

PERSONAL PROTECTIVE EQUIPMENT POLICY

The safety of workers is of paramount importance to ARA Group Limited ABN 47 074 886 561 and its related corporate entities (collectively **ARA Group**). As part of ARA Group's various measures implemented to ensure a healthy and safe workplace, this Personal Protective Equipment Policy (**Policy**) sets out the procedures in place with respect to personal protective equipment as a risk control measure in accordance with WHS Legislation.

1 Application

This Policy applies to all employees, officers and directors of ARA Group, regardless of whether employment is on a permanent or temporary, casual, full-time or part-time basis (**Employees**) and extends to those who may be reasonably affected by ARA Group's work.

2 Definitions

For the purposes of this Policy:

"**PPE**" means anything used or worn to minimise risk to an Employee's health and safety. This may include but is not limited to:

- (a) boots (including steel-capped boots);
- (b) ear plugs;
- (c) face masks;
- (d) gloves;
- (e) goggles;
- (f) hard hats;
- (g) high visibility clothing;
- (h) respirators;
- (i) safety harnesses;
- (j) safety shoes; and
- (k) sunscreen.

"**WHS Legislation**" refers to the applicable legislation, regulations and rules setting out the obligations of ARA Group with respect to the health and safety of its Employees, including but not limited to:

- (a) *Work Health and Safety Act 2011 (ACT)*;
- (b) *Work Health and Safety Act 2011 (Cth)*;
- (c) *Work Health and Safety Act 2011 (NSW)*;
- (d) *Work Health and Safety (National Uniform Legislation) Act 2011 (NT)*;
- (e) *Work Health and Safety Act 2011 (QLD)*;
- (f) *Work Health and Safety Act 2012 (SA)*;
- (g) *Work Health and Safety Act 2012 (TAS)*;
- (h) *Occupational Health and Safety Act 2004 (VIC)*;
- (i) *Occupational Safety and Health Act 1984 (WA)*; and
- (j) *Health and Safety at Work Act 2015 (NZ)*.

3 Risk control

In accordance with WHS Legislation, ARA Group shall do all reasonable things to eliminate risks to health and safety in the workplace. Where risk is unable to be eliminated or it is unreasonably impractical to do so, ARA Group shall as part of its risk control measures require Employees to use or wear PPE to minimise risk to health and safety.

4 PPE records

From time to time, ARA Group may require Employees to sign a PPE register or records to similar effect to verify the issuance of PPE.

5 Care of PPE

- 5.1 ARA Group will ensure that all ARA Group PPE is maintained, repaired and replaced and otherwise kept in good working order.
- 5.2 Notwithstanding section 5.1 above, Employees issued with PPE must take all reasonable steps to care for and maintain PPE while within their possession and control. If an Employee's PPE is damaged, it is the responsibility of the Employee concerned to report the damage to their applicable manager or supervisor and present the damaged PPE for repair or replacement.

6 Correct use of PPE

- 6.1 Employees must at all times wear and use PPE in accordance with ARA Group instructions and any requirements or procedures of project sites and ARA Group clients.
- 6.2 Managers and supervisors of Employees assigned with PPE must ensure that PPE is being worn or used correctly.
- 6.3 Reckless, wilful or negligent use of PPE will be deemed to be a breach of this Policy and may result in disciplinary action as appropriate.



Edward Federman
Chief Executive Officer

12 December 2023

Date