
Health, Safety & Environment System Manual

WNH Q17 - Revision 2.0

Effective from October 2025



Revision History

Rev	Reason for Revision	Date	Prepared	Reviewed	Approved
1	Initial release	12/12/2024	Chris Sims		Jie Yao
2	Minor updates	Oct 2025	Robert Barbour	Alistair Mason	Robert Barbour (GM Delegate)

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1.0 Introduction

Woolnorth Renewables (Woolnorth) is committed to undertaking its business activities with an exceptional level of care towards the Health, Safety and Environmental considerations it has influence over. This includes ensuring compliance with all relevant state and commonwealth laws. Woolnorth and its leadership team recognise its duty of care to the health and safety of its employees, contractors and other personnel that collaborate and work on all of the companies operational and administrative sites. In addition, the management of Woolnorth's environmental aspects and impacts/risks is based on robust risk identification, assessment and control in all aspects of its business. This includes ensuring engagement and support from relevant stakeholders, specialists and regulators for balanced and logic-driven decision making. Following this process, where unacceptable impacts remain, we focus on implementing compensatory actions to address residual impacts on the environment.

Woolnorth believes that this approach, driven through its Health, Safety and Environmental Management System, enables the business to address all its regulatory, community and other stakeholder expectations to ensure long-term business success.

1.1 Purpose

This procedure has been produced to describe the Health, Safety and Environmental (HSE) Management System of Woolnorth. The 12 Elements of the system that are outlined have been produced with reference to the international standards on environmental management (ISO 14001) and occupational health and safety management (ISO 45001). These standards describe what the management system aims to achieve, rather than how it is achieved. The procedures, reference documents, forms and registers that constitute each element provide the detail on how Woolnorth achieves its objectives.

1.2 Scope

For the purposes of this Procedure, Woolnorth Renewables or WNR refers to all aspects of Woolnorth Wind Farm Holding Pty Ltd and its subsidiary entities, which include its wind farm and transmission line assets, the properties it owns and leases, and administrative facilities. All people engaged or invited by Woolnorth to access or support the business will be considered under this HSE System and include Woolnorth staff, contractors, licensees, shareholders, members of the public, and regulatory personnel. People that are not engaged, contracted or invited are not considered under this system. All aspects of health and safety will be considered under this system as well as environmental impacts, ensuring best practice as a minimum is achieved in all considerations of our impacts. The work health and safety act, environmental management and pollution control act and the threatened species protection act are considered the key laws in Tasmania that relate to Woolnorth's HSE system. At the Commonwealth level, the work health and safety act and the environmental pollution and biodiversity conservation act are the most relevant. The

2.0 HSE System Structure

Woolnorth's HSE management system enables it to control its HSE risks and improve HSE performance. Health, Safety and Environmental risks are managed to an acceptable level, and As Far As Reasonably Practicable (AFARP), for activities undertaken or supported by WNR. The management system aligns with the Plan, Do, Check, Act (PDCA) approach outlined in the International Standard for Occupational Health and Safety Management Systems (ISO 45001), which is provided in Figure 1 below. The PDCA concept is an iterative process used by WNR to achieve continual improvement at the system and business levels, through to the individual worker level, as follows,

- Plan: determine and assess HSE risks and opportunities, establish HSE objectives and processes necessary to deliver results in accordance with WNR's Health and Safety Policy and Environmental Policy,
- Do: implement the processes as planned,
- Check: monitor and measure activities and processes with regard to the HSE policies and commitments, and report the results,
- Act: take actions to continually improve the HSE performance to achieve the intended outcomes.



Figure 1. The Plan, Do, Check, Act process outlined by the international standard for Occupational Health and Safety Management Systems (ISO 45001)

More specifically, the following table (Table 1) describes the 12 “Elements” that have been constructed to ensure the PDCA cycle is maintained at all levels of the business. These Elements provide the framework for the system documentation, as outlined below.

Table 1. Management system elements

Plan
1. <u>System & Compliance</u>
2. <u>Policy & Commitments</u>
3. <u>Hazard Identification & Risk Management</u>
4. <u>Awareness, Training & Site Access</u>
Do
5. <u>Workplace Fitness & Wellbeing</u>
6. <u>Environmental Management</u>
7. <u>Working With Hazardous Equipment</u>
8. <u>Working in Hazardous Environments</u>
9. <u>Working With Hazardous Materials & Substances</u>
Check
10. <u>Incident & Emergency Management</u>
11. <u>Audit & Inspection</u>
Act
12. <u>Management Review</u>

3.0 The HSE Management System Elements

The 12 elements are consistent with and support WNR's Health and Safety policy, Environmental policy, ISO 14001 certification and ISO 45001. The objectives of the management system are to provide:

- Documentation of the processes that ensure the HSE commitments are achieved,
- Descriptive criteria against which the HSE Management System can be measured,
- A basis from which continual improvement can be driven.

The HSE commitments derived from the WNR's Health and Safety policy (January 2025) are as follows,

- a) Promote a safety focussed culture that is collaborative, open and honest,
- b) Provide and maintain a safe place of work, focussing on hazard elimination and risk reduction,
- c) Provide a safe system of work to assist people in working safely,
- d) Ensure we evaluate and improve our safety performance,
- e) Provide appropriate information, consultation opportunities, training and supervision to all people working on our wind farms,
- f) Ensure compliance with legal requirements.

The HSE commitments derived from the Environmental policy (January 2025) are as follows,

- a) Understanding and managing our impacts on flora, avifauna and fauna,
- b) Protecting and improving the natural and cultural values of the land on which we operate,
- c) Meeting our legal and compliance commitments,
- d) Improving our management processes and prevent pollution,
- e) Being transparent about our environmental issues, impacts and performance.

4.0 ISO Certifications

WNR's HSE system has been certified to both the International Standard for Occupational Health and Safety Management Systems (ISO 45001) and the International Standard for Environmental Management Systems (ISO 14001). The scope of this certification is the same as the scope of the HSE system and that outlined in Section 1.2 for this procedure. The ISO 14001 and 45001 standards are complimentary to each other. The manner in which WNR maintains compliance with ISO 14001 and 45001 and each of their aligned sections is outlined within the Health, Safety & Environmental ISO Compliance Management Procedure (WNH Q16).

5.0 System and Compliance

The Woolnorth HSE system is supported by a range of working documents that aren't quality approved (due to their dynamic nature) but play key roles in the maintenance and effectiveness of the system. Several documents, systems and processes are particularly important to the system and its operation.

- The HSE Management spreadsheets (WNH HSE management.xls) that holds all HSE related data and schedules and the tracking of incidents, actions and compliance requirements.
- HSE dedicated page on the company's public website that provides ease of access to all the documents that constitute the HSE system and provides instruction and access to the online induction platform. This web page is valuable for the management of contractors on Woolnorth's operational sites.
- The Altora system used to provide induction material, HSE training, and record collection system for competencies.
- The corporate and site level HSE Risk Register that captures all the key HSE hazards and opportunities for the business, quantifies a risk assessment of each item and provides clear management and intervention steps to mitigate the risk AFARP.
- The compliance registers prepared for each site for the Environmental topics and at the corporate level for the Health and Safety topics.
- Management Review is undertaken on a 3 yearly basis (as of November 2016).
- Setting of objectives and targets and planning for implementation through the Annual HSE Plan.
- Routine HSE meetings where HSE issues and opportunities are discussed, addressed and actioned.
 - Regular management review
 - Regular HSE team meetings
 - Quarterly site HSE meetings with managers and team leaders
 - Monthly site safety meetings with all site staff
 - Site based daily meetings
- HSE reporting including.
 - High level monthly reporting to the Woolnorth Board
 - Monthly reporting to the General Manager
 - Incident reporting of all incidents to staff
- Quality management of system documentation through a document security and General Management authorisation process.
- Compliance tracking of legal and other requirements through subscription services - Enviro and Safety Law.
- Life Saving Rules as outlined in Section 7 – Life Saving Rules

5.1 Management Leadership & Commitment

Woolnorth Renewables managers shall demonstrate a commitment towards actively implementing, following and improving the HSE management system as ultimately, managers take overall responsibility and accountability for prevention of workplace incidents and providing a safe and healthy workplace.

6.0 Review & Communication

This section addresses the “CHECK” component of the PDCA cycle. Woolnorth ensures that review and implementation of improvements and remedial steps are taken in all areas of weakness or where gaps in its HSE system are identified. These areas are identified through a number of means. All incidents, for example, are documented and all staff notified of their occurrence, to ensure an opportunity for feedback and learning. The incident is always reviewed by the HSE manager and collaborative discussion on suitable actions are had where required, which may include a staff member’s manager and the General Manager, depending on the severity of the incident. Remedial actions will be documented and tracked to ensure their completion. In addition to constructively reviewing each incident, quarterly HSE meetings are held with key operational staff to ensure incidents and actions are reviewed and all aspects of HSE management are addressed. Finally, a three-year review of Woolnorth’s HSE performance and data is conducted by the HSE Manager and includes all the managers of the business and General Manager. All these forms of review ensure continuous improvement through tangible outcome-driven actions. The Management HSE review follows the requirements of the 14001 and 45001 standards. Plan and designing emergency preparedness, HSE audits and all non-vocational training is conducted annually by the HSE team.

7.0 Life Saving Rules

Life Saving Rules (LSRs) for WNR have been prepared to ensure a set of clear non-negotiable boundaries are described for the business. The LSRs are designed to define cultural attitudes of all personnel on its highest risk activities i.e. where there is potential for death or permanent injury. By having a collection of easily definable and readable rules, communication of the business's expectations around these specific hazards can be conducted easily and without uncertainty. The Life Saving Rules for WNR are:

- At Height – Never work unrestrained (always be in fall restraint) & prevent objects from falling
- Drop Zone – Never enter an active restricted area below a wind turbine without authorisation
- Around Heavy Machinery – Always remain clear of operating machinery & their blind spots & follow the instructions of the Person In Charge & Operator
- Driving - Follow all road rules, drive to conditions, no hand-operation of mobile phones & manage fatigue carefully
- Isolation of Plant - All plant & Equipment must be isolated & proven dead/de-energised prior to working on it & utilise all required isolation systems
- Be Fit For Work– We are often doing High Risk Work, so arrive to work fit & well, be physically capable & in a mentally healthy state that is unimpeded by alcohol, drugs, medication or fatigue

Speak Up! – Breaches of Life Saving Rules cannot be ignored

8.0 Accountabilities

All employees and contractors of WNH have a duty of care to support and adopt the health, safety and environmental considerations outlined within the HSE system. From the top down, the WNR Board of Directors, General Manager for the business has the primary duty of care to ensure that all people engaged or invited onto Woolnorth work sites have a safe place to work and safe systems of work. Woolnorth maintains a HSE Manager position with subordinate support roles that are required to maintain the HSE system and the requirements and commitments that the system outlines. Similarly, operational managers and site managers are required to maintain a leadership position in relation to the operational adoption and feedback of all HSE matters. Workers and contractors are expected to maintain their understanding of their system and provide feedback on all aspects of the system when risks or concerns arise. More specifically, however, all employees and contractors of Woolnorth shall ensure that:

- they understand the requirements of this procedure
- ensure their activities are in compliance with this procedure
- can access this procedure
- support the implementation of this procedure by providing feedback to peers and supervisors where improvements to task compliance or risk management can be made.

Importantly, it is also important that the HSE system considers the needs and expectations of its workers, contractors and other interested parties, and this is ensured through the consultation and review steps facilitated by the system. Consultation and participation of workers through regular HSE meeting, incident responses and key document development is core to WNR's HSE system.