**Annexure A Policies**

Table of Contents

Workplace Health and Safety Policy 2

Environmental Policy 3

Quality Policy 4

Risk Management Policy 5

Rehabilitation Policy 8

Mutual Respect Policy 9

Drug and Alcohol Policy 10

# Workplace Health and Safety Policy

At Rork Projects our health safety, environment and community responsibilities are integral to the way we do business.

**Our Commitment**

We are committed to the effective implementation of our WHS Policy and to continual improvement in our WHS Performance.

We aspire to zero harm within our workplaces. Our fundamental belief is that all injuries can be prevented. Responsibility starts with each one of us, and as such we will consult with our employees in decisions that affect workplace health and safety.

**Our Actions**

To meet our WHS commitments under the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011, we will set measurable objectives and targets. We will develop, implement and maintain effective management systems, and comply with relevant industry standards and legal requirements. Our principal objectives are to:

* Provide a safe place of work for all employees of the company, contractors and members of the public during the course of our activities;
* Provide staff and contractors with guidance on and training in the identification, assessment and control of hazards in the workplace and disseminate WHS information to employees, contractors and visitors to our workplaces;
* Provide and maintain safe plant, equipment and systems of work, including safe storage and handling of hazardous substances;
* Consult with employees and contractors on WHS issues and enable them to contribute to decisions that may affect their health, safety and welfare at work;
* Engage our stakeholders to build relationships based on honesty, openness and mutual trust and share responsibility for meeting the goals of our WHS policy;
* Promote and foster a supportive and safe occupational culture and ensure that employees and contractors are aware of their responsibilities for WHS in areas under their control;
* Record any specific issues and hazards identified during the planning stages for each project by carrying out a risk analysis and incorporating responsibilities, processes and controls to eliminate or manage these risks and hazards;
* Ensure that safety standards required for each project are met and compliance is attained from commencement until the completion of the project, by having each contractor submitting risk assessments, induction certificates, and applicable SWMS prior to work commencing;
* Investigate the cause and take corrective action for every incident regardless of whether it has caused injury or not; and
* Regularly measure, publish and continuously improve our safety performance.

The co-operation of all employees and contractor’s on Rork Projects sites is required as a contribution to health, safety and the implementation of this policy. This policy will be reviewed annually in consultation with employees.



**Brian O’Rourke**

**Managing Director  
November 2016**

# Environmental Policy

Rork Projects are a design and construct company that is committed to meeting the requirements of ISO 14001 through implementation of their Environmental Policy, Environmental Management Planning and Environmental Risk Management.

Rork Projects acknowledges and accepts our obligation to preserve and protect the environment. Rork Projects, through the commitment and involvement of management and employees, is dedicated to the provision of built outcomes that are environmentally responsible to our customers, the workforce and the community.

**Our Commitment**

Our vision for the environment is to:

* Pursue continual improvement in our company environmental performance and achieve closer integration with process management; and
* Apply reasonable practices across the business in order to protect and enhance our reputation and meet the expectations of our stakeholders and the EPA.

**Our Actions**

To deliver our vision for the environment, Rork Projects will:

* Conduct all operations in accordance with relevant legislation;
* Ensure responsible waste management practices are consistently followed, including recycling;
* Implement suitable pollution control measures as required;
* Maintain a healthy working relationship with the EPA as part of our commitment to the protection of the environment;
* Provide adequate information and training to enable environmental impacts and opportunities to be identified, prioritised and managed effectively;
* Communicate initiatives and achievements to our customers, the workforce and community.

This policy represents our commitment to environmental preservation and protection. This policy will be reviewed annually in consultation with employees.



**Brian O’Rourke**

**Managing Director  
November 2016**

# Quality Policy

Rork Projects completes Design and Construction projects in the residential and commercial markets. In this endeavour we are committed to delivering the highest quality product possible.

**Our Commitment**

In meeting this commitment we have developed Quality Management Processes as part of our Integrated Management System (IMS) that meets the nationally recognised standard (AS/NZS ISO 9001:2008) and exceeds standard practice.

**Our Actions**

Our principal objectives are to:

* Provide high quality product at an extremely competitive price;
* Ensure that client and customer requirements are met;
* Produce building of the highest quality in an efficient and effective manner;
* Ensure that schedules are maintained and surpassed;
* Ensure that all technical documentation and specifications are of the highest possible quality and accuracy;
* Manage all external and internal correspondence, documentation and communications efficiently;
* Ensure that all legal requirements are met;
* Continually improve the effectiveness of the Quality Management System; and
* Enable a safe, happy and productive workplace for all employees.

In implementing this policy, we will engage with and support our employees, contractors and suppliers in sharing responsibility for meeting our requirements.



**Brian O’Rourke**

**Managing Director  
November 2016**

# Risk Management Policy

Rork Projects will exercise its Duty of Care to its employees and the Community by implementing an inclusive process of risk identification, assessment, and prioritisation of controls within reasonable and practicable limits.

Rork Projects risk assessment and management processes reflect the International Standards Organisation’s Risk Management Standard (ISO) 31000 which is underpinned by the following principals and managerial framework:

**Principles**

Extant Rork Projects management process are implemented in accordance with the WHS Act 2011 and WHS Regulation 2011. Rork Projects acknowledges that risk management is:

* Integral part of the organisational process;
* Part of all decision making;
* Fundamental to addressing uncertainty;
* Based on the best information available;
* Incorporates both human and cultural factors;
* Is transparent and inclusive; and
* Able to facilitate ongoing system improvement.

**Framework**

Rork Projects Risk Management Framework is underpinned by the principles above which give management its mandate and commitment to Rork Projects risk management processes. The practical framework and process guidance for identifying and measuring risk to which the organisation is exposed, is articulated in paragraphs below. Rork Projects management acknowledges the following parameters which inform the risk management framework for Rork Projects:

|  |  |
| --- | --- |
| **Responsibility** | Rork Projects management is responsible for leading and assuring the implementation of Rork Projects risk management policy through the effective and efficient conduct of Rork Projects activities and administration. |
| **Proactive Management of Risks** | Rork Projects management is responsible for identifying hazards that could reasonably affect employees and for managing the associated risk to within tolerable thresholds. |
| **Planning for Success** | Rork Projects management is responsible for developing its safety management plan and managing both the safety risks and critical governance processes. |
| **Detailed Workplace Safety Planning** | Rork Projects management will oversee the complete assessment and appreciation of the risks associated with work, and will identify necessary controls to mitigate the risks in the workplace. When deemed prudent, management will delegate responsibility for the conduct of specific work related tasks to suitably qualified and experienced individuals and ensure the recording and briefing of the safety control tasks by the responsible individual to improve understanding of the tasks and outcomes required. This practice therefore, authorises the responsible person to act in the interests of management, and ensures individual accountability. |
| **Accountability** | Rork Projects Code of Conduct articulates accountabilities and expectations of the management and the employees, and highlights that accountability for the safe and effective conduct of work related activities applies to employees as well as the management. Rork Projects Code of Conduct is at Annexure B. |
| **Reporting** | In order to improve the system for delivering a safe and healthy workplace for Rork Projects employees, a system of pro-active ‘near miss’ and reactive ‘incident’ reports is required. |
| **Proactive Reports** | Near miss reports record the occurrence and describe the standing controls that did not work or identifies controls that were not in place. They allow the analysis of a situation where extant controls were violated or failed to provide the envisaged outcome but where no one was hurt, no, or only minor, property damage occurred, no costs were incurred by Rork Projects, or the work related objectives were not disrupted. The aim of near miss reporting is to identify causal factors from which standing risk profiles and future risk management plans can be adjusted to ensure Rork Projects learns from the near miss. |
| **Reactive Reports** | An incident report record an incident and its impact on individuals and / or the workplace and examines the controls that failed, or were not present, in order to identify causal factors from which standing risk profiles and future risk management plans can be adjusted to ensure Rork Projects learns from the incident. |
| **Improvement** | ISO 31000 relies on organisations to acknowledge and implement performance monitoring and improvement strategies so that the risk management process continuously improves. In Rork Projects this will be achieved by conducting regular site management meetings (minimum 1 per month). Senior management will be formally briefed of the findings during monthly management meetings so that actions can be taken to improve future work activities, while the process is noted for audit / assurance purposes. In order to keep this policy relevant, the policy will be reviewed annually by Rork Projects executive and recommended changes adopted accordingly. |
| **Assurance** | In order to demonstrate its commitment to implementing this policy, Rork Projects will seek an annual independent review of the process and Rork Projects safety performance, with a report to be delivered to management for analysis and ongoing system improvement. |

**Risk Thresholds**

In order to standardise the assessment of risk throughout Rork Projects, descriptors of Rork Projects level of risk tolerance and risk assessment tools have been customised to suit Rork Projects. After due consideration the, tolerable threshold of risk for all Rork Projects work related activities was set at no higher than ‘Medium’. Where the risk is high work is to stop immediately and is not to proceed until controls are implemented to reduce the residual risk to a Medium or Low. Ongoing monitoring is required. If the risk remains high, work is not to proceed until approval is obtained from the General Manager in consultation with ACT WorkSafe.

**Risk Management Tools and Processes**

It is important for management and staff of Rork Projects to understand the risk rating methodology and language used to describe or quantify a risk, so that one person’s description of a risk conveys the same understanding to those receiving the risk management description. Management and staff are inducted into the IMS and receive specific training in the use of Rork Projects agreed risk assessment tools and methodology.

**Conclusion**

Rork Projects acknowledges its Duty of Care to its employees and the fiduciary duties of management to manage in the interests of the company. This is in part exercised through adopting this Risk Management Policy as the basis for customising Rork Projects risk management tools and processes.

Rork Projects also acknowledges that workers have obligations under the Code of Conduct, as does Management to Rork Projects workers / employees.

Rork Projects is committed to providing a safe and healthy workplace for its workers / employees. Therefore, in order to keep this policy relevant, the policy and Rork Projects risk management performance will be reviewed annually by Rork Projects executive and recommended changes recorded and implemented to assure ongoing safety and risk management performance.



**Brian O’Rourke**

**Managing Director  
November 2016**

# Rehabilitation Policy

Rork Projects is committed to providing a safe and healthy workplace for all workers. In the event of a work related injury we will take all necessary steps to ensure the injury does not happen again.

**Our Commitment**

Should one of our employees incur a work related injury that means they are unable to continue their normal work we will provide the necessary assistance for them to remain at work, or return to work as soon as it is safely possible.

**Our Actions**

* To make every effort to minimise work related injuries and illnesses by providing a safe workplace and encouraging employees to immediately report any hazards observed.
* To ensure that rehabilitation follows a work related injury or illness, an on-site rehabilitation coordinator will be appointed to monitor and coordinate the return to work plan and to assist where ever possible in the return to work;
* To initiate the rehabilitation process as quickly as possible after a work related injury or illness while ensuring that participation in the program will not disadvantage the affected employee;
* To encourage all employees to support the affected employee and their return to work program;
* To assist the employee to find another position if the employee is unable to return to previous duties;
* To assist any seriously injured employee who cannot return to the workforce, achieve the greatest independence in day-to-day living through appropriate case management;
* To advise all employees of this policy, the existence of alternative duties and the individual responsibility to participate in rehabilitation program if the need arises.

Rork Projects Group Rehabilitation Coordinator is the Systems Manager.

This policy represents our commitment to occupational rehabilitation and return to work following a work related injury.



**Brian O’Rourke**

**Managing Director  
November 2016**

# Mutual Respect Policy

Rork Projects is committed to providing a workplace that is free of discrimination. This will be achieved in an environment where everyone is treated fairly and where a culture of mutual respect applies. All employees will be given equal opportunity to reach their potential regardless of personal attributes.

**Our Commitment**

Rork Projects recognises that harassment including sexual harassment can be a form of discrimination and is unlawful.

All instances of alleged discrimination/harassment will be treated seriously, quickly and confidentially, with any subsequent investigations to be conducted fairly and impartially. Any person involved in an allegation/complaint will not be victimised in any way.

Discrimination and harassment occur when a person is discriminated against or harassed in the workplace and in certain areas of public life because of:

* Their race, colour, descent or national or ethnic origin, as defined under the Racial Discrimination Act 1975;
* Their sex, marital status, pregnancy as defined under the Sex Discrimination Act 1984;
* A disability as defined under the Disability Discrimination Act 1992;
* Age as defined under the Age Discrimination Act 2004; and
* Some grounds under the Human Rights and Equal Opportunity Act 1986;

**Our Actions**

To meet our Mutual Respect commitments, Rork Projects will promote diversity and foster an environment where all employees have positive working relationships with each other.

This policy represents our commitment to having a workplace free of discrimination or harassment.



**Brian O’Rourke**

**Managing Director  
November 2016**

# Drug and Alcohol Policy

As part of Rork Projects ongoing obligation and commitment to maintaining a safe workplace it is our aim to ensure that our employees and other workers in all Rork Projects workplaces are physically, emotionally and mentally fit to perform their duties unaffected by alcohol or drugs.

**Our Commitment**

This policy applies to all employees and subcontractors and their employees.

Breaches of this policy will lead to disciplinary action with serious or repeated breaches being dismissible offences.

**Our Actions**

To meet our Drug and Alcohol Policy commitments, Rork Projects will:

* Prohibit employees and other workers from work if they are affected by alcohol.
* Prohibit alcohol consumption during the workday, including rest and meal breaks and the use of personal possession of alcohol during work time at a Rork Projects workplace is considered to be a serious breach.
* Where a management approved function is held at a Rork Projects workplace the quantity of alcohol provided will be limited and approved by the relevant manager. Low and non-alcohol beverages must also be available and it is expected that all persons will adopt a responsible attitude to alcohol consumption.
* Prohibit the use, sale or personal possession of illegal drugs during work time at any Rork Projects workplace, as it is considered a serious breach and can result in criminal prosecution.
* Ensure that any person taking prescribed medication or pharmaceutical (over the counter) drugs reports the use to management where it is known by the user that their use may affect their ability to perform assigned duties.
* Consider alcoholism and other drug addictions to be a treatable illnesses and will assist persons to enter approved counseling and treatment programs where requested.
* Meet duty of care responsibilities by conducting random drug and alcohol testing if a risk assessment determines there is a risk to a person’s health or safety.

This policy represents our commitment to having a workplace free of alcohol and drug use.



**Brian O’Rourke**

**Managing Director  
November 2016**