

## TIMBER BUILDING SYSTEMS OH&S POLICY

Timber Building Systems Pty Ltd is committed to providing a safe and healthy workplace for employees, labour hire staff, contractors, sub-contractors, visitors and all other persons whose health or safety could be at risk through our work. We will do this by ensuring:

- Compliance with relevant legislation, including the OHS Act and supporting regulations, and the requirements of ISO45001.
- The implementation of the Timber Building Systems OHS Management System, and the plans, policies, procedures and programs necessary to support and implement this policy.

As Timber Building Systems accepts responsibility for implementing and maintaining this OHS Policy and OHS Management System, it will ensure that:

- Employees are trained on all health and safety matters relevant to their work and that contractors are fully aware of the hazards associated with their work, and hazard control measures.
- All managers, supervisors, employees, contractors and other persons are inducted into the requirements of the OHS Management System, and will be held accountable for enacting their roles and responsibilities as defined in the OHS Management System.
- A Health and Safety Committee is established to support consultation, communication, and continuous improvement of health and safety outcomes.
- Effective employee/contractor consultation on health and safety matters shall include two-way communication of relevant information, toolbox meetings, reporting and feedback mechanisms.
- We will set meaningful and measurable OHS objectives and targets with the aim of continuously improving safety at our workplace.
- Adequate resources are provided to enable full implementation of this OHS Policy and OHS Management System. Where Timber Building Systems does not have the necessary in-house knowledge or expertise to enable it to meet its occupational health and safety objectives, Timber Building Systems will ensure that advice and guidance are obtained from competent occupational health and safety professionals.
- This OHS Policy and OHS Management System are reviewed every year to ensure they remain relevant to and appropriate to the organisation.

In return employees will;

- Not place themselves or any other person at risk.
- Co-operate and support the promotion of OH&S in the workplace.
- Follow safe work procedures, safety rules and any OH&S directives given by management.
- Safely stop or report anyone contravening OH&S rules or directives.
- Use and maintain OH&S safety equipment.
- Report to managers, supervisors or HSR's any workplaces hazards, near misses, injuries or illnesses.
- Not engage in tasks that may be unsafe.
- Not to use equipment that may be unsafe.

All company employees and contractors are required to comply with this OHS Policy and the Timber Building Systems OHS Management System at all times.

Senior managers, supervisors and HSR's are responsible for the implementation and dissemination of all matters dealing with the health and safety of employees and contractors under their control.

Employees must co-operate with the employer with regard to OHS actions taken by the employer to maintain safety. In addition to this, employees shall take reasonable care for their own safety and not adversely affect the safety of others at the workplace.

**"To ensure the safety and wellbeing of our employees and our community, by creating a safe work environment via compliance with all applicable standards and regulations."**

On behalf of the management and all staff at Timber Building Systems.



Tim Newman

Chief Executive Officer | Timber Building Systems

10<sup>th</sup> September, 2025