
WORK HEALTH AND SAFETY POLICY

PSION





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DOCUMENT CONTROL

Document Control Information	
Project Name	Work Health and Safety Policy
Prepared For	PSION Pty Ltd
File Name	Work Health and Safety Policy
Version	1.2
Status	Final
Reviewed by	Graham Pontifex – Director Operations
Review Date	31/10/2025
Prepared By	Sarah Savage – Director HR, Operations

Version	Description	Revised By	Date
1.1	Document Creation	Sarah Savage	
1.2	Document Updates	Sarah Savage	31/10/2025

Document Authorisation	
Name	Sarah Savage
Title	Director HR, Operations
Date	31/10/2025
Signature	S.Savage



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1 POLICY STATEMENT

PSION and its management team are committed to ensuring the work health safety (WHS) (also known as occupational health and safety or OHS or workplace health and safety) of its employees, contractors and visitors.

2 POLICY PURPOSE

The purpose of this policy is to:

- Summarise (in general terms) the obligations imposed by WHS, workers' compensation and injury management legislation on PSION, its employees, contractors and other persons;
- To support PSION's efforts to prevent illness and injury in the workplace by providing a safe and healthy work environment;
- To explain the injury management process for workers who have been injured at work; and
- To inform employees of appropriate work health and safety practices and injury management processes.

3 LEGAL REQUIREMENTS

PSION is subject to WHS related legislation in each of the states and territories in which it operates. Some states and territories have adopted largely consistent WHS laws (including New South Wales and Queensland). Other states (including Victoria and South Australia) are likely to do the same.

4 PART 1: WORK HEALTH AND SAFETY

PSION'S RESPONSIBILITIES

PSION's responsibilities under legislation regarding WHS may include, so far as is reasonably practicable:

- Ensuring the health, safety and welfare of its employees (and other workers) while they are at work;
- Ensuring that persons who are not employees of PSION are not exposed to a risk to their health and safety as a result of PSION's conduct;



- Identifying any hazards in the workplace that may be a risk to health and safety and eliminating or controlling those hazards; and
- Consulting with its employees (and other workers) about health and safety issues in the workplace.

To ensure compliance with work health and safety legislation, it is intended that PSION will (among other things):

- Adhere to all requirements of the applicable WHS, workers' compensation and workplace injury management legislation;
- Provide a support system to respond to any work-related accidents and injuries;
- Provide the required number of suitably trained first aiders/fire wardens;
- Maintain records relating to health and safety of employees;
- Appoint Work Health & Safety and rehabilitation representatives; and
- Make computer users aware of the guidelines relating to the appropriate use and positioning of all office equipment – either in shared office space or at home;
- Increase the awareness of its employees and other persons of the relevant legislative requirements;
- Encourage employees to take an active role in the development of safe working practices;
- Provide a consultative process between employees and management;
- Develop and maintain regular workplace inspections and reporting procedures;
- Assess and control risks as they are identified;
- Keep employees informed of hazardous situations which may be associated with their work; and
- Train appropriate employees to assist in the implementation of work health and safety policies.

ROLES & RESPONSIBILITIES

HEALTH AND SAFETY COMMITTEE:

- To communicate Work Health & Safety policies and programs to all employees;



- Encourage and receive feedback, concerns and ideas from workers and action as appropriate;
- Co-ordinate appointment of first aiders and the provision of first aid facilities;
- Undertake hazard identification on a regular basis;
- Assess the cause of accidents and injuries and investigate measures to be taken to prevent accidents/injuries; and
- Refer employees to employee's welfare procedures where appropriate.

TEAM & CULTURE (HR):

- To provide and/or co-ordinate the provision of suitable WHS induction and refresher training;
- To refer and approve any welfare support eg. EAP services
- To maintain register of accidents and injuries;
- To liaise with workers' compensation insurer and complete appropriate workers' compensation documentation;
- To liaise with treating practitioners, rehabilitation service providers and appropriate employees and People Managers in all cases of injury; and
- To monitor return to work cases in the workplace, including any reasonable adjustments, where relevant.

DUTY OF EMPLOYEES (AND OTHER WORKERS)

As an employee or other workers, you have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not place at risk the health and safety of your co-workers, our customers, or other persons that you may come into contact with at work.

You must cooperate with PSION to ensure that your workplace is safe and without risk to health. This includes, but is not limited to:

- Taking reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by yours acts or omissions at the workplace;
- Complying with all policies and procedures in place to protect your health and safety at work



- Complying with all reasonable instructions in relation to health and safety issues at work;
- Ensuring that you know how to use equipment safely and that you use all equipment in the correct manner;
- Using any personal protective equipment provided to you by PSION to protect your safety and ensuring that you use this equipment correctly;
- Participating in WHS training;
- Participating in WHS consultation;
- Report any unsafe work practices or conditions to your People Manager or Health & Safety Committee immediately;
- Reporting all incidents, injuries and accidents at the workplace to Team & Culture (HR) via email immediately. This includes both actual accidents and 'near misses' (that is, where an incident has occurred which has the potential to cause personal injury or damage to company property, even if no injury or damage occurred); and
- Co-operate fully with all actions taken by the Company to comply with legislative requirements.

CONSULTATION, COMMUNICATION AND INFORMATION

PSION will undertake consultation on matters relating to health and safety.

Communication on health and safety issues will be via:

- Synapse, the Company's emailed newsletter;
- The intranet, either on the home page or via the WH&S site;
- Staff meetings;
- Notice boards;
- Training sessions, and/or other email communications;

REPORTING SAFETY ISSUES/HAZARDS

All accidents, injuries and potential safety hazards must be reported immediately to your People Manager and Team & Culture via email.

PSION must keep a record of all work-related illnesses and/or injuries, no matter how slight, to comply with our WHS obligations.



Please refer to Appendix 1 – Identification of Hazards and Appendix 2 – Reporting, Records and Records Management

TRAINING

PSION will provide Health and Safety training to all employees on commencement and every 2 years as required by legislation for all employees (and other workers).

GENERAL

This Policy summaries some of the rights and obligations which are created by the legislation. The Policy is not intended to go beyond the legislation. For further information please contact your People Manager.

5 PART 2: WORKPLACE REHABILITATION

To ensure compliance with workplace injury management and workers' compensation related legislation, it is intended that PSION will:

- Obtain and maintain a policy of workers' compensation insurance
- Establish a general rehabilitation programme for injured employees
- Provide employees with adequate information on rehabilitation and coordination
- Provide, to the extent that it is reasonably practicable to do so, suitable employment (to build towards total rehabilitation) for injured employees;
- Develop, implement and review any return-to-work program in consultation with employees.
- Ensure that participation in a return-to-work program will not, of itself, prejudice an injured employee.

Under workers compensation and workplace injury management legislation, PSION has a number of procedures in place in the event that an employee suffers from either a workplace injury or illness. These procedures do not apply to non-work-related injury or illnesses.

The procedures fall within three specific areas:

- Workplace injuries and workplace illnesses;
- Return to work program and rehabilitation; and
- Injury management



WORKPLACE INJURIES

While the test varies from state to state (depending on the applicable workers' compensation legislation), generally speaking, work must be the significant contributing factor to the causation or aggravation of an injury or illness, for the injury or illness to be a 'workplace' injury or illness. In the event of a workplace injury or illness, then it is the employee's responsibility to notify their People Manager and Team & Culture (HR) via email of any injury as soon as possible.

AUSTRALIA:

Following notification of an injury, upon request from the employee, PSION will provide to the injured employee, where applicable, a workers' compensation claim form.

REHABILITATION

PSION will take reasonable steps to assist employees return to the workplace as soon as they are medically able following a workplace injury or illness.

PSION will:

- Appoint a Return-To-Work Coordinator (Team & Culture) to liaise with the injured employee, the injured employee's doctor and if applicable, the Rehabilitation Provider to coordinate PSION's participation in the Return-To-Work Program;
- Develop an individual Return To Work Program for an injured employee who is seeking to return to work on restricted duties. That program will be developed by PSION following discussion with the injured employee, the injured employee's treating doctor and application, a Rehabilitation Provider. A Rehabilitation Provider may be engaged to assist PSION and the injured employee with the rehabilitation process; and
- Where it is reasonably practicable to do so, PSION will provide suitable employment to the injured employee. The provision of suitable duties will be subject to a number of factors including available medical evidence regarding the injured employee's fitness and the availability of duties which are comparable to the injured employee's skills and experience.

INJURY MANAGEMENT

In addition to the Return To Work Program outlined above, PSION will also co-operate and participate in any Injury Management Plan that is developed by its



workers compensation insurer or ACC. Team & Culture will liaise with the workers compensation insurer in relation to the Injury Management Plan and will coordinate PSION's participation in the plan. Team & Culture will maintain a case file.

OBLIGATIONS OF INJURED EMPLOYEE

In addition to following the relevant procedures outlined above, an injured employee is also expected to cooperate with, and participate in, the insurer's or ACC Injury Management Plan and PSION's Return To Work Program. Failure to do so may affect any entitlement the injured employee may have to workers compensation benefits and/or could lead to disciplinary action.

In addition, an injured employee must provide to PSION a WorkCover or ACC certificate in respect of:

- All periods where the injured employee will be absent from works; and
- All periods where the injured employee is fit to attend work but is unfit to perform reinjury duties without restriction.

WorkCover or ACC certificates that are backdated will not be accepted by PSION.

PSION may make arrangements from time to time for an employee to attend a medical examination with a doctor to assess the employee's fitness. These examinations may be in addition to those that are organised by PSION's workers compensation insurer or ACC. PSION will be liable for the cost of that examination. The employee is required to attend such a medical at the request of PSION.

GENERAL

This is a summary of the some of the rights and obligations which are created by the legislation and is not intended to go beyond the legislation. For further information about workers compensation please contact your People Manager.



APPENDIX 1 – HAZARD IDENTIFICATION

Employees who become aware of hazards (including damage or faults to equipment) are required to report such hazards to their local WHS Officer as soon as possible. Employees are required to maintain good housekeeping standards in their places of work to minimise the hazards they may create for other people. PSION uses the following Risk Assessment Process:

Step 1: Look for hazards

View the workplace and identify hazards, which may cause harm to people or property.

Step 2: Who or what may be harmed

Having identified the hazards, decide who or what may be harmed. Include property in this step.

Step 3: Evaluate the risks

What are the risks from the hazards you have identified? Can you remove the hazard altogether or reduce the impact? What controls are in place, are they adequate or do they need improving? Do you need to put controls in place? Use personal protective equipment as a last resort.

Step 4: Record your findings

Should an incident occur, a record of the risk assessment undertaken may be useful and necessary for further improvements to the risk assessment process.

Step 5: Review the assessment

For any significant change, carry out a fresh risk assessment. Changes could mean new machinery, new employees or structural changes. With a change over or new equipment coming in, training may be needed. A rolling review of risk assessment should help keep them up to date.

A copy of the Hazard Report Form is available on the intranet.

All risk assessments will be performed by the Health and Safety Committee. The Health and Safety Committee will maintain ownership of the relevant risk assessment forms. The Health and Safety Committee will review the generic risk assessment methodology with a view to achieving ongoing compliance.



APPENDIX 2 – REPORTING, RECORDS AND RECORDS MANAGEMENT

PROCEDURE FOR REPORTING WORK-RELATED ACCIDENT/ILLNESS:

It is important that all incidents, no matter how minor, are reported and recorded as soon as possible. PSION must keep a record of all work-related illnesses and/or injuries, no matter how slight, to comply with WHS legislation. All shared office spaces have an Injury Report Register for recording incidents that are reported.

If you sustain an injury or illness at work, you are required to inform your People Manager or a Work Health and Safety Officer immediately on becoming aware of the injury or illness. This applies even if the injury or illness does not require medical attention, because PSION aims to ensure that any existing safety hazards are corrected.

PSION will endeavour to commence the workplace injury management process as soon as possible after an injury or accident is reported, and this will be done in a manner consistent with medical advice provided about the employee. We are committed to providing support throughout the rehabilitation process to assist injured workers in returning to their pre-injury duties.

Work-related illnesses may occur in the workplace or whilst travelling in the course of work duties.

- If an accident or illness occurs while an employee is on PSION premises (shared office space), the First Aid officer should be contacted for assistance. The First Aid Officer will then treat the injury and complete the Injury Report Register.
- If a work-related accident or illness occurs away from the office, individuals must report the incident to their People Manager and Team & Culture via email immediately. Team & Culture will then complete the Injury Report Register.
- If time off work is necessary, the individual must obtain a medical certificate from their doctor and forward it to Team & Culture.
- If workers' compensation liability is accepted by PSION's workers' compensation insurer, the costs of reasonable medical, hospital, ambulance related treatments will be assessed for payment by the insurer.



Every reasonable effort will be made to assist employees in an early, safe return to preinjury duties. Where reasonably practicable, alternative duties will be provided for employee who are not fully fit for their pre-injury duties. Team & Culture will assist in this process by liaising with treating practitioners, rehabilitation service providers and the appropriate employees in the workplace. This will involve:

- Assessing whether job modifications are required in order for the employee to undertake their preinjury duties; and
- Whether it is reasonably practicable in the circumstances to provide modified duties.



APPENDIX 3 – WORKSTATION SETUP

WORKSTATION SETUP GUIDE

Speak to your people manager to access a workstation setup guide appropriate for the work you are conducting.

A generic workstation setup guide can be found at the company Sharepoint, [here](#).

ERGONOMIC ASSESSMENTS

If you would like an ergonomic assessment of your workstation, a workstation assessment can be arranged for you.

It is important that you do not put your body under any unnecessary stress while working at your computer, and that you take regular breaks. For this reason, you have been provided with a number of exercises that we suggest you follow in order to avoid any strain or injury (located at Workstation setup link above).