

Work, Health & Safety (WHS) Policy

Purpose

Cox Purtell Staffing Services is committed to protecting the health and safety of all its workers, whether they are direct employees or placed with other employers. All employees and managers have a responsibility to work safely, take all reasonable care for their own health and safety, and consider the health and safety of other people who may be affected by their actions.

The company will take all reasonable and practical steps to improve work safety conditions and will strive to achieve a goal of zero injuries. The company is committed to:

- Maintain and continually improve an WHS Management System which complies with all relevant regulatory, legislative, and statutory requirements.
- Ensure all staff are adequately trained regarding Emergency & Evacuation Procedures and are aware of company policy and procedure.
- No complaints or legal proceedings surrounding Discrimination & Sexual Harassment.
- No workplace injuries due to faulty Plant & Equipment.
- No workplace injuries due to slip hazards within the office environment.

Policy Elements

Cox Purtell Staffing Services' Work, Health & Safety (WHS) Policy ensures employees are provided with a safe and healthy place in which to work, and that our work practices will not compromise the health or safety of others present at the workplace, for example, contractors, visitors or other non-employees.

This extends to employees who have working from home arrangements. All WHS policies and procedures that apply to employees of the company will, as far as practicable, apply in carrying out work at a home-based site.

WHS requirements and responsibilities apply equally in home-based workplaces as for onsite based workplaces.

Below is an outline of required actions employee's should take to protect themselves and their co-workers.

In the office

Cox Purtell Staffing Services is committed to:

- Complying with all WHS laws, regulations, and standards for all its employees.



- Complying with the requirements of Cox Purtell Staffing Services' StaffSure accreditation.
- Providing safe infrastructure and equipment.
- Using a risk management process to identify, promote and improve WHS performance.
- Ensuring all managers remain directly accountable for the WHS of their employees and provide adequate resources to assist managers in this cause.
- Maintaining relevant policies, procedures, systems, information, training, and organisational structures to support and communicate effective WHS practices throughout the business.
- Establishing clear targets and objectives to improve WHS in the workplace.
- Effectively disseminating WHS information to all employees via forums and publications such as team meetings and other communications.
- Encouraging active participation, consultation and cooperation of all employees, contractors, WHS Representatives (WHSRs) and visitors in promoting and developing measures to improve health and safety at work and actively responding to and investigating all incidents, and ensuring injured employees are returned to suitable work at the earliest possible opportunity.
- Ensuring all employees complete the Work Health and Safety (WHS) training modules via WorkPro every two (2) years, in line with the company's audit cycle.

In home environments

Prior to an employee being granted approval to commence regular home-based work, the following steps must be complied with:

- Employees must read and comply with the company's WHS Policy
- Employees must complete the WHS Checklist (the Checklist) via WorkPro for both home and office environments.

It is highly recommended that where the majority of home-based work will be of clerical or computer-based nature that the staff member review and assess their home-based work environment in accordance with the guidelines on setting up your workstation available on the WHS website.

- The reporting manager must review the Checklist to assess compliance and determine suitability for home-based worksite.
- If the proposed home-based arrangements do not satisfy the applicable WHS standards, approval will not be given for home-based work arrangements. When the reporting manager is satisfied that WHS risks associated with the employee undertaking working from home are properly managed, the Agreement and Checklist should be forward to Employment Hero for placement on the employee's personnel file.

If an employee needs to make alterations to either their home-based worksite or equipment, the employee is required to notify their reporting manager and complete a new Work From Home – WHS Checklist via WorkPro and review of their home based



work environment in accordance with the guidelines on setting up your workstation prior to any changes being implemented.

James Purtell – Managing Director
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