



Jayben Australia Pty Ltd

Policies Manual

ORIGINAL COPY

Jayben Policy Manual - Rev 06

Controlled Document

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Introduction

At Jayben Australia Pty Ltd we aim to ensure our employees are provided with a safe, healthy and supportive work environment. We treat all employees in a fair and equitable manner to encourage employee's personal development. Our objective is to provide a work environment that is constructive to both personal and professional growth. Jayben Australia Pty Ltd is committed to providing all possible resources such as training, equipment and other facilities so that all employees can perform at their best.

This handbook is designed to provide information about Jayben Australia Pty Ltd policies. The information contained in this handbook applies to all employees of Jayben Australia. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The Manual is a summary of our policies, which are presented here only as a matter of information.

Since our business and our organisation are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time.

Any questions pertaining to the Jayben Australia Pty Ltd Policies should be directed to the immediate Supervisor, Manager or Human Resource Department.

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Jayben Australia Company Profile

For over 50 years, Australian owned Jayben has been manufacturing agricultural driveline equipment for the Australian & New Zealand markets. During the past 5 years we have focused our energies to become specialists in the design, manufacture, supply & distribution of driveline systems to power machines in the agricultural, mining & manufacturing industries.

Jayben now manufactures agricultural drive shafts & components under Licence from GKN Walterscheid Germany for the Australian & New Zealand markets. The distribution of these products is through a partnership with Walterscheid Australia Pty Ltd in Melbourne, Victoria.

Jayben is a supplier to Caterpillar Underground Mining of heavy duty driveshafts, bearing housings and other specialised components of their Australian built articulated underground mining plant. Jayben is also a supplier to other international companies such as Haulmax, Case New Holland & Fernz Croplands.

Equally important are our local customers who are given personalised service through Jayben’s extensive network of distributors. Our promise to our customers – “You drive it, we power it” – highlights our commitment & focus in delivering quality products & services to power machines across Australia.



PRODUCTS

Jayben is a specialist designer, manufacturer, supplier & distributor of driveline systems, components & spare parts for the agricultural, mining & manufacturing industries.

ADELAIDE MANUFACTURING PLANT PRODUCTS

- Agricultural driveline systems & spare parts
- Clutches & spare parts
- Tractor attachment systems & spare parts
- Gear Boxes
- Accessories

TASMANIA MANUFACTURING PLANT PRODUCTS

Caterpillar Underground Mining Pty Ltd

- Driveshafts
- Driveshaft components
- Fabrications

Haulmax

- Driveshafts



Repairs to driveshafts for mining companies & public.

Sewell Sweepers Company Profile

CORPORATE HISTORY

Sewell Sweepers Pty Ltd started business in Melbourne in 1957 and was purchased by the Jayben-Russell Group and relocated to Burnie, Tasmania in 2004.

Jayben-Russell Pty Ltd have re-developed and modernised the original design as well as designing a completely new and easy to use sweeper for use behind a 4WD vehicle. Local Municipal Councils have a particular interest in these types of Sweepers.

PRODUCTS

Sewell Sweepers are used extensively by local Municipalities, sporting organisations, contactors, airports, etc. They are ideal for the cleaning of streets, runways, factories, stockyards and car parks. The Sweepers are designed to provide efficient mechanised cleaning at low cost. They are robustly built for dependable and reliable service under the toughest conditions.

Spare parts are readily available from the Manufacturer or your local distributor. Safety and operation manuals are supplied for all models.

Models manufactured are:

- B200
- TB2000E
- TB1800E



Mission and Values

Jayben Australia Pty Ltd provides our products and services in an ever changing local, national and global environment. To ensure we are successful we must understand our business environment, the industry trends and market forces that will shape Jayben Australia Pty Ltd in the years ahead. We must plan today for tomorrow's success. Our mission, objective and core values underpin our business and provide the highway to our destination.

Mission Statement

"Jayben Australia Pty Ltd is committed to ensuring the consistent supply of engineered driveline solutions to the agricultural and off highway OEM markets.

Sewell Sweepers is committed to providing cost effective road maintenance plant equipment in Australian and overseas markets.

To accomplish these goals we will maintain our commitment to service excellence and providing quality, value driven, innovative products and services to our clients in an efficient and timely manner. We achieve this through our quality procedures, sound business practices, inspired people and continuous improvement principles.

We are committed to honouring the vision of our founders, will maximise the opportunities created by them and will strive to provide sound financial returns."

Business Objective

"To maintain a leadership position and become the supplier of choice for agricultural and off highway driveline components in the markets in which we operate."

Core Values

We constantly strive to achieve this mission and objective through a set of Core Values that define who we are. We:

- Are committed to sustaining valuable long term relationships and are partners in our client's performance
- Deliver what we promise, on time every time through our commitment to exceeding the expectations of our customers
- Set the standard for world's best practice through our quality accredited procedures, robust company policies and continuous improvement philosophy
- Promote transparency and open communication, treating our personnel, stakeholders, clients and suppliers with respect and integrity
- Recognize that the quality, motivation and performance of our employees are the key factors in achieving our success and strive to make them as successful as they can be
- Remain committed to developing and implementing effective practices, achieving measurable results and conducting our operations in a sustainable manner
- Promote a harmonious, positive, principled, safe and productive workplace environment
- Are passionate about what we do and relish the opportunity to do it!

These key components of our Corporate Message have underpinned our business since inception and will provide the backbone of future success for Jayben Australia Pty Ltd.

Strategic Direction

Jayben has prepared a strategic plan outlining the medium to long term objectives of the business and the measures required to monitor progress towards these objectives. In determining the strategic direction, Jayben reviewed the external and internal environments to determine the risks and opportunities that must be managed for long term success as well as identifying interested parties (stakeholders) and the related issues and concerns.

The process determined a number of interested parties in the

- The interested parties applicable to Jayben are documented in the strategic plan, along with the reason for their inclusion. (Note: The identification of an interested party does not necessarily bring that party into the scope of the QMS). For each interested party, the related issues of concern is identified.
- Management have identified risks and opportunities related to the issues of concerns identified in the Risk and Opportunities Register, along with the primary process involved, priority, and a bias. The “bias” identifies if the issue is a risk, an opportunity, or some blending of the two. Management will then determine a treatment method for each risk or opportunity.
- Senior Management reviews the “strategic direction”, interested parties and risks and opportunities as part of the management review process.

Quality Policy Statement - QMS01

POLICY: JAYBEN AUSTRALIA PTY LTD – QUALITY POLICY		
DATE CREATED: 28/06/16	CREATED BY: ADAM MORTON	
DATE MODIFIED: 1/10/16	MODIFIED BY: ADAM MORTON	
POLICY NUMBER: QMS01	POLICY VERSION: 1.0	PAGE: 1 OF 1

At Jayben we are committed to achieving our Objectives by controlling our processes effectively and measuring our performance against defined criteria.

We will endeavour to do this by;

- *Monitoring our critical processes and key performance indicators throughout the business.*
- *Treating each client as an individual, and do our best to meet their needs and exceed their expectations.*
- *Continuously refining and improving our delivery methodologies.*
- *Implementing measures to attract, develop, retain and reward talented staff.*
- *Improving our information technology system on regular basis.*
- *Providing a safe and healthy work environment for our employees and contractors*

Our Quality Management System¹ has been designed to help us monitor and achieve the above objectives, without compromising our moral, ethical or legislative obligations.

Furthermore, we will endeavour to continually improve the system in all facets of the operation at Jayben Australia Pty Ltd. Every Jayben Australia employee, within their capacity, is responsible to contribute towards achievements of the goals defined in this Policy.

¹ Built around the requirements of ISO9001 standard.

Environmental Policy Statement - EHS01

POLICY: JAYBEN AUSTRALIA PTY LTD – ENVIRONMENT POLICY		
DATE CREATED: 28/06/16	CREATED BY: ADAM MORTON	
DATE MODIFIED: 1/10/16	MODIFIED BY: ADAM MORTON	
POLICY NUMBER: EHS01	POLICY VERSION: 1.0	PAGE: 1 OF 1

In recognising the link between the health and wellbeing of our internal and external stakeholders and the health and wellbeing of the environment, Jayben Australia is committed to minimising the environmental impacts associated with our operations to the greatest extent possible, and seeks to achieve continual improvement in the management of our environmental effects. It is our intention to integrate the concept of sustainable development into all of our business operations and to pursue a vision of sustainability to achieve a fairer, safer and healthier world.

In order to achieve our environmental goal, we commit to the following principles and practices:

- promote the principles and raise awareness of sustainability and wise environmental management
- provide leadership to the community and industry by demonstrating methods of delivering sustainable initiatives
- work closely with our employees, contractors, suppliers, clients, and the community to develop and implement environmental initiatives
- provide environmentally sound places for the delivery of our services
- adopt a pollution prevention approach to all our activities
- operate in an environmentally sustainable manner by reducing waste through reducing demand for, reusing and recycling energy, water and other material resources
- consider environmental aspects in the purchase of products and services, and endeavour to ensure the suppliers also meet high standards of environmental performance
- comply with relevant Commonwealth and state Government environment legislation, Occupational Health & Safety practices.
- develop a monitoring program to assess our environmental performance and communicate our progress in achieving environmental management targets through annual reports distributed to stakeholders.

This policy covers all operations, activities and employees of Jayben Australia Pty Ltd and Jayben Russell Pty Ltd.

Policy objectives

Our long term objectives are to:

- manage facilities to reduce energy, water other material resource material use and waste associated with service delivery
- provide facilities that reduce energy use and waste associated with travel of staff and community to and from places of service delivery
- promote the use of ambient and renewable energy to reduce, wherever possible, our dependence on fossil fuels, provide a healthy, comfortable and safe place and environment for staff and community.

Work Health & Safety Policy – OHS01

POLICY: JAYBEN AUSTRALIA PTY LTD – WORK HEALTH & SAFETY POLICY		
DATE CREATED: 28/11/11	CREATED BY: MATTHEW BRINDLEY	
DATE MODIFIED: 17/12/12	MODIFIED BY: MATTHEW BRINDLEY	
POLICY NUMBER: OHS01	POLICY VERSION: 1.2	PAGE: 1 OF 2

Overview:

This policy outlines Jayben Australia’s commitment to a safe work environment & the safety of the workers.

Policy:

It is the intention of Jayben Australia Pty Ltd and their staff, that all those working on the premises or visiting these premises are kept safe and aware of their own WHS obligations at all times.

Jayben Australia has taken the relevant steps to maintain and improve on the safe working environment and safe working procedures for all staff & visitors. Jayben Australia is committed to continually improve the WHS policies, procedures and systems to ensure the safest working environment at all times and to ensure that all staff & visitors risk of injury is minimised. It is expected that all workers & visitors are to maintain safe working practises at all times to protect themselves and others from potential injury.

All machinery & equipment is to be used in accordance to the safe working practices and training provided by Jayben Australia. It is the worker’s obligation to use all safety equipment provided by Jayben Australia for the safety of themselves and visitors to the premises, see Jayben Company Policy Number: OHS01 for further details. It is expected that all staff raise any WHS concerns, work places injuries (including near misses) & to participate in the resolution of such concerns if required.

Jayben Australia has provided a compliant First Aid Kit stocked with most items required in the event of an injury. All injuries (regardless of how minor) must be documented in the register provided. JSF-136 TAS Safety Incident and Hazard Report Form is to be completed for any incidents in the Burnie Facility. Serious injuries will need to be reported to the WHS manager(s) &/or direct supervisor who in turn will advise the WHS manager(s). All serious injuries will be extensively documented in the event that hospital treatment &/or Work Cover will be required in relation to the said injury.

For the safety of all workers at Jayben Australia, workers must not work or be under the influence of drugs &/or alcohol while on the premises. Please see Drugs & Alcohol Policy Number: DPA01 for further details.

All NEW workers are to be trained in their specific tasks and the use of machinery and supervised accordingly with regard to the WHS requirements. All NEW workers are required to undergo a full medical test (including Drug & Alcohol screening) prior to Jayben Australia accepting them as a worker. All details of medical reviews will be kept confidential & stored in your personal file.

Visitors & Contractors:

For all contractors or visitors’ attending our premises, it is a requirement under the WHS policy that they must adhere to all instructions given to them for their own safety. Visitors are required to wear all safety equipment provided by Jayben Australia for the duration of their visit. All contractors/visitors are required to sign in and read & understand this policy if they have not previously done so. Please see Contractor/Visitor Policy Number: VCS01 for further details.

Harassment:

Jayben Australia provides a fair & equal work place and as such it is expected that all Jayben Australia worker’s will behave in an appropriate manner at all times. Worker’s will treat each other with respect regardless of position, beliefs &/or race. It is expected that Jayben Australia workers will not be party to sexual harassment,

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harassment (physical or verbal), racism or any other abuse. Any reported instances may result in disciplinary action by Jayben Australia which may include termination of employment.

Absenteeism:

Jayben Australia expects that any worker who is not available for work due to illness, personal issue or injury will contact Jayben Australia Management to advise so. This includes if you are already in attendance and require leaving work early for the above mentioned reasons. Worker's that are absent for more than 2 consecutive days due to medical reasons are to provide a medical certificate upon returning to work.

All WHS policies are kept in the front office in a master file and are freely available for workers to read.

It is a requirement that all workers understand this policy and sign off prior to employment commencing at Jayben Australia. If there are any questions or concerns in relation to this policy please direct them to the WHS manager(s) &/or Managing Director for clarification.

Visitors and Contractors On Site Visit Policy – VCS01

POLICY: JAYBEN AUSTRALIA – VISITORS & CONTRACTORS ON SITE VISIT POLICY		
DATE MODIFIED: 04/08/17	MODIFIED BY: ANNA JOHNSON	
POLICY NUMBER: VCS01	POLICY VERSION: 1.1	PAGE: 1 OF 2

Overview:

This policy outlines the requirements & responsibilities of all visitors & contractors to Jayben Australia's premise.

Policy:

It is the intention of Jayben Australia Pty Ltd and it's staff, that all those working on the premise or visiting these premises are kept safe and aware of their own WHS obligations at all times.

Jayben Australia has taken relevant steps to maintain and improve on the safe working environment & safe procedures of working for all staff & visitors.

Visitors and Contractors

1. All visitors & contractors must sign in using the visitors register on entering the premises.
2. All visitors & contractors who enter the main factory must wear the safety equipment provided by Jayben Australia. These include a hi-visibility safety vest, safety glasses, closed in shoes and in some instances hearing protection. Visitors & contractors may use their own safety equipment, providing it is being worn prior to & at all times while in the main factory on the premises.
3. Jayben Australia has a drug & alcohol policy (#DAP01) and as such, visitors & contractors must not be under the influence of drugs &/or alcohol during their time on the premise. Any visitor or contractor to be found in breach of this policy will be asked to leave immediately and may not be allowed back on the premise in the future. Jayben Australia will notify the employer of any visitors or contractors that have been asked to leave due to a breach of this policy. For serious breaches the police may also be called.
4. All injuries or near misses are to be reported immediately to Jayben Australia's Management and should you require First Aid Treatment, please notify Jayben Australia's Management immediately.
5. In the event of an emergency visitors & contractors are to follow the instructions given by Jayben Australia workers. Please take time to read the Emergency Evacuation Procedure and Maps located at the exits & next to the visitors register.
6. Upon completion of your visit to Jayben Australia it is required that you sign out.

Contractors Conducting Work on Jayben Australia Property

7. Contractors carrying out work on site are to be inducted using the Contractor Induction Checklist prior conducting any work onsite. Contractors will need to be re-inducted every 2 years.
8. Any work must have prior approval from either the person directly responsible for the work area or by Jayben Australia's Management. No work is to commence without prior knowledge or approval.
9. It is expected that all contractors are to work in a safe manner at all times to ensure the safety of not only themselves but also Jayben Australia's workers.
10. For any undertakings on the premise that require licensed work, it will be expected that the contractor will provide proof of their qualifications, such as providing a current license &/or insurance cover (i.e. Electrical or plumbing license, etc.). Work will not be allowed to commence until such documents are provided. All work conducted must be documented and a copy provided to Jayben Australia for future reference.

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11. Contractors are not to use Jayben Australia's forklift unless permission has been granted and this will only be granted upon providing a current forklift ticket. All other forklift work can be requested of a Jayben Australia worker who holds the current forklift ticket.
12. No equipment, tooling or materials are to be removed from the premise by any contractor without notifying a Jayben staff member and documenting the items being removed. Where applicable serial numbers must be recorded.
13. All contractors must wear safety boots while carrying out work on site.
14. If you require any clarification of the above points, please direct your enquiries to Jayben Australia's Management.

Safety Equipment Policy – SEP01

POLICY: JAYBEN AUSTRALIA – SAFETY EQUIPMENT POLICY		
DATE CREATED: 29/11/11	CREATED BY: MATTHEW BRINDLEY	
DATE MODIFIED: 17/12/12	MODIFIED BY: MATTHEW BRINDLEY	
POLICY NUMBER: SEP01	POLICY VERSION: 1.1	PAGE: 1 OF 1

Overview:

This policy outlines the safety equipment supply & usage by and within Jayben premises.

Policy:

Jayben Australia is committed to continued progress to maintain and improve the safe working environment for Jayben Australia's workers and visitors. As such Jayben Australia will supply all the necessary safety equipment to ensure the safest possible working environment.

Jayben Australia will supply Jayben Australia workers with any or all of the following safety equipment:

- Safety Glasses
- Earplugs or Earmuffs
- Gloves
- Safety Boots (Jayben will pay up to \$100 a pair per annum per worker)
- Respirators
- Welding masks & aprons
- Face shields

As Jayben will be supplying the above products, it will be expected that staff utilise this equipment when and where necessary. It is up to the individual to use the equipment at appropriate times. Jayben Australia cannot accept responsibility for injuries sustained by a worker not using any of the safety equipment provided.

Should any worker deem it necessary to have further safety equipment not outlined above or require new safety equipment, they are expected to notify Jayben Australia's Management.

Visitors will be provided safety equipment and are expected to utilise this equipment as outlined in Jayben Company Policy # VCS01.

Workplace Anti Bullying Policy – FMT01

POLICY: JAYBEN AUSTRALIA PTY LTD – WORKPLACE ANTI BULLING POLICY		
DATE CREATED: 19/1/15	CREATED BY: MATTHEW BRINDLEY	
DATE MODIFIED: 17/12/12	MODIFIED BY: MATTHEW BRINDLEY	
POLICY NUMBER: FMT01	POLICY VERSION: 1.0	PAGE: 1 OF 1

Overview

This policy outlines Jayben Australia’s obligation to its workers in relation to working in an environment free from bullying.

Policy:

Workplace bullying is defined as repeated, unreasonable behaviour directed towards a worker or a group of workers, that creates a risk to health and safety.

Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having regard for the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening. Examples of behaviour that may be considered to be workplace bullying if the above three criteria are met include:

- abusive, insulting or offensive language or comments
- any form of physical abuse
- unjustified criticism or complaints
- public reprimands
- deliberately excluding someone from workplace activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person’s skill level
- denying access to information, supervision, consultation or resources such that it has a detriment to the worker
- spreading misinformation or malicious rumours
- changing work arrangements, such as rosters and leave, to deliberately inconvenience a particular worker or workers
- excessive scrutiny at work

Single incidents can also present a risk to health and safety and will not be tolerated. Jayben Australia and its workers have a responsibility to ensure workers are not exposed to bullying and must not engage in this behaviour.

Jayben Australia encourages all workers to take action to manage workplace bullying and to report any incidents of workplace bullying to Management both in our Adelaide and Cooee facilities.

Jayben Australia will ensure that workers who make reports and anyone else who may be involved are not victimised.

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Managing staff does not constitute bullying, if it is done in a reasonable manner. Managers have the right, and are obliged to, manage their staff. This includes directing the way in which work is performed, undertaking performance reviews and providing feedback (even if negative) and disciplining and counselling staff.

Examples of reasonable management practices include:

- setting reasonable performance goals, standards and deadlines in consultation with workers and after considering their respective skills and experience
- allocating work fairly
- fairly rostering and allocating working hours
- transferring a worker for legitimate and explained operational reasons
- deciding not to select a worker for promotion, following a fair and documented process
- informing a worker about unsatisfactory work performance in a constructive way and in accordance with any workplace policies or agreements
- informing a worker about inappropriate behaviour in an objective and confidential way
- implementing organisational changes or restructuring, and
- performance management processes.

Consequences of breaches

If this policy is not adhered to, it may result in disciplinary action, including a warning, transfer, counselling, demotion or dismissal, depending on the circumstances. This policy is endorsed by Management.

Implementation of this policy is from date of creation.

Drug Alcohol & Illegal Substances Policy – DAP01

POLICY: JAYBEN AUSTRALIA – DRUG, ALCOHOL & ILLEGAL SUBSTANCES		
DATE CREATED: 29/11/11	CREATED BY: MATTHEW BRINDLEY	
DATE MODIFIED: 17/12/12	MODIFIED BY: MATTHEW BRINDLEY	
POLICY NUMBER: DAP01	POLICY VERSION: 1.1	PAGE: 1 OF 1

Overview:

This policy outlines Jayben Australia's, its worker's and visitor's obligations in relation to working under the influence of drugs, alcohol & other illegal substances.

Policy:

Jayben Australia Pty Ltd has a duty of care to all workers, contractors and visitors to provide a safe and healthy working environment.

Where the behaviour of a worker, contractor or visitor is influenced by alcohol &/or drug use and this behaviour is improper, unsafe or constitutes a risk to themselves or others, this behaviour must be addressed immediately by any worker or management.

This policy applies to all Jayben Australia locations, work related functions, including off site functions and any extended invitation where Jayben is represented by invitation.

All workers, contractors and visitors will ensure that they are fit for work and their work performance is not impaired by the misuse of drugs &/or alcohol (including over the counter drugs) and must not endanger their own safety or the safety of any other person. If you are taking over the counter medication where it is advised that you do not operate machinery, you must advise Jayben Australia's Management prior to operating any machinery.

Jayben Australia upon investigation of reported &/or suspected drug &/or alcohol usage by any worker will make a decision at the time if Jayben Australia will provide opportunities and information for support and assistance for workers with drug &/or alcohol related problems and other substances.

A breach of this Policy may result in Jayben Australia applying disciplinary action, which may include instant termination of employment &/or police involvement. All instances of suspected or proven drug &/or alcohol usage by any Jayben Australia worker will be treated as individual cases and the appropriate action will be taken at the discretion of Jayben Management.

Smoke Free Workplace Policy - SP01

POLICY: JAYBEN AUSTRALIA PTY LTD – SMOKE FREE WORK PLACE POLICY		
DATE CREATED: 01/07/2014	CREATED BY: MARGARET JOHNSON	
DATE MODIFIED:	MODIFIED BY:	
POLICY NUMBER: SP01	POLICY VERSION: 1.0	PAGE: 1 OF 2

Overview:

This policy outlines Jayben Australia’s obligations under the occupational health and safety legislation to provide a safe and healthy environment for all employees, visitors, customers and others who may enter the workplace.

Policy:

Passive smoking (the inhalation of environmental tobacco smoke (ETS)) increases risks to health. Therefore Jayben Australia Pty Ltd has a duty of care to all workers, contractors and visitors to provide a safe and healthy working environment.

Jayben Australia Pty. Ltd. has therefore adopted a Smoke-Free Workplace Policy. The objective of this policy is to eliminate smoking in the workplace and prevent exposure of workers to environmental tobacco smoke.

Smoking will not be permitted in any enclosed areas, including meeting rooms, staff rooms, company motor vehicles or any other enclosed area within the working environment.

Employees who wish to smoke during working hours may only do so outside the workplace and only in their scheduled breaks eg. morning break and lunch time. A breach of this policy may incur disciplinary action.

Smoking is to be carried out well outside the building (approximately 4 metres) to ensure no smoke drifts into the building.

This policy applies to all Jayben Australia locations, work related functions, including off site functions and any extended invitation where Jayben is represented by invitation.

Implementation of this policy is from date of creation.

Working Outdoors Policy –WOP01

POLICY: JAYBEN AUSTRALIA PTY LTD – WORKING OUTDOORS		
DATE CREATED: 02/12/2013	CREATED BY: ANNA JOHNSON	
DATE MODIFIED:	MODIFIED BY:	
POLICY NUMBER: WOP01	POLICY VERSION: 1.0	PAGE: 19 of 25

Overview:

This policy outlines Jayben Australia's, its employee's and visitor's obligations in relation to working outdoors.

Policy:

Jayben Australia Pty Ltd has a duty of care to all employees, contractors and visitors to provide a safe and healthy working environment.

This policy specifically applies to Jayben Australia's Burnie location but also applies to Jayben Australia's Adelaide office when applicable. This includes all work related tasks undertaken outdoors, meal breaks, work related functions, including off-site functions and any extended invitation where Jayben Australia is represented by invitation, by way of reducing the risk of the development of skin cancers, exposure to ultraviolet radiation (UVR) and heat stress.

All employees must take reasonable care of their own health and safety and have a responsibility to comply with all sun protection methods and any further instructions and advice given by Jayben Australia Management hereafter regarding sun protection.

As per Jayben Australia's Safety Equipment Policy, below are the items provided by Jayben Australia that are to be worn at the Burnie location while undertaking work outdoors. Each item will have an Ultraviolet Protection Factor (UPF).

- Long sleeve shirt, with a UPF of 30+ as a minimum
- Trousers, with a UPF of 30+ as a minimum
- Covered shoes, compliant with AS/NZS 2210.3: Occupational protective footwear.
- Wide brimmed hat, with a UPF of 50+ as a minimum
- Sun screen, with a UPF of 30+ as a minimum
- Tinted or clear safety glasses, compliant with AS/NZS 1337: Eye protectors for industrial application.

Further to the above, all employees are to also take the below precautionary actions.

- Limited exposure – break up tasks between outdoor and indoor to prevent long exposure to UVR.
- Avoidance of UVR – outdoor tasks to be completed early in the morning or late in the day.
- Intake fluids to prevent dehydration.
- Utilise shade wherever possible.

Note: All items above should be used as a combination of methods for protection; no individual method is adequate.

The above protection is recommended whenever working outdoors however is mandatory when the UV Index is 3 and above. Refer to the below 'Austserve Sun Protection Policy - Australian UV Index.'

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Australian UV Index

UV-Index Level	Exposure Category	Colour Code	Precautions
2 or less	Low		You can safely stay outdoors with minimal protection.
3 to 5	Moderate		Wear sun protective clothing, a hat, sunscreen, sunglasses and seek shady areas.
6 to 7	High		As above.
8 to 10	Very High		As above.
11 or higher	Extreme		As above.

As per Jayben Australia's Work Health and Safety (WHS) Policy, "all injuries (regardless of how minor) must be documented in the register provided. Serious injuries will need to be reported to the WHS manager(s) &/or direct supervisor who in turn will advise the WHS manager(s). All serious injuries will be extensively documented in the event that hospital treatment &/or Work Cover will be required in relation to the said injury." This includes any incident of sunburn or excessive expose to solar UVR that occurs in the workplace.

The appropriate action as a result of a breach of this Policy will be taken at the discretion of Jayben Australia Management.

Company Vehicle Policy - CVP01

POLICY: JAYBEN AUSTRALIA – COMPANY VEHICLE POLICY		
DATE CREATED: 21/11/2011	CREATED BY: MARGARET JOHNSON	
DATE MODIFIED: 13/12/12	MODIFIED BY: MATTHEW BRINDLEY	
POLICY NUMBER: CVP01	POLICY VERSION: 1.2	PAGE: 1 OF 2

Overview:

This policy outlines the fair use of Jayben company vehicles & your responsibilities as the driver of such vehicle(s).

Policy:

If you are required to use a Company motor vehicle in which to carry out company business it is Jayben Australia's policy that you must:-

1. Hold a current Driver's Licence (*cannot be expired or suspended*)
2. Have completed a Driver's declaration form for insurance purposes
3. Complete the sign out/in log at all times when using the Company vehicle.
4. Adhere to and obey all road rules and regulations
5. Drive in a responsible & safe manner
6. Not be under the influence of alcohol or drugs
7. Pay any speeding fines or infringements incurred whilst you were responsible for the vehicle (this extends to any hire vehicles)
8. You must refrain from smoking in the Company vehicle
9. Lock the vehicle securely when unattended and make sure no valuables or items that could invite theft or unauthorised entry are left in view
10. Advise Jayben when any vehicle maintenance is required
11. Due to insurance restraints, company vehicles are to be driven by workers only and not extended to workers family members

Long Distance Driving / Remote Work:

Long distance drives (i.e. more than 2 hours) and remote work will be required from time to time. When this occurs it is expected that staff check-in with management via phone call every 2 – 3 hours during the trip and that regular stops are taken to avoid fatigue. Upon arrival at your destination management must once again be notified that the trip was safe & successful and voice any concerns you may have in relation to the vehicle or remote work problems. When leaving your destination to return to Jayben that above policy applies.

The vehicle is fitted with a vehicle first aid kit for any minor injuries that may arise during the trip. Should a major injury occur to either yourself or another member of staff or the public then the appropriate authorities should be contacted immediately by calling 000 or 112.

Should a problem occur with the vehicle contact management to organise collection of yourself &/or the vehicle. Do not attempt to fix the vehicle yourself and never leave the vehicle under any circumstances unless advised by management.

Any work being conducted in remote or distant locations is required to be performed as per the standard Jayben WHS Company Policy (including all other policies that would apply when working at Jayben Australia premises). You must also adhere to policies of the location you are working when & where they are applicable.

Information Technology Policy - ITP01

POLICY: JAYBEN AUSTRALIA PTY LTD – INFORMATION TECHNOLOGY POLICY		
DATE CREATED: 05/12/11	CREATED BY: MATTHEW BRINDLEY	
DATE MODIFIED: 17/12/12	MODIFIED BY: MATTHEW BRINDLEY	
POLICY NUMBER: ITP01	POLICY VERSION: 1.2	PAGE: 1 OF 2

Overview:

This policy deals with the provision of information technology resources by Jayben Australia and the associated responsibility of authorised users when accessing these information technology resources. These resources include, but are not limited to, the Jayben network, computer systems and software, access to the Internet, electronic mail, telephony and related services. This policy also outlines personal mobile phone usage.

Policy:

Jayben Australia Pty Ltd provides workers with computers, printers & related equipment to perform daily duties. Jayben Australia also provides email & internet access and it is expected that all Jayben Australia workers agree to treat information technology according to this policy.

“Information Technology” refers to:

Any hardware, software, firmware, source codes, object codes or other computer or data processing equipment. Any information stored on, forming part of, produced as a result of, or processed by the equipment listed above. This includes computer records & databases owned, manage controlled or used by Jayben Australia, whether confidential or not.

1. You must only use information technology for its intended purpose only & within the scope of your duties.
2. It is expected you will handle information technology with care at all times, including:
 - a. Carefully moving equipment if required
 - b. Making backup copies of data to preserve information
 - c. Making and maintaining all necessary records.
3. You must not infringe the rights of Jayben Australia or third parties relating to copyright, trademarks, design, patents, circuit layouts, know-how, trade secrets and other industrial & intellectual property rights.
4. Further to the previous clauses, you must not:
 - a. Copy or reproduce any information technology (i.e. software) Jayben own, manage, control or deal with, without Managements prior consent.
 - b. Install any software on information technology Jayben own, manage, control or deal with, without Managements prior consent.
 - c. Purchase any hardware, firmware or software to use on information technology that Jayben own, manage, control or deal with, without Managements prior consent.
 - d. Download, view or distribute any pornographic, violent or offensive material on information technology that Jayben own, manage, control or deal with.
 - e. Download movies, music or images on information technology that Jayben own, manage, control or deal with. Some images may be required to be downloaded on occasions and Managements approval must be given prior to downloading. The downloading of said material must not breach the conditions of clause 3 of this policy.
5. Jayben management has the right to access any & all information on all Jayben owned information technology at any time.

MOBILE PHONE USAGE

Personal mobile phone calls, texts or multimedia messages are to be kept to a bare minimum (unless it's an emergency) and are not to be used when operating any machinery on or offsite. This includes Jayben company vehicles, unless a hands free kit is being used and is in accordance with State & Local laws. Mobile phones should be used only during designated break periods. The taking of unauthorised photographs and videos via mobile phones will constitute a breach of privacy and may be dealt with accordingly.

Employee Acknowledgement

This page is to be completed at the end of induction training.

It is the **responsibility** of the **Manager** conducting the training to ensure all topics have been covered and explained to the employee.

It is the **responsibility** of the **Employee**, receiving the training to ensure he/she has understood all the policies in this manual. The employee is free to ask questions during the induction training and if not satisfied with the explanation, may refuse signing of this page.

The employees are welcome to approach the Management at any time to discuss the policies contained in this manual.

✂

This section is to be signed by the Manager and Employee and retained in the Employee's personal file.

I, have been briefed on all the policies in this Policy Manual on .../.../.... and understand all the topics covered.

The policy manual Revision Number:

Employee's Signature:

Manager's Name & Signature:

Notes:
.....
.....
.....
.....
.....
.....

Contractor Induction Checklist

Contractor Name: _____ Position: _____

Company: _____ Phone number: _____

Description of work at Jayben: _____

Start date: _____ Location: Adelaide / Burnie

<p>Explain company & Job role:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Structure of Jayben Australia Pty Ltd and Sewell Sweepers. <input type="checkbox"/> Description of work to be completed. 	<p>Facility Tour:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign in / sign out register <input type="checkbox"/> Work areas, tools, machinery & equipment <input type="checkbox"/> Wash and toilet facilities <input type="checkbox"/> Eating facilities <input type="checkbox"/> Car parking <input type="checkbox"/> First aid box <input type="checkbox"/> Emergency Evacuation point
<p>OHS - Safety & Quality:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Protective equipment/clothing <input type="checkbox"/> Jayben Policy manual read & signed <input type="checkbox"/> Jayben Emergency Evacuation Procedure <input type="checkbox"/> Jayben Quality Policy <input type="checkbox"/> Standards of work & quality procedures 	<p>Administration Forms:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contractor and Visitor flyer <input type="checkbox"/> Insurances provided by Contractor to Jayben Australia (if required)
<p>Conducted by: (Name) _____ (Sign) _____ Date: / /</p>	
<p>Contractor's Signature: _____ Date: / /</p>	