

Polices

Safety Policy

At Donnelley Construction Pty Ltd the management of workplace health and safety is based on a belief that the well-being of people employed at work, or people affected by the work we undertake, is a major priority and must be considered during all work performed by the company or on its behalf.

People are our most important asset and their health and safety is our primary responsibility. The public shall be given equal priority to that of our employees or subcontractors. The provision of appropriate resources to achieve this outcome is a key undertaking of Donnelley Construction Pty Ltd.

Our principal objectives are to:

- Ensure health & safety is an integral part of every managerial and supervisory position.
- Ensure health & safety is considered in all planning and work activities through the implementation of comprehensive risk management processes.
- Involve employees or subcontractors in decision-making processes through regular communication, consultation and training.
- Provide a continuous program of education, learning and dissemination of WHS and related information to ensure that work is conducted in the safest possible manner.
- Identify and control all potential hazards in the workplace with the primary aim of eliminating hazards completely or alternatively minimising their risks.
- Ensure all potential accident and/or incidents are thoroughly investigated to prevent recurrence.
- Ensure compliance with legislation, codes of practice, Australian standards and other related guidelines.
- Create a safe working environment which is incident and injury / illness free.
- Establish measurable objective and targets and to monitor performance aimed at continuous improvement.
- Ensure the required injury management and workers compensation programs are available for all employees and to monitor their effectiveness.

Our success is reliant on:

- Commitment at all levels demonstrated by pro-active planning of all work activities with due consideration to implementing WHS controls that are suitable to each given situation.
- Understanding the total work process and associated WHS risks.
- Total commitment to achieving the objectives outlined in this policy through the provision of appropriate resources including training and regular modes of review.
- Open and honest communication between management, employees and subcontractors to achieve the best possible WHS outcomes.

Adam Donnelley

Adam Donnelley

Date: 22/06/18

Managing Director
Donnelley Constructions Pty. Ltd

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Return to Work

Donnelley Construction Pty Ltd is committed to the prevention of injury and illness through the provision of a safe and healthy work environment. In accordance with this statement and with relevant Legislation, Donnelley Construction Pty Ltd shall ensure to the best of its ability that its Return-To-Work Program is committed to:

- The appointment and training of a Return-To-Work Co-ordinator;
- The development by the Return-To-Work Co-ordinator of an appropriate Return-To-Work Program, including health monitoring where applicable, in consultation with workers and their representatives and in accordance with Work Cover Guidelines for Employers' Return-To-Work Programs.
- Review its Return-To-Work Program at least every 2 years.
- The provision of a workplace injury management process as soon as possible after an injury / illness in a manner consistent with medical advice that minimizes lost time and ensures a staged return to normal work duties.
- Ensuring that normal practice and expectation is that an injured employee will return to work as soon as possible after an injury.
- Providing suitable duties either on a full-time or part-time basis for an injured employee as an integral part of the rehabilitation process in accordance with section 43A of the Workers Compensation Act 1987.
- Consulting with relevant persons to ensure that the rehabilitation of any injured employee has been developed and is working effectively.
- Ensuring that participation in a Return-To-Work program will not prejudice an injured employee or the employer.
- Notifying the insurer within 48 hours when a worker has a significant injury or within 7 days for other injuries.
- Providing training for the prevention of workplace injuries and illness and ensure an effective system of identification and review of the causes of injury in accordance with Donnelley Construction Pty Ltd's Workplace Health, Safety and Rehabilitation Management System.

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UV Radiation/Sunlight Policy

Workplace health and safety within Donnelley Constructions Pty Ltd and the well-being of people at our workplaces is a major priority. Management recognises the risk of skin cancer to outdoor workers exposed to ultra violet (UV) radiation through everyday sunlight.

Donnelley Construction Pty Ltd. undertakes both internal and external construction works and therefore UV exposure will be considered in all planning activities involving external work. Principal objectives to eliminate or minimise the risk of UV exposure to outdoor workers and raise awareness will include:

- Education and awareness training for all employees;
- Identification of the potential for UV risk in project risk planning;
- Consultation and awareness training for employees or subcontractors through site induction;
- Identification of potential UV risks for specific job tasks and controls to include:
- Where practicable the scheduling of tasks outside 10am to 2pm the period of extreme UV exposure.
- The provision of amenity areas not exposed to direct sunlight;
- application of sunscreen min. SPF 30+ re-applied regularly;
- Broad brimmed (8-10cm) hat or flap to hard hat (close-weave fabric of UPF 50+).
- Sunglasses compliant with AS/NZS 1067.
- Clothing which consists of close-weave fabric with a UPF of 30+ or greater that covers as much skin as possible.

Where UV is identified as a risk the implementation and monitoring of controls will be the responsibility of subcontractor employers or supervisors. In addition, Donnelley Construction Pty Ltd. site management personnel will monitor the implementation and effectiveness of controls through regular workplace appraisal mechanisms.

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Workplace Relations Policy

Equality in Employment

Donnelley Constructions Pty Ltd is committed to developing a diverse workforce and to providing a work environment in which every employee is treated fairly and with respect and has the opportunity to realise their potential, while contributing to the business success. In real terms this means harnessing the unique skills, experience and perspectives that each individual brings, and recognising that these differences are important to our success as a company. Employment with Donnelley Constructions Pty Ltd when offered is based on merit. All employees and applicants for employment are treated and evaluated according to their job-related skills, qualifications, abilities and aptitudes only. Employment decisions based on attributes other than a person's qualification to perform a job e.g. race, colour, gender, religion, personal associations, national origin, age, disability, political beliefs, HIV status, marital status, pregnancy, sexual orientation, or family responsibilities, are prohibited. Harassment, in any form, is unacceptable at Donnelley Constructions Pty Ltd.

1. Recruitment and Selection

Donnelley Constructions Pty Ltd recruitment and selection principles are designed to:

- Ensure that the best candidate is chosen for each job.
- Draw on diverse experience, perspectives and approaches which encourage innovation and is a source of competitive differentiation for Donnelley Constructions Pty Ltd.
- Ensure that the company is resourced with people who have the potential to develop and take on more complex and challenging roles.
- Comply with all applicable State and Federal Laws and Regulations.

2. Remuneration and Rewards

Donnelley Constructions Pty Ltd's remuneration and rewards practices aim to attract, motivate and retain talent of the highest calibre and support the Company's philosophy by creating distinguishable differences in remuneration, aligned to relative performance. We believe that there is a clear link between rewarding employees and the creation of value for the Company stake holders. When developing and reviewing remuneration and rewards policies and practices, we recognise the need to ensure that:

- Our total remuneration practices are aligned with the market conditions in the industry in which we operate.
- Our practices comply with all relevant laws and the Company's standards of business conduct.
- Distinguishable differences in remuneration are aligned to the relative performance of the business, assets and individuals.
- Our employees see the link between the results they produce and the level of reward they achieve. Donnelley Constructions Pty Ltd is committed to effective performance management, through regular formal and informal feedback reviews and open communication.

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Performance management involves:

- Recognising and acknowledging excellent performance to motivate employees and encourage further achievement.
- Identifying the cause of poor performance and taking appropriate corrective action.
- Eliminating inappropriate behaviours from the workplace. Each employee should receive a formal performance appraisal from his / her manager at least annually. Incentive awards paid by the company are aligned to the relative performance of the business, assets and individuals.

3. Career and Employee Development

Donnelley Constructions Pty Ltd is committed to working with employees to develop career paths that will enable them to maximise their contribution to the Company, achieve job satisfaction, develop their marketability and reach their full potential. We provide employees with on-the-job experience and training and support their ongoing education. Career development is a shared responsibility between each employee and their supervisor. The employee is responsible for taking the initiative by suggesting ways to develop their skills and broaden their experience. Supervisors are responsible for providing employees with appropriate opportunities to enhance their skills and take on more challenging roles and greater responsibility. Donnelley Constructions Pty Ltd's future direction will continue to maintain an Industrial Relations Policy that complies with all State and Federal Laws and Regulations under the frame work of zero discrimination while maintaining the health and wellbeing of all staff.

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