

# Work Health and Safety Policy for Policy Performance Pty Ltd

## Objectives

The objectives of this policy are to:

- achieve a safe and incident-free working environment, when working remotely or travelling for work (such as field-based activities)
- consider work health and safety in project planning, remote work arrangements and field-based activities
- involve employees and subcontractors in work health and safety decision-making through regular communication and consultation
- ensure employees and subcontractors identify and manage risks associated with remote and field work
- monitor and review the elimination or control of potential work health and safety risks
- enhance work health and safety knowledge and capabilities through a program of ongoing education and training
- support overall wellbeing of employees and subcontractors.

## Obligations

Policy Performance is firmly committed to enabling all work activities (either working remotely or travelling for work) to be carried out safely, with all possible measures taken to eliminate or reduce risks to the health, safety and welfare of employees, subcontractors and anyone else who may be affected by our work.

We are committed to complying with:

- Work Health and Safety Act 2011 (Cth) and the Work Health and Safety Regulations 2011 (Cth), including Model Codes of Practice by Safe Work Australia (2024)
- Work Health and Safety Act 2012 (South Australia) and Work Health and Safety Regulations 2012 (South Australia), including Work Health and Safety (Review Recommendations) Amendment Act 2024, effective from September 1, 2024
- Occupational Health and Safety Act 2004 (Victoria) and Occupational Health and Safety Regulations 2017 (Victoria), including Occupational Health and Safety and Other Legislation Amendment Act 2021, which came into effect on September 22, 2021
- And other relevant Commonwealth, State or Territory legislation as applicable to the location of work.

## Scope

This policy applies to all employees and subcontractors associated with Policy Performance Pty Ltd.

## Responsibilities

### Management

Management will ensure, as far as is reasonably practicable, the health and safety of:

- all employees engaged or caused to be engaged by us
- all employees whose activities in carrying out work are influenced or directed by us
- other people, by ensuring they are not put at risk from work carried out as part of our business undertakings.

Management will:

- proactively identify any foreseeable hazards related to field-based work and implement controls before work begins, and
- ensure all workers are provided with appropriate work health and safety training, tools and supervision for field-based work.

### Employees and subcontractors

While working remotely or travelling for work, employees and subcontractors must:

- take reasonable precautions for their own health and safety
- take reasonable care that what they do or what they do not do, does not adversely affect the health and safety of other people
- comply (so far as they are reasonably able to) with any reasonable instruction given by management
- co-operate with any reasonable instructions or procedures for work health or safety that have been communicated to them
- not misuse or interfere with anything provided for their work health and safety
- cease work if they believe it is unsafe to continue, and report the issue immediately
- report all incidents and near misses to management immediately, no matter how trivial
- engage in consultation with management to identify, assess and control hazards and the effectiveness of such controls
- report all known or observed hazards to their supervisor or manager.

## Applying this policy

Policy Performance Pty Ltd seeks the co-operation of all employees, subcontractors and others affected by our work. The success of this policy depends on:

- the shared commitment of everyone to these work health and safety objectives
- thoughtful planning of remote and field-based activities with due consideration to work health and safety measures
- effective risk identification and control
- open communication and consultation between management, workers and subcontractors.

## Monitoring and review

Policy Performance Pty Ltd will review this policy annually, in consultation with employees:

- to assess the effectiveness of the policy
- by reviewing our overall health and safety performance
- by monitoring the effectiveness of policies and procedures.

## Authorised officer

Name: Charlie Tulloch

Position: Director, Policy Performance Pty Ltd

Signature:



Date: 01 July 2025

Date of next review: 01 July 2026