



HEALTH AND SAFETY POLICY

(Aligned with ISO 9001, ISO 45001, ISO 14001, Fair Work Act 2009, WHS Act 2011 (Qld), MMQ Legislation, and Queensland Regulatory Obligations)

1. Purpose

The purpose of this Health & Safety Policy is to outline Cordwell Group's commitment to providing a safe, healthy, legally compliant, and sustainable work environment for all workers, contractors, visitors, and the community. This policy forms a core component of the Integrated Management System (IMS) and supports our obligations under:

- **Work Health and Safety Act 2011 (Qld)**
- **Mining and Quarrying Safety and Health Act 1999 (Qld)**
- **Mining and Quarrying Safety and Health Regulation 2017 (Qld)**
- **Fair Work Act 2009**
- **ISO 45001 Occupational Health & Safety Management Systems**
- **ISO 9001 Quality Management Systems**
- **ISO 14001 Environmental Management Systems**
- All relevant Australian Standards, Codes of Practice, and Queensland regulatory requirements.

2. Scope

This policy applies to all Cordwell Group operations, including:

- Cordwells Concrete
- Cordwells Haulage
- Cordwells Maintenance
- QC Testing
- Cordwell Resources Pty Ltd

It covers all workers, contractors, labour-hire personnel, visitors, and any person who may be affected by our operations, including quarrying activities regulated under MMQ legislation.

3. Policy Statement

Cordwell's Group acknowledges that **"Safety is everyone's business. No Injury to Anyone."**

We recognise that providing a safe and healthy work environment is our most important objective and a moral and legal responsibility. As a family-owned business, we are dedicated to working in a manner that does not cause distress or harm to our employees, contractors, customers, or the community.

We commit to continuously improving workplace health and safety through effective management systems, consultation, and increased awareness across all levels of the organisation.

4. Our Health & Safety Commitment

Cordwell Group and its officers uphold their primary duty of care by:

- Providing a safe workplace for all workers, contractors, and visitors.
- Maintaining buildings, facilities, equipment, and plant in safe working condition.
- Ensuring compliance with WHS and MMQ legislation, ISO standards, and Queensland regulatory obligations.
- Supporting ongoing training, competency development, and verification of competency (VOC).
- Implementing and monitoring safe work practices for all activities, including the safe use, handling, and storage of plant, structures, substances, and quarry materials.
- Managing risks through systematic identification, assessment, control, and review.
- Providing information, instruction, training, and supervision to ensure work is performed safely and without risks to others.
- Ensuring environmental protection through dust control, spill response, waste reduction, and sustainable practices aligned with ISO 14001.

5. Integration with ISO Standards and IMS Requirements

Cordwell's Group maintains compliance with:

- ISO 45001 Occupational Health & Safety
- ISO 9001 Quality Management
- ISO 14001 Environmental Management
- WHS Act 2011 (QLD) and WHS Regulations
- MMQ Act & Regulation for quarry operations
- Industry codes of practice and relevant Australian Standards

Our Health & Safety Policy is integrated with our Quality and Environmental Policies to ensure a holistic approach to safe, compliant, and sustainable operations.

6. Roles & Responsibilities

Workers

All workers must:

- Follow safe work practices, procedures, and instructions.
- Report hazards, incidents, injuries, and near misses immediately.
- Participate in training, consultation, and competency assessments.
- Take reasonable care for their own health and safety and that of others.
- Comply with WHS and MMQ requirements relevant to their role.

Managers & Supervisors

Managers and supervisors are responsible for:

- Ensuring workers understand and comply with WHS requirements.
- Maintaining safe systems of work and monitoring performance.
- Leading hazard identification, risk control, and corrective actions.
- Ensuring plant, equipment, and facilities are safe and well maintained.
- Supporting return-to-work and injury management processes.
- Ensuring competency and VOC requirements are met for high-risk tasks.

Senior Leadership

Senior leadership will:

- Provide adequate resources to maintain and improve WHS performance.
- Ensure compliance with WHS legislation and ISO 45001 requirements.
- Review WHS performance, risks, and opportunities through IMS processes.
- Promote a positive safety culture across all business units.
- Ensure the Safety and Health Management System (SHMS) for quarry operations is effective and compliant.

7. Consultation & Communication

Cordwell's Group promotes open, constructive dialogue between management and workers. We ensure:

- Consultation on WHS and MMQ matters, including changes to plant, processes, or procedures.

- Worker participation in hazard identification, risk assessment, and control.
- Clear communication of WHS responsibilities, procedures, and expectations.
- Inclusion of WHS and MMQ content in induction, toolbox talks, and training programs.

8. Risk Management

We apply a systematic approach to hazard prevention and risk control by:

- Identifying hazards associated with all tasks, plant, quarry operations, and environments.
- Assessing risks and implementing effective control measures.
- Monitoring and reviewing controls to ensure ongoing effectiveness.
- Maintaining emergency preparedness and response procedures.
- Ensuring risk management aligns with WHS and MMQ legislative requirements.

9. Training, Competency & Supervision

Cordwell's Group ensures:

- Workers receive appropriate WHS and MMQ training, instruction, and supervision.
- Competency is assessed and maintained for all high-risk tasks.
- VOC requirements are met for quarrying, mobile plant, and specialised equipment.
- Training needs are reviewed regularly through IMS processes.
- Records of training, licences, and competencies are maintained accurately.

10. Incident Reporting & Injury Management

We support a coordinated and integrated approach to workplace injury and illness. This includes:

- Immediate contact with injured workers.
- Early and safe return-to-work expectations.
- Development of injury management plans where required.
- Access to accredited rehabilitation providers.
- Appointment of a Return-to-Work Coordinator where required.
- Compliance with WHS and MMQ reporting obligations for incidents, high-potential events, and serious accidents.

11. Continuous Improvement

This policy will be:

- Communicated to all employees and contractors.
- Displayed at all workplaces.
- Included in induction and training programs.
- Reviewed regularly to ensure suitability, effectiveness, and compliance with legislative and ISO requirements.

12. Related documents

- Cordwell Group Integrated Management System
- Safety & Health Management System (MMQ)
- CGPOL001 Quality Policy
- CGPPL003 Environmental Policy
- Risk Management Framework
- Emergency Response Plan

13. Review

This policy will be reviewed by Human Resources:

- Annually
- Following Legal or Regulatory Changes
- After organisational Changes
- When Risks or Incidents Arise

14. Version Control

Version	Approval date	Implementation date	Details	Author
2.0	03/09/2026	03/09/2026	Policy updated	Human Resources Manager