



BLH Engineering and Construction Pty Ltd  
BLH-COR-POL-0119

# **CODE of CONDUCT**

**For**

**BLH Engineering and Construction  
Pty Ltd**

**Employees**



## **Code of Conduct**

### **INDEX**

1. **Safety Policy**
  - 1.1 Statement
2. **Work Ethics**
  - 2.1 Ethics
3. **Code of Conduct & Confidentiality Agreement**
  - 3.1 Employees Conduct
4. **Housekeeping**
  - 4.1 General
5. **Personal Protection Equipment & Tools**
  - 5.1 Safety gear & Tools
6. **Duty of Care**
  - 6.1 Employees
7. **Drugs and Alcohol**
8. **Safe Use of Transport Vehicles**
9. **Confidentiality Agreement**
10. **Signatures**
  - 10.1 Signature of Employee & Witness



**BLH Engineering and Construction Pty Ltd**

**1. Safety Policy**

**Statement**

All staff and employees are to be actively involved in attaining and maintaining our safety and health goals.

BLH Engineering & Construction Pty Ltd has and will achieve a safety performance of zero significant injuries and we are committed to achieving this goal. Further, we strive to provide a work environment that ensures the health of all employees. This is based on the belief that:

- ❖ We will identify and continually reduce risks associated with our operations.
- ❖ All injuries and accidents can be prevented.
- ❖ Everyone has a personal responsibility for his or her own safety, the safety of others and the work environment.
- ❖ Management at all levels is responsible for ensuring a safe system of work practices.
- ❖ Training the employees to work safely is essential.
- ❖ Working safely is a primary condition of our employees.

Signed

Shane Gill  
Managing Director



## 2. Work Ethics

### BLH Engineering & Construction Work Ethics

- ❖ RESPECT your fellow workers.
- ❖ Always ASK if you are unsure how to do the job or what the safety considerations are.
- ❖ Learn about the safety equipment in the area, with which you are working.
- ❖ Always obey the safety warning signs.
- ❖ DO NOT operate any equipment unless you are authorized to do so.
- ❖ DO NOT operate mobile equipment unless you have been issued with an Equipment Operator Permit.
- ❖ DO NOT operate any equipment which has a “DANGER - DO NOT OPERATE” tag attached. Never remove a “DANGER - DO NOT OPERATE” tag unless you put it there yourself.

## 3. Code of Conduct

### Employees Code

There is a potential for injury and damage in all locations on site, **ALL** employees are required to observe **ALL** safe working procedures and practices. Non-compliance with this code of conduct will result in disciplinary procedure being implemented, which may include removal from site and termination from employment as per procedure.

The following actions will not be tolerated and could lead to instant dismissal:

- ❖ Flagrant violation of the safety rules
- ❖ Harassment.
- ❖ Stealing.
- ❖ Horseplay, fighting or setting others up for an accident.
- ❖ Entering company property whilst under the influence of intoxicating liquor or drugs.



## BLH Engineering and Construction Pty Ltd BLH-COR-POL-0119

- ❖ Defacing or removal of any safety device or sign / signal.
- ❖ Leaving your work area or entering another works area other than your own without the approval of your supervisor.
- ❖ Not following a legal supervisory direction, especially in the interest of safety or on how to do a task safely.

Should employee disregard the company Code of Conduct as included in their induction pack the following will apply:

Minor Breach	Serious Unlawful Breach
1st Instance- a verbal warning will be issued and recorded on the employee file	
2 <sup>nd</sup> offence- a written warning will be issued and recorded on company file, employee may be offered counseling	
3 <sup>rd</sup> Offence –Instant dismissal	

### 4. Housekeeping

#### General

A professional employee or tradesperson is easily identified by their high housekeeping standards. Accidents are known to occur as a result of poor housekeeping, but, if you follow the guidelines below, the risk of this happening can be reduced:

- ❖ Always keep work area, walkways, stairs and workshop clean and tidy.
- ❖ Keep change and crib room free of rubbish.
- ❖ Dispose of waste materials in accordance with the environmental policy.
- ❖ Do not leave tools and other gear where they may fall to a lower level or cause a tripping hazard.
- ❖ Remember your job is not complete until the area is clean and tidy.

### 5. Personal Protection Equipment & Tools

#### Safety Gear & Tools



## BLH Engineering and Construction Pty Ltd BLH-COR-POL-0119

Although all personal protective equipment is issued for your personal use, it and all tools issued remain the property of BLH Engineering & Construction Pty Ltd and it is your responsibility to keep it in good order.

Only use the protective equipment that has been approved and issue by BLH Engineering & Construction Pty Ltd.

Any protective equipment not issued by BLH Engineering & Construction Pty Ltd must not be worn or used unless approval is received by BLH Engineering & Construction Pty Ltd.

On termination of employment, all protective equipment and tools on issue must be returned to BLH Engineering & Construction Pty Ltd.

### **6. Employees Duty of Care**

Accidents can be prevented by safety consciousness. Accident prevention is the responsibility of each individual working in that area. The acts and operations of one person can have a considerable effect on others working nearby.

Therefore, utmost care should be taken by each person to work safely.

To prevent accidents our employees must:

- ❖ Always be alert and observant.
- ❖ Think before you act.
- ❖ Consider the outcome of your actions.
- ❖ Make proper use of the protective clothing and equipment.
- ❖ Observe safety signs and regulations.
- ❖ Carefully follow operating procedures and the instructions of your supervisor.
- ❖ Keep your work area tidy.
- ❖ Keep your tools and equipment in good condition.
- ❖ Adopt a positive attitude to safe working practices.



## 7. Drugs and Alcohol

Employees or prospective employees who use recreational or social drugs must alter their habits to conform to the company's drug and alcohol policy, which is NIL present in your body.

*No person, employee or third party, shall have their safety or health compromised whilst working on, visiting a site where BLH Engineering Construction Pty Ltd employees are engaged.*

BLH Engineering & Construction Pty Ltd actively pursues an illicit drug free work site by implementing the following procedures:

- ❖ Pre-employment drug and alcohol screening tests.
- ❖ Post accident / incident drug and alcohol screening tests.
- ❖ Random drug and alcohol testing.

***The possession or use of illicit drugs or alcohol will not be tolerated on sites.***

All personal working on the project are subject to random drug and alcohol testing when at work. A positive result or refusal to submit to testing will result in disciplinary action being taken.

Entering any company's worksite whilst under the influence of alcohol or any drug will not be tolerated. If in the opinion of management you have been determined as having reported to work under the influence of illicit drugs or alcohol, you shall **NOT** be permitted to remain on the work site and disciplinary action will follow.

## 8. Safe Use of Transport Vehicles

- The operator of any vehicle must hold current and relevant licenses. A current Driver license, as well as the relevant high risk license, is mandatory for the operation of a Forklift.
- The vehicle operator must NOT OPERATE a vehicle under the influence of DRUGS or ALCOHOL.
- Those operating a vehicle under prescribed medicines must notify their supervisor and employer and produce a Doctors clearance.
- Log Books must be maintained and signed daily by the vehicle operator.
- Pre-start checks must be performed each morning on tyres, indicator lights, tail lights, brake lights, reversing lights, head lights and horn and are to be checked off in the logbook. All faults are to be reported IMMEDIATELY.



## BLH Engineering and Construction Pty Ltd BLH-COR-POL-0119

- Oil, Water and Brake fluid levels must be checked weekly and vehicle serviced regularly. All service documents are to be filed for record.
- All Traffic rules and regulations must be adhered to.
- All on site rules, regulation and protocols must be obtained, understood and strictly adhered to e.g. reverse parking and the use of wheel cocks. On site, meaning: - vehicle parking areas, roads, lanes, whole areas owned or operated by client / owner.
- Always respect vehicles and the surrounding environment. Clean up any oil or fuel spills.
- Passengers are to abide by all road rules. Wearing of seat belts is compulsory by law and there is to be no disruptive behavior. Immature behavior that is seen to endanger the lives of the driver and/or fellow passengers and other road users will result in IMMEDIATE DISMISSAL.
- Vehicles are, under no circumstances, to be push started. If a vehicle breaks down contact immediate help. An exception would be if a vehicle breaks down in an area likely to cause injury or death, in this case ONLY PUSH VEHICLE INTO SAFE AREA IF SAFE TO DO SO.
- If a vehicle has been wheel clamped for any reason DO NOT REMOVE CLAMP or holding device. Ring the number provided and wait for direction. Make other arrangements for passengers and yourself if a long wait is apparent.
- FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN DISCIPLINARY MEASURES BEING TAKEN. SERIOUS OFFENCES COULD LEAD TO INSTANT DISMISSAL.

### 9. Confidentiality Agreement

All employees who sign the Code of Conduct confirm their understanding that all labor rates and charges or any other information pertinent to the running of BLH Engineering & Construction Pty Ltd will not be discussed with any other party either inside or outside of BLH Engineering & Construction Pty Ltd.

All employees understand that the consequence of breach of policy is instant dismissal and removal from site at their expense.

### 10. Signatures

**I have read and understand the Code of Conduct for BLH Engineering & Construction Pty Ltd**



BLH Engineering and Construction Pty Ltd  
BLH-COR-POL-0119

On signing this document I understand that I agree to abide by the content and also when employed at a contract location will abide by any further code of conduct or procedures in place at that work site.

**Signed:**

---

**Print Name**

---

**Signature**

**Witnessed:**

---

**Print Name**

---

**Signature**

**Date** \_\_\_/\_\_\_/20\_\_\_