



WORKPLACE HEALTH & SAFETY PROCEDURE

PRO-ADM-03-01



PRO-ADM-03-01 Workplace health & safety procedure

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BACKGROUND

Keane Consulting (Keane) manages hazards and incidents in the workplace. This procedure outlines the approach to doing so. Furthermore, this procedure details the approach Keane takes to review the Workplace Health and Safety (WH&S) management system regularly via internal audit. These reviews assess the continuing suitability, adequacy, transparency and effectiveness of the WH&S management system and helps identify hazards, risks and opportunities for improvement and needed changes.

ROLES & RESPONSIBILITIES

Responsibility for the maintenance of the Keane WH&S:

- Keane Directors: provide direction and authorisation of the WH&S system including approval of audit plans and outcomes.
- Keane Chief Executive Officer (CEO): implements, and ensure adherence to, the WH&S system. The CEO identifies the WH&S Manager and ensures they are qualified and trained to undertake the duties of the WH&S Manager role.
- Keane employees including contractors: adhere to the WH&S system and proactively engage in hazard identification and incident reporting and management.

PROCEDURE

The following sections detail key aspects of maintaining the Keane WH&S Management System.

WH&S induction

All new employees and contractors will undertake an induction that includes the Keane WH&S policy and procedures and other artefacts. For employees, this induction will be recorded on the TMP-HRM-01-02 Keane induction checklist and a soft copy retained on the employee file. For contractors, this will be via email which will provide links to the applicable policies, procedures and templates accessed via the Keane website. The email will be stored in the Keane CRM/LMS.

Workers Compensation Insurance

The Keane broker for Workers Compensation Insurance is JV Business (JV). The Keane CEO arranges the associated premium assessments through JV as per the regulated schedules.

WH&S Incidents/Hazards

Any incident that occurs, or hazard identified, in the Keane workplace or on client site must be documented on a TMP-ADM-03-01 Keane Hazard & incident reporting form. Once completed this form must be emailed to the Keane Leadership Team (lt@keane.com.au). It will be actioned and filed in the applicable Keane WH&S OneDrive folder.



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Within 24 hours of an incident the Keane workplace insurer must be notified via telephone and/or email (if by phone a follow up email must also occur using the insurers designated form if applicable).

Hazards must be immediately identified and the doctrine of remove, contain, control the hazard undertaken.

WH&S Audit Plan

An internal WH&S Audit Plan will be developed by the WH&S Manager for the financial year based on Keane Leadership Team determined audit objectives.

The WH&S Audit plan will include:

- WH&S audit identifier.
- WH&S auditor(s) responsible.
- Schedule (typically WH&S management system audit once per year).
- The WH&S Audit Plan (TMP-ADM-03-02) will be submitted to the Keane Leadership Team for approval and stored in the Keane WH&S OneDrive folder.

WH&S Audit Report

A WH&S Audit Report shall be written for each audit, utilising the TMP-ADM-03-03 Keane WH&S audit report template. Any issues identified will be documented in the PRO-PQM-01-02 Keane Issues Management Register and will be actioned by the Leadership Team at their next meeting.

The soft WH&S audit report shall be stored in the WH&S OneDrive folder. The auditor and WH&S Manager will sign off the relevant row of the WH&S audit plan to record conduct of the audit and acceptance of audit results.

Summary of the results of all WH&S audits conducted against the WH&S Audit Plan will be submitted to the Keane Leadership Team.

The WH&S Manager will be responsible for rectifying all non-compliances within the agreed timeframe.

RELATED DOCUMENTS

- POL-HRM-03 Workplace health & safety policy
- POL-ADM-05 Working from home policy
- PRO-ADM-05-01 Working from home procedure
- TMP-ADM-03-01 Hazard & incident and reporting form
- TMP-ADM-05-01 Working from home self-assessment form



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- PRO-PQM-01-02 Keane Issues Management Register

DOCUMENT OWNER/APPROVER

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

This procedure was last reviewed on 18 June 2024 by the Head of Employee Experience. It was 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 | 16/02/2023 | Reviewed | SO |
| 1.1 | 23/02/2023 | Released and Published | SW |
| 1.1a | 18/06/2024 | Reviewed | SO |
| 1.2 | 11/07/2024 | Released and Published | SW |

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