

# HSEQ ROLES AND RESPONSIBILITIES PROCEDURE

## 1. Purpose

The purpose of this procedure is to define the Health, Safety, Environment and Quality (HSEQ) roles, responsibilities, and authorities within Tallan Group to ensure effective implementation, maintenance, and continual improvement of the Integrated Management System (IMS).

## 2. Scope

This procedure applies to all Tallan Group employees, contractors, and subcontractors engaged in company operations, including head office, project sites, and subcontracted works.

## 3. References

- ISO 45001:2018 — Occupational Health and Safety Management Systems
- ISO 14001:2015 — Environmental Management Systems
- ISO 9001:2015 — Quality Management Systems
- Tallan Group Integrated Management System (IMS) Manual

## 4. Responsibilities Overview

Roles and responsibilities are defined to ensure that all personnel understand their contribution to compliance, risk control, quality outcomes, and continual improvement.

Role	Responsibilities
Directors	<ul style="list-style-type: none"> <li>• Provide leadership and commitment to HSEQ.</li> <li>• Approve and review IMS objectives and policies.</li> <li>• Ensure adequate resources are available.</li> <li>• Promote continual improvement and compliance with legal and other obligations.</li> </ul>
HSEQ Manager	<ul style="list-style-type: none"> <li>• Develop, implement, and maintain the IMS in accordance with ISO 45001, 14001 &amp; 9001.</li> <li>• Conduct internal audits and report on system performance.</li> <li>• Facilitate risk assessments, incident investigations, and training.</li> <li>• Provide guidance to management and site teams on HSEQ compliance.</li> <li>• Liaise with external auditors and regulators.</li> </ul>
Project Managers	<ul style="list-style-type: none"> <li>• Implement Tallan Group's HSEQ policies and procedures on assigned projects.</li> <li>• Ensure project-specific risk assessments, SWMS, and environmental controls</li> </ul>

	<p>are in place.</p> <ul style="list-style-type: none"> <li>• Conduct HSEQ briefings and inspections.</li> <li>• Report incidents, hazards, and non-conformances promptly.</li> <li>• Support HSEQ Manager during audits and reviews.</li> </ul>
Site Supervisors	<ul style="list-style-type: none"> <li>• Lead by example in HSEQ practices.</li> <li>• Ensure site workers adhere to safe work methods and environmental controls.</li> <li>• Conduct pre-start meetings and toolbox talks.</li> <li>• Manage site inductions and verify competence of workers.</li> <li>• Report hazards, incidents, and corrective actions to Project Manager/HSEQ Manager.</li> </ul>
Estimators	<ul style="list-style-type: none"> <li>• Identify HSEQ risks during tender and design stages.</li> <li>• Include safety and environmental requirements in project costing and proposals.</li> <li>• Communicate identified risks to the Project Manager and HSEQ Manager.</li> </ul>
Internal Trades and Subcontractors	<ul style="list-style-type: none"> <li>• Comply with all Tallan Group HSEQ procedures and site rules.</li> <li>• Use equipment, PPE, and materials safely and responsibly.</li> <li>• Participate in site inductions and HSEQ training.</li> <li>• Report hazards, near misses, and incidents immediately.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Take reasonable care of their own health, safety, and the environment.</li> <li>• Follow instructions, policies, and procedures.</li> <li>• Report unsafe conditions or behaviour.</li> <li>• Participate in training and contribute to continuous improvement initiatives.</li> </ul>
HSEQ Committee (if applicable)	<ul style="list-style-type: none"> <li>• Facilitate consultation and communication between management and workers.</li> <li>• Review incident data, audit outcomes, and improvement opportunities.</li> <li>• Provide recommendations for HSEQ system enhancement.</li> </ul>

## 5. Authority

All personnel have the authority to stop work where an activity presents an immediate risk to health, safety, or the environment. Work may only recommence once appropriate controls are implemented and verified by a competent person.

## 6. Communication and Awareness

HSEQ roles and responsibilities are communicated through induction, training, and team meetings. The HSEQ Manager ensures updates are included in induction programs and staff are notified of changes.

## 7. Review

This procedure shall be reviewed annually or when significant changes occur in operations, organisational structure, or regulatory requirements.

A handwritten signature in black ink, appearing to read "Zane Taylor".

**Zane Taylor**

**Director  
Tallan Group**

**11 September 2025**

A handwritten signature in black ink, appearing to read "Joel Quillan".

**Joel Quillan**

**Director  
Tallan Group**

**11 September 2025**