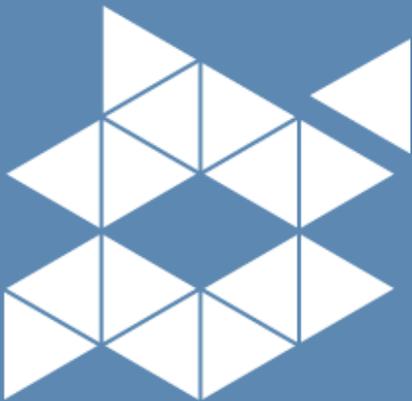




Work Health & Safety (WHS) Policy

Version 1.2



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PURPOSE

- 1.1 The Board of Directors and Management of Energy Action are committed to providing and maintaining a healthy and safe workplace for workers and visitors as its various places of work.
- 1.2 Energy Action will take all reasonably practical measures to eliminate or minimise risks to the health, safety and welfare of workers and visitors.

COMMENCEMENT

- 2.1 This policy has been effective from 1 September 2021.

APPLICATION

- 3.1 This policy applies to all employees and agents of the Company and any of its related bodies (together the Company). This includes, but is not limited to, permanent full-time, permanent part-time employees, casuals, contractors, sub-contractors, interns or work experience students.
- 3.2 This policy is to give effect to the Commonwealth and State / Territory WHS and Occupational Health & Safety Legislation
- 3.3 This policy aligns with the Energy Action WHS Framework (Annexure A), including Incident Register and Reporting, WHS Committee, Induction Training, Evacuation Procedures, First Aid Officers, Working from Home Policy and a COVID-19 Safety Plan.

DEFINITIONS

Terminology	Definition
<p>Person Conducting a Business or Undertaking (PCBU)</p> <p>NOTE: In WA & VIC referred to 'Employers'</p>	<p>A PCBU has the primary duty of care to ensure, so far as is reasonably practical:</p> <ul style="list-style-type: none"> • The health and safety of its workers while they are at work, and • That the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU <p>A 'person' may be an organisation or an individual.</p>
Duties	PCBUs, officers, workers and other persons have duties under the Work Health and Safety Act at the workplace.
Health and Safety Representative (HSR)	A worker elected by members of their work group to represent them in health and safety matters.
Notifiable incident	Is a death of a person, a serious injury or illness or a dangerous incident arising out of the conduct of a business or undertaking at a workplace. The PCBU must immediately notify the Health & Safety regulator in your State.
Officer	<p>It is an Officer's duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under the WHS Act. Officers at Energy Action include the Board of Directors, and the Senior Leadership Team and may include other individuals.</p> <p>Note: A person is an Officer under the WHS Act if they "make, or participate in making decisions that affect the whole, or a substantial part of the business or corporation; or who has the capacity to affect significantly the corporation's financial standing". Whether a person is an Officer or not under the WHS Act will depend on the factors of the particular situation.</p>
Work Group	A group usually consists of workers who perform similar types of work and have similar health and safety concerns and conditions in the workplace.
<p>Worker</p> <p>NOTE: In WA & VIC referred to 'Employees'</p>	The term worker includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers.

RESPONSIBILITIES OF DUTY HOLDERS

- 4.1 As a duty holder, Energy Action, being the PCBU, so far as is reasonably practical, must ensure:
- a) The health and safety of its workers and visitors at the workplace
 - b) The provision and maintenance of a work environment without risks to health and safety
 - c) The provision and maintenance of safe systems of work
 - d) The provision of adequate facilities
 - e) The provision of information, training or supervision necessary to protect workers and visitors from risk
 - f) The health of workers and conditions at the workplace are monitored to prevent illness or injury
- 4.2 **Officers** of the PCBU must:
- a) Exercise due diligence to ensure the PCBU complies with their obligations. This includes taking reasonable steps to keep up-to-date knowledge of WHS matters, having an understanding of the operations of the business and the associated hazard and risks, ensuring the PCBU has and uses resources and processes to respond to and eliminate or minimise risks
 - b) Demonstrate a commitment to good health and safety performance by ensuring:
 - Work health and safety is a standing agenda item for all relevant management and team meetings
 - Safe work procedures are understood and followed
 - Promote and implement Energy Action’s WHS management system
 - Report incidents, hazards and safety concerns promptly
 - Assessing task risk and not allowing an activity to continue until it can be adequately controlled
 - Proactively manage other duty holders (i.e., contractors) when required.
 - c) Foster a strong work, health and safety culture where worker input is valued
- 4.3 While at work, a **worker** must:
- a) Take reasonable care for their own health and safety
 - b) Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
 - c) Comply with any reasonable instruction given by the PCBU
 - d) Cooperate with any reasonable policy or procedure that relates to health and safety
- 4.4 On a day-to-day basis, this includes:
- a) Taking reasonable care to work safely
 - b) Making sure that the work area is safe when leaving it
 - c) Makes proper use of all appropriate safeguards, safety devices and personal protective equipment
 - d) Follow agreed safe working practices and rules
 - e) Report all known hazards, accidents and incidents as soon as possible

- 4.5 All **visitors** have a responsibility to take reasonable care for their own safety and the safety of others and to comply with any reasonable instruction, Energy Action policy or procedure in relation to health and safety.

REVIEW AND OWNERSHIP OF THE POLICY

- 5.1 This policy will be reviewed every two years and whenever legislation or Company procedures and/or practices change.
- 5.2 This policy is owned by the CFO and updated and reviewed by the Head of Human Resources.

RELATED LEGISLATION

- 6.1 Work Health and Safety Act 2011 (Commonwealth)
- 6.2 Work Health and Safety Regulations 2017 (Commonwealth)
- 6.3 Work Health and Safety Act 2011 (ACT, NSW and QLD)
- 6.4 Work Health and Safety Act 2012 (SA)
- 6.5 Work Health and Safety Bill 2014 (WA)
- 6.6 Occupational Health & Safety Act 2004 (VIC)
- 6.7 Codes of Practice
- 6.8 Safe Work Australia (SWA is an Australian government statutory body established in 2008 to develop National policy relating to WHS and workers' compensation

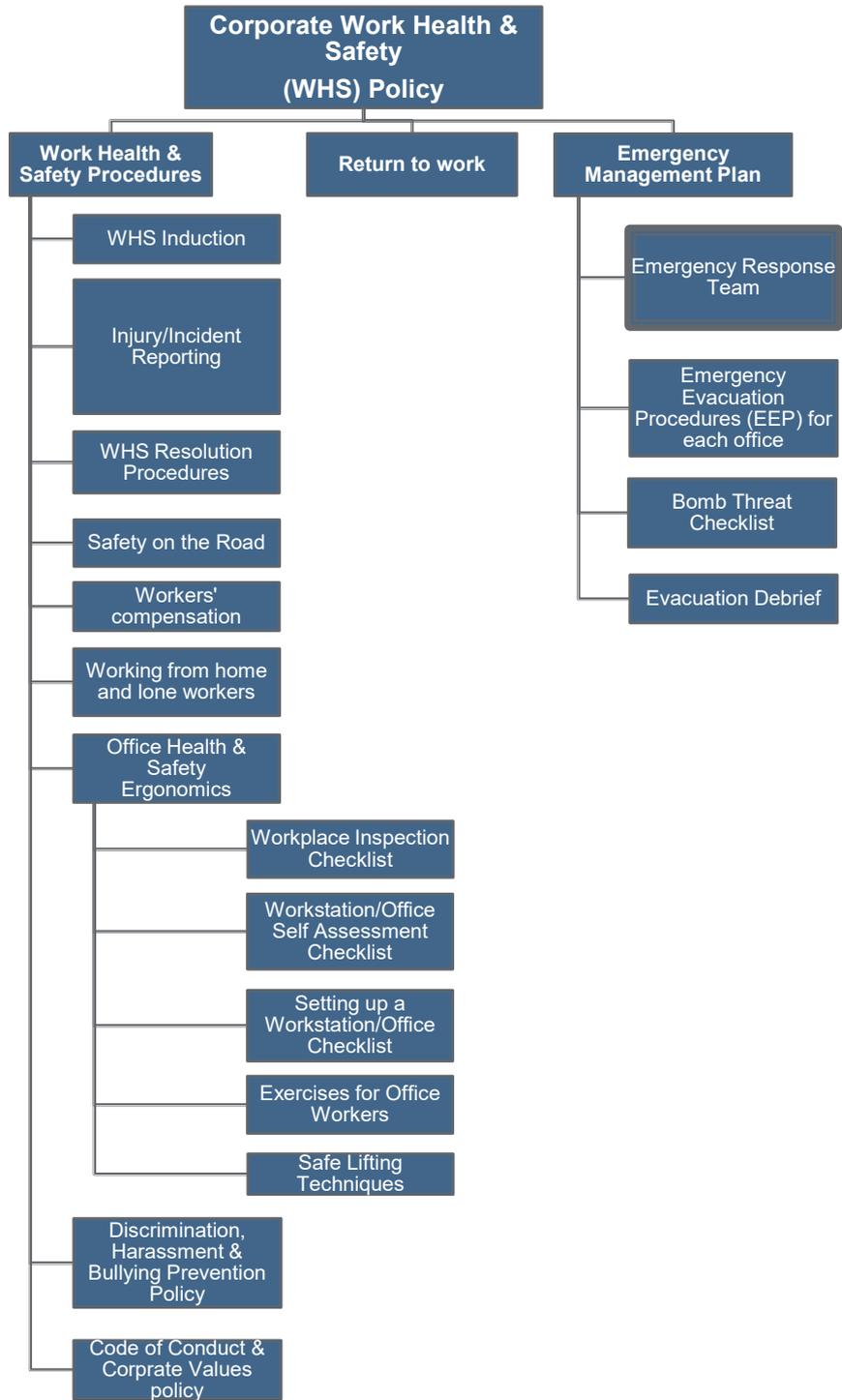
RELATED ENERGY ACTION POLICIES LOCATED ON THE HIVE AND INTERNET

- 7.1 Energy Action Code of Conduct & Corporate Values Policy
- 7.2 Energy Action Harassment, Discrimination & Bullying Prevention Policy and Grievous Resolution Procedure
- 7.3 Working from Home Policy
- 7.4 Other Energy Action Policies as required

WHS FORMS AND PROCEDURES LOCATED ON THE HIVE INTRANET

- 8.1 WHS induction checklist
- 8.2 Workplace inspection checklist
- 8.3 Workstation / office self- assessment checklist
- 8.4 Emergency Evacuation Procedures (EEP) – all Energy Action offices
- 8.5 Evacuation debrief checklist
- 8.6 Australian Federal Policy (AFP) phone bomb-threat checklist
- 8.7 Setting up your workstation / office checklist
- 8.8 Exercises for Office workers
- 8.9 Lifting techniques
- 8.10 Working from Home checklist
- 8.11 COVID Safe Plans
- 8.12 Employee Assistance Program (Contacts available)
- 8.13 Mental Health Workplace Contacts
- 8.14 First Aid Register
- 8.15 WHS Committee Members

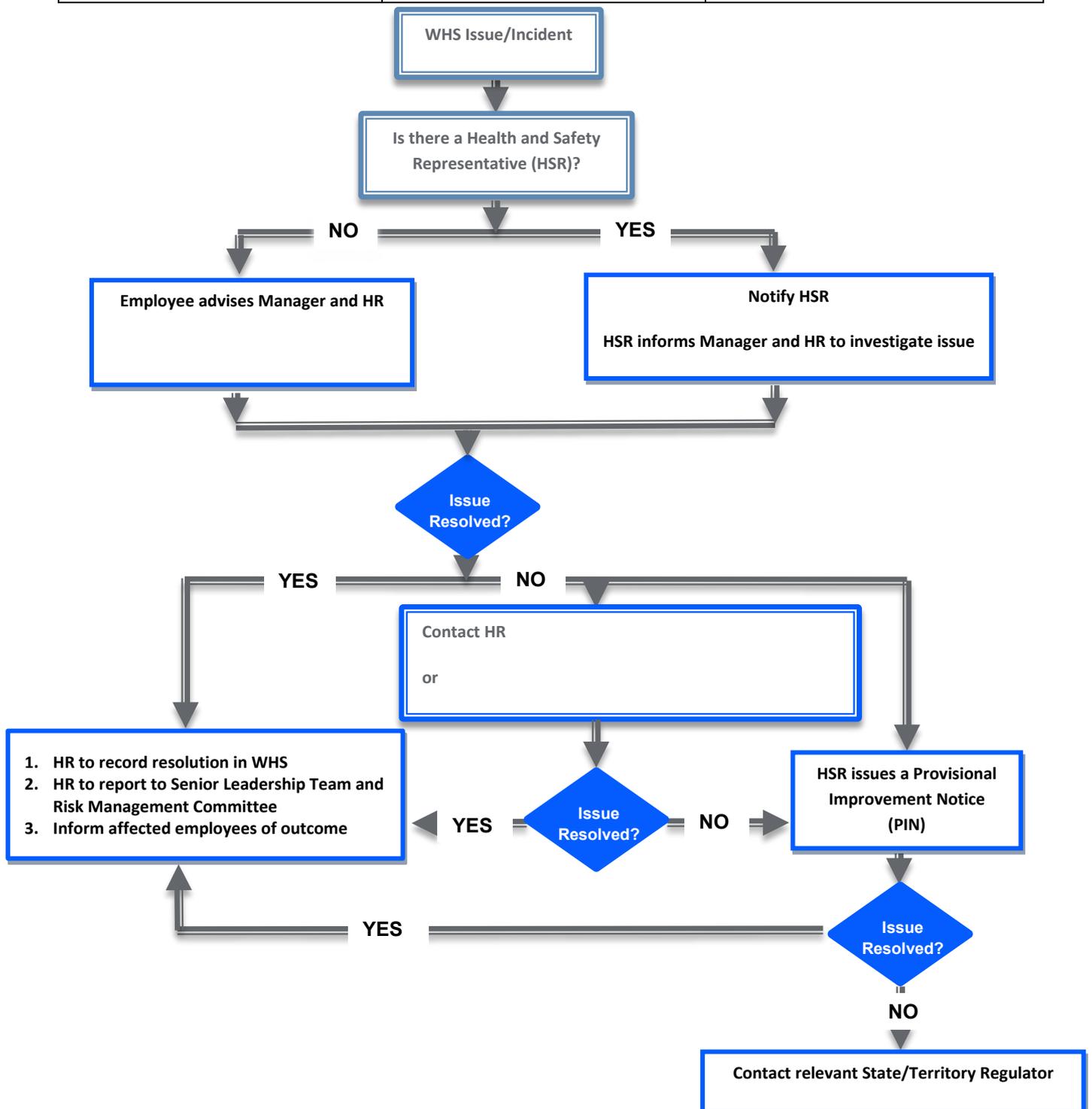
ANNEXURE A – WHS FRAMEWORK



ANNEXURE B – WHS RESOLUTION PROCEDURES

The following procedures are to be utilised for the resolution of Work Health and Safety (WHS) issues or incidents provided an agreed process does not already exist.

Manager	HR Nominee	Health and Safety Representative
Name:	Name:	Name:
Phone:	Phone:	Phone:



- Revision History

Version Number	Author	Date	Changes

Approved by the Board of Energy Action Limited on 29 November 2021.