



MASTER ELECTRICIANS
**SAFETY
CONNECT**

R.T. Projects Electrical

Policies

AS4801

SECTION 2

VERSION 5.1.3

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AMMENDMENTS

Ref	Rev	Date	Details of Change /Amendment
V5		14 Aug 2012	New Environmental Policy 2.17
V5.0.1	1	1 Feb 2013	Editorial amendments plus a new PPE policy 2.18
V5.1.1	2	14 Feb 2013	Policy added for working in ceiling, crawl in spaces and on conductive roofs
V5.1.2	3	27 Feb 2013	Updated Sexual Harassment policy to include "sexual harassment is against the law and is against company policy"
V5.1.3	4	15 Jul 2013	<p>CCICR policy 2.19 Update Removed 1:1 Ration for supervision of apprentices in apprentice supervision and work allocation 2.16.1 2.16.3 added content 2.1 Safety Policy alterations to give the company greater to capacity to discipline employees for breaches to the safety systems were appropriate. 2.2 Drug and Alcohol Policy changes made to give clearer guidance 2.3 Rehabilitation Policy changes made around Workers' Compensation legislation 2.4 Non Smoking Policy changes made to assist employer with a non-compliance strategy 2.6 Anti Discrimination Policy changes made to give clarity of accountabilities 2.7 Company Property Policy changes made to include damage to company property subject to disciplinary action 2.9 Equal Employment Opportunity Policy deletion of content not required 2.10 Grievances & Disputes Policy addition made to allow employer or employee to appoint a representative during the process. As required by legislation. 2.11 Mobile Phones, Email & Internet Policy changes made that employer can only ask for to pay deductions to recover amounts employee was not entitled to, in line with legislation 2.11.3 Offensive or Inappropriate Material Policy changes made to give clarification to what is offensive or inappropriate 2.12.2 Motor Vehicle Policy – Private Use, additions made to set guidelines for use of company vehicle for private use. 2.12.4 Fuel charge Cards, clarification on business vehicle's only. 2.12.5 Insurance addition to allow payment plan if employee is found negligent. 2.12.6 Traffic Offences and Accidents, additions of what is required in the event of an incident. 2.12.7 Alcohol, drugs and the like, changes made to allow business to recover costs of paying fines and for damage to vehicle 2.12.8 Disciplinary outcomes, change made to the title from Misdemeanour 2.13.5 Soliciting Clients changes made to wording to include employee contract 2.14 Sexual Harassment Policy has been amended to ensure a common understanding about what Sexual Harassment is and examples included to allow employers and employees to easily identify behaviour that is deemed to be unacceptable.</p>

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2.0 POLICIES

2.1 SAFETY POLICY

The Business recognises its responsibility for the safety and welfare of its personnel.

No person should suffer injury or ill health through any work activity.

The Business is committed to zero safety incidents.

Our business activities are managed to address hazards and the resultant risks in the workplace to ensure a safe and healthy workplace for all. To achieve this we shall:

- Provide a framework for setting measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness
- Comply with relevant legislation and other requirements
- Minimise the risk to people and the environment by identifying hazards, assessing risks with a view to consequences and likely hood through the use of the SafetyConnect risk matrix, and implementing control measures
- Ensure competent understanding through instruction and discussion
- Maintain clear delegation of responsibilities and accountabilities
- Involve all stakeholders and employees in the continuous improvement of our systems and procedures
- Hold individuals accountable to safety obligations

We ensure our employees are enabled to perform all duties in a manner that ensures their own health and safety and that of others.

All employees have a responsibility to perform their duties in a manner that ensures their own health and safety and that of others. They are required to observe all safety directives and procedures and discuss with their Supervisor any hazard that they themselves cannot eliminate. Our safety systems and procedures are designed to comply with the requirements of AS/NZS 4801 and OHSAS 18001.

The company believes that being able to work efficiently and safely is a fundamental part of the Company's safety program, thus adherence to the safety principles and procedures is a condition of employment.

This policy shall be made available to interested parties.

R.T. Projects Electrical

Director/Partner/Principal

Date:

Policy Review Date: (12 Months from Signed Date)

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2.2 ALCOHOL AND OTHER DRUGS POLICY

The Business is committed to providing a safe, healthy and productive workplace.

It is the personal responsibility of all employees and subcontractors to ensure that they are fit for duty and not impaired by alcohol or drugs.

The Business recognises that alcohol and other drug abuse can have an adverse effect upon an individual's ability to perform effectively and safely, therefore, endanger themselves, their fellow workers, and the public, along with possible risk to The Business.

Employees shall not perform any task whilst under the influence of alcohol or any other drug.

Unless provided for elsewhere, where an employee's supervisor reasonably suspects that an employee is not fit for duty due to alcohol or drug impairment, the supervisor shall not allow the employee to undertake duties until it can be determined that they are fit for work.

Employees shall not use, possess, distribute or sell alcoholic beverages, illicit or non-prescribed drugs or misuse legitimate prescription drugs while at work, The Business considers the misuse of drugs and alcohol in the workplace as serious misconduct. An employee found to have misused drugs and alcohol which adversely affects the safety of the employee or others in the workplace will be required to show cause as to why their employment should not be terminated.

The Business and any subcontractor or employees shall be prohibited from entry to site if under the influence of alcohol or any other drug.

Employees or contractors who are found to be in breach of this policy will be subject to the Company's disciplinary procedures and depending on the circumstances their behaviour may be treated as serious misconduct.

Affected employees who are in breach of this policy will be counselled and immediately stood down from duty and removed from the workplace.

The Business will make every effort to provide assistance and rehabilitation in the form of reference to medical help or counselling if required.

Personal leave or leave without pay may be negotiated to enable rehabilitation and counselling.

R.T. Projects Electrical
Director/Partner/Principal

Date

Policy Review Date: (12 Months from Signed Date)

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2.3 REHABILITATION POLICY

The Business is committed to preventing illness and injuries at the workplace by providing a safe and healthy working environment for all employees. It is recognised that injury or illness may still occur and therefore all incidents shall be reviewed with steps being taken to prevent recurrence.

The Business believes that occupational rehabilitation is of benefit to everyone and should commence as soon as possible following injury or illness. At all times the rights, welfare and confidentiality of the employee shall be respected.

The Business Rehabilitation Program is a managed process involving early provision of necessary and reasonable services, including a suitable duties program, to ensure the injured employees' earliest possible return to work. A team approach to rehabilitation is used with co-operation and consultation being key requirements for all persons involved.

The company undertakes to consult with an employee and/or their representative and medical practitioner to ensure that the rehabilitation program operates effectively. Rehabilitation Co-ordinator is nominated as required. The Co-ordinator provides the necessary link between treating practitioners, rehabilitation service providers and the workplace.

The goal, through the Programme, is to return the injured person to their normal duties with approval from the worker's treating doctor.

The Programme shall be regularly reviewed and updated as required to meet any amendments to current legislation. Employees have an obligation to actively participate in a rehabilitation program.

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Director/Partner/Principal

Date:

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2.4 NON SMOKING POLICY

Environmental tobacco smoke is considered a potential health risk and there is now sufficient evidence that passive smoking (that is, the inhalation of second hand smoke) increases the risk of lung cancer. Passive smoking is also dangerous for people with pre-existing heart or lung conditions and can trigger asthma attacks, cause chest infections, headaches and sore throats.

As an employer, The Business has a duty under the legislation to provide and maintain a safe working environment and to protect the health of all employees from illness or injury arising from the workplace. To protect the health of all employees from the ill effects of cigarette smoke at work, The Business has adopted a policy of providing a smoke free workplace.

It is recognised that, while this initiative will provide a positive benefit to all staff, some staff members may have difficulty in adjusting, particularly those whose smoking habit is a long standing one. Every effort will be made to assist smokers to adapt to working conditions under the policy. It must be stressed, that breach of this policy will be dealt with in the same manner as a breach of any Workplace Health and Safety Policy.

Smoking shall not be allowed in any The Business owned/occupied building, vehicle or plant.

Smoking shall not be allowed in or on the grounds of any customer's premises.

Smoking is only permitted on lunch and allocated breaks, and must be out of sight of customer's premises or in a dedicated smoking area approved by both the client and The Business.

Non-compliance strategy:

The smoke-free policy should be regarded as a workplace health and safety policy.

Responses to policy breaches will include:

- Asking the individual to extinguish the cigarette immediately;
- Explaining details of the policy to the offending individual;
- The provision of individual education by personnel management regarding the reasons for the implementation of the smokefree policy;
- Making every possible effort to assist employees understand and adhere to the policy; and
- While the primary approach to smokers who cannot comply will be based on consultation, positive assistance and problem-solving, if these approaches are not effective, disciplinary proceedings may result.

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Supervisors have the responsibility to provide positive assistance in the first assistance.

In the case of visitors not complying, officers should politely bring the smoke-free workplace policy to the attention of the person concerned. Should any further action be needed, the officer should refer to the supervisor concerned.

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Director/Partner/Principal

Date:

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2.5 WORKING LIVE POLICY

2.5.1 PURPOSE

To ensure The Business provide an 'electrically safe' workplace for the safety of employees, the customer and others that may enter any The Business sites/premises.

Live electrical work including Fault Finding and live testing is not permitted on any The Business site/premises **UNLESS THE LIVE WORK PROCEDURE IS STRICTLY ADHERED TO.**

For the purpose of this Policy Live-Work is divided into two types:

- Fault Finding & Live Testing that can only be performed live when it complies with Electrical Procedure 3.1 and the Live Work Process Chart shown in Figure 2.

All other instances of live work are expressly forbidden unless a Work Method Statement is prepared based on the Live Work Process Chart shown in Figure 2 (over page). Then reviewed and approved by the QTP of The Business.

2.5.2 SCOPE

This Policy applies to any work on LOW VOLTAGE electrical equipment on any site/premises where The Business employees are operating.

Live work is not permitted on HIGH VOLTAGE equipment - this work shall only be performed by suitably trained and competent personnel.

2.5.3 RESPONSIBILITIES

QTP – is responsible for making sure that this Policy and associated Procedures are implemented as appropriate by those listed below and that an effectiveness review of this Policy is undertaken regularly (at least every 12 months).

Employees – are responsible for implementing the proposed risk controls detailed on the APPROVED Work Method Statement prior to commencing any live work in accordance with the Live Work Procedure, 3.1.

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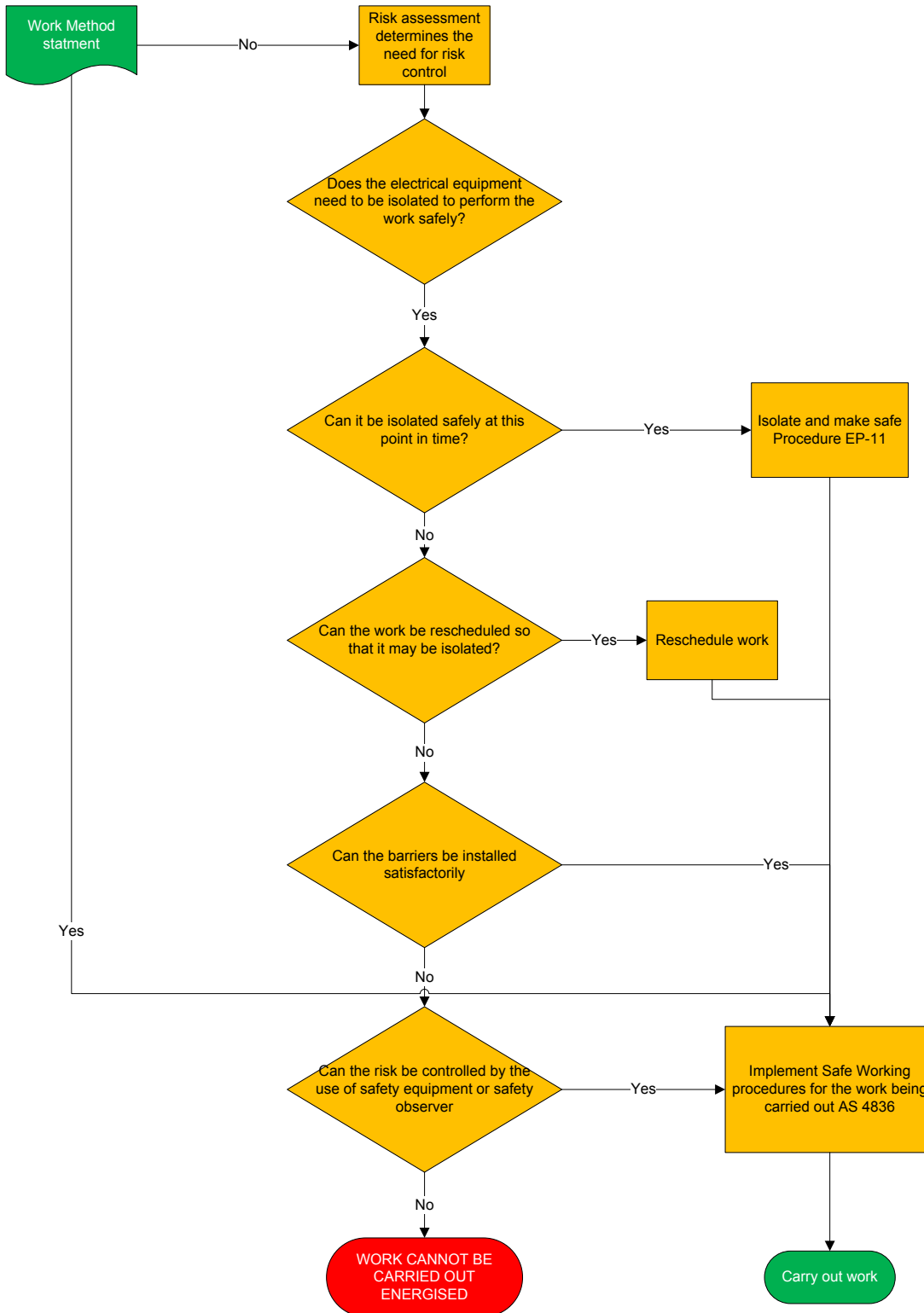
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Figure 2: Live Work Process Chart



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2.6 ANTI DISCRIMINATION POLICY

The Business is an equal opportunity employer. All employees are treated on their merits, without regard to discriminatory attributes applicable to the position. Employees are valued according to how well they perform their duties, their ability and enthusiasm to maintain company standards of service.

This policy applies to all employees and management of the Business in all stages of recruitment, selection, employment and performance appraisal.

Discrimination undermines proper working relations and may cause low morale, absenteeism and resignations. The Business does not tolerate any form of discrimination. We believe all employees have the right to work in an environment free of discrimination and harassment.

Under Federal and State anti-discrimination laws, discriminatory attributes in employment on the following grounds is against the law:

- Sex
- Marital status
- Pregnancy
- Family responsibilities
- Age
- Race
- Impairment
- Religion
- Trade union activity
- Criminal record
- Political belief and activity
- Social origin
- Sexual orientation

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. Disciplinary action will be taken against anyone who is found to have engaged in discriminatory conduct in relation to a co-worker or client.

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Managers and Supervisors must ensure that all employees are treated equitably and in accordance with equal employment opportunity principles. They must also take reasonable steps to prevent victimisation against complainants or witnesses.

If you have any questions or concerns about discrimination or inequity in the workplace you should bring them to the attention of Management.

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Director/Partner/Principal

Date:

Policy Review Date: (12 Months from Signed Date)

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2.7 COMPANY PROPERTY POLICY

Employees issued with The Business property are required to maintain it in a satisfactory condition and account for such items as and when required.

Employees are to keep in safe custody all The Business tools and equipment.

All care should be taken when using The Business tools and equipment especially those of a fragile nature. Such property would include uniforms, technical manuals, keys, tools and equipment, test instruments etc.

Any employee leaving The Business will be required to return, in good condition, all The Business property on issue.

Any damage to tools or equipment due to unforeseen circumstances, or on a worn out basis shall be reported to The Business immediately, so it can be replaced for future use for you and your work colleagues.

Employees who are found to have wilfully, or through neglect, damaged company property may be subject to disciplinary action.

All The Business staff will be required to sign a document confirming the receipt of company property i.e. keys, tools, literature and alike.

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Director/Partner/Principal

Date:

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2.8 CUSTOMER SERVICE POLICY

Staff are at all times to conduct themselves in a pleasant, respectable and courteous manner during working hours or whilst displaying the The Business name. All staff members are expected to show respect for our clients with regards to their requests and their property. Staff should endeavour to undertake the following:

- Attend jobs promptly. Contact the office or client if delayed
- Greet and thank clients courteously
- Make every effort to protect client's property i.e. carpets, walls, gardens, etc. Without compromising safety
- Inform customers of the work carried out and, where possible, ensure that they are aware of any changes made. Ensure they have understood changes and the client is satisfied i.e. instructions on how to set sensor lights, timers, etc
- Ensure that all work completed or left unfinished overnight is left safe and tidy
- Ensure all work sites are kept as clean and neat as possible at all times
- Use drop sheets where necessary to protect the client's furnishings
- Be aware of any requirements individual clients may have in respect to access to their work site i.e. commercial kitchens requiring hair nets to be worn
- Staff should maintain a personal manner and appearance that will bring credit on The Business
- Improve customer service with image and improved housekeeping
- Market additional services or products to customers if appropriate
- If an accident happens for whatever circumstance please report to The Business ASAP

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Director/Partner/Principal

Date:

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2.9 EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEO)

The Business is committed to providing employment that ensure equal employment opportunities and which are free from unlawful discriminatory practices. Such employment conditions must reflect both relevant legislation and current community standards.

This policy applies to all employees and management of the Business in all stages of recruitment, selection, employment and performance appraisal.

The Business policy of selection based on merit is compatible with EEO principles.

EEO is the creation of conditions that ensures that all people have an equal chance to seek and obtain employment and promotion. EEO requires that employees are selected, promoted and treated on the basis of their individual talents and capabilities compared to the requirements of the position.

All EEO legislation prohibits discrimination in employment (and other defined areas) on the grounds of sex, marital status, pregnancy, parental status, age, race, impairment, religion, political belief or activity, trade union activity, lawful sexual activity, breast feeding (goods and services area) and association with or relation to a person identified on the basis of any of the above attributes.

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Director/Partner/Principal

Date:

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2.10 GRIEVANCES & DISPUTES POLICY

It is the policy of The Business to at all times minimise the effects of and eliminate lost time resulting from disputation. Furthermore it is clearly recognised that it is in the best interest of all parties to achieve prompt resolution of disputes.

It is therefore agreed that the most effective procedure to achieve this goal is for the responsibility for resolution, to remain as close to the source as possible.

It is with this strategy foremost in mind that all parties agree to strictly adhere to the dispute settlement procedure as follows:

- In the first instance of a dispute, the employee and direct supervisor shall make every effort to genuinely resolve any matter prior to any involvement of a third party
- All work shall continue without interruption whilst the employee discusses the dispute with the employer's representative and concerted efforts shall be made by all parties to resolve the issue as quickly as possible
- No dispute shall be referred to a higher level until a genuine attempt to resolve the matter has been made between the parties
- In the event that the matter cannot be resolved at this level, the employee and/or supervisor shall raise the matter with management for resolution
- Failing a satisfactory settlement being achieved following the above process, the dispute may, in accordance with the dispute resolution procedure contained in the Award, be referred to the relevant Industrial Tribunal where a decision made shall be binding on all parties

An employer or employee may appoint another person, organisation or association to accompany and/or represent them for the purposes of this clause. All employees agree to avoid becoming involved in any disputes that do not directly concern The Business, or themselves.

If the employee is under a workplace agreement then the dispute resolution clause in the agreement will apply.

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Director/Partner/Principal

Date:

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2.11 MOBILE PHONES, EMAIL & INTERNET POLICY

2.11.1 MOBILE PHONES

The Business mobile phones shall not to be used for personal use. However, The Business will accept the occasional personal calls where the call is essential. Where there are an unreasonable amount of personal calls, it will be to the expense of the employee. The employee will be asked to authorise the deduction of such expenses from any monies owing.

PERSONAL Mobile Phones are only to be used in emergency or within meal breaks.

Mobile phones shall be returned to The Business prior to an employee going on leave and/or as otherwise directed.

- Answering mobile phone calls or texting while driving is strictly prohibited. It is required that a mobile phone only be used when the vehicle comes to a complete stop in a safe location, this includes vehicles with hands free car kits
- Landline telephones should be used whenever possible when calling another landline
- The number and duration of mobile calls should be limited to a minimum
- Employees should ensure they are in a safe position to take or make a call (e.g. not while driving)
- Mobile phones should be used in an open space, or near a window, to obtain a clear signal without having to increase power

2.11.2 EMAIL & INTERNET

Employees must access the internet only in performing legal, business-related tasks during normal working hours. Unless authorisation is obtained from the Director of the Business or the Office Manager, private use of the internet is not to take place at any employee's workstation or equipment.

The Business reserves the right to determine how and when to dispose of all information that enters the organisation via the internet, including mail messages, text, graphics, programs, web pages, etc. The Business reserves the right to log all accesses to the internet to confirm that users are abiding by this Policy.

Users must report any security violations involving the internet to the Office Manager as soon as possible and assist in investigating and resolving the problem.

The following items are classed as unacceptable use of the Business email:

- The transmission or distribution of offensive material to any person, whether a Business, employee or otherwise, in any email message
- No information should be included which infringes State or Commonwealth Acts, or the Business policies on Sexual Harassment, Workplace Harassment and Discrimination

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- Use of offensive, discriminatory or defamatory language
- Message (particularly external email message) containing information which contravenes any Business internal Operating Guideline, email messages must not contain any information which may risk The Business professional reputation, or leave users or the Business open to any legal action.
- Messages that infringe the copyright or intellectual property rights of any third parties.
- Representing yourself as someone else, real or fictional or sending email anonymously.
- Transmission of unsolicited commercial information (i.e. junk mail, advertising).
- Expressing of personal views and opinions as if they constituted official commentary from The Business

2.11.3 OFFENSIVE OR INAPPROPRIATE MATERIAL

Use of Business systems must be appropriate to a workplace environment. This includes but is not limited to the content of all electronic communications, whether sent internally or externally, downloaded from the internet or accessed by any other means on Business systems.

The company's computing and networking facilities must not be used for the transmission, obtaining possession, demonstration, advertisement or requesting the transmission of objectionable material knowing it to be objectionable material including:

- A film classified RC (refused classification), a computer game classified RC (refused classification), or a refused publication;
- Pornographic material of any kind;
- An article/picture(s) that promotes crime or violence, or incites or instructs in matters of crime or violence; or
- An article/picture(s) that describes or depicts, in a manner that is likely to cause offense to a reasonable adult,
- An article/picture(s) that promotes or would be considered sexual or racial harassment by a reasonable adult. or
- Harassing, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually orientated messages or images, and messages that could constitute sexual harassment.

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All users of Business systems should be familiar with and use Business systems in accordance with Business discrimination, sexual harassment and workplace harassment policies, available at the Business.

Users of Business systems who receive unsolicited offensive or inappropriate material electronically should notify their Supervisor immediately. Such material must not be forwarded internally or externally, or saved onto the Business systems except where the material is required for the purposes of investigating a breach of this Administration Policy.

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Director/Partner/Principal

Date:

Policy Review Date: (12 Months from Signed Date)

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2.12 MOTOR VEHICLE POLICY

2.12.1 APPROVED DRIVERS

The driver of a The Business vehicle must be an employee of The Business and the employee must be fully licensed to drive the classification of the vehicle. People who are not employees or employees who are unlicensed or who have a learners licence are not permitted to drive The Business vehicles.

A photocopy of each driver's current licence is to be provided. This will be kept as a record in the employee's file. Employees are to notify The Business management immediately of any change to the status or validity of the licence.

If a driver is unfit to drive because of ill health, suspensions or cancellation of licence, the driver must advise The Business management. An employee who loses his or her driver's licence shall be dismissed if the job required the use of a vehicle and if no other arrangements are available.

2.12.2 PRIVATE USE

No motor vehicle is to be used for personal or private use without prior consent of Business management. However, Business management will occasionally accept that personal or private use of the motor vehicle is essential without prior notification. This does not include extended trips etc, which would need to be approved by management.

Employees may use Business vehicles, (at the discretion of The Business), that have been allocated to them to drive to and from work. The employee shall take Business vehicle only to work at all times. When not in use by the designated drivers, the vehicle may be utilised by other approved personnel. The Business vehicle may also be used when the employee is rostered on call, or when he or she may otherwise have good reason to believe that they may be called upon to work, and on the proviso that he or she will be available if called to work.

Where the vehicle is available for private use, the following conditions apply:

- The vehicle may be used for reasonable private use. Approval must be gained from your manager prior to using the vehicle for interstate or extensive intrastate journeys. In such instances, the employee will be required to pay for fuel.
- Trailers, caravans etc may not be towed for private use. No other vehicles may be towed unless in the case of emergency.
- The employee shall take the Company vehicle to work at all times and when not in use by the designated driver may be utilised by other approved personnel.
- Company cars must be securely parked and secured against entry when parked. Off-street parking at employee's residence is the minimum requirement.

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- All vehicles must be locked and secured when left unattended at all times and no items that could tempt entry to the car may be left in view. This especially includes briefcases, phones or laptops.
- The designated driver is responsible for cleaning the car (inside & out) to maintain it in the required presentable condition.
- The designated driver is responsible for ensuring that the maintenance of the vehicle is performed as required.
- Where private use is permitted, no persons other than the designated driver is permitted to drive the Company vehicle for private use unless in the case of an emergency.
- All designated drivers shall keep an up to date log book providing the dates and times of use of the vehicle by all drivers, and shall provide usage records for FBT purposes as required.

The Business vehicles are to be parked in a secure location when not in use. Off street parking, if available, is the minimum requirement at an employee's residence. Cars must be locked when unattended and no items such as mobiles or computers that could tempt entry to the vehicle be left in view.

2.12.3 CARE OF THE BUSINESS VEHICLE

The driver of each vehicle is responsible for the basic maintenance of that vehicle.

No smoking will be permitted in any The Business vehicle.

Basic maintenance should include, as a minimum, monitoring & replenishing vital fluids and lubricants:

- Fuel
- Engine Oil
- Coolant
- Washer Fluids
- Tyre pressure should also be monitored
- Anything supplied from the company within the vehicle e.g. first aid, kits or fire Extinguisher; Fire Blanket shall be kept in date and in good working order.

The driver is expected to keep the inside and outside of the vehicle clean and presentable at all times. Stock in vehicles should be kept in good condition and in a tidy order.

No alterations, additions or modifications are to be made to vehicles without approval.

It is the driver's responsibility to make sure any load on the vehicle is properly restrained. Any fines incurred from this or any other traffic infringements will be paid by the driver.

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It is the driver's responsibility to bring to The Business management's immediate attention any fault that could render the vehicle unsafe or un-roadworthy. Vehicles must not be driven when unsafe, un-roadworthy or in a condition that is likely to cause damage to the vehicle. The Business management must be notified when a service is due and this will be arranged ASAP.

2.12.4 FUEL CHARGE CARDS

Fuel Charge cards are to be used for the purchase of fuel and oil for the Business vehicle only. No miscellaneous purchases are permitted on these cards.

2.12.5 INSURANCE

The Business vehicles are insured for theft or accidental damage. Property carried in the vehicle, whether company or private property is not insured. Employees may wish to arrange through their own insurer for private property to be covered while kept in a The Business vehicle.

If an employee is found to be negligent (*Negligent as determined by the insurer*) or operating the vehicle illegally, the employee will be responsible for the payment of any fine and or associated costs, including for but not limited to insurance excesses, and will agree to payment plan to authorise the deduction of such from any monies owing.

Under the current insurance policy, The Business vehicles are covered from the employee's residence to the job site(s) in as short as practical distance. They are also covered whilst parked at the employee's address. Vehicles are to be locked and secured whilst left unattended at all times.

2.12.6 TRAFFIC OFFENCES AND ACCIDENTS

Any traffic violation or offence of any sort committed by an employee will remain the sole responsibility of that employee. The Business will not be liable for any fines or penalties as a result of vehicle use by its staff members at any time. The driver of any vehicle who has knowledge of a formal notice of an offence must notify the Business immediately.

The employee responsible for any vehicle that is involved or suspected of being involved in any accident is to report the accident to Business management in writing as soon as possible.

Note: Where the employee is negligent, the employee will be responsible for payment of the insurance premium, which may necessitate the deduction of monies from wages.

A driver of a Business vehicle should know what to do if he or she has an accident. Information can be provided, if necessary, by Business management.

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In the event that a Company vehicle is involved in an incident causing damage to the vehicle, injury to persons, or third party property, the driver must obtain the following details:

- Date, time & location of event.
- Other persons and vehicles involved (name, address, vehicle number).
- Names of any injured persons and nature of injury (as far as is known at the time).
- Damage (description) to Company vehicle and/or other damage incurred.
- Names and addresses of witnesses.

The event must be reported on an accident report form as soon as practicable after an incident. Repairs/towage etc. should only be authorised at the time to the extent needed to avoid further risk or damage, or as required to secure an undriveable vehicle. *Admissions of liability to the other party(s) should not be made.* In the event of injury to persons assistance must be provided and the police must be notified by the driver, according to law.

2.12.7 ALCOHOL, DRUGS AND THE LIKE

The Business vehicle must not be used by any driver who is affected by drugs, prescribed or social, or alcohol. No employee can drive Business vehicle with a blood alcohol level above the prescribed limit (insurance becomes void), or be under the influence of medication and/or social drugs which may impair performance.

The Business may seek to recover the costs of such a fine payment or damages to the vehicle from any monies owing were an employee, who is found to be affected by alcohol or drugs.

An employee who is found to have driven under the influence of drugs or alcohol may be dismissed.

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2.12.8 DISCIPLINARY OUTCOMES

An employee, who is found to have breached this policy, will be subject to disciplinary action up to and including dismissal. Summary dismissal could result if an employee is found to be in control of a Business vehicle whilst under the influence of alcohol or drugs. Dismissal could also result if an employee steals from the Business or by using the fuel purchase card (if applicable) for private purchases.

If an employee causes damage to a vehicle through his or her own negligence, then that employee may be required to pay for the repair of the damage.

Failure to comply with the above policies may result in the removal of vehicle usage or disciplinary action.

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2.13 PRIVATE WORK POLICY

2.13.1 ELECTRICAL CONTRACTORS LICENCE

The Business does not condone or tolerate the performance of Electrical Work outside of an employee's employment with The Business.

Under the various Acts which license Electrical Contractors in each state, an Electrical Contractors Licence is required when performing work for members of the public.

Significant penalties exist for performing Electrical Contracting work to the public including distant family and friends without a contractor's licence.

There are in some states, circumstances in which Electrical Workers may perform electrical work without holding an electrical contractors licence.

For instance, a licensed electrician may perform electrical work for themselves or a relative at premises owned or occupied by either themselves or a relative. A relative of is almost always defined in the relevant Act.

Alternatively, a licensed electrician may, in some states, make minor emergency repairs to make electrical equipment electrically safe.

Given the increasing liability and subsequent loss of personal assets in the event of an accident or injury of relatives, The Business encourages all Electrical Workers to engage an Electrical Contractor who holds appropriate Public Liability and Consumer Protection to perform the electrical work.

Failure to abide by this Policy may result in disciplinary action including termination. The Business does not accept any liability for work performed of a private nature or which is not contracted and invoiced by The Business.

2.13.2 COMPANY VEHICLES

The Business vehicle must not be used under any circumstance to perform private work or used outside of The Business related travel (unless specific permission has been granted).

Unless special permission has been granted to the driver, a The Business vehicle may only be used to travel to and from work and during work hours. The vehicle must not be used on weekends, public holidays or leave except in the event of a work related call out.

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Failure to abide by these procedures may result in disciplinary action including termination.

2.13.3 AUTHORITY TO DEDUCT INSURANCE EXCESSES

In the event that an employee is in an accident using a The Business vehicle outside of work related travel, the employee will be responsible for any costs including insurance costs and excesses as well as penalties or fines. The employee authorizes the deduction of costs from the employee's wages and in the event of termination from all monies owing (also see the Motor Vehicle Policy).

2.13.4 VEHICLE STOCK

The Business stock, equipment and materials must not be used for personal work under any circumstance or to perform private work.

Stock, equipment and materials can only be used with the approval of The Business management.

Permission will be given to the extent that a licensed electrical worker may make minor emergency repairs to make electrical equipment electrically safe.

Regular audits and monitoring of stock levels will be conducted by The Business.

Employees are required to maintain a minimum stock level and should request extra stock as soon as possible, which will be ordered.

Employees may be held responsible for any loss or theft of product held in vehicles which is not charged to materials for a job and is absent from the vehicle.

Employees are encouraged to carry out stock rotation. Use old stock first if possible.

2.13.5 SOLICITING CLIENTS

An employee has an obligation under their employment to serve The Business "faithfully". As such a duty of fidelity exists which acts to prevent an employee from soliciting clients from The Business or any other previous employer.

It is breach of an employee's employment contract to solicit The Business clients to service a new business. It is also a breach of the duty fidelity to recruit staff, who are presently working for The Business, or to remove copy or memorise any of The Business valuable information or intellectual property including client databases if the intent or outcome is to cause The Business economic loss.

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Employees must conduct themselves and act in a manner that serves The Business's best interests. This includes acting and behaving in a manner which places The Business in a positive light at all times.

Failure to abide by this Policy may result in disciplinary action including termination.

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2.14 SEXUAL HARASSMENT POLICY

The Business considers sexual harassment an unacceptable form of behaviour that will not be tolerated under any circumstances.

Sexual harassment occurs when a person:

- makes an unwelcome sexual advance
- makes an unwelcome request for sexual favours, or
- engages in any other unwelcome conduct of a sexual nature

Examples include

- staring or leering
- unnecessary familiarity, such as brushing against a person or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure sexual assault, stalking or obscene communications.

Sexual harassment is against the law and it is against company policy. The Business believes that all employees/clients should be able to work in an environment free of intimidation and sexual harassment.

Individuals who believe they have been subjected to sexual harassment should report the incident to the Director of the Business and/or the Office Manager. Any allegation of sexual harassment brought to the attention of the above will be promptly investigated. Confidentiality will be maintained throughout the investigation to the extent practical and appropriate under the circumstances.

Individuals found to have engaged in misconduct constituting sexual harassment will be disciplined appropriately, up to and including termination and/or reported to the appropriate authority. The Business may elect any other appropriate action to protect the rights of employees/clients.

If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the Director of the Business and/or the Office Manager.

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The Business will not in any way retaliate against an individual who makes a complaint of sexual harassment or against any participant in the investigation, nor permit any employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to the same disciplinary action provided for sexual harassment offenders

The Business has developed this policy to ensure that all its employees and partners can work in an environment free from sexual harassment. The Business will make every effort to ensure that all personnel are familiar with the policy and know that any complaint received will be thoroughly investigated and appropriately resolved. This policy is designed to protect all employees from harassment in any way, associated with the workplace or work environment, no matter who the harasser is.

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2.15 CODE OF CONDUCT

All staff should adopt a work ethic, which will lead to increased productivity and keep all recalls to an absolute minimum.

The following misconduct may warrant immediate suspension whilst being investigated and may result in dismissal following appropriate disciplinary action being taken:

- Stealing
- Violence
- Sexual harassment
- Neglect of duty
- Breach of safety procedures
- Fraud such as deliberate misrepresentation of time sheets, purchase documents, store, documents, etc.
- Being under the influence of alcohol or illegal substances
- Malicious damage of The Business assets and deliberate damage to employees property

Note: Employees should make every effort to adhere to The Business procedures; failure to ensure these procedures are carried out may result in disciplinary action being taken by The Business.

If it is alleged that an employee has conducted himself or herself in a manner as outlined above, The Business will follow the following procedures;

- The Business will conduct an investigation to determine what circumstances should be taken into account in deciding whether to dismiss the employee
- The Business will formulate what the employee has done or has failed to do
- Any allegations resulting from the above will be explained to the employee
- The employee will be given a fair opportunity to be heard on any allegations
- If the employee is regarded as guilty, he or she must be given a fair opportunity to be heard on whether a dismissal should take place

The Business will take into account matters not directly connected with the alleged offence that might mitigate the penalty.

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2.16 APPRENTICE SUPERVISION AND WORK ALLOCATION

The Business recognises its responsibility for the training, supervision and safety of its apprentice/s. Legislation places an obligation on contractors, employees and the apprentice to ensure that both the workplace and the training provided to apprentices is conducted safely.

2.16.1 OBLIGATIONS OF THE EMPLOYER

The Business agrees that the electrical apprentice must be supervised by an appropriately licensed electrical worker at all times throughout their apprenticeship, while performing electrical work required of them in the course of business.

The Business agrees that the level of supervision is dependent upon both the level of competency and the adequacy of training of the apprentice for the type of work required to be performed. Additionally the level of supervision must meet the supervisory requirements of the all relevant State and Federal legislation.

The Business agrees that a formal evaluation of the 'on-the-job' progression of the apprentice and the level of supervision required for the type of work will be undertaken on a minimum bi-annual basis.

The Business agrees to appoint a licensed electrical worker to supervise the apprentice when electrical work is required to be performed. The licensed electrical worker must be made aware of their responsibility and accept the supervisory role.

The Business agrees to maintain accurate records indicating the supervision of the apprentice for the type of work performed. These records will be distributed to any/all staff who may become the Supervisor of the apprentice during the course of the apprenticeship.

2.16.2 OBLIGATIONS OF THE SUPERVISOR

The Supervisor (licensed electrical worker) agrees that an apprentice must not work in the vicinity of live high voltage exposed parts or where there is a risk that the person could come in contact with live low voltage parts within the first six months of their apprenticeship. This is in accordance with the relevant state legislation regarding exclusion zone requirements.

The Supervisor agrees that an apprentice must not perform live work unless the work is for testing and for the purposes of on the job training and is conducted under the direct supervision of a licensed electrical worker and the apprentice has been evaluated by The Business.

The Supervisor agrees that an apprentice must not act as a Safety Observer within the first six months of their apprenticeship unless the apprentice has acted in this role in the 12 months leading

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up to the apprenticeship. There must be documented evidence of the apprentice's competence to act as a Safety Observer for that period.

The Supervisor agrees that in accepting this supervisory role, they are responsible for any electrical work performed by the apprentice and in ensuring that the work is electrically safe. The Supervisor must also follow the levels of supervision as determined in the most recent evaluation by The Business.

The Supervisor must sight and sign the Apprentice Supervision Form for any Electrical Apprentice who falls under their supervision between evaluation periods. The Electrical Apprentice will carry at all times the Apprentice Supervision Form.

2.16.3 OBLIGATIONS OF THE APPRENTICE

The Electrical Apprentice agrees to inform the Supervisor if they are not competent to complete an assigned task or if they feel they require more training or increased supervision for an assigned task.

The Electrical Apprentice agrees to actively participate in the elimination of risks and hazards in the workplace.

The Electrical Apprentice agrees to adhere to all instructions issued by The Business and the Supervisor, where consistent with the abovementioned obligations.

The Electrical Apprentice agrees to have on their person their most recent Apprentice Supervision Form. The Electrical Apprentice agrees to present the Supervision Form to any additional Supervisor within the current evaluation period; to ensure the Supervisor is aware of current supervision levels. The Supervisor will sight and sign to indicate they understand and agree to the supervision levels that were determined at the most recent evaluation.

The Electrical Apprentice agrees not to conduct live testing/live work unless it is for the purposes of on-the-job training and is conducted under the direct supervision of the Supervisor as documented in the most recent evaluation.

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2.17 ENVIRONMENT POLICY

R.T. Projects Electrical recognises its responsibility for the protection of the environment in which it operates.

We manage the activities under our control to minimise adverse impact on the environment. To achieve this, we shall:

- Comply with legislative and legal obligations.
- Maintain a system whereby we regularly assess the potential impact of our operations and ensure that adequate control measures are in place.
- Take reasonable practical steps to protect environmental values and conserve scarce resources.
- Take into consideration the whole of life impact of our products and services.
- Pursue opportunities for environmental improvement, waste reduction and recycling where appropriate.
- Act as good corporate citizens, respect community values and assist Clients in achieving their environmental goals.
- Set targets and conduct programs to ensure continuous improvement of our systems, procedures and performance.

Our environmental systems and procedures are integrated within our Safety System so that environmental management, along with all our other business activities, are controlled at all stages. Employees are trained to enable them to fulfil their duties in a manner that ensures the protection of the environment we work in.

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2.18 PPE POLICY

All technical employees must have access to at least the following safety items at all times while on a job site (client's home, workshop etc.) and shall be used when appropriate.

- Hearing protection such as earplugs and/or earmuffs shall be worn in noisy environments where noise is continual and loud.
- Safety Glasses/ Goggles shall be worn when airborne particles are created e.g. grinding, drilling etc.
- Safety Boots should be worn at all times
- Hard Hat shall be worn in designated areas and where there is a risk of objects falling e.g. Construction site.

Note: Studs, rings, neck chains, metal watches and other jewellery made with conductive materials shall be removed at before starting and work where there is a possibility of coming into contact with live equipment or being caught on a structure.

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2.19 WORKING IN CEILING, CRAWL IN SPACES AND ON CONDUCTIVE ROOFS

2.19.1 PURPOSE

To ensure The Business provides an ‘electrically safe’ workplace for the safety of workers, the customer and others that may enter any ceiling or “crawl in” space such as beneath a floor. Due to the potential for conductive parts in these high risk areas becoming energised resulting in electric shock to electrical workers and the number of serious injuries and fatalities having occurred throughout Australia it is essential this risk be mitigated to As Low As Reasonably Practicable.

2.19.2 SCOPE

This Policy applies to any situation where an worker of the Business is required to enter a Ceiling / crawl in space or work on a conductive roof (CCICR Work). The preferred method is isolation of supply. Where alternate supply such as Solar PV or generator circuits, consumers mains or sub mains are installed in the area they are required to be isolated. Measures must be implemented to guard against accidental re-energisation. During work in these spaces the worker must ensure that electrical equipment and cables are not damaged creating a risk for others. Where isolation of supply is not possible the procedure for working in a CCICR where all electrical circuits in or adjacent to the area are not isolated is to be followed.

The worker in charge is the management representative delegated responsibility for supervision of the CCICR Work by the Business. There shall be a designated worker in charge for all work carried out by the Business. The worker in charge, in permitting a worker to work in these high risk areas without isolating supply must confirm that the reason for not isolating supply is defensible on safety grounds and that the risk of electric shock from exposed conductive parts is mitigated to As Low As Reasonably Practicable in consultation with the worker and customer/Person in Control of the site if applicable.

2.19.3 RESPONSIBILITIES

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Worker in charge – is responsible for making sure that this Policy and associated Procedures are implemented as appropriate by those listed below and that an effectiveness review of this policy is undertaken regularly (at least every 12 months).

Worker – are responsible for complying with all Business policies and procedures, undertaking an on-site risk assessment and implementing risk controls detailed on the APPROVED Work Method Statement prior to commencing CCICR Work.

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