

# Policy for Occupational Health & Safety

---

Viva Leisure Limited

**Adopted by the Board on 10 October 2018**

Last Reviewed on 29 June 2021

Document version control:

Custodian	Company Secretary
Date approved by the Board	10 October 2018
Date of review(s) by the Board	29 June 2021
Date of next scheduled review	June 2022
Legislative framework and regulatory compliance	ASX Corporate Governance Principles and Recommendations (fourth edition)
Regulators	ASX

## 1. Introduction

---

- (a) Viva Leisure Limited ACN 607 079 792 (**Company**) is committed to the provision of safe and healthy working conditions for all of its employees and contractors and to the safe custody of visitors to its operations and premises.
- (b) In fulfilling this responsibility, the Company recognises the duty to provide and maintain, so far as is practicable, a working environment that is safe, without risk to health and with a focus on fairness and respect.
- (c) The Board regularly provides guidance on the Company's standards and practices.
- (d) The Company focuses equally on the physical work environment, its systems and the culture of its business.

## 2. Occupational Health and Safety Program

---

- (a) The Company actively pursues its goals of maintaining an injury free working environment and supports endeavours to prevent injury and harm at work, both physically and emotionally, by emphasising fairness and respect among all employees.
- (b) The Company's occupation health and safety (**OH&S**) program encourages all employees to:
  - (i) identify, assess and manage safety risks;
  - (ii) continually work towards maintaining the workplace and systems of work that are safe and without risk to physical or emotional health;
  - (iii) work safely and in a manner that is respectful to others;
  - (iv) hold peers accountable for their actions;
  - (v) set targets to develop, implement and maintain safety standards and management systems;
  - (vi) ensure compliance with legal requirements and industry standards;
  - (vii) provide appropriate facilities to protect the welfare of all staff members and provide information, instruction, supervision and training in safe work practices; and
  - (viii) be proactive and responsive to staff OH&S concerns.

## 3. Education and Training

---

- (a) To ensure that employees are aware of the importance of OH&S issues, the Company provides ongoing education and training to:
  - (i) involve employees in developing risk solutions;
  - (ii) ensure an awareness of workplace risks and hazards; and
  - (iii) facilitate discussion to identify new or emerging risks and hazards.

- (b) Safety is a shared responsibility between the Company and its employees. Every employee has a level of individual accountability for their own safety and that of their colleagues affected by their actions by adhering to the Company's safety systems and procedures at all times, being aware and respectful of other employees and reporting all workplace hazards and risks.

#### **4. Further regulation**

---

The Company's commitment to its OH&S obligations is further detailed in its *Integrated Quality, Safety & Environmental Management System*, a copy of which is available on the Company's intranet and website.

#### **5. Reporting**

---

An "Incidents Report" will be provided by Directors at each Board meeting.

#### **6. Review**

---

This Policy will be reviewed annually.