



**OCCUPATIONAL
HEALTH
AND
SAFETY
INC. BULLYING**

A RISK MANAGEMENT APPROACH

The aim of our occupational health and safety risk management policy is to eliminate or reduce the risk of injuries and illness associated with work. Managing health and safety in the office requires a process of hazard identification, risk assessment, risk control and evaluation of control measures.

Effective management of health and safety hazards also involves training, consultation, documentation of health and safety activities and regular review of our management system.

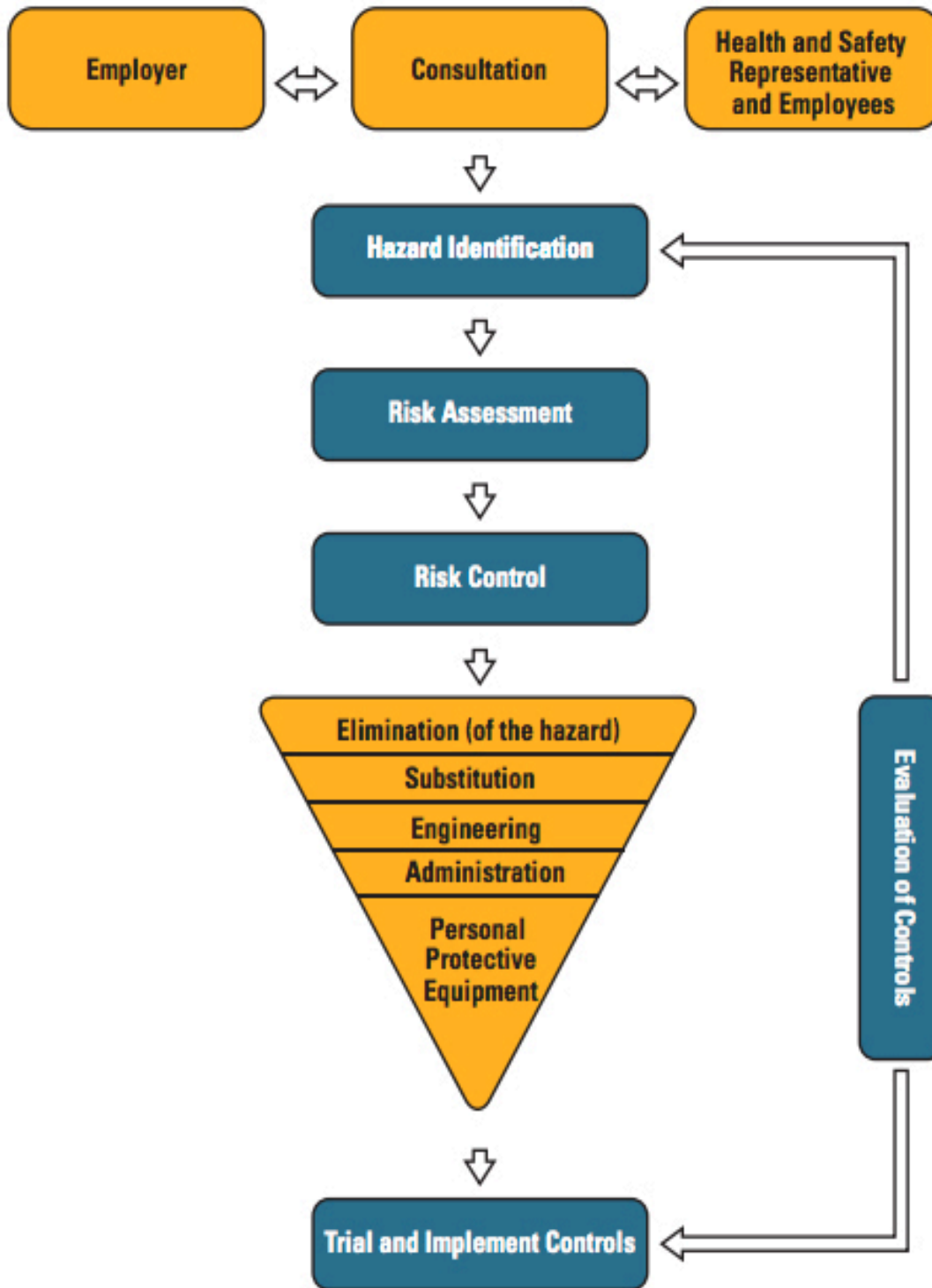
Risk management is a continuous process, as technology changes and further options for the control of risks become available. It requires consultation between employers, employees and Health and Safety Representatives when determining the approach and methods to be used.

We will provide information, training and supervision so that all employees can perform their work in a safe manner.

Training will provide employees and their supervisors with an understanding of:

- health and safety legal responsibilities;
- the nature of any hazards in the workplace;
- the process of hazard identification, risk assessment and risk control;
- the arrangements for reporting;
- circumstances likely to cause hazards;
- the reasons for and safe use of the risk control measures in place in the workplace;
and
- safe work practices.

At Magnum Opus we take your health and safety seriously, complying with the Victorian Occupational Health and Safety Act (2004) and we encourage you to do so as well. You also have obligations under the legislation to take reasonable care of your own health and safety and that of other people. Our risk management system looks like this:



The process depends on an active engagement from all of us to ensure that management is alerted to any hazards you believe need addressing. Please note all OH&S (WHS) posters are displayed in the kitchen area at 49 Cubitt St Cremorne 3121 as is required by law. You are encouraged to study them. Please be aware of exits from the building which are clearly signposted.

Consultation procedures

We are too small an organization to require formal committees or specific health and safety representatives. Should discussion be required it will involve all staff. The goal will always be to reduce any risk to the lowest practicable level, and if it cannot be entirely eradicated, to provide you with such equipment or procedures as to effectively eliminate the risk.

Identifying Hazards In The Office

Mechanical hazards, such as filing cabinets that could tip when heavily laden top drawers are open; tripping hazards.

- Physical hazards, like glare or reflections from screens; hot components of photocopiers; poorly designed chairs that do not provide you with adequate back support; poorly designed jobs and tasks that demand prolonged work in a fixed posture.
- Chemical hazards, such as vapours in the atmosphere – for example, remountable adhesive, glue, or airborne particles like photocopier toner.
- Psychological hazards, like the need to perform excessive workloads under undue pressure, inadequate rest time, inadequate recognition of work performed or repetitive work and insufficient task variety. Bullying or Sexual Harassment.
- Electrical hazards such as damaged electrical cords or overloaded power points that may lead to the risk of electric shock.

Should you be aware of any such issues, we encourage you to raise the matter with a colleague or the Managing Director. At all times, we seek to provide a safe, enjoyable, supportive and harmonious workplace. Any such matters will be dealt with immediately.

Smoking

Smoking within the office space or externally when in a confined environment with work colleagues is specifically prohibited.

Alcohol and other Drugs

It is impossible to perform your work tasks safely and efficiently while under the influence of alcohol or other mind/behaviour altering substances, and you are urged to arrive at work free of the influence of such substances and to avoid them under all circumstances while at work. Where your work duties involve the imbibing of alcohol (at a company social event or client event, for example) you are expected to maintain an appropriate level of sobriety. The company will SPECIFICALLY not be responsible for injury or death occasioned by the excessive use of alcohol or any other substances under any circumstances. If you feel your use of alcohol or other substances is causing you or others danger or distress you are encouraged to raise the matter with the Managing Director. The company attitude to substance abuse issue is that they are an illness, and we will seek to support you as you take whatever steps are required to modify your behaviour.

Matching jobs to people's capacities and needs

People come in all shapes and sizes and have a wide range of different needs, capacities and limitations. Good job and work environment design relies on matching our work and environment to people's needs, capacities and limitations.

Manual handling in the office

Manual handling refers to any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain something. Examples of manual handling tasks commonly performed in offices include lifting and carrying boxes of photocopying paper; moving office furniture and equipment such as computers and printers; handling large files, books and legal documents; prolonged data entry; and opening and closing filing cabinet drawers.

Musculoskeletal disorders

MSD is a collective term for a range of conditions characterised by discomfort or pain in muscles, tendons and other soft tissues, with or without visible symptoms. MSD are usually associated with tasks involving repetitive movement, sustained or unnatural postures or forceful movements. Previously these conditions have been referred to in various ways, such as Occupational Overuse Syndrome (OOS) or Repetitive Strain Injuries (RSI).

Muscle strains can occur suddenly, and may result from forceful exertion in a bent or twisted posture – for example, lifting a box of photocopying paper from the floor. However, many MSD occur due to daily work involving the maintenance of static postures, which result in muscle fatigue, for example, holding the telephone, and repetitive work such as keyboard and mouse tasks. Conditions that have this type of gradual onset are probably more common in office work than sudden injuries.

You are encouraged to maintain an active body during your time working in the office. Specifically, you should stand up and move around the office at least every hour. Regular gentle stretching is encouraged. Take your scheduled rest breaks, and if you experience any symptoms of MSD immediately discuss them with your immediate supervisor.

Psychosocial factors at work

Work is generally beneficial to mental health and personal wellbeing. It provides us with structure and purpose and a sense of identity. It also provides opportunities for you to develop and use your skills, to form social relationships, and to increase their feelings of self-worth.

There are circumstances, however, in which work can have adverse consequences for your health and wellbeing. Risks to psychological health at work may arise from organisational or personal factors, with the major factors being poor design of work and jobs, poor communication and interpersonal relationships, bullying, occupational violence and fatigue.

We deal with any risks to your psychological health due to work in exactly the same way as any other health and safety risks, and we have an absolute a commitment to prevention of work-related stress. We seek to prevent risks to your psychological health by identifying work-related stress factors, assessing the risks to employees and controlling the risks as far as is reasonably practicable.

Stress

Stress is a word used loosely in the community and is a complex emotional experience. Positive challenges motivate people psychologically and physically to learn new skills and master their jobs. This 'good' stress can lead to high levels of satisfaction and productivity. However, challenges can also be personally

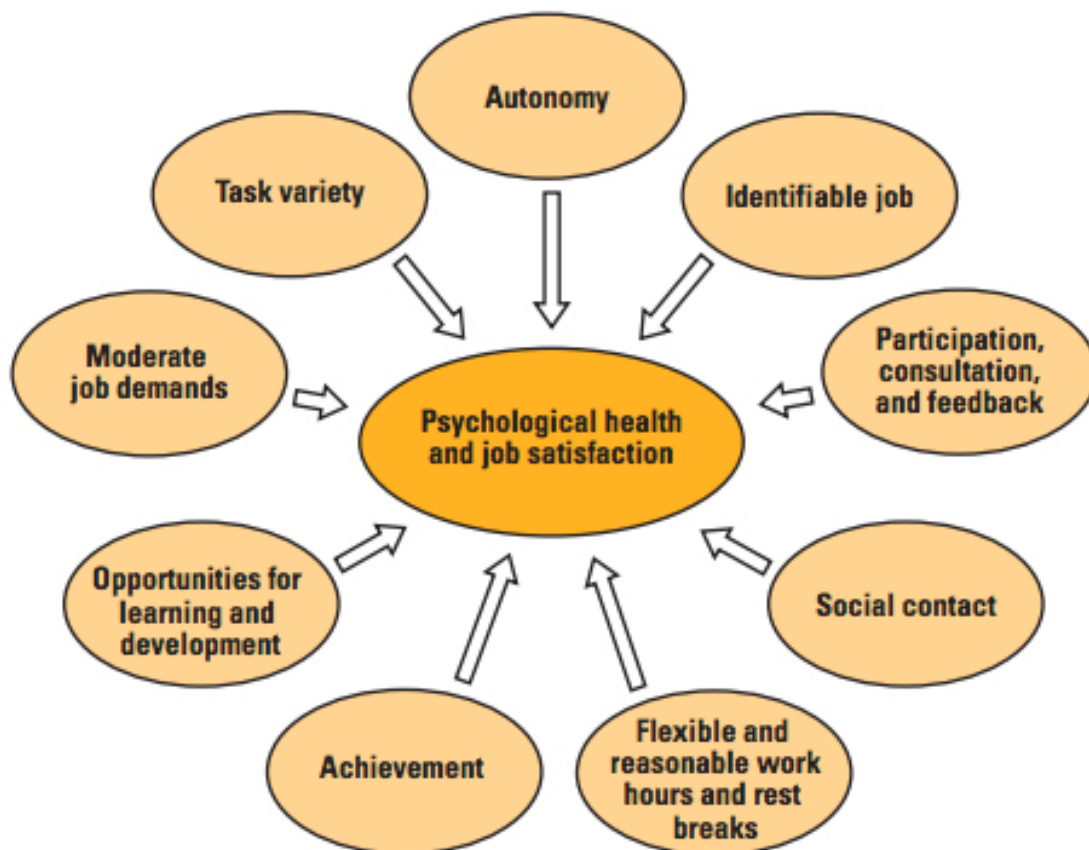
distressing and disruptive. Work that results in a person feeling unable to cope and unsupported may lead to an adverse psychological reaction known as stress and may lead to illness, injury and job failure. However, stress is not just feeling sad, upset or angry. It is interactive and people can have very different responses to the same factors. We do know that some workplace factors may contribute to stress reactions.

These may arise from the content of work, for example:

- work which is monotonous or lacks variety, or too much or too little work to do;
- work that involves employees having to hide their feelings when dealing with customers, or performing work that goes against personal or social standards;
- unpredictable, persistently long or unsocial working hours,
- employees being unable to participate in decisions about their work or control how they do it; and
- environmental conditions such as poor lighting, excessive noise, heat and complex or inadequate equipment or technology.

We will take all steps necessary to eliminate any of these factors. If you believe they relate to you, please raise them immediately with your direct superior or the Managing Director.

Our attitude to a positive, psychologically health and satisfying work environment at Magnum Opus is laid out in this infographic.



Bullying

Workplace bullying is repeated unreasonable behaviour directed towards a worker or group of workers that places their health or safety at risk and is likely to victimise, humiliate, undermine or threaten them.

Bullying usually comes from a source inside the workplace and the bullying may be employee to employee; employer to an employee or group of employees; a group to an individual or another group; or clients and customers to employees.

The following types of behaviour, if repeated, could be considered bullying:

- verbal abuse, excluding or isolating particular workers, harassment or intimidation;
- assigning meaningless tasks unrelated to the worker's job or tasks that are impossible for the worker to successfully complete;
- changing work rosters with the deliberate intention of inconveniencing particular workers;
- intentionally withholding information that prevents a worker from effectively carrying out the job; and
- unreasonable threats of dismissal.

Particular employees can be vulnerable to bullying including new employees, trainees, contractors or casual workers, minority ethnic groups or particular age groups or genders. Bullying is more likely to occur in workplaces which tolerate teasing and practical jokes; where people who manage staff lack experience and skill in dealing with employee groups; and where there are long hours and a high intensity of work.

MAGNUM OPUS HAS ZERO TOLERANCE FOR WORKPLACE BULLYING WHICH IS A DISMISSABLE OFFENCE.

While a single incident does not constitute bullying, isolated incidents that are perceived or reported as bullying will not be ignored. All such incidents will be investigated and addressed to ensure that repetition is prevented.

Physical assault (or the threat of physical assault) will be regarded as occupational violence and dealt with accordingly.

Occupational violence

Occupational violence refers to any incident in which a worker is physically attacked or threatened in the workplace, including any statement or behaviour that causes them to believe they are in danger of being physically attacked. The term 'occupational violence' applies to all forms of physical attack on workers, including:

- striking, kicking, scratching, biting, spitting or any type of direct physical contact, pushing, shoving, tripping, or grabbing;
- throwing objects;
- attacking with any type of weapon; and
- any form of indecent physical contact.

Violence in office workplaces can be perpetrated by co-workers (including managers, supervisors or employers), customers (e.g. in a reception area), people known to the organisation or employee, or a stranger such as an intruder.

MAGNUM OPUS HAS ZERO TOLERANCE FOR OCCUPATIONAL VIOLENCE WHICH IS A INSTANT DISMISSAL OFFENCE. WHERE NECESSARY MATTERS WILL BE REFERRED TO THE POLICE.

Excessive Fatigue

Fatigue is an acute or chronic state of tiredness which affects employee performance, safety and health and requires rest or sleep for recovery. Fatigue may affect physical and mental capacities and increase the risk of workplace incidents. It can also contribute to workplace conflict and absenteeism. Through a build-up of sleep debt, fatigue can result in errors of judgement that may lead to injury or death, affecting not only you, but the health and safety of others as well.

Accordingly, you are encouraged to take adequate breaks, and to achieve adequate rest, concomitant with your work activities. If you feel you are unable to safely conduct your work through fatigue you are urged to pre-emptively advise a colleague or superior.

Lighting

Magnum Opus seeks to provide an adequately lit work environment for you to perform your tasks, including switch-operated pivot lamps on all desks in addition to general lighting. Should you have any concerns about the lighting in your area please raise the matter with your colleagues.

Visual fatigue

Eye muscles can become tired when constantly focused on close work. If you experience tired eyes or other eye strain symptoms and to control visual fatigue generally, employ a change of focus: look at a view out of a window, a picture along a hallway at a distance from yourself, or simply look up and look around you. This can provide exercise to other muscles of your eyes while resting your tired muscles.

Walkways, staircases and corridors

These should never be used as temporary storage areas as this provides unnecessary distraction to nearby workers and also constitute a trip hazard.

Workstation Design

We seek to provide you with adequate space, ventilation, all necessary office tools, a comfortable and practical chair, and to always facilitate good posture. If you have any concerns about your personal workspace, please raise them with your superior.

Transmissible diseases

Certain situations (such as first aid treatment) can increase the possibility of transmission of blood-borne diseases such as Hepatitis B and C, and HIV. If you find yourself in a first aid situation involving blood, ask the colleague concerned whether they have any knowledge that they are carrying a blood-borne disease entailing special handling care. In any event, the use of disposable gloves is advised when dealing with injuries involving blood. On a day to day basis open wounds should always be covered with suitable protection.

General everyday First Aid

A First Aid kit is maintained in the kitchen area at 49 Cubitt Street Cremorne 3121. Please acquaint yourself with its contents and location.

Emergency Medical Care

The nearest full-equipped Emergency Department is at Epworth Richmond, accessible via 34 Erin Street, Richmond.

Cars may be brought to the entrance of the Emergency Department via the ambulance bay, where there is a 5-minute parking limit.

Parking is available in adjacent streets or in the hospital car park which you enter from 89 Bridge Road.

Trams 48 and 75 stop outside Epworth Richmond at 89 Bridge Road. If entering the hospital from Bridge Road, proceed to level 1 and follow the signage to the Emergency Department. The closest Train Station is West Richmond, which is a 5 minute walk away from Erin Street.

The Epworth Emergency Department contact number is 03 9426 6303.

In an emergency always call 000 first.

Food hygiene

Maintaining good food hygiene standards in the workplace plays a valuable role in preventing illness. In particular, please:

- Wash all cups, glasses, plates and cutlery used IMMEDIATELY when you have finished using it. Leaving dirty crockery and similar items in the kitchen area is not only unsightly it is a health hazard as it provides a breeding ground for germs.
- Dispose of any “past use by” or smelly items from the refrigerator in the waste bin, which should be emptied regularly.

Toilet hygiene

A common cause of infection in offices is inadequate toilet hygiene. For your own good health, and that of others, please always wash your hands with hot water and soap after using toilet facilities and maintain the facilities to a clean and healthy standard.

Slippery surfaces

Falls are often occasioned by spilled materials on hard floors. Where liquids of any kind are spilled please clean them up promptly and thoroughly.

Falls

Do not stand on chairs in order to reach items that are high up. Appropriate systems for reaching high places will be provided.

A common cause of falls is tripping over electrical extension cables. Please minimize the use of such cables and where possible cover them with tape before people walk in the relevant area.

Documentation

The Worksafe Victoria Office Safety Checklist has been downloaded and a copy is available from Wendy Grant. Please familiarize yourself with this document, which is freely available for you to consult and/or to audit your workspace if you have any concerns.

Updating this policy

This policy is designed as a working, evolving and relevant document and will be subject to regular review, and as a minimum annually. You are encouraged to advise colleagues of any issues you feel need attention and your suggestions are welcome.

MICHAEL J ALLEN
Managing Director



GENDER EQUALITY POLICY

MAGNUM OPUS PARTNERS GENDER EQUALITY POLICY ADOPTED 18 DECEMBER 2018

Magnum Opus Partners actively strive for a situation where both genders are represented equally in our workforce, recognising that gender diversity, and diversity more generally, is a major contributor to our success.

The on-going goal is for our workforce to comprise equal numbers of women and men which is the case as at the date of this document.

Not only are we an equal opportunity employer as regards sexual identity, but we also do not discriminate on the basis of age, race, religion, sexuality, or inter-gender status.



FAMILY VIOLENCE LEAVE POLICY

MAGNUM OPUS PARTNERS FAMILY VIOLENCE LEAVE POLICY 18TH DECEMBER 2018

MOP notes that on 12 December 2018 the Fair Work Amendment (Family and Domestic Violence Leave) Act 2018 took effect. The Fair Work Act 2009 now includes an entitlement to unpaid family and domestic violence leave as part of the national Employment Standards (NES).

Although our staff do not come under an award structure, Magnum Opus Partners will always actively support staff experiencing family violence situations.

We note that the Act provides for one week's unpaid leave for a staff member to deal with a relevant situation. Therefore upon advice from the staff member, supported by professional reference, we will apply an additional one week's unpaid annual leave to that staff member, actionable immediately.

At the absolute discretion of the Partners, that week may be fully paid, to facilitate matters such as moving arrangements and other costs, as the Partners consider appropriate.