

OHS&E WORKPLACE POLICY

Vs2.0 July 2024

1. Introduction

Peter Rowland Group (PRG) is committed to maintaining a safe, healthy, and secure work environment for all employees, temporary staff, contractors, clients, and visitors. We aim to meet **legislative requirements** and achieve **best practice standards** through continuous improvement and collaboration.

2. Objectives

The key objectives of this OH&S policy are to:

- Provide and maintain a **safe and healthy workplace** for all employees, contractors, and visitors.
- Ensure compliance with **Work Health and Safety (WHS) legislation** across all operational locations.
- Foster a workplace culture that prioritises **hazard identification, risk assessment, and prevention**.
- Engage employees through consultation and participation in **safety initiatives and training**.
- Implement **clear emergency response procedures** and safety management systems.

3. Legislative Compliance

PRG operates in compliance with:

- **VIC** – Occupational Health and Safety Act 2004
- **NSW** – Work Health and Safety Act 2011
- **ACT** – Work Health and Safety Act 2011

4. Risk Management Approach

We implement a structured risk management process that includes:

1. **Identifying hazards** – Workplace inspections, audits, and employee feedback.
2. **Assessing risks** – Evaluating the severity and likelihood of identified risks.
3. **Implementing control measures** – Using the **Hierarchy of Controls** to mitigate hazards.
4. **Monitoring and reviewing** – Regular evaluation and updating of safety procedures.

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5. Roles & Responsibilities

5.1 PRG Directors & Senior Management

- Ensure resources and support are provided for OH&S compliance.
- Integrate OH&S into business planning and decision-making.
- Promote a **culture of safety leadership** and continuous improvement.

5.2 Health & Safety Representative (HSR)

- Monitor workplace safety and address hazards.
- Facilitate employee consultation and OH&S reporting.
- Conduct safety training and promote compliance with safety policies.

5.3 Employees & Contractors

- Take **reasonable care** for their own health and safety.
- Follow PRG's **safety policies, procedures, and training**.
- Report **hazards, near misses, or incidents** to management promptly.

6. Workplace Safety Measures

PRG prioritises the following safety controls:

- **Manual Handling Safety** – Employees trained in correct lifting techniques.
- **Personal Protective Equipment (PPE)** – Supplied as required.
- **Incident Reporting & Investigation** – All workplace incidents are documented and reviewed.
- **Emergency Preparedness** – Regular evacuation drills and first aid provisions.
- **Workplace Inspections & Audits** – Conducted periodically to identify and rectify risks.

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7. Consultation & Communication

PRG ensures **ongoing consultation** on workplace safety through:

- Regular **OH&S committee meetings**.
- Employee participation in safety initiatives and feedback processes.
- Clear communication of **policy updates, risk assessments, and incident reports**.

8. Policy Review & Continuous Improvement

This OH&S policy will be reviewed annually in consultation with employees and updated to align with **new legislation, workplace changes, and best practices**.

Commitment to Safety: PRG is dedicated to maintaining a **zero-harm** workplace, ensuring the safety, health, and wellbeing of all stakeholders.

For any OH&S concerns, please contact **[PRG Safety Representative]**.