



Employee Handbook

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Welcome

It is our pleasure to welcome you aboard the League team.

Please take the time to read through our handbook which will help you to familiarise yourself with our values and policies as well as providing you with helpful information.

Our Values and Behaviours

Values

At League, our values act as a reference point for everything we do. We demonstrate our values in our actions, behaviours, and decisions each day when dealing with each other, our customers, the community, our suppliers and our owners.

- We are **Safe, Disciplined and Reliable** and meet our commitments
- We **invest** in our **people** and promote **good mental health & wellbeing**
- We engender **Trust and Integrity** and are known for this
- We are **Authentic**, speak-up and involve both ourselves and others
- We are **Collaborative** – one team focused on outcomes

Behaviours

The way that you behave is a reference to who League is and who we are as a team. We need you to work safely and present yourself in a respectful manner in all dealings, abiding by our 7 behaviours:

1. Acts always in accordance with League Engineering's guiding values, which means working collaboratively as one team across League Engineering entities; behaving with integrity in all dealings with others and putting our customers at the heart of everything we do.
2. Seeks responsibility and shows a willingness to take on and achieve challenging goals. Takes the initiative to act immediately and taking accountability for actions and outcomes. Shows high levels of motivation to work autonomously, drive and determination to achieve goals set.
3. Respects and co-operates with the team and customer, sharing problems and accepting support. Adopts a friendly and approachable manner; shows tolerance and consideration of others.
4. Communicates clearly and confidently, both orally and in writing. Shares information and relays instructions.
5. Gathers information and asks questions to understand context and check assumptions. Recognises problems, identifying the root causes; weighs up alternative options and makes reasoned judgements.
6. Reacts positively to change and defends new ideas and approaches to others. Suggests ways in which their work could be approached differently generating ideas and practical solutions.

7. Produces high quality work, reacting positively to feedback. Checks understanding of requirements, responding promptly to requests. Maintains composure and focus under pressure, coping with disappointments or setbacks.

About League

From our offices in Adelaide, Mannum and Gympie (Qld), League has partnered major infrastructure projects, providing trades, labour and operators Australia-wide for the past 20 years. With extensive experience working on suburban, regional, and remote projects, we have also operated in sensitive and difficult environments.

Gavin Ivey, our Managing Director has more than 30 years' experience in the labour hire/engineering industry, national account management experience and hands-on experience in managing the needs of Industry and Workforce Participation/Training requirements. Leading from the front, his laser focus on customer service has shaped the business to what it is today.

Contacts

Suzi Ivey
M 0410 538 782 suzi@league.com.au

Payroll: M 0420 450 707
admin@league.com.au

HR: 0438 098 666
hr@league.com.au

Our Offices

Adelaide, SA
T 1300 799 153

Mannum, SA
T 1300 799 153

Gympie, Qld
T 1300 799 153

Code of Conduct



While working with League Engineering, all employees must comply with our Code of Conduct which is based around our principles, values and policies. It outlines the standards that are expected of our employees on a day-to-day basis. All employees have a responsibility to ensure that their own conduct, behaviour and actions comply with our Code.

The standards expected of employees include, but are not limited to:

- compliance of League's code of conduct, policies and procedures;
- compliance of all workplace health and safety policies, rules and regulations;
- ensure you are fit for work, model good behaviour, honesty and respect in all dealings with customers, clients, co-workers and the general public;
- not to give, offer, accept or request bribes, facilitation payments or other prohibited payments or offer, accept or request irregular payments or other items of value to win business or influence business decisions;
- not to discriminate, harass or bully in the workplace;
- not to pressure or bully anyone on their decision to join or not to join a union; and
- not to possess, distribute, sell, consume or be under the influence of drugs and alcohol whilst in the workplace.

For the complete copy of our Code of Conduct please visit our website www.league.com.au

Employment Conditions

Welcome Pack

League will provide each new employee with a welcome pack that will contain:

- 2 long sleeved reflective hi-vis shirts – to be rolled down at all times
- A reflective hi-vis vest
- A reflective hi-vis jacket (jackets and beanies distributed through the cooler months)
- Safety glasses – to be worn at all times on site
- Safety gloves – to be worn at all times on site where required
- Glove clip
- Timebook



Superannuation

We pay our employees' superannuation contributions quarterly, on or before the following dates to your nominated superannuation fund.

See below link for more information.

<https://www.superguide.com.au/how-super-works/rules-offering-choice-super-fund-new-employee#Determining a super fund for new employees>

Discrimination

It is a requirement at League Engineering that no person be discriminated against because of their age, sex, disability, pregnancy, country of birth or origin, nationality, religion, colour, marital status or sexual preference.

Discrimination occurs when a distinction is drawn between people so as to disadvantage one against another. Discrimination statements are often based on making assumptions about a person, eg –

“All XXXX are lazy”- racial discrimination;

"He's too old, we need someone younger" – age discrimination.

"She won't be able to do that with only one arm" – disability discrimination.

"Married women with children will have lots of days off" – sex discrimination.

For a copy of our Discrimination Policy, please visit our website www.league.com.au

Harassment

It is a policy at League Engineering that the workplace is free from harassment and intimidation of either a physical or verbal nature, not only because such behaviour is undesirable, but also because it is against the law.

Two major harassment areas are bullying and sexual harassment.

Bullying

Bullying includes a wide range of unacceptable behaviour including blaming, labelling, sarcastic comments, foul language, threats, verbal abuse, intimidations, bad mouthing, ganging up, excluding, isolating, threatening someone will be sacked or forcing someone to resign.

Bullying may be the unintended consequence of poor communication skills, but the effect (and risk) is the same.

Sexual Harassment

Sexual harassment normally falls into one of three categories of behaviour. If the behaviour occurs at work related activities, eg, at training courses, work or social functions, it will still fall under the definition of work harassment.

Verbal

Sexual harassment also covers words which fall below the line of what is acceptable including: -

- Sexual innuendo
- Suggestive comments, eg, about a person's appearance or body
- Smutty jokes
- Sexual propositions
- Continual requests for dates

- Comments or questions about a person's sexual habits
- Foul language
- Sexually explicit phone calls or other conversations
- Offensive phone calls or voicemail messages.

Visual

- Sexual or nude photographs, pictures or computer graphics
- Demeaning or rude cartoons
- Offensive email messages, including lewd jokes.

Physical

- Unwelcome touching, pinching, fondling or patting
- Brushing against the body
- Impeding or blocking movement
- Kissing
- Leering or staring
- Sexual assault.

What is NOT Sexual Harassment

- Genuine compliments about appearance, eg, a new haircut, dress, tie, etc.
- Terms such as 'luv', 'darling', 'baby', etc, which although not sexual are often resented, as they are seen to be over familiar or being talked down to.
- Mild profanity or coarseness, which although unprofessional is not sexual behaviour.
- Invitations to work social outings where other staff will be present.

How to Protect Yourself from Sexual Harassment at Work

Work is not a social situation and whilst League Engineering encourages a friendly work environment, it is important not to be unnecessarily familiar or suggestive.

If someone is suggestive or uses language you find offensive, then let them know politely but firmly that you are upset by their actions or words. Tell them what you find not acceptable.

Note: As sexual harassment is a personal as well as a work issue, there is an emphasis on self-help as well as company help.

What to do if You are Harassed

Firstly, attempt to tell the harasser the unacceptable nature of their behaviour. If it is too difficult to tell them to cease the behaviour, then consider sending them a note or email asking them to stop.

If the behaviour persists, keep a record of when and where the incidents occurred and what exactly happened, then advise the Director. What happens next will depend on whether you require counselling on how to handle the situation, or alternatively, whether you wish to lodge a complaint and have the company conduct an investigation.

We are committed to taking immediate action to investigate a harassment complaint and will act in a way that protects the rights of both the complainant and the alleged harasser. We will also keep information gathered strictly private.

We have established procedures for conducting an investigation and if harassment is proven, as with other breaches of professional behaviour, the result will be disciplinary action through one of the following actions according to the seriousness of the behaviour.

Minor non-compliance will normally result in a disciplinary warning.

Serious non-compliance will normally result in disciplinary action. This may include suspension or dismissal. Management will consider each case individually in consultation with its professional advisers.

For a copy of our Harassment Policy, please visit our website www.league.com.au

Workplace Health and Safety

The management of League Engineering is committed to providing and maintaining a safe and healthy working environment for its employees and anyone entering upon its premises or with connection to the organisations business operations. The aim of League Engineering's Health and Safety Policy is to promote and maintain the health and wellbeing of staff, members, visitors, contractors and volunteers and to minimize

the risks of injuries. Likewise, we expect all employees, volunteers, contractors, temporary employees, clients and visitors to follow safe work practices as prescribed under the legislation and in our policies and procedures, and that they make every effort to reduce the risk of injury to themselves and others.

League Engineering also recognises the importance of providing adequate resources to support its commitment to WHS to further ensure that the workplace is safe and without risk to health and safety.

Workplace health and safety is a major priority and must be considered during all work performed on our behalf.

Compliance

All workplaces in Australia are protected by the Work Health and Safety Act 2011 (WHS Act) and associated Regulations, Industry Codes of Practice and Australian Standards and this policy is designed to comply with this legislation.

Responsibilities

WHS is important and we all have a responsibility to ensure that we have a safe and healthy working environment and we require and support all employees, volunteers, contractors, temporary employees, clients and visitors to actively participate in all areas of WHS in the organisation so that we may achieve this goal.

Workers and other persons at the workplace are:

- not to endanger their own health and safety or that of others at the workplace;
- to follow instructions given to ensure health and safety;
- not to wilfully or recklessly interfere with, or misuse anything provided to ensure health and safety; and
- to use personal protective equipment provided to carry out the work safely.

This means as a worker you should:

- conduct your work in a safe way and follow the procedure compiled for the work;
- use the personal protective equipment provided and maintain it when necessary;

- operate only machinery and equipment you have the competency to operate;
- report any faulty machinery and tools to your supervisor;
- report any hazards or unsafe conditions to your supervisor;
- report any injuries, illness and close calls (near misses);
- take care to protect your own health & safety and to avoid adversely affecting the health and safety of others at work;
- ensure you do not proceed with any task without having the appropriate knowledge or training to perform the job safely and correctly;
- follow all WH&S policies and procedures when undertaking assignments;
- obey any reasonable direction given in relation to health, safety or welfare matters;
- ensure you are not affected by drugs or alcohol at any time at work; and
- keep your work area in a clean and tidy state.

Consultation

Another key initiative in minimising WHS risk in our organisation is through consultation with workers. Therefore, we will consult, co-operate and co-ordinate our WHS activities with all other persons who have a WHS duty in relation to that activity, including contractors, temporary employees, volunteers and clients, so far as is reasonably practicable.

The information within this booklet provides your safety induction. You must use your best endeavours to comply with the requirements of the relevant work health and safety legislation, as provided in your Induction. This includes obeying all lawful instructions and complying with any lawful rules, processes and procedures as amended from time to time.

You must advise us of any change in your capacity, either physical or psychological, to work safely and without risk to health, including but not limited to any injury, illness or medication you are taking (prescribed or otherwise).

You must notify us if any party requests or directs you to perform unsafe tasks.

We may at our sole discretion, direct you to complete a medical assessment either prior to the commencement of your employment, or during the course of your

employment, where it is reasonably required to determine your capacity to perform work safely and without risk to health and safety.

For a copy of our Work Health Safety Policy, please visit our website www.league.com.au

Drugs and Alcohol

At League, we have zero tolerance towards Drugs and Alcohol. It is your responsibility to be ready and fit for work to keep you and others around you safe.

The effects of intoxication and the regular use or dependence on drugs or alcohol are associated with impaired judgement and skills, reduced concentration, absenteeism and increased workplace accidents. These behaviours and activities may seriously affect employee safety within League Engineering Services.

It's important to know the rules on site and to operate within the law.

For a copy of our Drug and Alcohol Policy, please visit our website www.league.com.au

Environmental and Sustainability

We work closely with our customers and the teams on the ground to achieve environment and sustainability targets and promote sustainability for the project's lifecycle.

The aim of our Policy is to:

- Demonstrate our commitment to the environment we are working in
- Collaborate, consult and support with our customers, employees and stakeholders to reduce the impact our work has on the environment
- Drive and support any environmental and sustainability initiatives
- Comply with all relevant regulatory and statutory requirements
- Educate and encourage our people to maintain a safe and healthy environment

For a copy of our Environmental and Sustainability Policy, please visit our website www.league.com.au.

Social Media

We acknowledge that employees have the right to share their personal content through social media platforms, however when employed by and representing League, such use of these communications has potential to damage League, our employees, customers and stake holders. There are circumstances in which inappropriate use outside the workplace can breach the duties an employee has to

League. These duties include obeying lawful commands of the employer, to display due care and skill in the performance of work, of confidentiality, of fidelity and not to commit misconduct.

Our employees will not:

- Disclose confidential or private information that is not readily available to the public;
- Post or share any information or photos from or about projects without prior approval from the project management;
- Make offensive, hostile or defamatory comments and/or actions;
- Discriminate, harass and/or bully another person;
- Supply confidential business-related information to another party; and
- Make unauthorised comments and/or statements to the media.

When in doubt, please speak to the contractor, or call any member of the League team. For a copy of our Social Media Policy, please visit our website www.league.com.au.

Pay

Upon employment, you will receive a Contract of Employment which outlines your pay rates and conditions and allowances, as a casual employee.

Our employees are paid on a weekly basis, on a Wednesday. The pay week commences on a Monday and finishes on the Sunday at the end of the week. Your pay is processed electronically and will be deposited into your nominated account/s.

Your payslips will be emailed to the email address you provide.

Timesheets

Included in your welcome pack will be a timebook. Your timesheets are to be completed and signed by the site supervisor every week after the last shift, then sent through to payroll, at the latest on the Monday after the finished working week.

Timesheet Housekeeping and Travel Allowances

For project Snowy 2.0 only

Travel to and from the project is paid at ordinary time.

Forward journey (going to site)

- For those flying in: a 4-hour forward travel component when you are going to site to commence your roster
- For those driving in: a 1 hour per 100kms forward travel component when you are going to site to commence your roster

Return journey (going home)

- For those flying out: a 4-hour return travel component when you are heading home

- For those driving out: a 1 hour per 100kms return travel component when you are heading home


What do you need to do?

Include the travel component hours on your timesheets prior to being signed. This means travel on the day that you travel in, and travel on the day that you head out, each roster.

For the purpose of making our current timesheets work, we will use the blank column at the end and you can refer to it as "Travel 3", or "T3" and this will mean both forward and return journeys.

Please ensure all future timesheets include the following to enable us to pay the above-mentioned travel allowances:

1. Include 4 or your 1 hour per 100kms for your forward journey going to site. That is, the day before your first shift.
See example timesheet below for someone driving in.

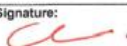


Example Time sheet forward
Travel Driving in

Week Ending: 4 / 4 / 21

TIME SHEET

League Engineering Services Pty Ltd
PO Box 104, Mannum SA 5238
Phone: 1300 799 153
Mobile: 0420 450 707
Email: admin@league.com.au

Employee Name: <u>J. BLOGGS.</u>		Employee Signature: 		Please advise us of anything that may affect your availability for work in the future: <u>N/A</u>									
Position: <u>OP L4</u>		Authorised By: <u>S SMITH</u>		Were you injured, or did you require first aid during this working week? Please provide details. <u>NO</u>									
Location: <u>SNOWY 2.0</u>		Date: <u>4 / 4 / 21</u>											
Project No: <u>V15098.</u>				OFFICE USE ONLY									
	DATE	START	BREAK	FINISH	NT	1.5	2.0	SHIFT AS/NS	TRAV	LAHA	MEAL	MOB/DEMOB	<u>T3</u>
Monday	/ /												
Tuesday	/ /									✓			<u>2</u>
Wednesday	<u>31 / 3 / 21</u>	<u>6:30</u>	<u>.5</u>	<u>17:30</u>				<u>AS</u>	✓	✓			
Thursday	<u>1 / 4 / 21</u>	<u>6:30</u>	<u>.5</u>	<u>17:30</u>				<u>AS</u>	✓	✓			
Friday	<u>2 / 4 / 21</u>	<u>6:30</u>	<u>.5</u>	<u>17:30</u>				<u>AS</u>	✓	✓			
Saturday	<u>3 / 4 / 21</u>	<u>6:30</u>	<u>.5</u>	<u>17:30</u>				<u>AS</u>	✓	✓			
Sunday	<u>4 / 4 / 21</u>	<u>6:30</u>	<u>.5</u>	<u>17:30</u>				<u>AS</u>	✓	✓			

Notes: Completed timesheet must be signed by you and authorised by a Client Representative confirming that the information shown on the timesheet is correct and is subject to the agreed rates and the terms and conditions of 'League'. The timesheet forms an attachment to all our invoices. Timesheet is to be emailed, of text messaged to our office and is to arrive no later than 5:00pm on Monday. Normal working week is Monday to Sunday

2. Include 4 or your 1 hour per 100kms for your return journey going home. That is, on your final day on site.
See example timesheet below for someone driving home.



TIME SHEET

League Engineering Services Pty Ltd
 PO Box 104, Mannum SA 5238
 Phone: 1300 799 153
 Mobile: 0420 450 707
 Email: admin@league.com.au

Example Time sheet return
 Travel Driving home

Week Ending: 4 / 4 / 21

Employee Name: <u>J B1099J</u>				Employee Signature: 				Please advise us of anything that may affect your availability for work in the future: <u>N/A</u>					
Position: <u>OPL4</u>				Authorised By: <u>s smith</u>				Were you injured, or did you require first aid during this working week? Please provide details. <u>No</u>					
Location: <u>SNOWY 2.0</u>				Signature:									
Project No: <u>V1J098</u>				Date: <u>4 / 4 / 21</u>									
OFFICE USE ONLY													
	DATE	START	BREAK	FINISH	NT	1.5	2.0	SHIFT AS/NS	TRAV	LAHA	MEAL	MOB/ DEMOB	T3
Monday	<u>29/3/21</u>	<u>6:30</u>	<u>.5</u>	<u>17:30</u>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Tuesday	<u>30/3/21</u>	<u>6:30</u>	<u>.5</u>	<u>17:30</u>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Wednesday	<u>1/4/21</u>	<u>6:30</u>	<u>.5</u>	<u>12:00</u>					<input checked="" type="checkbox"/>				<u>2</u>
Thursday	<u>/ /</u>												
Friday	<u>/ /</u>												
Saturday	<u>/ /</u>												
Sunday	<u>/ /</u>												

Notes: Completed timesheet must be signed by you and authorised by a Client Representative confirming that the information shown on the timesheet is correct and is subject to the agreed rates and the terms and conditions of 'League'. The timesheet forms an attachment to all our invoices. Timesheet is to be emailed, or text messaged to our office and is to arrive no later than 5:00pm on Monday. Normal working week is Monday to Sunday

- Have your timesheet signed by the supervisor and sent through to either admin@league.com.au or text a photo to 0420 450 707 **before 6pm each Monday.**

If you are unsure, please call 0420 450 707 and if your individual circumstances don't align with our process, please let us know. If you have any questions regarding your pay or if you need to update or change any of your pay details please contact 0420 450 707 or admin@league.com.au.

Injured at work?

Here at League, we are rolling out an improved Injury Management Process and we need your help. In the unlikely event you are injured at work, please ensure you follow the steps below. Please contact me if you have any queries in relation to this process.



Tell your supervisor and seek medical advice



0410 538 782 – Phone League Coordinator,
Suzi Ivey (24hrs)



Early intervention and support with League



Stay in touch with League and your supervisor

If you are unsure, please call 0420 450 707 and if your individual circumstances don't align with our process, please let us know. If you have any questions regarding your pay or if you need to update or change any of your pay details please contact 0420 450 707 or admin@league.com.au.

Please contact us immediately if you have questions or concerns about the content in this document.

Lastly, it's a pleasure to have you on board!

Welcome to



it's great to have you on board

The aim of the induction



Who is League?



What are our values?



How do we operate?



Where to for support?

Who is League?

League is a wholly South Australian-owned company operating since 2002, with offices in Adelaide and Mannum, SA, and in Gympie, Qld.

We have been providing contract labour services, workshop design and fabrication services and project management services to projects across Australia since 2002.

At League, we try hard to build a workplace that supports our employees and empowers them to do their best work. The successful delivery of any contract relies on a talented, competent and committed workforce which works safely at all times, so we are pleased to welcome you on board.



Our Values

- We are **Safe, Disciplined and Reliable** and meet our commitments
- We **invest** in our **people** and promote **good mental health & wellbeing**
- We engender **Trust and Integrity** and are known for this
- We are **Authentic**, speak-up and involve both ourselves and others
- We are **Collaborative** – one team focused on outcomes



Code of Conduct – doing the right thing



Code of Conduct – Freedom of Association

The membership of trade union organisations will be a matter for individual employees and League Engineering will neither discourage nor encourage any employee to join a union.

League Engineering will not support the practice of 'no ticket, no start'.

League Engineering employees will be briefed on these rights along with consequences of breaching these rights as a part of the induction.

League Engineering will not condone any form of harassment, discrimination, victimisation or conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating hostile or offensive work environment.

Any harassment, discrimination or victimisation will be considered a serious violation of League Engineering policy and will be progressed by corrective counselling and may result in termination if counselling does not produce a change of behaviour acceptable to League Engineering.

Any employee who considers that they are a victim of harassment, discrimination or victimisation by any supervisor, management official, or other employee, or any other person in connection with their employment should bring the matter to the immediate attention of their supervisor or call the League Office.

Training and information on these matters will form part of the project induction.

Code of Conduct – Drug & Alcohol Policy

- Workplace safety and health is a vital part of our business. LEAGUE ENGINEERING and its employees have a responsibility to ensure that they do not put themselves or others at risk of harm in the workplace.
- The consumption of alcohol on company premises or work sites, or in other locations whilst representing the company or carrying out company business, is prohibited, unless specifically approved for a company authorised function. Approval can only be given by the Operations Manager or his nominee.
- The consumption of illegal drugs on company premises or work sites, or in other locations whilst representing the company or carrying out company business, including travelling to, from and for work is prohibited.
- This policy is specifically intended to include the consumption of alcohol or illicit drugs prior to working hours and during working hours, which would have the effect that, if tested, the individual would return a positive result.
- LEAGUE ENGINEERING will strive to eliminate risks in the workplace resulting from the inappropriate use of alcohol and other drugs.
- League Engineering will mirror our client's Drug and Alcohol Policy and Testing Procedures and random drug and alcohol testing can occur at any time.
- Visit our website to view our full Drug & Alcohol Policy www.league.com.au

Fitness for Work – Drug & Alcohol Testing

While you are at work, you will be required to undertake regular drug and alcohol testing. You will be tested for:

Alcohol

Opiates

THC

Cocaine

Benzodiazepines

Amphetamines

Methamphetamines

There is zero tolerance for detectable levels in a person of any of the substances listed above. Additional substances may also form part of the testing procedure. When a person returns a positive result for any of the substances listed above, they are deemed unfit for work. This means, they cannot continue working on the job site.

Head to our website for a copy of our Drug & Alcohol Policy

www.league.com.au

League Policies

At League, we have **zero** tolerance towards Drugs and Alcohol. Please inform us immediately if you believe you feel unwell, are unfit for work or any medication you are taking could potentially make you unfit for work.

It is your responsibility to be ready and fit for work to keep you and others around you safe.

It's important to know the rules on site and to operate within the law....

Please visit our website (employees section) for all policies including:

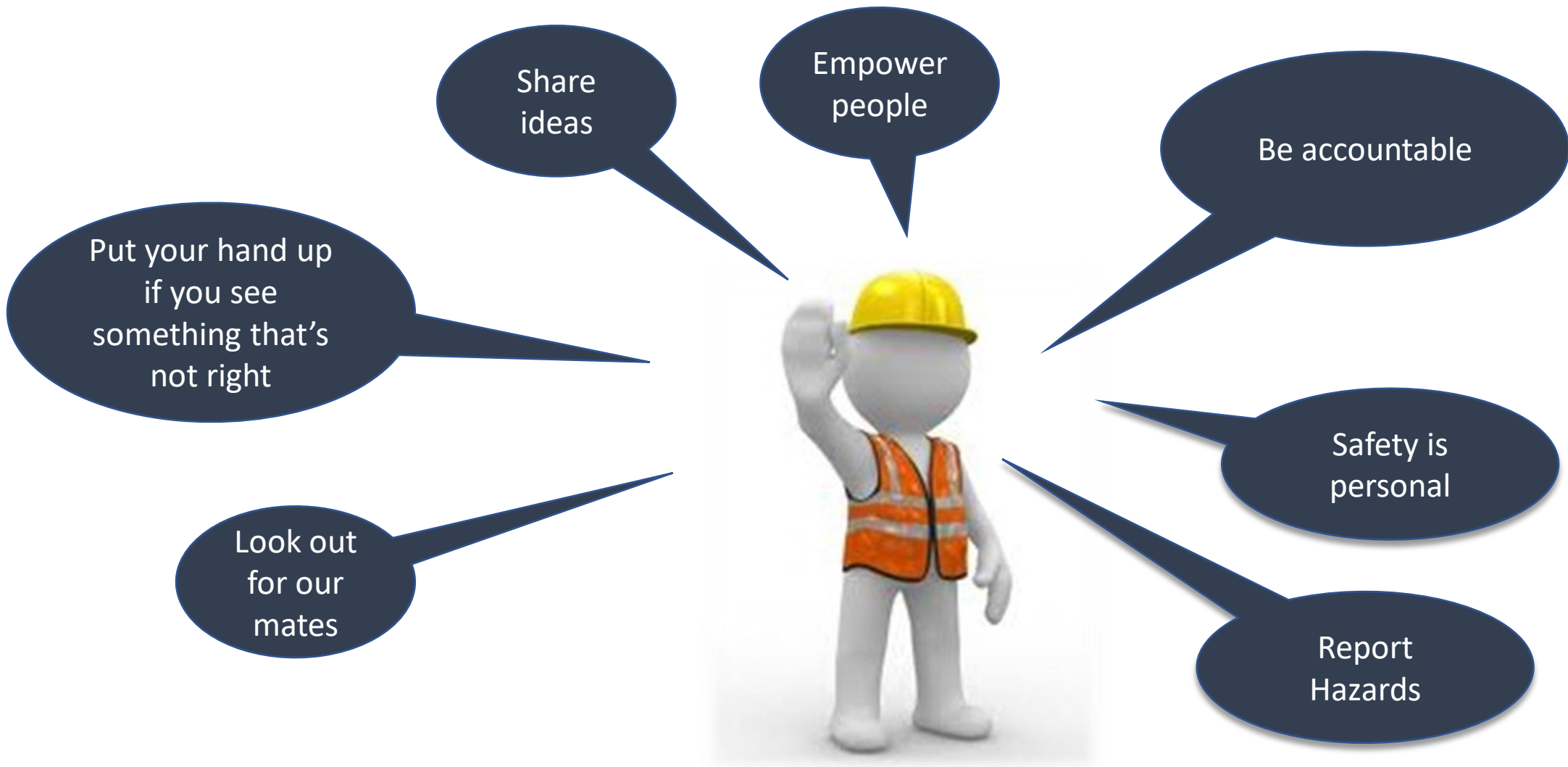
- Work, Health and Safety
- Freedom of Association
- Drug & Alcohol
- Environment
- Privacy
- Discrimination
- Bullying & Harassment
- Information relating to important current affairs

www.league.com.au

The environments in which we operate at League



Safety – our goals



Be ready with the right PPE for the task



I will wear lace-up steel-capped boots
Long-sleeved high vis shirt – **with sleeves rolled down**
Long work pants



I will assess my tasks and wear all fit for purpose protection necessary for my head, eyes, ears, hands and skin



I understand I am responsible and accountable for being fit for work and will follow all site-specific rules, systems, policies and procedures in order to keep me and others around me safe

Our Work Sites

You will perform the duties associated with your classification, as assigned to you from time to time, as well as any other duties reasonably required by the Company, which you are capable of performing to meet the operational requirements of the Company across the Project.

Such duties that are within the limits of your skill, competence and training as determined by the Company, may be varied in location including transferring from one part or section of a site or project to a different part or section of the same site or to another project or site.

Managing my wellbeing – Manage Fatigue – stop, revive, survive

What can you do to help manage fatigue while travelling?

It is an individual's responsibility and duty of care to manage their own fatigue and their commute arrangements to the airport or on their journeys to safely work their full first shift. On fly-out/drive out day, it is an individual's responsibility and duty of care to safely manage their own fatigue, including commute arrangements to their destination.

See next page for helpful tips to manage fatigue, which include your own travel plan template and STOP, REVIVE, SURVIVE – click on the link for tips.

<https://roadsafety.transport.nsw.gov.au/stayingsafe/fatigue/stoprevivesurvive.html>

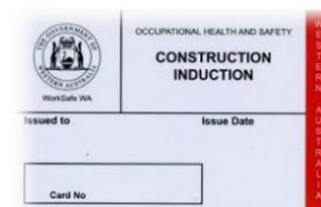
Training & Compliance

Project compliance is an important part of working with League and our projects. You must have these at all times while on site:

- Current driver's license
- Current tickets and competencies for the tasks you are doing
- Construction White Card

If you renew any of your licenses, tickets, qualifications or your competencies change in any way, please make sure to let us know.

Send through to suzi@league.com.au or text photos of your qualifications and White Card to 0410 538 782



What is a white card - 123WhiteCard ...
123whitecard.com.au



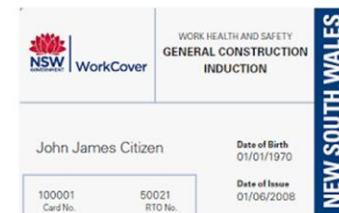
OH&S Construction Induction Card For ...
whitecardonline.com.au



ConX | Blog | What is ...
conxjobs.com



What's a White Card?



CPCCOHS1001A - Work Safely in the ...



NSW White Card ...

Good mental health & wellbeing

- League prioritises the wellbeing of each person as a core value
- Mental Health and Wellbeing has two main aspects: feeling good and functioning well
- On our projects and in our offices, it's important we all look out for each other



Quality

Quality is everyone's business. You are our eyes and ears on the ground.

Let's get it right the first time, every time to avoid re-work.



**Lessons Learnt are
important! We want to
avoid Re-work!**



Quality

Why is it important to get it done right the first time?

- Reduce wastage and rework
- Prevent recurrence of defects
- Achieve performance targets
- Get the best outcomes for the customer and end user
- Pride in our work – be proud of the job you do!

If something doesn't look or feel right – let someone know.

Do it
RIGHT
the
FIRST
time

Project Website and Jobs



www.league.com.au



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Who can I contact for support?



Mates in Construction Helpline 24/7 1300 642 111



Alcohol & Drugs Helpline 24/7 (02) 9361 8000 1800 422 599 (Rural)
www.drugs.health.gov.au



Quitline 24/7 Smoking Quit Line 131 848 www.quitnow.gov.au



Talk it over Men's Line Australia
 (family, financial, relationship concerns or anything that's on your mind)
 Mates in Construction Helpline 24/7 1300 789 973

Questions please!



Get in touch with any questions – we're happy to help

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