

COMPANY POLICIES

OCCUPATIONAL HEALTH & SAFETY POLICY

HMS is committed to the prevention of harm to employees, others, with the aim of continually improving Occupational Health and Safety.

HMS is committed to the general wellbeing of individuals in the workplace, and the safe operation and maintenance of all plant and equipment.

HMS acknowledges that our Integrated Management System provides a framework for the setting of objective and targets to eliminate or minimise work related incidents. Adequate resources will be provided to achieve this goal.

For the benefit of all our employees, clients and the general public our objectives are to:

- » Comply with all applicable laws, regulations and standards, and where adequate laws do not exist, adopt and apply standards that reflect the Company's commitment to Occupational Health and Safety;
- » Communicate and consult with all appropriate persons to increase awareness of their Occupational Health and Safety obligations.
- » Ensure employees take full reasonable steps to prevent injury to themselves and others, and to ensure all preventative measures are implemented.
- » Train and hold individual employees / sub-contractors accountable for their area of responsibility through continuous training and defined position descriptions.
- » Ensure Management is actively involved and that it provides demonstrated leadership to assist the continual improvement of OH&S and Environmental performance.
- » Investigate all work related incidents and develop corrective actions necessary to ensure prevention of reoccurrence.
- » Manage risk by review of performance and the implementation of management systems to identify, assess, control, monitor and review hazards.
- » Demonstrate commitment to an equitable and effective injury management program.
- » Regularly review and continually improve HMS Integrated Management System.

This signed policy confirms my personal commitment to making HMS workplaces safe and healthy for all employees and others, and to ensure that we achieve responsibility, statutory compliance and demonstrated due diligence.

ENVIRONMENTAL POLICY

HMS believes that responsible environmental management and superior environmental performance is integral to an efficient and successful company. This will be achieved through leadership and the use of reliable systems that provide timely and accurate information, in a transparent manner, to support effective decision making.

To enable environmental objectives to be achieved, HMS will;

- » Identify opportunities for improvement and set challenging standards that are aligned with community values and expectations,
- » Implement and maintain an environmental management plan that identifies, assesses and effectively controls environmental risks to the business and community. Such a system must be characterised by rigor, simplicity and action,
- » Integrate environmental considerations into all aspects of the company's activities such as transport activities and storage,
- » Design, operate and maintain all equipment to avoid or mitigate adverse environmental impact, minimise associated liability, prevent pollution and enhance social benefit,
- » Select people with appropriate qualifications and capabilities, and provide necessary training to enable employees, contractors and suppliers to recognise the potential and actual impact of their activities to ensure they are able to manage their activities in accordance with this policy,
- » Initiate regular audit and assessment programs and embrace recommendations for improvement by prompt follow-up action,
- » Consult clients on their concerns, aspirations and values regarding the operational aspects of projects,
- » Communicate openly about environmental risks, incidents or emergency situations, or ideas for improvement, to enable effective decision making and action,
- » Comply with all applicable legal and other requirements as a minimum standard.

DRUG & ALCOHOL POLICY

HMS is committed to maintaining a safe and healthy working environment for employees and others, with the aim of continually improving occupational health, safety and environmental and welfare standards.

HMS recognises we all share the responsibility for the general wellbeing of individuals in the workplace, and the safe operation and maintenance of all plant and equipment. All persons have a responsibility to present to work and remain not influenced by drugs and/or alcohol.

This policy shall apply to any person attending a HMS workplace regardless of their position or classification. Management has the responsibility and authority to ensure full compliance to this policy at their workplace.

For the benefit of all employees, clients and the general public we will:

- » Communicate and consult with all appropriate persons to increase awareness of their Occupational Health and Safety obligations.
- » Provide adequate resources to ensure the success of this policy including access to an Employee Assistance Program.

- » Ensure no person is discriminated against, or disadvantaged, by their actions.
- » Ensure confidentiality is maintained at all times in these matters.
- » Provide relevant training, education and awareness to all persons to assist in fulfilling their roles and responsibilities.
- » Provide persons attending HMS workplace details of this policy and explanation of its purpose.
- » All persons who attend a HMS workplace have a responsibility to:
- » Ensure they are not a risk to themselves or any other person at the workplace due to the consumption of drugs and / or alcohol.
- » Notify their Manager or Leading Hand if their work performance may be affected due to the consumption of alcohol and / or drugs.
- » Consult with their Manager or Leading Hand in relation to any concerns they may have regarding working with any other person who may be under the influence of drugs and alcohol.

HMS will not tolerate the use of alcohol or prohibited drugs whilst in charge of or, operating any motor vehicle or equipment owned or operated by HMS.

Any employee, who operates or is in charge of any HMS motor vehicle or equipment, whilst under the influence of alcohol or a prohibited drug, will face instant dismissal after an appropriate investigation. This behaviour is considered gross misconduct in the eyes of the Company.

All employees must have a zero blood alcohol limit at commencement of duty and at all times whilst on duty. Consumption of alcohol during work hours is also not prohibited.

When a Doctor prescribes employees medication of drugs, they are to check with the doctor to ensure that the medication or drug will not adversely affect operating performance.

HMS reserves the right the right to test any employee at any time, by any recognised method, for alcohol or drugs.

The control of drugs and/or alcohol in the workplace forms part of HMS Occupational Health and Safety Policy. Any non-compliance in relation to this policy shall lead to disciplinary action.

This signed policy confirms my personal commitment to making HMS workplaces safe and healthy for all employees, sub-contractors and others, and to ensure that we achieve responsibility, statutory compliance and demonstrated due diligence.

COMPANY POLICIES

WORKPLACE TRAINING POLICY

HMS is committed to maintaining a safe and healthy working environment for employees and others, as well as providing a level of service quality that completely satisfies customer needs and expectations

HMS recognises that training is an integral component to quality business management. The competencies, skills and knowledge possessed by our employees are key factors in the success and prosperity of our operations. Employee development and training opportunities are made available on an equitable basis in consideration of the benefits of individuals.

Workplace training and development programmes are organised in consultation with the Manager, Leading Hands and employees and in alignment with operational business plans. Where a workplace hazard and associated risk has been identified, all relevant persons will be provided with specific information, documentation and training to eliminate or minimise exposure.

For the benefit of all employees, clients and the general public our objectives are to:

- » Conduct training needs analysis for all employees to determine the training requirements for particular positions and tasks undertaken.
- » Develop core training elements which identify the required level of competency for employees to effectively perform their work and meet their obligations.
- » Provide the competencies, skills and knowledge that employees require now and in the future to satisfy the requirements of individual position description and organisation goals.
- » Allocate adequate resources and time for employees to participate in training programmes both internally and externally where identified as possible.
- » Ensure the content of training will be appropriate to meet the trainees language, literacy and numeracy skills, level of existing knowledge and level of detail.
- » Meet accountability requirements by documenting all training and development activities, and
- » Continuously monitor and review the effectiveness of workplace training and development activities to ensure organisational goals are met.

This signed policy confirms our personal commitment to making HMS employee competencies, knowledge and skills are achieved to standard that exceeds our internal and external customer expectations and to ensure that we achieve responsibility, and demonstrated due diligence.

INJURY MANAGEMENT POLICY

HMS is committed to the prevention of injuries and illness and to the maintenance of health, safety and welfare, at work, of all employees.

HMS is committed to the provision of support and assistance to ensure an integrated Injury Management Plan exists for all employees who sustain a work related injury or illness. We are committed to aiding recovery and, where possible, the return to normal life activities, including work, and a quality of life that is meaningful and satisfactory.

HMS recognises that work performs an essential role in maintaining individuals self-esteem and provides important social and economic factors for physical and psychological well-being. This means that collectively we have a social and economic interest in ensuring that people return to work safely and as soon as possible following injury or illness.

For the benefit of all our employees, we will ensure:

- » A safe and effective Injury Management Plan is commenced as soon as practicable after a work related injury or illness.
- » Injury Management is to accepted and normal practice consistent with medical opinion.
- » A co-operative team approach between the Manager, employees, treating practitioners and Injury Management providers.
- » The provision of suitable duties, where practicable within the workplace.
- » Employees have the right to nominate an accredited Injury Management Provider of their own choice to conduct their Injury Management Plan.
- » Employees have the right to utilise a company provided treating practitioner or choose their own treating practitioner, and
- » The rights and confidentiality of injured employees.

It is the normal expectation of all parties that participation in an Injury Management Plan will ultimately lead to a resumption of pre-injury duties. In the event of this expectation being unrealistic or unrealised, retraining, redeployment or termination may need to be considered.

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MANAGEMENT SYSTEM POLICY

HMS has adopted an integrated approach to documentation and manages the Quality, Health, Safety and Environmental aspects of its activities and operations. This allows efficient and effective quality business management whilst fully satisfying the needs of internal and external customers.

The systems in place provide a framework for objectives, performance standards and targets to minimise concerns whilst providing adequate resources to achieve these goals.

For the benefits of all employees, and clients our objectives are to:

- » Identify and implement required process to ensure compliance with AS/NZS ISO 9001
- » Focus on customer expectations by providing quality responsive service, timely supply and competitive costing.
- » Provide and manage adequate resources, information, responsibilities and training programmes necessary to enhance employees skills in the selection of the optimum equipment and methods to satisfy customer needs.
- » Afford opportunity for leadership, employee consultation and a system approach to quality business management.
- » Demonstrate a factual approach to decision making and to establish mutually beneficial supplier relationships.
- » Comply with all applicable laws, standards and customer requirements where applicable and where adequate standards do not exist, adopt and apply standards that reflect commitment to compliance and;
- » Continuously and cost effectively improve commitment to quality business management through a process of monitoring, audit, analysis and review.

Adopting the mechanisms of an integrated approach to quality business management HMS will raise the level of service to its customers and maintain its competitive edge.

This signed policy confirms our personal commitment to making HMS workplaces industry leaders in service provision this ensuring customer satisfaction through responsibility and demonstrated due diligence.

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