

Base Policies

Work Health & Safety Policy	1
Environment Policy	2
Quality Management Policy	3
Bullying & Violence Policy	4
Disciplinary Policy	6
Discrimination & Harassment Policy	7
Privacy Policy	8
Rehabilitation Policy	10
Working Alone Policy	11

These base policies will be applied to all workplaces managed by us and any of our off-site workplaces managed by others. Their purpose is to assist the continuation of a safe and healthy workplace for all workers and to set out the responsibilities of all workers and other people working at our workplaces.

We will:

- review the above policies and their application on an annual basis
- review our performance and achievements on an annual basis
- make modifications to the policy (policies) as and when required

NAME	Daniel Burmeister	POSITION	Construction Manager
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SIGNED		DATED	2 nd April 2019
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Work Health & Safety Policy

POLICY BASIS

This policy is based on relevant legislation, the duty of care to self and others and the requirements of Australian Standard 4801 for OHS Management Systems.

We recognise:

- our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, clients and visitors. This commitment extends to ensuring our operations do not place the local community at risk of injury, illness or property damage,
- that commitment to work health & safety is a shared commitment between us, as employer, and our managers, supervisors, workers, contractors, suppliers and other concerned parties,
- and support the rights of all parties to express their concerns over safety in the workplace and expect those concerns to be addressed,
- that work health & safety has the same importance as other key considerations in achieving a safe and healthy environment,
- to achieve an ever-improving standard of work health and safety performance we must continuously improve our work health
- and safety objectives, targets, systems and procedures

OUR OBJECTIVE

To achieve and maintain an incident and injury free workplace where all persons participate in and enjoy the work environment.

To achieve our objective, we will:

- work to achieve ongoing compliance with relevant Acts, Regulations, Compliance Codes, Codes & standards for our facilities, amenities, products, systems of work, materials, plant and equipment and other inputs and outputs of our operations,
- maintain a WHS management system to record work health & safety performance with the target of achieving an ever-improving standard of health and safety
- maintain consultation processes that provides workers the opportunity to participate in the decision-making processes, to share their concerns and have those concerns considered in ongoing planning and work activities,
- provide information, instruction, training and supervision to workers, contractors, clients and visitors and regularly report safety performance to our workers
- maintain injury management and rehabilitation processes as required
- monitor our performance and undertake annual management reviews

Environment Policy

POLICY BASIS

This policy is based on relevant state legislation, the duty of care to the environment and the requirements of Australian Standard 14001 for Environmental Management Systems.

We recognise:

- Our moral and legal responsibility to provide a safe and healthy environment for workers, contractors, clients, visitors and the community. This commitment extends to ensuring our operations do not place the local community at risk of injury, illness or property damage
- That commitment to the environment is a shared commitment between the organisation, managers, supervisors, workers, contractors, suppliers and other concerned parties
- And support the rights of all parties to express their concerns about the workplace environment and expect those concerns to be addressed

We believe:

That all work-related injuries, diseases and property losses are preventable and that a 'Zero Incident' target is achievable.

We will:

- promote a safe environment in our workplaces and give the environment the same importance as other key considerations
- comply with all relevant legislation, regulations, codes and contractual conditions
- prevent pollution of the environment by activities over which we have control
- conduct business with others who have a similar environment commitment
- continually improve our management of the environment by setting realistic objectives and targets
- endeavour to re-use and re-cycle our materials, where possible, and dispose of waste in a suitable manner whilst protecting the environment from any such re-use, re-cycle or disposal

Quality Management Policy

POLICY BASIS

This policy is based on the requirements of ISO 9001:2015, our desire to exceed industry best practice and to place ourselves as a leading business in Australia.

We recognise:

The requirements of the commitment to and implementation of this Quality Management Policy across our business are critical to the ongoing improvement in effectiveness across our business.

OUR OBJECTIVE

To improve our overall effectiveness and efficiency and over the next twelve-month period we will focus on the following objectives:

- Achieve 100% compliance with client requirements
- Reduce our project defects in the next twelve months by 10%
- Win one award Industry Award

To achieve our objectives, we will:

- look at innovative solutions to challenges on activities and keep detailed records to enable assessment & corrective action as well submission for awards
- focus on preplanning and organising works to ensure compliance by all parties and/or client documents and best practice, thereby reducing defects at works or project completion
- ensure all services are correctly installed and managed

Bullying & Violence Policy

POLICY BASIS

This policy is based on relevant legislation and the duty of care to self and others – Victorian OHS Act 2004 and Crimes Amendment (Bullying) Act 2011. We will not tolerate Bullying or Violence under any circumstances and will actively –

- Promote acceptable standards of behaviour at all times
- Treat complaints of bullying in a sensitive, fair, timely, and confidential manner
- Implement a training and awareness program for all workers
- Encourage the reporting of behaviour which breaches the policy
- Ensure protection from victimisation or reprisals for persons reporting breaches
- Provide information to a worker, if requested
- Report, with prior agreement of the worker affected, Bullying & Violence cases to the police for potential prosecution under
- the Crimes Amendment (Bullying) Act 2011.

WHAT IS BULLYING

Bullying is repeated, and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. It can include behaviour of individual's or group's actions or practices that victimise, humiliate, undermine or threaten.

EXAMPLES OF BULLYING

The following types of behaviour could be considered to be Bullying:

- Deliberately changing work rosters to victimise particular workers
- Deliberately allocating someone unpleasant tasks or impossible assignments
- Demeaning language, verbal abuse or outbursts of anger
- Psychological harassment, threats, or verbal intimidation
- Initiation practices or practical jokes
- Sabotaging someone's work or withholding information vital to completing tasks
- Excluding or isolating worker(s) from activities
- "Ganging up" on a worker
- Using internet or emails to send defamatory, threatening or obscene messages, racially or sexually harassing messages to workers or anyone else

NB – this is not an exhaustive list, as other types of behaviour may constitute Bullying

WHAT IS VIOLENCE

Violence is any incident where a worker is physically attacked, threatened or verbally abused in the workplace.

Violence in the workplace is serious. It can have devastating short and long-term effects on the victim, their family, friends and co-workers. Victims can also feel anxious and isolated, and often blame themselves for what has happened.

Violence in the workplace is never the victim's fault – it is the perpetrator who is in the wrong. Some forms of workplace violence are actually crimes.

EXAMPLES OF VIOLENCE

The following types of actions can constitute Violence:

- Striking, kicking, spitting or other type of direct physical contact
- Throwing objects, attacks with knives, guns, or other weapons
- Pushing, shoving, or tripping
- Any form of indecent physical contact

OUR RESPONSIBILITIES

We have a legal duty of care to ensure, so far as is reasonably practicable, the health and safety of:

- a) workers engaged, or caused to be engaged by the person; and
- b) workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

Bullying and Violence at work is not permitted and any worker(s) or other persons who are found to be in breach of this policy will be subject to our **Disciplinary Policy**. Depending on the circumstances, behaviour may be treated as serious misconduct, justifying summary dismissal.

WORKERS

All workers have a legal responsibility to care for their own health and safety and that of co-workers and therefore must not engage in acts which constitute Bullying or Violence.

In addition, workers are required to follow instructions given by their supervisor / manager relating to the prevention of workplace injuries and illnesses.

Workers will:

- Treat other workers with respect and courtesy
- Comply with the workplace Bullying & Violence policy
- Incidences of bullying are reported to the local manager or supervisor
- Fully participate in any investigation into an incident of Bullying or Violence, and maintain confidentiality.

Disciplinary Policy

POLICY BASIS

This policy is based on the principle of common use.

We will:

Enforce this disciplinary policy on a three-step process. Where a worker commits a significant policy breach, unacceptable behaviour or health, safety or environmental performance of the worker is such that it endangers the physical or mental being of the worker, other workers or the public, compromises the employers business integrity or where an worker engages in unauthorised conduct, theft or fraud, the employer may determine to apply process step three, dismissal, without having first proceeded with process step one and two.

THE THREE STEP PROCESS

1st Offence – Verbal Warning

Where policy breach, unacceptable behaviour or poor health, safety or environmental performance becomes concerning, the manager will speak to the worker and record the interview. The worker will be able to nominate a support person to attend the interview with the worker. Where the worker is a worker of an independent contractor, the manager will also notify the independent contractor in writing.

2nd Offence – Written Warning

Where policy breach, unacceptable behaviour or poor health, safety or environmental performance continues or the nature of the breach, unacceptable behaviour or health, safety or environmental performance is such that an informal warning would be unsuitable, the manager will interview the worker, serve a written notice summarising issues and outlining corrective action and record the interview and notice. The worker will be able to nominate a support person to attend the interview with the worker. Where the worker is a worker of an independent contractor, the independent contractors representative will be present during the interview and given a copy of the notice.

3rd Offence – Dismissal

Where policy breach, unacceptable behaviour or health, safety or environment performance of the worker, or any other person at the workplace, is such that it endangers the physical or mental well-being of the worker, other workers or the public and where a written warning would be inadequate, the manager after agreement with their up-line manager, may instantly dismiss and / or order immediate removal of the worker from the workplace. Where the worker is a worker of an independent contractor, the independent contractors representative will be advised in writing of the manager's actions and reasons therefore.

Discrimination & Harassment Policy

POLICY BASIS

This policy is based on the Commonwealth Sex Discrimination Act 1984 as amended and the relevant state legislation.

We recognise:

Discrimination and harassment in the workplace can take many forms and can be physical, verbal or written. Discrimination and / or harassment may apply to any relationship between worker and us or contractor as well as between other workers, peers and subordinates.

It is unlawful under the Commonwealth Sex Discrimination Act 1984 and relevant state legislation to harass or discriminate against any individual on the basis of:

- lawful sexual activity / sexual orientation
- marital, parental or career status
- sex, physical features, pregnancy
- living with AIDS or Hepatitis C
- personal association with a person who is identified by reference to any of the above attributes.

Moreover, the following behaviour will be considered harassment for the purposes of the legislation:

- sexually harassing another person
- comments about a person's sexual life or physical appearance
- suggestive behaviour
- unnecessary physical intimacy such as brushing up against a *person*
- sexual jokes, offensive telephone calls, photographs, reading matter or objects, sexual propositions or continued requests for dates
- physical contact such as touching or fondling
- indecent assault or rape, which are criminal offences

We encourage:

Workers, if for any reason believe they are victim of discrimination or harassment to report in confidence to their manager.

We will:

- keep and maintain confidence in the reporting, investigation and resolution of any allegations
- where applicable, not hesitate to report discrimination and harassment allegations to the relevant Equal Opportunities Commission
- where applicable, initiate disciplinary procedures and, if it has been established an offence was committed, may immediately dismiss the offender

Privacy Policy

POLICY BASIS

This policy is based on relevant state or federal legislation and the duty of care to self and others.

We will collect information:

- only for the purpose necessary to the functions and activities of our business including selection, employment, appraisal, discipline, remuneration, personal details and administrative activities.
- only by means that are permissible by law.
- when collecting workers information, we will clearly state –
 - what information is being collected
 - the purpose for which it is being collected
 - the intended recipients of the information
 - if the supply of information is required by law or is voluntary, the consequences for the worker if it is not supplied
 - the existence of any rights of access to and correction of the information
- we will take steps as are reasonably practicable in the circumstances to ensure that –
 - the information collected is relevant to the purpose, not excessive, up to date and complete
 - the information collected does not intrude to an unreasonable extent on the personal affairs of the worker
- if workers information is collected from a third party we will take reasonable steps to ensure the worker has been made aware of the collection and reason for doing so.

We will not use information:

- for a purpose other than it was collected for unless -
 - the worker to whom the information relates to has given consent to do so
 - the other purpose for which the information is used is directly related to the purpose for which the information was collected
 - the other purpose is necessary to prevent or lessen a serious, imminent threat to life or health of the worker whom the information relates to, or of another person
- if directed by a court of law

We will allow access to information:

- for current or previous workers as they are entitled to know whether personal information about them is held by us, the nature of the information, the main purpose for which it is used and their rights to gain access
- access to the personal information includes the opportunity for the worker to inspect records and take notes or obtain copies of information however this must be done in the presence of a member of management upon written request by the worker, except where;
 - providing access would have an unreasonable impact upon the privacy of other workers
 - the request of access is frivolous or vexatious
 - providing access would be likely to prejudice any internal / external investigations
 - denying access is required or authorised under law
- personal information will not be disclosed to anyone or any organisation unless –
 - the disclosure is related to the purpose for which the information was collected. There must be no reason to believe the worker concerned would object to the release of the information

- ❑ the disclosure is necessary to prevent or lessen a serious and imminent threat to life or health of any person
 - ❑ in relation to some investigation and law enforcement process
 - ❑ where legislation recognises lawful access by government agencies
- we will provide reasons for denial of access or a refusal to correct worker information

We will:

- respond to a workers written and signed request for their personal information as soon as possible
 - ❑ the time taken to respond to a worker request may be influenced by various factors including the communication method, the amount of information requested, if a third party needs to be consulted and how it is to be provided to the worker
- not provide information to law enforcement agencies over the phone. A written request for workers information must be directed to the most senior person of the business
 - ❑ the above process does not apply where there is an imminent threat to life or safety however reasonable attempts should be made to discuss the request with the most senior person of the business first
- keep records of requested information and disclosures of workers information to law enforcement agencies with relevant managers
- government agencies such as Human Services, Immigration and ATO etc. have a lawful need to access workers personal information held by use. Any required personal information will only be supplied upon a formal notice from the government agency under government legislation
- take reasonable steps to protect the workers information we hold from misuse and loss and from unauthorised access, modification or disclosure
- use the “Issue Resolution” procedure where any grievances arise from the application of this policy

Rehabilitation Policy

POLICY BASIS

This policy is based on relevant state legislation.

We recognise

- Our moral and legal responsibility to provide rehabilitation services to workers engaged at our workplaces, at least in accordance with relevant state legislation and their accompanying regulations
- That rehabilitation is an important element in the workplace and we have a nominated rehabilitation co-ordinator who is charged with carrying out this policy

We will:

- promote an active rehabilitation environment including return to work in our workplaces
- ensure workers are aware of the rehabilitation policy
- provide relevant information to an injured worker in order to understand and accept the rehabilitation service provided
- prepare and agree to a rehabilitation plan for a worker as soon as reasonably practicable after becoming aware of an worker's injury or illness
- provide timely referrals to suitable rehabilitation providers to ensure rehabilitation services commences as soon as possible after an injury or illness
- ensure rehabilitation as soon as possible by an injured worker is a normal practice and expectation
- consult with the worker, their medical advisors and their representatives to ensure the rehabilitation plan operates effectively
- provide suitable employment and duties, where practicable, for a worker as an integral part of the rehabilitation plan
- ensure participation in the rehabilitation plan will not of itself prejudice a worker
- provide support and assistance to workers
- make every reasonable effort to resolve rehabilitation disputes by consulting with the worker and manager, and where applicable, the rehabilitation provider and the worker's representative. Unresolved disputes may be referred to the relevant state authority.

Working Alone Policy

POLICY BASIS

This policy is based on relevant state or federal legislation and the duty of care to self and others.

We recognise:

- that working alone may represent a risk to workers health and safety
- that working alone in low risk environments is reasonable in most instances
- that workers must not work alone in other than low risk environments unless their manager determines it is not reasonably practicable to do otherwise

We advise:

That the managers decision 'it is not reasonably practicable to do otherwise' will be made after consulting with the worker and assessing the workers ability to work safely while working alone. Low risk environments are determined by assessing workplace and work risks against the Risk Table in Risk Management Process, **PROCEDURE Risk Management**

We recognise:

The decision to require or allow workers to work alone in other than low risk environments is an important matter and requires the manager to:

- consider the workers competence and experience in the work
- properly consult with the worker prior to making a decision
- detail, prepare and fully discuss the safe work method statement with the worker including, where relevant, getting sign off by an experienced engineer
- maintain competent supervision, first aid facilities and emergency recovery provisions at the workplace whilst work is undertaken
- identify hazards, engineer, prepare and implement control measures
- have all other relevant safety measures implemented
- frequently check workplace conditions whilst work is carried out
- ensure a monitored personal emergency alarm system is fitted to the worker and emergency assistance is readily available

We advise:

That working alone in other than low risk environments is not permitted, except as provided above, and that any workers who are found to be in breach of this policy will be subject to the employer's **Disciplinary Policy** and, depending on the circumstances, their behaviour may be treated as serious misconduct justifying summary dismissal.

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BUILDING EXPERIENCE

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