

Occupational Health and Safety Policy

Pristine Cleaning Services (Aust) Pty Ltd provides activities in all aspects of retail and commercial cleaning. Our company started in Melbourne Victoria in 2001 and has expanded to provide cleaning services throughout Australia. Our company is committed to providing a work environment where the health and safety of its employees, contractors, client representatives and the general public are a priority. Pristine Cleaning Services is committed to complying with the requirements of the OH&S Management System as per AS/NZS 4801 Standard. Our goal, which is set-out in our objectives and targets, is to eliminate workplace illness and injury. This is achieved by:

- Complying with relevant OH&S with state and national legislations (acts, standards, regulations, codes of practice, compliance codes) as well as other requirements that may be pertinent to the company's cleaning activities and as an integral part of the continual improvement process.
- Ensuring appropriate information, instruction, supervision, communication, induction and training via our "Induction and Training Program" are provided to cleaners as well as office staff on all work sites prior to commencement of work, and ensuring all employees and contractors are aware of these resources and participate proactively in the above.
- Establishing, reviewing and communicating company's Safety objectives and targets that are measurable to all levels in the organization. The objectives and targets (part of the OHSMS Plan) are monitored on an ongoing basis during the management meetings and reviewed during the management review meetings.
- Focussing on ongoing improvement in the areas of safety education, accident prevention, hazard control, injury prevention, rehabilitation and health preservation.
- Identifying and reducing the risks via our "Risk Management Process" of all types of work activities that have the potential to produce personal injury or occupational illness. Hence, all staff and contractors are encouraged to report all workplace hazards, incidents and accidents to the relevant OH&S representative.
- Involving individuals in occupational health and safety matters and consulting with them via our "Communication and Consultation Process" on ways to recognise, evaluate and control workplace hazards.
- Ensuring that everyone (including visitors and contractors) complies with appropriate standards and workplace directions to protect their own and others health and safety at work.
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.

This policy is communicated to all staff and subcontractors through inductions and specific training and is reviewed annually during the management review meetings. It is also made available to interested parties through our Website.

Approved by: Raymond Koura
Position: Chief Executive Officer
Date of initial approval: 05 February 2007
Date of last review: 05 February 2012
Date of next review: 05 February 2013