

Work Health and Safety **Management System**

Robertson's Remedial and Painting **Pty Ltd**



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REMEDIAL & PAINTING

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DISCLAIMER

This manual has been developed to assist Robertson's Remedial and Painting Pty Ltd to better understand and manage Work Health Safety matters. While every effort has been made to ensure the accuracy of the material in the manual, this publication is not intended to be a substitute for the legislation. For the specific requirements on any matters covered in this manual, persons should refer directly to the appropriate legislation in their state.

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i. A Guide to Implementing the WHSMS

The following summary table is to be used as a guide to assist in implementing the Work Health and Safety Management System (WHSMS).

Timeframe	Action required	Description
Prior to commencement	Section Three Service Providers review documentation (Service Providers WHS Review and Pre-Qualification Checklist)	Service providers to complete Service Providers WHS Review and Pre-Qualification prior to engagement. Add approved Service Providers to the Approved Service Providers Register.
	Project Risk Assessment	Complete prior to commencing works and when there is changes to the work environment or stage of construction.
Weekly	Safety Meeting Form (toolbox talk)	Record safety meetings using this form involving management,
Monthly	Site Inspection Checklist	Complete for long-term project (one month or longer in duration).
	Worker Safety Performance Review	Record worker and service provider inspections ("spot checks") using this form.
Quarterly	Safety Meeting Form with Management	Record safety meetings using this form.
	Quarterly WHS Report	Monitoring, measurement, analysis the performance and the effectiveness of the WHS Management System
	Electrical Testing and Tagging (Site)	Engage a third party company to inspect and test electrical equipment
Biannually	First Aid kit Checklist	Document first aid kit inspections using this form and replenish any items where required.
	Fire extinguishers and Other Fire Fighting Equipment	Engage a third party company to inspect and test fire extinguishers.
	Electrical Testing and Tagging (Warehouse/depot)	Engage a third party company to inspect and test electrical equipment
	Office and Warehouse Inspection	Record office and warehouse inspections using this form.
Annually	Third Party Pallet Racking Inspection	Engage a third party company to inspect pallet racking.
	Electrical Testing and Tagging (Office)	Engage a third party company to inspect and test electrical equipment
	Emergency Exercise Evaluation Form	Document emergency drills using this form.
	Management review of the WHSMS	Management to document the review of the WHS Management System using this form, including changes to be made to the system.
	Internal Audit Form	Review and document the implementation of the WHS Management System using this checklist.

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Timeframe	Action required	Description
	Home Office Risk Assessment	Assess the home office space prior to working at home
	Office workstation assessment	Assess all new office workers' workstations prior to commencement.
5 years (from SDS issue date)	Safety Data Sheet update	Obtain updated Safety Data Sheets every 5 years from the supplier of the chemicals in use.
As required	WHSMS Worker Induction	Document worker inductions using this form.
	Project Risk Assessment	Complete prior to commencing works and when there is changes to the work environment or stage of construction.
	Incident Report Form	Document all workplace incidents using this form.
	Return to Work Plan	Document suitable duties/work restrictions for injured workers returning to work.
	Hazard Report Form	Document medium to high risk safety hazards using this form.
	Ongoing service provider reviews	Where required, Service providers to complete Service Providers WHS Review and Pre-Qualification forms. Update Service Providers' details on the Approved Service Providers Register.
	Corrective action and Non-Conformance Form	Document all non-conformances and corrective actions using this form.
	Risk assessment of new or changed plant or hazardous chemicals	Obtain or complete risk assessments.
	Permits	To be issued for designated high risk tasks.
	Populate/update all registers as per inspection schedule	

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ii. Definitions

Term	Definition
Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following: (a) actinolite asbestos; (b) grunerite (or amosite) asbestos (brown); (c) anthophyllite asbestos; (d) Chrysotile asbestos (white); (e) Crocidolite asbestos (blue); (f) tremolite asbestos; (g) a mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f).
Can	Indicates a possibility or a capability
Confined Space	A confined space means an enclosed or partially enclosed space that: (a) Is not designed or intended primarily to be occupied by a person (b) Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space (c) Is or is likely to be a risk to health and safety from: <ul style="list-style-type: none"> • An atmosphere that does not have a safe oxygen level, or; • Contaminants, including airborne gases, vapours and dusts that may cause injury from fire or explosion; • Harmful concentration of any airborne contaminants; • Engulfment.
Construction Work	Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.
Construction project	A project that involves construction work where the cost of the construction work is \$250,000 or more.
Consult	To share information about risks and what each party is doing to control the risk.
Co-operate	Providing assistance where necessary and ensuring that your activities do not interfere with the other person's duties
Co-ordinate	Planning and organising activities together so that each person can meet their duties
Dangerous incident	An incident in relation to a workplace that exposes a Worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure.
Due Diligence	As defined by Section 27 of the WHS Act, officers need to show that they have taken reasonable steps to: (a) Acquire and update their knowledge of health and safety matters; (b) Understand the operations being carried out by the person conducting the business or undertaking (PCBU) in which they are employed, and the hazards and risks associated with the operations; (c) Ensure that the person conducting the business or undertaking has, and uses, appropriate resources and processes to eliminate or minimize health and safety risks arising from work being done; (d) Ensure that the person conducting the business or undertaking has appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks; (e) Ensure that the person conducting the business or undertaking has, and uses, processes for complying with duties or obligations under the WHS Act; (f) To verify the provision and use of the resources and processes referred to in paragraphs above.
Design	As defined by the WHS Act; in relation to plant, a substance or a structure includes: (a) Design of part of the plant, substance or structure; and (b) Redesign or modify a design.

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Term	Definition
Electrical Work	As defined by clause 146 of the WHS Regulation, electrical work means: (a) Connecting electricity supply wiring to electrical equipment or disconnecting electricity supply wiring from electrical equipment; or (b) Installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation.
Electrical Isolation	Is any isolation that disconnects or inhibits an electrical supply to any equipment or apparatus.
Employer organisation	As defined by the WHS Act an employer organisation means an organisation of employers.
Engage in conduct	As defined by the WHS Act engage in conduct means doing an act or omitting to do an act.
Fatality	An occurrence of death
GHS	As defined by the WHS Regulation the GHS means The Globally Harmonised System of Classification and Labelling of Chemicals, third revised edition, published by the United Nations as modified under Schedule 6.
Health	As defined by the WHS Act health means physical and psychological health.
Health and safety representative	Means the health and safety representative elected under Part 5 of the WHS Act for the work group of which the Worker is a member.
Health Monitoring	In accordance with the WHS Regulation 2017 (NSW) WHS Regulation 2011 (QLD & NT), Health monitoring, of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain substances.
Health Surveillance	Health surveillance includes: a) Biological monitoring, is the measurement and evaluation of a hazardous substance in the body; b) Biological effects monitoring, which is the measurement and assessment of specific effects related to exposure; and c) Health effects monitoring, which is the assessment of early adverse health effects through measurement of biological function or the administration of a medical test.
Hazardous Energy Source	<i>This includes but is not limited to</i> electrical, compressed gas or hydraulic systems, charged springs, heated substances, radiation, sewerage systems and stored gravitational or kinetic energy.

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Term	Definition
High Risk Construction Work	<p>High risk construction work means construction work that:</p> <ul style="list-style-type: none"> (a) Involves a risk of a person falling more than 2 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near: <ul style="list-style-type: none"> (I) A shaft or trench with an excavated depth greater than 1.5 metres; or (II) A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or (q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work
Import	Importing means to bring into the jurisdiction from outside Australia.
Injury	<p>Damage or physical trauma made to a person by external force.</p> <p>FAI – First Aid Injury (cuts, abrasions, burns etc. requiring first aid treatment)</p> <p>MTI – Medical Treatment Injury (treatment by physician or medical personnel, including stitches, infection, removal of foreign objects etc.)</p> <p>LTI – Lost Time Injury (an injury that disables an injured or ill person to attend work to recover for a period of time).</p>
Illness	A disease or period of sickness affecting the body or mind.
Inspector	<p>The regulator may, by instrument, appoint any of the following as an inspector:</p> <ul style="list-style-type: none"> (a) A public servant; (b) An employee of a public authority; (c) The holder of a statutory office; (d) A person who is appointed as an inspector under a corresponding WHS Law; (e) A person in a prescribed class of persons.
Internal reviewer	As defined by the WHS Act, the internal reviewer means the regulator; or a person appointed by the regulator.
Isolation Point	A point where an energy source can be disconnected or inhibited and locked out. (Items such as electrical stop buttons, emergency stops, and electrical trip switches, electrical interlock switches, and photoelectric activated switches, pressure relief valves, etc. are not isolating devices).
May	Indicates a permission
Notifiable Incident	A notifiable incident is a death of a person or a serious injury or illness of a person or a dangerous incident.

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Term	Definition
Officer	<p>As per the WHS Act an officer is:</p> <ul style="list-style-type: none"> (a) An officer within the meaning of Section 9 of the Corporations Act 2001 of the Commonwealth other than a partner in a partnership; (b) an officer of the Crown within the meaning of Section 247; or (c) an officer of a public authority within the meaning of Section 252 other than an elected member of a local authority acting in that capacity. <p>An officer within the meaning of section 9 of the Corporations Act 2001 of the Commonwealth other than a partner in a partnership is defined as:</p> <ul style="list-style-type: none"> (a) a director or secretary of the corporation; or (b) a person: <ul style="list-style-type: none"> (i) who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or (ii) who has the capacity to significantly affect the corporation's financial standing; or (iii) in accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors or the corporation); or (c) a receiver, or receiver and manager, of the property of the corporation; or (d) an administrator of the corporation; or (e) an administrator of a deed of company arrangement executed by the corporation; or (f) a liquidator of the corporation; or (g) a trustee or other person administering a compromise or arrangement made between the corporation and someone else.
Others	As defined by the WHS Act, Others include persons at the workplace other than Workers or other PCBU's, such as visitors, customers, and members of the public.
PPE	As defined by the WHS Regulation, Personal Protective Equipment is anything that is used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment
Person conducting a business or undertaking (PCBU)	<p>As defined by Section 5 of the WHS Act a PCBU is:</p> <ul style="list-style-type: none"> (1) A person conducts a business or undertaking: <ul style="list-style-type: none"> (a) Whether the person conducts the business or undertaking alone or with others; and (b) Whether or not the business or undertaking is conducted for profit or gain. (2) A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association. (3) If a business or undertaking is conducted by a partnership (other than an incorporated partnership), a reference in this Act to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership. (4) A person does not conduct a business or undertaking to the extent that the person is engaged solely as a Worker in, or as an officer of, that business or undertaking. (5) An elected member of a local authority does not in that capacity conduct a business or undertaking. (6) The regulations may specify the circumstances in which a person may be taken not to be a person who conducts a business or undertaking for the purposes of this Act or any provision of this Act. (7) A volunteer association does not conduct a business or undertaking for the purposes of this Act. (8) In this section, <i>volunteer association</i> means a group of volunteers working together for 1 or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.
Plant	As defined by the WHS Act, plant means; any machinery, equipment, appliance, container, implement and tool, any component of any of those things; and anything fitted or connected to any of those things.

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Term	Definition
Principal Contractor	<p>A PCBU that commissions a construction project is the principal contractor for the project.</p> <p>If the person referred to above engages another PCBU as principal contractor for the construction project and authorises the person to have management or control of the workplace and to discharge the duties of a principal contractor under this Chapter, the person so engaged is the principal contractor for the project.</p> <p>If the owner of residential premises is an individual who directly or indirectly engages a PCBU to undertake a construction project in relation to the premises, the person so engaged is the contractor for the project if the person has management or control of the workplace.</p> <p>A construction project has only one principal contractor at any specific time.</p>
Reasonably practicable	<p>As defined by Section 18 of the WHS Act, 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:</p> <ul style="list-style-type: none"> (a) The likelihood of the hazard or risk concerned occurring; and (b) The degree of harm that might result from the hazard or the risk; and (c) What the person concerned knows, or ought reasonably to know, about: <ul style="list-style-type: none"> (i) The hazard or the risk; and (ii) Ways of eliminating or minimising the risk; and (d) The availability and suitability of ways to eliminate or minimise the risk; and (e) 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.
Representative	<p>As defined by the WHS Act, a representative, in relation to a Worker, means:</p> <ul style="list-style-type: none"> (a) The health and safety representative for the Worker; (b) A union representing the Worker; or (c) Any other person the Worker authorises to represent him or her.
SDS	<p>SDS stands for a Safety Data Sheet. It is a document obtained from the supplier of materials outlining the associated storage conditions and safety precautions.</p>
Serious Injury or illness	<p>As defined under the WHS Act a Serious injury or Illness means an injury or illness requiring the person to have:</p> <ul style="list-style-type: none"> (a) Immediate treatment as an in-patient in hospital; or (b) Immediate treatment for: <ul style="list-style-type: none"> (i) The amputation of any part of his or her body; or (ii) A serious head injury; or (iii) A serious eye injury; or (iv) A serious burn; or (v) The separation of his or her skin from an underlying tissue (such as degloving or scalping); or (vi) A spinal injury; or (vii) The loss of a bodily function; or (viii) Serious lacerations; or (ix) Medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the WHS regulations but does not include an illness or injury of a prescribed kind.
Service Provider	<p>A company or individual who provides a service as required by the contracting business in exchange for payment.</p>
Shall	Indicates a requirement
Should	Indicates a recommendation

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Term	Definition
SSMP	<p>Site Safety Management Plan is referred to as a WHS management plan in the WHS Regulation 2017, Clause 309.</p> <p>The plan must include the following:</p> <ul style="list-style-type: none"> (a) the names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project, (b) the arrangements in place, between any persons conducting a business or undertaking at the workplace where the construction project is being undertaken, for consultation, co-operation and the co-ordination of activities in relation to compliance with their duties under the Act and this Regulation, (c) the arrangements in place for managing any work health and safety incidents that occur, (d) any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules, (e) the arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace.
Structure	<p>As defined by the WHS Act, a structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:</p> <ul style="list-style-type: none"> (a) Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and (b) Any component of a structure; and (c) Part of a structure.
Substance	<p>As defined by the WHS Act, a substance means any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour.</p>
SWMS	<p>Safe Work Method Statement is a document detailing the High Risk Construction Work Activity. It must:</p> <ul style="list-style-type: none"> (a) identify the work that is high risk construction work, and (b) specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards, and (c) describe the measures to be implemented to control the risks, and (d) describe how the control measures are to be implemented, monitored and reviewed.
Supply	<p>As defined by Section 6 of the WHS Act, supply means:</p> <ul style="list-style-type: none"> (1) A supply of a thing includes a supply and a resupply of the thing by way of sale, exchange, lease, hire or hire purchase, whether as principal or agent. (2) A supply of a thing occurs on the passing of possession of the thing to the person or an agent of the person to be supplied. (3) A supply of a thing does not include: <ul style="list-style-type: none"> (a) The return of possession of a thing to the owner of the thing at the end of a lease or other agreement; or (b) A prescribed supply. (4) A financier is taken not to supply plant, a substance or a structure if: <ul style="list-style-type: none"> (a) The financier has, in the course of the financier's business as a financier, acquired ownership of, or another right in, the plant, substance or structure on behalf of a customer of the financier; and (b) The action by the financier, that would be a supply but is taken by the financier for, or on behalf of, that customer. (5) If subsection (4) applies, the person (other than the financier) who had possession of the plant, substance or structure immediately before the financier's customer obtained possession of the plant, substance or structure is taken to have supplied the plant, substance or structure to the financier's customer.
Union	<p>As defined by the WHS Act, a union means:</p> <ul style="list-style-type: none"> (a) An employee organisation that is registered, or taken to be registered, under the <i>Fair Work (Registered Organisations) Act 2009</i> of the Commonwealth; or (b) An association of Workers or independent Service Providers, or both, that is registered or recognised as such an association (however described) under a State or Territory industrial law.
Volunteer	<p>As defined by the WHS Act, a volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).</p>

Work Health & Safety Management System

Term	Definition
WHSMS	Work Health and Safety Management System is a system or methodology used by a business to manage the WHS obligations within a business. It is useful for organising how workplace health and safety is managed and provides a proactive and systematic approach.
Work group	A work group usually consists of Workers who perform similar types of work and have similar health and safety conditions within the workplace. They represent the interests of Workers and ensure that health and safety representatives (HSRs) are accessible to work group members.
Worker	<p>Section 7 of the WHS Act has defined a Worker as:</p> <p>(1) A person is a Worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:</p> <ul style="list-style-type: none"> (a) An employee; or (b) A Contractor or subcontractor; or (c) An employee of a Contractor or subcontractor; or (d) An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) An outWorker; or (f) An apprentice or trainee; or (g) A student gaining work experience; or (h) A volunteer; or (i) A person of a prescribed class. <p>The PCBU is also a <i>Worker</i> if the person is an individual who carries out work in that business or undertaking.</p>
Workplace	<p>As defined by Section 8 of the WHS Act, a workplace means:</p> <p>(1) A workplace is a place where work is carried out for a business or undertaking and includes any place where a Worker goes, or is likely to be, while at work.</p> <p>(2) In this section, place includes:</p> <ul style="list-style-type: none"> (a) A vehicle, vessel, aircraft or other mobile structure; and (b) Any waters and any installation on land, on the bed of any waters or floating on any waters.
WHS	"WHS" means Work Health and Safety

Work Health & Safety Management System

iii. Introduction

Work Health and Safety (WHS) is an integral part of its business operations and Robertson's Remedial and Painting Pty Ltd demand best practice in all matters relating to safety. The following Work Health and Safety Management System has been developed to assist Robertson's Remedial and Painting Pty Ltd to manage the Work Health and Safety hazards at its workplace and assist in complying with the WHS Act 2011 and WHS Regulation 2017 or the equivalent state legislation.

The WHS Management System identifies hazards that Robertson's Remedial and Painting Pty Ltd may be exposed to and details the control measures to be implemented to assist in controlling these hazards.

The WHS Management System consists of the following components:

1. Senior Management Commitment
2. Communication and Consultation
3. Managing Service Providers
4. Risk Management
5. Training
6. Inspection, Testing and Servicing
7. Incident Management and Corrective Action
8. Purchasing, Handling, Storage, Packaging and Delivery
9. Reporting and Performance Measurement
10. Internal Reviews
11. Documentation and Records

This WHS Management System is to be available to all persons within the company. Any questions relating to the WHS Management System should be directed to **Leslie Robertson (02) 9181 3519** in the first instance or **Compliance OH&S (02) 9521 1666**.

This WHS Management System will be maintained at the office by the Administration Manager. The WHS Management System will be reviewed and updated every two years.

All workers of Robertson's Remedial and Painting Pty Ltd will be inducted into the WHS Management system components, including its policies, procedures, forms etc.

Site Safety Management Plans will be developed for all construction projects over \$250,000 where Robertson's Remedial and Painting Pty Ltd are the Principal Contractor, and when requested by a client. They will be prepared in line with complying to the WHS Regulation 2017.

Safe Work Method Statements will be developed for all high-risk construction activities, as per Section 4 of this WHS Management System.

Safe Work Instructions will be completed for all tasks that do not fall within the 'high-risk construction activity' work, where necessary.

Work Health & Safety Management System

iv. Overview of Legal and Other Requirements

The Work Health & Safety Act 2011 is the principal piece of legislation that applies to work in New South Wales. The Work Health & Safety Regulation 2017 supports this.

Below are the details of some of the legislation relevant to Robertson's Remedial and Painting Pty Ltd. The following Codes of Practice from Safe Work NSW have been identified as relevant to Robertson's Remedial and Painting Pty Ltd and will be made available to workers:

- Abrasive Blasting (2022)
- Confined Spaces (2022)
- Construction Work (2019)
- Demolition Work (2019)
- Excavation Work (2020)
- First Aid in the Workplace (2020)
- Formwork (2020)
- Hazardous Manual Tasks (2019)
- How to Manage and Control Asbestos in the Workplace (2022)
- How to Manage Work Health and Safety Risks (2019)
- How to Safely Remove Asbestos (2022)
- Managing Electrical Risks in the Workplace (2019)
- Managing Noise and Preventing Hearing Loss at Work (2022)
- Managing Psychosocial hazards at Work (2021)
- Managing risks of Hazardous Chemicals in the Workplace (2020)
- Managing the risk of Falls at Workplace (2019)
- Managing the risk of Plant in the Workplace (2022)
- Managing the risks of silica from engineered stone in the Workplace (2022)
- Managing the Work Environment and Facilities (2018)
- Preventing Falls in housing construction (2019)
- Spray Painting and Powder Coating (2022)
- Welding Processes (2022)
- Work Health and Safety Consultation Cooperation and Coordination (2022)

The following documents have been used as guidance material in the development of this system:

- The NSW Government Work Health and Safety Management Systems Auditing Guidelines 6th Edition December 2019
- ISO 45001:2018, Occupational Health and Safety Management Systems – Requirements with guidance for use.
- AS/NZS 4804: 2001, Work Health and Safety Management Systems – General Guidelines on Principles, Systems and Supporting Techniques.
- ISO 31000: 2018 Risk Management
- ISO 14001: 2015, Environmental Management Systems – Specifications with Guidance for use.

Guidance Material

All workers can access the above materials at any time by contacting senior management or visiting www.safework.nsw.gov.au. WHS information is available from SafeWork NSW or Safe Work Australia. Updated information on legislation will be accessed through "OHS Alerts" by Senior Management.

All workers can access the above materials at any time by contacting senior management or visiting the website of the regulator for your state using the table below. Guidance material is also available from Safe Work NSW. Updated information on legislation will be accessed through "OHS Alerts" by Senior Management.

Work Health & Safety Management System

State	WHS Regulator	Website
New South Wales	SafeWork NSW	www.safework.nsw.gov.au
Commonwealth	Comcare	https://www.comcare.gov.au

Evaluating Legislative Compliance

Robertson's Remedial and Painting Pty Ltd will evaluate WHS legal requirements at a regular basis at management meetings along with the legal register to determine if the legislation is up to date and applicable with the company's operations. Internal audit Form (10.3) and Management Review (10.4) form will be completed to continually evaluate Robertson's Remedial and Painting Pty Ltd compliance to legislation. Compliance OH&S has subscriptions to OHS alert and has access to Australian/New Zealand and International Standards which will keep Robertson's Remedial and Painting Pty Ltd notified to any changes and provide any necessary standards that Robertson's Remedial and Painting Pty Ltd require.

For further legislation refer to Legal Register

The Work Health and Safety Act 2011

PCBU Responsibilities:

The purpose of the WHS Act is to outline the broad legal duties of parties. Under the WHS Act 2011 a PCBU shall ensure, so far as is reasonably practicable, the health and safety of workers and other persons.

Section 19 Primary Duty of Care

A person conducting a business or undertaking shall ensure, so far as reasonably practicable, the health and safety of workers and others who may be affected by the carrying out of work. Because of the expanded nature of the duty of care owed by all PCBU's it is likely that several PCBU's will own the same duty of care to the same person concurrently, thus more than one person can concurrently have the same duty.

Under Section 19 a PCBU shall ensure so far as is reasonably practicable:

- The provision and maintenance of a work environment without risks to health and safety; and
- The provision and maintenance of safe plant and structures; and
- The provision and maintenance of safe systems of working; and
- The safe use, handling and storage of plant, structures and substances; and
- The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
- The provision of any information, training, instruction or 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.
- That the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

The WHS Regulation also imposes a duty on PCBUs to provide a system of work that includes effective communication with remote or isolated workers.

Duty to Consult

Beyond this duty of care, the WHS Act imposes another duty on PCBUs; The duty to consult, cooperate, and coordinate activities with other duty holders and workers who carry out work

Work Health & Safety Management System

for the business who are likely to be directly affected by a matter relating to work health and safety.

In some circumstances there may be multiple businesses or undertakings involved in the same task or activity (for example suppliers, contractors and building owners). This means there may be multiple PCBUs that owe a duty to workers and other persons.

If more than one PCBU owes a duty in relation to the same matter, each PCBU retains responsibility and must discharge their duty to the extent to which the PCBU has the capacity to influence and control the matter.

Due Diligence

Division 4 Section 27 Imposes a positive duty on officers to exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation. Due Diligence includes taking reasonable steps:

- a) To acquire and keep-up-to-date knowledge of work health and safety matters; and
- b) To gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations; and
- c) To ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and
- d) To ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- e) To ensure that the person conducting the business or undertaking has and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act; and
- f) To verify the provision and use of the resources and processes referred to in paragraphs (c)–(e).

Worker Responsibilities:

Section 28 imposes duties upon workers. While at work, a worker shall:

- a) Take reasonable care for his or her own health and safety; and
- b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) Comply, so far as the worker is reasonably able with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- d) Cooperate 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 notified to workers

Right to cease unsafe work

A worker may cease, or refuse to carry out, work if the worker has a reasonable concern that to carry out the work would expose the worker to a serious risk to the workers' health and safety, emanating from an immediate or imminent exposure to a hazard.

v. Robertson's Remedial and Painting Pty Ltd Details

Robertson's Remedial and Painting Pty Ltd perform remedial and painting works for residential, strata and commercial clients.

COMPANY NAME: Robertson's Remedial and Painting Pty Ltd

ADDRESS: Unit 10/56 Buffalo Road Gladesville, NSW 2111

PHONE NUMBER: (02) 9181 3519 **ABN:** 16 140 746 247

Company Description and Scope of Works:

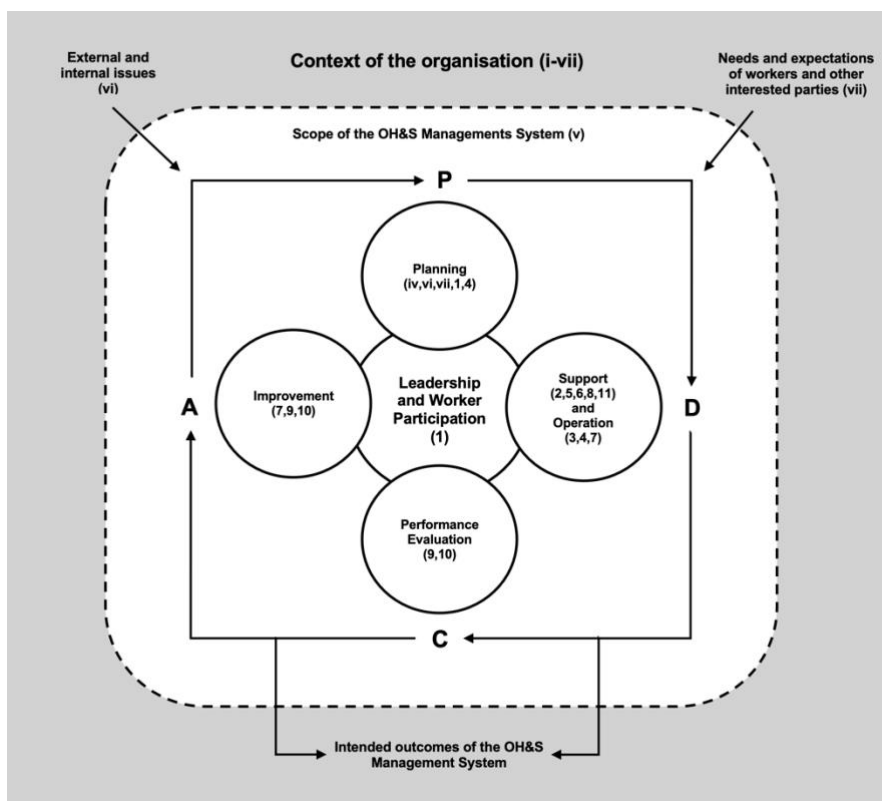
To determine the scope, Robertson's Remedial and Painting Pty Ltd considers the external and internal issues, the needs and expectations of interested parties (e.g., workers, employers, governing bodies and other parties) and the planned and performed work-related activities. The scope of work is listed below:

- Exterior and interior painting
- Heritage restoration
- Lead paint removal
- Graffiti removal and prevention
- Timber staining
- Line marking
- Remedial building repairs
- Render and concrete repairs
- Concrete cancer and spalling repairs
- Tiling
- Fencing and gates
- Balustrade and handrail installations
- Concreting including driveway installations
- Lintel replacements
- Crack stitching, brick and cavity ties
- Roofing repairs
- Waste pipe repairs and replacements
- Carpentry services
- Window repairs and replacements
- Waterproofing
- Gutter and down pipe repairs and replacements
- Retainer walls
- Electrical services

The WHS Management System is applicable to all our operations and covers all our products and services. The external boundaries of the WHS Management System are driven by our customers or Principal Contractor's contractual arrangements. In other words, Robertson's Remedial and Painting Pty Ltd will follow their WHS Management System or where specified by contractual obligations, the customer's or Principal Contractor's WHS Management System and processes.

The WHS Management System and associated documentation will be maintained and retained in accordance with the document control and records procedures. The PDCA Cycle will be applied to all processes that is part of the WHS Management System. See PDCA Cycle below.

Work Health & Safety Management System



Robertson's Remedial and Painting Pty Ltd Management:

Title	Name	Contact Number
Director	Leslie Robertson	0414 719 192
Project Managers	Jim Georgiadis	0401 889 897
	Rob Oste	0458 209 158
	John Clearly	0418 420 003
	Nick Vuckovic	0477 990 002
	David Oste	0476 265 066
	Yaseen Nijaat	0456 005 520
	Dean Curtis	0450 470 609
Operations Manager	Ericka Paredes	(02) 9181 3519
Office Manager	Nadia Peric	(02) 9181 3519

vi. Internal & External WHS Issues

Robertson's Remedial and Painting Pty Ltd are determined to address all the internal and external issues that can affect the company. All aspects, impact, risk and opportunities are assessed. These internal and external issues will be reviewed and monitored regularly to control the WHS outcomes that can affect the Robertson's Remedial and Painting Pty Ltd. Each issue is identified (**Refer to excel spreadsheet**) detailing the possible WHS issues and the proposed control measures to minimise WHS issues.

Conducting management meetings, internal audits and management reviews will assess and manage internal and external issues and amend where requires to accurately reflect the organisation's the issues.

Please refer to the Internal and External Issues register located on the company server.

vii. Understanding the Needs & Expectations of Workers and Other Interested Parties

Robertson's Remedial and Painting Pty Ltd has reviewed the business operations to determine all the potential interested parties relevant to the WHS Management System. The interested parties needs and expectations will be reviewed and monitored by conducting management meetings, internal audits and management reviews.

interested parties' needs and expectations and the scope are outlined below:

- The criteria and methods needed to ensure the effectiveness of actual operation and the controls thereof for the smooth running of the processes are determined through a system of systematic internal audits and management reviews.
- The availability of the necessary resources and information required to support the operation and the monitoring of these processes are ensured and supported by top management.
- The processes are regularly monitored, systematically measured and thoroughly analysed through internal and external audits and management reviews,
- To achieve the results as planned, proper actions are implemented. These actions also serve the objective of continual improvement.
- The responsibilities and authorities will be allocated for these processes.

The controls on the above activities are described in this manual and in the appropriate policies and procedures. The responsibilities for the WHS Management System are detailed throughout the System and in the job position descriptions.

Please refer to the Needs and Expectations of Interested Parties register located on the company server.

SECTION ONE: Senior Management Commitment

Work Health & Safety Management System

1.1 Work Health and Safety Policy

Policy Statement

Robertson's Remedial and Painting Pty Ltd will comply with all requirements of the WHS Act 2011 and WHS Regulation 2017. The Work Health and Safety Policy has been developed to assist in maintaining the health and safety of all workers and others and is an integral part of all business operations. Robertson's Remedial and Painting Pty Ltd has established measurable objectives and targets to ensure continued improvement aimed at the elimination of work-related injury and illness, hazards, reducing risks and to provide a safe place of work.

Policy scope

Robertson's Remedial and Painting Pty Ltd requires that all workers, who are employed under any capacity, adhere to this policy. Workers include but are not limited to, those who are defined under the WHS Act 2011, PCBU, Officers, Visitors, and any other person who performs work for, with, on behalf of, or visits the company, at any time. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. It is imperative that all individuals detailed above contribute to health and safety, as directed in this governing policy and all related procedures.

Policy Implementation

Robertson's Remedial and Painting Pty Ltd will continually develop and enforce policies and procedures in line with the current WHS legislation to assist and maintain the health and safety at the workplace.

It is the policy of Robertson's Remedial and Painting Pty Ltd to ensure that all risks are identified, assessed and controlled in accordance with the legislation. Robertson's Remedial and Painting Pty Ltd will regularly review the WHS Management System for continual improvement.

Robertson's Remedial and Painting Pty Ltd will co-operate with statutory and non-statutory bodies concerning WHS to assist with compliance.

As an integral process of the WHS Management System, Robertson's Remedial and Painting Pty Ltd is committed to consulting with, and encouraging participation of workers in relation to work, health and safety requirements. This will ensure workers are aware of the importance of WHS statutory requirements, company policies and procedures to identify, assess and control WHS Issues and undertake any relevant training programs.

WHS Objectives

- Implementation & Maintenance of the WHS Management System;
- Develop Site Safety Management Plans specific to each project of operation;
- Establish a reporting system to identify Hazards, Incidents and Non-conformances;
- Include WHS on the agenda of company meetings;

The WHS policy shall be communicated to all workers by

- Displaying copies on notice boards etc.
- Including the policy in inductions for workers.
- Made available as documented information to all parties.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

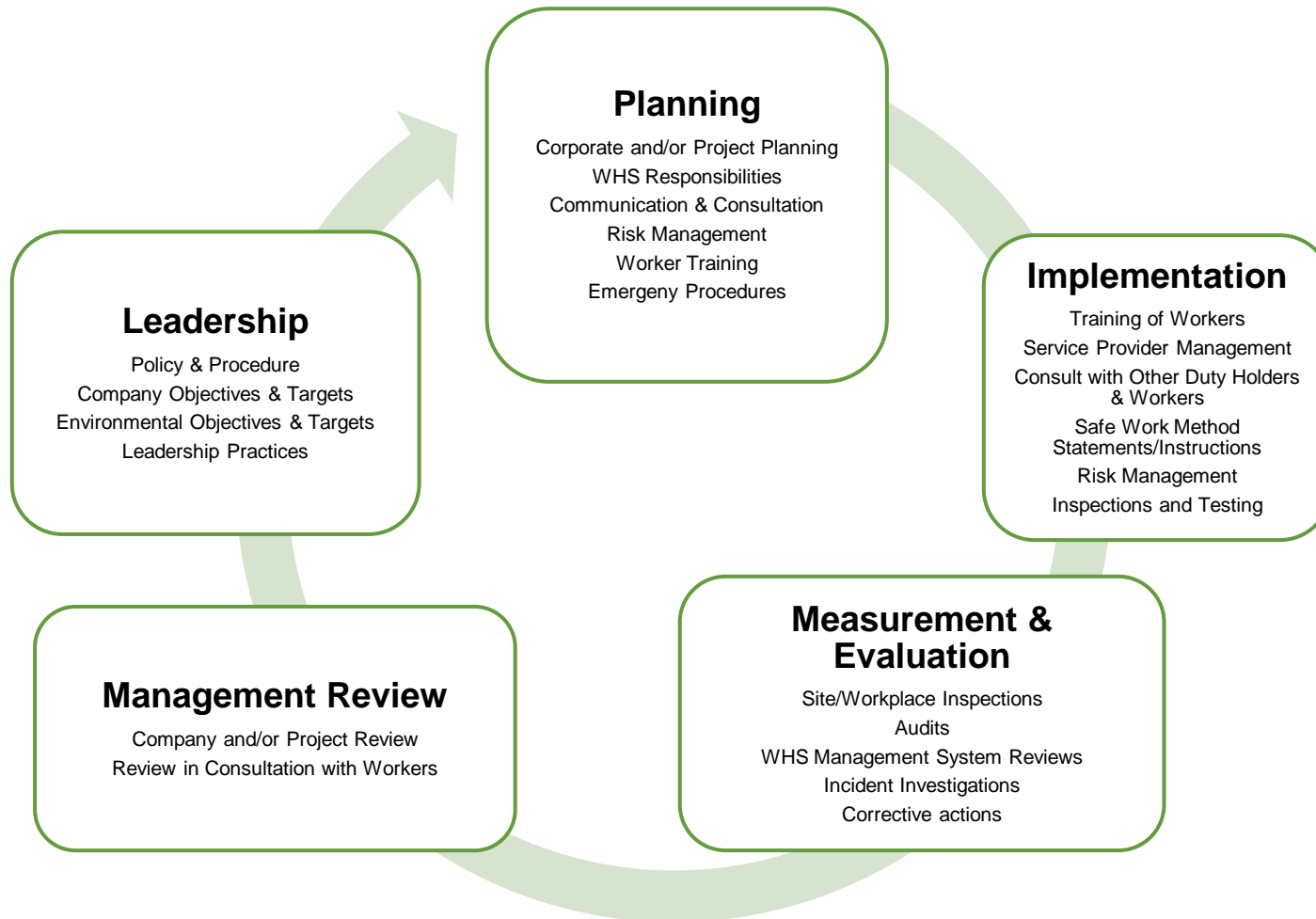
Signed: (Leslie Robertson)

Date: 28-03-24

Review date: 28-03-26

Work Health & Safety Management System

1.2 Elements of PCBU Duty



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1.3 Work Health Safety Procedure

Planning WHS Objectives & Targets:

WHS objectives and targets are developed to maintain and continually improve the WHS management system and its performance.

The objectives and targets should be:

- Consistent with the WHS policy,
- Measurable (if practicable) or capable of performance evaluation
- Monitored
- Communicated to workers via inductions, toolbox talks and other meetings
- Updated annually or as appropriate

When planning for objectives and targets, the risks and opportunities in the business, together with consulting the workers, need to be identified first in order for the objectives and targets to be determined. The actions to achieve WHS objectives will be integrated into the company's business processes.

WHS Objectives and Targets are located on the company server.

Planning WHS Activities

The implementation of the system is dependent on the level of management commitment to the system and its implementation and how well that commitment is demonstrated to their workers. It is therefore vital for all Project Managers and Site Supervisors to demonstrate their commitment to WHS sincerely and consistently.

Resources for the establishment, implementation, maintenance and continual improvement of the WHS Management System will be determined and provided as appropriate prior to commencing any activities.

Risks and opportunities identified within the company and its operations will require addressing through the risk management process.

Workers will be requested to make contributions to the WHS management system. They will be made aware of their contribution to the effectiveness of the system, including the benefits of an improved WHS management system.

The Guide to Implementing the WHSMS, at beginning of this document, and the Implementation Calendar will be used to assist with planning and implementing the WHS Management System within the company.

The Project Manager and Site Supervisor should, always, lead by example in complying with WHS rules and regulations of the site. For example, wearing PPE in designated areas always demonstrates the commitment to Work Health and Safety.

To ensure Robertson's Remedial and Painting Pty Ltd comply with the relevant legislative requirements and Australian Standards, they will have Compliance OH&S conduct a WHS Review on the implementation of the WHS Management System and discuss performance on a regular basis. Compliance OH&S will complete the Internal Audit Form and recommend corrective actions for any areas for improvement that are identified.

To enable Robertson's Remedial and Painting Pty Ltd to review and monitor the performance of Service Providers, Robertson's Remedial and Painting Pty Ltd shall complete Section Three 'Service Providers' to ensure suitability of engagement. Add approved Service Providers to the Approved Service Providers Register.

Work Health & Safety Management System

All meetings held within Robertson's Remedial and Painting Pty Ltd that could have an impact on workers shall have WHS as an item on its agenda. This platform may be used as an opportunity to communicate WHS issues relevant to the workers present e.g. recent incidents, upcoming WHS training, progress towards targets, progress towards implementation of the WHS Management System, results of audits or inspections etc.

This may also be used as an opportunity for meeting attendees to bring up additional WHS issues and have them recorded and addressed. The WHS issues which have been brought up at the meeting shall be included in the minutes of that meeting and a member of the meeting nominated to address or follow up on the issue and set appropriate actions.

Senior management shall regularly have discussions with the workers to gain a greater understanding of any issues, methods of work etc. Management will conduct a Site Inspection Checklist on a regular basis. This enables Management to understand if procedures and rules are being followed and provides an opportunity for positive reinforcement and communication around WHS Issues.

To manage risk, Hazards and incidents identified, Risks assessed, and controls implemented will be monitored and documented in either of the following forms, following the respective procedure:

- Hazard Report Form – for any hazards identified
- Incident Report Form – for any occurrence of incidents
- Corrective Action and Non Conformance Form – for all corrective actions.

In the event that a worker is injured / ill, a Return to Work Plan is to be completed for a worker returning to work on light duties to detail their suitable duties and monitor their progress.

Robertson's Remedial and Painting Pty Ltd shall monitor the First Aid equipment and facilities, in accordance with the First Aid Policy and Code of Practice. To do so, Robertson's Remedial and Painting Pty Ltd should complete the First Aid Kit Contents Checklist against all First Aid Kits on an annual basis, as a minimum.

Robertson's Remedial and Painting Pty Ltd shall populate all required registers, as per the schedule, including:

- Hazardous Substances Risk Assessment & Register;
- Training / Licence Register;
- Induction Register;
- Fire Extinguisher Register;
- Plant and Equipment Register;
- Electrical Equipment Testing Register.

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1.4 Reasonably Practicable

The Work Health and Safety Act 2011 defines Reasonably Practicable as the PCBU's duty of care in Section 18 of the Act. In this Act, 'Reasonably Practicable', in relation to a duty to ensure health and safety means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, considering and weighing up all relevant matters including:



What is 'reasonable practicability' requires a proper and robust risk management process to be applied to the systems for carrying out work. An important consideration in relation to this definition is that cost is a last consideration. There will be few, if any, situations where costs will outweigh the risks when assessing whether any step need to be taken to control the risks associated with understating a particular task.

Reasonably practicable is the balance between risk and time, effort and cost. The more likely the hazard or risk is, or the greater the harm that may result from the hazard, the less weight should be given to the cost of eliminating or minimizing the risk.

Work Health & Safety Management System



1.5 WHS Objectives and Targets

Please refer to the Management register located on the company server

1.6 Organisational Chart

Please refer to the Management register located on the company server.

Work Health & Safety Management System

1.7 WHS Duties and Responsibilities Statement

The responsibilities and authorities for relevant roles within the WHS management system have been assigned below and communicated at all levels within the company and maintained as documented information.

Specific Responsibilities of the Director:	Leslie Robertson
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- Ensure that the WHS Management Systems, Plans, and Procedures are implemented and maintained and monitored for compliance;
- Support workers and hold them accountable for their specific responsibilities.
- Take overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities.
- Ensure that senior management is committed to continuous improvement of the WHS Management System;
- Ensure that in the area of their control the WHS program is complied with and workers are supervised and trained to meet their requirements;
- Ensure that workers are consulted on issues, which affect their health, and safety and any concerns they may have are referred to Robertson's Remedial and Painting Pty Ltd;
- Support health & safety committees, where established;
- Identify, assess and control risks in the workplace;
- Manage the acquisition and dissemination of WHS information to Site Supervisors workforce;
- Ensure all Project Managers and Site Supervisors attend Risk Management training and attended adequate on going WHS training;
- Participate in regular senior management WHS meetings and ensure records are taken;
- Ensure financial support is provided for all reasonable safety initiatives;
- Allocate human, technical and financial resources adequate to meet WHS needs.
- Establish and review WHS policy and related WHS objectives to ensure compatibility with the strategic direction of the company Robertson's Remedial and Painting Pty Ltd.
- Develop, lead and promote a culture at Robertson's Remedial and Painting Pty Ltd that supports the intended outcomes of the WHSMS.

Specific Responsibilities of Officers
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If deemed an Officer, the Officer shall *exercise Due Diligence* to ensure they comply with their legislative duty. Due Diligence includes taking reasonable steps:

- Acquire and keep-up-to-date knowledge of work health and safety matters; and
- Gain an understanding of the nature of the operations of the business or undertaking of Robertson's Remedial and Painting Pty Ltd and generally of the hazards and risks associated with those operations; and
- Ensure that Robertson's Remedial and Painting Pty Ltd has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
- Ensure that Robertson's Remedial and Painting Pty Ltd has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- Ensure that Robertson's Remedial and Painting Pty Ltd has and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act;
- Ensure that Robertson's Remedial and Painting Pty Ltd is made aware of any post implementation issues & maintenance issues required to the WHS Management system

Work Health & Safety Management System

Specific Responsibilities of Project Manager:

- Ensure that Work Health and Safety Management System is developed and implemented;
- Report on WHSMS performance to management;
- Assist with compliance to the WHS legislation, regulations, standards and codes;
- Support workers and hold them accountable for their specific responsibilities.
- To develop the Site Safety Management Plans and SWMS;
- Define service provider WHS requirements;
- Define roles and responsibilities of workers responsible for WHS matters;
- Identify and assess risks associated with work and document risk control measures to be taken;
- Consult with all workers and duty holders on WHS issues, including WHS policies, plans and procedures
- Implement emergency procedures;
- Acquire and disseminate WHS information to workers;
- Participate in investigating incidents, accidents and initiating corrective actions;
- Coordinate the rehabilitation of workers who have been injured at work, by encouraging their early return to work through work-based rehabilitation programmes;
- Encourage reporting of all incidents. Workers will be supported and made sure no reprisals come from reporting of incidents.
- Ensure the appropriate forms are completed and investigate all reported events;
- Undertake internal audits of the WHS Management system and its implementation on a regular basis;
- Complete Site Risk Assessments and implement control measures where relevant;

Specific Responsibilities of Site Supervisor:

- Implement the Site Safety Management Plans;
- Verify workers implement SWMS & review SWMS issued to workers on a regular basis;
- Acquire and disseminate WHS information to workers and Service Providers;
- Investigate incidents and initiating corrective actions;
- Ensure compliance with safe working rules;
- Identify / quarantine unsafe work areas, materials, plant and equipment;
- Ensure that safe working practices and procedures are implemented and adhered to;
- Ensure that plant and equipment is maintained in a safe condition, and a regular programme of maintenance completed;
- Thorough regular plant inspections identify potential problems and hazards. When necessary, arrange assessment of possible hazards and implement control measures;
- Encourage the involvement of all Service Providers in achieving a safe and healthy workplace, by arranging safety meetings and inviting input from people on matters relating to work processes as well as health and safety;
- Encourage reporting of all incidents as well as accidents and injuries. Ensure the appropriate forms are completed and investigate all reported events;
- Ensure all workers have General Construction Induction Training;
- Ensure the reporting of illness/injury and incidents and producing and collating related statistics;
- Ensure that all workers on-site receive induction training and arrange other health, safety and on the job training when required;
- Ensure that personal protective equipment is used by workers;
- Maintain the First Aid Kit and ensure that all injuries are recorded;
- Consult with all workers and duty holders on a range of WHS issues, including WHS policies, plans and procedures
- Ensure that activities performed do not place others at the workplace at risk;
- Ensure emergency contact procedures are displayed and clearly communicated on site.

Work Health & Safety Management System

- Manage WHS Record Keeping including training records;
- Review service provider's performance and ensure the completion report is completed where necessary;
- Ensure WHS Site Safety Rules / Safety Signage are displayed in suitable locations.

Specific Responsibilities of Operations Manager & Office Manager:	Ericka Paredes & Nadia Peric
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- Maintain the first aid facilities;
- Manage the acquisition and dissemination of WHS information to workers;
- Ensure emergency contact procedures are displayed and clearly communicated at the office;
- Manage and maintain all WHS documentation and records;
- Assess Service Providers abilities to comply with WHS requirements;
- Ensure all workers including Site Supervisors attended adequate on going WHS training;
- Ensure all Project Managers and Site Supervisors attend Risk Management training;
- Collate incident and injury statistics;
- Maintain the hazardous chemicals register;

Specific Responsibilities of First Aider:	
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- Maintain first aid stocks;
- Record first aid injuries accordingly;
- Provide first aid where necessary.

Specific Responsibilities of the WHS Management Representative:
--

- Ensure the WHSMS requirements are established, implemented and maintained in accordance with ISO 45001:2018.
- Ensure the WHSMS requirements are established, implemented and maintained in accordance with ISO 45001:2018 OH&S Management Systems.
- Report on the performance of the WHSMS to top management for review and as a basis for improvement of the WHSMS.

Specific Responsibilities of Compliance OH&S:
--

- Support and assist with the rehabilitation of workers who have been injured at work, by encouraging their early return to normality through work-based rehabilitation programmes;
- Assist Project Managers and Site Supervisors in identifying and assessing the hazards associated with the works including documenting the hazard control measures to be undertaken;
- Assist in managing the policies and undertaking internal audits of the WHS Management system and its use on a regular basis;
- Assist in developing Site Safety Management Plans and Project Safety Management Plans where necessary;
- Provide additional assistance and advice in relation to WHS matters;
- Assist in conducting site-specific inductions and safety training where necessary;
- Keep abreast of legislation updates.

Workers Responsibilities:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and

Work Health & Safety Management System

- Comply, so far as the worker is reasonably able with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- Cooperate 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 notified to workers

Service Providers

- Service Providers have the same responsibilities as Robertson's Remedial and Painting Pty Ltd, the PCBU, under the WHS Act 2011 as per above responsibilities.
- Comply with the WHS Regulation 2017, relevant Australian Standards, Codes of Practice and Industry Standards and
- Comply with Robertson's Remedial and Painting Pty Ltd Policies & Procedures.
- Comply with Section 3 of the WHSMS, Service Providers'.
- Responsible for any Service Providers working on their behalf (subletting of works).
- Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of contract.
- Service Providers should provide:
 - Copies of professional insurance details;
 - Copies of relevant licence and accreditations;
 - Copies of a current Workers Compensation policy covering all workers;
 - Copies of SWMS for all tasks that they are to carry out.
 - Copies of SDS for any hazardous chemicals that are to be used on site.
 - Evidence of their own Work Health and Safety Management Systems.

Work Health & Safety Management System

1.8 Bullying, Harassment and Anti-Discrimination Policy

Policy Statement

Bullying is repeated, unreasonable and unwelcome behaviour that is directed towards a worker or group of workers that creates a risk to health and safety. Harassment and discrimination are when a worker or a group of workers are treated less favourably due to a particular characteristic, including but not limited to a person's age, race or gender. Robertson's Remedial and Painting Pty Ltd is committed to ensuring that all workers can be free from bullying, harassment and discrimination whilst at work.

Policy Scope

This policy applies to all workers who are employed under any capacity by Robertson's Remedial and Painting Pty Ltd. Additionally, this policy covers workers when they are attending other sites, locations or events on behalf of work (e.g. meetings, workplace events). This policy does not cover work-related interpersonal conflicts and occasional differences of opinion or disagreement, reasonable and appropriate corrective management of workers poor performance, and anything outside of the scope of bullying, harassment and discrimination.

Policy Implementation

Expectations of Robertson's Remedial and Painting Pty Ltd

- Provide all workers with an environment free from bullying, harassment and discrimination.
- Investigate any complaints of bullying, harassment and discrimination confidentially, objectively, and in a timely manner.
- Ensure that all workers involved are treated fairly throughout the investigation.
- Provide workers with information and training about bullying, harassment and discrimination

Workers' rights and responsibilities:

- Workers have the right to a work environment free of harassment, discrimination and bullying.
- Workers have the right to a confidential, timely and objective investigation of any complaints of harassment or discrimination.
- Workers also have the right to apply directly to the Fair Work Commission for an order to stop any future occurrence of harassment, or discrimination.
- Workers shall not engage in cases of harassment, discrimination or bullying which does not directly involve them.
- Report any incidents of harassment or discrimination they may witness, regardless of their seriousness.
- Ensure they do not victimise any person involved in a complaint of Bullying, harassment or discrimination.
- Ensure that if involved in complaints, confidentiality is maintained.
- Treat all workplace participants fairly and with respect.

Breach of This Policy

Should any worker, who are employed under any capacity, breach this policy and/or procedure, they may be subject to disciplinary action up to and including dismissal. All cases will be investigated fairly to ensure the correct outcome is achieved.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

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1.9 Bullying, Harassment and Anti-Discrimination Procedure

Definitions

Harassment

Harassment is described as any unwelcome behaviour which intimidates, humiliates or offends another worker and may create a hostile environment. Harassment is also unlawfully treating a person less favourably because of their sex, gender, race, age or disability.

Workplace harassment can include, but is not restricted to the following areas:

- Unwelcome requests for sexual favours;
- Leering, wolf whistles, catcalls, obscene gestures, touching, pinching or massaging;
- Dirty or insulting jokes or derogatory comments;
- Insulting jokes about particular racial groups;
- Sending explicit or sexually suggestive emails or text messages;
- Displaying racially offensive or pornographic posters or screen savers;
- Making derogatory comments or taunts about a person's disability;
- Asking intrusive questions about someone's personal life;
- Ignoring, isolating or segregating a person or group.

Discrimination

Discrimination is described as treating someone less favourably than others because they have a particular characteristic, background or belong to a group of people.

Federal discrimination laws protect people from discrimination on the basis of their:

Race (incl. colour, national or ethnic origin or immigrant status), Sex, pregnancy or marital status and breastfeeding, Age, Disability, or Sexual orientation and gender identity.

Workplace discrimination can include, but is not restricted to the following areas:

- Employment advertisements specifying any skills, knowledge or attributes that are not needed to competently perform the job;
- The use of gender bias words;
- Application forms including information not relevant to the position;
- Selection criteria not being consistent with competent job performance;
- Not considering all applicants against the same selection criteria;
- Applicants being asked questions that implies unfair or biased attitudes.

Bullying

Bullying is repeated unreasonable behaviour directed towards a worker, or group of workers, which creates a risk to health and safety. Bullying behaviour can range from obvious verbal or physical assault to subtle psychological abuse. Workplace bullying may be indirect or direct.

It may include, but is not restricted to the following areas:

- Physical or Verbal abuse, Yelling, screaming or offensive behaviour, Intimidation;
- Excluding or isolating workers;
- Unjustified criticism or complaints;
- Withholding information that is vital for effective work performance;
- Setting tasks that are unreasonably below or beyond a person's skill level;
- Psychological harassment;
- Assigning meaningless tasks unrelated to the job;
- Setting impossible deadlines or assignments;
- Deliberately changing work rosters to inconvenience workers;
- Not allowing a worker access to workplace entitlements;
- Denying access to information, supervision, consultation or resources to the detriment of the worker;
- Spreading misinformation or malicious rumors.

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What is not bullying

In some instances, workers may experience situations where they assume, they have been bullied by co-workers or the PCBU. The following describes what is not considered bullying:

- A single incident of unreasonable behaviour, and
- Management actions taken in a fair & responsible manner, such as:
 - Setting reasonable performance goals, standards and deadlines.
 - Deciding not to select a worker for promotion where a reasonable process is followed.
 - Informing a worker about unsatisfactory work performance in an honest, fair and constructive way.
 - Taking disciplinary action, including suspension or terminating employment.

Workplace Violence

Any incident where a worker is physically attacked or threatened in the workplace, which includes: threats, ganging up, bullying and intimidation, physical or sexual assault, malicious damage to the property of a worker, customers or the business, striking, kicking, scratching, attacking with a weapon, pushing, shoving or tripping. The perpetrator can be another worker, a customer or client.

If workplace violence occurs, it shall be reported to the police immediately.

Responding to Workplace Bullying, Harassment and Discrimination

Robertson's Remedial and Painting Pty Ltd will take all bullying, harassment and discrimination claims seriously and will consider the following when responding to these claims:

- Is the behaviour being reported considered bullying, harassment or discrimination?
- Can the situation be immediately diffused?
- Are the issues of the complaint clear and understood?
- Can the matter be safely resolved between the parties?
- Should the matter be progressed to an investigation?

Grievance Resolutions

A grievance is any type of problem, concern or complaint related to work or the work environment. A grievance may be about an act, omission, situation or decision that appears to be unfair, discriminatory or unjustified. All complaints are treated seriously and are completely confidential, impartial, free of repercussions and timely.

If a worker wishes to raise a complaint or a grievance, they are required to follow the complaint/grievance handling procedure listed below.

Complaint/grievance Handling Procedure

1. Employee Resolves:
 - 1.1. Where possible, the aggrieved worker should attempt to resolve the matter, if they feel comfortable doing so, with the other employee directly.
 - 1.2. Where the worker is not able to attempt to resolve the dispute directly, they are to move straight to Step 2
2. Informal Complaint:
 - 2.1. Where the situation does not necessarily warrant a formal complaint, the aggrieved worker can speak to their supervisor, manager or director and make a formal complaint.
 - 2.2. This step may be done prior to making a formal complaint if the worker is unsure if the situation should be escalated further or not.
3. Formal Complaint:

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- 3.1. Written Complaint – The worker formulates a written complaint and forwarding this to their direct manager or the director. This shall include details of the situation, including full names, times, dates and location.
- 3.2. Formal Investigation Commences - Investigation should commence within 24 hours of the notification of the event. This will be completed by the Manager, or any other suitable member of the Senior Management team, or an independent mediator (identified as the "Investigator"). This person will:
 - 3.2.1. Clarify the details that took place and collect all relevant information
 - 3.2.2. Establish an outcome that the aggrieved worker is seeking;
 - 3.2.3. Discuss legal rights with the aggrieved worker;
 - 3.2.4. Discuss the complaint made with the accused worker;
 - 3.2.5. Decide as to whether the alleged behaviour occurred and if it constituted bullying.
- 3.3. In the interests of health and safety, if the Investigator feels it is necessary to refrain the workers from work during this period, they are legally allowed to do so. Employees who are requested to refrain from work shall be paid their regular rate of pay during this period.
- 3.4. If, at any stage, the aggrieved worker wishes to take their matters to the Fair Work Commission (FWC), they are free to do so.

Confidentiality

Robertson's Remedial and Painting Pty Ltd understands the requirement to maintain all measures of confidentiality available. It is expected that all workers, and other individuals involved, always maintain confidentiality. In some cases, and due to the nature of the complaint, it may be necessary to speak with other workers or people involved. Only individuals who are required to be involved will be involved, and it is expected that all other workers or persons who are not involved directly in the matter maintain oblivious to the event.

Outcomes

Where the results of the investigation constitute bullying, harassment or discrimination, appropriate disciplinary measures will be taken. The disciplinary action will depend on the severity and nature of the behaviour and may include anything up to and including termination of employment. Where serious misconduct has occurred, instant dismissal may also be found appropriate.

If the complaint involves a subcontractor (or any individual who is not a direct employee of Robertson's Remedial and Painting Pty Ltd), the subcontractor may face termination of their contracts, and/or will not be renewed in the future.

If the results of the investigation do not constitute bullying, harassment or discrimination, the workers will be counselled, and a resolution will be decided by the investigator. This may include but is not limited to, separating the workers, moving one worker to another department, undergoing a mediation between workers, or monitoring the involved workers closely.

Appeals

If any party involved is unhappy with the outcome, or the way the complaint handling procedure has been managed, they are directed to contact their Director. If this is inappropriate, the worker is directed to contact the Fair Work Commission. Any person who wishes to contact the Fair Work Commission should understand that an investigation will be conducted by this party and the same outcome may result.

Records

All records relating to this matter will be kept in respect to the Record Management Policy. To maintain confidentiality, Robertson's Remedial and Painting Pty Ltd will additionally ensure that the records of each specific incident are locked in hard copy, or in an inaccessible folder on the company server, dependant on the appropriateness to the company.

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1.10 Drug and Alcohol Policy

Policy Statement

The aim of this policy is to reduce or eliminate the hazards associated with alcohol and drug use in the workplace in a way that is consistent and fair to all workers and which complies with the relevant legislation. Robertson's Remedial and Painting Pty Ltd is committed to a safe, healthy and productive workplace.

Policy Scope

This policy applies to all workers of Robertson's Remedial and Painting Pty Ltd, who are employed under any capacity, that perform work for, with, on behalf of, or visits the company, at any time. This scope extends to workers at all sites, locations or places of directed work where work is performed for Robertson's Remedial and Painting Pty Ltd.

Under no circumstance, are workers, as defined above, exempt from this policy and any related procedures.

Policy Implementation

The use of drugs and alcohol in the workplace creates an unsafe workplace environment and exposes workers to health and safety risks. There is the potential of incidents and injuries arising to workers under the influence and others around them.

Objectives:

1. To ensure the safe operation of services and the safety of workers, customers and public;
2. To comply with legal obligations to manage risks associated with drug and alcohol misuse through the drug and alcohol policy;
3. To ensure that workers are not under the influence of alcohol or other drugs;
4. To ensure that workers understand the risks posed by drug and alcohol misuse and their respective responsibilities to manage those risks.
5. To carry out pre-employment and random drug and alcohol testing.

Code of Behaviour

The following is the code of behaviour required by workers of all levels and sections:

- Workers shall never be under the influence of alcohol or drugs and they are not to be consumed at the workplace or during work hours.
- If a worker is taking prescription or over the counter medication that has the potential to affect a person's safety and performance at work, the worker shall notify their Site Supervisor.
- If Site Supervisor agrees that a worker is unable to safely perform their duties, they will be stood down until they receive a medical clearance to return to work.
- Alcohol is only accepted if at an approved work function.

Specific Responsibilities of Site Supervisors:

- Evaluate the policy and the Employee Assistance Program.
- Implement drug and alcohol testing where necessary and following incidents.
- Educate workers on drug and alcohol misuse and problems.
- Ensure legal obligations are met.
- Consult with workers on drug and alcohol matters.
- Approach intoxicated or drug affected workers to manage the situation.
- Monitor and evaluate work performance.
- Maintain documents and records of incidents related to drug and alcohol use.

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Workers Responsibilities:

- Report any suspected intoxicated or drug affected persons to management immediately.
- Self-report drug and alcohol problems or recent consumption that may cause them to be unfit for work.
- Obtain information of the effects of any medication they are taking and inform their Site Supervisor prior to commencement of work.
- Take part in random and targeted drug and alcohol testing as necessary.

Testing

Robertson's Remedial and Painting Pty Ltd Workers may be subjected to random drug and alcohol tests.

If the Site Supervisor agrees that a worker is unable to safely perform their duties, they will be stood down until they receive a medical clearance to return to work.

If the worker is stood down, Robertson's Remedial and Painting Pty Ltd should provide alternative means of transport for the worker to get home.

In the event of an incident, Robertson's Remedial and Painting Pty Ltd may at its discretion test the workers involved to determine if alcohol or illegal drugs played any part in the incident.

Follow-up action

Workers who self-report drug and alcohol problems or drug and alcohol misuse will be required to enter into a EAP, which will involve counselling and rehabilitation. Workers who test positive without having self-reported, or who refuse to be tested, will be required to enter into a EAP and, in addition, face the consequences of disciplinary action, up to and including transfer, demotion, suspension or dismissal. Robertson's Remedial and Painting Pty Ltd has a zero-tolerance approach to alcohol and drug use in the workplace. A positive test will result in the worker being stood down with pay until a third party provider completes the second test. If the second test comes back positive, then the workers will face disciplinary action up to and including dismissal.

Work Functions

Alcohol may be served at work functions. Workers consuming alcohol at a work function are required to do so in a responsible manner to ensure that they do not exceed the blood alcohol limit if they are driving. Inappropriate behaviour at work functions is unacceptable. The harassment and discrimination policies and procedures apply at work functions.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

1.11 Fatigue Management Policy

Policy Statement

Fatigue may be defined as a state of physical or cognitive tiredness, which impairs the ability of the worker to perform tasks safely, efficiently and correctly. Fatigue occurs when there is a period of prolonged mental or physical activity; sleep loss and/or the disruption of the internal body clock.

The following sign or symptoms may indicate a worker is fatigued:

- Excessive yawning or falling asleep at work
- Short term memory problems and an inability to concentrate
- Noticeably reduced capacity to engage in effective communication
- Impaired decision making and judgement
- Reduced hand-eye co-ordination and reflexes
- An increased rate of unplanned absence.

Robertson's Remedial and Painting Pty Ltd understands that fatigue is a serious safety hazard in the workplace and is committed to ensure that all measures are taken to always ensure the safety of workers and the public. The aim of this policy is to reduce or eliminate the hazards associated with fatigue in the workplace.

Policy Scope

This policy applies to all workers of Robertson's Remedial and Painting Pty Ltd, who are employed under any capacity. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd.

Policy Implementation

Robertson's Remedial and Painting Pty Ltd will provide a fatigue management framework designed to ensure that workers are always fit for duty. This framework will provide adequate opportunity for recovery sleep between shifts to ensure a worker's performance is not impaired by fatigue. Human factors mandate the effective management of fatigue to ensure acceptable risk levels. It is Essential to the attainment of this policy that it is recognised that worker fatigue management is the joint responsibility of the company and its workers. This will involve co-operation between Robertson's Remedial and Painting Pty Ltd and workers to manage shift times and rotations. Consideration should be taken in situations where workers are travelling to remote locations.

Responsibility

Both Robertson's Remedial and Painting Pty Ltd and its workers have a shared responsibility to ensure fatigue is safely always managed. To achieve this Robertson's Remedial and Painting Pty Ltd will do the following:

- Robertson's Remedial and Painting Pty Ltd will ensure that workers' rosters allow adequate breaks for recovery between shifts and will ensure a minimum ten hours break between shifts. Where not possible, a risk assessment will be carried out to determine appropriate fatigue management arrangements.
- Adequate time will be allocated to travel to sites including time for rest breaks every two hours. Rest breaks will be 10 minutes for each 2 hours travelled.
- All working hours and rest breaks are to comply with the relevant award for the workers.
- There is joint responsibility for workers and management to assess potential fatigue and mitigate these risks identified.
- Workers have a responsibility to ensure that they identify when they are suffering fatigue and that they speak with the PCBU to ensure that it is managed appropriately.
- Workers have a duty of care to ensure adequate sleep is obtained between shifts and out of hours activities do not cause fatigue or impair performance.

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- Workers will be consulted and take an active role in determining changes to their shift roster and how changes are to be implemented in the workplace.
- All workers have the responsibility to work within the limits of this policy. Workers should inform their supervisor should their working hours conflict this policy.
- Workers to assess their fatigue levels after work and take suitable commuting and accommodation options.
- Truck drivers will comply with the relevant authorities of the area they are working in.

Should at any time a worker be dealing with fatigue, Robertson's Remedial and Painting Pty Ltd will ensure the discretion and confidentiality of the Worker. When a Worker is feeling or showing signs of stress and fatigue it shall be reported to a supervisor.

The following alternative arrangements can be offered by Robertson's Remedial and Painting Pty Ltd should a worker experience Fatigue:

- Offering leave to the worker
- Allowing the worker time off
- Alternating the workers roster arrangements
- Recommending that the worker seeks assistance from a recognised company
- Arranging transport home for the worker.

At no time should a worker put themselves or others at risk. Fatigue management strategies will be implemented through consultation with workers involved on a case-by-case basis.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

1.12 Psychosocial (Mental) Health Policy

A healthy workplace is one that is both physically and psychologically safe and that aims to avoid or minimise risk of injury to workers and others. This policy helps to guide both managers and workers of Robertson's Remedial and Painting to support the psychosocial health of the workplace. It aims to maintain mental health and wellbeing of workers to minimise the likelihood of psychological injury in the workplace, and to reduce the impact of psychological injury.

This policy works in alignment with other policies that have been adopted by Robertson's Remedial and Painting. Including but not limited to the Drug and Alcohol Policy and the Bullying Harassment and Anti-Discrimination policy.

Psychosocial hazards at work are aspects of work and situations that may cause a stress response which in turn can lead to psychological or physical harm. These stem from:

- the way the tasks or job are designed, organised, managed and supervised.
- tasks or jobs where there are inherent psychosocial hazards and risks.
- the equipment, working environment or requirements to undertake duties in physically hazardous environments, and
- social factors at work, workplace relationships and social interactions.

Some hazards by themselves have the potential to cause serious harm, such as experiencing occupational violence. In most circumstances, hazards will not occur alone but together with a range of psychosocial and physical hazards. Robertson's Remedial and Painting commit to identifying and mitigating potential risks to workers mental health.

Signs of mental health illnesses include but are not limited to:

- Fatigue
- Anxiety, stress, depression
- Quiet or withdrawn.
- Changes in behaviour or feelings
- Conflicts with colleagues
- Increased errors or incidents
- Absence from work

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting. The policy will support the workers of the company, as well as any mental health issues they may face as a result of work, or because of factors outside of work that may impact the worker's ability to perform work to a certain degree. This policy applies to all sites, locations or places of directed work for Robertson's Remedial and Painting.

Objectives

- Improve worker mental health by ensuring the workplace is inclusive and free from bias.
- Foster a collaborative workplace culture with intent to encourage workers to feel comfortable to discuss any concerns or personal agendas as required.
- Ensure supervisors and managers are equipped with knowledge to identify mental health issues, address these as appropriate, and understand the link between work and mental health.
- Reduce the number of absences from work which are caused by mental health.

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Policy Implementation:

- Workplace meetings, emails, information sessions about mental health.
- Identify hazards and minimise risks that may lead to an unhealthy psychological work environment.
- Provide strong communication about organisational objectives in particular their relation to work expectations and how Robertson's Remedial and Painting can assist workers in achieving these.
- Stay in touch and communicate with workers who are absent from work and managing mental health.
- Provide any at risk workers with support and flexibility regarding their work hours on an as needs basis.
- Develop & Implement return to work or stay at work plans, tailored for worker's needs.
- Monitor workloads and work hours ensuring all workers have opportunity to "switch off" from work once their shift has ended.
- Provide workers with sufficient time to complete tasks. Where tasks become overdue, workers will have an opportunity to explain.

Resources

As Robertson's Remedial and Painting recognises the importance of managing mental health, it is imperative to provide workers with the opportunity to access various resources. Workers can access the following services which are free and anonymous:

Lifeline Australia – 13 11 14	MensLine Australia – 1300 78 99 78
Beyond Blue – 1300 22 4636	Suicide Call Back Service – 1300 659 467
Headspace – 1800 650 890	Kids Helpline – 1800 55 1800
Relationships Australia – 1300 364 277	

Employee Assistance Program (EAP)

An EAP is a work-based intervention program designed to enhance the emotional, mental and general psychological wellbeing of all employees and includes services for immediate family members. The aim is to provide preventive and proactive interventions for the early detection, identification and/or resolution of both work and personal problems that may adversely affect performance and wellbeing. These problems and issues may include, but are not limited to, relationships, health, trauma, substance abuse, gambling and other addictions, financial problems, depression, anxiety disorders, psychiatric disorders, communication problems, legal and coping with change.

Robertson's Remedial and Painting may decide to engage external counselling services to provide consultation and counselling to workers. Workers may self-refer to these services, or alternatively may be referred by the Project Manager.

Follow this link to find a National or state provider of EAP services:

<https://www.eapaa.com.au/site/providers/>

Commitment

Robertson's Remedial and Painting is committed to ensuring that any worker who seeks assistance that has been discussed within this policy will be treated in confidence. Workers are not expected to disclose their access to external counselling services to any worker, supervisor, manager or Managing Director unless for reasons detailed below.

In rare cases, workers may be required to disclose their access to an external counselling service due to internal business procedures (e.g., incident investigation, bullying case, performance management). In these cases, only "need to know" workers will be privy to this

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information. Any worker who becomes knowledgeable of this information shall ensure to maintain the confidentiality of the incident.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 Review date: 28-03-26

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1.13 Environmental Policy

Policy Statement

Robertson's Remedial and Painting Pty Ltd is committed to minimising its impact on the environment in all activities it performs. With a growing concern for its impact on the environment Robertson's Remedial and Painting Pty Ltd has implemented a systematic approach to controlling its environmental "footprint". Resources in line with the importance attached to our environment will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risks to health. Robertson's Remedial and Painting Pty Ltd will ensure that it minimises its impact on the environment through effective assessment and control of environmental risks.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd.

Policy Implementation

Robertson's Remedial and Painting Pty Ltd is dedicated to ensuring that the protection of the environment is a consideration in all its activities. In pursuit of its environmental policy, Robertson's Remedial and Painting Pty Ltd will:

- Promote environmental awareness & responsibility among all workers;
- Promote the principles & practices of environmental responsibility by providing adequate information & instruction to the workers;
- Identify, monitor and report on its community, legal and ethical environmental obligations; Strive for environmental best practice;
- Develop a balanced approach designed to meet the legal obligations of the company and its associated activities.

Environmental Objectives

- Co-operation with the client and community groups in achieving environmental safety and protection.
- Adhering to State and Federal environmental protection legislation.
- Development of environmental procedures and plans to enable appropriate management of our systems.
- Handling, storage and disposal of hazardous and waste products in accordance with EPA regulations and applicable SDS.
- Protection of environmentally sensitive areas.
- Housekeeping and material storage areas to be maintained to high standards.
- Increased environmental awareness of all workers.
- Identification of responsibilities and allocation of adequate resources to achieve environmental goals.
- Appropriate and immediate reaction by Robertson's Remedial and Painting Pty Ltd Management and workers to any breaches of Environmental Protection Procedures.
- Providing on-going and appropriate environmental training to all workers in regard to handling products and understanding appropriate requirements and technologies.
- Communicating regularly and openly on the nature of our activities and reporting progress on environmental protection performance to workers and customers.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24

Review date: 28-03-26

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1.14 Work Travel Policy

Robertson's Remedial and Painting Pty Ltd shall ensure the health and safety of their workers when at work, extending to locations of directed work such as working at another site, a hotel, interstate etc.

Policy Implementation

Workers are to ensure the following guidelines are complied with when completing work whilst working away from their primary place of work.

Vehicle Travel

- Workers are to ensure all cars are appropriate.
- Drivers to be licensed for the vehicle they are operating.
- Drive in a safe manner at all times and obey road rules and legal requirements.
- Workers to comply with drug and alcohol and fatigue policies at all times.
- Hands free devices must be used when driving.
- All vehicles have a first aid kit.
- Vehicles to be serviced in accordance with manufacturer instructions.
- Adequate time will be allocated for travel.
- Driving time should not exceed 12 hours in any 24-hour period.

Security of work location

Robertson's Remedial and Painting Pty Ltd and workers will consider the security risks of travelling to the intended destination.

Where relevant, workers are to follow the safety warnings published for their destination (e.g. floods).

Communication

An established method for communication must be discussed and agreed upon with the worker's supervisor prior to travel occurring. Methods such as phone calls or texts upon arrival and at departure are suitable.

Incidents

Incidents that occur whilst travelling shall be reported to management, refer to incident management procedure.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

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1.15 Lone Worker Policy

Policy Statement:

The purpose of this policy is to describe the requirements for workers working alone or in isolation. A lone worker is a person who works alone, without contact with others for a period exceeding that of 2 hours. An Isolated worker is a person required to work in remote areas or a detached situation. In remote and/or isolated work locations/situations, workers may be exposed to a number of risks because:

- They are away from the assistance of others and unable to readily summon assistance in the event of an injury, illness or other emergency;
- There is a hazardous situation (e.g. hazardous substances or late-night work); and/or
- The work is dangerous (e.g. working in a confined space).

Policy Scope:

This policy applies to all workers, who are employed under any capacity, who are defined as either a lone worker or an isolated worker by Robertson's Remedial and Painting Pty Ltd. Additionally, this policy applies to any Director, Manager, Supervisor or other person mentioned in this policy.

Policy Implementation

The health of Lone and/or isolated workers shall be assessed prior to the commencement of works to ensure they are free from medical conditions, which may create additional risks. Confidential medical information shall be kept in personnel files.

The worker will have an adequate level of training and experience to ensure they are able to make sound judgements about their safety. Additionally, workers will be trained in emergency response procedures and basic first aid.

The level of supervision, which is to be provided, shall be determined in accordance with a site risk assessment. Supervision shall take the form of periodic visits of the lone or isolated worker. Workers operating in remote or isolated locations shall be provided with or have appropriate means of communication to ensure regular contact with the office or their Supervisor. As with all work sites, a Site Risk Assessment shall be conducted to determine the best method of communication. Communication will include one or more of the following methods:

- Periodic visits by the supervisor
- Regular contact by radio or mobile phone
- Individual automatic warning/alarm devices

Responsibility

The Director or nominated Supervisor/Manager shall maintain regular daily pre-determined contact schedules with all workers. Where this contact has not been made, then the Supervisor shall attempt to contact the worker. If the worker does not make contact by a designated time, and the Supervisor is unable to make contact with the worker, then Robertson's Remedial and Painting Pty Ltd shall initiate their emergency response procedure to ensure the safety of the worker. Where the Supervisor cannot make contact with a worker who has missed a scheduled contact, then another worker, nearest to the location, shall be called in to check on that person. The responding worker should ensure they assess the situation upon arrival so as not to put themselves at risk. As soon as practical, that worker should contact the Supervisor /office to inform them of the situation.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

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1.16 Fitness to Work Policy

Pre-Employment Medicals

All new workers will undergo a medical assessment prior to commencing work for Robertson's Remedial and Painting Pty Ltd to ensure that they are physically capable of carrying out the tasks required. The Doctor will provide a medical form for the worker to complete and will conduct the medical examination and discuss the results with the worker. A medical report will be completed by the doctor sent to their Supervisor/Manager outlining whether or not the worker is physically capable of undertaking the tasks required. In the event that the worker is not physically capable of undertaking the tasks required, the worker will not be recommended for the position. Workers can apply for a medical follow up following the examination and are encouraged to regularly see their doctor regarding any medical advice.

Risk Assessment

The following actions should take place to determine the health surveillance duties of Robertson's Remedial and Painting Pty Ltd:

- Review various awards, legislation, codes of practice and Australian Standards governing industrial use of specific materials, and exposure to dusts, fumes, excessive heat and excessive noise to determine health surveillance requirements.
- Assess whether any workers have a significant risk to health from a hazardous substance. Occupational hygiene monitoring of the workplace can assist with determining certain exposures, e.g. dust, fumes, noise, heavy metals.
- Identify whether there are hazardous substances in the workplace for which:
 - An identifiable disease or health effect may be related to its exposure
 - There is a reasonable likelihood that the disease or health effect may occur under their particular conditions of work
 - There is a valid technique for detecting indications of the disease or the effect
 - There is a valid biological monitoring procedure available and a reasonable likelihood that exposure standards may be exceeded

Responsibilities

Director:

- Carry out risk assessments to determine the health surveillance needs.
- Ensure health surveillance is carried out where indicated and that the reasons for the examination are fully explained to workers and their consent is obtained for the examination to take place.
- Pay for all expenses associated with health surveillance e.g. medical fees, pathology tests, workers' traveling costs.
- Allocate time during work time for the workers to attend for the examination.
- Ensure that personal results from health surveillance are treated with strict confidentiality.
- Ensure individuals are provided with the results of their health surveillance with an explanation of the outcome.
- Take action to improve exposure controls where health surveillance indicates there is a problem.

Workers

- Attend health surveillance examinations when advised.
- Understand their right to confidential management of personal medical records.
- Understand their right to have the reason for the health surveillance fully explained to them and their results interpreted to them confidentially.
- Follow up with their family medical practitioner where advised for further explanation and/or treatment.

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Medical Practitioner

Occupational health monitoring and medical surveillance programs will be conducted under the supervision of appropriately qualified medical personnel, chosen in consultation with workers, where required. The Medical practitioner is to notify results of health surveillance. In addition, the notification of exposure and/or the presence of hazards requiring health surveillance, to relevant workers and Statutory Authorities, in line with legislative requirements will be undertaken.

Records

The results of a worker's health surveillance shall be maintained by Robertson's Remedial and Painting Pty Ltd for a minimum of 30 years. Personal medical records should be maintained in confidential files with access limited to authorised personnel.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

SECTION TWO: Communication and Consultation

Work Health & Safety Management System

2.1 WHS Consultation Policy

Policy Statement

It is the policy of Robertson's Remedial and Painting Pty Ltd that all parties will consult on all Work Health and Safety issues that arise in the workplace. Robertson's Remedial and Painting Pty Ltd is committed to the health and safety of all workers and will consult, co-operate and co-ordinate activities with all other persons who have a duty in relation to the same matter and with workers to implement safe practices and systems to ensure this. Robertson's Remedial and Painting Pty Ltd has developed this policy using the Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2022.

Scope of Policy

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. Particularly, any Directors, Managers, or Supervisors are required to ensure compliance with this policy as detailed in the procedures. The WHS Act 2011, section 49, sets out the requirements of when Robertson's Remedial and Painting Pty Ltd shall consult with workers. This is outlined in the *WHS Consultation Procedure*.

Policy Implementation

The consultation Policy has been developed under the "Agreed procedures", as outlined in the Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2022. Robertson's Remedial and Painting Pty Ltd have liaised with the workers in the form of a meeting on 30/11/2021 and it was determined that the most appropriate form of consultation would be to use the "agreed procedures".

If "Agreed Procedures" are to be utilised, it can be in the following formats:

- Regular WHS Meetings
- Company Notice Boards
- Emails and Internal Intranet Systems
- Company Newsletter
- Safety Alerts

The workers are to report all WHS issues to their immediate Site Supervisor who will use the appropriate documentation to record the information. This will then be passed onto the Project Manager. Information will be disseminated to workers through the form of on-site meetings, emails and notices. The Site Supervisor will also ensure that all site safety rules are communicated to all workers during on-site safety meetings. The workers will notify of WHS issues as they arise. Meetings will be held regularly to discuss WHS issues in the workplace and these meetings will be recorded. Robertson's Remedial and Painting Pty Ltd will ensure that obstacles or barriers to consultation, communication and participation are identified and either eliminated or minimised during the planning, implementation and monitoring/review.

Review of Consultation Arrangements

Robertson's Remedial and Painting Pty Ltd will monitor and review the WHS consultation arrangements on an on-going basis to ensure consultation with all workers is effective and all safety issues are addressed.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

2.2 WHS Consultation Procedure

The WHS Act 2011 places a duty on Robertson's Remedial and Painting Pty Ltd to consult their workers to enable them to contribute to making decisions affecting their health and safety. Robertson's Remedial and Painting Pty Ltd shall consult with workers who may be directly affected by a WHS matter; they should consult in an effective way and should consult on certain matters, at certain times. The duty to consult is based on recognition that workers input, and participation improves decision-making about health and safety matters.

Robertson's Remedial and Painting Pty Ltd will ensure that it maintains an effective consultation policy as outlined above.

Robertson's Remedial and Painting Pty Ltd will provide timely access to clear, understandable and relevant information about the WHSMS at any time.

WHS Consultation arrangement establishment

Robertson's Remedial and Painting Pty Ltd shall establish and maintain effective WHS consultation with all workers.

The consultation structure will be determined through discussion with workers and reviewed constantly to ensure effectiveness.

This will be achieved through following the procedures outlined below.

1. Determine Local WHS Consultation Arrangements

Robertson's Remedial and Painting Pty Ltd shall consult with workers on WHS consultation arrangements. The WHS Act 2011 requires PCBU to adopt a WHS consultation arrangement to assist with meeting their duty to consult. The WHS Act 2011 provides three options:

1. A Health and Safety Committee comprised of workers representatives.
2. Health and Safety Representatives elected by work groups.
3. Agreed procedures agreed to between the PCBU and their workers.

Robertson's Remedial and Painting Pty Ltd operates under the Agreed Procedures Arrangement.

2. Provide Training

Robertson's Remedial and Painting Pty Ltd will ensure that all elected Health and Safety Representatives will complete an appropriate consultation course where this arrangement is in place.

3. Consult on Decisions Affecting Health and safety

Robertson's Remedial and Painting Pty Ltd will use the established WHS consultation arrangements to enable workers to contribute to the making of decisions affecting their health and safety.

Robertson's Remedial and Painting Pty Ltd will:

- a) Emphasise the consultation of non-managerial workers on the WHSMS on:
 - Determining the needs and expectations of interested parties.
 - Establishing the WHS policy.
 - Assigning organisational roles, responsibilities and authorities, as applicable.
 - Determining how to fulfil legal requirements and other requirements.
 - Establishing WHS objectives and planning to achieve them.
 - Determining applicable controls for outsourcing, procurement and contractors.
 - Determining what needs to be monitored, measured and evaluated.
 - Planning, establishing, implementing and maintaining an audit programme(s).
 - Ensuring continual improvement.
- b) Emphasise the participation of non-managerial workers in:
 - Determining the mechanisms for their consultation and participation.

Work Health & Safety Management System

- Identifying hazards and assessing risks and opportunities.
- Determining actions to eliminate hazards and reduce OH&S risks.
- Determining competence requirements, training needs, training and evaluating training.
- Determining what needs to be communicated and how this will be done.
- Determining control measures and their effective implementation and use.
- Investigating incidents and non-conformities and determining corrective actions.

4. Circumstances When Consultation is Required

Robertson's Remedial and Painting Pty Ltd will ensure that consultation is undertaken in the following circumstances in accordance with the WHS Act 2011:

- When identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the business or undertaking
- When making decisions about ways to eliminate or minimise those risks
- When making decision about the adequacy of facilities for the welfare of workers
- When proposing changes that may affect the health or safety of workers
- When determining the needs and expectations of interested parties
- Assigning roles and responsibilities for the Management System
- Determining how to fulfil legal and other requirements
- Establishing health and safety objectives
- When making decision about the procedures for:
 - i. Consulting with workers.
 - ii. Resolving work health and safety issues at the Work.
 - iii. Monitoring health of workers.
 - iv. Monitoring the conditions at any workplace under the management or control of the PCBU.
 - v. Providing information and training for workers.

5. Facilitate Effective WHS Consultation

Robertson's Remedial and Painting Pty Ltd should facilitate the WHS consultation process by encouraging the reporting of hazards and risks that may arise in the workplace and maintaining an "open door" policy with Supervisors and Management when it comes to matters around health and safety. Additionally, Robertson's Remedial and Painting Pty Ltd shall facilitate WHS consultation by conducting regular toolbox talks or safety meetings to discuss health and safety matters with the workers and allow the workers to voice any issues that they may have encountered.

Any obstacles or barriers to participating in consultations will be determined and removed to allow free and easy participation. Those that cannot be removed will be minimised. Robertson's Remedial and Painting Pty Ltd should facilitate the WHS consultation process by providing adequate resources. This includes venue and facilities for meetings; time to fulfil duties, access to workplace and workgroup, and funding for WHS initiatives. Reference should be made to the NSW Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2022.

6. Resolve WHS Problems

WHS Disputes are to be resolved as per the *WHS Dispute Resolution Procedure*.

7. Evaluate Effectiveness of WHS Consultation

Management Review

Robertson's Remedial and Painting Pty Ltd shall review the effectiveness of WHS consultation processes in consultation with the workers.

Work Health & Safety Management System



Audit of Robertson's Remedial and Painting Pty Ltd WHS consultation arrangements

A review shall be completed on an annual basis in accordance with the Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2022, and will assess the effectiveness of the WHS consultation arrangements.

8. Maintain WHS Consultation Records

Workers are provided information on relevant risks, control measures and reporting procedures. All records relating to WHS consultation should be maintained through the recording of Safety Meeting minutes, Meeting Agendas and Regular Meetings.

Work Health & Safety Management System

2.3 Communication Policy

Policy Statement

Robertson's Remedial and Painting Pty Ltd aims to ensure equal access and opportunity is given to all workers through facilitating their needs in communication, consultation and training.

Robertson's Remedial and Painting Pty Ltd workers are a diverse workforce with varying needs. The diversity of the workforce may include gender, language, culture, low literacy levels, workers from Non-English-speaking backgrounds (NESB) or workers with a disability.

Policy Scope

Robertson's Remedial and Painting Pty Ltd will aim to recognize that workers have various needs and are committed to ensuring WHS information; training and systems will address these needs.

Workers will have access to information and training regardless of their disability, language, race, culture, religion, age, gender or literacy and are not discriminated against on those grounds.

Anti-discrimination legislation and other applicable legislation applies when communicating to the workforce and will be considered when delivering and implementing communication. All workers can access legislative materials at any time by contacting senior management or visiting www.safework.nsw.gov.au. WHS information is available from SafeWork NSW or Safe Work Australia. Updated information on legislation will be accessed through "OHS Alerts" by Senior Management. Legislative changes will be reviewed at Internal Audits. Compliance OH&S inform Robertson's Remedial and Painting Pty Ltd of legal updates from OHS Alerts, which Compliance OH&S is a subscriber to.

Policy Implementation

The company will establish, implement and maintain the process needed for the internal and external communications relevant to the WHS management system.

Information that will be communicated is:

- Changes to WHSMS, policies and procedures;
- Recent hazards and incidents reported;
- Meeting minutes;
- WHS reports;
- Lessons learnt & toolbox talks (internal and external);
- New initiatives the company will be undertaking; and
- Any other relevant WHS information.

Robertson's Remedial and Painting Pty Ltd will ensure that the communication process will enable workers to contribute to continual improvement of the WHS management system. Views of external interested parties are considered in establishing the communication process. As part of the consultation process, ensure that:

- Workers are encouraged to join in discussions on WHS;
- Workers know how and who to contact about WHS issues;
- Workers from one language group who have limited English literacy are encouraged to discuss information and contribute ideas about WHS in their preferred language;
- Adequate time is allocated to ensure that the safety needs of all workers can be met.

Information will be communicated when consultation is required, where outcomes have been made to situations, when changes have occurred, and to inform workforce about anything relevant to them.

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WHS information to be communicated will be consistent with information generated within the WHS management system and will ensure reliability. Robertson's Remedial and Painting Pty Ltd will respond to relevant communications on its WHS Management System as it arises.

Information will be communicated internally among the various levels and functions of the company, among contractors and visitors to the workplace, and among the other interested parties. Information will be communicated to external partners where relevant to the WHS management system.

Workers will be communicated information via Meetings, Toolbox talks, email, displays around the office in an appropriate format and appropriate languages to meet diverse needs.

Methods may include ensuring documents are translated in order to ensure worker comprehension, alternative visual materials, verbal and written communication means to be used also where necessary.

When communicating with workers:

- Ensure clear, accurate and relevant information is supplied;
- Provide instructions in a straightforward and logical sequence;
- Avoid jargon and unfamiliar or overly technical terms;
- Read through documents and explain to any workers with literacy needs;
- Use multiple methods of communication such as verbal, visual, written or audio.
- Display pictorial/multilingual safety signs – where appropriate;
- Request the workers demonstrate their understanding of the job;
- Develop mentoring arrangements for new workers with experienced colleagues;
- Use accredited interpreters when communicating with workers from NESB, or Auslan interpreters for workers with a hearing impairment;
- Utilise the skills of bilingual workers in communicating information

All communication will be documented on the Meeting Minutes Form, in section 2.5, to retain evidence on what was communicated, when, to whom, and actions arising, if any.

Training is important for all workers to ensure they are able to carry out their work safely. Therefore, ensure that:

- Training plans address the needs of workers from culturally and linguistically diverse backgrounds, low literacy skills or people with a disability;
- Training is made available to workers in various formats and with audio-visual aids rather than just relying on written instructions;
- Training is evaluated, including the suitability and effectiveness of the training methods.
- Trainers should understand how cultural factors; language, disability and English literacy issues can impact on the delivery of information. The trainer's pace of training is appropriate and that they read aloud any written information they are presenting to a group or individual and emphasise that the safe work practices acceptable in their previous country or at their former workplace may not be acceptable in Australia.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24

Review date: 28-03-26

Work Health & Safety Management System

2.4 WHS Dispute Resolution Procedure

The WHS Act 2011 mandates that PCBUs shall make reasonable efforts to resolve a WHS issue between workplace parties. The parties to the issue should make reasonable efforts to achieve a timely, final and effective resolution of the issue in accordance with the agreed procedure. It is expected that all parties act reasonably and consider all raised suggestions.

Section 23 of the WHS Regulation 2017 details the default procedure for issue resolution for the purposes of section 81(2) of the Act.

Acknowledge the issue

- The issue is raised
- Related parties must:
 - acknowledge there is an issue to be resolved
 - understand the scope and nature of the issue

Discuss the issue

- Parties meet and discuss the issue
- Parties must understand:
 - the immediacy of risk
 - the location and number of workers at risk
 - measures required to resolve the issue (temporary and permanent)
 - who is responsible to implement the resolution measure

Parties resolve the issue

- A Party may be assisted or represented by another nominated person.

Written agreement of the resolution

- Record details of issue and its resolution in a written agreement, if parties request this.
It must satisfy all parties.
- Provide copy of written agreement to all parties to the issue.

For the avoidance of doubt, nothing in this procedure prevents a worker from bringing a work health and safety issue to the attention of the worker's manager.

Workers are entitled to cease work if they have reasonable concerns that to carry out the work would expose them to a serious risk to their health or safety, emanating from an immediate or imminent exposure to a hazard.

This right is not affected by an issue resolution process that may be underway.

Robertson's Remedial and Painting Pty Ltd
 ABN: 16 140 746 247
 P: (02) 9181 3519
 E: info@rpd.net.au

SECTION THREE: Managing Service Providers

Work Health & Safety Management System

3.1 Service Provider Management Policy

Robertson's Remedial and Painting Pty Ltd will ensure that all service providers and sub-service providers (service providers) engaged will meet the relevant legislative requirements and the requirements of Robertson's Remedial and Painting Pty Ltd. All service providers are to be reviewed to assist with complying to WHS Standards, Australian and ISO Standards.

Procurement of service providers will be a controlled process to ensure the service provider is capable of conducting the work required and will do so in a safe manner in accordance with legislative and company requirements.

The service providers will be required to complete a WHS Review and Pre-Qualification checklist as part of procurement which will be checked by the Administration Manager

All service providers must provide evidence of current appropriate insurances, public liability, workers compensation, and other relevant safety documentation requested by Robertson's Remedial and Painting Pty Ltd.

Once approved, any High risk work undertaken must have SWMS and relevant documentation provided by the service provider which will be reviewed as appropriate using the relevant checklist.

All service providers are:

- Expected to comply with the Work Health and Safety Act 2011, Work Health and Safety Regulation 2017, relevant Australian Standards, Codes of Practice and Industry Standards and Robertson's Remedial and Painting Pty Ltd Policies & Procedures.
- Are also responsible for any Sub Service Providers working on their behalf.
- Are to complete risk assessments for all activities and ensure hazards are controlled.
- To ensure their workers are made familiar with the Service Providers' Safety Conditions, prior to the workers first attending the site to commence the contracted work.
- To complete confidentiality agreements as nominated by Robertson's Remedial and Painting Pty Ltd

Performance will be assessed to ensure that company expectations, legislative requirements and ISO Standards are being met. Service Providers who exhibit poor performance will have their contracts reviewed and appropriate actions will be taken.

Where the Service Provider(s) is found unacceptable or does not have the required documentation outlined the Service Provider Pre-Qualification Checklist. The Service Providers will work under Robertson's Remedial and Painting Pty Ltd.'s WHS Management System.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

3.2 Service Provider Management Procedure

Robertson's Remedial and Painting Pty Ltd are assisting with compliance with the WHS Act 2011 and WHS Regulation 2017 in relation to procuring service providers. When engaging Service Providers, the Procurement Process will be followed to assist in complying with the WHS Act 2011 and WHS Regulation 2017.

1. Robertson's Remedial and Painting Pty Ltd sends the *Service Provider WHS Review* Section 3.3 and the *Pre-Qualification Checklist* Section 3.4 to the Service Provider to complete.
2. Robertson's Remedial and Painting Pty Ltd's Administration Manager will review the documentation completed and submitted from the Service Provider to ensure the documentation is suitable and meets the requirements outlined in the WHS legislation.
3. Robertson's Remedial and Painting Pty Ltd will make an informed decision and determine if the Service Provider has passed procurement for the engagement of their services. Notification will be provided to the Service Provider on this determination.
4. If the service provider has passed procurement, Robertson's Remedial and Painting Pty Ltd is to add them to the *Approved Service Provider Register*.
5. Robertson's Remedial and Painting Pty Ltd will request WHS documentation relevant to the services they will be providing e.g. SWMS, SWI's, SSMP, training records etc. Ensure all Service Providers have completed the accredited General Construction Induction Training, where applicable.
6. Robertson's Remedial and Painting Pty Ltd shall review the WHS documentation supplied, review the SWMS against the *Service Providers SWMS Review Checklist*. Amendments required to SWMS will be submitted to the Service Provider until the SWMS are compliant with the work activity and legislative requirements.
7. Robertson's Remedial and Painting Pty Ltd will provide Service Providers a site-specific induction prior to commencing work.
8. Robertson's Remedial and Painting Pty Ltd will provide all Service Providers with a copy of the Site Safety Management Plan, where applicable.
9. Robertson's Remedial and Painting Pty Ltd will complete *Worker Safety Performance Reviews*, including the Service Providers.
10. Robertson's Remedial and Painting Pty Ltd will review the performance of Service Providers on an annual basis. Service Provider Review will monitor and evaluate some of the following criteria:
 - Time Management
 - Communication
 - Standard of Service
 - WHS Performance

Robertson's Remedial and Painting Pty Ltd shall review the Service Providers WHS documentation during the annual review to ensure that it is up to date and relevant to the services provided (i.e. training records, insurances, safety Documentation). Records of the annual review will be recorded within the Approved Service Provider Register.

Work Health & Safety Management System

3.3 Service Provider WHS Review

To whom it may concern,

Robertson's Remedial and Painting Pty Ltd require your cooperation in assessing hazards associated with your work and assisting with compliance with the WHS Act 2011 and WHS Regulation 2017. Please read, understand, complete and sign the below documentation.

Under the WHS Act 2011, Service Providers are deemed workers; therefore, they hold the same responsibilities as workers at law:

While at work, a worker shall:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able with any reasonable instruction that is given by the person conducting the business/or undertaking (PCBU) to allow the person to comply with this Act; and
- Cooperate 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 notified to workers.

As you will appreciate, under the Work Health and Safety Act 2011, Robertson's Remedial and Painting Pty Ltd is required to ensure a safe environment for all of our workers to our premises and sites. In order to achieve this, Robertson's Remedial and Painting Pty Ltd require your cooperation in ensuring that all tasks undertaken by your workers are undertaken safely by using the appropriate safety equipment, signage and by following company procedures and consulting with workers and PCBU's.

Robertson's Remedial and Painting Pty Ltd requires copies of the following documentation:

Documentation	Service Provider Check	
	Yes	No
Read all of the Safety Rules and communicate to all workers	<input type="checkbox"/>	<input type="checkbox"/>
Complete the Service Providers Pre-Qualification Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Provide Copies of current insurances (public liability and workers compensation)	<input type="checkbox"/>	<input type="checkbox"/>
Provide Copies of SWMS	<input type="checkbox"/>	<input type="checkbox"/>
Provide Copies of SDS	<input type="checkbox"/>	<input type="checkbox"/>
Provide Copies of any relevant training certificates of workers	<input type="checkbox"/>	<input type="checkbox"/>
Complete Service Provider Declaration	<input type="checkbox"/>	<input type="checkbox"/>

Please send them to Unit 10/56 Buffalo Road, Gladesville NSW 2111

Should you have any questions, please contact myself on (02) 9181 3519

Your cooperation is greatly appreciated.

Regards,

(Leslie Robertson)

Robertson's Remedial and Painting Pty Ltd

Work Health & Safety Management System

Service Provider Safety Conditions

Introduction

At Robertson's Remedial and Painting Pty Ltd we pride ourselves on our Work Health, Safety and Environmental performance. Our success is due to the contribution of all workers in supporting the company's objectives of maintaining a safe working environment. Robertson's Remedial and Painting Pty Ltd requires best practice in all matters relating to Work Health and Safety, ensuring Service Providers follow the list of general safety requirements and comply with them.

Service Providers Obligations

- Service Providers are expected to comply with the Work Health and Safety Act 2011, Work Health and Safety Regulation 2017, relevant Australian Standards, Codes of Practice and Industry Standards and Robertson's Remedial and Painting Pty Ltd Policies & Procedures.
- Principal Service Providers are also responsible for any Sub Service Providers working on their behalf.
- Service Providers should complete risk assessments for all activities and ensure hazards are controlled.
- Robertson's Remedial and Painting Pty Ltd requires all Service Providers ensure their workers are made familiar with the Service Providers' Safety Conditions, prior to the workers first attending the site to commence the contracted work.

General Safety Rules

Induction and Safety Training:

All Workers attend the WHSMS induction and site-specific safety induction.

Prior to commencement of work, all workers should complete the WHS training relevant to their work (e.g. Trade certificate, confined spaces training, height safety training).

All site personnel shall have a current WHS Construction Induction Training Card.

All Workers should attend regular site safety meetings to discuss site safety matters.

All visitors to the site should be accompanied and escorted around site by a person who has received the appropriate training.

Fitness for Work

Every person entering the site should be in a fit condition to undertake the work safely. It is against our policy for any person to engage in activities while under the influence of drugs, alcohol or be fatigued. If a worker is taking prescription or over the counter medication that has the potential to affect a person's safety and performance at work, the worker shall notify the immediate supervisor.

Personal Protective Equipment (PPE)

All Service Providers are to be trained in the correct use and storage of PPE in accordance with the WHS Act 2011 and WHS Regulation 2017. All Service Providers shall use appropriate PPE wherever necessary for their activities as well as complying with the site PPE requirements.

Safe Access / Egress

Service Providers and workers shall ensure that, when performing works, they have a practical and safe access / egress to and from the work area to prevent falls, collapse etc.

Effective protection for workers and the public, including barricades, fencing and overhead protection will be implemented onsite.

Emergency Exits and Equipment

Service Providers shall ensure clear access to emergency exit doors, fire extinguishers, fire hose reels and fire hydrants. These areas shall be kept clear at all times. In the event of an

Work Health & Safety Management System

emergency or evacuation, Service Providers will comply with the emergency procedures of the site.

Housekeeping

All workers shall ensure the area they work within is clean, tidy, maintained and safe at all times. All forms of rubbish, tools and equipment will be neatly tidied away during work and at the completion of work activities. Effective housekeeping is important to ensure minimal hazards are in the work site.

Competent Worker

All workers should be suitably qualified, competent and licenced for the activities performed and shall ensure that required licences / tickets are current. Inexperienced workers shall be supervised at all times when conducting High Risk Work, until deemed competent to do so.

Tools and Equipment

Where the service provider supplies tools, equipment or machinery, it is their responsibility to ensure that all tools, equipment and machinery comply with all the relevant statutory requirements, Codes of Practice and Australian Standards.

Pre-start checks should be undertaken on tools and equipment.

The Service Provider should maintain the tools, equipment and machinery in a safe condition to the relevant standard for the duration of the work to be carried out. A maintenance schedule shall be developed and followed. Maintenance records shall be documented.

Hazard Management

If a hazard is identified or created, and it is in the Service Provider's power to correct it, it is the Service Provider's duty of care to ensure the hazard is rectified immediately. If the hazard cannot be rectified, it should be reported to Robertson's Remedial and Painting Pty Ltd or the Site Supervisor immediately. The Service Provider and the Service Provider's workers are responsible to ensure that any material or fluid that is dropped or spilt is cleared or wiped up immediately and the work area made safe.

Hazardous Chemicals

All chemical substances, dangerous goods or other fluids shall be kept in identifiable, labelled containers, stating the contents and health and safety information, and stored in areas suitable for their storage and containment. Containers should be kept tightly closed when not in use.

A Safety Data Sheet shall be provided for all chemicals, dangerous goods or other fluids that are used. All SDS's and hazardous substances will be kept in a register at the workplace in an easily accessible area for workers.

Any new substance introduced into the work site will be safely done so and communicated to all workers on site. Hazardous substances will be risk assessed and documented to ensure appropriate controls to manage the hazard are implemented.

No waste liquids are to be poured into storm water or sewer drains, or onto the ground.

The Service Provider shall appropriately remove and dispose of substances from the site in accordance with environmental laws.

Persons who are handling hazardous substances should ensure they are trained, and it is safe to do so. SDS shall be read prior to commencing work with the substance and it shall be kept nearby for emergency purposes.

Spill kits are kept on site and in trucks for environmental incident management. In the event where there is a spill, stop work – contain spill and clean-up in accordance with the SDS.

Noise

The WHS Regulation imposes a duty on Robertson's Remedial and Painting Pty Ltd to conduct audiometric testing in relation to a worker who is frequently required to use PPE to protect the worker from the risk of hearing loss within 3 months of the worker commencing

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work, and in any event at least every two years. Service providers will be required to provide testing, where necessary.

High-Risk Work

Service Providers carrying out any high-risk work, as defined by the WHS Regulation 2017, shall have a Safe Work Method Statement for that particular type of high-risk work and work in accordance with the procedures outlined in the Safe Work Method Statement.

✓ **Work at Heights:**

Work activities involving working at heights with a risk of falling 2 meters or more or where a worker can fall from one level to another should first ensure the work is carried out on ground or on solid construction, and provide for fall protection devices, such as a work platform, physical barrier around perimeter or openings.

You shall provide safe access / egress to the area of work that has a risk of falls.

If the above are not applicable, you should provide a work position system to manage the falls of risk, such as rope access systems, for which you must be properly trained and licenced.

If the above are not applicable, you should provide fall arrest system. This includes catch platforms, inertia reels, safety harness etc. If this option is selected, you shall establish emergency and rescue procedures test the effectiveness and provide adequate information, training and instruction in them.

All fall protection equipment will be inspected prior to use to identify any damage or defects and used in accordance with Safe Work Method Statements. They should be certified, tested and tagged for safe use.

Ladders should only be used if other forms of fall protection equipment cannot be used. Preferably platform ladders are to be used.

✓ **Excavation:**

Service Providers should ensure that the nature of the excavation and the methods to conduct the excavation work are planned for and made aware to all workers. Excavations shall have a documented safe means of access / egress into and from the trench, if applicable.

Where excavation trenches are 1.5m deep or more, the work area shall be secured from unauthorised access. Service providers shall mitigate risks of collapse of trench by ensuring all sides of the trench are adequately supported by 1 or a combination of the following controls:

- Shoring,
- Benching,
- Battering.

Where advice is received by a geotechnical engineer that the trench is safe from collapse, the above does not apply.

✓ **Working Around Live Services:**

The Service Provider should obtain current underground essential services information (what service affected, location, depth, pipes, cables or other plant, conditions on proposed excavation work) from Dial Before You Dig (DBYD) or other plans before allowing any excavation works to commence. This information should be provided to Robertson's Remedial and Painting Pty Ltd and all other workers who will be conducting the excavation. An informed decision will be made in regard to the methods of excavation, carrying out or directing or allowing the excavation activity to commence. This information shall be made available to all relevant workers and stored in a safe place.

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- ✓ **Mobile Plant & Motor Vehicles:**
Service Providers operating mobile plant and vehicles are required to be in possession of the appropriate licence, be properly trained and able to demonstrate competency in the specific type of plant intended to be used.
Selected Plant and vehicles should only be used as per the intended design and use. Ensure the design and use of the plant or vehicle is appropriate for the type of work activity.
Daily Pre-start checks should be undertaken on all plant and vehicles to identify faults, damage and proper functionality of the plant or vehicle.
Plant and vehicles should be maintained in good condition and properly functioning. Regular maintenance and servicing should be conducted, as per manufacturers recommendations and maintenance schedules. All maintenance will be documented, and records securely kept.
All vehicles shall comply with the site speed limits.
- ✓ **Hot Works:**
Where workers will be carrying out Hot Works, they will be required to fill out a Hot Works Permit to ensure safety measures and controls are applied to the activity and approve the work to commence.
Hot Works are activities that involve Welding, Grinding, Gas-Cutting, Flame heating or Burning and produce sparks or flames.
- ✓ **Work involving, or likely to involve, Asbestos:**
Service Providers shall communicate on any work activities that will expose workers to Asbestos contaminating materials.
Appropriate Health monitoring, as per the Health Monitoring Policy, shall be implemented prior to work commencing.
Where work involves asbestos, the asbestos register shall be reviewed to identify areas that contain asbestos.
No worker is permitted to touch or disturb the material contaminated with asbestos. Only appropriately licenced asbestos removalists are allowed to remove the asbestos contaminated materials.
Workers shall immediately stop work if they identify & locate asbestos. Notify supervisor who will immediately notify Robertson's Remedial and Painting Pty Ltd who will arrange for NATA accredited testing to confirm of asbestos material and pursue further appropriate action.
- ✓ **Electrical Works**
All unsafe electrical equipment must be disconnected and removed from service;
Untested equipment must not be used;
Records of testing will be kept until equipment is retested or removed from the workplace;
Electrical work must not be carried out on electrical equipment that is energised, unless; it is necessary in the interests of health and safety, it is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly, it is necessary for testing, or there is no reasonable alternative means of carrying out the work.
Electrical equipment must be protected by an RCD (Residual Current Device).
A competent person regularly tests RCD's.
A record of all RCD's completed testing to be kept.
Electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involves exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.

3.4 Service Provider Pre-Qualification Checklist

Suggested completion frequency: Prior to service provider commencement

Company name:	Service Provider to Complete		Robertson's Remedial and Painting Pty Ltd Review	
Revision #:				
Date:				
Questions	Yes	No	Yes	No
Do you have a written WHS policy? (If yes, please provide copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a WHS Management System Manual? (If yes, please provide a copy of the contents page)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the WHS responsibilities clearly specified for all workers? (If yes, please provide details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a documented incident management procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures for management of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures for the storage and handling of hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures for Hazardous Manual Tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide specific WHS training to your workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep a record of WHS training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a procedure for workers to report hazards in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a workplace WHS consultation process? (If yes, please provide details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a Risk Assessment process for all work tasks? (If yes, please provide a copy of your Risk Assessment or SWMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organisation/company ever been convicted of a WHS offence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Company Executive Responsible for Health and Safety	
Name:	
Position:	
Phone Number:	

Current Workers Compensation- a certificate of currency is to be provided to Robertson's Remedial and Painting Pty Ltd	
Insurer:	
Policy Number:	
Period of Cover:	

Current Public Liability - a certificate of currency is to be provided to Robertson's Remedial and Painting Pty Ltd	
Insurer:	
Policy Number:	
Period of Cover:	

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Where the Service Provider(s) is found unacceptable or does not have the required documentation outlined the Service Provider Pre-Qualification Checklist. The Service Providers will work under Robertson's Remedial and Painting Pty Ltd.'s WHS Management System.

This Service Provider(s) has been reviewed and was **ACCEPTED / REJECTED:**

Reviewed By:		Signature:		Date:	
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Work Health & Safety Management System

3.5 Subcontractor's Statement

The statement is only to be used for Service Providers being engaged in New South Wales.



Subcontractor's Statement Regarding Worker's Compensation, Payroll Tax and Remuneration

(Note 1 – see back of form)

For the purposes of this Statement a "subcontractor" is a person (or other legal entity) that has entered into a contract with a "principal contractor" to carry out work.

This Statement must be signed by a "subcontractor" (or by a person who is authorised, or held out as being authorised, to sign the statement by the subcontractor) referred to in any of s175B *Workers Compensation Act 1987*, Schedule 2 Part 5 *Payroll Tax Act 2007*, and s127 *Industrial Relations Act 1996* where the "subcontractor" has employed or engaged workers or subcontractors during the period of the contract to which the form applies under the relevant Act(s). The signed Statement is to be submitted to the relevant principal contractor.

Subcontractor's Statement

Refer to the back of this form for Notes, period of Statement retention, and Offences under various Acts.

Subcontractor: ABN:
 (Business name)

of
 (Address of subcontractor)

has entered into a contract with ABN:
 (Business name of principal contractor) (Note 2)

Contract number/identifier

This Statement applies for work between: and inclusive, (Note 4)

subject of the payment claim dated: (Note 5)

I, a Director or a person authorised by the Subcontractor on whose behalf this declaration is made, hereby declare that I am in a position to know the truth of the matters which are contained in this Subcontractor's Statement and declare the following to the best of my knowledge and belief:

- The abovementioned Subcontractor has either employed or engaged workers or subcontractors during the above period of this contract. Tick ☐ if true and comply with (b) to (g) below, as applicable. If it is not the case that workers or subcontractors are involved or you are an exempt employer for workers compensation purposes tick ☐ and only complete (f) and (g) below. You must tick one box. (Note 6)
- All workers compensation insurance premiums payable by the Subcontractor in respect of the work done under the contract have been paid. The Certificate of Currency for that insurance is attached and is dated (Note 7)
- All remuneration payable to relevant employees for work under the contract for the above period has been paid. (Note 8)
- Where the Subcontractor is required to be registered as an employer under the *Payroll Tax Act 2007*, the Subcontractor has paid all payroll tax due in respect of employees who performed work under the contract, as required at the date of this Subcontractor's Statement. (Note 9)
- Where the Subcontractor is also a principal contractor in connection with the work, the Subcontractor has in its capacity of principal contractor been given a written Subcontractor's Statement by its subcontractor(s) in connection with that work for the period stated above. (Note 10)

(f) Signature* Full name

*Once the form is complete please print and sign.

(g) Position/Title Date

NOTE: Where required above, this Statement must be accompanied by the relevant Certificate of Currency to comply with section 175B of the *Workers Compensation Act 1987*.

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Notes

1. This form is prepared for the purpose of section 175B of the *Workers Compensation Act 1987*, Schedule 2 Part 5 *Payroll Tax Act 2007* and section 127 of the *Industrial Relations Act 1996*. If this form is completed in accordance with these provisions, a principal contractor is relieved of liability for workers compensation premiums, payroll tax and remuneration payable by the subcontractor.
 A principal contractor can be generally defined to include any person who has entered into a contract for the carrying out of work by another person (or other legal entity called the subcontractor) and where employees of the subcontractor are engaged in carrying out the work which is in connection with the principal contractor's business.
2. For the purpose of this Subcontractor's Statement, a principal contractor is a person (or other legal entity), who has entered into a contract with another person (or other legal entity) referred to as the subcontractor, and employees/workers of that subcontractor will perform the work under contract. The work must be connected to the business undertaking of the principal contractor.
3. Provide the unique contract number, title, or other information that identifies the contract.
4. In order to meet the requirements of s127 *Industrial Relations Act 1996*, a statement in relation to remuneration must state the period to which the statement relates. For sequential Statements ensure that the dates provide continuous coverage.
 Section 127(6) of the *Industrial Relations Act 1996* defines remuneration 'as remuneration or other amounts payable to relevant employees by legislation, or under an industrial instrument, in connection with work done by the employees.'
 Section 127(11) of the *Industrial Relations Act 1996* states 'to avoid doubt, this section extends to a principal contractor who is the owner or occupier of a building for the carrying out of work in connection with the building so long as the building is owned or occupied by the principal contractor in connection with a business undertaking of the principal contractor.'
5. Provide the date of the most recent payment claim.
6. For Workers Compensation purposes an exempt employer is an employer who pays less than \$7500 annually, who does not employ an apprentice or trainee and is not a member of a group.
7. In completing the Subcontractor's Statement, a subcontractor declares that workers compensation insurance premiums payable up to and including the date(s) on the Statement have been paid, and all premiums owing during the term of the contract will be paid.
8. In completing the Subcontractor's Statement, a subcontractor declares that all remuneration payable to relevant employees for work under the contract has been paid.
9. In completing the Subcontractor's Statement, a subcontractor declares that all payroll tax payable relating to the work undertaken has been paid.
10. It is important to note that a business could be both a subcontractor and a principal contractor, if a business 'in turn' engages subcontractors to carry out the work. If your business engages a subcontractor you are to also obtain Subcontractor's Statements from your subcontractors.

Statement Retention

The principal contractor receiving a Subcontractor's Statement must keep a copy of the Statement for the periods stated in the respective legislation. This is currently up to seven years.

Offences in respect of a false Statement

In terms of s127(8) of the *Industrial Relations Act 1996*, a person who gives the principal contractor a written statement knowing it to be false is guilty of an offence if:

- (a) the person is the subcontractor;
- (b) the person is authorised by the subcontractor to give the statement on behalf of the subcontractor; or
- (c) the person holds out or represents that the person is authorised by the subcontractor to give the statement on behalf of the subcontractor.

In terms of s175B of the *Workers Compensation Act* and clause 18 of Schedule 2 of the *Payroll Tax Act 2007* a person who gives the principal contractor a written statement knowing it to be false is guilty of an offence.

Further Information

For more information, visit the SafeWork NSW website www.safework.nsw.gov.au, Revenue NSW website www.revenue.nsw.gov.au, or Office of Industrial Relations, Department of Commerce website www.commerce.nsw.gov.au. Copies of the *Workers Compensation Act 1987*, the *Payroll Tax Act 2007* and the *Industrial Relations Act 1996* can be found at www.legislation.nsw.gov.au.

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3.6 Service Provider SWMS Review Checklist

Suggested completion frequency: Prior to service provider commencement

Project:		Date:	
Service Provider Contact Details:			
Scope of Activities:			
SWMS Name:			

The Project Manager or delegate shall review the details provided in the SWMS to determine if the following issues are of conformance, as applicable:

Item No.	SWMS/ SWI Description	✓	×	Comment
1	a) Is the SWMS printed on a company letterhead, providing the Service Provider's ABN No, and signed and dated by a senior executive?	<input type="checkbox"/>	<input type="checkbox"/>	
	b) Is the scope of work appropriately detailed?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is the Service Provider's Works Manager identified?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Do the SWMS identify high risk construction work?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are the applicable Standards, Statutory Acts and Codes of Practice listed?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are the methods of work (step by step) detailed?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are the required workforce qualifications (certificates? etc.) listed?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Is mandatory Personal Protective Equipment (PPE) identified?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are the Hazardous Substances, if used, listed?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are all plant, tools and equipment required listed?	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are all the Safety hazards and risks associated with the scope of work identified?	<input type="checkbox"/>	<input type="checkbox"/>	

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Item No.	SWMS/ SWI Description	✓	×	Comment
12	Are control measures established for each hazard identified?	<input type="checkbox"/>	<input type="checkbox"/>	
13	Is the person responsible for implementing, monitoring and controlling each hazard identified?	<input type="checkbox"/>	<input type="checkbox"/>	
14	Have those workers who have been consulted in the development of the SWMS been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
15	Other Issues (Please describe):	<input type="checkbox"/>	<input type="checkbox"/>	

Please provide additional comments on the Safe Work Method Statement by referencing the associated item number.

Item No.	Comments

Where a Service Providers has subcontracted a portion of their scope of work to others, a separate SWMS covering the work required from the second Service Provider(s) must be submitted for Robertson's Remedial and Painting Pty Ltd.'s review and acceptance. Where the SWMS is found unacceptable, a copy of the prepared and signed checklist should be forwarded to the Service Providers for information and action.

This SWMS (s) has been reviewed and was **ACCEPTED / REJECTED:**

Reviewed By:		Signature:		Date:	
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3.7 Approved Service Provider Register

Refer to the Approved Service Provider Register in excel spreadsheet

Work Health & Safety Management System

3.8 Outsourcing

Definition: Obtain goods or a service by contract from an outside supplier. Outsourcing often involves the contracting of a business process, operational, and/or non-core functions such as manufacturing, call centre etc, whereby the PCBU has no direct control over the function/s.

Due to the nature of the business, some of Robertson's Remedial and Painting Pty Ltd.'s work is outsourced to external providers. The following processes will be followed for an outsourced function or activity. Prior to engaging an external provider, Robertson's Remedial and Painting Pty Ltd will complete quality and reliability checks, including WHS reviews for each external provider to determine whether Robertson's Remedial and Painting Pty Ltd will engage the external provider for their services.

External providers will also be assessed and selected according to the following criteria:

- Conformance to Australian Standards and WHS Legislative responsibilities (via WHS documentation reviews)
- Price/value
- Location and delivery
- Service
- Locality/past experience
- Qualifications and skills necessary to perform the task/s

External providers' performance will be monitored via annual reviews. The following criteria will be used monitor and evaluate the performance of the external providers:

- Time Management
- Communication
- Standard of Service
- WHS performance

SECTION FOUR: WHS Risk Management

Work Health & Safety Management System

4.1 WHS Risk Management Policy

Policy Statement

It is the policy of Robertson's Remedial and Painting Pty Ltd to ensure that all risks are identified, assessed, controlled and monitored in accordance with the WHS Act 2011, WHS Regulation 2017, AS ISO 31000: 2018 Risk Management, SafeWork NSW Codes of Practice and other guidance materials.

Policy Scope

This policy provides directions on managing WHS risks faced by the company. It applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd, and extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd.

Policy Implementation

Both Robertson's Remedial and Painting Pty Ltd and Worker have a responsibility to identify any potential hazards and risks in the workplace through the various methods, i.e., regular inspections and observations.

When a hazard is identified, the worker shall eliminate or make it safe right away, if safe to do so. Where necessary, (all high risk hazards) the worker will complete the *Hazard Report Form* and give it to the immediate Site Supervisor. A copy of this is then sent to the Project Manager.

If further controls are required, measures will be further discussed, taking into consideration the hierarchy of controls, with the worker and the Site Supervisor and documented in the control section. The action is then assigned to a responsible and accountable person to complete by a suitable date. The hazard report is discussed with all workers at the next pre-start or safety meeting.

To assist in identifying hazards and risks of a particular activity and workplace, a Project Risk Assessment will be completed prior to the commencement of every job. Furthermore, this will identify whether and what Safe Work Method Statements (SWMS) will be required to be developed for the activity.

Regular Site Safety Audits / Inspections or Office and Warehouse Inspections will be completed to assess safety at the workplace and ensure that safety management standards are maintained. Third party safety audits will be conducted on a regular basis to assist with compliance against WHS legislative requirements and the requirements of the WHS Management System.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

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4.2 WHS Risk Management Procedure

Risk Management is a proactive process that helps workers and Robertson's Remedial and Painting Pty Ltd to respond to uncertainties and sustain the health and safety of the workplace and workers. It should be planned, systematic and cover all reasonably foreseeable hazards and associated risks.

The company will plan, implement, control and maintain the processes needed to meet requirements of the WHSMS by:

- Establishing criteria for the processes
- Implementing control of the processes in accordance with the criteria
- Maintaining and retaining documented information, as per the document control policy, to ensure the processes have been carried out as planned, and
- Adapting work to workers

Robertson's Remedial and Painting Pty Ltd has a responsibility to manage health and safety risk and identify reasonably foreseeable hazards. The Risk Management procedure is to be implemented to assist with compliance with the legislative requirements of the WHS Act 2011 & WHS Regulation 2017.

The steps of Risk Management are:

1. Identify the hazards to work health and safety arising from work activities.
2. Assess the risks
3. Determine and implement control measures to reduce the risks; and
4. Monitor and review the effectiveness of the control measures.

1. Identifying Hazards

Definition: A hazard is any object, act or situation that has the potential to cause harm or property damage.

Hazards arise out of a range of activities. Robertson's Remedial and Painting Pty Ltd will consider the following for hazard identification:

- Areas / Activities identified as High-Risk
- Plant and Equipment
- Hazardous Manual Tasks
- Noise
- Hazardous Substances
- Excavations
- Working around Live Services
- Working around Live Traffic
- The working environment
- Human Factors (e.g., morale, workload, time pressures, distraction, competence)
- Methods of conducting work

Prior to commencing work, all hazards related to the work tasks shall be identified. Hazards will be identified at Robertson's Remedial and Painting Pty Ltd through, but not limited to, the following methods:

- Regular Safety inspections
- Hazard Reporting
- Safety Data Sheets
- Job Observations
- Safety information on plant and machinery
- Historic / Previous Incidents
- People, including considering:
 - those with access to the workplace and their activities
 - those in the vicinity of the workplace
 - workers at a location not under the direct control of the company

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Methods:

(a) *Project Risk Assessment* and *Risk Register* to be completed among the Project Manager, Engineers and other key personnel during the development of Site Safety Management Plan.

(b) A *Worker Performance Safety Review* will be carried out by Project Manager or the Site Supervisor of Workers to assess their safety performance on site, including:

- Work carried out according to the safe work method statements
- Personal protective equipment compliance
- Observing site housekeeping

(c) The *Site Inspection Checklist* is to be undertaken by the Project Manager or Compliance OH&S on a regular basis to assist in identifying the hazards present onsite.

(d) The *Office and Warehouse Inspection Form* will also be completed on a regular basis to assist in identifying hazards present in the office and warehouse. This inspection will be completed by the Site Supervisor.

2. Risk Assessment

Once hazards have been identified, they will be assessed in terms of their potential to cause harm. Risk assessment allows appropriate control measures to be developed.

To assess risk, consideration should be given to *consequences* of the harm occurring and the *likelihood* of the actual harm.

While conducting a Risk Assessment the following factors should be considered:

- The effectiveness of existing controls;
- Work environment, including workplace layout and surrounding conditions;
- Capability, skill, experience, age of the people undertaking the work;
- The system of work being used;
- Reasonably foreseeable abnormal conditions (weather, emergency situations);
- Information available on the hazard.

A WHS Risk Register has been developed for Robertson's Remedial and Painting Pty Ltd in *Section 5.3* and will be regularly reviewed and updated. Workers are consulted and actively involved in the development and continual updating of the Risk Register.

All workers are to be educated on the risk register and be aware of the potential hazards and risks in the workplace.

Where new hazards and risks have been identified, the Risk Register will be updated with these changes being communicated to workers via safety meetings and ongoing training.

All Risk Assessments will be carried out using the applicable form. Risk assessment forms have been developed according to the area of risk. Each area has different hazards, risks and consequences; therefore, the Risk Assessment asks specific questions relating to that issue.

The Risk Assessment forms are:

- Plant Risk Assessment (obtained from the supplier) *
- Project Risk Assessment
- Site Inspection Checklist
- Office and Warehouse Inspection Form
- Safe Work Method Statements (SWMS)

*A Plant Risk Assessment will be obtained from the supplier. All persons involved in the commissioning, installation, use and testing and the de-commissioning, dismantling and disposal of plant must be provided with the Plant Risk Assessments and relevant plant records.

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Risk Assessment Model

Risk Level	Description of consequence or impact	Consequence	Likelihood/Probability		
			Unlikely (1)	Possible (2)	Almost Certain (3)
High Level of harm	Actual/Potential fatality, disability or irreversible damage. Major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
Medium Level of harm	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge/release contained, minor remediation, short-term environmental harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
Low Level of harm	Incident that has the potential to cause persons to require first aid. Environmental discharge/release immediately contained, minor level clean-up with no short-term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Level	Likelihood/Probability				
Almost Certain	Occurs frequently; >66% chance of occurring				
Possible	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely	May occur only in exceptional circumstances; <33% chance of occurring				
Class/Ranking	Description/Requirements				
High 6, 9	Stop immediately. Implement permanent corrective controls. Will require detailed pre-planning. Actions will be recorded on a SWMS.				
Medium 3, 4	Will require operational planning. Actions will be recorded on SWMS.				
Low 1, 2	Will require localised control measures.				

3. Risk Control

Definition: *Risk control is the process of eliminating or reducing risk factors to prevent the occurrence of incidents.*

Control measures should be chosen and implemented to eliminate or reduce the risk as far as practicable. When deciding on the most appropriate measures to use, practicality and acceptance of the control measures must be adopted.

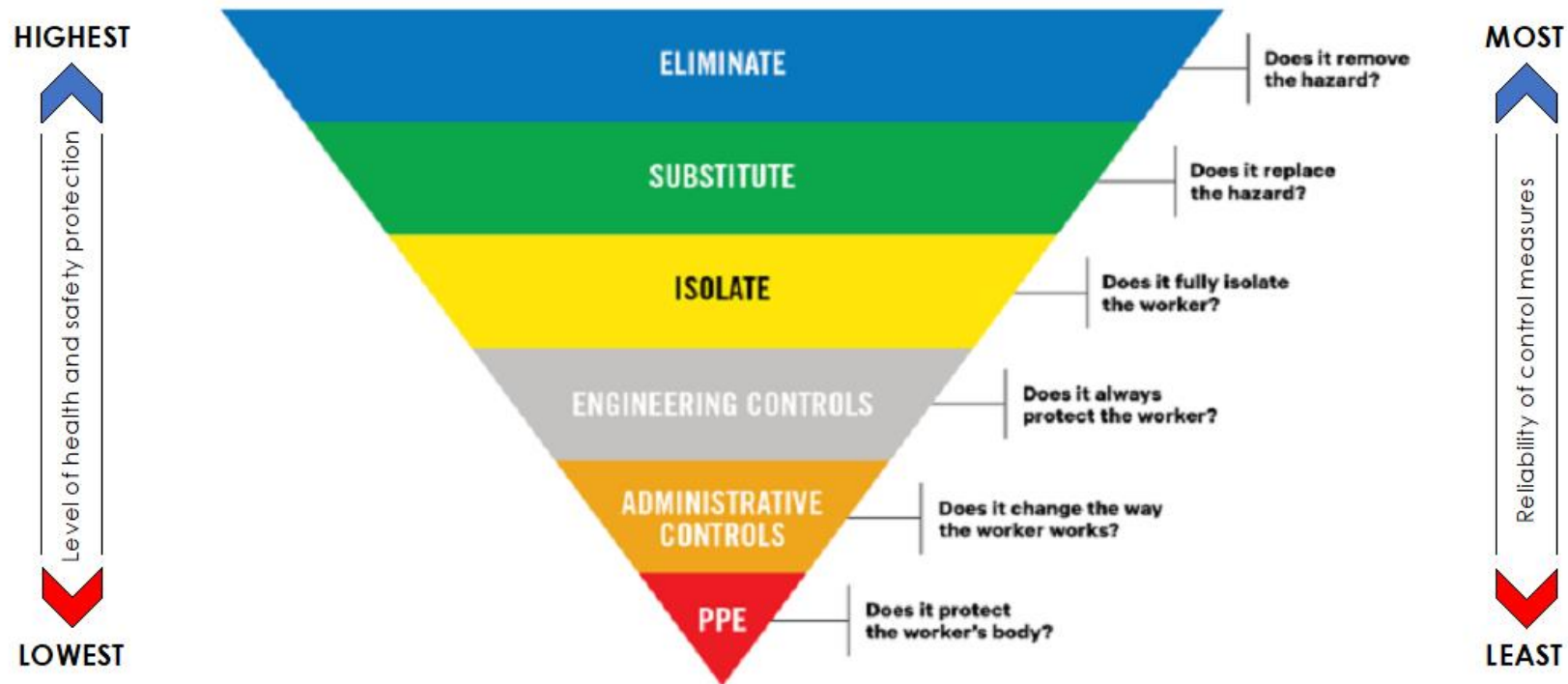
A duty holder, in managing risks to health and safety, must:

1. Eliminate risks to health and safety so far as is reasonably practicable; and
2. If it is not reasonably practicable to eliminate risks to health and safety—minimise those risks so far as is reasonably practicable.

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Hierarchy of Controls

The Hierarchy of Controls will be used as a guide of what controls measures will be acceptable to use. Elimination of hazards is always the first priority control measure. Where it is not reasonably practicable for the risk to be eliminated, Robertson's Remedial and Painting Pty Ltd must minimise risk, so far as is reasonably practicable, by using the Hierarchy of Controls.



A combination of these measures may be selected to control hazards to the lowest level reasonably practicable. Robertson's Remedial and Painting Pty Ltd will monitor control measures to ensure they are effective.

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Safe Work Method Statements

The WHS Regulation 2017 and the Construction Code of Practice states that SWMS shall be prepared for all work activities assessed as *High-Risk Construction Work*. These are listed below.

High Risk Construction Work
(a) Involves a risk of a person falling more than 2 metres
(b) Is carried out on a telecommunication tower
(c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
(d) Involves, or is likely to involve, the disturbance of asbestos
(e) Involves structural alterations or repairs that require temporary support to prevent collapse
(f) Is carried out in or near a confined space
(g) Is carried out in or near: <ul style="list-style-type: none"> (i) A shaft or trench with an excavated depth greater than 1.5 metres; or (ii) A tunnel
(h) Involves the use of explosives
(i) Is carried out on or near pressurised gas distribution mains or piping
(j) Is carried out on or near chemical, fuel or refrigerant lines
(k) Is carried out on or near energised electrical installations or services
(l) Is carried out in an area that may have a contaminated or flammable atmosphere
(m) Involves tilt-up or precast concrete
(n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
(o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant
(p) Is carried out in an area in which there are artificial extremes of temperature
(q) Is carried out in or near water or other liquid that involves a risk of drowning
(r) Involves diving work

The SWMS are prepared because they:

- Outline a safe method of work for a specific job, and
- Provide an induction document that workers must read and understand before starting the job, and
- Help meet legal responsibilities for such requirements as hazard identification, risk assessment and risk control, and
- Help to effectively co-ordinate the work, the materials needed, the time required, and the people involved to achieve a safe and efficient outcome.

SWMS must be developed to be specific to the job site and works that are to be carried out. SWMS should be developed in consultation with the relevant workers. SWMS will be used to train workers on a particular task.

The Construction Code of Practice outlines the minimum amount of information that SWMS should contain. At the very least SWMS must include:

- Identify the work that is high risk construction work
- A description of the work to be undertaken,
- Foreseeable hazards associated with the work,
- The step by step sequence in doing the work,
- The potential hazards and risks associated with the work steps,
- The safety controls that will be used to minimise these hazards,
- All precautions to be taken to protect health and safety,

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- Identification of all WHS laws, Standards or codes applicable to the work,
- The names and qualifications of those who will supervise the work and inspect and approve work area,
- Work methods, protective measures, plant, equipment and power tools,
- A description of what training is given to people doing the work,
- Identification of plant and equipment needed on site to do the job,
- The company's letterhead, company name and registered office,
- The signature of a senior manager representative of the company and date signed.

Copies of SWMS are to be retained on site for the duration of the works and then returned to the office. SWMS are to be kept for two years post the use of the SWMS for the specific site. Robertson's Remedial and Painting Pty Ltd is to ensure workers have access to or have a copy of the SWMS at all times.

4. Monitor & Review

The risk identification, assessment and control processes require regular monitoring to ensure the implemented control measures perform as originally intended and continue to prevent or adequately control the risk of injury.

Control measures should also be checked carefully to ensure that new hazards are not created, directly or indirectly, by the original control measure.

Risk management processes will be reviewed when:

- A significant change occurs to which the Risk Assessments relates;
- An injury or incident occurs to which the Risk Assessments relates;
- There is evidence that the Risk Assessment is no longer valid (technology, time).

4.3 Robertson's Remedial and Painting Pty Ltd WHS Risk Register

Please refer to the Risk Register located on the excel spreadsheet

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4.4 Change Management Procedure

Introduction

This procedure outlines Robertson's Remedial and Painting Pty Ltd.'s approach to managing change within the company. All changes in strategy, activities and processes could result in changes in WHS risks. These risks need to be identified and assessed as part of the change management (CM) process.

To effectively manage the work health and safety risks associated with introducing new or changed processes, plant, equipment and/or materials into the company, Robertson's Remedial and Painting Pty Ltd.'s will:

- Identify if the new or changed processes, plant, equipment, hazardous chemicals and/or materials will introduce new hazards or risks or exacerbate any existing hazards or risks in accordance with the hazard management process.
- Identify the need for and scope of the project management process including necessary appointments.
- Ensure the change management process is conducted in line with the consultation and engagement processes.

The following will be required to be addressed when requesting change:

- What is the proposed change?
- Why is the change required?
- What is the change expected to achieve?
- How will the proposed changes impact workers and operations?
- How will the changes impact stakeholders?
- What is the estimated timeframe for the change?
- Any other factors to be considered for the successful management of the change?
- What are the estimated costs of the change?

Types of Change Events:

Robertson's Remedial and Painting Pty Ltd is likely to deal with a number of different change events. These may include:

- Changes in scale (significant acquisition) – Where Robertson's Remedial and Painting Pty Ltd wins a large contract or opens a new business line there may be a need to change the way the business works due to the increasing size of the company (e.g., increases in workers, need for new premises, need for additional vehicles, changes in management structures, workplace locations and surroundings; work organisation; working conditions; equipment etc.)
- Changes in Personnel (offboarding or onboarding 1 or more key personnel)– A more common change event that all companies will face from time to time is the need to adapt to changes in the personnel in key positions within the business. For example, a change in supervisor may change team dynamics whilst a change in accountant could include the risk of losing significant corporate knowledge.
- Changes in Technology (operational platform that replaces 1 or more business functions or changes to storage of intellectual property)– Where there have been improvements in technology (e.g., communications, IT or equipment) there will be a need for Robertson's Remedial and Painting Pty Ltd to update their systems and train their workers to effectively manage the change.
- Changes in knowledge or information about hazards and risk – Where new information has been obtained regarding hazards and risks associated to business operations, changes will need to be made in respect to identifying, assessing, controlling and monitoring those hazards and risks. There will be a need to manage a change process

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through training existing staff, implementing the change and potentially investing in new equipment and marketing literature.

- Legislative change – Changes in laws and regulations could have a significant impact on how Robertson's Remedial and Painting Pty Ltd goes about undertaking its work.
- Change in location or financial position – Where there has been a physical (geographic) change to the company's location or where there has been a significant change to the company's financial position.

Change management for the above needs to be assessed for associated hazards and risks (including internal and external WHS issues). Any unintended changes and their consequences must be reviewed, taking action to mitigate any adverse effects, as necessary.

Process

As a minimum, all significant changes shall include the following steps:

1. Request the Change – the change shall be documented using the Corrective Action and Non-Conformance Form and/or Corrective Action and Non-Conformance Register.
2. Planning meeting – discuss & review request for change – The Management Team will review the change at the next WHS Meeting to determine the actions necessary to address and implement the intended changes. Wherever it is deemed necessary, other departments of the business will be consulted about the proposed changes.
3. Assign actions and personal - Following the initial meeting, actions will be assigned to relevant personnel, including but not limited to, communicating the change and proposed actions to the workforce. Follow up meetings will be held to ensure completion of the identified actions and if any issues have occurred as a result of the actions implemented.
4. Communicate to workers of the change – This can be communicated in the form of Safety Meetings (Toolbox Talks) or via an online platform.
5. Evaluate change – The Management Team and Workers will trial the change to identify for all possible positive and negative outcomes.
6. Follow-up meeting – Review the results from the evaluation of change, and discuss ways to eliminate the negative outcomes of the change.
7. Approve Change - At the following WHS Meeting, the following points will be verified prior to approving the change and then reviewed and signed off by the Directors.
8. Coordinate implementation – training and communicating to all workers on the new change and implementing the required processes, purchasing additional resources, etc..
9. Review and Close change request at the next WHS Meeting.
10. Ongoing communication and monitoring throughout the whole implementation process.

Evaluation & Prioritisation:

In order to evaluate and prioritise a change request, the "priority" and "type" of the change are taken into consideration. Use the first and second tables below to list and define the "priority" and "type" data elements that are applicable for the project. The third table provides examples of commonly used project status types. The list of elements is at the discretion of the project manager.

Change requests are evaluated using the following priority criteria:

- High
- Medium
- Low

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Change requests are evaluated and assigned one or more of the following change types:

- Scope
- Time
- Duration
- Cost
- Resources
- Deliverables
- Product
- Processes
- Quality

Change requests are evaluated and assigned one of the following status types:

Status	Description
Open	Entered/Open but not yet approved or assigned
Work in Progress	CR approved, assigned, and work is progressing
In Review	CR work is completed and in final review prior to testing
Testing	CR work has been reviewed and is being tested
Closed	CR work is complete, has passed all tests, and updates have been released.

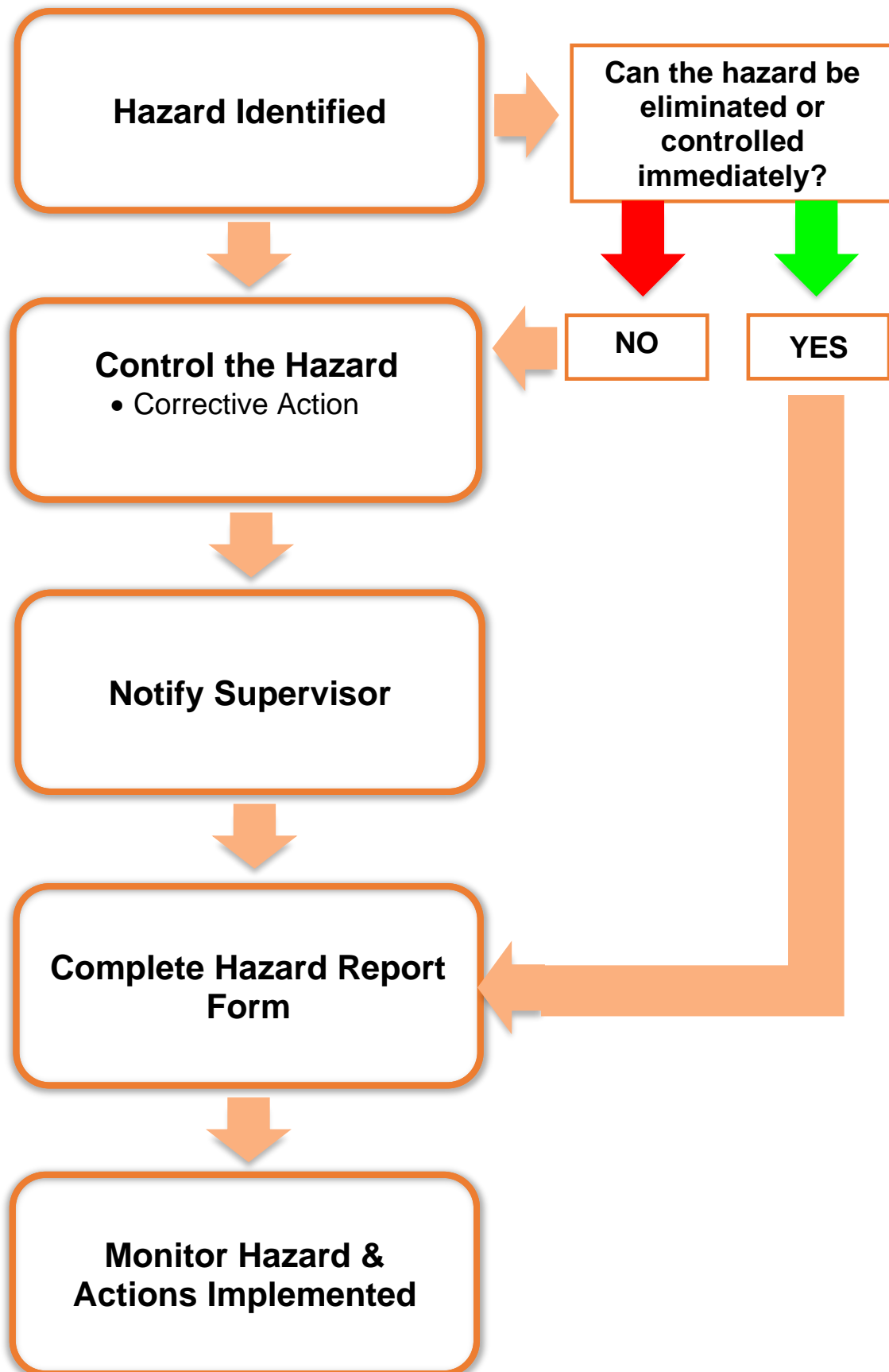
Communication

Communication with management, workers and stakeholders will be continuous throughout the whole change management process to ensure clear vision, conformity, openness to ideas and clarification of the process.

The following elements will be incorporated in the approach:

- Clearly communicate the change vision and do it early
- Outline the benefits and impacts of the change.
- Ensuring that any changes in policy and procedures are highlighted.
- Ensure management actively communicate throughout the change process.
- Provide opportunities for dialogue.
- Repeat change messages often.
- Monitor and measure the effectiveness of communications during WHS Meetings.

Where changes that do not reach that substantial change threshold (as outlined in the above scope), then these changes will be discussed and managed at a Management level during Robertson's Remedial and Painting Pty Ltd internal meetings.

4.5 Hazard Reporting Procedure

Robertson's Remedial and Painting Pty Ltd
 ABN: 16 140 746 247
 P: (02) 9181 3519
 E: info@rpd.net.au

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4.7 Project Risk Assessment

Site Address:		Date:	
Scope of Work:			

Hazards Identified:

Hazard	(✓)	Risk Rating	Control Measure (Circle)
Heights (Falls)			Work on ground level, Platforms, EWP, harnesses, barricades, abseiling, Other.
Falling Objects			Hart hats, Cover holes with metal/timber plates, Footers on scaffolding, Other.
Hazardous manual tasks			Rotate job task, Mechanical lifting devices, Trolleys, Other.
Site Housekeeping			Electrical cords to one side, Materials stored correctly, Clean site, Other.
Hazardous substances e.g. lead, asbestos, solvents			Bunding, SDS on site, Spill Kit, Water Suppression, PPE, following procedure in SWMS, Other.
Electricity (working in and around live services) Arc Flash			Tiger Tails, Isolate power, Test and tag equipment, Check power cords and outlets, Other.
Airbourne contaminants (Dust / Silica Exposure)			Dust suppression, Dust mask, Ensure ventilated area, Goggle or Safety glasses.
Noise/Vibration			Ear protection. Gloves, Equipment checks
Moving Plant / Traffic/ Vehicles			Hi-Vis Vest, Signage, Physical barriers, Pre-start checks, spotters Other.
Hot Work			Welding PPE, Ensure ventilate area, Remove flammable or Combustible materials, Other.
Service Located (Electricity, Gas, Water, DBYD)			Isolate service, Mark services, Lock out/tag out all services, Other.
Multiple Workers / Contractors			Signage, Physical barriers, Communication, Other.
Access and Egress to site			Fall protection equipment, Remove obstructions, Secure ladder, Other.
Proximity to public/ Pedestrians			Signage, Physical barriers, Alternative access for public, Other.
Access to fire services			Fire extinguisher, fire blankets, hoses, Other.
Storage e.g. materials, paints, waste disposal etc.			Barricades, signage, tape, exclusion zone, cones, Other.
Demolition works			PPE, barricades, signage, props, inspection of equipment, Other.
Site Security			Fencing, signage, cones, barricades, Other.
Other:			

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Risk Matrix

Consequence	Likelihood/Probability		
	Unlikely (1)	Possible (2)	Almost Certain (3)
Major (3)	Medium (3)	High (6)	High (9)
Moderate (2)	Low (2)	Medium (4)	High (6)
Minor (1)	Low (1)	Low (2)	Medium (3)

PPE Required:

Dust Mask/Respirator		Hearing Protection		Hard Hats	
Eye Protection		Safety Boots		Sunscreen	
Hand Protection		Safety Vest		Other:	

Plant / Equipment required:

Items		Yes	No
Ladder			
Mobile Plant			
Hand Tools			
Power Tools			
Harness / Lanyard			
Other:			
Other:			

Have all necessary SWMS and SWI been developed for this project?

YES ☐

NO ☐

CAN YOU UNDERTAKE WORK SAFELY?

YES ☐

NO ☐ DO NOT COMMENCE WORK

SAFETY NOTES:

Completed By:		Position:	
Signed:		Date:	

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4.8 Site Inspection Checklist

Project Name/Location:		Date:	
Inspected by:		Signature:	

During the inspection, record all non-conformances on appropriate check sheet and appropriate Corrective Actions. If required, raise formal Non-conformances and Corrective Actions form. This form is to be completed on long term projects (1 month or more).

No.	Item	Compliance			Comments
		Yes	No	N/A	
1. Administration and Records					
a)	Have all appropriate SSMP documentation been completed on the site (refer to "i. Guide to SSMP implementation")?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is mandatory workplace signage in place e.g., Mandatory PPE, Site Contact Details, Hazard & Danger signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Is the SafeWork NSW 'If you're injured at Work' poster displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Is the WHS policy displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Is there a Hazardous Substances Register in place and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Are Safety Data Sheets on site and accessible (SDS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Have SWMS has been prepared for each high-risk construction work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Have all workers been site inducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Have all necessary tickets, licences, certifications been provided to the Principal Contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j)	Is PPE on site easily accessible, good condition and well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k)	Is PPE being worn by all workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l)	Has a Project Risk Assessment been completed for the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m)	Are pre-start meetings being held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work Environment					
a)	Are controls in place to prevent workers and objects falling from heights e.g., edge, protection, EWP etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Has scaffolding been correctly erected by an appropriately licensed scaffolder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Are Hazardous Substances stored correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Are all containers containing Hazardous Substances labelled correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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No.	Item	Compliance			Comments
		Yes	No	N/A	
e)	Is work area been adequately secured to prevent public and unauthorized access e.g. perimeter fencing, physical barricades?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Is there sufficient ventilation for workers undertaking job tasks that require ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Are there Hot Works being undertaken? If so, have controls been implemented to mitigate Hot Work hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Is there excavation work being undertaken? If so, have controls been implemented to mitigate excavation hazards (e.g., falls, engulfment, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Have adequate facilities been provided and are in good working order, including toilets, drinking water, washing facilities, and eating facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k)	Have noise related health and safety risks been identified and managed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l)	Have essential services been identified and isolated where required (e.g. Electrical, Water, Gas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m)	Are adequate controls in place for workers carrying out work in extremes of heat or cold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n)	Have inspections and maintenance have been carried out for all concrete pumping equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Access and Exit Emergency Procedures					
a)	Is access to all work areas free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Are doors, doorways, emergency exits kept clear and able to be accessed by workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Is there an emergency procedures and evacuation plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Are the emergency procedures, contacts & evacuation diagram displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Has an emergency drill been conducted on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. First Aid Facilities					
a)	Has first aid equipment been provided for the workplace and is accessible to each worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is there a nominated first aider on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Are first aid supplies in accordance with checklist and in date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Fire Fighting Equipment					
a)	Is there an adequate number of Fire Extinguishers on site and in date? Are the extinguisher types suited for the hazards present? Are test tags within 6 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is there clear access to all Fire Fighting Equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Electrical Testing					
a)	Have residual current devices (RCDs) been installed and tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Have Electrical equipment been inspected, testing, and tagged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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No.	Item	Compliance			Comments
		Yes	No	N/A	
7. Lighting					
a)	Is there adequate lighting to perform work tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is there adequate Natural lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Hazardous Manual Tasks/Ergonomics					
a)	Have hazardous manual tasks have been identified and managed e.g., mechanical handling equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Housekeeping					
a)	Is the workplace free from any Slip, Trip or Fall hazards e.g., walkways in good condition and free from litter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is the work area clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Has a safe system been implemented for the collection, storage, and disposal of excess or waste materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Are hazard signs used to identify wet, slippery or other risk areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Plant and Equipment					
a)	Are all plant operators have the required licences or have been deemed competent (i.e. competency forms completed, where required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Pre-start inspections being completed on equipment where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Has Maintenance, inspection, and testing been carried out plant and equipment by a competent person? If are there records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Are safety features/controls (e.g., safety switches, guards etc.) present on plant and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Are logbooks, service records up to date for plant and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Are workers trained in the safe and correct use of fall arrest harness system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Have all lifting equipment (e.g., slings, winches, shackles, chains) been inspected and tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Further Comments					
a)	Are all items on the Site Inspection Checklist compliant? If not, what items need immediate attention?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Item #	Non-conformance	Risk (L, M or H)	Corrective Action	By Whom	Due date

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4.9 Office & Warehouse Inspection Form

Inspected by:		Date:	
Signature:			

No.	Item	Compliance			Comments
		Yes	No	N/A	
1. Administration and Records					
a)	Is the WHS Policy Displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is the 'Injured at Work' poster displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Are the Emergency Procedures and Emergency Map Displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Is there a Hazardous Substances and Dangerous Goods Register in place and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Are Safety Data Sheets on site and in date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Safe Operating Procedures displayed for the warehouse tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. First Aid Facilities					
a)	Are the First Aid Kits labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is there a list of First Aiders on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Are workers aware of the location of the First Aid Kits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Are the First Aid Kits regularly serviced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Fire Fighting Equipment					
a)	Is there an adequate number of Fire Extinguishers on site and in date? (Test tags within 6 months)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Are the indicator signs 2.1 metres above floor level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Is there clear access to all Fire Fighting Equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Are Emergency Drills carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Are Hazardous Substances stored correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Are all containers containing Hazardous Substances labelled correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Are all exits clear from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Are there an adequate number of emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Electrical Testing					
a)	Are all Electrical Devices Tested and Tagged where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Are all double adaptors in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Are leads in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Are all plant and equipment in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Lighting					
a)	Is there adequate lighting to perform work tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Are all the emergency exit lights working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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No.	Item	Compliance			Comments
		Yes	No	N/A	
c)	Is screen-based equipment positioned to reduce glare from windows, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 Hazardous Manual Tasks/Ergonomics					
a)	Is there mechanical handling equipment available (hoists, forklifts, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Are all workstations set up in accordance with Ergonomic Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Housekeeping					
a)	Are all floors in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Is the workplace free from any Slip, Trip or Fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Is the work area clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Are all walkways clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 Office Hazards					
a)	Are all walkways kept clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Are all stairs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Pallet Racking (where damages are found, note the location in the comments section)					
a)	Are beams in good condition? e.g., beam connectors are not deformed, no physical damage from forklift etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Have beam connectors or safety clips been installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Are beams upright and not popped out of position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Are column protectors installed at end of aisle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Are rack load signs posted outlining the safe working load limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Are uprights in good condition? e.g. not twisted, split, rusted or cracked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Is the racking vertical?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Are floor fixings installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Other					
a)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Further Comments					
a)	Are all items on the Office and Warehouse Inspection form compliant? If No, what items need immediate attention?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[illegible]

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4.10 Screen Based Workstation Policy

Policy Statement

It is the policy of Robertson's Remedial and Painting Pty Ltd to ensure that health and safety in the office is managed and controlled in accordance with the WHS Act 2011, WHS Regulation 2017, AS/NZS 4442:2018 Office Desks, Office Workstations - Mechanical, dimensional and general requirements and test methods.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. The Project Manager and Administration Manager will ensure this policy is implemented across the workplace of Robertson's Remedial and Painting Pty Ltd.

Policy Implementation

It is the policy of Robertson's Remedial and Painting Pty Ltd to ensure safety procedures for all work involving screen-based workstations are implemented and adhered to. Adherence to correct ergonomic principles will prevent the risk of discomfort and symptoms developing.

The policy includes:

- Robertson's Remedial and Painting Pty Ltd will continually monitor workstations and office environments to assist with compliance with AS/NZS 4442:2018 Office Desks requirements and test methods, and other guidance materials.
- Robertson's Remedial and Painting Pty Ltd workers will set up their workstations as per the policy.
- An office workstation assessment will be completed for all new workers and/or new workstations.
- New and transferred workers returning from leave will gradually have their work load increased over a period of time to normal output expectations. Wherever practical, workers job descriptions will include other daily duties, which do not involve working at a computer and keyboard.
- Workers will be encouraged to take short 5-minute breaks every hour and are encouraged to remove themselves from their workstation for morning/afternoon tea and lunch.
- Stretching exercises are to be carried out by workers during their rest breaks.
- All workers will be trained to ensure understanding of the importance of correct posture through adjustment of equipment and planning the workload to ensure adequate rest periods.
- Workers are to immediately report any symptoms of pain or discomfort to the Site Supervisor. The Site Supervisor in receipt of the report will investigate the circumstances and take action to correct the situation.
- Where necessary an Occupational Therapist will complete a workstation assessment and make appropriate recommendations.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 Review date: 28-03-26

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4.11 Office Workstation Procedure

Temperature/Humidity

The area must be adequately ventilated or air conditioned as the screen-based equipment generates heat. Most people work comfortably at temperatures between 19 and 23 degrees in Winter, and between 22 and 24 degrees in Summer.

Low humidity can cause dryness of the eyes, nose and throat and may increase the frequency of static electric shocks. High humidity levels can be associated with fatigue and "stuffiness".

Contaminated Air

Stale air due to poor ventilation and excessive heat build-up or humidity can also contribute to contamination. Air contamination should be reduced by implementing one or more of the following controls:

- Effective air filtration.
- Ensuring that adequate amounts of fresh air enter the building.
- Maintenance of air conditioning units, including regular cleaning.
- Preventing the obstruction of vents.

Visual environment

Work areas must have adequate, but not excessive lighting to enable workers to read documents and that the light is comfortable to the eyes. The visual environment should comply with the following requirements of AS1680:2006 *Interior and workplace lighting*.

Glare and Reflections

Glare and reflections should be controlled to prevent worker discomfort by either putting curtains over windows, repositioning workstations, tilting the screen so that the reflections are directed below eye level or purchasing screens with light diffusing surfaces.

Office Layout

Adequate space should be provided for easy access to equipment, storage areas, workstations and amenities. Design of access ways should consider numbers of workers and objects moving along their path. Items used frequently (such as filing cabinets) should be located near the user and stored between knuckle and shoulder height. Less frequently used items should also be located within this height range.

Working surface / desk

Ensure adequate room for the equipment/machine to be moved as required. Allow adequate space for the operator to rest the forearms and hands. The most frequently used objects must be within easy reach to minimise twisting and over-reaching. Allow leg space free from obstructions. The total height of the desk plus keyboard should be approximately 670mm for a desk of fixed height. Adjust the height of the work surface so that the surface allows your elbows to be bent at 90 degrees, parallel to the floor.

Seating

Prolonged sitting should be avoided and try varying postures frequently. Operator's thighs should be horizontal with feet flat or supported using a footstool. Weight should be on the buttocks and upper parts of thighs with no pressure on the backs of the knees.

If the chair is fitted with armrests, ensure their location does not compromise preferred seat height. If possible, request to have the armrests removed.

Ensure the shoulders are relaxed when working with the keyboard and mouse.

Chairs should be easily adjustable using a gas lift height adjustment. They should be capable of swivelling and have a 5 (star) leg design base. The chair should be adjusted to allow the backrest to curve the lower back / lumbar region. The backrest should be able to be adjusted independently of the base.

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Keyboards

Wrist should be in a natural position and the operator should hover over the keyboard when typing and rest forearms on desk when not. This is achieved by keeping keyboard flat, keyboard should not be raised.

Monitor

Locate monitor at a full arm's length away from the seated position, typically within 400-750mm from the operator's eyes. The operator's eyes should be level with the top of the screen. The screen should be positioned so it is not affected by reflection or glare.

At regular intervals look away from the screen to rest the eyes and take stretch breaks.

Mouse

Ensure the mouse is positioned so that the forearm rests on the desk and avoid holding the arm a full length away from the body with the elbow straightened, as this is a common cause of discomfort. Workers should not use a mouse on a surface higher than the keyboard height.

Laptops

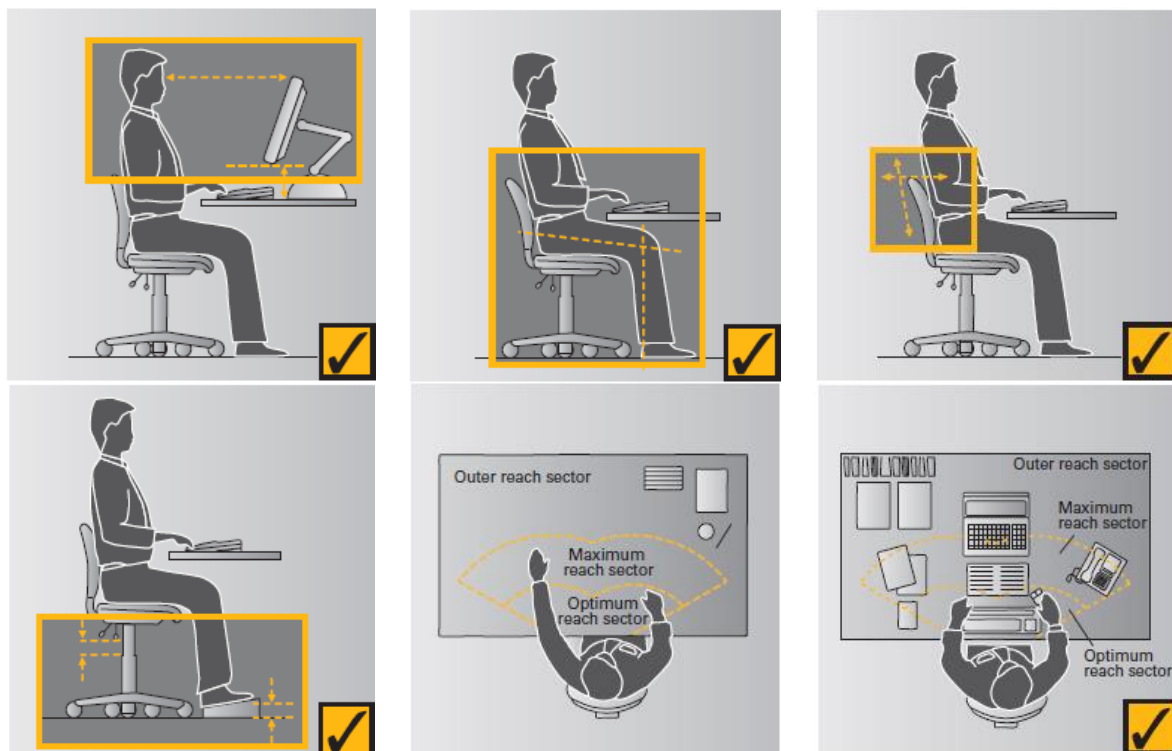
The normal rules of desktop computing apply as described above. To assist in the location of laptops at optimal work heights when performing desktop work, laptop stands, external keyboards or docking stations should be utilised. Avoid the use of low tables/surfaces or laps to support the laptop. Keep the weight of the laptop and accessories as light as possible. Position the laptop on top of a standard table for improved keying position to reduce overheating of laptop, thermal discomfort or skin irritation.

Telephone

Place the telephone on the non-dominant side of the computer. This frees the dominant side for writing. If using the telephone for frequent calls during the day, utilise a headset.

Document holders

The preferred location is between the rear of the keyboard and the underside of the monitor. If this is not practical, locate it as near as possible to the left or right side of the monitor.



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4.12 Office Workstation Assessment

Worker Name:		Date:	
Location:			

QUESTIONS	YES	NO	COMMENTS
CHAIR			
Does the chair provide you with adequate lower & mid back support?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the seat-pan wide enough?	<input type="checkbox"/>	<input type="checkbox"/>	
Do the wheels on the base of the chair work?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the chair at a height so that your thighs are horizontal, and hips are at an open angle 90 – 110 degrees?	<input type="checkbox"/>	<input type="checkbox"/>	
Once your thighs are horizontal, are your elbows at an open angle of 90-110 degrees with forearms/hands horizontal and resting on the desk?	<input type="checkbox"/>	<input type="checkbox"/>	
Once your thighs are horizontal, do your feet rest flat on the floor?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there enough space between the top of your thighs and the desk?	<input type="checkbox"/>	<input type="checkbox"/>	
When sitting with your back against the backrest, does the front edge of the seat support your knees at 90 degrees?	<input type="checkbox"/>	<input type="checkbox"/>	
Have obstacles been moved away from the chair?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you get up and move around if sitting continuously for long periods? (greater than 30 minutes)	<input type="checkbox"/>	<input type="checkbox"/>	
Do you change your seating posture throughout the day?	<input type="checkbox"/>	<input type="checkbox"/>	
MONITOR			
Are you sitting directly in front of the monitor and keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	
Are your eyes level with the top one-third of the screen?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the monitor positioned approximately an arm's length away from normal sitting position? (50-70cm)	<input type="checkbox"/>	<input type="checkbox"/>	
Has the screen been tilted slightly upward/downward to eliminate glare and reflections from the lights or windows?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the brightness, contrast been adjusted to improve the screen image?	<input type="checkbox"/>	<input type="checkbox"/>	
Has your monitor screen been cleaned recently?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you look away from your screen and blink at regular intervals? (20 minutes)	<input type="checkbox"/>	<input type="checkbox"/>	
MOUSE & KEYBOARD			
Are your wrists and hands straight when using the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the wrist kept flat and not bent during use of the mouse?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the hands relaxed when using the keyboard and mouse?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the keyboard kept flat and close to your body?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the mouse located next to the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	
Are your mouse and keyboard cleaned regularly? (Every 4 weeks)	<input type="checkbox"/>	<input type="checkbox"/>	
Do you remove your hand from the mouse when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	

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QUESTIONS	YES	NO	COMMENTS
Can you use your other hand when using the mouse?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know the keyboard short cuts?	<input type="checkbox"/>	<input type="checkbox"/>	
LAPTOPS (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use a monitor stand?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use an external mouse and keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	
TELEPHONE HEADSETS			
Are headsets used when frequent telephone work is combined with handwork? (e.g., writing, using a calculator)	<input type="checkbox"/>	<input type="checkbox"/>	
Is the headset cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you avoid cradling the phone between your ear and shoulder?	<input type="checkbox"/>	<input type="checkbox"/>	
LAYOUT			
Are all frequently used items kept close to you?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the phone kept on your non-dominant side?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the phone within easy reach of the workstation?	<input type="checkbox"/>	<input type="checkbox"/>	
Is your workstation free from clutter?	<input type="checkbox"/>	<input type="checkbox"/>	
Are documents/paper placed on a document holder (if frequently referred to)?	<input type="checkbox"/>	<input type="checkbox"/>	
POSTURE	<input type="checkbox"/>	<input type="checkbox"/>	
Do the arms hang naturally to the side with the shoulders low and relaxed?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your chin poke forward when viewing the monitor?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the small of your back firm against the back of the chair?	<input type="checkbox"/>	<input type="checkbox"/>	
Is your posture varied throughout the day?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you free from any pain or discomfort while using your computer?	<input type="checkbox"/>	<input type="checkbox"/>	
ENVIRONMENTAL			
Is the lighting satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the noise level conducive for concentration?	<input type="checkbox"/>	<input type="checkbox"/>	
Is temperature and airflow comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	

COMMENTS

Assessment Completed By:
Signature:

Work Health & Safety Management System

4.13 Working at Home Policy

The aim of this policy is to ensure healthy and safe working arrangements are documented for home offices. Robertson's Remedial and Painting Pty Ltd shall ensure the health and safety of their workers when working at home where becomes a place of work.

A work from home arrangement only includes those workers who have an agreement with management. This policy applies to workers who perform work from home on a regular basis. It is not applicable for any instances where a worker may work from home on an unplanned arrangement.

Policy Implementation

The following consideration will be taken when determining work from home arrangements:

- Suitability of the working environment
- Communication methods
- Resources available
- Any required modifications to the home office as per internal agreement

A review of the suitability of the working environment will be undertaken using the home office assessment. Based on the results, Robertson's Remedial and Painting Pty Ltd will determine the resources required for the arrangement (e.g. fire extinguisher, first aid kit). Where resources or issues need to be addressed, the worker will consult their direct manager, agree in on an appropriate corrective actions.

The worker must agree to notify their supervisor immediately of any work-related incident.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

4.14 Home Office Risk Assessment

Worker Assessed:	Date:
Home Based Location:	
Completed by:	

		YES	NO	N/A	COMMENTS/DATE CORRECTED
S1 ENVIRONMENT					
1	Is the workplace away from noise, distractions and is devoted to work needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is the workplace clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are the floors, aisles, hallways and exits clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are floor surfaces being kept dry and free of slip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is the work area being segregated from other hazards in the home (i.e. cooking surfaces)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Is Illumination/lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Are stored materials being secure & limited in height to prevent collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are corridors and stairways being kept free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Is ventilation adequate and thermal comfort sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S2 HOME WORKSTATION					
1	Are workstations (chairs, tables, monitors, keyboards) ergonomically adjustable, and correctly adjusted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are wrists upright while typing and not supported on any surface while typing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is sitting posture upright or slightly reclined, maintaining slight hollow in lower back?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Do you use your hand to hold telephone receiver or wear a headset (no cradling)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are commonly used items (e.g.: phone, calculator, note pad) being positioned within easy reach, preventing the need to stretch and reach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are heavier items stored in cupboards/on shelves being located at waist height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Has the personnel been trained in hazardous manual tasks techniques?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Check there is suitable storage for documents and books.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S3 ELECTRICAL SAFETY					
1	Are electrical cords, plugs and equipment in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are power outlets safe and not being overloaded with double adapters and power boards (i.e. piggy-backing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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		YES	NO	N/A	COMMENTS/DATE CORRECTED
3	Are extension cords and power strips not being daisy chained and no permanent extension cords in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Do portable electric heaters have at least 1 meter of clearance from combustible materials (i.e. paper)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is equipment being turned off when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S4 EMERGENCY PLAN					
1	Are fire extinguishers visible and accessible, checked, inspection tags marked and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are corridors and stairways being kept free of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are emergency contact numbers and details available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is First Aid Kit accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is there a communication procedure in place to periodically check on the worker working at home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S5 PHYSICAL ACTIVITY & WORK PRACTICES					
1	Do you take appropriate breaks to ensure repetitive actions are not continued for long periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Do breaks involve stretching and changing of posture, and possibly alternating activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Check you have a comfortable posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Make sure any lifting, pushing, or carrying type task is well within your physical capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Use trolleys or other mechanisms to move heavy and awkward items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Do you take breaks every 30 minutes of keyboarding and stand at least once per hour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Do you break up long periods of continuous computer use by performing other tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S6 COMMUNICATION					
1	Has an agreement about a reasonable communication system between you and your manager (for example, call-in or email morning and night) been arranged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Inform your manager if there is any change that may impact your health and safety or the health and safety of another worker (for example, a new pet, renovations or moving house).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S7 MENTAL HEALTH					
1	Have you set up your workstation and established boundaries around your work hours with your partner, children and/or house mates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Do you schedule regular meetings and catch ups with your manager, team and clients to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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		YES	NO	N/A	COMMENTS/DATE CORRECTED
	help you maintain ongoing contact and foster positive working relationships?				
3	Do you stay connected via phone, email and/or online (via your organisation's videoconferencing, instant messaging platforms, etc.) to keep you across latest developments with work, your team and organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Do you use outdoor spaces where possible when you take breaks and try to incorporate some exercise or other activity as part of your working day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Play music or listen to the radio to create a harmonious working environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Identify any potential distractions and put strategies in place to minimise them, for example separating your workstation from the rest of the house.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S8 OTHER					
	<i>Psychosocial risks</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Security risks</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Corrective Actions List

Question Number	Controls	Responsible Person	Due Date	Completed Date

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4.15 Hazardous Manual Tasks Procedure

Policy Statement

A hazardous manual task, as defined in the WHS Regulations, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving any, or a combination, of the following:

- Repetitive or sustained force;
- High or sudden force;
- Repetitive movement;
- Sustained or awkward posture;
- Exposure to vibration

Robertson's Remedial and Painting Pty Ltd to ensure that health and safety in the office is managed and controlled in accordance with the are committed to providing appropriate training and equipment to assist in protecting workers from musculoskeletal injuries. Prior to commencing with the manual task, an assessment will be completed to determine the control measures and principals to be implemented. Assessments may be in the form of a risk assessment, observation, review of historic injury date.

Safe Manual Handling Practices

- Avoid lifting wherever possible
- Use mechanical aids (e.g. forklift, trolley)
- Team Lifting
- Always warm up and stretch prior to lifting
- Assess the work method of manual task (new method or equipment used) and assess the load prior to lifting
- Clear the path where the load is to be carried
- Position body close to load, bend knees, keeping a natural alignment of spine, avoid twisting, Lift using leg muscles, Brace stomach muscles whilst lifting, get firm grip on load
- Pick up and set down load smoothly, avoid jerky movements

Workplace Practices

- Job redesign
- Modifying the object/load
- Modifying the workplace layout
- Enforce the use of different methods, actions, movements, forces
- Rearrange materials flow
- Modifying hand tools and equipment.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24

Review date: 28-03-26

4.16 Isolation, Tagging and Lockout Procedure

Responsibilities:

All workers, including sub-contractors:

- Be aware of the isolation, tagging and lockout procedure.
- Ensure a risk assessment has been conducted (using the project risk assessment) on all tasks involving installation and maintenance on plant or equipment.
- Ensure all installations, plant or equipment have been tested and proven dead prior to works commencing.

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- Ensure all installations, plant or equipment are properly isolated, locked out and made safe prior to commencing installation, maintenance, modification, cleaning or repair works and appropriate lockout devices and danger tags are in place.
- Ensure a Safety Observer has been allocated and is familiar with isolation/shut-down switches in case of an emergency.
- Remove personal lockout devices and Danger Tags, on completion of work.
- Ensure all installations and plant or equipment is adequately isolated where further works may be required (i.e. attach an Out-of-Service Tag at the end of the shift)

Site Supervisors/Project Managers:

- Ensure all Robertson's Remedial and Painting Pty Ltd workers and sub-contractors are aware and trained in the Isolation, Tagging and Lockout procedure.
- Ensure all installations, plant or equipment are properly isolated and locked out while work is being performed on them and they are adequately isolated where further works may be required (i.e. use of Out-of-Service tags at the end of the shift).
- Ensure lock outs, danger and out-of-service tags are freely available to all workers.
- Ensure the Lock Out / Tag Out Register is completed.
- Investigate all breaches of this procedure and administer appropriate disciplinary action where necessary.

General Requirements

Isolation / Lock-Out / Tag Out Process

Persons who are conducting inspection, cleaning, maintenance or repairs on plant or equipment shall apply a padlock to each relevant Isolation Point.

1. Inform Site Supervisor and workers of intent to isolate.
2. Shutdown machinery and equipment.
3. Identify all energy sources and other hazards.
4. Identify all isolation points.
5. Isolate all energy sources.
6. Control or de-energise all stored energy.
7. Lock-Out all relevant isolation points, using padlocks, multi-padlock hasps and danger tags.
8. Tag machinery controls, energy sources and other hazards.
9. Test isolation is effective by 'trying' to reactivate the plant without exposing tester or others to risk. Failure to reactivate the plant means the isolation is effective and stored energies have dissipated.

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Personal locks

- Every person working on isolated equipment should fit their own lock and/or danger tag to the isolation points.
- Only the person who attached the Personal Lock or Tag can remove it. In the event that the person who applied the Lock or Tag is unavailable, their tag or lock may only be removed when management has approved it and after confirmation that it is safe to do so.
- A Danger Tag shall accompany the Personal Lock.
- If more than one person is to work on the isolated circuit or equipment then a scissor clip shall be placed on the Isolation Point, followed by the Personal locks and Tags.
- When each person has finished a job, stopped work at the end of a shift or leaves the job, the Personal Lock shall be removed. If the equipment is not ready for use, the equipment will remain locked out and either a Danger or Out-of-Service Tag shall be attached and the customer representative responsible for its operation or Supervisor informed.
- Where an Isolation Point is unable to be locked out due to a faulty locking device or there is no locking device available, workers shall inform their immediate Supervisor so that repairs to the lockout device can be undertaken. A Pre-Start Risk Assessment shall be completed, the applicable SWMS reviewed and submitted to either the Customer or their Delegate before any isolation occurs. In this instance, a Danger Tag fitted to the Isolation Point would be acceptable as the minimum requirement however, this should only occur when the work to be performed is critical or cannot be postponed.

Danger Tags

- The danger tags that Robertson's Remedial and Painting Pty Ltd use are red and black. Danger Tags identify:
 - The name of the person who applied the Personal Lock, and;
 - Their Company/ Department, and;
 - The date, and;
 - Their contact details, and;
 - The equipment isolated.
- Every person working on the isolated equipment is to place their own Danger Tag on the Isolation Point, accompanied by a Personal Lock.
- Danger tagged equipment shall never be operated until the job is finished and the Danger Tag has been removed.
- Only the person who attached the Danger Tag may remove it.
- When each person has finished a job, stopped work at the end of a work shift or is leaving the job, the Danger Tag shall be removed. If the equipment is not safe to use, an Out-of-Service Tag shall be attached.

Out of Service Tags

- The Out-of-Service tags that Robertson's Remedial and Painting Pty Ltd use are yellow and black.
- If an installation, plant or equipment is faulty, damaged or inoperable and their use may cause injury or further damage, an Out-of-Service Tag shall be attached, and the Project Manager informed.
- Each Out-of-Service Tag shall clearly show the person's name, date & time, contact details and reason of tag being placed on machinery.
- The tag is to be securely fixed to the operating control power isolator.
- The tag should not be removed until the equipment is safe to be returned to service, or the reason for the tag no longer exists.
- The Out-of-Service tag will also be used at the end of the shift, or when the person leaves the job with the installation or equipment still unsafe to re-energise. This will prevent inadvertent operation of the installation or equipment by other workers.

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- The tag may be removed by the person who attached it, the foreman responsible for the operation or repair of the plant/equipment or the maintenance person who carried out the repairs.

Breach of Procedure

Any breach of this procedure is considered a significant incident. Breaches of the Isolation, tagging and lockout procedure shall be reported immediately to the Project Manager responsible for the job and an incident report completed. The person involved in observing the breach shall exercise their Duty of Care to ensure that any safety issues are immediately attended to. All Isolation Breaches will be reviewed by Robertson's Remedial and Painting Pty Ltd Management and investigated according to the severity of the Isolation Breach. However, as a general guide the penalties shall be as follows:

1. The first Isolation Breach by an individual will incur a non-conformance, a written warning to the individual or the Contracting Company responsible for the worker and re-training provided.
2. The second Isolation Breach by the same individual or Contracting company will incur another non-conformance and incur a suspension from performing an Isolation or working under an Isolation on any Robertson's Remedial and Painting Pty Ltd projects and will be required to be re-inducted.
3. A third Isolation Breach by the same individual or Contracting company may result in termination.

Serious isolation breaches can lead to instant dismissal.

Work Health & Safety Management System

4.17 Working Around Live Services Policy

Policy Statement

It is the policy of Robertson's Remedial and Painting Pty Ltd that all working around underground or overhead utilities activities are conducted in a safe and practical manner at all workplaces of Robertson's Remedial and Painting Pty Ltd.

Robertson's Remedial and Painting Pty Ltd will ensure that the workplaces will manage risks to health and safety associated with working around the utilities.

All workers are to be trained in the SWMS, the risks and aware of the safety controls for working around the underground and overhead utilities.

Relevant WHS Regulations, Codes of Practice and Australian Standards shall be considered when selecting plant and equipment to ensure safety and practicality.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. All workers identified must adhere to any discussed procedures or processes identified in this policy.

Policy Implementation

Underground Services Guidelines:

- Obtain plans from 'Dial Before You Dig' (DBYD) to identify underground utilities. All workers to allow for inaccuracies in the plans and work with caution.
- If work is to be performed less than 100mm from the service, the service must be physically located using non-destructive techniques (e.g. potholing or hand digging).
- If work is to be performed more than 100mm from the service the services must be located and identified. The type and status (live or redundant) of underground services is to be identified via various techniques (ground penetrating radar, utility surveys, scans etc.).
- Don't use powered excavation (unless non-destructive) within:
 - 300mm of low voltage electrical cables- up to 1000 volts (1kV)
 - 600mm of electricity conductors from 11kV up to 33kV
- Obtain all design plans and drawings to identify any utilities in area of work. All workers to allow for inaccuracies in the plans and work with caution.
- Project Manager is to ensure that persons locating services are trained in the operation. All information regarding the services must be supplied to the Project Manager and site supervisor of the worksite.
- Clearly Mark the location of the underground utilities and plot on the work area plan.
- If there are any discrepancies or un-confirmed details, contact the relevant utility authorities for further information. Utility authorities will require approval and may also require a responsible person to witness the activities conducted around the service. Ensure this is planned for.
- Discuss with utility authorities if the service can be *Relocated, Isolated, De-Energised* for the duration of the works being conducted. If this is not reasonably practical, methods to work safely around the service must be discussed and communicated to all workers.

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- Conduct potholing, where necessary, only with non-destructive digging techniques or non-conductive and insulated hand tools shall be used to positively identify the utilities.
- Mobile powered plant, such as excavators, working around the utilities, shall only be used at a safe distance away from the utility. Extra care and caution shall be taken to ensure no cables or other services are touched and constant observation kept for any cables not previously identified.
- Protect and cover the utilities when operating with mobile mechanical plant around the utilities.
- In the event where heavy plant and machinery will be crossing underground services, the cross points shall be marked and kept to a minimum.

Overhead Services:

- Obtain plans and conduct site observations and site surveys to identify the locations and information about the overhead utilities.
- Mark the locations of the utilities on the work area plan.
- Project Manager is to ensure that all information regarding the services must be supplied to the Project Manager and site supervisor of the worksite.
- If there are any discrepancies or un-confirmed details, contact the relevant utility authorities for further information. Utility authorities will require approval and completion confirmation and may also require a responsible person to witness the activities conducted around the service. Ensure this is planned for, notification provided and recorded.
- Discuss with utility authorities if the service can be *Isolated, De-Energised* or *Relocated* for the time the works are being conducted. If this is not reasonably practical, methods to work safely around the service must be discussed and communicated to all workers.
- Only qualified persons are to operate plant and equipment around overhead utilities.
- *Distances* and *heights* of powerlines shall be recorded to help implement safety methods.
- Allowances for the *sag* and *sway* of powerlines must be accounted for.
- All plant and equipment to be used around the utilities are to be insulated, be appropriate for the work area (size, height and design envelope).
- A safety observer shall be present to watch the activities conducted around the overhead utilities.
- Minimum safe working distances, specified in the NSW *COP: Working Near Overhead Powerlines*, for unauthorised personnel shall be complied with:
 - Minimum 3m for < 132,000 Volts
 - Minimum 6m for ≥ 132,000 Volts
 - Minimum 8m for ≥ 330,000 Volts

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

4.18 Excavation Policy

Policy Statement

It is the policy of Robertson's Remedial and Painting Pty Ltd that all workers will conduct the activity of excavation in a safe manner so as to not expose workers to risk. Robertson's Remedial and Painting Pty Ltd will ensure that the project sites will manage risks to health and safety associated with excavating. All workers shall be trained in the specific SWMS, the risks and aware of the safety controls for excavation operations. Robertson's Remedial and Painting Pty Ltd has developed this policy using the WHS Regulation 2017 as guidance material.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. All workers identified must adhere to any procedures or processes that are related to this policy.

Policy Implementation

The following principles shall be followed for the activity of excavations:

- Ensure that the nature of the excavation and the methods to conduct the excavation work are planned for and made aware to all workers.
- DBYD Plans and other plans must be sought and reviewed prior to any excavation works commencing.
- The 'Working around Live Services' Policy will be read and obliged to in conjunction with this excavation policy.
- Excavations must have a documented safe means of access / egress into and from the trench, if applicable.
- If services are located in the excavation area, a comprehensive safe method of excavation is to be determined. Hydrovacating, Non-Destructive Digging and potholing is to be conducted as first priority. Potholing shall only be conducted with non-conductive, insulated hand tools.
- Do not use excavator buckets with teeth if services are around area of excavation.
- Where excavation trenches are 1.5m deep or more, the work area must be secured from unauthorised access.
- Service providers must mitigate risks of collapse of trench by ensuring all sides of the trench are adequately supported by 1 or a combination of the following controls:
 - Shoring,
 - Benching,
 - Battering.
- Where advice is received by a geotechnical engineer that the trench is safe from collapse, the above does not apply.
- A 1 meter 'area of influence' is around the open excavation trench. Do not pile materials or place plant / equipment within this area. It may cause it to collapse.
- Only competent operators to use Excavator. Operators must be able to demonstrate their competency with the specific excavator plant.
- Do not leave excavation trench open. It must be covered, locked and signage implemented to prevent falling into the trench.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24

Review date: 28-03-26

Work Health & Safety Management System

4.19 Working Around Live Traffic Policy

Policy Statement

Due to the specific nature of work, workers of Robertson's Remedial and Painting Pty Ltd will be constantly exposed to risks associated with traffic. Prior to any work being conducted, Robertson's Remedial and Painting Pty Ltd will ensure that all traffic risks are identified, assessed and controlled in accordance with AS 1742 and with the WHS Act 2011 and WHS Regulation 2017.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. Workers must adhere to any procedures or processes that are related to this policy.

Any visitors to the company must follow direction of Robertson's Remedial and Painting Pty Ltd representatives. Visitors must not deviate from any live traffic plans that Robertson's Remedial and Painting Pty Ltd have implemented.

Policy Implementation

Robertson's Remedial and Painting Pty Ltd shall achieve this by ensuring that a Traffic Management Plan and Traffic Control are implemented before any work commences on site where this is a risk of traffic coming into contact with any worker.

The following issues must be considered when implementing traffic control and plans:

- Appropriate sign sizes
- Need for pairs of signs
- Need to use portable traffic signs
- Need to use flashing arrow signs
- Need to use Traffic Controllers.

A vehicle movement plan is to be developed to separate interactions between plant and vehicles.

A worker on foot plan must be developed in order to manage workers and vehicular interactions on site.

The site supervisor will ensure that workers who are to either control the traffic flow, or to develop/modify a traffic management plan have the appropriate licence/ticket. They will also conduct a daily toolbox talk to ensure that all workers are aware of the traffic management plan and how the plan is to be implemented.

In the case of an incident, management will follow the incident management and corrective action procedure.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

4.20 Mobile Plant & Equipment Management Procedure

This procedure defines how Robertson's Remedial and Painting Pty Ltd will fulfil its working around mobile plant & equipment obligation under the WHS Act 2011 and WHS Regulation 2017.

Mobile plant, such as forklifts, elevating work platforms, delivery vehicles, order pickers, earth moving equipment, prime movers and cranes, have the potential to seriously injure or kill people if they run into them. The purpose of this procedure is to ensure workers of Robertson's Remedial and Painting Pty Ltd are aware of the risks associated with mobile plant in the workplace, and to provide advice on appropriate controls for traffic management.

PCBUs must consult with workers when they identify hazards and make decisions about ways to eliminate or minimise risks. PCBUs must also provide workers and others with adequate information, training, instruction or supervision to protect persons from plant-related risks. They must ensure that workers understand site specific safety policies and procedures for their workplace, including any traffic management policies or procedures. This includes workers of other PCBUs who share or utilise the workplace (e.g. other trades, delivery drivers), and may also apply to visitors to the workplace.

Procedure

- Daily Pre-start checks must be conducted on all plant & equipment intended to be used.
- Prior to using the forklift, all operators will conduct a forklift pre-start check to ensure the forklift is operating correctly and is free from any damage or defects. If any defects are noted the operators will record it in the forklift pre-start checklist.
- Robertson's Remedial and Painting Pty Ltd historical data involving plant and equipment incident will be reviewed to implement appropriate controls.
- Plant is only to be used for the purpose it was designed and if misuse or malfunction is foreseeable, actions will be taken.
- Any plant not in use must not create a risk to the health and safety of any person at the workplace;
- Operational control is easily identified and located on the plant for operators use;
- Operational controls are able to be locked into the off position and guarded to prevent any unintentional activation of the controls;
- When working around mobile plant, Robertson's Remedial and Painting Pty Ltd shall ensure that methods of separation between people and plant is established e.g. barricades, exclusion zones, Vehicle Movement Plans, Pedestrian Movement Plans etc.
- All plant, equipment, vehicles must comply with the site speed limits, including warehouse.
- The Project Manager will inspect all operators' licenses (e.g. Forklift, Crane, Boom Lift EWP), demonstrate competence and review all SWMS.
- Where Robertson's Remedial and Painting Pty Ltd and/or service providers supply plant, tools, equipment or machinery, it is their responsibility to ensure that all plant and equipment comply with all the relevant statutory requirements, Codes of Practice and Australian Standards.

Work Health & Safety Management System

4.21 Working at Heights Procedure

Safe System of Work Requirements

- Prior to commencing work, conduct a specific hazard identification and risk assessment of the activity with the risk of fall and falling objects.
- Where the risk of falling is 2 metres or more, a SWMS must be developed.
- Workers who are conducting work at heights activities above 2 meters are trained and competent in conducting the work at heights activities.
- Implement secure and protective hand railing along exposed edges that are between 900mm - 1100mm above the working surface.
- PPE shall be used to combat the risk of falls, falling objects, and other hazards encountered while working at height.
- Workers must review and implement safety requirements specified by suppliers.
- Ensure plant and equipment is placed on a flat firm surface. If there is any danger to people below work area, use approved barricades and signs warning them to keep away from work area.
- Pre-start checks to be completed on all height access equipment prior to works being carried out. Any equipment that is damaged will be taken out of service until it has either been replaced or repaired.
- Where fall arrest equipment is used the equipment will have:
 - A proper anchor mounted.
 - Full body harness using double latch self-locking snap hooks at each connection.
 - Synthetic fibre lanyards.
 - Shock absorber.

Emergency Response

Robertson's Remedial and Painting Pty Ltd must ensure emergency plans are in place to deal with work at height incident if using a fall-arrest system. The emergency plan must detail how rescue from height will be achieved. Sites must make sure that there is at least one other competent person on site who can rescue a person in the event they fall using a fall-arrest system.

Barricading and Signage

Sites must make sure where work is being undertaken overhead and there is a risk of being struck by falling objects, the area is controlled via barriers or exclusion zones. As far as practicable, all non-essential personnel and equipment must be kept clear of any work area(s) where there is a risk of falling from height or being struck by a dropped object.

Plant and Equipment Requirements

Robertson's Remedial and Painting Pty Ltd must ensure all equipment used for work at height:

- Is certified fit for use and meets all regulatory requirements
- Is inspected by a competent person
- Undergoes regular scheduled maintenance
- Is inspected before each use.

Where the work at height relates to persons potentially having to gain access to elevated areas on mobile plant and vehicles (for maintenance, load securing and unloading, etc) and there is a fall risk, Site Supervisor must make sure there are adequate controls implemented.

Scaffolding

Robertson's Remedial and Painting Pty Ltd must make sure that all scaffolding:

- Is designed, erected and dismantled to meet relevant legislative and Australian Standard requirements;
- Must be erected by competent persons in accordance with legislative requirements;

Work Health & Safety Management System

- May be used for access to areas that are protected by a fall arrest system;
- Has a safe means of access / egress;
- Scaffolding is to consist of a full deck of boards, a top rail, middle rail and toe board;
- Scaffold must be inspected to ensure it is stable, safe and structurally sound, as a minimum:
 - Before the scaffolds first use
 - Immediately following any disturbance or major weather impact that might reasonably be expected to affect the stability of the scaffold
 - After repairs or modifications
 - At least every 30 days (where the scaffold is 4 metres and above).
- Any scaffold with a risk of falls of 4 metres and above must receive written confirmation from a competent person that the scaffold has been inspected, completed and is safe for use. The Scaffold Handover Certificate is to be completed as written confirmation. This may also be used for minor scaffolds (under 4 metres).
- Where mobile scaffolding is used, a firm level surface below the work area shall be prepared;
- Scaffold is assembled on surfaces with sufficient stability and resistance to withstand the weight of the scaffolding and all other associated loads.

Inspections are to be undertaken as determined by the Project Manager based on conditions, work being carried out on the scaffold, the degree of risk associated with the scaffold and the recommendations given by the scaffold designer and equipment supplier.

Elevating Work Platform (EWP)

- Access/Egress from an EWP at height is prohibited unless the conditions set out in AS 2550.10 *Cranes, hoists and winches – Safe use – Mobile elevating work platforms* are met. It is only to be used as a work platform.
- If working off travel towers, boom lifts or cherry pickers, a safety harness must be worn at all times and attached to the designated anchor points.
- Operators are to be appropriately trained in the safe use of the particular EWP.
- EWP is only to be used on a firm level surface unless it is designed for rigid surfaces.
- If using a boom-type EWP above 11 meters, a High-Risk Work Licence is required to operate it.
- EWPs must be operated in accordance with the manufacturer's or supplier's instructions.

EWPs are used as a working platform and not as means of access / egress, unless:

- A risk assessment shows that this means of access is safer than all other means;
- The structural adequacy of the landing area has been established, and area is clear;
- The risk of falling from the landing area is considered and controlled;
- The working envelope of the EWP is at least 1.2 times greater than that required to access the landing;
- Work platform floor is capable of being located within 300mm vertically of the landing;
- Where the work platform is located *over* the landing, the landing point is not less than 2m from edge of structure, unless a safety harness is properly worn and attached to a suitable anchorage;
- Where the work platform is located *adjacent* to landing, the max gap between platform and landing does not exceed 100mm, and access / egress does not take place unless a safety harness is worn and attached to a suitable anchorage on the structure;
- The base controls are tagged to indicate the equipment is in use and to caution against interference; and
- The resulting deflection that occurs when access / egress is performed at elevated positions are assessed and allowed for.

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Falling Objects

Where work at heights is conducted and there is a risk of falling objects, Robertson's Remedial and Painting Pty Ltd shall ensure the area beneath the works is:

- barricaded to ensure no-one can enter the drop zone,
- erected with appropriate signage,
- Communicated to all workers on the ground of the risk and informed of the working at heights commencing and
- Isolated from non-authorised personal from the zone underneath the work.
- All workers on site must be wearing the appropriate PPE, including hard Hats to help safeguard them in the event of a falling object.
- Tether free objects that have the potential to fall.

Edge Protection

Site Supervisor must make sure where it is not practicable to eliminate fall from height risks, edge protection is used where practicable. In particular, the following work tasks are specifically suited to the use of edge protection:

- raised platforms and roof edges where personnel access is required to carry out work activities
- removal or modification to handrails
- lifting floor panels.

Robertson's Remedial and Painting Pty Ltd must make sure that edge protection is installed in accordance with *AS/NZS 4994 Temporary edge protection* and the manufacturer's instruction or the instructions of an engineer or competent person.

Fall-Arrest Systems

Where a fall-arrest system is used, Project Manager must make sure:

- pre-existing medical conditions, such as epilepsy or vertigo, are considered prior to a person using a fall-arrest system
- there is at least one other person on the site who can rescue the person if they fall
- a trained, competent and dedicated standby person is assigned to continuously monitor the worker using the system
- a communication system has been established that enables communication to adequately summon help in an emergency.
- The standby person should preferably be in visual contact with the worker.
- The use of fall-arrest equipment must ensure that no more than 6kN of force is exerted upon a person whose fall is being arrested.
- Fall-arrest equipment must be permanently marked or labelled to indicate its purpose, correct use, limitations and other relevant information aimed at reducing misuse of the equipment. Where anchorage points need to be installed, they must meet the requirements outlined in *AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices selection, use and maintenance*. These include the follow:
 - Anchorage point must be installed as per the manufacturer instructions.
 - The building or structure and anchorage points shall be assessed by an engineer, unless it is clear that the anchorage system is structurally adequate.
 - An engineer may not be required where an anchorage sling of adequate strength is secured around a solid permanent structure such as a structural beam.

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Working from a ladder

- Ladders may only be used for access/egress to areas that are protected by fall protection equipment;
- Ladders are to be used where it is found appropriate and other control measures are not applicable for the work area or task;
- Where it is found impractical to use other means, a Risk assessment must be conducted to safely assess the use of the ladder to conduct the work;
- Where practical, use a platform ladder;
- Avoid overhead electrical hazards and use fibreglass ladder;
- Perform visual check on ladder for obvious faults and defects prior to use. Damaged ladders are to be removed from use, "tagged not for use" and repaired ASAP;
- Erect ladder on clean, level surface or use self-levelling ladder;
- Ladders are to be secured top and bottom. i.e. a ladder fixing point. The ladder must be tied off to the fixing point. Where it is not possible to secure or tie off a ladder, the ladder must be 'footed' at the base by another person;
- Do not position a ladder where it may get struck by a passing vehicle, or it can be knocked by a door or window – block access or have a spotter controlling;
- Secure work area around the ladder;
- Clean mud, grass etc, from boots to prevent slippage;
- Do not over-reach while on ladder;
- Only one person on a ladder at any one time;
- Ensure legs are fully extended and latch is in place;
- Maintain three points of contact on ladder;
- Ladders not to be used for any work over 2 metres.

4.22 Working at Heights Rescue Plan

Suggested completion frequency: To be completed when a Fall-Arrest System is used as a control to minimise the risk of falls.

Project:			
Location / Area:			
Job Task:			
Working at Height Permit Number:			
Work at Height Dates:	From:		To:

Names of workers who are involved in the work at height	
1.	4.
2.	5.
3.	6.

Communication: Methods to be employed between the suspended worker and supervisor / rescue team		
<input type="checkbox"/> Direct voice communication	<input type="checkbox"/> Mobile phone	
<input type="checkbox"/> Whistle	<input type="checkbox"/> Two-way radios/headsets	
Other: (please describe)		
Emergency contacts	Name	Contact no.
Rescue team:		
First aider(s): (able to treat suspension trauma)		
Nearest Hospital/Emergency:		

Rescue Methods to be deployed (Tick as appropriate)			
Rescue ladder system	<input type="checkbox"/>	Rescue haul system	<input type="checkbox"/>
Keys to building & roof	<input type="checkbox"/>	Elevator	<input type="checkbox"/>
Pull casualty in through window / balcony	<input type="checkbox"/>	Pull casualty up through floor/slab/roof	<input type="checkbox"/>
Climb / abseil down building / structure	<input type="checkbox"/>	Suspended access equipment	<input type="checkbox"/>
Aerial equipment from ground	<input type="checkbox"/>	Crane man basket	<input type="checkbox"/>

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Other: (please describe)	
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Rescue Methods to be deployed (Tick as appropriate)

Rescue ladder system	<input type="checkbox"/>	Rescue haul system	<input type="checkbox"/>
Keys to building & roof	<input type="checkbox"/>	Elevator	<input type="checkbox"/>
Pull casualty in through window / balcony	<input type="checkbox"/>	Pull casualty up through floor/slab/roof	<input type="checkbox"/>
Climb / abseil down building / structure	<input type="checkbox"/>	Suspended access equipment	<input type="checkbox"/>
Aerial equipment from ground	<input type="checkbox"/>	Crane man basket	<input type="checkbox"/>

Other: (please describe)	
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What rescue equipment is needed (Tick as appropriate)

Rescue ladder	<input type="checkbox"/>	Rescue haul system	<input type="checkbox"/>
Toxic shock strap	<input type="checkbox"/>	Suspended access equipment	<input type="checkbox"/>
Ropes	<input type="checkbox"/>	Mobile EWP	<input type="checkbox"/>
Climbing / rope rescue system	<input type="checkbox"/>	Crane man basket	<input type="checkbox"/>
Aerial ladder truck	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>
Stretcher	<input type="checkbox"/>	Pneupac Resuscitator	<input type="checkbox"/>

Other: (please describe)	
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- 1) Has the closest phone been located? Yes ☐ No ☐

Please describe:

- 2) Are there other hazards in the area that may endanger the rescue or the rescuers that cannot be controlled? i.e. sharp objects.

Yes ☐ No ☐

Please describe:

- 3) Can the other hazards be controlled to allow safe rescue or minimise suspension trauma?

Yes ☐ No ☐

Please describe:

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- 4) Will the system ensure safe rescue or minimise suspension trauma within 5 minutes?

Yes No
☐ ☐

Please describe:

- 5) Will the system work if the operative is unconscious?

Yes No
☐ ☐

Please describe:

If the answer to question 2 is Yes or the answer to questions 3 to 5 is No,

DO NOT CONTINUE - STOP & CONTACT YOUR SUPERVISOR

The Works Supervisor is to check all individual fall prevention / arrest equipment are in good working condition prior to proceeding with the working at height task and sign below.

Supervisor Name:	
Signature:	
Date:	

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4.23 Asbestos Management and Control Policy

Policy Statement

Robertson's Remedial and Painting Pty Ltd aim to manage and control the risks associated with Asbestos and Asbestos Containing Materials (ACM) in accordance with the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. All workers identified are expected to adhere to any procedures or processes related to this policy.

Policy Implementation

- The Supervisor will ensure this policy is implemented across the workplace of Robertson's Remedial and Painting Pty Ltd.
- Robertson's Remedial and Painting Pty Ltd is responsible for ensuring, so far as is reasonably practicable, that workers or pedestrians are not exposed to asbestos and ACM when in the workplace.
- Robertson's Remedial and Painting Pty Ltd will manage asbestos and ACM in accordance with legislative requirements to prevent potential health risk.
- Ensure that all asbestos and ACM at the workplace is identified by a competent person;
- Prepare, maintain and review an Asbestos Register for each site and make it available to workers, their health and safety representatives and other relevant persons;
- Prepare, implement, maintain and review an Asbestos Management Plan and make it available to workers, their health and safety representatives and other relevant persons;
- Assess potential health risks due to asbestos fibres and ACM and implement control measures;
- Review control measures to ensure they remain effective
- Remove or control asbestos or ACM that pose a health risk;
- Regularly review and monitor identified areas containing asbestos or ACM to ensure they are, and remain in, good condition and do not pose a fibre exposure risk;
- Ensure that workers carrying out asbestos related work are trained in the identification, safe handling and suitable control measures for asbestos and ACM;
- Consult and communicate with workers about asbestos awareness and safe work practices; and
- Consult, coordinate and cooperate with other duty holders (e.g. tenants, building owners) regarding asbestos, ACM or work that involves asbestos or ACM.
- Robertson's Remedial and Painting Pty Ltd will ensure that appropriate health monitoring is provided to workers who work with asbestos and ACM.
- Robertson's Remedial and Painting Pty Ltd will maintain the following records and keep on file; Asbestos Register, Asbestos Management Plan, Records of work on asbestos or ACM, Certificates of Analysis, Health monitoring reports (confidential records to be kept for 40 years).

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 Review date: 28-03-26

Work Health & Safety Management System

4.24 Demolition Work Policy

Policy Statement

It is the policy of Robertson's Remedial and Painting Pty Ltd will ensure that only competent and licenced workers will conduct Demolition work.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. All workers identified are expected to adhere to any procedures or processes related to this policy.

Policy Implementation

The Works Supervisor will ensure this policy is implemented across the workplace of Robertson's Remedial and Painting Pty Ltd. Robertson's Remedial and Painting Pty Ltd will undertake the following activities in commitment to provide safe workplace during demolition works for Robertson's Remedial and Painting Pty Ltd workers:

- Identify hazards associated with demolition work (e.g. unplanned structure collapse, falling object, proximity of the building or structure being demolished to other buildings or structure.
- Assess the risk associated with demolition work such as method of demolition, the structure to be demolished and its structural integrity, plant and equipment that will be used.
- Robertson's Remedial and Painting Pty Ltd will ensure practicable controls are in place to manage the risks associated demolition work, for example install warning signs and establish an exclusion zone around the demolition work. Any remaining risk must be minimised with suitable personal protective equipment (PPE), such as providing workers with hard hats, steel cap boots and high visibility vests.
- Inspection, consultation, testing and analysing records and data. When reviewing control measures, the SWMS must also be reviewed and revised where necessary.

Responsibilities

The Site Supervisor is responsible for:

- Ensuring all staff are trained in demolition procedures and the Safe Work Method Statements have been read, signed and understood.
- Ensure that all plant and equipment is in good condition and any faulty or damaged equipment is removed from service.
- Ensure all workers follow the procedures for demolition works.

Workers:

- Must be competent and trained in the activities
- Follow the procedures at all times.
- Wear the correct PPE when completing demolition activities.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 Review date: 28-03-26

Work Health & Safety Management System

4.25 Working around Lead Paint Policy

Policy Statement

The aim of this policy is to identify, manage and control the risks and hazards associated when working with or around lead paint. Robertson's Remedial and Painting Pty Ltd will work in accordance with the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017 to ensure all workers experience minimal risks when exposed to lead paint. This policy works in accordance with the Health Monitoring Policy referenced in section 1 of this document. Robertson's Remedial and Painting Pty Ltd is committed to ensuring workers do not exceed the lead exposure limits identified in the Work Health and Safety Regulation 2017.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd.

Policy Implementation

Robertson's Remedial and Painting Pty Ltd has the responsibility to ensure workers and pedestrians are free from harm when in the vicinity of workers working with lead paint that may become disturbed.

Robertson's Remedial and Painting Pty Ltd will ensure compliance with this policy by:

- Managing the worksite to ensure minimal lead paint is disturbed. If lead paint is disturbed, workers will be directed to complete correct control measures to protect the environment, protect the work area, protect themselves and remove the lead paint debris as required.
- Robertson's Remedial and Painting Pty Ltd will ensure all workers are equipped with the knowledge on how to control lead paint as a hazard, as well as the knowledge around the risks associated with working with lead paint.
- Robertson's Remedial and Painting Pty Ltd will ensure all workers have access to PPE, environmental protection and cleaning methods to neutralise the hazard and minimise the risk of harm.
- Robertson's Remedial and Painting Pty Ltd is committed to consulting with workers and duty holders regarding lead paint through the agreed procedures that have been adopted.
- Health Monitoring will be completed as stated in the relevant legislation. Health Monitoring will begin prior to commencement of work, at regular intervals during the work period, and upon the completion of engagement with the company.

Lead Risk Work:

'Lead risk work' means work carried out in a lead process that is likely to cause the blood lead level of a worker carrying out the work to exceed:

- 5 µg/dL (0.24 µmol/L) for a female of reproductive capacity
- 20 µg/dL (0.97 µmol/L) in other cases.

If the work is considered lead risk work, Robertson's Remedial and Painting Pty Ltd is to notify SafeWork NSW within 7 days of commencing that work.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

4.26 Crystalline Silica Management and Control Procedure

Silica is a naturally occurring mineral found in many soils and rocks, including sandstone, manufactured stone, concrete and mortar. A wide variety of industries are at risk from silica, including fabrication and installation of stone products, mining and construction, and brick and stone cutting or grinding. The health risks associated with Silica arise through the inhalation of dusts containing Respirable Crystalline Silica (RCS), which can penetrate deep into the lungs. Health risks from RCS include eye damage and respiratory diseases including silicosis and lung disease. WHS Regulation Section 50 may require that monitoring for the RCS be undertaken if there is uncertainty regarding the level of exposure to RCS in the workplace. The need for such airborne monitoring of RCS can usually be restricted to workers who do not use appropriate risk controls, including respiratory protective equipment, or where the adequacy of these controls is not certain.

The purpose of this procedure is to ensure workers of the Robertson's Remedial and Painting Pty Ltd are aware of the risks associated with exposure to Respirable Crystalline Silica (RCS) in the workplace, and to provide advice on appropriate controls for the management of that exposure.

Procedure

- Workers attending site must complete a Risk Assessment prior to commencing work. The risk assessment will include, but not limited to, identifying if the hazards of exposure to RCS dust is present on site and control measures to be implemented.
- Where it has been identified that exposure to RCS is present on-site, control measures must be implemented using the hierarchy of risk control. Respiratory protection should not be relied on as the sole risk control measure.
 - Where reasonably practicable, eliminate materials containing silica or substitute them with materials of lower silica content.
 - Isolate work areas involving silica from other workers.
 - Use engineering controls such as wet cutting methods and ventilation such as local exhaust or on-tool dust extraction.
 - Implement administrative controls including training of workers, warning signage and housekeeping practices.
 - Provide appropriate respiratory protection (P2 filter half-faced respirator).
- Robertson's Remedial and Painting Pty Ltd will ensure no work commences on manufactured stone (cutting, etc), unless each worker who might inhale dust from this process is wearing respiratory protection and at least one of the following controls is in place:
 - A water delivery system to suppress the dust;
 - A dust extraction and capturing system is attached to the tool; or
 - An effective local exhaust ventilation system.
- Respiratory protection (masks) are to be worn and tested for their fit on each worker's face to ensure there is no leak of silica dust.

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- In the event that a worker does not believe that adequate controls have been put in place to reduce the exposure of RCS below the workplace exposure standard (8 hour Time Weighted Average Exposure Standard (TWA-ES) of 0.05 mg/m³), the worker should not commence work and contact their Supervisor.
- Robertson's Remedial and Painting Pty Ltd shall ensure that appropriate health monitoring is provided to workers that are exposed to RCS, if it is identified that there is a significant risk to the worker's health because of their exposure. As a guide, the regular ongoing unprotected exposure of workers >0.5 WES is considered a significant risk requiring health monitoring, as well as the need for control.
- Robertson's Remedial and Painting Pty Ltd will action any instance where recommendations are provided as a result of the health monitoring.

SECTION FIVE: Training

Work Health & Safety Management System

5.1 WHS Training Policy

Policy Statement

It is the policy of Robertson's Remedial and Painting Pty Ltd that all workers will receive appropriate training in Work Health and Safety and injury management. The Project Manager will identify the WHS training needs of all workers. Training will include general safety training as well as work activity training, site induction training and refresher training. The purpose of the training policy is to ensure workers have a clear understanding of their responsibilities towards workplace safety and a clear understanding of preventing situations where workers can be injured in the workplace.

Policy Scope

This policy applies to all workers, who are employed in any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. All workers identified are expected to adhere to any procedures or processes related to this policy.

Policy Implementation

Robertson's Remedial and Painting Pty Ltd will ensure that the following training will be completed for all workers:

- All new workers will be inducted into Robertson's Remedial and Painting Pty Ltd.'s WHS Management System;
- All workers and Service Providers must provide evidence of all relevant certification / training required to complete their work (e.g. degrees, height safety training, confined spaces training);
- No workers are to carry out any high-risk work unless they hold a licence for the type of work being conducted, for all other tasks workers must be deemed competent;
- Prior to commencement of work at each project, all workers and Service Providers will receive training into the specific work activity to be performed and sign the relevant Safe Work Method Statements;
- Records will be maintained of all training completed and all certificates including copies of licences and certification.
- All workers will be reviewed on a regular basis using the Worker Safety Performance Review form to enable Robertson's Remedial and Painting Pty Ltd to monitor each workers safety performance and ensure that each worker is qualified/competent to perform the work tasks that have been assigned to them;
- The Worker Safety Performance Review Form will also be used to determine the training needs of each worker and if any further training is required to be organised by Robertson's Remedial and Painting Pty Ltd to close any identified training gaps.
- If workers are required to complete new tasks, the Site Supervisor will assess the training needs of that activity and implement training where necessary.
- Refresher training will be completed on a regular basis or where a deficiency in skills of a worker is noted;
- Visitors shall complete the 'Visitors Induction' and sign in / out on arrival and departure.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

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5.2 WHS Training Procedure

Procedure

Robertson's Remedial and Painting Pty Ltd will ensure that persons carrying out the nominated work have relevant training including WHS Induction Training in accordance with the responsibilities of all managers. Project Managers, Site Supervisors and workers will receive regular training assessments (using the Worker Safety Performance Review Form) to determine their current training requirements. From this training programs will be implemented, and appropriate training consultants engaged where necessary.

Robertson's Remedial and Painting Pty Ltd has specific workplace rules and priorities to ensure the business provides a safe and friendly workplace. Robertson's Remedial and Painting Pty Ltd will provide on-going training and support for these rules and priorities of the business coupled with any previous experience obtained, with the aim of achieving a safe workplace. Workers must ensure that all WHS information described and taught is understood and that the company's WHS rules and procedures are complied with.

The Site Supervisor will ensure workers will not carry out work until they have received the minimum requirements for WHS induction training:

1. General Construction Induction Training;
2. Work Activity Training; and
3. WHS Management System Induction.

Selection and Use

- All workers will receive the above minimum WHS induction training and a record of the training will be provided.
- Task observations will be undertaken on workers whilst completing work activities.
- Records will be maintained of all details of workers training qualifications in their worker files. Training registers will be maintained for all workers, Service Providers and others.
- Internal Audits will be completed to ensure all workers have the required licences, tickets and qualifications need for their work.
- All workers will be trained in the emergency procedures as outlined in this manual and relevant site emergency procedures
- All workers before commencing work will review and sign the Safe Work Method Statements and Safe Work Instructions/Safe Operating Procedures relevant to their work.
- Worker qualifications will be reviewed regularly to ensure they are current and suitable for the work they are performing.
- Workers should familiarise themselves with the operator's manuals or manufacturer's instructions for any plant or equipment used.
- Any worker who holds a high-risk work licence must have it readily available for inspection upon request.

WHS Induction

All workers will be inducted into the WHS Management System, this training will consist of:

- WHS Responsibilities,
- WHS Legislation & Penalties,
- Communication and Consultation Arrangements,
- Harassment, Discrimination and Bullying,
- Fatigue Management,
- Drugs and Alcohol,
- Inexperienced Workers,
- Service Provider Management,
- Risk Management,

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- Training,
- Inspection Testing and Servicing,
- Incident Management and Corrective Action,
- Emergency Procedures,
- Hazardous Substances and Dangerous Goods,
- Procedures relevant to their work activity,
- Relevant WHS forms and checklists.

The workers will complete the WHSMS Induction Form when completing the induction into the WHS Management System and provide this back to the Project Manager or Site Supervisor. Workers will complete an assessment at the completion of the induction to confirm their understanding of the WHS management system.

Site Supervisor will ensure the WHSMS Induction Register has been populated to reflect the induction training received by the workers.

Visitors Induction

Site Supervisors must ensure that visitors are inducted using the Visitor Site Induction Form. The following points must be adhered whilst the visitors are onsite:

- Visitors must be signed in and out of the site;
- All visitors wear the appropriate PPE whilst on the site and are trained in their correct use and maintenance;
- All visitors must be vigilant when walking around site;
- All incidents must be reported to the site contact and documented;
- Site emergency procedures are explained including; evacuation route and staff assembly point, the types of audible alarms, the location of first aid equipment, emergency contact persons;
- Visitors must never use machines or materials unless authorised and supervised by the site contact;
- Hand held communication devices must only be used if approved by the site rules;
- All visitors are expected to maintain housekeeping to the site standard;
- Site specific safety rules such as traffic management, smoking, designated pedestrian areas;
- Visitors must be escorted by a company representative at all times.

Inexperience Workers

Robertson's Remedial and Painting Pty Ltd shall provide adequate information and training is supplied to young and inexperienced workers along with ongoing monitoring for each and every inexperienced worker employed by Robertson's Remedial and Painting Pty Ltd

Responsibility

Site Supervisors shall ensure that all inexperienced workers are adequately trained and work under adequate supervision. Supervision shall include:

- The Site Supervisor will be required to observe the competency of the young/inexperienced workers before they are allowed to use any power tools. They shall demonstrate competency in the safe use of the equipment.
- Inexperienced workers shall not be left alone to complete a task until they are deemed competent.
- When an inexperienced worker is at work there will always be someone on site to provide supervision where required.

Inexperienced workers will receive hazardous manual tasks training to ensure they understand the correct Hazardous Manual Tasks techniques, including pushing, pulling, carrying, lifting etc. Inexperienced workers will be directly supervised while performing high-risk work.

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5.3 WHS Management System Induction Form

Inductee Name:	Phone:
Address:	
Company Name:	
List your tickets/licences:	
List your medical conditions (if any):	

Emergency contact:	Phone:
Relationship to inductee:	

- ☐ a) Copy of tickets and licences have been provided to Management
- ☐ b) WHS Manual has been explained
- ☐ c) Safe Work Method Statements have been signed off and explained
- ☐ d) Amenities have been identified (Toilets/Washrooms etc.)
- ☐ e) First aid facilities & kits explained
- ☐ f) Emergency procedures explained (including emergency assembly point)
- ☐ g) Fire extinguishers and or fire hose reels identified
- ☐ h) Site safety rules explained
- ☐ i) Worker has the required Personal Protective Equipment (PPE)
- ☐ j) Hazardous chemicals and SDS's location explained
- ☐ k) Workers responsibilities explained
- ☐ l) Incident procedures explained
- ☐ Other:

Worker Name:	
Signature:	Date:
Trainer Name:	
Signature:	Date:

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5.4 WHS Induction Register

Refer to the WHS Induction Register in the excel spreadsheet

5.5 Training / Licence Register

Refer to the Training/Licence Register in the excel spreadsheet

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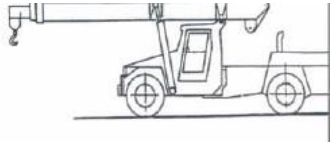

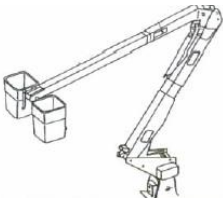
5.6 High-Risk Work Licences

High-Risk Work Licences are required for the following plant and operations:

➤ Scaffolding – Basic	➤ Slewing mobile cranes (up to 20 tonnes)
➤ Scaffolding – intermediate	➤ Slewing Mobile cranes (up to 60 tonnes)
➤ Scaffolding – advanced	➤ Slewing mobile cranes (up to 100 tonnes)

Please refer to Schedule 3 of the Work Health & Safety Regulation 2017 for further information on high-risk work licences and classes of high-risk work.

5.7 National Certificate Codes

Crane & Hoist Operation Certificate Class	National Equivalence Codes	Full Equivalence Previous NSW SafeWork Certificate	Example
Vehicle loading cranes	CV	Crane driver class 27	
Non-Slewing Mobile crane	CN Mobile Crane	Crane driver class 10-1 or 10-2	
Slewing mobile crane (up to 20 tonnes)	C2 Mobile Crane	Crane driver class 10-3 or 10-6	
Elevating work platforms	EWP	Nil	

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5.8 Other Training Qualifications / Licences

Training Course Type	Course Code	Description
Occupational First Aid Level 3	OFA/L3	
Occupational First Aid Level 2	SFA/L2	
EPT	EPT/EX	
Traffic Controller	TC	This course provides training for personnel who are required to control traffic with a Stop/Slow bat. Recommended for Staff.
Elevated Work Platforms: Vertical Lift Scissor Lift Boom Lift Trailer Lift Truck Mounted	EWP/VL EWP/SL EWP/BL EWP/TL EWP/TM	Yellow card issued by or on behalf of the elevated work platform association of Australia for use of an EWP where a certificate of competency is not required.

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5.9 Worker Safety Performance Review

Suggested completion frequency: At least once per year per worker.

Name of Worker:		Date:	
Company Name:			
Site Location:			
Task performed:			
Assessor Name:			
Performance	Yes	No	
Is the worker following the site safety rules?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker aware of emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the worker been inducted/completed appropriate training?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker qualified/competent to perform the work task?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the worker have their HRW licence or ticket with them?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker wearing the correct PPE?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the work area adequately isolated as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
Are electrical devices tagged as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker aware of incident and hazard reporting procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the worker have a copy of the SWMS/SWI, SDS required for the job?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker following procedures in the SWMS?	<input type="checkbox"/>	<input type="checkbox"/>	
Is any further training required? If yes, list what training is required below.	<input type="checkbox"/>	<input type="checkbox"/>	
Comments on safety standards:			
Corrective Action required:			
Assessor Signature:			
Worker Signature:			
Corrective Action:	Complete <input type="checkbox"/> Incomplete <input type="checkbox"/>	Date Completed:	

SECTION SIX: Inspection, Testing and Servicing

Work Health & Safety Management System

6.1 Inspection, Testing and Servicing Policy

Policy Statement

It is the policy of Robertson's Remedial and Painting Pty Ltd that regular inspection, testing and servicing will be performed to meet the manufacture's and legislative requirements for electrical equipment, plant and equipment servicing schedules. Robertson's Remedial and Painting Pty Ltd will identify WHS requirements and develop a program for planned inspections, testing and servicing.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. All workers are expected to comply with all related procedures and processes of this policy.

Policy Implementation

The Site Supervisor will ensure the policy is enforced on the sites through regular inspections. Regular inspection, testing and servicing is important to verify that the plant and equipment utilised are safe prior to proceeding with work. Therefore, an Inspection Schedule will be developed to ensure that all plant and equipment, emergency management systems (e.g. fire), lifting gear, pressure equipment, electrical equipment verify conformity and are inspected and recorded as per statutory requirements.

Electrical Equipment

The Inspection, Testing and Servicing Procedure must be followed for inspection and use of electrical equipment. The procedure has been written to comply with Part 4.7 of the WHS Regulation 2017.

Where work is carried out on construction and demolition sites, electrical equipment is to be tested in accordance with AS/NZ 3012:2010, Electrical Installations - Construction and Demolition Sites. All other electrical equipment is to be tested in accordance with AS /NZZ 3760:2010, In-Service Safety Inspection and Testing of Electrical Equipment.

Plant & Equipment

The Inspection, Testing and Servicing Procedure must be followed for plant and equipment. Activities will be undertaken to ensure all plant and equipment is not installed, commissioned, operated, dismantled or deconstructed by Robertson's Remedial and Painting Pty Ltd workers unless the activities outlined in the procedure are undertaken.

Refer to *Mobile Plant & Equipment Management Procedure* for further information.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

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6.2 Inspection, Testing and Servicing Procedure

Inspection, Testing and servicing will be undertaken in accordance with the manufacturer's requirements, Australian standards and the Construction Code of Practice.

Robertson's Remedial and Painting Pty Ltd Inspection and Testing schedules will specify:

- Frequency of inspection and testing;
- Particulars of the required inspections;
- Responsible persons assigned and their qualifications;
- The form in which records are to be maintained;
- Where the records will be retained and be made available for review by either the client's representative, statutory authorities or the company appointed safety officer;
- The references to specific legislation.

The minimum requirements for physical inspections are:

- Electrical installations, equipment and power tools;
- Mechanical lifting equipment and rigging;
- Machinery, hoists, plant and equipment;
- Emergency equipment including extinguishers, alarms and warning equipment;
- First-aid facilities;

Responsibilities:

Site Supervisor and Workers:

- Ensure that Robertson's Remedial and Painting Pty Ltd and Service Providers Inspection and Testing procedures are established and appropriately followed.
- As a minimum, site inspections are to be completed at the commencement of a project and then on a regular basis.
- Conduct plant and equipment risk assessments or ensure they are provided by the
- Establish a schedule for testing and maintenance of emergency equipment e.g.:
 - Fire alarm and fire extinguishing systems;
 - First aid;
 - Warning lights, bells, signals, alarm devices.

Environmental:

Environmental testing requirements will vary from site to site, but all EPA Guidelines will be observed, and tests shall be conducted in accordance with the terms of agreement. Environmental testing is required to ensure compliance with all Air Quality, Water Quality and Noise Limit Statutory Regulations and Standards. Accredited external consultants shall conduct all such testing and Certificates of Compliance shall be provided.

Electrical Equipment:

Where work is carried out on Construction and Demolition Sites, Robertson's Remedial and Painting Pty Ltd and all service provider's electrical equipment, leads and power tools shall be tested, inspected and tagged by a competent person in accordance with AS/NZ 3012:2010, Electrical Installations - Construction and Demolition Sites. All other electrical equipment is to be tested, inspected and tagged in accordance with AS/NZS 3760: 2010 - In service safety inspection and testing of electrical equipment, outlines inspection, testing and tagging methods and frequency.

Part 4.7, section 150 of the WHS Regulation 2017 details the Inspection & Testing requirements of electrical equipment:

(1) A PCBU at a workplace must ensure that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is:

- (a) Supplied with electricity through an electrical socket outlet, and
- (b) Used in an environment in which the normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involve

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- exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.
- (2) In the case of electrical equipment that is new and unused at the workplace, the PCBU:
 - (a) Is not required to comply with subclause (1), and
 - (b) Must ensure that the equipment is inspected for obvious damage before being used.
 - (3) The person must ensure that a record of any testing carried out under subclause (1) is kept until the electrical equipment is:
 - (a) Next tested, or
 - (b) Permanently removed from the workplace or disposed of.
 - (4) The record of testing:
 - (a) Must specify the following:
 - (i) The name of the person, who carried out the testing,
 - (ii) The date of the testing,
 - (iii) The outcome of the testing,
 - (iv) The date on which the next testing must be carried out, and
 - (b) May be in the form of a tag attached to the electrical equipment tested.

Furthermore, as per the WHS Regulation 2017, activities to ensure electrical equipment safety:

- All unsafe electrical equipment must be disconnected and removed from service;
- Untested equipment must not be used;
- Records of testing will be kept until equipment is retested or removed from the workplace;
- Electrical work must not be carried out on electrical equipment that is energised, unless; it is necessary in the interests of health and safety, it is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly, it is necessary for testing, or there is no reasonable alternative means of carrying out the work.

Residual Current Devices

- Electrical equipment must be protected by an RCD (Residual Current Device);
- Robertson's Remedial and Painting Pty Ltd to ensure a competent person regularly tests RCD's;
- A record of all RCD's completed testing to be kept.

Under Part 4.7 of the WHS Regulation 2017 the use of residual current devices shall apply in the following circumstances or in hostile operating environment.

- (a) In an environment where the normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involves exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust
- (b) If electrical equipment is moved between different location, where damage to the equipment or a flexible electricity supply cord is reasonably likely
- (c) If electrical equipment is frequently moved during use
- (d) If the electrical equipment form part of, or is used in connecting with, an amusement devise.

Plant and Equipment:

Robertson's Remedial and Painting Pty Ltd and all Service Providers plant and equipment shall be inspected and/or tested in accordance with relevant Legislation and Manufacturer's Instructions, by a competent person, accredited or professionally qualified to conduct the inspections and tests.

- All plant and equipment must have a risk assessment obtained from the supplier prior to commissioning or a risk assessment completed using the *Plant Risk Assessment form*, to identify hazards, risks and controls for the following:
 - Safety in Design, and intended use is appropriate for activity,

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- Contact or entanglement with the plant or equipment,
- Trapping between plant or equipment or fixed structures,
- Risk of objects ejecting from plant/equipment and striking persons,
- Noise and vibration levels (to be within Australian standard), and
- Release of potential energy.
- Daily Pre-start checks must be conducted, on all plant & equipment intended to be used to ensure it is operating correctly and is free from any damage or defects.
- If any defects are noted, operators will record it in the pre-start checklist and notify their Site Supervisor immediately.
- Plant & Equipment must be the correct size and design for the works requiring its use.
- Plant must be installed and dismantled by a competent person;
- Information required to control risks involved in the installation, operation and dismantling of plant is provided;
- Inspections are conducted during the installation and dismantling of plant and prior to operation.
- Measures are implemented to prevent any unauthorised dismantling of plant;
- Isolation procedures are in place and used during maintenance and/or cleaning of plant;
- When operating cranes or other lifting devices, a risk assessment must be completed prior to any lift.
- Robertson's Remedial and Painting Pty Ltd will ensure that all lifting gear (chains, slings, wire rope, shackles, hooks) to be brought on site have a current test certificate, listed in the lifting gear register and inspected prior to use.
- Where Robertson's Remedial and Painting Pty Ltd and/or service providers supply plant, tools, equipment or machinery, it is their responsibility to ensure that all plant and equipment comply with all the relevant statutory requirements, Codes of Practice and Australian Standards.
- A schedule of inspection shall be documented in the Plant & Equipment Register.
- All Inspection Records, Log Books, Service and Maintenance Records will be maintained, filed or retained with the plant and equipment by the operator, or service provider, so as to be immediately available for examination by the PCBU.

Personal Protective Equipment (PPE):

Robertson's Remedial and Painting Pty Ltd to ensure that health and safety in the office is managed and controlled in accordance with the will provide any necessary PPE to its workers at the initial induction and ensure the PPE is appropriate to the work being performed and properly fit each worker. As part of the initial induction process, workers will be trained on how to use and maintain their PPE. All PPE purchased must comply with the appropriate Australian Standard and shall be inspected and maintained at regular intervals and prior to commencement of work.

Robertson's Remedial and Painting Pty Ltd to ensure that health and safety in the office is managed and controlled in accordance with the must ensure that PPE is:

- Appropriate to the work being performed and properly fit each worker.
- Comply with the appropriate Australian Standard.
- Maintained, stored, repaired and disposed of according to manufacturer's instructions.
- Records maintained for issue, training in use, inspection, testing, and use by date, certification, repair and disposal.
- Regularly checked as part of a worksite inspection.
- All PPE from Robertson's Remedial and Painting Pty Ltd to ensure that health and safety in the office is managed and controlled in accordance with the must be kept in a clean and hygienic condition.
- Workers must not misuse or damage the equipment.
- Workers must report any damage or defective PPE to their Supervisor immediately.

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6.3 Inspection Schedule

Item	Methodology	Standard/Legislation	Inspection Period	Inspector
Electrical Equipment	All electrical Equipment should be tested by a qualified Electrician using Electrical testing equipment	AS/NZ 3012 – 2010, Electrical Installations - Construction and Demolition Sites AS/NZS 3760:2010, In-Service Safety Inspection and Testing of Electrical Equipment. Work Health and Safety Regulation 2017	As per AS/NZ 3012-2010, AS/NZS 3760:2010	Competent Person completed unit of competency: UEENEEP026A & UEENEEE101A
Site audits	Range of observation, gas or dust monitors, identifying hazards	Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Prior to each job	Site Supervisors
First aid facilities	First Aid Kit is to be checked for expiry dates, and for adequate stock.	Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Every six months or following an incident	Suitably Qualified Person
Fire Extinguishers	All fire extinguishers must be inspected and serviced.	AS1851-2012, Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Test & Tag every 6 months. Overhaul every 1-5 years	Competent Person completed unit of competency: CPPFES2021A
Lighting	Light level monitors are to be utilised by a competent person to assess the level of light available to workers in general working conditions.	Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Annually or as deemed necessary	Suitably Qualified Person
Safe access and egress	Range of Observation, Risk Assessment and Site Audits	Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Prior to each job	Site Supervisors
Workplace Ergonomics	Range of Observation, Risk Assessment and Site Audits, Self-Assessment	Ergonomic Principals, WHS Act 2011, WHS Regulation 2017	Prior to setting up new workstations, annually	Workers
Noise Levels	Use audio meters to assess whether the noise levels are above 85 dBA for prolonged exposure of 140 dBC for single exposure	SafeWork NSW Code or practice: Managing Noise and preventing hearing loss, Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Where the hazard of noise is present and has not been assessed, or has changed	Suitably Qualified Person

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Item	Methodology	Standard/Legislation	Inspection Period	Inspector
Site Security- fencing and hoardings	Range of Observation, Risk Assessment and Site Audits	Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Prior to each job	Site Supervisors
Emergency Equipment (alarms and warnings)	Assess the working order of the emergency equipment every six months. A senior manager can arrange emergency drills every six months	AS 2293.2, AS 1851-2012, Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Every six months for fire extinguisher testing and emergency drills.	Suitably Qualified Person, Senior Management
Site Amenities	Range of Observation, Risk Assessment and Site Audits	Code of Practice: Amenities for Construction Work, Managing the work environment and facilities, WHS Act 2011 & WHS Regulation 2017	Prior to each job	Site Supervisors
SDS Register	Assess the chemicals used by the workplace and obtain up to date SDS to control the chemical risks	SafeWork NSW Code of Practice: Labelling workplace hazardous chemicals, Managing the risk of hazardous chemicals, Preparation of safety data sheets hazardous chemicals. Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	New hazardous materials utilised; redundant or SDS expires	Suitably Qualified Person
Machinery, Hoists, Plant and equipment	Certified persons are to inspect and service machinery, hoists, plant and equipment as per the manufacturer's guidelines and manufacturers schedule	Code of Practice: Managing the Risk of Plant in the Workplace, Manufactures Guidelines WHS Act 2011, WHS Regulation 2017	As recommended by manufactures guidelines and legislation.	Mechanic, Suitably Qualified Person
PLANT AND EQUIPMENT				
Crane – mobile Crane - mobile >10T Crane – tower	Risk Assessment & Pre-Start Checklist	AS 2550, AS 1418 Code of Practice: Managing the Risk of Plant in the Workplace, Manufactures Guidelines WHS Act 2011, WHS Regulation 2017	Daily or as recommended by manufacturer and legislation.	Competent Person
Elevated work platforms Boom lift 11m or over	Risk Assessment & Pre-Start Checklist	AS 2550.10 Code of Practice: Managing the Risk of Plant in the Workplace, Manufactures Guidelines WHS Act 2011, WHS Regulation 2017	Daily or as recommended by manufacturer and legislation.	Competent Person

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Item	Methodology	Standard/Legislation	Inspection Period	Inspector
Elevated work platforms Boom lift (under 11m) Trailer mounted Boom Lift Self-Propelled Boom Lift Vertical Lift Truck Mounted Boom	Risk Assessment & Pre-Start Checklist	AS 2550.10 Code of Practice: Managing the Risk of Plant in the Workplace, Manufactures Guidelines WHS Act 2011, WHS Regulation 2017	Daily or as recommended by manufacturer and legislation.	Competent Person
Explosive power tool	Risk Assessment & Pre-Start Checklist	AS 1851 Manufactures Guidelines WHS Act 2011, WHS Regulation 2017	Daily or as recommended by manufacturer and legislation.	Competent Person
Forklift Truck	Risk Assessment & Pre-Start Checklist	AS 2359.2 Code of Practice: Managing the Risk of Plant in the Workplace, Manufactures Guidelines WHS Act 2011, WHS Regulation 2017	Daily or as recommended by manufacturer and legislation.	Competent Person
Laser Level	Risk Assessment & Pre-Start Checklist	AS 2211.1 AS 2397	Daily or as recommended by manufacturer and legislation.	Competent Person
Mobile Earthmoving Plant – Load shifting Equipment (i.e. excavators, front end loader)	Risk Assessment & Pre-Start Checklist	Code of Practice: Managing the Risk of Plant in the Workplace, Manufactures Guidelines WHS Act 2011, WHS Regulation 2017	Daily or as recommended by manufacturer and legislation.	Competent Person
Oxy / Acetylene	Risk Assessment & Pre-Start Checklist	AS 4332 Manufactures Guidelines	Daily or as recommended by manufacturer and legislation.	Competent Person
Rope Access	Risk Assessment & Pre-Start Checklist	AS 4488 WHS Act 2011, WHS Regulation 2017 Manufactures Guidelines	Daily or as recommended by manufacturer and legislation.	Competent Person

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Item	Methodology	Standard/Legislation	Inspection Period	Inspector
Safety Harnesses	Risk Assessment & Pre-Start Checklist	1891.4 WHS Act 2011, WHS Regulation 2017 Manufactures Guidelines	Daily or as recommended by manufacturer and legislation.	Competent Person and/or height safety equipment inspector
Safety Lines/Fall arrest devices (installation)	Risk Assessment & Pre-Start Checklist	1891.4 WHS Act 2011, WHS Regulation 2017 Manufactures Guidelines	Daily or as recommended by manufacturer and legislation.	Competent Person and/or height safety equipment inspector
Scaffolding (4m or over)	Risk Assessment & Pre-Start Checklist	AS 1576 AS 4576 WHS Act 2011, WHS Regulation 2017	Daily or as recommended by manufacturer and legislation.	Competent Person
Scissor Lift	Risk Assessment & Pre-Start Checklist	AS 2550.19 WHS Act 2011, WHS Regulation 2017	Daily or as recommended by manufacturer and legislation.	Competent Person

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6.4 Plant and Equipment Register

Refer to the Plant and Equipment register in excel spreadsheet.

6.5 Electrical Equipment Testing Register

Refer to the Electrical Equipment Testing register in the excel spreadsheet.

6.6 Fire Equipment Register

Refer to the Fire Equipment Register in the excel spreadsheet.

6.7 Lifting Gear Register

Refer to the Lifting Gear Register in the excel spreadsheet.

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6.8 Pallet Racking Inspection Policy

Policy Statement

Robertson's Remedial and Painting Pty Ltd understands the safety risk associated with the storage of goods if hazards are not controlled. The Pallet Racking Policy has been developed to ensure the safety of all workers who work with or around pallet racking areas, the safe operation and the maintenance of pallet racking in the workplace.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd.

Policy Implementation

Storage racking for products on pallets should be designed specifically for the size, shape and weight of the products being stored. The racking design should be compatible with the pallets and the materials handling equipment in use. Storage racking should be designed and installed in accordance with *AS 4084-12: Steel Storage Racking*. The selection of the final racking design should be made on the basis of safety and operational factors, and not solely on cost, that take into account safe working load criteria. In the case of modifications, design criteria should be provided to allow direct comparison with existing racking design. Aisle width should be matched to the turning circle of the forklift or other materials handling equipment used to put-away, replenish or lift. Signage should be displayed to identify the maximum load bearing capacity of the storage racking and the contact details of the manufacturer or supplier of the storage racking.

Requirements:

- A safety inspection of the pallet racking shall be conducted on a regular basis using the Office/Warehouse Inspection Form.
- A formal documented safety inspection of pallet racking shall be conducted once a year performed by the by a competent person.
- Issues identified during the inspection will be identified to the Site Supervisor for correction. Once identified to the Project Manager, the following actions are required:
 - Make the area safe, tape off damaged area, if required unload affected area.
 - A lock out "danger tag" will be placed on damaged area.
 - Have damage repaired/replaced as soon as practicable. Remove "danger tag".
 - A copy of the completed inspection is to be sent to the Project Manager.
 - Alert all relevant personnel of the damage and to not utilise the equipment.
- On a regular basis, the pallet racks should be checked for the following:
 - Damaged, faults and rust
 - Beam clips, bolts and column protectors are installed and not lose
 - Check out for plum racking (on a lean)
 - Minimum standard unit load clearances non-compliance as per *AS 4084*.
 - Safe Working Load (SWL) clear signage & items that exceed the SWL limit.
 - Item weights not evenly distributed across whole area of the rack.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24

Review date: 28-03-26

SECTION SEVEN:

Incident Management, Emergency Response and Corrective Action

Work Health & Safety Management System

7.1 Incident Management and Corrective Action Policy

Policy Statement

Robertson's Remedial and Painting Pty Ltd has established procedures to manage incidents, to control the use of products and work practices, which do not meet WHS requirements, and to appropriately address WHS issues through corrective action and injury management procedures.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. All workers identified are expected to adhere to any procedures or processes related to this policy.

Policy Implementation

The Project Manager will be alerted when materials, construction methods, plant or equipment, work practices or other work do not meet WHS requirements in the form of incident reports, hazard reports or non-conformances.

In the event of an incident occurring, workers shall ensure they notify the Project Manager and ensure that the incident is reported using the incident report form, and where necessary document any non-conformances and corrective actions.

Robertson's Remedial and Painting Pty Ltd will discuss the actions needed following the incident with the workers and will assign responsibility for the corrective actions to be implemented. The Project Manager will review the records of the corrective actions to ensure that they have all been implemented and are suitable.

The Project Manager will also be responsible for:

- Eliminating unsafe work practices and unsafe areas.
- Quarantining non-complying materials, substances and other products and disposing of them in accordance with EPA regulations.
- Advising the Director and Regulator as required by the WHS Act 2011.
- Ensuring irregularities, non-conformances and non-compliances are rectified.
- Interview witnesses and take statements following incidents.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

7.2 Incident Management Procedure

Robertson's Remedial and Painting Pty Ltd will ensure all incidents and injuries are reported with a uniform approach by all workers. Therefore, the following procedure has been formulated to help ensure the workers of Robertson's Remedial and Painting Pty Ltd understand the process involved in reporting work-related incidents (See Incident Management Flowchart). The Project Manager is required to notify serious safety breaches to the Director urgently.

Incident Reporting

When an incident occurs, workers must immediately stop work. The area should be made safe and must be isolated immediately.

If an injury occurs, and it is safe to do so, first aiders will be able to assist in the assessment of the severity of the injury and provide assistance as needed. If necessary, workers will be taken to the nearest medical facility for treatment.

Note: A PCBU must ensure that an adequate number of workers are trained to administer first aid at the workplace.

Workers must immediately notify their Site Supervisor of the following information:

- Who was in the vicinity when the incident occurred?
- Was there any vehicle, plant, equipment or substance was involved in the incident?
- How many people were affected?
- How many people were exposed to the incident?

The above information must be correctly reported using the Incident report form. The following steps detail the procedure to complete the form:

Step 1: Ensure all preliminary reporting details are correctly filled out including all witness details, location of the incident, for example did the incident take place at the warehouse or on site, full details of the injury, the workers involved, and task being performed at the time.

Step 2: If reporting an injury to part/s of their body, it must be indicated on the human diagram attached in step two of the reporting process. Circle the area affected and indicate on the right-hand side the type of injury, for example laceration, bruise, swelling.

Step 3: Workers are to document how the incident occurred, damage to property plant or equipment, why the incident occurred, the workers exposed, and the treatment given. This will be done in consultation with the injured worker and any other witnesses to the incident

Step 4: Corrective actions will be evaluated on the information given and the Site Supervisor will implement corrective action for the workplace.

All incidents will be recorded in the Incident Register to assist in compiling Injury and Incident data to identify areas for WHS improvement.

Notifiable Incidents

Work-related notifiable incidents must be reported to SafeWork NSW immediately.

Non-Disturbance Notice

The non-disturbance notice requires a person to preserve the site (including plant, substance, structure or thing) at which a *notifiable incident* has occurred or in *other circumstances*. The non-disturbance notice must clearly specify the period (max 7 day's) for which it applies and describe obligations, measures taken to preserve the site, and the penalty for the notice.

Work Health & Safety Management System

Where a notifiable incident occurs, the following shall apply:

- Robertson's Remedial and Painting Pty Ltd must ensure that the site of the incident is not disturbed until an inspector arrives at the site or as otherwise directed by an inspector. There are exceptions to this duty including any action taken to assist an injured person.
- An inspector may at any time issue a non-disturbance notice to management if it is believed that it is necessary to do so to exercise the compliance.

Incident Investigation Report

Under the discretion of Robertson's Remedial and Painting Pty Ltd.'s Director, an Incident Investigation is to be conducted, where deemed necessary, after an incident has occurred.

The process involves taking statements from workers involved and witnesses, evaluating from these statements what has happened and compiling all the relevant details into a report.

Root causes and contributing factors will be able to be determined from the investigation to assist in implementing corrective actions. When an incident or non-conformity is identified the company will review existing assessment of WHS risks and other risks, as appropriate and assess these risks that relate to new or changed hazards, prior to taking any action.

Service Providers are responsible for ensuring that all incidents are investigated to determine their cause and to record the results of the investigations and provide those to Robertson's Remedial and Painting Pty Ltd if requested. The results should be used to bring about improvements in policies, standards, procedures, processes and work practices and progressively lift WHS performance.

Service Providers shall cooperate with and provide assistance to the Project Manager and Director in any investigation organized or undertaken by the Project Manager and Director.

Fatality in the Workplace:

In the event that an incident occurs that causes the death of a worker, Robertson's Remedial and Painting Pty Ltd will take the following actions.

Call Emergency Services '000' Immediately.

Cease work immediately and remove any other workers from the incident site and make the area safe. Secure the area to prevent access and preserve the site.

Notify the Site Supervisor and Project Manager immediately.

Project Manager will notify Compliance OH&S of the incident that has occurred.

The Director will notify the state regulatory body, SafeWork NSW, of the incident.

The Director is to make contact with the workers emergency contact / family as soon as possible.

An investigation with SafeWork NSW will commence. Robertson's Remedial and Painting Pty Ltd will cooperate with the investigation required and Compliance OH&S will be there to provide assistance.

Workers will be notified of the incident that has occurred and the loss of the colleague. Counselling services will be provided by Robertson's Remedial and Painting Pty Ltd to all workers.

Work Health & Safety Management System

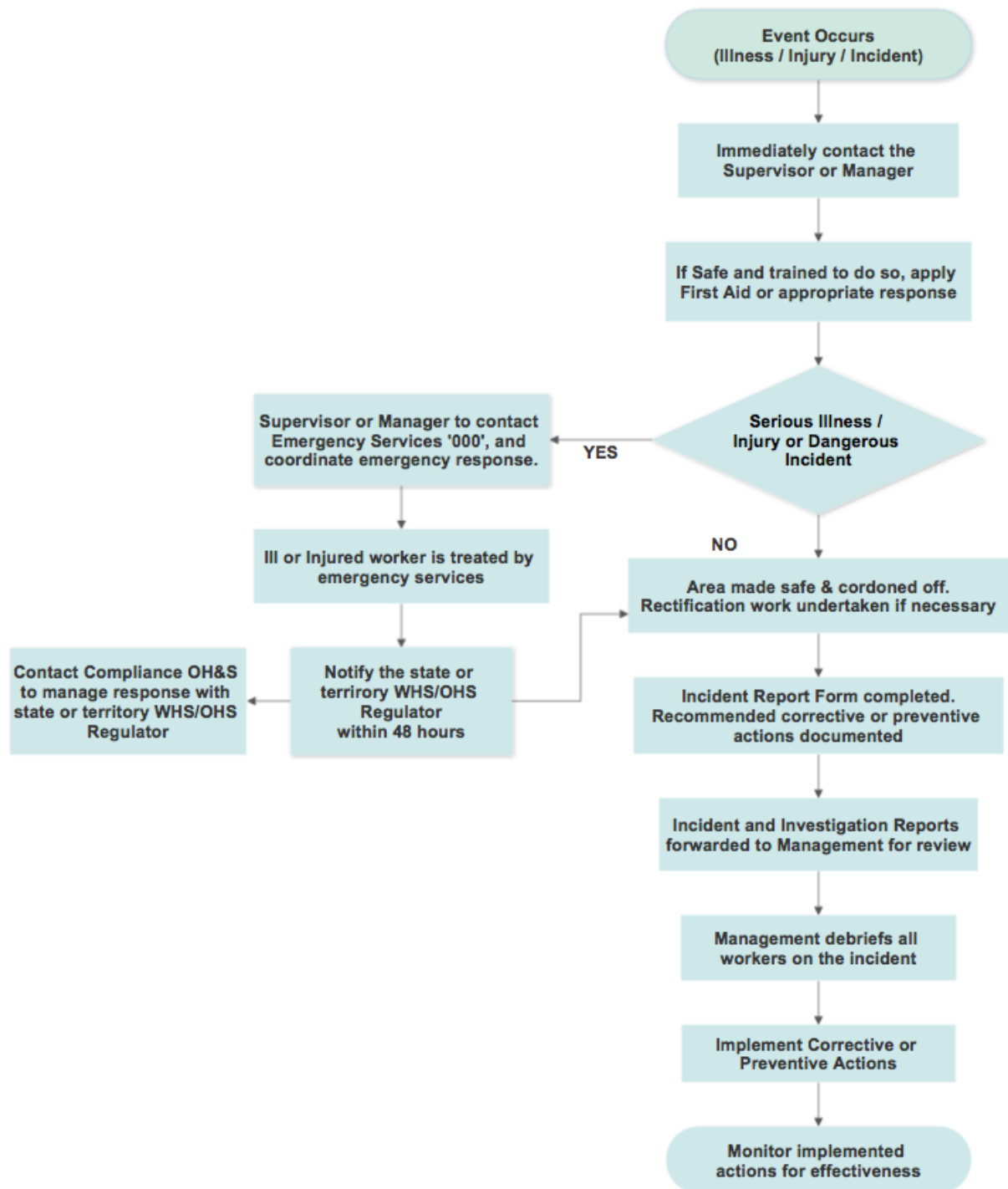
7.3 Notifiable Incidents

Work-related notifiable incidents must be reported to the regulator SafeWork NSW immediately where the incident involves:

- The **death of a person**,
- A **Serious Injury or Illness** requiring the person to have:
 - (a) immediate treatment as an in-patient in a hospital; or
 - (b) immediate treatment for:
 - i. the amputation of any part of his or her body; or
 - ii. a serious head injury; or
 - iii. a serious eye injury; or
 - iv. a serious burn; or
 - v. the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
 - vi. a spinal injury; or
 - vii. the loss of a bodily function; or
 - viii. serious lacerations; or
 - (c) medical treatment within 48 hours of exposure to a substance, and any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.
- A **Dangerous Incident** that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
 - (a) an uncontrolled escape, spillage or leakage of a substance; or
 - (b) an uncontrolled implosion, explosion or fire; or
 - (c) an uncontrolled escape of gas or steam; or
 - (d) an uncontrolled escape of a pressurised substance; or
 - (e) electric shock; or
 - (f) the fall or release from a height of any plant, substance or thing; or
 - (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorized for use in; or
 - (h) accordance with the regulations; or
 - (i) the collapse or partial collapse of a structure; or
 - (j) the collapse or failure of an excavation or any shoring supporting an excavation; or
 - (k) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
 - (l) interruption of the main system of ventilation in an underground excavation or tunnel; or
 - (m) any other event prescribed by the regulations but does not include an incident of a prescribed kind.

Work Health & Safety Management System

7.4 Incident Management Flowchart



Work Health & Safety Management System

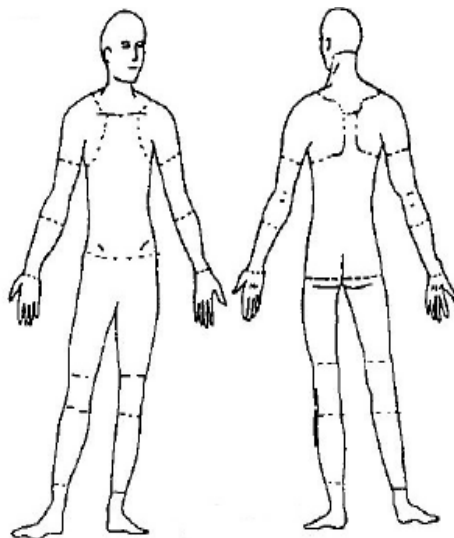
7.5 Incident Report Form

Step 1 – Reporting Details

I am reporting:	Damage <input type="checkbox"/> Near Miss <input type="checkbox"/> Service Strike <input type="checkbox"/> Illness <input type="checkbox"/> Injury <input type="checkbox"/>		
If injury, what sub-category?	First Aid Injury <input type="checkbox"/>	Medical Treatment Injury <input type="checkbox"/>	
Restricted Work Injury <input type="checkbox"/>	Lost Time Injury <input type="checkbox"/>	Psychological Injury <input type="checkbox"/>	
Name of Person Involved:			
Contact Number:	D.O.B.	Gender: M <input type="checkbox"/> F <input type="checkbox"/>	
Emergency Contact (Name, Contact Number):			
Job Title:		Supervisor:	
Date of Incident:		Time of Incident:	
Address of Incident:			
Task being performed at the time:			
First Person informed of incident:			
Witness Names & Contact Numbers:			
Witness comments:			

Step 2 – Injury Details

(Indicate area affected)



Nature of Injury	Tick
Abrasion	<input type="checkbox"/>
Amputation	<input type="checkbox"/>
Bite	<input type="checkbox"/>
Broken Bone	<input type="checkbox"/>
Bruise	<input type="checkbox"/>
Burn (Chemical)	<input type="checkbox"/>
Burn (Heat)	<input type="checkbox"/>
Burn (Electrical)	<input type="checkbox"/>
Concussion	<input type="checkbox"/>
Dislocation	<input type="checkbox"/>
Fracture	<input type="checkbox"/>
Laceration	<input type="checkbox"/>
Strain/Sprain/Tears	<input type="checkbox"/>
Other:	<input type="checkbox"/>

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Step 3 – Incident Details

Describe the incident: (List the events leading up to and including the incident)		
Why did Incident Occur? (List all relevant factors which may have caused the incident)		
Treatment Given: (List all treatment given to patient e.g. first aid, medical)		
Has the insurer been notified	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Step 4 Corrective Actions

What Corrective Action Will be Taken:			
Name of Person Completing Report:			
Signature:		Date:	
Signature of Person Involved:		Date:	
Reviewed by Senior Management		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Appendix	Photographs Witness Statements Drawings	Counselling Provided for Workers Other Information	

7.6 Incident Register

Refer to the Incident Register in the excel spreadsheet

Work Health & Safety Management System

7.7 Non-Conformance Policy

Policy Statement

Robertson's Remedial and Painting Pty Ltd takes safety very seriously and non-conformance with safety rules will not be tolerated. The non-conformance policy has been developed to ensure that all workers and PCBU's are aware of the consequences of not following policies or procedures. If there is a non-conformance, appropriate disciplinary action will be taken by Robertson's Remedial and Painting Pty Ltd. Non-conformance also applies to non-conforming materials and systems.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. All workers must adhere to any procedures or processes related to this policy. The co-operation of all workers and Service Providers is required as a contribution to health, safety and the implementation of this policy.

Policy Implementation

The Site Supervisor will constantly review the safety performance of workers to ensure that they are complying with the policy or procedure. All workers shall be educated of the policies and procedures to be aware and understand the requirements and the consequences with not obeying the rules. When an incident or non-conformity is identified the company will review existing assessment of WHS risks and other risks, as appropriate and assess these risks that relate to new or changed hazards, prior to taking any action.

If a worker is not obeying policies or procedures, then the Director will review the seriousness of the offence and take appropriate action. If the offence is of a less serious nature, then a non-conformance will be issued to the worker and kept on their file. If a worker has been issued three non-conformances, then they may face consequences up to and including dismissal as determined on a case by case basis at the discretion of management. Non-conformances will be discussed with all workers at Safety Meetings and the actions to prevent the non-conformance from reoccurring where appropriate.

If products, plant or equipment or systems are non-compliant the non-conformance form will be used, and corrective actions will follow. All worker non-conformances will remain confidential and Robertson's Remedial and Painting Pty Ltd will ensure that these confidential records are maintained in the workers' employment files which are restricted; access is only granted by the Project Manager, with approval from the Managing Director. Where hard copy records of confidential information are maintained, they will be in a secure location with access only provided with approval from the Project Manager.

All Service Providers engaged to perform work for Robertson's Remedial and Painting Pty Ltd are to comply with the WHS policies, procedures and programs of Robertson's Remedial and Painting Pty Ltd and to observe directions on health and safety. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of contract.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

7.8 Corrective Action Procedure

Robertson's Remedial and Painting Pty Ltd will ensure Corrective actions is taken as soon as reasonably practical following the identification of a system non-conformance, hazard, incident, and any other situation requiring action to be taken for improvement. The company will determine opportunities for improvement and implement necessary actions to achieve the intended outcomes of its WHS management system.

Corrective Actions may be identified during:

- Monitoring / review of SWMS;
- Consultation mechanisms i.e. Safety Meetings;
- Training;
- Legislative Changes;
- Site Inspections, Risk Assessments, Hazard Reports;
- Inspection and Testing Activities;
- WHS Management System Audits
- Management Reviews;
- Complaints;
- Incident Investigations;
- Non-conformances.

The identified non-conformance requiring corrective action will be investigated thoroughly to research the problem and analysis the situation. The corrective actions will be appropriate to the effects or potential effects of the incidents or non-conformities encountered.

Robertson's Remedial and Painting Pty Ltd will consult with its workers in response to an identified issue and the possible Corrective action being implemented involving Robertson's Remedial and Painting Pty Ltd activities. This consultation occurs at Safety Meetings where the circumstances are discussed and the plan for Corrective actions formulated. Workers views on any proposed control measures may be taken into account before implementation.

An action plan will be developed to address the issue that has been identified. Workers responsible for implementing actions shall be specified in the Corrective Action and non-Conformance Register and any other suitable reports and provided with suitable and timely dates for completion.

All corrective actions must be tracked to closure. All corrective actions will be completed using the Corrective Action and Non-Conformance Form and logged in the Corrective Action Register. Records of Corrective action status shall be maintained by the Project Manager and reviewed until all actions are implemented, monitored and signed off by the responsible person. These records are maintained in the Forms Folder by the Project Manager and Administration Manager and are made available on request.

The Corrective action implemented will be followed up to verify and assess the effectiveness and appropriateness of its implementation. This will be conducted in accordance with the review procedures. Illness/injury, incident, disease and compensation data will be collected, both on a work site level and at the planning level within Robertson's Remedial and Painting Pty Ltd. The data is analysed so that Corrective action can be taken where necessary to improve WHS performance, including injury management.

The workers affected by any changed methods will be advised and re-trained where necessary. If subcontractors breach legislative requirements and/or Robertson's Remedial and Painting Pty Ltd.'s safety rules, work must cease immediately. In this case, work will only be allowed to re-commence upon the Director or the Project Manager receiving written confirmation of future compliance.

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7.9 Corrective Action and Non-Conformance Form

Date Raised:		Raised By:			
Location:					
Type of Issue (Tick one):	Safety <input type="checkbox"/>	Environmental <input type="checkbox"/>	Legal Notices <input type="checkbox"/>	Supplier/ Service Provider <input type="checkbox"/>	Change <input type="checkbox"/>
	Near Miss <input type="checkbox"/>	Internal Audit Finding <input type="checkbox"/>	Product/ Service Issue <input type="checkbox"/>	Non- Conformance <input type="checkbox"/>	Other: <input type="checkbox"/>
Description of the issue/situation/incident. What was/is the impact?					
Root Cause Analysis:					
Corrective Action Taken:					
Effectiveness of Corrective Action/s Taken (has the corrective action/s resolved the issue?):					
Details of meeting where issue was discussed:					
Reviewed by:		Signed:		Date:	
Closed out by:		Signed:		Date:	

7.10 Corrective Action and Non-Conformance Register

Refer to the corrective action and non-conformance register in excel spreadsheet

Work Health & Safety Management System

7.11 Safety Warning Procedure

The following "Warning Procedure" is to apply to all workers.

Step 1: First Warning:

On the first offence, a warning is to be given in writing or verbal detailing the following:

- Reason for the warning.
- Date and time warning are given, name of workers concerned and others present.
- Details of the circumstances and any mitigating factors

It should also be noted that warnings must be genuine cases that any reasonable person would consider serious enough to warrant any action. First Warning may be documented using the Corrective Action and Non Conformance Form.

Step 2: Second Official Warning:

As above for Step 1, additionally, the worker is provided with retraining and counselling appropriate to the breach.

- Workers are advised that if another offence is committed, termination may apply on the next offence.
- For the purposes of disciplinary action, the second warning shall be effective for a period of 12 months from the date of issue of the second warning letter.
- In any case, no further action will be taken without the approval of the PCBU who must be advised immediately of the situation.
- Any action taken will be recorded and a formal letter will be sent to the worker concerned. The letter shall note that the worker is consistently violating the WHS Act by placing themselves (and others) in danger and that any further offence may result in the workers termination of employment.
- If the worker refuses to sign the document management are to ensure that a record is stored showing that it was provided to the worker.

Step 3: Third Offence:

- The worker shall present themselves to the PCBU or his/her representative who will decide on the appropriate action taken.
- Serious safety breaches may lead to instant dismissal.

Work Health & Safety Management System

7.12 Prohibition and Improvement Notices

Policy Statement

Robertson's Remedial and Painting Pty Ltd will ensure that any prohibition or improvement notices received will be evaluated in accordance with the following procedure.

Policy scope

It is the policy of Robertson's Remedial and Painting Pty Ltd that all workers comply with this policy and the procedures and directions that support its implementation. The scope of this policy extends to include the business conducted by Robertson's Remedial and Painting Pty Ltd and its workers on other sites.

Improvement Notice:

The WHS Regulation 2017, Part 10, Division 1, S191, outlines the issuing of Improvement Notices.

An Improvement notice is issued if an inspector reasonably believes that a person:

- (a) Is contravening a provision of the WHS Act; or
- (b) Has contravened a provision in circumstances that make it likely that the contravention will continue or be repeated.

The inspector may issue an improvement notice requiring the person to:

- (a) Remedy the contravention; or
- (b) Prevent a likely contravention from occurring; or
- (c) Remedy the things or operations causing the contravention or likely

Prohibition Notice:

The WHS Regulation 2017, Part 10, Division 2, S195, outlines the issuing of Prohibition Notices.

An Inspector may issue a Prohibition Notice if an inspector reasonably believes that:

- (a) An activity is occurring at a workplace that involves or will involve a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard; or
- (b) An activity may occur at a workplace that, if it occurs, will involve a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard.

The inspector may give a person who has control over the activity a direction prohibiting the carrying on of the activity, or the carrying on of the activity in a specified way, until an inspector is satisfied that the matters that give or will give rise to the risk have been remedied. The direction may be given orally but must be confirmed in written notice (a prohibition notice) issued to the person as soon as practicable.

Policy Implementation

Where Robertson's Remedial and Painting Pty Ltd is working under a principal contractor and has been served a notice or fine by the regulator, then Robertson's Remedial and Painting Pty Ltd shall immediately give a copy of that notice or fine to the Project Manager (who will then advise the client, where required by contractual conditions). The Service Provider shall also give notice to the Project Manager of its proposed action to rectify the regulator's notice or fine and advise the Project Manager when the action has been completed and the notice rectified. Where Robertson's Remedial and Painting Pty Ltd is the principal contractor and has been served the notice, the Project Manager is responsible for ensuring that the incident management procedure is initiated and completed. If a notice is received by Robertson's

Work Health & Safety Management System

Remedial and Painting Pty Ltd, then Compliance OH&S (02) 9521 1666 should be immediately notified.

Once the notice has been received and reviewed, Robertson's Remedial and Painting Pty Ltd will follow the immediate instructions detailed on the notice. An action plan will be developed to comply with the notice requirements in the given time frame. Following the notice being received, Robertson's Remedial and Painting Pty Ltd will display a copy of the notice in a prominent place at or near the workplace, or part of the workplace.

Robertson's Remedial and Painting Pty Ltd will see a review of the notice by an external body if:

- Robertson's Remedial and Painting Pty Ltd do not have control over the relevant activity;
- The requirements of the notice are unclear;
- The risk doesn't exist, or the breach hasn't occurred;
- The risk is neither serious nor imminent;
- The required steps cannot be taken within the required time, or at all;
- The required steps are excessive and there are more reasonably practicable ways to address the issue; or
- There are already appropriate measures in place.

The WHS Act 2011 allows 14 days to seek a review of an Improvement Notice and if a person is not satisfied with the internal review decision, they have a further 14 days on being advised to appeal to an external review body. While the Notice is being reviewed, it has no effect. The same review can be undertaken for a Prohibition Notice however, while the Notice is being reviewed it *must* be complied with unless the reviewer decides to stay its application.

The WHS Act 2011 sets out a table of what decision are reviewable and whom is eligible to seek a review including:

- A person conducting a business or undertaking whose interests are affected by the decision.
- A health and safety representative who represents a worker whose interests are affected by the decision.
- A health and safety representative whose interests are affected by the decision.
- A worker whose interests are affected by the decision.
- A person who has been issued with a notice or had something seized

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

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7.13 First Aid Policy

Policy Statement

Robertson's Remedial and Painting Pty Ltd ensures that all workers receive appropriate and timely first aid treatment. In the event of an injury, first aid will be provided to all injured workers, adequate first aid equipment is readily accessible to all workers at the workplace to ensure injured workers get the appropriate medical attention.

Policy Scope

It is the policy of Robertson's Remedial and Painting Pty Ltd that all workers comply with this policy and the procedures and directions that support its implementation. The scope of this policy extends to include the business conducted by Robertson's Remedial and Painting Pty Ltd and its workers on other sites.

Policy Implementation

When considering how to provide first aid and what facilities are needed to provide first aid in the workplace, Robertson's Remedial and Painting Pty Ltd will review the code of practice "first aid in the workplace" to determine specific requirements for each workplace and consult and provide all workers the below information:

- The nature of the work being carried out at the workplace;
- The nature of the hazards at the workplace;
- The size, location and nature of the workplace;
- The number and composition of the workers at the workplace
- The number, location and contents of first aid kits and other equipment
- The type of first aid facilities that may be needed.
- Displaying well-recognised standardised first aid signs in line with AS1319 – Safety Signs for the Occupational Environment.
- How many first aiders are needed.
- The names and location of persons trained to administer first aid.
- The procedures to be followed when first aid is required.

Robertson's Remedial and Painting Pty Ltd will nominate person/s in the workplace to be trained to administer first aid. The following ratios are recommended:

- Low risk workplaces – one first aider for every 50 workers
- High risk workplaces – one first aider for every 25 workers.

If hazardous chemicals or infectious substances that have the capacity to cause eye injuries are handled in the workplace, Robertson's Remedial and Painting Pty Ltd will provide portable or fixed eye wash and shower equipment. Robertson's Remedial and Painting Pty Ltd will nominate person/s in the workplace to maintain first aid kit, ensuring that kit is suitably replenished, and items remain in good working order and should:

- Monitor the first aid kit and ensure any items used are replaced as soon as practicable after use.
- Undertake regular checks (after each use or, if the kit is not used, at least once every 12 months) to ensure the kit contains a complete set of the required items.
- Ensure that items are in good condition, have not deteriorated and are within their expiry dates and that sterile products are sealed and have not been tampered with.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

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7.14 First Aid Kit Checklist

Suggested completion frequency: Annually on all first aid kits

Location of First Aid Kit:				
Date:		Person completing check:		
Item	Quantity	Yes	No	
Access to 30 minutes of clean running water	-	<input type="checkbox"/>	<input type="checkbox"/>	
Adhesive dressing tape, 2.5cm x 5cm	1	<input type="checkbox"/>	<input type="checkbox"/>	
Adhesive plastic dressing strips, sterile, packets of 50	1	<input type="checkbox"/>	<input type="checkbox"/>	
Antiseptic liquid/spray (50ml)	1	<input type="checkbox"/>	<input type="checkbox"/>	
Bags, plastic, for amputated parts: large	2	<input type="checkbox"/>	<input type="checkbox"/>	
Bags, plastic, for amputated parts: medium	2	<input type="checkbox"/>	<input type="checkbox"/>	
Bags, plastic, for amputated parts: small	2	<input type="checkbox"/>	<input type="checkbox"/>	
BPC wound dressings No. 14 medium	1	<input type="checkbox"/>	<input type="checkbox"/>	
BPC wound dressings No 15, large	1	<input type="checkbox"/>	<input type="checkbox"/>	
Conforming Cotton Bandage, 5cm width	3	<input type="checkbox"/>	<input type="checkbox"/>	
Conforming Cotton Bandage, 7.5cm width	3	<input type="checkbox"/>	<input type="checkbox"/>	
Crepe bandage 10cm (For serious bleeding and pressure application)	1	<input type="checkbox"/>	<input type="checkbox"/>	
Disposable nitrile examination gloves	5 pairs	<input type="checkbox"/>	<input type="checkbox"/>	
Dressing combine pad 9 x 20cm	1	<input type="checkbox"/>	<input type="checkbox"/>	
Dressing, non-adherent, sterile, 7.5cm x 7.5cm	5	<input type="checkbox"/>	<input type="checkbox"/>	
Eye pads, sterile	4	<input type="checkbox"/>	<input type="checkbox"/>	
Gauze pieces 7.5 x 7.5 cm sterile (3 pack)	5 packs	<input type="checkbox"/>	<input type="checkbox"/>	
Hydro Gel (3.5gm sachet) if running water is not available	5	<input type="checkbox"/>	<input type="checkbox"/>	
Instant Ice Pack	1	<input type="checkbox"/>	<input type="checkbox"/>	
Instructions for providing first aid – Including Cardio Pulmonary Resuscitation, (CPR) flowchart	1	<input type="checkbox"/>	<input type="checkbox"/>	
Non-adherent wound dressing/pad 5x5cm (small)	6	<input type="checkbox"/>	<input type="checkbox"/>	
Non-adherent wound dressing/pad 7.5 x 10cm (Medium)	3	<input type="checkbox"/>	<input type="checkbox"/>	
Non-adherent wound dressing/pad 10 x 10cm (Large)	1	<input type="checkbox"/>	<input type="checkbox"/>	
Non-stretch, hypoallergenic, adhesive tape – 2.5cm wide roll	1	<input type="checkbox"/>	<input type="checkbox"/>	
Note Book & Pen	1	<input type="checkbox"/>	<input type="checkbox"/>	
Plastic Bags, clip seal	1	<input type="checkbox"/>	<input type="checkbox"/>	
Rescue blanket, silver space	1	<input type="checkbox"/>	<input type="checkbox"/>	
Resuscitation face mask or face shield	1	<input type="checkbox"/>	<input type="checkbox"/>	
Safety pins, packet of 6	1	<input type="checkbox"/>	<input type="checkbox"/>	
Saline (15ml)	8	<input type="checkbox"/>	<input type="checkbox"/>	
Scissors	1	<input type="checkbox"/>	<input type="checkbox"/>	
Splinter probes (single use, disposable)	10	<input type="checkbox"/>	<input type="checkbox"/>	
Triangular bandages, minimum 90cm	2	<input type="checkbox"/>	<input type="checkbox"/>	
Tweezers/Forceps	1	<input type="checkbox"/>	<input type="checkbox"/>	
Wound cleaning wipe (single 1% Cetrimide BP)	10	<input type="checkbox"/>	<input type="checkbox"/>	
Items Required:		Date Replenished:		
Confirm all items replenished	Name:	Signature:		

Work Health & Safety Management System

7.15 Return to Work Program

Leadership & Commitment:

Robertson's Remedial and Painting Pty Ltd is committed to the prevention of illness and injury through providing a safe and healthy working environment. Although measures are taken to prevent injuries and illnesses, these may still occur and impact workers performing their usual duties.

In respect to this, Robertson's Remedial and Painting Pty Ltd is committed to providing workers with a positive return to work (RTW) program. This program has been established to ensure the safe and speedy return to work of injured workers. The company promotes the health benefits of returning to work to all workers and is committed to fostering positive attitudes towards workers recovering at work. Robertson's Remedial and Painting Pty Ltd will take all action to ensure that injured workers receive the appropriate support in order to facilitate a safe and durable return to work.

Role of Robertson's Remedial and Painting Pty Ltd

- Promote the health benefits of returning to work to all workers and is committed to fostering positive attitudes towards workers recovering at work.
- Take all action to ensure that injured workers receive the appropriate support in order to facilitate a safe and durable return to work.
- Maintain its Workers Compensation Insurance in accordance with legislative and SIRA requirements.
- Develop, implement and review Return to Work Program in consultation with workers every year and display the Return to Work Program in the workplace.
- Ensure weekly payments to be made in accordance with legislative requirements. Records of wages paid to be kept for at least 5 years.
- Notify SafeWork NSW immediately after serious injuries, illnesses or dangerous incidents.
- Don't dismiss an injured worker because of injury within 6 months of worker first becoming unfit for work.
- Comply with medical restrictions resulting from work injury as obtained from the treating doctor.
- Respect the privacy and confidentiality of the injury management program.
- Cooperate with providing retraining or different job opportunities to an injured worker who is unable to return to pre-injury duties.
- Provide workers with adequate information about workers compensation and return to work procedures.
- Ensure a trained Return to Work Coordinator and workplace rehabilitation provider is appointed in consultation with workers.
- Make sure suitable duties available to injured workers who are fit for suitable duties if reasonably practicable to do so.
- Utilise translating and interpreting services if required.

Workplace Arrangements:

RTW Coordinator Contact Details

Name: _____ Contact: _____

Role of the Return to Work Coordinator:

- Carries out day-to-day duties of implementing the RTW Program.
- Knowledge and understanding of the workers compensation legislation.
- The RTW Coordinator has relevant qualifications from SIRA or SafeWork NSW.

Work Health & Safety Management System

- The RTW coordinator must be notified of all injuries immediately and notify the Insurer within 48 hours of initial notification.
- Contact made with the injured worker and the Site Supervisor to ensure that the incident report has been completed, first aid or medical treatment has been provided and the worker has nominated a treating doctor to liaise with.
- RTW coordinator shall ensure plans are in place to coordinate the injured workers return to work and identify suitable employment opportunities.
- When the injured worker is capable of returning to work, a RTW plan will be developed in consultation with the worker, doctor and Site Supervisor.
- Preparing, monitoring and reviewing of the RTW plan and certificate of capacity
- Regular contact with the nominated treating doctor, insurer, treatment providers, workplace rehabilitation provider, union and the injured worker.
- Supporting the redeployment of workers (internally or externally) into suitable employment.
- Keep injury and return to work statistics.
- Keep confidential case notes and records in line with laws and guidelines.
- Promote the health benefits of good work to the workforce.
- Contribute to the improvement of relevant policies and systems.

Approved Workplace Rehabilitation Provider Contact Details

Company: _____

Name: _____ Contact: _____

Role of the Accredited Rehabilitation Provider:

- When it becomes evident that an injured worker is not likely to resume their pre-injury duties or cannot do so without changes to the workplace or work practices, the RTW Coordinator and the Site Supervisor will consult the insurer and the NTD to discuss the need to involve an accredited Rehabilitation Provider to develop and monitor the RTW Plan.
- Robertson's Remedial and Painting Pty Ltd acknowledges that injured workers have the right to choose her/his own Rehabilitation Provider. Should a worker wish to change Rehabilitation Provider, she/he must contact the insurer to discuss the required procedures.
- Deliver services to the worker and the company in a cost effective, timely and proactive manner to achieve a safe and durable return to work.
- Ensure the needs of the injured worker and the company are met.
- Help identify and coordinate rehabilitation strategies that ensure the worker is able to return to work safely.
- Communicate with relevant parties throughout service provision to ensure progress towards the return to work goal.

Consultation:

Consultation promotes a positive culture around recovery at work and workers compensation and gives everyone an opportunity to influence policies and procedures. It is in Robertson's Remedial and Painting Pty Ltd interest to give workers clear information to avoid misunderstandings and uncertainty.

Robertson's Remedial and Painting Pty Ltd are committed to consulting with their workers, and all parties involved, when developing the RTW Program. Robertson's Remedial and Painting Pty Ltd have liaised with the workers and it was determined that the most appropriate form of consultation would be to use the agreed procedures. Please see section 2.1 Consultation Policy for further information.

Work Health & Safety Management System

The plan will be reviewed every two years by the Director and the RTW Coordinator and has been developed in line with the insurer's injury management program. The RTW Program shall be communicated and trained to all workers via toolbox talk, meeting and inductions. It shall be displayed on the memo board in the office visible for all.

Rights & Obligations

Workers are obliged to:

- Notify their employer as soon as possible after a work-related injury occurs
- Participate and cooperate in establishing an injury management plan
- Carry out the actions such a plan requires of them
- Provide their consent for information regarding their injury management and recovery at work to be shared between the insurer, employer, nominated treating doctor, treating practitioners, providers and SIRA.
- Make all reasonable efforts to recover at work.

Workers have the right to:

- Nominate a treating doctor
- Employment that is suitable and the same as or equivalent to their pre-injury duties
- Be consulted and involved in identifying suitable duties and developing their RTW plan
- Privacy and confidentiality
- Access mechanisms for resolving complaints and disputes.

Insurer

- Appoint a case manager who coordinates the workers compensation claim.
- Develop the injury management program for the injured worker.
- Assess workers current work capacity.
- Liaise with all relevant stakeholders.

Nominated Treating Doctor

- Manage injured workers recovery and assist in workers return to employment.
- Cooperate and communicate with the employer and the insurer in developing and implementing your injury management plan.
- Review condition and capacity for work regularly and complete a certificate of capacity.

Site Supervisor

- The Site Supervisor will be responsible for forwarding all injury reports to Management.
- Confidentiality for record keeping will be maintained by:
 - obtaining the workers informed consent to exchange information. Workers consent may be withdrawn at any time,
 - establishing and maintaining a confidential file for each injured worker,
 - restricting access to these files and storing them securely.

After an Incident

Notification of Injury

- Follow the Incident Management Policy and Procedure section 7.1 and 7.2.
- All injuries must be reported to the Site Supervisor immediately.
- The Site Supervisor shall notify The Director and the RTW Coordinator.
- The workplace will notify the insurer within 48 hours from the time of notification of injury.
- All injured workers MUST nominate a treating doctor who will be responsible for medical management of the injury and will co-operate with the development and implementation of the Return to Work Program.
- The Site Supervisor and RTW Coordinator will be responsible for coordinating all efforts aimed at assisting the injured worker recover as quickly and as safely as possible.
- Section 7.3 details SafeWork NSW Notifiable Incidents notification.

Work Health & Safety Management System

Support for the Worker

Early Contact

- For all injuries, the Project Manager and RTW Coordinator will contact the injured worker to maintain positive communication and regular updates on the workers recovery status.
- The RTW coordinator will communicate with the treating health professionals within 24 hours of the injury being reported and on a continual basis for the recovery of the worker.
- The RTW coordinator will ensure that the following is explained to workers:
 - Process of lodging a Workers' Compensation claim;
 - Their rights, obligations and potential penalties for non-compliance;
 - Process of managing weekly payments with the insurer; and
 - Prepare for the workers safe and timely return to work on medical advice.
- The worker will be provided with an information consent form in order for Robertson's Remedial and Painting Pty Ltd to gain consent to release and exchange information about the worker. This form will be completed at the first RTW plan meeting. Details on what information is exchanged and who the worker authorises the consent to exchange this information is in the form and will be explained to the worker.

Recovery at Work

Provision of suitable duties

- The RTW coordinator, in consultation with the treating doctor and the injured worker, will ensure that Return to Work strategies are developed for the injured worker. This will include the provision of suitable duties, where available, for those workers who are partially incapacitated and therefore need to be offered suitable duties as part of their rehabilitation.
- Where Robertson's Remedial and Painting Pty Ltd provide suitable duties as part of a worker's RTW program, they will be meaningful, productive and match their capabilities, consistent with medical advice.
- If the worker is unable to return to work performing suitable duties, then Robertson's Remedial and Painting Pty Ltd will assist the worker in locating suitable employment with another PCBU.
- Workers will not be dismissed within 6 months from the time of injury due to their work-related injury.

Dispute Prevention & Resolution

In the event of a dispute arising, all parties will attempt to resolve the dispute by consulting with the worker, the Rehabilitation Provider and the treating doctor. If the dispute cannot be resolved, Robertson's Remedial and Painting Pty Ltd will contact the insurer for advice or the regulator's assistance line.

The Dispute resolution procedure in section 2.4 outlines the appropriate steps to take.

Administration

The Site Supervisor will be responsible for forwarding incident reports to Management. Record keeping confidentiality will be maintained by obtaining the workers consent to exchange information and establishing and maintaining a restricted access confidential file for each injured worker.

Signed:

(Leslie Robertson)

Date: 28-03-24

Review date: 28-03-26

7.16 Injured at Work Poster

If you get
injured
at work



1 Tell your employer

Tell your employer as soon as you can. Your employer must notify the insurer within 48 hours. If your injury is serious, your employer must notify SafeWork NSW immediately on 13 10 50.

2 See your doctor

See your doctor and get a *certificate of capacity* for your employer to send to the insurer.

3 Recover at work

If you are able, stay at work or plan how to return to suitable work as early as possible.

You can make a workers compensation claim which may cover medical expenses, and weekly payments if you need time off work. Contact your employer's insurer for more information.

**RECOVER
BETTER
AT WORK**

Evidence shows you recover from an injury better at work than at home.

Being off work can affect your health and wellbeing, your financial situation and your relationships with family and friends.

If a co-worker is off injured, stay in touch and support their return to work.

Your employer's workers compensation insurer is:

.....

Your return to work coordinator is:

.....

SafeWork NSW is the work health and safety regulator. The State Insurance Regulatory Authority (SIRA) regulates workers compensation insurance in NSW. The Workers Compensation Independent Review Office (WIRO) manages workers' unresolved enquiries, or workers' complaints about insurers.

For more information go to safework.nsw.gov.au or sira.nsw.gov.au or call 13 10 50.

For WIRO go to wiro.nsw.gov.au or call 13 94 76.

This poster summarises the requirements of the Workplace Injury Management and Workers Compensation Act 1998 with regard to notifying injuries and making claims. Every employer must ensure information regarding notifying injuries and making claims is available at all times to workers as required under section 231 of the Workplace Injury Management and Workers Compensation Act 1998.

Work Health & Safety Management System



7.17 Return to Work Plan

General Details			
Worker Name:			
Claim Number:			
Injury / Illness Description:			
Initial RTW Plan		Progress RTW Plan	
Same job/same PCBU		Same job/different PCBU	
Different job/same PCBU		Different job/different PCBU	
PCBU:			
Return to Work Goal:			
Date expected to achieve RTW Goal:			
Pre-Injury Job Title:			
Pre-Injury Days:		Pre-Injury Hours:	
Services/Treatment Required:			
General Comments:			
Workers Compensation Certificate of Capacity (WCCC)			
Lifting/carrying capacity			
Sitting tolerance			
Standing tolerance			
Pushing/pulling ability			
Bending/twisting/squatting ability			
Driving ability			
Other			
Commencement Date:		End Date:	
Review Date:			

Work Health & Safety Management System



Date:	Duties to be performed	Days per Week:	Hours per Day:

The following parties have agreed to the program understand the associated confidentiality and privacy issues within the RTW Plan:

Injured Worker:		Date:	
Supervisor / Manager:		Date:	
RTW Coordinator:		Date:	
Nominated Treating Doctor:		Date:	

Note: This Return to Work Plan is not intended to be permanent.

Work Health & Safety Management System

Consent Form to Release of Personal Information

Workers Details			
Full Name:		Claim Number:	

Employer Details			
Company Name:		Contact Name:	
Phone:		Email:	

Worker's Declaration

I have discussed this consent form with my employer. I understand that any information collected will be kept in a confidential case file, with access restricted to those who are directly responsible for coordinating and monitoring my recovery at work.

I understand that my employer will:

- Only collect health information that is relevant and necessary to manage my recovery at work and coordinate the workers compensation claim
- Only use and disclose information for the purpose for which it was collected
- Keep any information collected separate from my other personnel records
- Take reasonable steps to protect my information by ensuring it is stored securely, kept no longer than necessary and disposed of appropriately
- Allow me to access my information without unreasonable delay, unless providing access would be unlawful or pose a serious threat to another person's life or health.

Considering the above, I authorise and consent to the collection, use and disclosure of personal and health information relevant to managing my injury and workers compensation claim.

This information may be exchanged between my employer, my treating doctor(s), the insurer, the workplace rehabilitation provider and the State Insurance Regulatory Authority (SIRA).

I understand that my workers compensation entitlements may be affected if I withdraw my consent.

Worker			
Signature		Date:	

Employer Representative			
Signature		Date:	

Work Health & Safety Management System

7.18 Emergency Plan

The Emergency Plan has been developed to assist Robertson's Remedial and Painting Pty Ltd to enhance the safety of people, by providing processes for emergency planning, which covers the preparedness, response and recovery stages. This plan has been prepared as per *AS 3745 Planning for emergencies in facilities*. It is the policy of Robertson's Remedial and Painting Pty Ltd that all workers comply with this policy and the procedures and directions that support its implementation.

Scope of Plan

Emergency is defined as an event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response (AS3745). Hence this plan does not cover facility operational incidents, community disaster management, business continuity, security management or major environmental impacts beyond the facility. This plan will guide emergency responses of all workers and applicable resources during the emergency. This emergency plan applies to all workers and visitors present at the time of the emergency leading up to, and during an evacuation.

Note: This plan will not override any emergency service (police / ambulance / fire brigade) direction given at the time of the emergency.

Implementation of Emergency Plan

This plan documents the emergency arrangements for Robertson's Remedial and Painting Pty Ltd.'s facility, which consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

Emergency preparedness

Robertson's Remedial and Painting Pty Ltd will ensure necessary arrangements are made so that, should an emergency occur, all those resources and services that are needed to cope with the effects can be effectively mobilised and deployed.

Emergency prevention

Robertson's Remedial and Painting Pty Ltd will ensure measures are taken to eliminate the incidence of emergencies. These include the regulatory and physical measures to ensure that emergencies are prevented.

Emergency response

Robertson's Remedial and Painting Pty Ltd will establish and test a documented scheme of assigned responsibilities, actions and procedures, to respond to and manage emergencies.

All workers will be inducted into the company's Emergency Plan and Evacuation responses, as part of the workers initial induction. It is expected that all workers read and understand this Emergency Plan before starting work. All relevant persons are expected to adhere to the contents of the Emergency Plan. All workers will be trained and educated into the site-specific emergency procedures.

Review Procedures

This emergency plan will be reviewed by the Director of Robertson's Remedial and Painting Pty Ltd whenever:

- Controls are no longer effective
- Changes on site are likely to introduce new or different hazards that current controls will not adequately address
- Results of consultation indicate a review is needed
- Requested by workers

Work Health & Safety Management System

- Contact or workers details change
- When an emergency drill is trialled and there are identified issues that need to be corrected for effective emergency management and emergency evacuation.
- In response to any organisational or legislative changes and requirements.

The reviews will be undertaken in consultation with workers and other relevant parties. All relevant persons will be made aware of changes made as a result of review.

Emergency Response Exercises

Emergency response exercises should be conducted during the operating hours of the facility to appropriately test the emergency response, emergency response procedures and responses of the occupants and visitors. The outcomes for the emergency response exercises should be documented by using Emergency Exercise Evaluation Form. There should be at least one emergency response exercise involving an evacuation each year.

Maintenance and Servicing

Regular checks of the communication system and emergency equipment shall be carried out, either at regular intervals or as determined by the Robertson's Remedial and Painting Pty Ltd. Records shall be retained.

Work Health & Safety Management System

7.19 Emergency Contact Numbers

Location: Unit 10/56 Buffalo Road Gladesville NSW 2111

Manager: Leslie Robertson Phone: (02) 9181 3519

AMBULANCE / FIRE / POLICE: 000

Police Assistance Line: 13 14 44

Services:

Telstra: 13 20 00

Sydney Water: 13 20 90

Poisons Information Centre: 13 11 26

Gas (AGL): 13 14 04

Electricity:

Energy Australia 13 15 35

Integral Energy 13 10 03

SafeWork NSW: 13 10 50

Nearest Emergency Services Contact:

Police Station	Name:	Gladesville Police Station
	Contact Number:	(02) 9879 9699
	Address:	8 Victoria Road, Gladesville NSW 2111
Fire Station:	Name:	Fire and Rescue NSW Gladesville Fire Station
	Contact Number:	(02) 9395 21
	Address:	7A Pittwater Road, Gladesville NSW 2111
Hospital:	Name:	Balmain Hospital
	Contact Number:	(02) 9395 211
	Address:	29 Booth Street, Balmain NSW 2041

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7.20 Emergency Procedures

Fire or Smoke Procedure	
1	ATTEMPT to extinguish the fire only if trained and safe to do so
2	Calmly ALERT others nearby (do not shout "Fire" as this may cause panic)
3	CALL the Fire Brigade 000. Dial appropriate outside extension if required
4	ALERT the nearest Fire/Emergency Coordinator
5	FOLLOW INSTRUCTIONS OF FIRE/EMERGENCY COORDINATOR
6	Evacuate if fire is out of hand or if instructed to do so. Proceed in an orderly fashion to the nearest fire exit
7	DO NOT RUN

The designated emergency respondents should:

- Ensure the immediate **safety of anyone** within the facility in a fire situation takes precedence over commercial operations and property/asset protection
- **CALL** the Fire Brigade 000
- **Evacuation** – ensure effective warning arrangement and assessment of all evacuation routes
- **Fight the fire** – If trained and safe to do so

Medical Emergency	
1	If someone is in need of urgent medical help – Contact the closest First Aid Officer
2	Phone 000 for an ambulance, if required
3	Where possible, stay with the person until the First Aid Officer arrives
4	Clear path for emergency service vehicles

Epidemic or Pandemic	
1	Put the ill person in a room or area where he/she is isolated from others in the workplace.
2	Phone 000 for an ambulance, if required
3	Provide a disposable surgical mask, if available, for the person to wear
4	Evaluate signs and symptoms of the ill worker using Health Direct online symptom checker
5	Evacuate the workplace (where required)

Work Health & Safety Management System

6	Limit the number of people who have contact with the ill person
7	Contact the local health authorities for advice
8	Ensure the persons has transport home or to a medical facility
9	Clean area where the person as working and places he/she has been
10	Contact the local health authorities for advice
11	Ensure the persons has transport home or to a medical facility
12	Clean area where the person as working and places he/she has been
13	Any person who has come into contact with the ill person will be sent home and their symptoms checked and monitored by a health professional until test results indicate they are all clear or symptoms have cleared.

Bomb Threat

If received by mail:

1	DO NOT TOUCH IT
2	Immediately contact 000 or Police Assistance Line
3	Co-operate with police in the search for potential packages
4	Contact manager or warden where possible

Bomb Threat

If received by phone:

1	Remain calm and do not hang up
2	If possible, get someone to call police 000 (e.g. pass a note). If not possible call police immediately from a safe area after call
3	<p>Try to note details such as time of call age and sex of caller, speech pattern (Accent), background noise and emotional state.</p> <p>Ask for:</p> <p>Location of bomb and when it will explode?</p> <p>How is the bomb going to explode / substance released?</p> <p>What type of substance? Liquid, Powder, Gas?</p> <p>Where did you put it? When?</p> <p>Why did you place the bomb?</p> <p>Write down the EXACT WORDING of threat.</p>
4	After call do not hang up phone - keep line open

Work Health & Safety Management System

5	Notify Manager and Chief Warden and notify police but DO NOT discuss threat with any colleagues or other people.
6	Wait and follow Emergency Services and their direction

Civil Unrest / Terrorism / Biological or Chemical Incident surrounding building warden or any senior member should:

1	NOTIFY the police and request assistance	
2	ALERT members of the ECO	
3	Inform facility occupants and visitors of restrictions to be implemented	
4	Initiate the following actions:	
4a	Illegal occupants <ul style="list-style-type: none"> • Restrict illegal occupants to affected area; • Restrict facility occupants' and visitors' access to affected area; • Inform occupants and visitors of unaffected areas to remain at their location unless otherwise advised; and • Implement specific facility security protocols (i.e. contact police) 	Civil disorder <ul style="list-style-type: none"> • Restrict access to the facility • Inform occupants affected areas to remain at their location unless otherwise advised; • Restrict the use of external non-emergency communication; and • Notify managers and supervisors. • Notify the police

Earthquake

1	Remain calm and remain inside the building
2	Drop down to the floor. Keep away from: <ul style="list-style-type: none"> • Windows • Mirrors • Filing Cabinets & Cupboards • Hanging / Mobile Equipment
3	Take cover under sturdy desk, table or other furniture.
4	it is safe to do so.
5	Evacuate the building if required

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Building Damage

1	ALERT nearby occupants
2	ALERT your Office Manager
3	Follow your Management Instructions

Storm/Flooding

1	Turn off all electrical equipment / appliances
2	Stay inside and under strong shelter
3	Place masking tape across windows in X shape. Keep clear of windows
4	If flooding, go to highest level of building
5	Follow Office Manager and Emergency Services directions

Hazardous Substance Release/Spill

1	In the event of a large spill workers to contact emergency services
2	Evacuate to the assembly point (at the front of the building). If possible, prevent further spillage or leakage if it is safe to do so.
3	Eliminate ignition sources from the spill area if necessary prevent spill from entering drains or watercourses ensuring appropriate PPE is worn
4	Do not allow re-entry into the area until the spill is cleaned up fully, area has been decontaminated and emergency services give the all clear to enter the area

Worker and Plant Collision or Crane Tip Over

1	In the event of that there is a collision between plant e.g. crane and workers. Workers to contact emergency services.
2	If you can administer First Aid then so. If not contact a qualified First Aider
3	Contact General Manager or Site Supervisor
5	Determine if any equipment, persons or structures are unstable.
6	Barricade the area to prevent any non-essential persons from entering a hazardous area. This also serves to preserve the site for investigation later
7	Notify Compliance OH&S
8	Contact the Insurer

Work Health & Safety Management System

9	After investigation by SafeWork NSW, organise a safe way to return the crane to the yard or suitable facility for repairs.
----------	--

Vehicle accident	
1	In the event of a vehicle accident immediately assess the situation. Determine the severity and implement the following actions as required.
2	If safe to do so, ensure the vehicle is pulled over to a safe location, away from other vehicles and personnel.
3	Turn off the ignition and turn on the hazard lights
4	Determine if anyone involved in the accident has been injured
5	If trained and safe to do so apply first aid to any injuries
6	If any person involved in the accident is seriously injured or the area is unsafe (i.e. someone is trapped in the vehicle) call 000 immediately.
7	If there is a danger of Fire, direct someone to obtain a fire extinguisher for use, if safe and trained to do so.
8	Obtain details with the personnel involved in the accident
9	Notify a Manager or Supervisor.
10	Provide further assistance or as directed from emergency services.
11	Manager or Supervisor to contact the Insurer
12	Where required, maintain scene for investigation purposes.
13	Complete incident report

Work Health & Safety Management System

7.21 Firefighting Equipment Selection Chart

TYPE OF FIRE EXTINGUISHER	COLOURS	CLASS AND TYPE OF FIRE						COMMENTS
		A	B	C	D	E	F	
		Wood, Paper, Plastic	Flammable and combustible liquids	Flammable gases	Combustible metals	Electrically energised equipment	Cooking oils and fats	
Water								Dangerous if used on flammable liquid, energised electrical equipment and cooking oils/fat fires.
Carbon Dioxide (CO2)		 Limited	 Limited					Not suitable for outdoor use or large Class A fires.
Dry Chemical Powder (ABE/BE)		 AB(E)					 AB(E)	Look carefully at the extinguisher to determine if it is a BE or ABE unit.
		 B(E)					 B(E)	
Foam							 Limited	Dangerous if used on energised electrical equipment.
Wet Chemical								Dangerous if used on energised electrical equipment.
Fire Blanket		 Limited	 Limited					Fire blankets effective for oil and at fires within saucepans and effective for clothes that catch on fire.
Fire Hose								Ensure you maintain a clear path of egress between you and the nearest exit.

Work Health & Safety Management System**7.22 Emergency Exercise Evaluation Form**

Emergency Test Type:	Spill <input type="checkbox"/>	Fire <input type="checkbox"/>	Gas leak <input type="checkbox"/>	Bomb threat <input type="checkbox"/>	Other <input type="checkbox"/>
Location:					
Date:	Start time:	End time:	No. workers:		
Description of emergency exercise conducted:					
Attendees:					
Name	Signature	Name	Signature		
Observations / compliance with procedures:					
What could be improved (with underlying or root cause if appropriate)?					
Nonconformity / Corrective Action:					
Comments					
Completed by:					
Signature:					

SECTION EIGHT: Purchasing, Handling, Storage, Packaging and Delivery

Work Health & Safety Management System

8.1 Purchasing, Handling, Storage, Packaging and Delivery Policy

Policy Statement

All new materials, substances or plant & equipment purchased by Robertson's Remedial and Painting Pty Ltd will undergo a risk assessment to ensure suitability and safety. It is the policy of Robertson's Remedial and Painting Pty Ltd to ensure that all risks are identified, assessed and controlled in accordance with the WHS Act 2011, WHS regulation 2017, AS ISO 31000: 2018 Risk Management and other guidance materials.

This policy aims to ensure that plant, equipment and materials are purchased, handled, stored, packaged and delivered in accordance with relevant legislative requirements. The procedure details all of the requirements to safely manage Purchasing, Handling, Storage, Packaging and Delivery risks exposed to workers.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd.

Implementation

When purchasing materials or equipment Robertson's Remedial and Painting Pty Ltd will ensure that all safety requirements are met. A Risk Assessment will be obtained or, where necessary completed, and any required action must be taken to ensure the safety of the materials and equipment.

As per Section 25 of the WHS Act 2011 the supplier must ensure, so far as is reasonably practicable, that the plant, substance or structure is without risks to the health and safety of persons. Robertson's Remedial and Painting Pty Ltd will ensure that client-supplied plant and materials meet WHS requirements by completing a review as outlined in the Service Provider WHS Review. All persons selling or transferring plant have the responsibility to ensure that risks are eliminated or controlled to the fullest extent possible. Some items require registration. Sellers and transferrers of used plant also have obligations to provide information to hirers about faults.

Chapter 7 of the WHS Regulation details the hazardous chemicals legislative requirements that Robertson's Remedial and Painting Pty Ltd must oblige to in the workplace. It applies to the use, handling, storage of hazardous chemicals at a workplace and the generation of hazardous substances at a workplace. The Purchasing, Use, Storage, Handling & Disposal Procedure outline the requirements to meet this obligation.

Minimum/Maximum Quantities held

When managing dangerous goods and hazardous chemicals on site, the quantities stored should fall between a 'Minimum' and 'Maximum' holding. Where hazardous substances, in the table in the procedure below, are above the threshold quantities listed, a manifest and a Dangerous Goods Map must be kept onsite listing all relevant details required by the regulator.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

8.2 Purchasing, Handling, Storage, Packaging and Delivery Procedure

Purchasing

Procurement of products and services will be controlled in order to ensure conformity to the WHS Management System. Detailed below is what is considered when procuring products.

Section 25 of the WHS Act 2011 mandates that the supplier must ensure, so far as is reasonably practicable, that the plant, substance or structure is without risks to the health and safety of persons:

- a) Who, at a workplace, use the plant or substance or structure for a purpose for which it was designed or manufactured; or?
- b) Who handle the substance at a workplace; or
- c) Who store the plant or substance at a workplace; or?
- d) Who carry out any reasonably foreseeable activity at a workplace in relation to:
 - (i) The assembly or use of the plant for a purpose for which it was designed or manufactured or the proper storage, decommissioning, dismantling or disposal of the plant; or
 - (ii) The use of the substance for a purpose for which it was designed or manufactured or the proper handling, storage or disposal of the substance; or
 - (iii) The assembly or use of the structure for a purpose for which it was designed or manufactured or the proper demolition or disposal of the structure.

The supplier of materials, plant and equipment must:

- a) Carry out, or arrange the carrying out of, any calculations, analysis, testing or examination that may be necessary for the performance of the duty;
- b) Ensure that the calculations, analysis, testing or examination have been carried out;
- c) Give adequate information to each person to whom the supplied plant, substance, or structure concerning the purpose, results of any analysis and conditions necessary when used for a purpose for which it was designed or manufactured.

Robertson's Remedial and Painting Pty Ltd will consider the following when selecting products:

- Flammability and explosively;
- Toxicity (short and long term);
- Carcinogenic classification;
- Chemical action and instability;
- Corrosive properties;
- Extent of PPE required;
- Environmental Hazards;
- Storage requirements.
- Safer products are to be selected for use where possible.

Plant & Equipment:

When purchasing plant or equipment Robertson's Remedial and Painting Pty Ltd will obtain the below information from the supplier:

- The purpose for which the plant or equipment was designed or manufactured;
- The results of any calculations, analysis, testing or examination;
- Any conditions necessary for the safe use of the plant;
- Any alterations or modifications made to the plant.

Work Health & Safety Management System

Robertson's Remedial and Painting Pty Ltd will check that the plant is suitable for its intended use and check that the plant or equipment has been inspected and maintained according to manufacturer's specifications.

A *Plant Risk Assessment* is to be used to conducted on plant before it is commissioned to identify its appropriateness, safety and suitability.

Before purchasing, hiring or leasing plant Robertson's Remedial and Painting Pty Ltd will determine:

- The hazards and risks associated with installation, commissioning, operation, inspection, maintenance, repair, transport, storage and dismantling of the plant;
- Control measures needed to minimise these hazards and risks;
- The manufacturer's recommendations in relation to the frequency and type of inspection and maintenance needed;
- Any special skills required for people who operate the plant or carry out inspection and maintenance;
- Any special conditions or equipment required to protect the health and safety of people carrying out activities such as installation, operation and maintenance;
- Any alterations or modifications to be made to the plant.

Relevant factors shall be considered when selecting the correct type of plant and equipment for the work it is required for, such as, but not limited to:

- Size;
- Shape;
- Design Envelope;
- Lifting/Carrying Capacity;
- Operator Controls;
- Licencing requirements and operator competency;
- Work type and method;
- Surrounding work & environment.

Hazardous Chemical Identification

Robertson's Remedial and Painting Pty Ltd will identify hazardous chemicals when purchasing products. SafeWork Australia has the Hazardous Chemical Information System (HCIS) that enables searching for a chemical to identify if it is hazardous and provide detailed information about the specific chemical.

Website: <http://hcis.safeworkaustralia.gov.au/HazardousChemical/Details?chemicalID=2202>

Chapter 7 of the WHS Regulation details the hazardous chemicals legislative requirements that Robertson's Remedial and Painting Pty Ltd must comply with in the workplace.

However, Chapter 7 does not apply to the following hazardous chemicals in the circumstances described:

- a) Hazardous chemicals in batteries when incorporated in plant;
- b) Fuel, oils or coolants in a container fitted to a vehicle, vessel, aircraft, mobile plant, appliance or other device, if the fuel, oil or coolant is intended for use in the operation of the device;
- c) Fuel in the fuel container of a domestic or portable fuel burning appliance, if the quantity of fuel does not exceed 25 kilograms or 25 litres;
- d) Hazardous chemicals in portable firefighting or medical equipment for use in a workplace;
- e) Hazardous chemicals that form part of the integrated refrigeration system of refrigerated freight containers;
- f) Potable liquids that are consumer products at retail premises.

Work Health & Safety Management System

A manifest will be prepared if any quantity of hazardous chemical in the workplace has been exceeded as per Schedule 11 of the WHS Regulation.

Storage

Plant & Equipment

- Ensure there is adequate ventilation and room for the plant & equipment in the storage facility.
- Ensure access / egress points are safe and easily identifiable.
- Ensure relevant WHS information is provided with the plant in storage.
- Before plant is used after an extended period of storage, the plant should be re-commissioned by carrying out the same level of testing and inspection when it was first commissioned.
- Ensure that plant or equipment has been parked on a firm, level surface with the handbrake applied, the motor switched off and rendered inoperable, for example by removing the key.
- Ensure the plant or equipment cannot move or roll freely. Objects may need to be placed around the tyres to prevent free movement.

Pallet Weights

- Pallet weights of stored product, to be located in racking sections.
- Shall not be greater than the load limits as laid down by the racking manufacturer.

Safe Stacking Heights

- Stacking heights of pallets and drum stocks shall be maintained in a safe manner. The stacking heights for dangerous goods shall be determined by the storage facility and the protective measures required to prevent loss of spillage control.

Hazardous Substances

- The storage and use of the hazardous chemicals and dangerous goods will be in accordance with the SDS and the *Dangerous Goods & Combustible Liquids Storage Compatibility Chart*.
- All hazardous chemicals and dangerous goods will be stored in their original containers with the label legible and intact.
- Hazardous chemicals and dangerous goods of any quantity will not be stored in crib rooms, container sheds or offices.
- Robertson's Remedial and Painting Pty Ltd Hazardous Substances Register is to be available to all workers.
- Sites used for the storage of Dangerous Goods shall be appropriately licensed and shall have procedures and work instructions to ensure compliance with specific licence requirements.
- Dangerous Goods Storage Risk Assessments shall be reviewed:
 - Prior to introduction of significant quantities of any new Dangerous Goods;
 - Prior to increasing the maximum allowable storage quantity for existing Dangerous Goods;
 - Whenever the classification of existing dangerous goods is changed;
 - At least every two years.
- Display appropriate warning signs near the chemical storage area;
- Ensure a spill kit is available nearby storage area.

Gas Cylinder Storage

- Cylinders must be stored in the upright position.
- Used or nominally empty cylinders shall be afforded the same precautions as full cylinders.
- Copies of SDS for the gases used on site shall be kept readily accessible.
- Store away from artificial sources of heat e.g. radiators, boilers etc.

Work Health & Safety Management System

- Keep clear of combustible material, vegetation and refuse, for a distance of not less than 3 meters.
- Cylinders must be protected from being knocked over or falling and subjected to impact damage.
- Inspection and testing of pressure vessels as per AS 3788-2006 table 4.1.

Use & Handling

Plant & Equipment

- Follow Safe Work Method Statements, where applicable;
- Implement safe access/egress for plant & equipment on work sites;
- Check operators of plant and equipment have appropriate licences and demonstrate competency;
- The manufacturer's instructions must be followed for all items installed to store and handle plant & equipment. Anyone who operates, tests, maintains or decommissions the plant or equipment must be trained.

Hazardous Substance

- Prior to hazardous substances being used, Robertson's Remedial and Painting Pty Ltd will obtain a Safety Data Sheet (SDS).
- Where subcontracts are engaged on behalf of Robertson's Remedial and Painting Pty Ltd, they must submit any SDS for the hazardous substances they will be using.
- The Hazardous Substances Risk Assessment and Register must be populated for all hazardous substances used.
- Implement the safe handling procedures outlined in the SDS.
- Implement appropriate control measures and be aware of safe measures from the SDS.
- Ensure chemical containers are secured to stable foundations and supports.
- Do not eat, drink, smoke or wash near chemicals used or handled in the workplace.
- Ensure a spill kit is available when handling chemicals.
- Ensure all hazardous chemicals are labelled appropriately.

Bunding

- Bunding protection shall be provided for all liquid dangerous goods. The volume of bunding required, the design features of the bunding, the type of storage tanks or packages requiring protection, the exemptions for specific quantities and any particular usages of the facility are notified in regulations and standards.
- Provision shall be made to contain any leaks or spillages, and to prevent them from contaminating the surrounding soil or entering any watercourse or water drainage system. The following requirements as per AS1940:2017 apply:
 - (a) A spillage containment compound (i.e. chemical bunding) shall be sufficiently impervious to retain spillage and to enable recovery of any such spillage. The compound shall be chemically resistant and fire resistant as far as is necessary to fulfil its functions.
 - (b) The capacity of the spillage containment compound shall be at least 100% of the volume of the largest package plus 25% of the storage capacity up to 10,000L, together with 10% of the storage capacity between 10,000L and 100,000L, and 5% above 100,000L.
- Bunding protection shall also be provided for specific Classes of dangerous goods to prevent the ingress of water into the storage zone.

Drainage and Kerbing

- Drainage shall be controlled to ensure that contaminated water does not enter waterways, sewer or storm water drains.

Work Health & Safety Management System

- Drainage and kerbing shall be provided so that in the event of fire, molten material will flow clear of all other storages and buildings.

Delivery

Plant & Equipment

When delivering plant and equipment Robertson's Remedial and Painting Pty Ltd will:

- Conduct a Plant Risk Assessment before they are delivered;
- Develop and implement appropriate Safe Work Method Statements, where required, for delivery;
- Plan safe access/egress for plant & equipment;
- Where possible, goods shall be delivered in an easy to access position.

Hazardous Substances

When delivering hazardous substances Robertson's Remedial and Painting Pty Ltd will:

- Transport in compliance with all regulatory requirements including spill kits and fire extinguishers where necessary;
- Obtain the appropriate SDS from the supplier to provide to the receiver;
- Planning safe access/egress for materials delivery;
- Ensure all hazardous chemicals are labelled appropriately;
- Where possible, goods shall be delivered to site in an easy to access position.

Disposal & Decommissioning

Plant & Equipment























- Plant must not be decommissioned or dismantled unless it can be carried out without risks to health and safety.
- Hazards and risks associated with decommissioning and dismantling must be identified prior to commencing and managed accordingly.
- Only competent persons are able to decommission or dismantle plant and must have available information necessary to eliminate or minimise risks to health and safety.
- Inspections must be conducted whilst in the process of decommissioning and dismantling plant.
- The plant should be dismantled in accordance with the designer's and manufacturer's instructions.
- Disposing of plant may include reselling or scrapping (waste disposal and/or recycling). If the plant is to be resold, the seller will take on the duties of a person that supplies plant. The seller should ensure that the plant is safe to load, transport, unload and store. Any information relating to the plant design, registration, installation, operation and/or maintenance must be provided with the plant to the reseller or buyer.
- If the plant is to be scrapped, you should consult with local waste disposal authorities or companies so that the plant is safe to load, transport, unload and dispose of. You must inform the person you are supplying the plant to that the plant is being supplied as scrap or spare parts and that the plant in its current form is not to be used as plant. This must be done in writing or by marking the item of plant

Hazardous Substances

- When you no longer need to store or handle chemicals, clear any chemical handling system of chemicals. If that's not possible, label the system listing any hazardous chemicals not removed.
- A waste disposal area is to be designated prior to the commencement of works conducted by Robertson's Remedial and Painting Pty Ltd. The waste area is to be in a position close to the works and is to be barricaded off from public access.

Work Health & Safety Management System

8.3 Dangerous Goods & Combustible Liquids Storage Compatibility Chart

DANGEROUS GOODS & COMBUSTIBLE LIQUIDS STORAGE COMPATIBILITY CHART													
Class or Subsidiary Risk													
FLAMMABLE GASES		OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
NON TOXIC NON FLAMMABLE GASES		OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
TOXIC GAS		SEGREGATE At least 3m	OK TO STORE TOGETHER	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
OXIDIZING GAS		SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
FLAMMABLE LIQUIDS + COMBUSTIBLE LIQUIDS		SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 5m	SEGREGATE At least 3m
FLAMMABLE SOLID		SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES
SPONTANEOUSLY COMBUSTIBLE		SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 3m
DANGEROUS WHEN WET		SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	OK TO STORE TOGETHER	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
OXIDIZING AGENT		SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 5m	KEEP APART	SEGREGATE At least 5m	SEGREGATE At least 5m	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 3m
ORGANIC PEROXIDE		ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	OK TO STORE TOGETHER	ISOLATE	SEGREGATE At least 3m

8.4 Hazardous Substances Risk Assessment & Register

The following hazardous chemicals and dangerous goods exist on site. A copy of the SDS is accessible to the worker using the hazardous substance.

[illegible]

Class 1: (High Risk) does the substance and its associated hazards have the potential to kill, or cause permanently disability, e.g. lung disease?

Class 2: (Medium Risk) does the substance and its associated hazards have the potential to cause a serious injury, or illness, which will temporarily disable, e.g. Dermatitis?

Class 3: (Low Risk) does the substance and its associated hazards have the potential to cause a minor injury, which would not disable, e.g. mild skin rash

SECTION NINE: Reporting and Performance Measurement

Work Health & Safety Management System

9.1 Reporting and Performance Measurement Policy

Policy Statement

Robertson's Remedial and Painting Pty Ltd has established procedures to regularly measure, monitor, analyse and improve WHS performance against established WHS objectives and targets and the reporting of WHS performance and issues to the customers/clients, where required.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd.

Policy Implementation

Robertson's Remedial and Painting Pty Ltd shall determine:

- a) What needs to be monitored and measured through the WHS Implementation Guide;
- b) The methods for monitoring, measurement, analysis and evaluation needed to ensure valid results (e.g. through a systematic internal audit, site inspections, worker safety performance reviews, etc);
- c) When the monitoring and measuring shall be performed as per the Internal Audit Policy;
- d) When the results from monitoring, and measurement shall be analysed and evaluated.

Robertson's Remedial and Painting Pty Ltd shall evaluate the performance and the effectiveness of the WHS Management System and retain approved documented information as evidence of results in senior management meetings, team meetings, board meetings, etc.

Robertson's Remedial and Painting Pty Ltd aims to plan and implement the monitoring, measurement; analysis and improvement processes needed for verifying that WHS objectives are being met and hence initiating continuous improvements of the WHS Management System.

The Project Manager will be responsible for obtaining and reviewing WHS performance across the organisation and reporting WHS performance and issues to the Director and where required, clients that Robertson's Remedial and Painting Pty Ltd engages with.

The Site Supervisor will assist the Project Manager in finalising performance reports, including but not limited to:

- Quarterly WHS Reports
- Internal Audits
- Client Reports

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

9.2 Reporting and Performance Measurement Procedure

Performance Measurement

Robertson's Remedial and Painting Pty Ltd will ensure that appropriate data relating to WHS performance is collected, monitored and analysed regularly during core business processes to determine if they are meeting their WHS objectives and targets and to evaluate the suitability and effectiveness of the WHS Management System. The objectives and targets will be formed based on the current WHS policy of Robertson's Remedial and Painting Pty Ltd and what they aim to achieve.

The Project Manager will monitor these objectives and targets by completing the Quarterly WHS Reports to monitor both lead and lag indicators to ensure the objectives are being achieved and whether there is a need for improvements to the WHS Management System.

Internal audits are also completed, to determine the overall effectiveness and performance of the WHS Management System and whether initial planning of WHS activities within Robertson's Remedial and Painting Pty Ltd have been implemented and are effective.

Annual reviews of the WHS Management System will determine if the current objectives and targets are still in line with the current WHS policy or if they need to be updated to suit the changing needs of the company. Robertson's Remedial and Painting Pty Ltd will ensure that the objectives and targets of the company are incorporated into the WHS management plan for each project that the company undertakes.

The Project Manager in consultation with the Site Supervisor will ensure the above activities are completed to schedule, the data obtained and reported to Senior Management, in the form of Management Review Meetings, Team Leader meetings, Board Meetings etc.

Senior Management will review the data and provide their recommendations, including corrective actions to be implemented for continuous improvement. Robertson's Remedial and Painting Pty Ltd will ensure additional resources are available to meet the recommendations specified and that The Project Manager will implement the recommendations in a timely manner.

Client Reporting

Robertson's Remedial and Painting Pty Ltd is committed to regular communication and consultation with any client that they undertake work for. Any WHS incidents that have occurred will be documented and reported in accordance with the Incident Management and Corrective Action Procedures.

Following this, the Project Manager will obtain any incident reports from the Site Supervisor as soon as practicable and will report these incidents to the client summarising:

- What occurred?
- Who was involved?
- What has been done to rectify the situation?

Results from any performance measurements conducted (i.e. Site Inspections) will be finalised by the Project Manager, before distributing a copy of the report to the client, upon request. Any non-conformance issues that arise throughout Robertson's Remedial and Painting Pty Ltd.'s engagement with the client will be immediately identified and discussed with the client, noting any actions taken.

The Quarterly WHS Reports shall be completed to summarise the above requirements for performance and client reporting.

Work Health & Safety Management System

9.3 Quarterly Work Health and Safety Report

Company Name:	Robertson's Remedial and Painting Pty Ltd	Report period:	
		Report dates:	
PERFORMANCE INDICATORS			
Indicator	Previous Quarter	Current Quarter	Total
Number of First Aid Injuries:			
Number of Medical Treatments Injuries:			
Number of Lost Time Injuries:			
Number of days lost due to injury:			
Total number of Hours worked:			
Average Number of workers:			
Number of Hazards Reported:			
Number of Near Misses:			
Number of Damages:			
INCIDENT SUMMARY – PERSONAL INJURY AND PROPERTY DAMAGE			
Incident Date	Name/Property	Injury/Damage	Cause
SUMMARY OF WHS ACTIVITIES			
Number of Site Inspections Completed:			
Number of Audits Completed:			
Number of Toolbox Talks Completed:			
Number of Worker Safety Performance Reviews Completed:			
Number Project Risk Assessments:			
Comments on WHS performance			
Name of Person Completing Report:			
Signature:		Date:	

SECTION TEN: Internal Audit & Management Review

Work Health & Safety Management System

10.1 Internal Audit & Management Review Policy

Policy Statement

Robertson's Remedial and Painting Pty Ltd has established procedures for planning and undertaking internal audits and management reviews to assist with complying with the requirements of the WHS legislation, ISO 45001 standard, and for continual improvement of the WHS Management System. These Internal Audits and Management Review will be completed on a regular basis to ensure that the workplace/s of Robertson's Remedial and Painting Pty Ltd are meeting their legislative responsibilities and ensuring the ongoing success of the WHS Management System. The Internal Audits and Management Review process will display the company's commitment to safety.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. Often, the workers involved in the internal review will be selected by the company and may not involve the wider workforce. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd.

Policy Implementation

Robertson's Remedial and Painting Pty Ltd is committed to continual improvement of the suitability, adequacy and effectiveness of the WHS Management System by:

- a) Enhancing WHS performance;
- b) Promoting a culture that supports a WHS Management System;
- c) Promoting the participation of workers in implementing actions for the continual improvement of the WHS Management System;
- d) Communicating the relevant results of continual improvement to workers, and, where they exist, workers' representatives;
- e) Maintaining and retaining documented information as evidence of continual improvement.

The Project Manager and/or Compliance OH&S will carry out internal audits and management reviews and will complete the following activities:

- Complete an internal audit/s at regular, scheduled intervals of once per Year, using the Internal Audit Form.
- Complete a Management Review on the WHS Management System, on an annual basis, using the Management Review Checklist.
- Examine each of the key system elements with relevant senior management and workers, during the Management Review, for relevancy and suitability to legislative requirements,
- Identify deficiencies in the WHS Management System,
- Review all Incident Reports, all Non-conformance and all client or relevant regulator complaints or notices.
- Report audit and review results and recommendations to the Director.

Findings

The Project Manager shall communicate any deficiencies found arising out of Internal Audits and Management Reviews to the appropriate workers. The Project Manager may utilise the Corrective Action & Non-Conformance Form in issuing non-conformances and corrective actions arising out of the Internal Audits and Management Reviews.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

Work Health & Safety Management System

10.2 Internal Audit and Management Review Procedure

Internal Audit

An Internal Audit Form will be used to report on Robertson's Remedial and Painting Pty Ltd.'s WHS performance covering each section of the WHS Management System. The Internal Audit Form will be used to obtain evidence from each section of the WHS Management System to evaluate the evidence and identify areas that the company is compliant in and areas of minor or major non-conformance. The form should be completed regularly and critically to ensure that areas for improvement are identified. This form may be completed by Robertson's Remedial and Painting Pty Ltd or by Compliance OH&S on an annual basis.

Robertson's Remedial and Painting Pty Ltd have considered the status and importance of each WHS Management System element and will ensure that significant items (i.e. Risk Management) will have a greater focus during each Internal Audit.

Upon completion of this form, Robertson's Remedial and Painting Pty Ltd will report deficiencies found and the required corrective actions at the end of the form. Robertson's Remedial and Painting Pty Ltd will review these corrective actions and work to rectify any areas for improvement. Internal audit findings will be reviewed by Senior Management and/or during company meetings to assign actions to personnel for implementation. Follow up audits will be completed to ensure outstanding items have been satisfactorily closed out, ensuring the continuous improvement of the WHS Management System.

WHS Management System Review

A review of Robertson's Remedial and Painting Pty Ltd.'s WHS Management System, including a review on the overall WHS performance within the company, will occur regularly, at a frequency that is suitable to the company, as part of the management review meetings.

The management review meeting will involve assessing the current policies, procedures, forms and tools against their suitability, adequacy, and effectiveness of meeting the company's needs and expectations, objectives and targets and in consideration of the results of internal audits.

More frequent reviews of specific policies, procedures or forms may be required when it is identified that a change is necessary. A necessary change may be a result of incident investigations, WHS issues raised, audit results or a change in the processes of the organisation.

These management reviews help to decide whether changes are required for policies, procedures, objectives and targets and other elements of the WHS Management System.

The Management Review Meeting will include:

- a) An evaluation of the suitability of the WHS Policy,
- b) Review of the Objectives, Targets and WHS Performance Indicators,
- c) Findings of the WHS Management System Audits,
- d) An evaluation of the effectiveness of the WHS Management System and the need for changes due to:
 - i. Changing legislation;
 - ii. Changing expectations and requirements of interested parties;
 - iii. Changes in the products or activities of the company
 - iv. Changes in the structure of the company
 - v. Advances in science and technology including epidemiology
 - vi. Lessons learned from WHS Incidents
 - vii. Reporting and communication

Work Health & Safety Management System

- viii. Feedback (Particularly from Workers)
- ix. Risks and opportunities
- x. Adequacy of resources for maintaining an effective WHS Management System
- xi. Opportunities to improve integration of the WH&S management system with other business processes
- xii. Any implications for the strategic direction of the company

The review ensures the continued relevance of, and change where appropriate, to policies, objectives, responsibilities, and other elements of the WHS Management System in consideration of WHS Management System audit results and changing environment to ensure a commitment to continual improvement is undertaken. The management review is documented using the *Management Review Checklist*.

If any corrective actions following the management review results in any amendments of the WHS Management System, it will be updated, and all workers may be required to be re-inducted into the WHSMS.

Robertson's Remedial and Painting Pty Ltd will make sure adequate resources available to address any WHS issues arising from the Management Review, including corrective actions to rectify any deficiencies in the WHS Management System. The Project Manager will follow-up on the corrective-actions to ensure that they have been implemented and will assess the effectiveness of the corrective actions in improving the system by undertaking another internal audit at the next scheduled audit.

Robertson's Remedial and Painting Pty Ltd will regularly audit all safety plans, SWMS and other relevant safety documentation.

Workplace Incidents, Corrective Actions and Non-Conformance Review

Robertson's Remedial and Painting Pty Ltd will review any incidents, non-conformances, corrective actions and regulator issued complaints or notices regularly. The company recognises the importance of reviewing any areas which have resulted in a negative outcome in the course of work. If these outcomes are not reviewed, they have the potential to cause another failure in the system and potentially create serious injuries, non-conformances, or even death. Robertson's Remedial and Painting Pty Ltd understands that if these are not reviewed they may cost the company

Incidents will be reviewed at an appropriate time either during or after the incident has occurred. Non-conformances, including corrective actions will be reviewed as a part of the Internal Audit Form. Robertson's Remedial and Painting Pty Ltd will:

- Review the incident register, non-conformance or corrective actions registers;
- Review the incident report form, Corrective Actions form & Non-Conformance form
- Determine if all corrective actions are closed out.

In instances where corrective actions are not closed out, Robertson's Remedial and Painting Pty Ltd will establish why they have not been closed out and will work to close out the corrective action as soon as practical.

Reporting

Robertson's Remedial and Painting Pty Ltd will report on any findings from the aforementioned review procedures. This will be completed with all relevant personnel present. The company may discuss the findings at WHS meetings, at company meetings, or other appropriate times. Where appropriate, Robertson's Remedial and Painting Pty Ltd will report findings from these reviews to the relevant workers. Workers may be made aware of their contribution to the effectiveness of the WHS Management System, including the benefits of improved WHS performance via meetings / toolboxes.

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10.3 Internal Audit Form

Client Name:	Robertson's Remedial and Painting Pty Ltd		
Address:			
Audit Scope:			
Date of review:		Period of review:	
Review undertaken by:			
Workers present:			

Key to Status

Compliance	Observation/Opportunity for Improvement	Minor Non-Conformance	Major Non-Conformance
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WHSMS Section	Criteria	Status	Performance
i-iv	Have legal requirements been identified and applicable to the company (review legal requirements section and legal register)?		
	Has the company identified and actioned the WHS risks and opportunities present; are the actions currently effective (review the internal/external issues and interested parties table)?		
	Does the company scope accurately reflect the company's operations?		
Section One Management Responsibility	Has the company met its performance objectives for the quarter?		
	Have current legislative changes been communicated to the workers?		
	Are all applicable policies displayed on site for workers to access?		
	Is Senior Management participating in site inspections, safety meetings, management reviews, etc. (senior management commitment).		
Section Two	Are all toolbox Talks carried out to schedule and recorded for reference?		

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WHSMS Section	Criteria	Status	Performance
Communication & Consultation	Are the minutes/details of the last toolbox talk / meeting available and complete?		
Section Three Service Providers	Are all Service Providers assessed with the Section 3 material?		
	Are all Service Providers recorded in the Approved Service Provider Register?		
Section Four Risk Management	Is the Risk Register still applicable or do changes need to be made?		<i>Review hazard reports/register in line with Risk Register to determine if the Risk Register needs to be updated.</i>
	Are Hazard Reports being completed?		
	Have the SWMS been reviewed and signed by the workforce?		
	Do the SWMS'/SWI's/SOP's cover all equipment and activities currently performed by Robertson's Remedial and Painting Pty Ltd?		
	Has an Office Workstation Assessment been undertaken of the workstations?		
	Has Home Office Risk Assessment for worker working from home?		
	Have Project Risk Assessments been completed?		
	Has an Office / Warehouse Inspection been completed?		
	Has a Site Safety Inspection Checklist been completed for long-term jobs?		
	Have any been any electrical or mechanical isolation breaches?		
	Have Working at Heights Rescue Plans been developed prior to using fall arrest equipment?		
	Have permits been completed where required?		
	Has the company documented, assessed and actioned WHS opportunities for any planned changes to the company, its policies, processes or its activities (i.e. significant changes to the company)?		
Section Five	Is all issued PPE fit for purpose and in good condition?		

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WHSMS Section	Criteria	Status	Performance
Training	Are all Worker Safety Performance Reviews being performed and recorded with improvement actions, if applicable?		
	Are all workers inducted into the WHS Management System?		
	Have all workers provided their tickets to Robertson's Remedial and Painting Pty Ltd?		
	Are all worker tickets up to date in the training register?		
Section Six Inspection Testing and Servicing	Are all electrical hand tools tested and tagged?		
	Are all Plant and Equipment inspected as per the inspection schedule?		
	Is all firefighting equipment serviced as per manufacturers requirements?		
	Is a pre-start check being completed on plant prior to use?		
	Are vehicle safety checklists being completed?		
Section Seven Incident Management and Corrective Action	Have any incidents been reported, recorded and actioned?		
	Have any near misses occurred and have they been recorded, and corrective actions implemented?		
	Is the Incident Register up to date?		
	Have any non-conformances been reported and actioned?		
	Have any corrective actions been raised and documented for changes to the WHS System?		
	Is the Corrective Actions Register up to date and actions closed out where possible?		
	Is an evacuation diagram present and up to date?		
	Are emergency escape routes clear and without obstructions?		
	Is the first aid kit accessible, regularly checked and suitably plenished?		
	Has an emergency drill been completed biannually and documented?		
Section Eight Purchasing, Handling,	Has an SDS been obtained for all chemicals onsite and the hazardous chemicals and dangerous goods register been updated?		

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WHSMS Section	Criteria	Status	Performance
Packaging and Delivery	Are hazardous chemicals stored in appropriately labelled containers and sorted correctly?		
	Are dangerous goods and combustible liquids stored in accordance with storage compatibility chart?		
	Has a Plant Risk Assessment been obtained from the supplier for any new items of plant or a plant risk assessment completed by the company?		
Section Nine Reporting & Performance	Has the Quarterly Work Health and Safety Report been completed?		
Section Ten Internal Reviews	Have all of last quarter's items been completed?		
	Has a Management Review been conducted using the checklist?		
Section Eleven Documentation	Have sufficient Documentation and Records been kept?		
	Is all WHS documentation in circulation the most current version?		

Administration	
Has the WHS Management System been updated?	
Are there any current problems with the Forms / Policies / Procedures?	
Are there any safety concerns in the company?	
Are workers undertaking their allocated safety responsibilities?	
Additional Observations:	

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Corrective Actions

Sign Off

Date:	Name:	Signature:
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10.4 Management Review Checklist

Date:		Time Started:		Time Finished:	
Chair Person:					
Meeting Documented by:					

Attendees:		Apologies:	
Name	Signature	Name	Signature

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Item	Comments and Actions	Person Responsible	Due Date	Date Completed
Actions from the previous management review meeting				
Changes in external and internal WHS issues (including changes to legislation and risks and opportunities to the organisation)				
Changes to the needs and expectations of interested parties.				
Review of company WHS objectives and targets (are the objectives being met and are still suitable?)				
Is the WHS Policy still suitable for the organisation?				
Lessons learnt from WHS incidents, non-conformities, corrective actions and continual improvement (review the Corrective Actions and Incident Registers)				
Monitoring and Measurement results from WHS Reports, site inspections, etc				
Are legislative requirements being met and are there any new legislative requirements applicable to Robertson's Remedial and Painting Pty Ltd				
Audit Results (Internal and External Audits)				
Consultation and participation from workers (worker feedback)				

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Item	Comments and Actions	Person Responsible	Due Date	Date Completed
Current or New WHS Risks and Opportunities				
Adequacy of resources to maintain the WHSMS (i.e. enough personnel and equipment to effectively implement the system)				
Reporting and communication from interested parties (e.g. clients, councils, community, etc).				
Opportunities for improvement (review Corrective Actions and Incident Registers and performance reports for trends and areas for improvement)				
Review of the WHSMS for its suitability, effectiveness and adequacy- do any changes need to be made to the system such as: <ul style="list-style-type: none"> • Changes in the services provided by the company • Changes in the structure of the organisation • Changes to the strategic direction of the organisation • Advances in science and technology including epidemiology • Changes in policies/procedures/forms 				

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Corrective Actions			
Criteria	Action	Responsible Person	Date closed out

SECTION ELEVEN: Documentation and Records

Work Health & Safety Management System

11.1 Document Control Policy

Policy Statement

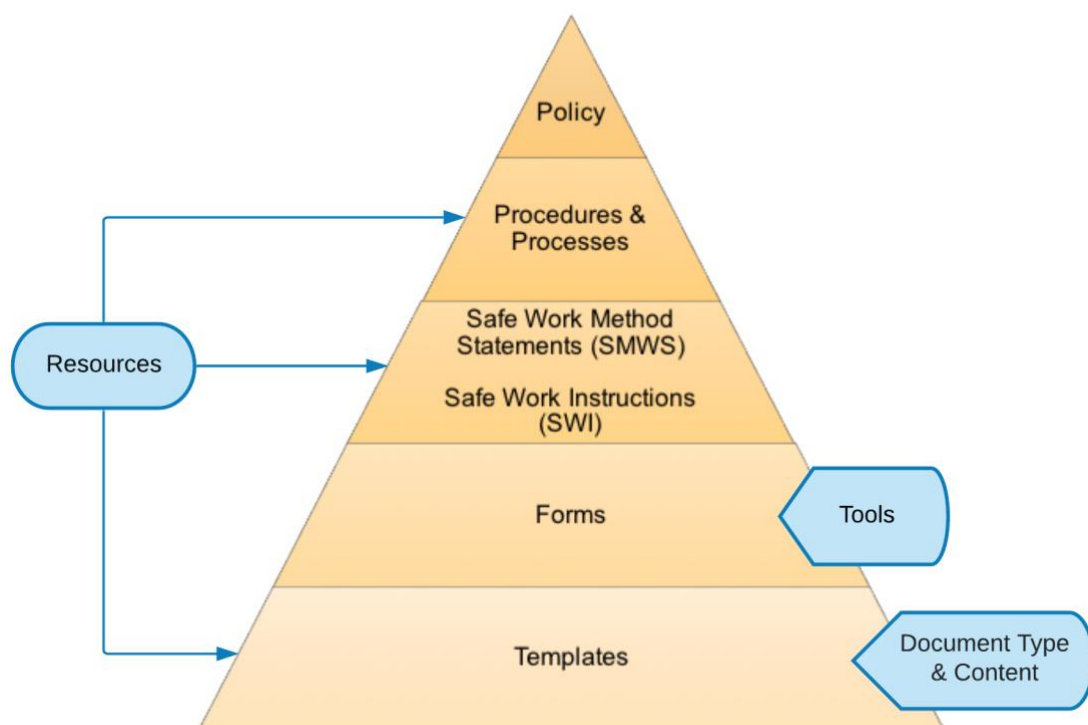
Robertson's Remedial and Painting Pty Ltd understands the importance of maintaining WHS policies and procedures to ensure that high safety standards are maintained. The document control policy, WHS Activities Calendar and Forms Folder have been developed to ensure that all documentation remains up to date and consistent. Robertson's Remedial and Painting Pty Ltd will review policies and procedures on a regular basis and ensure that high standards are maintained. The policy describes the way in which WHS documents are developed, revised and controlled.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Robertson's Remedial and Painting Pty Ltd. The scope extends to all sites, locations or places of directed work for Robertson's Remedial and Painting Pty Ltd. It is the policy of Robertson's Remedial and Painting Pty Ltd that all policies procedures and related documentation will conform to the Document Control Policy. This Policy will be implemented for all Robertson's Remedial and Painting Pty Ltd documents.

Policy Implementation

Documentation will be structured in the following hierarchy:



The documented information is kept in the WHS Management System Manual.

The person responsible for the control and management of the documented information is the Project Manager.

Robertson's Remedial and Painting Pty Ltd will ensure all policies are developed in a consistent format:

- All documentation will be in Arial Font.

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- All documents will have company logo in the header
- All documents will have a Title in the header.
- The footer will contain the company details, date & version control, and page number.
- All documentation must be in a legible format.

Robertson's Remedial and Painting Pty Ltd will review policies and procedures on a regular basis:

- Each policy will contain approval by the Director, sign off, date developed and a review date.
- Each policy will be reviewed every two years or if changes are required.
- WHS Procedures are developed, reviewed and approved by the Project Manager in consultation with the workers.
- Policies and procedures will be reviewed and updated as required by the Internal Audit Form. Where changes are made procedures will be re printed and workers re-educated.

Robertson's Remedial and Painting Pty Ltd will ensure current versions are made available and obsolete documents removed:

- Old versions of the WHSMS manual will be removed from circulation and archived for 5 years by the Project Manager and Compliance OH&S to ensure the system being used by Robertson's Remedial and Painting Pty Ltd is up to date with the latest changes and legislative requirements.
- Robertson's Remedial and Painting Pty Ltd will remove the old versions of the physical WHS Management System, SWMS and SSMP, scan the completed documents and store in accordance with the Records Management Policy.
- Documentation relating to a project, e.g. specific SWMS, SSMP's, will retained for an appropriate period of time. If an incident occurs, it must be kept for at least 5 years after the incident.
- The WHSMS will be saved with the date of modification in the document name.
- All forms will be maintained in a forms folder in the office and retained as necessary.
- Robertson's Remedial and Painting Pty Ltd will not print any obsolete version of the WHS Management Systems for use.

The document issuing, and control system ensures that only current documents are used, obsolete documents are withdrawn and that records can be readily retrieved.

Documented information of external origin determined by the company to be necessary for the planning and operation of the WHSMS will be controlled by adding to the documented information to the appropriate folder i.e. subcontractor folder, toolbox talks etc.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 **Review date: 28-03-26**

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11.2 Records Management Policy

Policy Statement

Robertson's Remedial and Painting Pty Ltd understands the importance of filing, retaining and retrieving records to assist in investigations, identify areas for improvement and to assist with compliance with legislative responsibilities. The record management policy has been developed to ensure that all records are appropriately labelled, stored and able to be readily retrieved upon request.

Policy scope

It is the policy of Robertson's Remedial and Painting Pty Ltd that all records will conform to the Records Management Policy. This Policy will be implemented for Robertson's Remedial and Painting Pty Ltd records where required. It is expected that all workers, who are employed under any capacity, that perform work for, with, or on behalf of Robertson's Remedial and Painting Pty Ltd adhere to this policy and any related procedures.

Policy Implementation

Identification, filing, retrieval and retention of records:

- The Director has allocated responsibility for the retention and management of records to the Office Manager.
- Records are stored in the office records folder.
- The Administration Manager will ensure that certain records are retained in accordance with legislative requirements and disposed of when necessary.
- A record of all inductions or other training required is to be maintained for a minimum of 5 years.
- Robertson's Remedial and Painting Pty Ltd keeps a record in respect of each worker who has been or is likely to be exposed to a prohibited or Notifiable carcinogenic substance, for at least 40 years after the date of the last entry, including the following details:
 - The full name and date of birth of the worker,
 - The address of the worker while employed by Robertson's Remedial and Painting Pty Ltd.
- A copy of each notification to the regulator by a PCBU of an intention to carry out work that involves the use of a carcinogenic substance or lead risk work, for at least 40 years after the date on which the notification is given,
- All records required to be kept for a worker ceasing to carry out lead risk at work for at least 5 years after the date of the last entry in them.
- All Site Safety Management Plans and SWMS/Safe Work Instructions must be kept and made available for up to two years following an incident.

Records must include but are not limited to:

- Induction & Training Records,
- Company & Service Provider SWMS/SWI,
- Meeting Minutes,
- A register of workers working on the project,
- Copies of all Licenses, Certificates and Qualifications held by workers,
- Test reports,
- Hazard, Incident & Non-Conformance reports,
- Incident Investigation Reports,
- Safety Inspection reports,
- Electrical Equipment testing register,
- SDS,

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- First Aid treatment records,
- Emergency procedures,
- Hazard identification and Risk Assessments,
- Plant and equipment maintenance, repair and servicing records,
- Measuring Equipment calibration or verification methods and results
- Product information,
- Work permits,
- Hazardous chemicals use and monitoring records,
- Internal Review Reports,
- Injury and Workers Compensation management records,
- Site Specific Safety Management Plan, Site Safety Rules,
- Incident statistics,
- WHS Audit Reports,
- WHS Performance results
- Evidence of actions - Corrective Action Records.

Record Retention Table

Record Type	Retention Period
High-Risk Licence	1 year after high-risk work is carried out
Electrical testing	Next tested or permanently removed from workplace or disposed of
Risk Assessments Work Permits	Until 28 days after the work to which it relates is completed. If an incident occurs, it must be kept for at least 5 years after incident occurs.
SWMS	Until the high-risk construction work to which it relates is completed. If an incident occurs, it must be kept for at least 5 years after incident occurs.
Health Monitoring / Surveillance Records	30 years after the record is made. Asbestos records must be kept for 40 years after the record is made.
Training Records for hazardous chemical exposure at workplace	5 years after the day the worker ceases working for Robertson's Remedial and Painting Pty Ltd.
PCBU notifications to regulators of intention to carry out work involving use of carcinogenic substance	40 years after the notification is given.
Site Safety Management Plans	Until the project for which the SSMP relates is completed. If an incident occurs, it must be kept for at least 5 years after incident occurs.
All other documents that are not mentioned in table	Minimum of 7 years.

This policy is endorsed by the Director of Robertson's Remedial and Painting Pty Ltd

Signed: (Leslie Robertson)

Date: 28-03-24 Review date: 28-03-26