



When you need GREAT people

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EIR Policies

Revision No: 1

Latest Revision Date: May 2020

GRIEVANCE POLICY

It is the policy of **EIR GROUP** to encourage all staff to report to management any grievance they have in relation to their working environment.

A grievance can be any of the following but not limited to:

- Anti-Discrimination / Equal Opportunity
- Drugs & Alcohol
- Workplace Consultation
- Sexual Harassment
- Bullying
- Violence in the Workplace
- Fatigue
- Noise Management
- Any other work related issues

The management of **EIR GROUP** is committed to providing a workplace free of grievance.

SIMON KEEGAN
MANAGING DIRECTOR

SIGNATURE:

DATE:

May 2020

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HAZARDOUS SUBSTANCES MANAGEMENT POLICY

1 Company Policy & Commitment

- a. As part of **EIR GROUP'S** policy of providing a safe and healthy workplace for all staff and subcontractors, the Company is committed to reduce or eliminate any risks and hazards by ensuring that, wherever any substance used by the Company falls within the definition of a hazardous substance as defined within the *Hazardous Substance in Approved Criteria For Classifying Hazardous Substances [NWHSC:1008(2004)] 3rd Edition October 2004*, its handling and use shall comply with;
 - i. All aspects of the *National Model Regulations For The Control Of Workplace Hazardous Substances [NWHSC:1005(1994)]*; and
 - ii. All other supporting legislation and requirements e.g. State or Territory (as applicable) legislation, Codes of Practice and Government and Industry Guidelines related to the management storage, handling and use of hazardous substances.
- b. Additionally the Company shall identify what activities it carries out that uses hazardous substances and shall work with Clients, Suppliers and other interested parties to reduce and eliminate the use of these substances, wherever possible and practicable, to provide a less hazardous and safer place of work.

2 Company Goals & Objectives

Hazardous Substances are substances that may have an adverse short and/or long term effect on the health of people.

- a. Hazardous Substances are classified and shall be dealt with under occupational health and safety legislation.
- b. The objective of the Company is to minimise the risk of adverse health effects due to exposure to hazardous substances in the workplace by ensuring:
 - i. Employees with potential exposure to hazardous substances used in a work activity are provided with information and training on the nature of the hazards, the means of assessing and controlling exposure and the safe handling and use of these hazardous substances.
 - ii. Hazardous substances used at work are provided with labels and Material Safety Data Sheets (MSDS);
 - iii. All Employees in the workplace have access to this information;
 - iv. A current Register of Hazardous Substances used by the Company is maintained and that emergency services and other relevant public authorities have access to this Register when required.

SIMON KEEGAN
MANAGING DIRECTOR



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WATER CONSERVATION & USE MINIMISATION POLICY

Company Policy & Commitment

As part of **EIR GROUP'S** policy of providing total Client satisfaction in an environmentally responsible manner, the Company is committed to promote and implement a water conservation policy that is to:

1. Pursue the best water management practice by conserving & enhancing its use of resources & minimising usage to comply with the *Sydney Water Act 1994 No.88*, *Sydney Water Amendment (Water Restrictions) Bill 2003* & *Sydney Water Regulations 2006* & all other supporting legislation & requirements e.g. Codes of Practice & Government, Industry Guidelines & applicable Water Restrictions.
2. Identify what activities the Company & its Clients carry out that affects or interacts with the water utilisation & work with Clients, Suppliers & other interested parties to encourage the reduction of water consumption;
3. Allocate responsibility & accountability to all levels of the Company to achieve & maintain best water management practice & to commit financial, physical & human resources to attain them.

Company Goals & Objectives

The Company's goals & objectives are to:

1. Follow all NSW water restrictions in force (as applicable to the Company's operations) at both State & Regional levels at all times.
2. To recognise that the Company's commitment to water usage conservation is an integral part of its current & future business performance. To support this, the Company shall set up & monitor a program of activities relating to Water Management that shall include;
 - a. Ensure that all Employees & Subcontractors are fully aware of their responsibilities & obligations required by legislation by providing water management awareness information, training & education as part of the Company's induction for new Employees & as part of the Site induction for both Employees & Subcontractors.
 - b. Improve work design, workplace design & standard work procedures, changes to work methods & carrying out workplace inspections where applicable.
 - c. Ensure that spill & leak incidents & accidents are reported, recorded & investigated.

SIMON KEEGAN
MANAGING DIRECTOR



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MOTOR VEHICLE POLICY

EIR Traffic Management provides and maintains a vehicle fleet with a range of vehicle types appropriate to the needs of the company operations. Such vehicles form the organisations vehicle pool and are available for use by authorised personnel for travel associated with the conduct of EIR Traffic Management activities

The purpose of this policy is to ensure that all EIR Traffic Management employees understand their responsibilities when operating company motor vehicles.

- Drivers of company vehicles must be authorised to do so and must hold a current driver's license.
- Drivers are fully responsible for the vehicle while it is in their charge.
- Traffic regulations and bylaws must be observed at all times.
- All traffic and parking violations are the responsibility of the authorised driver of the vehicle.
- Vehicles must be driven at safe speeds according to the road conditions and within speed limits at all times.
- Every courtesy must be shown to other road users and pedestrians.
- The no smoking policy extends to motor vehicles.
- Company vehicles are serviced at the manufacturer's recommended intervals and maintained in a roadworthy condition. However, drivers are required to check for obvious defects and report these immediately.
- Drivers are required to regularly check petrol, tyre pressure and windscreen washer supply.
- Unattended vehicles must be securely locked.

Approved Drivers

The driver of an EIR Traffic Management vehicle must be an employee of EIR Traffic Management and the employee / contractor 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 or provisional licence are not permitted to drive EIR Traffic Management 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 EIR Traffic 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 EIR Traffic Management. EIR Traffic Management reserves the right to dismiss an employee / contractor who loses his or her driver's licence if the job required the use of a vehicle and if no other arrangements are available.

Care of an EIR Traffic Management Vehicle

The driver of each vehicle is responsible for the basic maintenance of that vehicle. Basic maintenance should include, as a minimum, monitoring and replenishing vital fluids and lubricants:

- Fuel;
- Engine Oil;
- Coolant;
- Washer Fluids;
- Tyre pressure should also be monitored.

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 bring to EIR Traffic Management immediate attention any fault that could render the



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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.

Mobile Phones

It is a traffic offence to initiate or receive calls without the use of approved Mobile Phone Cradles while driving. Drivers must comply with this law at all times.

Traffic Offences and Accidents

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

The employee responsible for any vehicle that is involved or suspected of being involved in any accident is to report the accident to EIR Traffic Management as soon as possible. Note: Where the employee is negligent, the employee will be responsible for payment of the insurance excess, which may necessitate the deduction of monies from wages.

Alcohol, Drugs and the Like

An EIR Traffic Management vehicle must not be used by any driver who is affected by drugs, prescribed or social, or alcohol. No employee can drive an EIR Traffic Management 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.

No support will be provided for any employee who suffers any consequences as a result of being in control of an EIR Traffic Management vehicle whilst under the influence of alcohol or drugs. An employee, who is found to be affected by alcohol or drugs, will pay for any damage to the EIR Traffic Management vehicle, other vehicles, people or property as a result of an accident where that employee is the driver of an EIR Traffic Management vehicle.

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

No Smoking

Smoking is not permitted in any vehicle owned or operated by EIR Traffic Management.

Misdemeanour

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..

Review

This policy will be reviewed annually.

SIGNATURE:

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