Health, Safety, Environment and Quality Policy

Arthur D. Riley & Co Limited (ADR) are committed to:

1. Responsible management practices that minimise any adverse health, safety, environmental or quality impacts, and enhance benefits associated with our activities, products, or services.
2. Taking all practicable steps to comply with legislation, codes of practice and industry standards and establish safe and environmentally aware systems of operation for all activities.
3. The sustainability of our environment, economy and society by implementing, and working with customers and suppliers who maintain, environmentally sustainable practices in its operations, policies and processes.
4. Eliminating hazards and improving quality, health, safety and environmental risks. Identifying hazards, risks and opportunities with the intention to reduce risks to as low as reasonably practicable where there is potential to cause injury or illness to people, or to adversely impact on the environment or the community, or the ongoing continuity of the business.
5. Providing safe workplaces and systems of work, that empower workers and external providers to address unsafe or hazardous situations and carry out their work in a manner that does not present a risk to themselves, others or the environment or the business continuity.
6. Operating and maintaining our infrastructure, equipment and plant in a manner that minimises risk of harm, injury, and/or environmental pollution and our business continuity.
7. Taking all practicable steps to provide services and products to a high standard of quality as required by our customers.
8. The continual improvement of the Health, Safety, Environment and Quality Management system.
9. Communicating effectively and efficiently with all workers and external providers to ensure worker consultation and participation.
10. Regularly review and report on the effectiveness of the HSEQ Management System, to drive improvements in HSEQ performance.

It is the responsibility of the Managing Director to:

- Communicate and implement the HSEQ Management System.
- In conjunction with the HSEQ Committee, set annual quality, health, safety and environmental objectives and targets for the organisation that promote the efficient use of energy and resources, the minimisation of wastes and emissions, the prevention of pollution; the health, safety and wellbeing of workers and external providers, that promotes the continual improvement across the organisation.
- In conjunction with SMT, identify risk to our ongoing business continuity.

It is the responsibility of each manager and supervisor to:

- Take all practicable steps to eliminate or minimise all risks in the workplace.
- Ensure health and safety of all staff is treated equally to other operational requirements of running our organisation.
- Ensure accurate recording and documentation of all accidents, incidents and near misses.
- Encourage an environment where every employee and external provider shares in the commitment to health, safety and the environment.
- Promote a system of continuous improvement, including reviews of policies and procedures.

It is the responsibility of each employee and external provider to:

- Be responsible for their own safety in the workplace and ensure that their action or inaction does not put others at risk.
- Follow all instructions from supervisors and managers.
- Report all accidents, incidents and near misses immediately.
- Complete risk assessments to ensure all practicable steps are taken to eliminate or minimise all risks.

Documents interrelated with this policy:

- Health Safety Environment and Quality Manual – November 2025.pdf

Garth Mickell
Managing Director
Last Reviewed & Updated: May 2026