



# WORKPLACE HEALTH & SAFETY POLICY

POL-ADM-03



# POL-ADM-03 Workplace health & safety policy

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### BACKGROUND

Keane Consulting (Keane) recognises the importance of providing all employees and contractors with a safe and healthy work environment. At Keane, we are committed to fostering a safe, healthy, and inclusive workplace for all our employees. We recognise that health and safety encompass both physical and mental well-being and we strive to create an environment where everyone feels supported and valued. Our WHS policies and initiatives are designed to prevent accidents and injuries, promote mental health and ensure that all employees have the resources they need to thrive. Using open communication, mutual respect and comprehensive support systems, we aim to build a workplace where everyone can perform at their best and enjoy a positive work experience.

### POLICY

The Keane policy for managing the workplace safety and health of our employees and contractors is as follows:

- Our goal is to prevent all workplace injuries and illness. Keane will seek to achieve this by:
  - Identifying and reducing the risks of all types of work activities that have the potential to produce personal injury or workplace illness (including psychological harm).
  - Providing instruction and training to improve individuals' understanding of workplace hazards and safe work practices.
  - Involving individuals in workplace health and safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards.
  - Ensuring that everyone (including contractors) complies with appropriate standards and workplace directions to protect their own and others health and safety at work.
  - Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.
- The CEO is responsible for all aspects of the WH&S management system and policy.
- Keane will communicate WH&S updates and related information via email, Teams and/or team meetings to all employees and contractors.
- Keane will continually maintain Workcover Insurance as part of its legal obligations to all employees and contractors.
- Each member of the Keane Leadership Team is responsible and accountable for the safety of employees and contractors.
- Each member of the Keane Leadership Team is responsible for ensuring all regulations, procedures and safe work practices are followed at all times.



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- All Keane employees and contractors are expected to:
  - Follow all Keane safety requirements and relevant codes of practice.
  - Make themselves aware of and follow client site safety requirements and relevant codes of practice.
  - Maintain a clean and orderly work area.
  - Report all injuries and safety incidents.
  - Report any near misses
  - Actively participate in safety improvement activities.

Sanctions may be applied for employees and/or contractors found in breach of this policy that may include termination of employment/engagement.

### RELATED DOCUMENTS

- POL-HRM-08 Code of conduct
- POL-ADM-05 Working from home policy
- PRO-ADM-03-01 Workplace health & safety procedure
- PRO-ADM-05-01 Working from home procedure

### DOCUMENT OWNER/APPROVER

The Keane Chief Executive Officer (CEO) is the owner of, and approver of changes to, this policy. Keane employees and contractors may provide comments or request a change of this policy through consultation with the CEO. All comments and change requests will be considered by the owner of this policy at least on an annual basis.

This policy was last reviewed on 18 June 2024 and endorsed by the CEO for publication on 11 July 2024.

### AMENDMENT RECORD

Version	Date	Comment	Modifier
0.1	06/04/20	Drafted	SW
1.0	7/04/20	Endorsed and published	SW
1.0a	16/02/23	Reviewed	SO
1.1	22/02/23	Released and Published	SW
1.1a	18/06/2024	Reviewed	SO



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1.2	11/07/2024	Released and Published	SW
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