



HEALTH AND SAFETY POLICY

ToTal Property Services values a healthy and safe working place which stimulates and positively supports people to achieve outcomes in a safe manner, thereby contributing to operational effectiveness and business sustainability.

We will exercise due diligence to prevent harm or loss, and we are committed to providing a working environment and systems of work that are free from risk of injury or illness for all our employees, visitors and contractors, so far as reasonably practicable. We are committed to establishing measurable objectives and providing a high standard of health and safety performance based on best practice principles and continual improvement.

In seeking to eliminate injury, illness and potential dangerous occurrences in the workplace we are committed to:

- Holding all managers accountable for their health and safety performance within their delegated level of responsibility and against established performance objectives and targets.
- Placing on employees a duty of care to work in a safe manner, to report health and safety incidents and to correctly follow safe systems of work.
- Meeting any legal obligations of the Health and Safety at Work Act 2015, related regulations and complying with other health and safety approaches such as Approved Codes of Practice, guidelines and Advisory Standards where the law requires it, or when a specific law is not available.
- Regularly communicating and consulting with employees at all levels, and where necessary with contractors and suppliers of equipment and services, to ensure occupational health and safety standards are maintained to the highest practicable level.
- Accurate reporting of all workplace incidents and injuries in a timely manner to supervisors and relevant safety appointments within ToTal Property Services, and to investigating incidents to prevent recurrence.
- Providing relevant safety training for specific trade groups and safety management appointments including annual safety awareness and induction training for all workers.
- Ensuring effective safety committees and communication mechanisms are maintained and operating effectively.
- Maintaining a safe and healthy work environment by assessing and effectively managing the risks which arise from our activities, products and services through the application of effective risk management strategies and practices.
- Ensuring procedures and mechanisms are in place to support the safe and early return of injured employees.
- Supporting and promoting a strong safety culture by encouraging active participation and ownership in the ToTal Property Services Safety Management System.

Working safely is a key part of our business strategy and we at ToTal Property Services expect full awareness, involvement, and commitment to maintaining a safe working environment and ensuring all reasonably practicable steps are taken to preserve the safety and wellbeing of our employees, visitors and contractors.

Any repeat breaches of this policy will be subject to the normal disciplinary procedures.

Paul Emery

A handwritten signature in black ink, appearing to read "Paul Emery".

General Manager

April 2024