

**PITTS WALKER**

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## Pitts & Walker Engineering Pty. Ltd.

# DRUG AND ALCOHOL

## POLICY STATEMENT

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Pitts & Walker Engineering is committed to providing a safe and healthy working environment for our employees, sub-contractors, apprentices and visitors in the workplace.

Significant importance is placed in the areas of hazard / risk management and injury prevention strategies as well as adopting and promoting the provisions of the Work Health and Safety Act 2010 and its associated Regulation, Codes and Standards.

We enforce a strict drug free environment at all times. The use of drugs can create unnecessary risks and creates a threat to fellow employees. It is impossible for an employee to carry out their job responsibly and safely whilst under the influence of drugs.

Any employee using drugs can cause serious damage to the company's reputation and perception in the marketplace. Any use of drugs whilst at work or whilst acting as a representative of Pitts & Walker Engineering will not be tolerated.

It is strictly prohibited to manufacture, distribute, possess, sell or use a controlled substance at Pitts & Walker Engineering or whilst employed by or representing the company on or off the premises. Any offence may result in immediate dismissal, and may lead to possible prosecution.

Alcohol is not to be consumed on the premises unless you are attending an officially sanctioned function where drinks have been supplied.

Alcohol may seriously affect an employee's performance and therefore it is company policy that no employees consume alcohol during work hours. Being in the workplace whilst under the influence of alcohol will be cause for disciplinary action, and in some cases may lead to immediate termination of employment.

# Pitts & Walker Engineering P/L

## QUALITY

### POLICY STATEMENT

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The Pitts & Walker Engineering management will continue a policy of providing our clients with a quality product which conforms to the agreed and relevant project specifications and contract.

Our commitment to quality is demonstrated through our implementation of a quality system to AS/NZS ISO 9001:2008, which encompasses all aspects of our business. Continued reassessment of the system will ensure that it remains both current and relevant and at the same time satisfy the company's goals of Quality and value for money.

Our quality system will enable the company to quickly identify potential problems and provide a mechanism to efficiently and economically resolve them, saving both cost and construction time and to ensure client satisfaction.

Pitts & Walker Engineering specialises in the design, installation, commissioning and maintenance of mechanical services systems for Buildings.

Pitts & Walker Engineering will ensure that the Quality System continues to provide the Assurance of Quality to Clients and that all employees are trained to implement the system.

No one staff member is responsible for quality control. We all are.

Together, we will not only comply with mandatory quality requirements, we will strive to exceed them wherever possible.

We will continually review and improve our quality systems. We will always keep our quality objectives high. In keeping with the family values of our organisation, we will ensure that all staff and stakeholders are aware of our quality policy.

Pitts & Walker Engineering is committed to achieving total customer satisfaction through vigorous innovation and constant improvement of its business processes.

The company mission is to successfully deliver to customer's high quality, cost effective products and services on time, every time.

To fulfil the mission, the policy is to maintain a practical but comprehensive Quality System based on its stated commitment to customer satisfaction and continuous improvement. The policy embraces the following key principles:

- The satisfaction of customers, both external and internal, shall be the primary focus of the quality management activities
- Staff shall be encouraged and empowered to participate in quality improvement activities through teamwork.
- All staff shall have individual responsibility for understanding and applying this Quality policy in the performance of their tasks
- Company management is fully committed to their Quality Policy through active participation in quality improvement activities and leadership by example

## Pitts & Walker Engineering P/L

# ENVIRONMENTAL

# POLICY STATEMENT

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Pitts & Walker Engineering is committed to preserving and protecting the environment that we work in by adopting and promoting the provisions of the State Environmental Protection Act together with significant importance placed in the areas of hazard / risk management.

We understand that creating and maintaining a safe environment is a major part of Pitts & Walker Engineering overall responsibilities, and that all employees with management and supervisors are responsible and accountable.

This includes the implementation and management of a waste minimisation program.

To achieve our objective Pitts & Walker Engineering will:

- Complying with the statutory requirements of the regulating bodies and the State Environmental Protection Authority.
- Put in place management control to ensure the safe handling, disposal and documentation of generated waste products.
- Reduce, reuse or recycle as much as possible generated waste products.
- Ensure that all products being recycled are disposed and directed to the appropriate facilities.
- Provide adequate resources to manage and maintain our environment.
- Ensure that training is provided to all employees and sub contractors of their obligations to protect the environment and its surrounding flora, fauna and waterways.
- Implement systems of work so as to provide environmental risk reduction strategies and;
- Ensure the operations of employees and sub-contractors do not affect the general public and residents or tenants in the surrounding areas.

In conjunction with this policy, individual Work Procedures, Guidelines and Standards will be prepared in consultation with relevant employees and issued.

We expect all employees, sub-contractors, apprentices and visitors in the workplaces to follow safe environmental work practices as prescribed under the legislation and in our policies and procedures.

The environment is important to Pitts & Walker Engineering. We encourage you to actively participate so that we may achieve this goal.

# Pitts & Walker Engineering P/L

## HEALTH AND SAFETY

### POLICY STATEMENT

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Pitts & Walker Engineering is committed to providing a safe and healthy working environment for our employees, sub-contractors, apprentices and visitors in the workplace.

Significant importance is placed in the areas of hazard / risk management and injury prevention strategies as well as adopting and promoting the provisions of the Work Health and Safety Act 2010 and its associated Regulation, Codes and Standards.

We understand that creating and maintaining a safe and healthy working environment is a major part of our overall responsibilities, and that all employees, management and supervisors are responsible and accountable for the health and safety of themselves, sub-contractors, suppliers and visitors in their respective work areas.

Pitts & Walker Engineering will set health and safety key performance indicators, objectives and regularly review our systems and performance as part of a continuous improvement action plan.

We will promote awareness in the development and implementation of work practices which minimise risks at work which serves to protect the community and the environment.

In conjunction with this policy, individual Work Method Statements, Safe Work Procedures, Operating Instructions, guidelines and standards have been prepared in consultation with relevant employees and communicated throughout the organisation.

We expect all employees, sub-contractors, apprentices and visitors in our workplaces to follow safe work practices developed by Pitts & Walker Engineering in consultation with employees and as prescribed under the current legislation.

We will provide adequate resources to manage and maintain health and safety and will ensure regular training on health and safety is provided. We expect our employees to attend all health and safety training.

Health and Safety is important and we all have an obligation to ensure that we have a safe and healthy working environment. We encourage you to actively participate so that we may achieve this goal.

# Pitts & Walker Engineering

## WORKPLACE REHABILITATION

### POLICY STATEMENT

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Pitts & Walker Engineering is committed to the principle that a safe and healthy working environment and effective injury prevention and management is in the best interests of Pitts & Walker Engineering and our employees. Management recognises the importance of retaining the skills of employees who sustain work-related injuries.

This policy is an expression of our commitment to provide an effective workplace-based rehabilitation program. The aim of this program is to assist employees who sustain a work and non-work related injury to return to work in a safe and supportive environment, with the approval of their treating doctor.

Employees who sustain a work and non-work related injuries are entitled to assistance in the workplace in accordance with Pitts & Walker Engineering accredited Workplace Rehabilitation Procedures. To ensure workplace rehabilitation is effective, it is expected that all Pitts & Walker Engineering employees will be supportive of and committed to the rehabilitation program.

The aim of the Rehabilitation Policy and Procedures is to ensure that proactive rehabilitation is a normal practice and expectation within this workplace. To facilitate this process, rehabilitation will commence as soon as practicable after the injury, with the approval of the injured employees treating doctor.

Suitable duties are provided as an integral part of this process. The goal, through an individualised rehabilitation plan, is to return the injured worker to their normal duties. A team approach to rehabilitation will be used, with co-operation, consultation and confidentiality being key requirements for all persons involved.

At all times the rights, welfare and confidentiality of the injured worker will be respected, to ensure they are not disadvantaged by participation in the program.

A trained workplace rehabilitation and return to work coordinator, with current accredited registration is appointed to effectively manage the rehabilitation program. Adequate resources, time, support and training will be provided to the Rehabilitation and return to work coordinator.

Pitts & Walker Engineering rehabilitation program has been developed through the joint co-operation of management, supervisors, employees and trade unions.

To ensure ongoing effectiveness, the Rehabilitation Policy and Procedures and the outcomes of rehabilitation programs will be regularly reviewed and continuously improved.

## Pitts & Walker Engineering Pty. Ltd.

# HEARING PROTECTION

### POLICY STATEMENT

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Pitts & Walker Engineering is committed to providing a safe and healthy working environment for our employees, sub-contractors, apprentices and visitors in the workplace.

Significant importance is placed in the areas of hazard / risk management and injury prevention strategies as well as adopting and promoting the provisions of the Work Health and Safety Act 2010 and its associated Regulation, Codes and Standards.

Noise is one of the most wide spread hazards facing all workers and can cause noise-induced hearing loss or industrial deafness if not adequately controlled.

It is a policy of Pitts & Walker Engineering that all employees **MUST** wear supplied hearing protection at a minimum of 85 db(A) sound levels.

It is the responsibility of Pitts & Walker Engineering to carry out noise level testing and supply to each employee the appropriate hearing protection

It is the employee's responsibility to maintain and wear these when appropriate.

**It is a policy of Pitts & Walker Engineering**

**AT ANY TIME THE SAW FOR CUTTING PANEL IS IN OPERATION THAT ALL EMPLOYEES  
MUST HAVE HEARING PROTECTION FITTED**