**** UP Building and Construction Pty Ltd

“Building dreams from the ground UP”

ABN 123 456 789

**Work Health and Safety Policy and Procedures**

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1. Policy and Procedures Statement

**Policy statement**

The Work Health and Safety Policy has been developed in line with the model Work Health and Safety (WHS) laws. The model WHS laws consist of the model WHS Act, model WHS Regulations and model Codes of Practice.

This policy describes the standards of safety that is expected by all workers representing UP Building and Construction Pty Ltd. It provides a framework to secure the health and safety of workers and workplaces.

**Procedure statement**

Designated Health and Safety Representatives (HSRs) will be identified for each site and responsible for ensuring that matters of policy as set out in this document are carried out. In addition, the HSR will identify and cause to be rectified all potential safety hazards.

All Work Health and Safety policies and procedures have been developed according to the [**model Code of Practice for Construction work**](https://www.safeworkaustralia.gov.au/doc/model-code-practice-construction-work), and in accordance with Safe Work Australia.

2. Scope

This policy and procedures document relates to all workers representing UP Building and Construction. This includes:

* Full time and part time employees
* Casual and contract employees
* Contractors engaged for work.

This document sets out the roles and responsibilities of everyone on site and the minimum standards of safety for all workers on all sites representing UP Building and Construction.

3. Policy Compliance

|  |  |  |  |
| --- | --- | --- | --- |
| **POLICY DETAILS** | | | |
| **Policy Name** | Work Health and Safety Policy and Procedures | | |
| **Effective Date** | 1 March 2015 | **Policy #** | 00102 |
| **Date of last revision** | 1 March 2021 | **Version #** | 3 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VERSION HISTORY** | | | | |
| **Version** | **Author**  **and position title** | **Revision Date** | **Description of change** | **Approved by name**  **and position title** |
| 1 | Orshy Fredricksen  Legal Consultant | 1 March 2015 | New policy and procedure | Charlie Fredricksen  CEO |
| 2 | Orshy Fredricksen  Head of Legal | 1 March 2018 | Review and expand to clarify scope (articulate worker types) | Charlie Fredricksen  CEO |
| 3 | Tara Murray  Head of People | 1 March 2021 | Review, update relevant legislation with links and document ownership | Orshy Fredricksen  Head of Legal |

4. Context

The Work Health and Safety policy references legislation, regulations, codes of practice and UP Building and Construction policies and procedures. All must be applied. Where there is a conflict between this policy and any legislation or regulations, the legislation or regulation takes precedence.

Many of the practical applications for the health and safety of UP Building and Construction worker are captured and applied based on the [**model**](https://www.safeworkaustralia.gov.au/doc/model-code-practice-construction-work) **Code of Practice for Construction work**, This policy only provides a summary of the key WHS practices/procedures for consideration.

5. Legal Provisions

**Legislation**

Legislative provisions that apply to Work Health and Safety responsibilities include, but are not limited to:

* [Work Health and Safety Act](https://www.legislation.gov.au/Details/C2021C00474) 2011
* [Australian Human Rights Commission Act 1986](https://www.legislation.gov.au/Series/C2004A03366)

**Codes of Practice**

In addition to the [**model Code of Practice for Construction work**](https://www.safeworkaustralia.gov.au/doc/model-code-practice-construction-work), the following codes should also be applied when working in building and construction:

* [Demolition Work](https://www.safeworkaustralia.gov.au/node/1027)
* [Excavation Work](https://www.safeworkaustralia.gov.au/node/1031)
* [Safe Design of Structures](https://www.safeworkaustralia.gov.au/node/1025)
* [Managing the Risk of Falls at Workplaces](https://www.safeworkaustralia.gov.au/node/973)
* [Preventing Falls in Housing Construction](https://www.safeworkaustralia.gov.au/node/1021)
* [Managing Electrical Risks at the Workplace](https://www.safeworkaustralia.gov.au/node/1026)
* [Managing Noise and Preventing Hearing Loss at Work](https://www.safeworkaustralia.gov.au/node/968)
* [Confined Spaces](https://www.safeworkaustralia.gov.au/node/975)
* [Hazardous Manual Tasks](https://www.safeworkaustralia.gov.au/node/979)
* [How to Manage and Control Asbestos in the Workplace](https://www.safeworkaustralia.gov.au/node/966)
* [How to Safely Remove Asbestos.](https://www.safeworkaustralia.gov.au/node/980)

6. Responsibilities

**Roles and responsibilities**

**Everyone on a worksite is responsible for ensuring the safety of themselves and those around them.**

However, the model WHS Act places the primary duty of care on the ‘Person Conducting a Business or Undertaking’ (PCBU). The term PCBU is an umbrella concept used to capture all types of working arrangements or structures. A PCBU can be a: company; unincorporated body or association; sole trader or self-employed person. Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.

UP Building and Construction as the PCBU have designated a Health and Safety Representative (HSR) to be responsible for implementation and compliance of the roles and responsibilities of all workers on site.

The following responsibilities apply to the following roles:

Employees

Employees must act in a way that:

* ensures a safe work environment for all workers – including self and others
* follow safety rules and instructions
* act with care at all times
* understand and apply all laws, policies and procedures that apply to their work
* comply with all reasonable and lawful instructions
* work collaboratively
* treat everyone with respect, fairness and honesty
* uphold the values and reputation of UP Building and Construction in all circumstances
* do not participate in inappropriate workplace behaviour such as bullying, harassment and discrimination
* avoid conflicts of interest and report where they may exist
* report inappropriate conduct, hazards, injuries and incidents immediately to your manager.

HSR/PCBUs (UP Building and Construction)

In addition to the responsibilities listed above, HSR/PCBUs must:

* ensure that all people entering a worksite have completed the site induction and hold a current White Card and licences as required for their work. For those regularly attending site, this must be renewed on an annual (12 month) basis.
* model the company values
* act professionally in all work circumstances
* promote collaboration with all workers and establish systems for effective communication and consultation
* articulate and apply minimum performance standards of all workers in the course of their duties
* provide support and development to workers to support the performance of their duties
* provide workers with information about support services and resources as appropriate
* address poor conduct and performance immediately
* report any breach in the Code of Conduct.

**Construction specific responsibilities**

There are some additional responsibilities in construction that must be followed to ensure the safety of all workers.

* The model WHS Regulations that sets out detailed requirements to support the duties in the model WHS Act, requires the person that commissions construction work to consult with the designer of a structure about safety matters and to give the designer and the principal contractor for the project information about safety matters.
* A PCBU that carries out construction work must manage and control [WHS](https://www.safeworkaustralia.gov.au/glossary#whs) risks associated with that work. It must also ensure that a construction site is secured from unauthorised access.
* The principal contractor for a construction project is also a PCBU and must be aware of the WHS duties that apply to all PCBUs that carry out construction work, as well as the specific duties that are imposed on principal contractors in that industry.
* Specific duties that apply to principal contractors include, but are not limited to, the duty to be clearly identified by signage posted at the construction site, the duty to prepare, review, keep and inform others about the WHS management plan for the construction project.
* Under the model WHS Act, the person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risk to the health and safety of any person.

7. Site Management and Rules

**Registers to be kept**

UP Building and Construction will keep the following registers:

* Phone/contact details
  + All staff
  + Site supervisor/HSR
  + Site wardens (first aid and fire)
  + Site local
    - Medical centre/hospital
    - Ambulance
    - Police station
* Risk, hazard, incident, and injury reporting. A sample Incident report can be found in [Appendix A](#AppendixA).
* Inductions
* Licencing
* Safety training courses attended.

**Designated Work Areas**

UP Building and Construction will be divided up into the following designated work areas:

* The office, including office entrances and exits, and staff/visitor car park.
* The depot, including the warehouse and the outdoor area containing the landscape supplies and large landscaping equipment.
* Each remote worksite where landscaping work is carried out is considered a separate designated work area.

In instances of large worksites where different teams are working in different areas (for instance different areas of national park land where each team is a long way from each other, then the area in which each team is working constitutes a separate designated work area.

**Office**

The following safety procedures are to be exercised in the office:

* All electrical leads, power points and air conditioning to be checked and tagged on a regular basis (annually).
* Power boards to be used. No “piggy-backing” of double adaptors will be tolerated.
* Power leads to be kept away from walkways, but if they must be in the walkway, then they are to be securely fixed to floor with gaffer tape or similar.
* No employee can attempt to repair electrical equipment which malfunctions. Any malfunctioning office electrical equipment must be taken to a suitably qualified repairer.
* Floor space to be kept clear.
* Office areas are to be non-smoking.
* All staff are to be aware of emergency fire exits and positions of fire.
* Always seek assistance when shifting office furniture or equipment.
* Register of phone numbers and contact details of staff, medical advisers, ambulance, police, etc. to be kept and maintained (updated) bi-annually.

**Depot or Sites**

The following safety procedures are to be exercised in the depot or whilst working in remote sites:

* High visibility clothing to be worn.
* Pedestrians to follow marked walkways.
* Operators of forklifts and other vehicles to use designated lanes.
* All materials and equipment to be stored in a safe manner in their allocated areas.
* Signage and barriers must be erected around all areas of temporary storage, work in progress and incident locations.
* Report to the HSR all accidents or injuries of any nature and the damage to or loss or theft of any equipment
* Everyone will at all times on the site conduct themselves in such manner as to have proper regard for the welfare and safety of all other persons on the property.
* First aid kits are to be carried in all vehicles and maintained in perfect order.
* HSR instructions are to be followed exactly.
* Think before acting. If a situation has the potential to be hazardous extra care must be taken. Even party leaders can make the wrong choice of options. If you believe this to be the case, talk it over.
* Ensure that all instructions shall be carried out in a tidy and safe manner on the site.
* All food scraps, papers, cans, and bottles and other refuse of a like nature will be placed in a proper receptacle or removed from the site.
* No loud music is to be played where it interferes with the owner of the property
* No dogs are to be brought on site without the prior consent of the owner of the site
* All manual lifting is to be conducted safely. Manual lifting of material where it is unreasonable for such to be conducted or to do so creates a danger of injury to persons or damage to equipment is forbidden.
* Keep gear in first class condition. If an accident does occur it is much better to be cut with a sharp axe than a blunt one.
* Vehicles are to be driven within the road rules.
* Air-conditioned vehicles will be non-smoking. Other by mutual consent.
* All vehicles are not to be driven on or about the property at a speed in any manner which is unsafe or inconsiderate of the owner of the property.
* While working on public roads special care must be taken. Safety vests must be worn and ‘Men and Work’ signs erected at both ends if the job.
* Safety boots (steel caps) are mandatory. Some relaxation of this may be allowed in wet area.
* There will be numerous work sites that have additional safety requirements.
* Chainsaws are to be used by experienced personnel. Safety helmets and ear protection will be worn.
* No loud or offensive language is to be spoken on any property
* Whilst loose flowing clothing may be appropriate for our climate, industrial type clothes provide greater protection in hazardous situations. If hair is to be worn long it will be securely tied back from the face.
* Personal protection. Sunscreen, insect repellent, medication (e.g. hay fever) to be used when necessary. Most important. If you are allergic to anything, make sure that the person you are working with knows about it and what to do in case of emergency.
* No alcohol is to be consumed on site.
* Any employee suspected or arriving at work under the influence of alcohol or drugs, as described by law, will be asked if they think they might be under the influence. An affirmative answer will result in that employee being stood down for that day with a loss of pay. If the employee chooses to remain at work and is subsequently found to be “under the influence” that employee may face instant dismissal.

8. Risk management

Risk management is a proactive process that helps respond to change and facilitate continuous improvement. It should be planned, systematic and cover all reasonably foreseeable hazards and associated risks.

A risk assessment involves considering what could happen if someone is exposed to a hazard (for example, COVID-19 or tripping hazard) and the likelihood of it happening. A risk assessment can help determine:

* how severe a risk is
* whether any existing control measures are effective
* what action you should take to control the risk, and
* how urgently the action needs to be taken.

The exposure of your workers and/or customers/clients to COVID-19 is a foreseeable risk that must be assessed and managed in the context of your operating environment.

A risk assessment will assist to:

* identify which workers are at risk of exposure
* determine what sources and processes are causing the risk
* identify if and what kind of control measures should be implemented, and
* check the effectiveness of existing control measures.

The [model Code of Practice: How to manage work health and safety risks](https://www.safeworkaustralia.gov.au/doc/model-code-practice-how-manage-work-health-and-safety-risks) provides practical guidance about how to manage WHS risks through a risk assessment process.

Control measures are selected by working through the **six (6)** steps (or levels) of the Risk Control Hierarchy, from 1 to 6.

* **Elimination -** Eliminating the risks and hazards they create entirely is the most effective control.
* **Substitution -** Identify an alternative that does not involve or reduces the risks.
* **Isolation** – Isolate the risk to reduce it impact on people.
* **Engineering controls -** Adapt tools, equipment or engineering procedures to remove or reduce the risk.
* **Administrative controls -** Change work practices to minimise exposure to the risks or reduce the chance of injury.
* **Personal protective equipment (PPE) -** Use PPE to protect people from harm.

Consultation with workers and their health and safety representatives is required at each step (or level) of the risk management process.

9. Emergency Procedures

**Emergency response to fires:**

* Inform the chief warden of the fire, providing necessary information.
* Inform the floor warden of the fire, providing necessary information.
* Evacuate the area, making sure no one is left behind.
* If possible, close doors to slow down the spread of fire and smoke.
* Follow instructions provided by floor or chief warden.

**General first aid procedure:**

* Quickly assess the area to see if there are any potential dangers to you or nearby bystanders.
* Check if the individual has any life-threatening bleeding.
* Check if the individual is conscious and responsive.
* Provide the appropriate first aid care depending on the individual’s injuries.
* If necessary, make sure someone has contacted emergency services.
* Submit an accident report to the health and safety officer.

**Evacuation:**

If any danger presents at the workplace, HSR may instruct site personnel to evacuate to the site’s designated parking lot or an allocated assembly area that is safe from the danger.

10. Personal Protective Equipment (PPE) – Clothing and Equipment

PPE is clothing or equipment that has been designed to prevent and control risks to workers health or physical injury.

PPE for use in construction includes (but is not limited to) the following:

| **Protection area** | **PPE** |
| --- | --- |
| Eyes/sight | * Safety glasses * Goggles * Welding mask |
| Ears/hearing | * Ear plugs * Ear muffs |
| Lungs/breathing | * Face mask * Respirator |
| Head | * Hard hat * Wide brimmed hat * Helmet |
| Feet | * Safety/steel cap boots * Thick socks |
| Hands | * Gloves |
| Body | * Sunscreen SPF 50+ * Hi-visibility garments (shirt/vest/jacket) * Long sleeve/collared shirt * Long pants * Safety harness |

**Field Standard Safety Clothing and Equipment Procedures**

All workers must wear the following safety clothing and have the following equipment within easy reach:

| **Work area** | **PPE** | |
| --- | --- | --- |
| All tasks | * Steel Cap Footwear (boots) – at discretion of safety officer * Wide Brim Hat * UV protection sunscreen (supplied) * Long sleeve shirts buttoned or affixed at wrist. * Collared shirts | |
| Rural Work – Field | | * Long Sleeved Shirts * Long Pants * Gaiters where suitable |
| Roads and areas around natural rock faces – Field | | * Hard Hats and highly visible (orange) vests to be worn. |
| Remote projects | * EPIRB (distress radio beacon) to be carried by Party Member * Safety Equipment | |
| Office/Depot/Site | | * Fire extinguishers * Comprehensive first aid kit * Safety signage |
| All vehicles | | * Fire extinguishers * Comprehensive first aid kit * Maps * PPE clothing as required for driver and passengers |
| Vehicles working on commercial or wilderness Sites | | * Fire Extinguishers * Comprehensive First Aid Kit * High visibility orange jackets * EPIRB * Hard Hats * High Set Warning lights (mining & construction only) * High set orange flashing light (mining & construction only) * Surveyor on Road signs where required. |

The use of PPE is mandated by law through WHS legislation. Its use is not optional, and non-compliance may result in disciplinary action and/or prosecution.

As a mandatory requirement, UP Building and Construction will supply all workers with the relevant PPE required to complete their work/projects. Should any PPE become damaged or unusable, workers must notify their manager immediately so that it may be replaced/repaired.

Should you identify that other workers are not using their PPE correctly, you have a duty of care to notify them of the issue/ how to use their equipment and report this to your manager.

11. Safe Work Method Statements (SWMS)

A SWMS is an administrative control document that captures high risk construction work activities. High risk construction work includes the following:

NOTE: This is a summary of the identified high risk construction work – for a full list refer to WHS Regulation 219 or the [**model Code of Practice for Construction work**](https://www.safeworkaustralia.gov.au/doc/model-code-practice-construction-work).

| **High risk construction work** | **Examples** |
| --- | --- |
| Work involving a risk of a person falling more than 2 metres | * installing an evaporative cooler on the roof of a house * installing roof trusses * installing roof tiles or roof sheeting * working adjacent to a pit or opening with a fall height of more than 2 metres. |
| Work involving demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure | * knocking down a load-bearing wall in a house * removing bracing from a wall or roof as part of a renovation * knocking down load-bearing walls as part of a warehouse conversion. |
| Work involving, or is likely to involve, the disturbance of asbestos | * removing floor tiles containing asbestos as part of a renovation * cutting or drilling into an asbestos cement sheet wall * demolishing a house that contains asbestos * working on asbestos cement pipework. |
| Work involving structural alterations or repairs requiring temporary support to prevent collapse | * using props to support a ceiling where a load-bearing wall will be removed. |

(Source: WHS Regulation 291)

SWMS are used to eliminate or minimise risks to health and safety. The SWMS is used to help workers and management identify and monitor any control measures in the workplace.

A PCBU must prepare the SWMS for all high-risk construction, before the work can commence. This should be developed in consultation with managers, contractors, leading hands, workers and Health and Safety representatives.

For more information see the [**model Code of Practice for Construction work**](https://www.safeworkaustralia.gov.au/doc/model-code-practice-construction-work),

12. Monitoring

The Head of People monitors implementation of this document and reviews its contents for relevance and accuracy every three years or as needed.

13. Contact

Tara Murray - Head of People (Human Resources)

Ph: (02) 9244 4404

<<END OF POLICY DOCUMENT>>

**Appendix A**

**Incident report**

**Type of Incident**:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Near Miss |  | First Aid Treatment |
|  | Medical Treatment (no time lost) |  | Medical treatment (work time lost) |
|  | Workers Compensation Claim |  | Notifiable Incident (to SafeWork NSW) |
|  | Property Damage |  | Other (e.g. Public Liability – Specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**The person involved**: (The person injured or directly affected)

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Residential Address: |  |
| Age: |  | Role (Or status, e.g. client): |  |
| Manager’s name (If relevant): |  | Other relevant details: |  |

**The Incident:** (What happened and who saw it?)

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Time: | \_\_\_\_\_\_\_\_\_\_AM \_\_\_\_\_\_\_\_\_PM |
| Location: |  | | |
| What happened? |  | | |
| **Who** was injured?  or  **What** was damaged?  or  What could have been the consequence (e.g. near miss)? |  | | |
| Witnesses?  Include Name and Phone Number for all witnesses. |  | | |

**After the Incident**:

|  |  |
| --- | --- |
| What happened immediately after the incident (e.g. Ambulance / Police called, first aid given)? |  |
| Who was the incident reported to (e.g. Manager, SafeWork, Client)? |  |
| What immediate corrective actions were undertaken? |  |

**Declaration by person completing form:**

I declare this to be a true account of the incident to the best of my understanding as a direct witness or as the incident was described to me (by a direct witness).

|  |  |
| --- | --- |
| Person who described the incident to you (if you did not witness the incident yourself): |  |

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager Review**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Comments: |  |
| Is an investigation required? |  |