

# Health & Safety Policy



01/09/2020

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees. The objectives of our Safety Policy are to achieve an accident free workplace by complying with the Health and Safety at Work Act 2015, Health and Safety Regulations and relevant Codes of Practice.

We are also committed to:

- Making health and safety part of every managerial and supervisory position
- Ensuring health and safety is considered in all planning and work activities
- Involving our employees and volunteers in the decision making processes
- Providing a continuous program of education and learning to ensure that our employees and volunteers work in the safest possible manner
- Identify and control potential hazards in the workplace
- Ensuring all potential accident/incidents are controlled and prevented
- Providing an effective injury management and rehabilitation for all employees

Forta Construction Ltd will work to the “Principals” Site Specific Safety Plan (SSSP) or prepare and work to our own SSSP. We will take all practicable steps to:

- Provide a safe place of work, safe equipment, and proper materials.
- Establish and insist that safe work methods are practiced at all times.
- Provide regular supervision, induction, and training of employees.
- Ensure all staff understand and accept their responsibility to promote and maintain a safe and healthy place of work.
- Ensure all contractors who work on our sites include all the hazards they bring to the site in our SSSP or provide their own SSSP.

The responsibility for safety shall be adopted as an integral part of everyday work and it is vital that every employee shares in the commitment to eliminate unsafe acts and conditions by thinking safely and acting safely at all times.

# Hazard Identification

Hazard Identification is a major component of Forta Construction Ltd's Health & Safety Policy. The Company will use some or all of the following methods to identify and manage Hazards on its work sites:

## Site Analysis

**Principal:** Identifying hazards through site inspections and recording hazards for inclusion on signage and plans. Ensuring the SSSP is on site and all necessary signage is displayed and updated regularly.

**Contractor:** Refer to information on hazards contained in the SSSP or any hazard registers provided by the employer. Reviewing and updating site hazards recorded and displayed on signage. Ensure hazards created by the contractor are added to the SSSP or presented in their own SSSP.

## Physical Inspections

**Principal:** carrying out regular inspections of each worksite at regular intervals in the project.

**Contractor:** Regular observation of the work site having referred to hazards listed on signage and contained in Inductions and Toolbox Talks .

## Task Analysis

Identifying the tasks performed in each job, and the hazards related to each of those tasks, having referred to hazard information contained in the hazard register. Choosing possible controls for these hazards and communicating these and discussing the options in team toolbox talks.

## Accident & Incidents

All accidents and near miss incidents will be reported using the forms in the SSSP and then investigated to identify hazards involved. All employees and subcontractors will be made aware of their responsibility to participate in this process and report newly identified hazards to their Supervisor.

## Hazard Management

Identified hazards will be assessed and controlled using the required hierarchy of:

**Eliminate:** - can the hazard be removed completely?

**Minimise:** - If not how can you prevent it harming anyone?

If the hazard has the potential to cause injury or serious harm, or has delayed or cumulative effects, then it will be classified as a Significant Hazard and will be controlled.

The appropriate action to manage each of the Significant Hazards will be determined and implemented on site. Hazards and their controls are listed in the SSSP. Use the Risk Assessment Matrix in the SSSP to show how you identify these risks. Inductions are a visual representation of the hazard register and Toolbox Talks are where worker engagement about ways to controls these hazards are discussed.

The identified hazards and the management steps/actions to control them will also be written on the signage that is displayed at each entrance to the work site. The Site Supervisor who is managing each site or the person 'in control of the worksite' will be responsible for keeping the signage updated daily and ensure that the hazard management steps are carried out.

The Site Supervisor or person 'in control of the worksite' is responsible to inform other employees/contractors and visitors to the site of existing hazards and the requirement to identify and report any potential hazards to the Supervisor. These hazards will also be recorded on the signage.

## Induction & Training

Forta Construction Ltd will ensure all employees are either sufficiently experienced to do their work safely or are supervised by an experienced person.

Employees/Contractors will be trained to an appropriate standard (by a suitable provider) in the safe use of equipment, including the use and maintenance of Personal Protective Equipment (PPE).

The Principal will provide a set of Induction & Toolbox Talks on each individual work site to enable new employees and contractors to be inducted to the site and existing employees and contractors to participate in regular safety training.

Inductions will be given to the client to inform them of the hazards they will encounter when visiting the site. The Client will be expected to induct visitors they bring to the

site when a contractor is not present. Contractors are required to enforce the rules outlined in the induction to ensure visitor safety.

Toolbox Talks will be used at regular intervals to train all employees and contractors working on the worksite. Employees are required to participate in the training sessions.

Where a Principal does not provide Inductions & Toolbox Talks or a Contractor is solely in control of a worksite, the contractor will use their Inductions & Toolbox Talks to induct staff and conduct regular training sessions.

## **Monitoring and Review**

Forta Construction Ltd will ensure all employees are meeting the required standards of Health & Safety by conducting regular site inspections. Findings should be discussed at regular meetings and recorded in a diary.

## **Site Specific Safety Plans**

Forta Construction Ltd will provide a SSSP on all its worksites and will outline:

- Contact Details for the Site Supervisor responsible for the work site.
- The responsibilities of the Site Supervisor, Employees and Contractors, working on the contract.
- The hazard identification and management process to be used on the worksite.
- Information on accident and emergency procedures, contact details and forms

## **Recording / Reporting**

Forta Construction Ltd will ensure that there is a suitable recording and reporting process in place on each of its work sites. This will include a process for each of the following areas:

**Injury Recording and Reporting:** The forms for recording and reporting serious harm injuries will be available in each individual SSSP. All injuries and near misses will be reported to [Name of business here] and or the Principal. Minor injuries and near misses that are reported will be recorded using the prescribed form by the Site Supervisor or the person in control of the workplace and discussed at the next safety

meeting. All serious harm injuries will be reported to the Worksafe within the required timeframe.

**Emergency Procedures:** In the event of an emergency the SSSP contains an emergency Plan. The Supervisor is responsible for ensuring all contractors and employees have read the emergency plan and are familiar with its content. All employees and contractors will be advised of the location of this form as part of the site induction.

**Notifiable Works:** Forta Construction Ltd will ensure all notifiable work is reported to Worksafe on the appropriate form contained in the SSSP.

## **Safe Plant & Equipment**

Forta Construction Ltd will ensure that all plant and equipment supplied to employees and/or contractors is of the required standard and is in good working order with all safety mechanisms working and intact.

Employees and/or contractors will be made aware of their obligation to regularly inspect plant and equipment and immediately report any damage or fault to [Name of business here].

Forta Construction Ltd will provide their employees with suitable personal protection equipment (PPE) for the tasks they are undertaking and ensure they have been trained in the correct use and maintenance of such equipment.

## **Contractor Management:**

Forta Construction Ltd, as the "Principal" will take 'all practical steps' to manage the safety of their Contractors and Employees whilst working under a contract. We will ensure that our Contractors meet a minimum standard of Health & Safety compliance by having an effective Health & Safety system in place.

The minimum required standard includes on site active proof of the following:

- Identification & control of hazards.
- Work site identification.
- Work site information & training.
- Emergency procedures.
- Accidents & incident reporting & investigation.
- Notification of notifiable works.

## Obligations & Definitions

The following is a summary of the main legal obligations contained in the Health & Safety at Work Act 2015. Definitions of relevant terms contained in the act are also included:

Every employer and principal must comply with Health & Safety legislation. You are legally required to protect employees (including contractors) and any other person who enters your place of work. As an employer or principal you are required to take “all practicable steps” to make the worksite safe.

Management of significant hazards involves taking “all practicable steps” to eliminate or minimise those hazards. You must first look to eliminate – if not how can the risk of injury be minimised?

Employers and principals are also required to take all practicable steps to provide staff training and supervision. Staff must be made aware of potential hazards, be involved in all discussions regarding hazards on site and their potential controls, and these discussions should be recorded as toolbox talks.

“All practicable steps” means what is reasonable and practical given the circumstances. Whether a safety measure is reasonable will largely depend on how much harm could be done, how much is known about the hazard, and how difficult or expensive it is to put protections in place.

Employers and principals must notify Worksafe of incidents involving serious harm.

PCBU's, principles and contractors, must consult with each other regarding hazards they all introduce to the site.

Principals cannot contract out of, nor delegate Health & Safety obligations. The Act determines who has what duties of care.

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