

P13 – Work Health and Safety & Environmental Policy

Complete Constructions Australia Pty Ltd

Company Scope of Services

Complete Constructions (Aust) Pty Ltd (hereafter called CCA) is an Australian owned commercial building company based in Canberra. Established in 1999, CCA has been building a reputation for quality and service based on technical skill, experience, and the dedication of our people.

Whether large or small, government or private, our priority is to understand the needs of our clients and provide a product and service which meets the needs of the client, no matter how complex or unusual.

By fostering a personal commitment, the Company has produced a very motivated and professional construction teams.

Project delivery systems may be lump sum, construction management and project management.

A detailed background on the Company is available in the Company Profile.

WH & S Obligations

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of employees, contractors, authorised visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *Work Safety Act 2011*, the *Work Safety Regulations 2011* and applicable codes of practice and Australian Standards as far as possible.

Through the monthly recording of lost time injuries against hours worked, our aim is to provide zero lost time injuries

This policy is to be documented and distributed to all employees by being on display on the head office and site crib shed notice boards. This policy is also to be made available to any interested parties including clients and the general public. This information is provided on request

Environmental Obligations

Complete Constructions Australia Pty Ltd recognises and accepts that concern for the environment is a fundamental part of its corporate business strategy. We are committed to continual improvement in managing our operations in a manner that prevents or minimises our impact on the environment. Our commercial objective has to be matched by a determination that our operations should not degrade the environment or expose anyone to an unacceptable level of risk.

While Directors recognise that it is ultimately responsible for the Company's environmental performance, all Company personnel are accountable for actions which affect the Company's environmental performance.

The Company will strive to achieve industry best practice, where economically feasible, but recognises and accepts that compliance with all relevant environmental laws is our minimum standard.

Specifically the Company will:

- Implement a documented management system to meet the aims of this policy,
- Ensure that this policy is communicated to all personnel involved in our operations, including the use of environmentally friendly chemicals and gases.

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- Provide all personnel with adequate training and information to meet their environmental obligations,
 - Provide adequate instruction to all consultants, contractors and suppliers to ensure that they conform to appropriate environmental safeguards whilst under our control and, ensure that all waste and reusable materials are recycled or disposed of at the builder's second hand waste storage facility in line with the ACT Government NO WASTE targeted initiatives.
 - Periodically review and update this policy as required.
- . Monthly statistics taken on Environmental breaches also provides measurable data which can be used to improve processes within the organization.

Responsibilities

Management:

Will provide and maintain as far as possible:

- A safe working environment
- Safe systems of work
- Plant and substances in safe condition
- Facilities for the welfare of employees
- Information, instruction, training and supervision that is reasonably necessary to ensure that each employee is safe from injury and risks to health
- A commitment to consult and co-operate with employees in all matters relating to health and safety in the workplace

Review this policy on a 12 monthly basis

- A commitment to continually improve our performance through effective safety management.

Employees:

Each employee has an obligation to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- Take reasonable care of their own health and safety and the health and safety of others
- Wear personal protective equipment and clothing where necessary
- Comply with any direction given by management in relation to health and safety
- Not misuse or interfere with anything provided in the interest of health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial
- Report all known or observed hazards to their supervisor or manager.

Application of this policy

We seek the co-operation of all employees, customers and visitors. We encourage suggestions in realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where employees are required to work off-site.



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