

HSE POLICY, PLANNING, RESPONSIBILITY AND ACCOUNTABILITY PROCEDURE



OVERVIEW

This procedure defines how Health, Safety and Environmental (HSE) responsibilities, authorities and accountabilities are assigned, communicated and maintained across all levels of Perkins Builders to ensure compliance with ISO standards, OFSC requirements and applicable legislation. It ensures that legal obligations (including worker and employer duties), risks and environmental impacts are effectively managed through clearly defined roles, adequate resources, consultation, and ongoing monitoring and continual improvement of the Integrated Business Management System (IBMS).

1. POLICY

Procedure:

Company Policies, as is relevant to the various certification standards, will outline achievable objectives and targets that demonstrate the commitment of continuous improvement for the IBMS. The policies will:

- Be suitable to the size and nature of all project operations.
- Provide measurable objectives and targets to direct continuous improvement, as is relevant to the various certification standards.
- Commit to the compliance of legislation and other requirements.
- Be documented, implemented, maintained and communicated to all employees.
- Be made available to all stakeholders.
- Be reviewed on a regular basis by management to ensure the policy reflects business operations.
- Company Policies will be approved and signed by the Managing Director.
- All revisions made to the Company Policies will be communicated to all employees.

2. PLANNING

Procedure:

All activities are planned and managed through project – specific management plans.

Planning includes:

- Identify potential hazards and associated risks associated with all activities and ensure adequate controls are identified and implemented.
- Implementing preventative measures to any controls, processes, equipment fixtures, resources and skills to minimize any aspects that could affect quality, safety, or environment.
- Identifying improvements to inspections and testing techniques
- Establish emergency management plans and drills.
- Prepare, distribute, and maintain relevant records.
- Significant hazards / aspects that have the potential to impact on safety or environment will be considered in the company's various objectives, targets and performance measurements.

Considerations to be made are:

- Normal and abnormal operating conditions.
- Emergency situations.
- Past activities, products and services.

Activities of third parties that have the potential to impact on quality, safety, or the environment e.g. contractor activities, transportation and supplier activities.

3. INDIVIDUAL RESPONSIBILITIES AND ACCOUNTIBILITIES

Procedure:

All personnel are responsible for the safety, environmental and quality impacts of their work and must comply with their general duty. Each Position has a documented Position Description which nominates broad areas of responsibility and authority.

Key Role Responsibilities:

Managing Director:

- Accountable for HSE performance and IBMS effectiveness
- Authorise company policies.
- Strategic Direction

General Managers:

- Accountable for HSE performance and IBMS effectiveness
- Oversight of implementation of the various project specific management systems.

Uncontrolled when printed

ID: Procedure 90.01.03

Version: 2.0

Last Review date: 22/04/2026

Owner: HSEQ

Page 1 of 3



HSE POLICY, PLANNING, RESPONSIBILITY AND ACCOUNTABILITY PROCEDURE



- Oversight of and responsibility for statutory compliance and other requirements in consultation with the HSE personnel.
- Review and manage performance across projects.
- Provide resources and coordinate the implementation, maintenance and control of the IBMS.
- Strategic Direction
- Ensuring managers are accountable

Project Managers:

- Implementing the various project specific management systems.
- Ensuring statutory compliance and other requirements in consultation with the HSE personnel.
- Conduct performance reviews and audits.
- Oversight of daily HSE activities performed by Site Managers.
- Planning HSE into project delivery

Site Managers:

- Daily HSE activities.
- Complete Daily Site Diary (including significant activities i.e. concrete pours, PPE, incidents, hazards, toolbox talks etc.)
- Monitoring and evaluating contractors and subcontractors' activities.
- Reporting of incidents.
- Implementing SWMS / JHA's
- Site Inspections and reporting
- Incident response and investigations
- Initiate training and supervise the HSE systems management relevant to their area.
- Ensure that work activities do not affect quality, safety, or the environment.
- Measure and monitor aspects that may affect quality, safety, or the environment.
- Review and approve Site Specific Management Plans prior to implementation/commencement on site.
- Adherence to IBMS processes.
- Site-specific management plans support Site Manager responsibilities.

Group Corporate Services Manager:

- Assesses and reviews requirements of the IBMS and its processes.
- Ensure legal and other requirements are identified and complied with by maintaining a Legal Register.
- Provide guidance and support to Management and staff with maintaining compliance with the IBMS and its processes.
- Coordinate and participate in the management review process, participate in performance management reviews and conduct management systems auditing and project quality compliance auditing.
- Assesses and reviews requirements of the IBMS HSE processes in conjunction with the HSE Team.
- Provide guidance and support to Construction and Site personnel with maintaining compliance with the IBMS HSE processes.
- Participate in HSE performance reporting for annual management reviews and oversees project HSEQ compliance auditing.

HSE Team:

- Overseeing, Adherence to IBMS and HSE requirements and supporting compliance with legislative requirements.
- Provides input to reviews of the IBMS HSE processes.
- Provide guidance and support to Construction and Site personnel with maintaining compliance with the IBMS HSE processes.
- Contributes to HSE performance reporting for management review and at a project level.
- Participates in external audits of the HSE Management system.
- Completes regular and ad hoc inspections to meet Project KPI requirements.
- Compliance monitoring and inspections / auditing supportLegislative updates and interpretation
- Supporting managers and site teams

HSEQ System Coordination & Reporting Function:

- Monitoring system performance
- Reporting trends to leadership
- Supporting improvement actions
- Ensuring audits, inspections, and reviews occur
- Coordinating consultation mechanisms
- Tracking corrective actions
- Supporting managers with implementation

All Workers:

- Personal safety and care of others
- Following instructions and procedures
- Reporting hazards and incidents
- Correct PPE use

Uncontrolled when printed

ID: Procedure 90.01.03

Version: 2.0

Last Review date: 22/04/2026

Owner: HSEQ

Page 2 of 3



HSE POLICY, PLANNING, RESPONSIBILITY AND ACCOUNTABILITY PROCEDURE



- Participating in consultation and training
- Not undertaking unsafe or untrained work
- Supporting safe work culture
- Workers can stop unsafe work without reprisal

REFERENCES

- Environmental Protection Act 1986
- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022
- AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems – Requirements with guidance for use.
- Relevant Position Descriptions

Uncontrolled when printed

ID: Procedure 90.01.03

Version: 2.0

Last Review date: 22/04/2026

Owner: HSEQ

Page 3 of 3

