

MJC/RP

2nd November 2009

TO WHOM IT MAY CONCERN

I wish to confirm **OPTILINK ELECTRICAL & COMMUNICATIONS** have completed documentation regarding the following:

- A. Quality Management Manual in accordance with the guidelines of Australian Standard AS/NZS ISO 9001:2008 and shall be in accordance with substantial implementation.
- B. Occupational Health, Safety & Rehabilitation Plan complying with the necessary requirements of WorkCover NSW, Occupational Health & Safety Regulation 2001, Occupational Health & Safety Act 2000 No. 40, Workplace Injury Management & Workers Compensation Act 1998 No. 86, relevant Codes of Practice and addresses the relevant elements of New South Wales Government OHS & R Management Systems Guidelines (4th Edition).
- C. Environmental Management Plan. This manual has been developed to address the relevant elements regarding New South Wales Government Environmental System Guidelines 2nd Edition, April 2007 and Australian Standard AS/NZS ISO 14001:2004.

Should any further information or details be required, please contact the undersigned.

Yours faithfully



M J CROOK JP
MANAGING DIRECTOR

OPTILINK ELECTRICAL & COMMUNICATIONS

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(EMP) MANUAL CONTENT**

QUALITY POLICY

1 THE COMPANY & THE AIM OF THE POLICY

- a. **OPTILINK ELECTRICAL & COMMUNICATIONS** policy is to ensure that all works & services that it provides is carried out with the management of quality inputs and outcomes at its workplaces.
- b. The implementation of this Policy shall assist in ensuring that quality management is provided to promote a quality conscious work site for the Company's Clients, its Employees, Contractors and members of the public.

2 COMPANY GOALS & OBJECTIVES

The Company's goals and objectives are to;

- a. Provide services in a professional and quality conscious manner to its Clients and maintaining a quality aware place of work at all of its places of work e.g. office, factory and field.
- b. Manage the development and growth of the Company's Client base in a manner that shall maintain stability with the Company's existing Clients.
- c. Ensure construction and servicing schedules are agreed and achieved.
- d. Strive to meet the Client's expectations regarding cost, quality and time.
- e. Meet all legislative and regulatory requirements.
- f. Achieve zero defects on work performed.

3 THE COMPANY'S QUALITY COMMITMENT

- a. Management shall require all personnel to be actively engaged in the development of the Company's quality system and work towards continual improvement in meeting Client requirements.
- b. The success of the Company's quality system shall be assured by management and their total commitment to complete implementation within the Company in accordance with Australian Standard AS/NZS ISO9001:2008 Quality management systems.
- c. The Quality Management Manual of the Company shall outline the requirements of both the Company and its Clients. Once these requirements are identified, it shall be the Company's policy to maintain control and to review and continually improve.

SCOTT WELLS

DIRECTOR



SIGNATURE: _____

DATE: 02.11.2009

QUALITY SYSTEM PROCEDURES

Revision No: 0

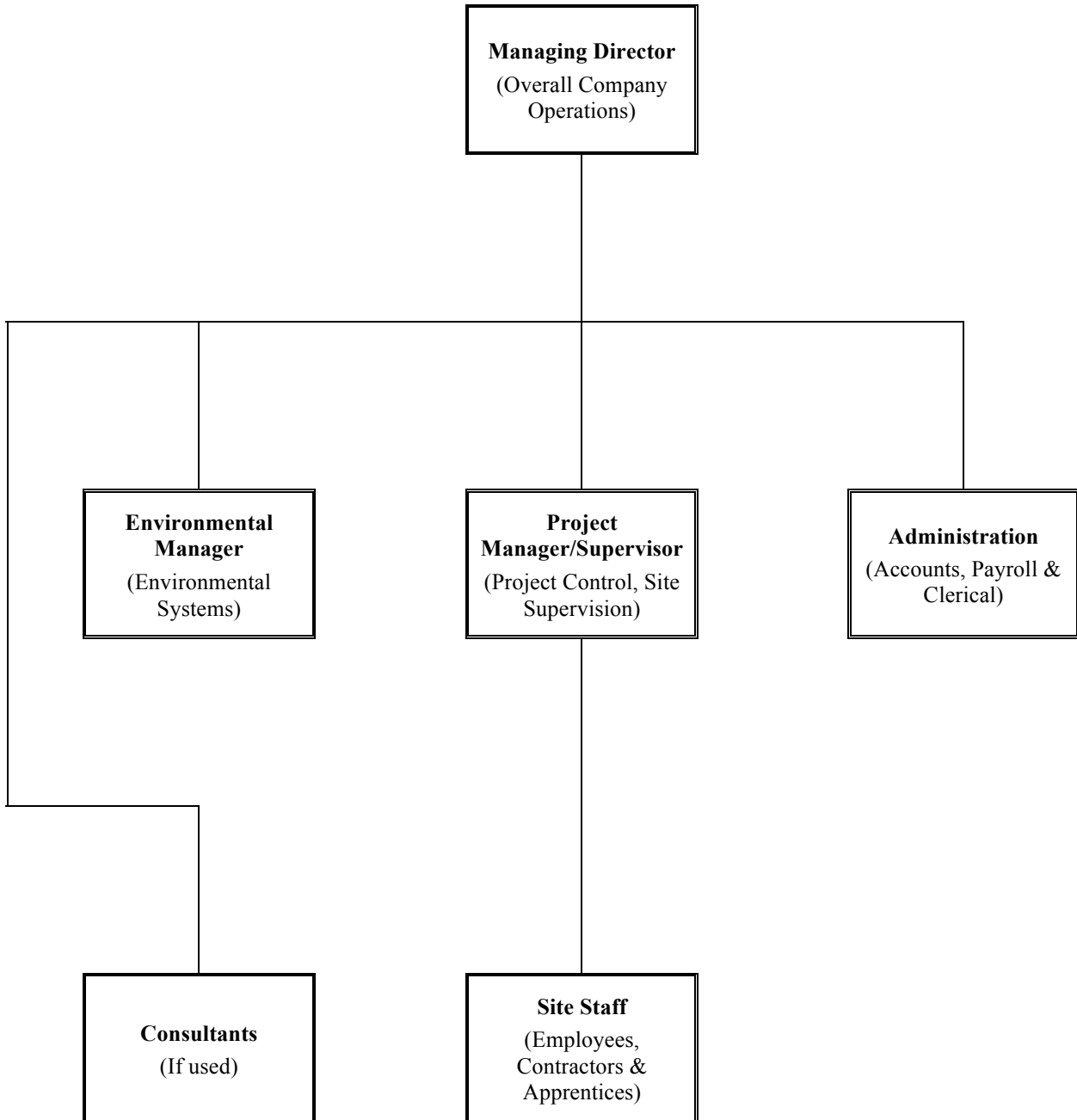
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ORGANISATIONAL CHART



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Quality Assurance program in accordance with Australian Standard AS/NZS - 1S0 9001:2008

- Management responsibility (Policies) & Management review meetings
- Tenders, Quotations & Contracts review
- Document, Data and Record Control
- Supplier / Subcontractor approval, Purchasing & Receipt
- Projects / Sites Specific Plans & Job Files
- Inspection & Testing
- Control of Non Conforming Product & Processes & Corrective/ Preventive Action
- System Review & Internal Audits
- Induction & Training
- Control of Client Supplied Product & Property
- Design Inputs

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OH&S MANAGEMENT SYSTEM MANUALS**Manual 1**

- An Introduction.
- Organisational details.
- Management Flowcharts - includes;
 - An Environmental Management Continual Improvement Flowchart.
 - An Accident Prevention Flowchart.
 - A Project/Job Continual Improvement Flowchart.
- Company Policies.
- OH&S Management System Procedures.

Manual 2

- Procedure Appendices – includes;
 - Master File for Controlled Documents.
 - Master File for Controlled Records.
 - System Document Information.
 - Next Internal Review Schedules for;
 - Occupational Health & Safety Management System.
 - Internal Review Non-conformances.
- Forms & Checklists referencing;
 - General Forms and Checklists.
 - Safe Work Instructions.
 - Safe Work Method Statements.
 - Work Safety Checklists.
- Additional Information to support various Policies and Procedures above.

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- 1 Purpose of the System
- 2 Scope of Management Systems
- 3 Scope of Work of the Management Systems
- 4 Management Systems Objectives
- 5 Employer & Employee Obligations
- 6 The Management Systems Manuals

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- POL001.08 Smoking Free Workplace Policy**
- POL001.09 Child Protection (Prohibited Employment) Act - Statement & Declaration**
- POL001.10 Drugs & Alcohol Free Workplace Policy**
- POL001.11 Staff Personal Protective Equipment Policy**
- POL002.04 Water Use Minimisation Management Policy**
- POL004.01 Occupational Health & Safety Policy**
- POL004.02 Occupational Health & Safety Objectives**
- POL004.03 Rehabilitation Policy**
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- 2 Management & Employee Responsibilities
- 3 Non-Employee Responsibilities
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- 5 Management Review Meetings
- 6 Meeting Process
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- 8 Associated Forms & Other Documents

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- 5 Consultation Process
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- 6 Control of Acts, Regulations, Standards, Codes & Industry/Client Documents
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- 4 Selection of Consultants
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6 Completing a Non-Conformance & Corrective Action Report

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- FRM001.03 Qualifications, Licences & Training Register
- FRM001.05 Personal Protective Equipment
- FRM001.06 Employee Training Plan
- FRM001.07 Specific Work Hazards – Employee Medical Check/Monitoring
- FRM001.08 Record of Employee/Employer Interview
- FRM001.09 Employee's Company Induction & Record
- FRM001.11 Project Site Employee/Subcontractor Skills & Competencies Record
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- FRM009.10 Emergency Telephone Numbers
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- FRM009.14 First-Aid & Accident Reporting
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- FRM011.01 Preparing for Emergencies Checklist
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- FRM020.04 Certified, Licensed, Registered Plant & Equipment Register
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- FRM022.01 Motor Vehicle Status Report
- FRM022.02 Mobile Plant Status Reports
- FRM023.01 Client Supplied Product Register
- FRM023.02 Client Supplied Property Register
-

Safe Work Instructions

- SWI***.** Safe Work Instructions

NOTE: Where an SWI is required it shall need to be developed to suit the specific plant, tools or equipment site requirements. Refer to OHS&R Site Safety Plan for examples.

Safe Work Method Statements

- WMS***.** Safe Work Method Statements

NOTE: Where an SWMS is required it shall need to be developed to suit the specific job site and process requirements. Refer to Company library for examples.

Work Safety Checklists

- WSC***.** Work Safe Checklists

NOTE: Where a WSC is required it shall need to be developed to suit the specific requirements of what should be checked. Refer to Company library for examples.

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- INF101.01 Drugs, Alcohol & The Workplace
- INF101.02 Working Extended Hours/Fatigue Management
- INF101.03 Safe Driving Information
- INF101.04 Safety Tips for Drivers & Passengers
- INF101.05 What To Do If You Are In A Crash
- INF401.01 Basic Health & Safety Guidelines & Rules
- INF401.02 The Company's Accident Prevention Programme
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- INF407.01 Workshop Machinery
- INF407.02 Principles of Machine Guarding
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SCOTT WELLS**DIRECTOR****SIGNATURE:** _____**DATE: 02.11.2009**

COMPANY POLICY & COMMITMENT

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OCCUPATIONAL HEALTH & SAFETY POLICY**1 THE AIM OF THE POLICY**

- a. **OPTILINK ELECTRICAL & COMMUNICATIONS** policy is to ensure that all works & services that it provides is carried out with the Occupational Health & Safety at it workplaces at the forefront.
- b. The implementation of this Policy shall assist in ensuring the occupational health, safety and welfare is provided to promote a safe and healthy work site for the Company's Clients, its Employees, Contractors and members of the public.

2 THE COMPANY'S OH&S GOALS & OBJECTIVES

The Company's goals and objectives are to;

a. Overall

- i. Provide services in a professional and safety conscious manner to its Clients and maintaining a safety aware place of work at all of its places of work e.g. office, factory and field plus Company Vehicles.
- ii. Establishing and maintaining an Occupational Health and Safety system in accordance with NSW Government Occupational Health & Safety Management Systems Guidelines 4th Edition June 2004 (NSW OHS Guidelines).
- iii. Identifying what activities the Company carries out that affects or may affect the health and safety of its staff, subcontractors, Clients and the public.
- iv. Working with its Staff, Suppliers, Subcontractors, and other interested parties to establish measurable objectives and targets to encourage the reduction of the hazards and risks associated with the Company's activities and to improve workplace health and safety environment for all.

b. Occupational Health

Ensuring that all preventative measures have been taken to prevent the spread of any medical conditions, which may, due to the nature of the Company's work, result in a serious health risk to persons whether they be at work or in a public place by;

- i. Eliminating noise when and where possible.
- ii. Using chemicals or other substances that have the approval of the Environmental Protection Agency or any other applicable and relevant authority and meet with legislative requirements and eliminating any unnecessary chemical usage & assist with spill control so that public health is not at risk.
- iii. Eliminating the risk of air borne fumes and gases into the atmosphere.
- iv. Providing a safe means of entry to and exit from the workplace.
- v. Segregating or isolating all persons from dangerous areas and taking all necessary means to provide warning signs and barricades to prevent entry of unauthorised personnel.
- vi. Advising the relevant authorities of any unsafe act or occurrence immediately and assisting to take preventative measures to ensure the safety of all persons until such relevant authorities arrive.

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c. Occupational Safety

Providing a safe place to work and safe working conditions and practices for all staff, contractors and members of the public at its office and factory and at its works sites by;

- vii. Giving guidance and setting clear and precise procedures to attain and maintain OH&S goals and committing financial, physical and human resources to achieve them.
- viii. Allocating responsibility and accountability to all levels of the organisation.
- ix. Eliminating of unsafe working conditions and practices through proper work design, workplace design, standard work procedures, provision of OH&S equipment and provision of appropriate formal and informal training programs and education for all Employees in the use of established procedures and adherence to safety rules and regulations.
- x. Employing all practical measures to safeguard Employees from injury and where accidents occur, maintaining effective procedures for reporting and recording incidents, injuries and illnesses and carrying out investigations of occurrences.
- xi. Carrying out workplace inspections, enforcing safety rules and implementing disciplinary procedures where necessary and continually review safety performance and auditing of the safety program.

3 THE COMPANY'S COMMITMENT

- a. The Company is committed to achieving and pursuing the best OH&S practice by improving every aspect of health and safety with the involvement of all staff and subcontractors to reduce or eliminate any risks and hazards in the workplace and the provision of sufficient resources to comply with the Occupational Health & Safety Regulation, Occupational Health & Safety Act and Workplace Injury Management and Workers Compensation Act.
- b. The Company recognises that this commitment is an integral part of its current and future business performance and to support this commitment the Company undertakes to;
 - i. Work with current and future legislation, regulations and codes of practice as may be set by the Government and other authorities in relation to OH&S in the workplace and to regularly review and amend the Company's policy and systems to ensure currency with legislation and changes in the Company activities.
 - ii. Commit financial, physical and human resources to achieve a safe place of work and to allocate responsibility and accountability to all levels of the organisation.
- c. The OH&S Management manual of the Company shall outline the requirements of both the Company and its Clients. Once these requirements are identified, it shall be the Company's policy to maintain control and to review and continually improve.

SCOTT WELLS**DIRECTOR****SIGNATURE:** _____**DATE: 02.11.2009**

COMPANY POLICY & COMMITMENT**WASTE MINIMISATION & MANAGEMENT POLICY****1 THE AIM OF THE POLICY**

- a. **OPTILINK ELECTRICAL & COMMUNICATIONS's** policy is to ensure that all works & services that it provides is carried out with the management of the Waste and recycling at its workplaces.
- b. The implementation of this Policy shall assist in ensuring waste management is provided to promote an waste minimisation conscious work site for the Company's Clients, its Employees, Contractors and members of the public.

2 THE COMPANY'S GOALS & OBJECTIVES

The Company's goals and objectives are to;

d. Overall

- i. Provide services in a professional and environmentally responsible manner to its Clients and maintaining an environmentally aware place of work at all of its places of work e.g. office, factory and field.
- ii. Complying with the relevant Commonwealth's, State's and Territory's waste minimisation and management Act and all supporting Acts.
- iii. Following the relevant Commonwealth's, State's and Territory's Guidelines pertaining to waste management.
- iv. Identifying what activities the Company carries out that affects or interacts with the responsible method of handling and minimising waste.
- v. Working with its Staff, Suppliers, Subcontractors, and other interested parties to encourage the minimisation of waste within the Company's business activities.

e. Waste Handling & Disposal

- i. Minimising waste by encouraging efficient work practices and recycling.
- ii. Separating waste for disposal in accordance with the requirements of Federal, State or Local Government or Authority requirements.

f. Responsibility & Review

- i. Providing guidance and set clear and precise procedures to attain and maintain those goals and to commit financial, physical and human resources to achieve them.
- ii. Allocating responsibility and accountability to all levels of the organisation.
- iii. Carrying out regular inspections, enforcing rules and implementing disciplinary procedures where necessary and continually review performance of the waste management and minimisation programme.

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3 THE COMPANY'S WASTE MANAGEMENT COMMITMENT

- a. As part of the Company's responsibility to promote and extend environmental management, **OPTILINK ELECTRICAL & COMMUNICATIONS** has implemented a systematic approach to waste management and minimisation and its impact on the environment.
- b. Resources in line with the importance of waste management and minimisation shall be made available to comply in all respects with the relevant Commonwealth's, State's and Territory's legislation.
- c. The Environmental Management manual of the Company shall outline the requirements of both the Company and its Clients. Once these requirements are identified, it shall be the Company's policy to maintain control and to review and continually improve.

SCOTT WELLS**DIRECTOR****SIGNATURE:** _____**DATE: 02.11.2009**

MANAGEMENT SYSTEM PRELIMINARIES**ENVIRONMENTAL MANAGEMENT SYSTEM MANUAL****Contents**

ESM000 Preface

ESM001 System Contents

PART 1 INTRODUCTION

ESM002 Introduction

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GEN002.01 Roles & Responsibilities Summary

PART 3 FLOWCHARTS

ESM003 Environmental Management Continual Improvement Flowchart

PART 4 COMPANY POLICIES

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POL001.03 Induction & Continuous Training Statement

POL001.04 Sexual Harassment Policy

POL001.05 Violence & Bullying In The Workplace Policy

POL001.06 Fatigue Policy

POL001.07 Lone Worker & Night Work Policy & Procedure

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- POL002.01 Environmental Management Policy**
- POL002.02 Waste Minimisation & Management Policy**
- POL002.03 Environmental & Waste Management Objectives**
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PART 5 ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURES
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ESP001 Management Responsibility & Management Review Meetings

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- 2 Management & Employee Responsibilities
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- 4 Commitment to Continuous Improvement
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ESP002 Communication & Consultation

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- 2 Responsibilities
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ESP003 Document, Data & Record Control

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- 3 Master File for Controlled Documents
- 4 Document Revision & Superseded Documents
- 5 Identification of Changes
- 6 Control of Acts, Regulations, Standards, Codes & Industry/Client Documents
- 7 Control of Drawings / Plans
- 8 Contract/Project Documentation
- 9 Electronic Data - Computer File Backup
- 10 Control & Storage of Records
- 11 Appendices
- 12 Associated Forms & Other Documents

ESP004 Supplier/Subcontractor Approval, Purchasing & Receipt

- 1 Aim
- 2 Responsibilities & Authorities
- 3 Assessment & Approval of Suppliers & Subcontractors.
- 4 Selection of Consultants
- 5 Use of Non Approved Suppliers & Subcontractors
- 6 Purchasing Definitions
- 7 Purchasing Preparation
- 8 Purchasing Process
- 9 Purchasing General
- 10 Receipt/Completion of Order
- 11 Associated Forms & Other Documents

ESP005 Project/Site Specific Plans & Job Files

- 1 Aim
- 2 Management Plans
- 3 Job Files
- 4 Project/Site Specific Management Plan Set-Up & Control
- 5 Setting up a Project/Site Specific Management Plan & Job File & Work Control
- 6 Monitoring The Plan
- 7 Setting up a Management Plan & Job File & Work Control for Service & Small Quoted/Estimated Works
- 8 Reference Forms for Site Plans
- 9 Associated Forms & Other Documents

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ESP006 Inspection & Testing

- 1 Aim
- 2 Responsibilities
- 3 Inspection of Incoming Goods to Factory/Workshop or Site
- 4 Storage of Goods to Factory/Workshop or Site
- 5 Inspection & Servicing of Tools & Equipment
- 6 Work Site & Work Processes Inspections
- 7 Associated Forms & Other Documents

ESP007 Non-Conformances & Corrective Action, Accident & Incident Management

- 1 Aim
- 2 Definitions
- 3 Responsibilities
- 4 Non Conformances Found in Products, Materials & Processes
- 5 General Client Complaints
- 6 Completing a Non-Conformance & Corrective Action Report
- 7 Incident Reporting & Notification
- 8 Completing an Accident/Incident Report
- 9 Investigation
- 10 Remedial & Corrective/Preventive Action
- 11 Near Misses
- 12 Associated Forms & Other Documents

ESP008 System Review

- 1 Aim
- 2 Responsibilities
- 3 Internal Review Frequency & Scheduling
- 4 Performing the Review
- 5 Review Completion
- 6 Appendices
- 7 Associated Forms & Other Documents

ESP009 Induction & Training

- 1 Aim
- 2 Responsibilities
- 3 Commitment To Education/Induction

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- 4 Training Topics
- 5 Employee Training Plan
- 6 Employee Qualifications, Licences & Training Register
- 7 Associated Forms & Other Documents

ESP010 Handling, Storage & Packaging

- 1 Aim
- 2 Responsibilities
- 3 Handling & Storage Requirements
- 4 Inspection & Maintenance of Stores & Storage Areas
- 5 Handling & Storage Non-Conformances
- 6 Associated Forms & Other Documents

ESP011 Design Inputs

- 1 Aim
- 2 Scope of the Procedure
- 3 Responsibilities
- 4 Continual Monitoring & Review of Environmental Factors
- 5 Communication of Changes
- 6 Company Design Inputs
- 7 Associated Forms & Other Documents

ESP012 Developing Emergency Procedures

- 1 Aim
- 2 Responsibilities
- 3 Development of the Procedures
- 4 Testing the Procedures
- 5 Site Safety Rules
- 6 Associated Forms & Other Documents

ESP013 Setting Objectives & Measuring Environmental Performance

- 1 Aim
- 2 Responsibilities
- 3 Measuring Environmental Performance
- 4 Setting Objectives
- 5 Associated Forms & Other Documents

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ESP014 Identification & Control of Environmental Impacts & Environmental Legislation

- 1 Aim
- 2 Responsibilities
- 3 Identification of Environmental Impacts
- 4 Control of Environmental Impacts & Environmental Objectives
- 5 Access to Environmental Legal Aspects & Other Documentation
- 6 Associated Forms & Other Documents

ESP015 Handling Waste

- 1 Aim
- 2 Responsibilities
- 3 Targeting Waste
- 4 Minimising Waste
- 5 Storage, Transport & Disposal of Substances & Wastes
- 6 Reference Forms for Site Plans
- 7 Associated Forms & Other Documents

PART 6 PROCEDURE APPENDICES

- 1 Appendix A: Master File for Controlled Documents
- 2 Appendix B: Master File for Controlled Records
- 3 Appendix C: System Document Information
- 4 Appendix D: Next Internal Audit Schedules for;
 - Environmental Management system
- 5 Appendix E: Internal Audit Non-conformances
 - Minor Non-conformance Register (Observations & Improvement Requests)
 - Non-conformance form

PART 7 FORMS & CHECKLISTS**Forms & Checklists - General**

- FRM001.03 Qualifications, Licences & Training Register
- FRM001.05 Personal Protective Equipment
- FRM001.06 Employee Training Plan
- FRM001.09 Employee's Company Induction & Record
- FRM002.01 Management Review & General Meeting Minutes

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- FRM002.02 Tool Box/Consultation Meeting Attendance & Minutes
- FRM002.03 Site Induction & Record
- FRM003.01 Master File for Controlled Documents
- FRM003.02 Master File for Controlled Records
- FRM003.03 System Document Information
- FRM004.01 Supplier/Subcontractor Assessment & Approval
- FRM004.03 Approved Supplier Register
- FRM004.04 Approved Subcontractor Register
- FRM004.06 Subcontractor OH&S System Checklist
- FRM005.01 Audit/Review Schedule
- FRM005.04 Environmental System Review & Action Checklist
- FRM006.01 Minor Injury & Incident Report
- FRM006.02 Accident & Incident Report & Investigation
- FRM006.08 Environmental Incident Register & Statistics
- FRM007.01 Minor Non-Conformances Register
- FRM007.02 Non-Conformance & Corrective Action Report
- FRM008.09 Requests For Information Register
- FRM008.10 Request For Information
- FRM008.11 Document Transmittal
- FRM008.12 Faxes Issued Register
- FRM008.13 Faxes Issued Register
- FRM008.14 Correspondence Issued
- FRM008.15 Correspondence Received
- FRM009.02 General Project Information
- FRM009.04 Project Description & Setting Checklist
- FRM009.05 Proposed Works & Work Plan
- FRM009.10 Emergency Telephone Numbers
- FRM009.14 First-Aid & Accident Reporting
- FRM009.21 Site Environmental Plan/Job File Checklist
- FRM011.01 Preparing for Emergencies Checklist
- FRM011.02 Emergency Procedure/Plan Preparation Form
- FRM011.03 General Emergency Procedures

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- FRM014.03 Construction Waste Management Plan
- FRM015.01 Amenity, Environmental & OH&S Inspection Report - Risks & Hazards.
- FRM015.05 Environmental Risk Assessment & Controls
- FRM016.01 Hazardous Substances Risk Assessment
- FRM016.02 Hazardous Substances Register
- FRM020.01 Tools, Plant & Equipment Register.
- FRM020.02 Measuring & Monitoring Equipment Test/ Calibration Register.
- FRM020.04 Certified, Licensed, Registered Plant & Equipment Register
- FRM021.01 Electrical Tools & Equipment Test Register
- FRM022.01 Motor Vehicle Status Report
- FRM022.02 Mobile Plant Status Report
- FRM023.01 Client Supplied Product Register
- FRM023.02 Client Supplied Property Register
- FRM012.01 Dial-Before-You-Dig Fax Enquiry Form
- FRM012.02 Dial-Before-You-Dig Instructions
- FRM013.03 Objective Action Plan & Progress Report
- FRM013.05 Environmental Risk Assessment & Controls
- FRM014.01 Waste Management Plan Application
- FRM014.02 Demolition Waste Management Plan
- FRM024.01 Site Environmental Checklist

Environmental Action Plans

- EAP***.** Environmental Action Plans

NOTE: Where an EAP is required it shall need to be developed to suit the specific job site requirements. Refer to Company library for examples.

Environmental Impact Safeguards

- EIS***.** Environmental Impacts and Safeguards

NOTE: Where an EIS is required it shall need to be developed to suit the specific job site requirements. Refer to Company library for examples.

PART 8 MANAGEMENT SYSTEM SUPPORTING INFORMATION

- INF002.02 Basic Environmental Management Requirements
- INF003.01 Records & Information Management
- INF004.02 Setting Environmental Targets & Measuring Success

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- INF005.02 Operations Control Process – Environmental
- INF006.02 The Need for Environmental Training & Induction
- INF007.02 Environmental Education Topics & Trainers
- INF008.01 Certificates of Competency
- INF009.02 Environmental Non-Conformances & Corrective Action
- INF010.02 Examples of Federal & State/Territory Environmental Legislation
- INF011.01 Chemicals Information
- INF011.02 Chemical Control/Dangerous Goods Information
- INF012.01 Manual Handling
- INF201.01 Environmental & Waste Management Information
- INF202.01 Environmental Approvals, Permits & Licences
- INF401.01 Basic Health & Safety Guidelines & Rules
- INF406.01 Synthetic Mineral Fibres Information
- INF408.01 Floors, Passageways & Stairs
- INF409.01 Safety Sign Recognition
- INF411.01 Personal Protective Equipment
- INF900.02 EPA Contact Information
- INF900.03 Waste Management Information

PART 9 MANAGEMENT REVIEW MEETING MINUTES

- Management Review Meeting Minutes in dated order

PART 10 RECENT REVIEW/AUDIT REPORTS

- Last and previous audit reports

SCOTT WELLS**DIRECTOR****SIGNATURE:** _____**DATE:** 02.11.2009