



OUR FOCUS IS YOUR ROOF

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Contained herein:-

- **Company Overview** • **Vision** • **Site Safety Rules** • **Quality Policy**
- **Organisation Chart** • **OH&S Policy** • **Rehabilitation Policy**
- **Environmental Policy**

Overview

I am pleased to introduce you to Rooftech and our services, should we be able to assist you with any or all of our services, please contact us as per contact details within. Our policies are contained within:-

For everything roofing:

- Tile/metal roof restoration, resealing and re-spraying of Dulux membranes, roof repairs, re-bedding and re-pointing of ridgecaps, tile replacement, high pressure cleaning
- New and replacement metal roofing, colorbond or zincalume, gutters, downpipes, whirlybirds, insulation blanket, skylights etc
- Storm and Insurance Work: quotes/reports/secures and works

Vision

Rooftechs vision is to become a leader in roofing services throughout the NSW Northern Rivers.

Our vision is guided by the following:

- Providing outstanding service to our clients by combining a thorough analysis with incisive decision making, to obtain the optimum result for each client.
- Attracting and developing the best in each field of operators, tradesmen and labourers.

In pursuing our vision, we are building our reputation.

Company profile

Clients

We are developing deep and long-lasting relationships with our clients.

Our clients include major insurance and building companies.

We are honoured that our clients can place trust in us providing safe and efficient work of excellence.

On each and every project we focus on our clients' needs, together with our safety requirements, to achieve outstanding results of excellence.

Employees and Sub-contractors

We aim to attract and retain the best tradesmen and labourers. Rooftech endeavors to maintain a safe and healthy work environment for employees and sub-contractors at all times.

Rooftech realises that outstanding work requires outstanding staff. We offer our employees and sub-contractors:

- Exciting and satisfying work that focuses on clients needs.
- Training opportunities to allow every employee and sub-contractor the chance to reach their full potential.
- Above award remuneration and incentives.
- Safe and healthy working environment including OHS&R Policy, Quality Policy, Environmental Policy, site safety rules, site inductions, safety gear and training.



Training

Rooftech maintains training and safety requirements updating employee and sub-contractor training and safety requirements as necessary.

Site Safety Rules

- Nobody is to begin work without first being inducted.
- Carry out all work safely and in accordance with instructions and regulations.
- High visibility shirts to be worn at all times while on site.
- Do not remove 'Danger' signs or similar tags unless directed by an authorized person.
- Observe all danger notices, warning signs, safety notices, and 'Do Not Operate' tags.
- Observe all local area safety requirements e.g. permit to work requirements.
- Open sandals and thongs are not permitted on construction sites.
- Wear other approved PPE as directed eg harness, hearing and eye protection.
- Keep all PPE in good condition and replace it when necessary.
- Use the right tools & equipment, use them safely & replace them when faulty.
- Maintain a tidy workplace. Do not leave tools or equipment lying around where they may constitute a hazard.
- Report immediately to a supervisor any condition or practice you think might cause injury to members of the public, visitors, other contractors, employees or yourself or that may cause damage to equipment.
- Whenever you or the equipment you are operating is involved in an accident no matter how minor, report it. Ensure correct details are recorded.
- Only lift loads within individual capacity. Keep the back straight and bend the legs.
- Do not drop items from heights.
- Do not interfere with fire fighting or other safety equipment.
- Maintain a drug and alcohol free work site.
- Don't smoke in any enclosed workplace or near hazardous gas areas. Smoking is not encouraged. (see smoking workplace procedure)
- Keep lunch rooms, crib sheds and toilet facilities clean and
- **When in doubt ask. Don't take chances.**
- Don't skylark, fight or conduct practical jokes on the job and avoid distracting others.
- **Be personally responsible for maintaining safe working practices and a safe working environment.**

Quality Policy

ROOFTECH will produce and deliver products and services that consistently conform to or exceed our customers' expectations.

ROOFTECH will pursue continual improvements in all our systems and processes as our means of achieving preferred supplier status.

ROOFTECH will accomplish our business objectives as a responsible and ethical member of our community, sensitive to the social and environmental impact of our actions.

Our employees and contractors understand and comply with our quality policy.



OH&S Policy

ROOFTECH recognizes its moral and legal responsibility to provide a safe and healthy working environment for its employees and the general public.

ROOFTECH is responsible for providing the means to enable every employee to work safely, including, but not limited to, the requirements laid down by law.

ROOFTECH, along with its employees and nominated contractors, is committed to ensure that in all areas of the workplace, everything reasonably possible is done to prevent injury and ill health.

ROOFTECH shall put in place and maintain a proper and suitable system for ensuring compliance with legislative requirements.

ROOFTECH shall provide adequate human resources, supervision, education, training, monitoring systems and procedures.

All employees and contractors are responsible for their actions and are required to do everything possible to prevent injury to one self and fellow employees and this, in a cooperative spirit while respecting all legal aspects of health and safety legislation.

Rehabilitation Policy

It is ROOFTECH's policy

- to provide a safe and healthy work environment for all employees and thus prevent work related injuries and diseases,
- to ensure that once an injury or disease is reported the occupational rehabilitation process will begin and a return to normal or suitable duties will occur as soon as possible,
- to ensure that a return to work for an injured or diseased employee is the normal expectation,
- to provide suitable duties, wherever required to assist in the rehabilitation of any employee who is unable to return initially to their normal duties.
- to ensure that an appropriate rehabilitation plan is developed to assist in the rehabilitation of an injured or diseased employee.
- that a rehabilitation plan should be developed in consultation with the injured / diseased employee, their treating medical practitioner(s) and all other involved individuals
- that where necessary an outside rehabilitation provider will be used to help develop such plan and to provide any required rehabilitation services.
- to ensure that proper monitoring and review will be carried out at regular intervals.
- to consult with the employee and / or their representatives to ensure that the rehabilitation plan is suitable and it is effective.

ROOFTECH has implemented and maintains an occupational rehabilitation Program this process applies to all work related injuries / diseases reported to the company within the requirements of the WorkCover Authority and the Worker's Compensation Act through ICare .

ENVIRONMENTAL Policy

ROOFTECH is committed to environmental protection, and will conduct its business and promote its services in a manner that protects people and their environment.

ROOFTECH is committed to:

- Minimising the environmental impact of our operations
- Encouraging reduction, reuse and recycling in all our activities
- Purchasing products that are environmentally friendly from suppliers who respect the environment
- Ensuring our employees, contractors and suppliers adhere to our environmental policies
- Participating with governments, customers, the public and other interest groups to advance environmental protection.

