

***SAMARK***

ELECTRICAL CONTRACTOR LICENCE # C37121



***ELECTRICAL***

**ELECTRICAL CONTRACTORS**

**Samark North Qld Pty Ltd**  
**16 Ponzo Street**  
**Woree. Qld. 4868.**

**ABN: 99 082 958 487**  
**License: 37121**

**POLICY STATEMENTS**

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## MP-001 WORK HEALTH AND SAFETY POLICY

**Samark North Qld Pty Ltd** is committed to the health and safety of all workers and others that may be affected by our work activities. This includes the protection of all workers by complying with WHS legislation, demonstrating due diligence and the application of best practice strategies and industry-based WHS policies and procedures. People are our most important asset and their health and safety is of the greatest importance within a safe and productive work environment.

Managers and supervisors have the responsibility for implementing this and other policies as an integral part of their accountabilities; they may delegate their WHS duties and activities, but not abdicate their responsibilities.

Workers have an obligation to take reasonable care of the health and safety of themselves and others, and to cooperate and comply with reasonable policy, procedures and instructions.

The objectives of this Policy are to:

- prevent work related injuries and illnesses and aspire to an incident free workplace,
- continuously improve the health and safety skills of our workers,
- pursue industry best practice and a safe workplace culture,
- provide an emergency response program,
- comply with all legislative requirements.

These objectives will be achieved by:

- maintaining up-to-date knowledge and understanding of the nature of operations and the associated hazards and risks for the purpose of preventing illness or injury to any person,
- provision of processes to eliminate or minimise risks,
- provision of a healthy and safe work environment with appropriate resources, processes and support to enable work to be undertaken in the safest possible way,
- provision of safe systems of work including the safe use, handling and storage of plant, structures and substances,
- involving our workers in the decision making processes through structured and informal communication, consultation and learning,
- provision of necessary information, training, instruction or supervision,
- provision of adequate facilities for the welfare of workers,
- provision of appropriate processes for reporting, receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information,
- monitoring the health of workers, the effectiveness of systems and workplace conditions,
- providing effective injury management and rehabilitation strategies.


All workers are authorised and expected to stop work and immediately notify their supervisor if a task carries an unacceptable level of risk.

**Samark North Qld Pty Ltd** will maintain a documented safety management system and provide appropriate support and resources. System implementation, maintenance and verification will be achieved through demonstrated leadership of all managers and supervisors and the commitment and involvement of all workers.

## MP-001 WORK HEALTH AND SAFETY POLICY

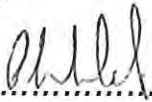
**Samark North Qld Pty Ltd**

**Director: Mark McDonald**

**Signature:** ..... 

**Date:** 12 / 9 / 17 .....

**Director: Austin Wilds**

**Signature:** ..... 

**Date:** 12 / 9 / 17 .....

**Review within 12 months of signing**



## MP-002 ENVIRONMENTAL MANAGEMENT POLICY

**Samark North Qld Pty Ltd** recognises the importance of protecting and enhancing the health, diversity and productivity of the environment for the benefit of our customers, workers, shareholders and the community and future generations.

Our commitment is to deliver our services and projects in an environmentally responsible manner with due consideration to the principles of Ecological Sustainable Development (ESD).

Specifically, **Samark North Qld Pty Ltd** is committed to:

- Complying with all relevant environmental legislation, regulations, codes of practice and contractual conditions,
- Preventing pollution of the environment from activities over which we have control,
- Conducting business with suppliers who also have a commitment to responsible environmental management,
- Addressing, as a priority, threats of serious or irreversible environmental damage,
- Conserving biological diversity and ecological integrity,
- Using the real cost of environmental factors in project decisions,
- Providing training and education to workers and contractors, and
- Continually improving our environmental management performance by regular reviews and setting realistic environmental objectives and targets.

All workers are authorised and expected to stop work and immediately notify their supervisor if a task is likely to create a significant environmental impact.

To achieve our policy goals we will plan and manage our activities in accordance with best practice environmental management principals. This includes achieving an equitable balance between environmental, social and economic considerations.

## MP-002 ENVIRONMENTAL MANAGEMENT POLICY

**Samark North Qld Pty Ltd**

**Director: Mark McDonald**

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## MP-003 QUALITY MANAGEMENT POLICY

**Samark North Qld Pty Ltd** is dedicated to the delivery and installation of products and services to our customer as agreed by contract: at a quality that meets or exceeds our customer's expectation, to budget, in an efficient and timely manner, and fit for purpose.

In implementing our quality management systems we aim to enhance customer satisfaction by:

- Identifying the processes needed for the quality management system and their application throughout the organisation,
- Determining the sequence and interaction of these processes,
- Determining criteria and methods needed to ensure that both the operation and control of these processes are effective,
- Planning and ensuring the availability of resources and information necessary to support the operation and monitoring of these processes,
- Monitoring, measure and analyse these processes, and
- Implementing actions necessary to achieve planned results and continual improvement of these processes and outcomes.

**Samark North Qld Pty Ltd** is committed to ensuring that our management and all workers are appropriately trained and committed to delivering a quality service to our customers

## MP-003 QUALITY MANAGEMENT POLICY

**Samark North Qld Pty Ltd**

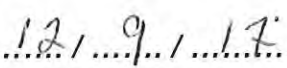
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## MP-004 INJURY MANAGEMENT POLICY

**Samark North Qld Pty Ltd** is committed to the health, safety and welfare of all persons at our workplace and the timely, safe and durable rehabilitation and return-to-work for workers who suffer a work-related injury or illness.

The key to effective injury management involves:

- Having systems in place so that everyone in the workplace agrees, understands and knows what to do in the event of an injury
- Early reporting of injuries (including notifiable incidents to the regulator)
- Timely provision of treatment and assistance for return-to-work
- Provision of assistance to treating doctor with regard to suitable duties
- Appropriate return-to-work – the workplace is the most effective place for a worker to recover
- The injured worker, the employer, the insurer and treatment providers working in an effective and coordinated way
- Timely payment of weekly benefits and medical expenses.

**Samark North Qld Pty Ltd** has developed a return-to-work program to communicate the processes that are in place to ensure effective injury management. The Return-To-Work program identifies the:

- Commitment of the organisation to rehabilitation and return-to-work
- Rights and responsibilities of injured workers
- Procedure for injury management
- Workers Compensation Insurer
- WorkCover Claims Assistance Service
- Workers Compensation Commission
- Return-To-Work Coordinator
- Rehabilitation Provider.

**Samark North Qld Pty Ltd** will provide the appropriate support and resources to ensure the objectives of this policy are achieved.

## MP-004 INJURY MANAGEMENT POLICY

**Samark North Qld Pty Ltd**

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## MP-005 SUBCONTRACTOR MANAGEMENT POLICY

**Samark North Qld Pty Ltd** is committed to the health and safety of all workers and others that may be affected by our work activities, including subcontractors and their workers.

It is the policy of **Samark North Qld Pty Ltd** to implement systems of management to comply with the legislative and specific client requirements where appropriate.

Project managers and supervisors are to:

- Evaluate subcontractor's ability to comply with legislative requirements, relevant **Samark North Qld Pty Ltd** policies and procedures.
- Review WHS and insurance documentation prior to commencement.
- Ensure they have appropriate induction before commencing work.
- Sign off on an Agreement of Service and Schedule to cover the work.
- Regularly monitor and review subcontractor performance.
- Report and record non-conformances and follow through with effective corrective actions.

Subcontractors are expected to provide all necessary supervision for their work and comply with all legislative requirements.

All workers are authorised and expected to stop work and immediately notify their supervisor if a task carries an unacceptable level of risk.

**Samark North Qld Pty Ltd** will continuously improve subcontractor management through effective implementation of procedures and regular monitoring for compliance.

## MP-005 SUBCONTRACTOR MANAGEMENT POLICY

**Samark North Qld Pty Ltd**

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## MP-006 NO LIVE WORK POLICY

**Samark North Qld Pty Ltd** is committed to the health, safety and welfare of all workers and others that may be affected by our work. Inadvertent contact of the body or conductive objects with energised conductors or components can cause electrical shock and arcing and could result in serious injury or death. Our objective is to eliminate the probability of any such occurrence.

It is incumbent on all electrical workers to know the status of electrical conductors for the purpose of faultfinding, commissioning and testing and to ensure that contact with energised conductors does not occur. For the vast majority of other circumstances there is a prohibition on working on energised electrical equipment. Specific activities that can be justified under legislation are:

- it is necessary in the interests of health and safety that the electrical work is carried out on the equipment while the equipment is energised, (eg hospitals), or
- it is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly, (eg testing, fault finding and commissioning), or
- it is necessary for the purposes of testing to determine the status of energisation, or
- there is no reasonable alternative means of carrying out the work.

This policy is explained to every electrical worker under our control. It is a requirement of this organisation that all electrical work is carried out using a safe system of work. The safe system of work must meet legislative requirements listed in a safe work procedure and checklist for energised work.

In undertaking normal electrical work, precautions must include:

- **ONLY SUITABLY QUALIFIED WORKERS**  
Low voltage installation work may only be undertaken by a licensed electrician, an apprentice or trainee under the supervision of a licensed electrician, or trades assistant under the direct supervision of a licensed electrician, AND
- **FOLLOW ISOLATION PROCEDURES**  
The circuits and apparatus of that part of the installation being worked on must not be energised, wherever practical, AND
- **ISOLATE WHERE PRACTICAL AND SHIELD EXPOSED CONDUCTORS IN THE SURROUNDING AREA**  
Measures to eliminate or control the risk of persons carrying out the work inadvertently contacting any part of the installation that remains energised. Any exposed conductor in the work area should be confirmed by each worker as isolated and/or securely shielded from possible contact, AND
- **TEST EVERY TIME BEFORE YOU TOUCH**  
Checks to ensure that the circuits and apparatus of the part of the installation that is being worked on are not energised before work commences and remain that way until the work is completed.
- **EACH HIGH VOLTAGE EXPOSED PART IS EARTHED**  
Bond each phase and the neutral to earth.

The exception to these requirements is work carried out by or on behalf of an electricity supply authority, which must be undertaken under the rule governing that authority.

**Note that apprentices and trainees are not permitted under any circumstances to work on live equipment, other than faultfinding, commissioning and testing.**

All workers are authorised and expected to stop work and immediately notify their supervisor if a task carries an unacceptable level of risk.

**Never assume an exposed conductor is dead - test every time before you touch.**

All workers must adhere to this policy to ensure their safety in the workplace. Any breach in adhering to this policy may result in immediate dismissal.

## MP-006 NO LIVE WORK POLICY

**Samark North Qld Pty Ltd**

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## MP-007 FATIGUE MANAGEMENT POLICY

**Samark North Qld Pty Ltd** is committed to achieving a safe and healthy work environment for all workers, and those around us. **Samark North Qld Pty Ltd** recognises the potential risk that fatigue in the workplace could pose for our workers, clients and the general public and is committed to reducing fatigue related issues through an appropriate system of Fatigue Management.

Both **Samark North Qld Pty Ltd** and its workers have a shared responsibility to avoid fatigue related impairment.

**Samark North Qld Pty Ltd** ensures that the hours of work are such that they allow the worker sufficient time to rest and recuperate between shifts.

**Samark North Qld Pty Ltd** ensures that travel times to and from work are considered when determining the rest period for workers between shifts.

Workers have a responsibility to ensure that adequate rest is obtained between shifts and that out of hours activities do not have an adverse affect on worker fatigue.

Workers have an obligation to advise **Samark North Qld Pty Ltd** of any secondary employment that has the potential to impact on worker fatigue.

Any worker who believes they are unfit for work due to fatigue, either caused by their existing work roster or from difficulty managing their activities or lifestyle, should discuss the matter with their Supervisor / Manager. Fatigued workers who present themselves for work shall take leave for that shift.


Repeated absences due to lifestyle fatigue may result in disciplinary action.

Instances of potential work related fatigue will be identified and managed.

## MP-007 FATIGUE MANAGEMENT POLICY

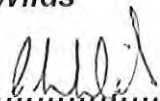
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## MP-008 PROTECTIVE CLOTHING / UNIFORM POLICY

The importance to **Samark North Qld Pty Ltd** of portraying a professional image is recognised by the parties to this Policy Handbook.

**Samark North Qld Pty Ltd** is committed to the health, safety and welfare of our workers and others that may be affected by our work. This includes the protection of our workers from excessive exposure to the harmful effects of the elements in outdoors and in other harsh environments. Our objective is to minimise the potential for skin disorders, ageing, sunburn, windburn, heat stress and dehydration through effective risk management.

The requirement for all workers to wear **Samark North Qld Pty Ltd** provided protective clothing and uniform shirts at all times whilst on duty is a condition of employment.

To that end, **Samark North Qld Pty Ltd** will purchase, pay the full cost of and provide on commencement of employment with the company the following uniform/protective clothing:

- Long sleeve shirts
- Other protective clothing will be provided on an as-required basis for project or activity to comply with WH&S requirements eg safety

Regular maintenance and cleaning of all clothing remains the responsibility of the worker. Replacement will be on a "fair wear and tear" basis.

Caps/hats, long trousers and long sleeve shirts should be used in conjunction with sunglasses and sunscreen as appropriate when working outdoors. Wherever possible, work activities should be scheduled or otherwise planned to minimise exposure to heat, sun, wind and rain.

Appropriate protection should be used in relation to the use of chemicals in accordance with the relevant material safety data sheets and procedures.

Appropriate protection should be used when working in restricted work areas such as under floors and in ceiling spaces and unclean environments to protect against minor cuts and abrasions.

Ensure high visibility clothing is suitable for electrical work and wear it in traffic areas or when required by the site rules.

Protection against the potential for electric shock and arc flash burns is achieved through appropriate PPE, tools and other risk control measures, including isolation, insulated mats and protective shielding of exposed live conductors. In such circumstances the body must be covered as much as practicable with an appropriate thickness of clothing. Fabrics such as nylon and polyesters shall not be used because they are prone to melting. Wear cotton undergarments, and cotton outer clothing is acceptable in normal situations.

All **Samark North Qld Pty Ltd** PPE must be returned upon termination of employment.

**MP-008 PROTECTIVE CLOTHING / UNIFORM POLICY**


***Samark North Qld Pty Ltd***

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## MP-009 TRAFFIC MANAGEMENT POLICY

**Samark North Qld Pty Ltd** is committed to providing a safe work place and environment when working on or adjacent to roads.

We are aware of the need for correct procedure and maintaining uniformity in displaying and operating on and near a roadway. This involves a systematic consideration of conditions to be encountered at each site and implementation or designing a specific plan for the control of traffic.

To deliver on our commitment, we:

- communicate **Samark North Qld Pty Ltd** policy and procedures to all workers and other stakeholders
- comply with statutory obligations
- provide health and safety risk management systems and procedures that are relevant to the nature and scale of work undertaken
- provide training, instruction and supervision
- where appropriate, we will employ the services of an authorised traffic control company, to provide traffic management.

Failure to adhere to this policy may result in disciplinary action.

## MP-009 TRAFFIC MANAGEMENT POLICY


**Samark North Qld Pty Ltd**

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## MP-010 SITE WORK HEALTH AND SAFETY POLICY

**Samark North Qld Pty Ltd** is committed to the health, safety and wellbeing of workers under our control, and those affected by our work.

The objectives of our Site Work Health and Safety Policy are:

- To achieve an incident free workplace.
- To make Work Health and Safety an integral part of every managerial and supervisory position.
- To ensure Work Health and Safety is considered in all planning and work activities.
- To involve our workers in the decision making processes through regular communication, consultation and training.
- To provide a program of education and training in safety.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all workers.

The success of our health and safety management is dependent on:

- Understanding the total work process and associated WHS risks.
- Planning all work activities with due consideration given to implementing effective WHS controls.
- Commitment of our work team to achieving our objectives.
- Open and honest communication between management and all workers.

All workers are authorised and expected to safely stop work and immediately notify their supervisor if a task carries an unacceptable level of risk.

## MP-010 SITE WORK HEALTH AND SAFETY POLICY

**Samark North Qld Pty Ltd**

**Director: Mark McDonald**

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## **MP-011 MOTOR VEHICLE POLICY**

It is an express condition of employment by this Company that all workers hold and/or maintain a current Australian Drivers licence.

The Company, at its discretion, may terminate the employment of an worker who does not hold, loses or fails to maintain a current Australian Drivers licence where such an worker is required as part of his/her duties to hold such a licence.

A copy of each worker's current Australian Drivers licence must be forwarded by the individual worker(s) to the Company on a three monthly basis, or otherwise as requested. Workers are also required to immediately notify the Company upon the disqualification of a Drivers Licence. Failure to notify the Company will result in disciplinary action which may include termination of employment.

A company vehicle (where applicable) will be provided for use during the performance of duties on behalf of the Company.

Drivers of Company vehicles are not to drive when they are unlicensed or when they are under the influence of alcohol or other drugs. Drivers will be subject to summary dismissal should this occur.

A Fuel Card may be supplied for purchases of fuel and oil only. All dockets are to be received by the Company by Wednesday following the date of purchase.

No alterations or modifications are to be made to the Company vehicle without the express permission of the Company.

### **Maintenance**

The vehicle is to be kept clean and serviced. Maintenance is to be carried out in accordance with the Log Book or as recommended by the selling dealer during the Warranty period or the garage/authorised service centre nominated by the Company.

### **Traffic Infringement**

It is the driver's responsibility to operate and park the Company vehicle in a legal manner. The driver of the vehicle will be responsible for the payment of any traffic infringements incurred.

If a Company vehicle is involved in an infringement whereby the driver is not identified (eg speed or red light camera), it will be referred to the worker to whom the vehicle is assigned. For this reason no other person should be permitted to drive the vehicle. In the unavoidable event that another person be required to drive the vehicle, such use should be noted and is the responsibility of the individual to whom the vehicle is assigned.

No person other than an worker of the Company shall be permitted to drive the Company vehicle, without the express permission of the Company.

### **Vehicle Accidents**

Where the worker or other authorised driver (approved by the Company) is involved in a motor vehicle accident and the worker is proven to be at fault by the insurer, the worker will be responsible for the payment of any fines or non-recoverable insurance excess payments up to \$500.00.

### **Private Use**

Workers may be granted reasonable private use of Company supplied vehicles. The Worker will be responsible for any Fringe Benefits Tax arising from the Worker's private use of the vehicle.


### **Log Book**

Workers who are provided with a Company vehicle must maintain a log book in the form required by the Company to record all work related travel.

## MP-011 MOTOR VEHICLE POLICY

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## **MP-012 MOBILE PHONE POLICY**

**Samark North Qld Pty Ltd** is committed to providing a work environment that is safe and without risk to workers and members of the public. The following mobile phone protocol applies to all workers.

The aim of this policy is to provide workers with guidelines regarding the appropriate use of their company supplied mobile phone. Reference is also made to the use of private mobile phones on company business.

### **Eligibility**

An worker will be eligible to have a mobile phone if it is deemed necessary to their position, for example, if the worker's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work.

### **Use**

The mobile phone is provided primarily to allow contact with the staff member by other staff or customers.

The use of a mobile phone while driving is illegal. If justified, a 'Hands-free Car Kit' may be provided and installed into an worker's car. Most Company passenger vehicles are factory equipped with blue tooth hands-free kits.

### **Private use**

Your mobile phone has been issued to you for work purposes. Therefore, private usage of your mobile phone should be kept to a minimum.

If it is found that an worker is using his or her phone irresponsibly, then the worker may have the phone removed or be requested to reimburse the Company for excessive personal calls.

Also, your phone use will be more closely monitored until a more reasonable proportion of business versus private use is achieved.

### **Use of mobile phones in the office**

If customers expect to find an worker on their mobile phone rather than on a regular fixed telephone in the office, then the mobile should be kept on, even when in the office.

In circumstances where a fixed telephone is available to make outgoing calls, then use of the mobile phone for that purpose is discouraged.

Private mobile phones are not to be switched on or used in the workplace during working time except in an emergency, where mutually agreed between an worker and their supervisor or manager, or as authorised by this policy.

### **Mobile phones in meetings**

It is common courtesy to switch mobile phones off before entering a meeting. The Company understands that extenuating circumstances may exist that requires you to leave your mobile phone switched on during meetings. If this is the case then inform the other attendees prior to the commencement of the meeting that you may be expecting a call so you will be leaving your mobile on during the meeting.

### **Diverting fixed telephone when out of office**

If an worker is out of the office and has his or her mobile switched on, then it may be appropriate for the worker to divert calls coming in via their fixed telephone to their mobile phone.

### **Work health and safety**

The use of mobile phones in certain parts of the workplace and in company vehicles can create unsafe situations or potentially unsafe situations.

The use of mobile phones is prohibited whilst operating plant, when working in hazardous areas or high risk situations and whilst working at heights – which includes whilst working on ladders.

Mobile phones should not be used when working on tasks that are critical, or require a high degree of concentration. The interruption or loss of concentration caused by answering the phone call during such a task

can interrupt the flow of the work and can result in a vital step of the task being missed, which may result in significant personal injury or property damage.

Supervisors and managers are authorised to issue general notices or particular notices to staff regarding the use of mobile phones if they perceive a real or potential work health and safety risk.

Staff are required to comply with such orders/directions/notices issued by supervisors or managers.

#### **Lost or broken phones**

The Company expects all workers who have been allocated mobile phones to take the utmost care and responsibility for them.

If a phone is lost, it should be reported to their supervisor or manager, as soon as it is noticed missing.

Depending on the circumstances in which the phone was lost, the Company will be responsible for replacing the phone unless carelessness on the part of the worker can be shown as the cause of the loss. In circumstances where it has been shown that the worker's carelessness contributed to the loss of the phone then the worker may be required to pay the whole, or contribute to, the replacement cost. If the phone is faulty or broken, then notify the supervisor or manager, as soon as possible so a replacement phone may be supplied.

#### **Termination of employment**

On termination of employment, the worker must return a company issued mobile phone to the Company. Any battery chargers or other accessories supplied by the company for use with the mobile phone must also be returned.

In some instances suitable alternative arrangements may be made to enable a mobile phone service transferred to the departing worker.

#### **Worker's mobile phone used on company business**

With the agreement of an worker manager, an worker may use his or her own mobile phone on company business according to the terms agreed with the relevant manager.

### **MP-012 MOBILE PHONE POLICY**

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## MP-013 MEDICAL INFORMATION POLICY

The Company is committed to establishing and maintaining a safe and fair work environment for all prospective and current workers. This commitment is based on the principles of selecting the best person for the job and minimising business risk.

Collecting medical information about current or potential workers has two purposes:

- To assess an applicant's current ability to perform the inherent requirements of a job.
- To minimise business risk by ensuring the health, safety and welfare of all workers at the commencement of employment and during the course of employment.

This policy applies to the recruitment and employment of all workers.

### Job analysis

Any medical information requested by the Company must relate exclusively and directly to the requirements of a position. To ensure the information requested is reasonable, each job will be analysed by Human Resources, in conjunction with the relevant Manager/Supervisor. Special consideration must be given to legislative requirements in relation to hazardous substances. Where risk of exposure to hazardous substances is identified, the Company must adhere to the required health monitoring or surveillance requirements specified in the relevant material safety data sheet and current legislation.

In determining whether any job requirement is reasonable, the following factors need to be taken into account:

- Is the specified physical requirement actually required to perform the job, for example the level of hearing or sight?
- Could the person do the job with access to certain services or facilities, such as hearing aids, glasses or a different software package?
- Would the cost or difficulty of accommodating the person to allow them to perform the job be prohibitive or cause the Company unjustifiable hardship?
- Are there viable, alternative ways of doing the job without such a requirement?

Where medical conditions do exist which may be detrimental to performance of the job, the Company will endeavour to make reasonable adjustment to the position to accommodate the person with the condition.

### Consultation

Prior to any medical information being requested, applicants or workers must be made aware of the physical requirements of the position through:

- A job advertisement,
- A job description;
- The initial screening process; or
- The initial interview.

## Obtaining information

Medical information may be requested in three stages:

### 1. Health Declaration

A health declaration states the applicant or worker understands and can comply with the physical requirements for the position. This is a signed statement by the applicant. The declaration must clearly identify the physical requirements for the position. This document has three objectives:

- To ensure the applicant or worker is aware and can comply with the physical requirements of the position.
- To identify physical requirements that require medical assessment prior to and during the course of employment, such as exposure to chemicals or noise
- To identify physical requirements that do not require further medical assessment, but require the Company to supply the applicant or worker with further information to minimise business risk, such as safe manual handling.

A standard health declaration form is attached to this policy.

### 2. Pre-Employment Health Assessment

A pre-employment medical assessment is a medical examination exclusively designed to assess whether an applicant can fulfil the physical requirements of a position, prior to making a job offer. Such an assessment should only examine physical attributes essential to fulfil the requirements of the position, as identified in the initial health declaration.

### 3 Annual Health Assessment

An annual health assessment is a medical examination that is conducted annually to monitor the physical requirements identified in the initial health declaration and examined in the pre-employment health assessment.

Annual medical examinations have four purposes:

- To ensure the health, welfare and safety of workers in positions which have certain physical requirements;
- To minimise health and safety business risks;
- To assess whether an worker can meet the physical requirements essential to performing the position.

Both pre-employment and annual health assessments will be performed by the nominated Company health assessor. Should a dispute arise as to the validity of tests in a health assessment, the Company will take into consideration the results of other health assessments supplied by an applicant, taken by a qualified medical practitioner.

## Use of medical information

Where an applicant indicates they can fulfil the physical requirements of a position, either through a health declaration or a health assessment, this will be a favourable consideration in the recruitment or appraisal process.

If an applicant or worker fails to meet the health requirements for a position, even allowing for reasonable adjustment, the Company will inform the person of the unfavourable aspects of the assessment during this period. The Company will advise the applicant or worker of measures which may be either necessary for continued optimal health or which may alter the person's health status towards a future favourable outcome.

## Storing medical information

Medical information, as with all personnel records, will be treated as strictly confidential, and will remain in the worker's personnel records or with the applicant's employment application records.

## **MP-013 MEDICAL INFORMATION POLICY**

***Samark North Qld Pty Ltd***

***Director: Mark McDonald***

***Signature:*** ..... 

***Date:*** ..... 12 / 9 / 17 .....

***Director: Austin Wilds***

***Signature:*** ..... 

***Date:*** ..... 12 / 9 / 17 .....

***Review within 12 months of signing***

## MP-014 DRUGS AND ALCOHOL POLICY

Persons in the possession of, or under the influence of alcohol or drugs, are not permitted to commence or continue work at any **Samark North Qld Pty Ltd** site or other workplace while in the employ of **Samark North Qld Pty Ltd**.

If you are taking drugs or medicine prescribed by a medical practitioner that may cause drowsiness or lessen your ability to perform your job safely, then you must report that to your Supervisor.

### **Samark North Qld Pty Ltd:**

is committed to providing employees with a safe, healthy and supportive environment in which to work recognises that the safety, health and wellbeing of our employees is important will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

## MP-014 DRUGS AND ALCOHOL POLICY

### **Samark North Qld Pty Ltd**

**Director: Mark McDonald**

**Signature:** ..... 

**Date:** 12 / 9 / 17

**Director: Austin Wilds**

**Signature:** ..... 

**Date:** 12 / 9 / 17

**Review within 12 months of signing**