



CAPE RANGE ELECTRICAL CONTRACTORS PTY LTD

COMPANY POLICIES AND PROCEDURES

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CAPE – OHS001

OCCUPATIONAL HEALTH AND SAFETY POLICY

Cape Range Electrical Contractors PTY LTD employees should make all efforts to eliminate fatalities and to minimise injury and occupation illness in the workplace.

Accordingly, Cape Range Electrical Contractors PTY LTD believes that:

- It is every person's right to work in an environment which will not put them at unreasonable risk to their wellbeing, health and safety.
- It is the responsibility of all members, they be employees, managers or Directors to work toward the total elimination of injuries and incidents in the workplace.
- Employment of proper safety systems such as risk management, hazard Identification, adequate supervision, safety education and personal responsibility by all in the workplace will minimise the risk of injuries and incidents in the workplace.
- Appropriate measures shall be adopted to minimise the risk of events resulting in fatalities, injuries, illnesses, plant loss or any adverse effect on the community and the workforce's health and safety.
- Cape Range Electrical Contractors PTY LTD employees have an ethical, professional, legal and personal obligation and responsibility (duty of care) to ensure that employees, contractors and consultants rights are protected and respected. They must ensure that workplaces under their control adopt, implement and observe best practice occupational health and safety standards.
- Cape Range Electrical Contractors PTY LTD has a core responsibility to provide occupational health and safety leadership to support the development of, and contribute to, a Code of Practice in this area and to support related continuing education initiatives.

It is the duty of every Cape Range Electrical Contractors PTY LTD employee to work towards the goal of eliminating all injuries and incidents from the workplace.



CAPE – QP002

QUALITY POLICY STATEMENT

As part of our continuing commitment to quality, Cape Range Electrical Contractors PTY LTD places special emphasis on its employees and understanding client requirements. Company policy and procedures are well documented and paramount to our clients' satisfaction and our continued success.

Integral to our company is the employees and our commitment to their well being, health and safety, as encapsulated in our policy.

Quality Policy Statement

The principal activity of Cape Range Electrical Contractors PTY LTD is in the manufacture/installation/service of various electrical products used in different types of industries.

It is the policy of the management of Cape Range Electrical Contractors PTY LTD to provide superior customer service through the use of quality materials and the provision of quality workmanship with reliable delivery.

The nature of the products/service/installation places particular emphasis upon experience, workmanship, capability and quality. The company attaches major importance to competition based on quality and a high degree of customer satisfaction ensuring repeat business.



CAPE – AD003

ALCOHOL AND DRUG POLICY

Cape Range Electrical Contractors PTY LTD acknowledge our responsibility to provide a safe and healthy work environment for all people on all our sites, and to ensure as far as practicable that all employees are fit to carry out their work safely and productively at all times.

Our objective is to prevent accidents by eliminating substance abuse in the workplace and to ensure relevant Acts and Regulations are understood and addressed.

To achieve these objectives we provide training to management and staff on how to detect possible problems, and a detailed procedure on how to deal with employees found to be under the influence of alcohol or drugs has been implemented.

Additionally all staff are screened before commencing work, made aware of our alcohol and drug policy and procedures and are subject to random screening as per the company procedure and employees letters of offer.



CAPE – HSE004

HEALTH SAFETY AND ENVIRONMENTAL POLICY

Cape Range Electrical Contractors PTY LTD is committed to the provision of a healthy and safe environment for all employees and is committed to the responsible management of the natural environment.

Our commitment is based on the principle of controlling risk to a level, which is as low as reasonably practicable.

The unequivocal commitment to occupational health and safety by Cape Range Electrical Contractors PTY LTD management is an expression of the Company's culture of putting its people first. All employees, agents and contractors are required to share this commitment and its inherent responsibilities.

People at Cape Range Electrical Contractors PTY LTD workplace are empowered to work together as a team; to implement our people and systems orientated health and safety program. Each one of us is responsible and accountable for Occupational Health, Safety and Environmental Management.

Together, we will continue to proactively implement our policy through ethical conduct, consultation within the workplace and teamwork.

Our objectives in implementing the HSE policy are:

- Incorporation of the highest recognised safety, occupational health and environmental standards into the work methods implemented at our workplace.
- Adoption of Australian and other recognised standards, applicable codes of practice, and relevant statutory provisions as the base upon which develop its own high standards.
- Provision of effective training, efficient communication and continuous performance review are inherent in our health and safety management system.
- Establishment of realistic and challenging tasks for individuals and performance targets for our workplaces.



CAPE – IP005

INDIGENOUS PEOPLE POLICY STATEMENT

Cape Range Electrical Contractors PTY LTD respects the traditions and cultures of Indigenous People and recognises the unique relationship that Indigenous People have to both land and sea. Cape Range Electrical Contractors PTY LTD believes that effective management of indigenous matters forms an integral part of successful operations.

Cape Range Electrical Contractors PTY LTD principles in dealing with indigenous people are:

- The building of trust and respect.
- Respect for human rights, property rights, and sites of cultural or religious significance.
- Adherence to acceptable protocols and meeting procedures that are endorsed by indigenous people.

Cape Range Electrical Contractors PTY LTD will comply with Acts and Regulations relating to indigenous people. We expect our managers to be educated and active in providing culturally sensitive training to ensure employees recognise the potential impact of their activities.



CAPE – AA006

AFFIRMATIVE ACTION POLICY STATEMENT

Cape Range Electrical Contractors PTY LTD is an equal opportunity employer and we believe that this philosophy is part of a sound human resource management designed to ensure that skills and potential are encouraged, developed and utilised to best advantage.

Cape Range Electrical Contractors PTY LTD believes that it is the right of every employee to carry out his or her job in an environment that recognises merit as the basis for employment. Such an environment is one that is free from discrimination, victimisation and harassment.

The Company will build relationships based on honesty, openness, mutual trust and involvement.



CAPE – TP007

TRAINING POLICY

Cape Range Electrical Contractors PTY LTD believes that its employees are our greatest asset. Helping employees to develop is crucial to the achievement of the company's goals. All training practices and procedures should support individual employees to achieve these goals. In this way Cape Range Electrical Contractors PTY LTD sees training as an investment in the performance of individuals and the organisation.

Cape Range Electrical Contractors PTY LTD training programs are designed to meet the following objectives.

- Organisational objective - to meet the company's goals
- Productivity objective - to maximise productivity
- Quality of working life objective - to provide job satisfaction
- Careers objective - to develop careers

Cape Range Electrical Contractors PTY LTD aims to enhance individuals to develop within his or her position through training. Subsequently the organisation will benefit with well trained staff that provide efficient service to the company and have job satisfaction in their positions.



CAPE – FP007

FATIGUE POLICY

Cape Range Electrical Contractors PTY LTD commits to ensuring that roster arrangements are reviewed in line with applicable guidelines.

Cape Range Electrical Contractors PTY LTD also commits to providing education to employees to assist them to manage their recuperation period effectively. The company also provides a Responsible Person on site for employees to discuss issues with if necessary.

Cape Range Electrical Contractors PTY LTD actively encourages employees to take an active part in managing fatigue by ensuring that they present themselves to work in a fit state.



CAPE – MP008

MOTOR VEHICLE POLICY

Employees driving Cape Range Electrical Contractors PTY LTD vehicles are required to:

Hold a current and valid drivers licence, be aware of and comply with relevant rules and regulations:

- Road Traffic Act
- Mines Safety and Inspection Act Company Policies, i.e. Alcohol and other drugs (including prescription medication)
- Smoking in the vehicle is prohibited
- Safe operating procedures and permits
- Parking of company vehicles. Penalties incurred through conviction or on the spot fines for breaches of road laws or parking infringements are the sole responsibility of the driver.
- Vehicle private use; The vehicle may be used for reasonable private use. No extensive intrastate or off road journeys are to be made unless approval has been given by Wayne/Dave.
- The vehicle must be parked securely and secured against entry when parked. Off-Street parking is the minimum requirement at an employee's residence.
- Cars must be locked when unattended and no items that could tempt entry to the vehicle must be left in view.
- Should a driver be unfit to drive because of suspension or cancellation of licence the driver must advise Wayne/Dave.

During any period of suspension of licence, the designated driver must return the vehicle for garaging on Cape Range Electrical Contractors PTY LTD premises.



If a person is involved in a traffic incident causing damage to the company vehicle, persons, or third party property whilst affected by alcohol or other drugs, Cape Range Electrical Contractors PTY LTD shall seek recovery of the costs from the person for damages to the vehicle. Cape Range Electrical Contractors PTY LTD expressly excludes liability for any personal injuries, or third party personal or property damage arising from the incident (except where this exclusion may be held to be unlawful, in which case the exclusion will apply to the limit allowed by the law).

Drivers and passengers must be aware of, and be able to identify, the symptoms associated with fatigue and respond by stopping to rest or changing drivers.

Works should also be planned, wherever possible, to avoid:

- Driving into the sunset or sunrise
- Driving excessive distances or for extended periods
- Driving at night
- The driver must ensure that:
- Seat belts are worn at all times in moving vehicles
- Any faults or damage to the vehicle are reported and fixed as soon as possible
- Any failure or concern which affects the safe operation of the vehicle, i.e. Brakes, must be reported immediately and the vehicle placed 'Out of service'.
- Any loose articles (which may become lethal projectiles or a distraction if the vehicle is stopped suddenly) are securely restrained
- The vehicle is safely parked when using a mobile phone, unless a hands free system is fitted.
- Drivers must be conscious of the conditions when traveling on unsealed roads and adjust their speed accordingly.
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- Speed limit signs indicate the maximum allowable speed on that particular section of the road under ideal conditions, and often warn of areas of low visibility due to hills or corners etc.
- The maximum speed on any unsealed road is 90 kph and where the unsealed road is only a single lane width; the maximum speed allowable is 60 kph.
- The speed of vehicles should be further reduced when passing oncoming traffic.
- Vehicle headlights must be on at all times while traveling on unsealed roads or between the mine sites.

Employees traveling into remote areas must:

- Have a structured reporting procedure in place to acknowledge arrival at a destination and/or return;
- Remain with the vehicle in the event of a breakdown, becoming bogged or other such situation preventing reaching the destination; and ensure drinking water and an approved first aid kit is carried in the vehicle.



CAPE – ER009

EMPLOYEE RELATION POLICY

Cape Range Electrical Contractors Pty Ltd Employee Relations Philosophy is based on the belief that our success is primarily dependent on our employees – Our People.

Cape Range Electrical Contractors Pty Ltd is working to develop a culture that attracts the right people to our company and retains them through motivation and fair employee benefits.

At all levels of the organisation, we encourage our people to be actively involved in the implementation of the following key issues:

- Treat all employees, clients, suppliers and sub-contractors as individuals, respecting individuals' rights and beliefs.
- Foster good relations between employees and management through open communication at all levels of the company.
 - Establish appropriate objectives and standards for all jobs.
 - Provide career guidance and support employee progress.
 - Provide training and staff development opportunities.
- Maintain open and honest lines of communication between all employees and be prepared to listen and take a responsible and reasonable approach to industrial relations issues.
- Be a caring employer and support employees in practical and reasonable ways.
- Encourage internal promotions and provide continuity of employment where possible.

Cape Range Electrical Contractors PTY LTD is committed to these issues and their review through the continuous improvement program.



CAPE – FP010

EMERGENCY PROCEDURE

Emergencies are: Fire, serious injury or illness make sure you know:

Locations of nearest first aid kit, alarm button, fire extinguisher And hose
Emergency and/or urgent contacts
Where the muster point is

If there is a fire follow these steps:

Contact emergency contacts and give examples of:

Type of emergency
Exact location
Emergency services required
Your name, telephone and location (room)

The building should then be evacuated all employees meeting at the muster point.

Only attempt to extinguish fire if you are not alone or in danger and have necessary skills.

All occupants should:
Cease all activities.
Leave the building immediately and meet at the muster point
Leave personal possessions behind.
NOT lock doors.
NOT use the lift.
Keep clear of building entrances.
NOT re-enter buildings until directed and the All Clear is given.

If there is serious injury or illnesses follow these steps:

Contact emergency contacts and give examples of:

Type of emergency
Exact location
Emergency services required
Your name, telephone and location (room)



CAPE – RP011

REHABILITATION POLICY

The Management of Cape Range Electrical Contractors PTY LTD is committed to the health, safety and welfare of all employees at its work place and to the timely and cost effective rehabilitation of injured employees.

Our commitment involves:

- Preventing injury and illness through provision of a healthy safe working environment.
- Ensuring that all employees are aware of the rehabilitation programme and provide appropriate information to an injured employee in order to facilitate understanding and acceptance of the rehabilitation service provided.
- Enacting timely referrals to rehabilitation providers to ensure that occupational rehabilitation commences as soon as possible after an injury or illness.
- Ensuring that returning to work as soon as possible by an injured employee is normal practice and expectations.
- Providing suitable employment or duties where practicable for an injured employee or partially incapacitated employee as an integral part of the rehabilitation process.
- Consulting with employees and their representative, to ensure that our rehabilitation programme is operated effectively.
- Ensuring that participation in the rehabilitation programme will not, in itself, prejudice an injured employee.



CAPE – FFW012

FITNESS FOR WORK POLICY

Cape Range Electrical Contractors PTY LTD is committed to ensuring the Safety and Health of all individuals associated with its operations. Cape Range Electrical Contractors PTY LTD will endeavour to ensure that all individuals are fit for work and able to perform to standards set by the company while on its sites. This will be achieved through a process of education, awareness, assistance, referral to counselling and, if required, disciplinary procedures.

Cape Range Electrical Contractors PTY LTD recognises that an individual's fitness for work may be affected for a variety of reasons including the adverse effects of fatigue, stress, alcohol, or other drugs and through its' Fitness For Work Policy, shall provide a framework to deal with these difficult and often sensitive issues.

Cape Range Electrical Contractors PTY LTD shall provide a safe working environment for all individuals on company sites by:

- Taking all reasonable precautions to ensure that whilst at work, employees and contractors are free from risk of injury caused by themselves or others not being fit for work
- Providing assistance through a full range of preventative, educational and rehabilitative measures to overcome problems that could impair individuals fitness for work
- Ensuring that all employees deemed unfit for work are dealt with in an effective, fair and constructive manner.

Cape Range Electrical Contractors PTY LTD personnel shall share the responsibility by:

- Ensuring that they are fit for work at the start of and throughout the work period
- Ensuring that they notify their supervisor if, at any time, they have doubts about whether they are fit for work
- Reporting all safety issues to Management.

Acceptance of responsibilities is essential to the success of the policy.

MANUAL HANDLING PROCEDURE



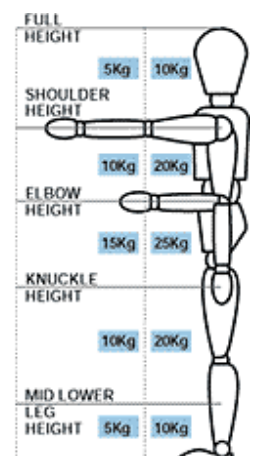
Manual handling means more than just lifting or carrying something. The term 'manual handling' is used to describe a range of activities including lifting, lowering, pushing, pulling, carrying, moving, holding or restraining an object, animal or person. It also covers activities which require the use of force or effort such as pulling a lever, or operating power tools.

Control measures need to be suitable and practical. They might include:

- Redesigning the task or load that needs to be moved;
- Providing mechanical handling devices such as hoists or trolleys;
- Safe work procedures such as team lifting; or
- Specific training for particular handling tasks.

Factors that will also need to be taken into consideration include whether:-

- The load is easily grasped with both hands
- The lifter needs to twist during the operation, the operation takes place in reasonable working conditions with the lifter in a stable position.





CAPE – DC014

DOCUMENT CONTROL PROCEDURE

1. PURPOSE

This procedure is to record how all Cape Range Electrical Contractors PTY LTD applicable documents are controlled to ensure that they are traceable for content and currency.

2. APPLICABLE DOCUMENTS

This procedure applies to all Cape Range Electrical Contractors PTY LTD generated Rules, Procedures and Forms.

3. POLICY

The key control is the date of issue and this will be applied to every page of applicable documents in a clearly visible position at the time of issue, or reissue. The date will be changed on all sheets of multi-page documents even when not all have been updated.

4. VISIBILITY

An up to date index of all applicable documents, including date of issue, will be maintained.

A copy of this will be available on the Cape Range Electrical Contractors PTY LTD Web Site. A further copy will be sent to the Secretary of each major client on each update of the index.

5. MASTER COPIES

Cape Range Electrical Contractors PTY LTD will maintain a master copy of all applicable documents in either hardcopy or electronic form.

6. RESPONSIBILITY

The implementation of this procedure is the responsibility of the Office Administrator.



CAPE – SEW015

SAFE ELECTRICAL WORK ON LOW VOLTAGE ELECTRICAL INSTALLATIONS

ISOLATING AND MAKING SAFE-PREPARATION FOR WORKING ON DE-ENERGISED EQUIPMENT

Electrical safety is primarily dependant upon appropriate job planning, isolations of circuits and equipment and correct testing procedures and techniques. No electrical equipment should be assumed to be de-energised after isolation – it shall be tested.

There shall be an adequate isolating and testing procedure for each installation. The instructions in the procedure shall be followed at all times.

Persons required to work in association with electrical equipment shall be appropriately trained and competent in isolation procedures and in the use of testing equipment. With the exception of IP2X rated terminals, all testing for “dead” shall be carried out in the presence of a safety observer.

TEST BEFORE YOU TOUCH

IDENTIFY

Positively identify the electrical equipment to be worked on and the appropriate point of supply. Identification of equipment should include legible labeling at the equipment to be worked on and at all points of possible isolation (e.g. Control isolator and main point of supply).

ISOLATE

The electrical equipment to be worked on shall be isolated from all sources of supply either by opening switches, removing fuses or switching circuit breakers. Where isolation is effected at a removable or “rack-out” circuit breaker or combined fuse switch, then it should be racked out or removed to provide a visible break for isolation verification. It is also important that control circuits are isolated.

To safeguard against inadvertent reconnection by others, after being absent from the immediate work area, it is imperative that checks and tests be carried out to ensure that electrical equipment being worked on is still isolated.



TEST

All electrical equipment, unless proven to be de-energised, shall be treated as live. Voltage tests shall be conducted between all conductors and between all conductors and earth (including the Neutral conductor).

When voltage testers are used, they shall be tested [on a known source] for correct operation immediately before use and again after use, to confirm that the instrument is still working.

Consideration shall be given to the possibility of circuit wiring or electrical equipment becoming live due to any operation of automatic control devices, (e.g. Thermostats, float switches, PLC's and other interface devices)

REMOVAL OF OUT-OF-SERVICE ELECTRICAL EQUIPMENT

When removal of out-of-service or decommissioned electrical equipment is required, the equipment shall be isolated from supply and appropriate tests made to ensure the equipment is de-energised. Further test shall be made at any point where cable is required to be cut.



CAPE – CYC016

CYCLONE PROCEDURE

BLUE ALERT - Precaution

A cyclone may produce gales within 48 hours. The community should commence taking precautions.

- Keep up to date with the development of the cyclone through radio, television or the Bureau of Meteorology [website](#).
- Identify any loose materials and rubbish around your property and consider time and method of removing or securing.
- Check your emergency kit and organise supplies including first aid kit, personal medication, torch, portable radio, spare batteries, canned food, drink water containers, appropriate cash supply and spare car and house keys.
- Make sure your car is full of fuel.
- Ensure you have adequate tie down materials and anchor points. Purchase supplies if necessary.
- You should try and to have a barbecue or portable stove at hand for use outdoors in a dry, ventilated area, in case the cyclone cuts out electricity.
- Identify the strongest part of your house or closest [welfare centre](#).
- Ensure your family is aware of cyclone procedures.
- Consider relocating the disabled or vulnerable such as late-term pregnant, elderly or infirm people who may require special support.
- Identify a safe place for your pets (most welfare centres will not accept pets, except guide dogs)

YELLOW ALERT - Action

There is a significant risk that destructive winds will occur in your area and you should take action.

- Continue to listen to radio, television and/or the Bureau of Meteorology [website](#) for announcements on the cyclone's progress.
- If you live in a low-lying coastal area and the cyclone is likely to create a storm surge, evacuations will be recommended during Yellow Alert. Refer to your [evacuation guide](#).
- Prepare to move rapidly to the strongest part of your house or closest welfare centre, if required. Click [here](#) to find what to take with you to a welfare centre.
- Store or secure loose material and items likely to be dislodged by destructive winds.
- Securely fasten all cyclone screens into position.
- Secure boats, trailers, garden sheds, rainwater tanks and LPG bottles to tie down points.



- Know the whereabouts of your family members and pets. You may consider sheltering pets early.
- Ensure emergency supplies are in order as identified in Blue Alert.
- Fill emergency containers with water.
- Check that your vehicle is full of fuel and refuel if necessary.

RED ALERT - Shelter

Destructive winds are likely to occur very soon and you should move immediately to shelter.

- Continuously listen to portable radio for announcements on the cyclone's progress.
- Go immediately to the strongest part of the house or closest welfare centre.
- Ensure that pets and animals are safely sheltered.
- Park vehicles in the most sheltered area available with handbrake applied and in gear or shift in park position.
- Disconnect electrical appliances and turn off gas supply valves.
- Stay away from windows and doors, keeping them all closed.
- Remain indoors until you are advised that the cyclone has passed and the 'All Clear With Caution' is given by the emergency services.

ALL CLEAR – WITH CAUTION

The wind and storm surge danger has passed, although ground hazards may still exist.

- Continue to listen to radio/television for public information announcements.
- Only proceed outside with caution.
- Check for ground hazards such as downed power lines, fallen trees, broken water and sewage lines, loose roof sheeting and debris.
- Check to see if neighbors are all right.
- Report any injuries or dangerous situations to FESA State Emergency Service.
- Check whereabouts of pets and animals.
- Commence clean up of immediate area. Stack debris clear of water meters, valves and telephone lines.
- Avoid using the telephone, except in emergencies.