

## Quality Policy

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St Ferrer Building Contractors is committed to providing the highest level achievable in the quality of all our products and services in accordance with the customer's requirements and the applicable statutory, regulatory and industry requirements.

St Ferrer Building Contractors aims to achieve improved productivity, efficiency, and quality by having an effective and properly managed Integrated Business Management System conforming with the requirements of ISO 9001:2015 and exceeding the client's expectations.

St Ferrer Building Contractors' objectives are measurable and consistent with the quality policy, including a commitment to continual improvement, organisational excellence, and quality awareness through:

- innovative process improvements,
- providing our products and services to the best possible standard, exceeding industry benchmarks;
- monitoring and reviewing the quality performance of our company,
- training our people and providing regular information, instruction, and supervision;
- offering competitive rates,
- value for money to our clients.

St Ferrer Building Contractors will provide strong leadership and lead by example to ensure all our workers:

- understand and take ownership of our quality and service standards,
- provide value-adding service and gain high levels of client satisfaction,
- provide ongoing improvement by setting high-standard quality requirements, and
- are encouraged to voice new ideas and innovations and continuously review and improve our work processes.

This policy is applicable to St Ferrer Building Contractors in all its operations and functions including those situations where our workers are required to work off-site.



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Signed: **Daniel Burmeister - Construction Director**

25/05/2023

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Date



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Signed: **Christopher Bertacco - Pre-Construction Director**

25/05/2023

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Date

All changes made to the Quality Policy are recorded in the amendment table below. The version number and date of revision for the current document are shown in the version history section of this document.

Changes to the Quality Policy can be made at the discretion of the Director, and consultation will allow for comment from St Ferrer employees.

## VERSION HISTORY

VERSION	DATE	SECTION AMMENDMENT	AUTHOR
1	25/05/2023	First Issue	St Ferrer Building Contractors

## CURRENT AUTHORISATION & APPROVAL

VERSION	DATE	NAME	TITLE	SIGNATURE (Controlled Hard Copy Only)
1	25/05/2023	Daniel Burmeister	Director	
1	25/05/2023	Christopher Bertacco	Director	

# Work Health & Safety Policy

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St Ferrer Building Contractors is committed to the continual improvement of work OH&S performance and will take all reasonable care to provide and maintain a working environment that is safe and without risks to health and safety for all employees, workers, external providers, clients, visitors and members of the public who may be affected by our work. It aims to be proactive in preventing workplace incidents and ensuring all work activities are done safely. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness, or property damage.

St Ferrer Building Contractors will:

- Identify and assess hazards and risks, and plan work activities to eliminate or control hazards and reduce OH&S risks using the hierarchy of controls
- Comply with relevant legislation, regulations, Codes of Practice, industry requirements and other relevant standards
- Establish measurable objectives and targets for continuous improvement, aimed at the prevention and elimination of work-related injury or illness
- Establish, implement, and maintain processes for consultation and participation of workers at all applicable levels and functions
- Disseminate relevant OH&S information and consult with workers and other interested parties
- Maintain the workplace in a safe condition
- Maintain as required plant and equipment in a safe condition
- Provide appropriate instruction and training for workers
- Provide appropriate personal protective equipment (PPE) and provide information, training and instruction in the proper use and wearing of PPE including its storage, maintenance, repair or replacement protocols
- Ensure adequate facilities for all workers at the office and project sites
- Complete and maintain relevant and required documentation during our work processes to demonstrate continued consideration and compliance
- Effectively meet all requirements of, and achieve and maintain third-party certification of the Management System to ISO 45001:2018 Occupational Health and Safety Management Systems

It is the responsibility of all workers to avoid putting themselves or others in unsafe situations and to always follow the Code of Conduct Policy.

All persons responsible for the work activities of other workers are accountable for:

- Identifying practices and conditions that could injure workers, clients, members of the public or the environment
- Controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their supervisor
- Making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
- Making sure PPE is maintained and working properly

St Ferrer Building Contractors demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.



Signed: Daniel Burmeister - Construction Director

25/05/2023

Date



Signed: Christopher Bertacco - Pre-Construction Director

25/05/2023

Date

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# Environmental Policy

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St Ferrer Building Contractors is committed to undertaking its business in a manner that recognises the importance of environmental protection, sustainable development, transparency and accountability. We are dedicated to promoting a company-wide commitment to environmental management.

St Ferrer Building Contractors' activities extend to our environmental footprint and represent our commitment to demonstrate transparency and leadership in our obligation to behave as an environmentally responsible company.

St Ferrer Building Contractors has established measurable objectives and targets aimed at our commitment to minimising environmental impacts in all our operations and achieving our objectives and targets by:

- Promoting and demonstrating high standards of environmental management and stewardship
- Complying with all legal, statutory, and regulatory requirements, and any additional client requirements relating to the environment
- Managing environmental and related issues in accordance with any client requirements, policies and procedures
- Seeking to improve resource consumption efficiency and minimising waste generation in our operations through the life cycle of products and services
- Managing our diverse activities in order to prevent or minimise pollution and impacts on visual amenities, air, water, land, flora, fauna and cultural and heritage values
- Applying waste, energy and water minimisation principles
- Educating and training our people to continually improve awareness, skills and knowledge of environmental issues and practices
- Pursuing environmental initiatives and programs that are consistent with St Ferrer Building Contractors' approach to sustainability, including communication, as applicable, with our interested parties on environmental issues
- Maintaining, monitoring, reviewing and continually improving the management system to achieve and maintain certification to ISO 14001:2015 Environmental Management Systems, and enhance our environmental performance.



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Signed: **Daniel Burmeister - Construction Director**

25/05/2023

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Date



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Signed: **Christopher Bertacco - Pre-Construction Director**

25/05/2023

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# Privacy Policy

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St Ferrer Building Contractors collects personal information in compliance with the National Privacy Principles to the extent required by the Privacy Act 1988 (and amendments). Only information that is necessary for the business activities of the company shall be collected.

St Ferrer Building Contractors may collect personal information from employees, future job applicants, clients, contractors, suppliers, credit providers, and publicly available sources of information and from an individual's authorised representative (e.g. spouse, professional adviser). A finite life expectancy for the holding and appropriate destruction of data shall be established.

This personal information is generally used to provide an individual with services requested, to respond to queries and to make an individual aware of other company services. It is also used in complying with legal requirements and maintaining relationships with contractors and suppliers.

St Ferrer Building Contractors understands and respects the confidential nature of, and the importance of keeping personal information and only discloses such information to third parties in limited circumstances such as credit providers and credit reporting agencies, an individual's authorised representative, the company's professional advisers or Government and regulatory authorities as legally required.

All personal information is retained in a secure environment and all reasonable precautions are taken to prevent unauthorised access to, or disclosure of, personal information.

Persons requiring access to their personal information can do so via the Directors / Office Manager, who shall comply in accordance with National Privacy Principles.

If the person is of the opinion that their personal information is not correct, complete or up-to-date, this can be amended through the Directors.



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Signed: **Daniel Burmeister - Construction Director**

25/05/2023

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Date



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Signed: **Christopher Bertacco - Pre-Construction Director**

25/05/2023

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