

## HEALTH & SAFETY POLICY

### Introduction

The Office Products Depot (OPD) Group recognises that a safe and healthy working environment is essential to the well-being of our people, the sustainability of our operations, and the overall success of our business. As a cooperative network of independently owned and operated branches, we are committed to upholding the highest standards of workplace health and safety across all areas of our organisation.

This policy sets out our collective commitment, responsibilities, and expectations in managing health and safety risks within our businesses and ensuring compliance with NZ's Health & Safety at Work Act 2015.

### Scope

This policy applies to all 24 OPD Branches and the National Support Office (NSO). It outlines the Office Products Depot (OPD) Group's commitment to maintaining a safe and healthy workplace, and defines the responsibilities of management, employees, and nominated H&S representatives.

It includes the following personnel:

- All OPD staff, whether employed directly or through contractual arrangements.
- All contractors, suppliers, visitors, and any other individuals operating on our premises or otherwise representing OPD.
- All activities undertaken within OPD's business operations, including retail, warehousing, delivery & distribution, administration, and customer engagement functions.

### 1.0 Purpose

The purpose of this policy is to affirm the commitment of the Office Products Depot (OPD) Group to providing a safe, healthy, and compliant workplace for all employees, customers, contractors, and visitors. We recognise our responsibility to ensure that health and safety are integral to our daily operations and embedded in our organisational culture.

This policy applies to all OPD branches nationwide, as well as to the National Support Office and any associated contractors, service providers, or supply chain partners operating on our premises or our behalf.

We recognise the right to a safe and healthy work environment as a **fundamental human right**, in line with the **UN Guiding Principles on Business and Human Rights** and relevant International Labour Organization (ILO) conventions.

## 2.0 Guiding Principles

The OPD Group is committed to:

- Complying with all relevant health and safety legislation, regulations, and codes of practice in Aotearoa, New Zealand.
- Proactively identifying, assessing, and managing risks in the workplace using a human rights due diligence lens.
- Providing appropriate resources, training, and information to enable safe work practices for all, including vulnerable or marginalised groups.
- Promoting a culture of shared responsibility for health and safety at all levels of the organisation.
- Investigating all incidents, hazards, and near misses with the goal of continuous improvement and meaningful remediation.
- Supporting the physical and mental well-being of our workforce through inclusive and equitable health and safety practices.
- Ensuring health and safety risks are identified early, monitored, and mitigated across our operations and business relationships.
- Empowering all employees with the authority to stop work or report any unsafe practice or condition without fear of reprisal.

## 3.0 Roles & Responsibilities

### **National Support Office:**

- Provides group-wide policy direction, training tools, templates, and communications.
- Leads regular review and update of operational H&S policies, following government recommendations and/or regulatory guidelines.

### **OPD Owners/Branch Managers:**

- Ensure local implementation of this policy, including site-specific risk assessments and due diligence procedures.
- Facilitate H&S inductions and ongoing training for employees and contractors.
- Maintain a hazard register and ensure incident reporting protocols are followed.
- Monitor workplace safety practices and implement corrective actions where needed.
- Provide transparent processes for receiving and resolving safety-related complaints.
- Ensure that findings from incident investigations and trend analyses are communicated to staff with agreed corrective actions.

### **Employees:**

- Takes reasonable care for their own health and safety, and that of others.
- Follow safe work procedures and instructions.
- Report hazards, injuries, and incidents in a timely manner.

- Participate in health and safety training and initiatives on and off the job, as directed by management.
- Use grievance mechanisms to raise concerns and provide feedback on workplace safety.
- Immediately stop work if they perceive any activity to be unsafe and report the situation.

## 4.0 Policy Statements

### 4.1 Legal Compliance

All OPD entities must comply with the NZ Health and Safety at Work Act 2015 and associated regulations, including duties of care under the primary legislation.

### 4.2 Risk Management

All workplaces must implement and maintain a documented process of hazard identification, risk assessment, and control, guided by human rights due diligence. Risk controls should follow the hierarchy of control measures. Where operations involve any hazardous materials or mechanical risks, appropriate risk-specific protocols must be in place to prevent harm. *(Site-level hazard ID and control procedures are based on the earlier policy 'National Support Office Health & Safety Manual (Version 2, November 2015)'*.

### 4.3 Emergency Preparedness

Each site must have documented emergency plans and conduct regular drills, including for fire, earthquake, and lockdown procedures. Emergency equipment must be inspected and maintained in accordance with statutory requirements.

### 4.4 Incident Reporting & Investigation

All incidents, injuries, near-misses, and health and safety concerns must be reported promptly. Incident investigations must identify root causes and corrective actions. Remediation processes must be legitimate, equitable, transparent, and based on dialogue. Learnings from safety investigations will be shared to support organisation-wide improvement.

### 4.5 Equipment and Infrastructure Safety

Plant, machinery, tools, and workplace infrastructure must be maintained in a safe condition. Any unsafe equipment must be removed from service immediately. If applicable, all repairs must be undertaken by a qualified and competent person, in accordance with manufacturer guidelines or any relevant health & safety regulatory requirements.

#### 4.6 Contractor and Visitor Safety

Branches must ensure that contractors and visitors receive appropriate safety information and follow all site safety protocols, including wearing high-visibility clothing in designated hazard areas, or otherwise where required. Appropriate Hi-vis clothing will be available to staff and site visitors at all times.

#### 4.7 Health and Wellbeing

We are committed to supporting the mental and physical well-being of our people. We will provide access to appropriate support services and promote a respectful and inclusive work environment that addresses the specific needs of diverse and vulnerable groups.

### 5.0 Training & Communication

Health and safety training will be embedded into staff inductions and reinforced through regular training, team meetings, and annual refreshers. Policy updates will be communicated to all relevant stakeholders.

Training will also include awareness of off-the-job safety risks and how to maintain wellbeing both inside and outside the workplace.

We are committed to building awareness of human rights obligations and promoting a culture of safety and dignity across the OPD Group.

### 6.0 Monitoring & Review

This policy will be reviewed bi-annually by the OPD Board and National Support Office, or earlier if required due to legislative changes, operational developments, or incident learnings. Compliance will be monitored through internal audits, incident reviews, and branch-level reporting.

Anonymous and accessible grievance mechanisms will be maintained to ensure safe and confidential reporting of any health and safety concerns or violations.

Failure to comply with OPD's Health & Safety obligations may result in disciplinary action, up to and including termination of employment, in accordance with employment agreements and relevant legislation.

**Together, we are committed to creating a culture of care, responsibility, and continuous improvement in Health & Safety across the OPD Group.**

*This policy builds upon the operational procedures established in the OPD National Support Office Health & Safety Manual (Version 2, November 2015), which continues to serve as the basis for site-level implementation, risk assessments, and day-to-day health and safety practices.*

**(Attached).**