XPOWER

MANAGEMENT SYSTEM OVERVIEW

Miriklis Earthmoving Pty Ltd Trading as XPower
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Our system is a risk management tool and meets the requirements of AS/NZS ISO 9001:2016 (Quality), AS/NZS ISO 14001:2016 (Environmental) and AS/NZS ISO 45001:2018(Occupational Health & Safety) as they relate to our business and our client requirements.

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1. INTRODUCTION

This overview describes the systems adopted by XPower to comply with the Quality, Environmental and Health & Safety management, operations and implementation of our Management System.

The management system is periodically reviewed. Modifications and improvements resulting from reviews are integrated into the management system and communicated to promote consistent, best practice standards and continual improvement. There are a number of polices which support the system.

Miriklis Earthmoving Pty Ltd trading as XPower is an owner/operator small contracting business that provides services to private clients, authorities and other contractors. Our work is predominantly performed at locations defined by our clients.

1.1 Our History

Sue and Don commenced business in the Earthmoving industry many years ago contracting to the SEC. Harry joined the business full time in 1992 and Stan joined in 2000. This gave us an opportunity to grow and secure other contracts with different power companies and provided more manpower. Today, XPower continues to be a family owned business delivering a quality, reliable and efficient service with an emphasis on providing a positive and healthy work environment.

Today XPower is a hard-working and thriving family business with numerous dedicated employees. We are a specialised civil contracting company, with our works predominantly within the competitive electrical industry. We have the desire to maintain our successful business by continuous investment in new plant and maintaining current plant to improve our services & meet customer demand. We also continuously invest in our current employees by upskilling team members to retain a skilled and competent team, and by welcoming flexibility of availability, for work/life balance, to maintain a responsible and reliable workforce.

1.2 Our Services

We offer the following services:
- Bobcat, Excavator, Tip Truck & Crane Hire
- Horizontal Boring
- Cable Hauling
- Labouring
- Hydro Excavation (NDD)
- Water Jetting
- Proline Hire
- Vertical Rock Drilling

1.3 Scope of Works

The majority of our work is of a repetitive nature and involves excavation and boring to install electrical conduits & cables, Public Lighting Poles and Service Pits. Tasks associated with these works include:
- Trenching
- Installation of Conduit & Cable
- Sand, Slab & Backfill
- Pole & Sub Clean-ups
- Site Reinstatement
- Disposal of Excess Materials
- Pole Installation
- Water Jetting
- Please note as per ISO Certificate of Approval Scope of Certification is listed as Hydro Excavation, Non-destructive Digging, Water Jetting, Pipe Vacuuming, Electrical Earthing & Cable Hauling, Civil Works for Public Lighting (including pole erection), Kiosks & other related electrical structures

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1.4 Our Objectives

We strive to offer exceptional services at the most reasonable prices to our customers, and aim to always maintain a friendly, professional and safe work environment for our employees, contractors and the public. Our objectives are as follows:

- To satisfy our client's requirements
- To increase our profit through reduced rework and waste
- To increase our client base and repeat work from existing clients
- To provide an injury free workplace and cause no harm to the environment
- To identify, manage and eliminate risks & hazards associated with our works
- To understand and work to our Management System
- To continuously improve our management performance
- To ensure our suppliers and subcontractors operate with the same objectives in mind
- To communicate with the people involved in our works to enable the above
- To offer employees flexibility and opportunity to promote a healthy lifestyle for them to achieve a positive work/life balance
- To promote a healthy and safe environment both at work and at home for employees
- To promote a positive culture in a satisfying, rewarding and enjoyable working environment
- To commit and understand the operation & implementation of our integrated Management System

1.5 Our Targets

- To achieve & maintain prequalification of our management system to relevant authority and government requirements
- No defect liability claims
- No WorkCover nor EPA notices, prosecutions or fines
- Zero lost time injuries
- Recycle materials where appropriate and possible
- Reduce risks to the environment and human health
- No spills
- Shareholder benefits from business success

1.6 Our Measurables

- A record of rework, incidents, accidents or non-conformances
- Post completion defects and complaints from our clients
- Growth in the use of recycled products, products manufactured from recycled/sustainable resources and maximizing the recycling of waste products from our works (where possible and only if recycled products meet industry standards).
- Repeat clients
- Our profitability
- To utilise external resources when available e.g. recognised external education

This is achieved by having the competencies, licenses, skills, qualifications and experience required for our works.

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2. WORK HEALTH & SAFETY MANAGEMENT

Work Health & Safety is incorporated within our certified Management System and is supported by XPower Policies and Work Procedures and incorporates many Work Instructions and Forms. Several XPower Forms are incorporated into our online (cloud) based management booking and scheduling software program, Traffio.

XPower will consider the following OH&S elements at the planning stage of any project;
- The context of the works, where it is taking place and any environmental factors
- Interested parties in regards to the works
- Scope of the works
- OH&S risks and opportunities in regards to the works that need to be addressed
- Hazards at the worksite that will need to be assessed and mitigated
- Legal and other requirements relevant to the works and the worksite or client

These considerations will be recorded in the minutes of the business review meetings

Work Health & Safety addressed by the Management System include, but are not limited to:
- XPower Policies
  - Policy 01 OH&S Quality & Environmental
  - Policy 02 Fitness for Work
  - Policy 03 Sun smart
  - Policy 04 Illness, Injury and Rehabilitation
  - Policy 05 Anti-Discrimination
  - Policy 06 No Bullying
  - Policy 08 Health and Wellbeing
  - Policy 09 Alcohol and Drug
- XPower Procedures
  - Work Procedure 03 Hazard Management
  - Work Procedure 04 Incident Reporting & Emergency Management
  - Work Procedure 05 Workplace Training
  - Work Procedure 06 Consultation with Employees
  - Work Procedure 07 Maintenance of Plant & Equipment
  - Work Procedure 08 Goods Received & Purchased
  - Work Procedure 13 Return to Work Management
  - Work Procedure 14 Alcohol and Drug Management

2.1. ROLES & RESPONSIBILITIES

XPower values each of its employees. Being a relatively small sized organisation, we are able to keep a close touch with all of our workforce members, from the initial selection and induction through to their participation in the field and office. This affords the opportunity to maintain frequent communication between our workforce and management, both formerly (e.g. work group meetings, team leader meetings) and informally.

XPower Management System provides structure to the process of Workforce Management ensuing XPower has willing, competent and capable employees to provide an ongoing efficient service to our customers. Employees at all levels shall assume responsibility

Employee responsibility and accountability is documented throughout our certified Integrated Management System. Employees at all levels have a duty of care to themselves and others so as not to recklessly endanger people or property. Health & Safety responsibilities are allocated, shared, controlled and documented using Our Policy's, Work Procedures, Forms (incl Traffio), Work Instructions, and Position Statements along with Customer supplied documentation. These provide clear and concise Health & Safety requirements inherent to the job.

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2.1.1 Job Descriptions

Company Director

The Company Director, in conjunction with the Management Team, shall develop, implement and monitor/review operational systems to meet Occupational Health & Safety, Environmental and Quality & Service requirements/standards.

General Manager

The General Manager is responsible for the works/project planning and development.
The General Manager plans, directs and coordinates activities of works/projects to ensure that goals and objectives are accomplished within prescribed time frames also ensuring employees and subcontractors implement, and adhere to, health and safety, environmental and quality requirements.

Business Manager

The Business Manager, in conjunction with the Management Team shall oversee the development, implementation and monitoring/reviewing of business and operational systems relevant to all aspects of the business.

Systems Manager

The Systems Manager, in conjunction with the Management Team shall develop, implement and monitor/review operational systems relevant to various aspects of the business.

Finance Coordinator

The Finance Coordinator, in conjunction with the Management Team shall develop, implement and monitor/review operational systems related to financial aspects of the business.

Finance & Admin Assistant

The Finance & Admin Assistant coordinates and undertakes financial & administration tasks as required and assists the Management Team.

Office Assistant

The Office Assistant undertakes office tasks as required and assists the Management & Administrative Teams.

Works Manager

The Works Manager plans, directs and coordinates activities of works/projects to ensure that goals and objectives are accomplished within prescribed time frames. The Works Manager is responsible for the direction of Team Leaders/Members.

Team Leader

The Team Leader communicates, coordinates and oversees a variety of on-the-job activities, directs Team Members and also ensures employees and subcontractors implement, and adhere to, health and safety, environmental and quality requirements.

Team Member

Plant Operator, set-ups & operates machinery and undertakes tasks as assigned.
Instructed Person, Labourer undertakes tasks as assigned.

Health & Safety Representative

The Health and Safety Representative helps ensure all employees health and safety interests are implemented at all times.

Please refer to XPower Management System Section 6 – Job Descriptions for XPower Management Flowchart and all Position Statements.

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2.2. HAZARD & RISK MANAGEMENT

XPower systematically identify hazards, (both health & safety, environmental and quality hazards), assess each hazard, determine the associated risk level and implement appropriate control measures.

Frequent management review of the activities of the organisation, commercial trends, legislative change, customer relations and feedback is applied to provide timely identification and implementation of risk management.

Maintaining good consultation and communication with our employees helps to foster a culture of awareness and work practices aimed at safety, quality and environmental considerations. Such communication aids the early identification and actioning of issues mitigating their risk potential.

Hazards are identified prior to works commencing through consultation with XPower employees and subcontractors, a risk matrix is used to assess the consequence x likelihood (impact). Control measures are to eliminate, minimise or isolate hazards. A classification of risk table is used to identify common task/work activities as a guide.

Please refer to XPower Management Section 2 - Work Procedure 03 Hazard Management for detailed procedures.

2.2.1 Safe Work Method Statement (SWMS)

A consultative process is undertaken involving XPower employees to identify High Risk Activities, tasks, hazards and risks. High Risk Activities performed by XPower include use of mobile plant & equipment, working in the vicinity of Lv/Hv electricity, pressured gas mains or pipes and near roadways and railways. Details of known hazards have been recorded in XPower Safe Work Method Statements within our Management System. These are formally reviewed and updated (if required) whenever

1. A significant change to task or activity is identified
2. An incident occurs relating to the task or activity
3. A significant hazard is identified relating to the task or activity
4. Periodically as required (Annually as a minimum)

Safe Work Method Statements list tasks required to perform the work activity in the sequence they are carried out. Each task lists the hazards and risks, rates the risk (consequence x likelihood), applies risk control measures, re-evaluates the risk rating with control measures in place and identifies the person responsible to implement the control measures.

2.2.2 Job Safety Environmental Analysis (JSEA)

The Job Safety Environmental Analysis is a site specific, mandatory procedure & controls check statement that must be prepared before any High Risk Work is commenced. It must be reviewed (and revised if necessary) whenever the work changes or there is reason to believe the risk control measures are not adequate.

Safe Work Method Statements, which cover the task being completed, work in conjunction with the Job Safety Environmental Analysis. The Job Safety Environmental Analysis is also used to review environmental risks, emergency procedure, implement traffic management plans, and to communicate & consult with all team members, contractors and visitors. All parties participate in the Job Safety Environmental Analysis process & site induction and endorse the JSEA form.

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2.2.3 Hazardous Substances

XPower Management identify dangerous goods and hazardous substances and maintains a Dangerous Goods & Hazardous Substances Register, (XPower Management System Section 7 - Schedules Registers & Checklists 05), of all chemicals used by XPower personnel. Material Safety Data Sheets are supplied for dangerous goods or hazardous substances and can be viewed on XPower website (www.xpower.com.au) and MSDS Manual at both XPower Office and Depot.

2.2.4 Emergency Management, Hazard & Incident Reporting & Investigation

XPower's Management System contains a detailed procedure – XPower Management System Section 2 Work Procedure 04 Incident Reporting & Emergency Management and works in conjunction with Work Instruction 16, (Section 5), In Case of Emergency/Incident Reporting & Recording for emergencies, hazard/incident reporting and investigation.

XPower takes all practicable action to ensure an efficient and operational emergency preparedness and response plan specific to our workplace and situation is communicated and understood by employees, subcontractors and visitors.

Employees have access to the names and numbers of whom to contact in case of an emergency or on-site incident (Section 7 - Schedules, Registers & Checklists 11 - XPower Emergency Contact Numbers) and are instructed to immediately notify a General Manager and/or Works Manager and submit completed Traffio Incident Report forms for the management, co-ordination and investigation process as soon as possible.

All emergencies and hazards/incidents must be reported at the earliest opportunity to the applicable member of management and Health & Safety Representative if required, a Traffio Incident Report must be completed and Work Instruction 16 followed. In case of emergency the following guidelines need to be applied:

1. Administer First Aid. Do not put yourself or others at undue risk.
2. Secure location to prevent further incidents. (If possible).
3. **Call 000** emergency services. (Give location, type of injury, number of injured, your name and contact number).
4. Notify the General Manager, Works Manager and/or Team Leader.
5. If a health and safety issue, the Health & Safety Representative must be notified.
6. Assist at site if required.
7. Record details of incident.
8. Assist with the investigation.

XPower has prepared an Emergency, Continuity & Disaster Preparedness Plan to ensure continuation of business during and following any critical incident that results in disruption to normal operational capability (XPower Management System Section 7 – Schedules, Registers & Checklists 27).

2.3. INJURY & REHABILITATION MANAGEMENT

XPower is committed to implementing an effective procedure of rehabilitation for employees to return to work at the earliest opportunity should any employee be injured either at work or while away from work. A Return to Work Co-coordinator and/or Workers Compensation Consultant will be appointed and work together with the person's treating medical practitioner(s) to prepare a suitable Offer of Employment and an appropriate Return to Work Plan.

Please refer to XPower Management System Section 2 Work Procedure 13 Return to Work Management for detailed procedure.

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2.4. CONSULTATION & COMMUNICATION

Effective communication between XPower and their employees is vital and XPower aim to ensure a happy, safe, respectful and environmentally friendly workplace through successful communication, in a number of different ways, including:

1. Toolbox Meetings
2. Work Group Meetings (All XPower employees required to attend)
3. Management Meetings
4. On-Site Management Meetings
5. Team Leader Meetings
6. Employee Induction Program
7. Communications/Issue Box
8. Employee Performance Reviews
9. Employee Feedback Form
10. XPower Website (www.xpower.com.au)
11. Employee Notice Board

Please refer to XPower Management System Section 2 – Work Procedures 06 Consultation With Employees for detailed procedure.

Work Group Meetings are an opportunity for XPower to communicate, develop and review content from both our Management System (including Management System Overview) and Traffio, communicate externally (e.g. customer) provided memos & notices, communicate employee manual updates, and communicate changes to XPower website. These are recorded in the meeting minutes and copies of updates or new documents are distributed to all.

XPower documents being communicated to other parties i.e. on-site contractors & visitors are communicated at the on-site induction and recorded on the Job Safety Environmental Analysis (JSEA).

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2.5. LICENCES & TRAINING REQUIREMENTS

All XPower employees undertake initial and refresher training provided by a registered training organisation (RTO) to ensure competency for the work they undertake. Site-specific training is identified and any further training required is undertaken prior to works commencing.

Please refer to Section 07 – Schedules, Registers & Checklist 03 VESI Matrix and XPower Licences & Training Register for the type and currency of training undertaken by XPower employees. It includes employee's licences, trainings, inductions and authorisations.

All field employees undertake training to meet VESI skills and training requirements, and XPower manage the ESI Worker Program (online portal).

Skills required by XPower employees, depending on task undertaken include:

- Construction Card
- Health & Safety
- Environmental
- First Aid
- Worksite Auditor
- Green Book (ESI Safety Rules)
- Safe Approach Distances
- Manual Handling
- Traffic Management
- Enter Enclosures
- Distribution Company Inductions
- Vehicle Licences
- High Risk Works Licences
- Plant & Equipment Certificates of Competencies
- Fire Safety
- Sunsmart Education
- EPA – Reportable Priority Waste Transport Certification
- Rail Industry Worker Card
- High Pressure Water Jetting
- Lay ESI Cable
- Trenching & Shoring
- Asbestos Awareness
- Confined Space

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2.6. HEALTH & WELLBEING

XPower takes the welfare of its employees seriously and is committed, as far as is reasonably practicable, to providing all employees with a healthy and safe environment (physically and mentally) both at work and at home. This includes, but is not limited to:

- Protect Membership and access to Protect Counselling
- Employee Assistance Program
- Issue & Use of Personal Protective Equipment & Clothing (PPE&C)
- Working in the great outdoors awareness (weather, syringes, infectious agents, animals & insects)
- Sunsmart Education
- Quit Smoking Incentive
- Toilet facilities as provided by the principal site contractor and/or nearest available public amenities as noted during site-specific induction
- Field vehicles fitted with hand washing facilities, hand sanitiser, sunscreen, first aid kits, fire extinguishers, spill kits and communication radios
- XPower Management System Policies – Section 1
    - o Fitness for Work
    - o Sun smart
    - o Illness, Injury and Rehabilitation
    - o Anti-Discrimination
    - o No Bullying
    - o Health and Wellbeing
    - o Alcohol and Drug

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2.7. PLANT & EQUIPMENT

All mobile plant and equipment as a minimum conforms to the manufacturers specifications. All plant is serviced on a regular basis, either on a distance or periodic / hourly basis according to the manufacturers recommendations.

When plant and equipment is purchased XPower ensures it complies with legislative and industry requirements. E.g. risk assessment available, applicable signage & guards fitted, maintenance requirements documented, licence requirements identified and training available if required. Refer to XPower Management System – Section 2 Work Procedure 08 Goods Received & Purchased.

Plant and equipment (including tools) owned and operated by XPower is maintained to the highest possible standard. A competent person carries out Plant Risk Assessments and files are updated annually. Defective or faulty plant or equipment is not used. Refer to XPower Management System – Section 2 - Work Procedure 07 – Maintenance of Plant & Equipment for further details.

The following XPower and Traffio Forms support XPower Work Procedure 07 – Maintenance of Plant & Equipment:

- Plant & Equipment Inspection Forms (Vehicle, Hydro Unit, Plant)
    - Daily/Weekly/Monthly checklist and plant fault/defect report form
- Plant, Equipment & Tools Servicing & Maintenance Record
    - Traffio database for monitoring the fleet management and providing lead times for servicing and repair of vehicles and equipment etc.

Operators of XPower plant and machinery must hold an appropriate WorkSafe Licence to Perform High Risk Works and/or the appropriate competency certificate. Employees are trained (where required) and work to XPower Work Instructions (XPower Management System – Section 5) for the following:

- Work Instruction 09 Operating Construction Plant
- Work Instruction 10 Operating Construction Plant Near Powerlines & Other Services
- Work Instruction 12 Occupational Hazards Tools, Minor Machinery & Equipment
- Work Instruction 29 Appearance/Cleanliness of Vehicles & Plant
- Work Instruction 44 Operating Hydro Excavation Truck
- Work Instruction 50 Rock Drill Operation
- Work Instruction 53 Vehicle Mounted Crane Operation
- Work Instruction 54 Proline / PERU Operation
- Work Instruction 56 National Heavy Vehicle Law – Chain of Responsibility
- Work Instruction 58 Securing Loads

2.8. SUBCONTRACTORS

Subcontractors used by XPower are "Approved" on the basis of their ability to meet specific safety, quality and contract requirements for compliance with both XPower and Power Authorities safety, contractual and legislative requirements. When subcontracting out work, XPower ensures that its requirements and those of the client are clearly understood and Subcontractor Registration (XPower Management System – Section 3 – Form 45) is completed and is monitored by Systems Manager for continued compliance.

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3. ENVIRONMENTAL MANAGEMENT

XPower recognises it has general environmental duties, including moral and legal responsibilities to take all reasonable steps to minimise the risk to the environment and human health from any of our work activities. We strive to continually seek ways to improve and/or prevent environmental issues. XPower complies with relevant environmental authority, regulatory and statutory requirements.

XPower's identification & assessment of environmental hazards & risks and environmental operating systems is supported by:

- Hazard & Risk Management Procedure
  - o Safe Work Method Statement (SWMS)
  - o Job Safety Environmental Analysis (JSEA)
- Licence & Training Requirements
  - o Construction Card
  - o VESI Environmental
  - o EPA – Reportable Priority Waste Transport Certification
  - o Asbestos Awareness
- Work Plant & Equipment
  - o Traffio
    - o Plant & Equipment Inspection Forms
    - o Plant, Equipment & Tools Servicing & Maintenance Record
- The following XPower Management System and/or Traffio documents support our environmental strategy:
  - o Traffio
    - o Contaminated Soil Assessment Form
    - o Job Safety & Environmental Analysis
  - o Section 5 – Work Instructions
    - o Work Instruction 07 Noise Pollution
    - o Work Instruction 08 Dust & Air Pollution
    - o Work Instruction 17 Dangerous Goods & Hazardous Substances
    - o Work Instruction 18 Clean Up After Concrete Delivery
    - o Work Instruction 19 Fuel & Chemical Spill Control and Clean Up
    - o Work Instruction 20 Contaminated Material Found During Site Works – Control, Removal, Transport and Storage
    - o Work Instruction 21 Fire Prevention & Control
    - o Work Instruction 22 Site Protection & Restoration of Vegetation
    - o Work Instruction 24 Heritage & Archaeology
    - o Work Instruction 26 Community Relations At The Workplace
    - o Work Instruction 38 Disposal of Excess Material
    - o Work Instruction 40 High Fire Danger Period Work
    - o Work Instruction 42 Waste Management

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4. QUALITY MANAGEMENT

The certified Management System developed by Miriklis Earthmoving Pty Ltd (trading as XPower) forms a comprehensive tool for management of the organisation and its quality operations.

Senior Management Team ensures that XPower continues to provide quality services to its customers in an efficient and timely manner.

The Management System incorporates the management and ongoing assessment of all facets of the organisations quality operations, the following are examples of the planning and processes which are applied:

- Policies (01 to 11)
- Work Procedure 01 Request for Service
- Work Procedure 02 Time Management
- Work Procedure 05 Workplace Training
- Work Procedure 06 Consultation with Employees
- Work Procedure 08 Goods Received & Purchased
- Work Procedure 09 Document Management
- Work Procedure 10 Filing Systems
- Work Procedure 11 Financial Management
- Work Procedure 12 Business Review Management

XPower view all quality policies and procedures on a continuous basis to determine the effectiveness of the Quality Management Plan in addressing quality in the workplace. These include but are not limited to:

- On-Site inspections
- Monthly internal audits
- Annual external auditing
- Review of business operations i.e. Finance & Business Meeting, Management Meeting, Work Group Meeting, Works Manager/Team Leader Meeting
- Incident Reporting
- Equipment Test & Tag
- Certificates of Compliance
- Contractual agreements
- Legislative and industry requirements for plant, equipment and hazardous substances
- Permits to Work
- Secure filing systems including 'cloud' based data storage and backups

There is commitment and understanding in the operation, implementation and continued improvement of our Integrated Management System.

Approved by: Stan Miriklis (Director)   **Signature:**

Developed by: Bronwyn O'Sullivan (Systems Manager)   **Signature:**

Review Schedule: Annually or As Required   **Development Date:** 27 November 2016   **Review Date:** 01 December 2023