



Brisbane City Hall

Oregon Timber supplied during original construction in 1920

Bretts Pty Ltd
2020 Capability Statement

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Company and Contact Details

 **bretts trade**
let's talk timber & hardware

Bretts Pty Ltd

ABN 22 009 658 315
Established 1918
616 Rode Rd Chermside 4032
Locked Bag 1, Stafford DC QLD 4053

 **bretts**
let's talk frame & truss

Trading as:

Bretts Trade Timber & Hardware
Bretts Frame & Truss
Bretts Architectural Window Solutions
Bretts Architectural Hardware
Bretts Locksmithing
Bretts Modular Housing

 **bretts**
let's talk architectural
window solutions

Contact: Bill Nutting
Ph: +61 7 3361 0713
Email: bnutting@bretts.com.au

 **bretts**
let's talk commercial hardware
& locksmithing

bretts.com.au

Bretts Trade Plumbing Supplies Pty Ltd

ABN 48 612 578 319
620 Old Gympie Rd, Narangba, QLD 4504
Locked Bag 1, Stafford DC QLD. 4053

 **bretts**
let's talk modular construction

Trading as:

Bretts Trade Plumbing Supplies
BTPS
BTPS Global

 **bretts trade**
let's talk plumbing supplies



Contact: Steve McDonald
Ph: +61 7 3203 2105
Email: smcdonald@bretts.com.au

bretts.com.au/plumbing

Company overview

Founded in 1918, Bretts was originally a sawmilling business with mills located across southern Queensland. Over the years and as wood fibre resource availability diminished, the business has expanded and diversified into manufacturing and selling a wide range of building materials.

Bretts is 100% owned by third generation descendants of James Brett and is located across 7 sites throughout greater Brisbane. Combined turnover in 2019/20 was in excess of \$100 million with staff of more than 200 FTE's. Bretts are a 100% vertically integrated building supply business, sourcing input materials direct from manufacturers, value adding to produce completed modular dwellings, to minimise production cost.



Capabilities



Frame & Truss – we are a Pryda fabricator of timber roof & floor trusses and pre-nailed wall frames. We are also a Scottsdale fabricator of light weight steel roof & floor trusses and prefabricated wall frames. Each 8 hour shift routinely produces 6 to 7 house lots of prefabricated roof trusses and wall frames per day. We also have a full time boiler making facility on site at Geebung, capable of cutting, drilling, welding and painting all structural steel members, making us a truly one stop structural framing shop.



Windows & Doors – we are an AWS fabricator of Vantage aluminium windows and doors. In addition to a full range of residential and commercial windows and doors, we are also exclusive Qld agents for the Reynaers & SkyFrame European suites of windows and doors. Our Window factory is located at Geebung alongside the Truss Plant & Modular Housing Division to optimise efficiency.



Building Materials – we routinely carry in excess of \$7 million of building materials across 6 sites in all major brands such as James Hardie, CSR, Boral, Hyne Timber, Tilling, Hume & Corinthian Doors but to name a few. We have the largest network of independent stores in SE Qld with stores conveniently located at Caboolture, Geebung, Chermside, Albion, Coorparoo & Browns Plains. Orders can be placed online (with free delivery Brisbane metro for orders over \$250) via email, phone or in person with one of our 10 external sales people.

pryda



James Hardie™



Capabilities



Commercial Hardware – we are Brisbane’s oldest and longest serving Architectural Hardware merchant, specialising in any hardware associated with a commercial door installation and or office fit-out, e.g. door furniture, locking mechanisms, door closers, washroom equipment, etc. Commercial is located at Albion to conveniently service the CBD Shopfitting market.



Locksmithing – we have 6 qualified full time locksmiths operating both in the Albion Workshop and in mobile vans. Over and above all the usual services you would expect from a Locksmith, e.g. key cutting, master keying, after hours lock outs, etc. we are also Security Construction and Equipment Committee (SCEC) accredited so we are authorised to perform installations in high security projects such as police stations, prisons and airports.



Modular Housing – in a culmination of all Bretts divisions, we now offer a complete “plug & play” modular housing solution. All frames (including structural steel chassis), doors & windows are manufactured by Bretts on the same site to minimise lead times and maximise cost efficiency. All operations currently work on a single 8 hour shift, so we have significant capacity to scale up with very little notice, by way of adding shifts. All modules are available in timber or light weight steel construction & can be supplied fully wired, plumbed & certified ready for installation. PWD & NDIS compliant solutions are also available. Commercial and Domestic modular buildings delivered to you, installed, secure and ready to move in within days.

Capabilities



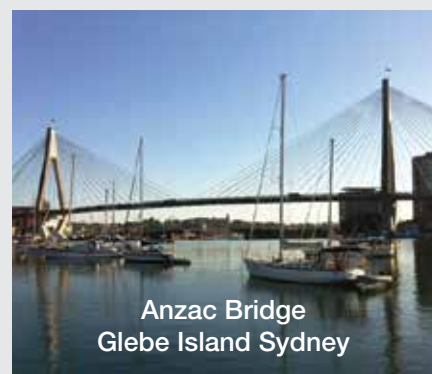
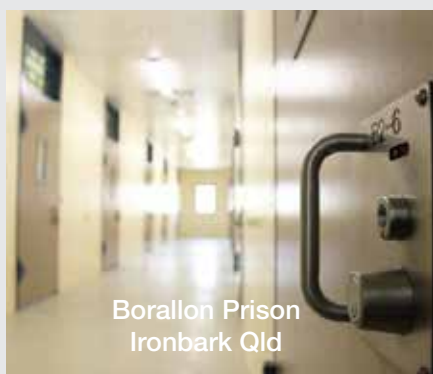
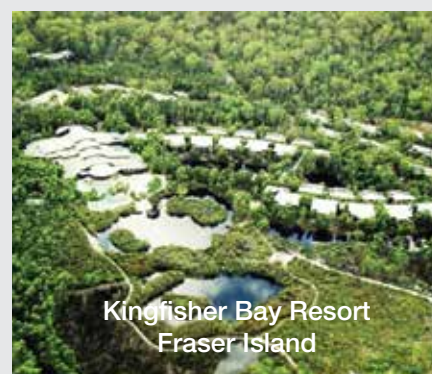
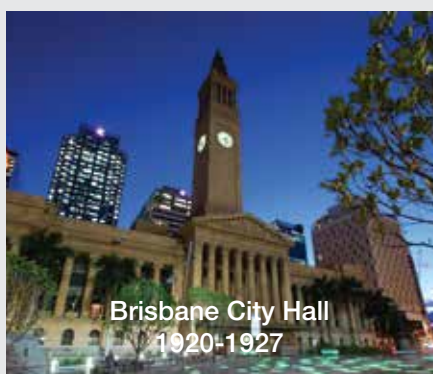
Trade Plumbing Supplies – Bretts Trade Plumbing Supplies (BTPS) was formed in 2016 with the primary focus of supplying Plumbing and Bathroom categories to major projects as well as the detached home segment. BTPS is staffed by a team that is highly experienced in project management which has led to the successful supply of many major projects such as Jewel Broadbeach, The Darling Broadbeach, The W Hotel Brisbane, The Westin Hotel Brisbane and the upgrade of the Wacol Prison. BTPS is member of Plumbing Plus, the largest Independent buying group in Australia which allows BTPS to compete against the large corporates while still remaining flexible and therefore able to meet changing customer demands.

BTPS Global – Dedicated 4,000 sqm export facility; Buying and selling in any currency; Maximising profitability; by offer ongoing, sustainable supply to our South Pacific Partners.



Previous experience

With over 100 years of trading we have been involved with many projects such as, but not limited to;



WH&S systems & procedures

At Bretts we take WH+S seriously. Our safety culture is based on prevention, hazard awareness, continuous improvement and compliance with carefully-developed procedures.

Every employee signs up to our Zero Harm Charter.

We have a dedicated WH+S and Return to Work Officer, who reports to the Company Secretary, who in turn reports directly to the Board.

We have partnered with the Queensland Government Workplace Health and Safety, Office of Industrial Relations and implemented the IPaM program of continuous improvement.

Injury Prevention and Management Program (IPaM) Systems Review

The purpose of this tool is to summarise the organisation's management of workplace health and safety and injury management and identify opportunities for improvement (OFI).

Opportunities for improvement from this systems review will be combined with the hazards review and climate reviews to develop a business improvement plan for the organisation

Management commitment and leadership	<ul style="list-style-type: none"> WHS & injury management policy Organisational chart (including WHS/injury management personnel) Position descriptions or performance agreements
Evaluation & planning	<ul style="list-style-type: none"> WHS & injury management objectives/targets/KPI's Incident data analysis report Corporate business plan Purchasing/procurement procedures
Consultation & communication	<ul style="list-style-type: none"> Consultation strategy/policy/procedures Safety committee structure & terms of reference Minutes of committee meetings Staff meeting/toolbox talk records

WH&S systems & procedures

Risk management	<ul style="list-style-type: none"> Risk management procedures Inspection checklists Hazard/risk register Risk assessment tools/proformas
Safe work procedures	<ul style="list-style-type: none"> Examples of safe work procedures Maintenance schedule
Training & supervision	<ul style="list-style-type: none"> Training plan or skills matrix Competency records Performance management process
Safety reporting	<ul style="list-style-type: none"> Hazard/incident report proforma/procedure Completed investigation report
Early intervention and support	<ul style="list-style-type: none"> Injured worker case file template/example Injury management procedure/flowchart Suitable duties job bank
Recovery & return to work	<ul style="list-style-type: none"> Worker authorisation form Suitable duties plan template/example
Healthy worker	<ul style="list-style-type: none"> Health and wellbeing policy Health and wellbeing plan

Quality control

Bretts uses a Quality Control program called ESP. It is specific software designed to operate in a manufacturing environment.

ESP stands for Estimate, Sell, Produce. ESP is a production management tool specifically designed around manufacturing for the construction industry. It is used to manage and measure procedures and events related to the sale and manufacture of modular buildings and windows and doors.

Major functions performed by the system include:

- Scheduling
- Materials Ordering and Tracking
- Production Management (including labour tracking and time capture)
- Site Work Management
- Reporting

Of most relevance to Qld Health is the reporting capability.

The reports are used to manage quality in the factory and can be scheduled daily, weekly or monthly. We closely monitor "Job Performance" and "Rework" reports to ensure we are producing a quality product that meets our standards before we deliver the final product to our customers.

ESP forces quality upon us and ensures we deliver in full and on time giving our customers the confidence that their product has met the internal quality standards required by Bretts.

Quality control

Report name	Description	Tab menu
Performance	Statistics report by workers, work types and/or production claims	Factory
Login/Logout	Report displays worker's log in/log out times	Factory
Job claims	Shows claims made for a nominated time frame. Group by work types, job or workers	All
Sales and activities	A report with many options to choose job types, job stage and work type categories. Also, a number of grouping options and date range selection	Factory
Daily activities	Report on activities such as claims made on a particular day. Group and sort options available	Factory
Time off	View reported time-off grouped by worker	Factory
Non-regular jobs	View details of re-works, sundry and site works	Factory
Job order	A job summary report with optional progress, costing and time options	All (except factory)
Job performance	A performance report comparing estimated hrs vs actual	Production through to site work
Deliver docket	Select items to appear on a delivery docket	Production through to site work
Job ticket	Sundry job ticket	Miscellaneous
Re-work ticket	Re-work job ticket	Production through to miscellaneous
Site work ticket	Site work job ticket	Site work
Weekly	Displays a weekly summary of past and upcoming events based on the tab it is generated from, i.e. if your right-click on pending quotes chart you will get a weekly sales report from the production board it will be a production summary	Pending quotes Pre-production chart Production board
Day schedule	Summary of items to be completed for selected day	Calendar

Environmental and risk management systems

The risk associated with identified hazards is assessed prior to work commencing. Risk assessment is based on a combination of risk analysis and risk evaluation.

Risk analysis describes the process for determining the level of risk associated with an identified hazard in a consistent manner. The methodology adopted for analysing EHS risk is based on consistent descriptors of consequence and a logical estimation of the likelihood of the consequence occurring. Based on the consequence and likelihood analysis of each hazard or aspect, a risk ranking is derived from the below Risk Matrix. The level of risk for each hazard can be described as "High" "Medium" or "Low".

1 = Red 3 = Green 2 = Yellow		Disaster	Very serious	Serious	Substantial	Minor
LIKELIHOOD	Almost certain	1	1	1	2	2
	Likely	1	1	2	2	2
	Possible	1	2	2	2	3
	Remotely possible	2	2	2	3	3
	Practically impossible	2	3	3	3	3

Consequence	Definition
Disaster	Could cause Death or Permanent Disablement or extensive damage to structures/equipment or the environment.
Very serious	Could cause Severe injury, temporary disablement (Lost Time Injury) or Occupational illness or major damage to structures/equipment or environment.
Serious	Could cause Serious Injury (Medically Treated Injury) or Occupational Illness or serious damage to structures/equipment or environment.
Substantial	Could cause Minor injury (First Aid Injury) or Occupational Illness or some damage to structures/equipment or environment.
Minor	Should not result in injury, occupational illness, structural, equipment or environmental damage.

Environmental and risk management systems

Likelihood	Definition
Almost Certain	Will almost certainly occur
Likely	Will probably occur
Possible	Might occur at some time
Remotely Possible	Unlikely to occur but has been known to occur
Practically Impossible	No known occurrences but occurrence is conceivable

Following the Risk Analysis and utilising the same team that performed the risk assessment, a Risk Evaluation is conducted to assist in making decisions and to establish the priority for risk treatment or to demonstrate the adequacy of current controls. Risk Evaluation utilises the results of the risk analysis to consider the tolerability and or acceptability of risk within an EHS context and the practicality of eliminating or reducing the residual risk so far as is reasonably practicable.

Risk evaluation - Class/ranking

Class/ranking		Description/requirements
1	H (1) (High level of harm)	Will require detailed pre-planning. Actions will be recorded on a Safe Work Method Statement
2	M (2) (Medium level of harm)	Will require operational planning. Actions will be recorded on a Safe Work Method Statement
3	L (3) (Low level of harm)	Will require localised control measures

Environmental and risk management systems

Hazards are identified and ranked and then controlled using the Hierarchy of Control whereby the best form of control that can be achieved is to be implemented at all times – starting with removing the hazard completely followed by isolation and so on. PPE should be the last barrier used to protect workers and should only be used when all other methods have been excluded.

Environment Policy

Aims and Objectives

We are committed to environmental improvement and prevention of pollution. We will achieve this by working with our customers, suppliers and the community to adopt procedures that:

Reduce waste through innovative work practices and recycling practices.

Minimise environmental impacts by reduction of polluting substances produced by our operations, activities and services where practically possible.

Minimise the impact of our operations on the neighbouring community.

Increase the use of environmentally acceptable materials, equipment and technology in place of those which are considered harmful.

Actively promote environmental awareness among workers, clients, customers and the general public.

Maintain the standard and quality of our products for all Bretts windows and doors products wherever there are installed on the many individual sites our customers require.

Responsibilities- All Employees

We recognise that the overall responsibility of environmental sustainability rests with management, who will be accountable for the implementation of this policy. These responsibilities include:

Ensuring that all environmental policies and procedures are implemented.

Establishing measurable objectives and targets to ensure continued improvement aimed at the elimination of waste, pollution and environmental harm.

Encouraging consultation and co-operation between management, workers and stakeholders in matters which may affect or impact on the environment; and

Providing adequate resources to meet these environmental commitments

Workers also have responsibilities, which include:

Following all environmental policies and procedures; and

Recognising and reporting hazards which may affect the health and well-being of the environment.

Insurance

Details of insurances we hold are;

Policy #, Underwriter	Type	Value	Expiry
02A350778PLB QBE Insurance	Product Liability	\$20 million	30 September 2020
02A350778PLB QBE Insurance	Product Liability	\$20 million	30 September 2020
WAA990417816 Qld Government	WorkCover	NA	30 September 2020



Zero Harm Charter Zero Harm Vision

Over View

At Bretts we are committed to achieving Zero Harm. This means zero injuries and zero environmental damage. Everyone has the right to be safe at work and to return home to their family and friends as healthy as when they started the day. The community also has the right to expect that every employee will care for the environment as well as public health and safety.

We therefore expect each and every person at Bretts to work safely and with respect for the environment. Whilst ensuring legal compliance, we seek to apply industry best occupational health, safety and environment practice for employees, contractors, customers and local communities.

Our Zero Harm Values and Behaviours:

We commit and contribute. Each and every one of us avoids harming people or the environment through safe work behaviour and by identifying then eliminating risks.

We value everyone equally. We protect the health and safety of our people, contractors, customers and local communities.

We have an obligation to our colleagues to ensure that they work without harm

We respect ourselves. Every person in Bretts takes reasonable care of their own health and safety as well as that of their colleagues.

We think first of Zero Harm. We consider health, safety and the environment in all decisions concerning the development of projects, the selection of commercial partners and suppliers and the launch of new products or services. We do not let economic considerations overrule health and safety or respect for the environment.

We continuously improve. We ensure that the OHS management system and training reflect our determination to make continual progress in health, safety and the environment.

We share. Everyone contributes to improving knowledge across Bretts through the capture, implementation and sharing of safety learnings and best practices.

Zero Harm Charter Zero Harm Vision

We respect the environment. Everyone is committed to using resources more efficiently, minimizing waste and encouraging the sustainable use of our products and services.

Bretts management encourage workers to report all injuries and that these injuries are thoroughly investigate to ensure our work procedures are in line with industry standards.

Our Zero Harm Commitment

All accidents, injuries and harm can and should be prevented. Every manager is accountable for achieving Zero Harm and shall demonstrate leadership in creating a culture which actively promotes Zero Harm.

Everyone is responsible for committing and contributing to Zero Harm. In following the Zero harm commitment we will fulfil our obligation to ensure that we work without causing harm to ourselves, our colleagues or the community. "I am accountable for achieving Zero Harm and shall demonstrate leadership in creating a culture that actively promotes Zero Harm".

Bretts Geebung, Brisbane manufacturing facility



Industry associations

We are founding members of the two largest buying groups for independent merchants being **Natbuild** - natbuild.com.au and **Plumbing Plus** - plumbingplus.com.au as well as being members of the following organisations;



Licence Number: 1305647

Testimonials



"We have been using Bretts for supply of all our prefab structural framing, trusses, windows and pretty much all our building materials for as long as I can remember. Having a one stop shop for these supplies is not only an enormous convenience, it has also allowed us to better streamline our processes to deliver a better product in a quicker timeframe.

We are most impressed with the Bretts Modular Housing product having already used it in one job saving weeks of construction time. We are about to commence a multi level medium density project using their modular system and we expect to save over 12 weeks in construction time. As time is such a valuable commodity in our industry, modular construction helps up not just meet, but beat deadlines."

Ben Spencer
Principal



"RM Housing Group has been purchasing a wide range of goods from Bretts for many years now.

We have found Bretts to be a great one stop shop for us as we buy materials ranging from stick timber, pre-nail frames and trusses, hardware, windows and plumbing PC items.

We have always found Bretts to be a professional supplier that gives us great service. If we ever have issues they are solved in a prompt and courteous manner that result in very little impact to our business.

We would eagerly encourage any builder to utilise Bretts timber and hardware.

Being able to use Bretts on such a wide range of products and only dealing with the one trade representative really makes running our business so much simpler."

Rick Maklary
Principal