

Work Health and Safety Policy

Purpose

Hannan & Partners is committed to providing a safe and healthy work environment for all employees, contractors, and visitors, irrespective of their location, whether working onsite in Australia or remotely, including overseas. This policy outlines our commitment to health and safety, which aligns with Australian laws and best practices in health, safety, and welfare.

Scope

This policy applies to all employees and contractors of Hannan & Partners.

Commitments

Compliance with Legal Requirements

Hannan & Partners is committed to complying with relevant Australian health and safety legislation, including the *Work Health and Safety Act 2012 (SA)*, *Work Health and Safety Act 2011 (Cth)*.

Employee Wellbeing

We recognise the importance of both physical and mental health. Hannan & Partners will ensure access to wellbeing programs and support services for all employees. This includes providing access to Employee Assistance Programs (EAPs) and mental health resources.

Reporting and Consultation

We will identify, assess, and control risks to health and safety in the workplace. This includes risks related to physical, mental, and emotional health for employees working onsite, remotely, or internationally.

We will maintain open channels of communication and consult employees about health and safety matters. Employees are encouraged to report any health and safety concerns through:

- + Regular team and mentor meetings.
- + Incident and hazard reporting processes.
- + Direct communication with managers.

Employees working remotely or internationally will be provided with the necessary tools to raise concerns and seek advice.

Responsibilities

Each employee (and contractor) is responsible for adhering to this policy and contributing to a safe and healthy working environment. Managers are specifically responsible for ensuring that health and safety measures are implemented and maintained.

Management Responsibilities

- + Provide a safe workplace, systems, and equipment.
- + Ensure compliance with WHS laws, regulations, and standards.
- + Identify and control hazards through risk assessments.
- + Provide WHS training and resources.
- + Support the physical and mental well-being of employees.

Employee & Contractor Responsibilities

- + Follow all WHS procedures and policies.
- + Take reasonable care of their own and others' health and safety.
- + Report hazards, risks, and incidents promptly.
- + Use equipment safely and as instructed.
- + Participate in WHS training and initiatives.

Review and Continuous Improvement

This policy will be reviewed annually or as necessary to ensure it remains relevant and effective in managing health and safety risks. Feedback from employees will be integral to this review.

For further information, contact Helen Hodges on email helen@hannanpartners.com