

## OCCUPATIONAL HEALTH, SAFETY & WELFARE POLICY

POL-00002

### STATEMENT OF INTENT

SAGE Group Holdings Ltd and all its business units (SAGE) are committed to the effective management of occupational health, safety and welfare, which it acknowledges ranks equally with all other operational considerations.

It is the aim of SAGE to eliminate the risk of injury and disease to our employees, contractors, visitors, clients and the public by adopting a planned and systematic approach to the management of occupational health, safety and welfare, and by providing the resources for its successful implementation and continuous improvement. All reported incidents will be investigated.

Where an injury occurs, SAGE will ensure a timely, equitable and effective Injury Management and Rehabilitation program is established in consultation with the injured employee.

### POLICY OBJECTIVES

The overall objective of this policy is to maintain a management system which complies or exceeds with relevant legislation and standards. Specifically SAGE will ensure:

- All hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled;
- Measures to control hazards and risks to health and safety are regularly monitored and evaluated;
- Employees are consulted and encouraged to contribute to the decision making process on occupational health and safety matters affecting their health and safety at work; and
- All managers, supervisors, employees and contractors receive the appropriate, support information, instruction, training and supervision required to develop the skills to safely carry out their duties and OHS&W responsibilities.

### STRATEGIES

SAGE will achieve its policy objectives by developing, implementing and maintaining appropriate policies and procedures which document minimum expectations and standards to guide managers, supervisors, employees and contractors to fulfil their OHS&W obligations.

SAGE will adopt a preventative approach to health and safety management, supported by strong leadership which promotes a positive attitude and is consistent with maintaining a culture of "safety is a shared responsibility".

### POLICY REVIEW AND DISSEMINATION

Inductions will include the provision of a personal copy of this policy and OHS&W responsibilities. Inductees will have ready access to all health and safety policies and procedures.

This policy will be reviewed at least every two years in consultation with the Occupational Health, Safety and Welfare Committee.



**Andrew Downs**

Responsible Officer

17 December 2009



**Peter Smith**

Employee Representative

17 December 2009

