

Preliminary Health and Safety Management Plan (HSMP)

Evolving Workshop Technologies Pty Ltd
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Manufacturing Locations:

- 30 Jarrold Place, Brisbane QLD 4000
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Document Control

Version Date Prepared By Approved By Review Date
1.0 March 2026 Managing Director Managing Director Annual
1. Introduction
1.1 Purpose

This Health and Safety Management Plan (HSMP) describes how Evolving Workshop Technologies Pty Ltd (EWT) manages health and safety risks and implements safety protocols within its workshops and manufacturing facilities. It is intended as a preliminary plan for tender purposes and demonstrates a structured safety management system appropriate to a small business.

1.2 Scope

This HSMP applies to:

- All activities undertaken in EWT's workshops and associated areas
- All employees, contractors, and visitors at EWT facilities
- All stages of design, fabrication, assembly, testing and dispatch of elevating work platforms

2. Health and Safety Policy and Responsibilities

2.1 Safety Policy

EWT is committed to:

- Providing a safe and healthy workplace for all workers, contractors and visitors
- Complying with all applicable work health and safety (WHS) legislation and relevant standards
- Identifying hazards, assessing risks, and implementing effective controls
- Consulting with workers on safety matters and encouraging reporting of hazards and incidents
- Continuously improving our safety performance.

This policy is endorsed by the Managing Director and applies to all work activities at EWT facilities.

2.2 Roles and Responsibilities

Managing Director

- Overall responsibility for WHS and implementation of this HSMP
- Ensures adequate resources for safety (equipment, training, time)
- Approves safety procedures and reviews safety performance
- Stops work if serious safety risks are identified.

Workshop Supervisor / Project Lead

- Day-to-day implementation of safety procedures in the workshop
- Conducts pre-start checks and toolbox talks as required
- Ensures workers use PPE and follow safe work methods
- Reports hazards and incidents to the Managing Director.

Employees and Contractors

- Take reasonable care for their own health and safety and that of others
- Follow all safety procedures, instructions and signage
- Use PPE as required and maintain it in good condition
- Report hazards, incidents and near misses promptly.

3. Safety Management System Overview

3.1 Safety Management Approach

EWT's safety management system follows a simple Plan–Do–Check–Act cycle:

- PLAN: Identify hazards, assess risks, develop procedures and controls
- DO: Implement safe work practices, provide training and supervision
- CHECK: Inspect the workplace, monitor compliance, investigate incidents
- ACT: Correct problems, improve controls and update procedures.

This approach is proportionate to our small size but ensures systematic management of WHS risks.

3.2 Applicable WHS Framework

EWT operates in accordance with applicable Australian WHS legislation and relevant codes of practice,

including requirements for:

- Risk management
- Manual handling
- Plant and machinery safety
- Hazardous chemicals (where applicable)
- Electrical safety and testing/tagging.

4. Workshop Safety Protocols – Implementation and Enforcement

4.1 General Workshop Rules

The following rules apply in all workshop areas:

- No unauthorised access to workshop or testing areas
- Mandatory PPE in designated areas (as per Section 4.3)
- Keep walkways, exits and access to fire equipment clear
- No working alone on high-risk tasks where practicable
- No drugs or alcohol; fit for work only.

These rules are displayed on workshop signage and reinforced at inductions and toolbox talks.

4.2 Plant and Machinery Safety

- All machinery (e.g. saws, drills, welders, lifting equipment) is operated only by competent, authorised personnel
- Fixed guards, interlocks and safety devices must be in place and functional before use
- Lock-out/tag-out is used when isolating equipment for maintenance or repair
- Pre-use checks are carried out on critical equipment (e.g. lifting gear, slings, chains)
- Defective equipment is tagged “OUT OF SERVICE” and removed from use until repaired or replaced.

4.3 Personal Protective Equipment (PPE)

As a minimum in workshop areas:

- Safety boots with steel cap
- High visibility clothing or vest
- Safety glasses
- Hearing protection where noise levels require it (e.g. grinding, cutting)
- Welding helmet, gloves and protective clothing when welding or grinding.

The Workshop Supervisor enforces PPE requirements and may stop work if PPE is not correctly used.

4.4 Hazardous Tasks and Controls

For higher-risk tasks, EWT uses specific controls, such as:

- Hot work (welding, cutting, grinding): clear work area, fire watch if required, fire extinguisher available, control of sparks and fumes
- Lifting operations (cranes, hoists, EWPs, jacks): use rated equipment, pre-lift checks, defined lifting points, exclusion zones, competent operator
- Working at height (if applicable): use of appropriate fall protection (platforms, guardrails, harnesses) and tools secured to prevent dropped objects
- Manual handling: use mechanical aids where possible, team lifting, avoid awkward postures and excessive loads.

Where required, simple checklists or permits are used for high-risk activities (e.g. hot work, major lifts).

4.5 Enforcement

- Unsafe work is stopped immediately by the Managing Director or Workshop Supervisor
- Workers are coached and retrained where procedures are not followed
- Repeated or serious breaches may lead to disciplinary action in line with company procedures.

5. Risk Management

5.1 Hazard Identification and Risk Assessment

EWT identifies hazards through:

- Informal and formal workplace inspections
- Pre-start checks and toolbox discussions
- Review of incidents and near misses

- Worker feedback.

Risks are assessed by considering likelihood and consequence, with controls applied according to the hierarchy of control (elimination, substitution, engineering, administrative controls, PPE).

5.2 Risk Controls

Typical controls in the workshop include:

- Engineering controls: guarding, interlocks, physical barriers, local exhaust ventilation (if required)
- Administrative controls: procedures, training, signage, supervision, restricted access
- PPE: as described in Section 4.3.

Controls are reviewed whenever:

- There is a significant change in equipment, process or layout
- An incident or near miss indicates a weakness in existing controls.

6. Incident and Emergency Management

6.1 Incident Reporting and Investigation

All incidents, injuries and near misses are to be reported to the Workshop Supervisor or Managing

Director as soon as possible.

For each report:

1. The incident is recorded (date, time, location, description, people involved).
2. Immediate actions are taken to make the area safe and assist any injured person.
3. The Managing Director investigates to identify contributing factors and root causes.
4. Corrective actions are agreed and implemented (e.g. improved guarding, revised procedure, additional training).
5. Effectiveness of actions is checked at a later date.

6.2 Emergency Preparedness

- Emergency exits and routes are kept clear and signposted
 - Fire extinguishers are located and maintained in suitable positions
 - First aid kit is available and stocked
 - At least one person on site is trained in basic first aid where practicable
 - Workers are briefed on emergency procedures (fire, medical emergency, evacuation).
- Simple emergency response instructions are displayed in the workshop.

7. Training, Induction and Communication

7.1 Induction

All new employees, contractors and regular visitors receive a basic safety induction that covers:

- General workshop rules and PPE requirements
- Site layout, amenities and emergency exits
- Key hazards and controls in the workshop
- Incident and hazard reporting process
- Responsibilities and who to contact for safety issues.

7.2 Ongoing Training

Depending on role and tasks, training may include:

- Safe operation of specific machinery and tools
- Manual handling techniques
- Working at height (if applicable)
- Use of lifting equipment and slinging/rigging (where relevant)
- Refresher toolbox talks on recent incidents and lessons learned.

Training is proportionate to EWT's small workforce but is documented and refreshed as needed.

7.3 Safety Communication and Consultation

- Regular informal discussions and toolbox talks are held, especially before new or higher-risk tasks
- Workers are encouraged to raise concerns and suggest improvements
- Safety issues and actions are communicated openly to the team.

8. Contractor and Visitor Safety

- Contractors and visitors sign in and are given a brief safety overview before entering workshop areas
 - PPE requirements and restricted areas are explained
 - Contractors must comply with EWT site rules and any agreed safe work methods
 - Visitors are escorted at all times in operational areas.
- Where contractors perform higher-risk work on site, EWT confirms that they have appropriate qualifications, supervision, and their own safe systems of work.

9. Monitoring, Review and Continuous Improvement

9.1 Monitoring

EWT monitors safety performance through:

- Periodic walk-through inspections of the workshop
- Review of incident and near-miss reports
- Observation of work practices and corrective coaching where needed.

9.2 Review

At least annually, or after any significant incident, the Managing Director reviews:

- Effectiveness of this HSMP
- Any recurring issues or trends in incidents/near misses
- The adequacy of controls, training and supervision.

Changes to improve safety are documented and communicated, and this HSMP is updated as required.

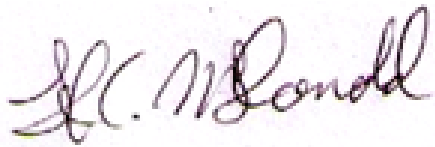
10. Approval

This Quality Management Plan has been reviewed and approved for implementation on all EWT projects.

Hew Cosmo McDonald

Managing Director
Evolving Workshop Technologies Pty Ltd

Date: 1st January 2026

A handwritten signature in dark ink, appearing to read 'H.C. McDonald', is written over a faint, light-colored rectangular stamp or watermark.