

Safety & Wellbeing Policy

Purpose

To demonstrate Kordia's commitment to a zero-harm workplace by maintaining a safe working environment. Kordia commits to taking all reasonably practicable steps to ensure the health and safety of all people on our sites or working on our behalf.

Scope

Kordia, as a PCBU (Person Conducting Business or Undertaking), is responsible for providing and maintaining a safe and healthy work environment, managing risks, and supporting workers to meet their health, safety, and wellbeing responsibilities. These duties are carried out by our key duty holders:

- **Officers** - Directors, the Chief Executive Officer and the Executive Leadership Team who exercise significant influence over the management of the business and its undertaking.
- **Workers** - Anyone who carries out work for Kordia in any capacity, including employees, contractors, sub-contractors, consultants, and engaged companies.
- **Leaders** – A subset of Workers who have responsibility for directing, supervising, or influencing the work of others. Leaders include people managers, project managers, technical leads, site supervisors, and others who allocate work, set expectations, or oversee safe work practices.

This policy applies to all directors, employees, contractors, consultants, third-party representatives, and site visitors.

Statements

Our Officers are responsible for:

- Setting the vision and strategy for health and safety
- Defining our risk appetite / tolerance
- Exercising due diligence to ensure Kordia meets its health and safety obligations.
- Understanding our key risks, especially critical risks (potential for a Life-altering Injury or Fatality Event (LIFE)), ensuring appropriate resources and processes are in place.
- Verifying that controls and processes are effective, and fostering a culture where safety, quality, and wellbeing are integral to how we operate.

Our leaders are responsible for:

- Ensuring appropriate resources are implemented to support effective safety and wellbeing management and to drive continual improvement in safety performance.
- Consulting with and encouraging active participation from everyone who contributes to improving our safety and wellbeing performance.
- Actively confirm that work starts and continues only when it is safe, and that competent, trained individuals are carrying it out. All workers are empowered to pause or stop work if any safety or wellbeing concerns arise.
- Verifying that workers complete all required safety and wellbeing training and proactively seek additional development where needed to maintain safe work practices.

- Supporting a culture where fitness for work and worker wellbeing is openly discussed, proactively managed, and treated as a shared responsibility.
- Cooperating, collaborating, and coordinating work with all contractors, suppliers, co-locates, customers, and other third parties. Only approved contractors that meet our standards for safety management are permitted to work.
- Actively confirm that responsibilities for all aspects of the work from planning and risk management through to incident reporting, monitoring, and resolving actions are clearly defined before work starts.
- Knowing, applying, and verifying our *Safety Essentials* – the critical controls required for all work involving critical risk. In doing so they must understand, role-model, and actively verify that the critical controls are in place before work begins.

Workers are responsible for:

- Taking reasonable care for their safety and wellbeing and that of their colleagues, including promptly speaking up and acting when hazards or unsafe behaviours are observed – *See something, Say something, Do something.*
- Promptly reporting any hazards, near misses, incidents, concerns, or improvement opportunities.
- Promptly reporting injuries, or illnesses while working, including early notification of pain and discomfort that impacts their ability to perform work, to their manager, so that appropriate treatment and care can be provided.
- Actively participate in the development and review of procedures designed to eliminate or minimise critical risks.
- Following our LIFE-Saving commitments, which provide minimum expectations for ensuring we all make safe choices and go home safely each day.
- Following reasonable health and safety instructions to support compliance with legal requirements, relevant industry standards, and approved codes of practice.
- Taking reasonable care to identify hazards and risks in their work, following agreed control measures, and incorporating health and safety considerations into how work is designed, planned and carried out. All workers are empowered to pause or stop work if any safety or wellbeing concerns arise.
- Completing the safety and wellbeing training assigned to them and maintaining the competencies required for their role.
- Presenting fit for work – physically, mentally, and emotionally and speak up early if they are not in a condition to work safely.

Exemptions

There are no exemptions to this policy.

Approved on: [Date]	Approved by: Board	Next approval on: [Date]
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Compliance & Monitoring

Kordia is committed to complying with all applicable health and safety legislation, regulatory requirements and recognised best practice standards (ISO45001).

Compliance to our Safety & Wellbeing Policy will be monitored by:

- Independent audits to retain ISO45001 certification.
- Workplace inspections and site observations, such as leadership walks and safer conversations.
- Site visits and verification activities carried out by officers as part of their duties, and acting on their feedback.
- Internal reviews to assess compliance with our safety management procedures.
- Reporting on performance metrics to the Executive Team and Board's People, Wellbeing and Safety Committee.
- Benchmarking our performance against other like-industry companies.
- Monitoring and investigation of incidents, injuries and near misses.
- Holding people leaders, and team members accountable for following processes and procedures to keep everyone safe.



Neil Livingston
Kordia Group CEO

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