1. Overview
This policy reflects the Company’s commitment to fulfilling its duty of care to provide a healthy and safe working environment for its Employees, visitors and contractors.

The Management of Alumina Limited are committed to providing and maintaining a safe and healthy working environment for its Employees and anyone entering the premises or with connection to the Company’s business operations.

2. Guidelines
Alumina will make every reasonable effort to provide a working environment that minimises incidents of risk or personal injury, ill health or damage to property. This includes:

• Providing Employees with appropriate training
• Providing a safe working environment and systems of work
• Consultation on health and safety issues

3. Responsibilities
Management is responsible for fulfilling a duty of care to provide a healthy and safe working environment under Occupational Health and Safety Legislation and Common Law.

Employees also have obligations under the legislation.

A safe working culture is the responsibility of everyone and this can be best achieved through cooperative efforts of Employees. A safe culture will be reinforced through:

• continually identifying, assessing and controlling possible risks to the health and safety of people that may arise in the workplace
• the provision of information concerning such risks and the promotion, instruction, training and supervision of Employees to ensure safe work practices
• giving Employees and customers the opportunity to participate in health and safety decisions that affect them

In the interest of maintaining safety, contractors their Employees, visitors and customers are required to observe and comply with all health and safety standards and rules produced. This includes any safety signage or warnings, or instruction given by any Company Employee whilst on our premises.

4. Fitness for Work

4.1 Overview
Alumina is committed to providing a safe and productive workplace for all Employees.

The Company and each Employee have respective duty-of-care responsibilities to contribute to a safe and healthy work environment.

4.2 Guidelines
This Policy defines the safety standards and policies Alumina has defined to ensure the Company and its Employees fulfils, at a minimum, legislative requirements for Occupational Health and Safety, along with adopting practices that ensure Alumina has a reputation in Occupational Health and Safety as outlined in the Code of Conduct.
4.3 Responsibilities
Employees have a duty of care to ensure their own health and safety and to avoid adversely affecting the health or safety of fellow Employees.

Employees are required to meet the following Company expectation:

• refrain from the use of alcohol, drugs and substances during Company normal work time.

4.4 Consequences
If Employees deliberately breach the safety code or place themselves or fellow Employees at risk, Management has the right to issue a warning regarding their behaviour. Continued abuse may lead to disciplinary action including in severe circumstances dismissal.