



# **A1 BUILDING SOLUTIONS NSW PTY LTD WORK HEALTH AND SAFETY POLICY MANAGEMENT STATEMENT**

**Reviewed:  
11<sup>th</sup> October 2020**

### **Overview:**

This policy sets out A1 Building Solutions NSW Pty Ltd's commitment to provide a safe, healthy environment for its workers (subcontractors, associated subcontractors) and its visitors to constructions sites.

It sets out the guidelines and related requirements to be followed to ensure compliance with Federal and State Work Health and Safety Legislation, regulatory compliance and related Codes of Practice and Industry Standards.

### **Definition:**

**WH&S:** means Work Health and Safety.

**WHSMS:** means Work Health Safety Management System.

**PCBU:** is a Person, Persons or Corporation conducting a Business or undertaking. The PCBU for A1 Building Solutions NSW Pty Ltd is the Managing Director.

**Officer:** is a Director or Secretary of a corporation or a person who makes decisions or is involved in the decision making process that affects the Company wholly or substantially or has the capacity to significantly affect its financial standing.

The officer for A1 Building Solutions NSW Pty Ltd is Financial Controller/Operations Manager.

**Worker:** means a person who carries out work in any capacity for a (eg: employee, subcontractor, labour hire employee or apprentice).

**Visitor:** means a member of the public who comes into A1 Building Solutions NSW Pty Ltd worksite or is affected by A1 Building Solutions NSW Pty Ltd's activities and who has no official appointment or engagement with or by the Company.

**Workplace:** is a place where A1 Building Solutions NSW Pty Ltd carried out work and includes any place where a worker goes or is likely to be, whilst at work. This includes a vehicle, or other mobile structures.

## **A1 Building Solutions NSW NSW PTY LTD**

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## **WORK HEALTH AND SAFETY POLICY AND MANAGEMENT STATEMENT**

### **1. Preface**

This document provides the overall strategic framework for Work Health and Safety at A1 Building Solutions NSW Pty Ltd, and provides linkage to the A1 Building Solutions NSW Pty Ltd Strategic Business Plan and the A1 Building Solutions NSW Pty Ltd Work Health and Safety.

A1 Building Solutions NSW Pty Ltd also has WHS Strategic Goals, which are read in conjunction with this Policy Statement.

### **2. Policy**

A1 Building Solutions NSW Pty Ltd is committed to providing a safety and health work environment for workers, and its visitors to construction sites to ensure that visitors are not exposed to health and safety risks.

A1 Building Solutions NSW Pty Ltd will provide workers with appropriate guidance and training in the identification, assessment and control of hazards in A1 Building Solutions NSW Pty Ltd workplaces.

A1 Building Solutions NSW Pty Ltd expects that workers, and others will co-operate with established work health and safety policies and procedures, take responsibility for their own actions and not put themselves or others at risk.

Work Health and Safety issues are identified will be taken seriously and addressed promptly to mitigate the risk of harm.

### **3. A1 Building Solutions NSW Pty Ltd Strategic Goals and Objectives**

A1 Building Solutions NSW Pty Ltd has developed Strategic Goals relating to Work Health and Safety and these comprise the following:-

- Demonstrate strong leadership in setting and achieving work health and safety goals;
- Integrate risk management principles into all operations;
- Consult with staff and contractors on decisions that may impact upon their work health and safety;
- Encourage a culture of co-operation, initiative and responsibility across A1 Building Solutions NSW Pty Ltd sites to maintain a safe and healthy workplace;
- Identify and control all health and safety hazards and associated risks;
- Continue to review and improve the A1 Building Solutions NSW Pty Ltd Work Health and Safety Management System (WHSMS) to eliminate workplace injury and illness;

### **4. Purpose**

The purpose of this Policy Statement is to establish WHS Strategic direction and objectives in the management of WHS at A1 Building Solutions NSW Pty Ltd.

### **5. Scope**

This document applies to all Directors, staff, contractors, subcontractors, visitors and clients relating to A1 Building Solutions NSW Pty Ltd Head Office and construction sites.

The Company's Work Health and Safety Management System (WHSMS) has been documented to confirm A1 Building Solutions NSW Pty Ltd commitment to Work Health and Safety.

The commitment is about visibility, communication, identification of safety issues, risk management, the implementation of the WHSMS and continuous improvement through auditing, review, monitoring and assessment of the performance of the WHMS.

This Framework applies to all sites of A1 Building Solutions NSW Pty Ltd.

A1 Building Solutions NSW Pty Ltd shall establish and implement Work Health and Safety Management Plan which meets the requirements of this Work Health and Safety Policy Statement, Company Safety Rules/Non Negotiables and Safety Standards.

This is documented in the Project Management Plan.

### **6. Commitment to the WHSMS, including visibility and communication**

#### **A1 Building Solutions NSW Pty Ltd must demonstrate:-**

- 6.1 That it approves and fosters a culture of safety and the commitment to the WHSMS.
- 6.2 It has well publicised its commitment to safety and the WHSMS to staff, agents, contractors and other relevant third parties. Regular communication is necessary to keep A1 Building Solutions NSW Pty Ltd management and staff informed on work health and safety issues, such as any changes in the law, court decisions or other requirements with which they may have to comply.
- 6.3 It has established, implemented and maintained the WHSMS. This must include the integration of A1 Building Solutions NSW Pty Ltd internal compliance and control systems and the relevant safety laws, regulations, codes and organisational standards.
- 6.4 It has clearly defined the responsibility, authority and inter-relationship of the relevant employees in A1 Building Solutions NSW Pty Ltd involved in the operation of the WHSMS operation.
- 6.5 Where contractors are involved, that it has clarified the area of responsibility with respect to the contractors.

### **7. Identification of Safety Issues, including Risk Management**

#### **A1 Building Solutions NSW Pty Ltd must demonstrate:-**

- 7.1 It has identified the hazards relevant to A1 Building Solutions NSW Pty Ltd operation, assessed the hazards or risks and controlled, monitored and reviewed the hazards or risks. A1 Building Solutions NSW Pty Ltd will have to demonstrate that each of these steps has been undertaken as part of establishing, providing and maintaining the WHSMS.
- 7.2 It has developed communication and consultation with employees (including contractors and visitors) as part of the WHSMS.

- 7.3 It has documented each stage of the health and safety risk management process. Documentation should include assumptions, methods, data sources and results.
- 7.4 Documented procedures to identify and have access to all legal and other requirements that are directly applicable to the work health and safety issues must be established, maintained and implemented. The procedures must be related to A1 Building Solutions NSW Pty Ltd activities, products or services, including relevant relationships with contractors or suppliers.
- 7.5 The work health and safety objectives and targets have been established, implemented and maintained. A1 Building Solutions NSW Pty Ltd must outline the means and timeframe by which the objectives and targets are to be achieved.
- 7.6 All emergency situations have been identified and emergency procedures documented for preventing and mitigating the preparedness and response procedures, in particular after the occurrence of incidents or emergency situations.

### **8. Resources Required**

#### **A1 Building Solutions NSW Pty Ltd must demonstrate:-**

- 8.1 That it has identified and provided the resources required to implement and maintain and improve the WHSMS. Resources include human resources and specialised skills, technology and financial resources.

### **9. Implementation of the WHSMS, including Education and Training**

#### **A1 Building Solutions NSW Pty Ltd must demonstrate:-**

- 9.1 That its Managers have undertaken appropriate induction training on appointment and continuous practical education and training covering all relevant aspects of the WHSMS.
- 9.2 All employees (including contractors and visitors) have received training and support to ensure understanding of and compliance with the WHSMS. WHSMS competencies shall be developed and maintained.
- 9.3 The ongoing WHSMS training needs have been identified in consultation with the employees.
- 9.4 Procedures are in place to ensure that safety information is effectively communicated to and from employees and other interested parties as part of the WHSMS.
- 9.5 Training is carried out by persons with appropriate knowledge, skills and experience in WHSMS and training.

### **10. Monitoring and Assessment of the WHSMS.**

#### **A1 Building Solutions NSW Pty Ltd must demonstrate:-**

- 10.1 That it has appropriate procedures in place for the regular and timely reporting of information to ensure the performance of the WHSMS and compliance with relevant Work Health and Safety legislation, regulations, codes and organisational standards is monitored and evaluated. Work health and safety performance reports will be provided to the Management Review on a bimonthly basis.

- 10.2 That it keeps records of work health and safety performance, WHSMS breaches and complaints, reporting of incidents and system failures, hazard identifications, hazard/risk assessment, preventative and corrective action and statutory reporting requirements.
- 10.3 That it establishes implements and maintains information in a suitable medium and that the procedures are established, implemented and maintained to ensure control of the documentation.

### **11. Auditing and Review**

#### **The A1 Building Solutions NSW Pty Ltd Management Review Group shall:-**

- 11.1 Oversee the WHSMS audit process.
- 11.2 Ensure that there are annual audits of the WHSMS to determine whether the system (including the organisation's Policy, objectives and targets, management program, operational controls and audit program) has been properly implemented and maintained, and whether the organisation has met the performance objectives set within the WHSMS.
- 11.3 Present the audit reports as required.

### **12. Role of the A1 Building Solutions NSW Pty Ltd Work Health, Safety and Environment Committee**

The Work Health, Safety and Environment Committee shall:

- 12.1 Exercise the authority to investigate any health and safety related activity of the Company and its subsidiaries ensuring all appropriate Policies, procedures and systems are maintained.
- 12.2 Provide a formal forum for communication between the Directors and senior Management in health and safety matters, both Company specific and otherwise.
- 12.3 Undertake assignments, special projects and investigations, as directed by the Director.

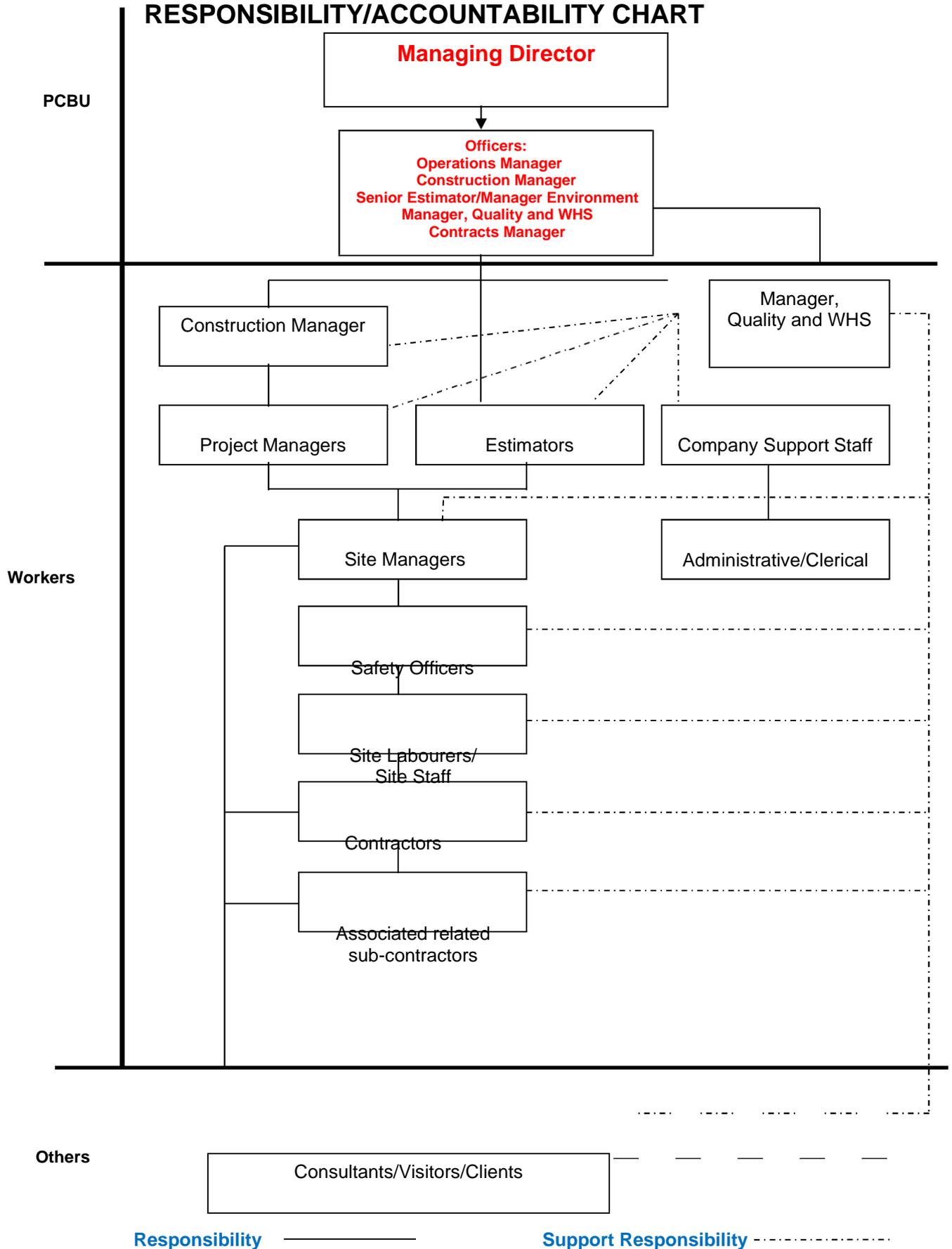
### **13. Continuous Improvement, including Identification and Rectification** **A1 Building Solutions NSW Pty Ltd must demonstrate:-**

- 13.1 A commitment to the continuous improvement of the WHSMS through regular reviews of its objectives and criteria to ensure its effectiveness. The review of the WHSMS will include an evaluation of the suitability of the Work Health and Safety Policy, the review of the Work Health and Safety objectives, targets and Work Health and Safety performance indicators and the findings of the WHSMS audits.
- 13.2 That it employs people who have experience and commitment to the continuous improvement of the WHSMS.
- 13.3 It has classified and investigated compliance failures and compliance in relation to the WHSMS. That it has developed and implemented plans of corrective and preventative action to address the issues with the WHSMS, verified the effectiveness of the corrective and preventative action, documented any changes in procedures resulting from process improvement and made comparisons with objectives and targets.

Ray Formosa  
A1 Building Solutions NSW Pty Ltd  
Managing Director

Date: 11<sup>th</sup> October 2020

# WORK HEALTH SAFETY RESPONSIBILITY/ACCOUNTABILITY CHART





**WORK HEALTH SAFETY  
ORGANISATION AND CONTROL**

The responsibilities of all workers have been arranged to ensure that *an* overlapping takes place within each area.

These responsibilities are not intended to be exhaustive but only indicate the minimum acceptable levels. Workers are expected to be aware of the requirements of health and safety and to bring to the Company's attention, through the appropriate level of management, any deficiencies or hazards which they may observe in the normal course of their duties.

The management accepts its overall responsibility for providing training in order to ensure that the responsibilities shown are understood and met.

**Ray Formosa**  
**Managing Director**  
**A1 Building Solutions NSW Pty Ltd**  
**PCBU**

Date: 11<sup>th</sup> October 2020

## **MANAGING DIRECTOR (PCBU)**

### **Managing Director, Having Overall Responsibility with Work Health and Safety**

#### **1. General**

- 1.1 Will ensure that the objectives of the Company's Health and Safety Policy are fully understood and observed by all levels of management and workers.

#### **2. Health and Safety – Primary duty**

The PCBU will ensure as far as is responsibly practicable, the health and safety of workers engaged or caused to be engaged by the person or workers whose activities in carrying out work are influenced or directed by the person, while those workers are at work in the business or undertakings and the health and safety of other persons is not put at risk from work carried out as part of conduct of the business or undertakings.

#### **3. Communication**

- 3.1 Will ensure that adequate communication channels are maintained within the Company so that information concerning health and safety matters which may affect any or all employees, is communicated to them and any matter concerning health and safety brought up by any employee, is directed to the appropriate member of management, so that any necessary action can be taken.
- 3.2 Will ensure that a monthly statement of the Company's health and safety performance is recorded.

#### **4. Training**

- 4.1 Will delegate responsibilities for work health and safety matters to all levels of management and workers within the Company and ensure that they are adequately trained and instructed to undertake those responsibilities.

#### **5. Resources**

- 5.1 Will sanction adequate resources, materials and equipment to meet the work health and safety requirements of the Company.

#### **6. Insurance**

- 6.1 Will evaluate all risks in the Company relating to matters concerning work health and safety. In particular, loss or damage to Company property or risk to members of the public through any Company activity and ensure that the Company's liabilities are adequately covered by insurance.
- 6.2 Will review insurance, loss and accident statistics and advise the other Directors when action is required to correct any adverse trends

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### **BCPB OFFICERS – (OFFICERS)**

A1 Building Solutions NSW Pty Ltd appointed officers comprises Operations Manager, Construction Manager, Senior Estimator/Manager Environment, Manager Quality and WHS, Contracts Manager.

PCBU Officers will exercise due diligence to ensure that A1 Building Solutions NSW Pty Ltd complies with duties and obligations.

Significantly an “officer” includes directors and company secretaries, as well as a broad category of people who:

1. make or participate in the making of decisions that affect the whole, or a substantial part of the business
2. have the capacity to affect significantly the company’s financial standing.

**CONSTRUCTION MANAGER (OFFICER)  
Responsibility for Safety Matters**

**1. General**

- 1.1 Will continually appraise the effectiveness of the Policy and ensure that any necessary changes are made so that the Policy is maintained in line with the Company's development.
- 1.2 Will provide the necessary support to enable employees to implement all aspects of the Company's Safety Policy.
- 1.3 Will ensure that the objectives of the Company's Safety Policy are being complied with.

**2. Safety Equipment**

- 2.1 Will ensure that correct, adequate and sufficient safety equipment is provided, monitored and maintained in all areas within the Company.
- 2.2 Will ensure that all items of First Aid are under the control of a qualified First Aider, and all employees know the name of the person appointed to this position.

**3. Communication**

- 3.1 Will ensure that any information concerning health and safety is communicated to all employees within the company and any matter concerning health and safety brought up by any employee is investigated and any necessary action taken.

**4. Systems of Work**

- 4.1 Will stipulate a safe system of work so that all work within the Company is carried out in accordance with statutory requirements, Company approved regulations, relevant Australian Standards and Lend Lease GMR's (as required).

**5. Training**

- 5.1 Will ensure that all training requirements of health and safety matters are identified and implemented, covering all activities.
- 5.2 Will ensure that all Site Managers understand, accept and fully carry out their responsibilities for health and safety matters within the Company and that they are adequately trained and instructed to undertake those responsibilities.

**6. Accidents**

- 6.1 Will ensure that all accidents and/or dangerous occurrences are reported and thoroughly investigated to avoid any recurrence.
- 6.2 On receipt of the Workplace Accident/Incident/Injury Report and Investigation Form will ensure that the full details have been properly recorded.
- 6.3 In the event of an accident and/or dangerous occurrence:
  - I. which causes the death or any person, or
  - II. causes an injury that has acute symptoms associated with exposure to a substance at work, or
  - III. causes an injury that requires immediate hospital treatment as an inpatient or causes a person to be incapacitated for three or more days

will consult fully with the Managing Director, with overall authority for safety, and ensure that the Department for Transport, Planning & Infrastructure (DPTI), Work Safe, is notified by phone or facsimile as soon as practicable after the occurrence of the injury or the dangerous

## **A1 Building Solutions NSW PTY LTD**

Occurrence and that within 24 hours after the accident or dangerous occurrence occurs that full details are reported to Work Safe the following information:

- a) the date and time of the accident;
- b) the name, age, residential address and sex of the injured person;
- c) the name and address of the person's employer;
- d) the occupation of the injured person;
- e) the date, time and place where the injury occurred;
- f) the work that the injured person was doing at the time of the accident/injury;
- g) brief description of the circumstances surrounding the occurrence of the accident/injury;
- h) the nature, extent and bodily location of the injury;
- i) the period of incapacity for employment, and in the event that a person dies following the accident, the date, time and place of death.

### **7. Safety Checks**

- 7.1 Will liaise with the Company appointed Safety Officer in respect to all safety checks, inspections and audits on Company premises and construction sites and examine the results to ensure that action is taken in any area shown to be a safety hazard or not complying with statutory legislation.
- 7.2 Will ensure that regular inspections of plant and equipment, as required by statute, are carried out and the necessary records kept.

### **8. Safety Meetings**

- 8.1 Will organise and act as Chairman in any meetings regarding safety matters.

### **9. Maintenance**

- 9.1 Will organise and ensure that a regular maintenance schedule of all plant and equipment with emphasis on safety is implemented and that all necessary records are completed.
- 9.2 Will control and monitor all outside contractors working on Company premises and construction sites, to ensure their compliance with both Company and statutory requirements concerning safety.
- 9.3 Will ensure that subcontractors provide evidence of safe systems of work as laid down by Codes of Practice and/or AS Standards and when applicable hold valid certificates of competence as issued by the Department of Industrial Affairs.

### **10. Forward Planning**

- 10.1 Will ensure that safety is a prime consideration in all forward planning in the installation and design of machinery, plant or equipment.
- 10.2 Will ensure that tenders are adequate to provide for safe working methods, site amenities and all necessary equipment to avoid injury, damage and wastage.

### **11. Insurance**

- 11.1 Will ensure that the Company's insurers are advised of any injury or damage accident, together with all relevant report forms and documentation.

**PROJECT MANAGERS (WORKERS)**  
**Having Responsibility for Safety Matters**

**1. General**

- 1.1 Will be directly responsible for the implementation and maintenance of the Company's Safety Policy.
- 1.2 Will regularly inspect the site to ensure that the objectives of the Company's Safety Policy are being complied with.

**2. Safety Equipment**

- 2.1 Will ensure that all safety and/or fire protective equipment purchased, hired or used by the Company conform to AS Standards and/or relevant safety regulations.
- 2.2 Will ensure that all Site Managers know what safety equipment is provided by the Company, where it is kept and are familiar with its use.
- 2.3 Will ensure that all Site Managers know what First Aid and fire equipment is provided by the Company, where it is kept and are familiar with its use and what action to take in an emergency.

**3. Communication**

- 3.1 Will ensure that any information concerning health and safety is communicated to all employees within the Company and any matter concerning health and safety brought up by any employee investigated and any necessary action taken.
- 3.2 Will advise the Managing Director with responsibility for safety matters, of any item deemed to be unsafe or any breach of a statutory requirement in any area of the Company under his control which he cannot effectively deal with.
- 3.3 Will ensure that all subcontractors are made aware of the Company Safety Rules, and have been issued with a copy of the subcontractor's responsibilities, as identified in the Policy Document.
- 3.4 Will ensure that the Site Managers are issued with all relevant statutory regulations together with a complete copy of the Company Safety Policy.
- 3.5 Will ensure that all relevant information related to the use, handling, storage and operation of any plant, tool or equipment is supplied to the Site Manager at the time of issue.

**4. Systems of Work**

- 4.1 Will ensure that all Site Managers are instructed concerning safe systems of work.
- 4.2 Will ensure that specialised equipment e.g. hoisting, lifting, equipment, pressure vessels, safety harnesses and anchorages, etc., purchased or hired by the Company have been properly tested and certified for use.
- 4.3 Will ensure that all power operated plant, equipment and hand tools are regularly checked for defects and concise records maintained of inspection and examination.

**5. Training**

- 5.1 Will ensure that all Site Managers understand, accept and fully carry out their responsibilities with health and safety matters within the Company and that they are adequately trained and instructed to undertake those responsibilities.
- 5.2 Will ensure that the Construction Manager is advised of training requirements related to all new plant and equipment purchased or hired by the Company.

## **A1 Building Solutions NSW PTY LTD**

5.3 Will attend any meeting regarding safety matters, connected with the safe use, storage, handling and operation of plant equipment used by the Company.

### **6. Accidents**

- 6.1 Will ensure that all accidents and/or dangerous occurrences are reported and thoroughly investigated to avoid any recurrence, and that a Workplace Accident/Incident/Injury Report and Investigation Form is completed and forwarded to the Construction Manager.
- 6.2 Will ensure that details of any fatal accident or disabling injury which incapacitates a person for three clear days or more is communicated to the Construction Manager by the fastest possible means.

### **7. Safety Checks**

- 7.1 Prior to setting up the site, will ensure that:
  - 7.1.1 All underground services, viz. gas, water, electricity, etc., have been identified and clearly marked as to their description and position.
  - 7.1.2 All overhead electrical conductors and/or other obstructions are identified and that adequate precautions are taken.
  - 7.1.3. When operations are being carried out adjacent to water, rivers, lakes, docks and wharves, swimming pools, etc. take effective measures to prevent persons from falling into the water, and ensure that adequate lifesaving equipment is available.
  - 7.1.4. Whilst undertaking work in occupied premises, will liaise with the owner, tenant or occupier to ensure that any manufacturing process or any industrial activity will not affect the safety health and welfare of any person under his control.
- 7.2 When necessary, will accompany the appointed safety advisors on periodical inspections of the site.
- 7.3 Will instigate remedial action on all outstanding items relating to safety items to be rectified.

### **8. Safety Meetings**

- 8.1 Will advise the Managing Director of specific problems and/or Company Policy which should be discussed at safety meetings.
- 8.2 Will attend all and any meetings regarding safety matters so far as they relate to use of any item purchased or hired by the Company.

### **9. Maintenance**

- 9.1 Will ensure that all work, repairs and maintenance to secure safe working of any machinery, plant or equipment is given priority and carried out promptly. Where this is not possible, the machinery, plant or equipment should be made safe until repairs can be implemented.
- 9.2 Will organise and ensure that all environment aspects, heating, lighting, ventilation and general cleanliness, etc, and all amenities of washing, sanitary and drinking water, etc. together with all fire and First Aid equipment are adequately monitored and maintained.

### **10. Facilities**

- 10.1 Will ensure that all access and egress from all places of work and, when required, amenities are provided and maintained in a safe condition at all times.

### **11. Storage**

- 11.1 Will ensure that all hazardous and dangerous substances are correctly marked, stored and handled, in particular petroleum spirit, LPG, chemical substances and explosive cartridges, etc. are kept in a secure and stable condition.

**12. Purchasing**

- 12.1 Will ensure that any plant, tool or equipment and any article or substance purchased by the Company complies with all relevant safety requirements.
- 12.2 Will ensure that all relevant safety information is available to Site Managers and employees concerned.

**13. Fire and Emergency Procedure**

- 13.1 Will ensure that all employees, subcontractors, associated related subcontractors and visitors are advised of the fire and emergency evacuation procedures, alarm sound, fire exits and designated assembly points.
- 13.2 Will ensure that Site Managers know the procedure covering fire and emergency evacuation and ensure that all employees, subcontractors and visitors are clear of any area under their control and are directed to the designated assembly point.
- 13.3 Will ensure that all fire protective equipment is regularly checked and maintained.
- 13.4 In the event of an emergency, will ensure that the Fire Service is advised on the type, quantity and location of any hazardous and dangerous substances kept on site.

**ESTIMATORS (OFFICER)**  
**Having a General Responsibility for Safety Matters**

**1. General**

Will understand the Company Safety Policy and ensure that all staff under their control understand the Company Safety Rules.

**2. Communication**

Will report unsafe practices observed whilst visiting sites to the Site Manager and advise the Project Manager on any general matters, health and safety which may have effect on other sites.

**3. Systems**

3.1 Will ensure that tenders are adequate to cover safe systems of work and that where relevant subcontractors have identified any special health and safety requirements by method statements and proposed systems of work.

3.2 Ensure that reasonable amenities and all necessary equipment to avoid injury, damage and wastage have been allowed for in tenders.

3.3 Will ensure that safety equipment and testing have been allowed for in tenders.

**4. Safety Meetings**

4.1 In conjunction with the Project Manager or Site Manager will ensure that all or any safety requirements are fully discussed at pre-contract meetings.

**COMPANY SUPPORT STAFF/ADMINISTRATIVE, CLERICAL  
(WORKERS)  
VIA MANAGING DIRECTOR  
Having a General Responsibility for Safety Matters**

**1. General**

- 1.1 Will ensure that all clerical and office staff based at Company headquarters fully understand and observe all aspects of the Company Safety Policy.
- 1.2 Will know the broad requirements of the general industry safety requirements and detailed requirements relevant to work carried out under his/her control.

**2. Safety Equipment**

- 2.1 Will ensure that all staff know what First Aid and fire equipment is provided by the Company, where it is kept and what to do in an emergency.
- 2.2 Will ensure that fire escape doors, equipment and alarms are kept clear of obstruction and easily identified at all times.
- 2.3 Will ensure that all stocks of First Aid equipment and safety items of a perishable nature, e.g. respirator filters, safety helmets, etc. kept at the Company Head Office are regularly checked and issued in rotation, and will ensure that any item with an expired storage date is disposed of.

**3. Communication**

- 3.1 Will ensure that any authorised information regarding health and safety matters is communicated to all staff concerned under his/her control.
- 3.2 Will ensure that all accidents and/or dangerous occurrences are reported and thoroughly investigated to avoid any recurrence and that an accident report form is completed and forwarded to the Construction Manager.

**4. Systems Work**

- 4.1 Will ensure that all staff are instructed concerning safe systems of work.
- 4.2 Will arrange for regular inspections of all electrical leads to office equipment, including heaters, kettles, computers, etc. and arrange for necessary replacements or repair of them when appropriate.
- 4.3 Will prevent the unnecessary storage of inflammable materials at any place within the office other than stored as specified by the Company.
- 4.4 Will ensure that the office is kept clean, tidy, access ways clear and the toilets and washrooms maintained in hygienic condition.

**5. Safety Meetings**

- 5.1 Will attend all and any meetings regarding safety matters related to office and clerical staff.
- 5.2 Will advise the Construction Manager of any items which require investigation and/or discussion at periodical health and safety meetings.

**6. Purchasing**

- 6.1 When ordering, purchasing, or hiring of any office equipment, material or substance, will ensure that all relevant safety information is available to clerical and office staff.

**7. Fire and Emergency Procedures**

- 7.1 Will ensure that all staff are aware of the fire and emergency evacuation procedures, viz. alarms, fire exits and designated assembly points.
- 7.2 Will ensure that Managers know the procedure covering the fire and emergency evacuation and ensure that all personnel are clear of any area under their control, and directed to the designated assembly point.
- 7.3 Will telephone the local fire service on hearing the alarm and immediately establish that all personnel have been properly accounted for.
- 7.4 In conjunction with the Emergency Controller, will organise fire and emergency practice drills recording the period of time required to evacuate the building and when necessary to hold meetings to rectify
- 7.5 Will ensure that all fire and protective equipment is regularly checked and maintained and free from obstruction.
- 7.6 In the event of an emergency, will ensure that the Fire Service is advised on the type, quantity and location of hazardous or inflammable substances kept on the premises.

**SITE MANAGERS (WORKERS)**  
**Site Managers Have a Responsibility for Safety Matters**

**1. General**

- 1.1 Will ensure that all personnel under his control fully understand and observe all aspects of the Company Safety Policy.

**2. Safety Equipment**

- 2.1 Will ensure that all safety and/or fire protective equipment purchased, hired or used on site conform to AS Standards and/or relevant safety regulations.
- 2.2 Will ensure that all personnel under his control know what safety equipment is provided by the Company, where it is kept and are familiar with its use. He will make every effort to ensure that employees use safety equipment as and when necessary and report any loss or damage.
- 2.3 Will ensure that all personnel under his control know what First Aid and fire equipment is provided by the Company, where it is kept and what to do in an emergency.
- 2.4 Will ensure that all stocks of First Aid equipment and safety items of a perishable nature e.g. respirator filters, safety helmets, etc. kept at the site are regularly checked and issued in rotation, and will ensure that any item with an expired storage date is disposed of.
- 2.5 Will ensure that fire escape doors, equipment and alarms in all areas of the site under his control are kept clear of obstruction and easily identified at all times.
- 2.6 When working in occupied premises, will ensure that all existing fire escape doors and emergency equipment are not obstructed or in any way interfered with.

**3. Communication**

- 3.1 Will ensure that any authorised information regarding health and safety matters is communicated to all personnel under his control.
- 3.2 Will ensure that any matter concerning health and safety brought up by any person under his control is communicated to the necessary member of management so that any necessary action can be taken.
- 3.3 Will advise the Project Manager with overall responsibility for safety matters of any item deemed to be unsafe or any breach of statutory requirements in any area of the site under his control which he cannot effectively deal with.
- 3.4 Will notify the Project Manager of the loss or damage to any item of safety and/or fire protective equipment, and will make a report identifying the nature of the loss or damage and from which location the equipment was last in use.

**4. Systems of Work**

- 4.1 Will ensure that all personnel under his control are instructed concerning safe systems of work.
- 4.2 Will ensure that, when applicable, subcontractors produce Certificates of Competency prior to commencing work.

**5. Training**

- 5.1 Will ensure that all personnel under his control are adequately instructed to perform all the tasks required of them and are aware of all known hazards which may exist within the operation of those tasks.

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- 5.2 Will ensure that all personnel fully understand the safe operation of any machine, plant or equipment before being authorised to operate it and when applicable, hold valid Certificates of Competency.

### **6. Accidents**

- 6.1 On becoming aware of any injury to any person under his control, must ensure that the appropriate treatment is given.
- 6.2 Will report and investigate accidents and/or dangerous occurrences in all areas of the site under his control.
- 6.3 Will ensure that the Workplace Accident/Incident/Injury Report and Investigation Form, is properly completed and passed to the Project Manager. In the absence of the Project Manager, the report form must be sent direct to the Construction Manager.

### **7. Safety Check**

- 7.1 Will accompany the appointed Safety Officer on periodical inspections of the site, and ensure that they are afforded all necessary facilities.
- 7.2 Will ensure that any item listed on the Safety Officer's Health & Safety Hazard Reporting Form is rectified without delay and that confirmation of the rectification is forwarded to the Project Manager within 24 hours.

### **8. Safety Meetings**

- 8.1 Will attend all meetings regarding safety matters in areas of the site under his control.
- 8.2 Will attend all and any meetings regarding safety matters so far as they relate to use of any item purchased or hired by the Company.

### **9. Maintenance**

- 9.1 Will ensure that all areas of the site within his control are maintained in a safe working condition, and any defective plant, machinery, tools or equipment is reported to the Project Manager, and where necessary, taken out of use and repaired or replaced.
- 9.2 Will ensure that access/egress gangways to work areas and amenities facilities are kept free from obstruction and maintained in a clean and safe condition.

### **10. Facilities**

- 10.1 Will ensure that all access and egress from all places of work, and site amenities are provided and maintained in a safe condition at all times.

### **11. Storage**

- 11.1 Will ensure that all hazardous and dangerous substances are correctly marked, stored and handled, in particular, petroleum spirit, LPG, chemical substances and explosive cartridges, etc. are kept in a secure and stable condition.

### **12. Purchasing**

- 12.1 Will understand the Company Safety Policy and ensure that all materials, plant equipment and transport arrangements comply with health and safety regulations and the Company Safety Rules.
- 12.2 Will consult with the Project Manager prior to entering any agreement to order, purchase, hire, borrow or barter for the use of any tools, plant, machinery or equipment.
- 12.3 Will ensure that any plant, tool or equipment, and any article or substance purchased by the Company complies with all relevant safety requirements.

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- 12.4 When ordering, purchasing, hiring or entering into an agreement for the use of any material, machinery, plant or equipment will ensure that all relevant safety information is available to employees concerned.

### **13. Fire and Emergency Procedures**

- 13.1 On hearing the fire alarm, will direct all personnel under his control, to the designated assembly point and check that the area is clear.
- 13.2 Will attend the designated assembly point and establish that all personnel have been accounted for and when appropriate report the outcome of the roll call.
- 13.4 Will ensure that all or any hazardous and/or highly flammable material is stored in accordance with relevant codes and/or regulations and properly identified with hazard warning signs.

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### **14. Responsibilities of all Employees, Contractors/Associated Related Subcontractors – Company Safety Rules**

- 14.1 Must fully observe the Company Safety Policy and rules.
- 14.2 Must report any safety hazard within their work area or malfunction of any machine, plant or equipment to the designated Manager.
- 14.3 Must conform to all written or verbal instructions given to them to ensure their personal safety and safety of others.
- 14.4 Must be sensibly and safely dressed for the particular working environment or activity.
- 14.5 Must conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
- 14.6 Must use all safety equipment provided and/or protective clothing as directed.
- 14.7 Must avoid any improvisation of any form which could create an unnecessary risk to their personal safety and to the safety of others.
- 14.8 When applicable, must ensure that all tools and equipment are in good condition and must report any defects to the Manager as and when they occur.
- 14.9 Must report all accidents to the designated Manager whether injury is sustained or not.
- 14.10 When required or instructed will attend any training courses and/or safety meetings designed to further the needs of health and safety.
- 14.11 When appropriate, must become acquainted with all processes, materials and substances used on the Company sites and premises.
- 14.12 Must become aware of the fire evacuation procedures and the position of fire alarms and fire equipment, and designated assembly point.

## **OTHER PERSONS AT THE WORKPLACE VISITORS/SUPPLIERS AND THEIR RESPONSIBILITIES**

### **Other Persons at the Workplace Have a Responsibility for Safety Matters**

Visitors are required to take reasonable care that their acts or omissions do not adversely affect the Health and Safety of themselves or others, and to comply with any reasonable instructions given to ensure health and safety.

Visitors, suppliers and their representatives and others are subject to entry requirements to all A1 Building Solutions NSW Pty Ltd workplace and project sites.

The following rules apply to all visitors and suppliers when entering A1 Building Solutions NSW Pty Ltd premises:

- Sign In Register – All visitors to A1 Building Solutions NSW Pty Ltd premises must sign the Sign In Register on entering and exiting the workplace
- Visitors must be accompanied by a A1 Building Solutions NSW Pty Ltd representative at all times when entering work areas and Project sites.
- Visitors must wear a high visibility vest, safety glasses, gloves, hard hat and safety shoes at all times while on project sites.
- All Safety Management signs must be adhered to whilst on Company premises and project Sites.
- Alcohol/non-prescriptive drugs are prohibited on project sites
- Smoking is permissible in Designated Smoking Areas only
- A1 Building Solutions NSW Pty Ltd has an active hearing conservation program in place and all visitors must ensure that their activities do not create excessive noise levels while at the site.
- Visitors must ensure that they do not place any materials or liquids into, or all to enter into any stormwater drains at Company premises and project site.
- Visitors and Managers must report any WHS, quality or environmental incident or near miss to the Site Manager, Company representative responsible for their visit or works while on company premises or Project sites.
- Emergency signage is supplied at all A1 Building Solutions NSW Pty Ltd premises and project sites and visitors are require to follow instructions given by the responsible Company person during any emergency.

## **CONTRACTORS/ASSOCIATED RELATED SUBCONTRACTORS (WORKERS)**

The following provisions apply to all subcontractors working on construction sites and/or Company premises of A1 Building Solutions NSW Pty Ltd.

### **1. General**

#### **Contractors, subcontractors and employers duties include:**

- provision and maintenance of safe working environment
  - provision and maintenance of safe systems of work
  - provision and maintenance of plant substances in a safe condition
  - provision and maintenance of adequate facilities for the welfare of employees, as outlined in the Regulations
  - provision of information, instruction, training and supervision which is necessary to ensure that each employee is safe from injury risk to health
  - compliance with relevant Commonwealth and State Acts, Regulations, Standards and approved Codes of Practice.
- 1.1 All contractors/associated related subcontractors will be required to comply with the Company Safety Policy and Safety Rules whilst carrying out work or whilst present on Company premises or construction sites.
- 1.2 When requested, contractors/associated related subcontractors will be expected to produce a copy of their own safety policy statements on acceptance of our order and identify the person responsible within their organisation for health, safety and welfare.

### **2. Safety Equipment**

- 2.1 All contractors' employees must be aware of specific areas of construction operations where safety equipment and/or personal protective clothing must be worn. A1 Building Solutions NSW Pty Ltd expects that the contractor will have in place a supervisory system to ensure the correct use of personal protective equipment by the employee.
- 2.2 Contractors and related associated subcontractors will be expected to issue their employees with appropriate personal protective equipment. 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 requirements of the Company Safety Rules.
- 2.3 Failure by a contractor or their staff to use the appropriate personal protective equipment will:
- result in the cessation of work at no cost to A1 Building Solutions NSW Pty Ltd
  - cause A1 Building Solutions NSW Pty Ltd to consider the action a breach of contract

### **3. Systems**

- 3.1 All work must be carried out in accordance with the Health and Safety Act, Health and Safety Regulations, Approved Codes of Practice and specified AS Standards relating to Work Health and Safety as amended.
- 3.2 Contractors/associated related subcontractors are not permitted to alter, erect or use any scaffolding or interfere with any plant, tool or equipment unless authorised by the Site Manager.
- 3.3 Any scaffolding used by contractors'/associated related subcontractors' employees must be inspected by their own employer to ensure that it is erected and maintained in accordance with the industry requirements unless otherwise directed by the Site Manager.

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- 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 appointed Site Manager prior to arrival on site.

### **4. Maintenance**

- 4.1 All equipment/tools and plant introduced by contractors/associated related subcontractors must be properly maintained, and in a good general working order with any necessary guards and/or safety devices in place.
- 4.2 Power tools and all electrical equipment introduced by contractors/associated related subcontractors must conform to the latest AS Standards.
- 4.3 Contractors/associated related subcontractors will be required to maintain workplaces in a clean and tidy condition with debris, waste materials and surplus equipment, removed and cleaned and placed where directed by the Site Manager, as work proceeds. Work areas and access to work areas must be cleared at the end of each working day.

### **5. Communication**

- 5.1 Any accident or injury sustained to contractors'/associated related subcontractors' employees must be reported immediately to the Site Manager.
- 5.2 Contractors must comply with any instructions issued by the Site Manager relating to safety, health and welfare.

### **6. Safety Checks**

- 6.1 The Company may appoint Occupational Health and Safety Advisors to carry out periodical inspections of Company premises and construction sites, covering all aspects. Contractors/associated related subcontractors informed of any hazards, defects or any other health and safety matter which may need attention will be expected to take immediate remedial action.

### **7. Facilities**

- 7.1 Unless provided by the Company, all contractors/associated related subcontractors must provide amenities and First Aid equipment, in accordance with the Occupational Health Safety and Welfare Regulations, 2010 and the Approved Code of Practice prior to undertaking work on Company premises and/or construction sites.
- 7.2 When contractors/associated related subcontractors 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. Confined Spaces**

Compliance with National Code of Practices for Confined Spaces, AS2865-1986 and the South Australian Consolidated Regulations. Prior to entering the confined space a contractor/subcontractor must obtain an ENTRY PERMIT (see AS1715, AS1716, AS2865).

### **9. Emergency Procedures & Site Evacuation**

A statement of the emergency procedures and a site plan for the evacuation areas will be given to each contractor/associated related subcontractor and their staff by the Site Manager. In an emergency, contractors and subcontractors are to leave the area and go to the evacuation area allocated.

## 10. General Requirements

### 10.1 Accidents

- 1) Contractor employee may receive First Aid treatment for all injuries from A1 Building Solutions NSW Pty Ltd first Aid Officers.
- 2) Report any accident or 'near miss' to your Manager and complete a A1 Building Solutions NSW Pty Ltd Workplace Accident/Incident/Injury Report and Investigation Form. Lodge the Form with the Site Manager of A1 Building Solutions NSW Pty Ltd.

### 10.2 Electrical Work

All electrical equipment, (power tools) are to be tagged and inspected as per regulations.

Any power boards are to be ELCB protected.

In the case of work on the electrical system, the power board will be tagged to the effect that work is being performed and locked. The key will be retained by the contractor or their employee undertaking the work and surrendered only on completion of the work.

### 10.3 Motor Vehicle

Any motor vehicles within the grounds of the work place should adhere to the established speed limit and be vigilant for pedestrians.

Vehicles must park only in designated parking zones.

### 10.4 Use of Personal Protective Equipment

1. A1 Building Solutions NSW Pty Ltd expects all contractors to issue their employees with appropriate personal protective equipment for the work being undertaken.
  2. A1 Building Solutions NSW Pty Ltd expects that the contractor will have in place a supervisory system to ensure the correct use of personal protective equipment by their employee.
  3. Failure by a contractor or their staff to use the appropriate personal protective equipment will:
    - a. Result in the cessation of work at no cost to A1 Building Solutions NSW Pty Ltd
    - b. Cause A1 Building Solutions NSW Pty Ltd to consider the action a breach of contract
2. A1 Building Solutions NSW Pty Ltd expects the following standards to be observed.
- **SAFETY HELMETS, SAFETY GLOVES & GLASSES must be worn at all times**
  - **SAFETY GLASSES MUST** be worn when using grinders, angle grinders, abrasive cutting tools or concrete or wood cutting equipment, and when working in the designated areas.
  - **SAFETY FOOTWEAR:** It is a Company standard that safety shoes type 1 and type 4,(grade 1 toe cap) be worn in all hazardous areas and it is essential that contractors/subcontractors and their employees do likewise.
  - **LADDERS** – Platform ladders only are to be used onsite.

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- **FORKLIFT TRUCK DRIVERS** must have the appropriate Licence and satisfy A1 Building Solutions NSW Pty Ltd that they meet Company safety standards while driving the vehicle.
- **SAFETY HARNESES** must be used when there is a risk of a specific fall, e.g. roofs, tanks and confined spaces. (Permit Required)
- **CONFINED SPACES**, policy to comply with the National Code of Practices for Confined spaces, AS2865-1986. Prior to entering the confined space, a contractor/subcontractor must obtain an ENTRY PERMIT (see AS1715, AS1716, AS2865).
- **EMERGENCY PROCEDURES AND SITE EVACUATION**. a statement of the emergency procedures and a site plan for the evacuation areas will be given to each contract/subcontractor and their staff by the work Site Manager.

In an **EMERGENCY**, please leave the area and go to the evacuation area allocated.

### **10.4 Use of Personal Protective Equipment**

- A1 Building Solutions NSW Pty Ltd observes a **NO-SMOKING POLICY** in the site lunch room and site office and designated areas. Smoking areas will be explained at induction.
- **HEARING PROTECTION** must be worn in designated areas.

### **10.5 Housekeeping**

The contractor is responsible for keeping the work sites clean and tidy daily during and on completion of the job.

### **10.6 Intoxicating Liquor and Drugs**

Unauthorised intoxicating liquor and drugs are not permitted on A1 Building Solutions NSW Pty Ltd sites. Persons under the influence of intoxicating liquor and/or drugs will not be permitted on A1 Building Solutions NSW Pty Ltd sites.

## **11. Enforcement Procedures**

1. Failure to comply with these requirements will result in A1 Building Solutions NSW Pty Ltd staff (e.g. Occupational Health & Safety Representative or Site Manager) drawing the contractors' attention to the breaches in safety procedure or practises.
2. Where deemed necessary by A1 Building Solutions NSW Pty Ltd, a cessation of work will occur until the safety issue is corrected to the satisfaction of the A1 Building Solutions NSW Pty Ltd's Safety Official or Safety Officer, and complies with Work Health and Safety Regulations, whose work group is involved.
3. Subsequent failure of the contractor/subcontractor or their employees to comply with A1 Building Solutions NSW Pty Ltd Work Health and Safety Policy and procedures may result in the termination and the utilisation of the contractor's services by A1 Building Solutions NSW Pty Ltd.

## **COMPANY SAFETY RULES**

The purpose of this document is to define the Company Safety Rules, which apply to all employees and subcontractors in accordance with the Work Health and Safety Act 2012. It is the duty of every employee to observe the following rules and behave in a safe and reasonable way towards fellow employees, the Company, its suppliers, customers and visitors. This list is not exhaustive:

### **1. Working Practices**

- 1.1 Employees must not use any machinery, plant or equipment for which guards have been provided, without those guards being in the authorised position and in full working order. Any faults or damage to guards must be reported to supervision immediately.
- 1.2 Employees must not clean any machinery, plant or equipment whilst it is in motion.
- 1.3 Employees must not leave any vehicle, plant or equipment running whilst unattended unless specifically required to do so.
- 1.4 Employees under 18 years of age must not operate any dangerous machinery, plant or equipment unless they have been trained or are being retrained under a course of supervision.
- 1.5 Employees must not use any damaged or faulty tools, machinery, plant or equipment. Any damage or faults must be reported to the appointed Site Manager immediately. Employees must not make temporary or running repairs unless specifically instructed to do so.
- 1.6 Employees must not make any electrical repairs or maintenance to any machinery, plant or equipment unless qualified and authorised to do so. Any electrical faults must be reported to supervision immediately.
- 1.7 Employee must not attempt any repairs to any machinery, plant or equipment, unless qualified and authorised to do so.
- 1.8 When using platform ladders for any purpose, employees must ensure that:-
  - 1.8.1 The ladder is placed on firm footing and effectively secured to prevent outward or sideways movement and must be securely fixed at the top at all times.  
Personnel who are working under or adjacent to ladders that are in use must wear safety helmets.
  - 1.8.5 Under no circumstances must ladders be used with patent defects such as loose or missing rungs, cracked, splintered, warped stiles or be extendable or A frame type ladders.
- 1.9. Working Platforms/Elevated Working Places
  - 1.9.1 Scaffolding, working platforms or any workplace where a person may fall two metres or more secure guard rails and toe boards must be fitted and in position prior to commencing work.
  - 1.9.2 Wherever persons, including members of the public could be struck by falling items, all elevated work places, scaffolding and working platforms must be securely enclosed with steel wire mesh, and the mesh should have an aperture of not more than 30mm and be securely fixed between the underside of the guardrail and the topside of the toeboard.
- 1.10 Roof Work
  - 1.10.1 Employees are not permitted to climb or work on any fragile roof unless safe means of access is provided and roofing ladders or crawling boards are used. (Permit Required)

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1.10.2 When specified by the Company, effective precautions including the wearing of a safety harness must be taken to prevent the fall of any person or materials whilst undertaking work from the roof. (Permit Required)

### **1.11. Portable Electrical Apparatus/Equipment**

1.11.1 Employees are not permitted to use extension leads in excess of 36 metres in length. As far as practicable, all extension leads should be supported above the ground and maintained in good condition.

1.11.2 Double adapters and “domestic” electrical distribution boards are not permitted.

1.11.3 All electrical equipment must be effectively earthed unless of the “double-insulated” or “all-insulated” type and must only be used in conjunction with Residual Current Device (RCD) of an approved type set to a tripping current of 30m amp and set to trip within 500 milliseconds.

1.11.4 All electrical equipment, prior to use, shall be checked to ensure that it is free from obvious external damage:

- visibly checked for any damage or component defects in the accessories, connectors, plugs or outlet sockets;
- checked to ensure that it is “compliant” equipment and has been fitted with a durable, non-reusable, non-metallic tag which includes the name of the person or Company who performed the tasks and the test or retest date.

## **2. Observance of Notices and Written Instructions**

2.1 Employees are expected to read all authorised Company notices on matters related to their health, safety and welfare.

2.2 Employees must observe and comply with any safety instructions displayed on Company premises or when undertaking work in occupied factory premises.

2.3 Employees must only operate machinery, plant or equipment in accordance with the appropriate operating instructions.

2.4 Employees must only handle and use hazardous substances in line with the appropriate manufacturer’s or Company’s operating instructions.

2.5 When working within occupied factory and/or commercial premises employees must observe all relevant traffic controls and safety procedures.

## **3. Accident and Injury Records**

3.1 Employees must report to the appointed Manager any injury they receive, no matter how slight it may seem to be, and seek treatment when necessary. Upon returning from treatment, employees must ensure that all details are recorded on to the Workplace Accident/Incident/Injury Report and Investigation Form.

3.2 Employees must report all accidents and dangerous occurrences to the Manager as soon as practicable.

3.3 Employees must notify the Manager of any incident in which damage is caused to the Company or customer’s property.

## **4. Protective Clothing and Equipment**

### **4.1 General**

Employees must use protective clothing and/or equipment on all necessary occasions. This equipment must be used as instructed and returned to the Site Manager at the end of the working day. Damaged, faulty or lost equipment must be reported to the appointed Site Manager immediately.

### **4.2 Safety Helmets**

Employees will be required to wear safety helmets at all times and when directed to do so by the Site Manager, and in particular, safety helmets must be worn where there is a foreseeable risk of head injury and also under the following circumstances:

- Demolition Sites
- Working excavations more the 1.5 metres deep including manholes, chambers and sewers.
- Work below overhead work (e.g. steel erection, roofing, scaffolding, etc.).
- Work close to cranes, hoists and other lifting appliances in operation and work close to vehicles loading and unloading.
- Any type of pile driving.

### **4.3 Eye Protection**

Approved eye protection must be worn at all times, and also in the following circumstances persons engaged in or working close to any activity which may cause eye injury, e.g. explosive power tools, abrasive blasting, power operated high speed cutting machines, drilling machines, welding operations, use of lasers, use of compressed air tools, use of high pressure water jets, use of chemicals, acids or other corrosive substances, breaking, cutting, drilling and carving of any substance with power or hand tools, when there is a foreseeable risk of flying particles.

### **4.4 Ear Protection**

Employees will be required to wear approved ear protection when exposed to the risk of ear injury, e.g. the operation of hammer drilling machines, explosive power tools, abrasive blasting, pneumatic breakers, and high speed cutting machines.

### **4.5 Road Safety**

Whilst carrying out activities on or near the road or when necessarily working amongst moving traffic, employees will be required to wear appropriate road safety apparel at all times.

## **5. Fire Precautions**

- 5.1 Employees must familiarise themselves with the Company fire evacuation procedures and the appropriate assembly points. Employees should discuss any problem which could occur with the appointed Manager.
- 5.2 Employees must not obstruct any firefighting equipment or fire exit and must ensure that fire escape routes, fire service points are maintained free from obstruction at all times.

## **6. Housekeeping**

- 6.1 Employees must keep gangways and work areas clear and in a clean and tidy condition.
- 6.2 Employees must clear up all rubbish, scrap and waste materials from their respective work area in order to provide a safe working environment.
- 6.3 Employees must clean up any spillages of oil or chemical substances, etc. as soon as practicable and ensure that such substances are returned to the proper storage facilities after use. Under no circumstances should chemicals, substances or oils, etc., be allowed to pollute watercourses, sewers and drains.

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## 7. Working Conditions

- 7.1 Employees must wear appropriate safety footwear and clothing suitable to the job they are performing. It is a Company standard that safety shoes Type 1 and Type 4 with Grade 1 toe cap be worn in all hazardous areas. Where long hair may become a safety hazard, it must be contained.
- 7.2 Employees must not run within Company premises or on construction sites except in an emergency.
- 7.3 Employees must familiarise themselves thoroughly with the Company Safety Rules and in particular, employees' responsibilities for safety, health and welfare.

## 8. Company Vehicles or Plant Equipment

- 8.1 Before attempting to drive or operate any Company vehicle, employees must ensure that there are no hidden obstruction before moving off and satisfy themselves that the vehicle is in a safe and road-worthy condition. Any faults or potential hazards must be reported to the appointed Site Manager immediately.
- 8.2 Employees must not drive any Company vehicle, crane or any other appliance for which they do not hold the current driving licence or hold a current valid Certificate of Competency.
- 8.3 Employees must not drive or operate plant vehicles or equipment recklessly or in a manner likely to cause danger to their fellow employees, other people or themselves. Employees must observe speed restrictions, traffic controls, road signs, parking restrictions and any other relevant regulations. Forklift Truck Drivers must have the appropriate licence and satisfy A1 Building Solutions NSW Pty Ltd that they meet Company safety standards while driving the vehicle.
- 8.4 Employees must keep their vehicle in a clean and tidy condition ensuring that controls and safety devices are not obstructed or in any way rendered ineffective.
- 8.5 Employees must not carry unauthorised passengers or unauthorised loads.
- 8.6 Employees must not drink any alcohol whilst operating any vehicle, plant or equipment. Any driver found in an intoxicated condition may be suspended immediately.

## 9. Gross Misconduct

Any person proved to have been involved and/or engaged in any of the following circumstances, may be liable to instant dismissal and further criminal proceedings by the Department of Industrial Affairs.

- 9.1 Unauthorised removal or interference with any guard or protective device, the unauthorised operation of any item of machinery.
- 9.2 Unauthorised removal of any item of First Aid equipment or damage to the First Aid kit, misuse or interference with any item provided in the interests of safety, health and site amenities.
- 9.3 Damage, misuse or any interference with any item of firefighting equipment.
- 9.4 Unauthorised removal or defacing of any label, sign or warning device provided in the interest of safety, health and welfare.
- 9.5 Misuse of any chemicals, inflammable or hazardous substances or toxic materials.
- 9.6 Smoking in a designated "No Smoking" area and/or smoking whilst handling inflammable substances.
- 9.7 Dangerous horseplay/skylarking or playing practical jokes which could cause accidents.
- 9.8 Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- 9.9 Misuse of compressed air or pneumatic equipment.
- 9.10 Overloading of any lifting equipment or any Company vehicle.
- 9.11 Possession or use of non-prescription drugs and alcohol.

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### **10. Smoking Policy**

A1 Building Solutions NSW Pty Ltd has a duty of care to provide a safe and healthy working environment for all employees under the Health and Safety Act.

Passive smoking (the inhalation of side stream or mainstream smoke) increases the risk of lung cancer and heart disease, and is also dangerous for people with existing heart or lung conditions. Passive smoking can trigger asthma attacks, increase the chance of chest infections, cause watery eyes, headaches and sore throats.

A1 Building Solutions NSW Pty Ltd will not permit smoking in a number of areas to provide a safe working environment. To protect all employees from the effects of environmental tobacco smoke, A1 Building Solutions NSW Pty Ltd aims to achieve a smoke free environment in the following areas:

- Head Office Building
- Lunch sheds, change sheds
- Site offices (meeting rooms) and reception areas
- Lifts and personnel hoists
- Store rooms
- Confined spaces
- Basement areas
- Enclosed floor areas
- In the vicinity of explosive or hazardous substances
- In the vicinity of inflammable liquids or substances
- Any other area(s) where from time to time it is considered that passive smoking may be harmful to other persons working in close proximity. Where any doubt exists in respect to the definition of “any other area(s)”, the matter will be determined by the appropriate employee/employer representatives in conjunction with the Safety Officer or the Site Safety Committee where such a Committee is in existence.

The Site Manager and Safety Officer will be responsible for enforcing the Policy, however, employees are reminded that under the provisions of the Health and Safety Act they are required to protect the health of their fellow workers.

Employees **MUST** comply with this Policy. Any employee failing to comply will be requested to leave the site or building.

The Policy will apply to all contractors and their employees, self-employed persons, visitors and clients while on the A1 Building Solutions NSW Pty Ltd sites and premises.

### **11. Review of Policy**

The Work Health and Safety Policy will be reviewed on a quarterly basis in consultation with the Health and Safety Committee. The review will involve the effectiveness of the Policy and program by such means as:

- Reviewing overall health and safety performance
- Monitoring the effectiveness of policies and procedures.

### **12. Dissemination of Policy**

As part of each employee's induction, they will be referred to the A1 Building Solutions NSW Pty Ltd Work Health and Safety Policy Management Statement. Employees will have ready access to all health and safety policies and procedures through their supervisors and health and safety representatives.

## **APPENDICES**

### **SMOKING POLICY ATTACHMENT “A”**

A1 Building Solutions NSW Pty Ltd has a duty of care to provide a safe and healthy working environment for all employees under the Health and Safety Act.

Passive smoking (the inhalation of sidestream or mainstream smoke) increases the risk of lung cancer and heart disease, and is also dangerous for people with existing heart or lung conditions. Passive smoking can trigger asthma attacks, increase the chance of chest infections, cause watery eyes, headaches and sore throats.

A1 Building Solutions NSW Pty Ltd considers that to allow smoking in a number of areas on-site conflicts with its legal obligations to provide a safe working environment. To protect all on-site workers from the effects of environmental tobacco smoke, A1 Building Solutions NSW Pty Ltd has adopted a smoke free working environment in the following areas of the site:

- Lunch sheds, change sheds
- Toilets and washing facilities
- Site offices (meeting rooms) and reception areas
- Lifts and personnel hoists
- Store rooms
- Confined spaces
- Basement areas
- Enclosed floor areas
- In the vicinity of explosives or hazardous substances
- In the vicinity of inflammable liquids or substances
- Any other area(s) where from time to time it is considered that passive smoking may be harmful to other persons working in close proximity. Where any doubt exists in respect to the definition of “any other area(s)”, the matter will be determined by the appropriate employee/employer representatives in conjunction with the Safety Officer or the Site Safety Committee where such a Committee is in existence.

The Site Manager and Safety Officer will be responsible for enforcing the Policy; however, employees are reminded that under the provisions of the Work Health and Safety Act 2012 as amended they are required to protect the health of their fellow workers.

Employees **MUST** comply with this Policy. Any employee failing to comply will be subject to counselling and appropriate disciplinary procedures, which may include termination of employment.

The Policy will apply to all contractors and their employees, self-employed persons, visitors and clients while on the A1 Building Solutions NSW Pty Ltd sites.

Any employee who has a grievance relating to this Policy should speak to the Health and Safety Representative or Supervisor or Safety Officer.

**APPENDICES**

**FIRE AND EMERGENCY EVACUATION PROCEDURES  
ATTACHMENT "B"**

**FIRE ALARM**

**FIRE AND EMERGENCY ASSEMBLY POINTS**

• Head Office and Yard	
• Construction Sites	

**FIRE AND EMERGENCY WARDENS**

• Head Office and Yard:	
• Construction Sites:	
• Responsible Persons:	

• Person responsible for phoning the local Fire Service on hearing the alarm	
• In his/her absence, this will be carried out by	

# A1 Building Solution NSW PTY LTD

Please report ALL accidents to Site Manager, ALL on site personnel are to be site inducted by A1 Building Solutions NSW Pty Ltd

## EMERGENCY CONTACT NUMBERS – PROJECT NAME:

	MEDICAL CENTRE	
	AMBULANCE Mobile Phone	000 112
	FIRE Fire Mains Shut off Mobile Phone	000 112
	POLICE Mobile Phone	000 112
		
	POWER NETWORKS UTILITIES EMERGENCY	
	POWER ELGAS (LPG)	
	WATER SERVICE Difficulty/Emergency	
	FIRE BANS AND RESTRICTIONS	
	COASTAL LAND, WEATHER FLOOD WARNINGS	
	POISONS Information Centre	13 11 26
	WORKSAFE NSW	1300 362 128
	ENVIRONMENTAL PROTECTION AUTHORITY	1800 444 004
	REHABILITATION & RETURN TO WORK CO-ORDINATOR (MBA)	

## **APPENDIX ATTACHMENT C**

### **WORK HEALTH AND SAFETY POLICY MANAGEMENT STATEMENT FOR ALL WORK SITES**

#### **COMMITMENT**

A1 Building Solutions NSW Pty Ltd is committed to providing a safe and healthy environment for workers, (employees, contractors, subcontractors, trainees, apprentices, work experience students, visitors and other persons at the workplace and in accordance with the requirements of the Federal and State legislation and regulatory requirements.

A1 Building Solutions NSW Pty Ltd's aim is to ensure that work health and safety is integrated into our management system and operations so that prevention of occupational injury, illness and incidents is an integral part of our organisational zero harm culture.

#### **SCOPE**

This policy applies to any of the sites where work is conducted by A1 Building Solutions NSW Pty Ltd

#### **RESPONSIBILITIES**

A1 Building Solutions NSW Pty Ltd is committed to ensure a safe, supportive, protective and healthy working environment.

A1 Building Solutions NSW Pty Ltd as a PCBU has a primary duty of care to ensure health and safety responsibility to eliminate or minimise risks to health and safety so far as reasonably practicable. Nominated officers of A1 Building Solutions NSW Pty Ltd also have a specific duty of care and due diligence in relation to health and safety.

Workers are required to take reasonable care of their own health and safety at work and that others are not adversely affected by their own acts and omissions.

Workers are to comply with instruction so far as reasonably able and co-operate with any reasonable policy/procedure of A1 Building Solutions NSW Pty Ltd relating to work health and safety.

Visitors have the same duties as worker with the exception of the policy co-operation provision.

# **A1 Building Solutions NSW PTY LTD**

## **OBJECTIVES**

A1 Building Solutions NSW Pty Ltd will strive to achieve the highest attainable level of work health and safety for its workers and others including visitors by:

1. Implementing and maintaining a framework that ensures a systematic management of health and safety throughout all workplaces controlled by A1 Building Solutions NSW Pty Ltd and that compliance with legislative Regulatory and Statutory requirements are met;
2. Clearly stating work health and safety responsibilities for all persons and levels with A1 Building Solutions NSW Pty Ltd;
3. Provide adequate responsible resources for work health and safety;
4. Providing a risk management process which is consistent with the nature of workplace activities and increasing awareness of health and safety;
5. Establishing measurable objective and targets aimed at controlling risk activities and increasing awareness of health and safety;
6. Providing appropriate health and safety and task related training to all persons;
7. Implementing a consultation process at each workplace to ensure all workers are included in the decision making process impacting on work health and safety; and
8. Communicating the relevant health and safety information to all workers, and other interested parties.

## **GENERAL POLICY**

A1 Building Solutions NSW Pty Ltd is committed to providing its employees, contractors and visitors with a healthy and safe work environment.

A1 Building Solutions NSW Pty Ltd is committed to providing the resources required so that all reasonable efforts have been made to ensure its workplaces are safe and without risk to health and to comply with relevant legislation and regulations.

## **RESPONSIBILITY**

**Responsibilities for Health, Safety and Welfare in the workplace is shared by all employees.**

### **▪ Responsibilities of Management**

Management is responsible for the provision of Work Health and Safety.

All levels of management are required to contribute to the health and safety of all employees. It is a requirement that the necessary resources and decision making authorities are available to ensure healthy and safe work environments.

Managers are responsible and will be held accountable to ensure that this Policy and the A1 Building Solutions NSW Pty Ltd Company Safety Rules are effectively implemented in their work areas.

## A1 Building Solutions NSW PTY LTD

### ▪ **Responsibilities of Supervisors/Managers/Site Managers**

Each Supervisor/Manager/Site Manager is responsible and will be held accountable for taking all practical measures to ensure that the workplace under their control is safe and without risk to health, and that the behaviour of all persons in the workplace is safe and without risk to health.

More specifically:-

1. Managers are responsible for detecting any unsafe or unhealthy conditions or behaviour and;
2. If a Manager does not have the necessary authority to rectify a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action, to a person within A1 Building Solutions NSW Pty Ltd who does have the necessary authority.

### ▪ **Responsibilities of Employees**

All employees are required to co-operate with the Work Health and Safety Policy and A1 Building Solutions NSW Pty Ltd Company Safety Rules/Non Negotiables to ensure their own health and the safety and health of others in the workplace.

Employees are required to report immediately to a Manager any risk to health and for hazards which they have identified.

The Manager will review, investigate and consult the relevant employees regarding the risk of hazard identified and will provide a response to the person identifying the risk or hazard.

Where a response is not forthcoming in a reasonable amount of time, bearing in mind the severity of the risk, the employee is then required to report that matter to their area/site Work Health and Safety representative or any other Work Health and Safety representative.

### ▪ **Responsibilities of Contractors, Subcontractors, Related Project Staff and Visitors**

All contractors, subcontractors and related project staff engaged to perform work on A1 Building Solutions NSW Pty Ltd premises, construction site and/or visitors to the A1 Building Solutions NSW Pty Ltd premises, construction site are required to comply with the Work Health and Safety policies, procedures and the Company Safety Rules/Non Negotiables of A1 Building Solutions NSW Pty Ltd

### ▪ **Failure to Comply or Observe Directions**

Failure to comply or observe directions by contractors, subcontractors and related project staff may be considered a breach of contract and sufficient grounds for termination of the contract.

In such circumstances, the contractor, subcontractor and any associated people may be required to leave the premises immediately.

Visitors who fail to comply or observe directions may be requested to leave the premises immediately.

## A1 Building Solutions NSW PTY LTD

### ▪ **Work Health Safety and Environment Committee**

The role of the Work Health Safety and Environment Committee is to review the WH&S Policy and A1 Building Solutions NSW Pty Ltd Company Safety Rules/Non Negotiables and;

To review, investigate and make recommendations of any risk or hazard identified either by it or to it.

It is the responsibility of each WHS&E Committee member to attend the meetings as often as possible or to organise for another person to attend as their representative.

Work health and safety matters including hazards identified in all A1 Building Solutions NSW Pty Ltd workplaces area are discussed at the WHS&E committee meeting.

### ▪ **A1 Building Solutions NSW Pty Ltd Company Safety Rules/Non Negotiables**

In order to comply with the general provisions of this Policy, A1 Building Solutions NSW Pty Ltd activities and procedures will continually be updated and effectively carried out.

A1 Building Solutions NSW Pty Ltd Company Safety Rules/Non Negotiables relates to all aspects of Work Health and Safety including:

- working practices
- observance of Notices and written instructions
- accident and injury records
- protective clothing and equipment
- emergency procedures and drills
- workplace inspections and evaluations
- housekeeping
- provision of WHS equipment services and facilities
- Company vehicles or plant equipment
- gross misconduct
- smoking policy
- working conditions
- Compliance with Lend Lease GMR's

### **A1 Building Solutions NSW Pty Ltd Company Safety Rules/Non Negotiables are to be read in conjunction with this Policy Statement and the Lend Lease GMR's**

A1 Building Solutions NSW Pty Ltd promotes a pro-active work health and safety management philosophy and culture based on effective communication and control of hazards.

The A1 Building Solutions NSW Pty Ltd Management Review Group oversees the implementation of the work health and safety management system in conjunction with the Company's Work Health Safety and Environment Committee.

This notice is an unabridged version of the A1 Building Solutions NSW Pty Ltd Work Health Safety Management Statement.

Ray Formosa  
Managing Director  
A1 Building Solutions NSW Pty Ltd

Last Reviewed: 11<sup>th</sup> October 2020