

Office Induction Form

Office Location	18/401 Pacific Hwy, Artarmon NSW 2064		
Authorised by	Farshid Manesh	Date	07/10/2025
Reviewed by	Frank Manesh	Date	07/10/2025

A. Key Staffs in the Office

Position	Name
Business Director	Frank MANESH
Operations Director	Farshid MANESH
Accounts Manager	Sahar MANESH
Systems and HR Coordinator	Adriana MANESH
Junior Project Engineer	Shing Yam IP

B. First Aid – Accident/Incident and Hazard reporting procedure

- All accidents/incidents or injuries must be reported to your immediate supervisor immediately.
- Isolate hazards or get someone to act as a spotter until reports and measures are in place.

Hazards in this office may include but are not limited to:

- Electrical shock
- Falling objects
- Falling from heights
- Manual handling
- Protruding objects
- Psychosocial hazards

C. Evacuation Procedure

In the event of a site evacuation, the following will occur:

- Use the most direct and safest route to the assembly point.

- The assembly area is located just outside the stairs in the external parking area between our office building and the neighbouring car showroom.
- The Office Coordinator is to perform a head count at the assembly area.
- If the Office Coordinator is not on site, then the nominated representative shall perform the task as the Office Coordinator.
- Nobody is to leave the assembly area unless they have been instructed to do so by the Office Coordinator or his representative.

Some reasons to evacuate may include but not limited to

- Personal injury to workers or public
- Gas leak
- Fire or explosion
- Damage to services such as electrical or water
- Bomb threat



D. Office Rules

Office Safety Rules
Report all injuries to the nominated First Aid Officer or Office Coordinator.
Alcohol and drugs are not permitted in the office and persons under the influence will not be allowed in the office.
Animals are not permitted in the office.
Fighting will not be tolerated.
Direct any queries to the Directors.
Disputes concerning Safety or Environmental matters should be directed to the Directors.
Persons found stealing from office face instant dismissal and the matter referred to the police.
Observe any health and safety directions by Directors.
Zero tolerance on Sexual harassment. Instant dismissal depending on severity.
Know your "obligations" under Workplace Health and Safety legislation.

Housekeeping
Work stations and amenities are to be kept clean and tidy at all times.
Access ways MUST be kept clean and free from obstruction at all times.
Materials are to be stacked so they cannot fall or roll and kept tidy so they cannot cause injury.

Electrical
Don't use substandard or damaged electrical equipment or equipment that is not tagged correctly. All electrical equipment must be on an Earth Leakage Device (RCD) and tested before each use by the user. Leads must not be put in place where they can be damaged or in Water /Mud etc. Double adaptors are prohibited.

E. Policies and Objectives

In cases of non-compliance, breaches may result in verbal or written warnings, suspension, termination of employment or contract, reporting to authorities, or legal action.



Safety Policy

The term 'SCE' refers to Sydney Contracting Engineers and its subsidiaries and/or joint ventures.

SCE is committed to providing and maintaining safe and healthy working conditions for all persons under its control, including employees, contractors, visitors, delivery drivers, and others at SCE-managed workplaces.

We will comply with relevant work health and safety legislation, Codes of Practice, and client or joint venture safety requirements where applicable. Our goal is Zero Harm — ensuring everyone in contact with our operations remains safe and well.

Our Commitments

SCE will:

- Eliminate hazards and reduce WHS risks where possible;
- Fulfil all applicable WHS and chain of responsibility obligations;
- Provide induction, supervision, and training to enable safe work;
- Consult and engage workers in safety-related matters;
- Select contractors and suppliers based on WHS performance;
- Promote a culture of health and safety awareness;
- Provide necessary safety equipment and resources;
- Maintain and continually improve our WHS Management System;
- Review this policy annually and update as needed.

Worker Responsibilities

All workers must:

- Work safely and prevent harm to themselves or others;
- Comply with relevant laws and SCE procedures;
- Immediately report unsafe conditions or behaviours;
- Never perform or be directed to perform unsafe tasks — escalate any concerns to a supervisor or safety rep.

Leadership Commitment

SCE's senior management ensures this policy is implemented, communicated, maintained, and reviewed for ongoing suitability.

Frank MANESH

Frank MANESH
Director

Farshid MANESH

Farshid MANESH
Director



Quality Policy

The term 'SCE' refers to Sydney Contracting Engineers and its subsidiaries or joint ventures.

This policy applies to all SCE projects. We comply with applicable quality-related laws, industry regulations, and client or joint venture requirements.

SCE is committed to delivering construction projects that meet or exceed client expectations, industry standards, and contractual obligations.

Our Commitments

To uphold our Quality Management System (QMS) and meet our obligations, we will:

- Maintain a Quality Management System in accordance with ISO 9001:2015;
- Satisfy client, legal, and regulatory requirements relevant to our services;
- Set and monitor SMART quality objectives, reviewed as part of management processes;
- Promote a culture of quality awareness and professional competence across our workforce;
- Ensure workers receive appropriate training and support to meet quality standards;
- Ensure that construction activities, materials, and workmanship meet accepted industry standards;
- Use approved materials and qualified suppliers to ensure product conformity;
- Conduct inspection and testing at key stages, and maintain accurate quality records;
- Continuously improve the QMS through internal audits, reviews, and corrective actions.

Responsibilities

This policy applies to all SCE workers, subcontractors, and visitors. Everyone is responsible for:

- Understanding and following applicable quality obligations, procedures, and site-specific requirements;
- Contributing to the continual improvement of the Quality Management System.

Leadership Commitment

SCE's senior management ensures this policy is implemented, communicated, maintained, and reviewed for ongoing suitability.

Frank MANESH

Frank MANESH
Director

Farshid MANESH

Farshid MANESH
Director



Environmental Policy

The term 'SCE' refers to Sydney Contracting Engineers and its subsidiaries and joint ventures.

This policy applies to all SCE operations, including joint ventures where no other environmental policy exists. We will comply with applicable environmental laws, Codes of Practice, and client or joint venture requirements.

SCE is committed to achieving best-practice environmental performance through sustainable engineering solutions. Consistent with our Zero Harm goal, we aim to protect the environment, prevent harm to ecosystems and communities, and continually improve our environmental performance.

Our Commitments

SCE will:

- Comply with applicable environmental laws, Codes of Practice, and relevant client or joint venture requirements;
- Identify and manage environmental aspects and impacts using a risk-based approach;
- Prevent pollution and protect the environment, including ecosystems and communities affected by our operations;
- Continually improve our environmental performance and management system;
- Report environmental incidents in accordance with legal and contractual obligations;
- Ensure workers are aware of and supported in meeting environmental responsibilities;
- Consult and engage workers and relevant stakeholders in environmental matters.

Responsibilities

This policy applies to all workers, subcontractors, and visitors at SCE sites. Everyone is responsible for:

- Understanding and following applicable environmental obligations and site-specific requirements;
- Contributing to the improvement of the Environmental Management System.

Leadership Commitment

SCE's senior management ensures this policy is implemented, communicated, maintained, and reviewed regularly.

Frank MANESH

Frank MANESH
Director

Farshid MANESH

Farshid MANESH
Director

Safety Objectives

Target	Description
100% Site Induction	All workers inducted before starting work
100% SWMS Coverage	All high-risk construction work supported by SWMS
Zero Notices	No WHS Improvement or Prohibition Notices from regulators
Timely Reporting	Timely reporting of incidents and hazards
Monthly Inspections	WHS inspections conducted at least monthly where necessary

Quality Objectives

KPI	Description	Target
ITP Completion	ITPs completed and signed off	100%
NCR Close-Out Time	Average time to close out non-conformance	≤ 10 working days
Documented Compliance	Availability of completed quality records	100%

Environmental Objectives

SCE's environmental management objectives are to:

- Minimise negative impacts on air, land, water, flora and fauna
- Integrate practical and achievable sustainability measures
- Prevent pollution from project activities
- Promote site team awareness through induction, training and supervision
- Meet or exceed compliance obligations from clients and regulators

I _____ accept my responsibilities in the office in relation to safety and environment. I acknowledge that I have been inducted to Sydney Contracting Engineers' policies, objectives, targets and procedures.

Signature _____

Date _____