

Jarrah	IMS-JIS-4-5-001.01	
	TITLE:	HEALTH & SAFETY – POLICY
	Department:	WORK, HEALTH, SAFETY, QUALITY & ENVIRONMENT

POLICY STATEMENT

Jarrah Integrated Services (Jarrah) is a proud Aboriginal company delivering comprehensive Facilities Management Services, including asset management, facility management (encompassing cleaning and soft services), project oversight, trades and maintenance, as well as catering and event services across Australia.

Our skilled and passionate team is committed to delivering tailored solutions that drive operational excellence, enhance outcomes, and empower clients. With a strong presence in Australia, we take pride in making a positive impact on businesses, communities, and the environment — striving toward a more inclusive, innovative, and sustainable future.

Jarrah is committed to providing a safe, healthy, and respectful working environment for all employees, contractors, and visitors. This policy outlines our approach to health and safety management and our alignment with the Work Health and Safety (WHS) Act and ISO 45001:2018, ensuring compliance and continuous improvement. While Jarrah does not currently operate in New Zealand, this policy has been developed with reference to the Health and Safety at Work Act 2015 (NZ) to ensure future alignment.

POLICY PURPOSE

To provide a clear and consistent framework that protects people from harm and enables proactive, compliant, and culturally safe health and safety practices.

SCOPE

This policy applies to all Jarrah employees, contractors, subcontractors, visitors, and stakeholders at all Jarrah-operated sites across Australia.

OBJECTIVES

- Ensure compliance with ISO 45001:2018, ISO 9001:2015, and ISO 14001:2015
- Minimise incidents through proactive risk and incident management
- Foster a culture of safety and continuous improvement
- Incorporate Indigenous cultural values and support cultural safety

IMPLEMENTATION

This policy is enacted through the Jarrah Integrated Management System (IMS):

- Maintained via the IMS Quality Management Plan
- Supported by the WHSEQ Management Plan and Risk Management Procedure

Emergency Preparedness Plan:

- Document and test emergency response procedures
- Assign roles and responsibilities
- Establish communication protocols and evacuation routes
- Conduct regular training

Fire Protection Measures:

- Install and maintain fire safety systems
- Conduct regular drills and awareness training
- Maintain clear access to emergency exits

MONITORING AND COMPLIANCE

This policy is reviewed annually or following any major incident or regulatory change. It aligns with:

- ISO 45001:2018 – Occupational Health and Safety
- ISO 9001:2015 – Quality Management

- ISO 14001:2015 – Environmental Management
- Work Health and Safety Act (Australia)
- Health and Safety at Work Act 2015 (New Zealand, as reference only)

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

Jarrah acknowledges the diverse cultural practices across its workforce and strives to accommodate these differences within the framework of this policy. We respect and value the diversity within our workforce and encourage employees to raise any concerns related to health and safety that may intersect with cultural practices.

POLICY APPLICATION

This Policy applies to all operations, communications, and activities conducted within Jarrah Integrated Services and its associated sites.

DEFINITIONS

- **Incident:** Any unplanned event that results in injury, illness, or damage.
- **Hazard:** A source of potential harm or a situation that could cause injury or illness.

RESPONSIBILITIES

Managers and Supervisors:

- Promote and uphold safety practices
- Conduct and review risk assessments
- Provide staff training and lead toolbox talks
- Investigate incidents and ensure corrective action

All Workers and Contractors:

- Comply with safety procedures and instructions
- Report hazards and incidents immediately
- Attend training and follow site-specific safety requirements

TRAINING AND AWARENESS

Includes:

- WHS inductions and refresher training
- Emergency response and incident reporting
- Toolbox talks
- Cultural awareness and respectful conduct training

PROCEDURE

Unsafe practices or potential hazards must be reported immediately to a supervisor or the WHS team. All incidents will be recorded, investigated, and reviewed.

POLICY BREACH

Failure to comply may result in disciplinary action, including termination or removal from site, depending on the severity and nature of the breach.

ENDORSED BY

Signed: **Matthew Block**

Position: CEO

Date: 19 September 2024