

PM-Partners group

Workplace Health & Safety Policy

1. Purpose

PM-Partners group (the “Company”) is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect.

This policy outlines the Company’s commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that workplace participants are not subjected to any form of injury or illness as a result of being in the workplace. It also details the legal responsibilities of the Company and employees in relation to preventing injury/illness in the workplace.

2. Scope

The Workplace Health and Safety (WHS) Policy is applicable to all PM-Partners group workplace participants.

3. Definitions

- » Company – includes all subsidiaries that are owned or controlled, directly or indirectly, by PM-Partners group.
- » Workplace Participants – PM-Partners group employees including members of the Board of Directors, independent contractors, casual staff and agency staff.
- » Human Resources (HR) – for local application the HR Manager will take responsibility. For regional workplace participants the Head Of or Service Delivery Manager will take responsibility.

4. Responsibility and Authority

Role	Responsible	Accountable	Consult	Inform
Workplace Participants	✓	✓		
HR Manager	✓	✓	✓	✓
Regional Head Of	✓	✓	✓	✓
Manager/Supervisor	✓	✓	✓	✓

5. Policy

This policy covers all employees of the Company (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Company (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively “workplace participants”).

PM-Partners group is committed to providing a safe workplace that actively promotes the health, safety, and wellbeing of its workplace participants.

In accordance to the values of PM-Partners group we are committed to ensuring that risks to health and safety are eliminated so far as is reasonably practicable. If it is not reasonably practicable to eliminate such risks then PM-Partners group have a duty to minimise those risks so far as is reasonably practicable.

PM-Partners group considers that the work health and safety of its workplace participants is of utmost importance and is therefore committed;

- » To provide a workplace that is safe and without risk to health so far as is reasonably practicable.
- » To implement safe systems of work.
- » To consult with workplace participants in a meaningful and effective manner on all WHS issues, enabling each member to contribute to decisions that may affect their health, safety and welfare at work.
- » To establish appropriate objectives and key performance indicators to identify opportunities for continuous improvement of the WHS system.
- » To make resources available to comply with legislative requirements.

PM-Partners group is committed to ensuring that those responsible for WHS carry out their responsibility with the utmost care. Responsibilities include the implementation and maintenance of safety policies and procedures and taking care to not put yourself or others in harm's way.

5.1. Legal responsibilities

Everyone at the workplace has a legal responsibility to prevent injury/illness from occurring.

Under the Work Health and Safety Acts in all states the Company has the primary duty to eliminate or minimise, as far as reasonably practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace injuries/illness. This policy will assist the Company in complying with its legal responsibilities.

Workplace participants are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at the Company's workplace. They must also comply with any reasonable instruction given by the Company. Compliance with this policy will assist workers in meeting their legal responsibilities.

If workplace participants fail to adhere to the legislation this may result in Criminal proceedings. The Work Health and Safety Acts in all states indicate that if a workplace participant is found guilty of committing discriminatory conduct, a penalty may be issued.

5.2. Definitions

Risk Management is the identification, assessment, and prioritisation of risks followed by coordinated and economical application of resources to minimise, monitor, and control the probability and/or impact of the events. It is a 4 step process that involves identification of a hazard, assessment and then control of the risk and finally a process to review the effectiveness of any controls put in place.

Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.

Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

Risk Control means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

5.3. Responsibilities

Managers:

Managers have the responsibility to:

- » Identify and implement strategies to access and minimise risk of injury/illness to people and property.
- » Encourage consultation in addressing safety issues.
- » Ensure PM-Partners group maintains a safe site and equipment.
- » Develop and implement safe systems of work.
- » Provide adequate safety information, training and supervision to all PM-Partners group workplace participants

Supervisors:

Supervisors have the responsibility to:

- » Ensure that the workplace under their control is safe and without risks to health so far as is reasonably practicable.
- » Identify any breaches of the WHS policy.
- » Encourage consultation in addressing safety issues.
- » Provide WHS information to workplace participants
- » Report and record hazards, incidents, accidents, investigations, injuries and illnesses.
- » Address WHS issues within the Supervisor's control and refer WHS issues to the most appropriate Supervisor or Manager when necessary.

Workplace Participants

All workplace participants have the responsibility to:

- » Adhere to safe work practices, instructions and rules, including emergency procedures and drills.
- » Report any unsafe work condition, equipment, incidents, accidents, investigations, injuries and illnesses to Management.
- » Perform all work duties in a manner which promotes individual health and safety and that of all other employees.
- » Encourage fellow employees to create and maintain a safe and healthy work environment.
- » Participate in WHS training and education when required by PM-Partners group.

Client Site Resources

All workplace participants who are engaged to deliver services or work at a client side have the responsibility to:

- » To comply with the WHS policy, procedures and programs of both PM-Partners group and the client side
- » Observe directions on health and safety from designated officers of PM-Partners group and the client.

- » Failure to observe or comply with work safety directions will be considered a serious breach of contract and potential grounds for termination.

5.4. Consultation in regards to WHS

PM-Partners group recognises that consultation is an essential part of effectively managing health and safety at work. It is a valuable means of improving decision making about health and safety issues.

There are a number of key elements to consultation:

- » The sharing of relevant information about WHS and welfare with workplace participants.
- » That workplace participants are given the opportunity to express their views and to contribute in a timely fashion to the resolution of WHS and welfare issues at their place of work.
- » That the views of workplace participants are valued and taken into account.
- » Providing any necessary information to workplace participants.

5.5. Risk Management in regards to WHS

To manage risks in the workplace, PM-Partners group will:

- » Take all practicable steps to identify, assess and appropriately control any known or potential risks to workplace participants.
- » Encourage the early reporting of any symptoms of an injury or disease related to the workplace.
- » Investigate all incidents, accidents and/or injuries to identify their cause(s) and prevent them from reoccurring.
- » Comply with its legal obligations, including notifications of incidents to the relevant state body when required.
- » Regularly monitor and review the effectiveness of measures implemented to control WHS.

6. Breach of this Policy

The Company takes very seriously its commitment to providing a safe and healthy work environment, free from injury/illness. All workplace participants are required to comply with this policy.

If a workplace participant breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Workplace participants who are found to have breached this Policy may have their contracts with the Company terminated or not renewed.

7. More Information

If a worker is unsure about any matter covered by this policy, or requires more information about work environment risks they should seek the assistance of their manager, or of Human Resources Manager Australia. They may also wish to seek external advice from the relevant regulatory authority, such as WorkCover/WorkSafe/SafeWork.

8. Review

This procedure will be reviewed annually, through consultation with workplace participants and health and safety representatives, or when legislative requirements change, or in the event of a serious occurrence involving a manual handling task.

9. Variations

The Company reserves the right to vary, replace or terminate this policy.