

1. Purpose and Context

Computertrans recognises the duties placed upon the Person Conducting a Business or Undertaking (PCBU) by the relevant Acts, subsequent Amendments and Regulations. The safety of workers is paramount and is always given preference over any, and all other considerations.

Computertrans policies and procedures reflect the importance that officers place on Quality, Health, Safety and the Environment.

Computertrans believes that the protection and preservation of the environment is fundamental to the operation of organisation. This belief is applied in the planning and performance of all activities so that adverse effects to our environment are avoided or controlled.

2. Definitions

Person Conducting a Business or Undertaking (PCBU) refers to employers, a corporation, association, partnership or sole trader. A volunteer organisation which employs any person to carry out work may also be considered a PCBU.

Worker refers to anyone who carries out work for a PCBU, such as: an employee, contractor or sub-contractor, employee of a contractor or sub-contractor, employee of a labour hire company, apprentice or trainee, student gaining work experience, outworker or volunteer.

Reasonably Practicable refers to doing what is effective and possible to ensure the health and safety of workers and others.

Officer is a broad term that applies to people who can make decisions that significantly affect a business or undertaking.

3. Objectives

Implement and maintain an Integrated Management System (IMS), pertaining to quality, WHS and environmental matters in line with changes to relevant Acts, Regulations, Codes of Practices and Standards. Computertrans IMS cross references and encompasses ISO 9001 Quality Management Systems (QMS), AS/NZS 4801 Occupational Health and Safety Management Systems (OHSMS) and ISO 14001 Environmental Management Systems (EMS).

Adopt a number of strategies to ensure consistency with the IMS, including: providing ongoing task specific education and training to all workers, consulting with workers to improve decision-making on quality, safety and environmental matters, ensuring non-conformances are investigated and lessons learnt within the organisation, distributing information, including this policy to all employees and interested parties, and providing enough resources to ensure quality, safety and environmental management are a central part of the organisation.

Ensure the detailed planning of processes necessary to deliver results with due regard to quality, cost effectiveness and accordance with client requirements.

Have work procedures and methods in place together with a system of internal audits and document reviews to continually monitor, check, correct and improve work in progress to ensure planned activities are successfully achieved.

Ensure our contractors and suppliers apply a level of quality, safety and environmental management which is consistent with this policy.

Provide a safe place of work for employees, contractors and visitors, to develop safe working practices to ensure hazards to personnel are controlled and to eliminate work related injury and illness so far as reasonable practicable.

Ensure that all workers recognise their responsibility to identify and eliminate hazards and to prevent injury to themselves and others.

Reduce and restrict waste products known to be harmful to the environment and, implement responsible waste management where practical. As well as; to prevent pollution, as far as reasonably practicable.

Assess potential environmental hazards and their effects on services and products as part of the initial planning process.

A strong commitment to the continuous improvement process, through setting measurable objectives and targets that concern the environment, safety and quality. These are defined in the WHSEQ Objectives 1405-078 which are reviewed annually by management.

4. Commitment

Computertrans believes it has in place a sound IMS that complies with Computertrans' legal obligations. Computertrans will continue to review and improve the system. It is the aim of Computertrans that workers will be aware of safety issues and assist Computertrans to meet its obligations by early reporting of hazards, complying with all safety directions and taking the issue of safety in the workplace as being an important one in which we all play a part. Management will take all reasonable steps to ensure that the objectives of this Policy Statement continue to be implemented and safe work practices are followed at all times.

This policy has been endorsed by the Executive Management Team.



Tony Almer
Chief Executive Officer

5. Governance

This document and all Related Documents apply to the following Computertrans Group entities:

- Armour Fabrications Pty Ltd
- Armour Marine Pty Ltd
- Armour Transport & Investments Pty Ltd
- Balgowan & Robinson Pty Ltd
- Computertrans (Aust) Pty Ltd
- Computertrans (Aust) Construction Services Pty Ltd
- Computertrans Security Solutions

6. Compliance

All employees and contractors are responsible for knowing and understanding this document. Those who fail to comply with this document may face disciplinary action and in serious cases, termination of their employment or engagement as per Computertrans *Performance and Misconduct Policy*.

7. Related Documents

- Computertrans Integrated Management System
- Performance and Misconduct Policy

ADMINISTRATION

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07/05/2013	1.1	Quality and environment incorporated, policy name changed and converted to new template
05/08/2013	1.2	Added to Objectives
05/08/2014	1.3	None
09/07/2015	1.4	Inc. reference to WHSEQ Objectives Doc 1405-078
27/05/2016	1.4	COMPUTERTRANS INTERNAL USE ONLY added to footer
18/01/2017	1.5	None
31/01/2017	1.5	Added to Objectives, paragraph 5.