



## POLICY MANUAL

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## Foreword

This document has been compiled to provide employees and contractors of Fullbore with general guidelines on rules and fundamental policies that apply to day to day operation of the company.

For employees of Fullbore, this document must be read in conjunction with the information and guidelines outlined in the Employee Manual.

This document remains the joint property of Fullbore and Premier Quality Management Consultants.

Recipients of this document and all documents related to the Management System of Fullbore should not copy, divulge, or distribute any documentation either within their organisation or to external third parties without prior advice to and written permission from the Management of Fullbore and the management of Premier Quality Management Consultants Pty Ltd.

All policies contained within this document have been reviewed and authorised by the Managing Director of Fullbore Pty. Ltd. whose signature appears on this page.

**Signature:** .....

**Date: 12/6/18** .....

**Luke Martyn**

## Revision history

Rev	Description	Prepared by	Approved	Date
1	Issued for Review	Ramtin Paivar (PQMC)	Luke Martyn	12/06/2018

## 1.0 Quality Policy

The primary objective of Fullbore is to provide products and services that consistently meet our clients' needs and expectations – on time, to specification, and in the most cost effective manner.

### Implementation

Fullbore management recognize the commitment to quality is the key to reaching quality objectives, through the implementation of a quality system based on ISO9001 that defines the minimum standards for all practises and procedures within the business.

The quality system comprises procedures and other documents that have been developed to eliminate error and waste thus ensuring quality of all processes.

### Standards

Fullbore is committed to continuous improvement through the implementation of Quality Management System. Fullbore management shall monitor status and progress to ensure our statutory and other obligations as well as the clients' standards and expectations are met.

All personnel are responsible to implement and maintain this policy and take an active role in this ongoing improvement.

### Quality will be achieved by:

- The development, implementation and maintenance of an effective corrective action
- Employee involvement, training and cultural change
- Adherence to documentation procedures
- Investigation of non-conformance and implementation of effective corrective action
- Ongoing performance monitoring by reviewing our progress towards meeting our quality objectives, audit and improvement of the quality system

## 2.0 Occupational Health and Safety Policy

At Fullbore we recognise our obligation and responsibility to prevent injury and illness and thus provide a safe and healthy workplace.

### Our Objective

- To provide safe plant, and equipment for all our staff
- Supply safe working systems via written procedures and instructions.
- Ensure compliance with legislative requirements, current industry standards and AS/NZS4801;
- Provide information, instruction, training and supervision to employees, and contractors to ensure their safety.
- Provide support and assistance to employees
- Set meaningful and measurable objectives and targets and monitor our progress towards achieving them

### Our Responsibilities

Management is accountable for the implementation of this policy as follows:

- The provision and maintenance of safe working conditions in the workplace area
- The promotion, implementation and continuous improvement of health and safety system
- Training employees in safe performance of their assigned tasks
- The provision of resources to meet the health and safety commitment

### Employees are accountable for:

- The safety of themselves and their work mates
- Following all health and safety policies and procedures
- Reporting all known or observed hazards

### Consultation

Fullbore is committed to consultation and co-operation between management and employees and will consult with employees in any workplace change that will affect the health and safety of all employees.

### 3.0 Environmental Policy

In providing our product or services, Fullbore Pty Ltd recognises its obligations and responsibilities to protection of the environment and prevention of pollution.

#### Commitment

Fullbore will work towards achieving a sustainable balance between environmental protection and commercial enterprise and comply with statutory requirements and through continual improvement process, develop strategies to meet expected regulatory trends.

#### Process

Minimise the environmental impact of the business activities by:

- Ensuring workers are equipped to anticipate and manage the environmental risk and responsibilities in their day to day work activities
- Taking all reasonable care to address the environmental aspects of the business activities
- Consulting with stakeholders with respect to maintaining the integrity of the environment
- Establishing environmental objectives and targets and monitor our progress towards achieving them
- Incorporating appropriate process and procedure within our environmental management systems in line with ISO14001 requirements.

#### Implementation

Minimise the environmental impact of Fullbore Pty Ltd through:

- Using a risk management approach appropriate to the potential for environmental damage
- Sound environmental management of our sites

**4.0** Developing emergency plans where potential environmental hazards exist. Employee Participation in Health & Safety - Consultation

It is the policy of Fullbore that all employees have the opportunity to be involved in making health and safety decisions.

This implies that every employee:

- Has the right to raise health and safety issues;
- Is able to contribute to the review and evaluation of an incident or accident of relevance to their work;
- Is able to work with management in the review of health and safety performance and the regular evaluation of systems, procedures and policies.

Fullbore will consult with employees on:

- Identifying or assessing workplace hazards or risks;
- Making decisions on how to control risks;
- Making decisions about the adequacy of facilities for employees' welfare.

If a health and safety issue arises in the workplace the employees and the Company will develop agreed procedures to resolve the issue.

Employees may request the formation of a Health & Safety Committee with elected nominated representatives as provided for in the health and safety legislation.

In the absence of a Health & Safety Committee the functions of employees' representatives are generally applicable to all employees of the Company.



## 5.0 Corporate Social Responsibility Policy

### Ethical conduct

As a responsible corporate citizen, Fullbore, believe our reputation, together with the trust and confidence of those with whom we deal, to be one of our most valuable assets. In order to keep this reputation and trust, we demand and maintain the highest ethical standards in carrying out our business activities.

All of our employees are required to abide by our Code of Ethics Policy, which outlines Fullbore core values and approach to doing business. The protection of our reputation is of fundamental importance, and employees are aware of the disciplinary implications of breaches of policy.

Our people are encouraged to promptly report any potentially illegal, improper and/or unethical conduct that they become aware of at their workplace or in connection with their work. We believe we have an environment that enables our people to raise genuine and legitimate concerns internally. However, in the event that our people believe their reporting to line management may result in harassment, victimisation or undue distress, they may contact the Top Management directly.

### Customers

We strongly believe that integrity in dealings with customers is a prerequisite for a successful and sustained business relationship.

We operate a highly effective and efficient organisation, focused on meeting customer objectives. Our aim is to provide a service which gives fair value and consistent quality, reliability and safety in return for fair reward.

We operate policies of continual improvement, of both processes and the skills of our staff, to take best advantage of advances in technology. This safeguards our operations for the future, ensuring that we continue to add value to our customers' businesses.

We have clear and strong lines of communication which allow us to respond quickly and efficiently to customer and market requirements, and our customers receive a consistent service across the wide areas of our operation. Our sales effort and delivery capability are aligned in order to ensure that we can successfully and consistently deliver what we promise.

### Environment

The company believes that, by their nature, our operations have a minimal impact on the environment. However, we acknowledge that there are inevitable environmental impacts associated with daily operations. We aim to minimise any harmful effects and consider the development and implementation of environmental standards to achieve this to be of great importance. Our commitment towards our environmental responsibilities has been further defined in our Environmental Policy.

### Our employees

"The Fullbore Values" are based upon a number of important principles and capture qualities that each employee is encouraged to embody as an essential part of our success. Our commitment towards the growth and protection of our employees has been further defined in this Company Policies Library.

## 6.0 Human Rights Policy

At Fullbore as a responsible corporate citizen our approach to human rights is underpinned by our Purpose, Principles and Values, and the Commitments we make to stakeholders. We protect and uphold fundamental human rights at all our operations and projects, by conducting ourselves and our business with due care.

We respect the rights and interests of the communities in which we operate, by listening to them, understanding and managing the environmental, economic and social impacts of our activities.

We care about our impact on our colleagues and the community. We will:

- respect the diverse cultures and heritages of local communities;
- respect the rights of indigenous peoples;
- respect that all employees have a right to reasonable work conditions and remuneration;
- not use forced, compulsory or child labour;
- not tolerate harassment or adverse discrimination;
- ensure we do not cause any adverse social impacts on the community where work in.
- support human rights consistent with the Universal Declaration of Human Rights. And,
- expect that our consultants, agents, contractors and suppliers respect the Human Rights with the same level of vigour and diligence as we do.

The management of Fullbore is responsible for the implementation of this policy and will work with all employees and where possible suppliers and customers to develop procedures that will ensure its effectiveness.

As a company we are committed to observe and enforce this policy at all times.

## 7.0 Child Labour Policy

Fullbore as a responsible corporate citizen does not tolerate, participate nor associate with any activity or party who may be related to Child Labour.

Our company is committed to:

- We ensure no worker under the age of 15 is recruited or hired as an official employee or contractor.
- We offer workers above the age of 15 who have not completed compulsory schooling, all types of assistance necessary to complete that stage of their education and will ensure their work does not interfere with their education to that stage.
- We ensure none of the workers between the ages of 15 to 18 are allowed to work overtime, at night or in high risk roles.
- In the event of becoming aware of a Child Labour situation, we will notify the appropriate authorities and where possible parents of the children who may be subjected to Child Labour.
- We are committed to meet any other applicable legislation with regards to Child Labour.

The management of Fullbore is responsible for the implementation of this policy and will work with all employees and where possible suppliers and customers to develop procedures that will ensure its effectiveness.

As a company we are committed to observe and enforce this policy at all times.

## 8.0 Industrial Relations Policy

The success of Fullbore business depends largely on the skills, commitment, and productivity of our employees. We adopt a proactive approach to Industrial Relations and believe harnessing the unique skills, experience and perspectives that each individual brings to the Company, contributes to our competitive strength as an organisation. To achieve our Industrial Relations objectives, we shall:

- Develop and improve the skills of our workers to enable them to reach their maximum potential and work efficiently in a dynamic and constantly evolving environment;
- Comply with all applicable industrial laws, statutory obligations, awards, agreements and Federal and State codes of practice and guidelines;
- Resolve any grievance as early as possible and seek expert assistance and advice as necessary, to resolve the grievance;
- Maintain an open relationship with our employees, their elected representatives and with other interested parties and unions as appropriate on a State or National basis.
- Promote an open and effective communication between workers and management at all levels in order to identify and address any potential industrial relation concern before they result in an actual dispute.
- Recognise our employees' entitlement to representation in accordance with awards and agreements and respect their right to choose how they wish to be represented in the workplace;
- Monitor industrial relations performance and activities of subcontractors and suppliers whilst recognising their right to have their own industrial relations arrangements.

## 9.0 Non-Discrimination & Anti-Harassment Policy

It is the policy of Fullbore that the principles of non-discrimination and anti-harassment are always observed.

The Company promotes this policy by requiring its managers and supervisors to ensure that the following principles are adhered to at all times:

- Employment practices are non-discriminatory.
- All staff are free from harassment, violence and bullying.
- Each employee has the opportunity to raise any matter concerning discrimination or harassment with his or her immediate supervisor or the Manager.

This policy requires all employees to have respect for another person's beliefs and possessions. It is the responsibility of the Management team to create and maintain a workplace free of harassment.

Workplace violence in any form is an OHS/criminal offence and will not be tolerated by management.

It can include:

- Assaults - touching without consent whether a 'joke' or not and whether or not it hurt.
- Threatened assaults and apprehension, e.g. arguments, accusations, threats, hinted at reprisals.
- Harassment - bullying conduct not appropriate or relevant to work, e.g. persistent shouting and swearing, unreasonable threats of dismissal.
- Peer to peer bullying, and bullying by supervisors' and managers; sexual harassment, hostile or threatening environment. etc.

Therefore, any activity that makes a person feel insulted, offended, intimidated and unable to work effectively or safely is not acceptable.

Harassment, violence and bullying are serious offences. The Company advises all employees that such practices will not be tolerated in the workplace and action will be taken when such activity is detected or reported. Harassment by or toward personnel, contractors, suppliers or clients is unacceptable behaviour which will not be tolerated under any circumstances.

All personnel at Fullbore have a legal and moral responsibility to treat each other fairly, and are expected to fulfil these responsibilities as a condition of employment.

Any discrimination complaint shall be treated seriously and sympathetically and investigated thoroughly. No-one shall be disadvantaged or victimised as a result of such a complaint being made or investigated.

Management will take any report, or any evidence of harassment or bullying, seriously and will investigate the circumstances. In serious circumstances a report to the police may be required. With all investigations natural justice and due process will be observed and all information (the complaint, investigation process and interviews) will be properly recorded.

Any employee who is the victim of these or similar behaviours is encouraged to report the problem to management. Any such complaint will be treated confidentially, seriously and sympathetically and appropriate action will be taken whenever harassment has occurred. Disciplinary action will be taken against anyone found to have harassed other personnel. Breaches of this policy will be met with disciplinary action, and may result in dismissal. No one will be penalised or disadvantaged for raising a concern or a complaint relating to harassment.

## 10.0 Equal Employment Opportunity (EEO) Policy

Fullbore is an equal opportunity employer which treats all its potential and existing employees equally and based on their merits and capabilities.

All Fullbore personnel are entitled to access employment, promotion, training and the benefits of employment on the basis of merit, and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.

All human relations policies and practices will be based on the merit principle of selecting and/or rewarding the best person in each situation; there will be no favouritism or quotas.

Discrimination in employment and in the supply of goods and services is unlawful, as is the request for information (either orally or in writing) that may be used for discriminatory purposes. Stereotyped assumptions based on prejudice will have no place at Fullbore and there shall be no discrimination.

Management renders its full and unqualified support of this policy.

## 11.0 Information Security Policy

Fullbore is committed to protecting the confidentiality, integrity, and availability of information entrusted to itself by its staff, suppliers and other partners, as deemed necessary by privacy obligations, regulatory compliance or contractual obligation. To meet this vision we will develop, implement, and maintain most current information security standards, procedures, and best practices.

The objectives of the organization towards Information Security are:

- Set direction in achieving safe and secure environment and security of information to users.
- To maintain the Confidentiality, Integrity and Availability of the information.
- To manage Fullbore Information security using Risk Management framework with a criteria for evaluating the risk based on the impact on confidentiality, integrity and availability.
- To maintain high awareness levels of security policies as applicable to various roles, through training and awareness campaigns.
- Comply with legislative and contractual requirements.
- Security incident management and prevention.
- Continuous improvements in security management through Security Forum.
- Protect Fullbore Intellectual property rights and proprietary information and that of Customers that we have been entrusted with.
- Business continuity management through formulation and periodic testing of business continuity plans.

## 12.0 Code of Ethics

Fullbore employees shall maintain the highest standard of conduct in all their business activities at all times. This conduct will include:

- behave honestly and with integrity in all their dealings with clients, shareholders, employees, contractors, agents, private and government suppliers, business partners and the community;
- ensure that their actions comply with applicable laws and regulations;
- ensure that all internal and external transactions are recorded accurately and honestly in the records and books of account;
- foster good relations with all levels of government while remaining apolitical;
- maintain harmonious relations with local communities;
- identify and avoid situations where conflicts of interest arise;
- not engage in any activity that could be construed to involve an improper inducement;
- attention to the state of your work wear;
- wearing all protective clothing and equipment as required;
- employees refraining from unnecessary shouting and running;
- refraining from horseplay/practical jokes which could contribute to accidents or harassment;
- refraining from any deliberate harassment of other employees for whatever reason;
- not smoking in restricted areas;
- foster a workplace environment where:
  - equal opportunity is rigorously practised;
  - harassment or other offensive behaviour is not tolerated;
  - confidentiality of commercially sensitive information is protected;
  - everyone is encouraged to discuss concerns about ethical behaviour with their supervisor.



## 13.0 Smoking Policy

Because Fullbore is expected to maintain the highest possible safety conditions employees must not smoke in restricted areas.

These restricted areas include:

- All buildings including offices, work areas, and toilets;
- All company vehicles, drill rigs and mobile equipment;

Smoking is prohibited in areas where it impacts on non-smokers.

Safe smoking habits must be observed at all times. Do not throw a burning cigarette away - be sure it is out before it is disposed of.

Watch for fire hazards, especially in dry summer conditions, as well as using waste containers, which may contain flammable materials.

Smoking in restricted areas will result in disciplinary action.

Smoking is prohibited on Company time. This should be done during morning tea and lunch breaks.

## 14.0 Drug & Alcohol Policy

### Introduction:

Fullbore Pty Limited is committed to protecting the health and safety of all employees, clients and members of the public by eliminating accidents, incidents, or injuries arising from the use of drugs or alcohol in the workplace wherever possible.

Due to the nature of the work undertaken on our sites involving a number of high risk activities and the requirement of OH&S legislation requiring that we provide the highest level of health and safety protection that is reasonable in the circumstances, and to ensure that workers who use such substances do not injure themselves or others at the workplace as a result, Fullbore will enforce a “Zero Tolerance” approach to the use of alcohol and/or drugs (substances) which may cause impairment of any individual and risk the health and safety of any person at any time in our workplaces is detected.

Fullbore believes “Zero Tolerance” is achievable at its operations and a measured and sensible approach to the management of all safety related risks will assist in achieving this objective. Therefore, the consumption or use, possession and/or sale of alcohol or drugs is not permitted on any of Fullbore work sites (this includes mobile work vans).

Workers must take reasonable care of their own health and safety and not endanger that of others while at the workplace. Fullbore approach is to foster an attitude amongst all employees that it is unacceptable to present for work, or to be at work, while under the influence of alcohol and/or other drugs. To ensure workplace hazards and risks associated with the use of alcohol and/or other drugs are eliminated or reduced as far as practicable, Fullbore will provide education and information about the ways in which alcohol and/or other drugs can affect health and safety.

Fullbore focus is on identification, counselling and, if necessary, rehabilitation. Counselling and assistance will be provided by Fullbore to employees with an alcohol and/or other drug abuse problem. It is important to emphasize that Fullbore focus is on occupational health and safety health management rather than more general concerns about personal health.

By implementing this policy, Fullbore will not only provide a safe workplace increasing the levels of safety of everyone present at the workplace, but will ensure that high levels of productivity, efficiency and quality are maintained.

Fullbore will ensure that all new and existing workers are aware of Fullbore policy in relation to alcohol and/or other drug use, including any relevant counselling, treatment and rehabilitation services available in the workplace and/or externally.

### Scope:

This policy will apply to every employee and contractor and their workers and it applies to any person while they are at the workplace or away from the workplace but conducting work on behalf of Fullbore, or using company vehicles at any time. On entering the workplace, visitors, clients and customers of Fullbore will also be required to comply with this policy.

### Testing Regime:

Fullbore will carry out random alcohol and/or other drugs testing on all who are present in the workplace to ensure fitness for work and in doing so provide a safe work environment.

Fullbore may undertake alcohol and/or drug testing in the following circumstances:

- Pre-employment testing – it is a requirement of acceptance of an offer of employment with Fullbore that a pre-employment alcohol and/or other drug test, as well as a medical examination be satisfactorily completed by a prospective worker;

- Post incident – those involved in an incident may be tested after the incident to assess if alcohol and/or other drugs may have been a factor;
- Fitness for work – where there is reasonable cause to indicate that a person’s fitness for work may be affected;
- Site specific – prior to engaging workers for projects/jobs to ensure fitness for work;
- Voluntary/self-assessment – where a person wishes to voluntarily assess their own fitness to work; or
- Randomly – persons randomly selected to review compliance.

All Drug & Alcohol tests will be conducted by suitably qualified practitioners or appropriately trained Fullbore Personnel. Refer to the Company Drug & Alcohol Testing policy for further details.

#### **Consent for Testing and Failure to Consent**

- Applicants and Personnel will be required to sign a consent form in advance of any test, subject to applicable laws or regulations.
- An applicant who refuses to sign the consent form or submit to a test will not be hired. A contractor or consultant who refuses to sign a consent form or to submit to a test will be deemed as Positive and not be permitted to provide further services to the Company.
- Signing a consent form and submitting to testing is a condition of employment.

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended without pay until the results of a drug and alcohol test are made available to Fullbore by the testing laboratory. Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

#### **Obligations under This Policy:**

It is the responsibility of any Fullbore Management (ie. Managers, Supervisors, Team Leaders and other supervisory personnel) to ensure that a safe and health work environment is maintained, to monitor the work performance and ability of all workers within their area of control to ensure their fitness for duty and ability to carry out the job safely is not impaired and ensure that this policy is applied at all times on a consistent and fair basis.

Under this policy, all Fullbore **employees and contractors** are responsible for:

- Complying with the Alcohol and/or other Drugs Policy related to alcohol and other drugs.
- Cooperating with employers and following directions in relation to OH&S matters.
- Reporting for duty free of the effects of alcohol and/or other drugs.
- Remaining free from the effects of alcohol and/or other drugs at all times while at work.
- Behaving responsibly in relation to the consumption of alcohol when attending a work-sponsored function.
- Behaving responsibly in relation to the consumption of alcohol and prescribed medication when attending a work-relation function.
- Informing a Fullbore supervisor Manager if taking or intending to take any drugs, prescribed or otherwise, that may affect the ability to work safety. In the first instance, workers should approach their immediate supervisor who will inform them of the appropriate person to whom they should report. Fullbore will ensure that all relevant privacy and other laws in relation to any such disclosures are respected at all times.

#### **Code of Conduct:**

In line with the Code of Ethics the following prohibitions are part of this policy.

- It is strictly prohibited to possess, consume, sell, manufacture or distribute any illicit drugs or substances on or in a Fullbore workplace; contravention of this may lead to instant dismissal.
- The consumption sale or distribution of alcohol on or in a Fullbore workplace is strictly prohibited and contravention of this may lead to instant dismissal.
- Bringing onto a Fullbore workplace any alcohol or illicit drug is strictly prohibited and contravention of this may lead to dismissal
- Any employee or contract worker who is required to operate machinery or a vehicle during their shift and is under the effects of alcohol or drugs or is using any pharmaceutical drugs must notify their immediate Fullbore manager prior to the commencement of their shift. Failure to comply with this policy may lead to disciplinary action.
- The misuse or excessive use (i.e., use which exceeds the recommended dosage information) of over-the-counter medication or prescription drugs is prohibited. The recreational use (i.e., use for which the medication is not manufactured or prescribed) of over-the-counter medications or prescription drugs is prohibited. Failure to comply with this policy may lead to disciplinary action.
- When a doctor, pharmacist, or health care professional prescribes a drug for an employee or contractor, the individual is required to ask the doctor, pharmacist, and/or health care professional:
  - i. whether the drug could affect the individual's ability to safely perform his or her job duties; and
  - ii. whether the drug may register on a drug test.
- Workers must submit to a drugs or alcohol test if requested failure to submit to a test will be taken as a positive result and disciplinary action will be taken.

### **Prescription Drugs and Other Medication**

The normal use of over-the-counter medications and the legal use of prescription drugs are generally not prohibited by this Procedure provided they were lawfully obtained and are not consumed at a frequency or quantity greater than the dosage prescribed or otherwise recommended on the medication's label. Personnel taking prescription drugs must have them in the original container that identifies the individual by name and specifies the drug, dosage, prescription date and the prescribing physician. Personnel must only use prescription drugs which are prescribed to the individual by a doctor, pharmacist and/or health care professional.

- In the case of prescribed medication the employee or contract worker must, upon request, supply a copy of the prescription, the drugs concerned and the appropriate usage leaflet. Failure to comply with this policy may lead to disciplinary action.
- An assessment will be made of the information on the usage leaflet, with regard to the particular machinery and vehicles involved.

Employees who are undergoing prescribed medical treatment with a drug or controlled substance, which may alter their physical or mental ability, will be required to advise the Supervisor of such treatment before or at the time the treatment/begins. This will enable the Supervisor, in conjunction with the employee's physician, to determine whether it will be necessary to change the employee's job assignment while he or she is undergoing treatment

### **Alcohol provided during company functions**

Where alcohol is to be provided by Fullbore at the work sponsored function, it will be provided in a properly authorized and responsible manner and staff and guests will be reminded of their legal obligations including those under the Motor Traffic Act concerning driving and alcohol consumption. Alternative non-alcoholic beverages and adequate food will also be available to staff and guests and no pressure will be extended upon anyone present to partake in the consumption of alcohol.

Under NO CIRCUMSTANCES alcohol shall be provided or consumed during work meetings.

### References Material and Support Services

At Fullbore, our employees are our greatest assets.

We support the health and wellbeing of our workforce to enable employees to be productive and successful on the job. To help employees with Drug or Alcohol abuse issues, the Company is willing provide the support needed. Employees are encouraged to contact the management if they seek support or contact available resources. Some listed below:

- AA – Alcoholics Anonymous, 1st Floor, 36 Church Street Richmond Vic 3121
- 24 hour helpline (03) 9529 5948, [www.aavictoria.org.au](http://www.aavictoria.org.au) , Email: [aacroydon@bigpond.com.au](mailto:aacroydon@bigpond.com.au)
- Lifeline Victoria, 140 Queen Street Bendigo Vic 3550
- 24 hour counselling Phone: 13 11 14, Face to Face Counselling Phone: (03) 5443 1330
- Narcotics Anonymous, Helpline Phone: (03) 9525 2833, [www.navic.net.au](http://www.navic.net.au)
- WorkCover VIC, Phone: 13 23 60, [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)
- ADIS (Alcohol & Drug Information Service),  
Direct line: 1800 888 236 , Drug Information: 1300 858 584

## 15.0 Drug & Alcohol Testing Policy

### Employees Subject to Testing

Under Fullbore drug and alcohol testing policy, all current and prospective employees who work or would work (especially in high-risk or safety-sensitive positions) could be asked to submit to drug and alcohol testing. No prospective employee will be asked to submit to testing unless an offer of employment has been made. An offer from Fullbore, however, is conditional on the prospective employee testing negative for drugs and alcohol.

### Safeguards

Fullbore's policy is intended to comply with all laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

### Tested Substances

Fullbore's drug and alcohol testing program is limited to testing for illicit drugs and alcohol. Any other substances that may be tested using the same method for controlled substances will not be tested and, if found will not be reported.

### Written Notice

Before being asked to submit to a drug and/or alcohol test, the employee will receive written notice of the request or requirements.

### Licensed Laboratories

Any drug and/or alcohol testing required or requested by Fullbore will be conducted by a laboratory licensed by the state.

The employee will be provided with the name and location of the laboratory that will analyse the employee's test sample upon request to the Management.

### Notice of Results of Tests

If the employee is asked to submit to a drug or alcohol test, Fullbore will notify the employee of the results within one week after it receives them from the laboratory. To preserve the confidentiality Fullbore strives to maintain, the employee will be notified by his/her Manager whether the test was negative or confirmed positive and, if confirmed positive, what the next step is.

### Positive Test Results

If the employee receives advice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result following the employee's receipt of the test result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

### Adverse Employment Action

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended without pay until the results of a drug and alcohol test are made available to Fullbore by the testing laboratory. Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

### Confidentiality

Fullbore will make every effort to keep the results of drug and alcohol tests confidential. Only the senior management will have access to the results. All these personnel will be bound by the Company's

confidentiality agreement.

The employee will be asked for the employee's consent before test results are released to anyone else. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Also, results will be sent to federal agencies as required by federal law. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counsellor. The results of drug testing in the workplace will not be used against the employee in any criminal prosecution.

### **Costs**

Fullbore will pay the cost of any drug and alcohol testing that it requires, or request employees submit to, including retesting of confirmed positive results.

The employee will pay for any additional tests that the employee requests.

### **Testing**

Besides being outlined here, Fullbore Drug & Alcohol Testing may be provided to all employees as part of the induction process.

## 16.0 UV Policy

### OBJECTIVE

To protect all employees from any adverse effects due to their exposure to the outdoors, in particular their exposure to ultra-violet light.

### POLICY

To ensure that the risk of adverse health effects due to solar ultraviolet radiation is minimized, Fullbore shall:

- assess the potential for occupational exposure to solar UV.
- ensure at risk staff are provided with suitable protective clothing and sunscreens.
- educate and train staff who are potentially at risk on the effects of UV exposure, use of protective clothing and sunscreens.

Fullbore staff shall:

- wear such protective clothing that is recommended or made available to them.
- apply sunscreens as appropriate.
- undertake all training provided.
- advise their supervisor should they have any concern at all regarding the safety of their working environment.

### PROCEDURES

#### Induction of staff

Prior to commencing, all staff are required to complete a comprehensive Induction program.

For outdoor staff, this Induction covers clothing and other requirements aimed at protecting staff as much as is practicable for the elements surrounding them.

#### Standard Dress

The recommended minimum desirable clothing for outdoor staff should be a long-sleeved shirt and long trousers. However, where staff are in an exceptionally hot climate and to minimize the adverse effects of heat stress in hot weather, work shorts and short sleeved shirts may be allowable as long as sunscreen is applied and maintained to all exposed skin surfaces throughout the day.

A broad brimmed hat (8cm to 14cm) shall be worn. Other types of hats may be permitted as long as they provide good protection to the face, ears and neck. This may include a peak cap with non-detachable neck and earflap.

Baseball type caps with no ear or neck protection are **not acceptable**.

#### Use of Sunscreen Cream

- **Sunscreens** - Broad spectrum sunscreens which cover both UV A and UV B should be used. The sun protection factor (SPF) should be 30+. No sunscreen provides complete protection and hats,



clothing and other protective measures should always be used in addition to a sunscreen. Sunscreens should be applied to the dry skin at least 15 minutes before the start of any outdoor work. They should be reapplied every 2 hours though this may need to be more frequently if sweating is profuse. Adequate supplies of sunscreens should be maintained at outdoor work locations.

- **Lip protection** - To avoid damage by solar UV radiation, lips should be protected by a 15+ screen or lip-stick.
- **Eye protection** - Sunglasses meeting Australian Standard AS 1067 and AS1337 (1992) should be used by casual staff working regularly outdoors.

### Administrative and Other Controls

While these **policy** guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems are worthy of further mention.

The key factors which may promote bodily overheating problems are the:

- ambient and radiant temperature
- extent of air movement (wind)
- pace and physical demand of the work
- adequacy of water replacement required by sweating
- humidity
- person's clothing

Note that the actual temperature experienced by workers will differ considerably dependent on their workplace. Working in a well treed park will be vastly different to working on an open bitumen road.

Thus some steps which should be taken include:

- All relevant staff should ensure that they have ample supplies of fresh cool water.
- The use of natural shade should be exploited.
- The erection of temporary shade should be considered where practicable.
- Rescheduling of particularly heavy work outdoors for the period 10.00am to 2.00pm when practicable.
- Consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particularly hot weather is not efficient work, without frequent stops, at least for drinks and possibly self-dousing with water. Refer to the Inclement Policy for further information.

Lastly, staff should be encouraged to report immediately to their supervisor any significant symptoms of bodily overheating.

Suitable educational tools sessions should be used to ensure that staff are aware of what these symptoms are and the effects of exposure to ultraviolet radiation.

## 17.0 Inclement weather Policy

Fullbore recognizes that the Health and Safety of its employees, contractors, the public and visitors is the responsibility of company Management. In fulfilling this responsibility, Management shall take every practicable step to prevent work related injury and illness.

Given the nature of the work at Fullbore, we recognise working in hot or inclement weather could pose a risk to the health or safety of our employees or contractors working for the company.

### Managing the Risk

As part of the company's risk management strategies, the weather for the day is to be consulted with all workers and contractors involved on the site at part of any of the following forums:

- pre-start meeting
- tool box meeting on the day
- while discussing the SWMS for the job on hand

This consultation should consider the following principles:

- In case of inclement weather (excessively cold), storm, wind, etc appropriate contingency measures should be discussed and understood by all
- In case of anticipating hot weather (above 30 degrees Celsius for 2 hrs), the following control measure should be applied:
  - 30 - 32 degrees Celsius: 10 minute break per hour from outside work.
  - 32 - 35 degrees Celsius: 15 minute break per hour from outside work
  - 35+ degrees Celsius: 30 minute break per hour from outside work. In this case the personnel and supervisors should also consult on whether the work has to be stopped

**Note:** *the above temperature/rest recommendation applies to light/moderate physical activities.*

Where possible, the work supervisors should plan the work so the exposure to hot or inclement weather is minimised during the shift.

### Other expectations from personnel

- i. All personnel are provided with appropriate outfit for cold or hot weather, you are expected to wear the appropriate clothing when attending work (loose fitting shirts with collars and long sleeves, long trousers, broad brimmed hats and sunglasses)
- ii. You will also be provided with drinking water - Drink 100-200ml of water at regular intervals, do not allow yourself to become thirsty
- iii. Use Sun Screen
- iv. Avoid drinking coffee, tea, alcohol and caffeinated soft drinks
- v. Monitor your physical condition and that of your co-workers and advise the work supervisor if you notice yourself or your co-workers don't feel well.
- vi. Work in pair or groups

**Signs and symptoms of heat stress** could include any or a combination of the following:

- Feeling sick
- nauseous,
- dizzy or weak

- Clumsiness
- Collapse
- Convulsions

Employees with these signs or symptoms need to seek immediate medical attention.

## 18.0 Vehicle Policy

This document details Fullbore's policy for the use of Company operational motor vehicles. The policy is for operational vehicles only and excludes Management and Executive vehicles which will be utilised in accordance with the terms and conditions prescribed in individual contracts.

### Definitions

Operational vehicles will be defined as Commuter Use Vehicles.

Usage arrangements as detailed in this policy document and are to be strictly observed. Failure to observe these arrangements may result in counselling or disciplinary procedures and may lead to restriction of access to Company vehicles and / or termination of employment.

### 1. Commuter use vehicles

*Provision of Commuter Use Vehicle - Single* Those staff who are required to work as an individual (a single work unit) in the external plant (field) environment, as a normal course of their duties, shall be provided with a motor vehicle of a type to be determined by LT. The vehicle shall not be used by the employee for Private Use purposes. The sole purpose of the use of the vehicle is for normal Fullbore project work activities and travel to and from the work site.

*Provision of Commuter Use Vehicle - Team*

Those staff who are required to work as a team (ie more than 1 person) in the external plant (field) environment, as a normal course of their duties, shall be provided with a motor vehicle of a type to be determined by LT. The employee availing of the "Commuter Use Vehicle" will be obliged to make a reasonable deviation from their normal route to transport colleagues to and from the work site. The vehicle shall not be used by any employee for Private Use purposes.

### 2. Authorised Driver

*Commuter Use Vehicle*

Where a vehicle is provided under "Commuter Use Vehicle" provisions, such as vehicles may only be driven by Fullbore Employees holding a current Motor Vehicle Licence issued by the appropriate State or Territory Government Authority.

### 3. Governing Laws

*Observance*

All Fullbore vehicles and vehicles on hire or lease from contractors to Fullbore are subject to all State, Territory and local Government Acts, Regulations and By-laws. Accordingly, drivers are personally liable for the payment of any fines imposed because of traffic or parking infringements.

*Driving Infringements*

It is Fullbore responsibility to assist State / Territory Police forces in their efforts to enforce State / Territory traffic laws. Any documents / correspondence received by Fullbore which relate to driving infringements will be forwarded to the driver concerned.

Where a State / territory Police force requests details of the driver in charge of any Fullbore vehicle infringing a State/ territory traffic law, Fullbore is legally responsible to provide the details requested.

*Parking Infringements*

Where a parking infringement notice is issued, it is the responsibility of the driver to pay the fine immediately. Where a letter of demand or a summons in relation to an unpaid parking infringement notice is received from a relevant traffic authority, the correspondence will be forwarded to the driver of the vehicle concerned to pay the fine.

#### **4. Fuel Card**

##### *Cards*

The following outlines Fullbore policy relating to the issue and usage of credit cards for the primary purpose of purchasing fuel for vehicles and mechanical aids and hereinafter known as fuel cards. It is intended that such cards be used as a means of both automating the collection of fleet fuel consumption data and to facilitate the purchase and payment of fuel from private suppliers.

##### *Card Issue*

- a) All fuel cards are supplied with the vehicle. This is to ensure that all fuel purchased by credit card is automatically logged into Fullbore fleet management system.
- b) All cards are vehicle or mechanical aid specific, and will have the registration number of the vehicle embossed on it.
- c) Lost, stolen or damaged cards will only be replaced upon formal notification from the employee responsible for the vehicle.

##### *Card Usage*

- a) Fullbore fuel cards may only be used for Fullbore business.
- b) All fuel purchased with a card must only be used by the vehicle to which the card is allocated. Illegal and/or fraudulent use of the card will be treated as a serious breach of policy and may result in termination of employment.
- c) Fuel must not be dispensed into any container other than the fuel tank of the vehicle to which the card is allocated.
- d) All card losses must be brought to the attention of your Fullbore representative immediately such losses become known.

##### *Responsibility of Person in Charge of Vehicle:*

- a) Give the fuel supplier the current kilometre of the unit when purchasing fuel with a fuel card.
- b) Ensure that the correct fuel type is purchased.
- c) Ensure the allocated fuel card is secure and in good condition by:-
  - I. Keeping the card away from strong magnetic fields
  - II. Keeping the card flat and in good physical condition.
  - III. Storing the card to avoid loss or possible misuse.
  - IV. Notify your Fullbore representative immediately an allocated fuel card is lost, stolen or damaged.

#### **5. Travelling Time**

All travelling time between the Employee's home and work location shall be undertaken during the Employee's own time. All travel during on-duty periods between job locations shall be by the most expedient route.

#### **6. Fullbore Responsibilities**

Fullbore will be responsible for and will make all payments in respect of:

- a) The registration for the Vehicle with the appropriate State Government authority (including commercial registration, where State law permits) and third party insurance.
- b) The maintenance, repair and service of the Vehicle including the provision of oil, petrol and tyres as required;
- c) Permanent or casual parking of the Vehicle essential for the efficient discharge of the employee's duties provided that:

- In the case of permanent parking, Fullbore shall not be liable unless the location and cost of the permanent parking has been approved by the relevant authorised Fullbore manager prior to the entering into of any contract or arrangement in relation to the car park.
- In the case of non-metered casual parking, Fullbore shall not be liable to reimburse the Employee the cost of parking the Vehicle except upon production of a receipt readily identifiable as relating to the said cost of parking the vehicle.

## 7. Employee responsibilities

In accepting use of a vehicle, the employee shall:

- a) Ensure that all service, maintenance and repair tasks are carried out when due by qualified trades persons in accordance with instructions supplied by LT.
- b) Ensure Pre-start document is filled in weekly and reported.
- c) Ensure that the interior of the vehicle is clean and tidy and the exterior is maintained to a high standard of cleanliness at all times. With due regard to any special operational requirements, these duties are to be performed outside of normal operational hours.
- d) Ensure that the Vehicle is kept in a roadworthy and undamaged condition.
- e) Not use or allow the Vehicle to be used for any unauthorised purpose or in any way that will adversely affect Fullbore 's image or conflict of Fullbore interests, including, but not limited to, indiscreet activities such as towing caravans;-carrying windsurfers or any other activities which might attract adverse public attention.
- f) Ensure that the locked Vehicle is garaged or parked in a secure off street location (if possible under cover) and that all reasonable precautions are taken to secure all tools and equipment (if any) belonging to Fullbore which are in the Vehicle.
- g) Ensure that the vehicle and any storage or tool box compartments are locked at all times when the vehicle is left unattended after or during normal working hours.
- h) Ensure that **NO SMOKING** occurs in the vehicle at all times.
- i) Ensure the vehicle is properly secured if un-attended. This includes, closing all windows, locking all doors and if applicable enabling the security alarm on the vehicle.
- j) Immediately report to the authorised Fullbore representative any accident involving the Vehicle, whether any damage was sustained by the vehicle and comply with all legal and insurance requirements arising out of the said accident including but not limited to notification of police and obtaining particulars of parties involved.
- k) Not, whilst in charge of responsibilities, by act or omission behave recklessly or be under the influence of any drugs, or exceed the State Legal blood alcohol limit.
- l) Ensure that the vehicle is available at all times for use in Fullbore business and return the Vehicle to Fullbore at the commencement of any leave period exceeding two consecutive working days (days off, and subject to operational requirements, intervening days at Christmas / New Year, and Easter holiday period Excluded).
- m) Make no modification or alterations to the Vehicle except as required by LT.
- n) Immediately advise the authorised Fullbore representative if the employee's driver's license is cancelled or suspended or the employee suffers any physical or physiological or mental incapacity which prevents or restricts the Employees use of the vehicle.
- o) Surrender the Vehicle forthwith to the authorised Fullbore representative upon:
  - I. Participation in industrial action involving driving bans for the duration of such industrial action. Failure to do so may result in the withdrawal of the vehicle;
  - II. The cancellation or suspension of driver license
  - III. The cessation of employment
  - IV. Any breach of these terms and conditions.
- p) Be the holder of a current driver license which permits the employee to drive the vehicle.

## 8. Liability in case of an accident or theft

- a) If the Employee or any person, while in charge of the Vehicle is involved in an accident due to acting recklessly or in a manner that resulted in causing the accident or being under the influence of any drugs or exceeding the State legal blood-alcohol limit and this act results in the Vehicle or any other Fullbore property being damaged as a result of the accident, **shall reimburse Fullbore for any sum payable by Fullbore in respect of any third party damage or injury for which Fullbore may be liable arising from the accident.**
- b) In the event of theft of an unlocked vehicle or theft from an unlocked vehicle or storage compartments, Fullbore reserves the right to recover all costs from the employee
- c) The employee is responsible in the event of a vehicle accident and the vehicle incurring damage to pay the insurance excess whilst, Fullbore is responsible for any remaining costs

#### 9. Validity

Failure by Fullbore at any time to enforce any of the terms and conditions shall not be construed as a waiver by Fullbore of any such term or condition or in any way affect the validity of these terms and conditions or any part thereof

#### 10. Withdrawal of Vehicle

Fullbore reserves the right to withdraw the provision of the Vehicle to the employee for any reason whatsoever and may require the surrender of the Vehicle so provided at any time, subject to reasonable notice being given to the employee

#### 11. Fullbore rights

The employee expressly acknowledges that Fullbore has the absolute right to vary or amend the terms and conditions of the provision of the vehicle at any time

#### 12. Authority

For the purpose of this policy the authorised Fullbore representative is the Fullbore Project Manager.

## 19.0 Misconduct & Disciplinary Policy

This policy provides employees of Fullbore with a summary of possible misconduct and the likely disciplinary action which, maybe applied.

### **MISCONDUCT:**

1. Intentional destruction or unauthorized use of company property including stock.
2. Use of language or actions, which are inappropriate to the workplace.
3. Actual or threatened physical or verbal acts of harassment toward other employees or customers.
4. Intentional falsification of employment applications, time records and other company documents.
5. Excessive absences or lateness when rostered on for work.
6. Failure to adhere to the scheduled or approved work hours including breaks.
7. Neglecting allocated duties or disrupting the performance of other employees.
8. Gambling while rostered at work.
9. Insubordination, including refusal to follow reasonable work directions.
10. Violation of company security requirements.
11. Failure to deal ethically, and honestly with other employees and customers.
12. Failure to observe all hygiene requirements.
13. Failure to meet prescribed work performance standards.

### **DISCIPLINE:**

Any employee found to have committed any item of misconduct will be subject to the following discipline process (unless an applicable award or employment agreement specifies otherwise).

#### **1. First Occurrence:**

A verbal warning including counselling or further instruction on correct and acceptable work performance; details are to be noted on the employee's records.

#### **2. Second Occurrence:**

A written warning and further counselling and instruction if required; signed copy is to be filed in employees records.

#### **3. Third Occurrence:**

Termination of Employment.



## 20.0 Fatigue Policy

### GENERAL INFORMATION

Fatigue impacts safety at the workplace, as well as public safety. Fatigue has been directly associated with increased error rates and risk taking behaviour.

Fatigue can be caused by factors that may be work-related, lifestyle-related or a combination of both, and it can accumulate over time. A fatigued worker may show the following signs:

- Constant yawning or falling asleep at work
- Short term memory problems and an inability to concentrate
- Noticeably reduced capacity to engage in effective interpersonal communication
- Impaired decision-making and judgment
- Reduced hand-eye coordination or slow reflexes

Fatigue may be caused by a number of inter-related factors that may be cumulative:

- Work scheduling, rostering and planning
- Job demands, such as concentrating for extended periods, performing repetitious or monotonous work, or performing work that requires continued physical effort
- Environmental conditions, such as working in harsh and/or uncomfortable conditions
- Individual and lifestyle factors outside of work, such as family responsibilities or other work commitments

The risks of injury from fatigue may increase if workers work long daily hours in a physically demanding job or environment (such as very high or low temperatures). The risk of fatigue may also increase when new workers begin their job and are adjusting to work demands. Young workers are more often at risk of fatigue.

### MANAGEMENT OF FATIGUE ON SITE

Fullbore is committed to managing the risk of workplace fatigue on its constructions sites. This is achieved by ensuring all possible scenarios of fatigue risks are identified and mitigated.

In general:

- An employee is required to work 12 hour shifts or, with consultation, to a daily maximum of 14 hours due to business/ client needs, or emergencies. This includes Travel.
- Daily shift hours will be checked by payroll officer and admin team weekly. It will be checked also by site personnel.
- An employee's normal hours in any one week should not exceed 70 hours. Requirements for staff to exceed normal weekly work hours must be applied only when there is no other alternative and the employee has agreed to the shift extension/s or additional shift/s.
- Mindful of the business needs of the company, employees are generally consulted when required to exceed the normal weekly work hours.
- Workers are to be given as much notice as possible if extended hours are anticipated. Additional break during the extended shifts required.

### EMPLOYEES MUST

- Recognise symptoms of fatigue caused by lack of adequate rest, stress or other factors.
- Promptly report any fatigue related concerns to the Site Management or WHS Representative.
- Report any individual medical or personal situations, which may have an effect on fatigue to the Site Management or WHS Representative.

- Ensure that they get proper rest during time off.

**SITE MANAGEMENT AND SUPERVISORS MUST:**

- Be mindful of the effects fatigue has on employees under their control.
- Be mindful of the effects of fatigue when allocating employee's shifts and hours of work.
- Determine the need for extended hours (i.e. whether the extension is unavoidable due to business needs).
- Monitor employees when working extended hours for fatigue related concerns.
- Address employee concerns regarding working extended hours.
- Ensure employees are not coerced into working extended hours.
- Endeavour to minimise the need for extended hours and consider possible alternatives to extended hours of work.

## 21.0 Grievance Procedure

Any complaints, problems or grievance employees may have is of concern to the Company. It will always be the policy of Fullbore to allow an employee to tell his/her side of the story and give full consideration to the problem. The Company's policy is to provide a three stage process, which will not incur criticism or penalty of the employee.

1. If you have a complaint to make or feel that any action by the Company or your Supervisor is unjust you are advised to speak to your Supervisor promptly. If the problem is with the Supervisor you can omit this stage and go directly to the next stage.
2. If you have not received a satisfactory answer or settlement from your Supervisor; your next contact should be with the Workforce Manager or Company Director who will listen to you and review the situation.
3. Another option to discuss your problem is to raise the matter at a Staff meeting particularly if it is something which may also affect other employees.

The purpose of this procedure is to provide an opportunity to clear up any problems or complaints of any kind. If you believe something is wrong the Company would like the opportunity to correct it if at all possible.

## 22.0 OH&S Issue Resolution

Management and employee representatives at Fullbore have agreed upon the following Issue Resolution Policy. The agreed procedure aims to achieve the most speedy and effective resolution of all health and safety issues, as and when they arise. It is the responsibility of all management levels to resolve issues in the workplace. This procedure is applicable to all employees in the organization.

The agreed procedure is as follows:

1. Where an employee identifies a health and safety issue they should raise it with their immediate supervisor. The employee or supervisor should inform both the employer and the employee representative for the designated work group.
2. The issue should be dealt with as soon as possible after being reported. If it cannot be rectified immediately then a solution should be implemented as soon as practicable. As a minimum, interim measures should be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved. A specialist may need to be consulted for advice, (e.g. hygienist for air monitoring).
3. If the issue cannot be resolved, it will be escalated to Construction Manager and then CEO for resolution.
4. The issue and agreed outcomes should be documented and, if necessary, safety-related documents amended.
5. The resolutions must be communicated to relevant employees for their information.

## 23.0 Accident & Incident reporting

It is required by law and is the policy of Fullbore that prompt and complete reporting and recording is required for ALL

- Accidents
- Incidents and Near Misses

The requirements of the OHS (Incident Notification) regulations are to be observed also.

### **ACCIDENTS:**

All injuries, however minor, should be reported to the Supervisor, at the time they are sustained.

Prompt reporting can prevent complications developing at a later date, as well as ensuring that the Accident is recorded so that actions can be taken to prevent a recurrence.

A WorkCover Report is also required.

### **INCIDENTS:**

All Incidents and near misses that have health and safety implications and the potential to cause serious injury should be reported to your Supervisor even if they cause no injuries.

All Incidents and near misses will be investigated as per our Incidents and Non-Conformances Management Procedure.

## 24.0 Return to Work Policy

**Fullbore** recognizes and accepts its obligation to assist workers to stay at work or return to work if injured or ill because of their work.

Specifically the return to work policy is that:

- all the actions to assist workers to stay at or return to work are commenced as soon as possible in a manner consistent with medical advice;
- any worker injured or made ill because of their work is returned to work in the shortest possible time, provided it is safe and practicable to do so;

Where this is not possible, the worker will be returned to suitable alternative work which does not jeopardize their well-being.

All our workers are expected to assist and co-operate in ensuring this policy is followed.

Our commitment to this policy means:

- Return to work will commence as soon as possible after illness or injury and a return to work plan will be established for any worker who is unable to work for 20 or more days. This plan will be established as soon as it is indicated that an absence of 20 or more days is likely.
- There must be early reporting and early intervention at the workplace to enable a worker to stay at work, if appropriate.
- That remaining at or returning to work as soon as is safely possible after injury is a normal workplace practice and expectation.
- Suitable duties, which do not jeopardize the wellbeing of the worker, will be provided, where possible, as part of the return to work program.
- There will be full involvement of workers in their own return to work.
- The confidentiality of workers' information during return to work and any occupational rehabilitation will be maintained.
- Participation in a return to work program will not, of itself, prejudice any worker.
- Return to work activities will be reviewed weekly in consultation with the worker to ensure that progress is continuing towards a complete recovery.

Fullbore's Return to Work Coordinator is Managing Director.

## 25.0 Protective Clothing & Equipment Policy

It is the policy of **Fullbore** that all field employees should wear appropriate protective clothing and use appropriate protective equipment to conform to all Health and Safety Regulations and Codes of Practice.

To maintain a healthy and safe workplace **Fullbore** provides its field employees with the following, which are maintained and replaced by the Company and must be worn where required:

- Safety footwear
- Hard hat;
- Hand protection
- Hearing protection; and
- Safety eyewear.

Other PPE must be worn as directed by site management or where required by the SWMS.

## 26.0 Equipment Usage Policy

It is the policy of Fullbore that all machinery and portable equipment is operated safely.

This requires:

- all equipment to be used for the purpose for which it was designed;
- machinery and equipment to be used only by those trained to do so;
- all guards being correctly fitted and in place;
- emergency stop procedures known and understood prior to operation;
- notification to the Supervisor or Manager of any malfunction or equipment failure to enable repairs to be undertaken;
- maintenance and repair to be undertaken only by personnel authorized to do so. Major services/repairs to be arranged through the Supervisor;
- any machine deemed unserviceable and unsafe to be "tagged out" and removed from use.



