

Work Health and Safety *Policy*

Shockwave Media Pty Ltd · ABN 26 606 414 493 · Based in NSW, Australia

Version v1.0 Approved 8 October 2026 Effective 8 October 2026 Owner Managing Director
Next review October 2027

Document control

VERSION	DESCRIPTION	APPROVED BY	APPROVAL DATE	EFFECTIVE DATE
v1.0	Initial release	Daniel Hooper, Managing Director	8 October 2026	8 October 2026
Policy owner	Daniel Hooper, Managing Director			
Applies to	All directors, employees, contractors, labour-hire workers and visitors, whether working in our office, from home or hybrid, or on-site at client premises			
Review	Annually. Next review due October 2027, or earlier if law, contract requirements or our operations change materially.			
Published at	shockwavemedia.com.au/government/policies/			

01 Purpose and commitment

Shockwave Media Pty Ltd is a person conducting a business or undertaking (PCBU) under the Work Health and Safety Act 2011 (NSW). We are committed to providing, so far as is reasonably practicable, a work environment that is safe and without risks to health, both physical and psychological. This policy is supported by the Work Health and Safety Regulation 2025 (NSW) and relevant SafeWork NSW codes of practice.

02 Responsibilities

- ◆ **Managing Director (officer):** exercises due diligence under section 27 of the Act: keeps up to date on WHS matters, understands our hazards and risks, ensures resources and processes are in place, and verifies they are used.
- ◆ **Team leads:** apply this policy in their teams, monitor workload, and act on hazards and reports promptly.
- ◆ **Workers (employees and contractors):** take reasonable care for their own health and safety and that of others, follow reasonable instructions and procedures, and report hazards and incidents.
- ◆ **Visitors:** follow site safety instructions.

03 Consultation

We consult workers on matters that affect their health and safety, including when identifying hazards, assessing risks, deciding on controls, changing work arrangements (including remote and hybrid work), and reviewing this policy. Consultation happens through team meetings, a standing WHS item in staff meetings, anonymous feedback, and direct discussion with the Managing Director. Workers may request the election of a health and safety representative (HSR); we will facilitate an election and support any HSR in their role. We consult, cooperate and coordinate with clients and other duty holders when our people work on their premises.

04 Hazard identification and risk management

We identify hazards, assess risk, apply controls using the hierarchy of controls, and review controls when something changes or an incident occurs. Key hazards for our business are:

HAZARD	MAIN CONTROLS
Sedentary and screen-based work	Ergonomic equipment, workstation set-up guidance, regular breaks, adjustable desks where practicable
Remote and hybrid work	Home workstation self-assessment before starting and annually; check-ins; clear working-hours expectations; emergency contact details on file
Psychosocial hazards (workload, deadlines, after-hours support, client conduct, isolation, bullying, harassment)	See section 6
Electrical equipment and office environment	Equipment maintained and replaced when faulty; tidy cabling; emergency and evacuation procedures for the office
On-site client visits and travel	Follow client site induction and rules; pre-visit check for any site-specific risks; safe driving and travel guidance; check-in for lone or after-hours visits

05 Ergonomics and working from home

Workers who work from home complete a workstation self-assessment and tell us about any issues so we can fix them. We provide or reimburse reasonable equipment needed for a safe workstation. The home workspace is treated as a workplace during working hours, and the same incident reporting rules apply.

06 Psychosocial hazards

We manage psychosocial hazards in the same way as physical hazards, consistent with the Regulation and the SafeWork NSW Code of Practice: Managing psychosocial hazards at work. Controls include realistic estimates and scheduling, monitoring of hours and on-call or after-hours support load, clear roles, regular one-on-ones, protecting staff from abusive client conduct, and zero tolerance for bullying, harassment (including sexual harassment) and discrimination. Workers can raise concerns confidentially with their team lead or the Managing Director without fear of victimisation. We provide access to confidential support. We take proactive steps to eliminate sexual harassment, consistent with our positive duty under the Sex Discrimination Act 1984 (Cth).

07 Incident reporting and investigation

- ◆ Report all incidents, injuries, near misses and hazards to your team lead or the Managing Director as soon as possible, and in any case on the same day.
- ◆ Serious injuries, illnesses and dangerous incidents that are notifiable under Part 3 of the Act are reported to SafeWork NSW immediately by the Managing Director, and the incident site is preserved as required.

- ◆ Every incident is recorded in our incident register and investigated proportionately to identify causes and corrective actions. Records of notifiable incidents are kept for at least 5 years.
- ◆ Injured workers are supported to recover and return to work.
- ◆ When working at a client site, incidents are also reported to the client in line with their procedures.

08 Contractors and others

Contractors engaged by us must comply with this policy and the WHS Act, and are told about relevant hazards and procedures. Where we share duties with clients or other businesses (for example during on-site visits), we consult, cooperate and coordinate with them. Our Supplier Code of Conduct sets out our wider expectations.

09 Training

All workers receive a WHS induction covering this policy, incident reporting, ergonomics, remote work and psychosocial safety. Refresher information is provided annually and when processes change.

10 Monitoring and reporting

We track incidents, near misses, hazard reports, corrective actions, induction and refresher completion, and workstation self-assessments. The Managing Director reviews these quarterly and they inform the annual review of this policy.

11 Review

This policy is reviewed annually, after any notifiable incident, and when legislation or our work arrangements change. Workers are consulted on each review.

Approval

Approved by Daniel Hooper, Managing Director, Shockwave Media Pty Ltd.

Approval date: 8 October 2026 · **Effective date:** 8 October 2026 · **Next review:** October 2027

Signed: Daniel Hooper (signed original held on file)