness and condition.

Emergency and Disaster Preparedness: We will cover aspects of emergency and disaster preparedness, such as first aid arrangements and emergency contact information.

Monitoring and Review: We will continuously monitor and review health and safety performance and make improvements based on findings and feedback.



Marcella Romero
Chief Executive Officer – Arriba Group