

HEALTH & SAFETY POLICY

Commitment to Safe Work Practices and Continuous Improvement

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Approved By: Manas Thing Tamang, Director
ABN: 20 671 955 276

Sydney, NSW

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HEALTH & SAFETY POLICY

POLICY STATEMENT

Essence Clean Pty Ltd is committed to providing a safe and healthy workplace for all employees, contractors, clients, visitors, and members of the public.

We recognise that workplace health and safety is a fundamental part of our operations and are committed to eliminating hazards, reducing risks, and continuously improving our safety performance.

Our objective is to ensure that all work activities are conducted safely, responsibly, and in compliance with applicable Work Health and Safety legislation, codes of practice, and industry standards.

SCOPE

This policy applies to all Essence Clean Pty Ltd operations, including:

- All employees, contractors, and subcontractors
- All workplaces and client sites
- All work activities, equipment, and substances
- Visitors and members of the public affected by our work

LEGISLATIVE FRAMEWORK

This policy is developed in accordance with:

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)
- Relevant Codes of Practice and Australian Standards
- SafeWork NSW Guidelines

OUR COMMITMENTS

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Essence Clean Pty Ltd is committed to:

- Providing a safe and healthy working environment
- Identifying and controlling workplace hazards
- Maintaining safe systems of work
- Providing appropriate training and supervision
- Consulting with workers regarding safety matters
- Investigating incidents and near misses
- Providing suitable Personal Protective Equipment (PPE)
- Complying with WHS legislation and codes of practice
- Encouraging continuous improvement in safety performance

OBJECTIVES

- Zero harm to all persons in our workplace
- Full compliance with WHS legislation
- Proactive hazard identification and risk control
- A positive safety culture across all operations
- Measurable improvement in safety performance annually

RESPONSIBILITIES

DIRECTOR RESPONSIBILITIES

The Director shall:

- Promote a strong safety culture
- Ensure adequate resources are available for WHS
- Review safety performance regularly
- Ensure compliance with legal requirements
- Consult with workers on WHS matters
- Ensure incident reporting procedures are maintained
- Ensure first aid resources and emergency procedures are available
- Ensure workers receive appropriate training, instruction, and supervision

SUPERVISOR RESPONSIBILITIES

Supervisors shall:

- Monitor safe work practices on site
- Conduct workplace inspections
- Address hazards promptly
- Provide guidance to workers
- Investigate hazards, incidents, and near misses
- Conduct safety discussions and toolbox talks where required

WORKER RESPONSIBILITIES

Workers shall:

- Follow safe work procedures
- Wear required PPE at all times
- Report hazards immediately
- Participate in training and safety discussions
- Work safely at all times
- Take reasonable care of their own health and safety and that of others
- Report incidents, injuries, hazards, and near misses immediately
- Participate in workplace consultation and safety discussions
- Use equipment and PPE in accordance with training and instructions

CONSULTATION & COMMUNICATION

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Essence Clean Pty Ltd is committed to consulting with workers on matters affecting health and safety.

Consultation and communication activities include:

- Encouraging workers to raise health and safety concerns
- Involving workers in hazard identification and risk control processes
- Consulting when workplace procedures, equipment, hazards, or work practices change
- Communicating safety information through inductions, training, toolbox talks, meetings, and workplace discussions
- Supporting open communication regarding workplace health and safety matters

SAFETY MANAGEMENT

RISK MANAGEMENT

Hazards are identified, assessed, and controlled through ongoing risk assessments and workplace inspections. The hierarchy of controls is applied to eliminate or minimise risks so far as is reasonably practicable.

INCIDENT REPORTING

All incidents, injuries, hazards, and near misses must be reported immediately and investigated appropriately. Corrective actions are implemented to prevent recurrence. Notifiable incidents are reported to SafeWork NSW as required.

FIRST AID & EMERGENCY PREPAREDNESS

Essence Clean Pty Ltd is committed to maintaining effective emergency preparedness and first aid arrangements. This includes:

- Providing and maintaining suitable first aid equipment
- Ensuring emergency procedures are communicated to workers
- Maintaining emergency contact information
- Providing instruction on emergency response requirements
- Cooperating with client site emergency procedures where applicable
- Reviewing emergency arrangements periodically to ensure effectiveness

TRAINING & PPE

Workers receive training relevant to their duties, equipment, chemicals, and workplace hazards. Training includes:

- Site-specific induction and orientation
- Manual handling training
- Safe chemical handling and SDS awareness
- PPE selection, use, and maintenance
- Refresher training where required

Appropriate PPE shall be provided and worn where required, including gloves, safety footwear, high-visibility clothing, eye protection, and respiratory protection.

CONTINUOUS IMPROVEMENT

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Essence Clean Pty Ltd is committed to continual improvement of workplace health and safety performance through:

- Regular policy and procedure reviews
- Workplace inspections and audits
- Worker consultation and feedback
- Training and awareness programs
- Corrective and preventive actions
- Compliance monitoring and reporting

MONITORING & REVIEW

This policy shall be reviewed annually or when significant operational changes occur.

Performance indicators include:

- Number of incidents and near misses reported
- Training completion rates
- Workplace inspection findings
- Corrective action close-out rates

APPROVAL

Approved By:	Manas Thing Tamang
Position:	Director
Organisation:	Essence Clean Pty Ltd
Issue Date:	16 June 2026
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Signature