



Health, Safety & Well-being Policy

Everyone matters

We care about the health, safety and well-being of our employees, contractors and our clients.

We are committed to creating good health and safety outcomes in the workplace and within the communities where we operate.



Guiding principles

- We believe in a culture first approach, centred on our people and those affected by our business. Where there is a risk to health, safety and well-being (HSW) there is shared responsibility for actions between individuals, teams and the business.
- HSW is an integral part of how we work.
- We encourage learning, both from things that have gone well and things that haven't gone well. We encourage openness, reporting and transparency to enable learning moments.
- We understand our critical risks.
- Our culture supports proactive risk management and fosters accountability.
- We consider the local context (project, client, risk) to help with successful adoption and execution.

Scope

- This Health, Safety & Well-being Policy (the Policy) applies to people working in, for and on behalf of Tonkin + Taylor Group and its subsidiary companies.

Definitions

- **Health and Safety Management Systems (HSMS)** means our policies, procedures and work plans (ecosystem) that let us manage health, safety and well-being at work and minimise risk of harm from our operations.
- **Workplace** is any place, including a home, where work is regularly conducted for or on behalf of any Tonkin + Taylor Group company.
- **Person Conducting a Business or Undertaking (PCBU)**, is an entity or individual who conducts a business or other type of work activity for Tonkin + Taylor Group and its subsidiary companies. PCBU's include Tonkin + Taylor Group entities.

What is the business commitment

- Provide a safe and healthy working environment, ensuring people understand the HSW risks in their work and in the

workplace as well as how to mitigate these through pro-active HSW management.

- Take action to identify, eliminate, reduce or manage where possible, hazards and risks to prevent work related illness and injury including potential or serious injury or fatality (including psychosocial) in accordance with the hierarchy of controls.
- Provide current information on risks, threats, opportunities, and controls to empower people to make decisions that ensure the safety of themselves and their peers in the work environment, as well as those affected by Tonkin + Taylor Group's work, including other PCBUs, and the public.
- Develop, maintain and continuously improve the HSMS, aligned with current Regulations, Codes of Practice, Standards and best practice as applicable to our operations.
- Ensure HSMS remains current, and relevant to our operations in the countries we operate in, enabling the HSW culture to thrive.
- Continually monitor and review our processes to evaluate the effectiveness of our systems and controls to identify opportunities for improvement and ensure appropriate resources are in place.
- Provide regular opportunities for employee consultation and feedback, including the promotion of knowledge and understanding through our staff forums and other communication channels, to ensure we are fostering a positive HSW culture and to ensure our teams are enabled and empowered to speak up, be heard and participate in influencing change.
- Make our expectations clear and have processes that are practical and support safe work.
- PCBUs and senior leadership conduct their own due diligence to ensure HSW practices and systems lead to positive outcomes.
- Drive accountability at all levels to encourage ownership for good HSW practices.

- Provide and equip individuals with the training to safely conduct tasks in relation to the work(s) that they undertake.
- Tonkin + Taylor Group has set our HSW objectives which reflect our commitment to HSW in workplace and in our work outcomes for our people, clients and communities.
- Our practices ensure adherence to all relevant legislation: Acts, Regulations, and Industry Standards pertaining to HSW Practices, plus our Code of Conduct and Sustainability Policy.

Our expectations of the individual

- Keep safe, and take care of your health and well-being.
- Understand HSW risks in your work and follow Tonkin + Taylor Group processes to mitigate these.
- Report incidents, injuries, near misses, observation and provide feedback.
- Support HSW continuous improvements.
- Take all reasonably practicable steps to comply with Policy, procedures, or other arrangements to keep you and others safe.
- Feel empowered to stop work or not start work, and/or support others to do the same if your (or other's) safety is at risk.
- Comply with this Policy and HSMS.
- Support each other to create a sense of belonging for all.
- Enable psychological safety through your actions and within your team so people can speak up.

Our expectations of our managers and people who assign work in the workplace

- Communicate expectations and facilitate tools and work processes to enable safe work.
- Empower our people to stop unsafe work, where their (or other's) health safety or well-being is at risk.
- To pay attention to safety and well-being outcomes during work.

- Provide in the moment coaching and feedback.
- Facilitate opportunity for appropriate HSW training and development.
- Escalate any concerns early, to appropriate managers.
- Pastoral care and support in workload management.
- Create a culture of psychological safety so people can speak up.
- Enable resolution of escalated issues.

What happens if there is a breach

We encourage everyone to report breaches of the Policy. This can be in the form of specific incidents, or it can be observations about current practices that do not support good health, safety and well-being outcomes. Our starting point in case of a breach of the Policy is to understand the circumstances and root causes with a focus on learning to find systemic solutions.

This is done through informal or formal investigation. We follow due employment processes and take disciplinary action, if warranted.

Where to go for support on this Policy

Our HSW teams support people who are doing the work to develop and manage processes and practices to enable good HSW outcomes. They are the people you can approach for support on the Policy.

Additional people who can support you are your Manager, Project Manager, or Project Director, People + Capability Advisors and HSW representatives.

Related documents

- Code of Conduct.
- All supporting Tier 2 & 3 Policies.

The information provided in this Policy is current. Please be aware that policies are subject to change and reviewed periodically.