

Work health and safety policy

VISAENVOY PTY LTD is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the employer, its officers and management. Workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with the *Occupational Health and Safety Act 2004* (Vic), the *Occupational Health and Safety Regulations 2017* (Vic), the *Occupational Health and Safety (Psychological Health) Regulations 2025* (Vic), compliance codes and other safety guidance material published by WorkSafe Victoria.

Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks, including psychosocial hazards, so far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

Workers will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

Name: Ian Armani

Position: Director - on behalf of
VisaEnvoy Pty Ltd

Signature:

Ian Armani

Date: 15 July 2026

Review
date: Annually