

Stornoway Quarrying

Raeburn Quarry

Development Proposal and Environmental
Management Plan

APPENDIX D

Stornoway Policies



POLICY MANUAL

March 2009

POLICY ENDORSEMENT

The following policies are designed to assist everyone at Stornoway in the appropriate management of a wide range of workplace issues. They not only provide guidelines for meeting all legislative requirements, but also ensure that the responsibilities of the organisation and each employee are documented and widely distributed.

These policies are supported by procedures and forms.

All the policies in this manual are fully endorsed by the CEO and Managers at Stornoway. Adherence is required at all levels of the organisation and by all employees, including ongoing full/part-time employees, and casual employees.

These policies may also apply to contractors performing work on behalf of Stornoway and their employees.

It is recognised that the policies require periodic review and modification to ensure they keep pace with Stornoway's changing needs.

Employees are required to comply with both these policies and procedures as well as any other policies but they do not form part of the contract of employment.

Constructive feedback from all employees is therefore encouraged, either through submission of an IDEAS Report, discussion with your supervisor or, where you believe it's appropriate, direct discussion with me.

I look forward to working together on the implementation of workplace policies and practices that are beneficial to all staff.



Tim Gardner
CEO
March 2009

ENVIRONMENTAL POLICY

1. Stornoway is in the business of road infrastructure maintenance, quarry material supply, water treatment system manufacture, general civil works and project management.
2. Stornoway is committed to protecting the environment in which it works. To achieve this, it utilises a system that has been designed to continually improve its operations in terms of minimising impacts on this environment.
3. Stornoway's principle objectives are to:
 - comply with relevant legislative, regulatory and other requirements;
 - minimise the risk of adverse environmental impacts of all organisational activities;
 - promote environmental awareness at all levels of the organisation;
 - maximise the ability to implement timely and effective control measures in the case of an environmental incident;
 - maintain an environment management system that conforms to ISO14001:2004 requirements; and,
 - review and deliver continuous improvement in the management of environmental systems and practices.
4. We will achieve this by:
 - implementing a comprehensive environmental hazard assessment and rating system for application to all operations;
 - implementing project-specific environmental management plans and program for all operations;
 - including environmental awareness as part of the general induction program for all employees, as well as ensuring effective communication with key stakeholders; and,
 - implementing specific training program as required to manage environmental hazards including risk mitigation and impact control.




Tim Gardner
CEO

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OCCUPATIONAL HEALTH & SAFETY POLICY

1. Stornoway is in the business of road infrastructure maintenance, quarry material supply, water treatment system manufacture, general civil works and project management.
2. Stornoway will carry out its business so far as is practicable, in a safe manner, without risk to the health of its employees, subcontractors, clients and the public.
3. Stornoway's principle OH&S management objectives are to:
 - comply with relevant state legislations and regulations;
 - minimise the risk of occurrence and impact of OH&S incidents by providing a safe and healthy workplace for all employees;
 - eliminate injuries, by operating with a belief that all accidents are preventable and that a "zero accident" target is achievable; and,
 - maintain and regularly review the occupational health & safety management system in accordance with AS 4801:2001 and continually improve in OH&S management systems and practices.
4. We will achieve the above by:
 - implementing a comprehensive OH&S hazard assessment and rating system for application to all operations;
 - implementing project specific OH&S objectives, management plans and programmes for all operations;
 - implementing OH&S awareness through induction and training programmes to employees as required to proactively manage all workplace hazards and ensure risk minimisation;
 - ensuring that appropriate information, instruction and training are provided on all work sites and all employees are aware of these resources;
 - ensuring adequate site supervision and ensure open communication between all levels of personnel, clients and subcontractors; and,
 - focussing on ongoing improvement in the areas of safety education, accident prevention, hazard control and injury prevention.



Tim Gardner
CEO

QUALITY POLICY

1. Stornoway is in the business of road infrastructure maintenance, quarry material supply, water treatment system manufacture, general civil works and project management.
2. Stornoway is committed to the provision of a quality service that delivers effective solutions and provides exceptional value to the customer.
3. We aim to achieve that by ensuring that the quality management system complies with ISO9001:2008 and that its effectiveness is continually improved.
4. Stornoway has established, regularly reviewed and communicated quality objectives to all levels in the organisation. The principle quality objectives are to:
 - meet client's specified contractual requirements;
 - achieve a "right first time" outcome in all cases;
 - ensure consistency in the delivery of all business functions; and
 - provide quality verification for all works and associated products.
5. We will achieve the above by:
 - implementing a comprehensive quality risk assessment and rating system for application to all operations;
 - implementing project-specific quality management plans and programmes for all operations, including the identification of key hold points and inspection and testing requirements;
 - ensuring all employees possess the competency and resources to comprehensively implement quality control and verification activities; and
 - encouraging the maintenance of clear and open communication with clients and all subcontractors and suppliers.



Tim Gardner
CEO