

PULSAR*GROUP

Health, Safety and Wellbeing Policy



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Introduction

Pulsar Group and its subsidiaries (**Group**) are committed to ensuring the provision and maintenance of safe and healthy working environments free from recognised Hazards that may cause physical and psychological harm, illness or death and has developed this Health, Safety and Wellbeing Policy (**policy**) in support of this commitment.

Purpose

The purpose of this policy is to outline our commitment to the provision of safe working environments across the Group, supported by health, safety and wellbeing management systems including:

- Responsibilities for key personnel and team members;
- Processes to deal with health, safety and wellbeing issues in our workplace;
- Risk assessments;
- Emergencies and crisis management guidelines;
- Additional regionally specific guides and documentation.

Local laws in the countries and states where our Group operates impose specific duties on employers to make arrangements to protect the health, safety and wellbeing whilst at work of all Group Team Members and Visitors.

Scope of this Policy

This policy applies to team members and visitors to the Group's Sites wherever located.

Definitions

In this policy defined words have the following meanings:

Hazard means something that has the potential to injure or harm people, property or equipment.

Incident means an event that has the potential to or does lead to Injury or damage to people, property or equipment.

Injury means physical or psychological harm to a person.

PeopleOps means the local People Operations teams or equivalent applicable to each Site.

Psychosocial Hazard means anything that could cause psychological harm.

Site means the Group offices.

Team member means people, however engaged by the Group, including but not limited to Directors, employees (part time and casuals), people engaged informally, contractors (including people on short term contracts), interns and free agents.

Visitor means clients, utility workers, delivery people and suppliers.

WHS Register means the Work Health and Safety Register maintained by the local PeopleOps team at various Group locations and which may cover various Sites.

Health, Safety and Wellbeing Policy Statement

The Group recognises its duties under all current health and safety legislation and we endeavour to meet the requirements of this legislation and maintain safe and healthy working environments for all team members across the Group. Our managers and supervisors are informed of their responsibility to take all reasonable precautions to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

The Group recognises its duty to make regular assessments of the hazards and risks created in the course of our business. We also recognise our duty, so far as is reasonably practicable, to:

- Meet our legal obligations to maintain safe and healthy working conditions;
- Provide adequate control of the health and safety risks so identified;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure the safe handling and use of substances;
- Provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- Ensure that all team members are competent to do their work, and to give appropriate training;
- Prevent accidents and cases of work related ill health;
- Manage and supervise health and safety at work actively;
- Have access to competent advice;
- Seek continuous improvement in our health and safety performance and management through regular review and revision of this policy, and
- Provide the resources required to make this policy and our health and safety arrangements effective.

Further, we also recognise:

- Our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- It is our duty to co-operate and work with other employers and their team members, when their team members come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in this Employee Safety Handbook which is made available to every team member.

Managing Health, Safety and Wellbeing Risks

Workplace Consultation

Health, safety and wellbeing policy across the Group is predominantly guided by the applicable local legislation. However, we encourage team members to contribute ideas on further action that may positively impact their health, safety and wellbeing at work around issues such as:

- Risk Assessment and subsequent Safe Systems of Work;
- Workplace hazards;
- Psychosocial hazards;
- Emergency procedures;
- New working practices/new work equipment;
- Workplace welfare issues.

If you have any workplace health, safety or wellbeing ideas or concerns you should raise them with the People team.

Training

The Group will provide regular workplace health, safety and wellbeing training and as requested, team members must attend all training, including but not limited to induction training and Site specific training. Team Members must be aware of their obligation to identify, report and manage Incidents, Injuries and hazards in compliance with this Policy.

Emergency planning and procedures

The Group will ensure that emergency planning and procedures are in place at all sites. Team members must be familiar with the emergency planning and procedures in place for each Site. Team Members must also attend regular emergency and evacuation drills.

First Aiders, Fire Wardens and Mental Health First Aiders

At applicable sites certain team members will be appointed to be First Aiders, Fire Wardens and Mental Health First Aiders. Team members are required to comply with the reasonable directions of First Aiders, Fire Wardens and Mental Health First Aiders in the performance of these roles and to enable first aid to be given to team members and visitors if they are injured or become ill at the workplace.

Employee Handbooks

The People team will ensure that any relevant local employee handbooks including safety and wellbeing requirements are produced and maintained in each Group location where required.

Mental Health

The Group acknowledges the impact of psychosocial hazards and is committed to assessing, managing and eliminating risks where possible. As far as is reasonably practicable, we commit to proactively:

- identifying reasonably foreseeable hazards that could give rise to psychosocial risks;
- eliminating risks;
- minimising the risks if elimination is not reasonably practicable;
- maintaining implemented control measures so they remain effective; and
- reviewing and if necessary revising, control measures so as to maintain a work environment that is without risks to health and safety.

To further support the mental health of all team members, the Group will deliver targeted initiatives including but not limited to:

- access to employee assistance programs with confidential professional support at applicable Sites;
- mental health first aider training;
- awareness programs and events.

Team member responsibilities

The Group expects and requires team members to comply with its health, safety and wellbeing policies, procedures and guidelines and to comply with any reasonable instructions given with regards to providing and maintaining a safe and healthy working environment.

Team members must take reasonable care for their own psychological and physical health, safety and wellbeing and to not adversely affect the health, safety and wellbeing of other persons. Team members must comply with reasonable health, safety and wellbeing instructions, as far as they are reasonably able, and cooperate with reasonable health, safety and wellbeing policies or procedures that have been notified to them.

Any injured team member has the responsibility to ensure a safe recovery and return to work.

As a Group team member, you must:

- cooperate with and follow all emergency arrangements;
- ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must co-operate and assist with any accident/incident investigations when asked;
- refrain from deliberate acts of interference with anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorised alterations or repair of equipment;
- follow the generic health, safety and wellbeing guidance outlined in this policy; and
- carry out your tasks in a safe manner and follow any instructions or safe systems of work provided to you by management. Should you identify any hazard or hazardous situation, you must report it to the person in charge immediately or as soon as possible.

Obligations to resolve or report issues

Team members and visitors are expected to take reasonable care of their and others health, safety and wellbeing. If a team member or visitor identifies a health, safety or wellbeing issue, they should take steps to resolve the issue if possible and within their control to do so. If the issue cannot be dealt with by the team member or visitor, they must escalate the issue to be addressed in accordance with this policy. In any event, the team member or visitor should ensure any Incident, injury or hazard is reported immediately and recorded as necessary.

Reporting Incidents, Injuries and Hazards

All Incidents, injuries and hazards involving team members or visitors must be reported to the local People team representative. All reported incidents, injuries and hazards will be investigated and assessed with reference to the risk matrix (Annexure A) and risk minimisation activities identified and implemented.

All incidents, injuries and hazards must be recorded following the applicable local process and if required reported to relevant authorities and/or insurers. If an incident, injury or hazard has been assessed as high risk using the risk matrix it must be reported to the board. Incident reports will be analysed periodically and the effectiveness of previously implemented controls reviewed.

General safety rules

General safety rules applicable to all employees, visitors and contractors are:

- You must obey all rules, signs and instructions;
- You must attend relevant health and safety training;
- Only undertake tasks for which you have been trained;
- Ensure that all equipment used is in a safe condition;
- Follow guidance and adjust your workstation and chair appropriately;
- Wear personal protective equipment as required;
- Do not enter unauthorised areas;
- All accidents, incidents, hazards and near misses must be reported to the person in charge as soon as possible after the incident;
- Smoking or vaping is not permitted in the workplace;
- Do not attend or perform work under the influence of alcohol, illicit drugs or other substances that may impact performance;
- Maintain good housekeeping at all times;
- Ensure all pedestrian and vehicle traffic routes are kept clear at all times.

Working practices

Working practices applicable to all employees, visitors and contractors are:

- You must not operate any equipment or use hazardous substances unless you have been trained and authorised to do so;
- You must use all work equipment in accordance with your training and instructions;
- You must report any fault, damage, defect or malfunction in any equipment to management immediately or if this is not possible as soon as reasonably practicable;
- You must not make repairs to any work equipment unless you have been trained and authorised to do so;
- You must carry out manual handling tasks as instructed;
- You must comply with all safe working procedures;
- You must wear suitable footwear at all times at your workplace.

Working environment

Working environment rules applicable to all employees, visitors and contractors are:

- You must use the correct tools provided at work;
- You must clear up any spillage within the work area as soon as possible and report any hazardous conditions that exist;
- You must keep all areas clean and tidy;
- You must dispose of all rubbish and waste materials as instructed;
- You must report any hazardous conditions to management.

Fire precautions

Fire precautions applicable to all employees, visitors and contractors are:

- Report any use of firefighting equipment to management;
- Do not attempt to fight fires unless you have been trained how to do so;
- You must comply with all established emergency procedures;
- You must not obstruct any type of escape route, fire equipment or fire doors at any time;
- Locked or obstructed fire escape routes must be reported immediately to management;
- You must not interfere with or misuse any fire equipment provided;
- Fire doors should be kept closed at all times, unless fitted with an automatic release device.

Physical Health

Physical health guidelines applicable to all employees, visitors and contractors are:

- Report to your line manager any medical condition or use of medication which could affect your safety or the safety of others;
- Cooperate with the organisation's health surveillance provisions;
- Inform management, as soon as possible, if you are pregnant;
- Inform management of any infections or illness immediately
- Do not work alone in the office if you have any illness or disability that makes lone working inadvisable;
- Undertake sensible measures to ensure that your colleagues and family know where you are and do not undertake any higher risk activities when you are alone.

Remote work and working from home

If you are travelling on business, you must adopt appropriate measures:

- Act in line with all applicable policies and legislation;
- Ensure your line manager and/or colleagues know where you are going and when;
- Contact your stakeholders regularly to confirm your whereabouts;
- Plan your journey to ensure you are taking a safe route;
- Ensure your mobile phone is charged and take spare cash.

When working from home either occasionally or regularly, you must act in line with this policy and ensure you have undertaken the necessary checks and undertaken mitigation of any risks identified.

Occupational Health

Hazards that have the potential to harm you, or anyone connected with our business, are identified in our risk assessments.

Where appropriate, occupational health needs will be identified through our risk assessment process. Suitable control measures will be implemented and, where necessary, occupational health services will be provided.

You will be informed of any requirement for you to take part in health monitoring. We anticipate that you will provide full cooperation by attending for health monitoring should this be deemed necessary. Results of such monitoring will be confidential.

Compliance with this policy

The Group requires all Group team members to comply with this policy.

When it is considered that a breach of this policy has occurred, the nature of any disciplinary action in relation to the breach will be determined by relevant management in consultation with other appropriate sources of advice, for example Head of People (EMEA/NA).

Changes to this policy

This policy does not form part of any contract of employment or other contract to provide services. The Group reserves the right to update this policy at any time and we will draw your attention to any substantial updates as soon as practicable.

Other relevant documents

This policy is supported by a number of other policies and strategies, including:

- Working with Respect Policy
- Code of Conduct
- Healthy Ways of Working at Pulsar Group
- Diversity, Equity and Inclusion Policy

All aforementioned documents are available for reference in the Bob Documents Folder.

Document control information

This is a controlled document. All comments or requests for changes to this document should be addressed to the document owners.

OWNER/S	Head of People EMEA/NA	Signed by: <i>Matt Ward</i> D642405E92954EB...
APPROVED BY	Pulsar Group CEO	Signed by: <i>Joanna Arnold</i> A644EE61156E45E...
EFFECTIVE DATE	November 2024	

Annexure A: Risk Matrix

		SEVERITY		
		Little no effect	Effects are felt, but not critical	Serious impact or could result in disaster
LIKELIHOOD	Unlikely to Occur	Low	Medium	Medium
	Likely to Occur	Low	Medium	High
	Will Occur	Medium	High	High