



Ridley & Adkins Builders

Occupational Health & Safety Policy

Our Occupational Health & Safety (OHS) Policy is based on the conviction that the wellbeing of our employees is one of the major considerations in our business. It is a shared responsibility and all of us must not only take responsibility for our own safety, but also for the safety of others.

As the employer we must ensure our responsibilities under the Occupational Health and Safety Act 2004 (Vic), the Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017 and the Workplace Injury Rehabilitation and Compensation Act 2013 are met.

These include our responsibilities to:

- take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers
- provide ways to consult with our workers to be informed about and involved in health and safety issues at work
- provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety
- conduct regular workplace inspections.
- Workplace health and safety legislation applies equally to physical and mental health

We are committed to all our work activities being carried out safely, and with all possible measures taken to remove or reduce so far as is reasonably practical risks to the health and safety of workers, contractors, visitors, and anyone else who may be affected by our operations. We are committed to ensuring we comply with the relevant legislation, regulations, and applicable Codes of Practice and Australian Standards.

We will work with our employees and sub-contractors to ensure that health and safety is at the forefront of what we do and that risks are controlled as far as reasonably practicable.

We will engage and consult with all workers and others involved with our business to ensure hazards are identified and the risks associated with them removed or reduced as far as is reasonably practicable.

We have a workplace environment where workers and others involved with our business are encouraged and supported to raise health and safety issues and help reduce and manage them.

Responsibilities

All **managers** will:

- be accountable for maintaining a workplace that is safe and without risk to physical and mental health
- implement health and safety policies and procedures
- provide information regarding OHS obligations and responsibilities
- provide necessary supervision with regard to employee health and safety
- consult with employees about any matter that affects health and safety

All **employees** will:

- take reasonable care for their own health and safety and that of their workmates
- observe health and safety procedures
- undertake training so that they know about their OHS obligations and responsibilities

- comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety
- co-operate with their supervisors and managers to achieve a workplace that promotes health, safety and wellbeing

Our **visitors and contractors** must:

- not put themselves or any other person at the workplace at risk
- comply with our safety policy and procedures
- report any safety hazards or incidents immediately to Ridley & Adkins Builders management

Ridley & Adkins Builders is committed to ensuring that staff work in an environment where people are treated with mutual respect. It is important for a productive and harmonious workplace that staff are aware of the impact of their behaviours on others.

Consultation

All management and employees of Ridley & Adkins Builders are required to consult with regard to Occupational Health and Safety issues that arise in the workplace.

A health and safety issue may be raised at any time by Management, employees' and/or the relevant Health and Safety Representative, if applicable.

All health and safety issues, corrective actions, and the person allocated responsibility to undertake the corrective action, must be documented by the relevant Manager/Supervisor/Health and Safety Representative in consultation with one another.

Bullying & inappropriate behaviour

Bullying in the workplace is inappropriate and unacceptable behaviour. Staff found to have either committed or condoned such behaviour in the workplace will be subject to disciplinary action which may include the termination of employment.

Ridley & Adkins Builders will not tolerate bullying under any circumstances and will:

- Promote appropriate standards of behaviour at all times.
- Treat complaints of bullying in a sensitive, fair, timely and confidential manner.
- Provide an effective procedure for complaints of bullying to be addressed.
- Encourage the reporting of behaviour which breaches the bullying policy and effectively address these reports
- Ensure protection from victimisation or reprisals for persons reporting bullying.

Workplace bullying is characterised by persistent and repeated negative behaviour directed at an employee that creates a risk to health and safety.

Bullying usually occurs inside a workplace, for example, one employee may bully another employee, or a group of employees may bully an individual. However, customers, clients and contractors may also bully employees. Bullying may also amount to unlawful discrimination.

All employees have a legal responsibility to care for their own health and safety and that of co-workers, and therefore must not engage in acts which constitute bullying behaviour. In addition, employees are required to follow instructions given by their supervisor/manager relating to the prevention of workplace injuries and

illnesses. This applies to measures to prevent workplace bullying which includes monitoring the work environment to ensure acceptable standards of conduct are observed at all times.

Therefore, all staff are responsible for promoting this policy by ensuring:

- You treat other staff with respect and courtesy.
- Comply with the Ridley & Adkins Builders Occupational Health & Safety Policy
- Incidences of bullying are reported to the appropriate manager or supervisor.
- You fully participate in any investigation into an incident of bullying, and maintain confidentiality.

Employees may deal with bullying either by resolving the issues themselves by discussing the problem with the person involved, or by seeking assistance from their supervisor.

It is important that you do not ignore circumstances where you feel you are being bullied, thinking it will go away. Ignoring the behaviour could be wrongly interpreted as approval by the person causing the bullying.

Below is a summary of the steps that can be taken to address individual concerns and who to contact:

- If you can, try to resolve the problem yourself with the person(s) involved as soon as possible. You may find that they didn't mean to do what they did.
- If you're unsure of how to handle the problem yourself, or you just want to talk about the problem with someone and get more information about what you can do, talk to your supervisor.
- Ridley & Adkins Builders may seek external advice and assistance from persons such as independent mediators or investigators.
- If you observe an incident in which another employee is being bullied, bring it to the attention of your supervisor.

Social Media

This policy applies to all employees and contractors and their use of all social media. Social media refers to all communication between people online and include:

- social networking sites like Facebook, LinkedIn and Yammer;
- video and photo-sharing websites such as YouTube, Flickr, Pinterest, Instagram;
- micro-blogging sites like Twitter;
- blogs, including corporate blogs, personal blogs or blogs hosted by traditional media organisations
- comments pages on websites, including news websites;
- forums and discussion boards such as Whirlpool and LinkedIn Groups;
- online encyclopaedias like Wikipedia; and
- other websites that allow individual users or companies to comment or upload material to the web.

We recognise the importance of social media as a communication form and staff are permitted to use it appropriately, following the rules set out below.

No-one should ever communicate any postings that may be considered discriminatory or harassing, obscene, derogatory or pornographic.

- Only Management are permitted to use social media on behalf of the company
- Seek permission from customers, colleagues or other people who will feature in any social media posts or uploaded images
- Never disclose private, confidential or secure information
- Respect copyright laws fair use of copyrighted material
- Never use false or fake personas
- Never share inappropriate content or take part in any activities that could bring the company into disrepute.
- Social media websites should not be accessed for personal use during work hours

- When social media websites are accessed during your personal time in prescribed breaks, none of the above rules should be breached
- You are personally responsible for content you publish on social media – be aware that this content will be public for many years
- Always consider others' privacy and avoid discussing topics that may be inflammatory

Misuse of social media tools and websites may lead to disciplinary proceedings, and in certain circumstances even criminal charges.

Alcohol and other drugs

Ridley & Adkins Builders is committed to a safe, healthy and productive workplace. All employees, sub-contractors and visitors must ensure they do not consume alcohol and/or other drugs on a Ridley & Adkins worksite or bring any drugs onto the worksite.

Employees, sub-contractors or visitors that are suspected to be under the influence of alcohol and/or drugs whilst working will be asked to leave the site immediately. Arrangements will be made to ensure the person gets home safely. If the same employee is suspected on a further occasion, an investigation will be completed that may result in discipline measures.

Occupational Violence and Aggression

Ridley and Adkins Builders is committed to providing a safe and healthy working environment free of violence or aggression for all employee, sub-contractors, clients and visitors.

Occupational violence and aggression involves incidents in which a person is abused, threatened or assaulted in circumstances relating to their work. This definition covers a broad range of actions and behaviours that can create risk to health and safety of employees. It includes behaviour often described as acting out, challenging behaviour and behaviours of concern that creates a risk to health and safety.

Threat means a statement or behaviour that causes a person to believe they are in danger of being physically attacked. It may involve an actual or implied threat to safety, health or wellbeing. Neither intent nor ability to carry out the threat is relevant.

Examples of occupational violence and aggression include, but are not limited to:

- biting, spitting, scratching, hitting, kicking
- pushing, shoving, tripping, grabbing
- throwing objects
- verbal threats
- threatening someone with a weapon or armed robbery
- sexual assault
- All incidents and near misses of violence or aggression are reported via the incident/injury register and followed up by the manager or supervisor.
- All reasonably practicable control measures will be implemented to eliminate or reduce risks to health and safety for employees, customers, visitors and/or clients. However, Ridley & Adkins Builders reserves the right to refuse entry to sub-contractors, clients and visitors known to initiate aggression and/or violence towards its employees, sub-contractors and clients.