

COMPANY POLICY

Work health and safety

Enervia Engineering Pty Ltd — Management system

POLICY NUMBER

AD-POL-112

REVISION

2

EFFECTIVE

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NEXT REVIEW

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Approved by	Amir Jesmi, Managing Director
Applies to	All employees and Directors of Enervia, subcontractors and subconsultants, and any personnel representing Enervia at client offices, project sites or other third-party locations
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Issued by	Enervia Engineering Pty Ltd, ABN 95 685 116 018 - STE 301, 77 Pacific Highway, North Sydney, NSW 2060

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1 Purpose

At Enervia Engineering Pty Ltd (“Enervia”), we are committed to ensuring the health, safety, and wellbeing of our workers, contractors, and any persons who may be affected by our activities.

Enervia operates from its office in Sydney and through home-based work by personnel located in other states, together with attendance at client offices and project sites. As a small, specialised engineering consultancy, we adopt a practical and risk-based approach to workplace health and safety that reflects the nature, scale, and context of our operations, and we apply the same standard of care to every location in which our people work.

Enervia will, so far as is reasonably practicable, provide and maintain a work environment that is safe and without risks to health and safety. This includes:

- Promoting safe systems of work appropriate to our activities
- Identifying hazards and implementing reasonable control measures
- Maintaining the Enervia office as a safe and healthy workplace, including its emergency arrangements
- Supporting workers to maintain safe working environments, including when working from home
- Complying with the workplace health and safety legislation applying in each state or territory in which our personnel work, and with relevant client requirements

We recognise that, given the nature of our operations, individual responsibility and awareness play a key role in maintaining a safe working environment. Enervia therefore expects all personnel to take reasonable care for their own health and safety and that of others, and to contribute to a culture of safe and responsible work practices.

2 Scope

This policy applies to all work activities carried out by or on behalf of Enervia, regardless of location. Given the nature of our operations, this includes work performed at the Enervia office in Sydney, in home-based environments in any state or territory, at client offices and project sites, and at any other location where Enervia personnel are engaged in delivering services.

This policy applies to:

- All employees and Directors of Enervia
- Subcontractors and subconsultants engaged by Enervia
- Any personnel representing or acting on behalf of Enervia
- Work undertaken at the Enervia office, at client offices, project sites, or other third-party locations

All persons to whom this policy applies are expected to comply with its requirements to the extent relevant to their role and the nature of their engagement.

Where work is performed under the control of a client, including at client offices or project sites, Enervia personnel will comply with the client’s workplace health and safety systems, procedures, and site requirements.

Workplace health and safety in Australia is regulated by each state and territory. Enervia complies with the legislation applying in the jurisdiction in which the work is performed, and reports notifiable incidents to the regulator for that jurisdiction.

3 Definitions

TERM	MEANING IN THIS POLICY
Worker	Any person who carries out work for Enervia, including employees, Directors, contractors, subcontractors and subconsultants.
Workplace	Any place where work is carried out for Enervia, including the Enervia office, a home-based workspace, a client office, a substation or project site, and any place a worker travels to for work.
Enervia office	Premises leased and controlled by Enervia, currently Level 1, 120 Sussex Street, Sydney NSW 2000.
Home-based workspace	The area within a worker's place of residence from which they carry out work for Enervia, whether as their primary base or occasionally.
Hazard	Anything with the potential to cause injury, illness or harm to a person.
Incident	Any work-related event that resulted in, or could have resulted in, injury, illness or damage — including near misses.
Notifiable incident	An incident that must be reported to the relevant workplace health and safety regulator under applicable legislation.
Reasonably practicable	What is able to be done to ensure health and safety, weighed against the likelihood and degree of harm, what is known about the hazard, and the availability and cost of controls.

4 Policy requirements

4.1 General principles

Enervia adopts a practical and proportionate approach to workplace health and safety, reflecting the nature of our work as a consultancy delivering specialised engineering services from its Sydney office, from home-based workspaces in other states, and at client-controlled locations. The following principles guide how health and safety is managed across our work:

- Health and safety risk is assessed in proportion to the activity — the controls applied to desk-based design work differ from those applied to site attendance or travel
- Where work is carried out at a location controlled by a client or site operator, that party's health and safety system takes precedence and Enervia personnel comply with it
- The same standard of care applies wherever work is performed — the controls differ by location, the expectation does not
- Enervia directly controls the office environment and manages it accordingly; individual awareness and responsibility are the primary controls for home-based work, supported by guidance from Enervia
- Where personnel work in a state or territory other than New South Wales, the workplace health and safety legislation of that jurisdiction applies to their work

- Hazards, incidents and near misses are reported promptly so that they can be understood and addressed
- Personnel work within the limits of their role, competence and authorisation, and stop work where conditions are unsafe
- Subcontractors and subconsultants are responsible for their own health and safety obligations and must align with project and site requirements

4.2 Working in the Enervia office

Enervia leases and controls its Sydney office and is responsible, so far as is reasonably practicable, for providing and maintaining it as a safe and healthy workplace. The following arrangements apply to work carried out in the office:

- **Workstations and ergonomics**
 - Workstations are provided with an adjustable chair, appropriate desk and screen height, and adequate space
 - Personnel are expected to set up their workstation correctly, take regular breaks, and raise any discomfort early
 - A workstation assessment will be arranged on request, or where a worker reports discomfort or has a relevant medical condition
- **Housekeeping and access**
 - Walkways, exits and access paths are kept clear at all times
 - Cables are managed to avoid trip hazards, and storage is arranged so that items are not stacked at height
 - Spills, breakages and damaged furniture are cleaned up or reported promptly
- **Electrical safety**
 - Only compliant, well-maintained electrical equipment is used in the office
 - Power outlets are not overloaded, and damaged leads or equipment are removed from service and reported
- **Emergency arrangements**
 - All personnel are to familiarise themselves with the evacuation procedure, exit routes and assembly area for the building
 - Emergency and evacuation instructions are displayed in the office, and personnel follow the directions of building wardens during an evacuation
 - Visitors are signed in and remain accompanied by an Enervia host
- **First aid and wellbeing**
 - A stocked first aid kit is maintained in the office and its location is identified during induction
 - Injuries and illnesses occurring at the office are reported in accordance with clause 4.7, however minor
 - Working hours are managed to avoid excessive fatigue, and personnel are encouraged to take regular breaks away from their desk

New personnel are briefed on these arrangements when they first attend the office. The office is inspected periodically by the Directors, and any hazard identified is corrected or controlled without delay.

4.3 Working from home

Some Enervia personnel are based at home, in New South Wales or in other states, and others work from home from time to time. Because Enervia cannot control or inspect a private residence, personnel working from home are responsible for maintaining a safe and suitable working environment within their place of residence. Enervia expects that home workspaces are set up and maintained in a manner that supports safe and effective work, including:

- **Ergonomics**
 - Appropriate desk, chair, and screen setup
 - Proper screen height and posture
 - Regular breaks to avoid fatigue
- **Electrical safety**
 - Safe use of electrical equipment
 - Avoiding overloaded power outlets
 - Using compliant and well-maintained equipment
- **Environment**
 - Adequate lighting and ventilation
 - Clear access paths and trip hazard management
 - Suitable working conditions (noise, temperature, distractions)
- **Wellbeing**
 - Managing working hours to avoid excessive fatigue
 - Maintaining work-life boundaries
 - Awareness of mental health and isolation risks

Enervia may provide general guidance to support safe home working arrangements; however, given the nature of home-based work, individuals retain primary responsibility for ensuring their work environment is safe and appropriate. Personnel who identify a hazard in their home workspace that they cannot reasonably control themselves — for example faulty equipment supplied by Enervia — should report it under clause 4.7.

Where a worker is based in a state or territory other than New South Wales, the workplace health and safety legislation of that jurisdiction applies to their work, and any notifiable incident is reported to that jurisdiction's regulator.

4.4 Working at client offices or sites

Where Enervia personnel perform work at client offices, substations, or other third-party locations, the health and safety environment is primarily controlled by the client or site operator. Enervia personnel are required to comply with all applicable workplace health and safety policies, procedures, and instructions provided by the client.

When attending client sites, personnel are expected to:

- Complete any required site inductions prior to commencing work
- Follow site rules, permit systems, and access requirements
- Use appropriate personal protective equipment (PPE) as required by the site
- Be aware of site-specific hazards and work within the limits of their role and authorisation

- Immediately report any hazards, incidents, or unsafe conditions in accordance with site procedures and, where relevant, to Enervia

Where site-based or field activities are undertaken, personnel should consider relevant hazards in advance and ensure appropriate precautions are in place, consistent with the nature of the work. Personnel should also familiarise themselves with basic site emergency arrangements, including emergency contacts and muster points, where applicable.

4.5 Travel and working away

From time to time, Enervia personnel may be required to travel to client offices, project sites, or other locations as part of their work. Travel is generally limited in duration and undertaken in the context of professional advisory services rather than construction or operational activities.

Personnel are responsible for planning and undertaking travel in a safe and reasonable manner, considering the nature of the journey and associated risks. Key considerations include:

- **Travel planning**
 - Selecting appropriate and safe modes of transport
 - Allowing sufficient time for travel to avoid rushing or fatigue
 - Considering weather, distance, and unfamiliar routes
- **Driving safety**
 - Complying with all road rules and applicable laws
 - Avoiding driving while fatigued, unwell, or distracted
 - Taking regular breaks on longer journeys
- **Fatigue management**
 - Planning work and travel to avoid excessive working hours
 - Ensuring adequate rest, particularly where travel and work occur on the same day
- **Accommodation**
 - Using appropriate and reputable accommodation where overnight stays are required
 - Being mindful of basic safety considerations (access, lighting, surroundings)
- **General awareness**
 - Exercising reasonable care in unfamiliar environments
 - Following client instructions and local safety requirements where applicable

Where travel involves attendance at client sites, the requirements of clause 4.4 of this policy also apply.

4.6 Subcontractors and subconsultants

Enervia engages subcontractors and subconsultants to support the delivery of its services. These parties operate independently and are responsible for managing their own workplace health and safety obligations. Subcontractors and subconsultants are expected to:

- Comply with applicable workplace health and safety legislation and relevant standards
- Maintain appropriate systems, procedures, and insurances for their activities
- Identify and manage risks associated with their work
- Comply with any applicable client or site-specific requirements when working at third-party locations

Where required, Enervia will coordinate with subcontractors and subconsultants to ensure a consistent and practical approach to health and safety.

4.7 Incident reporting

All work-related incidents, injuries, near misses, or hazards involving Enervia personnel should be reported to Enervia as soon as practicable.

Incidents, injuries and hazards occurring at the Enervia office are reported to a Director, who records them and arranges any correction required. Where work is performed at client offices or project sites, incidents must also be reported in accordance with the client's workplace health and safety procedures and requirements.

Subcontractors and subconsultants engaged by Enervia are responsible for reporting incidents in accordance with their own workplace health and safety systems and any applicable client or site-specific requirements. Where an incident is relevant to Enervia's work or may impact its personnel or services, it should also be communicated to Enervia.

Where required by applicable legislation, notifiable incidents will be reported to the workplace health and safety regulator for the jurisdiction in which the incident occurred. Lessons learned from incidents and near misses should be considered to improve future work practices.

4.8 Continuous improvement

Enervia recognises that, as a newly established and growing consultancy, its workplace health and safety practices will evolve over time. This policy has been developed to reflect the current scale, nature, and operating model of the business.

Enervia is committed to periodically reviewing and improving its health and safety approach to ensure it remains practical, effective, and aligned with applicable requirements. This policy will be reviewed and updated as required, including in response to changes in business activities, operational arrangements, or relevant legislation.

5 Responsibilities

ROLE	ACCOUNTABILITY UNDER THIS POLICY
Managing Director	Approves this policy, provides the resources to apply it, and holds ultimate accountability for health and safety at Enervia.
Directors	Hold overall responsibility for implementation of this policy, for maintaining the Enervia office as a safe workplace including its emergency and first aid arrangements, for responding to reported incidents and hazards, and for regulator notification where required.
Engineering Manager / Project Lead Engineer	Considers health and safety requirements when planning site attendance and travel, and ensures personnel are briefed on client and site-specific requirements.
All personnel	Take reasonable care for their own health and safety and that of others, follow the office arrangements in clause 4.2 including evacuation procedures, maintain a safe home workspace, comply with client site requirements, and report hazards and incidents promptly.
Subcontractors and subconsultants	Manage their own workplace health and safety obligations, maintain appropriate systems and insurances, and comply with client and site-specific requirements.

6 Compliance and monitoring

Compliance with this policy is monitored through reported incidents, hazards and near misses, through confirmation that site inductions and client requirements have been met before site attendance, through periodic inspection of the Enervia office, and through periodic review of health and safety arrangements by the Directors. Reported incidents are reviewed for lessons learned, and notifiable incidents are reported to the relevant regulator as required by legislation.

Responsibility for the implementation of this policy rests with the Directors of Enervia Engineering Pty Ltd, with the support of all personnel. All personnel are expected to understand and apply this policy in a manner appropriate to their role and the nature of their work.

This policy is endorsed by the Managing Director and reflects Enervia’s commitment to maintaining a practical, proportionate, and responsible approach to workplace health and safety.

7 Revision history and approval

REV.	DATE	CHANGE	APPROVED
1	07/11/25	First issue. Prepared V. Mazhari; reviewed M. Fonseca; approved A. Jesmi.	A. Jesmi
2	18/08/26	Reissued in the current Enervia policy template. Content restructured into standard policy sections; definitions, responsibilities and compliance sections added. Former “General Principles” section replaced - the superseded revision repeated quality-management text in error.	A. Jesmi

PREPARED BY	REVIEWED BY	APPROVED BY	DATE
M. Fonseca	V. Mazhari	A. Jesmi	18/08/2026