

Coastal Works Quality, Safety and Environment Policy

1 Purpose

Coastal Works (CW) has established this policy as a commitment to managing the environmental, quality and work health and safety issues associated with Coastal Works activities, products and services. The Policy underpins the development and continuous improvement of the environmental, quality and work health and safety components of the Coastal Works Quality, safety and environmental Management System (IMS).

It is developed with consideration to:

- Coffs Harbour City Council's Risk Management Policy
- Council wide Health Safety Environment and Quality Policy
- AS/NZS ISO 14001 – Environmental Management Systems and all applicable environmental legislation.
- AS/NZS ISO 9001 – Quality Management Systems
- AS/NZS 4801 – Occupational Health and Safety Management Systems and any applicable work, health and safety legislation

2 Policy

Coastal Works is committed to applying high standards of quality, safety and environmental performance, and seek to:

- Maintain and enhance its reputation for the efficient, cost effective and timely performance of contracts completed to the customer's satisfaction.
- Deliver added value to our clients by identifying, monitoring and responding to their needs, expectations and levels of satisfaction
- Protecting the health and safety of all persons in the workplace including employees, contractors and other visitors.
- Achieve the principles of ecologically sustainable development and respond to incidents arising from our operations in a timely and effective manner.

Coastal Works demonstrates this commitment through documenting, implementing and maintaining and adequately resourcing a system based on AS/NZS ISO 9001, AS/NZS 4801 and AS/NZS ISO 14001 and ensuring that they are integrated with all activities related to Coastal Works operations, activities, products and services. Additionally Coastal Works will:

- Document, implement, maintain, and make publicly available a Coastal Works Quality, Safety and Environment Policy in accordance with the requirements of AS/NZS ISO 9001, AS/NZS 4801 and AS/NZS ISO 14001.
- Communicate this Policy to all Coastal Works Workers (including subcontractors and consultants) where appropriate to ensure they are aware of their obligations and responsibilities in relation to Coastal Works operations, activities, products and services and quality, safety and environmental performance
- Periodically review and revise this policy and other applicable procedures and documentation to ensure they remains relevant and appropriate to Coastal Works

- Implement and maintain relevant and suitable quality, safety and environmental hazard and risk identification and management processes appropriate to the nature and scale of work undertaken and regularly audit performance
- Establish, maintain and review a program of continual improvement in quality, safety and environmental management including:
 - Pollution prevention from our operations, activities, products and services
 - Effective product and service quality management
 - Promoting and improving health and safety performance working towards the achieving zero harm
- Progressively develop and maintain measurable quality, safety and environmental objectives, targets and performance indicators
- Comply with applicable quality, safety and environmental laws, regulations and statutory obligations and other requirement to which Coastal Works subscribes (including. products/ service standards prescribed in agreements, contracts standards etc.) related to quality, safety and environmental hazards and risks
- Regularly conduct quality, safety and environmental inspections, audits and implement preventative and corrective action processes
- Providing appropriate quality, safety and environmental training instruction to relevant employees
- Ensuring communication and consultation takes place at all levels of operations
- Maintaining a positive safety culture through encouraging active participation
- Responding to and investigating quality, safety and environmental incidents, and ensuring injured employees are returned to suitable work at the earliest possible opportunity according to Council's Injury Management and Recover at Work Policy.
- Ensure that where quality control and audit functions are established, their operation is always supportive of the activities being performed while fulfilling their special assurance role

For further detail on the Coastal Works Quality, Safety and Environmental Management System and its implementation, see the ***Coastal Works - Quality, Safety and Environmental Management System Manual (MAN-001)***.

3 Definitions

N/A

4 Key Responsibilities

The General Manager of Coffs Harbour City Council is responsible for ensuring the commitment made by this Policy is met.

However, in approving this policy, the General Manager appoints the Director of Sustainable Infrastructure as the Management Representative according to:

- Clause 5.3 AS/NZS ISO 9001 – Quality Management Systems.
- Clause 4.4.1.2 AS/NZS 4801 – Occupational Health and Safety Management Systems.
- Clause 5.3 ISO 14001 – Environmental Management Systems.

The Director of Sustainable Infrastructure is therefore responsible for the:

- Development, implementation, monitoring, review and continuous improvement of this system
- Ongoing communication and consultation with the General Manager regarding the performance of the system.

All people working for or on behalf of Coastal Works are responsible for the implementation of this policy. For further details regarding responsibilities see the Coastal Works - Roles and Responsibilities Procedure (PRO-026).

It is the responsibility of Coastal Works group and section leaders to implement this policy in the area of activity.

5 References

- ISO 14001:2004 – Environmental Management Systems (Section 4.2)
- AS/NZS ISO 9001:2015 – Quality Management Systems (Clause 5.2)
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems (4.2)
- Coastal Works - Legal Requirements Procedure (PRO-003)
- Coastal Works – Quality, Safety and Environmental Management System Manual (MAN-001)
- Coastal Works - Roles and Responsibilities Procedure (PRO-026)
- Injury Management and Recover at Work Policy
- Council’s Health Safety Environment and Quality Policy
- Council’s Risk Management Policy

6 Details of Approval and revision

- **Approval date: 14/09/2017**
- **Responsible Section: N/A**
- **Superseded policies/procedures:**
- **Next review date: 14/09/2021**

Table of amendments

Amendment	Authoriser	Approval ref	Date