

## Integrated Management System Work Health & Safety & Consultation Policy

This policy has been developed considering the context of the business. It acknowledges all requirements under the Code of Practice for Consultation, Cooperation and Co-ordination and ISO45001 OHS Management System Requirements. This approach ensures risk and opportunities are identified, hazards are identified, and we are always planning, reviewing, and improving to achieve our legal obligations and meet objectives and compliance targets.

The Directors and Management Team of HIX Group, along with all team members, are committed to work health and safety within the workplace to prevent injury or illness of any person, including sub-contractors (or their workers), labour-hire or visitors within the workplace, including all HIX Premises, worksites, and vehicles.

Other interested parties can/may include:

- ✓ Customers and clients
- ✓ Suppliers delivering plant to site
- ✓ Site Representatives
- ✓ Utility providers
- ✓ Governing bodies of NSW

### We will achieve this by:

- ✓ Understanding the needs and expectations of workers and other interested parties, including non-managerial workers.
- ✓ Establishing the scope of the Integrated Management System including WHS in line with ISO 45001.
- ✓ Identifying Risks and Opportunities, External and Internal issues, Legal and Other Requirements as required by ISO45001. Our identification of these will be supported by current subscriptions to standards, codes of practice, legislative, industry and other resources.
- ✓ Continuously developing processes and encouraging Managers to demonstrate leadership to promote a supportive and positive IMS / WHS culture.
- ✓ Encouraging consultation and participation by workers and other interested parties without fear of adverse action and providing resources and support for preferred consultation methods.
- ✓ Encouraging reporting of near misses as this is an important part of identifying hazards or trends.
- ✓ Ensuring we consult with and fully train non-managerial staff as required under ISO45001
- ✓ Planning and documenting measurable WHS objectives.
- ✓ Ensuring documentation meets the requirements of ISO45001.
- ✓ Consulting when planned temporary or permanent changes are implemented under processes considering any impact to Work Health and Safety.
- ✓ Identifying risks and opportunities prior to engaging any sub-contractor or supplier.
- ✓ Planning for emergency preparedness and response by providing training and consulting with all interested parties about emergency procedures.
- ✓ Reviewing the performance of the Integrated Management System annually, before any legislative change, or an incident occurs requiring a more urgent review.

### Work Health & Safety Consultation

Directors and all levels of Management are absolutely committed to effective WHS consultation. We expect feedback from others about all WHS matters and we always consult with workers and other interested parties to determine needs and expectations.

Our Team has assigned responsibilities under their roles, and we actively seek their opinions to ensure they meet their WHS KPIs relevant to their role. Our consultation will always be guided by what our workers prefer. At present consultation occurs under “Other Agreed Arrangements” which is facilitated by regular team meetings, annual Company WHS meetings, and manager WHS reviews at management meetings. Should our team require more formalized consultation, we will facilitate this request and support it.

### Consultation – The Role of Our Management Team

Our management team joins with Top Management/Directors to:

- ✓ Take leadership and demonstrate commitment in relation to WHSEQ, including other roles outside of their own role by acting as Mentors and Role Models, always improving our WHSEQ culture.
- ✓ Encourage all workers to participate in consultation, including reporting incidents, near misses, accidents hazards, risks and opportunities then providing feedback at Management Meetings.
- ✓ Protect workers from reprisals when reporting incidents, hazards, risks, and opportunities.
- ✓ Ensure consultation methods remain effective and action any request to change consultation.
- ✓ Participate in setting objectives and targets Management Strategic Planning of WHS.
- ✓ Include WHSEQ discussion in all Team quarterly toolbox talks.
- ✓ Manage and document safety breaches by any worker or sub-contractor (or their worker(s)).

### Role of Workers, Sub-contractors (and their workers), Labour Hire

Clause 28 of the WHS Act 2011 requires that workers must take reasonable steps to prevent risks to health and safety at work to themselves and/or others. Clause 28 also requires employees to co-operate with all reasonable instructions to cooperate with any reasonable employer policy or procedure in relation to WHS.

Hix Group expects all workers and other interested parties to be involved in WHS Consultation, ask questions, raise concerns, make safety recommendations and be part of a problem-solving process to assist in maintaining a healthy and safe workplace. All employees and other interested parties, must be involved in the consultation process, and provide feedback in return, on jobs and sites when:

- ✓ Toolbox talks / Job Safety Analysis reveals further hazards and decisions need to be made on how to control the hazards.
- ✓ Changes to the workplace or procedures, people, environment and systems or equipment are introduced that may influence health, safety, or welfare of persons at the workplace
- ✓ Deciding on workplace facilities
- ✓ Identifying the consultation methods/procedures to use in the workplace
- ✓ High Risk Activities are planned or High-Risk Plant or Equipment is to be used.
- ✓ PPE, or any other safety equipment is not fit for purpose
- ✓ Incidents, near misses or accidents/injuries occur

### Dispute Resolution for WHS Matters

SafeWork NSW expect parties to work together to mutually resolve any disputes in relation to WHS. If a dispute should arise regarding decisions that relate to the health and safety or any interested party, the person impacted should first report to the Supervisor or Divisional Manager. It is always the Company’s desire to work with individuals to resolve disputes.

For any dispute, a Supervisor/Divisional Manager must be approached first and if the Supervisor is unable to resolve, the person can then approach their Manager. If this fails, the person can then approach top Management. If top Management cannot resolve the issue, the person is then at liberty to confirm this with top Management and, only once this is done, contact Safe Work NSW. Safe Work NSW decision will be accepted, and changes implemented if required. This however does not limit Hix Group's right to contest any decision under Safe Work NSWs’ appeal/review process.

Approval:



Lea Hicks, Group General Manager