

WELCOME TO CCR

On behalf CCR Site Services Pty Ltd, we would like to “Welcome you to the Team”.

CCR is an ISO:9001, 4801 and 3834 part 2 accredited company that depends on the performance of every employee across our business to produce a quality service and product.

The company promotes a well planned, well organised work environment where moral is high and injuries and incidents are low. Our aim is to eliminate workplace injuries (Zero Harm) and produce the highest quality product and service for our clients and customers.

Your supervisor will provide area specific orientation when you arrive in your new work area

Your valued contribution to our business is the key to our success

Emergency Evacuation

In the event that the building you are currently in requires an evacuation the following shall apply. If you are completing this induction in the Bunbury office and an auditable alarm is sounded you must proceed immediately out the front door and make your way to the muster point located at the front of the workshop at the southern end of the car park. The warden will advise from this point on what is required.



If you are on a site the person supervising this induction will detail the emergency protocols specific to that site

Purpose and Objectives

The purpose of this induction is to provide each new employee with the information regarding legislative and other requirements, company policies, procedures, minimum standards, competencies, values and expectations related to your work at CCR.

The objective of this induction is to ensure we all communicate effectively with each other, comply with legislative and other requirements, eliminate workplace injuries and promote zero harm, assess competency and provide a safe working environment for all employees.

If the job cannot be done safely it cannot be done at all

Take the time to read each slide as this induction is self paced, if you need assistance or are unclear let the HR coordinator know.

CCR Management Structure

- Craig Gray (Managing Director)
- Rohan Lilly (General Manager)
- Gary Nicholas (Commercial Manager)
- Geoff Neaves (Quality Control/Projects Coordinator)
- Fred Glen (Senior Estimator)
- Debbie Redgwell (Accounts / Payroll)
- Neroli Harwood (Accounts Payable)
- Rhian Lilly (HR Coordinator)
- Amelia Radford (Recruitment Officer)
- Nicole Murton (Administration Assistant)
- Ronald Whyte (HSE Advisor)

Vision Statement
**TO CONTINUE BEING THE
“INDUSTRY PROVIDER OF CHOICE”**

Mission Statement
We provide Quality
Competitive, Competent and Reliable
Services to our Clients and Customers

Our Values

We are committed to:

- Eliminating Injuries in the workplace (Zero Harm)
- Reducing Hazards and Risks in the workplace
- Comply with all Legislative and Other Requirements
- Reducing the Impact our business activities has on the Environment
- Compliance with Australian Standards and Client Requirements
- Providing a Reliable and Flexible Workforce
- Providing a Workplace free of Discrimination and Intimidation
- Providing a Workplace free of Bullying and Harassment
- Promoting Innovation, Change and Continuous Improvement
- Maintaining Honesty and Integrity in all our business activities
- Maintaining Strong Relationships with Clients and the Community

Attendance & Timekeeping

The success of our business lies with the consistent performance of our workforce:

- Hours of work are subject to work requirements
- If you are unable to attend work for any reason please report to the CCR Office or your supervisor before your shift commences.
- You must arrive at work prior to your designated start time and must return back to work immediately after designated meal breaks.
- You must report to your supervisor prior to commencement of the shift or starting any work.
- You must notify your supervisor prior to leaving any CCR workplace

POOR TIMEKEEPING AND ATTENDANCE IMPACTS DAILY WORK PLANNING



CCR GROUP

Employee Induction

Time Sheets

- # Employee Timesheet
- Single Time Sheet & Running Time Sheet
- ## Daily Timesheet & Timecard (Workshop)
- One time sheet completed for two or more days (the same task/job)
- ## Supervisor Timesheet Summary
- Completed by the Supervisor – usually conducted for shutdowns or project work
- You must complete a timesheet for each shift and include, the job number, hours as per 24 hour clock, all meal breaks, approval and to be signed by your supervisor before 9am Monday

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CCR GROUP

DAILY TIME SHEET

Name: _____ Date: _____

Occupation: _____ Location: _____

| JOB No. | TASK | TIME ON | TIME OFF | TOTAL HOURS |
|---------|------|---------|----------|-------------|
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Signed: _____

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Pays and Superannuation

- All pre-employment documentation must be completed and returned to head office before you can be paid
- It is your responsibility to get your timesheet to the office
- You will be paid Weekly unless otherwise advised
- Pay period is from Monday (am) to Sunday (pm)
- Payments will be direct deposited into your nominated bank account - Wednesday afternoon/evening
- CCR Group Corporate Superannuation fund is (AMP) If you would like to choose the fund of your choice, please complete the preferred superfund form in your starter pack and submit it to HR.
- Superannuation is paid as per legislative and other requirements, any changes to legislation will be communicated to employees

Workers Compensation

- All Employees are covered whilst at work
- You must disclose any existing injuries or previous claims to CCR
- You must disclose any restrictions or conditions that affect your ability to perform your tasks.
- You must present in a fit state for each shift
- All injuries and incidents are to be reported immediately to your supervisor.
- You must participate in any incident investigations and attend any medical treatments as directed
- You must participate in rehabilitation and return to work programmes
- You must not return to work until you are approved to do so by your GP

Dress Code

Your personal appearance reflects the image of CCR

You Must

- Maintain a neat and tidy appearance
- Be compliant with all site or area requirements
- Long hair is to be tied back and not be a potential hazard
- Jewellery shall be removed or covered and not be a hazard
- Minimum PPE requirements must be observed at all times
- Sleeves remain buttoned and clothing tucked in
- Acceptable hygiene standards are to be maintained



Equal Employment Opportunity

The company is committed to providing equal employment opportunities in accordance with Federal Law and other legislative requirements to all of our valued employees

- CCR employees have a right to equal employment opportunities without discrimination at all times
- CCR employees shall not be vilified, intimidated or discriminated against race, colour, sex, physical or mental disability or religion in the company workplace
- HSE-POL-006 details the company requirements for this process
- Breaches of this policy may result in disciplinary action, termination of employment or in extreme cases prosecution under state and federal laws

Bullying and Harassment

CCR does not tolerate any form of Bullying and Harassment in its workplaces under any circumstances

- Bullying and Harassment behaviours such as behaving aggressively, teasing or practical jokes, pressuring someone to behave inappropriately, excluding someone from work related events is against the law, company policy and does not reflect the company values
- If you believe you have been a victim of bullying or harassment report it to your supervisor immediately
- The company will as far as practicable remain impartial during the resolution process and confidentiality is maintained at all times
- Procedure HSE-PRO-013 provides guidance for the management and resolution of this process
- Breaches of this policy will result in disciplinary action, termination of employment or for extreme cases prosecution under federal law

Grievance and Disputes Resolution

CCR recognises that from time to time there may be the need for the resolution of grievances and disputes in our workplace,

- Please discuss any disputes or issues firstly with your supervisor
- In the event you are not happy with the resolution of the issue you may request to speak to the HR Manager or Managing Director
- The company will as far as practicable maintain Impartiality and Confidentiality during the resolution process
- The Grievance and Disputes procedure HR-PRO-005 provides guidelines for the resolution of grievances and disputes

Code of Conduct

CCR has a strict code of conduct policy and procedures which each employee must adhere to

- When you are out in the workplace your actions and behaviours are seen and interpreted as an extension of the companies values and sub standard behaviour may affect our reputation and relationships with our clients
- With this in mind we expect you to act and behave in the manner that is outlined in this induction and as per our code of conduct procedure HR-PRO-006
- Breaches of the code of conduct may result in disciplinary action, termination of employment or prosecution under state and federal law for extreme cases

HSE Philosophy Commitment & Targets

The philosophy at CCR is ALL INJURIES AND INCIDENTS ARE PREVENTABLE and as such we are committed to:

- Zero Harm in the workplace
- Elimination of workplace injuries and illness
- Communication and Consultation between all stakeholders
- Reduction and control of workplace hazards

Our HSE targets are

- Zero Fatalities
- Zero Lost Time Injuries
- Zero Medical and First aid treatments
- Zero Harm to our workforce

Your contribution to this process is Essential and Mandatory

Duty of Care (Employee)

You Must:

- Be responsible for your own safety and health whilst in the work place
- Ensure your actions or inactions don't put others at risk
- Remove and or Report all workplace hazards and risks
- Stop and Report all unsafe acts and conditions
- Report all incidents, accidents and injuries to your supervisor
- Wear and use personal protective clothing and safety equipment as directed or required
- Follow company policies, procedures and work instructions
- Use all plant equipment and tooling as per manufacturers specifications or company procedures
- Comply with all reasonable instructions given

Incident and Accident Reporting

You must report all near misses, incidents, accidents and property damage. In the event an incident or accident occurs you must:

- Make the immediate area safe only if it is safe to do so
- Prevent others from entering the area if it is safe to do so
- Preserve the scene of the incident for investigation purposes
- Report the incident to your supervisor or HSE Manager immediately
- Participate in the incident investigation as required
- If you are unsure about incident reporting ask your supervisor
- Procedure HSE-PRO-003 provides guidelines for hazard and risk analysis and reporting

Hazard Identification and Reporting

You Must:

- Ensure your actions or inactions do not impact the safety of others
- Identify and control all hazards and risks using the JHA/Take 5 process and hazard report forms
- Report all Hazards and Risks to your Supervisor or the HSE Manager
- Where possible make the hazard safe so it does not impact others
- If you are unsure on how to control hazards ask your supervisor
- Procedure HSE-PRO-003 provides guidelines for hazard and risk analysis and reporting
- The risk matrix is used to identify the level of risk associated with each hazard

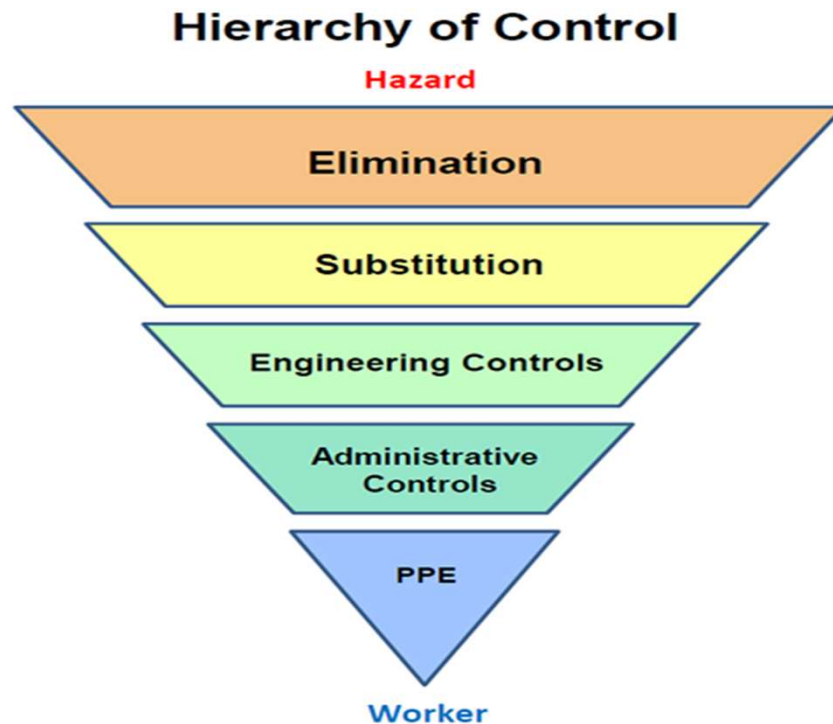
Potential Hazards and Risks

Our work environment contains hazards and risks that need to be identified assessed and controlled. Some of the key hazards may be:

- Working Alone or in Isolate Areas
- Unauthorised / Uncontrolled Work
- Eye Injuries
- Electrical Safety
- Working at Heights / Crane and Lifting / Dropped Objects
- Confined Space Entry
- Hazardous Materials Handling and Storage
- Uncontrolled Excavations / Damage to In Ground Services
- Uncontrolled Release of Stored Energy
- Exposure to Excessive Noise

Hierarchy of Control

At CCR we use the hierarchy of control to identify the correct process for hazard and risk reduction.



UP

JHA / Take 5

At CCR we use Job Hazard Analysis and take 5 as the primary tools to assess hazards and risks and implement control measures to reduce them as low as reasonably practicable (ALARP). The JHA / Take 5 must be completed and approved by your supervisor prior to starting any task.

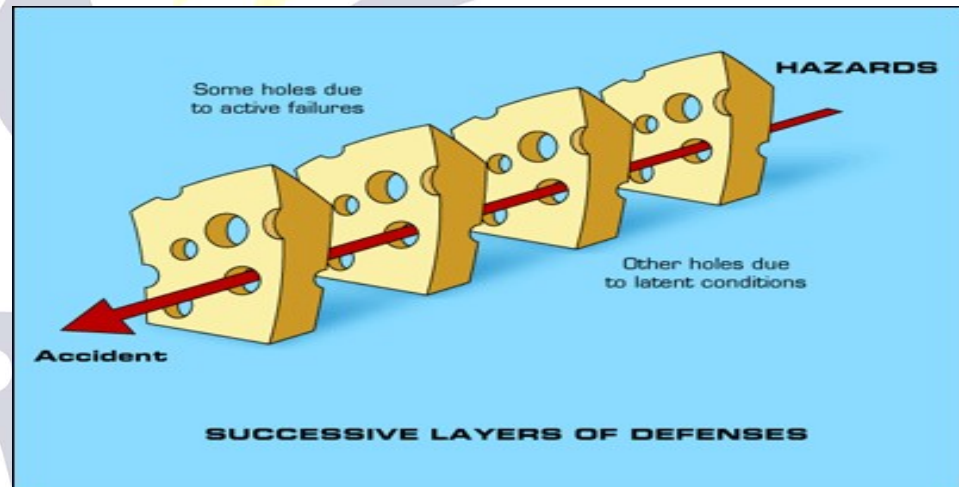
JHA Minimum Steps:

- Identify the hazards and risks associated with the task
- Identify the likelihood of the hazards and risks occurring
- Identify the consequences of the hazards and risks occurring
- Rate the hazards and risks using the risk matrix
- Insert the risk level (example High 18 is H18) into the JHA document
- Identify and implement the required control measures

THE CONSEQUENCES NEVER CHANGE UNLESS THE HAZARD IS ELIMINATED.

JHA / Take 5

If the hazard cannot be eliminated entirely the control measures we introduce can only reduce the likelihood the hazard is going to impact the work group. If a hazard has the potential to cause injury or be a fatal and we cannot eliminate the hazard entirely, the end result will be an injury or fatality if the control measures fail. This is called the Swiss cheese model.



THE CONSEQUENCES NEVER CHANGE UNLESS THE HAZARD IS ELIMINATED

Risk Matrix

| LIKELIHOOD | CONSEQUENCES | | | | |
|------------|-----------------|--------------|---------------|-----------------|--------------------|
| | (INSIGNIFICANT) | (MINOR) | (MODERATE) | MAJOR) | (CATASTROPHIC) |
| | C1 | C2 | C3 | C4 | C5 |
| 5 CERTAIN | MED 11 | HIGH 16 | EXTREME 20 | EXTREME 23 | EXTREME 25 |
| 4 LIKELY | LOW 7 | MED 12 | HIGH 17 | EXTREME 21 | EXTREME 24 |
| 3 POSSIBLE | LOW 4 | MED 9 | MED 13 | HIGH 18 | EXTREME 22 |
| 2 UNLIKELY | LOW 2 | LOW 5 | MED 10 | MED 14 | HIGH 19 |
| 1 RARE | LOW 1 | LOW 3 | LOW 6 | LOW 8 | MED 15 |
| PRIORITY | | LOW (1-8) | MED (9-15) | HIGH (16-19) | EXTREME (20-25) |

RISK ASSESSMENT AND CONTROL

Extreme category –
Must be controlled by
first considering *Elimination & Substitution*,
then Engineering from Hierarchy of
Controls.
High category must be controlled by first
considering *Elimination & Substitution*,
then Engineering,
and then *Administrative and Training* from
the Hierarchy of Controls.

If not possible to obtain a medium to low
risk, stop work and seek advice from your
supervisor.

Likelihood and Consequences

The Likelihood and Consequences table




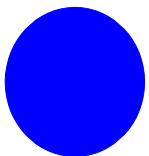


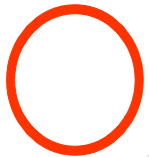


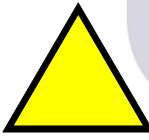


| LIKELIHOOD | | CONSEQUENCE | | | | |
|--------------------------|---------------------------------|-------------------------|---|--|---|---|
| DESCRIPTION | | INJURY | | ILLNESS | | PROPERTY DAMAGE/ PROCESS LOSS |
| 5. Almost Certain | More than once per month | 1. Insignificant | Minor Injury | Minor illness, e.g. headache, nausea | Little or no environmental impact | Low financial loss (<\$2,000) |
| 4. Likely | More than once per year | 2. Minor | Medical Treatment Injury | Medical treatment illness e.g. skin rashes | Small and/or localised impact | Medium financial loss (\$2,000 - \$20,000) |
| 3. Possible | More than once every two years | 3. Moderate | Alternate Duties Injury & Lost Time Injury (<2 weeks) | Lost time illness (<2 weeks) e.g. asthma | Substantial environmental impact | High financial loss (\$20,000 - \$50,000) |
| 2. Unlikely | Less than once every two years | 4. Major | Lost Time Injury (>2 weeks) | Lost time illness (>2 weeks) e.g. permanent hearing loss | Serious environmental impact | Major financial loss (\$50,000 - \$500,000) |
| 1. Rare | Less than once every five years | 5. Catastrophic | Fatality or Perm Disab Inj. | Fatal disease or perm disabling illness | Disastrous and/or widespread environmental impact | Huge financial loss (<\$500,000) |

There are specific portable fire extinguishers located in each building, company vehicle, plant and equipment and general stores. Make sure you know where the fire extinguishers are located in your work area.

| INDICATORS | | | | | | |
|---|---|------------------------|---|----------|-----------------------------|-------|
| TYPE OF EXTINGUISHER | | | | | | |
| CLASS | AND OF FIRE | CONTENTS | ELECTRICALLY CONDUCTIVE | CONTENTS | ELECTRICALLY NON-CONDUCTIVE | |
| A | Ordinary combustibles (wood, paper, etc.) | ✓ YES MOST SUITABLE | ✓ YES | ✓ YES | ✓ YES | ✓ YES |
| B | Flammable liquids | ✗ NO | ✓ YES <small>SPECIAL FOAM REQUIRED FOR ALCOHOL-TYPE FIRE</small> | ✓ YES | ✓ YES | ✓ YES |
| C | Flammable gases | ✗ NO | ✗ NO | ✓ YES | ✓ YES | ✓ YES |
| D | Combustible metals | ✗ NO | ✗ NO | ✗ NO | ✗ NO | ✗ NO |
| USE SPECIAL PURPOSE EXTINGUISHERS ONLY | | | | | | |
| (E) | Fire involving live electrical equipment | ✗ NO | ✗ NO | ✓ YES | ✓ YES | ✓ YES |

Safety Signs

Safety signage must be observed at all times in CCR workplaces

| Sign Function | Symbol Shape | Colour | Examples | |
|------------------------|---|----------------------|---|--|
| Regulatory Prohibition |  | Red, Black and White |  |  |
| Regulatory Mandatory |  | Blue & White |  |  |
| Regulatory Restriction |  | Red, Black and White |  |  |
| Hazard / Warning |  | Yellow and Black |  |  |



Electrical Safety

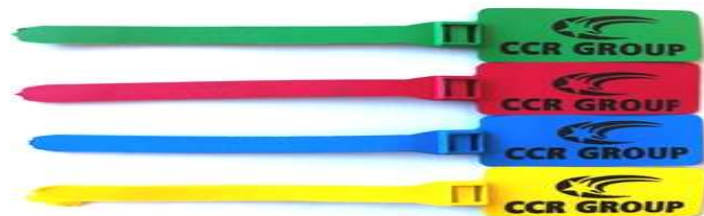
Electrical works can only be carried out by a licensed electrician who is authorised by the company to carry out electrical work.

It is your responsibility to inspect and check all electrical tools, leads and equipment prior to using them. If they are damaged or defective notify your supervisor and place them out of service.

NEVER USE DAMAGED OR DEFECTIVE EQUIPMENT

Each electrical item carries a coloured inspection and testing tag to show it has had its mandatory testing completed. It is your responsibility to ensure each item carries a current inspection tag prior to using it.

Blue: June to August Yellow: Sept to Nov Red: Dec to Feb Green: Mar to May

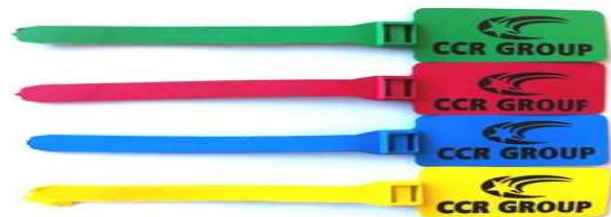


Rigging Lifting and Fall Prevention

Rigging, Lifting and fall prevention equipment can only be used by a person deemed competent by the company to do so. You must hold an accredited license or certification and be authorised to carry out the work as authorised by your supervisor. All rigging lifting and fall prevention equipment must be inspected prior to use, if it is defective remove it from service.

NEVER USE DAMAGED OR DEFECTIVE EQUIPMENT

Each one of these items carries a coloured inspection and testing tag to show it has had its mandatory testing completed. It is your responsibility to ensure each item carries a current inspection tag prior to using it.



v:Sept to Nov



ar to May



Employee Induction

Machine Guarding and Isolation

You are not permitted to remove or modify safety guarding from any piece of tooling, plant and equipment unless you have:

- ✓ Been deemed competent and authorised to do so by your supervisor
- ✓ Isolated and Verified the equipment energy source
- ✓ The equipment has been tested against re-energisation
- ✓ You have completed a JHA and take 5 and had it approved by your supervisor
- ✓ Made sure the area does not present a hazard to others

All guarding is to be reinstated to the correct standard at the completion of the work and all isolations removed, Isolation tags destroyed and disposed of. Any plant and equipment found to be damaged defective or present a hazard to others is to be removed from service, and reported to your supervisor immediately.

Working at Heights

Wherever possible working at heights should be avoided and other options considered. You are not permitted to carry out work at heights unless you hold current certification or licenses for the use of access and fall prevention equipment and be deemed competent by the company to use them. Your supervisor will authorise working at heights only after a risk assessment has been completed and all hazard and risk controls and required permits are in place. A JHA and take 5 shall be completed prior to any working at heights with specific attention to potential dropped objects and potential drop zones. Where it is practical scaffolds, man cages and elevated work platforms are preferred for all working at heights activities, the operator is to wear fall prevention equipment and be connected to a suitable rated anchor point 100% of the time where ever there is a risk of falling. Always make sure the area below you is barricaded to prevent people inadvertently placing themselves at risk of injury

Confined Space

Wherever possible confined space work should be avoided and other options considered. You are not permitted to carry out confined space work unless you hold current certification or licenses for confined space entry and be deemed competent by the company to use them. Your supervisor will authorise confined space entry only after a risk assessment has been completed and all hazard and risk controls and required permits and other requirements are in place. A JHA and take 5 shall be completed prior to any work commencing with specific attention to atmospheric conditions and access and egress issues. A confined space entry will be available for all confined space work.



Manual Handling

Manual handling is one of the largest causes of workplace injuries and accidents. It can often leave the victim with permanent disabilities that affect both quality of life and future employment opportunities.

Where ever possible share the load with another person or use mechanical aids such as

- ✓ Trolleys
- ✓ Hoists
- ✓ Forklifts
- ✓ Cranes
- ✓ Lifting Cages

You must assess the risk before every manual handling activity

Out of Service Tags

Out of Service tags are used as a warning to advise that equipment or machinery is unsafe to use. Anyone can place an out of service tag if deemed competent to do so by the company. The tag can only be removed by the person who place it or an authorised person who understands why the tag was placed.

This tag is not used for personal protection

| | |
|--|---|
|  OUT OF SERVICE DO NOT USE OR OPERATE PLACED BY |  OUT OF SERVICE THIS |
| Name: Department: Date: Time: Reason: Signature: | MUST NOT BE USED OR OPERATED THIS TAG MUST NOT BE REMOVED UNLESS BY AN AUTHORISED PERSON OUT OF SERVICE |



Danger Tags

Danger tags are Red White and Black with the words 'DANGER' or DANGER DO NOT OPERATE' clearly marked on the top of the tag. Danger Tags are to be used for personal protection only.

All information must be written in legible English and tags must be destroyed and disposed of at the end of their use

**A DANGER TAG CAN ONLY BE REMOVED BY THE PERSON WHO PLACED IT”
IT MUST BE REMOVED AT THE COMPLETION OF THE WORK OR END OF THE SHIFT**



Hazardous Substances Use

Where ever possible alternative products are to be considered prior to commencing work. Hazardous substances can cause fatalities, long term injury and illness. They are considered major hazards in the workplace and as such need to be handled and treated with care.

Hazardous materials are to be handled using the correct safety equipment and stored as per procedure HSE-PRO-019 and have an MSDS available prior to use. Prior to using hazardous materials A JHA and Take 5 must be completed and you must be authorised by your supervisor to use them before commencing work.



Housekeeping

Housekeeping is a critical step in reducing hazards in the workplace, the company monitors our housekeeping standards closely by carrying out workplace inspections, internal audits of our management system and management review.

It is your responsibility to:

- Keep your work area clean and tidy
- Remove combustible materials from hot work areas
- Keep floors clear of trip hazards and potential dropped objects when working at height
- Keep access ways clear of debris and rubbish
- Place all rubbish in the appropriate bins as soon as practicable
- Clean up your left overs, dishes and cutlery in crib rooms

It is your duty of care to not affect the safety of others by your actions





First Aid



The company has trained senior first aiders, make a point of finding out who these people are in your new work area.

It is your responsibility to report all injuries, incidents and near misses. If you sustain an injury requiring first aid treatment you must report it to your supervisor immediately if you are able to do so.

- ✚ First aid facilities are located in each workshop crib room but the use of these facilities is managed. You must notify your supervisor
- ✚ Company Vehicles have first aid kits located inside the vehicle
- ✚ Most site offices or crib rooms have first aid kits, ask your supervisor where these are located if you are unsure

✚ When travelling in isolated areas check the first aid kit before departure

Site specific requirements for injury management and first aid treatment will differ from site to site. These will be advised at the specific site inductions

Company Vehicles

To operate a company vehicle you must:

- Be Authorised by your supervisor to use the vehicle
- Carry out a pre start inspection and be familiar with the vehicle
- Follow all state and territory traffic rules and regulations
- Hold a current licence suitable for the type of vehicle
- Report all incident accidents and damage to your supervisor
- Keep the vehicle clean and tidy and restrain and contain any loads
- Be responsible for any passengers and their actions
- Drive or operate to the road conditions
- Notify your supervisor prior to leaving any workplace
- Complete a journey management plan prior to any isolated area travel and report progress as required



Smoking

CCR promotes a smoke free work environment and complies with the Tobacco Products Control Act 2006

- Smoking is only permitted during breaks and in designated smoking areas
- Smoking is prohibited in company vehicles, plant and equipment, all buildings, near air intakes and ventilation systems or enclosed or confined spaces and within 5 metres of an open door or window
- Smoking is a fire hazard do not smoke near flammable materials and dispose of your butts in appropriate disposal facilities

Your supervisor will detail the smoking requirements for your work area

Training

The company is required to assess the competency of each employee. This induction and training assessment is the first step in this process. Any future training and up skilling will be as per work and company requirements.

Additional training may be required for site specific or specific skill set requirements and are subject to approval by the works or HR manager

Training request forms are available from your supervisor for all other training requests

Environmental Policy



We all must:

- Comply with all legislative and other requirements
- Comply with all client and customer requirements
- Minimise the impact our business activities have on the environment
- Marine and Waterways Aboriginal Heritage and Native Title
- Reduce, Reuse and Recycle our waste as far as practicable
- Store and Control hazardous materials as per company procedures
- Disposal of our waste shall be at approved facilities only
- Be aware of our individual environmental responsibilities
- HSE-PLN-002 and 003 provide guidelines regarding environmental requirements

Fitness for Work

You must present in a fit for work each shift

- You must not be under the influence of alcohol or drugs whilst in a company workplace or operating a company vehicle. The company carries out random drug and alcohol testing as part of our hazard and risk reduction process
- If you taking drugs prescribed by your doctor or over the counter medications you must
- Check with the Doctor or Pharmacist if they will affect your ability to work
- You must report all medications, illnesses, fatigue or any other contributing factors that may affect your ability to perform your work
- Procedure HSE-PRO-010 provides guidelines regarding fitness for work while at CCR
- Breaches of this policy may result in disciplinary action, termination of employment or prosecution under state and federal laws

IF YOU ARE UNFIT FOR WORK YOU ARE A POTENTIAL RISK TO OTHERS

Alcohol and Other Drugs

The consumption, use, distribution or solicitation of "Drugs and Alcohol" is prohibited in any company places of work. CCR Site Services recognises the impact drugs and alcohol has on workplace safety and the community as a whole and as such the company is committed to implementing controls to reduce the risks associated with drugs and alcohol in the workplace.

The company carries out:

- Pre employment Drug and Alcohol testing
- Random Drug testing
- Causal Drug and Alcohol testing
- Pre shift BAC testing

It is your duty of care to present fit for work

Materials Control and Storage

Our Quality Management system requires all employees to manage materials and consumables as per our procedure QAL-PRO-013

We expect all employees to:

- Follow procedures and work instructions from supervision
- Adhere to and comply with both Australian and client standards
- Maintain material and consumable traceability as required
- Protect stored materials from damage and degradation
- Maintain documents and information as per procedures
- Inspect stored items prior to delivering it to the client

If you are unsure of your quality responsibilities ask your supervisor

Quality Control

CCR strives for the highest levels of quality across our business to produce the highest quality product and service for our customers.

Our quality targets are:

- Zero negative feedback from clients and customers
- Employees following procedures and instructions from supervision
- Adherence to Australian and Client Standards and Specifications
- Identify, Investigate and correct all non conformances
- Inspect and Test our Products before delivering them to the client
- Review our Performance against our Targets and Objectives
- Continuously Improve our Products and Services

Do it Once – Do it Well

Your contribution to this process is the key to our success

Conclusion

- CCR Group requires employees and contractors to follow the policies, procedures, guidelines and instructions as outlined during this induction.
- Please ensure the assessment form has been completed
- Please take the time to complete the training evaluation form as we are always looking for ways to improve the service we provide everyone
- Please complete the employee declaration by submitting all documents to the HR Coordinator

THANK YOU FOR YOUR TIME AND WELCOME TO CCR