

BOSTECH DRILLING AUSTRALIA PTY LTD

Health & Safety Policy

Bostech Drilling Australia will strive to champion the occupational safety and health of all personnel, stakeholders, and visitors by providing a safe workplace with zero harm our committed target.

To accomplish this goal management will:

- ❖ Provide competent supervision,
- ❖ Promote an environment in which safety and health is integral to standard work practices,
- ❖ Foster co-operation, participation and consultation with stakeholders, employees, visitors, contractors, and clients in the formation of plans aimed at minimising the risk of injury or illness due to workplace hazards and activities,
- ❖ Provide adequate resources to develop, implement and maintain an operable safe working environment, constant safety awareness, communication, education, and training,
- ❖ Abide by all statutory acts and regulations as our minimum standard,
- ❖ Regularly review safety and health standards, programmes, and procedures to promote improvement.

All personnel have a responsibility to:

- ❖ Take all reasonable care for their own wellbeing and the wellbeing of others,
- ❖ To work in a safe and healthy manner understanding that their actions affect others,
- ❖ To comply with safety and health instructions issued by the company or by clients,
- ❖ To report immediately any incident, injury or workplace hazard,
- ❖ To be actively involved in the continued development, implementation and management of the organisations Safety and Health management.

Safety and Health is both an individual and shared responsibility, and it is up to everyone within the company to participate and co-operate with this policy to ensure its success. Cooperation and consultation with all personnel and stakeholders is a key factor to achieve these objectives.



Peter Boswell
Proprietor Director



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Fitness for Work Policy

This Policy applies to all Bostech Drilling Australia Personnel, Contractors, and Stakeholders entering Bostech Drilling Australia areas of operation and shall be the minimum standard for ascertaining Fitness for Work. Where Bostech Drilling Australia personnel work at workplaces not managed, or controlled by Bostech Drilling Australia, they shall be subject to that site Fitness for Work process in conjunction with the requirements of this Policy; provided the requirements of the Bostech Drilling Australia Policy are met as a minimum, which is:

- ❖ To provide standards of fitness for work acceptable to regulatory, company, industry, and community expectations,
- ❖ To foster a culture of responsibility within our workforce and personnel associated with our workforce and workplaces that promotes commitment to Bostech Drilling Australia standards and guidelines to promote the health, safety, and well-being of all in the workplace and during associated travel,
- ❖ To achieve a working environment where our workforce enjoys a level of fitness and health that promotes safer workplace and recreational activities for all.

Fit to Work means:

- ❖ A person is in a physical, mental, and emotional state that allows them to appropriately perform required duties effectively and, in a manner, that does NOT threaten their own health and safety or that of others; and
- ❖ That they are not adversely affected by any substances (prescription or non-prescription).

The health, safety, and well-being of people in the workplace can be impacted by their level of health and fitness for work. A diverse range of factors including the following may affect fitness for work:

- ❖ Inadequate rest,
- ❖ Stress,
- ❖ Fatigue,
- ❖ Smoking,
- ❖ Medical conditions,
- ❖ Nutrition and Diet,
- ❖ Personal/Emotional issues,
- ❖ Substance abuse,
- ❖ Lifestyle,
- ❖ Prescription medication.



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Proprietor Director



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Smoke Free Workplace Policy

The purpose of this policy is to provide a smoke-free environment that is committed to fulfilling Bostech's 'duty of care obligations in providing a safe, healthy workplace and environment for employees, contractors, stakeholders, and visitors at all Bostech workplaces and work sites. The goal is to promote Bostech's safety culture to best protect all our employees.

Bostech Drilling Australia does not permit the workplace use of alcohol, other drugs and addictive substances including the smoking of cigarettes and the use of tobacco products other than medically prescribed, workplace approved operationally suitable medications in any form.

Bostech Drilling Australia employs PPE and dust suppression to reduce the exposure of dust generated on rigs. To ensure these protective measures are being utilized the safety culture needs to be individually owned. Smoking removes the bodies main defence mechanism against dust inhalation. Cilia found in the lungs and respiratory tract are responsible for the removal of inhaled dust from the deep regions of the lungs. This is done by being added to nose gook and then digested or blown out of your nose. Smoking kills these cilia and therefore increases risks of lung and respiratory problems. Studies suggest smokers who are subjected to industrial dust inhalation are more likely to develop severe respiratory disease.

Moreover, studies have noted pneumonia caused or induced by Covid19 kills smokers at 4 times the rate of their representation in society.

While some individuals may choose to smoke cigarettes and use tobacco products, Bostech believes that other employees, contractors, stakeholders, and visitors must not be subjected to the dangers of second-hand and residual smoke while in the workplace.

All employees are responsible for their own health and as such will need to modify behaviours in Bostech's work environment to minimise these risks.

Bostech informs all employees, contractors, and visitors of the Smoke-Free policy during induction, information and risk, health and safety and environmental meetings and via the company intranet.



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Environment Policy

Bostech Drilling Australia's Environmental Policy, provides the framework for continually improving our environmental performance. The policy sets out our commitments for managing potential environmental impacts.

Bostech Drilling Australia will demonstrate due diligence in the provision of its services, manage its work activities in a manner that is consistent with the principles of ecologically sustainable development, and will deliver continuous improvement in environmental performance.

Our Environmental objectives are to:

- ❖ Return each site to a safe and stable condition with environmental, heritage and conservation values intact.
- ❖ Prevent pollution of the environment by minimizing noise, dust, air emissions and hydrocarbon or chemical spills.
- ❖ Reduce our environmental footprint, by minimizing energy use, greenhouse emissions, water use and waste generation.
- ❖ Comply with applicable environmental legal requirements, develop appropriate Environmental Management Systems and continually improve our environmental performance.

To achieve these objectives we will, within the scope of our contracted responsibilities:

- ❖ Develop, implement and monitor an environmental management plan for each operation.
- ❖ Provide training to enable employees to recognize, manage and monitor the potential environmental impact of their activities.
- ❖ Design, operate and decommission all sites and associated infrastructure to avoid any adverse environmental impact.



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Proprietor Director



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Code of Conduct

Bostech Drilling Australia is committed to honesty, integrity and high ethical standards in all business and workplace activities. Staff behaviour that compromises this commitment is not acceptable.

This Code of Conduct is applicable to all employees, contractors and others who represent Bostech Drilling. This Code does not attempt to address every situation but to provide a guide as to the standard of conduct that is expected from all staff

Respect and Recognition – Bostech Drilling Australia greatest asset is its people – in support of this value, staff are expected to treat all others in the workplace with respect, recognising the value of diversity and the potential each person has to contribute to the good of the Company and the workplace.

Personal - Equal Employment Opportunity (EEO) Staff decision making and professional conduct shall be consistent with the provisions of Equal Opportunity legislation. Staff shall ensure they observe the EEO principles, exhibit appropriate behaviours and provide a work environment free from harassment (including sexual), bullying and discrimination.

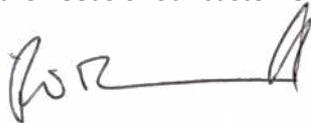
Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate must not be sent by e-mail or other forms of electronic communication or displayed or stored on computer

Interaction with Colleagues - Bostech staff shall respect, and seek when necessary, the professional opinions of colleagues in their area of competence and acknowledge their contribution.

Behaviour outside Hours of Duty - Bostech Employees shall conduct their personal affairs in a manner that does not affect their official duties. Staff shall be aware that their activity or behaviour outside of working hours could bring the integrity of Bostech Drilling Australia into disrepute.

Business Practices – Bostech Drilling Australia will not pay or receive any bribes, pay-offs kick-backs or other considerations either directly or indirectly. We conduct business in countries with many different laws, customs and business practices.

Dealing with Customers – Staff will ensure that they are respectful and will use their expertise to meet the needs of our customers as per our contractual obligations



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Quality Policy

At Bostech Drilling Australia is a supplier of drilling services to the mining industry.

This Company Policy is applicable to all employees, contractors and others who represent Bostech Drilling however aims to run our business with the highest level of integrity so that this is reflected in everything that we do, all of the time.

A key platform in meeting this vision is to provide industry leading levels of service and we will operate towards the current ISO AS/NZ 9001 quality management system to achieve this.

To meet these objectives, we will:

- ❖ Ensure that the Company meets the needs and requirements of customers and will seek to continually improve services.
- ❖ Strive to improve and enhance the Company's performance by setting objectives and targets, which are continually reviewed to ensure that they are understood, acted upon and achieved.
- ❖ Provide training, support, resources and encouragement to all employees, to ensure they realise their full potential in meeting the Quality Policy objectives.
- ❖ Meet any statutory and regulatory requirements that apply to services, products, processes and activities.
- ❖ Establish partnerships with suppliers and other interested parties and strive to develop those partnerships to provide improved services.
- ❖ Identify key operational processes and the links between these processes, to enable the Company to function more effectively.

Implementation of these objectives ensures:

- ❖ Continuous improvement in the quality of service.
- ❖ Ongoing and increased client satisfaction.
- ❖ Reduction of operational problems.
- ❖ Team spirit based on best performance.



Peter Boswell
Proprietor Director



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Injury Management Policy

Policy Statement

The purpose of this policy is to advise our injury management expectations.

Bostech Drilling Australia recognise and accept the responsibility to provide our personnel with a safe, healthy, and productive work environment, and is committed to the health, safety and wellness of its employees, contractors, visitors, and stakeholders.

Incident/Accident Investigation

In the event of a safety incident/accident, we are committed to conducting an immediate non-biased investigation, to determine root cause and appropriately notify all clients/agencies, employees and stakeholders of our findings to with the intention to eliminate/rectify current and future risk, hazard and safety conditions contributing to the event. Our investigation findings will be appropriately forwarded to clients and colleagues within the industry so that we may all continue to learn and promote a "courage to care" attitude within our industry.

We are committed to treating an injured employee, their family and colleagues with respect and commit to filing all appropriate documentation expediently to ensure the employee receives the medical attention and proper medical and supporting coverage they require.

Stay at Work or Return to Work

We will support the employee in their effort to stay at work, return to work, light and casual office and modified field work, ensuring time is made available to attend rehabilitation programmes.



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Proprietor Director



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Core Values

These values if followed show that Bostech Drilling Australia employees have a high level of professionalism, attention to detail and care about themselves, work mates and the company.

These Values have been created by employees and is agreed by all employees if these Core values are not followed by a group or an individual, they will be put through the Bostech Drilling Australia Just Culture Process and disciplined in line with this finding.

- ❖ Follow procedures and process, maintaining Strong Safety Culture
- ❖ Speak to and treat all people with respect, Clients and fellow crew members, using clear and concise communication
- ❖ Maintain positive and motivated attitude at all times
- ❖ Supervisors and Drillers display positive leadership at all times
- ❖ Listen to directions and be prepared to take constructive criticism
- ❖ Do not be afraid to speak up if something appears to be not right or ask questions
- ❖ Always attempt to learn and improve yourself, and maintain yourself professionally and individually (mechanical aptitude, personal discipline and work ethic)
- ❖ Self-presentation, wear clean clothes, undamaged and correct clothing weather that be on site or at main office. (i.e., pants, shirt, enclosed shoes, not looking like you just come from the rubbish tip)



Peter Boswell
Proprietor Director

