1. Purpose

This policy is appropriate to the purpose and context of MATelec Australia, considering the nature and scale of our operations and the risks and impacts associated with our activities, products, and services. It sets our intent and direction, provides a framework for setting objectives, and underpins our Integrated Management System (IMS), which conforms with ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018.

2. Scope

This policy applies to all employees, contractors, visitors, and others working on our behalf, and to all activities, products, and services across our operations, including all MATelec Australia sites.

3. Principles

We manage our business using the following principles:

- **Customer Focus:** Understand needs and expectations, meet requirements, and enhance satisfaction.

- **Leadership & Accountability:** Leaders set direction, provide resources, and champion a culture of excellence, responsibility, and safety.

- **People Involvement & Competence:** Engage our people, promote consultation and participation, and ensure capability through induction, training, and supervision.

- **Process Approach & Risk-based Thinking:** Define, control, measure, and continually improve processes to manage risks and opportunities.

- **Innovation & Continual Improvement:** Encourage creativity and disciplined improvement of products, services, and processes.

4. Commitments

4.1 Quality

We will:

- Operate and continually improve a QMS that supports our strategic direction, meets applicable requirements, and provides a framework for setting quality objectives to consistently deliver safe, high-quality products and services.

4.2 Environment

We will:

- Protect the environment, including prevention of pollution, and integrate environmental considerations into planning, investment, design, operations, and purchasing.
- Fulfil compliance obligations and set, monitor, and review environmental objectives and targets to enhance environmental performance.
- Minimise impacts from energy, transport, materials, water, waste, and emissions, applying a lifecycle perspective where practicable, and verify implementation through periodic audits.

4.3 Occupational Health & Safety

We will:

- Provide a safe and healthy workplace that is appropriate to the organisation's activities and the nature of OH&S risks and maintain an OH&SMS aligned with ISO 45001.
- Eliminate hazards and reduce OH&S risks by applying the hierarchy of controls; ensure safe systems of work, safe plant and equipment, and a safe working environment.
- Consult and encourage participation of workers (and representatives) in OH&S decision-making; ensure competence through induction, training, and supervision.
- Identify and manage psychosocial hazards and risks (e.g., work-related stress, fatigue, bullying/harassment), alongside physical, chemical, biological, and ergonomic risks.
- Fulfil legal and other requirements, maintain emergency preparedness, and investigate incidents and near misses, implementing corrective actions to prevent recurrence; continually improve the OH&SMS.

5. Objectives, Measurement & Improvement

- Establish measurable IMS objectives (Quality, Environmental, and OH&S), monitor and measure performance, and review results to drive continual improvement and prevent problems.

6. Roles & Responsibilities

Top Management

- Demonstrate leadership and commitment; provide resources; set measurable objectives; promote a positive IMS culture; ensure statutory reporting of notifiable incidents to authorities.

Managers & Supervisors

- Identify hazards, assess and control risks; ensure compliance with procedures; consult with workers; and ensure prompt reporting and investigation of incidents and near misses.

Employees & Contractors

- Take reasonable care of their own health and safety and that of others; follow training and instructions; report hazards and incidents; and participate in consultation and training.

7. Communication & Awareness

This policy is communicated via intranet and noticeboards and is available to interested parties on request. We will raise awareness, promote responsibility, and support initiatives to reduce our environmental footprint.

8. Governance, Audit & Review

The IMS is integrated across the business and reviewed at least annually (or when significant changes occur) to ensure continuing suitability, adequacy, and effectiveness. Internal and external audits verify implementation and performance.

9. Approval

	Name	Position	Signature	Date
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Approved By	Richard Buchner	Managing Director		11.03.2026