

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

POLICY STATEMENT

Prompcorp provides Facilities Management Services, incorporating a full suite of asset management, facility management (inclusive of cleaning and soft services), projects, and trades & maintenance functions across Australia and New Zealand. We are committed to ensuring the health, safety, and wellbeing of our employees, contractors, and clients through systematic risk control, continuous improvement, and legal compliance. This Policy outlines the principles governing WHS practices aligned with ISO standards and relevant legislation.

POLICY PURPOSE

To provide a clear and structured framework to manage health and safety risks and ensure Prompcorp's ongoing compliance with legal, regulatory, and ISO 45001:2018 standards.

SCOPE

This policy applies to all Prompcorp employees, contractors, subcontractors, and visitors across all sites in Australia and New Zealand.

OBJECTIVES

Prompcorp seeks to reduce the frequency and severity of incidents through:

- Effective incident management
- Proactive site monitoring
- Strategic risk management and compliance
- Emergency preparedness
- Fire safety planning and continuous improvement

IMPLEMENTATION

Prompcorp implements this policy through its Integrated Management System:

- IMS Quality Management Plan
- WHSEQ Management Plan
- IMS Risk Management Procedure

Emergency Preparedness:

- Develop site-specific emergency procedures
- Allocate responsibilities
- Maintain evacuation routes and communication protocols
- Conduct training and drills

Fire Protection:

- Maintain fire detection and suppression systems
- Train employees in fire response
- Mark and maintain emergency exits

MONITORING AND COMPLIANCE

This policy is reviewed annually and aligns with:

- ISO 45001:2018 (OHS)
- ISO 9001:2015 (Quality)
- ISO 14001:2015 (Environment)
- WHS Act (Australia)
- Health and Safety at Work Act 2015 (NZ)

WORKER RIGHTS AND REPORTING UNLAWFUL CONDUCT

If you believe you have been subjected to unlawful conduct, unsafe practices, or any breach of this policy or applicable legislation, you are encouraged to report the issue promptly. You may do so by:

- Notifying your site manager or supervisor
- Contacting the WHSEQ Advisor or Human Resources
- Using Prompcorp's internal incident or grievance reporting systems

All reports will be treated confidentially and addressed in accordance with our obligations under Australian and New Zealand law. Retaliation for raising concerns in good faith is strictly prohibited.

CULTURAL CONSIDERATIONS

Prompcorp values workforce diversity and promotes cultural safety. Concerns intersecting with cultural practices are encouraged and respected.

POLICY APPLICATION

This policy applies to all operational, administrative, and subcontracted activities undertaken by Prompcorp across Australia and New Zealand.

DEFINITIONS

- **Hazard:** A source or situation with potential to cause harm.
- **Incident:** An unplanned event that may cause injury or damage.

RESPONSIBILITIES

Managers and Supervisors:

- Implement and communicate WHS procedures
- Lead by example and ensure team safety
- Conduct reviews and investigations

All Employees and Contractors:

- Follow all safety rules and instructions
- Report hazards or incidents immediately
- Participate in safety training and initiatives

TRAINING AND AWARENESS

Prompcorp delivers:

- WHS induction and refresher sessions
- Emergency and fire safety training
- Toolbox talks
- Cultural safety education

LEGAL COMPLIANCE IN NEW ZEALAND

Prompcorp complies with the Health and Safety at Work Act 2015 and the Employment Relations Act (NZ), including engagement with the Employment Relations Authority (ERA) as required.

PROCEDURE

All incidents or hazards must be reported immediately through the appropriate internal systems. Investigations and follow-ups will be documented and actioned.

POLICY BREACH

Breaches of this policy will result in disciplinary action based on the seriousness of the event, including possible dismissal or removal from site.

ENDORSED BY

Signed: **Matthew Block**

Position: CEO

Date: 19 September 2024