



# Martu Waru

## Project HSE Management Plan

DOC NO: MW-QMS-008 SAFETY MANAGEMENT PLAN REV 1

ALL OPERATING SITES

# AMENDMENTS

- All copies of this manual will become uncontrolled.
- The current version is located on the Martu *Waru* Dropbox QHSE system.
- Changes can be suggested by any employee. Approval is required by Mitchell Liddell or Chris O'Brien.
- All changes must be recorded on the Amendments List. The last changes from each section will be highlighted in grey.

Document Number	Page Number	Revision Date	Revision Number	Description of Change	Authorised
MW-QMS-008	All	07/07/2024	0	Complete new Project HSE Management Plan	ML

# CONTENTS

---

<b>1</b>	<b>POLICY</b>	<b>6</b>
1.1	<i>Mission Statement</i>	6
1.2	<i>Key Company Personnel</i>	7
1.3	<i>HSE Values and Roles:</i>	8
1.4	<i>Accreditations</i>	8
<b>2.</b>	<b>PROJECT HSE COMMITMENT</b>	<b>9</b>
2.1	<i>Purpose</i>	9
2.2	<i>Scope</i>	9
2.3	<i>Abbreviations</i>	9
<b>3.</b>	<b>THE PLAN</b>	<b>10</b>
3.1	<i>Project HSE Objectives and Targets</i>	10
3.2	<i>Leading Indicators</i>	10
3.3	<i>Lagging Indicators</i>	11
3.4	<i>Project Organisational Structure</i>	11
<b>4</b>	<b>LEADERSHIP AND ACCOUNTABILITY</b>	<b>12</b>
4.1	<i>Senior Management</i>	12
4.2	<i>Superintendent and Managers</i>	12
4.3	<i>Employees</i>	12
<b>5</b>	<b>RISK MANAGEMENT</b>	<b>14</b>
5.1	<i>Consultation Process</i>	14
5.2	<i>Hazard Register</i>	15
5.3	<i>Hazardous Areas/ Activities</i>	15
5.4	<i>Hazard Reporting</i>	15
5.5	<i>Inspections</i>	15
5.6	<i>Hazard Report Form Sample</i>	15
<b>6</b>	<b>COMMUNICATION, CONSULTATION AND PARTICIPATION</b>	<b>17</b>
6.1	<i>Pre starts</i>	17
6.2	<i>Toolbox meetings</i>	17
<b>7</b>	<b>WORKPLACE HARASSMENT</b>	<b>18</b>
<b>8</b>	<b>INCIDENT NOTIFICATION, INVESTIGATION, REPORTING &amp; CORRECTIVE ACTIONS</b>	<b>19</b>
8.1	<i>First Aid</i>	19
8.2	<i>Serious Injury</i>	19

---

<b>9</b>	<b>MANAGEMENT OF WORKFORCE</b>	<b>20</b>
9.1	<i>Induction and Orientation</i>	20
9.2	<i>Project and General Site inductions</i>	20
9.3	<i>Training and Competency</i>	20
9.4	<i>Working Hours</i>	20
<b>10</b>	<b>EMERGENCY RESPONSE</b>	<b>21</b>
10.1	<i>Emergency Management</i>	21
10.2	<i>Site Access and Security</i>	21
10.3	<i>Fire Protection</i>	21
<b>11</b>	<b>CHEMICAL MANAGEMENT</b>	<b>22</b>
11.1	<i>Chemicals, Hazardous materials and Substance Management</i>	22
<b>12</b>	<b>OCCUPATIONAL HEALTH, HYGEINE AND SANITATION</b>	<b>23</b>
12.1	<i>Noise and Vibration</i>	23
12.2	<i>Dust, Fumes, Mists, Gases and Vapours</i>	23
12.3	<i>Fitness for Work</i>	23
12.4	<i>Fatigue Management</i>	24
12.5	<i>Smoking Policy</i>	24
<b>13</b>	<b>ELECTRICAL SCOPES, EQUIPMENT, TESTING AND TAGGING</b>	<b>25</b>
<b>14</b>	<b>GENERAL PROCEDURES AND GUIDELINES</b>	<b>26</b>
14.1	<i>Personnel Protective Equipment (PPE)</i>	26
14.2	<i>Barricading and Bunting</i>	26
14.3	<i>Dropped Objects</i>	26
14.4	<i>Equipment Guarding</i>	26
14.5	<i>Manual handling</i>	27
14.6	<i>Housekeeping</i>	27
14.7	<i>Hot Work</i>	27
14.8	<i>Scaffolding</i>	28
14.9	<i>Line of Fire</i>	28
14.10.	<i>Life Saving Rules</i>	28
14.11.	<i>Asbestos</i>	28
14.12.	<i>Mobile Plant</i>	29

## APPENDICES

---

APPENDIX A: STATEMENT OF RESPONSIBILITY – PROJECT MANAGER/ SUPERINTENDENT	31
APPENDIX B: STATEMENT OF RESPONSIBILITY – SUPERVISORS AND TEAM LEADERS	32
APPENDIX C: STATEMENT OF RESPONSIBILITIES – EMPLOYEES	33
APPENDIX D: MARTU WARU'S HSE POLICY	34
APPENDIX E: MARTU WARU'S QHSE OBJECTIVES	35
APPENDIX F: MARTU WARU'S QUALITY POLICY	36
APPENDIX G: MARTU WARU'S LIFE SAVING RULES	37
APPENDIX H: MARTU WARU'S DNA POLICY	38
APPENDIX I: MARTU WARU'S FATIGUE MANAGEMENT POLICY	39
APPENDIX J: MARTU WARU'S EQUAL OPPORTUNITY POLICY	40
APPENDIX K: MARTU WARU'S SUSTAINABILITY POLICY –	41
APPENDIX L: MARTU WARU'S ANTI BRIBERY & CORRUPTION POLICY	42
APPENDIX M: MARTU WARU'S EMPLOYEE CODE OF CONDUCT POLICY	46
APPENDIX N: MARTU WARU'S WORKPLACE BEHAVIOUR POLICY	50
APPENDIX O: MARTU WARU'S SUPPLIER CODE OF CONDUCT	56
APPENDIX P: MARTU WARU'S HUMAN RIGHTS POLICY	59
APPENDIX Q: ISO9001:2015 CERTIFICATE	61
APPENDIX R: ISO14001:2015 CERTIFICATE	62
APPENDIX S: ISO45001:2018 CERTIFICATE	63
APPENDIX T: MARTU WARU ORGANISATIONAL CHART	64

# 1 POLICY

---

The Martu Waru senior management team is actively involved in the management of Health, Safety, Environment and Quality and will create an environment where there are no barriers to involvement at all levels.

Martu Waru recognises that all of our employees, contractors, sub contractors, visitors, suppliers and clients have the right to expect a reasonable health and safety performance from our activities.

## 1.1 MISSION STATEMENT

Martu Waru will strive to achieve a win/win relationship with all customers, big or small and shall maintain our high performance in all areas of operation.

Our goal is to meet all of our clients quality expectations in a safe, professional and timely manner. It is our intention that our service will be maintained at a level that meets or exceeds our customers expectations for quality, safety and service.

Our QHSE systems are constantly evolving in accordance with both emerging industry standards and the growth and expansion of our business. Our QHSE vision is **to have a safe and incident free shift everyday and everyone to go home safely at the end of every shift**, to activate and engage our employees to challenge themselves and other around them. To achieve this we have implemented Value Behaviours, Life Saving Rules to operate as one team with shared values continually improving our QHSE culture. Martu Waru see safety as our core value, these values connect with us all on a personal and business level. These values drive our thoughts, our decisions and the way we behave on the job site.

We want our team to lead with **integrity, understanding and visibility**:

- **Leadership** – motivating and inspiring colleagues, sharing vision and demonstrating passion for QHSE
- **Integrity** – be real, genuine and consistent when it comes to words, actions, decisions and behaviour relating to or impacting QHSE.
- **Visibility** – demonstrate and discuss our QHSE vision, behaviours and performance. These could include leadership visits and/ or reporting all incidents including near misses and hazard/ safety observations.
- **Understanding** – the risk, procedures, processes and life saving rules. Everyone is empowered and expected to stop the job and intervene if an unsafe act or situation requires this.

## 1.2 KEY COMPANY PERSONNEL

Photo	Name	Position	Phone No.	Email Address
	Chris O'Brien	Chief Executive Officer	0412 856 966	<a href="mailto:Chris@martuwaru.com.au">Chris@martuwaru.com.au</a>
	Mitchel Liddell	Managing Director	0430 331 139	<a href="mailto:Mitchel@martuwaru.com.au">Mitchel@martuwaru.com.au</a>
	Reginia Girgirba	Operations Manager	0488 568 520	<a href="mailto:Reginia@martuwaru.com.au">Reginia@martuwaru.com.au</a>
	Sylvia Wilson	Business Development	9437 6070	<a href="mailto:Sylvia@martuwaru.com.au">Sylvia@martuwaru.com.au</a>
	Dianne O'Brien	Administration Manager	(08) 9437 6070	<a href="mailto:admin@buildwa.com.au">admin@buildwa.com.au</a>
	Shaun Drysdale	Construction Manager	0433 971 468	<a href="mailto:Shaun@martuwaru.com.au">Shaun@martuwaru.com.au</a>
	James Symons	Electrical Superintendent	0452 622 796	<a href="mailto:James@martuwaru.com.au">James@martuwaru.com.au</a>
	Sasha Liddell	Accounts Manager	0433 870 110	<a href="mailto:Accounts@buildwa.com.au">Accounts@buildwa.com.au</a>
	Shunda Zhang	Site Supervisor	0452 069 866	<a href="mailto:shaun.d@buildwa.com.au">shaun.d@buildwa.com.au</a>

### 1.3 HSE VALUES AND ROLES:

Topic	All Employees	Supervisors	Managers
<b>Risk Management:</b> Risk assessment, take 5's, JSA's to LMPA	<b>Understand</b> hazards, tools to assess risk & implement controls	Drive risk awareness & implement systems with <b>integrity</b> and <b>understanding</b>	Observe, challenge & improve with <b>visibility</b>
<b>Life saving &amp; site rules</b> – Martu Waru's or clients	Follow rules with <b>visibility</b> and <b>understanding</b>	Re enforce rules with <b>integrity, visibility and lead by example</b>	Set high standards – <b>lead</b> by example & implement just culture assessment
<b>Communicate</b> – QHSE meetings, incidents, observations, lessons learned	Speak up with <b>integrity</b> and <b>leadership</b> , engage in observations and stop work	Encourage team to report & discuss issues with <b>understanding</b> and good <b>leadership</b>	Encourage openness, provide feedback and support with <b>integrity</b> and <b>understanding</b>

### 1.4 ACCREDITATIONS

We are accredited through Bureau Veritas for the following:

AS/NZS ISO9001:2015 – Certificate number AU005815-2  
 AS/NZS ISO14001:2015 – Certificate number AU005816-2  
 AS/NZS ISO45001:2018 – Certificate number AU005817-2

Occupational Health and Safety, Environmental and Quality policies and certificates are in place to demonstrate commitment and provide overall direction to the organisation. All policies are reviewed every two years. Copies of our policies, certificates & life saving rules are attached as appendices.

## 2. PROJECT HSE COMMITMENT

---

### 2.1 PURPOSE

The purpose of this QHSE Management plan is to provide guidance on the Health, Safety, Environmental and Quality requirements for engagement of employees at Martu Waru worksites.

### 2.2 SCOPE

The plan applies to all employees, contractors, sub contractors & visitors working for or engaging with Martu Waru.

### 2.3 ABBREVIATIONS

JHA - Job Hazard Analysis  
SOP - Standard Operating Procedure  
NCR - Non Conformance Report  
HIRA - Hazard Identification & Risk Assessment  
SWMS - Safe Work Method Statement

### 3. THE PLAN

As part of this program, we require overriding commitment from Martu Waru management, Martu Waru employees, and third parties the project health and safety objective of “all injuries and incidents are preventable”.

#### 3.1 PROJECT HSE OBJECTIVES AND TARGETS

#### 3.2 LEADING INDICATORS

KPI	Measurement	Validation	Target	Contract Requirement
<b>Leadership Commitment</b>	Project expectations	Kick off meeting induction records	100%	NO
	Induction familiarisation	Induction records and sign off	100%	YES
	Supervision	Provide a high level of supervision whilst enabling the individual to learn through a hands on approach	100% of scheduled tasks	NO
	Training plan	Develop task specific verification of competency sheets to track learning progress	100% scaffolding, rigging, crane & fire watch	NO
<b>Compliance with all project plans and client requirements</b>	Operating within agreed restrictions and guidelines	Audit schedule Audit reports NCR, corrective & preventative Action register	0 breaches 0 NCR's	YES
<b>Planned QHSE activities</b>	% of planned QHSE activities	QHSE register	>90% of activities completed as planned	NO
<b>Communication and consultation</b>	Daily pre start meetings	Attendance records	Daily	NO
	Debrief meetings	Meeting minutes	100% - after every incident	NO
	Alerts	QHSE alerts	Monthly	NO
	QHSE meetings		Weekly	NO
	Toolbox meetings		Weekly	NO
	Training		Monthly/ as required	NO



	Compliance & legislation updates		As updates occur	NO
<b>Incident notification, investigation, reporting &amp; corrective actions</b>	Reported immediately	Incident reports	100% - compliance	NO
	Investigation commenced	Alerts	100% - compliance	NO
	Report submitted	HSE register	<5 working days	YES
	Actions closed out in allocated time	NCR, corrective & preventative Action register	95% - actions closed out within agreed time frame	NO
	Review of effectiveness	Alert reminders Review policies & procedures	100%	NO
<b>Proactive reporting</b>	Area inspection	Inspections completed & recorded	Weekly	NO
		NCR, corrective & preventative	As required	NO
		Monthly reports	Monthly	NO
		Safety observation	Weekly min 1 per team per week	NO
		Field leadership	Daily min 1 per team per day	NO

### 3.3 LAGGING INDICATORS

KPI	Measurement	Validation	Target	Contract Requirement
LTIFR	Total # of LTI	QHSE incident report	0	YES
MTIFR	Total # of MTI	QHSE incident report	0	YES
TRIFR	Total # of TRI	QHSE incident report	0	YES

### 3.4 PROJECT ORGANISATIONAL STRUCTURE

Please refer to organisational chart in appendices.



## 4 LEADERSHIP AND ACCOUNTABILITY

---

### 4.1 SENIOR MANAGEMENT

It is the responsibility of Martu Waru to:

- Ensure that the best quality person/s are employed, taking into account the type of work to be performed, the skills, licenses, certificates and qualifications required;
- Ensure that all Martu Waru personnel understand, accept and carry out their responsibilities for all Health and Safety matters and that they are trained and instructed in order to undertake these responsibilities;
- Ensure all employees are inducted and verified on competencies for all works especially high risk works and works on job sites where full time supervision is not required; and
- Ensure all QHSE policies and procedures are up to date with current legislation.

### 4.2 SUPERINTENDENT AND MANAGERS

It is the responsibility of our Site Managers, Superintendents and Supervisors to:

- Ensure that the right person is employed, taking into account the type of work to be performed, the skills, licenses, certificates and qualifications required;
- Ensure all new employees undergo Martu Waru safety induction and verify the currency of licenses, certificates and qualifications presented by all applicants;
- Ensure that any site specific requirements are understood by the Martu Waru management;
- Conduct workplace inspections, field leadership/ safety observations and assessments;
- Ensure all incidents are promptly reported and investigated using Martu Waru procedures;
- Manage the Martu Waru employees within the workplace to ensure the duties and tasks are within the competencies of the employee;
- Ensure QHSE & legislative compliance; and
- Provide adequate advice and supervision to allocated apprentices and trainees.

### 4.3 EMPLOYEES

It is the responsibility of all employees to look after their own safety and health and the safety and health of other employees; they must also:

- Adhere to QHSE management plans;
- Ensure that work is carried out as per instructions;
- Report any incident or injury to their supervisor as soon as possible;
- Immediately report any hazards identified or created;
- Correctly use personnel protective equipment required to perform the task;

- Ensure that the work area is kept clean and tidy; and
- Comply with all safe work instructions, site rules and life saving rules.

## 5 RISK MANAGEMENT

---

Employees will be trained on the application of MW-RM-08 risk management procedure for the identification, analysis, assessment and treatment of risk.

### 5.1 CONSULTATION PROCESS

The supervisor will facilitate a risk assessment of day to day tasks assigned to employees. Tema leaders and employees are to participate and raise any concerns.

Unless a task is classified by the works supervisor as a routine or low risk task, a JHA must be completed and approved by a manager. The requirements of the take 5 and job hazard analysis risk assessment shall be adhered to at all times. The risk assessment must be reviewed at regular intervals (dependent on duration of task) if the job scope changes and amended following any type of reviews.

The take 5 process is to be completed prior to any commencement of task, it is completed as an individual team member, the team member will identify the hazards associated with the task and work area, also identifying, recording and implementing control measures. The hazards shall be referenced from the pages applicable in the site safety, health and environmental rules. The references made from site safety, health and environmental rules shall act as a prompt to check adequate control measures have been taken.

The take 5 book and site safety, health and environment rules shall be on their person at all times whilst out on site.

A safe work method statement (SWMS) for the proposed work must be prepared before high risk construction work commences. The SWMS must:

- Identify work that is high risk construction work;
- Specify hazards associated with that high risk construction work and risks associated with those hazards;
- Describe the measures to be implemented to control those risks; and
- Describe how the risk control measures are to be implemented, monitored and reviewed.

Any high risk construction work must be carried out in accordance with the SWMS for the work being conducted. If high risk construction work is not carried out in accordance with the SWMS then the work must be stopped immediately or as soon as safe to do so and resumed only in accordance with the SWMS.

A copy of SWMS for the work being conducted must be given to the principal contractor before high risk construction work commences, the SWMS must be made available to all workers.

The SWMS, JHA and/ or take 5 must be reviewed if the conditions or the job scope changes. A copy of the SWMS must be kept until the high risk construction work in which it relates to is completed.

If a notifiable incident occurs in connection with the high risk construction work to which the statement relates then a copy must be kept.

General induction training must be provided to any worker who is to carry out construction work. All workers must have their general construction induction (white card) on them and it is their responsibility to provide it upon request.

## 5.2 HAZARD REGISTER

Employees are to report any hazard they feel poses a risk to themselves, others or to the environment. MW-QAF-001 Injury, near miss, NCR, environmental and safety hazard report form (sample on next page) is a formal reporting tool used by the company to ensure hazards are identified and reported.

## 5.3 HAZARDOUS AREAS/ ACTIVITIES

To ensure safety of all employees will comply with the site safety requirements in these areas. JHA's to be completed by all employees with these requirements outlined and discussed.

Regardless of the take 5 outcome a JHA or SOP/ task instruction is required for all tasks as follows:

- Potential contact with TiCl<sub>4</sub>, Acid, Steam or Chlorine;
- Draining hazardous liquids from a line where a designed drain point (such as drain valves, etc) is not available. This includes circumstances such as draining from flanges and similar line breaks for the purpose of draining or confirming line is empty. First break protocols must also be followed;
- Work at heights; and
- Confined space entry

## 5.4 HAZARD REPORTING

Incidents and hazards shall be reported to the works supervisor, MW-QAF-001 Injury, near miss, NCR, environmental and safety hazard report form (sample on next page) filled in as soon as possible and photos, documentation should be taken of the area if safe to do so.

## 5.5 INSPECTIONS

Martu Waru management and supervision will participate in the scheduled safety inspections of the Martu Waru area. Inspection checklist forms are available.

## 5.6 HAZARD REPORT FORM SAMPLE

**Injury, Near miss, Non-Conformance,  
Environmental or Safety Hazard Report Form**



Kwinana Fabrication Facility

Injuries, near misses, non-conforming product/services, environmental situations and hazards should be recorded on this Form and given to the General Manager or Managing Director. Refer QAP-16 Corrective Action and Preventive Action Procedure. INJURY, NEAR MISS, NON-CONFORMANCE, ENVIRONMENT OR SAFETY HAZARD REPORT

Where a near misses, non-conformance or hazard cannot be immediately corrected, ensure temporary "correction awareness" controls are implemented, i.e. safety bollards, red labels, signs etc.

Management will enter the data within this report to the **Alert Registry**.

Date			
Submitted By		Signature	

Details of Hazard or Injury	
Location	
Work Activity	
Injury Near Miss, Non-Conformance or Hazard identified in relation to the work activity	

Details of Risk	
Risk Class	High (1) <input type="checkbox"/> Medium (2) <input type="checkbox"/> Low (3) <input type="checkbox"/>

Control Measures							
Action for Correction							
By Whom	<table border="1"> <tr> <td>When</td> <td>Immediate <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Within 24 hrs <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Within 30 Days <input type="checkbox"/></td> </tr> </table>	When	Immediate <input type="checkbox"/>		Within 24 hrs <input type="checkbox"/>		Within 30 Days <input type="checkbox"/>
When	Immediate <input type="checkbox"/>						
	Within 24 hrs <input type="checkbox"/>						
	Within 30 Days <input type="checkbox"/>						

Correction Completed By		Signature	
-------------------------	--	-----------	--

Does the hazard need to be included onto the Risk Assessment Register?  Yes /  No



## 6 COMMUNICATION, CONSULTATION AND PARTICIPATION

---

QHSE information is regularly circulated to the workforce. All employees are expected to attend in any of the general discussions as listed below:

- QHSE meetings;
- Daily prestart meetings;
- Toolbox meetings;
- Distribution of campaign material;
- Regular training sessions;
- Emergency drills; and
- Distribution of safety alerts.

### 6.1 PRE STARTS

It is a compulsory requirement that all Martu Waru crew members attend pre start meetings where an attendance sheet captures the following information:

Employee name;  
Incidents or injuries from previous shift;  
Safety observation feedback;  
Random D & A testing; and  
Lessons learned.

### 6.2 TOOLBOX MEETINGS

Toolbox meetings are held as a minimum weekly at the client sites where Martu Waru supervision is present. These meetings are short formal meetings where general health, safety and environmental issues can be discussed including those topics circulated from the client added to the site notice boards or other formal communication channels.

## 7 WORKPLACE HARASSMENT

---

Harassment takes many forms, but usually constitutes repeated, unwelcome and unreciprocated acts or remarks, which make the workplace unpleasant or humiliating for the target person.

Any employee who believes they have been subjected to harassment, and any employee who observes behaviour that may amount to harassment, must immediately report it to their:

- Immediate supervisor;
- Martu Waru management or anyone with whom the employee feels comfortable discussing the issue with who may be able to assist with the reporting or resolution of the problem;
- Fill in a MW-QAF-001 incident report.

## 8 INCIDENT NOTIFICATION, INVESTIGATION, REPORTING & CORRECTIVE ACTIONS

---

All injuries are to be reported immediately to the injured parties immediate supervisor and then to the client. All injuries should be reported and recorded using a Martu Waru incident report form MW-QAF-001 (which is located in all Martu Waru crib rooms or can be obtained from a supervisor or manager) in accordance with the incident reporting and investigating procedure.

### 8.1 FIRST AID

Whilst at sites, incidents where minor injury has been sustained the injured party accompanied by their immediate supervisor is to proceed to the client first aid room where first aid equipment is made readily available.

Each site crib room will contain first aid equipment which is readily available these are maintained by Martu Waru, inspected and replenished monthly or as required. All vehicles contain first aid kits and these are inspected weekly and replenished as required.

If the client has medical emergency responder on site suitable for the number of workers that are trained and available to administer first aid. However, Martu Waru have at least one person first aid trained for each team (average number on a team 10-15 personnel).

Martu Waru will determine through risk assessment if additional requirements are required taking into consideration the nature of the work, the hazards, the number of personnel, size and location of the work area.

### 8.2 SERIOUS INJURY

In the case of incidents where serious injury has been sustained, site emergency response personnel are to be contacted either by telephone, radio or call 000. Personnel reporting the accident shall be prepared to advise emergency response personnel of the nature of the injury and location on the site of the injured person/ persons.

## 9 MANAGEMENT OF WORKFORCE

---

### 9.1 INDUCTION AND ORIENTATION

A Martu Waru safety induction is provided for new employees going into a new work environment see document MW-QAF-003 Workforce Induction.

Martu Waru supports the induction process as a way of familiarising employees in site specific risks and procedures. Martu Waru supervisors induct all our employees in site specific and job specific risks and procedures.

### 9.2 PROJECT AND GENERAL SITE INDUCTIONS

Employees shall attend the Client general induction, general site induction and if appropriate to the area, also undertake an area specific induction applicable to the work area where the work is to be performed together with the permit and risk assessment training as necessary prior to commencing work on site. On their first day onsite, shall be placed for a period of time with a Martu Waru employee who has had relevant and substantial industry and site experience.

### 9.3 TRAINING AND COMPETENCY

Training shall be carried out utilising any combination of management representatives, supervisory staff and specialist providers. All training shall be recorded in the training register.

A number of skills will require VOC these will be completed and kept on the employees personal records.

### 9.4 WORKING HOURS

Employees are not to be rostered to work longer than 12 consecutive hours. A fitness for work assessment will be done for those persons required to work over 12 hours in case of emergency.

No personnel are permitted to work in excess of 14 consecutive hours without the approval of the site manager or delegate.

All personnel must have a minimum of 10 hours break between 2 shifts as per Martu Waru's fitness for work policy.

# 10 EMERGENCY RESPONSE

All Martu Waru personnel shall adhere to the client emergency plans and procedures as outlined on the site specific general induction.

## 10.1 EMERGENCY MANAGEMENT

All Martu Waru employees shall be familiar and comply with all site emergency response procedures. All Martu Waru employees are to familiarise themselves with the location of the refuge and muster points.

In the case of accidents where serious injury has been sustained, emergency response personnel are to be contacted either by telephone, radio or call 000. Reporting the accident shall be to advise emergency response personnel of the nature of the incident/ injury and location. Emergency procedures must be tested to ensure they are working properly. The frequency of testing will be every 6 months for fire evacuation if not determined to be required more frequently by the client. Through safety observations and internal audits, inspection of emergency control measures are completed and recorded as evidence that they are effective or action plans developed if improvements are required. This includes but not limited to the following emergency situations:

- Fire – during fire watch hot work activities;
- Emergency rescue – WAH/ Confined space;
- Incident reporting – all incidents, near misses reported and mechanisms to do so

Employees are trained in the emergency procedures during their Martu Waru and client inductions. The training includes but is not limited to:

- Fire – raising the alarm, evacuation procedure, role as a fire watch and use of basic fire fighting equipment;
- Emergency rescue;
- Incident reporting;
- Information, training and instruction in relation to the emergency procedures can be provided in hard copies.

## 10.2 SITE ACCESS AND SECURITY

Site access via swipe card, sign in, etc will be determined by the clients site specific requirements.

## 10.3 FIRE PROTECTION

Martu Waru provides basic and task specific fire protection equipment such as fire blankets and extinguishers. All employees are instructed in the basic inspection and safe use of all relevant fire extinguisher types.

# 11 CHEMICAL MANAGEMENT

---

A material Safety Data Sheet (MSDS) is maintained in the Martu Waru site office by the project manager/ supervisor.

Martu Waru to provide the client all MSMS for any hazardous material which Martu Waru intends to use in the work. Martu Waru shall obtain the approval of the work supervisor for their use before introducing any hazardous materials onto the site.

Copies of the MSDS shall be given to those employees who use the products.

All site mandatory personnel protective equipment shall be used and worn by Martu Waru site personnel and sub contractors shall use and wear all mandatory site protective equipment, including specialised equipment ,when required.

## 11.1 CHEMICALS, HAZARDOUS MATERIALS AND SUBSTANCE MANAGEMENT

Employees are to ensure they understand all requirements outlines in the MSDS of any chemicals used on site.

Martu Waru will keep and maintain a MSDS for all chemicals that are used that is less than 5 years old.

## 12 OCCUPATIONAL HEALTH, HYGEINE AND SANITATION

---

Martu Waru shall ensure that its personnel maintain high standards of hygiene when using the crib huts and toilets and kept in a clean, tidy and hygienic state.

To minimise hygiene risk, insect repellent shall also be issued to site personnel on request.

### 12.1 NOISE AND VIBRATION

Hearing protection is provided to all employees. Employees are to comply with PPE requirements and observe safety signage.

A worker must not be exposed to noise at the workplace that exceeds the exposure standard for noise. If noise exceeds the exposure standards in a workplace generally personnel protective equipment (PPE) is used to control the exposure of workers. The exposure standard for noise is (a) the LAeq,8h of 85dB or (b) the LC peak of 140dB.

Workers who are provided PPE as a control measure to protect them from the risk of hearing loss associated with noise that exceeds the noise exposure standard must be provided with audiometric testing within 3 months of the worker commencing the work. Audiometric testing is the testing and measurement of the hearing threshold levels of each ear of a person by means of pure tone air conduction threshold tests.

Audiometric testing must be provided at least every two years for workers who are provided PPE as a control measure to protect them from the risk of hearing loss associated with noise that exceeds the noise exposure standard.

### 12.2 DUST, FUMES, MISTS, GASES AND VAPOURS

Respiratory protection shall comply with Australian Standards AS 1715 and persons shall be trained and assessed in the safe use, care and maintenance of respiratory protection.

This policy includes the requirement for employees who are to work in certain operational areas to be clean shaven in accordance with Australian Standard AS 1715- Section, use and maintenance of respiratory protective devices.

Martu Waru do not directly work with lead however if it is suspected it is a requirement for all personnel to stop work and notify coordinator for further risk assessment to be completed.

### 12.3 FITNESS FOR WORK

Every employee shall be responsible for ensuring they are fit for work at the start and throughout each work period. Martu Waru has a zero drug and alcohol policy.

Martu Waru shall ensure that all of its personnel working on any sites are fit for work.

At all times whilst employees are on site they shall be required to comply with the Martu Waru Drug and Alcohol Policy. See document MW-QMS-003 Drug & Alcohol Policy which is attached as an appendices to this document.

## 12.4 FATIGUE MANAGEMENT

Fatigue is a shared responsibility of both employers and employees.

Employees shall be encouraged to report to their supervisor on any occasion where tiredness or physical condition is impacting on their ability to perform the work in a safe manner. Reasonable rest periods shall be allowed according to the physical demands of the work.

Employees are not to be rostered to work longer than 12 consecutive hours. A fitness for work assessment will be done for those persons required to work over 12 hours in case of emergency.

No personnel are permitted to work in excess of 14 consecutive hours without the approval of the site manager or delegate.

All personnel must have a minimum of 10 hours break between 2 shifts as per Martu Waru's fitness for work policy. See document MW-QMS-014 Fatigue Management Policy which is attached as an appendices to this document.

## 12.5 SMOKING POLICY

Martu Waru promotes a smoke free work environment in accordance with legislation for protection from tobacco smoke in the workplace. Martu Waru's smoking policy is included in the site specific induction. Smoking is permitted only in designated areas.

Smoking is not permitted in the following areas:

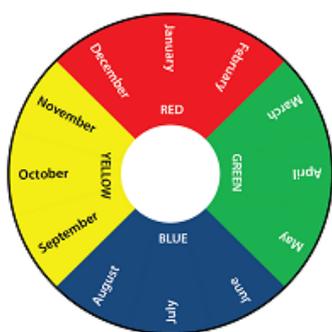
- Site facilities;
- Martu Waru vehicles or whilst operating mobile equipment;
- In hazardous material storage areas;
- Whilst refuelling equipment;
- In a confined space or entrance to the confined space;
- Within 5m of open doors or windows and air conditioning intakes.

# 13 ELECTRICAL SCOPES, EQUIPMENT, TESTING AND TAGGING

All portable tools shall be in good state of repair and safe for the user and other people in the same area. They shall be used only for the task they were designed and shall be maintained in accordance with the manufacturers instructions. Guarding shall be used and maintained in accordance with manufacturers instructions.

Martu Waru shall ensure inspection, testing and tagging of all electrical equipment shall be performed by a qualified and competent person and inspections shall be conducted as follows:

- ⦿ Daily: Users shall inspect any equipment to be used for visual damage to housings and energy source (leads, hoses) prior to each use.
- ⦿ Any electrical equipment that is unsafe for use must be disconnected (or isolated) from its electricity supply and not reconnected until it has been repaired or tested and found to be safe.
- ⦿ Quarterly: All portable electrical equipment, portable tools, extension leads, generators, welders, fixed electrical plant and equipment, installations such as crib rooms and workshops shall be tested and tagged and recorded on a register.
- ⦿ Lifting gear and fall protection equipment.
- ⦿ 6 monthly: Fire extinguishers.
- ⦿ Yearly: Fixed and portable electrical equipment and appliances used in offices shall be tested and tagged.
- ⦿ A record of any testing must be kept until the electrical equipment, including the residual current device, is next tested or permanently removed from the workplace or disposed of correctly.
- ⦿ The tag must specify; the name of the person who carried out the testing, the date of the testing, the outcome of the testing, the date when the next testing must be carried out.
- ⦿ Electrical equipment that is hand held, moved whilst in operation or used for construction work will require a residual current device. Tag colours for electrical quarterly tests are:



Tag colours for lifting and fall protection equipment quarterly tests are:

Period	Tag colour
January 1 – March 31	Red
April 1 – June 30	Green
July 1 to September 30	Blue
October 1 to December 31	Yellow
Annual	Black or White

# 14 GENERAL PROCEDURES AND GUIDELINES

---

## 14.1 PERSONNEL PROTECTIVE EQUIPMENT (PPE)

Employees shall be supplied with PPE and guidance as to its correct use.

## 14.2 BARRICADING AND BUNTING

Employees are to observe all safety signage and barricading.

Equipment and areas isolated with danger tags and tape are not to be crossed at any time.

All barricading erected must have an information tag attached stating the nature of the hazard, contact person, contact number and date.

## 14.3 DROPPED OBJECTS

Objects have the potential to fall or drop onto people or equipment in the work area or adjoining areas if precautions are not taken. Adjoining areas could include a designated walkway, road or another work area. Equipment, material, tools and debris that can fall or be released sideways or upwards are also considered falling objects.

When considering control measures to contact or catch falling objects, identify the types of objects that could fall, as well as the fall gradient and distance, to ensure that any protective equipment or structures are strong enough to withstand the impact forces of the falling object.

Examples of these control measures include:

- Primary controls, buckets, drop mats and/ or erecting a catch platform with vertical sheeting or perimeter screening.
- Secondary controls barricading around the lower work areas.

## 14.4 EQUIPMENT GUARDING

- No person shall remove any safety guard device from a grinding or drilling machine unless the equipment is isolated;
- Buffing, grinding and drilling operations produce airborne projectiles. Operators of such machines shall protect themselves and others in the work vicinity by the use of PPE, the minimum being hearing and double eye protection;
- Access to equipment shall be controlled and monitored where safeguarding and interlock systems are insufficient to protect persons from moving plant and equipment, equipment is to be fitted with a danger tag and removed from service.

## 14.5 MANUAL HANDLING

Martu Waru implement manual handling training as part of the induction process and ensure as far as practicable that mechanical means are substituted for manual handling tasks.

Martu Waru will ensure that all workplace environmental conditions are considered that may affect the hazardous manual task or the worker performing it. The assessment will form part of the hazard identification and risk assessment (HIRA), JHA and last minute checks should include the design of the work area, the workspace layout and the size and weight of the hazardous manual task.

Martu Waru will ensure that all hazardous manual tasks that from risk assessment identify that they may cause musculoskeletal disorders or injuries are identified and implement control measures to reduce the risks associated with these tasks.

## 14.6 HOUSEKEEPING

Martu Waru must at all times keep facilities and the site in a safe, tidy and sanitary condition. At the conclusion of each day all of the rubbish shall be collected and placed in the disposal areas nominated by the work supervisor.

Martu Waru shall ensure that aisles and access ways are kept clear at all times.

At the completion of the work, Martu Waru shall ensure that the site is left in a safe, tidy and sanitary condition to the satisfaction of the supervisor.

Martu Waru shall undertake site inspections at intervals agreed by the supervisor and records of the inspections shall be kept on site.

Material stored in open areas shall be stored in a tidy manner and in appropriate containers and must comply with client requirements including they are 5m away from entries.

## 14.7 HOT WORK

Hot work is considered to be any activity which involves:

- Grinding
- Welding
- Thermal or oxygen cutting or heating
- Any other heat or spark producing task

The main workshop contractors yard are designated areas that do not require a hot work permit or fire watch.

A fire watch does not participate in hot work. Their role is to be prepared, raise the alarm in the event of an ignition and extinguish fire source using a fire extinguisher. The requirements of a fire watch are to continually observe during the task (including breaks) and 60 minutes post hot work completion (or site specified time).

The requirements for fire watch – post hot work inspections are in area checks every 30 minutes for 3 hours (6 checks).  
A hot work task must be supported by a HIRA, JHA, hot work permit, Martu Waru’s hot work checklist and a take 5.

Please refer to the site safety, health and environment rules for site specific work area requirements and or exemptions.

## 14.8 SCAFFOLDING

Scaffolding must be erected, dismantled and inspected in accordance with Martu Waru’s scaffolding procedure and by a certified scaffolder only.

## 14.9 LINE OF FIRE

A person is in the line of fire if something falls, swings or is ejected and it could hit, crush or cut you. Unfortunately, fatal and serious injuries can result when people are caught in the line of fire. It is important to understand where this could happen in the workplace.

Many line of fire incidents are repeat situations where there are well known precautions or controls that could prevent injuries.

Adopt the “known hazard and known precaution approach” such as:

- Never stand under anything that can fall on you
- Never place any part of your body where it can be crushed or hit
- Never start work if there is a risk of unstable objects that could swing and hit you.

## 14.10 LIFE SAVING RULES

Martu Waru’s life saving rules have been developed to support the “safe and incident free day everyday and everyone to go home safely at the end of every shift” vision and to prevent serious injury and fatalities. When a life saving rule is breached there is a possibility that a serious incident could occur or a person could be killed. Breach of a life saving rule could result in disciplinary action.

## 14.11 ASBESTOS

Asbestos removal work at the workplace must be carried out by a licensed removalist who is licensed to carry out the work. If asbestos containing material (ACM) is found or even suspected, Martu Waru will ensure:

The task will be suspended, the supervisor will be advised.

A supervisor will raise the issue with the client for them to action.

A licensed removalist must provide appropriate training to a worker carrying out asbestos removal work at a workplace to ensure that the work is carried out in accordance with the asbestos removal control plan for the workplace.

Martu Waru will ensure their employees are trained in identifying the possibility of asbestos being discovered in the workplace and what procedure to follow as above for its removal. These training/briefing sessions will be made available if required.

Martu Waru works in partnership with a licenced asbestos removal company and Martu Waru also has many trained employees in asbestos removal in:

CPCCCDE3014 -	Remove non-friable asbestos
CPCCCDE3015 -	Remove friable asbestos
CPCCCDE4008 -	Supervise asbestos removal
CPCCCDE5001 -	Conduct air monitoring

Martu Waru will request the asbestos register for review prior to starting work.

## 14.12 MOBILE PLANT

Mobile plant will only be used by trained and competent personnel that they are trained in. Wherever possible a VOC will be carried out for the individual and the mobile plant on site.

Martu Waru will ensure that forklifts are only equipped with rated lifting attachments that are suitable for the load and application to be lifted or moved with the forklift.

No load being lifted, suspended or moved will exceed the safe working load for the machine being used.

Loads must not be suspended or travel over a person unless specifically designed for that purpose.

The employee must ensure that loads are secured to prevent movement when being lifted or suspended.

Risk to health and safety of an operator of powered mobile plant must be managed.

Measures must be in place to prevent the plant from overturning. If the risk of overturning exists and is determined through risk assessment some form of roll over protection (ROPS) must be installed and seatbelts are to be used at all times. Other measures such as speed limits, not exceeding a safe degree of slope during operation and both client and Martu Waru's life saving rules are enforced. If the operator is unsure or feels unsafe they must stop and speak to the supervisor before proceeding with the task.

Measures must be in place to prevent objects from falling on the operator of the powered mobile plant, this is in the form of a cab or screen guard.

Controls must be implemented to prevent the operator from being ejected from the plant. This may include the installation of seat belts or personal restraints.

An employer must ensure if there is a possibility of the plant colliding with pedestrians or other mobile plant, there must be a warning device to warn people who may be at risk from the movement of the plant.

Passengers are only allowed to ride on the mobile plant if it is designed for that purpose



# Appendix

# APPENDIX A: STATEMENT OF RESPONSIBILITY – PROJECT MANAGER/ SUPERINTENDENT

---

## Responsibilities;

- Lead by example;
- Work in accordance with the QHSE management plan and system;
- Understand and drive Martu Waru's QHSE vision to have a safe and incident free day everyday and everyone to go home safely at the end of every shift;
- Understand and drive the Martu Waru life saving rules, values and behaviours;
- Drive the clients commitment to safety;
- Ensure that all relevant legislative and client QHSE requirements including site rules are implemented prior to commencement and during the course of the project;
- Ensure that the subcontractors to be engaged on the project have been assessed and provided with the necessary QHSE information to complete their works in accordance with Martu Waru and client site requirements;
- Ensure the legislative and client QHSE requirements in relation to plant, equipment and materials are provided to suppliers prior to purchase or hire for site;
- Review the overall safety performance of personnel, analyse trends and follow up on all corrective actions;
- Investigate and report on significant incidents and participate in all investigations as required;
- Ensure that all project personnel understand their QHSE accountabilities and responsibilities;
- Establish set schedules for the completion of QHSE programs and risk management activities for the project by all project team members;
- Participate in all site audits, safety and field leadership observations;
- Attend all scheduled senior management QHSE meetings;
- Ensure that all work is carried out as planned and the relevant QHSE goals are achieved;
- Ensure that project QHSE objectives and targets are promoted, monitored and achieved on site;
- Ensure (wherever possible) that all QHSE issues are resolved on site;
- Ensure that all project environmental procedures and requirements are adhered to by project personnel on site;
- Risk management – observe, challenge and improve risk assessment with visibility;
- Life saving and client site rules – set high standards, lead by example and implement good culture and company values when required;
- Communication – encourage openness, provide feedback and support with integrity and understanding;

# APPENDIX B: STATEMENT OF RESPONSIBILITY – SUPERVISORS AND TEAM LEADERS

---

## Responsibilities:

- Lead by example;
- Work in accordance with the QHSE management plan and system;
- Ensure the Martu Waru management plans and procedural requirements and client site requirements are adhered to;
- Drive Martu Waru vision to have a safe and incident free shift everyday and everyone to go home safely at the end of every shift;
- Understand and drive the Martu Waru life saving rules, values and behaviours;
- Drive the clients commitment to safety;
- Instruct new project personnel in the safety rules and requirements as set down within the organisations induction procedures, paying particular attention to those who are new to the industry, younger or whose first language is not English;
- Ensure project personnel are trained and competent to carry out their specific duties;
- Effectively supervise the activities of project personnel engaged on the project to ensure their compliance with both Martu Waru and client requirements;
- Develop, review and revise HIRA's & JHA's where so that the company goal of having a safe and incident free shift everyday and everyone to go home safely at the end of every shift can be achieved;
- Review all JHA's on a weekly basis for their continued effectiveness;
- Communicate all known hazards and agreed controls to project personnel and ensure their understanding;
- Promote, recognise and reward safe behaviour;
- Ensure that all project personnel maintain good housekeeping standards;
- Ensure that project personnel actively participate in and promote QHSE programs and risk management activities;
- Conduct pre start and toolbox meetings;
- Ensure that copies of JHA's, inspection records and other required QHSE information is forwarded to QHSE department in a timely manner;
- Provide recognition to workers who, by their actions or initiatives, eliminate or control hazards in the workplace;
- Prevent the use of defective plant, equipment and power tools and arrange prompt repair or replacement;
- Check that all plant, equipment or materials mobilised to site comply with legislative and client QHSE requirements prior to use;
- Investigate and report on all incidents and hazards in accordance with site requirements and participate in all investigations as required;
- Participate in all emergency response drills;
- Ensure that all project environmental procedures and requirements are adhered to by all project personnel on site;
- Risk management – drive awareness & implement systems with integrity and understanding;
- Life saving and client site rules – set high standards, lead by example and implement good culture and company values when required;
- Communication – encourage openness, provide feedback and support with integrity and understanding;

# APPENDIX C: STATEMENT OF RESPONSIBILITIES – EMPLOYEES

---

## Responsibilities:

- Lead by example;
- Work in accordance with the QHSE management plan and system;
- Adhere to Martu Waru's QHSE vision to have a safe and incident free shift everyday and everyone to go home safely at the end of every shift;
- Adhere to clients commitment to safety;
- Ensure that the Martu Waru QHSE management plans, procedural requirements and client site requirements are adhered to;
- Guide new project personnel in the specific site safety rules and requirements, paying particular attention to those who are new to the industry, younger or whose first language is not English;
- Conduct QHSE activities for the project to ensure compliance with Martu Waru and client QHSE requirements;
- Develop, review and revise JHA's so that the goal to have a safe and incident free shift everyday and everyone to go home safely at the end of every shift can be achieved;
- Review and revise all JHA's on a daily basis for their continued effectiveness;
- Communicate all known hazards and agreed controls to project personnel;
- Ensure good housekeeping standards;
- Actively participate in and promote QHSE programs and risk management activities;
- Attend daily pre start and toolbox meetings;
- Operate plant and equipment within safe working limits;
- Maintain and use the correct PPE provided for the task;
- Ensure that copies of the JHA's, inspection records and other required QHSE information is forwarded to the supervisor in a timely manner;
- Prevent the use of defective plant, equipment and power tools and report immediately;
- Report all incidents and hazards in accordance with site requirements and participate in all investigations where required;
- Participate in emergency response drills;
- Ensure that all project environmental procedures and requirements are adhered to;
- Risk management – understand hazards, tools to assess risk and implement controls;
- Life saving rules and client rules – follow rules with visibility and understanding;
- Communicate – speak up with integrity and leadership, engage in observations, stop work if unsafe to continue.

# APPENDIX D: MARTU WARU'S HSE POLICY

Internal Document MW-QMS-005



## Health, safety and environmental policy

Martu Waru is a construction company that performs building, construction, fabrication and site services to customer specifications. We are committed to provide safe and healthy working conditions for the prevention of work-related injury and ill health.

This is achieved through:

- Complying with applicable legal requirements, codes, standards and guidelines and eliminating hazards and reducing HSE risks
- Setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services
- Defining roles and responsibilities for occupational health, safety and environment
- Ensuring occupational health, safety and environment management principles are included in all organisational planning activities
- Consulting with employees and other parties continuously and involving decision-making on occupational health, safety and environment matters
- Protection of the environment and prevention of pollution
- Ensuring incidents are investigated and lessons are learnt within the organisation
- Ensuring effective injury management and rehabilitation is provided to all employees

Strategies include:

- Providing ongoing HSE awareness and training to all of our employees
- Performing routine compliance inspections and achieving 100%
- Communicating occupational health, safety and environment information, including this policy, to all employees and interested parties
- Providing enough resources to ensure occupational health, safety and environment is a central part of the organisation; and
- To maintain certification to ISO45001 and ISO14001 and to ensure a high level of compliance is maintained.
- Continual improvement of our safety & environmental management system

Managing Director *Mitchell Liddell*

Date *25/07/2024*

This policy is available to interested parties upon request

Building and construction services  
that make country healthy

20/07/2024

Page 1





# APPENDIX F: MARTU WARU'S QUALITY POLICY

Internal Document MW-QMS-002



## Quality policy

Martu Waru is a building & construction company that performs building, building maintenance, fabrication & site services work to customer specifications.

At Martu Waru, consistently satisfying customer requirements and meeting or exceed customer expectations is part of the business.

This is achieved through:

- Clearly detailing customer requirements and going beyond satisfaction
- Consistently manufacturing components within specification tolerances
- A target of zero defects and 100% on time delivery performance
- Maintaining highly skilled and competent staff
- Ensure first off and final inspections are performed for every production run

Strategies include:

- Setting quality objectives consistent with this policy and monitoring their performance
- Maintaining a strong commitment for the continuous improvement of our QMS
- Investing in innovative machinery to keep the business in the forefront of capability
- Maintaining quality management systems in accordance with ISO 9001 to ensure a high level of system compliance is maintained

Managing Director Mitchel Liddell

Date 25/07/2024

This policy is available to interested parties upon request

Building and construction services  
that make country healthy

25/07/2024

Page 1



# APPENDIX G: MARTU WARU'S LIFE SAVING RULES

Internal Document – MW-QMS-

 <p><b>RULE # 1: PPE</b> No work without mandatory Personal Protective Equipment</p>	 <p><b>RULE # 7: Follow JSP / SOP</b> Always follow Job Safety Plan / Safe Operating Procedures (SOP)</p>
 <p><b>RULE # 2: Lock Out and Tag Out</b> Verify isolations before work begins and LOTO equipment are put in place</p>	 <p><b>RULE # 8: Management of Change</b> No modifications without MOC signed and authorized</p>
 <p><b>RULE # 3: Working at Height</b> Use Full Body Harness, anchored with rigid connection and safety helmet with Chin Strip tightened while working at height &gt; than 6 feet</p>	 <p><b>RULE # 9: Wear Seat Belt</b> All occupants of four wheelers and product transportation fleet to wear seat belt</p>
 <p><b>RULE # 4: Obtain and Follow Work Permit System</b> Obtain Work Permit before start of work and follow all conditions</p>	 <p><b>RULE # 10: Intervene</b> Intervene if somebody violates the Life Saving Rules</p>
 <p><b>RULE # 5: Confined Space Entry</b> Obtain Authorization before Confined Space Entry and ensuring no hazardous atmosphere inside based on gas test certificate</p>	 <p><b>RULE # 11: Authorized Personnel Only</b> Don't operate any equipment or enter any area for which you are not authorised</p>
 <p><b>RULE # 6: Safety System Override</b> No overriding or disabling safety critical equipment without pre authorization from designated person</p>	 <p><b>RULE # 12: Alcohol and Drugs</b> No use of alcohol or drug whilst working or driving</p>

# APPENDIX H: MARTU WARU'S DNA POLICY

Internal Document MW-QMS-003



## Drug and Alcohol Policy

Martu Waru is determined to provide and maintain a safe workplace for all employees, subcontractors, clients, suppliers and visitors. Therefore, Martu Waru maintains a consistent approach with a zero tolerance to drugs and alcohol in the workplace.

Martu Waru commits to:

- Communicating the content of this policy to all Martu Waru employees and contractors.
- Ensuring all employees are fit for work when arriving on site.
- Ensure that the consumption of alcohol within the workplace during working hours is strictly prohibited.
- Ensure that the consumption of alcohol in transit to and from work is strictly prohibited. This includes travel to and from the employee's place of residence.
- Performing drug and alcohol testing on-site before the pre-start meeting where it is a contractual requirement.
- Requesting employees or contractors to undergo breath testing and/or drug screening where reasonable cause exists to suspect that the employee is about to undertake, or is undertaking, safety related work whilst impaired by alcohol or another drug.
- Giving all employees the right to reply to any allegations. The Industrial Services Managing Director will ensure that each matter is investigated fairly and treated on a case-by-case basis.

Martu Waru employees shall be subject to immediate disciplinary action if:

- Found under the influence of drugs or alcohol.
- Found in possession, selling, or using illegal or illicit drugs.
- A refusal is made by an employee or contractor to participate in drug and alcohol testing. A refusal will be treated as a positive result.
- Driving of a Martu Waru vehicle while under the influence of alcohol or drugs is viewed as gross misconduct and may result in instant dismissal.

All employees, contractors and others working for, or on behalf of Martu Waru are required to conform to this policy.

Managing Director Mitchel Liddell Date 20/04/2024

Building and construction services  
that make country healthy

20/07/2024

Page 1



# APPENDIX I: MARTU WARU'S FATIGUE MANAGEMENT POLICY

Internal Document MW-QMS-014



## Fatigue Management Policy

### Policy Statement

Martu Waru (MW) is committed to providing and maintaining a working environment that is safe for all employees, clients, contractors and others. Managing and minimising employee fatigue at work is considered a major factor in achieving this goal. The intention is to promote a "fit for work" culture where all employees recognise the health and safety risks of fatigue.

### Definitions

Fatigue is a subjective experience that results from a lack of sufficient restorative sleep and/ or quality sleep. Signs and symptoms of fatigue include: excessive yawning, chronic tiredness or sleepiness, headache, dizziness, sore or aching muscles, muscle weakness, slowed reflexes and responses, impaired decision making and judgement, moodiness and irritability.

- Work related fatigue: may be induced by the work environment, the work tasks or sleep patterns.
- Non work related fatigue: may result from non work activities and lifestyle.

### Responsibilities

Each MW employee is responsible for ensuring that they recognise signs of fatigue and the impact on themselves and others and report immediately to their supervisor or manager when fatigue and lack of sleep are impacting on their individual wellbeing and workplace safety. MW employees are responsible for utilising breaks provided within and between shifts to rest and recuperate. Employees must also understand the implications of voluntarily seeking additional work, including secondary employment that might have the potential to increase risks to themselves and others while at work and outside of the workplace.

### Objectives

- Ensure adequate opportunity is available for employees and visitors sufficient rest before commencing work through appropriate working time arrangement
- Monitor and control shift allocation, including rostered working hours to ensure there is not excessive periods of wakefulness
- Provide training and education for employees to foster a common understanding of fatigue management through induction processes and newsletters
- Develop a work cycle register which measures and controls shift management which incorporates fatigue management (employees to work no more than 12 consecutive shifts) without receiving a minimum amount of rest between shifts (12 hours)
- Develop a culture of shared responsibility for fatigue management
- Promote healthy lifestyle both at work and at home
- Conduct regular checks to ensure that the elements of this policy are effectively implemented

### Compliance with client policies and procedures

All MW employees are required to comply with all applicable client or host organisation Health and Safety policies and procedures including fatigue management policies when working for client organisations.

Through commitment to our fatigue management policy MW will continue to strive towards its goal of providing a safe and healthy workplace for all employees and visitors.

Managing Director Mitchell Liddell Date 20/07/2024

Building and construction services  
that make country healthy

20/07/2024

Page 1



# APPENDIX J: MARTU WARU'S EQUAL OPPORTUNITY POLICY

Internal Document – MW-QMS-011



## Equal Opportunity policy

Martu Waru values diversity and equal opportunity. We aim to develop a talented and diverse workforce that represents the wide range of cultures in our community to the benefit of Martu Waru.

This policy sets out the guidelines by which Martu Waru will endeavour to increase diversity throughout the company.

This policy applies to all employees of Martu Waru. It is a requirement of employment that this policy be adhered to. Martu Waru will:

- Create a supportive and understanding workplace environment in which all individuals feel welcome, respected and heard, and where they can realise their full potential regardless of their background, age, gender or ethnicity.
- Ensure all employees are aware of the company's commitment to diversity and understand their own responsibilities towards enabling a diverse workforce
- Not discriminate against individuals on any of the following grounds:

Gender	Family responsibilities
Race	Trade union activity or inactivity
Relationship status	Breastfeeding
Impairment	Lawful sexual activity
Pregnancy	Age
Religious belief or activity	Ethnicity
Parental status	Gender identity
Political belief or activity	

Disciplinary action will be taken against any employee found to have breached this policy. Discipline may involve warnings, counselling or dismissal, depending upon the circumstances.

All employees, contractors and others working for, or on behalf of Martu Waru are required to conform to this policy.

Managing Director *Mitchel Liddell*

Date *25/07/2024*

This policy is available to interested parties upon request

# APPENDIX K: MARTU WARU'S SUSTAINABILITY POLICY –

Internal Document – MW-QMS-010



## Sustainability Policy

Martu Waru is committed to its associated activities in a best practice sustainable manner. This commitment extends beyond business as usual, legal compliance and mitigating against negative impacts, to identifying and implementing positive, including restorative, environmental, social and economic opportunities and legacies.

This policy sets out our commitments and objectives.

- Encourage sustainability awareness both across internal project team members and with business partners and our supply chain, and in all project facets including planning, procurement, design, construction and operation.
- Encourage a culture that challenges traditional approaches and encourages stakeholder engagement and their active involvement, local industry sourcing and participation and ever improved sustainability practices are smarter innovation.
- Encourage the application of sustainable procurement processes, evaluations and contractual requirements, the use of sustainable materials and products, and the consideration of sustainable inputs and outcomes in project decision making.
- Minimise material waste and impacts to the natural environment we operate in and ensure we reduce our resource consumption including energy and water.
- Liaising with governments, industry associations, joint venture partners and other stake holders to develop and implement good sustainable industry practices.
- Empowering employees by providing information and training, as required, encouraging the adoption of sustainable principles and practices.

All employees, contractors and others working for, or on behalf of Martu Waru, are encouraged and empowered to conform to this policy.

Managing Director Mitchel Liddell

Date 25/07/2024

This policy is available to interested parties upon request

Building and construction services  
that make country healthy

25/07/2024

Page 1



# APPENDIX L: MARTU WARU'S ANTI BRIBERY & CORRUPTION POLICY

PAGE 1 OF 4

Internal Document – MW-QMS-012



## Anti Bribery & Corruption Policy

### 1 Purpose

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations, and to ensure that the Company's business is conducted in a socially responsible manner.

- 2 Policy statement Bribery is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal or a breach of trust. A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage. It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery. We will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate. However, we remain bound by the laws in Australia in respect of our conduct both at home and abroad. Bribery and corruption are punishable for individuals by up to ten years' imprisonment and a fine. If we are found to have taken part in corruption, we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities very seriously.

### 3 Scope

#### 3.1 Who is covered by the policy?

In this policy, third party means any individual or organisation you come into contact with during the course of your work for us, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

This policy applies to all individuals working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with us, or any of our subsidiaries or their employees, wherever located (collectively referred to as employees in this policy).

This policy covers:

- Bribes;
- Gifts and hospitality;
- Facilitation payments;
- Political contributions;
- Charitable contributions.

- 3.2 Bribes Employees must not engage in any form of bribery, either directly or through any third party (such as an agent or distributor). Specifically, employees must not bribe a foreign public official anywhere in the world.

Building and construction services  
that make country healthy

20/07/2024





**3.3 Gifts and hospitality** Employees must not offer or give any gift or hospitality:

- which could be regarded as illegal or improper, or which violates the recipient's policies; or
- to any public employee or government officials or representatives, or politicians or political parties; or
- which exceeds \$100 in value for each individual gift or \$500 in value for each hospitality event (not to exceed a total value of \$1000 in any financial year), unless approved in writing by the employee's manager.

Employees may not accept any gift or hospitality from our business partners if:

- it exceeds \$100 in value for each individual gift or \$500 in value for each hospitality event (not to exceed a total of \$1000 in any financial year), unless approved in writing by the employee's manager; or
- it is in cash; or
- there is any suggestion that a return favour will be expected or implied.

Where a manager's approval is required above, if the manager is below Director level then approval must be sought from an appropriate Director.

If it is not appropriate to decline the offer of a gift, the gift may be accepted, provided it is then declared to the employee's manager and donated to charity.

We appreciate that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered. Within these parameters, local management may define specific guidelines and policies to reflect local professional and industry standards. Where this policy requires written approval to be given, the Managing Director shall put in place a process to maintain a register of all such approvals.

**3.4 Facilitation payments and kickbacks** Facilitation payments are a form of bribery made for the purpose of expediting or facilitating the performance of a public official for a routine governmental action, and not to obtain or retain business or any improper business advantage. Facilitation payments tend to be demanded by low level officials to obtain a level of service which one would normally be entitled to. Our strict policy is that facilitation payments must not be paid. We recognise, however, that our employees may be faced with situations where there is a risk to the personal security of an employee or his/her family and where a facilitation payment is unavoidable, in which case the following steps must be taken:

- o Keep any amount to the minimum;
- o Create a record concerning the payment; and
- o Report it to your line manager.

In order to achieve our aim of not making any facilitation payments, each business of the Company will keep a record of all payments made, which must be reported to the Managing Director, in order to evaluate the business risk and to develop a strategy to minimise such payments in the future.

Building and construction services  
that make country healthy

20/07/2024



**Political Contributions** We do not make donations, whether in cash or kind, in support of any political parties or candidates, as this can be perceived as an attempt to gain an improper business advantage.

**3.5 Charitable contributions**

Charitable support and donations are acceptable (and indeed are encouraged), whether of in-kind services, knowledge, time, or direct financial contributions. However, employees must be careful to ensure that charitable contributions are not used as a scheme to conceal bribery. We only make charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made without the prior approval of the compliance manager. All charitable contributions should be publicly disclosed.

**3.6 Your responsibilities**

You must ensure that you read, understand and comply with this policy. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All employees are required to avoid any activity that might lead to, or suggest, a breach of this policy. You must notify your manager or the Managing Director, Chief Executive Officer or the confidential helpline as soon as possible if you believe or suspect that a conflict with or breach of this policy has occurred or may occur in the future. Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other workers if they breach this policy.

**3.7 Record-keeping**

We must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties. You must declare and keep a written record of all hospitality or gifts accepted or offered, which will be subject to managerial review. You must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with our expenses policy and specifically record the reason for the expenditure. All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

**3.8 How to raise a concern**

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries or concerns, these should be raised with your line manager OR the Managing Director or through the confidential helpline.

**3.9 What to do if you are a victim of bribery or corruption**

It is important that you tell the Managing Director or the confidential helpline as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.

Protection Employees who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. We aim

Building and construction services  
that make country healthy 20/07/2024





to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Managing Director or Chief Executive Officer immediately. If the matter is not remedied, and you are an employee, you should raise it formally using the company's Grievance Procedure.

**3.10 Training and communication**

Training on this policy forms part of the induction process for all new employees. All existing employees will receive regular, relevant training on how to implement and adhere to this policy. In addition, all employees will be asked to formally accept conformance to this policy on an annual basis. Our zero-tolerance approach to bribery and corruption must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

**3.11 Who is responsible for the policy?**

The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. The Managing Director has primary and day-to-day responsibility for implementing this policy, and for monitoring its use and effectiveness and dealing with any queries on its interpretation. Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

**3.12 Monitoring and review**

The Managing Director will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption. All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing. Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Company Secretary. This policy does not form part of any employee's contract of employment and it may be amended at any time.

Managing Director Mitchel Liddell Date 20/07/2024

This policy is available to interested parties upon request

Building and construction services  
that make country healthy

20/07/2024

# APPENDIX M: MARTU WARU'S EMPLOYEE CODE OF CONDUCT POLICY

PAGE 1 OF 4-

Internal Document – MW-QMS-013



## Employee Code of Conduct

### Purpose:

This code of conduct applies to our directors, employees of Martu Waru and its subsidiaries as well as contractors and consultants.

### Scope:

Employees, contractors and services providers must be aware of and adhere to company policies, especially those relating to health and safety, equal opportunity, privacy and continuous disclosure. In the course of their duties, they must comply with relevant legislation.

### Work Ethic:

Employees, contractors and services providers when conducting business and dealing with suppliers, colleagues and other stakeholders must:

- Act with integrity, professionalism and be scrupulous in the use of company information, funds, equipment and facilities
- Exercise fairness, equity, courtesy, consideration and sensitivity in dealing with employees and other stakeholders
- Avoid real or apparent conflicts of interest
- Promote the interests of the company
- Perform their duties with skill, honesty, care and diligence using authority in a fair and equitable manner
- Demonstrate behaviours that align to the Martu Waru values of safety, accountability, excellence and respect
- Abide by policies, standards, procedures, legislative requirements, instructions and lawful directions that relate to their employment and duties
- Comply with the spirit as well as the letter of the Code of Conduct

### Health, Safety & Environment:

Safety is a core value for Martu Waru and is a core focus in our daily operation and the way we work. A safe workplace means that people are healthy and safe and this includes the health and protection of our environment. Employees, contractors and service providers must comply with health, safety and environmental policies, standards, processes and procedures and any related instructions. These are also referred to as sustainability and should be used interchangeably in this context. There is also an obligation to report any incident and authority is provided to pause any work where there is a sustainability issue that is perceived or actual.

### Environmental:

Martu Waru operates in accordance with the sustainability and strategic planning policy and standards, incorporating environmental management into all areas of operations to manage the risks and potential impacts through all cycles of the business. We operate in a socially and environmentally responsible way through the application of the precautionary principle to deliver against social license obligations and to strive for leading practice to meet community expectations. Employees are required to comply with environmental principals and processes at all times.

Building and construction services  
that make country healthy

22/07/2024





**Communities:**

Martu Waru operated in close proximity to and with the cooperation and consent of its local communities. In securing the cooperation of the communities within which it operates, Martu Waru has undertaken that all of its employees (whether employed by Martu Waru or by a contractor firm engaged by Martu Waru), will respect and uphold the values of Martu Waru's local communities. Employees, contractors and service providers when interacting with the local communities must:

- Demonstrate respect and courtesy towards each other and members of the local communities
- Use constructive and inclusive language and not practice abusive, offensive, hostile or aggressive behaviour or use language that may cause offence
- Cause no damage to community owned or private facilities that through their connection to Martu Waru they are privileged to use
- Abide by laws, rules and regulations of the community and the local jurisdiction
- Generally, avoid any behaviour that could harm Martu Waru's reputation or relationship with its communities

**Inclusion and Diversity**

Martu Waru is dedicated to growing an inclusive and diverse workforce, aligned with the companies values of safety, excellence, accountability and respect where every person is treated fairly, feels respected and where they are able to contribute to business success and realise their full potential Martu Waru is committed to investing in its people, systems, processes and policies to ensure that the workplace is inclusive and diverse and expect our people to work together to achieve an inclusive culture.

**Harassment, Sexual Harassment, Bullying and Discrimination:**

Martu Waru aims to provide an environment where our people are treated with respect. Harassment, including sexual harassment, bullying or discrimination of any kind is not acceptable in our workplace.

Employees, contractors and service providers must never engage in actions or behaviours that entail harassment (including sexual harassment), bullying or discrimination and must ensure that they are familiar and comply with Martu Waru Policies and Procedures, particularly the Harassment, Discrimination and Bullying Policy and the Sexual Harassment Policy.

Harassment is an unwelcomed action, conduct or behaviour that a reasonable person would find unwelcome, humiliating, intimidating or offensive.

Sexual harassment is an unwelcome sexual advance or request for sexual favours to the person who is harassed and the other unwelcome conduct of a sexual nature in relation to the person who is harassed. The expectations and associated information is further detailed in the Martu Waru sexual harassment policy.

Bullying is a repeated behaviour directed towards an individual or group of individuals that is unreasonable and creates a risk to health, safety and wellbeing.

Discrimination is making unlawful distinctions between individuals and groups on the basis of any of protected attributes.

Building and construction services  
that make country healthy

22/07/2024





**Whistleblower policy:**

Martu Waru upholds a commitment to a work environment free of unethical, unlawful or undesirable conduct or practices. Employees are protected and encouraged to raise concerns regarding such conduct in the first instance with your direct supervisor or manager, people and culture, another leader or in accordance with the whistleblower policy and whistleblower standards

**Personal Information and Privacy:**

Information obtained in the course of employment must not be used or disclosed to obtain financial reward or benefit or to take advantage of another person.

**Intellectual Property:**

Unless governed by law or otherwise agreed in writing, any intellectual property developed by an employee, contractor or service provider during or as a result of employment with Martu Waru is the sole property of Martu Waru.

**Conflict of Interest:**

Employees must avoid personal, financial or other interest which may be in conflict with their duties and responsibilities to the company. Any interest which may constitute a conflict of interest must be promptly disclosed to your direct manager or an approved senior manager.

Accepting any external appointment, such as a board appointment (other than to the board of a non-trading family company), working for another organisation or conducting a business is not permitted without the written permission of the board.

**Bribery and Corruption:**

Employees must not offer, promise, give, demand or accept any undue advantage, whether directly or indirectly to or from;

- A public official
- A political candidate, party or party official
- A community leader or other person in a position of public trust
- Any private sector employee in order to obtain, retain or direct business or to secure any other improper advantage in the conduct of business

**Trading in Company Shares:**

Employees must ensure all transactions in company shares comply with legislation and the Martu Waru securities trading policy in regard to this.

**Property:**

Company property, funds, tools, equipment, vehicles, facilities and services must be used only for authorised purposes.

**Communicating Externally:**

The company's relationships with the community and media are to be conducted primarily by the board or a delegated by the board.

Building and construction services  
that make country healthy

22/07/2024



Unless nominated as a Martu Waru spokesperson in the company's external communications policy, employees, contractors and service providers are not authorised or permitted to act as an official spokesperson or to comment to the media or in any social media platform on behalf the company.

Employees must not disclose Martu Waru confidential information to any third party, either verbally or in written form, without the prior consent of an appropriate Martu Waru leadership team member.

Employees and contractors must not engage in social media and communications are further detailed in the social media policy.

**Gifts and Hospitality:**

Martu Waru prohibits the giving or receiving of gifts or invitations involving travel, accommodation and entertainment in circumstances which could be considered to give rise to undue influence. Any gifts should be disclosed to the relevant General Manager and functional leader.

**Breaches of the Code:**

Employees have a duty to observe this code and ensure that no breaches occur. Employees have a duty to report known or suspected breaches of this code to their manager or alternatively to people and culture or by using the mechanism provided under the whistleblower policy.

Any employee, who in good faith, makes a complaint or disclosure about an alleged breach of the code will not be disadvantaged or prejudiced in the making of such a complaint or disclosure in accordance with the whistleblower policy. All reports will be treated as confidential.

Employees found to be in breach of the applicable laws, prevailing business ethics or aspects of this code of Martu Waru policies will result in disciplinary action, that may involve termination of employment.

Managing Director Mitchel Liddell Date 22/07/2024

This policy is available to interested parties upon request

Building and construction services  
that make country healthy 22/07/2024



# APPENDIX N: MARTU WARU'S WORKPLACE BEHAVIOUR POLICY

PAGE 1 OF 6

Internal Document MW-QMS-015



## Workplace Behaviour Policy

### Purpose and aim

Martu Waru are committed to providing a safe and healthy workplace where all employees, potential employees, customers, clients, contractors and other external parties are free from unacceptable behaviour, which is defined to include unlawful discrimination, sexual harassment, bullying, vilification and victimisation and the improper use of drugs, alcohol and other substances.

This policy seeks to ensure that our workplace is safe and healthy by minimising or where possible eliminating behaviours and conditions which may lead to personal injury, including unacceptable behaviours.

If you work at Martu Waru in any capacity, including employees, potential employees and contractors and on full time, part time or casual basis, on or off site, or if you are a customer or visitor attending our workplace for an event we have organised then this policy applies to you and you must familiarise yourself with and comply with this policy and any variation of this policy. This policy is subject to all relevant legislation, contracts and industrial instruments, such as enterprise agreements or awards which apply to your employment, engagement or interaction with Martu Waru.

### When does this policy apply?

This policy applies to all situations that have a connection to your work or engagement with Martu Waru, including but not limited to:

- When you are in the workplace, whether during or outside normal working hours
- During work activities, including but not limited to dealings with colleagues, clients and customers whether on or off site, whether face to face or using information systems
- Work related events, including but not limited to conferences and social functions and/ or when you are not at work, but where your conduct may have an adverse effect of Martu Waru, the employment relationship or the workplace

### Discrimination

#### What is unlawful discrimination?

Unlawful discrimination may take the form of direct or indirect discrimination.

**Direct discrimination** occurs when a person is treated less favourably than another person in the same or similar circumstances because of one of the grounds or attributes listed below.

**Indirect discrimination** occurs when there is a requirement, condition or practice imposed which appears neutral but which has the effect of

Building and construction services  
that make country healthy

24/07/2024





disadvantaging a person with a particular attribute, in circumstances where this is unreasonable.

**Prohibited grounds or attributes for discrimination**

Unlawful discrimination can occur on grounds or on the basis of attributes including the following:

- Marital status
- Sex, which includes pregnancy, potential pregnancy and childbirth and sexual orientation or lawful sexual activity
- Race
- Religious, ethical or political beliefs
- Disability, illness or injury
- Industrial activity and trade union membership
- Gender history, gender identification, transgender and transsexual status
- Career status or family responsibilities
- Physical features
- Breastfeeding
- Irrelevant criminal record or irrelevant medical record
- Employment status
- Age
- Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes

**Exceptions to unlawful discrimination**

The law provides certain exceptions to discrimination to permit what would otherwise be unlawful discrimination. Where this is the case, discrimination will not be unlawful (e.g. depending on the circumstances, it may not be unlawful to discriminate against a person on the grounds of their disability if the person cannot perform the inherent requirements of their role).

**Harassment**

**What is harassment?**

Harassment is a form of discrimination and may not consist of unwelcome, offensive, abusive, belittling or threatening behaviour which leads to a person feeling offended, humiliated, insulted or intimidated on the basis of one of more of the grounds or attributed listed above.

The fact that no offence was intended or that the conduct was engaged in a joke doesn't mean that the harassment is lawful. The conduct will amount to harassment if a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated, insulted or intimidated. Harassment can be a single or repeated act of offensive behaviour.

A common form of harassment is sexual harassment. A person sexually harasses another person if they:

Building and construction services  
that make country healthy

24/07/2024



- Make an unwelcomed sexual advance
- Make an unwelcomed request for sexual favours
- Engage in other unwelcome conduct of a sexual nature

And a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the other person would be offended, humiliated, insulted or intimidated.

Conduct of a sexual nature includes subjecting a person to any act of physical intimacy and remark or statement with sexual connotations to a person or about a person and making any gesture, action or comment of a sexual nature.

**Behaviour can breach this policy even if it is not unlawful or the subject of a complaint**

Martu Waru may decide that behaviour breaches this policy even if a complaint has not been raised (e.g. storing and viewing sexually explicit images on a computer at work may constitute sexual harassment under this policy even if not complaint has been made). This behaviour is still unacceptable at work, even if not unlawful and may result in disciplinary action being taken, up to and including termination of employment.

**Bullying**

**What is bullying?**

**Bullying** is repeated, unreasonable behaviour by a person or group of people, directed towards a person or a group of people that creates a risk to their mental or physical health and safety.

**Unreasonable behaviour** is behaviour which a reasonable person, having regard to the circumstances, would see as unreasonable. It includes behaviour that victimises, humiliates, undermines or threatens the person being bullied, or would reasonably be expected to do so.

**Repeated** unreasonable behaviour means persistent unreasonable behaviour and may include a range of behaviours over time. There is no specific number of incidents required for behaviour to be regarded as repeated, as long as there is more than one occurrence.

Bullying breaches this policy as well as health and safety policy which provides that all workers must take reasonable care for health and safety of their coworkers.

**What is bullying?**

Reasonable management action carried out in a reasonable manner is not bullying. For example, if Martu Waru undertakes justified performance management or disciplinary action in a reasonable way, this would not constitute bullying.

Isolated or "one off" incidents of discrimination, harassment or other unwelcomed or inappropriate behaviour are not bullying. However, such behaviour may

Building and construction services  
that make country healthy

24/07/2024





breach other Martu Waru policies or procedures, industrial instruments, contracts of employment or legislation and may be pursued through other procedures.

### Victimisation

#### What is victimisation?

Victimisation is subjecting or threatening to subject someone to a detriment because they propose to, have or are believed to have, under this policy or anti discrimination or other relevant legislation:

- Asserted their rights under this policy or the relevant legislation
- Alleged that another person has breached this policy of the relevant legislation
- Assisted someone or been involved in proceedings under this policy or relevant equal opportunity legislation

A detriment in employment may include demotion, dismissal, transfer, suspension, loss of a benefit, being ostracised from work or work related social functions or being the subject of gossip or inuendo.

Martu Waru does not permit retaliation against a person because they propose to make, have made or are believed to have made a complaint of unacceptable behaviour under this policy or equal opportunity legislation.

Victimisation breaches this policy and may also breach the health and safety policy, which provides that all workers must take reasonable care for the health and safety of their coworkers.

### Vilification

Martu Waru will not tolerate vilification in the workplace. Any employee found to have engaged in vilification may be the subject of disciplinary action which may result in termination of employment. Appropriate action will also be taken where a workplace participant who is not an employee is found to have engaged in vilification.

#### What is vilification?

Vilification is a public act which incites, encourages or urges others to hate, have serious contempt for or severely ridicule a person or group of people because they are (or thought to be) members of a particular group. Vilification has no justification in "free speech).

Certain forms of vilification, such as racial vilification, are unlawful; however, the fact that a type of vilification is not unlawful does not mean that it doesn't breach this policy.

### Disclosure of relationship

If an employee (leader) becomes involved in an intimate relationship with an employee of a lower classification (subordinate), the leader must disclose the

Building and construction services  
that make country healthy

24/07/2024



relationship to the Managing Director or Chief Executive Officer as soon as practicable.

The Managing Director or Chief Executive Officer will implement such measures as are reasonably necessary to avoid actual or perceived conflicts of interest arising from the relationship. Both the leader and the subordinate are required to follow any lawful and reasonable directions issued by the Managing Director or Chief Executive Officer in order to manage any actual or perceived conflicts of interest.

Leaders and subordinates must ensure that their behaviour in respect of a relationship between them does not breach this policy or any other Martu Waru policies and procedures, legislation or their contracts of employment.

Information about intimate relationships between leaders and subordinates in their direct teams will be treated confidentially as far as is practicable.

### Dealing with unacceptable behaviour

#### What if someone complains about mt behaviour?

If a person raises a complaint directly with you about your behaviour, speak immediately to your supervisor or Managing Director or Chief Executive Officer. In any circumstances, you must not victimise the person making the complaint.

#### Have you been subjected to unacceptable behaviour?

If you believe that you are being subjected to unacceptable behaviour in the workplace, you should:

- Tell the person that their behaviour is unacceptable and that it must stop. Otherwise, they may interpret your silence as consent. However, if you do not feel comfortable saying these things, this will not mean that you lose your right to object
- Promptly report the behaviour or incident to your supervisor and/ or Managing Director or Chief Executive Officer. You should tell the Managing Director or Chief Executive Officer if you have been subjected to unacceptable behaviour even if you do not want to make a formal complaint so that the Managing Director or Chief Executive Officer can attempt to resolve the issue informally and ensure that the behaviour does not continue.

#### How will we respond to your grievance or complaint?

Martu Waru has a legal responsibility to take reasonable steps to prevent unacceptable behaviour in the workplace, particularly if such behaviour poses a risk to the health and safety of you or others in the workplace. This policy is an important part of those steps.

If you make a complaint of unacceptable behaviour in the workplace, we will take your complaint seriously. The grievance or complaint may be investigated and if proven, appropriate disciplinary action may be taken against the perpetrator.

Building and construction services  
that make country healthy

24/07/2024



We will take all reasonable steps to ensure that you will not be victimised or treated unfairly for making a complaint. However, complaints that are vexatious or malicious may result in disciplinary action against the complainant.

**Your obligations**

You are responsible for ensuring that you are familiar with this policy, comply with this policy, attend regular training dealing with this policy and take all reasonable steps to ensure that the workplace is free from unacceptable behaviour.

You are also responsible for ensuring that, at no time in providing goods or services to our clients, an unacceptable ground or attribute for discrimination is used to decide whether the goods or service should be provided, the type of goods or service to be provided or the manner in which the goods or services are to be provided.

All employees and contractors are responsible for their own behaviour and can be held personally, legally liable as individuals for behaviour that is unlawful; including discriminatory, harassing or bullying behaviour. If a court finds that an employee has discriminated against, harassed, vilified, sexually harassed, bullied or victimised someone else at work, the court may order the individual employee to pay compensation to the other person or otherwise rectify the behaviour.

If you observe another person breaching this policy, you are required to notify as appropriate member of management. All complaints will be treated impartially and confidentially, except to the extent Martu Waru may have to disclose information to a regulatory body, as required by law or to allow for a proper investigation or disciplinary process.

**Vicarious liability**

Martu Waru is responsible for ensuring proper standards of behaviour at work and can be held legally liable for all behaviour at work. Martu Waru can also be held vicariously liable for all employees' (including casual employees) and contractors' behaviour, unless Martu Waru has taken reasonable steps to prevent an employee or contractor for committing acts of sexual harassment, discrimination, vilification, bullying or victimisation in connection with his or her employment or engagement. Team leaders and supervisors, therefore, have a particular responsibility for ensuring that this policy is applied comprehensively and consistently.

**Consequences of breaching this policy**

We retain discretion to commence disciplinary action for breaches of this policy. Disciplinary action may include a written warning, counselling, suspension or the termination of a person's employment or engagement. We may also refer a breach of this policy to law enforcement authorities where necessary.

Managing Director Mitchel Liddell

Date 25/07/2024

This policy is available to interested parties upon request

Building and construction services that make country healthy 24/07/2024



# APPENDIX O: MARTU WARU'S SUPPLIER CODE OF CONDUCT

PAGE 1 OF 3 –

Internal Document – MW-QMS-016



## Supplier Code of Conduct

### General responsibilities

The purpose of this policy is to establish the responsibilities of Martu Waru and its suppliers. Martu Waru suppliers must comply with the legislation, rules, regulations and Martu Waru policies. All suppliers are expected to be familiar with the business practices of their suppliers and subcontractors and ensure they operate according to this code of conduct. Martu Waru may terminate its relationship with suppliers who fail to comply to this code of conduct or to any regulator or statutory requirements.

### Key expectations

#### Human rights and labour

##### Child labour

In the absence of legislative and regulatory requirements, suppliers may not employ workers under the age of 14. Workers under the age of 18 may only do so in line with the Australian national employment standards.

##### Forced labour

Suppliers must not facilitate or participate in human trafficking; use force, involuntary or slave labour; or purchase materials or services from companies using forced, involuntary or slave labour. They must be able to certify that materials included in their products comply with the slavery and human trafficking laws of the Australian or countries in which they do business.

##### Hiring and employing practices

Suppliers hiring practices must include verification of workers' legal right to work in Australia and ensure that all mandatory documents, such as work visas are available. Martu Waru suppliers are expected to support diversity and equal opportunity in their workplaces. Suppliers must also prohibit discrimination based on race, colour, ender, nationality, age, disability, union membership, maternity, sexual orientation, marital status, gender identity or expression.

##### Harassment

Martu Waru suppliers must treat all workers with respect and dignity. They may not subject workers to corporal punishment, physical, sexual, psychological or verbal harassment or abuse. In addition, suppliers must provide an environment that allows employees to raise concerns without fear of retaliation. Where it is allowed by law, suppliers should have a system that allows employees to anonymously report their concerns.

##### Compensation and working conditions

Suppliers must comply with applicable wage and hour labour laws and regulations governing employee compensation and working hours. Suppliers should conduct operations in ways that limit overtime to a level that ensures a humane and productive work environment.

Building and construction services  
that make country healthy

28/07/2024





### Health and safety

Suppliers must provide workers with a safe and healthy work environment. They should take proactive measures that support accident prevention and minimize health risk exposure. They must ensure their operations comply with all legislative and regulatory requirements related to health and occupational safety in both Western Australia and Australia.

### Environment

Suppliers are expected to conduct their operations in a way that minimizes the impact on natural resources and protect the environment, customers and employees. They must ensure their operations comply with all applicable legislation related to air emissions, water discharges, toxic substances and hazardous waste disposal.

### Ethics

#### Gifts and gratuities

Suppliers must not offer gifts directly to Martu Waru employees. This includes gifts of nominal value. Martu Waru requests that suppliers report all gifts to Martu Waru management before providing any gifts. Although giving gifts is acceptable in some cultures, Martu Waru requests that suppliers respect its policy of gifts.

#### Improper payments

Bribes, kickbacks and similar payments are strictly prohibited. This ban applies even when local legislation may permit such activity. Employees, suppliers and agents acting on behalf of Martu Waru are strictly prohibited from accepting or giving such considerations under any circumstances.

#### Confidential information

Proper management of confidential information is critical to the success of both Martu Waru and suppliers. Suppliers must protect all Martu Waru information, electronic data and intellectual property or Martu Waru technologies with appropriate safeguards. Any transfer of confidential information must be executed in a way that secures and protects the intellectual property rights of Martu Waru and its suppliers. Suppliers may receive our confidential information only as authorised by Martu Waru management, under either non disclosure agreement or by expressed permission of the Martu Waru board and suppliers must comply with their legal obligations to not disclose the confidential information, to not use the information except as permitted by the agreement and to protect the information from misuse or unauthorised disclosure. Our suppliers can expect Martu Waru to similarly safeguard their confidential information when authorisation is provided to Martu Waru. Suppliers may not use the Martu Waru images or any other materials to which Martu Waru owns unless explicitly authorised.

#### Supplier management system

Suppliers are expected to have a management system that ensures they comply with applicable legislation, regulations and Martu Waru policies; conform to this supplier code of conduct and identify and reduce operational risks related to this code. The system should also promote continuous improvement and compliance with changing laws and regulations.

Building and construction services  
that make country healthy

28/07/2024





**Supply chain transparency**

Supply chain transparency is required to confirm compliance to this code of conduct. To monitor this, Martu Waru will request documentation, conduct onsite audits, review and approve corrective action plans and verify implementation of corrective action.

**Managing Director** *Mitchel Liddell*  
-----

**Date** *28/07/2024*  
-----

This policy is available to interested parties upon request

Building and construction services  
that make country healthy

28/07/2024





## Human Rights Policy

### Policy statement

This policy relates to Martu Waru commitment to respect human rights, including our focus on:

Labour rights, inclusion, diversity and equity, indigenous rights, privacy and health & safety.

### Labour rights

Martu Waru is committed to respecting, promoting and upholding labour rights in our operations and supply chain, in accordance with the ILO fundamentals conventions: This includes ensuring that the following principles are upheld.

- No child labour or forced labour is used and that employment is freely chosen
- Workers have fair wages and employment agreements
- Work hours do not exceed the maximum limit set by relevant legislation
- All workers are free to exercise their right to form and/ or join trade unions and to bargain collectively
- Workers experience fair and equal treatment and access to opportunity and enjoy a work environment that is free of discrimination, harassment, intimidation or coercion relating directly or indirectly to the protection attributes set out under inclusion, diversity and equity below
- All workers' health and safety is protected in the workplace
- Workers have access to fair procedures and remedies

### Inclusion, diversity and equity

Martu Waru is committed to promoting inclusiveness in the workplace. In line with the Martu Waru business and human rights statement and our code of conduct, we respect each other and draw strength from our differences. We have a zero tolerance approach to discrimination on the basis of protected attributed including race, colour, religion, national or ethnic origin, political opinion, age, marital or relationship status, carer responsibilities, sex, sexual orientation, gender identity, intersex status, pregnancy, breastfeeding, disability, trade union activity or other legal protected status.

We expect the same from all our business partners, clients and suppliers.

### Privacy

Martu Waru is committed to respecting the right to privacy of our people, clients, suppliers and other stake holders. In line with this commitment, we collect, hold and handle personal information in accordance with Australian Privacy Act 1988 (Cth). We are alert to the privacy and data ethics implications of emerging technologies, recognising that these tools have the potential to both enhance and undermine the right to privacy. Our privacy policy sets out how Martu Waru handles personal information.

Building and construction services  
that make country healthy

18/07/2024



**Health and safety**

Health is a fundamental human right indispensable for the exercise of other human rights.

Martu Waru is committed to promoting and protecting physical and mental health, including by providing a safe workplace and the support needed to maintain a healthy life and working with our employees to help them thrive.

Our Workplace behaviour policy outlines our commitment to fostering a workplace free from harassment, sexual harassment, bullying, victimisation and discrimination where our people are supported to speak up about unacceptable behaviour.

Managing Director Mitchel Liddell

Date 18/07/2024

This policy is available to interested parties upon request

Building and construction services  
that make country healthy 18/07/2024



# APPENDIX Q: ISO9001:2015 CERTIFICATE



**BUREAU VERITAS**  
Certification

**Certification**  
Awarded to

**OZ TEK AGENCIES PTY LTD**  
**MARTU WARU**  
**BUILDCRAFT WA**  
73 ALACRITY PLACE, HENDERSON, WA 6166  
AUSTRALIA

Bureau Veritas certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards indicated below

---

**STANDARD**

---

**ISO 9001:2015**  
SCOPE OF SUPPLY

---

**PRECISION ENGINEERING AND STEEL FABRICATION TO CUSTOMER SPECIFICATION**

Original Approval Date: **18 January 2018**

Subject to the continued satisfactory operation of the organisation's Management System, this certificate is valid until: **18 January 2027**

To check the validity of this certificate please call tel. **1800 855 190**

Further clarification regarding the scope of this certificate and the applicability of the Management System requirements may be obtained by consulting the organisation.

Certificate Number: **AU005815-2**            Date: **29 July 2024**

Andrew Mortimore  
VP/CE CIF Pacific Region

Managing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street, Melbourne, Victoria, 3000, Australia  
Issuing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street, Melbourne, Victoria, 3000, Australia





**BUREAU VERITAS**  
Certification



**Certification**  
Awarded to  
**OZ TEK AGENCIES PTY LTD**  
**MARTU WARU**  
**BUILDCRAFT WA**  
73 ALACRITY PLACE, HENDERSON, WA 6166  
AUSTRALIA

Bureau Veritas certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards indicated below

**STANDARD**

---

**ISO 14001:2015**  
SCOPE OF SUPPLY

---

**PRECISION ENGINEERING AND STEEL FABRICATION TO CUSTOMER SPECIFICATION**

Original Approval Date: **18 January 2018**

Subject to the continued satisfactory operation of the organisation's Management System, this certificate is valid until: **18 January 2027**

To check the validity of this certificate please call tel: **1800 855 190**

Further clarification regarding the scope of this certificate and the applicability of the Management System requirements may be obtained by consulting the organisation.

Certificate Number: **AU005816-2**  Date: **29 July 2024**

Andrew Mortimore  
VP/CE CIF Pacific Region

Managing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street, Melbourne, Victoria, 3000, Australia  
Issuing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street, Melbourne, Victoria, 3000, Australia



# APPENDIX S: ISO45001:2018 CERTIFICATE



**BUREAU VERITAS**  
Certification

**Certification**  
Awarded to  
**OZ TEK AGENCIES PTY LTD**  
**MARTU WARU**  
**BUILDCRAFT WA**  
73 ALACRITY PLACE, HENDERSON, WA 6166  
AUSTRALIA

Bureau Veritas certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the management system standards indicated below

---

**STANDARD**

---

**ISO 45001:2018**  
SCOPE OF SUPPLY

---

**PRECISION ENGINEERING AND STEEL FABRICATION TO CUSTOMER SPECIFICATION**

Original Approval Date: **18 January 2018**

Subject to the continued satisfactory operation of the organisation's Management System,  
this certificate is valid until: **18 January 2027**

To check the validity of this certificate please call tel. **1800 855 190**

Further clarification regarding the scope of this certificate and the applicability of the Management System requirements may be obtained by consulting the organisation.

Certificate Number: **AU005817-2**  Date: **29 July 2024**

Andrew Mortimore  
VP/CE CIF Pacific Region

Managing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street, Melbourne, Victoria, 3000, Australia  
Issuing office: Bureau Veritas Pty Ltd, Level 11, 500 Collins Street, Melbourne, Victoria, 3000, Australia



**JAS-ANZ**  
www.jas-anz.com.au



# APPENDIX T: MARTU WARU ORGANISATIONAL CHART

