

## Workplace Health & Safety Policy

Version Number: 2.1 Issue Date: 19 December 2022

### A Policy Commitments

Prebuilt designs, manufactures and installs buildings/structures for residential and commercial use. At Prebuilt we believe that the health and wellbeing of our people and the public is of utmost value.

Prebuilt commits to providing and maintaining a working environment that is safe and eliminates risks to health as far as reasonably practicable within a construction environment. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace and by applying a risk management approach.

Prebuilt is committed to ensuring that our contractors and sub-contractors share our business and workplace health and safety values.

### B Responsibilities

#### Prebuilt Management will:

- Ensure all WHS legislation is adhered to and reviewed for updates
- Ensure that WHS is a primary consideration for all work conducted on our worksites and in our workplaces
- Provide and maintain safe plant (machinery and equipment)
- Provide and maintain safe systems of work - for example, controlling entry to high-risk areas and providing systems to prevent falls from heights
- Ensure the safe use, handling, storage or transport of plant or substances
- Keep workplaces that we manage and control in a safe condition, and eliminate hazards and OHS risks to health as far as practicable in a construction environment (for example, ensure fire exits aren't blocked, and the worksite is generally tidy)
- Provide suitable facilities for the welfare of our staff, subcontractors, and visitors at any workplace we manage and control
- Give our employees the necessary information, instruction, training, or supervision to enable them to do their work in a way that is safe and without risks to health
- Employ or engage people suitably qualified in WHS to advise on employees' health and safety and consult employees and subcontractors on matters that may directly affect their health, safety, and welfare
- Monitor our employees' health (for example, provide hearing tests if they are exposed to high noise levels) and keep information and records relating to health and safety of our employees
- Monitor conditions at the workplace under our management and control
- Ensure that the conduct of our business does not endanger other people (including visitors, the public and other workers)
- Promote, foster and continually improve Prebuilt's workplace health and safety standards on its worksites and in its workplaces
- Provide a suitable injury management and return to work program and report notifiable incidents to WorkSafe
- Maintain an integrated management system (IMS) that conforms to ISO 45001:2018 Occupational Health and Safety Management Systems, including the setting of OHS objectives and targets and continual improvement.

#### Staff will:

- Take reasonable care for their own health and safety and for the health and safety of others whom may be affected by what we do or don't do
- Plan work activities with due consideration given to WHS

- Follow WHS processes, procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed and not intentionally or recklessly interfere with or misuse anything at the workplace to support health, safety and welfare.
- Always behave respectfully and courteously towards everyone in the workplace and towards members of the public.

## C Application of the Policy

This policy applies to Prebuilt Residential and Prebuilt Commercial.

Prebuilt provides this policy to all contractors, sub-contractors and other interested parties on request and it is available on our website.

## D Definitions

Workplace Health and Safety (WHS) and Occupational Health and Safety (OHS) have the same meaning under this policy and in Prebuilt's integrated management system (IMS).



**Malcolm Batten**  
CEO

Last Review Date: March 2024  
Next Review Date: March 2026