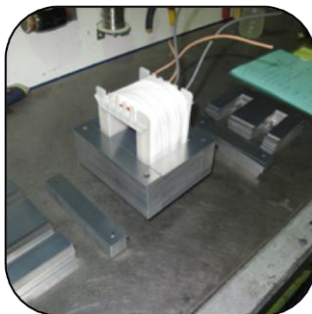




INDUCTION: ENVIRONMENTAL, QUALITY & WHS MANAGEMENT



WHO ARE WE?

Grant Transformers



Ron Grant founded Grant Electrical Industries Pty Ltd in 1931 originally, due to the depression of the era, the primary business at the time was that an electrical contractor, how it evolved over the years was quite impressive. One of Ron's sayings, one which is adopted still today and which resonates with the current team at Grant Transformers *"We're constantly looking for products that the fellow down the road hasn't got the ability to make... or think out or develop"*

The initial work involved all types of electrical work including transformers. With rapid growth during the 50's and 60's the company comprised the following divisions: –

- Grant Electrical Switchboards
- Grant Electrical Contractors
- Grant Elevators (Elevator Sales)
- Grant Transformers
- Grant Bosch tools

The company employed over 80 employees in the 1980's.

WHO ARE WE?

Grant Transformers



In 1992 the business was broken into:

- Grant Transformers
- Elevator Sales

Grant Transformers continued to grow and provide a range of all types of dry and epoxy transformers for industrial needs as well as specially designed DC systems.

Over the years Grant Transformers developed a high level of technical and manufacturing expertise.

A key part of this expertise was to understand how Grant Transformers were intending to use the transformer and translate this to technical requirements to enable a reliable product to be manufactured.

In this way Grant Transformers developed skills in being able to provide the customer the exact solution they required.

WHO ARE WE?

Grant Transformers



Grant Transformers provides solutions to electrical problems involving transformers or chokes with over a combined 75 years of experience still being used as the highest level of technical transformer advice.

The products produced by Grant are manufactured utilising superior quality materials. Standard products employ Class “H”, winding wires and Class “H”, Nomex insulation and moulded coil Bobbins where used are manufactured from Class “F”, Glass filled flame retarded Nylon. Minimum Grade M3 and M4 Low Loss silicon steel is used in core manufacture. In other cases application specific core materials are utilised as required.

IT based design procedures are employed, ensuring that customer product requirements or specifications are fully met prior to commencing manufacture. This process also permits the designer to optimise important product features. The company adopts strict quality management protocol.

Grant provide details of the variety of standard type ferro-magnetic products which we manufacture or are able to supply.

WHO ARE WE?

Star Delta



Star Delta was formed in the post second world war era where service people returned from war with technical skills learned from being in the defence force. It was the electrical skills that Charlie Dorn had learnt enabled him and John Innes to start making Power Transformers to satisfy the need for infrastructure of a growing economy.

By early 1960's Charlie Dorn and **John Innes** (Innes Corp. Pty Ltd) were partners in Power Transformers making a range of transformers for industry needs. As an interesting side story, the Department of Fair Trading had an issue with the name "Power Transformers" being used by Charlie and John for the transformer business they were operating. This is because it was a generic name to describe all transformers.

In the early 1970's the Department of Fair trading insisted that Power Transformers change its name and asked John and Charlie to provide three alternative names. Fair Trading would then decide the name of the company. One of the three names provided was "Star Delta" which Charlie and John believed was the least likely (since it is a generic electrical term) however this was the name chosen by the Department of Fair Trading.

WHO ARE WE?



Star Delta

Throughout the 70's, 80's and 90's the company continued steady growth also selling computers, generator sets and air-conditioning equipment.

By the 1990's Star Delta was doing more special custom work for customers however not all was well with the administration of the company's tax liabilities. This was not a one off situation and in this instance the Tax Department doubled the amount of Tax payable and forced the company into Administration. Interestingly the company had enough money in their account to pay more than the full amount of tax due but certainly not double. Charlie had left this important part of the business in the hands of a clerk who had not remembered to make regular tax payments.

The company operated successfully under administration and was eventually sold to Neville McElroy in 1995. Neville continued to run the business successfully until selling it to Rohan Borrell in 2002.

Rohan was new to the transformer industry but was quick to learn about manufacturing transformers and making contact with other transformer manufacturers.

WHO ARE WE?

Star Delta



Over the years there were several transformer company owners (who were wanting to retire) approached Rohan to see if there was interest in taking over their business. Over the years this lead to Star Delta acquiring; Special Transformers, Sydney Transformers, Hunter Transformers, Grant Transformers, ABW Transformers and Transtronics.

While these were small businesses each business had special technical strengths that assisted Star Delta build a portfolio of transformer products to cater for a wide range of customers.

CODE OF ETHICS & PROFESSIONAL CONDUCT

Grant Transformers strives to attain a level of excellence in all of its activities. This applies to the way in which we interact internally and externally.

In all of our activities we aim:

Be Inclusive.

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

Be Considerate.

We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.

Be Respectful.

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

CODE OF ETHICS & PROFESSIONAL CONDUCT



Choose Our Words Carefully.

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.

Do Not Harass.

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

Make Differences into Strengths.

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere.

Instead, focus on resolving issues and learning from mistakes.

A handwritten signature in black ink, appearing to read "Marco da Silva".

Marco da Silva

Chief Executive Officer

Our Vision

To be part of a better future for our customers and employees by understanding and solving our customers' needs and problems.

Our Mission

Our mission is to identify customer's electrical problems and develop solutions.

We do this while continuously improving and developing our skills in communication and learning.

We believe the result of this will be a better tomorrow.

Our Values

Customer focused

Value added solutions benefits everyone.

If we can help our customers do well then we will do well.

What goes around comes around.

Teamwork

Work as a team to understand and solve our customers transformer problems and provide excellent customer care

Innovation

Value innovation and creativity and improve everything we do

Integrity

Honour commitments

Do what we say and say what we do - creates respect

Responsibility

Be accountable for our actions and our future

OUR SYSTEMS AND WHY WE HAVE THEM



- Grant Transformers & Star Delta have 3 externally audited management systems in place
- They help us meet our company objectives
 - Prevent harm
 - Provide a safe workplace
 - Eliminate environment related incidents
 - Minimise our impact on the environment
 - Prevent pollution
 - Comply with all relevant legislation and regulation
 - Client satisfaction and continual improvement
- Industry requirements

Management System Documents

Our system is based on the structures required by ISO9001, ISO14001 & ISO45001

Our Management System Documents system are available online at:

grant-star.managementsystem.net.au



Global-Mark.com.au®

MANAGEMENT SYSTEM DOCUMENTS

Employees should be aware of the following documents:

1. Our Policies – WHS, Environment & Quality
2. Our Procedures, which give further detail of our processes
3. Our Safe Work Method Statements, which give details on how specific tasks are carried out.

WHO DOES WHAT?

- Marco da Silva is the Management Representative for Grant Transformers
- Rohan Borrell is the Management Representative for Star Delta
- Marco is also the WHS, Environmental & Quality Coordinator and looks after all 3 workplace systems
- He coordinates internal audits, management reviews, document management, corrective actions and more.

HOW TO CONTRIBUTE

- Read the policies
- Be aware of your impact on the system
 - Each of you are part of it
- Be positive
- If something is wrong or a process can be improved, tell Marco & Nick or Rohan, Jaideep & Bill
- Be system savvy
 - Learn how to find the information
- Enjoy the journey

How to Raise a Corrective Action



Go to the Management System

grant-star.managementsystem.net.au

Click on **Corrective Action Request**

Complete the details as required

Grant Transformers & Star Delta

INCIDENT REPORTCORRECTIVE ACTION REQUESTCHECKLISTSHOME

EVACUATION PLANORGANISATION▶RISK MANAGEMENT▶EQUIPMENT▶CONSULTATIONINCIDENT REPORTINGLEGISLATION▶AUDIT▶TRAINING▶CORRECTIVE ACTIONMANAGEMENT REVIEWDOCUMENTS▶

HOME


Grant Transformers
[Company Profile](#)


Hunter Transformers


Star Delta

[Current System](#)

External Audit Due

197
Days

00
Hours

21
Minutes

21
Seconds

WORK HEALTH & SAFETY



WORK HEALTH & SAFETY POLICY



At Grant transformers, a commitment to workplace health and safety is part of the business.

This is achieved through:

- complying with the Occupational Safety & Health legislation of 1984
- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services; and
- defining roles and responsibilities for occupational health and safety.

Strategies will include:

- ensuring workplace health and safety management principles are included in all organisational planning activities;
- providing ongoing education and training to all of our employees;
- consulting with employees and other parties to improve decision-making on workplace health and safety matters;
- ensuring incidents are investigated and lessons are learnt within the organisation;
- distributing workplace health and safety information, including this policy, to all employees and interested parties;
- providing enough resources to ensure workplace health and safety is a central part of the organisation; and
- ensuring effective injury management and rehabilitation is provided to all employees

Marco Da Silva

A handwritten signature in black ink, appearing to read 'Marco Da Silva', is positioned below the printed name.

WORK HEALTH & SAFETY POLICY



At Star Delta, a commitment to workplace health and safety is part of the business.

This is achieved through:

- complying with the Work Health & Safety legislation of 2011
- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services; and
- defining roles and responsibilities for occupational health and safety.

Strategies will include:

- ensuring workplace health and safety management principles are included in all organisational planning activities;
- providing ongoing education and training to all of our employees;
- consulting with employees and other parties to improve decision-making on workplace health and safety matters;
- ensuring incidents are investigated and lessons are learnt within the organisation;
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- ensuring effective injury management and rehabilitation is provided to all employees

A handwritten signature in black ink, appearing to read 'R. Borrell'.

Rohan Borrell

Managing Director

MANUAL HANDLING PROCEDURES

Manual Handling is defined as any activity requiring the use of force or exertion by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object. The National Code of Practice: Manual Handling indicates that the risk of injury increases when:

- Lifting weights of more than 4.5 kg while seated.
- Lifting weights above the range of 16-20 kg (weights over 55 kg should not be lifted without mechanical assistance or team lifting).
- Pushing, pulling and sliding objects that are difficult to move.



There is no longer a prescribed maximum weight limit for lifting for either men or women.

The weight of the load needs to be considered in relation to a number of other risk factors such as the:

- actions and movements
- working posture and position when lifting
- duration and frequency of manual handling
- location of loads and the distances moved
- characteristics of the load

Light loads can still be a problem if, for example, they are lifted incorrectly or if they are lifted in an environment that is unsafe. If you feel that an object is too heavy to lift arrange for a team lift or use of a mechanical device.

Safe lifting techniques

- Place your body as close to the load as possible. This helps by keeping your centre of gravity over your feet and keeps back strain to a minimum.
- Bend at the knees, not the hips or back. Bending your knees allows you to lift with your legs and not your back.
- Before you lift, ensure you have a good handgrip. If the load does start to slip, let it go, as catching it will put an enormous strain on your back.
- When lowering the load, again bend the knees. Otherwise you can put unnecessary strain on your back.

Assessments

- Analysis of workplace injury records in Head Office
- Consultation with workers by supervisors
- Direct observation of the task by supervisors

INCIDENT REPORTING

If you are involved in, or have witnessed an incident or near miss, Grant Transformers/Star Delta requires you to be actively involved in the reporting process.

- Your direct supervisor and Grant Transformers Factory Manager, Nick Scolaro or Star Delta Manufacturing Manager, Jaideep Reddy **MUST** be informed of any incident or near miss however minor you think it may be.
- A report **MUST** be filled in immediately after the incident/near miss.



SAFETY LEGISLATION STRUCTURE IN WA



Occupational Health & Safety Act 1984

The Act sets out the laws relating to health and safety requirements in all workplaces and work activities in Western Australia

Occupational Health and Safety Regulations 1996

The Regulations tell us how the law is to be implemented and administered in Western Australia

SAFETY LEGISLATION STRUCTURE IN NSW



Work Health and Safety Act 2011

The Act sets out the laws relating to health and safety requirements in all workplaces and work activities in New South Wales

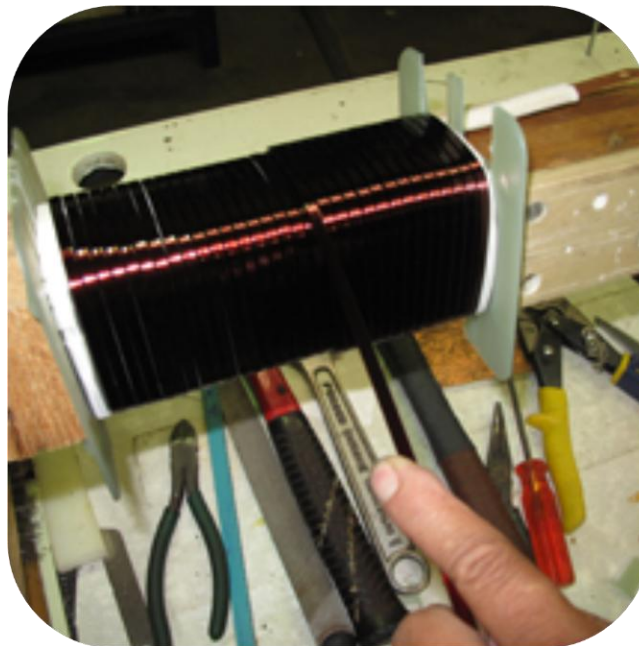
Work Health and Safety Regulations 2025

The Regulations tell us how the law is to be implemented and administered in New South Wales

NSW & WA OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

The objective of these Acts is to protect workers against harm to their health, safety and welfare through the elimination or minimisation of risks from work

Under the Act we all have a duty of care to ensure the health and safety of ourselves and others is not put at risk



EMPLOYERS DUTY OF CARE

Your employer must provide a safe workplace for you and other workers

Your employer must ensure that the health and safety of yourself and others is not placed at risk by how business operations are conducted



EMPLOYEES DUTY OF CARE



Your primary duty of care is to take reasonable care for your own health and safety and to ensure that your actions do not affect the health and safety of others.



You must comply, so far as you are reasonably able, with any reasonable instruction that is given by your employer and co-operate with any reasonable health and safety policy or procedure

DUTY OF CARE – YOUR OBLIGATIONS



- Follow the instructions of the employer
- Use safe work procedures at all times
- If you feel that what you have been asked to do is unsafe and could hurt yourself, someone else or the Company, STOP work immediately and consult your supervisor and/or Grant Transformers management (follow the chain of command)
- DO NOT wilfully put at risk the health and safety of another person
- DO NOT wilfully injure yourself
- DO NOT interfere with or misuse workplace safety equipment / items
- If there is ANY doubt in ANY situation this should be reported

DUTY OF CARE – YOUR OBLIGATIONS



- There is to be **NO** unauthorised access to ANY Grant Transformer/Star Delta Workplace, including our yard. All visitors must be inducted to site and told of relevant emergency procedures.
- You **MUST NEVER** give your keys to anyone who is not a Grant Transformers/Star Delta worker.
- Workers are to **NEVER** work on machinery without relevant training and authorisation from management.
- Lock Out Tags and Out Of Service Tags are to be used when machinery/plant/equipment is deemed unsafe or unusable. Keys to machinery **MUST** be immediately returned to the Office. For electrical equipment, power plugs must be cut off to render equipment useless

GENERAL EMERGENCY PROCEDURES



Evacuation Procedure

There are three stages to follow if you have to leave the workplace due to an emergency:

- 1. Preparation for evacuation*
- 2. Evacuate from the workplace*
- 3. Meet at the Assembly Point*

Take directions from your supervisor / manager who will tell you what to do

He / she will show you the location of the nominated assembly point for your workplace, this will be discussed in your toolbox meeting



EMERGENCY EVACUATION PLAN

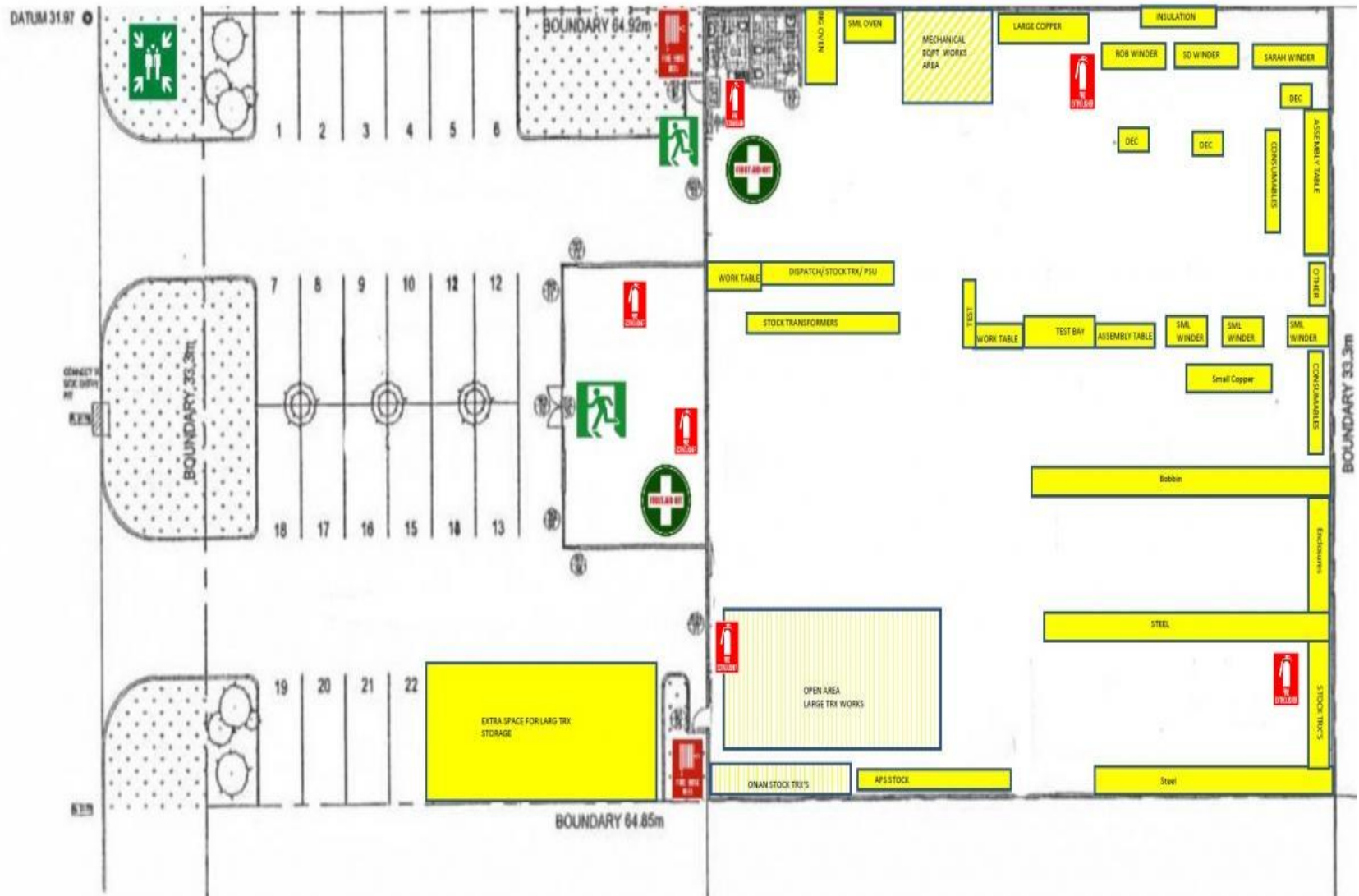
IN AN EMERGENCY PHONE 000

Location: 89 Beringarra Avenue Malaga WA 6090
Nearest Cross Street: Narloo St Malaga
Telephone Number: (08) 9249 7753
First Aider: Igor Emeric
Fire Warden: Nick Scolaro
Assembly Point: **Car Park Entrance**

PROCEDURE in the event of Fire, Explosion, Gas Leak, Major Spill, Earthquake, Bomb Threat etc

FIRE	EVACUATION
1. Remove people from immediate danger to a place of safety	Stage 1: Removal of people from the immediate danger area
2. Confine fire and smoke - close windows and doors	Stage 2: Complete evacuation of the entire building
3. Alert nearby tenants and members of the public	Stage 3: Roll Call - to be conducted as soon as possible to ensure all personnel are accounted for. Report missing persons.
4. Evacuate to the assembly area - DO NOT re-enter the building	

4





EMERGENCY EVACUATION PLAN

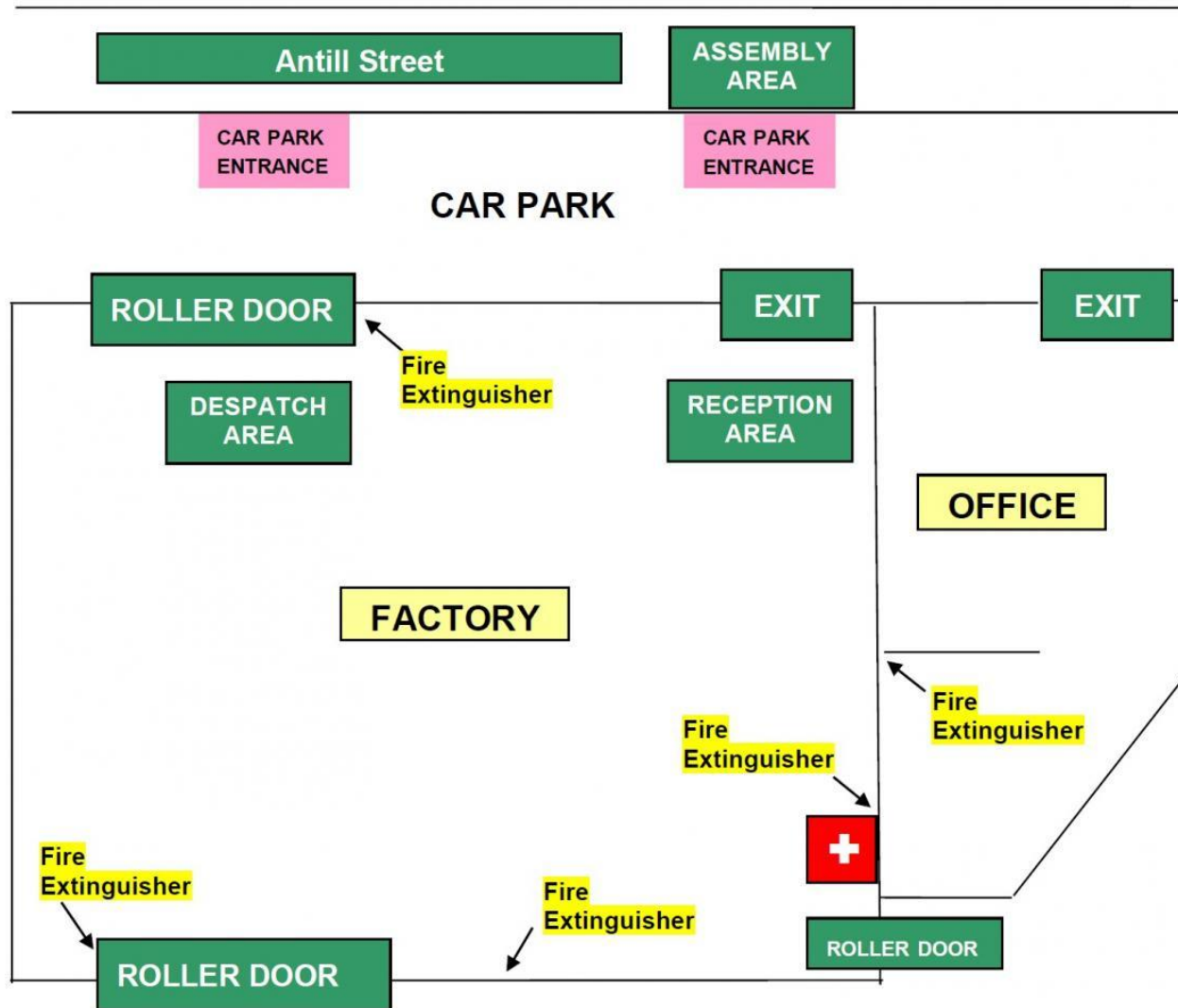
IN AN EMERGENCY PHONE 000

Location: 17 Antill Street YENNORA NSW 2161
Nearest Cross Street: Antill Street Cnr Junction Street
Telephone Number: (02) 9681 0700
First Aider: Jaideep Reddy
 Bill Song
Fire Warden: Jaideep Reddy
Assembly Point: **Car Park Entrance**

PROCEDURE in the event of Fire, Explosion, Gas Leak, Major Spill, Earthquake, Bomb Threat etc

FIRE	EVACUATION
1. Remove people from immediate danger to a place of safety	Stage 1: Removal of people from the immediate danger area
2. Confine fire and smoke - close windows and doors	Stage 2: Complete evacuation of the entire building
3. Alert nearby tenants and members of the public	Stage 3: Roll Call - to be conducted as soon as possible to ensure all personnel are accounted for. Report missing persons.
4. Evacuate to the assembly area - DO NOT re-enter the building	

EVACUATION PLAN



EMERGENCY PROCEDURE



The factory does not have an evacuation alarm. The instruction to evacuate will be given verbally (usually by the Chief Warden but not always).

Please be aware of these specific site characteristics.

WORKPLACE HAZARDS

This is the legislated process for dealing with hazards:

Spot the Hazard

Identify the jobs or tasks which are likely to or have caused injury or caused harm.

Assess the Risk

Identify which of the hazards pose the greatest risk to us

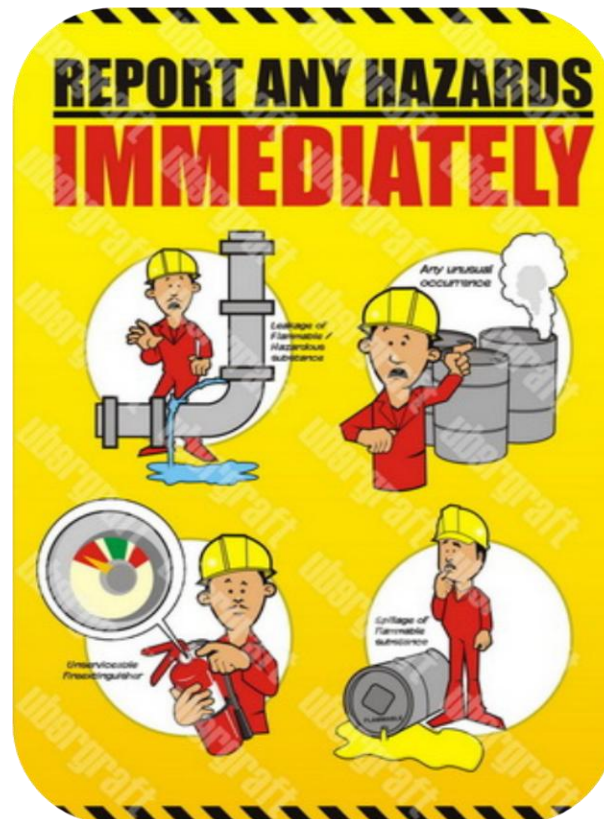


WORKPLACE HAZARDS

Make the Changes

Decide on appropriate controls i.e. eliminate, substitute, engineer or isolate, administration (implement policy, procedure or training) or use protective clothing

Monitor and review implemented controls to ensure they are effective.



SAFE WORK METHOD STATEMENTS

also known as SWMS



- You must read and understand all the Grant Transformers/Star Delta SWMS that are relevant to your job role
- You must sign onto the SWMS before working every day
- By signing the SWMS you are stating that you understand and will follow all the steps
- The next slides are an example of one of Grant Transformers' SWMS



Scope of Work Activity Covered by this Work Method Statement

Site:

This Work Method Statement outlines the main hazards and risks associated with the included activities.

Contact:

Instructions for Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document that sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. All work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection. All persons must read, understand and sign off this Work Method Statement.

Applicable High Risk Construction Work Activities (highlighted). A SWMS is required for all high risk work activities.

	A risk of a person falling more than 600mm		Demolition of a load-bearing structure.		Work on a tele-communications tower
	Work in or near a shaft or trench with an excavated depth over 1.5m or in a tunnel		Temporary load-bearing support structures for structural installations or repairs		Work on or near a pressurised gas distribution mains or piping
	Work on or near chemical, fuel or refrigerant lines		Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians		Work on or near energised electrical installations or services
	Likely to involve disturbing asbestos		Work in or near a confined space	Y	Work in an area with movement of powered mobile plant
	Work in areas with artificial extremes of temperature		Work in or near water or other liquid that involves a risk of drowning		Work in an area that may have a contaminated or flammable atmosphere
	Use of explosives		Tilt-up or precast concrete elements		Diving work

Personal Protective Clothing & Equipment (PPE) Required

Y	Protective Footwear		Gloves		Hard Hat	
	Protective Eyewear		High Visibility Clothing		Long Sleeves & Trousers	
	Hearing Protection		Face Shield		Sun Protection	

SWMS Develop By: Mark Veenendaal - qca
 SWMS Consulted With: Factory/Manufacturing Managers
 SWMS Approved By: Factory/Manufacturing Managers

Person Responsible for Ensuring Compliance: Supervision
 Person Responsible for Monitoring: Supervision

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this WMS, all parties that in the workgroup to be present for a brief meeting.
2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.
3. At regular 'toolbox' meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place.

RISK RATING MATRIX

Consequence →	Low (C1) No Injury most probable outcome; Losses in <\$500; Environmental impact small localised and contained;	Minor (C2) FAI most probable outcome; Losses in excess >\$500 <\$15,000; Environmental impact, contained impact requiring minor remedial action.	Moderate (C3) MTI or LTI most probable outcome; Losses in excess >\$15,000 <\$50,000; Environmental impact, medium term contained impact requiring considerable remedial action.	Major (C4) LTI most probable outcome; Losses in excess >\$50,000 <\$100,000; Environmental contamination off-site, considerable remediation required	Critical (C5) A fatality(s) most probable outcome; Losses in excess >\$100,000; Irreversible/irreparable environmental contamination.
Likelihood ↓					
Rare (L1) A similar incident is unlikely to occur again	L2	L3	L4	M5	M6
Unlikely (L2) A similar incident could occur in the next 5 years	L3	L4	M5	M6	H7
Possible (L3) A similar incident could occur in the next 1 year	L4	M5	M6	H7	H8
Likely (L4) A similar incident could occur in the next 6 months	M5	M6	H7	H8	E9
Almost certain (L5) A similar incident could occur in the next 1 month	M6	H7	H8	E9	E10
Risk Score	Risk Rating	Required Action		Hierarchy of Controls	
2-4	Low risk	Manage and Monitor by routine internal procedures.		1. Elimination	Complete elimination of risk
5-6	Moderate risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities.		2. Substitution	Replacement of material, process, substance, etc.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified		3. Engineering	Designing risks out or isolation of risks
9-10	Extreme risk	Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSE Q manager. GM must be notified.		4. Administrative	Adjusting the time or conditions of risk exposure, including training options
				5. Personal protective equipment	Provision of PPE where other options are not practicable

Manual Handling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk							Residual Risk
Site Environment	All workers unaware of site issues. Slips trips and falls Manual Handling Noise Fatigue	3	4	H7	1 - Site office or muster point to be established with all required information including induction and sign in to be available to all staff attending site. 2 - Toolbox talks 3 - Ensure site rules are adhered to at all times. 4 - Ensure site traffic management is adhered to 5 - Correct PPE to be worn - Site Safety Rules 6 - Site Working Hours	All Workers Site Supervision	2	2	L4
General Manual Handling	Impact Injuries, Sprains &	4	3	H7	1 - All manual handling activities in accordance with the COP - Hazardous Manual Tasks	All Workers	2	2	L4
General Manual Handling	Impact Injuries, Sprains & Strains	4	3	H7	1 - Warm up briefly beforehand. 2 - Keep back straight, eyes fixed straight ahead; lift with legs & not the back. 3 - Get help if load is too heavy or awkward. 4 - Don't twist.	All Workers	2	2	L4
General Manual Handling	Slips, Trips & Falls	4	4	H8	1 - House keeping 2 - Site induction 3 - Toolbox talks 4 - Ensure site rules are adhered to at all times. 5 - Site Inspections 6 - Reference - COP Managing the Workplace and Facilities	All Workers	2	2	L4

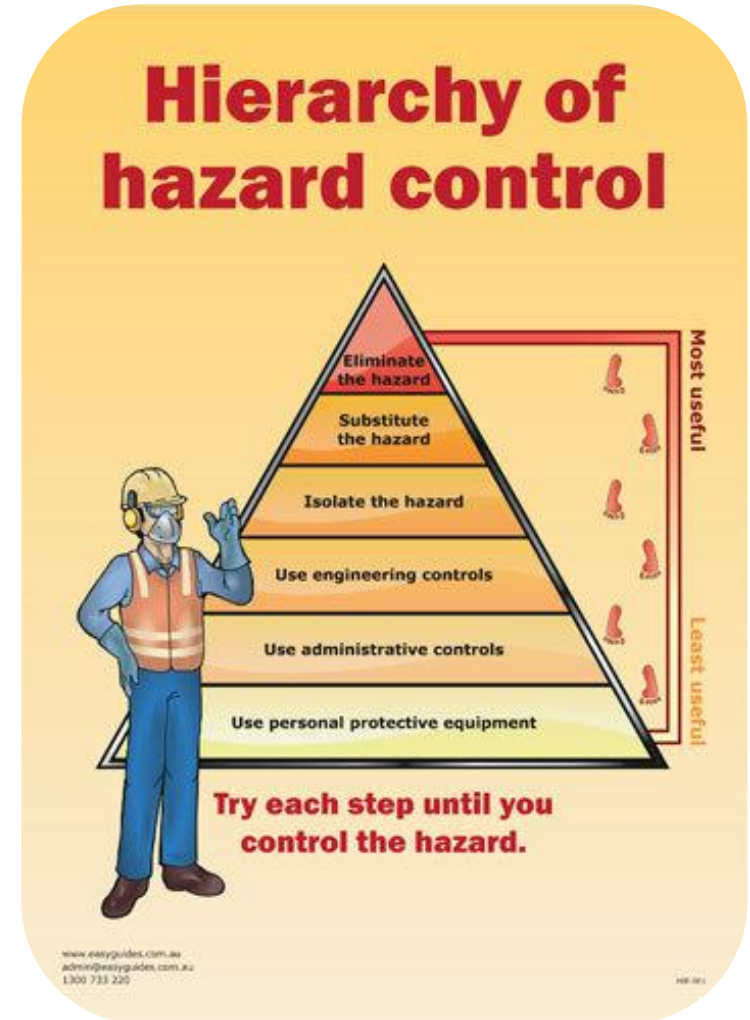
Manual Handling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Working at Heights	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	4	4	H8	1 - Height Work must be in accordance with SafeWork requirements. 2 - Specific requirements include: 3 - Fall prevention in accordance with the Code of Practice - Managing the Risk of Falls at Workplaces 4 - Fall protection systems in accordance with AS1891:2007 5 - Isolate work areas below 6 - Mandatory Safety Helmets	Project Management	3	2	M5
Movement of Materials	Back strain Muscle Strain Impact Injuries	4	3	H7	1 - Warm up briefly beforehand 2 - Keep back straight, eyes fixed straight ahead; lift with legs & not the back 3 - Get help if load is too heavy or awkward 4 - Don't twist 5 - Use correct manual handling technique	All Workers	3	2	M5
Unloading Equipment	Fall from vehicle Manual Handling injury Sprains Strains and Falls	3	3	M6	1 - Manual handling The use of PPE equipment such as gloves are needed. 2 - Team lifting where required and manual handling aids when possible. 3 - Use of correct lifting technique when carrying out work. 4 - Ensure stretching and warm up prior to work being carried out.	All Workers	2	2	L4

HIERARCHY OF CONTROLS IN THE WORKPLACE

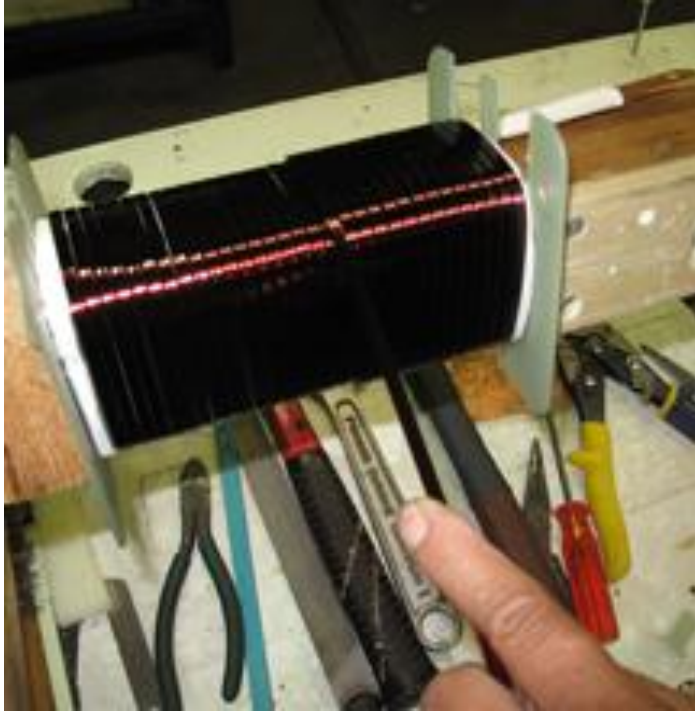
The hazard controls in the hierarchy are:

1. Elimination (*the most effective control measure*)
2. Substitution
3. Isolation
4. Engineering
5. Administration
6. Personal protective equipment (*the least effective control measure*)



SPECIFIC HAZARDS

Transformer Winding



SPECIFIC HAZARDS

Electric Shock



SPECIFIC HAZARDS

Transformer Varnish



Flammable



Environmentally
Damaging



Irritant



Health hazard

SPECIFIC HAZARDS

Manual Handling



Don't Jump...



Don't Bend...



Don't Twist...



Don't Reach...

A FEW CONTROL MEASURES

Consultation

Workplace Inspections

PPE



ENVIRONMENT



ENVIRONMENT POLICY



Grant Transformers is committed to leading the industry in minimising the impact of its activities on the environment.

The key points of its strategy to achieve this are:

- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote a product range to minimise the environmental impact of both production and distribution.
- Meet or exceed all the environmental legislation that relates to the Company.

Marco Da Silva

A handwritten signature in black ink, appearing to read 'Marco Da Silva', written in a cursive style.

Chief Executive Officer

WHAT SHOULD YOU KNOW

- We must all comply with the environment policy and procedures
- We must all comply with environment laws
- Our work and services have an impact on the environment
- Our operational controls minimise these impacts and prevent pollution
- Deviating from these controls will adversely impact the environment and may break the law

REQUIREMENTS: GENERAL

- The organisation must develop an effective system that meets the requirements of the Standard
- Document, implement and maintain the system
- The EMS documents need to be controlled
- Follow a Plan-Do-Check-Act approach.
 - **Plan** - Establish the objectives and processes needed to deliver the results (in line with the EMS)
 - **Do** - Implement the needed processes of the EMS
 - **Check** - Check the processes against the policy, objectives, targets, regulations, and report on the results (auditing)
 - **Act** - Take actions that will continually improve the EMS

To minimize environmental impact, it is important to understand the link between various construction activities and the potential for these activities to impact the environment

ENVIRONMENTAL ASPECTS

1. The organisation shall establish, implement and maintain a procedure(s):
 - To identify the environmental aspects of its activities products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments or new or modified activities , products and services
 - To determine those aspects that have or can have significant impact(s) on the environment significant environmental aspects).
2. The organisation shall document this information and keep it up to date.
3. The organisation shall ensure that the significant environmental aspects are taken into account in establishing implementing and maintaining its environmental management system.

ENVIRONMENTAL ASPECTS

Activity	Situation	Aspect	Impact	Initial Rating	Description	Actions	Residual Rating	Significant	Controlled
Factory Operations	Abnormal	Hazardous Substances - Paint	Contamination - Release of material of materials or substances to the environment.	Medium	Release of hazardous substances	Small amounts of hazardous materials stored. Small amounts of hazardous materials stored. Materials and substances to be stored appropriately. Spills to be reported to management and cleaned as soon as reasonably practical. SDS to be maintained. Effective Emergency Response arrangements.	Low	No	No
Factory Operations	Normal	Hazardous Substances - Paint	Contamination - Release of material of materials or substances to the environment.	Medium	Release of hazardous substances	Small amounts of hazardous materials stored. Materials and substances to be stored appropriately. Spills to be reported to management and cleaned as soon as reasonably practical. SDS to be maintained.	Low	No	No
Factory Operations	Normal	Raw Materials - Steel	Depletion of Natural Tresources	Medium	Use of stel in transformer enclosures.	Effective waste management Waste segregation & recycling.	Low	No	No
Factory Operations	Normal	Raw Materials - Copper	Depletion of Natural Tresources	Medium	Use of copper wire in transformer windings.	Effective waste management Waste segregation & recycling.	Low	No	No
Factory Operations	Normal	Energy Use	Use of Fossil Fuels	Medium	Energy used for factory operations	Minimal use of equipment.	Low	No	No
Factory Operations	Normal	Energy Emissions	Noise	Low	Noise generated by factory operations.	Noise pollution shall be minimised by ensuring that the normal working hours (day shift only) are adhered to whenever possible. Factories located in industrial areas.	Low	No	No

[Full Aspects Register](#)

QUALITY



QUALITY POLICY

Grant Transformers is committed to providing exceptional service in the manufacture and supply of transformers and electrical equipment.

Our quality objectives are satisfied clients, applicable requirements and continual improvement.

To ensure these objectives are achieved, we have established and will maintain a quality management system which complies with AS/NZS ISO 9001:2016.

Through our training programs, all employees have gained a sound understanding of this policy, our management system and are empowered to deliver service excellence.

We will achieve our objectives through our focus, our commitment and our training.

Marco Da Silva



Chief Executive Officer

QUALITY POLICY

STAR DELTA is a company committed to consistently providing products and services of the highest standard. To succeed in our aim we need to, not only compete on price and delivery, but be outstanding in terms of technical excellence, quality and reliability.

To achieve these aims we shall:

- Openly communicate with all stakeholders to ensure that the organization fully understands the needs and expectations of all interested parties
- Establish an attitude of trust, loyalty and respect so we best serve our customer needs.
- Strive for continual improvement by responding promptly to quality concerns with appropriate corrective action,
- Monitor quality performance,
- Meet all relevant Statutory and Regulatory requirements,
- Promote continual professional development of our people,
- Encourage a process approach and risk based thinking, and
- Develop company objectives against which our performance can be measured.

This policy is established, implemented and maintained by the Management team who ensures it is appropriate to the purpose and context of STAR DELTA, is consistent with the requirements of the AS/NZS ISO 9001:2016 and supports our strategic direction and risk profile, whilst still ensuring a return to the STAR DELTA shareholders.

A handwritten signature in black ink, appearing to read "R. Borrell".

Rohan Borrell

Managing Director

WHAT IS A QUALITY MANAGEMENT SYSTEM?

- A set of documentation consisting of policies, procedures, forms and records
- Describes the process flows of an organisation and the interaction between functional units
- Ours is based on the standards of ISO 9001

YOUR QUALITY RESPONSIBILITIES



- Read the policy
- Be aware of your impact on the system – each of you are part of it
- Be positive – if something is wrong or a process can be improved, tell Marco da Silva or Rohan, the System Coordinators
- Be system savvy – learn how to find the information

Objectives



Risk	Objective
Environment	Minimise Environmental Impacts
Quality	Continually Improve the Management Systems and Operational Processes
Quality	Customer Satisfaction
Safety	Minimise Harm
Strategic	Certified Management Systems
Strategic	Strategic Alliance Grant Transformers/Star Delta

Targets



Objective	Metrics	Program, Process or Procedure	Results, Actions & Comments
Environment	Number of Environmental Incidents. Target Zero	Effective management of hazardous chemicals in order to prevent contamination.	No Incidents Recorded as at August 2025
Environment	Environmental Spill Response Training	Effective management of hazardous chemicals in order to prevent contamination.	Environmental Spill Response Rehearsals Conducted in August 2025 (SD) & (GT)
Quality	Satisfactory Overall Customer Rating from Surveys.	Customer Satisfaction - Grant Transformers	Target 80% 2025 YTD Performance 90%
Quality	Satisfactory Overall Customer Rating from Surveys.	Customer Satisfaction - Star Delta	Target 80% 2025 YTD Performance 93%
Quality	Planned System Events Carried out As Scheduled. Internal Audits carried out as per Audit Schedule. NCRs (Reviews) actioned by nominated date.	System Activities	System Activities Up to Date as at Aug
Safety	Regular Toolbox Meetings	Employee Participation - Grant Transformers	Toolbox Meetings Conducted Monthly - 5 Conducted YTD as at August 2025
Safety	Regular Toolbox Meetings	Employee Participation - Star Delta	Toolbox Meetings Conducted Monthly - 5 Conducted YTD as at August 2025
Safety	Injury Statistics	Safe Work Practices	No incidents recorded for Star Delta, 1 Medical Treatment Incident @ Grant Transformers as at YTD August 2025
Safety	Regular Factory Inspections	Workshop Inspections - Grant Transformers	Inspections Conducted Monthly. 3 Inspections conducted as at August 2025
Safety	Regular Factory Inspections	Workshop Inspections - Star Delta	Inspections Conducted Monthly. 1 Inspections conducted as at August 2025
Strategic	Systems Certified to ISO 9001, ISO 14001 & ISO 45001	Management Systems	Grant Transformers Certified to ISO 9001, ISO 14001 & ISO 45001. Star Delta Certified to ISO 9001, ISO 14001 & ISO 45001