

Health, Safety, Environment & Quality Policy					
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HEALTH, SAFETY, ENVIRONMENT & QUALITY (HEREINAFTER “HSEQ”) POLICY

Access NZ 2005 Ltd (t/a **Access | Partners in Property**; hereinafter “**Access**”) is committed to prioritising all aspects of HSEQ in all work activities conducted by **Access**. This policy is underpinned by the *Values & Attributes* of **Access**, as upheld by our workers, and our Brand Promise: **People Safe, Customer Satisfied, Job Done**.

Access is committed to HSEQ and is guided by the core principles of “SAFEGUARD”:

S – Safety First: Provide a safe and healthy workplace, ensuring that everyone goes home safely every day. We will provide the necessary resources, training, and equipment to prevent injury, illness, and harm.

A – Accountability: HSEQ is a shared responsibility. We hold all individuals accountable for their actions and for actively contributing to a safe and responsible work environment.

F – Follow Protocols: We will comply with all applicable legal and regulatory obligations, including the Health and Safety at Work Act 2015, as well as our own internal policies and procedures.

E – Environmental Responsibility: We are committed to minimising our environmental footprint by reducing waste, conserving energy, preventing pollution, and protecting the natural environment in which we operate.

G – Goals & Continuous Improvement: We will establish, monitor, and continually improve our HSEQ goals and objectives to enhance our performance and the effectiveness of our integrated management system (IMS).

U – Uphold Quality: We will deliver the highest quality of service to our customers, ensuring all work is completed to specification, on time, and on budget.

A – Actively Manage Risk: We will proactively identify, assess, and control hazards and risks in our workplaces to prevent harm.

R – Report and Participate: We encourage all workers to report incidents, near-misses, and observations promptly and to actively participate in HSEQ risk management and decision-making processes.

D – Develop Our People: We will provide ongoing information, instruction, training, and supervision to ensure our team has the knowledge and skills to work safely and effectively.

Shared commitment:

At **Access**, HSEQ is both an individual and shared responsibility of all workers including all employees, contractors, subcontractors, volunteers, and visitors to any of **Access**’ offices and work sites/ premises.

Management and Leadership

- Leaders and managers will reflect the vision, objectives, and commitments of this policy.
- Provides a healthy and safe work environment consistent with the international standard ISO 45001.
- Committed to a system of environmental management consistent with the international standard ISO 14001, taking all practical steps to prevent pollution and protect biodiversity.
- Committed to a quality management system consistent with the international standard ISO 9001 to ensure the highest level of service to customers, suppliers, and subcontractors.
- Continual Improvement: ensure effective utilization of resources and continually improve the effectiveness of the HSEQ IMS.

All Employees, Contractors, Subcontractors and Volunteers

- **Follow Procedures:** Comply with all HSEQ policies, procedures, instructions, and training provided.
- **Report Hazards:** Promptly report any hazards, incidents, or near-misses to a supervisor or manager.
- **Take Care:** Take all reasonable steps to ensure their own health and safety, and that their actions do not harm others or the environment.
- **Prevent Pollution:** Take all practical steps to prevent pollution and protect biodiversity and ecosystems.
- **Participate:** Actively participate in HSEQ discussions, risk assessments, and training programmes.

Our HSEQ Integrated Management System:

Access actively promotes strong leadership, employee involvement, teamwork, stakeholder engagement, effective resource utilisation, and continuous improvement of the **HSEQ IMS**.

Our HSEQ Approach

- Set Standard
- Align Crew & Practices
- Strategies & Programmes

Access affirms that HSEQ is a shared responsibility and is guided by the PPPI strategy:

- P1 – Planning
- P2 – Preparation
- P3 – Perform
- I – Improvement

- HSEQ Culture, which is formed by our *Values & Attributes*:



This policy will be reviewed annually to ensure it remains relevant and compliant with the **Health and Safety Act at Work 2015** and other relevant Legislation and will be communicated to all stakeholders.

Signed

Richard Cawson
Managing Director
Access NZ 2005 Limited

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