Purpose & Commitment

The purpose of this Policy is to establish and maintain effective processes to manage work health, safety, and environmental (WHSE) standards, compliance, and sustainability at PetraClean.

We recognise our moral and legal responsibilities to provide a safe, healthy, and sustainable work environment for workers, contractors, suppliers, customers, and visitors.

PetraClean is committed to:

- complying with all relevant WHS and environmental legislation, standards and codes of practice
- taking all reasonably practicable steps to eliminate or minimise risks
- ensuring open and meaningful consultation with workers on WHS and environmental matters
- continually improving our health, safety and environmental performance

Legislative Framework

This Policy aligns with the following legislation and associated regulations, codes, and standards:

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)
- Fair Work Act 2009 (Cth) (consultation and representation)
- Environmental Protection Act 1986 (WA)
- Waste Avoidance and Resource Recovery Act 2007 (WA)

Responsibilities

PetraClean as PCBU

As a Person Conducting a Business or Undertaking (PCBU), PetraClean has the primary duty of care to:

- ensure the health and safety of workers while at work
- ensure that the health and safety of others is not put at risk by our work

Officers

PetraClean's Officers (Managing Director and Executives) must exercise due diligence by ensuring appropriate resources, systems and monitoring are in place to maintain compliance.

General Manager / Managing Director

The General Manager is accountable for:

- implementing and reviewing WHSE systems, procedures and controls
- ensuring adequate resources, training and supervision are provided
- consulting with workers on WHSE matters
- monitoring workplace conditions and worker health
- reporting notifiable incidents to WorkSafe WA
- ensuring facilities, equipment and substances are safe
- reviewing WHSE documentation annually or when legislation changes

Managers & Supervisors

Managers and Supervisors must:

- apply WHSE policies and procedures in their area of responsibility
  provide workers with information, instruction, training and supervision
  ensure incidents are reported, investigated and corrective actions completed

Workers & Contractors

All workers and contractors must:

- take reasonable care for their own health and safety and that of others
- follow WHSE instructions, policies and procedures
- use equipment and PPE provided
- report hazards, incidents and near misses immediately
- not perform work under the influence of drugs or alcohol
- participate in hazard identification, risk control and consultation processes

Consultation & Communication

PetraClean values open communication and will consult with workers on WHSE matters through direct communication, meetings and digital systems. Where Health and Safety Representatives (HSRs) or Committees exist, PetraClean will support their function.

Consultation includes:

- identifying hazards and assessing risks
- making decisions about risk controls
- discussing proposed changes that may affect WHSE
- developing consultation, training and issue-resolution processes

Workers' views will be genuinely considered, and outcomes will be communicated promptly.

Risk Management

PetraClean uses the hierarchy of control measures to manage risks:

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. Personal Protective Equipment (PPE)

Hazards and risks are identified, reported, assessed, and controlled so far as is reasonably practicable.

Incident Reporting

- All incidents, near misses and hazards must be reported immediately.
- PetraClean will investigate incidents and implement corrective actions.
- Notifiable incidents (serious injury, illness or dangerous events) will be reported to WorkSafe WA in accordance with legislative requirements.

Training & Induction

- All workers receive WHSE induction, onboarding and role-specific training.
- Training requirements are reviewed regularly to ensure workers maintain the skills and knowledge needed for safe and effective work.
- WHSE information is communicated through Connecteam, formal policies and procedures, and acknowledgement processes.
- Managers and supervisors receive additional training to support their WHSE responsibilities.
- Training is delivered through a range of methods, including group training sessions at our office, scheduled information sessions, and one-on-one instruction where required.
- Additional refresher training or targeted one-on-one coaching is provided during audits or as part of corrective or follow-up actions to support continuous improvement and safe work practices.

Psychosocial Health & Wellbeing

PetraClean recognises that psychosocial risks (including stress, fatigue, bullying, harassment or conflict) are workplace hazards. We will:

- identify, assess and manage psychosocial risks
- promote mental wellbeing and a positive workplace culture
- provide appropriate support resources and channels for workers

Environmental Standards & Sustainability

PetraClean is committed to operating responsibly and minimising our environmental impact across all customer sites. We comply with all relevant environmental legislation and apply practical, cleaning-specific sustainability measures that support waste reduction, safe chemical use, and responsible resource management.

Our Environmental Commitments

PetraClean is committed to:

- complying with environmental legislation, standards and customer requirements
- minimising waste and promoting recycling wherever possible
- substituting hazardous materials with safer alternatives where practicable
- maintaining Safety Data Sheets (SDS) and ensuring safe chemical handling
- implementing spill and hazardous substance response procedures
- conducting annual internal environmental audits and management reviews
- working with suppliers to promote sustainable product and packaging options
  continuously improving our environmental performance

Our Key Environmental Practices

PetraClean applies the following environmental management practices across all sites:

- **Responsible product selection** – using environmentally preferable cleaning products where practical and substituting hazardous chemicals with safer alternatives wherever possible.
- **Efficient chemical use** – training staff in correct dilution, application and storage to prevent overuse, reduce waste and minimise environmental risk.
- **Water management** – ensuring wastewater is disposed of appropriately through approved drainage points and never into stormwater systems, and avoiding unnecessary water use during cleaning tasks.
- **Waste minimisation and recycling** – supporting waste segregation on customer sites, promoting recycling, and reducing single-use items in our operations.
- **Responsible disposal** – ensuring that paper, cardboard, soft plastics, bottles, and chemical containers are disposed of or recycled in line with site requirements.
- **Hazardous substance control** – maintaining Safety Data Sheets, spill response procedures, and safe storage for all chemicals used in our work
- **Internal environmental reviews** – conducting annual environmental audits and reviewing practices to identify opportunities for improvement
- **Supplier collaboration** – working with suppliers to identify sustainable product options and reduce packaging waste.
- **Staff training** – ensuring all team members receive environmental awareness training as part of their WHSE induction, including waste handling, chemical safety and spill response.

Commitment to Continuous Improvement

PetraClean continually reviews our environmental performance and looks for practical ways to reduce impact, such as switching to microfibre systems, exploring refillable or concentrate-based chemical programs, and partnering with customers to support site-specific sustainability initiatives.

Consequences of Breach

Failure to comply with this Policy or with PetraClean's WHSE responsibilities may result in disciplinary action, which may include termination of employment or contract.

Review

PetraClean's environmental management practices are reviewed annually, or sooner if legislation, customer requirements or operational needs change. This ensures our approach remains effective, compliant and aligned with best-practice sustainability principles.

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