

WORK, HEALTH AND SAFETY (WHS) POLICY

Signature Project Management (SPM) is an organisation established to provide our clients with professional, specialised project management services in feasibility studies, property development, new construction, refurbishment, fit out and other associated works so as to achieve a sustained competitive advantage and significant business improvements. SPM provides a team of specialised team of dedicated professionals, who work with our clients in a collaborative manner to deliver projects to meet the requirements set out by the client brief.

SPM is committed to providing a workplace which is safe and without substantial risk to our personnel, clients and visitors. We acknowledge that our physical office is a low risk environment with respect to health and safety. However, we will demonstrate our commitment and have set the following goals to support the achievement of our policy objectives.

- Compliance with WHS legislation and other requirements.
- The establishment of site Work, Health and Safety Committee that undertakes required SPM premises inspections and takes corrective actions when required.
- Prevention of injury to our personnel and visitors in the workplace.
- Continuous improvement of our WHS system.
- Ensuring all personnel are made aware of our WHS Policy, allocate personnel appropriate Work, Health and Safety responsibilities e.g. Fire Warden and First Aid Officer and invite collaborative input from personnel.
- To speak up when we witness unsafe work practices, either on our premises or when visiting other premises or sites.
- The development of safe work practices and procedures directed to prevent injury and illness, to reduce WHS risk and eliminate hazards.
- Ensuring our personnel and visitors understand they may vacate the premises should there be considered risk of injury or illness, and how to do so safely.
- Assisting personnel who incur work related injury and illness to return to work as safely and as quickly as possible.
- To consult with and actively encourage the participation of personnel (and workers' representatives if any).



Dean Gavrilovic
Director, Signature Project Management

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Date