



OCCUPATIONAL HEALTH AND SAFETY

POLICY AND PROCEDURES

Revised by Alan Chang at

23/03/2021

## Management team Commitment

### Summary

Prompt Contracting & Fencing Pty Ltd (Prompt) is committed to the Health and Safety of all our employees.

The purpose of the Health and Safety policies and procedures is to guide and direct all employees to work safely and prevent injury, to themselves and others.

All employees are encouraged to participate in developing, implementing, and enforcing Health and Safety policies and procedures. All employees must take all reasonable steps to prevent accidents and never sacrifice safety for expedience.

Our goal is to eliminate or minimize hazards that can cause accidents.

All employees will be informed to review this policy though multiple platforms, such as company file online portal, website and toolbox meeting.

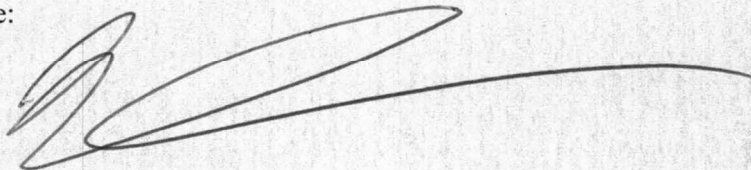
This policy will be reviewed by management annually.

Together we can achieve a safe and happy work environment.

Director

Nicholas Mars

Signature:

A handwritten signature in black ink, appearing to be 'Nicholas Mars', written over a horizontal line.

23.03.21

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## Health and Safety Policy

Prompt is committed to the goal of providing and maintaining a healthy and safe working environment, with a view to continuous improvement. This goal is only achievable by adherence to established objectives striving to exceed all obligations under applicable legislation, and by fostering an enthusiastic commitment to health, safety and the environment within Prompt personnel, clients, and other relevant stakeholders.

In particular:

- Management, making policies and reviewing the OHS procedures, also learning and making sure to understand the updated work safe policies and regulations, risk management, and feedback from employee. Management team will strive to take all reasonable steps to reduce workplace hazards to as low as reasonably achievable.
- Supervisors and team leader are held accountable for the health and safety of all employees under their supervision. This includes responsibility for applicable training and instruction, appropriate follow-up on reported health and safety concerns, and implementation of recommended corrective action. This accountability is integrated into the performance appraisal system.
- Supervisors, workers and visitors are expected to perform their duties and responsibilities in a safe and healthful manner and are accountable for the Health and Safety of themselves and others.
- Prompt is committed to providing all necessary training and instruction to ensure that appropriate work practices are followed on the job, and to promote their use off the job.
- If necessary, Prompt will take disciplinary action where individuals fail to work in a healthy and safe manner, or do not comply with applicable legislation or corporate policies and procedures.

Health, safety, the environment and risk control in the workplace are everyone's responsibility. Prompt expects that everyone will join in our efforts to provide a healthy and safe working

environment on a continuous day to day basis. Only through the dedication and efforts of all individuals can Promptsucceed in providing a healthy safe working environment.

## Occupational Health and Safety in Workplaces Duties of Workers

One of your most important responsibilities is to protect your Health and Safety as well as that of your co-workers. This booklet will discuss some of your duties under the occupational Health and Safety legislation and help you to make your workplace safer and healthier.

### What the law requires

Prompt will refer the issues with Occupational Safety and Health Act 1984 (the OSH Act) and the Occupational Safety and Health Regulations 1996 (the OSH regulations) to identify the duties on owners, employers, workers, suppliers, and contractors, to establish and maintain safe and healthy working conditions. The legislation is administered by your provincial legislation. Your officials are responsible for monitoring compliance.

### Duties of Your Employer

Prompt is responsible for providing you with safe and healthy working conditions. This includes a duty to protect you from violence, discrimination and harassment. You must cooperate with your employer in making your workplace safe and healthy.

### Employee Responsibilities

You must also comply with the legislation. You have responsibilities to:

- protect your own Health and Safety and that of your co-workers,
- not initiate or participate in the harassment of another worker; and
- co-operate with your supervisor and anyone else with duties under the legislation.

### Employee Rights

The legislation gives your three rights:

- the right to know the hazards at work and how to control them;
- the right to participate in Occupational Health and Safety; and
- the right to refuse work which you believe to be unusually dangerous. You may not be punished for using these rights. An employer can be required to legally justify any action taken against a worker who is active in Health and Safety.

#### Employee Right to Know

The Act requires your employer to provide you with all the information you need to control the hazards you face at work. For example, chemicals at the workplace must be listed. You are entitled to review this list. Your employer must train you to safely handle the chemicals you will work with. If you are inexperienced, you must receive an orientation which includes.

- What to do in a fire or other emergency.
- First aid facilities.
- Prohibited or restricted areas.
- Workplace hazards; and
- Any other information you should know.

You must also be supervised closely by a competent supervisor.

#### Employee Right to Participate

You have the right to become involved in occupational Health and Safety. The legislation encourages employers and workers to work together to maintain a healthy and safe workplace. Employers at workplaces with (ten or more – consult your provincial act) workers must set up an occupational health committee of employer and worker representatives.

## Employee Right to Refuse

You have the right to refuse to do work which you believe is unusually dangerous. The unusual danger may be to you or to anyone else. An unusual danger could include such things as:

- a danger which is not normal for your occupation or the job.
- a danger under which you would not normally carry out your job; and/or
- a situation for which you are not properly trained, equipped, or experienced.

To exercise this right, use the following guidelines.

Once you believe that the work you have been asked to do is unusually dangerous, you should inform your supervisor. Make sure that the supervisor understands that you are refusing to do the disputed job for health and safety reasons. Work with the supervisor to attempt to resolve the problem.

If the problem cannot be resolved by the supervisor to your satisfaction, and no worker health and safety representative or occupational health committee exists at the workplace, your supervisor should phone the Division and ask for advice. You also have the right to contact the Division at any time.

The supervisor has the right to assign you to other work (at no loss in pay or benefits) until the matter is resolved.

## Contact Information

Prompt Contracting & Fencing Pty Ltd

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Telephone: 08 9185 6889

Email: admin@promptfencing.com.au

Managers contact:

Nic: 0407997903

Rod: 0420765609

Alan: 0415041875

## General Safety Rules

- 1) all employee must complete site induction and get award of site requirement before starts work on site
- 2) employee must read and complete JHA before start work on site
- 3) employee must attend prestart meeting, toolbox meetings and be recorded
- 4) All accidents, injuries or near misses, regardless of their nature, shall be promptly reported to management.
- 5) Clothing shall be appropriate to the duties being performed. Long pants, a clean neat shirt and steel toed shoes are the minimum requirements.
- 6) Hard hats and safety vests are provided for all warehouse staff and must be worn at all times in the warehouse, loading or unloading of vehicles in the yard.
- 7) Smoking is not permitted in any part of the warehouse or office. You may only smoke in designated areas.
- 8) Visitors and customers are to be escorted by staff while on company property.
- 9) Hand tools are to be used for their intended purpose only.
- 10) Only licensed personnel may operate machineries,



- 11) Horseplay, fighting or tomfoolery is strictly prohibited on Prompt premises.
- 12) All spacers are to be of equal proportion and undamaged. Damaged spacers are dangerous.
- 13) Open lifts are to be stored on the floor or in assigned bunks. Do not stack an open lift; this act will result in disciplinary action up to and including dismissal. All lumber lifts must be banded.
- 14) All bunked products will be placed securely in the bunks.
- 15) Lifts and clutter will be cleaned up before the end of your workday

#### Safety Tips

- 1) If you are not sure.....ask.
- 2) Follow instructions and don't take chances.
- 3) Wear your personal safety equipment.
- 4) Never operate equipment you have not been trained for.
- 5) Keep your work area clean.
- 6) Stay clear of forklifts while they are being operated.
- 7) Avoid injury by lifting correctly. If it's heavy ask for help. Max weight to be lifted is 75lbs.
- 8) Make sure the job can be done safely.
- 9) DO NOT unload a truck alone.

#### First Aid

- Prompt will provide first aid assistant to employees. Our supervisors have completed training course and hold a valid certificate in first aid.
- Supervisor will keep record at the site of workers who are first aiders and post these

names where they are accessible by all employees.

- We have a first aid kit in office and vehicles.

#### Accident and Near Miss Reporting

The following protocol must be followed.

- 1) All employees must immediately report any occupational injury, accident or near miss to the safety officer or their supervisor.
- 2) Supervisors must immediately tend to injuries and then report them to the safety officer.
- 3) Management will hold the meeting to discuss the issue and take action at first time

The purpose of this procedure is to comply with Occupational Health & Safety act, workers compensation board and to determine the cause of the accident and make recommendations to prevent further re-occurrence. All reports of injury must be filed.

If an injury occurs a record must be kept and include the following:

- a) name of worker
- b) name and qualifications of person giving first aid
- c) a description of illness or injury
- d) the first aid given to the worker
- e) the date and time the illness or injury
- f) the date and time the illness or injury was reported
- g) where at the work side the incident occurred
- h) the work-related cause of the incident, if any

Prompt will retain the records kept for 3 years from the date the incident is recorded. A person who has custody of records must ensure that no person other than the worker has access to a workers records unless:

- a) the record is in a form that does not identify worker

- b) the worker has given written permission to the person
- c) the Director of Medical Services or a person authorized by the director requires to be produced under the act.

An employer must give a worker a copy of the records pertaining to the worker if the worker asks for a copy.

- 1) Results in substantial loss of blood
- 2) Involves the fracture of a leg or arm, but not a finger or toe
- 3) Involves the amputation of a leg, arm, hand or foot, but not a finger or toe.
- 4) Consists of burns to major portion of the body.
- 5) Causes loss of sight in an eye.

#### Accident Investigation Policy

All accidents that result in injury or property damage or that could have resulted in serious injury or property damage (near miss) must be thoroughly investigated.

The investigation must determine the cause of the incident so that appropriate action can be taken to prevent recurrence.

The safety officer shall be responsible for conducting the investigation. The investigation report shall be completed as soon as possible after the incident and reported to the branch manager. The safety officer and appropriate supervisor shall determine what steps are to be taken to prevent recurrence.

Any disputes arising from the investigation will be investigated and arbitrated by the branch manager.

More information please refer to the attached "accident investigation report".

#### Alcohol and Drug Policy

This is a zero tolerance policy

It is the responsibility of all employees to ensure an alcohol and drug free environment. If there is any awareness or suspicion that any employee, supplier or visitor is under the influence of illegal narcotics or alcohol, will be removed from the premises immediately.

Employee are acknowledged and agreed that he will irregularly be requested to take drug test.

#### Disciplinary Action

Careless work and irresponsible behaviour directly affect the quality of health and safety in the workplace. Even absenteeism influences safety by placing more duties on fellow employees.

The following instances shall be cause for verbal or written warning and possible dismissal.

- 1) Absenteeism without cause
- 2) Health and safety violations
- 3) Poor conduct or misconduct
- 4) Theft
- 5) Sexual harassment
- 6) Racial discrimination
- 7) Carelessness
- 8) Wilful damage to company property
- 9) Drug or alcohol use

Compliance with company and legislative safety standards is necessary to maintain a safe and healthy work environment. As with any program non compliance issues must be dealt with.

The following is a guideline for disciplinary actions for safety infractions based on seriousness of the offence.

\*First offence, employee will be given a documented verbal warning

\*Second offence, employee will be given a written warning and a one day suspension.

\*Third offence, employee may be suspended or terminated (suspension or termination to fit seriousness of the offence).

## Environmental Policy

### Policy:

Prompt has a commitment to manage its operations in an environmentally responsible manner. To achieve this objective strives to achieve the following outcomes.

### Procedure

1. Conduct all operations in accordance with legislation, government policies and planning approvals.
2. Responsibly minimise adverse environmental affects by operating at an efficient level of performance and by balancing short term and long-term costs.
3. Design and implement new programs and work to responsibly minimise adverse environmental effects and to maximise favourable effects where possible.
4. Provide information to and consider input from the community on significant environmental matters.
5. Work within a framework of ecologically sustainable development by using resources in a manner, which maximises their value to the community and to future generations.
6. Periodically review existing operations and identify opportunities to
  - Reduce adverse environmental effects
  - Improve the environment affected by (insert name of company).
  - Use resources more efficiently
  - Minimise the generation of waste products.
7. Report annually on environmental performance and compliance.
8. Implement systems to continually improve environmental management and performance.

Acknowledgement & Agreement Receipt

Date

I, \_\_\_\_\_, hereby acknowledge receipt of the  
Prompt "Occupational Health & Safety Manual".

I have read, understand and agree to the terms of employment and will carry out and abide by the operational procedures and rules as outlined therein.

I agree:

To adhere to all company policies and procedures.

To the use of safety equipment, at all times, which is required by my safe work procedures and by my clients.

That government and client regulations shall be complied with at all times. That I am responsible and accountable for my health and safety performance.

Employee's Signature:

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OHS department, Alan Chang: