



WORKPLACE ENVIRONMENT POLICY

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WPE-POL-01

The Workplace Environment Protocol outlines the requirements of and provides means for a Workplace Inspection. The objectives of the Workplace Inspection are:

- (a) To reduce the risk of potential injury caused by unsafe acts / conditions and poor safety standards in the workplace; and
- (b) To identify opportunities for continuous improvements.

Workplace Inspections are to be carried out on a monthly basis. Inspection records will be maintained and stored on file, anomalies and corrective actions are to be implemented immediately.

The Workplace Inspection will be carried out by a team of individuals and led by the Line Manager of the facility or their nominated representative. A typical team may include the Frontline Manager, Safety / Employee Representative / Safety Committee Members, Engineer, Frontline Supervisors, Team Members, etc.

The Workplace Inspection will cover all areas of the facility and will monitor the conditions within the workplace, along with surveying employee's behaviour in Compliance with site rules.

Training will be given as to the standards that are expected in the workplace and specialised training will be given (as required) to those who will be members of the Workplace Inspections Team.

Before the inspection is carried out, the previous month's Workplace Inspection Report is to be reviewed to identify previous non-compliant areas and the completed corrective actions.

The Workplace Inspection will include verification of the completed corrective actions to ensure that they are still in place and effective.

The inspection team led by the Line Manager (or their nominated representative) is to develop the corrective action plan within 3 working days. The Line Manager will assign the personnel for each corrective action and set the completion target dates.

Noise Surveys: These survey will be carried out as per the local state law (3 years as per WA legislation) or when major changes to the plant, work methods, site relocation or structures have taken place. These surveys will be carried out by a competent person and will set out clear recommendations and actions to be taken to reduce the generation and exposure to the noise source.

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Company will use Hierarchy of control to reduce the risk if the site becomes designated hearing protection area and employees working within designated hearing protection area will be subjected to annual audiometric test.

All employees will receive training on the importance of wearing hearing protection at all times whilst they are working in a designated hearing protection area

Air Survey: As per the local law and regulation's company will establish an air quality monitor check regularly to monitor the quality of the air within workplace. Company will establish air contamination management control plan when an air contaminant is produced by stationary or mobile sources at work place concentrations that reach an Action Level.

Company conduct personal and area exposure monitoring whenever there are significant changes to the process or equipment and

- Every 3 years if previous monitoring is non-detectable, or
- Every year if previous monitoring is below Action Level, or
- Every 6 months if previous monitoring is above Action Level, or
- Every 3 months if previous monitoring is above WELL

Personal Hygiene: It's Australia has established and maintain basic sanitation provisions for all workers in all places of employment. These provisions include, but are not limited to, potable water, toilet, and waste collection and removal system. The facilities will also provide washroom, showers, and separate eating facilities, as appropriate. Monitoring these facilities is carried out during site inspections.

Food Consumption: kitchen/muster room will designate a clean area for consuming food. Each facility will establish the following minimum conditions:

- Do not consume or store food or beverage in a toilet room or in any area exposed to biological or chemical hazard
- Provide an adequate number of waste receptacles in the food consumption area.
- Construct receptacles of corrosion resistant or disposable material provided with solid, tight-fitting covers.
- Empty receptacles at least daily and maintain them in a sanitary condition.

Waste Disposal: site will keep decomposing or foul-smelling waste in substantial, closed insect- and rodent-tight containers that are constructed to prevent leakage and to allow thorough cleaning and sanitary maintenance. Remove solid and liquid in a way that does

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not create a menace to health. Remove waste as often as necessary to maintain a sanitary environment. Dispose of garbage and similar refuse in designated areas.

Vermin Control: Site will maintain enclosed workplaces to prevent, to the extent practicable, to prevent rodents, insects, and other vermin entering site. If the presence of such vermin is detected, a control program will be implemented.

Regards,

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