



**MJS CONSTRUCTIONS (VIC) PTY LTD**  
**SUSTAINABILITY AND ENVIRONMENTAL**  
**POLICY**

**Document Acceptance and release Notice**

This is revision 1.4 of MJS Constructions Sustainability and Environmental Policy (SEP).

This manual is a managed document. For identification of amendments each page contains a release number and page number. Changes will only be issued as a complete replacement. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.

PREPARED: \_\_\_\_\_ Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

(for acceptance)

Name

MJS Constructions

Director

**Document Development History**

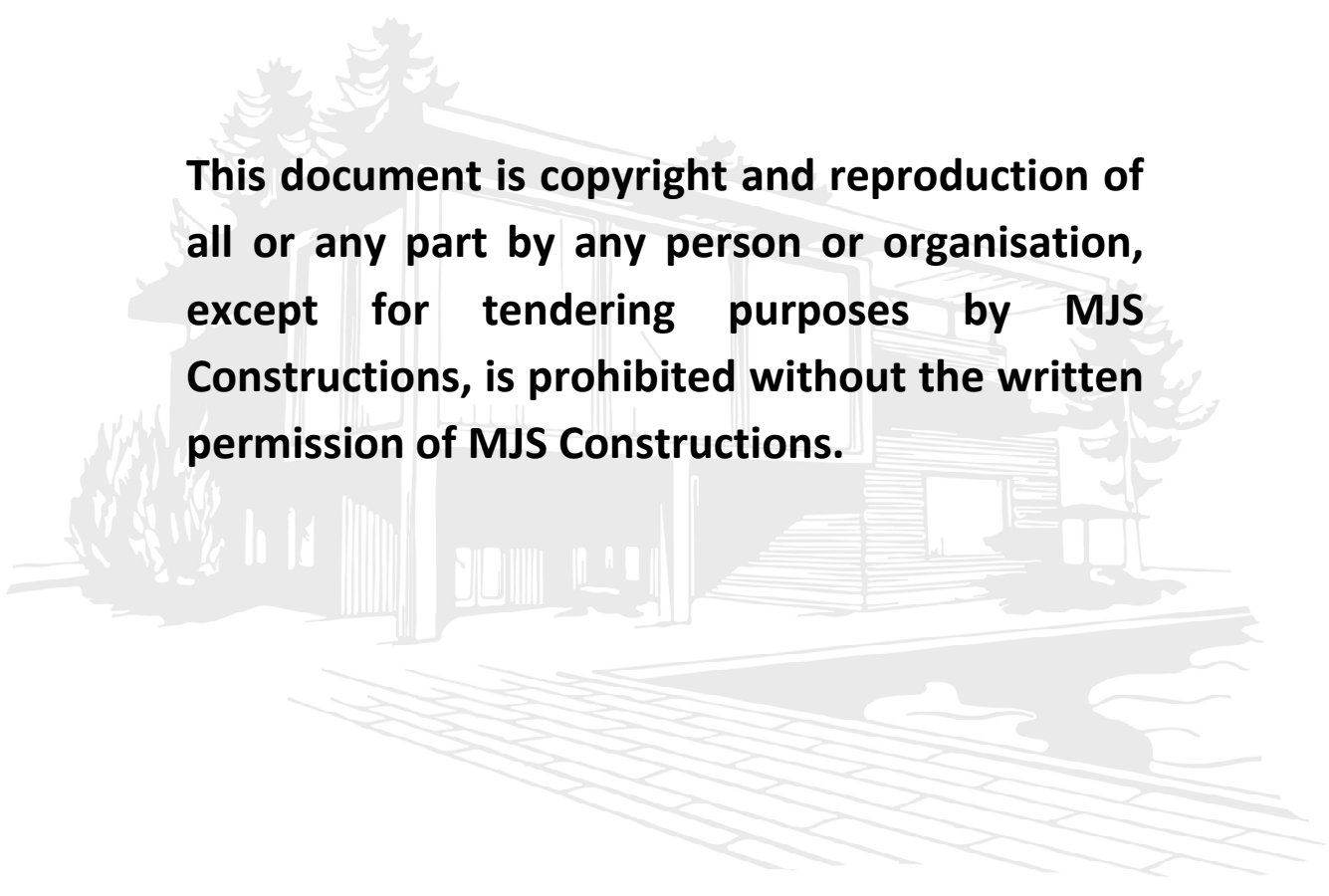
Position	Name	Sign	Date
<b>Revision</b>			
Project Manager			
Site Supervisor			
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**SEP revisions**

Revision	Date	Description
1.1	10/1/2007	Initial SEP development
1.2	1/2/2010	Review to meet current legislation and regulations - MJS Constructions
1.3	1/4/2014	Review to meet current legislation and regulations
1.4	1/5/2019	Review to meet current legislation and regulations

**SEP Distribution**

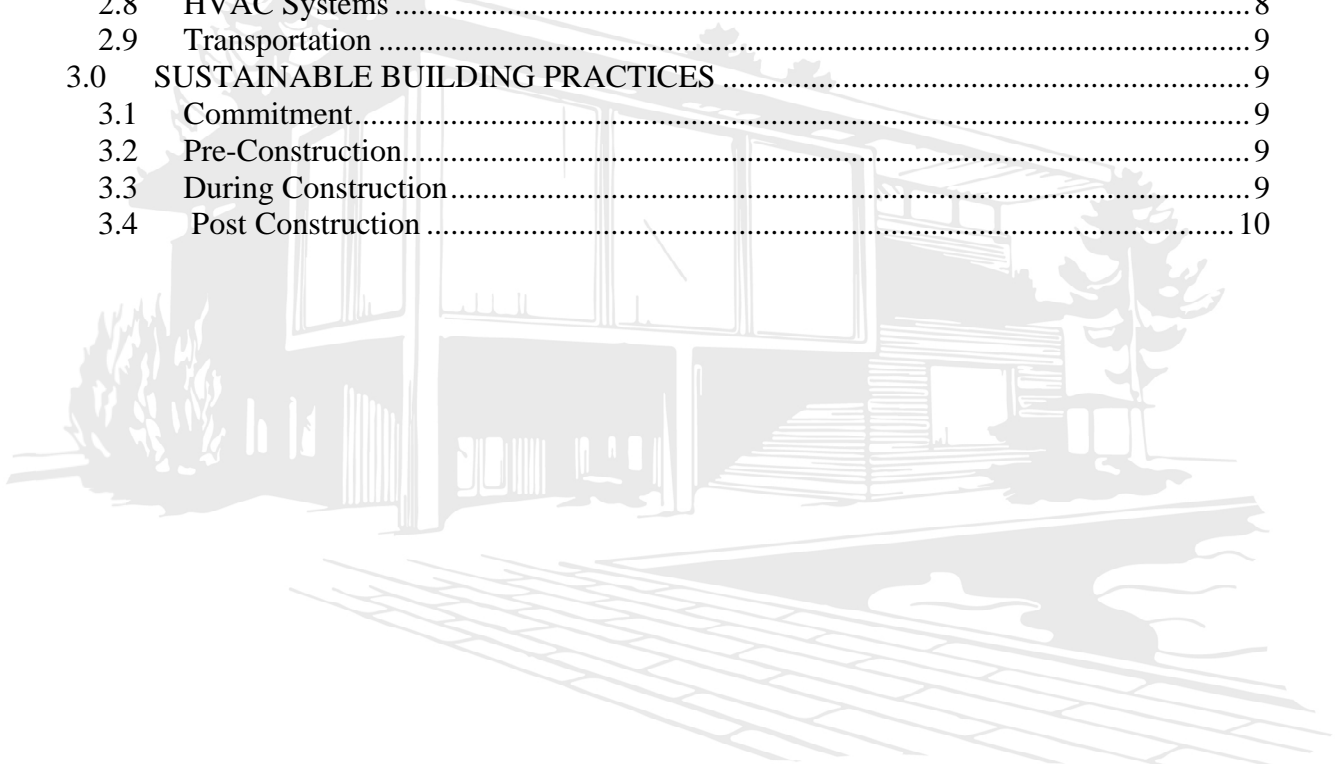
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Master Copy	Matt Slocombe	MJS Constructions



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## 1.0 SUSTAINABILITY AND ENVIRONMENT

### 1.1 Foreword

MJS Constructions sustainability and environment policy is based on the believe that the health of our environment is a key aspect of the continual operation and future success of our business. By minimising the impact on the environment today will create a sustainable future for tomorrow.

### 1.2 Objectives

The objectives of this Policy is to that ensure measures are taken, as far as is reasonably practicable, to:

1. build with sustainable materials and practices;
2. consider the environment for our future generations;
3. involve employees and subcontractors through regular communication and consultation;
4. encourage employees and subcontractors to identify and implement sustainable building practices, and
5. monitor the sustainability and environment practises of MJS Constructions through all of its operations.

### 1.3 Commitment

MJS Constructions is committed to fulfilling the objective of this policy and expect the same of all employees, suppliers, clients and subcontractors working on our behalf.

1.4 Policy

## MJS CONSTRUCTIONS SUSTAINABILITY AND ENVIRONMENTAL POLICY

*It is the policy of MJS Constructions that sustainability and environmental practises be adopted in all aspects of its operations. This will not only have a positive effect on the environment for current and future generations, but on the future relevance and success of the company.*

*It is the responsibility of management of this company that all employees are carefully instructed in correct techniques for environmental and sustainable practises. Management shall provide the required resources and training to employees for effective implementation, monitoring and evaluation. Where appropriate this will extend to Suppliers and sub-contractors.*

*MJS Constructions will work with designers, building professionals, suppliers, clients and subcontractors in order to improve its practices and create sustainable and environmentally friendly buildings. It is only by an integrated approach that the benefits and success of this policy will be realised.*

*Underpinning this policy will be promoting sustainability building practices to MJS Constructions current and future clients. By providing relevant information about sustainable and environmental practices / materials will inform clients on not only how they can meet their objectives, but that which will minimise the impact on the environment and create a sustainable future*

Dated: .....1 May 2019.....

Originally Signed

.....  
**Matthew Slocombe**  
Director

## 2.0 SUSTAINABILITY

### 2.1 General

MJS Constructions is committed to minimising the impact of its operations on the environment and encouraging sustainable practices. This will have a positive impact on our operations, future profitability, workplace health and future generations quality of life. To achieve this MJS Constructions will provide the appropriate resources and training.

### 2.2 Recycling

Recycling of 'waste' products has an immediate impact on the environmental and can be achieved at little to no cost. MJS Constructions shall:

- recycle the following materials within the office environment:
  - Plastics
  - Glass
  - Aluminium
  - Paper
  - Cardboard
- establish collection locations and containers at both main and jobsite offices for collection of the above listed materials. Arrange for the pickup or drop off of these materials on a regular scheduled basis
- recycle used printer cartridges
- reuse binders, folders, padded envelopes, boxes, etc whenever possible. Collect and return these products to the main office for reuse when they become available
- turn in all used phones and electronics to the main office to be recycled or donated
- recycle all used motor oil used in company vehicles and equipment

### 2.3 Paper Usage

MJS Constructions remains committed to reducing its paper usage during its operations. In order to achieve this MJS Constructions shall:

- distribute, file, and archive documents electronically.
- only print and file documents in hard copy format when required to meet legal and legislative requirements
- copy both sides of paper with the two-sided copy feature when making copies for internal use whenever possible
- purchase recycled or managed growth forest paper
- attempt to use local printing services that use recycled or managed growth paper

### 2.4 Environment

The everyday environment that we work in plays a big part in our ongoing practices and future success. In order to achieve this MJS Constructions shall:

- purchase office supplies from local companies
- purchase and use washable, recyclable or biodegradable tableware in all offices

- purchase and use non-toxic biodegradable cleaning products in all offices
- clean or replace HVAC filters per recommended manufacturer's instructions
- provide safe clean drinking water for all employees
- maintain a clean workspace for all employees. Offices shall be cleaned on a regular scheduled basis to ensure interior air quality, prevent fire hazards and maintain the health of all employees. Jobsite offices are an extension of the main office and should represent MJS Constructions in a positive manner.

## 2.5 Energy Efficiency

MJS Constructions has an overall goal of conserving energy and promoting efficiency both within the main offices and on individual jobsites. This will reduce our impact on the environment and our operating costs.

## 2.6 Electricity Usage

To reduce electrical usage MJS Constructions shall:

- turn off all lights and electronics when not in use. Use motion sensor lights in common areas such as bathrooms, meeting rooms and corridors
- install compact fluorescent, LED or other long burning light bulbs throughout offices
- use "Energy Star" rated office equipment or equivalent for all new equipment or appliances leased or purchased
- monitor and track monthly electricity usage for review to assure usage levels are meeting expected amounts

## 2.7 Water Conservation

Water is a finite resource and MJS constructions aims to reduce its water usage through positive measures. In order to achieve this MJS Constructions shall:

- minimise the general use of potable water
- install low flow or waterless fixtures and motion sensor faucets when replacing used ones in company bathroom facilities
- install aerators of flow restrictors on all office sinks
- monitor and track monthly water usage for review to assure usage levels are meeting expected amounts

## 2.8 HVAC Systems

MJS Constructions reliance on HVAC systems and its impact on the environment is to be reduced through passive measures where possible. In order to achieve this MJS Constructions shall:

- turn off or down all HVAC systems when offices are unoccupied
- install and use programmable thermostats whenever possible
- purchase high efficiency HVAC equipment when replacing or upgrading existing systems
- inspect and clean air ducts and both supply and return grills on a regular basis to minimise dust collection and mildew
- insulate all hot and cold-water pipes that are accessible
- monitor and track monthly gas usage for review to assure usage levels are meeting expected amounts



## 2.9 Transportation

MJS Constructions reliance on transportation for its operation has the single biggest impact on the environment. In order to reduce this MJS Constructions shall:

- purchase or lease all future company vehicles with the lowest available emission standards of vehicles within their class where practicable
- support and provide incentives for the practice of carpooling, biking or the use of public transportation when commuting to and from work when possible.

## 3.0 SUSTAINABLE BUILDING PRACTICES

### 3.1 Commitment

The policies and practices of MJS Constructions include incorporating into our projects recognised sustainable building practices. As an accredited member of the HIA Greensmart Program, sustainability is at the forefront of our operations.

### 3.2 Pre-Construction

By having input prior to construction commencing MJS Construction can have the greatest influence on reducing its environmental impact by informing clients, suppliers, professionals and subcontractors on sustainable building practises. In order to achieve this MJS Constructions shall:

- promote the HIA Greensmart Brand
- promote sustainability and environmentally friendly products, procedures and practices
- ensure training is provided to employees, subcontractors and suppliers in achieving sustainable and environmentally friendly building
- inform and educate clients on sustainable and environmental best practises
- provide information packs to clients on sustainable and environment practices and products  
-annex A - Building the GreenSmart Way guidance notes for designing and building new homes and renovation projects
- document sustainability and environmental requirements for the project

### 3.3 During Construction

Implementation of the sustainability and environmental requirements for each project will be communicated to all stakeholders to achieve the desired outcome. MJS Constructions shall:

- post jobsite requirements outlining green initiatives at the jobsite and review company policy with subcontractors and suppliers during pre-construction meetings
- maintain all sites in accordance with company policy and local EPA regulations
- divert construction debris from disposal in landfills and incinerators. Provide separate containers onsite to recycle the following items:
  - cardboard
  - metal
  - brick

- acoustical tile
- concrete
- plastic
- glass
- gypsum wallboard
- carpet
- insulation
- encourage onsite recycling of consumer products used by subcontractors by setting up basic collection facilities for plastic, glass and aluminium cans
- purchase materials that are within 500 miles of the main office whenever the option is available and cost effective
- purchase construction materials that include recycled content whenever the option is available and cost effective
- reuse construction materials whenever possible and cost effective. Store reusable materials at MJS Constructions warehouse facility for future use on other projects

### 3.4 Post Construction

MJS Constructions will conduct a final review of all projects with an accredited professional to determine feasibility, cost, impact/savings, vendor information, subcontractor participation and any required training to enhance its sustainability and environmental operations.

