OCCUPATIONAL HEALTH AND SAFETY POLICY

Name of organisation:	Standard Radio Distributors Pty Ltd (trading as Canohm)
Last Updated Date:	01/07/2026

1. Purpose

This policy sets out Canohm's commitment to providing and maintaining a safe and healthy workplace for all employees and visitors. As an importer and wholesale distributor, our operations involve warehousing, walkie-stacker operation, manual handling and the storage and movement of imported goods, all of which may carry health and safety risks.

The purpose of this policy is to:

- prevent work-related injury and illness by identifying, assessing and controlling hazards before they cause harm;
- ensure compliance with the Occupational Health and Safety Act 2004 (Vic), the Occupational Health and Safety Regulations 2017 (Vic) and related legislation;
- clarify the health and safety responsibilities of management, employees, contractors and visitors; and
- promote a positive safety culture in which all workers actively participate in maintaining a safe workplace.

2. Scope

This policy applies to all people working for or on behalf of Canohm, including permanent, part-time and casual employees, labour-hire workers, contractors, subcontractors and visitors.

It applies at all Canohm worksites, including the head office, warehouse, delivery vehicles, and any other location where work is carried out on the organisation's behalf, including offsite or remote work.

3. Policy Statement

Canohm regards the health and safety of its people as a core business value, equal in priority to production, quality and profitability. So far as is reasonably practicable, the organisation will:

- provide and maintain a working environment, plant and systems of work that are safe and without risks to health, including forklifts, racking, loading equipment and delivery vehicles;
- ensure the safe use, handling, storage and transport of imported goods, including any dangerous goods or hazardous substances;
- provide the information, instruction, training and supervision necessary to work safely;

- consult with employees and, where elected, Health and Safety Committee on matters affecting their health and safety;
- provide adequate resources — financial, physical and human — to implement this policy; and
- monitor workplace conditions and the health of employees and continuously improve safety performance.

Canohm will comply, as a minimum, with its obligations under the Occupational Health and Safety Act 2004 (Vic), the Occupational Health and Safety Regulations 2017 (Vic), and any relevant codes of practice and compliance codes issued by WorkSafe Victoria.

4. Implementation – Responsibilities

4.1 Employer / Officers (Directors and Senior Management)

- provide and maintain a safe working environment, plant and systems of work;
- ensure sufficient resources are available to implement this policy;
- exercise due diligence to ensure the organisation complies with its OHS duties, consistent with officer obligations under the OHS Act.

4.2 Managers and Supervisors

- implement this policy and associated safe work procedures within their area of responsibility;
- identify, assess and control hazards, particularly in warehousing, walkie-stacker operation and loading/unloading areas;
- ensure staff are inducted, trained and adequately supervised;
- investigate incidents, near misses and reported hazards, and take corrective action;
- consult with employees and OHS committee on matters affecting health and safety.

4.3 OHS Committee

Our OHS Committee consists of representatives from each sector of our business: Senior Management (David Coultas) Sales (Cameron MacKertich), Warehouse (Simon O'Gorman) and Office (Sarah Van Abbe). The committee is responsible for day-to-day administration of OHS practises, including maintaining the hazard and incident register, coordinating training and liaising with WorkSafe Victoria where required. The OHS Committee will meet on a quarterly basis.

4.4 Employees

All employees must, so far as they are reasonably able:

- take reasonable care for their own health and safety and that of others affected by their work;
- cooperate with Canohm on any action taken to comply with OHS requirements;
- follow safe work procedures, including for manual handling, walkie-stacker operation, and racking and storage of goods;
- correctly use and maintain PPE and safety equipment provided;
- not wilfully or recklessly interfere with or misuse anything provided for health and safety; and
- report hazards, incidents, injuries and near misses promptly to their supervisor.

4.5 Contractors and Visitors

- comply with this policy and all site safety rules while at Canohm premises;
- hold appropriate licences where required for the work performed;
- report any hazards or incidents to their Canohm contact immediately.

4.6 Monitoring

Adherence to this policy will be monitored through regular workplace inspections, incident data analysis, and consultation with employees and the OHS Committee.

5. Procedures

5.1 Consultation

Given the size of the organisation, consultation on OHS matters will occur ad-hoc as they arise through direct discussion between employees and supervisors and/or members of the OHS Committee.

5.2 Hazard Identification, Risk Assessment and Control

- Identify hazards through workplace inspections, incident and near-miss reports and employee consultation.
- Assess risks by considering the likelihood and severity of harm.
- Control risks by applying the hierarchy of control (elimination, substitution, isolation, administrative controls, PPE), preferring elimination or substitution wherever reasonably practicable.
- Review regularly, and whenever there is a change to the workplace, goods handled or after an incident.

Formal workplace inspections will be conducted annually, covering the warehouse, racking, walkie-stacker and office areas.

5.3 Mental Health and Psychological Safety

Canohm has a duty, as is reasonably practicable, to identify psychosocial hazards and eliminate or reduce the associated risks, under the Occupational Health and Safety (Psychological Health) Regulations 2025 (Vic) and WorkSafe Victoria's Compliance Code: Psychological Health. A psychosocial hazard is anything in the design, management or content of work, or in workplace interactions, that may cause a negative psychological response such as stress, distress or burnout.

Relevant psychosocial hazards in our business may include:

- bullying, sexual harassment, aggression or occupational violence (including from customers, drivers or the public);
- high or low job demands, and low job control, particularly during peak import/dispatch periods;
- exposure to traumatic events (e.g. serious workplace incidents); and
- poorly managed organisational change, such as restructures or changes to rosters and duties.

Canohm will manage psychosocial risk using the same risk management approach applied to physical hazards — identify, assess, control and review — with controls that primarily alter the management of work, systems of work, work design or workplace environment, rather than relying on information, instruction or training alone. Risk controls will be reviewed whenever there is a significant workplace change, a report of a psychological injury or psychosocial hazard, or after a notifiable incident.

Employees can report psychosocial hazards or concerns — formally or informally — to their supervisor or a member of the OHS Committee with confidentiality maintained wherever possible. Reports will be recorded and consulted on with employees consistent with Section 5.1.

In the case of bullying and harassment, refer to Canohm's Anti-Discrimination & Equal Opportunity Policy.

Canohm will support employee wellbeing through flexible work arrangements, and manager training in recognising and responding to signs of psychological distress.

5.4 Manual Handling

- Manual handling risk assessments will be conducted for tasks involving imported stock, particularly repetitive lifting, awkward postures and heavy or bulky items.
- Mechanical aids (pallet jacks, trolleys etc) will be provided and used in preference to manual lifting wherever reasonably practicable.

5.5 Racking and Storage

- Racking will be installed, load-rated, inspected and maintained in accordance with AS 4084 and manufacturer specifications, with maximum load limits displayed on racking bays.
- Damaged racking will be reported immediately, isolated from use, and repaired or replaced before further loading.

5.6 Training and Induction

All new employees will complete a site safety induction before commencing work. Refresher training will be provided as identified through risk assessments and incident investigations.

5.7 Incident, Injury and Hazard Reporting

All incidents, injuries, illnesses and near misses must be reported to a supervisor as soon as practicable and recorded in the incident register. Notifiable incidents (death, serious injury/illness or dangerous incident, as defined under section 37 of the OHS Act) will be reported to WorkSafe Victoria immediately. All incidents will be investigated to identify root causes and corrective actions.

5.8 Injury Management and Return to Work

Canohm maintains WorkCover insurance and will support injured workers through early intervention, suitable duties and a clear return-to-work plan, in accordance with the Workplace Injury Rehabilitation and Compensation Act 2013 (Vic).

5.9 Emergency Preparedness

Emergency procedures (fire, medical emergency and evacuation) are documented separately and communicated to all employees during induction. Evacuation diagrams are displayed on noticeboard and emergency drills will be conducted at least annually.

6. Related Policy Documents and References

Internal documents – Accessbile by all staff on MS Sharepoint and displayed on noticeboard

- Manual Handling Procedure

- Incident Reporting and Investigation Procedure
- Emergency and Evacuation Procedure
- Anti-Discrimination & Equal Opportunity Policy

External legislation and guidance

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Dangerous Goods Act 1985 (Vic) and Dangerous Goods (Storage and Handling) Regulations 2022 (Vic)
- Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)
- Heavy Vehicle National Law (Chain of Responsibility obligations)
- Relevant Australian Standards (e.g. AS 4084 – Steel storage racking; AS/NZS 2359 – Powered industrial trucks)
- WorkSafe Victoria compliance codes and guidance material

7. Review

This policy will be reviewed at least annually, considering legislation and organisational changes. All employees will be advised of any changes and the arrangements for their implementation. This policy may also be reviewed earlier following a significant incident, regulatory change, or change to business operations.

Authorised by:	David E Coultas
Date last reviewed:	01/07/2026