

At *Parratech Pty Ltd*, we believe the physical and mental well-being of people affected by our activities is a major priority and must be considered during all work performed. As such, *Parratech Pty Ltd* is committed to removing or reducing workplace injury and illness. It is essential (and not negotiable) that staff members comply with relevant health and safety legislation, company policies and project specific safety plans. This includes reporting any unsafe situation as soon as it arises.

**To meet and exceed its workplace health and safety obligations, *Parratech Pty Ltd*:**

1. Induct new workers and contractors prior to commencing work, ensuring a comprehensive understanding of safety protocols and company procedures.
2. Develop Site-Specific Work Method Statements (SWMS) for all operational areas and tools associated with potential risks, covering a wide spectrum of scenarios.
3. Oversee the meticulous documentation of all pertinent records on a designated platform, such as Dropbox, ensuring accessibility and organization of essential documents.
4. Ensure mandatory compliance of contractors with SWMS and requisite insurance coverage, promoting a secure working environment.
5. Conduct weekly toolbox talks, fostering consistent communication and safety awareness among all contractors.
6. Undertake routine Safety Walks and License Checks, a proactive approach to identifying potential hazards and verifying the credentials of on-site personnel.
7. Host a monthly safety meeting, an occasion to highlight accomplishments and outline forthcoming projects for the upcoming month while emphasizing safety objectives.
8. Assume responsibility for the accurate reporting of accidents, incidents, and injury cases, adhering to precise documentation protocols.
9. Initiate the issuance of Hazard Alert forms, Non-Conformance forms, and Corrective & Preventative Action documentation, ensuring swift response to evolving safety concerns.
10. Maintain oversight over Material Safety Data Sheets, a fundamental component of hazard communication, contributing to a culture of informed risk management.
11. Conduct monthly audits, systematically reviewing operational practices and identifying areas for continuous improvement in adherence to safety standards.
12. Collate Skills Training records from each contractor on a monthly basis, validating ongoing professional development efforts.
13. Guarantee the availability of comprehensive manuals for all machinery, facilitating informed and secure operation by all contractors.

Under no circumstances can another employee direct you to undertake an unsafe work practice. Should this situation ever arise, please politely refuse stating that you view the task as unsafe and discuss the situation with a management representative.

# Workplace Health and Safety Policy



We encourage all *Parratech Pty Ltd* employees and contractors to proactively ensure their own safety and that of those around them.

**Signature:**

A black ink signature of Stephen Fooks, appearing as a stylized, somewhat abstract scribble.

**Stephen Fooks – Director**

A blue ink signature of Jason Fooks, appearing as a stylized, somewhat abstract scribble.

**Jason Fooks – Director**

**Date**

**01 October 2021**