

Engentus Pty Ltd.

Occupational Health and Safety Policy

Revision Number	Revision Date	Description	Approved By
1	28/06/21	Rebranding	

Occupational Health and Safety Policy

Overview

Engentus Pty Ltd (EPL) is committed to the health and well-being of its employees and of everyone with whom we work and interact. One of our company's driving considerations is to work with our customers to provide safe work practices and solutions to safety and productivity issues through smart use of engineering. We bring this attitude to our own environment, combined with a commitment to encouraging and mandating safe behaviours and habits in our business.

The Work Health and Safety (WHS) management system is to apply to all sites and offices of (insert business name) and any site under management by the Company, along with any project involving its employees. Failure to comply with the requirements of the WHS management system will lead to disciplinary action. The purpose of this system is to establish and maintain effective management of WHS. It is designed to provide compliance with all WHS legislative requirements and promote excellence in Work health and safety management through a process of continual improvement.

EPL will review this system regularly in order to provide guidance for internal/external consultation, development and improvement processes. More frequent reviews will take place in response to organisational and legislative changes.

EPL recognises that the success of the system depends on commitment from all levels and functions, particularly the leadership of management.

1. Objective

The workplace health and safety of all our people and of those with whom we work is everyone's responsibility.

The objectives of this policy are to, as far as reasonably practicable:

- achieve a safe and incident free workplace;
- consider WHS in project planning and work activities;
- involve employees, consultants and subcontractors in the decision-making process through regular communication and consultation;
- ensure employees, consultants and subcontractors identify and control risks in the workplace;
- monitor and review the elimination or control of potential risks; and,

- enhance employees' WHS knowledge through a program of education and training.

The success of our WHS management depends on:

- the commitment of all persons to achieving the policy objectives;
- planning work activities, with due consideration given to WHS;
- undertaking the risk management process in an effective manner; and,
- communication and consultation between our employees and subcontractors.

We are committed to fulfilling the objectives of this policy and expect the same of all employees and subcontractors working on our behalf.

2. Health and Safety Policy

EPL has developed and implemented a structured health and safety management system to meet its obligations and legislative requirements.

Regular review of WHS at senior level reinforces its importance to EPL's commercial objectives and legal obligations.

2.1 Policy Authorised by Senior Management

The Managing Director will formally sign and date the current written policy and display it in the designated areas. The Managing Director will formally approve the policy and procedures. The Managing Director reviews the documented health and safety policy every year.

2.2 Policy Incorporates Management Commitment to Comply with Relevant Legislation

EPL's health and safety policy will ensure compliance with legislative requirements and current industrial standards such as:

- The Statutory Health and Safety Acts.
- Various Codes of Practice
- AS/NZS 4801 ~ Work Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques

2.3 Policy Includes Management Responsibilities

EPL has delegated general and specific health and safety responsibilities applicable to the various management levels of the organisation. The responsibilities are assigned to the levels of management as shown below and are based on the referenced legislative standards. Further individual responsibilities are contained in particular procedures and

position descriptions. Every level participates in the establishment and maintenance of the WHS controls as well as assisting in WHS planning.

EPL's WHS policy is to inform employees and other interested parties that WHS is an integral part of its operations. All staff are actively involved in the review and continual improvement of WHS performance as this reinforces the company's objectives.

2.4 General Responsibilities:

Managing Director

- Formally approve the Work Health and Safety Policy
- Assign custody to ensure procedure is maintained and updated
- Formally approve the Work Health and Safety Procedures
- Review overall organisational health and safety performance
- Participate where required in the resolution of safety issues
- Review serious injuries/incidents and monitor corrective actions
- Review health and safety performance of middle management
- Ensure organisational compliance with health and safety legislation

Supervisors and Managers will;

- Implement the WHS Policy, WHS Procedures and legislative requirements
- Monitor health and safety performance within area of responsibility
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc
- Participate, where required, in the resolution of safety issues
- Investigate all injuries/incidents within area of responsibility
- Ensure liaison with employees, particularly on any workplace changes which have a health and safety component
- Initiate actions to improve health and safety within area of responsibility
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found
- Participate in consultation
- Ensure all employees are inducted and receive regular training as required to perform jobs safely
- Facilitate rehabilitation of injured employees

Duties of Employees and other persons at the workplace:

Employees will:

Adhere to all safe working procedures in accordance with instructions

- Take reasonable care of themselves and others who may be affected by their actions
- Participate in all training as requested
- Participate in the consultation process

Other Persons at the workplace will:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

3. Reporting and Recording of Workplace Incidents and Injuries

EPL has a strict procedure for internal or external reporting and recording of work-related incident, injury, or illness.

4. Continuous Improvement in Health and Safety

EPL WHS process is subject to regular reviews when factors likely to affect the degree of risks from hazards or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits. As time proceeds new information comes to light in terms of risk and therefore the WHS assessment needs to be repeated regularly. Repeating the assessment process with rigorous acceptability criteria also promotes continual improvement in managing WHS.

5. Manager's Understand Health and Safety Management

EPL's management team is responsible for the development, promotion, and implementation of WHS policies and procedures and therefore have a thorough

understanding of the scope and structure of health and safety management. They are also responsible for communicating and training employees in all aspects of WHS management.

6. Management Support Early RTW of Injured Employee

EPL supports the early return to work (RTW) of injured employees provided this has been endorsed by a medical physician that the injured employee is capable of RTW. A RTW plan will be developed including suitable alternative duties, which will be identified after consultation with relevant parties and will be in writing. Appropriate assistance will be given to employees from a non-English speaking background and to those permanently unable to return to pre-injury duties.

7. Third Party Workplace Safety

EPL staff will regularly be required to visit work sites owned by customers, potential customers, contractors, suppliers and other third parties. In all circumstances, EPL staff are to ensure that they are fully inducted to the standard required by the host organisation and that all host OHS requirements are met at all times.

8. Training and Supervision

EPL will ensure that all employees are informed of their own responsibilities for health and safety in the workplace. EPL will ensure that employees have specific knowledge concerning the management of hazards to which they are exposed. This will be achieved through training in workplace procedures, environment, equipment, and materials.

8.1 Health and Safety Induction Programme for New Employee

“First Day Induction” for new or transferred employee is to be provided by the Manager or Supervisor. The Induction is a verbal explanation, observation of the task in a safe working environment with supervision. All items on the First Day Induction Checklist Form WHS 04.1 are to be explained to the employee and this includes: -

- hazards associated with the job and appropriate controls;
- safe way to do the job;
- emergency procedures and equipment, facilities such as toilets, meal rooms and first aid kit; copy of health and safety policies and procedures;
- explain safety signs, symbols and safety controls;
- safety equipment and how to use them;
- procedures and forms for reporting injury and near miss; etc.

The induction form is to be signed by both the new employee and the person providing the training (i.e. Manager or Supervisor) and held in the personnel file.

8.2 Identification of Health and Safety Training Needs

EPL will undertake on going assessment and record required training in the Training register to ensure that every employee is provided with the appropriate training. Procedures are in place to ensure that employees have appropriate competencies, and these are kept up-to-date in tasks where hazards and risks have been identified. Training programmes are developed after completing an assessment of current capability against the required competency profile.

EPL documents and records training provided to establish and evaluate its effectiveness. Training shall be conducted by specialist providers with demonstrated competency and experience appropriate to the specific area of training conducted.

9. Hazard Reporting

9.1 Purpose

This procedure describes how hazards are reported by employees. The Hazard Report applies to the reporting of any health and safety issues other than personal injury. The procedure applies to all employees.

9.2 Definitions

Hazard - A hazard is any source of potential damage, harm or adverse health effects on something or someone.

9.3 Procedure

EPL shall ensure that the Hazard Report Form is available to all employees in all work locations.

If there is an immediate risk of injury or illness an employee shall take action to make the area safe, ensuring their own safety is not jeopardised and immediately report the hazard to their supervisor.

Employees shall immediately report any hazard to their supervisor or manager and complete the Hazard Report Form. The employee should keep a copy of the completed form.

The supervisor or manager on receipt of the Hazard Report Form shall:

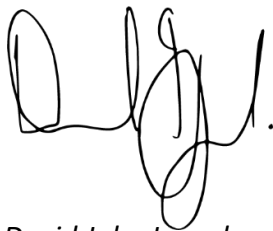
- take action to remove the hazard if possible
- take action to prevent employees being exposed to the hazard
- report the action required to mitigate or eliminate the hazard

The Manager shall provide all Hazard Reports for tabling at the management meeting and shall allow employees access to the Hazard Report file.

Copies of Hazard Reports are to be filed on the company's electronic file management system.

The Manager will ensure that an explanation of this procedure is included in the induction for new employees.

Yours sincerely,



David John Izzard

Managing Director

Engentus Pty Ltd