



QUALITY POLICY

Elliam is committed to providing exceptional service in refurbishment and construction services.

Our quality objectives are to have satisfied clients, deliver to their requirements and maintain a review process for continual improvement.

To ensure these objectives are achieved, we have established and will maintain a quality management system which complies with AS/NZS ISO 9001:2016.

Through our training programs, all employees have gained a sound understanding of this policy, our management system and are empowered to deliver service excellence.

We will achieve our objectives through our focus, our commitment and our training.

A handwritten signature in black ink, appearing to read "Wayne Dreis".

Wayne Dreis

Managing Director

ENVIRONMENT POLICY



Elliam Pty Ltd is committed to planning, carrying out and monitoring its operations in order to:

- comply with relevant EPA regulations and other legal requirements, any local council development application consent conditions and any additional customer requirements relating to the environment;
- set measurable environmental targets;
- prevent pollution;
- minimise waste through efficient material utilisation, re-use or recycling and disposal of waste in accordance with all requirements;
- respond promptly to any emergency situation which could cause adverse environmental impacts.

Environmental compliance will be regularly reviewed. We aim to prevent problems from occurring and promote continuous improvement towards best practice in environmental management in accordance with ISO 14001.

Appropriate training, instruction and resources will be provided to ensure that staff understand how to implement the Environmental Management Plan. Staff are encouraged to offer suggestions about how environmental protection measures can be improved. Such suggestions will be assessed by Elliam management and implemented as appropriate.

Elliam is open about its environmental policy and will make it available to relevant interested parties.

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Wayne Dreis

Managing Director

Elliam Pty Ltd

WORK HEALTH & SAFETY POLICY



Our Health & Safety is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest Responsibility. Members of the public shall be given equal priority to that of our employees.

The objectives of our Safety Policy are:

- To achieve an accident free workplace;
- To make health & safety an integral part of every managerial and supervisory position;
- To ensure health & safety is considered in all planning and work activities;
- To involve our employees in the decision making processes through regular Communication and consultation.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner;
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis;
- To ensure all potential accident/incidents are controlled and prevented;
- To provide effective injury management and rehabilitation for all employees;

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

1. Pro-active planning of all work activities with due consideration given to Implementing WH&S controls that are suitable to each given situation;
2. Compliance with state or territory legislative requirements;
3. Understanding the total work process and associated WH&S risks;
4. Ensuring the work team is totally committed to achieving our objectives;
5. Ensuring that open and honest communication exists between management and all employees.

A handwritten signature in black ink, appearing to read "Wayne Dreis".

Wayne Dreis

Managing Director

Incident Reporting & Investigation

All incidents and injuries are to be reported. The Project Manager in conjunction with the Supervisor will be responsible for implementing this procedure. Refer Procedure [Incident Investigation & Corrective Action](#)

All incidents must be reported in accordance with the following:

- [Report all WHS incidents](#) to DHA as soon as practical
- Report all [notifiable incidents](#) to DHA immediately, DHA will notify the WHS regulator Comcare
- Secure the work site involving a notifiable incident until it is released by Comcare

The purpose of recording & investigating incidents is that so an analysis can be undertaken, and observation of any trends noted and therefore reviews of changes as necessary.

Each worker has the responsibility to notify the Project Manager when an incident occurs so that it can be recorded and notified.

All reported WHS incidents must be investigated as soon as possible using system procedures. These completed forms will be made available for DHA & Comcare.

A significant part of the investigation is to recommend changes and improvement to try and eliminate the injury occurring again. Elliam have Incident investigation and Injury reports utilised as part of this WHS Management Plan.

Incident/Injury Reporting

Management Responsibility

1. Any incident/accident that results in a lost time injury (LTI) must be reported to the Managing Director of Elliam Pty Ltd within 24 hours.
2. A copy of the Incident/Accident Report must be completed within 48 hours of the incident/accident.
3. Safe Work NSW will be advised of all serious work-related injuries or accidents as defined in the [DHA Incident Notification Flowchart](#) (attached)
4. Safe Work NSW will also be advised of dangerous occurrences, even though no one is injured as defined in the [DHA Incident Notification Flowchart](#)
5. DHA will be notified of all incidents as per items 3 & 4 above.
6. In the event of a notifiable incident, secure the site until released by Comcare

SITE LOCATION

- 1. 6/58 Dora St Hurstville**
- 2. 2D 136 Woollooware Rd
Woollooware**

Access to and from the site area will be monitored and controlled to ensure that Elliam employees and inducted contractors are only accessing designated work areas via agreed entry points.

All contractors entering the site will do so only after completing the online site sign in form.

Please refer to the Site Safety Plans for specific details.
Copies of the Safety Plans are available from the site office.



SITE PERSONNEL

Project Manager

Wayne Dries

Support Site Manager with site WHS responsibilities

Ensure corporate WHS policies and procedures are adhered to

Provide the site project safety plan and any other necessary information.

Additional contact when site representative is not available

To be notified immediately in the event of a notifiable incident

SITE PERSONNEL

Anthony Murphy

Site Manager

Elliam's representative and first point of contact for all site WHS Matters

Implement, monitor and maintain this WHS Management Plan and make it available to all site workers.

Ensure all engaged workers have been inducted to site

Ensure all relevant statutory signage is posted and visible

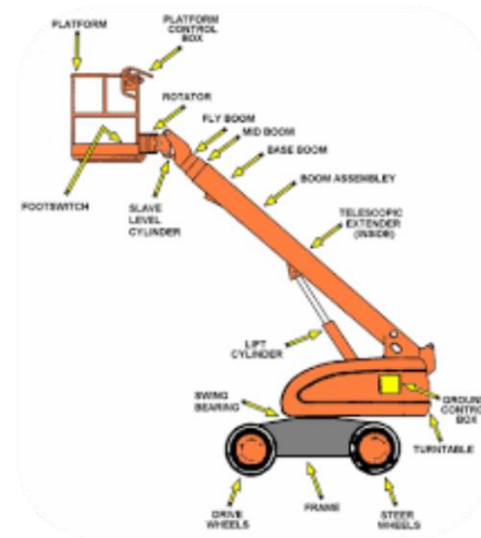
Confirm workers have construction induction training

Keep all persons informed of safety issues relating to the site

When on site, inspect the site and ensure that the work is being done in accordance with the SWMS and site safety rules

EMPLOYEES DUTY OF CARE

Your primary duty of care is to take reasonable care for your own health and safety and to ensure that your actions do not affect the health and safety of others.



You must comply, so far as you are reasonably able, with any reasonable instruction that is given by your employer and co-operate with any reasonable health and safety policy or procedure

DUTY OF CARE – YOUR OBLIGATIONS

- Follow the instructions of the employer
- Use safe work procedures at all times
- If you feel that what you have been asked to do is unsafe and could hurt yourself, someone else or the Company, STOP work immediately and consult your supervisor and/or the Elliam Site Manager (follow the chain of command)
- DO NOT wilfully put at risk the health and safety of another person
- DO NOT wilfully injure yourself
- DO NOT interfere with or misuse workplace safety equipment / items
- If there is ANY doubt in ANY situation this should be reported

GENERAL EMERGENCY PROCEDURES

Evacuation Procedure

There are three stages to follow if you have to leave the workplace due to an emergency:

- 1. Preparation for evacuation*
- 2. Evacuate from the workplace*
- 3. Meet at the Assembly Point*

Take directions from your supervisor / site manager who will tell you what to do

He / she will show you the location of the nominated assembly point for your workplace, this will be discussed in your toolbox meeting

Toolbox Talks/Meetings

- You are required to take an active role in toolbox talks
- Feedback is always encouraged
- It is mandatory to attend toolbox talks and to confirm attendance by signing the appropriate paperwork

Housekeeping

- Effective housekeeping can help control or eliminate workplace hazards. Poor housekeeping practices frequently contribute to incidents. If the sight of debris, clutter and spills is accepted as normal, then other more serious hazards may be taken for granted.
- Housekeeping is not just cleanliness.
 - It includes keeping work areas neat and orderly, maintaining floors free of slip and trip hazards, and removing of waste materials and other fire hazards from work areas.
 - It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of incident and fire prevention.
- Effective housekeeping is an ongoing operation: it is not a one-time or hit-and-miss cleanup done occasionally. Periodic "panic" cleanups are costly and ineffective in reducing incidents.

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Wayne Dries

Managing Director

SITE RULES

Electrical Isolation

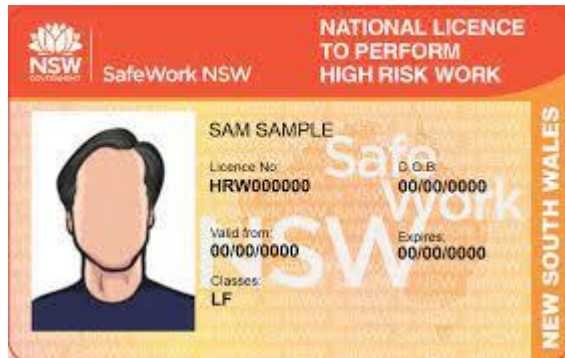
1. Always verify, tag or lock all energy isolations.
2. Do not remove an Isolation Tag or Lock other than your own, without authorisation.



SITE RULES

Plant & Equipment

1. Always operate equipment within defined safety limits.
2. Do not operate equipment unless qualified.



SITE RULES

Safety Systems

Never disable or override a Safety Device without authorisation.

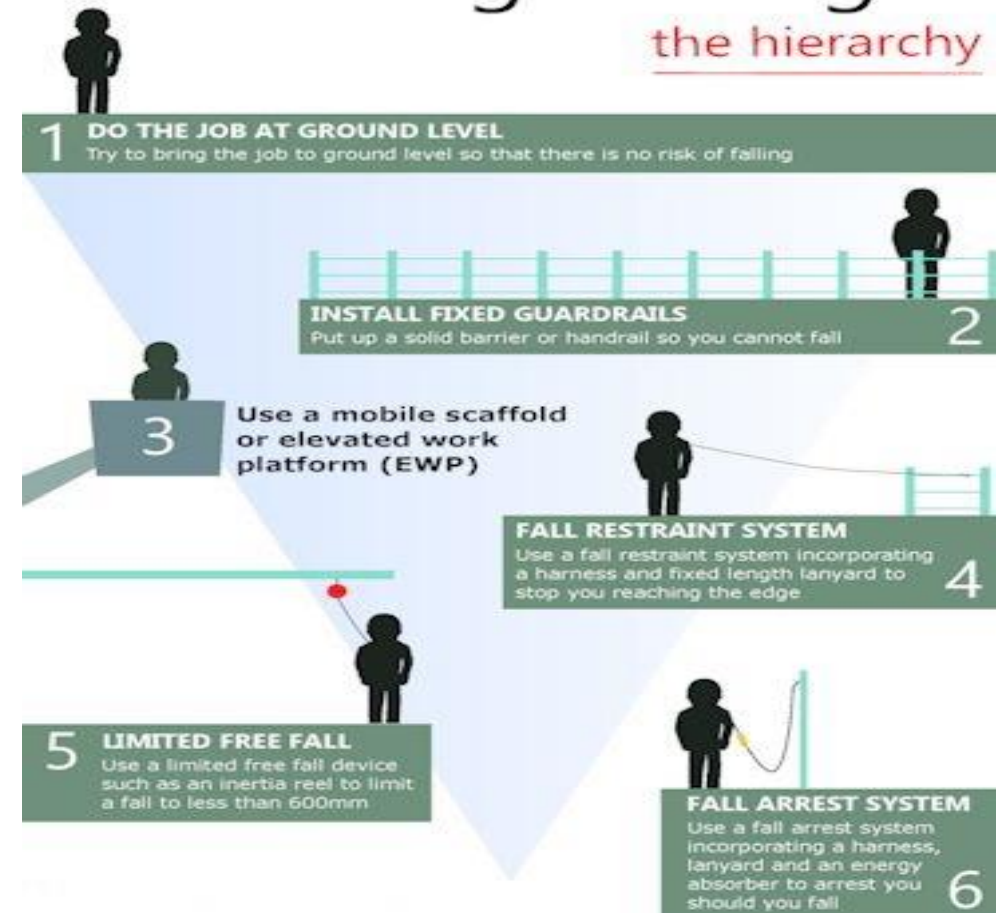


SITE RULES

working at height the hierarchy

Working at Heights

Always protect against falling where you can fall more than 2 metres.



SITE RULES

Never consume or be under the influence of illicit Drugs or Alcohol while at work



TYPICAL HAZARDS

On a Residential Construction Site

This is the legislated process for dealing with hazards:

Spot the Hazard

Identify the jobs or tasks which are likely to or have caused injury or caused harm.

Assess the Risk

Identify which of the hazards pose the greatest risk to us



TYPICAL HAZARDS

