



Health and Safety Policy Statement

ProTrim's commitment to healthy and safe work, practical risk management and continuous improvement.

VERSION	5
PUBLISHED	31 August 2026
APPROVED	31 August 2026
EFFECTIVE	31 August 2026
REVIEW	31 August 2027
POLICY OWNER	Isaac Cotter
SIGNATURES	1 of 1 signed

DOCUMENT OVERVIEW

This policy sets ProTrim Services Limited's commitment and expectations for managing health and safety across all work it controls or influences. It applies to officers, workers, contractors and other people who may be affected by ProTrim's work.

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Policy commitment

ProTrim Services Limited is committed to providing work that is healthy and safe for workers, clients, other contractors, visitors and members of the public. We will meet our duties under the Health and Safety at Work Act 2015 and associated regulations, and we will eliminate risks so far as is reasonably practicable or otherwise minimise them so far as is reasonably practicable.

Health and safety is part of how work is quoted, planned, scheduled, performed, checked and closed out. Work will stop when a critical control is absent, the situation materially differs from the plan, or the risk cannot be managed within ProTrim's competence and resources.

Applicable health and safety legislation, regulations, approved codes of practice, client requirements and other obligations are identified and maintained through ProTrim's health and safety management system.

02

We will

- identify hazards and assess initial and residual risk using a documented risk method;
- select controls using the hierarchy of controls and verify that critical controls are present and effective;
- provide information, training, instruction, supervision, equipment and personal protective equipment suitable for the work;
- maintain safe plant, vehicles, substances, workplaces and emergency arrangements;
- record, review and learn from incidents, near misses, inspections, concerns and changes;
- notify WorkSafe of notifiable events, preserve the site where required and retain notification records for at least five years;
- consult, cooperate and coordinate with clients and other PCBUs where duties overlap;
- support a mentally healthy workplace by managing workload, fatigue, bullying, harassment, isolation and other psychosocial risks;
- give workers a genuine opportunity to contribute to decisions that affect their health and safety if ProTrim engages workers in future; and
- review this policy and the management system after material change, a significant event, regulator/client feedback, or at least annually.

03

Officer and worker responsibilities

Role	Core responsibility
Director / officer	Exercise due diligence; ensure suitable resources and processes; verify that the system is used and improved.
Worker / operator	Follow controls and instructions; use equipment correctly; stop and report unsafe work; protect others affected by the work.
Client / other PCBUS	Share relevant site information; coordinate overlapping risks and controls; agree who manages each interface.

IMPORTANT**PRACTICAL VERIFICATION**

A completed form does not make work safe by itself. The person doing the work must identify what is different today, confirm that critical controls are present and effective, and record any required corrective action.

04

Approval

Approval is recorded through the required signature field below. The signed, version-controlled document is the approved policy.

APPROVED BY | REQUIRED**Isaac Cotter**

Owner and Director

**SIGNED | 31 August 2026**