

P R O M P C O R P	IMS-PRC-4-5-001.01	
	TITLE:	Work Health and Safety (WHS) Policy
	Department:	Work Health and Safety, Quality & Environment

POLICY STATEMENT

Prompcorp provides Facilities Management Services, incorporating a full suite of asset management, facility management (inclusive of cleaning and soft services), projects, trades & maintenance, and associated operational services across Australia and New Zealand. Prompcorp is committed to providing and maintaining a safe, healthy, and respectful workplace for all workers, contractors, subcontractors, clients, visitors, and members of the public who may be impacted by our operations.

We are committed to:

- providing safe and healthy working conditions for the prevention of work-related injury and illness
- eliminating hazards and reducing Work Health & Safety (WHS) risks so far as is reasonably practicable
- complying with all applicable WHS legislation, regulations, codes of practice, standards, and other compliance obligations across Australia and New Zealand
- consulting with workers and encouraging participation in WHS matters
- maintaining safe systems of work, equipment, environments, and work practices
- supporting psychosocial health, wellbeing, inclusion, and respectful workplace behaviours
- ensuring contractors and subcontractors operate in accordance with Prompcorp WHS requirements
- promoting proactive hazard identification, incident reporting, and continuous improvement
- continually improving the effectiveness of the Integrated Management System (IMS) in alignment with ISO 45001:2018, ISO 9001:2015, and ISO 14001:2015.

This Policy establishes the framework for managing WHS risks and responsibilities across all Prompcorp operations and forms part of the organisation’s Integrated Management System (IMS).

POLICY PURPOSE

The purpose of this Policy is to establish a consistent framework for managing Work Health & Safety (WHS) across Prompcorp operations to ensure:

- compliance with applicable legislation and ISO standards
- protection of workers and others from harm
- effective risk management and hazard control
- consultation and participation in WHS matters
- continual improvement of WHS performance across all operational services.

SCOPE

This Policy applies to:

- all Prompcorp workers, employees, labour hire personnel, contractors, subcontractors, apprentices, trainees, and visitors
- all operational activities undertaken by Prompcorp across Australia and New Zealand
- all services including cleaning, waste management, facility management, maintenance, projects, and associated operational activities.

MONITORING AND COMPLIANCE

Prompcorp will monitor and review this Policy regularly to ensure ongoing compliance with:

- ISO 45001:2018 – Occupational Health & Safety Management Systems
- ISO 9001:2015 – Quality Management Systems
- ISO 14001:2015 – Environmental Management Systems
- applicable Australian Work Health & Safety legislation and Regulations
- applicable New Zealand Health and Safety at Work Act 2015 requirements
- applicable Codes of Practice and industry standards.

Compliance is supported through:

- internal audits and inspections
- incident and hazard reporting
- risk assessments and Safe Work Method Statements (SWMS)
- consultation and toolbox talks
- corrective actions and continuous improvement processes
- training, competency, and compliance monitoring.

WORKER RIGHTS AND REPORTING UNLAWFUL CONDUCT

Prompcorp encourages all workers to actively participate in maintaining a safe workplace and to report hazards, unsafe conditions, incidents, injuries, or unlawful conduct immediately.

Reports may be made through:

- supervisors or managers
- the WHSEQ team
- Human Resources
- Prompcorp reporting systems and incident management processes.

All reports will be treated confidentially, investigated appropriately, and managed in accordance with applicable Australian and New Zealand legislation.

No worker will be disadvantaged, victimised, or retaliated against for reporting safety concerns or participating in WHS processes in good faith.

Workers have the right to cease or refuse unsafe work where there is a reasonable concern of serious risk to health and safety in accordance with applicable legislation.

CULTURAL CONSIDERATIONS

Prompcorp acknowledges and respects the diversity of its workforce and is committed to fostering an inclusive, respectful, and culturally safe workplace.

We recognise that cultural considerations may influence communication, wellbeing, and workplace interactions, and we encourage workers to raise any WHS concerns that may intersect with cultural practices or personal wellbeing. Prompcorp is committed to promoting respectful workplace behaviours and ensuring all workers are treated fairly and equitably.

POLICY APPLICATION

This Policy applies to all Prompcorp operations, workplaces, projects, client sites, and business activities across Australia and New Zealand.

This includes:

- offices and warehouses
- client sites
- mobile and field-based operations
- subcontracted works
- remote and regional operations.

DEFINITIONS

- **Hazard:** A situation, activity, or condition with the potential to cause injury, illness, damage, or environmental harm.
- **Incident:** An unplanned event that results in, or could have resulted in, injury, illness, damage, or loss.
- **WHS:** Work Health & Safety.
- **Risk:** The likelihood and consequence of harm occurring from exposure to a hazard.

RESPONSIBILITIES

Officers and Management

- demonstrate leadership and commitment to WHS
- provide adequate resources and support for WHS management

- ensure compliance with legal and ISO obligations
- promote consultation and worker participation
- ensure hazards, incidents, and risks are appropriately managed.

Managers and Supervisors

- implement WHS procedures and safe systems of work
- conduct risk assessments and workplace inspections
- ensure workers are trained and competent
- monitor contractor and subcontractor compliance
- investigate incidents and implement corrective actions.

Workers and Contractors

- comply with WHS procedures, instructions, and site requirements
- use equipment and PPE correctly
- report hazards, incidents, injuries, and unsafe conditions immediately
- participate in training, toolbox talks, and consultation processes
- take reasonable care for their own health and safety and that of others.

TRAINING AND AWARENESS

Prompcorp will provide appropriate WHS training, instruction, information, and supervision to support safe operations.

This may include:

- WHS inductions
- site-specific inductions
- emergency preparedness and response training
- toolbox talks and safety alerts
- manual handling and task-specific training
- plant and equipment competency training
- psychosocial awareness and respectful workplace training
- contractor and subcontractor compliance training.

LEGAL COMPLIANCE IN NEW ZEALAND

Prompcorp recognises its obligations under the New Zealand Health and Safety at Work Act 2015 and associated Regulations for operations conducted within New Zealand.

Where applicable, Prompcorp will ensure consultation, worker engagement, risk management, training, and incident management processes align with New Zealand legislative requirements.

PROCEDURE

All hazards, incidents, injuries, unsafe conditions, and near misses must be reported immediately through Prompcorp reporting processes.

Prompcorp will:

- investigate incidents and hazards as appropriate
- implement corrective actions
- monitor effectiveness of controls
- review risks and procedures regularly
- consult with workers regarding WHS matters.

Supporting WHS procedures, risk assessments, Safe Work Method Statements (SWMS), emergency procedures, and operational controls form part of the Integrated Management System (IMS).

POLICY BREACH

Failure to comply with this Policy, associated procedures, or WHS requirements may result in disciplinary action, removal from site, termination of engagement, or other appropriate action depending on the severity of the breach.

ENDORSED BY

Signed: **Matthew Block**

Position: CEO

Date: 01 May 2026