

Policies that guide LANDORA GROUP PTY LTD

ASBESTOSWATCH's primary objective is to eliminate or reduce risk by developing proactive strategies and adopting a risk management approach in order to provide for:

- a sustainable future,
- a safe workplace and
- maintaining the environment.

Objectives of our policies are to comply with Relevant Legislation, and Australian Standards as far as is reasonably practicable by doing the following:

- to maintain a safe and healthy working environment by adopting a pro-active approach
- to minimise any adverse outcomes and to ensure workers are dealt with in a fair manner.
- establish measurable objectives and targets to ensure continued improvement.
- create and foster a positive Culture.

We will provide resources to:

- Effectively implement the Policies through the process
- Communicate and consult.
- Train workers at all levels.
- Monitor, and where necessary alter work activities by seeking continuous improvement.

Fitness for Work

ASBESTOSWATCH deals with these issues in the workplace in order to eliminate a contributing factor to poor work performance and workplace incidents. Being fit for work is a fundamental part of our work program, and adherence to our procedures is a condition of employment.

Work Health and Safety

In general, across all ASBESTOSWATCH operations we will develop, implement, and maintain an effective "Integrated Management System" that will as a minimum to identify hazard, assess, and manage risks to workers and the public.

Drugs & Alcohol

ASBESTOSWATCH is committed to Maintaining an alcohol and drug free workplace and Preventing the effects of impairment, likely to impact people carrying out their normal duties.

Equal Employment Opportunities

ASBESTOSWATCH supports equal opportunity in the selection of workers. This means:

- Ensuring a workplace that is free from discrimination and harassment.
- Giving everyone an equal chance to develop skills and make the most of their talents.
- Supporting workers to combine work, study, and family responsibilities.

ASBESTOSWATCH ensures that individuals who have a disability are supported in participating fully in ASBESTOSWATCH's activities where the activity can be performed by a disabled person.

- Reflects positive attitudes and is inclusive of people with a disability.
- Makes reasonable adjustment in its workplace, training venue, service delivery, operations, and resources in order to cater for individuals with a disability.

Privacy

ASBESTOSWATCH is committed to protecting the privacy and personal information of its workers and clients. This policy covers the collection, maintenance, and disclosure of such information.

ASBESTOSWATCH collects certain personal information to facilitate effective and efficient service provision. ASBESTOSWATCH ensures the privacy of individuals in the following ways:

- Only collects information with the knowledge and consent of individuals.
- Only uses personal information for the purposes for which it was collected.
- Does not re-sell, distribute, or share personal information to a third party.
- Ensures that personal information will not be disclosed except if required by law.
- Ensures that information is not linked so that it can disclose the identity of an individual.

Individuals can gain access to their own personal information and provide any necessary corrections.

Rehabilitation

ASBESTOSWATCH recognises there are substantial benefits to be gained from an early return to work after an injury to an injured worker. ASBESTOSWATCH is committed to:

- Ensuring suitable duties are made available to injured or ill workers to facilitate their safe and early return to work.
- These duties must be medically approved and will be time limited.
- Respecting the confidential nature of medical information.
- Ensuring all workers will be consulted to develop their rehabilitation plan.

Environmental

ASBESTOSWATCH is committed to protecting and sustaining the environment from our operations. Adopting and promoting the provisions of the Act and its associated Regulations, Codes and Standards is paramount. ASBESTOSWATCH shall consider each of the following in planning, implementing, and managing our work processes: Air, Water, Land, Waste

Transport Operations

The transport Chain of Responsibility legislation includes, but is not restricted to, drivers, transport companies, packers, loaders, consignors, and receivers, in fact it extends to any party who has control or influence in a transport operation and will be held responsible and made legally liable.

ASBESTOSWATCH supports the government's implementation of the National Driving Hours Policy incorporated in the Transport Operations.

Quality

ASBESTOSWATCH's Senior management shall ensure that the quality policy:

- Provides a quality outcome to a satisfied client.
- Maintains client focus.