



Commercial Building Services

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# Work Health and Safety Management Guide

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**IN AN EMERGENCY**

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**Fire:** Phone: 000  
**Ambulance:** Phone:  
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- You must at all times maintain a working environment, which is safe and free from environmental health and safety hazards.
- You must at all times comply with Safe and National Environment Health and Safety Legislation and Interior Health and Safety requirements including the use of permits.
- Interior Management must be notified verbally and in the written form of an incident report of all incidents and high potential near misses that occur on site of any job.

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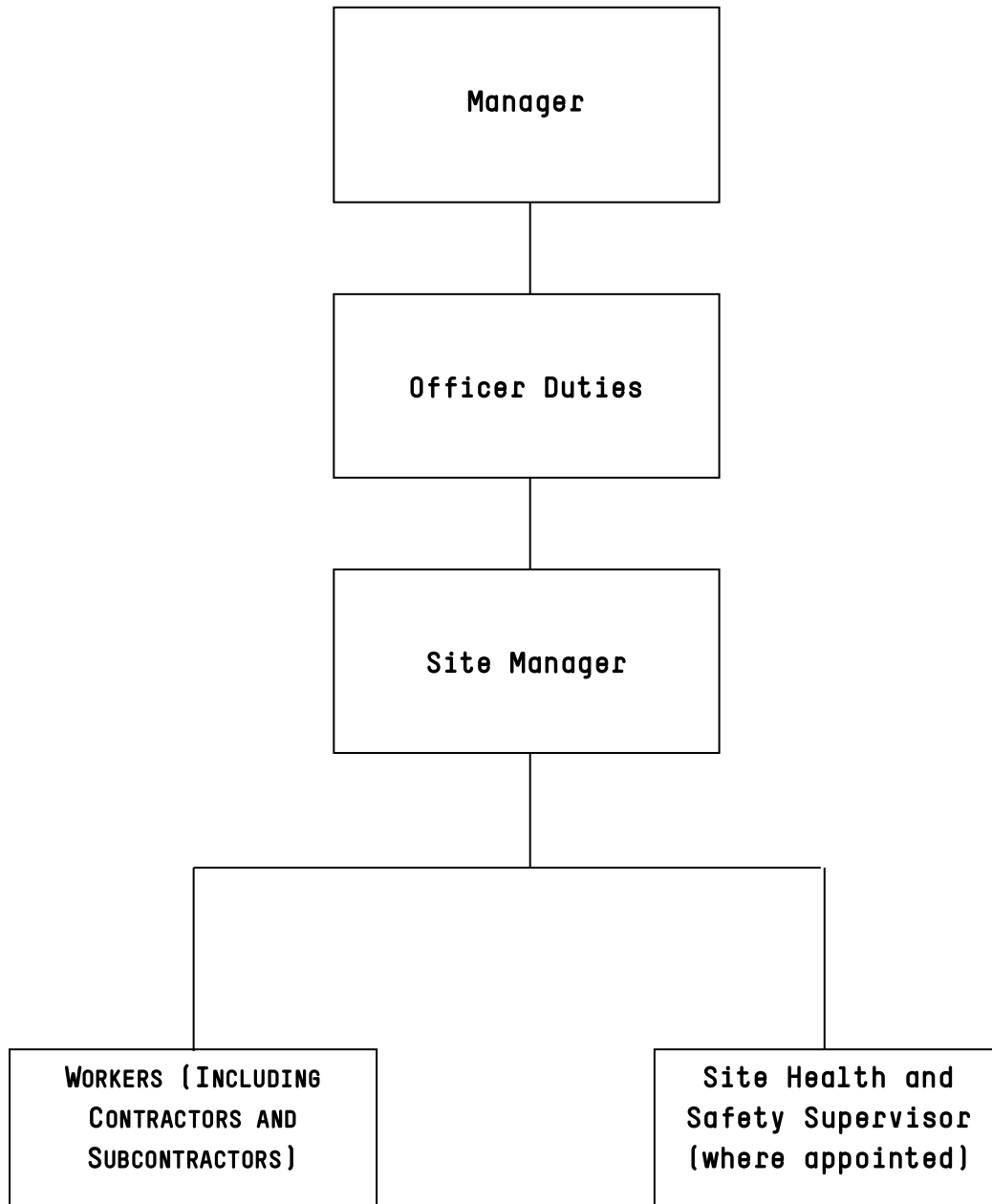
# CHAPTER 1

## Work Health & Safety Policy

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# WORK HEALTH AND SAFETY ORGANISATION CHART



## DISCLAIMER AND COPYRIGHT

### DISCLAIMER

This Safety Policy Statement, Roles and Responsibilities and Supporting Policies are not intended to be an exhaustive account of all Health, Safety and Welfare related matters. It is meant to give guidance in the Work Health and Safety field and to draw attention to the types of matters that may need to be addressed. No warranty of any kind is given or implied.

### COPYRIGHT

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# WORK HEALTH AND SAFETY POLICY STATEMENT

## POLICY STATEMENT

*Interior* is committed to ensuring all workers, so far as is reasonably practicable, are provided with a working environment, which is free from unacceptable risks to health, safety and well-being and that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

Work Health and safety is primarily management's responsibility.

Management recognises the requirement for legislative compliance and is committed to regular consultation with workers, any Health and Safety Representatives and any Health and Safety Committee, to ensure the policy operates effectively and that health and safety issues are regularly reviewed.

*Interior* recognises its duty of care to all persons in the workplace including: Volunteers, Visitors, Contractors, Subcontractors, the Public and Labour Hire personnel.

## DEFINITIONS

### PERSON CONDUCTING A BUSINESS OR UNDERTAKING (PCBU)

A PCBU conducts a business or undertaking alone or with others and can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work. In addition to being an employer, a PCBU can be a corporation, an association, a partnership or sole trader.

You are not considered to be a PCBU if you are engaged solely as a worker or an officer; an elected member of a local authority; a volunteer association; or a strata title body corporate responsible for common areas used only for residential purposes.

### WORKER

A worker is someone who carries out work for a PCBU and includes: an employee; a contractor or sub-contractor; an employee of a contractor or sub-contractor; an employee of a labour hire company; an apprentice or trainee; a student gaining work experience; an outworker; or a volunteer.

### WORKPLACE

A workplace is a place where work is carried out for business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This includes a vehicle, vessel, aircraft or other mobile structure.



## HSR (HEALTH AND SAFETY REPRESENTATIVE)

An HSR is a person elected as the health and safety representative for the work group of which the worker is a member. HSRs have specific powers and functions.

## OFFICER

Officer means an officer within the meaning of section 9 of the Corporations Act 2001 other than a partner in a partnership; or an officer of the Crown (someone who makes or participates in making decisions that affect the whole, or a substantial part of the business or undertaking of the Crown but not a Minister); or an officer of a public authority (but not an elected member of a local authority).

An officer is a senior executive who makes, or participates in making decisions affecting the whole or a substantial part of a business and has a duty to exercise due diligence to ensure that their organisation complies with the WHS laws.

## ENFORCEABLE UNDERTAKING

Enforceable undertakings under certain circumstances provide an alternative to prosecutions, avoiding the cost of litigation to both the public and to individual businesses. Part 11 of the WHS Act sets out provisions relating to enforceable undertakings. It allows for SafeWork SA, as the regulator, to accept a written, enforceable undertaking (a WHS undertaking) from a person in connection with a matter related to a contravention or an alleged contravention of the Act, as an alternative to proceeding to prosecution.

A WHS undertaking is a legally binding agreement in which a person or organisation agrees to carry out specific activities to rectify a contravention or alleged contravention of the WHS Act or to improve worker health and safety performance. The granting of a WHS undertaking does not constitute an admission of guilt.

## REASONABLY PRACTICABLE

Reasonably practicable means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including, the likelihood of the hazard or the risk concerned occurring; the degree of harm that might result from the hazard or the risk; what the person concerned knows, or ought reasonably to know, about the hazard or the risk; ways of eliminating or minimising the risk; the availability and suitability of ways to eliminate or minimise the risk.

After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

## DUE DILIGENCE

Due diligence is defined in the WHS Act. In demonstrating due diligence, officers will be required to show that they have taken reasonable steps to acquire and update their knowledge of work health and safety matters, understand the operations being carried out by the PCBU employing them and the hazards and risks associated with operations.

Ensure that the PCBU has, and uses, appropriate resources and processes to eliminate or minimise health and safety risks arising from work being done, that the PCBU has appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks and ensure that the PCBU has, and uses, processes for complying with duties or obligations under the WHS Act.

## POLICY OBJECTIVES

The objectives of this policy are to ensure that all workers and other persons working for and on behalf of *Interior* are, while at work, safe from injuries and risks to health. The objectives of this policy are to ensure:

- Workplaces are maintained in a safe and healthy condition;
- Safe plant and safe systems of work are provided and maintained;
- Arrangements for the safe use, handling, storage and transport of plant, structures and substances are made and monitored;
- Adequate facilities are provided for the welfare of all workers at the workplace carrying out work for the business or undertaking, including ensuring access to the facilities;
- All managers, supervisors and workers are provided with the information, instruction, training and supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking;
- The health of workers and the conditions at the workplace are monitored to prevent illness or injury of workers arising from the conduct of the business or undertaking;
- Effective rehabilitation of injured Interior employees and equitable Injury and Claims Management.

To support this policy, health and safety responsibilities of workers at all levels have been detailed and procedures developed. It is important for all workers and other persons to refer to this documentation and fulfil their obligations, as outlined, for the successful implementation of this policy and to ensure a continuous improvement in the health and safety process.

*Interior* will ensure a hazard management approach by the identification, assessment and control of all reasonably foreseeable hazards in the working environment and evaluation of control measures for effectiveness.

Roles and responsibilities outlined allow for some over lapping. Persons with health and safety responsibilities are to be accountable for the effective performance of these responsibilities.

*Interior* will take every practicable step to provide and maintain a safe and healthy work environment for all workers and other persons and will so far as is reasonably practical:

- Develop and implement the Company's health, safety and welfare programme in consultation with workers, any health and safety representatives and/or safety committee;
- Observe, implement and fulfil its responsibilities under Acts and Regulations that apply;
- Ensure that agreed procedures for regular consultation between management, **worker** and others are effected and followed;
- Ensure that appropriate internal and external expertise is utilised when and if required;
- Make regular assessments of health and safety performance and resources in co-operation with **workers** and other persons effected at the work site;
- Ensure specific policies and procedures, consistent with the Company's health and safety objectives, are developed and implemented, including but not limited to procedures for accident/incident investigation, regular inspections of worksites, assessment of tasks and the development of safe work method statements and procedures, as required;
- Provide information, training and supervision of all workers in the correct use of plant, equipment and substances used throughout the Company.

#### WORKERS WILL BE REQUIRED TO:

- Take all reasonable care of their own health and safety and that of all others whilst at work;
- Comply, so far as the worker is reasonably able, with any reasonable instruction given by the person conducting the business or undertaking to allow the person to comply with WHS requirements;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare;
- Report potential and actual hazards in accordance with the agreed procedures for accident/incident and hazard reporting;
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been provided to workers.

## POLICY REVIEW

This policy will be reviewed annually or in light of legislation and Company procedures. Management seeks co-operation from all workers and other persons in meeting the health, safety & welfare objectives and creating a safe work environment. All persons affected will be advised of any changes and arrangements for their implementation.



Managing Director

Damien Stevens

07 / 04 / 2013

Date

Reviewed on:

07 / 04 / 2013

Date to be Reviewed:

01 / 02 / 2014

## WORK HEALTH AND SAFETY RESPONSIBILITIES

### OFFICER RESPONSIBILITIES:

Any officer of an organisation, volunteer or paid, must exercise due diligence to ensure that the organisation complies with its health and safety duties. Will ensure that the organisation has appropriate systems of work in place and actively monitor and evaluate health and safety management within the organisation.

In exercising due diligence officers must take reasonable steps to:

- Continuously learn about and keep up to date with work health and safety matters.
- Have an understanding of the nature of the work the organisation does and generally stay aware of the hazards and risks associated with those operations.
- Ensure and verify that the organisation has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety.
- Ensure and verify the organisation has processes in place for communicating and considering information regarding work health and safety and responding to that information.
- Ensure and verify the organisation has, and implements, processes for complying with any duties and requirements under work health and safety (WHS) law.
- Ensure that the organisation has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
- Participate, where necessary, in the formulation and review of safety policies, procedures and regulations.
- Provide for the development, enforcement and review of safe work methods statements and procedures.
- Become involved, where required, in the promotion of a safe working environment.
- Ensure appropriate information, training and supervision in an endeavour to ensure each worker and other persons in the workplace are safe from injury and risk to health.
- Provide for the implementation of *Interior* health, safety and welfare policies and programmes.
- Ensure that appropriate Personal Protective Equipment (P.P.E.) is available for use.

- Ensure adequate structures are in place to enable appropriate training for the use and maintenance of P.P.E. and that measures are developed to ensure proper use and maintenance.
- Provide mechanisms for the keeping of records of work related injuries, illness or incidents and the reporting of notifiable incidents.
- Provide for the investigation of all work related accidents, or incidents and implementation of remedial actions.
- Provide for the rehabilitation of injured workers and equitable claims management.
- Provide for maintenance programmes for all plant, machinery and equipment to ensure safe conditions and use.
- Ensure adequate consultation with workers and other persons regarding health, safety and welfare issues and the importance of health, safety and welfare within the organisation is recognised and accepted.
- Ensuring compliance with notices issued under the WHS Act.
- Ensure that any health and safety representatives receive their entitlements to training.
- Provide mechanisms to enable assessment of health and safety performance of persons at work.



Managing Director  
Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

01 / 02 / 2014

**WORK HEALTH AND SAFETY Co-ORDINATOR:**

- Provide advice to management regarding the health, safety and welfare programme objectives and strategies.
- Provide advice on legislative and technical changes relating to health, safety and welfare.
- Provide administrative assistance in the implementation and monitoring of the WHS programme and related policies and procedures.
- Distribute Work Health and Safety information to all levels of management, workers and others that may be affected.
- Monitor the Company's consultative procedures to ensure compliance with all legislative requirements.
- Co-ordinate and arrange for WHS training and development.
- Assist the WHS committee as required and act as chairperson for any work site safety meetings where necessary.
- Advise managers/supervisors of the progress of the WHS programme implemented.
- Oversee and monitor accident/incident investigation.
- Undertake the role of Internal Rehabilitation Co-ordinator, if required.
- Oversee the hazard management programme.
- Monitor and provide regular reports to the organisation and any Health and Safety Committee on the company work health and safety performance.
- Assist in the development of work method statements and implementation of these for dangerous work or work not previously carried out.
- Organise and carry out work site specific Induction where necessary.



Managing Director  
Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

01 / 02 / 2014

## SITE MANAGERS

Will:

- Enforce the Company's Work Health and Safety policies and regulations and constantly review working procedures and practices.
- As part of pre qualification contractors will be required to provide information as per **Interiors** letter of engagement
- Establishing a Contractor Register, which includes evaluation of contractor information pre-engagement.
- Develop a safe working environment by controlling, directing and monitoring work practices by:
  - Ensuring safe work method statements are signed, dated and trained **especially for hazardous work or work not previously undertaken**;
  - Informing, instructing and training of workers in the safe use of all plant, machinery, equipment, substances and materials, and arrange training in appropriate language if applicable;
  - Investigating all accidents/incidents and injuries;
  - Carrying out regular planned hazard inspections
  - Ensuring all plant, machinery and equipment is well maintained;
  - Ensuring good housekeeping;
  - Taking remedial action to control hazards identified and recommend control strategies where required;
  - Promoting safety awareness by setting a good example;
  - Supervising all workers or other persons to ensure they work in a safe manner.
- Liaise and accompany (when necessary) the third party Work Health and Safety Services Advisor on periodic inspections of Worksites and ensure all necessary assistance and facilities are provided.
- Inform, instruct and train any work experience or volunteer persons in the safe use of all plant, machinery, equipment, substances and materials.
- Assist in the rehabilitation of workers who are, or have been, absent from work due to illness or injury by working in conjunction with the Rehabilitation Co-ordinator or provider if applicable.
- Respond to proposed changes to health, safety and welfare practices, procedures and policies that are to be followed at the workplace.
- Take appropriate action immediately on receiving notification of a work related injury or illness to an worker or other persons or the occurrence of a dangerous or hazardous situation.
- Ensure safe access and egress from the workplace.
- Consult with workers and any Safety Committee and or Health and Safety Representative on any proposed changes to the workplace, plant, substances used etc.



- Ensure Contractors/Subcontractors comply with their agreement to work safely and with the Company policy, the WHS Act, Regulations, Codes of Practice, guidelines, and relevant Australian Standards.
- Ensure all visitors/Contractors/Subcontractors receive a Safety Induction and are supervised, as is reasonably practicable, while at the workplace.
- Rectify unsafe conditions or direct work cease if an immediate threat to health, safety and welfare exists.



07 / 04 / 2013

Managing Director

Date

Damien Stevens

Date to be reviewed

01 / 02 / 2014

## SITE HEALTH AND SAFETY SUPERVISOR (WHERE APPOINTED)

Are required to:

- Manage health, safety and welfare issues on a day-to-day basis and promote safety awareness by setting a good personal example.
- Promote and enforce *Interior* safety policies, rules and regulations.
- Develop a safe working environment by controlling, directing and monitoring work practices and procedures.
- Inform, instruct and train, where appropriate, all workers in the safe use of plant, machinery, equipment, substances and materials.
- Inspect the licences or certificates of plant and machinery operation where required.
- Identify and control hazards and respond to potential hazards, which may affect the health or safety of workers and others.
- Ensure that **Safety Data Sheets (SDS)** have been submitted, reviewed and filed prior to the use of any chemical or hazardous substance, complete a Hazardous Substance Register and a hazardous substance risk assessment.
- Ensure workers are informed of their rights and responsibilities in the event of work related injury/illness.
- Respond immediately to notification of a work related injury or illness or the occurrence of a dangerous or hazardous situation, and complete an Incident/Accident Report Form.
- Investigate all accidents, incident and near misses and develop procedures to prevent re-occurrence.
- Ensure effective consultation occurs with workers (and their Union representatives if appropriate) concerning Work Health and Safety issues, including responding to any enquiries or complaints.
- Review and endorse any Safe Work Method Statements in conjunction with appropriate personnel.
- Ensure regular hazard inspections/audits are carried out.
- Accompany a SafeWork SA Inspector during any inspection of the work place.
- Maintain and document all instructions issued and incidents, which have occurred relating to health, safety and welfare on the work site.
- Issue written directives requiring unsafe situations to be corrected by a certain date and direct work to cease if an immediate threat to health, safety and welfare exists.
- Assist in the rehabilitation of workers; absent from work due to illness or injury, by complying with the rehabilitation programme and return to work plan.

- Establish a health and safety committee for the business within 2 months after being requested to do so by a health and safety representative or 5 or more workers at the workplace.
- Organise and complete the specific workplace Induction of visitors, labour hire, contractors/sub-contractors and other persons.
- Arrange and act as chairperson for any work site Safety Meetings.

The Site Health and Safety Officer is a management appointed position and has the authority to direct workers and any visitors to the site, with respect to Work Health and Safety matters. For serious issues or where a person has failed to comply with a verbal direction, a written direction shall be issued. Any failure or refusal to comply with a written direction shall be referred to the Company Management for necessary action.



Managing Director  
Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

01 / 02 / 2014

### THIRD PARTY CONSULTANTS

Will:

- Advise the management of *Interior* on the preparation, promulgation and review of the Company Safety Policy Statement regarding the organisation and supporting policy arrangements.
- Endeavour to establish, at all levels within the Company, an understanding that compliance with Regulations, Standards and Codes of Practice on prevention of injury and damage is an integral part of business and operational efficiency.
- Provide advice to management relating to:
  - Legal requirements affecting Work Health and Safety.
  - Prevention of injury, illness and damage.
  - When directed, will assist in selection and use of personal protective clothing and equipment.
  - Will assist in developing new working methods for equipment or materials, which could reduce the risk of injury and illness.
  - Proposed changes in legislation.
  - When directed, provide advice relating to potential hazards on Company premises and workplaces, including any Health and Safety factors affecting the selection of plant or equipment, etc.
- Assist Management in notifying SafeWork SA of dangerous occurrences, major injury/accidents, etc., in accordance with the Regulations, the Work Health and Safety Act, and Company Policy.
- Upon request:
  - Assist Management in any dealings with SafeWork SA Inspectors, Insurance Loss Assessors or Workers Compensation Investigators.
  - Carry out inspections of worksites (as directed by the Company) to determine whether work is being carried out in accordance with the Company Safety Policy and relevant statutory provisions.
  - Provide an Inspection Report to the Supervisor and forward a copy of the report to the Company Office as soon as possible following an inspection.



Managing Director

Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

01 / 02 / 2014

## MANAGEMENT RESPONSIBILITIES RELATING TO ANY WHS REPRESENTATIVES AND THE WHS COMMITTEE

*Interior* recognises the important contribution both WHS representatives and the WHS Committee can make to the Company Health, Safety and Welfare Programme. Therefore, consistent with legislation, the following practices will apply:

- WHS Representatives, where applicable, will be invited to participate in regular inspections of workplaces;
- WHS Representatives, if elected, will be notified of any incidents/accidents or near misses which occurs within their work group and will be invited to participate in the investigation;
- Representatives and any Safety Committee will be consulted on any proposed changes to WHS Policies, Practices or Procedures.
- Representatives and any Safety Committee will be consulted on any proposed changes to the workplace, plant and substances which may affect worker health or safety;
- Representatives and any Safety Committee will be consulted on any other matters affecting health, safety and welfare at the workplace.
- Appropriate facilities will be made available to allow WHS Representative and any Safety Committee to carry out their Health, Safety and Welfare duties.

## CONTRACTORS/SUB-CONTRACTORS RESPONSIBILITIES

The following Work Health and Safety provisions apply to all Contractors/Sub-Contractors working on construction sites on behalf of or engaged by Interior and / or on the premises of *Interior*.

### 1. General Requirements

- 1.1 All Contractors/Sub-Contractors will be required to comply with the Company Safety Policy Statement, supporting policies and site safety rules, whilst carrying out work or whilst present on Company premises or worksites.
- 1.2 When requested, Contractors/Sub-Contractors will be expected to produce a copy of their own Work Health and Safety Policy Statement and supporting policies on acceptance of our order and identify the person responsible, within the organisation, for Work Health and Safety.
- 1.3 Prior to commencing work on site Contractors/Sub-Contractors will be required to provide any additional information for review as requested by Interiors Pty Ltd. E.g. Safe Work Method Statements for medium to high risk activities, plant register, safety data sheets, relevant licences and certificates. The work will not be able to commence until the Site Manager is satisfied with the information provided.
- 1.4 All Contractors/Sub-Contractors must be inducted on site prior to commencing any works.
- 1.5 Contractors/Sub-Contractors will be held responsible for payment of any additional costs incurred which result from their adoption of unsafe work practices and/or use of unsafe plant and equipment.

### 2. Safety Equipment

- 2.1 All Contractors/Sub-Contractors' personnel must be aware of specific areas of construction operations where safety equipment and/or personal protective clothing must be worn.
- 2.2 Contractors/Sub-Contractors will be expected to provide their own safety helmets, goggles, earmuffs, etc., and to wear, or use, such items when directed to do so by Site Management, or in accordance with the regulation requirements and the Company Safety Policies and Procedures.

### 3. Systems

- 3.1 All work must be carried out in accordance with the Work Health and Safety Act, Regulations, and specified Australian Standards relating to Work Health and Safety.

- 3.2 Contractors/Sub-Contractors are not permitted to alter, erect or use any scaffolding or shoring, or interfere with any plant, tool or equipment unless authorised by the Site Supervisor.
- 3.3 Any scaffolding, or shoring, used by Contractors/Sub-Contractors must be inspected to ensure it is erected and maintained in accordance with the requirements of the Work Health and Safety Regulations, unless otherwise directed by the Site Management.
- 3.4 Materials, articles or substances brought onto Site or Company premises which have any Health, Fire or Explosion risks must be used in accordance with all current regulations, and full details must be given to the Site Manager prior to arrival on Site.

#### **4. Maintenance**

- 4.1 All equipment, tools and plant introduced by Contractors/Sub-Contractors must be properly maintained, and in good working order, with any necessary guards and/or safety devices in place.
- 4.2 Power tools and all electrical equipment introduced by Contractors/Sub-Contractors must conform to the Work Health and Safety Regulations, and latest Australian Standards, and may only be used in conjunction with a Residual Current Device (RCD).
- 4.3 Contractors/Sub-Contractors will be required to maintain workplaces in a clean and tidy condition with debris, waste materials and surplus equipment, removed and cleared as work proceeds. Work areas and access/egress to work areas must be cleared during and at the end of each working day.

#### **5. Communication**

- 5.1 Any accident/incident or injury sustained to Contractors/Sub-Contractors' personnel must be reported immediately to the Site Manager.
- 5.2 Contractors/Sub-Contractors must comply with any instructions issued by the Site Manager or appointed Site Safety Supervisor relating to Work Health and Safety.
- 5.3 Contractors/Sub-Contractors must take immediate remedial action following the issue of a Project Safety Directive.
- 5.4 Contractors/Sub-Contractors taking medication prescribed by a Registered Medical Practitioner which is likely to impair their judgement or work performance must advise the Site Management of the likely effect of the medication to enable appropriate work to be undertaken.

## **6. Third Party Inspections**

6.1 The Company may require a third party to carry out periodic inspections from time to time of Company premises and Worksites, covering all aspects.

## **7. Facilities**

7.1 Unless provided by the Company, all Contractors/Sub-Contractors must provide amenities and First Aid equipment in accordance with Work Health and Safety Regulations, prior to undertaking work on Company premises and/or Worksites.

7.2 When Contractors/Sub-Contractors are permitted to use existing Company amenities, full details of the numbers of persons involved must be given to the Site Manager prior to arrival on Site.

## **8. Enforcement Notices - SafeWork SA**

8.1 Contractors/Sub-Contractors must immediately inform the Site Manager in the event of either, an Improvement, Prohibition or Default Notice being issued and must cease any specified work activities.



# CONTRACTOR MANAGEMENT POLICY

## INTRODUCTION

*Interior* acknowledges its WHS obligations to ensure, so far as is reasonably practicable, that contractors (which includes sub-contractors) engaged to provide services to or on its behalf do so in a manner that does not expose any person to risk to their workplace health and safety. In particular, Interiors Pty Ltd recognises contractors must adopt safe work practices, use safe plant, equipment and substances and ensure workers and contractors are adequately competent, instructed, trained and monitored.

## IMPLEMENTATION

This procedure provides detailed processes to manage WHS risk arising from services provided by contractors, to or on behalf of the company with WHS requirements integrated into the engagement and management of contractors and Interiors Pty Ltd.'s WHS obligations related to how these must be discharged. Contractors engaged are mostly trades based e.g. plasterers, painters, tilers, plumbers. Subcontractors may also be engaged. This procedure also applies when Interiors Pty Ltd engages contractors for the purposes of providing the roles of Site Manager or Site Health and Safety Supervisor.

### PRE-ENGAGEMENT OF CONTRACTORS:

All contractors will be requested to provide information for evaluation and placement on the Interior Contractor Register. The **Letter Information Required From Contractors** will be forwarded to all prospective contractors. The **Checklist Contractor Information Requirements** will be used by management to evaluate contractor information. Further information should be requested to satisfy the evaluation criteria. When the reviewer is satisfied with the information provided, the contractor details will be logged onto the **Contractor Register**. When engaging contractors, contractors will be selected from the 'pre-qualified' contractors on the Contractor Register. The Register must be maintained to keep records up to date i.e. contact details, currency of policies, updated SWMS. This should be done annually to update policies and as new information is provided.

### PRIOR TO COMMENCING WORK:

Prior to commencing work on site the Interior Site Manager or any Health and Safety Supervisor will:

- Document and keep copies of the duties of the contractor as per the contractual arrangements;

- Evaluate the contractor risk assessments / safe work method statements for the services (these must reflect the project works) and be in accordance with the Safe Work Method Statement Policy using the **Safe Work Method Checklist** and to ensure they comply with the Work Health and Safety Act, associated Regulations and the **Interior** WHS requirements. Compile the Safe Work Method Statement Register.
- Induct the contractor personnel in accordance with Induction Policy;
- Set up consultation and communication arrangements between all stakeholders.
- Provide the contractor with a copy of the **Contractor Site Safety Rules** and retain a signed copy to acknowledge its receipt and agreement from the contractors to comply with its provisions;
- Verify and keep a copy of all:
  - Contractor licenses and certificates in accordance with Chapter 8: Certification and Qualification Checklist. Copies must be maintained at the project site office.
  - Contractor plant inspections, plant risk assessments and record all plant and electrical equipment onto the Interior Plant and Electrical Equipment Register in accordance with Chapter 14;
  - Plant and equipment maintenance logs for all plant and equipment to be used on site.
- Ensure all contractor electrical equipment is inspected and tested in accordance with Chapter 15 and records of inspection and testing, including the testing of portable residual current devices, are provided by the contractor.
- Where hazardous substances or dangerous goods are to be brought on site:
  - Obtain a copy of the contractor's Hazardous Substance/Dangerous Goods Register;
  - Obtain contractor hazardous substance/dangerous goods risk assessments;
  - Check that all chemicals are registered and have current safety data sheets readily available. The Register and material safety data sheet folder will be located in the site office WHS area. A copy of the safety data sheets will also be provided near the chemical storage area;
  - Obtain contractor work procedures for the use, emergency situations, storage, spills and disposal of substances; (Refer to Hazardous Substance Policy and Chapter 4: Hazardous Substances).

#### **During Engagement:**

##### Consultation and Communication:

Provide agreed means to consult with contractors and subcontractors. These include pre-start tool box talks and regular meetings to discuss and resolve WHS issues.

## Monitoring:

Inspect, monitor and document the WHS performance of each contractor to ensure compliance with the requirements of the Work Health & Safety Act, 2012, associated Regulations, 2012 and the **Interior** WHS requirements. This includes conducting health and safety inspections using the Site Safety Inspection Checklist (Chapter 3: Safety Audits pp11-12) at the frequency defined in the Hazard Management Policy. Third party audits may also be conducted to monitor systems of work.

The extent of monitoring of contractors will depend on the nature of the contracted work and risk exposure.

## Non-Conforming Reporting:

In the event that subcontractors are found not to be working to the requirements of this Site Management Plan or their safe work method statements, Interior to cease work if the matter is serious and there is imminent risk to the health and safety of persons at work. In all cases the contractor and or their employer will be required to take immediate action to address the non-conformance. This also applies to hazards identified through the inspection processes. The Site Supervisor will monitor and review all actions and will keep a record of corrective actions taken. Corrective actions will be 'signed off', verifying that the Site Manager is satisfied that corrective actions have controlled the risk.

(Refer to Chapter 2 Site Supervisor Information for Site Tools [checklists]).

# Interior

MANUAL OF WORK HEALTH AND SAFETY POLICY AND PROCEDURES

## PROVISIONS FOR CONTRACTORS/SUB-CONTRACTORS

We .....

being Contractors/Sub-Contractors working for *Interior* agree to acknowledge receipt of the Safety Policy Statement and supporting policies and comply with the Sub-contractor provisions in respect to all work operations as outlined

Signed: .....

Position: .....

Company: .....

Date: .....

N.B. Progress payments cannot be authorised until this document has been duly signed by the Contractor/Sub-contractor and forwarded to Interior.

Date:

Name:

Position:

Company Name:

Address:

Dear

**Re: Information required for Placement on Interior's Contractor Pre-Qualification Register**

Interior is currently updating its Contractor Register. To qualify for on-going placement on our Register and as part of our commitment to work health and safety on all our contract works, we require all contractors to submit the following information for our assessment:

- The name, contact details and position of the contractor's contact person to be on site.
- List of persons to be employed on the contract.
- Copy of your current insurance cover for worker's compensation (or personal injury and income protection in circumstances where the business is not incorporated) and public liability.
- Mechanisms for the consultation on Work Health and Safety issues.
- Copies of relevant certificates of competency, licences and records of training applicable to the contracted works.
- Outline your organisation's demonstrated history for safe performance, quality of work, promptness of response, cost effectiveness and good time management for similar Projects.
- For prospective work where tasks are assessed as 'extreme', 'high' or 'medium' risks, provide examples of Safe Work Method Statements which meets the requirements of with the Work Health and Safety Act and associated Regulations.
- Example of your Hazardous Chemical Register and procedures.
- Example of your Plant and Electrical Equipment Register.
- Details of any prohibition, improvement notices and prosecutions by the enforcing authorities, during the last 5 years.

\*\*\* Safety Data Sheets (SDS) for any hazardous substances to be used on site.

\*\*\* Plant and equipment maintenance registers.

\*\*\* Copies of all Plant and Equipment maintenance logs for all site plant and equipment to be used.

\*\*\* Denotes documentation not required with this submission but will be required prior to commencement of work on site.

**Please forward the above information within 14 days in hard copy to:**

Interior

Damien Stevens

Po Box 413 Mitcham SA 5062

E-Mail: [damien@interiorptyltd.com](mailto:damien@interiorptyltd.com)

We will advise you of the outcome of your submission following our review of the information provided. If you require any further information regarding this matter, please contact Damien Stevens by the following:

Mobile: 0412 001 624

Facsimile: 08 8227 1818

E-Mail: [damien@interiorptyltd.com](mailto:damien@interiorptyltd.com)

Your timely response to this matter is much appreciated.

Yours faithfully

Damien Stevens

## CONTRACTOR INFORMATION REQUIREMENTS CHECKLIST

To be used by the Interior's Management to evaluate the risk of contract and determine what information is required.

### INFORMATION REQUIRED FROM CONTRACTOR

For a contractor to be placed on the Interior 'Contractor Register' the following information must be obtained and assessed. If Management wishes to place a new contractor on the Register or wishes to use a contractor who is not currently on the Register, the following information is to be sought and assessed by the Management for adequacy of meeting Interior's contractor management requirements. Please note the following WHS information should also be sought for all tenders.

The information required of the contractor is:

- The name, contact details and position of the contractor's contact person on site.
- List of persons to be employed on the contract.
- Current insurance cover for worker's compensation (or personal injury and income protection in circumstances where the contractor is not incorporated) and public liability.
- Examples of Safe Work Method Statement/s for other similar high risk work they have performed. (Use the SWMS Checklist to review the SWMS examples).
- Safety Data Sheets (SDS) for any hazardous substances to be used on site.
- Plant and equipment maintenance registers.
- Copies of relevant certificates of competency, licences and records of training applicable to the contracted works.
- Copies of all Plant and Equipment maintenance logs for all plant and equipment to be used on site.
- Skills and Competencies documentation for all persons undertaking work on site, and appropriate accreditation (training certificates) where required by the work undertaken.
- A copy of the Contractor's WHS Policy.
- A copy of the Contractor's safe work procedures.
- Details of any prohibition, improvement notices and prosecutions by the enforcing authorities, during the last 5 years.
- Mechanisms for the Consultation between parties on workplace health, safety and welfare issues.

Is further information required?

Comment

Reviewer Position:

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Safe Work Method Statement Review Checklist

To be utilised by the Site Health and Safety Supervisor or Site Manager to review a Contractors / Subcontractors SWMS developed for work activities assessed as having a 'Medium' or higher risk rating i.e. 'High', 'Extreme'. Refer Hazard Management Policy.

	Does the Safe Work Method Statement contain the following?	Yes ✓	No ×
A	A description of how the work activity is to be carried out with the work activity broken down into discrete steps		
B	Identification of WHS hazards associated with each discrete steps of the work activity		
C	Identification & assessment of WHS risk arising from each hazard (and assignment of an initial and post control risk rating)		
D	Identification of measures required to control WHS risks to the lowest level reasonably practicable in accordance with the hierarchy of controls		
E	A description of plant or equipment to be used in the work activity		
F	Hazardous substances / dangerous goods to be used to conduct the work activity		
g	Personal protective equipment required to conduct the work activity		
H	A list the legislation, Standards or Codes of Practice relevant to the work activity		
I	Confirmation personnel undertaking the work have the requisite training and qualifications for the work activity		
J	Evidence all personnel have / will sign and date the SWMS verifying they have been provided training in it		
K	Record current date and is tailored to be site and work specific		

Attach a copy of the Safe Work Method Statement to this completed checklist and complete the information below. When monitoring or reviewing the contractors work reference should be made to whether they are complying with their Safe Work Method Statement.



Name of contractor:
Short description of contract work:
Date SWMS reviewed by WHS Supervisor or Site Manager:
Any further comments:

Site Health and Safety Supervisor or Site Manager details:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_



# ACCIDENT/INCIDENT/NEAR MISS REPORTING AND INVESTIGATION POLICY

(FOR ALL ACCIDENTS, INJURIES OR NEAR MISSES)

Whenever an injury, incident or near miss occurs within the work area, it is important that this procedure is followed:

## IMMEDIATE RESPONSE

The person in charge must take immediate action (with due regard to their own safety) to prevent further damage or injury occurring and to provide immediate assistance to any injured person, (e.g. call for outside assistance or expert medical advice).

## REPORTING

Minor Injuries/Incidents - Near Misses

Minor injuries or incidents, which do not:

- Result in any loss of work time
- Require professional medical assistance/advice
- Cause damage to property or equipment

Must be recorded in the minor injury/incident report book on site.

All other Accidents/Incidents/Injuries

Workers/Contractors must report any incident to the Site Manager as soon as practicable after the incident/accident and complete the "Accident/Incident Investigation Report Form" (see Chapter 7 Accident/Injury Reporting for a copy of the Form).

If a worker/contractor is unable to report personally because of injury, persons aware of the incident must ensure it is reported. If the worker/contractor is unable to do so, the Site Manager must fill out the "Injured Person Report" section on the worker or contractor's behalf. The Site Manager or any Health and Safety Representative may fill out the report for any person lacking the necessary literacy skills, but must be verified by the person in some way.

Incidents Where:

- Professional medical assistance/advice is required
- Work time is lost
- Where property is damaged
- Any minor incidents which have a high potential for serious injury

Must be reported using the following procedure:

- Reporting

The Site Manager must advise any relevant Work Health and Safety Representative and any WHS Supervisor of the accident/incident as soon as possible.

- Fatality/Extremely Serious Injury/Incident

Where a fatal or extremely serious incident or dangerous occurrence occurs, the Managing Director must be advised immediately to arrange for SafeWork SA (1300 365 255 or 8303 0400) to be notified in accordance with the WHS Regulations and any other relevant authority (e.g. Office of the Technical Regulator, SAPOL). A written report on a "Notification of Dangerous Occurrence" form must also be provided to SafeWork SA within 24 hours.

## INVESTIGATION

### Minor Injuries/Incidents

The Site Manager shall regularly check the minor injury/incident report book and investigate incidents as required.

### All other Accidents/Injuries/Incidents

On receiving a report of an incident/accident, the Site Manager must either investigate personally or arrange for an investigation to be conducted within 24 hours of the incident; otherwise useful evidence/information may be lost/disposed of etc.

The purpose of the investigation is to identify the factors which resulted in the incident to allow for appropriate corrective actions to be implemented preventing the occurrence of a similar event.

**The purpose on any investigation is not to establish blame.**

ALL factors that contribute to the incident must be identified to isolate those factors, which caused the occurrence, for example:

- Damage/Injury
- Plant and Equipment
- Environment
- Procedures used
- Any safe working procedures
- Witnesses

Contributing factors may also include:

- Design
- Environment
- Behaviour
- Task

Where possible, photographs should be taken and/or diagrams made and operator manuals retained. Witnesses will be able to provide important information to assist with the investigation and statements will need to be taken from them.

The Site Manager, in consultation with any relevant Health and Safety Representative must consider the contributing factors to determine appropriate corrective action.

Where the corrective measures require resources beyond the Site Manager's authority, temporary control action is to be taken and the matter to management.

The Site Manager must complete the "Site Manager Investigation Report" section of the "Accident/Incident Investigation Report" and forward this and all other relevant paperwork, to the Managing Director. Additional information should be attached if the space on the form is insufficient.

The Site Manager must follow-up to ensure the effectiveness of the controls implemented to prevent further accidents/incidents.



07 / 04 / 2013

Managing Director

Date

Damien Stevens

Date to be reviewed

01 / 02 / 2014

# ASBESTOS MANAGEMENT POLICY

## Introduction

In accordance with *Interior* commitment to provide a safe and healthy workplace for all persons on site, this policy has been developed.

The Site Manager shall liaise directly with the relevant statutory authority regarding asbestos management, who must be immediately informed of any legislative issue or hazard report arising in the course of asbestos removal or repair work.

The following documentation related to all work regarding the safe handling of asbestos products must comply with the approved Codes of Practice, the Work Health and Safety Act, and Regulations.

Asbestos is the fibrous of mineral silicates belonging to the serpentine amphibole groups of rock-forming minerals. The most significant types include chrysotile, crocidolite and amosite (white, blue and brown or grey asbestos, respectively).

Asbestos has been used in more than 3,000 products, including heat resistant textiles (cloth, padding), asbestos cement products (sheets, pipes), and special filters for industrial chemicals, thermal insulation products (pipe and boiler insulation), friction material (paints and protective paper). It has been used as sprayed insulation for buildings and other structures and in their repair.

Exposure to airborne asbestos dust occurs particularly in the course of dust forming operations such as handling, sawing, sanding, grinding, drilling, turning or general maintenance, renovations or similar operations upon materials containing asbestos.

Significant health risks may arise from the inhalation of airborne asbestos fibres and their passage into the lungs. To protect against such risks, the following procedure are to be adopted in conjunction with all demolition, renovation or maintenance work at any building site or premises.

## Procedure

### Demolition and Renovations of Buildings

Prior to the commencement of demolition or renovation of any Building or Structure, suspected to contain asbestos products, or building known to have been previously utilized as industrial premises or warehouse, an Asbestos survey shall be made. For further clarification, refer to the appropriate Statutory Authority.

1. The Site Manager shall, as necessary, arrange for the analysis of sample material suspected of containing asbestos products.
2. Where friable asbestos products have been located on site, 3 written quotations from Registered Asbestos Removalists for the carrying out of asbestos work should be obtained. Selection of the successful tender may be made and approval to proceed with asbestos removal work given.
3. Supervision of all asbestos removal work shall be the responsibility of the Site Management.
4. During the course of asbestos removal, neither general demolition nor associated works shall be undertaken and only authorized persons shall be permitted on site.
5. If, during the course of general demolition or renovation at any premises, asbestos products are located, all work at the site shall cease and action shall be taken immediately to implement the requirements of this Policy Instruction.
6. An Asbestos Management Register will be maintained, detailing the location, nature and cost of all asbestos removal / maintenance work.

### Work Involving Asbestos Cement (Fibro) Sheeting

Subject to the required work being limited to removal of Asbestos Cement (Fibro) sheeting only, on no greater area than 10 square metres, removal of such materials may be carried out under the direct supervision of the Site Manager. The extent of supervision provided shall be that which is necessary to ensure that the Contractor complies fully with all Statutory Requirements and Procedures as detailed in the approved Code of Practice for Management and Control of Asbestos in the Workplace and the approved Code of Practice for the Safe Removal of Asbestos.

Asbestos removal work shall only be undertaken by trained personnel. It is preferred the Contractors carrying out removal work hold an appropriate Asbestos Removal Licence issued by the South Australian

Government Authorities. In general, work procedures shall be taken to avoid the spread of any asbestos dust contamination.

Where, in the opinion of the Site Manager the asbestos removal work and generation of dust may be of concern an assessment shall be made to determine the need to place asbestos air sampling monitors on site.

Floor Coverings

If vinyl floor coverings are suspected to contain friable asbestos, 0.5 square metres can be removed for the purpose of collection for sampling / analysis.

If friable asbestos is detected and is more than 0.5 metres, the removal work must be referred to a fully licensed Asbestos Contractor for removal.



Managing Director  
Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

01 / 02 / 2014



# DE-FITTING POLICY

## INTRODUCTION

*Interior* recognises the risk to health and safety caused by exposure to free particles or parts that may fall or be on the ground as a result of the de-fitting process.

## POLICY

All De-fitting performed by *Interior* and any contractors shall be carried out by a competent person in accordance with:

- The WHS Regulations
- The Code of Practice, Demolition Work
- Safe Work Method Statements and Procedures developed by the organisation

## RISK ASSESSMENT & CONTROL

*Interior* will ensure that an assessment of the risks associated with the building or structure to be demolished is undertaken in all phases of the de-fitting work and control measures are taken to prevent risk to health and safety.

A work plan is to be prepared and maintained until the de-fitting work is completed.

No demolition work will commence until the Site Manager has ensured that any hazards associated with the following have been controlled by removal or disconnection:

1. Utility services;
2. Dangerous material and hazardous substance;
3. Underground storage tanks.

## ACCESS & WARNING NOTICES

Any area where there is the potential for someone to fall or there is rebounding material must be fenced or barricaded so as to prevent entry.

Other than openings on the storey on which work is being carried out and openings used for access or egress, all exterior wall openings of a

building or structure being demolished must be barricaded to a height of 1 metre above floor level so as to prevent passage.

All roads, paths and other means of access to the site must be closed off.

The Site Manager will ensure that clearly visible warning signs are exhibited at all points of access to the site that warn persons that de-fitting work is in progress and unauthorised persons are not permitted on site.

## GENERAL

Overhead protection must be provided where a person works below another or there is a risk that a person could be injured by a falling object from above.

At no time is it permitted for a person to carry out work on or above a roof, a surface consisting of asbestos cement, or some other surface that consist of fragile or brittle material. At all times such work must be carried out from a scaffold or other working platform.

## NOTIFICATION

Where applicable no de-fitting work may commence until a proposed de-fitting work plan has been approved by SafeWork SA where explosives are to be used or a building is to be de-fitting using mechanical equipment that needs to be supported by any part of the building.



07 / 04 / 2013

Managing Director

Date

Damien Stevens

Date to be reviewed

01 / 02 / 2014

## DISCRIMINATION & EQUAL OPPORTUNITY POLICY

It is the firm policy of *Interior* not to discriminate against any person in regard to employment, termination, promotion, demotion, task assignment or training on the grounds of sex, age, race, colour, political persuasion, national extraction, social origin or disability.

Each individual, regardless of their membership or affiliation with any particular grouping, must and will be given a fair and equitable opportunity to compete.

It is the responsibility of all managers and workers to ensure that no person is discriminated or victimised.

All Managers, similarly have a responsibility to be cognisant of relevant legislation and to ensure that legislation is adhered to regardless of the circumstances.

Failure to comply with this policy and relevant legislation may result in unfavourable publicity and adversely impact on the *Interior* image and credibility in the industry.

This will obviously then have repercussive impacts on company staffing in terms of the number retained as well as the quality of staff available to us.

Indirect discrimination is also intended to be covered by this policy.

South Australia has enacted specific legislation (Equal Opportunity Act 1984) covering discrimination and equal opportunity. Where an area is not specifically covered by state legislation the applicable and appropriate federal legislation will apply.



Managing Director  
Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

01 / 02 / 2014

## DRUGS & ALCOHOL POLICY

*Interior* is committed to a safe and healthy workplace for all workers and others and to the providing of safe systems of work.

The organisation is concerned about factors that could affect the ability of individuals to perform their work in a satisfactory manner and recognises that alcohol and/or drug abuse could cause impairment of work performance and could have serious effects on their safety and that of others.

Workers who fail to meet satisfactory standards of work performance through suspected drug and alcohol use will be asked not to continue work until the next day. In the event that the person is required to stand down on a second occasion, they will be required to take part in counselling or treatment directed by their employer. Any subsequent occasions, the person will be subject to appropriate disciplinary action.

*Interior* recognises that drug and alcohol dependency can be treated and is committed to education, rehabilitation, prevention and follow-up measures to assist any of its workers. If a worker believes they have a drug and alcohol related problem, and/or a drug and alcohol dependency, they are encouraged to seek advice and engage in appropriate treatment. Access to an Employee Assistance Program is available on a case by case basis and where practicable, workers can be provided with access to counselling, treatment and rehabilitation services.

### RESPONSIBILITY

Managers/Supervisors or other senior staff appointed by the Company are responsible for the enforcement of this policy.

Any **incidents** where there is a belief that drugs or alcohol are involved, it must be determined in consultation with the worker concerned and the Site Health and Safety Supervisor (where appointed), Site Manager (or other appropriate person).

Where there is reasonable belief that a worker may be impaired by drugs or alcohol the Site Health and Safety Supervisor, Site Manager or other appropriate person must **conduct an assessment** using the impairment check list for drugs and alcohol as a guide.

The responsibility for all final determinations regarding any drug or alcohol related issues, rests with Company Management.

*Interior* shall provide training to ensure everyone is aware of this policy and any supporting procedures. Information will be provided with respect to drug and alcohol issues, and the types of services, programs and assistance available.

## GENERAL

The misuse of legitimate drugs or the use, possession or sale of illegal or un-prescribed drugs on Company premises is strictly prohibited.

The possession, consumption, distribution or sale of alcohol at premises under the control of the Company is not permitted.

If a worker believed to be impaired by drugs or alcohol, fails to meet satisfactory standards of effective work performances and/or refuses counselling or treatment that person will be subject to appropriate disciplinary action.

Where practicable, the Company will use disciplinary procedures that are supportive and non-punitive. However, in the case of serious or persistent breaches stronger disciplinary action may be taken in conjunction with remedial measures.

Workers or other persons, who believe they have a drug or alcohol related problem, are encouraged to seek advice and to follow appropriate treatment promptly. Workers or other persons are encouraged to seek advice and assistance through their Manager/Supervisor.

Records associated with any rehabilitation programme will be kept in strict confidence as required of medical records under the law.

Workplace social functions held at the office or on site, for the purpose of worker get together or the like must adhere to the following rules where alcohol is available:

- If function is held in normal working hours no further work is to be conducted
- A person responsible for overseeing the function is to be elected by Company Management and workers
- Soft or non-alcoholic beverages should be equally available
- The company shall encourage those who intend to consume alcohol at the function to use public transport/taxis other than their own vehicle.



Managing Director

Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

01 / 02 / 2014

# ELECTRICAL SAFETY POLICY

## INTRODUCTION

All electrical tools and equipment are required to be inspected, tested and tagged and records kept in regard to frequency of testing in accordance with the WHS Regulations, Code of Practice - Managing Electrical Risks in the Workplace and Australian Standards. Following each inspection and testing the tag will be marked with the test date, date of the next test and the name of the person carrying out the tests with the details being recorded in the Plant and Electrical Equipment Register.

## OBJECTIVE

To ensure that all electrical installation comply with the WHS Regulations, Code of Practice - Managing Electrical Risks in the Workplace and Australian Standards and that any electrical work, including maintenance, is carried out by a qualified electrician.

Handheld power tools must be maintained in a safe working condition and checked on a regular basis by a competent person. Fixed power drilling machinery is to be maintained in a safe condition and serviced on a regular basis by a qualified electrician. All Non-Portable Residual Current Devices (RCDs) and all electrical repairs are to be carried out by a qualified electrician.

Flexible power cables, fixed machines and extension cords are to be maintained in a good condition and any damaged outer insulation or plugs are to be repaired by a qualified electrician.

Tools that have damaged power cords are not to be used, the power should be turned off and appropriately tagged to prevent usage.

Wherever a handheld power tool is used, Residual Current Device (RCD) protection must be provided. This must be tested each time it is used with the in-built switch in accordance with the regulations and with details recorded in the RCD test Register. Portable units must be fitted with the testing tags showing the last date of inspection by a qualified electrician.

RCD protection is required for all general purpose power outlets.

## TYPE OF TESTING

Thorough visual inspection of equipment and power cords for damage or deterioration is required to be carried out and include:

- Ensuring the inner cords and flexible cable are not exposed
- The cords are effectively anchored

- Mechanical safety facility and devices are in good working order
- Controls and warning devices are operating normally

Testing is to include insulation resistance, earth circuit continually, correct testing environments and connection polarity, leakage between or short circuit between active and neutral and that the RCDs is tripping within the prescribed time and tripping milliamp current.

(See Chapter 20 Power Tools for a copy of an Electrical Register and Testing Intervals Table)

### Faulty Equipment

Tools or equipment found to be faulty are to be taken out of service and tagged with appropriate tags, e.g. "Danger do not use" and repaired by a registered electrician or disposed of accordingly.

All electrical equipment is to be inspected and tested before returning from service and after repairs which could affect the electrical safety. It is the responsibility of the repairer to ensure the equipment is re-tagged and the test date amended before the equipment is returned to service.



Managing Director  
Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

01 / 02 / 2014

# EMERGENCY EVACUATION POLICY & PROCEDURE

## INTRODUCTION

It is the policy of *Interior* that each work site will ensure Fire and Emergency Procedure for the safe evacuation of all workers and other persons working on site in the event of an emergency and/or life-threatening situation.

The purpose of this procedure is to ensure all personnel at the work site can be evacuated in an emergency should the need arise and be aware of the procedures for their safe evacuation.

## IMPLEMENTATION

In developing the emergency evacuation procedure the following issues are to be addressed with the procedure containing the following information:

- A work site layout diagram with boundaries, roads, street names, entrances, emergency exit points, first aid, fire extinguishers and designated assembly points, etc. and be displayed throughout the site.
- Location of emergency warning systems and operation procedures, a list of emergency numbers, emergency services (police, fire brigade, ambulance) nearest hospital, medical centre etc. to be displayed on site
- Any alarm system must be clear and audible on all parts of the working site, modified and procedure monitored in accordance with the development and progress of the work.
- Ensuring at least 2 unobstructed exits of adequate width, are maintained.
- Emergency Exits clearly identified and alternative arrangements made for evacuation as work is carried out in the areas.
- Nomination of a responsible person for contacting the Emergency Services and for carrying out head counts to ensure all personnel have been evacuated from the site.
- Combustible material, paper, cardboard, solvents, adhesives etc. to be adequately stored and kept to a minimum.
- Ensure adequate lighting is provided to all Emergency Exits, access routes, work areas, basements, formwork etc.



- The integrity of the Emergency Evacuation Procedure is checked at regular intervals and when there are high levels of combustible material likely to be present on site.
- Ensure adequate and appropriate supplies of fire fighting equipment during the course of the work being carried out.

## RESPONSIBILITIES

The Site Manager responsible for the worksite must ensure the Emergency Procedures are established.

Site Health and Safety Supervisors and First Aid Officers must be thoroughly briefed on the site evacuation procedure and ensure that during Induction, prior to commencement on site, that all site personnel are informed of the emergency procedures.

Site Manager, Site Health and Safety Supervisors/First Aid Officers are to ensure that contractors and sub-contractors are advised to provide their own fire protection appliances when using arc or flame producing apparatus e.g. oxy/acetylene, welding or brazing equipment.

Personnel on site are required to obey all instructions from designated officers, Site Manager, Site Health and Safety Supervisor, fire warden, first aid officer during any evacuation procedure.



Managing Director

Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

01 / 02 / 2014

# *INTERIOR*

EXAMPLE

## FIRE AND EMERGENCY EVACUATION PROCEDURES

THE ALARM SOUND ON THIS SITE IS A CONTINUOUS  
SIREN – ALL PERSONNEL MUST EVACUATE WHEN  
ALARM SOUNDS.

IF YOU DISCOVER A FIRE YOU MUST:

1. RAISE THE ALARM BY ACTIVATING THE SIREN BUTTON WHICH IS LOCATED AT \_\_\_\_\_
2. FIGHT THE FIRE IF IT IS SAFE TO DO SO – ALWAYS MAINTAIN AN ESCAPE ROUTE.
3. EVACUATE TO DESIGNATED ASSEMBLY POINT WHICH IS:  
\_\_\_\_\_
4. NOTIFY SITE OFFICE OF LOCATION OF FIRE, e.g. DETAIL FLOOR LEVEL.
5. DO NOT USE LIFTS OR HOIST WHEN ALARM SOUNDS, STAIRWAY TO BE USED.

N.B. THIS NOTICE SHOULD BE RED BACKGROUND WITH WHITE LETTERING

# ENVIRONMENTAL POLICY

*Interior* acknowledges that its activities and services can cause impacts on the environment. The company objectives shall be maintained within the best interests of the local community which would be affected by any environmental incident. The company wishes to achieve the goals of responsibility to ensure that their activities do not cause damage to the environment, both within and outside their jurisdiction.

To this end, *Interior* will work toward sustainable resource within its activities and in particular:

- Minimize any significant adverse environmental event which could impact on either the environment or any flora, fauna or humans which could be affected by the event.
- Develop environmental performance indicators that will provide an indication as to the company's performance.
- Develop a culture of recycling and separation of deposable material.
- Use and or design only those materials that minimize environmental impacts in use and disposal.
- Use only products that will reduce waste and consumption of resources of materials, energy and fuels.
- Provide training and aware sessions to its workers and contractors alike.
- Involve neighbours and/or tenants in the environmental systems.
- Develop and encourage consultation with all interested parties and stakeholders
- Shall at all times work towards sustainable development.



Managing Director  
Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

01 / 02 / 2014

# FALL PREVENTION POLICY

## INTRODUCTION

*Interior* recognises its duty of care to ensure the safety of persons that may suffer injury from falls from any height, falling objects or materials at work.

A hazard management approach will be adopted to identify hazards, ensure the risks to health and safety is assessed and controlled by elimination or minimising these risks in accordance with the Code of Practice; Managing the Risk of Falls at Workplaces.

It will be the Site Manager's responsibility to adhere to this policy and identify hazards and take appropriate action prior to commencing the task, all contractors and workers will be required to adhere to this policy, procedures and work practices developed.

## HAZARD IDENTIFICATION

Factors to be considered when identifying hazards may include but are not limited to: -

- Closeness of gas, electrical supply
- Capacity for work surface to support load
- Access/egress from one surface to another or change in working heights
- Falling or dislodging items
- Work area obstruction by plant, tools, equipment, debris and the movement of materials
- Surface environment changes, i.e. Moisture, wet or oily etc.
- Use of ladder, scaffolding, elevating work platforms
- Personal protective equipment, footwear, clothing etc.
- Environmental conditions, rain, wind, sun etc.
- Use of hazardous/dangerous substances
- Provision of personal fall protection equipment such as travel restraint and/or fall arrest systems and equipment (for further information please see AS 1891 Industrial fall arrest systems and devices)
- Guarding of opens, stairwells, holes, edges, excavations etc.

## RISK ASSESSMENT

Hazards identified are to be assessed considering the likelihood and the severity of harm that would result. When carrying out the assessment, the following factors maybe included but not limited to: -

- The nature, height and layout, such as width of work areas and uneven surfaces
- Type of work to be undertaken

- Training/experience of persons carrying out the task
- Method of accessing and handling plant, equipment etc
- The number and movement of persons on site

## RISK CONTROL

The hierarchy of controls are to be utilised with elimination of the hazard being adopted wherever possible. A combination of control measures may be appropriate.

Order of Control Measures: -

- Elimination - removes the hazard
- Substitution - use of alternatives, products, equipment etc.
- Isolation - containment of hazard or persons
- Engineering Controls - use of elevating work platforms etc.
- Administrative Controls - safe work practices, reducing exposure
- Personal Protective Equipment - harness, equipment, clothing etc.

## REVIEW

Monitoring and reviewing is to be carried out to determine if controls, work procedures etc. are working and are not introducing additional hazards or overlooking others.



07 / 04 / 2013

Managing Director

Date

Damien Stevens

Date to be reviewed

01 / 02 / 2014

# FIRST AID POLICY

## INTRODUCTION

In accordance with the organisations commitment to the provision of a safe and healthy workplace, it will provide first aid facilities to all contractors and workers as per the Work Health and Safety Act, Regulations and the Code of Practice; First Aid in the Workplace.

## OBJECTIVES

*Interior* will provide First Aid facilities and the provision of emergency and appropriate treatment for persons suffering illness or injury at work.

## FIRST AID KITS

A basic First Aid Kit will be provided as per the Code of Practice.

Where the worksite warrants, the First Aid Kit will be located in a prominent and accessible position. The location will be identified with a suitable sign and include the name of the person responsible for the kit.

All contractors and workers will be made aware of the location of the First Aid Kits and First Aid Officers during Site Induction.

First Aid Kits will be provided for staff vehicles.

Contractors and sub-contractors will be required to provide and maintain their own First Aid Kits where not provided on site.

## MAINTENANCE

First Aid Kits are to be checked at least weekly by the person responsible to ensure the contents are complete, have not deteriorated or passed the use by date and the emergency numbers and contacts numbers of first aid personnel are included.

A record is to be kept of the regular checks (see Chapter 2 First Aid for a copy of a First Aid Report Form).

Contents are to be replenished after use.

Workers and Contractors are to advise the person responsible for the maintenance of the First Aid Kit if items need replenishing.

## RESPONSIBLE FIRST AID OFFICER

Nominated *Interior* personnel will be responsible for the maintenance of First Aid Kits.

## FIRST AID PERSONNEL

First Aid Personnel will be holders of Senior First Aid Certificates.

Appointed First Aid Personnel will be given the necessary training to undertake their role, the cost of which will be paid for by *Interior*.

## USE MUST ONLY BE FOR FIRST AID PURPOSES

Each time a First Aid Kit is used the minor injury/incident log is to be completed.

The Supervisor and/or Safety Officer are to be consulted after the incident to ensure corrective is action, if required.

The person responsible for the First Aid Kit must be informed after its use to enable used stock to be replenished.



Managing Director

Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

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# HAZARD MANAGEMENT POLICY

## INTRODUCTION

In accordance with *Interior* commitment to ensuring a safe workplace, management will provide for the regular inspection of worksites to identify and assess hazards and implement controls. Hazards will be prioritised in a manner which provides for high risk hazards to be addressed first.

Workers and other persons have a duty to report and identified hazard but reliance cannot be placed upon these persons to report all hazards. Hazard Management is a system that ensures all risks to health, safety and welfare are identified, assessed and effective control methods are developed, implemented and evaluated. The risk can be minimised by a proactive approach of a well-organised hazard inspection programme.

## RESPONSIBILITIES

### MANAGEMENT:

Have a responsibility to ensure:

- Resources are made available to effectively implement this policy and procedure;
- Workers/Contractors receive training in the management of hazards in their workplace;
- Consultation with workers/contractors is maintained to assist in the management of identified hazards;
- Procedures are established to identify, assess and control hazards in the workplace;
- The implementation of controls to reduce hazards in the workplace;
- First aid and injury statistics are reviewed to assist in the identification of areas of risk.

### WORKERS/CONTRACTORS:

Have a responsibility to:

- Comply with legislative requirements and *Interior* Policy and Procedures;
- Report all reasonably foreseeable hazards
- Participate in Work Health and Safety programmes;
- Assist in the consultation, implementation and evaluation of the Hazard Management Policy;

Make recommendations to the Site Manager in regard to the hazard management system.



## HAZARD INSPECTIONS

It is the worksite manager's responsibility to ensure that all inspections are conducted properly and in accordance with this policy and procedure. A worker or site health and safety supervisor (where appointed) maybe nominated to be responsible for regular audits and inspections of the workplace.

The person(s) conducting the inspection should invite the assistance of workers and other persons from the worksite by asking for hazards that have not been reported. The health and safety supervisor (if applicable) must be consulted on the findings of the inspection and control actions taken, planned or recommended to senior management.

*Interior* may from time to time require Third Party Health and Safety Consultant Services to carry out hazard inspections of company premises and worksites, covering all aspects. In this case the site manager is required to complete the Hazard Inspection Notification Advice, forming part of this policy and forward this to the Third Party Health and Safety Consultant Services for those sites requiring inspection.

## INSPECTIONS

The person(s) carrying out the inspection will use a WHS Checklist; this will no doubt need to be modified from time to time to meet the worksite circumstances.

The person(s) undertaking the inspection should forward the completed inspection report after notation by the Supervisor/Manager, to the WHS Co-ordinator.

The Supervisor must provide feedback of inspection results to workers and other persons. Copies of Inspection Reports should be displayed on notice boards.

## WORKERS AND OTHER PERSONS HAVE A DUTY TO REPORT ANY IDENTIFIED HAZARD TO THE SITE HEALTH AND SAFETY SUPERVISOR OR SITE MANAGER

This provides the opportunity to report a hazard, which may have been overlooked during the regular work site inspection or is created and/or exists between inspections and requires urgent attention. If necessary, an "out of order" tag should be attached to any appliance where a hazard exists.

## PROCEDURE

The Site Manager must take appropriate remedial action, in consultation with workers or other persons for hazards identified and immediate action on hazards that are most likely to cause injury of ill health.

Site Manager will prioritise the hazards identified by using the Risk Assessment document forming part of this policy.

The Site Manager shall retain a copy of the completed Inspection Report Form and forward this, duly noted with remedial action taken, to the Managing Director.

The Site Manager is responsible for ensuring control measures are implemented utilising the Hierarchy of Controls outlined in this policy.

## MONITORING AND REVIEW

The Management of *Interior* will monitor the overall Inspection/Hazard Management Process including the schedule of inspections.

Random Inspections may be undertaken at management's direction at any time, and should be carried out to evaluate the effectiveness of the inspection programme. Each Site Manager should maintain a file of completed Inspection Forms and records of remedial action taken.

## RISK ASSESSMENT

The risk assessment process involves predicting the likelihood that something may happen and the consequences if it does. Considering the following questions will assist in making the best estimate:

1. How often will people be near the hazard?
2. How many people will be exposed to the hazard?
3. Do you know of any situations where this hazard has already caused problems?
4. How easily could someone be hurt?

Gather as much information as possible about the hazards identified, assess the likelihood and consequences of each hazard that may cause harm and then use the risk table to calculate an overall risk rating.

Likelihood is assessed as below:

- Very likely (could happen frequently)
- Likely (could happen occasionally)
- Unlikely (could happen but only rarely)
- Highly unlikely (could happen but probably never will)

Consequence is assessed as possibly resulting in:

- Fatality
- Major injury (irreversible injury or health damage, or damage requiring several weeks off work)
- Minor injury (reversible injury or health damage, or damage requiring several days off work)
- Negligible injuries (requiring first aid only)

The above can then be expressed in table form:

## RISK TABLE

Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	HIGH	HIGH	EXTREME	EXTREME	EXTREME
Likely	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
Moderate	LOW	MEDIUM	HIGH	EXTREME	EXTREME
Unlikely	LOW	LOW	MEDIUM	HIGH	EXTREME
Rare	LOW	LOW	MEDIUM	HIGH	HIGH

If a hazard could result in a major injury but is unlikely to happen, the overall risk factor is medium. The likelihood of something happening is affected by many factors, the aim of risk assessment is to consider foreseeable factors.

### HIERARCHY OF CONTROL

1. Eliminate the Risk
2. Minimise the Risk
3. Use engineering controls, substitution, isolation, modification to design, guarding and mechanical ventilation
4. Implement administrative controls including Job Safe Procedures
5. Use personal protective equipment



Managing Director

Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

01 / 02 / 2014

# HAZARDOUS CHEMICAL/SUBSTANCE POLICY

In accordance with *Interior* commitment to providing a safe and healthy workplace, this procedure has been developed for working with Hazardous Chemicals and Substances.

Any substance used or introduced into the workplace for a specific purpose will fall into 1 of the following categories.

- Hazardous Chemicals/Substances
- Dangerous Substances
- Other Substances

## OBJECTIVE

*Interior* recognises its responsibility to prevent the occurrence of injuries or ill health resulting from the handling, storage, disposal and transportation of substances used in the workplace.

Workers and other persons will be protected against any workplace substances.

Hazardous chemicals/substances are only to be used when there is no safer alternative.

Before introducing a hazardous chemical/substance into the workplace, a risk assessment is required to be performed and control measures implemented prior to use in accordance with the WHS Acts, regulations and Code of Practice; Managing Risks of Hazardous Chemicals.

## DEFINITION

Hazardous Substances have a distinct definition as outlined in the regulations and are known to have the potential to cause serious adverse health effects.

A Hazardous Chemical/Substances is:-

- Any substance, mixture or article that satisfies the criteria of one or more Globally Harmonised System of Classification and Labelling of Chemicals (GHS) hazard classes.
- Is determined to be a hazardous substance by the manufacturer or the importer of the substance.

**Note:** A Hazardous Substance includes some "Dangerous Substances" covered by the Dangerous Substances Legislation.

Radioactive and Infectious substances are not included.

Persons introducing Hazardous Substance to the workplace are required to carry out:

### 1. IDENTIFICATION

It is essential that all chemicals/hazardous substances are identified and a risk assessment performed to determine whether people are at risk from exposure.

Ways of identifying substances are;

- Checking the suppliers label (look for "Hazardous Substance")
- Consulting the Safety Data Sheet (SDS). (This should state whether a substance is "Hazardous.
- Checking the Register of hazardous chemicals, which should list and identify any recognised hazardous substances used.
- Checking the Codes of practice - Managing Risks of Hazardous Chemicals in the Workplace; Labelling of Workplace Hazardous Chemicals
- Checking previous Risk Assessments

### 2. ASSESSMENT

- Review information about chemical/hazardous substances used at work (SDS, audits, supplier reports, atmospheric testing and monitoring).
- Assess any risk of exposure (breathing in fumes, dust or airborne contaminants, ingestion and/or through skin or eye contact).
- Assess the storage, use and transportation procedures of the substance.
- Assess substances interaction with persons.
- Record all information obtained.

### 3. CONTROL MEASURES

Adequate control measures minimise the risk to health and safety, Control exposure to as low a level as is reasonably practicable, whether there is an exposure standard or not.

The hierarchy of control measures to be applied in priority order.

1. ELIMINATION of the substance from the workplace
2. SUBSTITUTION of the substance by a less hazardous one
3. ISOLATION of separation of the process from people by distance or barriers
4. ENGINEERING CONTROLS
  - using machinery or equipment to minimise workplace contamination by containing
  - removing hazardous substances e.g. local exhaust ventilation

5. SAFE WORK PRACTICES           ·changing the process  
  ·having procedures on how to do the job  
  safely
6. PERSONAL PROTECTION           ·wearing personal protective equipment  
  clothing e.g. gloves, eye protection,  
  respirators
4. HEALTH SURVEILLANCE

It may be necessary to undertake medical monitoring of persons who have been identified to be potentially at risk by a hazardous substance. Health surveillance includes biological monitoring, the measurement of body contamination.

#### 5. TRAINING

**Interior** will provide instruction and training to workers exposed to hazardous substances at work. This will include any precautions necessary to safeguard workers and other persons.

#### 6. RECORDS

Records should be retained of:

- The instruction and training (5 years);
- Assessment reports indicating a need for surveillance/monitoring (5 years);
- Reports indicating a need for atmospheric monitoring or health surveillance (30 years)`.

All records will be maintained by persons introducing hazardous substances on site.

(See Chapter 4 Hazardous Substances for a Hazardous Substance/Chemical Register)

#### CONTRACTORS/SUBCONTRACTORS

All Contractors/Subcontractors are to carry out identification, assessment and implement control measures for all substances introduced to the worksite. Contractors/Subcontractors are to ensure appropriate training, health surveillance and records are maintained.

Safety Data Sheets are to be supplied to **Interior** Site Management for all substances introduced onto the worksite by contractors/subcontractors together with their work procedures for use, emergency situations, storage, spills etc. and disposal of substances used in accordance with the terms of the contract and to enable the workplace Substances Register to be completed.

## DEFINITION

Dangerous Substances are controlled by the Dangerous Substances Act and are those which may cause fire and/or explosions, toxic or corrosive. The Act provides for licensing requirements.

### DANGEROUS SUBSTANCES INCLUDE:

- Gases (class 2) including Liquefied Petroleum Gases
- Flammable Liquids (class 3)
- Flammable Solids (class 4)
- Oxidising agents and Organic Peroxides (class 5)
- Toxic Substances (class 6)
- Corrosive Substances (class 8)
- Miscellaneous Dangerous Substances (class 9)

Storage, transport and licensing will be in accordance with the Dangerous Substances Act and Regulations.

NOTE: SOME DANGEROUS SUBSTANCES ARE ALSO CLASSED AS HAZARDOUS SUBSTANCES.

It is essential that persons introducing dangerous substances will ensure:

- A licence is obtained from the statutory authority for dangerous substances where the regulations state it is a requirement
- Limited stock for minor storage and these are not to be exceeded.
- Dangerous substances will be stored in accordance with the Dangerous Substances regulations and be:
  - Protected from the weather
  - Secured from unauthorised entry and signage
  - Bounded to contain spillage
  - Labelled and stored in appropriate containers and container design
  - Adequately ventilated
  - Emergency provisions
  - Separated and/or segregated as necessary
  - Disposed of in appropriate manner
  - Provision is made for spill control, First Aid and emergencies.

For details refer to Dangerous Substances Act and Australian Standard 1940

- In addition flammable liquids will be stored in accordance with AS1940 which includes directions for minor storage (amounts for which licensing is not required).
- Appropriate training/instruction/information is to be provided in accordance with the WHS Act.

## OTHER SUBSTANCES

Other substances are those, which do not fall into hazardous or dangerous substances categories, but may still cause health effects.

Note: Substances not defined as Hazardous or Dangerous may still present risks and should also be considered.

Identification and assessment must consider:

- Alternative work practices and methods
- Alternative products suitable for the task
- The minimum quantities stored for effective operation
- Training, information and instructional requirements
- Persons approving purchase
- Storage and/or segregation
- Labelling and/or signage
- Decanting
- Removal



Managing Director

Damien Stevens

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Date

Date to be reviewed

01 / 02 / 2014



# INCLEMENT WEATHER / SUN PROTECTION POLICY

## INTRODUCTION

*Interior* will ensure that, as far as is reasonably practicable, workers required to work outdoors or in other inclement environmental conditions are provided with a safe and healthy system of work for protection from the risks of UV radiation, heat stress, wet weather and any other adverse weather conditions.

## ROLES AND RESPONSIBILITIES

The company carries the ultimate responsibility for implementation of this policy. Day to day responsibility is delegated to Site Managers, Supervisors and Workers. Accordingly, the Site Manager will fully support the integration of this policy and procedure into *Interior* operations by providing adequate resources, training and assistance to staff to ensure it is implemented and maintained.

## WET WEATHER

Workers will not be required to work in the rain, except when a concrete pour has commenced prior to rain or whether there is emergency work. Workers must accept any lawful and reasonable direction to attend for work in an unaffected area, and may be required to walk through the rain, provided that adequate protection is provided. For further information on this please refer to the appropriate award or workplace agreement.

## RAIN AT STARTING TIME

Where workers are in the sheds because they have been rained off, or at starting time, morning tea, or lunchtime and it is raining, they shall not be required to go to work in a dry area or to be transferred to another site unless:

- the rain stops or
- a covered walkway has been provided or
- the sheds are undercover and the workers can reach the dry area without going through the rain or
- adequate protection is provided. Protection shall, where necessary, be provided for the worker's tools.

A dry area means a work location that has not become saturated by rain or where water would not drip on the workers.

## HOT WEATHER

Where hot conditions are anticipated to occur or do occur, site management shall endeavour to manage the process of work by reducing exposure time and appropriate rescheduling. Relocation and transferring of labour will be required and applied in a common sense manner and in any case shall be completed in accordance with the relevant award or workplace agreement and the Company's WHS responsibilities.

The Site Manager shall anticipate the heating effect of sustained temperatures on the internal environment of buildings even in circumstances where the external temperature is less than the maximum permitted temperature.

If the general outside temperature is above the maximum permitted temperature, the following shall apply:

- Workers in affected areas shall cease working in that area and immediately notify their supervisor
- Workers shall continue working in areas where air conditioning is operating and in all other areas that are clearly cooler than the general outside temperature
- Workers shall relocate as directed.

Relocation and transfer of workers to less exposed areas should occur prior to inclemency arising and provided such areas are not similarly affected. Workers that have been transferred to a cooler work area must be provided work in their vocation.

For workers working in hot weather, consideration should be given to using the following strategies:

- Modifying the rate at which work is performed, allowing self-regulation of work and self-limitation of exposure to prevent symptoms from occurring
- Rescheduling of certain work to other days or limiting it to cooler periods of the day
- Modifying the hours of work
- Where possible rotation of workers engaged in **heavier** tasks
- Scheduling regular rest breaks
- Altering the location of work
- Providing alternative work
- Providing a supply of cool drinking water
- Ensuring appropriate fluid intake
- Erecting temporary shade covers to reduce effects of direct sun
- Using air circulating fans or portable coolers at the work site
- Providing suitable sunhats
- Providing light protective safety clothing where appropriate
- Installing roof and wall insulation in buildings
- Installing fans
- Installing equipment to facilitate natural ventilation

- Installing ducting to remove hot exhausts
- Installing air conditioning or heating
- Providing appropriate wet weather clothing for outdoor workers who may be exposed to inclement wet weather conditions.



Managing Director

Damien Stevens

07 / 04 / 2013

Date

Date to be reviewed

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# INDUCTION POLICY

## GENERAL

The induction programme for new and transferring contractors or workers should aim to provide the contractor and worker with the information necessary:

- For a basic understanding of work or services to be carried out by *Interior*; all workers and contractors will be required to have completed a generic White Card course;
- To have a health and safety appreciation of the new environment;
- To carry out duties effectively and safely;
- To co-operate fully with supervisors, work health and safety coordinators, contractors and others etc.;
- To contribute to the efficient and safe operations of the work site.

## WORK HEALTH AND SAFETY

It is of the utmost importance, both legally and morally that each contractor and/or worker is provided with the information, instruction and training necessary for the safe performance of any work before commencing that work. Such provision of information, instruction and training must be followed up with the necessary supervision to ensure that the work is performed in a safe manner.

In addition to situations involving new contractors or workers the above must be considered whenever:

- Any contractor or worker is assigned work which he or she has not done before.
- A change in the workplace, work or work practice, activity, process or plant occurs that increases the risk.

Care must be taken to avoid "overloading" the new contractor or worker with information. Consideration must be given to the amount and timing of information and instruction necessary to ensure proper induction.

During the induction process each new contractor or worker should be provided with a copy of WHS Policy Statement and relevant supporting documentation. Those conducting the induction should make every effort to ensure that these and other items on any induction checklist are understood by the new contractor or worker.

The attached induction procedure should be used as a general guide for the induction presentation.

A list of participants is to be completed before the site specific induction is completed and any particularly hazardous work or substances used highlighted during the Induction.

(See Chapter 5 Site Inductions for a copy of a Site Induction Register)



07 / 04 / 2013

Managing Director

Date

Damien Stevens

Date to be reviewed

01 / 02 / 2014

# INDUCTION PROCEDURE

FOR

## NEW WORKERS, CONTRACTORS AND SUB-CONTRACTORS

### 1. INTRODUCTION

- 1.1 Explain to all personnel what they will be required to do and to whom they will be directly responsible.
- 1.2 Identify the Company Safety Policy, say where it is kept, explain its purpose and ensure that personnel are also aware of their individual responsibilities.
- 1.3 Ascertain if any person has any disability or illness which could prevent carrying out certain operations safely or require additional protective measures.
- 1.4 Show workers where copies of Regulations are kept.
- 1.5 Warn all persons of any prohibited actions on site, or in the workplace
- 1.6 Warn all persons of any prohibited actions on site or in the workplace, e.g. entering specific areas without Safety Helmets, operating plant unless authorised, etc.
- 1.7 Stress that any person under the age of 18 years and not suitably qualified is not permitted to operate any mechanically propelled plant, including Forklifts, Hoists, etc., give signals to crane drivers, operate explosive fixing tools or lasers, or attempt to sling any load.
- 1.8 Identify work activities which require protective clothing or equipment necessary, e.g. safety helmet, goggles, ear muffs/plugs, etc.
- 1.9 Identify the location of the First Aid Box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time.
- 1.10 Ensure that each and every person is aware of the fire and emergency evacuation procedure, the location of fire protective equipment and designated assembly points.
- 1.11 Ensure that each and every person is given the Safety Induction and names are recorded on the Induction Register (appendix to this Policy).

## 2. HEALTH AND SAFETY REGULATIONS AND COMPANY SAFETY POLICY

- 2.1 The Work Health and Safety Act, and Regulations, place additional responsibilities on both employer and worker. Duties extend to the Principal, Contractors and are specifically covered under the Act and Regulations.
- 2.2 *Interior* accepts its responsibilities and recognises that the prevention of accidents, injury and damage is a profitable and essential integral part of business and operations efficiency.
- 2.3 The Company's Safety Policy Statement is clearly displayed in the Site Lunchroom and also in the Site Offices. (The policy should be explained and workers must be made aware of their individual responsibilities).

## 3. SITE SAFETY

### 3.1 PROTECTIVE CLOTHING

Steel capped boots or shoes are required to be worn on this Site at all times, whoever you are. There will be no entry to the Site without them. Hard hats will be required to be worn when there is risk of suffering a head injury. The company does not lend hard hats. Approved eye protection must also be worn - sunglasses, etc., are not acceptable.

### 3.2 WARNING NOTICES

Another notice you will see in prominent places is this one (**holding up sheet**) of things not to be done on Site. These are:

- 3.2.1 Do not enter area which is flagged off with red flags (**red flags mean danger**). If you flag off an area, please remove the flags as soon as you have finished and also ensure that there is a good wide clear walkway around the area.
- 3.2.2 Do not remove any back props or support systems without a direction from any Site Health and Safety Supervisor or from the Site Manager.
- 3.2.3 No person is to remove a hand or guardrail or toe board without the prior consent of the site management.
- 3.2.4 No person is to remove a Danger Tag or Personal Lockout Device. This can only be carried out by the person who placed it.

## 4. SAFE WORK METHOD STATEMENTS (SWMS)

- 4.1 At some time during working operations you may **be required** to perform a work activity that is in a high risk area. In order that such operations can be undertaken safely and to minimise risks, you will be required to conform to a written safe work

procedure. The Safe Work Method Statement will explain the correct sequence of events, including your approach to the job, the tools, materials and access equipment needed. If you are unsure about a particular work operation or activity, which you feel is being carried out in an unsafe manner, do not hesitate to ask any Site Health and Safety Supervisor or Site Manager for assistance. Safe Work Method Statements must always be strictly adhered to. All workers are required to sign off on the SWMS before commencing the work.

## 5. FIRST AID

- 5.1 Our resident First Aid Officer is ..... and the First Aid Room (if applicable) is situated ..... All Injuries must be reported to your Supervisor and also to the First Aid Officer. If further medical attention is required, transport will be arranged by your supervisor and/or First Aid Officer.
- 5.2 In the event that you assist in any work that results in an accident (whether it be an injury, damage or even a near miss) first make sure the immediate area is SAFE. We do not want another injured person.
- 5.3 If the accident or incident has led to injury, do not move the person unless they are unconscious; in which case, place them in a coma position (**demonstrate**). Send the nearest person to you to get help from the First Aid Officer and Site Health and Safety Supervisor.
- 5.4 Try to stop any bleeding and comfort the injured person as much as possible. The most important thing is to stay calm and do not panic. Help is only minutes away.

## 6. ACCIDENT/INCIDENT REPORTING

- 6.1 In the event there is a serious incident or you are unfortunate enough to sustain an injury at work you MUST ensure that the matter is reported, and details entered into the Work Injury Book (for all injuries). If you go to a doctor or take time off, you must ensure that WorkCover forms are properly completed.
- 6.2 The Company will assist in any rehabilitation or return to work plans in accordance with the Workers Rehabilitation and Compensation Act.

## 7. FIRE PROCEDURES

- 7.1 Fire extinguishers are located in all Lunchrooms and Site Offices.
- 7.2 When undertaking any work which entails the use of flame producing equipment, e.g. oxy/acetylene, welding ARC, brazing,

torch, etc., you **MUST** have a fire extinguisher readily available for use.

7.3 In the event of a fire, immediately sound the alarm, and without endangering your personal safety attempt to contain the fire with the use of the extinguisher.

7.4 The designated assembly point for fire and any other emergency is:

.....  
.....

Should a fire alarm be given and an evacuation ordered you must assemble at this point immediately,

**Do Not Run Or Stop To Collect Any Personal Belongings**

7.5 The Site Manager or Site Health and Safety Supervisor will inform you when you can return to the work area.

**8. CONCLUSION**

8.1 Invite questions in any aspect of the Site Safety Procedures.

8.2 Ensure that each person completes the Induction Training Record Sheet before leaving.



# INDUCTION CHECKLIST

## INTRODUCTION

Points to remember when carrying out induction:

- Key personnel to be involved in the induction, supervisor, manager etc.
- Do not overload the new person with too much information, keep to the main points of the task.
- Provide clear instructions, have them repeat these and encourage questions.
- Do not assume any prior knowledge, experience or training as equipment and procedures may be different.
- Go over the "common sense" things and consider cultural. Language and literary needs.
- Ensure proper supervision, correct mistakes straight away until the person can demonstrate they are competent.
- Check the new worker understands what they have been told and shown.
- Carry out frequent visits, talks and training sessions.

## CHECKLIST

As each session is completed, have the box ticked and have the checklist signed at the completion of the Induction Session.

# INDUCTION CHECKLIST

Worker's Name: \_\_\_\_\_

Position / Job Title: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

Supervisor / Manager: \_\_\_\_\_

## INTRODUCTION (explain about...)

- The industry, nature and structure of your business
- Roles of supervisors and key people
- Job tasks and responsibilities (main points only)

## JOB INTRODUCTION

- Demonstrate how to do the work safely
- Provide required information and supervision
- Introduce other workers and the supervisor
- Introduce the first aid officer and location of first aid facilities
- Explain and demonstrate emergency procedures
- Show location of exits and equipment
- Show the work area, toilet, drinking water and eating facilities
- Show how to safely use, store and maintain tools, machinery and hazardous substances
- Show where to make phone calls and collect messages

## EMPLOYMENT CONDITIONS (explain about...)

Work times and meal breaks  
Rates of pay and how payment is made

- Taxation (include filling out required forms)
- Superannuation and other deductions
- Leave entitlements
- Notification of sick leave or absences

## OTHER REQUIREMENTS

- Quality procedures
- Security issues
- Hygiene procedures and facilities

## WORK HEALTH & SAFETY (explain about...)

- Work health and safety policy statement (provide a copy)
- Roles and responsibilities of people in the workplace (provide a copy)
- Supporting policies e.g. non-smoking policy (consider providing copies)
- Hazards in the workplace and how they are controlled
- How to report health and safety matters and forms
- How they will be advised about health and safety issues
- Workers compensation claims, show forms and where located

## Conducted by

Names:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Worker's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# HAZARDOUS MANUAL HANDLING POLICY

## INTRODUCTION

During the normal course of work activities manual handling tasks will be encountered.

Hazardous Manual Handling is defined by the Code of Practice; Hazardous Manual Tasks as:

“a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following: repetitive or sustained force, high or sudden force, repetitive movement, sustained or awkward posture, exposure to vibration.”

All Hazardous Manual Handling tasks must be undertaken in accordance with the Approved Code of Practice.

## OBJECTIVES

In fulfilling this policy, *Interior* is committed to:

- Preventing the occurrence of injury and reduction of the severity of injuries resulting from hazardous manual handling tasks in the workplace.
- Require persons to identify, assess and control risks arising from hazardous manual handling tasks
- Ensuring that workers involved in the manual handling tasks receive proper training (including training in safe manual handling techniques) and appropriate supervision.
- Consulting with workers, any Health and Safety Representative and any Health and Safety Committee in equal to the identification, assessment and control of manual handling risks and the prioritising of manual handling risk control measures.

## IDENTIFICATION

Existing tasks and jobs that are likely to be a risk to health and safety will be identified by the Supervisor in consultation with the relevant worker/s.

The identification phase should consider:

- Accident/injuries which have occurred from manual handling tasks (records)
- A new work process/practice which is to be introduced
- An existing process/practice which is to be modified

- The opinion of the person carrying out the task
- Direct observation of the work activity
- Consultation with workers

## ASSESSMENT

When a risk has been identified, the following aspects shall be considered in assessing that risk:

- Actions and Movements
- Workplace and Work station layout
- Working Posture and Position
- Duration and Frequency of Manual Handling
- Location of Loads and Distances Moved
- Weights and Forces
- Vibration, jolting or continuous shaking
- Characteristics of Loads and Equipment
- Work Organisation
- System of Work, pace and flow of work, time constraints
- Work Environment
- Skills and Experience
- Personal Characteristics
- Clothing
- Other Relevant Factors

**Note:** Risk assessment is particularly critical whenever:

- An injury has occurred arising from a work process and/or practice; and
- A work process and/or practice is about to be introduced

(See Chapter 2 Safety Supervisor Information for a copy of a Hazardous Manual Handling Checklist)

## CONTROL

When the risk has been assessed, the following aspects shall be considered when controlling that risk:

- Job Redesign
  - Modify object
  - Modify workplace layout
  - Rearrange material flow
  - Different action, movement, force
  - Modify task - mechanical assistance
  - Modify task - team lifting
- Training
  - General
  - Particular
- Other administrative controls
  - Special needs
  - Clothing

## HIERARCHY OF CONTROL

The ways of controlling the risk of injury are ranked from the highest level of protection and reliability to the lowest, the hierarchy of risk control. The WHS Regulations require persons to work through the hierarchy to choose the control that most effectively eliminates or minimises the risks. This may involve a single control measure or a combination of two or more different controls.

HIERARCHY OF CONTROL		EXAMPLES OF CONTROL MEASURES
Level 1	Elimination	Automate the manual task (such as using remote controls) Deliver goods directly to the point of use to eliminate multiple handling
Level 2	Substitution	Replace heavy items with those that are lighter, smaller and/or easier to handle Replace hand tools with power tools to reduce the level of force required to do the task
	Isolation	Isolate vibrating machinery from the user, for example by providing fully independent seating on mobile plant
	Engineering	Use mechanical lifting aids Provide workstations that are height adjustable
Level 3	Administrative	Rotate workers between different tasks Train workers to use control measures implemented when carrying out manual tasks
	Personal protective equipment	Heat resistant gloves for handling hot items Shock absorbent shoes for work on hard concrete floors

## RESPONSIBILITIES

Site Managers will be responsible for implementing this policy on sites and will ensure that hazardous manual handling tasks are identified, assessed and control measures taken before placing persons at risk.

Workers/contractors/subcontractors will comply with the provisions of this policy and comply with all reasonable instructions given by Site Managers with respect to safety.



Managing Director

Damien Stevens

Date to be reviewed

07 / 04 / 2013

Date

01 / 02 / 2014

# PERMIT TO WORK POLICY

## INTRODUCTION

This policy has been developed for work permits required for hazardous operations. It is paramount that the procedures are understood and followed to ensure pre-job planning, supervision, instruction and inspection reduces the risk of accidents, injuries and near misses in the performance of potentially hazardous tasks.

## OBJECTIVES

The objectives of the Work Permit Policy are to ensure that:

- People, environment, equipment and products are protected.
- Safe working practices are followed whilst work is being carried out.
- The work site is inspected and all necessary precautions have been taken before work commences.
- The work is performed only as specified.
- Person(s) carrying out the work are aware of the procedures should an emergency occur.
- The person(s) carrying out the work understands the conditions and hazards, which may be present.
- The equipment and procedures have been correctly prepared for the work to be carried out.
- Correct protective measures are available and are used.
- The work being undertaken is properly monitored.
- The work site is left in a clean and safe condition upon completion of the work.

## THE WORK PERMIT APPLICANT

The Work Permit Applicant is the person applying for a permit? Normally the person in charge of or the person carrying out the work (e.g. welder).

## THE WORK PERMIT AUTHORITY

Site Managers are responsible for ensuring that:

- The nature of the work is fully understood.
- All the hazards associated with the work are identified.

- All the necessary precautions are implemented, including isolations, before work begins.
- All persons who may be affected by the work are informed, before the work begins, when the work is terminated and when the work is complete.
- Effective arrangements are made for the work site to be examined before work begins, on completion and when work is finished.
- Sufficient time is spent to discuss all ongoing or completed permits.

## **ACTIVITIES REQUIRING A WORK PERMIT**

A Work Permit is required for any potentially hazardous operation. Activities requiring a permit include but are not limited to the following:

- Hot Work carried out which presents a danger.
- Isolation/over riding or disabling of any safety systems, such as fire detection systems, communication systems, lifesaving and rescue equipment, fire fighting equipment, and emergency devices.
- Work in confined spaces, where there is a risk from flooding, toxic fumes, explosive atmosphere, or oxygen depletion.
- Any work at heights where there is an unusually high risk.
- Work in unguarded/unprotected areas.
- Working on equipment which requires electrical isolation.
- Pressurised operations.
- Spray painting.
- Pressure cleaning.
- Any pressure testing.
- Handling of substances that can be hazardous to health i.e. toxic chemicals, explosives etc.
- Evacuations.

## **WORK PERMIT FORMS**

(See Chapter 2 Safety Supervisor Information for a copy the below-mentioned Work Permits)

### **HOT WORK PERMIT**

This permit must be used when work may generate fire, naked flame, heat or spark. The permit signifies that all hazards have been identified and eliminated where possible prior to commencement of work.

Examples are:

- Oxycutting

- Welding
- Grinding
- Brazing

Consideration should be given to the assignment of a fire watch while the hot work is being performed and for a period of not less than 30 minutes after completion of such hot work.

### PRESSURE SYSTEMS WORK PERMIT

To be used when any work is to be carried out on any pressure lines or pressure equipment.

### ELECTRICAL WORK PERMIT

This permit refers to equipment such as Generators or Electrical Panels, which need repair, maintenance or connection.

### EXPLOSIVE SUBSTANCE PERMIT

To be issued when explosives are to be used.

Please distribute copies of work permits as required and keep a record of those issued in a file at the work site. Answer ALL questions on the permit, date and sign.



Managing Director

Damien Stevens

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# PERSONAL PROTECTIVE EQUIPMENT/CLOTHING POLICY

## INTRODUCTION

In accordance with *Interior* commitment to the provision of a safe and healthy workplace, all contractors and workers will be required to use personal protective equipment and/or clothing as per the Work Health and Safety Act, WHS Regulations and relevant Codes of Practice.

## OBJECTIVES

*Interior* must ensure that any risks to health or safety arising out of work are eliminated or, where that is not reasonably practicable, minimised.

If it is not possible to minimise the risk by substitution, isolation or modifying a work practice, then the provision of personal protective equipment may be appropriate.

Personal protective equipment/clothing is a last resort, if the situation(s) that create the need for it cannot be removed. It is not a substitute for making the workplace safer.

## PROVISION OF PERSONAL PROTECTIVE EQUIPMENT/CLOTHING (PPE)

*Interior* will ensure that appropriate PPE or clothing is used. If, during the course of the work a contractor or worker could be exposed to:

- Falling object(s) or other material which may strike them
- Substance, agent, contaminant, radiation or extreme of temperature
- Risk of injury to eyesight (including chemical/substance use, spraying, painting, friction, cutting, welding etc)
- Risk of injury to hearing capacity
- Possibility of hand or foot injury

## CONDITIONS OF USE

Any equipment or clothing must be:

- Worn/used by the contractor/ worker in the correct manner
- Comfortable, correct size and fit for the person wearing/using it
- Given to each person for exclusive use, if sharing presents a hygiene risk, the item may be sterilised after each use
- Regularly cleaned
- Maintained in good order and condition
- Stored in good order and condition

## INCREASED RISK OF PPE

A Contractor or worker is not required to use or wear equipment or clothing when this would create a greater risk to health or safety.

If the wearing of PPE or clothing prevents communication with others or hearing alarms, appropriate steps are to be taken to ensure the situation does not create a risk to health or safety. This may include having another person "on standby", or other visible/physical signalling system.

## TRAINING

Any contractor or worker who must use or wear protective equipment or clothing will be required to undergo training and instruction in the use and maintenance of the equipment or clothing. If a contractor or subcontractor worker then that contractor or subcontractor will be required to carry out the appropriate training.

## REGISTER

A register will be maintained for the recording of all items issued and the date of issue for workers and where applicable contractors.

(See Chapter 10 Worker Records/Training for a copy of a PPE Register)



Managing Director

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# SCAFFOLD POLICY

## INTRODUCTION

It is the responsibility of *Interior* to ensure that all scaffolding work is carried out in a safe and efficient manner.

*Interior* will ensure that all persons involved in the erecting/altering/dismantling of scaffold are competency assessed and/or hold a certificate of competency of the appropriate class.

## GENERAL

Any scaffold design must take into account the following:

- The strength, stability and rigidity of the supporting structure
- The handling normally associated with scaffolding
- The safety of persons engaged in the erection, alteration and dismantling of the scaffold
- The safety of persons using the scaffold
- The safety of persons in the vicinity of the scaffold

Where scaffolding is designed it shall be designed from the most adverse combination of dead loads, live loads and environmental loads that can reasonably be expected during the period that the scaffold is expected to be in service.

Scaffolding should be erected only on stable foundations.

Wherever a person or object could fall from one level to another or more from any platform and an injury could occur, a restraint system or edge protection must be provided in the form of guard railings and toe boards, or mesh screens incorporating kick plates, in accordance with the Code of Practice; Managing the Risk of Falls at Workplaces. Edge protection shall only be omitted at points of access from a stairway, ladder or at the edge of platforms adjacent to the face of a building or structure provided certain requirements under clause 3.5.5 of AS 1576 are met.

Safe access to and egress from all working platforms shall be provided in the form of stairways, access ways, ladders or other means.

For mobile scaffold, castors must be capable of being locked when any worker is on the scaffold.

Scaff tags should be used to illustrate to all persons that status of the scaffold and must be displayed at approved access points on the scaffold. The scaff tag must clearly display whether the scaffold is:

- Under construction/Do not use
- Complete/Safe to use

## INSPECTION AND HANDOVER

Upon completion of the scaffold the competent person must inspect the scaffold before certifying it as safe and suitable for use. A check should be conducted for the following:

- Power lines protection
- Public safety
- Vehicle protection
- Supporting structure strength
- Sole plates and base plates
- Standards vertical
- Spacing of parts is correct
- Ties installed
- Scaffold is stable
- Access is satisfactory
- It is suitable for the intended work

If all of the above can't be answered positively, the problems must be rectified before the scaffold is handed over for use.

Once a scaffold has been certified fit for use the competent person must provide the principle contractor with a handover certificate which is signed off by or on behalf of *Interior*.

Inspections must take place by the competent person

- Prior to first use
- At intervals not exceeding 30 days
- Prior to use following repairs
- Prior to use following an occurrence that could affect the structural integrity

The Competent person must complete an inspection record each time an inspection is carried out and provide a copy to the principle contractor.



Managing Director

Damien Stevens

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# SAFE WORK METHOD STATEMENT POLICY

## INTRODUCTION

The company has an obligation to ensure a safe workplace for all Contractors/Sub-Contractors and Workers and ensure Safe Systems of Works are implemented.

The following policy has been developed to ensure that the Safe Work Method Statement template is used to provide full details as to how the work is to be carried out for any task or activity which have been assessed as potentially hazardous.

The Safe Work Method Statement provides an overview of the proposed work outlining sufficient detail to show the Contractor/ Sub-contractor has identified the major hazards associated with the work and implemented appropriate Control measures.

(See Chapter 17 Safe Work Method Statement for a copy of the template). The Safe Work Method Statement Review Checklist can be found in Chapter: Contractor Management Policy.

## IMPLEMENTATION

Any job, no matter how complex can be broken down into a series of basic logical steps, this will permit an examination of each part for potential hazards and accident/injury.

Prior to commencement of work onsite, the Safe Work Method Statement submitted will be reviewed (using the Safe Work Method Statement Review Checklist), as the jobs steps or site conditions may change the planned Safe Work Method Statement. The Safe Work Method Statement will need to be updated to reflect the way the job will be carried out on a specific site and how safety will be managed.

The person(s) responsible for implementing the action to eliminate or minimise the risk on site, is to be documented on the Safe Work Method Statement Proforma. This will ensure responsibility for the Risk Control and follow up action.

## POLICY

The written Safe Work Method Statement must be provided for **each job carried out** which is considered to be dangerous.

Safety/Skills Training Licences, Permits, Planning, Lockout, Tag out, etc. are to be highlighted.

Signage, barricades, ventilation, lighting, materials, equipment etc. are to be noted. The written Safe Work Method Statement is to be tested and approved before implementation. The process or task is to be in logical sequence and risks to Health & Safety must be identified.

Any Personal Protective Equipment requirements to be used during the activity are to be assessed and documented in the Safe Work Method Statement. The original of the written Safe Work Method Statement is to be held in the office and copies displayed and provided to those persons carrying out the task and affected by the work activity.

When other person(s), including members of the public, are likely to be at risk due to the work activity being carried out, a detailed description of methods used to isolate or protect those persons if required to be included.

Any requirement for Fire Protection by the relevant authorities or site personnel must be complied with and outlined in the Safe Work Method Statement.

When jobs and tasks change and new operations are introduced, the existing Safe Work Method Statement is to be reviewed and upgraded before implementation.

Surplus materials, waste, recycling equipment, tools and the like are to be included in the document as there are potential hazards associated with these.

All person(s) to be engaged in the work activity are to be covered by the Safe Work Method Statement and requirements are to be explained to them in appropriate languages and sign that they agree, understand and will comply with the Safe Work Method Statement for the task.

The hierarchy of control measures are required to be used for controlling the hazards with Personal Protective Equipment as the least preferred. A combination of control measures may be required and reference to Legislation, Codes of Practice, and Australian Standards is not acceptable as an alternative for Hazard Control. The process or control measure must be documented and Contingency or Emergency plans included.

## **RESPONSIBILITY**

The Supervisor or person in charge of anyone engaged in a hazardous activity must, in conjunction with the Site Manager, prepare the Safe Work Method Statement in accordance with this policy and procedure.

The Supervisor or person in charge is responsible for ensuring person(s) covered by the Safe Work Method Statement are properly instructed and trained in the use of the Safe Work Method Statement and have it explained in languages they understand.



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Managing Director

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## SEXUAL HARASSMENT POLICY

It is the firm policy of *Interior* that we will not tolerate any action that could be implied to be an act of sexual harassment.

*Interior* aims to ensure that it will provide an environment free of sexual harassment.

A person sexually harasses another person, if that person makes any unwelcome sexual advance/s, request/s for sexual favours, or engages in other unwelcome conduct of a sexual nature.

The following behaviours or situations are examples of sexual harassment:

- Unnecessary physical contact such as brushing up against a person, touching, patting, pinching or grabbing.
- Repeated invitations or requests for dates or drinks, which are clearly unwelcome.
- Leering, jokes, innuendo or taunting remarks about a person's body, attire etc
- Display of sexually graphic material
- Smutty jokes or comments or sexist jokes.

Steps to be taken by the affected person in the event of a claim of sexual harassment.

- Notify your direct superior of the circumstances surrounding the act or acts.
- That superior is to initially make written notes about the claim and reiterate those claims to the affected person to ensure the facts are correct.
- That superior is to treat all such claims as serious. At no stage should allegations be treated frivolously. They are to be treated with utmost confidentiality.
- The alleged offender should be advised of the accusations as soon as possible in order to establish the facts and also to mitigate any further actions.
- Should the claims continue after discussions with both parties, an independent investigator will be assigned the task of investigating the claim.

The Managing Director is to be notified of any and all claims of sexual harassment. *Interior* regards such behaviour as falling within the arena justifying summary dismissal.



Site Managers and Work Health and Safety Supervisors who fail to take appropriate corrective action when made aware of such a claim will themselves be the subject of disciplinary action.

The affected person has the right to refer the claim of sexual harassment to the Equal Opportunity Commission at any time.



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