

POLICY STATEMENTS

1. QUALITY

The reputation, competitiveness and profitability of Bennett & Bennett shall be maintained by the provision of high quality professional services. This objective shall be achieved by all members of the practice being aware of and implementing the factors that affect quality in a systematic and appropriate way.

It is the policy of Bennett + Bennett to provide only services of the highest quality and will ensure that the instructions received by the practice are carried out to the client's complete satisfaction. This includes a commitment to comply with the requirements and continually improve the effectiveness of the Integrated Management System (IMS).

The provision of services by the practice shall also reflect a high level of professionalism and will be competitive in the marketplace. This Policy Statement provides a framework for establishing and reviewing the quality objectives for continuing suitability whilst being communicated and understood within the organisation.

2. ENVIRONMENTAL MANAGEMENT

We will endeavour to implement the principles of best practice environmental management and will be guided by the following principles:

- To recognise environmental management as a priority and to integrate environmental considerations into all aspects of planning, operational decisions and processes.
- To comply with all relevant legislative requirements and by adopting effective environmental management procedures in accordance with the principles of best practice.
- To adopt management systems to identify, control and minimise environmental risks arising from our operations.
- To continue to improve environmental performance.
- To conduct activities with a view to minimising impacts by taking into consideration the efficient use of energy, water and other resources, minimisation of waste generation and the safe and responsible disposal of residual waste.
- To educate, train and motivate staff to conduct their activities in an environmentally responsible manner and be accountable for their environmental performance.
- To develop and maintain emergency preparedness plans where significant hazards exist.
- To report to the Environmental Protection Agency (Queensland) where required under law.

3. OCCUPATIONAL MANAGEMENT

Commitment

Bennett + Bennett is committed to providing a safe and healthy workplace for all of our workers. Bennett + Bennett further recognises its responsibilities to provide a safe and healthy work environment for contractors, clients, visitors and the public.

This policy covers all activities and persons working within any premises or job site of Bennett + Bennett.

Objective

The objective of this policy is to ensure all workers are able to work in an environment which doesn't cause harm to them and where they contribute to continuously improving work health and safety within the Bennett + Bennett business.

Policy

Bennett + Bennett provides, maintains and promotes a safe work environment and safety management system that is characterised by:

- a systematic approach to identifying, assessing and controlling health and safety hazards and risks through the use of the hierarchy of controls and the development and implementation of suitable procedures;
- ensuring as far as practicable all operations conducted by workers are in accordance with relevant legislation and regulatory requirements, codes of practice and relevant industry standards;
- effective management demonstrated by commitment and direct involvement at all levels of the company;
- effective two-way communication as an integral part of every job;
- the provision of appropriate facilities, equipment, education, training and supervision for workers to ensure healthy and safe working conditions and methods.

Responsibilities

Creating a safe work environment and care for the environment is the responsibility of all Bennett + Bennett workers.

To achieve the stated policy objective, the commitment and contribution of each and every worker is required through:

- Taking responsibility for the health and safety of themselves and their fellow workmates;
- Accepting that health and safety is an integral part of their work.

Bennett + Bennett Management will establish measurable objectives & targets to promote continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continued effectiveness and relevance.