

## Document Control:

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## 1. Policy Statement & Commitment

At KAVRILO, we recognise that our people are our most valuable asset. We are uncompromising in our commitment to providing a working environment that is safe and without risks to health.

Operating within the high-risk environments of warehousing, manufacturing, and logistics, we understand that high production output must never come at the expense of worker safety. We strictly adhere to the *Occupational Health and Safety Act 2004 (Vic)* and the *Occupational Health and Safety Regulations 2017 (Vic)*. We acknowledge our shared duty of care with our host employers and are dedicated to proactive hazard identification, continuous risk assessment, and the elimination of workplace injuries.

## 2. Scope

This policy applies to all direct KAVRILO management, internal staff, and on-hired casual employees (referred to collectively as "workers") across all host employer sites in Dandenong South, Hallam, Keysborough, Braeside, and the broader South East corridor.

## 3. Responsibilities & Shared Duty of Care

### 3.1 KAVRILO Management Responsibilities

As the primary employer, KAVRILO is responsible for ensuring that workers are only deployed to safe, legally compliant environments. Management will:

- Conduct a mandatory, in-person Site Safety Assessment at every host employer facility prior to the commencement of any labour supply agreement.
- Ensure all candidates complete a comprehensive KAVRILO safety induction, covering manual handling, mobile plant awareness, and hazard reporting.
- Verify all high-risk work licences (e.g., LF/LO forklift tickets) and maintain strict records of expiry dates.

- Provide a 24/7 incident reporting hotline and guarantee a rapid, on-site management response to any serious incident within our South East operating zone.
- Manage all WorkCover claims proactively, working alongside Allianz and medical professionals to facilitate safe Return to Work (RTW) programmes.

### 3.2 Host Employer Responsibilities

While KAVRILO employs the worker, the host employer controls the physical site. Host employers are contractually required to:

- Provide and maintain a safe working environment, including safe plant, machinery, and systems of work.
- Provide site-specific safety inductions to all KAVRILO workers upon their arrival for their first shift (including emergency evacuation points and site-specific hazards).
- Ensure adequate supervision of KAVRILO workers at all times.
- Immediately notify KAVRILO management of any workplace incident, injury, or near-miss involving a KAVRILO worker.

### 3.3 Worker Responsibilities

Every KAVRILO worker has a legal and moral obligation to protect themselves and their colleagues. Workers must:

- Take reasonable care for their own health and safety, and the safety of others who may be affected by their actions.
- Strictly follow all safety instructions, policies, and procedures issued by both KAVRILO and the host employer.
- Wear mandatory Personal Protective Equipment (PPE) at all times, including AS/NZS compliant steel-capped boots and high-visibility clothing.
- Never operate machinery or mobile plant unless explicitly trained, ticketed, and authorised to do so.
- Immediately report any hazards, unsafe conditions, near-misses, or injuries to their host employer supervisor and KAVRILO management.

## 4. Core Safety Protocols

### 4.1 Site Safety Assessments

KAVRILO will not supply labour to any site unseen. All host employer facilities are evaluated in person by KAVRILO management to assess manual handling risks, forklift/pedestrian separation, housekeeping standards, and emergency preparedness.

### 4.2 Incident Reporting and Investigation

In the event of an incident or injury, KAVRILO operates a strict "Report Immediately" mandate.

1. The worker must seek immediate first aid or medical attention.
2. The worker or host employer must notify KAVRILO management immediately via the 24/7 contact number.
3. KAVRILO management will attend the site to conduct a joint incident investigation with the host employer to identify the root cause and implement corrective actions.
4. If the incident is a "Notifiable Incident" under the *OHS Act 2004*, KAVRILO and the host employer will coordinate immediate notification to WorkSafe Victoria.

### 4.3 Drug and Alcohol Policy

KAVRILO enforces a strict zero-tolerance policy regarding the consumption of alcohol or illicit drugs in the workplace. No worker is permitted to commence a shift under the influence of any substance that may impair their ability to work safely. KAVRILO supports and complies with any random drug and alcohol testing procedures mandated by our host employers.

## 5. Consultation and Communication

KAVRILO is committed to open, transparent communication regarding health and safety. We actively encourage our workers to voice safety concerns without fear of reprisal. Safety updates, seasonal hazard warnings (e.g., heat stress in summer), and policy changes are communicated to all on-hired workers via email, SMS, and direct toolbox talks during site visits.

## 6. Policy Authorisation

This policy represents KAVRILO's absolute commitment to the health, safety, and wellbeing of our workforce. It will be reviewed annually to ensure ongoing compliance with all Victorian legislative requirements and industry best practices.

**Authorised by:**

A handwritten signature in black ink, appearing to read "Tanat Nuanchavee".

**Tanat Nuanchavee**

Director, Rise Workforce Pty Ltd (trading as KAVRILO)

**Date:** 04 / 04 / 2026