

WHS Policy



ProQuest Pty Ltd, herewith referred to as **ProQuest** recognises its moral and legal responsibility to provide a safe and healthy work environment for its employees and visitors.

We are committed to continual improvement of safety performance and the elimination of workplace injury and illness. As a provider of on-hire services, we understand the importance of working with all stakeholders to achieve our safety objectives. We recognise that we share a primary duty of care with Approved Operations in regard to on-hire employees and therefore we are committed to consult, cooperate and coordinate activities with Approved Operations to produce the required health and safety outcomes.

This Policy applies to employees (including employees/contractors both internal and external) and complies with all WHS related legislative and statutory requirements. It is included in the induction program and is communicated and distributed to all employees.

ProQuest will review this Policy annually to ensure it is appropriate to the business.

RESPONSIBILITIES

ProQuest Pty Ltd.'s management are responsible for:

- The resources to identify, assess and control WHS risks associated with ProQuest's activities.
- Safe systems of work and the effective implementation of policies and procedures.
- Safety information, education and training to all workers and contractors.
- Setting measurable WHS objectives and targets as part of business plans.
- Continued improvement of the WHS Management System and performance.

ProQuest Pty Ltd.'s workers are responsible for:

- Performing all work duties in a manner that ensures their health and safety and that of other workers.
- Adhering to policies and procedures and participating in WHS training, consultation and initiatives to improve health and safety.
- Immediately reporting all hazards and incidents, including near misses, to management through dedicated systems.
- Contributing to the continued improvement of the WHS Management System.

Visitors to ProQuest

- All visitors are required to cooperate with this WHS Policy and programs to ensure their own health and safety.

PERFORMANCE

- We will actively monitor and review our organisation's performance to ensure that we succeed in meeting our health and safety objectives.

Management and workers of ProQuest are committed to resolving all WHS issues through consultation to ensure our operations and work practices are free from risks to health and safety.

This Policy has the total commitment of the Directors and the Leadership Team.

Richard Hele - Director

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Robin Kippie - Director

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Mark Nussbaum - Director

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Date: 13/07/2022