



Work, Health & Safety Policy

Purpose

Pateman Power Solutions Pty Ltd is committed to providing a safe and healthy workplace and supporting the timely and effective return to work of employees following injury or illness. This policy ensures compliance with relevant WHS and workers compensation legislation and promotes a proactive approach to injury management.

Scope

This policy applies to all employees, contractors, and visitors engaged in company operations.

Policy Statement

Pateman Power Solutions Pty Ltd will take all reasonably practicable steps to prevent workplace injuries and illnesses. Where incidents occur, the company is committed to early intervention, appropriate medical care, and structured return to work (RTW) programs that support recovery and maintain productivity.

Responsibilities

- Director: Ensure compliance with WHS legislation, notify regulators where required, oversee workers compensation claims, and approve RTW plans.
- Project Manager: Manage incident response, coordinate medical assistance, facilitate communication, and implement RTW arrangements.
- Employees: Report incidents promptly, participate in RTW programs, and comply with medical advice and workplace controls.

Incident and Injury Management

In the event of an incident, injury, near miss, or breach of controls:

- Ensure the safety of all persons and minimise environmental impact.
- Provide appropriate first aid within competency limits.
- Contact emergency services where required.
- Notify the Project Manager immediately.
- The Director will notify relevant authorities (e.g. WHS regulator, EPA) for notifiable incidents.



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Where medical treatment is required:

- Appropriate medical assistance will be arranged.
- Medical certificates and documentation must be provided where applicable.
- Workers compensation claims will be initiated where necessary.
- An Incident/Improvement Report will be completed.

Return to Work (RTW)

The company is committed to assisting injured employees to return to work as soon as it is safe to do so. This includes:

- Developing a suitable duties program in consultation with the employee and medical practitioners.
- Providing meaningful modified or alternative duties aligned with medical restrictions.
- Monitoring progress and adjusting RTW plans as required.
- Maintaining confidentiality of medical information.

Consultation and Continuous Improvement

Employees will be consulted throughout the RTW process. All incidents will be reviewed to identify corrective actions and improve safety systems.

Review

This policy will be reviewed periodically or following significant incidents or legislative changes.

Jeremy Pateman

A handwritten signature in black ink, appearing to be 'JP' or similar, written over a light blue horizontal line.

Director
30.05.2025