



Spantech is committed to ensure the health and safety of all persons involved with or affected by the operations of the company.

Continual improvement in Health and Safety performance will be achieved by setting objectives, measuring progress and communicating results.

To deliver on our commitment, we will:

- provide a health and safety risk management system and procedures that are relevant to the nature and scale of work undertaken;
- set measurable targets and seek to continually improve our health and safety performance with the long term aim of eliminating work-related injury and illness;
- comply with all applicable health and safety laws, regulations, statutory obligations and other applicable requirements;
- communicate Spantech's Health and Safety Policy and procedures to all employees and other interested parties as appropriate to ensure they are aware of their obligations with respect to Spantech's operations;
- ensure the accountability for Health and Safety matters is clearly assigned, defined and communicated and staff provided the resources to meet our objectives;
- consult with and achieve the personal commitment of all employees, subcontractors, suppliers and consultants to healthy and safe workplace practices;
- ensure our Health and Safety management adopts a preventative approach using comprehensive risk assessment; and
- periodically review and revise our Health and Safety Policy and procedures to maintain their relevance.

We will respond to the Health and Safety challenges in all areas of our business and it is the responsibility of every Spantech employee to implement this policy.

A handwritten signature in black ink, appearing to read "R.J. Lucas", is written over a faint, light blue circular background.

R.J. Lucas
CEO

Spantech Pty Ltd
ABN 53 010 544 108

Created by: Craig Lucas on Wednesday, 27/04/2016
Approved by: Craig Lucas on Wednesday, 27/04/2016
Published by: Craig Lucas on Wednesday, 27/04/2016



Spantech is committed to ensure the high quality of our service and projects throughout the operations of the company.

To deliver on our commitment, we will:

- implement an effective Quality Management System commensurate with the size and capabilities of the company;
- comply with the requirements of AS/NZS ISO 9001:2008 and any additional quality requirements of our clients;
- set quality objectives, measure progress and review results to ensure the continual improvement and effectiveness of our Quality Management System;
- ensure Spantech's Quality Assurance Policy and procedures are communicated to and understood by all employees;
- periodically review our Quality Assurance Policy and procedures to maintain their relevance.

It is the responsibility of every Spantech employee to implement this Policy to ensure our quality performance satisfies our contractual obligations and exceeds the expectations of all our Clients.

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Spantech is committed to the rehabilitation of employees entitled to compensation for work related injury or illness throughout the operations of the company. Continual improvement in rehabilitation procedures will be achieved by setting objectives, measuring progress and communicating results.

To deliver effective rehabilitation, we will:

- provide a safe and healthy work environment, but in the event of an injury or an illness, making sure a return to work (RTW) program is commenced as soon as possible and in accordance with medical advice.
- ensure alternate and meaningful duties are made available to the injured or ill employee, where practicable, to facilitate their safe and early return to work in accordance with relevant the Workers Compensation Legislation.
- respect the confidential nature of medical information and ensuring there will be both verbal and written confidentiality.
- ensure all employees are consulted in the development of their RTW plan for a structured and safe return to work that will not disadvantage them.
- ensure the injured employee has access to suitable treatment to assist in their recovery.
- comply with all applicable laws, regulations, statutory obligations and other applicable requirements;
- appoint a Rehabilitation Officer to facilitate rehabilitation and coordinate return to work matters;
- provide the resources to meet our rehabilitation objectives;
- set measurable targets and seek to continually improve our rehabilitation performance;
- periodically review and revise our Rehabilitation Policy and procedures to maintain their relevance.

We will respond to the rehabilitation challenges in all areas of our business and it is the responsibility of every Spantech employee to implement this policy.

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Spantech is committed to sustainable development throughout the operations of the company. Continual improvement in environmental performance will be achieved by setting objectives, measuring progress and communicating results.

To deliver sustainable development, we will:

- communicate Spantech's Environmental Policy and procedures to all relevant stakeholders including employees and others working on our behalf;
- comply with all applicable environmental laws, regulations, statutory obligations and relevant codes of practice;
- maintain environmental management systems that are appropriate to the nature and scale of our business;
- make business decisions that work towards achieving sustainable development;
- ensure that our employees, subcontractors, suppliers and consultants are aware of and have the necessary skills to fulfil their environmental obligations with respect to Spantech's operations;
- strive to conserve resources and eliminate or minimise adverse environmental effects and risks that may be associated with our services and operations;
- manage waste in order of preference: avoid waste; re-use; recycle; energy recovery; or correct disposal;
- work with our clients and other stakeholders to help them achieve their environmental objectives and obligations; and
- periodically review and revise our Environmental Policy and procedures to maintain their relevance.

We will respond to the environmental challenges in all areas of our business and it is the responsibility of every employee to implement this policy.

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Spantech aims to provide a workplace free from discrimination. Consistent with this aim is the adoption of a positive approach to providing equal employment opportunity to all employees.

In implementing this policy Spantech is committed to:

- fully utilising and developing the potential of all employees; and
- developing an informed workforce aware of their right to a non-discriminatory workplace.

Further to this, Spantech will encourage all employees to take the necessary action to aid in meeting this aim.

Equal employment opportunity is achieved by eliminating and prohibiting discrimination, including harassment, on the basis of a person's gender, race, religion, disability, marital status, sexual orientation, age, parental status, union membership or political affiliation.

Equal opportunity is achieved by taking positive steps to remove any existing or future barriers that discriminate.

Spantech will communicate internally its obligation to provide equal opportunities in a manner that fosters understanding, acceptance, tolerance and support amongst all employees.

Spantech recognises the right of every employee and potential employee to enjoy fair and equal access to employment opportunities and recruitment and employment practices will afford fair consideration for job opportunities for all applicants.

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Spantech is committed to ensuring our employees and contractors at all Spantech workplaces are physically, emotionally and mentally fit to perform their duties unaffected by drugs or alcohol.

To deliver on our commitment, we will:

- ensure employees are provided drug and alcohol awareness training;
- ensure workers understand the consumption of alcohol is prohibited during work time, including rest and meal breaks, and is considered to be a serious breach;
- ensure workers understand the use, sale or personal possession of illegal drugs at a Spantech workplace is considered to be a serious breach and may result in criminal prosecution;
- encourage workers to report the use of prescription or pharmaceutical (over-the-counter) drugs to management when it is known by the worker that their use may affect their ability to perform assigned duties. Management shall ensure the privacy of the worker is respected;
- ensure employees and other workers do not commence or continue work unless they are fit for work, unaffected by drugs or alcohol. On-site drug and alcohol screening shall be conducted in accordance with relevant Australian Standards and company procedures to verify if an employee is fit for work;
- provide employees who may have drug or alcohol issues, access to an employee assistance program, where appropriate;
- ensure that if a management approved function is held at a Spantech workplace it will be outside working hours and the quantity of alcohol provided will be limited. Low and non-alcoholic beverages will also be available and all persons are required to adopt a responsible attitude to alcohol consumption. Once having attended the function, no one is to return to any part of the workplace. All attending are to ensure that they are well below the legal limit for driving, and if there is a possibility of being over the legal limit, alternate transport arrangements are to be made.

Spantech considers alcoholism and other drug addictions to be treatable illnesses.

This policy applies to all Spantech employees, contractors and visitors. Breaches of this policy will lead to disciplinary action, with serious or repeated breaches by Spantech employees being dismissible offences.

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Spantech is committed to ensuring a healthy and safe workplace that is free from workplace harassment. Workplace harassment is unacceptable and will not be tolerated under any circumstances.

Workplace Harassment is repeated unwelcome and unsolicited behaviour towards a person that the person or any reasonable person would consider offensive, humiliating, intimidating or threatening. Sexual harassment is any form of unwelcome attention of a sexual nature that is humiliating, intimidating or offensive.

Workplace Harassment does not include reasonable management action taken in a reasonable way by the person's employer in connection with the person's employment.

Workplace Harassment can have detrimental effect on workers, leading to psychological and physical illness and injury with negative effects on the performance and profitability of a company.

To deliver on our commitment, we will:

- encourage any person who experiences workplace harassment to report it to their supervisor or management
- ensure all persons are trained and understand their responsibilities for workplace harassment prevention
- have procedures and controls to prevent workplace harassment or minimise the risks;
- ensure any allegations of workplace harassment will be treated seriously, and investigated promptly and impartially;
- take disciplinary action against a person who harasses a worker, victimises someone who has made a complaint, or makes malicious, frivolous or vexatious complaints;
- provide assistance to workers to manage and resolve workplace harassment complaints consistent with Spantech's OHS complaint resolution guidelines;
- apply this policy to all employees, contractors and suppliers;
- comply with all relevant legislation;
- review this policy at regular intervals as required by management OHS review procedures.

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Spantech is committed to the effective, fair and ethical management of workplace issues, centred on consultative, collaborative and cooperative measures involving, but not limited to, the participation of Employees, Unions, Subcontractors and Consultants.

These measures are directed at:

- creating an environment of improved workplace management culture;
- improving industrial/employee relations;
- generating employee commitment; and
- achieving respect for and the observance of individual and collective rights.

Spantech's objectives are to:

- adopt a strategic approach to managing industrial and employee relations at enterprise level;
- create employee relations practices that go beyond compliance but become part of Spantech's day to day operations;
- return to stakeholders improved employee and industrial relations measured through the reduction of time lost in the resolution of conflict and grievances; and
- create a workplace environment that empowers employees and actively encourages their participation.

To achieve these objectives Spantech will ensure sufficient resources are made available to make possible the positive gains that a policy such as this can bring to both Spantech and all those associated with the Company.

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Spantech is committed to ensure the health and safety of all persons involved with or affected by the operations of the company.

This policy aims to eliminate, and where not practicable, reduce worker exposure to ultraviolet radiation, or 'solar UVR', and heat stress by implementing appropriate control measures.

To deliver on our commitment, we will:

- implement sun protection control measures for outdoor workers when the SunSmart Alert UV Index is 3 and above, and at all times when working in alpine regions or near highly reflective surfaces
- provide shaded areas or temporary shade where possible and move tasks into shade where possible
- provide shaded areas for rest and meal breaks
- provide cool drinking water at construction sites
- when possible, schedule outdoor work to occur when levels of solar UVR are less intense
- rotate workers to avoid exposing any one individual to UVR for long periods of time
- tint windows of work vehicles and modify reflective surfaces where possible
- identify and eliminate or minimise contact with photosensitising substances
- provide information to workers to enable them to work safely in the sun and effectively examine their own skin
- provide and require the use of appropriate sun protective PPE including: sun protective work clothing (long sleeved shirts and long pants), sun protective hats, sunglasses and sunscreen, unless the PPE creates a secondary hazard to the worker
- periodically review and revise this policy and related procedures to maintain their relevance.

It is the responsibility of every Spantech employee to implement this policy.

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