

## Work Health & Safety Policy 1.1

Concentis Pty Ltd "the Company" is committed Legally and Morally to providing a healthy and safe working environment for all workers, contractors and visitors.

To enable us to fulfil this commitment we will:

- Comply with all applicable WHS Legislation, Regulations, Codes of Practice and Australian Standards.
- Make this policy available to all workers and any other relevant party.
- Set measurable objectives within our organisation to ensure continuous improvement of safety.
- Encourage active participation, consultation and cooperation of all workers, contractors, visitors and other stakeholders such as host employers, in promoting and developing measures to improve health and safety at work.
- Ensure that we remain accountable for the health and safety of our workers and provide adequate resources to achieve this.
- Ensure all workers are aware of their obligations to comply with health and safety policies, procedures legislation and any reasonable and lawful instruction, to enable taking reasonable care of their own health and safety and to ensure that they do not adversely affect the health and safety of other persons.
- Ensure all workers are trained to do their job effectively and safely through appropriate inductions, information, training and supervision.
- Ensure safe systems of work exist at all worksites including the provision of and maintenance of the work environment, equipment and resources.
- Ensure all tasks are risk assessed and reviewed periodically so as to allow the work to be undertaken safely.
- Actively respond to and investigate all incidents, and to ensure any injured employee is returned to suitable work at the earliest possible opportunity.

Workplace Health and Safety leadership and legislative compliance is considered the responsibility of all Concentis Pty Ltd managers, workers, contractors, suppliers, visitors and host employers.

This policy will be reviewed at regular intervals to maintain relevance to Concentis Pty Ltd and its Workers.

**Mark Medelis**  
Owner



February 2020

## Return to Work & Injury Management Policy 1.2

Concentis Pty Ltd “the Company” is committed to workplace injury management systems and rehabilitation of workers who sustain a work related, injury or illness. Management supports the return to work and injury management process and recognises that its success relies on the active participation and cooperation of the injured worker, their treating doctor and the employer.

### OUR COMMITMENTS;

- To be proactive in the prevention of injury and illness by providing safe and healthy work environments and safe systems of work for all our workers.
- To ensure that injured workers (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and approved workplace rehabilitation provider, and the responsibility to provide accurate and timely information about the injury and its cause.
- To provide appropriate injury management resources including an internal or external, trained Return to Work Coordinator where required.
- To provide appropriate training for Managers and Supervisors in their responsibilities in the return to work process in line with the Company’s Return to Work and Injury Management Program.
- To consult and participate in the development of an individual’s injury management and return to work plan and ensure that injury management commences as soon as possible following any event.
- To provide suitable duties wherever possible, and that tasks are productive, valued work within the worker’s skillset, that can be performed safely and without risk of re-injury or aggravation to the injury, or any risk to other employees.
- To investigate vocational redirection and training where any worker reaches maximum improvement but is still unable to achieve a full return to pre-injury duties.
- To treat all injured or ill workers with respect.
- To comply to our legislative obligations.
- To ensure we maintain currency of, and adequate levels of, Workers compensation insurance for the jurisdictions that we operate in and for the work types that we conduct.

### OUR OBJECTIVES;

- To ensure that the primary focus of injury management is the safe and durable return to work of any work related injury or illness affected workers.
- To value and pursue early reporting of injuries so that the Return to Work & Injury Management program may be applied at the earliest opportunity.
- To recognise and promote that early reporting, diagnosis and treatment of injuries is our highest priority and that it is a normal expectation from our workers.
- To support the injured worker to ensure that an early return to work is a normal expectation of them.

- To arrange services with qualified medical providers in the vicinity of our worksites who specialise in injury treatment and rehabilitation of work related injuries.
- To provide suitable duties and monitor workers to ensure effectiveness and to avoid exacerbation of injury / illness.
- To consult with our workers and where applicable, worker representation, to ensure that the return to work program operates as it is intended.
- To ensure that participation in the return to work/rehabilitation process will not disadvantage workers.
- To maintain the confidentiality of injured worker records in line with privacy legislation.

This policy will be reviewed at regular intervals to maintain relevance to Concentis Pty Ltd and its Workers.

**Mark Medelis**

**Owner**



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February 2020

## Drug and Alcohol Policy 1.3

Concentis Pty Ltd “the Company” is committed to ensuring the health, safety and welfare of all workers, contractors and visitors. This includes preventing any potential harm associated with, or being caused by, people being impaired by, or under the effects of Drugs and / or Alcohol;

The company has a zero tolerance policy regarding workers being under the influence of or being affected by drugs or alcohol in the workplace which could potentially also include prescription drugs. In the case of prescription drugs, all employees are obliged to obtain any required information from their physician and/or pharmacy as to any potential impairment or negative affects to their behavior, judgement, or work performance and to report this to their manager for their consideration prior to commencement of any shift or workplace activity.

- The consumption of, or being affected by, alcohol or drugs anywhere in the workplace is strictly prohibited as being a serious threat to the safety of others.
- Illegal or illicit drugs are prohibited in every respect and must not be brought into the workplace, these drugs include: cannabis, opiates, amphetamines, cocaine and metabolites, benzodiazepines or any other stimulants commonly referred to as “party drugs” or “herbal” cannabis etc.
- For any worker using “medicinal marijuana” it is reasonably considered by Concentis that there could be effects to work performance as well as to safety in the workplace. As such it shall be recognised by all that any such substances whilst medicinal in nature, are considered drugs so will be subject to the same circumstances as being illicit if not prescribed, or if legally prescribed, subject to advising your manager prior to commencing any shift or workplace activity.

The company has a duty of care to have an employee cease work (“stand down”) immediately and become subject to drug and alcohol testing if reporting for work;

- Having been observed taking drugs or consuming alcohol at the workplace, or
- Reasonably suspected to be under the influence of drugs or alcohol, or
- If a worker behaves in a manner that indicates that they may be under the influence of drugs or alcohol.

At any other time, employees may be subject to drug and / or alcohol testing;

- After any incident or accident involving persons, plant or equipment, or
- As a consequence of random or blanket drug and alcohol screening, or
- Upon reasonable suspicion / probable cause / for cause, or
- Upon returning to work from an extended absence, or
- Retesting as a result of any prior positive test result.

Whilst attending official functions or events or representing the company, all workers are expected to behave in an appropriate manner, this includes;

- Not being under the influence of or being affected by drugs or alcohol, and / or
- Responsibly consuming alcohol so as to not be unruly or offensive, and / or
- Complying with state legislated alcohol limits (BAC / BrAC) for operation of vehicles, and / or
- Ensuring your own safe return home at the completion of company or company endorsed events.

Any worker found to be to be in breach of this company policy will be subject to the company’s drug and alcohol management plan (DAMP) or the disciplinary procedure as may be warranted in respect to the situation.

**Mark Medelis**



**Owner**

February 2020

## **Fitness for Work Policy 1.4 (D&A, Fatigue, Medical Conditions)**

Concentis Pty Ltd “the Company” is committed to ensuring the health, safety and welfare of all workers, contractors and visitors. This includes preventing any potential harm associated with, or being caused by, people being impaired by, or under the effects of;

**A) Drugs or alcohol whilst in the workplace** – to achieve this, Concentis will publish and maintain a drug and alcohol program that consists of our D&A policy, our Drug and Alcohol Management Plan and any other procedures as may be directed by a host employer that is applicable to a worker operating at their site.

Prior to accepting a candidate as an on hire worker or a contractor, Concentis will refer to the host employer’s “worker engagement requirements” to determine if the candidate should undergo drug and alcohol testing as part of the application process and will conduct any tests as stipulated. Concentis will also at its sole discretion, test any applicant based upon any risk profiling of a host or of the tasks to be undertaken at the host site.

Under all circumstances a negative result is required for any initial engagement to occur and likewise for an existing worker to continue their engagement.

**B) Fatigue** – to achieve this, Concentis will consult with workers and host employers and agree in writing to suitable and legal hours of work and rest dependent upon the role functions and any applicable industrial awards and / or legal framework that applies.

Concentis will encourage our host employers to review worker hours and consult with workers to determine if work related and / or nonwork related fatigue could affect or is affecting the health and safety of our workers and if so, to implement risk management undertakings to remove or mitigate this risk.

We advise our workers of their obligation to ensure their own health and safety and that their actions should not create a risk for others in the workplace and as such, they are to consult with the host employer if they are affected by fatigue to seek sufficient rest or recovery time, if our worker is unable to achieve a suitable rest or recovery time from discussion with the host employer, they are to contact Concentis for resolution without fear of ramification.

For employees engaged at Rio Tinto sites, it is expected that the following essential fatigue management policies and processes are followed:

- Typical shifts should not exceed 12.5 hours per day;
- Up to 14 hour shifts require individual assessment of fitness for work;
- 14-16 hours requires formal risk assessment & Leader approval (Weipa) or Area Manager approval (Gove). Additional reassessment required prior to travelling home & transport required for both sites;
- Average weekly hours exceeding 56 weeks over a 4 week period requires a formal risk assessment and General Manager approval to exceed;
- 10 hour break between shifts. Less than this requires formal risk assessment and leader approval; and
- For Weipa site only - If employee is called out a risk assessment must be completed in consultation with the leader.


Further information regarding the specific Rio Tinto policies at each site, will be made available to Concentis employees from time to time, and such policies may be amended from time to time.

With regard to fatigue, all employees engaged at Rio Tinto sites have personal accountability to follow the above essential fatigue management directives. Failure to comply may result in an investigation being conducted by Rio Tinto and/or Concentis, and disciplinary action up to and including termination of employment will be considered.

**C) Medical conditions** – to achieve this, Concentis will consult with candidates or existing workers and as may be necessary, medical providers, to ascertain if any risks to the health and safety of the subject worker, or risks to others, may be posed by any specific medical condition that presents with the candidate or worker.

Where required for specific client “worker engagement requirements”, Concentis will have applicants complete a written comprehensive medical history report and to undergo a pre-employment medical examination (i.e, a functional capacity assessment) prior to an engagement to ensure that work health and safety obligations can be complied with and the inherent requirements of the role can be undertaken. Prospective workers will also be advised that if they knowingly supply false or misleading information on their medical history report, that they will not be entitled to compensation or damages under (the applicable) state workers compensation act or regulation for any event that aggravates the non-disclosed pre-existing injury or condition.

**Mark Medelis**



**Owner**  
April 2021

## Environmental Policy 1.5

Concentis Pty Ltd ('the Company') is committed to minimising the impact of its activities on the environment wherever possible and will assist our customers in striving to achieve zero environmental harm.

To achieve desired outcomes the Company commits to:

- Comply with all environmental legislation that relates to our Company activities.
- Minimise waste by assessing and evaluating our own activities to ensure they are as waste minimal as possible.
- Internally promote the recycling of materials and provide a means to do so wherever possible.
- Consult with our customers and host employers to understand if any environmental risks could be posed through our workers activities and to assist in controlling those risks.
- Assign responsibility for environmental safety to all levels of our workers and sub-contractors relevant to their work activities conducted at host employer sites.
- Workers will be instructed and held accountable to co-operate and comply with any host Company procedures and systems of work in relation to protecting the environment and the public from environmental hazards.
- It is expected that host employers will as a minimum;
  - Provide systems, equipment or materials for workers to prevent contamination of drainage systems or waterways due to a loss of containment.
  - Ensure procedures are in place for compliant and safe disposal of any dangerous or hazardous substance waste.
  - Seek energy efficiencies such as; vehicle fuel reductions through route mapping and load planning, electrical power savings by turning off lights and turning off unused equipment etc.
  - Maintaining all equipment and vehicles to required service schedules.
  - Seek out service providers and suppliers who demonstrate similar environmental commitments when evaluating any purchasing decisions.

**Mark Medelis**  
Owner



February 2020

## Discrimination, Bullying, Harassment & EEO Policy 1.6

Concentis Pty Ltd “the company” is committed to providing a work environment that is safe, healthy and free from all forms of discrimination, harassment, bullying, victimisation, vilification and the seeking of unnecessary information on which discrimination might be based. The Company considers these to be unacceptable forms of behaviour and will not tolerate such behaviour under any circumstances.

### **THIS POLICY APPLIES TO;**

All workers; full time, part time, casual, permanent or temporary, contractors, volunteers, vocational workers, work experience placements, visitors, host employers and other workers engaged at worksites where our workers are engaged.

All workers in all their interactions with each other, or with customers, contacts or clients.

All workers while in the workplace on or off site, whilst at work-related functions (including social functions and celebrations), while on trips, or while attending courses or conferences.

### **RESPONSIBILITY OF STAFF;**

**All staff** contribute to the creation of a discrimination free and inclusive workplace and a healthy workplace culture. **Managers** have an obligation to model appropriate behaviour; promote this policy, treat all complaints seriously and attend to them promptly, document the proceedings, monitor the work environment and seek expert help for complex or serious matters.

**All staff** have the responsibility to comply with this policy; report incidents to their managers and to not participate in discriminatory or harassing behaviour.

### **DISCRIMINATION AND EQUAL OPPORTUNITY (EEO);**

Concentis is an equal opportunity employer. At all stages of the employment relationship (recruitment and selection, terms and conditions of work, training and professional development opportunities, promotion and transfer, retirement, retrenchment and termination) staff will be treated and assessed on their merits, the inherent requirements of the position, and valued according to how well they perform their duties.

Discrimination on the following grounds is against the law:

- Race, (including colour, descent or ancestry, nationality, national or ethnic origin);
- Age (whether young or older);
- Impairment (including biological, functional, learning, physical, sensory, mobility, cognitive, psychological, psychiatric impairment or the presence of an organism capable of causing disease);
- Religious belief or activity;
- Sex or gender identity;
- Relationship status (including being married, single, divorced, separated, de facto or in a same sex relationship);
- Sexuality;
- Pregnancy, breastfeeding, parental status (including being or not being a parent, guardian, foster parent, adoptive parent, or step parent);
- Family responsibilities (including the responsibility to care for and support a dependent child or immediate family member);
- Trade union activity;
- Political belief or activity;



- Association with someone else who is identified because of one of these attributes.

Other behaviour that is against the law and subject to our policy includes:

- Seeking unnecessary information on which discrimination might be based;
- Victimization because a person has made a complaint, agreed to be a witness or has had a complaint made against them;
- Sexual harassment;
- Vilification on the basis of a person's race, religion, gender identity or sexuality.
- Discrimination on the basis of criminal record, \*We reserve the right to exclude any applicant or dismiss any employee convicted of an offence, should that offence conflict with the inherent safety requirements or obligations relative to that position.
- Discrimination on the basis of medical record, \*We reserve the right to medically assess any applicant, irrespective of medical history declared or not, a pre-existing or new condition, to ensure they are capable of fulfilling the inherent physical requirements of the position. We will also advise candidates that any medical condition known but undeclared on their application forms, may result in workers compensation being declined should that medical condition be considered directly or contributory to any injury or illness claim.
- Discrimination on the basis of social origin. \*We reserve the right to engage candidates that are able to demonstrate their ability to attend places of engagement where and when rostered, both consistently and on time.

Any worker who experiences or witness's discrimination, bullying or harassment should report the incident as soon as possible to a Concentis Manager and / or the host site manager, for confidential assistance in line with the organisations Grievance Procedure.

Reasonable management actions carried out in a legal and fair way such as performance management, setting goals and expectations, rostering and work hours, organisational changes or transferring a worker etc shall not be considered bullying or harassment.

Should a worker feel that management actions are outside of this policy, the company grievance procedure should be followed in the first instance, if a resolution has not been reached through the grievance procedure, you should contact available external authorities such as the Fair Work Commission, Anti-discrimination Commission or Human Rights Commission.

Any worker who breaches the company's Discrimination, Bullying, Harassment & EEO Policy will be subject to disciplinary procedures up to and including termination of employment. All workers including Managers have a responsibility to comply with this policy and to treat all persons they have dealings with, with dignity and respect.

**Mark Medelis**  
**Owner**



February 2020

## Quality Policy 1.7

Concentis Pty Ltd ('the Company') is committed to providing services and human resource capital to the highest possible quality standards and aspiring to exceed customer expectations.

To achieve desired outcomes the Company commits to:

- Engage with our personnel be they direct, remote, full time, permanent, casual or contract, to ensure that all are aware of our expected quality standards and asking that they contribute to improving those standards.
- Demonstrate leadership to all our workers through holding management as much as our workers, accountable for upholding and maintaining the expected quality standards.
- Conduct all activity with a customer focus by having a clear understanding of their objectives and delivering against those objectives.
- Achieving mutual satisfaction for all concerned through managing all worker and customer relationships and interactions with a high level of attention to detail.
- Maintaining a process driven approach to evaluating the delivery and quality of our services and personnel.
- Making decisions on quality improvements based upon evidence rather than sentiment.

**Mark Medelis**  
Owner



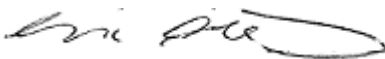
February 2020

## Communicable Diseases Policy 1.8

Concentis Pty Ltd “the Company” is committed to ensuring the health, safety and welfare of all workers, contractors and visitors. This includes preventing as far as is practicable, any potential harm from, or caused by, communicable diseases.

- 1)** Concentis understands from published medical advice that the transmission of communicable diseases generally occurs through close contact, through the transmission of blood, body tissue or mucus, or through touching infected surfaces and that to contract the virus or disease it will enter the body through eyes, nose, mouth or open wounds.
- 2)** Concentis advises all applicable or concerned persons that we are not, and would not, be the direct or root cause of any communicable diseases that may affect our workers, contractors or visitors. In stating this we are alert to and aware of the fact that our workers may be exposed to communicable diseases through the course of their personal time, through travelling to or from work, or through the course of their work activities, so offer the following practicable measures and advice to applicable persons to avoid or mitigate the likelihood of contracting such diseases;
  - a)** Used needles or other items that may have contacted human tissue or blood should never be touched unless the appropriate and specific training has been provided and only if appropriate PPE is supplied and worn, the same should apply to human Vomit and end disposal or cleaning of any infected matter should be compliant to health authority instructions.
  - b)** Animal droppings should not be touched without wearing the minimum of single use non-permeable gloves.
  - c)** All persons should maintain a level of hygiene that includes regular washing or sanitizing of hands, this includes after touching unknown surfaces, before and after eating, after using the toilet.
  - d)** If there is suspicion of contamination to an unknown surface, it should be cleaned down with an appropriate alcohol or disinfectant solution before touching.
  - e)** When a person is infected by a communicable disease, they must follow all legal and medical instructions to prevent any possible further transmission of that disease.
- 4)** Concentis expects all workers, contractors, visitors or other concerned persons to wear the prescribed PPE and to undertake specific hygiene measures if dealing with possibly infectious situations. As examples;
  - a)** Used needles or other items that may have contacted human tissue or blood should never be touched unless the appropriate and specific training has been provided and only if appropriate PPE is supplied and worn, the same should apply to human Vomit and end disposal or cleaning of any infected matter should be compliant to health authority instructions.
  - b)** Animal droppings should not be touched without wearing the minimum of single use non-permeable gloves.
  - c)** All persons should maintain a level of hygiene that includes regular washing or sanitizing of hands, this includes after touching unknown surfaces, before and after eating, after using the toilet.
  - d)** If there is suspicion of contamination to an unknown surface, it should be cleaned down with an appropriate alcohol or disinfectant solution before touching.
  - e)** When a person is infected by a communicable disease, they must follow all legal and medical instructions to prevent any possible further transmission of that disease.
- 5)** Should a Concentis worker, contractor or visitor feel unwell or be ill, we strongly suggest that medical advice is sought and determined prior to attending a Concentis workplace or a host employers workplace.

**Mark Medelis**



**Owner**

February 2020