

The logo for Solenergy, featuring the word "solenergy" in a teal sans-serif font. The letter "o" is replaced by a circular icon composed of many small, overlapping teal and white segments, resembling a sun or a globe.

solenergy

WHS MANAGEMENT POLICY & SYSTEM

About this Policy

At Sol Energy, we believe that the well-being of people employed at work, or people affected by our work, is a priority and must be considered during all work performed on our behalf. Therefore, we work towards a 'zero-harm' culture.

We are committed to work health and safety (WHS) and recognise the legal responsibilities under WHS legislation, statutory requirements, codes, standards, and guidelines to provide a safe and healthy work environment.

Sol Energy adopt industry best practices to continuously improve in every area of the company's work activities.

People are our most important asset and WHS is everyone's responsibility.

Sol Energy is committed to regularly reviewing this Policy and accompanying System regularly.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and sub-contractors working on our behalf.

Management fully endorses this policy, and it will be reviewed annually to ensure it remains relevant and appropriate.

Policy Statement

This commitment means that Sol Energy will, as far as reasonably practical:

- Provide a safe and healthy workplace and working conditions for all, including workers, contractors, and visitors
- Ensure WHS principles are included in all planning and work activities
- Consult with workers and other parties as part of the decision-making process to enhance the effectiveness of procedures
- Provide on-going education and training to all our workers to enable them to work safely
- Provide adequate resources to aid workers in fulfilling their responsibilities and ensure WHS is a central part of Sol Energy
- Encourage workers and sub-contractors to identify and control risks in the workplace
- Monitor and review the elimination or control of potential risks
- Conduct investigations into all reported incidents and ensure lessons are learnt within Sol Energy
- Ensure effective injury management and rehabilitation is provided to all workers
- Conduct regular reviews and evaluations of the WHS system in place

The success of our WHS management depends on our workers and contractors:

- Making the commitment, irrespective of their position, to achieving the policy objectives
- Planning work activities with due consideration given to WHS
- Undertaking the risk management process in an effective manner
- Promoting communication between workers and sub-contractors.

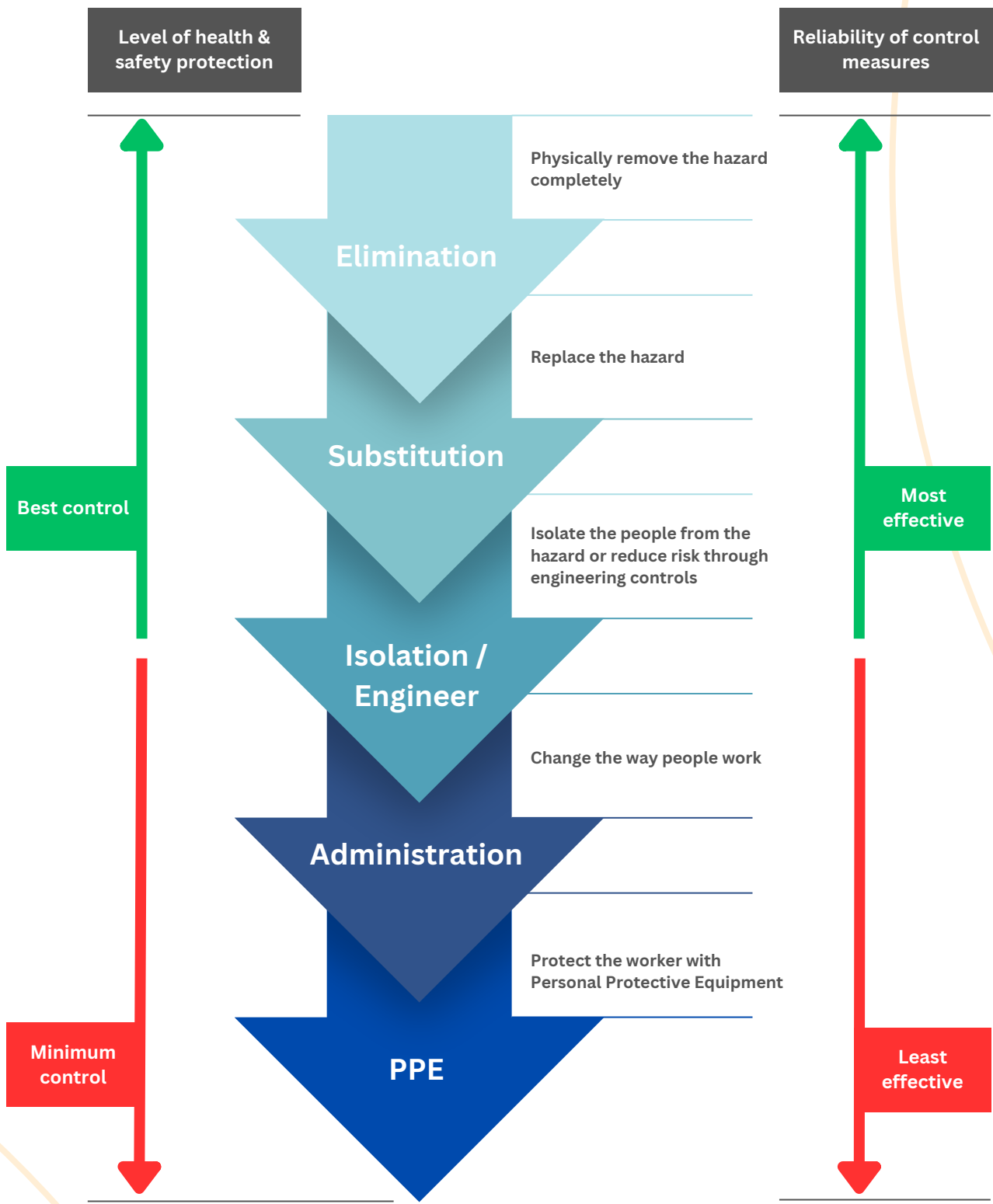
About this System

This risk management system outlines procedures which detail how hazards are identified, risks are assessed, and control measures are implemented within Sol Energy.



Our objective in constructing these systems is:

- To develop procedures, including Safe Work Method Statements (SWMS), Safe Operating Procedures (SOPs) or similar, which demonstrate how hazards are identified and risks are assessed. The procedures should cover WHS hazards and risks relevant to the work activities.
- To implement control measures for the identified hazards and risks in accordance with the Hierarchy of Control (as outlined in the below diagram series).
- To ensure the allocation of responsibilities and the availability of resources to identify hazards, assess the risks and to implement control measures. Resources and responsibilities should also be assigned to assess the effectiveness of the risk management process.



Note: PPE should be the last option to protect people

Hazard Identification, Risk Assessment, and Control

Sol Energy identifies the potential hazards of the proposed work activities, assess the risks involved and develops controls measures to eliminate, or minimise, the risks. The risk management process is carried out in consultation with workers.

Sol Energy will not commence work at a site unless:

- the client has provided Sol Energy with information surrounding site rules, including workplace inductions if required;
- an assessment of the risks associated with the work activities has been undertaken in-line with the Safe Work Method Statement (SWMS)
- induction training has been provided to all workers

Sol Energy maintains and updates SWMS and can provide copies to the client and/or relevant parties, as required.

Sol Energy's Hazard Report/Risk Assessment Form is a tool used to identify hazards that may be present and establish safety control measures to prevent harm to life, health, property, or the environment.

The Hazard Report/Risk Assessment Form is used when assessing:

- Specific jobs/tasks
- Plant and equipment

Workers who may be involved in the process could include:

- PCBU/Owner
- Supervisors
- Workers
- Contractors
- Health and Safety Representatives

Identifying Hazards

Hazards may be identified via:

- Consultation – Toolbox/ Staff meetings, direct discussion, etc.
- Workplace Inspections
- Audits - internal and external
- Reporting - incident forms
- Research - information gathered from State and Local Authorities, manufacturers, suppliers, industry groups, etc.
- Feedback
- Legislation - codes of practice, standards, etc.

The details of each hazard identified is to be recorded in detail on the Hazard Report/Risk Assessment Form.

Sol Energy breakdowns specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a SWMS. The SWMS is a list of job steps and other work-related practices.

For each of the work activities and associated job steps identified in the SWMS, Sol Energy has identified potential hazards and their risks.

To assist in identifying hazards and risks, Sol Energy has considered the use of resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks).

Assess Risks

Sol Energy has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from low to extreme in a Risk Matrix.

The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

On each occasion of visiting an external work site, workers complete a Job Safety Environment Analysis, assessing the site against the SWMS and identify any new hazards. If any new hazards are identified, details are to be recorded on the Hazard Report/Risk Assessment Form and forwarded to Management for actioning.

If a new hazard has been identified, the respective SWMS, SOP and/or work instruction is up-dated accordingly.

Control Measures

The selection of suitable control measures is the critical step in completing a Hazard Report/Risk Assessment Form.

The Hierarchy of Control is to be used to consider appropriate measures for eliminating or minimising hazards and risks.

Information contained in relevant codes of practice, industry guidelines and/or regulations will assist in establishing the most suitable measures.

The selected control measures are to be listed on the SWMS, SOP and/or work instruction.

Where required, workers will be provided training and deemed competent in any new control measures implemented to reduce/eliminate the risk.

Re-assess the Risk

Upon establishment of the control measures, the risk is re-assessed against the Risk Matrix to ensure the risk rating has been able to be reduced/eliminated.

Monitoring and Review

It is important that workers continue to look for hazards in the workplace at all times, not just during risk management activities. Sol Energy monitor and review the effectiveness of the controls regularly as required and maintain a record of all reviews.

Hazard Categories

Work Health and Safety			
✓	Access & egress		Dangerous Goods (Oxy/other)
	Coring/chasing	✓	Electricity (power tools/other)
	Demolition/dismantling	✓	Fatigue (shift work/hours of work)
	Explosive/pneumatic power tools	✓	Fire/explosion
	Formwork erection/dismantling		Hazardous substances / materials
	Fumes/gas	✓	Height & falls
✓	Flying/falling objects/debris	✓	Hot/cold working environment
✓	Hot work (cutting/welding/grinding)		Lasers
	Lighting	✓	Manual handling (lifting or twisting)
	Machine/equipment guarding	✓	Materials handling (crane/forklift/other)
✓	Noise (hearing)		Moving plant/traffic
✓	Public (pedestrians/other)	✓	Plant & equipment operation
	Subsidence		Structural alterations/support
	Trenching/excavation	✓	Services (underground/overhead)
	Work near/over water	✓	Ultraviolet Light (sunlight)
	Young workers/unskilled labour		Other.....
	Biological/bacteria		Other.....
✓	Confined/enclosed spaces		Other.....
Environment			
	Air quality (dust/emissions)		Bulk excavation/spoil
	Concrete or paint wastes		Contaminated soil/water
	Dewatering/pump out		Habitats (protected flora/fauna)
	Heritage & Archaeology	✓	Noise or vibration
✓	Noisy work (neighbourhood)		Spills & response
	Slurry or other discharges	✓	Traffic & parking
✓	Waste hazardous (paint sludge, synthetic min fibre, asbestos/other)		Dangerous Goods/Hazardous Substances (use/storage/spills)
	Stormwater/sediment control		Other.....
✓	Waste disposal		Other.....

Risk Matrix

Sol Energy has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.



Sol Energy identifies the consequence for each potential risk by using the table below. *Note: If a combination of harm, loss or damage could occur the worst-case consequence is selected.*

Level	Description	Description of Consequence
5	Catastrophic	Multiple fatalities or total permanent disabilities (worker, contractors or public).
4	Major	Single fatality or total permanent disability (worker, contractors or public).
3	Severe	Temporary or partial permanent disability (worker, contractors or public).
2	Serious	Medical treatment and Loss Time Injury (worker, contractors or public).
1	Minor	First aid but no medical treatment (worker, contractors or public).



Using the following table, Sol Energy determines how likely it is that the risk will occur and result in the consequence identified above.

Level	Description	Description of Likelihood/Probability
5	Almost certain	Will almost certainly occur once (or more) every couple of years.
4	Likely	Will probably (>50%) occur once (or more) every year.
3	Possible	Could occur, but not probable.
2	Unlikely	Not expected to occur. Has not occurred before but has within the industry in Australia.
1	Rare	May occur only in exceptional circumstances.

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Using the risk matrix below, Sol Energy identifies the risk class/ranking.

		Consequence				
		Minor (1)	Serious (2)	Severe (3)	Major (4)	Catastrophic (5)
Likelihood	Almost certain (5)	Significant (5)	High (10)	Extreme (15)	Extreme (20)	Extreme (25)
	Likely (4)	Moderate (4)	Significant (8)	High (12)	Extreme (16)	Extreme (20)
	Possible (3)	Moderate (3)	Moderate (6)	Significant (9)	High (12)	Extreme (15)
	Unlikely (2)	Low (2)	Moderate (4)	Moderate (6)	Significant (8)	High (10)
	Rare (1)	Low (1)	Low (2)	Moderate (3)	Moderate (4)	Significant (5)

Please see following table for definitions on the class/rankings.

Class	Definition
Extreme (15-25)	Stop work, eliminate hazard
High (10-12)	Stop work, substitute hazard by using another equipment or process
Significant (5-8)	Isolate hazard through restricting access or implementing engineering controls
Moderate (3-6)	Reduce impact of hazard through administrative processes (e.g. SOP, work instructions, etc)
Low (1-2)	Manage hazard by using protective clothing/equipment

Hazard Reporting

Sol Energy encourages all workers, or affected parties, to report hazards immediately to Management.

Work health and safety is fundamental to Sol Energy's business and it is everyone's responsibility, regardless of position, to maintain a safe work environment. Sol Energy adopt a

"YOU SEE IT, YOU OWN IT"

approach to safety, whereby workers are to be proactive in identifying and resolving potential issues before they escalate.

After identifying a potential hazard, workers must take action to ensure the risk is mitigated, by following Sol Energy's Risk Management processes.

Where the hazard cannot be corrected immediately, workers are to notify Management of the hazard, in the quickest possible way, including but not limited to:

- Completing and submitting Sol Energy's Hazard Report/Risk Assessment Form
- Email
- Text message

Workers are to make the area safe until suitable control measures can be implemented.

The details of the Hazard Report/Risk Assessment Form and/or other means of notification are summarised on the Hazard Register.

Sol Energy investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

Sol Energy identifies a risk class/ranking for all hazards by referring to the categories ranging from extreme to low in the Risk Matrix. The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

Sol Energy regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

Major Works / Construction Projects

Where Sol Energy is deemed the Principal or Main Contractor of a work site, Sol Energy will manage the risks associated with the work site as far as reasonably practicable, in accordance with applicable legislation and regulations.



As part of the planning stage of a project, Sol Energy will, including but not limited to:

- Identify the hazards and assess risks associated with the work site
- Implement controls to eliminate or mitigate the risks
- Prepare and implement emergency management plans, including providing first aid facilities
- Make available adequate and accessible site facilities
- Erect appropriate site signage
- Induct workers and subcontractors into the site, including making workers and subcontractors aware of hazards, control measures, and details of the site

During the management of a work site, Sol Energy will maintain the safety on-site by, including but not limited to:

- Obtaining copies of subcontractor's Safe Work Method Statements (SWMS) before high-risk works are commenced
- Regularly inspecting the work site
- Maintaining the facilities in good working order and are clean and hygienic
- Regularly communicating and consulting with workers / subcontractors

Where inspections identify areas of improvement, appropriate controls are to be implemented immediately.

Where corrective actions cannot be rectified immediately, through appropriate control measures, details are to be recorded on the Hazard Report/Risk Assessment Form and forwarded to Management for actioning.

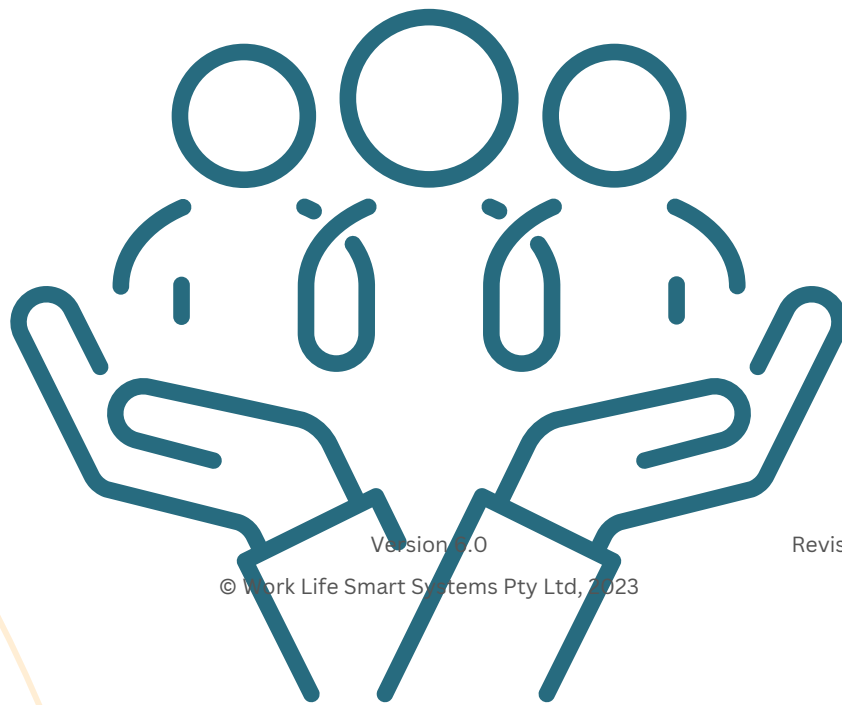
Safe Work Method Statements (SWMS)

Sol Energy uses SWMS to identify the hazards and risks associated with the works to be undertaken. SWMS outline the control measures in place to mitigate the hazards, as well as record training and competency sign-off.

Sol Energy requires all sub-contractors to provide copies of their relevant SWMS prior to commencing any work.

Sol Energy considers the site-specific hazards, including but not limited to:

- Lay of the land
- Obstacles (e.g. buildings, workers, excavations, plant)
- Changes to site conditions
- Other contractors' work in progress
- Weather conditions (e.g. wind, rain, heat, cold etc)
- Job specific details(e.g. different material, different equipment)
- Any other factor that may make affect the risks associated with performing the task



In preparing a SWMS, Sol Energy utilises the following method:

- Consider any site and/or work activity specific potential hazards and include any identified risks in SWMS
- Assess the risk
- Insert controls using the hierarchy of controls for the hazards identified i.e.
 - Elimination
 - Substitution (materials, equipment, and chemicals)
 - Isolation
 - Engineering (guarding)
 - Administration (training)
 - PPE
- Review the residual risk to ensure controls are adequate to safely perform the work
- Complete the SWMS
- Ensure that all workers involved in the work task(s) have read, understood and have been consulted before signing off on the SWMS
- Ensure that work is carried out in a safe manner in accordance with the SWMS

The need for a SWMS, or amendment of an existing SWMS, may be identified through Sol Energy's Risk Management procedures. SWMS will be reviewed in-line with Sol Energy's Work Health and Safety Schedule.

For each SWMS, respective workers will be trained accordingly.

Safe Operating Procedures (SOP)

Sol Energy uses SOPs to identify the hazards and risks associated with a specific piece of plant or equipment, describing the safest and most efficient way to use the piece of plant or equipment.

The use of a SOP will be determined by the level of risk associated with the plant or equipment.

Sol Energy considers the specific hazards of the plant or equipment, including but not limited to:

- Manufacturer's safety features, intended purpose and instructions
- Obstacles (e.g. buildings, workers, excavations, plant)
- Changes to workplace or site conditions
- Other contractors' work in progress
- Weather conditions (e.g. wind, rain, heat, cold etc)
- Job specific details (e.g. different material, different equipment)
- Any other factor that may make affect the risks associated with performing the task

The need for a SOP, or amendment of an existing SOP, may be identified through Sol Energy's Risk Management procedures. SOPs will be reviewed in-line with Sol Energy's Work Health and Safety Schedule.

For each SOP, respective workers will be trained accordingly.

Work Instructions

Sol Energy uses work instructions to describe internal or administrative processes and/or procedures, outlining the safest and most efficient way to perform a certain task or series of tasks. In the event of a worker's absence, work instructions enable a substitute worker to perform the process or procedure to the standard expected by Sol Energy.

The use of a work instruction will be determined by the level of risk associated with the task or series of tasks. Work activities deemed to be high risk will have a SOP developed, whereas work activities deemed to be a lower risk or administrative- and/or procedural-based will have a work instruction developed.

The need for a work instruction, or amendment of an existing work instruction, may be identified by any worker. The development, or subsequent amendment, of a work instruction is to be agreed and approved by Management.

Work instructions will be reviewed and updated, as necessary. Any changes made to work instructions as part of the review process will be communicated to relevant workers and retraining will be arranged, as necessary.

For each work instruction, respective workers will be trained accordingly.