

Quality Policy

Co-Ordinated Landscapes is dedicated to quality and continuous process improvement for both customers and its own people. It is our policy to achieve total customer satisfaction by delivering a level of service, through established procedures and commitment, which will exceed expectations.

Co-Ordinated Landscapes recognises that quality is a companywide responsibility. We achieve organizational excellence and quality awareness through innovative process improvements, training our people, offering, true value for money to our clients and developing customer and employee satisfaction programs. Our organisation strives for continual improvement to ensure that its operations and clients are continuously receiving a high level of service. This is achieved by setting and adhering to predetermined objectives and targets. Through this focus on quality we aim to ensure that our business continues to be a valued service for our customers resulting in quality service. To this end, we look to improve the products we use in cooperation with our suppliers and subcontractors.

Materials and services used by Co-Ordinated Landscapes are to be purchased from approved suppliers only to ensure that the end product satisfies the client's requirements.

Co-Ordinated Landscapes ensures that it complies with legislation, regulations and codes of practice as set out by the government and associated bodies. It maintains the Quality Management System in accordance with ISO 9001:2008 Quality Management Systems.

The quality policy is explained to all new and existing employees, suppliers and subcontractors engaged by Co-Ordinated Landscapes through company and site inductions ensuring that the basic principles of quality assurance are instilled within our work force. The bases of these principles are:

- Our workers, subcontractors & suppliers are our key resources
- We will ensure that product standards are current and we will continually strive to conform to the requirements of all relevant legislative and regulatory requirements
- We will endeavour to satisfy our client and end users' requirements
- We will effectively analyse and monitor our performance to continuously improve our service
- Training employees in quality management and ensuring competencies are maintained.

All employees will be informed of this policy that will be documented, maintained and regularly reviewed to ensure that it remains relevant to Co-Ordinated Landscapes' organisational processes. This policy is to be displayed in the office, and in designated public areas when appropriate provided to subcontractors & suppliers to ensure that it is available to all interested people.

Signed:



David Beslich, Director

Date: 1 October 2016

Workplace Health and Safety Policy

Commitment

Co-Ordinated Landscapes recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

Co-Ordinated Landscapes commits to continuous improvement in WHS management.

Communication of the Policy

This policy is communicated to all staff through an electronic controlled copy placed on the company intranet with other relevant management system manuals, and placed on common area noticeboard/s.

This policy is made available to the public via the company website.

Objectives

Co-Ordinated Landscapes will:

- Provide safe equipment and systems of work
- Provide written procedures and instructions to ensure safe systems of work
- Ensure compliance with legislative requirements, current industry standards and the requirements of AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- Provide information, instruction, training and supervision to employees, contractors, visitors and customers to ensure their safety
- Provide support and assistance to employees
- Continually improve its WHS systems materials and performance through predetermined targets and objectives

Responsibilities

Each management representative is accountable for implementing this policy in their area of responsibility. This will be measured via their annual performance reviews. Management is responsible for:

- The provision and maintenance of the workplace in a safe and secure condition
- Active involvement in the development, promotion and implementation of health and safety policies and procedures
- Training employees in the safe performance of their assigned tasks
- The provision of resources to meet the health and safety commitment
- Training employees in their safety obligations, safety responsibilities, safe performance and their assigned tasks and ensuring competencies are maintained

Employees are to:

- Follow all health and safety policies and procedures
- Report all known or observed hazards to their immediate supervisor or manager

Application of the Policy

This policy is applicable to Co-Ordinated Landscapes in all its operations and functions including those situations where employees are required to work off site.

Consultation

Co-Ordinated Landscapes is committed to consultation and co-operation between management and employees. Co-Ordinated Landscapes will consult with elected Employee Health and Safety Representatives and employees in any workplace change that will affect the health and safety of any of its employees or the operating functions of any of its sites.

Implementing the Policy

This policy will be carried out through the WHS program, which includes:

- Active involvement and commitment of managers
- Identification and control of hazards.
- Investigation and reporting of all accidents and dangerous incidents.
- Participation of and consultation with, workers on safety matters of significance.
- Provision of first aid and emergency procedures.
- Provision of information, training and supervision as necessary for safety.

Review

This Policy will be reviewed every 12 months and when required by changes in legislation, or when company operations require it. If altered, workers will be consulted and notified of changes.

Signed:



David Beslich, Director

Date: 1 October 2016

Environmental Policy

At all levels of our operation, Co-Ordinated Landscapes plan and conduct their activities with a view to protecting and conserving the environment and employee health. We do this by complying with legal and other requirements, the Environmental Management System and meeting community expectations.

Co-Ordinated Landscapes is committed to providing for its employees and the wider community, a level of environmental awareness, management and control that is in line with the community expectations and standards.

Co-Ordinated Landscapes commits to establishing and reviewing measureable objectives and targets at relevant functions and levels on a quarterly basis in accordance with the annual Environmental Management Plan and the requirements of ISO 14001:2004 Environmental Management Systems.

Co-Ordinated Landscapes commits to continual improvement and the prevention of pollution and to comply with applicable legal requirements and all other relevant requirements.

Workers will be trained in their environmental obligations and responsibilities. Individual competencies will be maintained.

This policy is communicated to all staff through uploading a copy of the policy to the company intranet with other relevant Management System manuals. Additionally copies are also placed on all common area Notice Boards.

The policy is reviewed regularly to ensure its relevance and effectiveness is maintained.

Signed:



David Beslich, Director

Date: 1 October 2016