



Health & Safety Policy

Barnes Electrical offer general electrical services and specialize in commercial and industrial installation, maintenance and repairs. We offer a variety of services including supply and installation of UPS, data cabling, auto transfer switches, data logging, power systems and industrial remote controllers.

We are committed to providing a safe and healthy working environment for our workers and for contractors and visitors to the workplace.

This will be achieved by;

- The adoption and promotion of the provisions and compliance of the relevant legislation
- Significant importance being placed on the areas of hazard/risk management and injury prevention strategies

We understand the creation and maintenance of a safe and healthy working environment is a major part of our overall responsibilities, and that all workers with management or supervisory responsibilities are personally accountable for the health and safety of workers and visitors in their specific work areas. In conjunction with this policy, individual safe work procedures, risk assessments and safe work method statements have been prepared in consultation with relevant workers and issued.

We expect all workers, at levels within the organisation, contractors and visitors to our workplaces to follow safe work practices as prescribed under the legislation and in our policies and procedures, and that they make every effort to eliminate work related injuries and illness to themselves and others. We will provide adequate resources to manage and maintain the system, fulfil measurable objectives and targets, together with regular training on work health and safety and provide and promote rehabilitation. We constantly strive for continual improvement to our system, which has been based upon AS/NZS 4801 and OHSAS 18001.

Work Health and Safety is important and we all have an obligation to ensure that we have a safe and healthy working environment and we encourage you to actively participate so that we may achieve this goal.

This policy shall be reviewed on an annual basis.

Approved By:

A handwritten signature in black ink, appearing to read 'P Barnes', is written over a light blue horizontal line.

Patrick Barnes
Managing Director

Date: 28 May 2019



Quality Policy

Barnes Electrical offer general electrical services and specialize in commercial and industrial installation, maintenance and repairs. We offer a variety of services including supply and installation of UPS, data cabling, auto transfer switches, data logging, power systems and industrial remote controllers.

We are dedicated to the quality policy that will ensure that our products and services fully meet the requirements of our customers at all times. The goal of the company is to achieve a high level of customer satisfaction at all times. Commitment to the implementation of supporting managerial and business operational systems is essential to realising that goal.

We believe in the concept of client and supplier working together in pursuing this policy and in continually striving for improvements in quality.

The quality policy is based on 3 fundamental principles:

1. Ensuring that we fully identify and conform to the needs of our customers.
2. Looking at our internal processes, identifying the potential for errors and taking the necessary action to eliminate them.
3. Everyone understanding how to do their job and doing it right first time.

To ensure that the policy is successfully implemented, workers will be responsible for identifying customer requirements, and ensuring that the correct procedures are followed to meet those requirements. Objectives needed to ensure that the requirements of this policy are met and that continual improvement is maintained in line with the spirit of the policy, will be set, determined and monitored at Management Review. The quality policy principles and objectives will be communicated and available to workers at all times. Training will be an integral part of the strategy to achieve the objectives. Within this Policy we are committed to operating our company under the disciplines and control of a Quality Management System conforming to ISO 9001:2015 and is planned and developed jointly with our other management functions. We are all committed to operating continuously to this standard and we will maintain the necessary quality approvals consistent with our customer requirements. We will constantly review and improve on our services to ensure tasks are completed in the most cost effective and timely manner for the benefit of all our customers. We shall ensure that all our personnel understand and fully implement our policies and objectives and are able to perform their duties effectively through an ongoing training and development programme.

This policy shall be reviewed on an annual basis.

Approved By:

A handwritten signature in black ink, appearing to read 'P Barnes', is written over a horizontal line.

Patrick Barnes
Managing Director

Date: 28 May 2019

Environmental Policy



Barnes Electrical offer general electrical services and specialize in commercial and industrial installation, maintenance and repairs. We offer a variety of services including supply and installation of UPS, data cabling, auto transfer switches, data logging, power systems and industrial remote controllers.

We are committed to a policy of providing high quality products and services in a manner which will protect the environment, this will include:

- Sustainable resource use;
- Climate change mitigation and adaptation; and
- Protection of biodiversity and ecosystems.

We will work closely with our clients, contractors, the community, industry and external agencies to establish the controls by which we can make a positive contribution towards innovative and cost-effective and sustainable environmental outcomes.

Responsible management of environmental issues is an essential part of achieving our business objectives.

Accordingly, we are committed to conducting our activities in ways which will:

- Improve our awareness and management of environmental risks;
- Prevent pollution;
- Fulfil compliance obligations.
- Promote waste minimisation.
- Continually improve the system to enhance environmental performance.

We, through our management and workers, will ensure our operations comply with this policy by developing, implementing and maintaining a system based on ISO 14001:2015.

The Environmental Management System will:

- Set a clear policy direction for environmental issues and objectives.
- Contain measurable objectives and targets;
- Establish systems for auditing monitoring and reporting performance.
- Identify and promptly resolve any non-conformances and document any necessary procedural changes.

This policy shall be reviewed on an annual basis.

Approved By:

A handwritten signature in black ink, appearing to read 'Patrick Barnes'.

Patrick Barnes
Managing Director

Date: 28 May 2019



Rehabilitation Policy

Barnes Electrical recognises that there are substantial benefits to be gained from rehabilitation principles and practices and are committed to implementing them at this workplace. We recognise that legislation provides the specific requirements and support for workplace rehabilitation activities.

Experience has shown that workplace rehabilitation assists the healing process and helps restore the worker's normal function sooner. Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties programs, and aims to:

- maintain injured or ill workers at work or
- ensure the worker's earliest possible return to work or
- maximise the worker's independent functioning and
- provide for durable employment.

This policy has been developed as a joint worker-management agreement.

We are committed to:-

- Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.
- Ensuring appropriate suitable duties are made available to injured or ill workers to facilitate their safe and early return to work. These duties must be consistent with the current medical certificate and will be time limited.
- Respecting the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality.
- Ensuring all workers are aware that, in the event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.
- Complying with legislative obligations with respect to the standard for rehabilitation.
- Adopting a multidisciplinary approach to rehabilitation as required.

This policy shall be reviewed on an annual basis.

Approved By:

A handwritten signature in black ink, appearing to read 'P. Barnes'.

Patrick Barnes
Managing Director

Date: 28 May 2019