


Maceng Pty Ltd
Health, Safety and Environmental Policy

MPL-HSE-POL-001

Revision	Date	Description	Approved	Signature
0	26/10/2016	Initial Issue	C. MacDiarmid	
1	24/11/2016	Minor Revision	C. MacDiarmid	
2	6/3/2017	Updated Environmental clauses	C. MacDiarmid	
3	12/9/2018	Minor updates	C. MacDiarmid	

1.0 Introduction

Maceng places utmost importance on our responsibility to the community, our personnel, the environment, and other workplace colleagues.

This policy document sets out the obligations Maceng places upon itself, its personnel and subcontractors, in order to achieve the best possible HSE outcomes for all.

2.0 Duty of Care

Under the Queensland Workplace health and Safety Act, all companies and individuals are obliged to maintain a duty of care for their fellow workers, employees and the environment.

Beyond this, Maceng is a professional engineering company, and as such is bound by the Qld Professional Engineers' Act, and the Engineers' Australia Code of Ethics. As such we will always

- Demonstrate Integrity
- Practise Competently
- Exercise Leadership, and
- Promote Sustainability.

Implicit in these obligations is a duty to the community at large, to protect the public, the environment, employees, and other workplace colleagues at all times.

<https://www.engineersaustralia.org.au/sites/default/files/shado/About%20Us/Overview/Governance/codeofethics2010.pdf>

3.0 Compliance

Maceng, our employees and contractors, shall at all times comply with the relevant state and federal legislation with regard to Workplace Health, Safety and Environment issues.

We shall also comply with any Client HSE policies and procedures when working on client sites and facilities.

4.0 Reporting Structure

All personnel report to:

Director– Cameron MacDiarmid B. E. (Mech, Hons) CPEng, RPEQ, NER

5.0 Inductions and Training

All Maceng personnel, including subcontractors will be required to maintain their competencies in all fields, including HSE. For personnel involved in site works, this may include the Qld Occupational Health and Safety Induction (White Card) or equivalent.

When working at Client sites and facilities, personnel must comply with client induction and training requirements.

When undertaking High Risk activities, including but not limited to Working at Heights, Confined Space Entry, Electrical Works, or similar activities, personnel must be trained and certified competent before undertaking the work.

6.0 Risk Assessments

All field activities shall be subject to risk assessments. The type of assessment may vary depending on the task, the location and the prevailing hazards, and may include Job Safety and Environmental Analysis (JSEA), Real Time Hazard Assessment (RTHA), Take 5, or other methods as appropriate.

Risk assessments shall be reviewed if conditions or work activities change.

7.0 Hazard and Incident Reporting

Any incident involving injury, equipment damage, environmental harm, or near miss shall be reported and investigated. If such an event occurs on a client site, then it shall be reported through the appropriate client channels as soon as practicable.

Should a significant hazard be identified, work shall stop and the risks shall be assessed and appropriate controls applied. If on a client site, the hazard should be reported through the client reporting system, as well as through the Maceng organisation.

Any employee or subcontractor is empowered to stop work should they identify a hazard that they believe makes the work unsafe.

8.0 Fitness for Work

All personnel, including contractors, are obliged to be fit for work while working for Maceng. Personnel may not work if:

- They are under the influence of alcohol or drugs (including prescribed medication)
- They are suffering from fatigue or excessive stress.

Maceng reserves the right to undertake random and/or targeted drug and alcohol testing of any employee or contractor at any time. Similarly,

Maceng personnel and subcontractors must comply with client Fitness For Work requirements at all times when working on client sites or facilities.

9.0 Environmental

All personnel, including contractors, shall endeavour to minimise any adverse environmental effects either directly or indirectly as a result of work that we do. Wherever possible, Maceng will utilise sustainable resources, and reduce carbon footprint as a result of operations.

All designs shall consider sustainability as a core objective, and wherever possible shall utilise materials and energy derived from sustainable and/or renewable sources.

Any environmental incidents shall be reported and investigated (refer above).

10.0 Insurance and Risk Mitigation

Maceng will maintain Insurance cover appropriate for the business risk profile. Insurances will include, but not be limited to:

- Workers compensation for employees and subcontractors
- Accident and injury insurance for directors
- Professional indemnity and public liability insurance.

Any incidents which may result in an insurance claim shall be reported as soon as practicable. Reports may include witness statements, photographs, written statements and other documentation as appropriate.

Communications with insurers shall only be undertaken by the Director.

11.0 Continuous Improvement

Maceng seeks to continuously improve its performance in all areas of the business, including HSE. This will be achieved by collecting and analysing operational data, reviewing incident and hazard reports, and staying abreast with industry developments.