

Health and Safety Policy

Hawke's Bay Civil & Infrastructure is committed to maintaining a safe and healthy working environment for all employees, managers, contractors, customers and people in the vicinity of where we are working. Health and safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage, illness or loss of any kind. Every worker is expected to act safely at all times to ensure their own welfare and that of their fellow workers and others in the workplace.

We will ensure the safety of workers by:

- ✓ Providing and maintaining a safe working environment.
- ✓ Providing facilities for health and safety.
- ✓ Ensuring all plant and equipment is safe.
- ✓ Ensuring all workers and other people at (or in the vicinity) of the place of work are not exposed to unmanaged or uncontrolled hazards.
- ✓ Developing and implementing emergency and evacuation procedures.
- ✓ Setting health and safety objectives and performance criteria for management.
- ✓ Encouraging accurate and timely reporting and recording of all incidents and injuries.
- ✓ Investigating all reported incidents and injuries to identify all contributing factors and, where appropriate, formulating plans for corrective action.
- ✓ Actively encouraging the early reporting of any pain or discomfort.
- ✓ Ensuring that all workers are made aware of the hazards and associated risks in their work areas and are adequately trained so they can carry out their duties in a safe manner.
- ✓ Encouraging worker consultation and participation in all health and safety matters.
- ✓ Promoting a system of continuous improvement, including annual reviews of policies and procedures.

To achieve this, we will:

1. Systematically identify all hazards and control the associated risks in our workplace. Where there are significant risks we will take, so far as is reasonably practicable, steps to control the risks to prevent any injury, adverse health effects or damage.
2. Inform all workers of these hazards, the associated risks and the controls.
3. Ensure all employees are properly trained and supervised until they are assessed as being competent, including an induction process for new employees.
4. Inform all workers of emergency and evacuation procedures.
5. Record incidents, near misses and accidents in our workplace, and take reasonably practicable steps to prevent these events from happening.
6. Carry out necessary workplace exposure and/or health monitoring.
7. Carry out planned self-inspections to monitor health and safety issues.
8. Measure our improvements through setting measurable objectives and targets aimed at the reduction of risk and the elimination of work related injuries and illnesses.
9. Ensure all workers are given reasonable opportunities to participate effectively in ongoing processes for the improvement of health and safety in our workplace.

Managing Directors: Richard Jardine



Dated: 27/06/2022



HB CIVIL
CONTRACTORS

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Quality Policy

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Hawkes Bay Civil Contractors is committed to providing our customers a quality product each and every time.

In order to achieve this Hawkes Bay Civil Contractors has implemented an ISO 9001:2015 compliant Quality Management System with the following basic tenants:

- Hawkes Bay Civil Contractors understands the importance of understanding our clients' needs and their requirements
- Hawkes Bay Civil Contractors understands that through our processes we provide a quality product which in turn adds value to our customers
- In doing so Hawkes Bay Civil Contractors continually obtains feedback from all parties involved in the process of service delivery to gauge our overall performance and effectiveness, and
- Based on this objective measurement, Hawkes Bay Civil Contractors seeks to continually improve our processes to provide the highest level of quality product to our customers.

Hawkes Bay Civil Contractors Senior Management is committed to the implementation and continuous improvement of our Quality Management System. In ensuring its effective implementation, we will ensure that:

- The objectives, policies and procedures contained within the system are clearly and continually reviewed in line with both the company and our client's objectives.
- Quality objectives and targets will be specific and measurable and will be set and reviewed annually at the management review meeting.
- Hawkes Bay Civil Contractors will adhere to all legislative, standards and code of practice requirements.
- We will continually communicate to and ensure an understanding from our staff of the Hawkes Bay Civil Contractors Quality Management System, and
- We will review the system regularly to ensure its continued suitability and fitness for purpose.

Managing Directors: Richard Jardine

Dated: 30/09/2022