

DRUG AND ALCOHOL POLICY

People affected by alcohol and or other drugs are a safety hazard to themselves and all others present in the workplace.

Any employee who is affected by drugs or alcohol will not be allowed to work until that person is fit and able to work in a safe manner. The decision on a person's ability to work in a safe manner will be made by the Manager.

There will be no payment of lost time to a person unable to work in a safe manner due to the influences of drugs or alcohol.

If an incident occurs where an employee is dangerously affected by drugs and alcohol at work, they shall be given a written warning and made aware of the availability of treatment/counseling. If the employee refuses help he/she may be dismissed the next time they are dangerously affected by drugs or alcohol at work.

The following procedure shall apply:

- A record of interview will be made and must be signed by the employee.
- For the purposes of disciplinary action, a warning shall effective for a period of twelve months from the date of issue.

An employee having problems with alcohol or other drugs i.e. habitual use during work time, lunch breaks or bingeing:

- Won't be dismissed if he/she is willing to and obtains help for the problem.
- Undertakes and continues with recommended treatment to maintain the protection of this concession.
- Will be entitled to take sick leave accrued or leave without pay whilst attending treatment.

Thank you for your cooperation.


Rory Murphy
General Manager

Date: February 2008
Review Date: February 2009

CANSTRUCT

Civil Engineers and Contractors

ENVIRONMENT POLICY

In our continuous endeavour to ensure the quality of our product and service, we consider the harmony of environment and environmental protection first in relation to our equipment design, packaging, sales and installation. We are familiar with the Australian environment law, in particular the Environment Protection and Biodiversity Conservation Act 1999 and undertake to ensure statutory compliance.

In all our activities, we focus on the following themes:

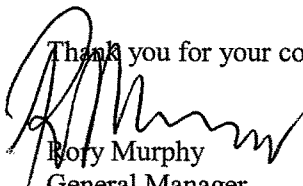
- Energy saving and its effective use;
- Resource saving and its effective use;
- Reduction of waste.

In particular, it is our policy to:

- Ensure that our people have the knowledge, skills and other resources necessary to meet out obligations and fulfill our commitment to environmental care;
- Ensure that our businesses have the management systems and operating procedures necessary to identify, monitor and control the impact of our operations on the environment;
- Ensure that our operations, products and services comply with all relevant statutory requirements and, where appropriate, to develop and apply higher standards;
- Ensure the contractors, suppliers, stockiest and others whom we do business are aware of our policy in relation to environmental care and to encourage them to apply similar standards;
- Communicate openly and constructively with relevant authorities and the community generally on environmental issues relating to our operations;
- Monitor and respond constructively to evolving community expectations in relation to environmental responsibility;
- Ensure that all work areas are left in a tidy state and that all rubbish has been removed.

Canstruct Pty Ltd is committed to this Policy and will ensure the commitment of our employees and contractors.

Thank you for your cooperation



Rory Murphy
General Manager

Dated: 20/09/2007

Review Date: 19/09/2008

OCCUPATIONAL HEALTH AND SAFETY POLICY

As leaders in our industry, our philosophy is to provide integrity and quality with all the work we undertake. Canstruct Civil is committed to maintaining a safe and healthy working environment for all employees and others, and the continuous improvement of occupational health and safety in all areas of the Companies activities.

We recognise the importance of establishing a culture that accepts zero harm as the norm, where every employee takes personal responsibility for working safely, and for the safety of his or her work colleagues.

Occupational health and safety management is everyone's responsibility.

Our OHS systems will achieve the following for the benefit of employees, sub-contractors and suppliers, stakeholders, clients, visitors and neighbours:

- Comply with all applicable laws, regulations and standards. Where adequate laws do not exist, we will adopt and apply standards that reflect the company's commitment to occupational health and safety.
- Communicate and consult with all employees and others, to increase their awareness of their OHS obligations and responsibilities.
- Train and educate individual employees in their areas of responsibility. Hold them accountable for their safety performance in those areas.
- Ensure management are actively involved and provide demonstrated leadership to support continual OHS improvement.
- Investigate all work-related incidents and develop corrective action to prevent recurrence.
- Manage risk by identifying, reporting, assessing and controlling hazards.
- Conduct an equitable and effective injury management program.
- Regularly review and continuously improve OHS systems.

This signed policy confirms our personal commitment to making every workplace safe and healthy for all our employees and others and to ensure that we achieve corporate responsibility, statutory compliance, due diligence and Duty of Care.



Rory Murphy

Review Date: 19/09/2008


General Manager
Canstruct Civil Engineers and Civil Contractors

PURCHASING POLICY

It shall be the policy of this Company to ensure, where practicable, that all goods and services used or obtained will be cost effective, provide good return on investment and will not harm people, property, the environment or organisational assets.

This will be achieved by:

1. Obtaining goods and services safety and environmental information from suppliers and contractors.
2. Reviewing new equipment and materials to identify potential health, safety and environmental hazards or problems.
3. Canstruct reserves the right to buy goods and services at a higher price if they are safety and environmentally more acceptable
4. Procuring data and material safety data sheets for all hazardous substances.
5. Training of the workforce in the purchasing system requirements where necessary.
6. Auditing the purchasing system on a regular basis for efficiency and compliance.



Rory Murphy
General Manager

Dated: 20/05/2008

REHABILITATION POLICY

Canstruct Civil Contractors recognises that there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them at this workplace. We recognise that the *Workers' Compensation and Rehabilitation Act 2003* and the *Workers' Compensation and Rehabilitation Regulation 2003* provide the legislative support for workplace rehabilitation activities.

Experience has shown that workplace rehabilitation assists the healing process and helps restore the worker's normal function sooner. Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties programs, and aims to: -

- 1) Maintain injured or ill workers at work or;
- 2) Ensures the workers' earliest possible return to work or;
- 3) Maximises the workers' independent functioning and;
- 4) Provides for durable employment.

This policy has been developed as a joint worker-management agreement.
Canstruct's Management is committed to:-

- 1) Ensuring that sick or injured employees enter the occupational rehabilitation program process as soon as practicable based on proper medical advice.
- 2) Ensuring that the entry into such a program does not of itself prejudice a sick or injured employee and as such expects employees to co-operate in their rehabilitation.
- 3) Producing where practicable an environment supportive of workplace rehabilitation.
- 4) Providing assistance to sick and injured employees to contact suitable agencies where a return to work is not possible.
- 5) Consulting with employees and their representatives to ensure that an effective rehabilitation program is implemented
- 6) Complying with legislative obligations with respect to the standard for rehabilitation.
- 7) Adopting a multidisciplinary approach to rehabilitation as required.
- 8) Reviewing this policy and procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.

Our rehabilitation and return to work coordinator is:
Noel Gottwaltz


Rory Murphy
General Manager

Dated: 20/02/2008
Revision Due: 19/02/2009

SEXUAL HARASSMENT POLICY

Canstruct Pty Ltd considers sexual harassment an unacceptable form of behavior that will not be tolerated under any circumstances. The company believes that all employees/clients should be able to work in an environment free of intimidation and sexual harassment.

Individuals who believe they have been subjected to sexual harassment should report the incident to management staff. Any allegation of sexual harassment brought to the attention of the management will be promptly investigated. Confidentiality will be maintained throughout the investigation to the extent that it is practical and appropriate under the circumstances.

If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit their written comments in a timely manner to management staff.

The employer will not in any way retaliate against an individual who makes a complaint of sexual harassment or participates in an investigation nor will it permit any employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment would be subject to the same disciplinary action provided for the sexual harassment offenders.

Canstruct Pty Ltd has developed this policy to ensure that all its employees and partners can work in an environment free from sexual harassment. The employer will make every effort to ensure that all personnel are familiar with the policy and know that any complaint received will be thoroughly investigated and appropriately resolved. This policy is designed to protect all employees from harassment in any way associated with the workplace or work environment, no matter who the harasser is.

Thank you for your cooperation.


Romy Murphy
General Manager

Date: February 2008
Review Date: February 2009

SMOKE FREE WORKPLACE POLICY

Canstruct Pty Ltd accepts the responsibility to provide a working environment in which the risk of injury or disease to its employees is reduced to the lowest level as is practicable.

There is no sufficient medical evidence that passive smoking increases the risk of disease. As a result, the company is adopting a policy of a smoke-free workplace.

IMPLEMENTATION

Smoke-free areas will be signed as such and employees and visitors should be requested to comply with the policy. Prospective employees will be informed about the policy at interviews and Site Supervisors should reinforce the policy to new employees commencing work.

NON-COMPLIANCE

In the case of visitors not complying, Canstruct Pty Ltd should politely bring the smoke-free workplace policy to the attention of person. Should any further action be needed, the Company should refer to the Manager concerned.

Employees who are smokers may find compliance with the policy difficult to achieve especially if they have been smoking for a long time. In such cases, Site Supervisors have the responsibility to provide positive assistance and, if required, can refer the individual to an approved outside agency for further assistance.

The smoke-free policy should be treated as other workplace health and safety policies and where our employees may not be able to comply; the issue will be handled sensitively, and on an individual basis.

While the primary approach to smokers who cannot comply will be based on consultation, positive assistance and problem-solving, if these approaches are not effective, disciplinary proceedings may result. Before such action is taken, however, each individual case should be discussed with the Manager, as this should be seen as a last resort only after all other approaches have been exhausted.

Thank you for your cooperation.


Rory Murphy
General Manager

Date: February 2008

Review Date: February 2009