




AMBERMONT CONSTRUCTIONS PTY LTD


ABN: 20 080 901 408

**Occupational Health Safety &
Rehabilitation and
Environmental Systems Manual**



**THE EDGE DEVELOPMENT
PARRAMATTA**

1 July 2008



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6.0 Industrial Relations Policy

Ambermont Constructions Pty Ltd

Ambermont Constructions Pty Ltd Industrial relations policy is based on the beliefs that

- *People are our most important asset*
- *Remuneration is based upon*

Attendance

Skills

Responsibility

Productivity

Length of service

To assist employee's achieve potential Ambermont Constructions Pty Ltd provides

- *Stable employment*
- *On the job training*
- *Management access*
- *Capital expenditure for improved technology*
- *Future growth potential*

The success of our future is dependent on all staff

Signed

T Isaac

Date

MANAGING DIRECTOR

7.0 Occupational Health Safety Management Policy

Ambermont Constructions Pty Ltd

At Ambermont Constructions Pty Ltd our Occupational Health, Safety and Rehabilitation Policy is founded on the belief that the well-being of people employed at work or visiting our workplace, is a major priority and must be considered during all work performed.

People are our most important asset and their health and safety is our greatest responsibility. Visitors and members of the public shall be given equal priority to that of our workers.

The principal objectives of our Safety Policy are:

- To achieve an accident free workplace.*
- To make health & safety a key part of every supervisory position.*
- To ensure health & safety is considered in all planning and work processes.*
- To consult with our workers on a regular basis on Safety issues.*
- To provide ongoing training and education to ensure that our employees work in the safest possible manner*
- To identify, assess, eliminate or control all potential hazards in the workplace through regular site safety inspections*
- To take a proactive approach to trying to identify potential accidents/incidents before they happen*
- To provide effective injury management and rehabilitation for all employees*

The success of our health & safety management is dependent on:

- 1. Providing resources to achieve a safe work place*
- 2. The commitment of the work team to achieve the OHS objectives*
- 3. Planning and design*
- 4. Consultation*
- 5. Identifying training needs*
- 6. The pro-active identification of hazards*
- 7. A hierarchy of control for risks that cannot be eliminated.*
- 8. Ensuring that open and honest communication exists between management and all employees.*

Signed
T Isaac

Date

MANAGING DIRECTOR

9.0 Hot, Cold and Fatigue Policy

Ambermont Constructions Pty Ltd

This policy and its related practices apply to all staff members for

- *Hot and Cold work Environments*
- *Extended work periods are required.*

All work duties will be assessed for

- *Excessive heat and cold*
- *Work periods extending over a 12 hour shift*
- *Work periods beginning before a 12 hour break*

Any work assessed to present a risk to employees will have controls implemented prior to the start of work.

These will include

- *Consultation with employees*
- *Doctors assessment*
- *Rest breaks*
- *Cool or warm rest areas*
- *Provision of water*
- *Monitoring and assessment of employees by Site Supervisors*
- *Work to be immediately stopped*

The monitoring of fatigue experienced by employees working in hot, cold environments or extended hours, shall rely not only on reporting by employees, but also on observation and assessment by line managers, to balance potential under-reporting as a result of remunerative incentive for employees.

Employees must bring to the attention of the management any time they are affected by:

- *Heat or cold*
- *Fatigue*
- *Feel unwell, dizzy or nauseous*

Signed

T Isaac

Date

MANAGING DIRECTOR

10.0 Smoking, Alcohol and Drug Policy

Ambermont Constructions Pty Ltd

This policy and its related practices apply to all staff members when they are engaged in company business, working on or off company premises, and when driving company vehicles.

To minimize the risk of unsafe and unsatisfactory performance due to smoking alcohol or other drugs, staff members are expected to report fit for duty and remain fit for duty throughout their workday or shift and when on scheduled call.

The following are expressly prohibited while on company business or premises:

- *the use, possession, distribution, offering for sale of illicit drugs or illicit drug paraphernalia*
- *the unauthorized use, possession, distribution, offering for sale of beverage alcohol*
- *possession of prescribed medications not authorized for personal use*
- *reporting for duty with the presence in the body of alcohol or illicit drugs*
- *smoking in prohibited areas*
- *subjecting other persons to Environmental tobacco smoke*

Investigation procedures that may be utilised in support of this policy include:

- *pre-assignment testing in safety sensitive situations*
- *reasonable cause testing*
- *post-incident testing*
- *unannounced testing if regulated or prescribed by business need*
- *reasonable grounds searches*
- *impaired driving investigations*

Employees concerned about or experiencing smoking, alcohol and drug-related problems are encouraged to seek assistance from their personal physician or appropriate community service before job performance is affected or violations occur.

Disciplinary action up to and including termination will be taken for violations of this policy and its related practices.

Signed
T Isaac

Date

MANAGING DIRECTOR

11.0 Environmental Policy

Ambermont Constructions Pty Ltd

Our Environmental Policy is developed to assist in supporting ecologically sustainable development using, conserving and enhancing the community's resources so that ecological processes, on which life depends, are maintained, and the total quality of life, now and in the future, can be increased.

Ambermont Constructions Pty Ltd is committed to minimising the environmental impact of our activities, processes and products by identifying environmental aspects and impacts of operation and set environmental objectives and targets for improvement.

With the goal of meeting the intent of the environmental policy, we implement procedures and dedicate resources to continuously monitor the impact and performance of the environmental policy in the following areas:

- *Minimising significant environmental risks to employees, customers, sub-contractors and the local community*
- *Maintaining compliance with all commonwealth, state and local regulations and laws*
- *Designing of products and processes that limit the use of toxins, improve life cycle (cradle to grave) environmental impact and promote the use and reuse of raw materials*
- *Obtain and maintain all permits and regulatory approvals as required by commonwealth, state and local government*
- *Communicating EHS goals to all employees, customers and the local community*

Signed
T Isaac

Date

MANAGING DIRECTOR

14.0 Consultation Policy

Ambermont Constructions Pty Ltd

Ambermont Constructions Pty Ltd is committed to protecting the health and safety of all employees and Visitors Injury and illness is needless, costly and preventable.

Our company will consult with all employees and the elected OHS Representatives in implementing safety practices and systems that will ensure the health, safety and welfare of our employees.

Employee involvement at all levels is critical for ensuring a safe workplace.

Mechanisms for recorded Consultation

- 1. OHS Representative*
- 2. Safe Work Method Statement*
- 3. Tool Box Talk*
- 4. Hazard Reporting Form*

The OHS Committee will assist with the development and monitoring of safe work practices and systems, and discuss issues that affect the health, safety and welfare of all employees and visitors

Site Management will respond to OHS concerns according to the particular issue and its complexity with a time limit of 24 hours.

- 1. Employees should initially raise OHS issues directly with their supervisor or their OHS Representative.*
- 2. Where the OHS Representative cannot resolve an OHS issue it has been agreed that they will refer it to the OHS Committee.*
- 3. The OHS Representative may choose to request the assistance of a WorkCover official.*

Signed
T Isaac

Date

MANAGING DIRECTOR

27.0 Return to Work Program

Ambermont Constructions Pty Ltd

It is a Commitment of Ambermont Constructions Pty Ltd to prevent work related injury and illness by providing a safe and healthy working environment.

- *Provide occupational rehabilitation for employees who suffer a work related injury or illness.*
- *Commence the injury management process as soon as possible after an injury or illness in a manner consistent with medical judgement.*
- *Develop individual workplace based return to work plans that aim to restore the fullest functional capacity and achieve return to work on normal duties.*
- *Offer suitable duties to partially incapacitated workers, as an integral part of the rehabilitation process.*
- *Ensure that return to meaningful, productive work at the earliest possible time is a normal practice and expectation.*
- *Consult with employees to ensure the Return to work program operates effectively.*
- *Ensure that participation in a return to work plan will not in itself disadvantage an injured worker.*
- *Ensure that all employees are regularly informed of their rights and responsibilities in relation to return to work.*
- *Investigate the causes of workplace injury and illness and take action to prevent recurrences.*

Ambermont Constructions Pty Ltd return to work coordinator is Mike Dalzell

Signed
T Isaac

Date

MANAGING DIRECTOR

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