

PM-Partners group

Work Environment and Facilities Policy

1. Purpose

PM-Partners group (the “Company”) is committed to providing a safe and healthy work environment in which all workplace participants 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 in the workplace. It also details the legal responsibilities of the Company and workplace participants in relation to preventing injury/illness in the workplace.

2. Scope

The Work Environment and Facilities 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”).

5.1. Legal responsibilities

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

In accordance with our health and safety policy the company is committed to providing a safe and healthy workplace and uses the risk management model of identification, assessment and control of risks associated with the work environment.

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 participants is found guilty of committing discriminatory conduct, a penalty may be issued.

5.2. Definitions

Work environment and facilities refers the physical work environment, such as workspace, lighting and ventilation facilities for workers, including toilets, drinking water, washing and dining areas, change rooms, personal storage and shelter.

Ergonomics refers to design of the work environment to ensure that it is optimised for use by people to avoid injury or illness.

Personal Protective Equipment (PPE)

- » Personal Protective Equipment is used by staff for protection against known or potential hazards.
- » Examples are: gloves; glasses; masks; ear muffs; ear plugs; boots; safety shoes.
- » PPE may be disposable or reusable

5.3. Responsibilities

Managers:

- » Shall take all reasonable steps to ensure the work environment, equipment, and work practices are safe.
- » Will examine work practices and procedures with a view to eliminating unsafe activities where possible.
- » Ensure training in ergonomic practices and the safe use of equipment is provided.
- » Ensure equipment, such as trolleys are chosen in consultation with staff and are in sufficient quantity.
- » Maintain equipment in good order.
- » Ensure safe work practices are followed.

Workplace participants

- » To comply with the policy.
- » To attend education on ergonomics and equipment knowledge.
- » To report hazards and injuries along with filling out appropriate documentation.
- » To report faulty equipment.

5.4. Entries and Exits

- » The means of entry and exit to and from the workplace must be kept safe and accessible for workplace participants and/or visitors who have a disability whether it be temporary or permanent.

- » Aisles and walkways are kept free of furniture or other obstructions at all times. Where it is necessary in some sites, clearly defined entry and exit routes are marked by a permanent line of white or yellow line/s.
- » Entry and exit routes, stairs and walkways are always adequately lit.
- » Separate entries and exits for vehicles and pedestrians should be provided to minimise the risk of persons being hit by moving vehicles. If people and vehicles have to share a traffic route, use of kerbs, barriers or clear markings to designate a safe walkway. The traffic management plans will outline shared zones.
- » The location of exits should be clearly marked and signs should be posted to show the direction to exit doors to aid emergency evacuation.

5.5. Housekeeping

Good housekeeping is vital in minimising slips and trips. At PM-Partners group:

- » Spills on floors should be cleaned up immediately.
- » Walkways should be kept clear of obstructions.
- » Work materials should be neatly stored.
- » Any waste should be regularly removed.

Space close to workstations should be allocated to allow for the storage of files, tools and materials that are used frequently. If you require more storage, please discuss this with your direct supervisor and/or manager.

Suitable waste bins are located throughout PM-Partners group sites, employees and/or workers are required to use these for all waste. Workplace participants are required to use the appropriate bins for the waste i.e. recycling material vs general waste.

PM-Partners group engages cleaners to ensure that office areas are maintained.

5.6. Work Areas

- » All floors and their coverings should be fully intact without pot holes, cracked concrete or frayed carpet.
- » Any faults should be reported to management as soon as possible so that repairs can take place by PM-Partners group or land lords. The Hazard Form can be used to advise supervisors and/or managers.
- » Workstations are a critical area of safety and all employees and/or workers who spend a greater proportion of their time seated or standing at a desk are encouraged to change their posture as frequently as possible.
 - » All new employees and/or workers are given a “set up guide” for seated workstation tasks to encourage safe postures. Any equipment requirements to achieve a safe posture should be directed at your direct supervisor and/or manager.
 - » Any workplace participant who has been employed to work from home, must undertake the Working from Home checklist.
 - » PM-Partners group will engage a third party consultant to assess any workstations (seated or standing) should there be complex ergonomic arrangements required.
- » All areas where work is undertaken will be adequately lit. Lighting is maintained through regular maintenance by a third party. Any workplace participants should notify their direct supervisor and/or manager should any lighting not be functional.
- » All car parks on PM-Partners group premises are lit to ensure safety when accessing their vehicles when dark.
- » Sites with air conditioning are set to be at a comfortable level for all workplace participants.
- » Should the thermal temperature be too hot or too cold in areas, please notify your supervisor and/or manager of the issue or use the hazard form to advise of possible faulty air conditioning.

5.7. Risk Management

PM-Partners group will adopt the Risk Management Program to address any safety issues in relation to the work environment and facilities.

A monthly inspection of office environments are undertaken by the Health and Safety Representatives. Issues are logged and reported by the Manager who actions and implements control procedures. Office environments use the General Office checklist.

Any issues that cannot be resolved are discussed at the WHS Committee meetings for resolution and reporting back.

5.8. Consultation

It is important to consult our workers as early as possible when planning to:

- » Introduce new tasks or change existing tasks.
- » Select new equipment.
- » Refurbish, renovate or redesign existing workplaces.
- » Carry out work in new environments.

The Health and Safety representative will be consulted as per the consultation agreement when there are changes to processes; changes to the procedure and/or to be involved in the assessment of ergonomic tasks.

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 workers are required to comply with this policy.

If a workplace participants breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) 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.