

### **Purpose**

This policy documents WestReef's commitment to a process of continuous improvement to assist us in achieving excellence in the management of health and safety, environment and quality standards in all our workplaces.

### **Scope**

This policy applies to all WestReef workplaces, all workers and aspects will apply to all sub-contractors and visitors to WestReef sites. The management of health and safety, the environment and quality is an integral part of our business and is the responsibility of everyone.

### **WestReef Vision**

To safely and efficiently deliver any project, any time, in any environment, for the benefit of our customers, shareholders, employees and the communities we serve.

### **Policy statement**

#### *Health and Safety*

WestReef is committed to providing and maintaining a safe and healthy workplace for all workers (including sub-contractors), as well as for clients, visitors and members of the public who may be impacted by our business operation. We are committed to complying with the Health and Safety at Work Act 2015, safety regulations and industry best practice, and we strive to eliminate harm to workers and others involved, affected or near our work.

#### *Environment*

The management of the environment is an integral part of our business and is the responsibility of everyone. We will operate in an environmentally responsible manner, ensuring that managing our environmental commitments is an integral part of our day to day activities.

#### *Quality*

WestReef are committed to providing a professional service, based on an open and honest business culture. Our quality management system is client-centred, prioritizing a strong focus on customer needs. It is designed to help us improve our business performance and efficiency, and to assist in the safe delivery of successful projects for clients. We will also look for opportunities to improve community resilience through our business operations.

Management will:

- Develop, implement and review documented systems and procedures that support our health, safety, environmental and quality objectives
- Provide appropriate resources to enable the maintenance and continuous improvement of these management systems

- Encourage employee participation in these systems and procedures at every opportunity and provide regular and ongoing opportunities for staff to be involved in their continuous development
- Take all reasonably practicable steps to ensure a safe and healthy working environment that protects against work-related injury, eliminates hazards and reduces risk
- Demonstrate leadership of the health and safety, quality and environmental management systems and integration of these systems into the operational business processes
- Ensure that WestReef's business operations comply with all legal, regulatory and statutory requirements, including resource consents and approvals
- To consistently design and install new plant, equipment and processes which will minimise risks and environmental impacts and manage change accordingly
- Provide training and supervision to workers so that they can carry out their duties safely and with confidence
- Conserve resources where possible, through efficient utilisation, minimisation of waste and recycling of waste products
- Incorporate 'best practice' into our work practices to ensure we continually meet or exceed our responsibilities in regards to health, safety, environment and quality management

Workers will:

- Take all reasonable and practicable steps to care for their own and others health and safety
- Contribute to the formulation, review and effectiveness of the health, safety, environment and quality systems
- Follow all WestReef and client safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and PPE as required
- Suggest new ways to improve WestReef's performance in safety, quality and environment
- Ensure quality is maintained throughout work delivery

**Objectives**

Objectives will be incorporated into the business planning process. Health and safety, quality and environmental objectives and targets will be set annually as part of the management review process. They will be documented and monitored via quarterly reports to the management team, with an annual review at the end of each financial year. Objectives are designed to assist in the continual improvement of our health and safety, environmental and quality performance.

WestReef's health, safety environmental and quality management systems have been developed to meet the standards of TQS1:2005 (Transit New Zealand's Quality Standard for road construction, maintenance and structure) and ISO 45001:2018 (Occupational health and safety management systems).



**Revision history and effective date**

**Document owner:** HSEQ Manager  
**Document reviewer:** Management Team  
**Controlled document:** Yes  
**Date of approval for use:** May 2017

Amendments

<b>Date amendments approved</b>	<b>Amendment details/reason</b>	<b>Amended by</b>	<b>Reviewed by</b>	<b>Version</b>
22 June 2018	Full review completed. Format altered, clause on objectives added.	Lisa Dickson	Management Team	v.2
29 May 2020	Full review completed. Added note regarding change management.	Lisa Dickson	Management Team	v.3
17 June 2020	Logo update	Lana Thomas	Lisa Dickson	v.4