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Auto Corner Health and Safety Policy

HEALTH AND SAFETY POLICY STATEMENT

Auto Corner is committed to ensuring the health and safety of all its employees, contractors and visitors while on Auto Corner sites.

To achieve this Auto Corner will:

- Comply with all workplace, health and safety legislation, regulations, codes of practice and standards;
- Take all reasonable practical steps to ensure safe systems of work;
- Provide and maintain a safe and healthy work environment;
- Aim to eliminate work related injury and illness and endeavor to achieve a goal of zero harm;
- Apply risk management methodology which is relevant and suitable for Auto Corner's risk exposure;
- Maintain relevant policies, procedures, systems, information, training and programs to support and continually improve effective health and safety practices;
- Provide and maintain safe plant, machinery and equipment;
- Ensure safe use, handling, and storage of substances;
- Establish clear targets and objectives on an annual basis to improve workplace, health and safety;
- Provide necessary information, instruction and training that enable all employees and contractors to understand their responsibilities;
- Encourage consultation and participation within the company to promote and maintain safe and healthy conditions;
- Conduct operations with due regard to the safety of the public.

Safety is the primary responsibility of every person at Auto Corner and therefore, does not rest solely with any one individual or group.

In return, we require employees, contractors and visitors to:

- Follow all company policies, procedures and directive;
- Report any safety concerns, hazards and injuries immediately;
- Maintain a safe work area, reasonably clean and free of debris;
- Not willfully or recklessly injure yourself or place at risk the health and safety of others;
- Only perform tasks you are trained and authorised to do;
- Participate and cooperate in promoting and improving health and safety in the workplace.

Kane McHardy
Dealer Principal
Date: 31 / 7 / 26

This policy is to be reviewed at not more than 1 year from the date of signing.

Auto Corner Emergency Management Policy

EMERGENCY MANAGEMENT POLICY STATEMENT

Auto Corner recognises that fire, though the most prevalent event, is not the only emergency situation that may require the building to be evacuated.

Auto Corner's obligation is to, so far as reasonably practicable, provide resources, training, procedures and plans of action through the risk assessment process to all employees and personnel on Auto Corner sites.

The main objective in any emergency evacuation plan is to ensure that:

- Everyone knows what to do in the event of an emergency; and
- Provision for potential and unexpected incidents at the workplace have taken place.

The types of emergencies that may occur with Auto Corner and need to be considered include, however may not be limited to, fire, medical emergencies and incidents with hazardous substances, bomb threats, armed confrontations and natural disasters. In most cases these emergencies can be prevented, therefore Auto Corner's emergency procedures are to be developed in accordance with the *Australian Standard 3745:2010 Planning for emergencies in facilities,* as well as the *Building Fire Safety Regulation 2008.*

The Dealer Principal, Senior Executive Officers and other designated employees are to participate in the implementation and maintenance of the emergency plan, as appropriate to their roles within Auto Corner.

General evacuation instructions and **first response instruction** is the minimum requirement under the Building Fire Safety Regulation; all workers within Auto Corner premises shall be familiar with these instructions. These instructions shall be given by the site Fire Wardens.

Existing employees will be given **general evacuation instructions** annually and **first response instruction** (fire wardens) bi-annually.

Emergency response personnel shall be indemnified by Auto Corner against civil liability resulting from any workplace emergency response, education, training sessions, periodic exercises or emergency evacuation of a building where a warden or a first aid officer acted in good faith and in the course of their emergency control duties.

During an emergency, instructions given by the emergency response personnel shall take precedence over the normal Management structure.

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Kane McHardy
Dealer Principal
Date: 31 / 7 / 26

This policy is to be reviewed at no more than 1 year from the date of signing.

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Auto Corner Fitness for Work Policy

FITNESS FOR WORK POLICY STATEMENT

Managing fitness for work is a duty of care responsibility shared by Auto Corner and each individual employee, contractor and visitor.

Fitness for work has three main aspects, which are interrelated and all of which can compromise safety:

- The impact of alcohol and other drugs;
- Fatigue;
- Health – both physical and psychological.

Auto Corner is committed to ensuring the safety and health of all individuals within the company.

To fulfil our commitments, Auto Corner shall:

- Provide education, training and support to ensure individuals are aware of, and understand their responsibilities, with respect to 'fitness for work'.
- Provide education, training and support to Supervisors and Managers to enable them to:
  - Apply the fitness for work policy in a fair and consistent manner;
  - Assess fitness for work of individuals under their control;
  - Take prompt and appropriate actions when an individual's fitness for work is compromised.
- Make available documentation to all employees to assist them in complying with their fitness for work responsibilities.
- Promote a culture of respectful, honest communication regarding fitness for work issues, maintaining the individual's confidentiality at all times.
- Be proactive in avoiding any impact of unfit workers on the safety of their colleagues.
- Provide appropriate consultation, counselling or assessment support.
- Apply appropriate measures to serious breaches of the company's fitness for work requirements.

As employees, it is your responsibility to:

- Conduct yourself responsibly so as not to put yourself or others at risk.
- Adhere to the Auto Corner fitness for work policy.
- Notify your Supervisor if you are unable to perform your normal duties due to impairment with respect to the fitness for work policy.

Kane McHardy
Dealer Principal
Date: 31 / 7 / 26

This policy is to be reviewed at no more than 1 year from the date of signing.

Auto Corner Electrical Safety Policy Statement

ELECTRICAL SAFETY POLICY STATEMENT

For Auto Corner to discharge its obligation as a requirement not only under the Workplace, Health and Safety legislation, but also under the Electrical Safety Act and Regulations, it is necessary for Auto Corner to set specific guidelines and familiarise workers with this Policy and Procedure. As a minimum requirement Auto Corner will:

- Protect extension leads and flexible cables from damage.
- Use safety switches.
- Inspect, test and tag electrical equipment on a regular basis.
- Remove defective equipment.
- Remove and replace safety switches if they are not working properly.
- Not use double adaptors, piggyback plugs or leads that have a 3-pin plug on either end.
- Have new installations or faulty electrical equipment installed, maintained and repaired by a registered electrical licensed person.
- Keep records of tests and inspections. This also includes Electrical Equipment Register, formal inspection and tests, repairs carried out, record of faulty equipment and corrective actions taken. All records are to be retained for seven years.
- Ensure workers considered 'competent' to carry out test and tag prescribed by legislation have the necessary practical and theoretical skills to undertake the task.

No Auto Corner employee other than a registered electrical worker will touch or perform work on any part of an electrical installation or any electrical equipment, with the only exception being Hybrid or Electric Vehicles.

The testing and tagging of electrical equipment must be carried out in accordance with AS 3760: In-service safety inspection and testing of electrical equipment and performed by a 'competent' person.

Electrical equipment must be inspected and tested at intervals specified in the Australian Standard with a maximum lenience of two weeks.

Experience has shown that greater than 90% of defects are found by visual inspections. Therefore, workers shall inspect the electrical equipment being used prior to each application.

All workers are to have access to, and be provided training in, hazard identification and the correct application of an 'Out of Service Tag'. This tag is used to identify equipment or machinery that is faulty of out of service.

All persons completing Hybrid or Electric Vehicle works must have the Original Equipment Manufacturer (OEM) training or equivalent to work on Electric Vehicles or Hybrid Systems, and where applicable use the correct tooling and Personal Protective Equipment for the task. Before commencing works, refer to SWI-050 EV & Hybrid Works, AS 5732-2022, OEM service manuals and bulletins for supporting information.

Charging batteries overnight is not permitted – only limited trickle charge is permitted if required by the manufacturer, and approved by technical bulletin.

Kane McHardy
Dealer Principal
Date: 31/7/26

This policy is to be reviewed at no more than 1 year from the date of signing.

Auto Corner PPE Policy

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY STATEMENT

Auto Corner is committed to ensuring a safe and healthy work environment for all its employees, contractors and visitors. Reasonably practicable measures must be implemented to control the risk of identified hazards.

Hearing protection is to be worn as a minimum requirement for workers, contractors and visitors **working** in all Auto Corner workshops, engine wash bays, vehicle presentation bays, pre-delivery parts warehouse and workshop and for yard detailers during prescribed activities.

Safety glasses must be carried at all times by workers, contractors and visitors **working** in all Auto Corner workshops, engine wash bays, vehicle presentation bays, pre-delivery parts warehouse and workshop and for yard detailers during prescribed activities.

An additional PPE provision of sun protection (hat, UV protective clothing and sunscreen) is required for Yard Detailing and Pre-Delivery Yard Controllers.

Auto Corner will ensure that PPE shall only be used as a control measure where:

- Elimination or control of the hazard/s are not otherwise practicable, or
- Used in conjunction with other control measures from the Hierarchy of Control, or
- Other controls are to be implemented and PPE is used as a temporary or interim measure.

Where, through risk assessment, PPE has been identified as a control measure, this Policy will set out the minimum requirements for:

- Purchase
- Supply
- Issue
- Use
- Care and maintenance

As an employee, contractor or visitor in or entering an area with a provision for PPE, you will be require to:

- Not willfully place yourself at risk
- Not tamper with or damage PPE supplied
- Use PPE provided and in accordance with the manufacturer's instructions
- Use PPE as instructed and trained
- Correctly store and maintain PPE items issued
- Report any faulty or damaged PPE immediately
- Follow the directive of Mandatory Signage where displayed

All PPE supplied is, and remains the property of Auto Corner.



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Kane McHardy
Dealer Principal
Date: 31 / 7 / 26

This policy is to be reviewed at no more than 1 year from the date of signing.

Auto Corner Workplace Anti-Discrimination and Anti-Bullying Policy

WORKPLACE ANTI-DISCRIMINATION AND ANTI-BULLYING POLICY STATEMENT

Auto Corner is committed to ensuring a healthy and safe workplace that is free from workplace discrimination, harassment and bullying. Workplace discrimination, harassment and bullying is unlawful, unacceptable and will not be tolerated under any circumstances.

Auto Corner will take the following actions to prevent and control exposure to the risk of workplace discrimination, harassment or bullying:

- Provide all workers with workplace discrimination, harassment and bullying awareness training.
- Develop procedures for workers to follow.
- Implement and communicate to workers a complaints handling system on how to make a complaint, the support systems available, options for resolving grievances and the appeals process.
- Regularly review the Workplace Anti-Discrimination and Anti-Bullying Policy.

Workplace discrimination, harassment and bullying has a detrimental effect on people and the organisation. It can create an unsafe working environment, result in the loss of talented and experienced employees, the breakdown of team and individual relationships and reduced efficiency. People who are harassed can present with both physiological and psychological symptoms, including, but not limited to depression, high blood pressure and loss of self-esteem.

Legitimate and reasonable management actions and business processes such as: actions taken to transfer, demote, discipline, redeploy, retrench or dismiss a worker are **not considered to be workplace discrimination, harassment or bullying**, provided these actions are conducted in a reasonable way.

Auto Corner requires all workers and visitors to conform to this Policy by:

- Conducting yourself responsibly.
- Not tolerating unacceptable behaviour.
- Maintaining privacy during investigations and to immediately report incidents of workplace discrimination, harassment or bullying to your direct supervisor or manager, alternatively complaints can be forwarded to **Brody Edmonds (ext. 8025)** or **Nicole Hoffman (ext. 8023).**

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Kane McHardy
Dealer Principal
Date: 31 / 7 / 26

This policy is to be reviewed at no more than 1 year from the date of signing.

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Auto Corner Manual Handling Policy

MANUAL HANDLING POLICY STATEMENT

Auto Corner is committed to preventing manual handling injuries in all areas of operation and in consultation with employees. This requires that Managers and Supervisors actively consult with their employees to manage existing and potential risks associated with manual handling in accordance with legislative requirements.

This is done by systematically identifying tasks that involve manual handling activities, identifying the risks associated with these activities, assessing how dangerous those risks are, and where possible, eliminating those risks. Where it is not reasonably practicable to eliminate manual handling tasks, those risks will be effectively controlled and minimised to the lowest level.

Auto Corner will take the following actions to prevent the risk of injury resulting from manual handling tasks:

- Ensure all employees receive relevant training in manual handling including Induction Training and task and hazard specific training to safely perform their work.
- Provide adequate supervision and ensuring all procedures are followed.
- Develop procedures for workers to follow.
- Consult with, and involve employees in all stages of the risk management process in order to identify and resolve manual handing issues.
- Consider manual handling risks when purchasing or when modifying plant or equipment.
- Regularly monitor and review manual handling activities, including the effectiveness of controls implemented.
- Regularly review the Manual Handling Policy.

Auto Corner requires all workers to conform to this Policy by:

- Conducting yourself responsibly and not willingly put yourself or others at risk.
- Observe and comply with all instructions and procedures for manual handling.
- Only use equipment you are trained and authorised to use.
- Report all hazards and risks associated with workplace manual handling immediately.
- Participate and cooperate in training sessions, Toolbox Talks and other educational sessions relating to manual handling.

Auto Corner believes all incidents and workplace related injuries and diseases are preventable, and we are committed to ensuring a healthy and safe work environment in order to have a 'zero harm' outcome.



Kane McHardy
Dealer Principal
Date: 31 / 7 / 26

This policy is to be reviewed at no more than 1 year from the date of signing.

Auto Corner Workplace Alcohol and Drug Policy

WORKPLACE ALCOHOL AND DRUG POLICY

1.0 MISSION STATEMENT

Auto Corner:

- Is committed to providing employees with a safe, healthy and supportive environment in which to work
- Recognises that the safety, health and wellbeing of our employees is important
- Will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

2.0 OBJECTIVE AND STRATEGIES

Auto Corner will:

- Comply with the requirements of the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2011,* especially those related to alcohol and drug consumption.
- Comply with Australian Standards *AS/NZ 4308:2023* (Urine) and *AS 3547:2019* (Alcohol).

3.0 SCOPE

For the purposes of this Policy:

Drug/s include alcohol and illegal drugs and prescription, pharmacy or other drugs which, when taken, affects the mood, behaviour or perception of the user and which are not used for legitimate medical reasons.

Illegal Drug/s includes:

- any drug prohibited by state or federal law;
- any prescription or pharmacy drug which is being used without the necessary prescription or is used for non-medical purposes;
- drugs which may not be prohibited by law, but which affect the mood, behaviour or perception of the user and which are not used for legitimate medical reasons.

The possession or consumption of alcohol and illegal drugs on company sites or in company or contractor vehicles is prohibited. The ONLY exception is the limited consumption of alcohol on company sites when personally supervised by the responsible Manager and approved by the General Manager. Refer to the Corporate Functions and Social Event Guidelines for further information.

No full-time, part-time or casual staff, contractor or visitor will enter or remain on company sites or in control of a company or contractor vehicle while under the influence of alcohol or another Drug.

It is also a violation of this Policy for an employee to:

- Be in possession of illegal drugs or alcohol for consumption while on duty;
- Sell or distribute illegal drugs on or off the job; or
- Be on duty while under the influence of alcohol or unacceptable influence of drugs or with illegal drugs in one's system.
- Be under the influence or in possession of illegal drugs while attending any work related or company sponsored event, regardless of location.

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Auto Corner Site Requirements

All Contractors are required to;

- Comply with all information provided in this document,
- Complete the sign-off and acknowledgment, and licence or qualification upload via the Online Induction,
- Sign in and out of the visited site,
- Complete a Safe Work Method Statement (SWMS) prior to all High Risk Work,
- Complete a Personal Risk Assessment prior to commencing works,
- Obtain Auto Corner Management authorisation prior to operating Auto Corner tools, plant and equipment.

Signing In and Out of Auto Corner Sites

It is a requirement that all Contractors sign in at all Auto Corner sites before commencing work. The Visitor Register can be found at the following locations;

- Toyota Service Reception (Dealership site)
- Mazda Service Reception (Dealership site)
- Paint and Panel Reception (Bosso St site)
- Parts Reception (Bosso St site)

The only exception to this clause will be the express delivery or pick up of parcels from parts dispatch areas.

Hazard Identification

All Auto Corner sites may contain inherent safety hazards, however with the correct controls implemented, these hazards can be eliminated or minimised as far as reasonably practicable.

The Auto Corner Contractor Induction is intended to;

- Assist in identifying hazards, and
- Assist in the management of hazards, and
- Outline essential Auto Corner site safety requirements.

Site Familiarisation

As Auto Corner operates over multiple sites, a Site Specific Workplace Familiarisation will be completed for each site.

The Site Specific Workplace Familiarisation will provide information including, but not limited to;

- Emergency Procedures,
- First Aiders and First Aid Kit locations,
- Fire Wardens and Fire Equipment locations,
- Emergency Assembly Area,
- Isolation points,
- Amenities locations.

Tools and Equipment

Only safe tools and equipment are to be brought onto or used on Auto Corner premises. It is the responsibility of the Contractor to implement regular inspections to ensure all tools and equipment are maintained and are safe to use.

Any tools or equipment which become unsafe are to be immediately tagged out of use and repaired immediately or removed from the premises as soon as possible.

Qualifications, Licences and Experience

It is the responsibility of the Contractor to ensure only appropriately qualified, licenced and experienced personnel are used on Auto Corner premises.

For example, only personnel with correct qualifications are to operate plant including, but not limited to forklifts and cranes. Only licensed electrical workers are to carry out work on any electrical item, other than minor user approved (per operator's manual) equipment maintenance.

Work conducted by any apprentices or assistants must be closely supervised, inspected and approved by the Contractor.

Safe Work Practices

The Contractor is to ensure all personnel follow safe work practices for all work conducted on Auto Corner premises.

Auto Corner requires a Safe Work Method Statement (SWMS) to be completed and approved for any works which are non-routine or classified as High Risk Work by Safe Work Australia, and relevant personnel instructed in the necessary safe work practices and any special precautions.

A generic documented risk assessment can be completed for all general works which is not classified as high risk.

All work areas are to be kept clean and tidy and free of hazards at all times. Where ever possible, work areas are to be cordoned off from the general public and other personnel to minimise the risk of unauthorised entry.

Supervision of Safe Work

It is the responsibility of the Contractor to ensure appropriate level and frequency of supervision of all work on Auto Corner premises to ensure safe operations.

High Risk Work including, but not limited to work involving fall risks (2m or more), crane use, working in confined spaces, hot works, work on electrical systems) are to be closely supervised; with correct risk management applied.

Incident and Injury Reporting

All work injuries or incidents that occur on Auto Corner sites are to be reported to the Health, Safety and Facilities Manager or Auto Corner Management immediately.

The Auto Corner Incident Investigation Form (FRM-02) will be provided upon notice of incident and must be completed within 24 hours.

Hazard Reporting

All identified hazards which cannot be immediately resolved, must be reported to the Health, Safety and Facilities Manager or Auto Corner Management immediately. If the task or area is unsafe, cease work until the safety issue is resolved.

First Aid Services

The Contractor is to provide their own first aid services (incl. appropriate & properly maintained first aid kits & appropriate numbers of current qualified first aiders) when on site, however the Auto Corner first aid facilities may also be used in emergencies.

Emergency Procedures

The Emergency Procedures for each site are displayed throughout the facility. The Contractor is to ensure all of their direct personnel are familiar with the emergency and evacuation procedures prior to commencing work.

If you or your staff are unsure about any aspect, ask the Health, Safety and Facilities Manager or Auto Corner Management to clarify before commencing work.

Unsure About Task or Safety

If you or any contract personnel are unsure about any aspect of the task or unable to comply with safety standards (e.g. Auto Corner safety rules or legal compliance), cease work immediately and make the equipment or area safe and contact the Health, Safety and Facilities Manager or Auto Corner Management.

Permit to Work

Auto Corner requires a Permit to Work for any designated high risk activities as listed below.

- Any work involving maintenance, demolition, installations of renovations to **Asbestos Containing Materials**
- **Hot work** e.g. welding, grinding, soldering (other than in a designated bay)
- **Work at heights** e.g. any task where there is a potential to fall 2 metres or more, including climbing on equipment, vehicles, elevated work platform.
- **Mobile crane use**

- Any work within 7m of any **overhead power line**
- Work on any **electrical system**
- **Excavations** e.g. trenching
- Work on any facility or equipment containing **dangerous goods**
- Entry to any designated **confined space**
- Other, as advised

Safety Standards

The Contractor is responsible to ensure all work is conducted in a manner which complies with legislative and Auto Corner safety requirements. Contractors are responsible for informing themselves and all their workers on the legislative and code requirements applicable to their activities while on Auto Corner premises.

The following are **prohibited** on Auto Corner premises;

- **Smoking** on site (except in designated smoking areas)
- Working while affected by **drugs or alcohol** whether illicit or not e.g. medications which may cause drowsiness
- **Harassment** of any person
- **Practical jokes** on site

Any person found contravening Auto Corner safety rules may be ordered from the site immediately and subject to investigation may be banned from future work on Auto Corner premises.

Personal Protective Equipment (PPE)

Contractors are not to enter into mandatory PPE areas without the use of PPE indicated. These areas will be identifiable by mandatory blue and white signs as shown.

PPE is available for loan prior to entering into a PPE designated area. Safety eye protection must be returned to the appropriate dispensers on leaving and disposable earplugs are to be placed in waste bins.

Worker Facilities

Contractors are to confirm with Auto Corner Management on the availability and use of worker facilities (e.g. lunchroom, toilets etc.).

Use of Auto Corner Plant, Tools and Equipment

Contractors are not to use any Auto Corner plant (e.g. forklift), equipment or tools at any time. An Auto Corner Department Manager may authorise specific exemptions, upon request.

Parking and Traffic Management

Contractors may only park on site if given permission and only where directed. All drivers must obey all traffic signage and rules.

No person is allowed in the immediate proximity of any operating lifting equipment or mobile plant.

The Contractor must ensure pedestrian exclusion zones are enforced e.g. when forklifts are loading or unloading trucks.

Photographic and Video Equipment

No person may bring on to Auto Corner premises, without written permission, any photographic equipment or video cameras of any type. Such equipment must be left with the Auto Corner Service Reception or with an Auto Corner Manager while on site.

If any photographs or video footage are taken on Auto Corner premises, then copyright of the images will reside with Auto Corner and must not be used or circulated without written permission from Auto Corner.

Auto Corner will exercise injunctive relief if there is any breach of this Policy.

Other

Other safety precautions may be advised or agreed, depending upon the local circumstances and/or results of risk assessments.

Documentation

Business Owner or Representative ONLY to complete the below Documents Table.
Please forward copies of all below documents to safety@autocorner.com.au

Document	Required	Policy Number	Expiry date
Professional Indemnity	☐		
Liability Insurance	☐		
Public Liability Insurance	☐		
Worker's Compensation	☐		
Safe Work Method Statement	☐		
WHS Policy	☐		
	☐		
	☐		

Qualifications and Licences

Please forward all relevant licences or qualifications to safety@autocorner.com.au

Sign-off and Acknowledgement

Name:
Company Name:
Signature:
Date: