



OH&S POLICY

FIRM Construction Pty Ltd is committed to meeting its legal obligations in regard to the provision of the health, safety and welfare of all persons (including directors, employees, subcontractors, clients and the public) at its workplaces, including worksites, and acknowledges that Occupational Health and Safety (OH&S) is a critical component of our business and management activities.

The commitment of FIRM Construction Pty Ltd is based on the principal of controlling risks to a level that is considered reasonably practicable in order to meet the legal obligations under State legislation, regulations and codes of practice.

Through the OH&S Management System, FIRM Construction Pty Ltd formalises systems for work and defines responsibilities of managers and employees.

The OH&S Management System and the OH&S policy describe the commitment of the company to health and safety and clearly define how the health, safety and welfare of all persons are ensured by facilitating:

- Compliance with all applicable legislation and regulations;
- Adoption of "best practice" approach to OH&S; and
- Integration of occupational health and safety into all aspects of FIRM Construction Pty Ltd business.

In order to maintain a safe and healthy workplace, FIRM Construction Pty Ltd:

- Seek to ensure its facilities operate to the highest standards to protect directors, employees, subcontractors, visitors and the public;
- Provide safe systems of work developed in consultation with employee taking into account the hazards identified and implementing risk minimization controls;
- Provide appropriate training, information, inductions and supervision on systems to all who work in its business activities so that they are able to comply in a responsible and lawful manner;
- Seek to improve, develop and enhance new programs and procedures to actively increase the OH&S outcomes;
- Ensure the reporting and investigation of injuries, illness, incidents and near misses is conducted in a consultative manner to prevent recurrence;
- Measure and evaluate OH&S performance by regular monitoring audits and inspections of compliance with FIRM Construction Pty Ltd policies and legal obligations.
- Consult with employee and encourage initiatives that contribute to a safer and improved working environment; and
- Regularly review the OH&S Management System to ensure its appropriateness and effectiveness in managing systems of work and OH&S responsibilities.
- Commit to establish measurable objectives and targets and monitor and measure continual improvement aimed at elimination of work related injury and illness.

All employees have strict obligations and responsibilities under this policy to put safety first, to work safely and to report unsafe work practices or situations to their manager or supervisor. Directors and senior management strongly endorse this policy and will regard breaches very seriously.

Authorised by:

Director

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Date:

22/08/17



QUALITY POLICY

FIRM Construction Pty Ltd is a commercial construction contractor committed to delivering high quality construction services to mining, government, industrial and property sectors throughout Western Australia.

It is our aim to continually strive for improvement in all we do. This ensures we expand our position in the market place and enhance our professional standing in the construction industry.

FIRM Construction Pty Ltd is committed to achieving the following Objectives:

- Continually improving business processes and performance effectiveness;
- Maintaining compliance with ISO 9001:2015 Quality Standards including the integration with our Quality Management System;
- Exceed the expectations of clients in delivering quality and value for their investment;
- Mitigating risks, which are considered practicable in order to meet the legal obligations under State & Commonwealth Legislation, Regulations and Codes of Practice.

The FIRM Construction Pty Ltd Quality Management System contains procedures, work methodologies and defined responsibilities for all personnel.

With regular planning, client surveying, reviewing and auditing, opportunities to improve business systems and organisational performance are identified.

All employees are obligated under this policy to take responsibility for maintaining vigilance for improvement and the delivery of quality.

Authorised by:

Director

A handwritten signature in black ink, consisting of a stylized, cursive script that appears to be the initials "M" followed by a long, sweeping horizontal stroke.

Date:

22/08/17



ENVIRONMENTAL POLICY

FIRM Construction Pty Ltd is committed to the continuous improvement of its environmental performance and recognises its responsibility to meet community expectations,

FIRM Construction Pty Ltd believes environmental stewardship is both a management obligation and the responsibility of each employee to protect the environment and prevent pollution.

To achieve these commitments, Firm Construction Pty Ltd will:

- Maintain and continuously improve the environmental management system across the organization.
- Ensure all employees and subcontractors receive appropriate training to fulfil their individual environmental responsibilities.
- Proactively pursue the identification of all risks to the environment and eliminate or, if not possible, manage each risk to as low as reasonably practicable.
- Establish annual environmental objectives and targets and implement company procedures to achieve the targets.
- As a minimum comply with all relevant legal and statutory obligations.
- Ensure there are adequate resources and skills available to achieve environmental commitments.
- Implement procedures within each project to minimise pollution, manage waste effectively, use water and energy efficiently and address relevant cultural heritage and biodiversity issues.
- Formally monitor and review environmental performance against defined objectives through regular inspections and auditing.
- Ensure companies providing services to FIRM Construction Pty Ltd manage their environmental performance in line with this policy.

Authorised by:

Director

Date:

22/08/17

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FITNESS FOR WORK ALCOHOL & DRUG POLICY

FIRM Construction Pty Ltd has a duty of care to ensure all individuals are “fit for work” whilst on its sites or undertaking activities on its behalf.

An individual considered “fit for work” is in a state (physical, mental and emotional), which enables them to perform assigned tasks competently, and in a manner, which does not compromise, or threaten the safety or health of themselves or others.

An individual may be unfit for work for various reasons including the adverse effects of fatigue, stress, alcohol, drugs or other physical or mental health conditions.

When Firm Construction Pty Ltd is contracted to carry out work for customers on the customer’s premises, all employees, sub-contractors and visitors must conform to the customer’s alcohol, drug and fitness for work policies.

All company employees and sub-contractors will respect the aim of this policy and be “fit for work” and free from the effects of drugs or alcohol in the course of business.

FIRM Construction Pty Ltd commits to the following rules:

- FIRM Construction Pty Ltd employees or sub-contractors shall not
 - Possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs and/or alcohol on the job
 - Report to work under the Influence of alcohol and/or drugs
- FIRM Construction Pty Ltd management shall conduct or arrange to be conducted random Alcohol and Drug screening on all employees and sub-contractors as a part of the workplace compliance surveillance and “for cause” screening in the event of an incident or accident in the workplace.
- Cooperation with any and all Alcohol and Drug testing within the workplace is mandatory and a condition of employment.

FIRM Construction Pty Ltd may offer an Employee Assistance Program (EAP) benefit for employees and their dependents. The EAP will provide confidential assessment, referral and short-term counselling for employees who need or request it.

THE ONLY ACCEPTABLE BLOOD ALCOHOL CONTENT (BAC) LEVEL PERMITTED SHALL BE ZERO (0.000). FOR DRUGS, IT SHALL BE THE LOWEST DETECTABLE LEVELS AS PER LABORATORY CONFIRMATORY TESTING PRACTICES.

Authorised by:

Director

A handwritten signature in black ink, appearing to be a stylized 'M' or similar, written over a horizontal line.

Date:

01/09/2017