
Mane homes WORK HEALTH AND SAFETY (WHS) POLICY AND PROCEDURE MANUAL

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WORK HEALTH AND SAFETY POLICY AND PROCEDURE MANUAL

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INTRODUCTION

Mane homesis committed to providing healthy and safe work sites that enables all work activities to be carried out safely and in compliance with:

- the Work Health and Safety Act 2011 (NSW, QLD, ACT, NT)
- the Work Health and Safety Act 2012 (SA, TAS)
- the Work Health and Safety Act 2020 (WA)
- the Work Health and Safety Regulations 2011 (NT, QLD, ACT)
- the Work Health and Safety Regulations 2012 (SA, TAS)
- the Work Health and Safety Regulations 2017 (NSW)
- the Work Health and Safety Regulations 2022 (WA)
- relevant Codes of Practice
- any applicable Australian Standards or industry guidance notes.

We will take all reasonably practicable measures to eliminate risks to the health and safety of our workers, contractors, volunteers and people who may be affected by our operations. Where it is not reasonably practicable to eliminate risks to the health and safety of those persons, we will reduce those risks so far as is reasonably practicable.

PURPOSE

This WHS manual documents the company's WHS commitment to its workers. This manual also outlines WHS procedures and provides information on how the company will:

- manage WHS across its operations from a risk management perspective, including its approach for implementing, monitoring and continually improving WHS on-site
- comply with relevant legislation
- inform, instruct and train workers on the contents of this manual and other company documents
- create a positive WHS culture and work practices
- establish WHS document and record management arrangements.

The manual has two parts:

Part A - WHS company level policy and procedure documents.

Part B - WHS operational procedures that may be required.

WHS DOCUMENTS

A WHS management system consists of different types of documentation. The company maintains a document hierarchy to describe the types of documents and their relationships. It is important the manual is read in conjunction with other documents outlined below.

The document hierarchy is as follows:



Note: The SSSP is equivalent to a WHS Management Plan and is the responsibility of the Principal Contractor for construction projects where the cost of the project meets the financial threshold outlined in the relevant State/ Territory legislation. In the case of WA, the threshold is where a construction project involves work where 5 or more persons are, or are likely to be, working at the same time at a site.

WHS CULTURE

A WHS culture represents the WHS beliefs, values and attitudes shared by the majority of people within the company or site. A positive WHS culture can result in improved WHS and company performance.

We will strive to establish and maintain a positive and proactive WHS culture across the company and all our worksites through the implementation of our WHS Management system.

PART A: WHS POLICIES AND PROCEDURES

1. POLICIES

Our policies outline our commitment to provide a safe and healthy working environment for the prevention of work-related injury and ill health and are appropriate to the purpose, size and context of our company.

Our policies will be communicated and made available to workers and other persons as appropriate.

Policy	Appendix
WHS Policy	Appendix 1
Injury Management / Return to Work Policy	Appendix 2
Alcohol and Other Drugs Policy	Appendix 3
Workplace Discrimination, Harassment, Bullying Policy	Appendix 4
Mental Health and Wellbeing	Appendix 5
Environmental Policy	Appendix 6

Breaches to Policies

All our workers are required to comply with the policies during the course of their employment, regardless of the worksite they are working at.

If a company worker breaches a policy following an investigation, or fails to comply with a reasonable direction, they may be subject to disciplinary action. This may include counselling, warnings, suspension/stand down on pay, demotion, or termination of employment.

Where our company holds a reasonable belief following investigation, that a company worker is engaging, or has engaged, in an activity that may constitute a criminal offence (including use, possession or dealing in drugs), we will refer the matter to the Police.

2. ROLES AND RESPONSIBILITIES

The responsibilities, detailed below and in subsequent sections of this manual, will be referenced more broadly, where applicable, in other documents such as individual position descriptions and contractual agreements.

Officers / Directors	<p>Responsibilities for WHS include, but are not limited to:</p> <ul style="list-style-type: none">● acquiring and keeping up-to-date knowledge of WHS matters● gaining an understanding of the nature of the company operations, and of the hazards and risks associated with those operations● ensuring appropriate resources are available and processes implemented to eliminate or minimise risks to WHS as part of the company's undertaking● ensuring systems are established for acquiring information regarding incidents, hazards and risks● ensuring the information is assessed and appropriate controls are implemented in a timely manner● complying with all reasonable WHS requests made of them by management.
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Person Conducting a Business or Undertaking (PCBU)	<p>Responsibilities for WHS include, but are not limited to:</p> <ul style="list-style-type: none">● providing and maintaining a work environment, or work premises, that are safe and without risks to health● providing and maintaining safe plant (machinery and equipment)● providing and maintaining safe systems of work● ensuring the safe use, handling, storage or transport of plant or substances● providing workers the necessary information, instruction, training or supervision to enable them to do their work in a way that is safe and without risks to health● ensuring a SWMS is prepared for high risk construction works (HRCW) prior to the commencement of the work● ensuring that the HRCW is performed in line with the
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	<p>SWMS</p> <ul style="list-style-type: none"> ● providing a copy of SWMS to the Principal Contractor prior to the commencement of HRCW ● providing and maintaining suitable facilities for the welfare of workers ● consulting with workers including contractors on matters related to health or safety that directly affect, or are likely to directly affect them ● monitoring the health of our workers and conditions at the site to prevent the risk of illness or injury ● managing rehabilitation and return to work initiatives for injured workers ● assisting in dispute resolution in line with agreed processes.
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Principal Contractor (PC)	<p>Responsibilities for WHS include, but are not limited to:</p> <ul style="list-style-type: none"> ● establishing, updating and implementing a SSSP prior to the commencement of a construction project ● ensuring all persons who carry out construction work are made aware of, and has access to the SSSP, prior to the commencement of the project or work including any revisions to the SSSP ● taking reasonable steps to obtain a copy of a SWMS prior to the commencement of HRCW ● the installation of signage for the construction project ● ensuring that the site and the means of entering and leaving it are safe and without risks to health ● managing risks associated with the following: <ul style="list-style-type: none"> ○ the storage, movement and disposal of construction materials and waste ○ the storage of plant that is not in use ○ traffic in the vicinity of the site that may be affected by construction work ○ essential services at the site. ● ensuring the site is secured from unauthorised access e.g. suitable temporary fencing on a residential construction site. <p>Note: Where a PC also meets the definition of a PCBU under Legislation, the PC also has the responsibilities of a <i>PCBU</i>.</p>
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Site Supervisors	<p>Responsibilities for WHS include, but are not limited to:</p> <ul style="list-style-type: none"> ● coordinating the safe interaction between contractors and workers on-site ● ensuring this SSSP is available for sighting ● ensuring the Principal Contractor signage is displayed and visible ● consulting with workers and contractors on WHS matters that may affect them ● coordinating SWMS amendments as appropriate ● ensuring HRCW ceases immediately if work is not carried out as per the documented SWMS ● ensuring all contractors and visitors to the site receive the relevant site safety induction ● confirming contractors have established systems to provide site safety briefings to their workers ● confirming site first aid and emergency response requirements are established and monitored ● assisting in rehabilitation and return to work initiatives (for direct workers, as and when required, for instance if the manager is unable to) ● assisting in dispute resolution
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Workers	<p>Responsibilities for WHS include, but are not limited to:</p> <ul style="list-style-type: none"> ● taking reasonable care of their own WHS and that of others ● complying with all reasonable directions provided by our company, in line with relevant legislation including those stipulated in: <ul style="list-style-type: none"> ○ the company's WHS Policy and Procedure document and any other associated procedures or instructions whether written or verbal ○ the SSSP and any other associated procedures or instructions whether written or verbal ○ any other stipulated WHS rules or reasonable instructions, whether verbal or written at each site where company workers are engaged to work ● identify hazards, and assess and control risks to WHS that are under their control
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	<ul style="list-style-type: none"> ● identifying and participating in the risk assessment for all HRCW e.g. SWMS ● ensuring HRCW ceases immediately if work is not carried out as per the documented SWMS ● acting in a manner so as not to cause injury to themselves or fellow workers ● reporting all work related incidents immediately to the Site Supervisor or manager and relevant first aid officer (where applicable) as soon as possible ● maintaining good housekeeping and hygiene standards at all times ● observing and complying with all site warning signs and notices ● wearing Personal Protective Equipment where required or stipulated by the company or the site ● conducting tasks in a safe manner and in accordance with the information, instruction and training given to them and applicable risk assessment/SWMS ● ensuring they are fit for work and advising their supervisor if this is not the case during the course of work ● undertaking a site-specific induction prior to the commencement of works ● not removing, altering or modifying any safety device that they are not authorised or competent to do so e.g. guarding, scaffolding ● participating in the rehabilitation process where a worker sustains a work-related injury or illness through the course of their employment. This includes communicating regularly with their designated supervisor or manager on their recovery and suitable duties plan(s).
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Contractors	<p>Note: Where a Contractor also meets the definition of a PCBU under Legislation, the Contractor also has the responsibilities of a <i>PCBU</i>.</p> <p>Note: Where a Contractor also meets the definition of Worker under Legislation, the Contractor also has the responsibilities of <i>Workers</i>.</p>
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HSRs	<p>Health and Safety Representatives (HSRs), where elected and present on-site, have an important role in relation to WHS, which can include:</p> <ul style="list-style-type: none"> ● participating in consultation between the PCBU, site supervisor or any other person to manage the risk associated with hazards that may impact the WHS of workers they represent on-site, e.g. workers of a specific Designated Work Group ● participating in site inspections, for any areas where the workers they represent work on-site ● participating in incident investigations or complaints, for any workers they represent on-site ● making enquiries into anything that appears to pose a risk to the health or safety of workers they represent.
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If our work involves engaging with other PCBUs (contractors) we will consult and cooperate with them and coordinate all activities to ensure risks are managed appropriately.

3. INDUCTION AND TRAINING

General induction training

All workers are required to have general construction induction training (white card) before working on-site.

Licence to perform high risk work

Any worker who is required to undertake High Risk Work is required to hold a valid Licence to perform High Risk Work. The relevant licence class must be listed on the licence.

Site induction training

All workers, including contractors, must complete a site induction before commencing work on-site.

Training needs, competency and records

Training needs will be identified and provided by the company for all company workers, including management. Training and competency can

range from induction training, on-going WHS training, verification of competency (e.g. assessment) and any specialist training (e.g. trade qualification, First Aid) that may be required.

We will ensure our workers undertake required training and are competent to carry out their work. Training requirements will be maintained e.g. where expiry dates apply. We will track and keep records of training, e.g. training register, certificates.

4. INFORMATION, INSTRUCTION AND SUPERVISION

We will provide adequate information and instruction to ensure each worker is safe from injury and risks to health. Some ways in which this will be achieved include but are not limited to:

- sharing of information such as incident investigation findings, changes to site conditions, hazards and risks on-site (refer to the section on consultation and communication)
- ensuring WHS information is readily available to our workers e.g. SDS, SWMS, SSSP
- ensuring workers know who to contact on-site for guidance and further information.

The level of supervision required on-site will depend on a number of factors. The extent and type of supervision required will be determined by taking into consideration:

- start of works and/or when a new worker starts at the site
- young and/or inexperienced workers including apprentices
- whether HRCW is being performed
- the level of complexity, e.g. a specialist skill or knowledge is required
- when new machinery, equipment or systems of work are introduced
- when safety is delivered via administrative controls, rather than engineering or higher level controls.

5. CONSULTATION AND COMMUNICATION

Our company will consult with workers and contractors on matters that relate to WHS on-site, including:

- the identification and control measures for hazards and activities.

- decisions that relate to the adequacy of facilities and amenities
- any changes that may affect the health and safety of workers and contractors
- any new procedures or any changes to existing WHS procedures that may affect the health and safety of workers and contractors.

When our workers or contractors are represented by a Health and Safety Representative, consultation will involve that representative.

Toolbox Meetings

The purpose of toolbox meetings is to engage workers and contractors in WHS processes, gather feedback, generate ideas, address/advise concerns or positive actions, and advise of process changes.

Toolbox meetings should be held regularly and when planning HRCW.

Documentation of toolbox meetings will be recorded using the HazardCo App. All attendees of a toolbox meeting will be captured through a photo, or listed in the HazardCo App, as a record of attendance.

Issue Resolution

Work health and safety issues can arise from any number of situations, for example there may be different opinions relating to a workplace health and safety issue such as:

- different views on risks or potential risks
- questions over what should happen in a particular situation.

We will follow up all health and safety issues with the relevant parties as soon as reasonably possible.

We will take into account:

- the number and locations of workers affected by the issue
- whether temporary measures are possible and appropriate
- time involved until a permanent solution is put in place
- who will be responsible for the corrective actions.

Workers will be consulted on the agreed process for issue resolution for the site, and where required the appropriate parties will be involved, e.g. HSR, supervisors, contractors.

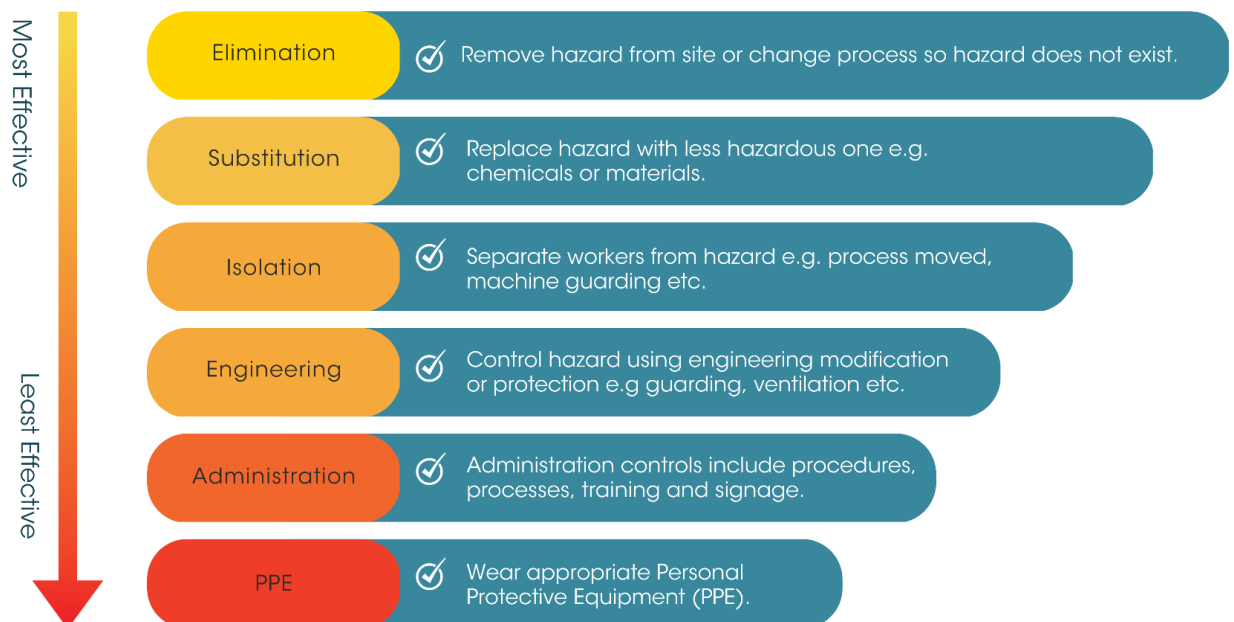
6. RISK MANAGEMENT

Risk Management Process

We will follow a step-by-step process to manage risk. This involves:

- identifying hazards
- assessing the risks
- controlling risks (putting actions in place to eliminate or minimise the risk, taking into account the hierarchy of control)
- reviewing control measures to make sure they are, and remain, effective.

Hierarchy of Controls



Identify and rectify hazards

When a hazard is identified by a worker or contractor, they are required to eliminate the risk, or if this is not possible, minimise the risk to an acceptable level.

Where the hazard cannot be eliminated or managed, and where there is an immediate risk of injury or illness, the worker or contractor must report the hazard to management (e.g. Site supervisor, Director) as soon as possible. Management must then take action to control the hazard and make the area safe.

Any hazards that cannot be rectified immediately will be recorded, e.g. toolbox meeting, site review, task feature via the HazardCo app.

Psychological hazards

We have a primary duty of care to ensure the health and safety of workers - where health means both physical and psychological health.

We will consider and manage psychological hazards and risks just like we would any other hazard on-site.

Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a form of risk assessment and is required for HRCW. A SWMS must be completed by workers and contractors for all HRCW before starting HRCW.

Refer to the SWMS section below for more information.

Risk Assessments

Other types of risk assessments may be completed as part of the risk management process for identifying and managing risks onsite.

Workers and supervisors are to discuss when a risk assessment is required and use appropriate tools (e.g. Risk Assessment via the HazardCo App) to document the process.

Examples of a risk assessment include chemical risk assessment and COVID-19 risk assessment.

7. INCIDENT REPORTING AND INVESTIGATION

Incident reporting

All incidents must be reported immediately (or as soon as reasonably practicable, such as at the onset of a musculoskeletal disorder) to the Site Supervisor.

First response and completion of incident report

All steps must be taken to secure (within their capabilities and ensuring their own WHS is not compromised) any hazard(s) that may lead to further injury/illness.

Where first aid is required, on-site first aid is to be provided by a trained first aid officer.

An incident report, using the HazardCo App is to be completed by the worker or contractor involved in the incident in consultation with the Site Supervisor. The Site Supervisor or other management representative may choose to submit the incident report themselves.

All incident reports are to be kept and retained for a minimum of five years from the date the incident was reported. Where incidents are reported through the app, they will be recorded automatically in an incident register on the HazardCo hub.

Incident Investigation

Incident investigations are an important part of incident management and continual improvement. Investigations look at the facts to determine what caused the incident (what went wrong) and what steps or actions can be put in place to prevent (or minimise) a repeat incident. The HazardCo Incident Investigation Form can be used for this.

The Site Supervisor or other authorised person will determine if an investigation is required following an incident on-site. An investigation will ideally commence within 24 hours. Depending on the complexity of the incident, it will be completed and submitted to company management (e.g. Director), the PC and the client as required within an agreed timeframe.

HazardCo are available to guide members through the review of the incident investigation form, including causes that are identified and any remedial action proposed.

Post-incident drug and alcohol testing

When investigating an incident, an alcohol and/or drug test may be required if a worker is involved. If a worker is requested to undergo a test in these circumstances, they must comply with this direction.

Refer to the Alcohol and Other Drugs policy and procedure for more information.

Incidents that require regulatory notification

WHS legislation requires notification to the Regulator of an incident at work that results in the death of a person, a serious injury or illness, or a dangerous incident.

In the event of a notifiable incident, an agreement should be made between the parties involved as to who will make the initial contact with the Regulator.

The incident site must be preserved immediately post-incident by the Site Supervisor until an inspector arrives or directs otherwise.

8. GENERAL SITE AMENITIES AND HYGIENE

Amenities

We will provide and maintain amenities suitable to the number and composition of the workers on-site. This will be carried out in consultation with all parties involved.

These amenities are to be maintained in a clean, hygienic and serviceable condition for the duration of the work. This includes:

- an adequate number of toilets
- suitable hand washing facilities
- clean drinking water
- waste management, such as bins.

Hygiene

All workers and contractors are required to follow site hygiene practices established on-site.

Workers will be provided with guidance on how to carry out both personal and operational hygiene.

Where applicable, we will provide our workers with access to:

- PPE such as gloves, masks
- sanitising products
- clean and well-maintained plant, machinery and equipment.

Ventilation

Where applicable, we will ensure ventilation systems are well maintained on-site and windows opened regularly to circulate fresh air.

Travelling

If vehicles are shared, workers will be provided with appropriate cleaning equipment to wipe down high touch areas after use.

9. EMERGENCY PREPAREDNESS

Emergency Management

There will be an Emergency Management Plan (EMP) and associated procedures prepared and maintained for the site. This will be carried out in consultation with all parties involved.

The EMP will take into account:

- size and location of the site
- the number and composition of workers, contractors, visitors and any other people who may be on-site at any given time
- hazards identified on-site, including the possible consequences of an incident or emergency situation occurring as a result of those hazards
- the impact of external hazards that may affect the health and safety of workers, e.g. hazards associated with operations from nearby businesses
- the type of emergency equipment required for the site, e.g. fire extinguisher, first aid kit
- the location of evacuation points / assembly areas for the site
- the best method for communicating with all workers in an emergency
- frequency of emergency procedure testing e.g. an evacuation drill at least once every 12 months.

The EMP will be made available for workers and contractors on-site. A summary of the EMP is documented in the SSSP. All workers and contractors will also be made aware of key emergency information relevant to the site as part of their on-site Induction.

The EMP will include any specific provisions for persons requiring particular assistance as required.

The EMP will be regularly reviewed, updated and communicated to workers and contractors on-site.

First aid requirements

Our sites will use the prescribed approach for First Aid requirements as outlined by *First Aid in the Workplace Code of Practice* - Safe Work Australia, unless a detailed risk assessment has been undertaken by management and consultation has occurred with our workers and contractors on an alternative approach.

If an alternative approach is agreed upon, it will be documented and communicated to workers and contractors on-site.

Consideration will also be given for work sites that are deemed remote, as additional first aid provisions may be required.

First Aid Kits

- The site supervisor or nominated person will ensure first aid kits and site equipment are regularly inspected.
- First aid kits will be inspected at a minimum every 12 months. This may be more frequent if stock is used or expires sooner than the next scheduled inspection.
- For higher risk sites (e.g. construction sites), we will provide (including specific first aid kit modules where required) at least one first aid kit for the site.

First Aid Officers

- All our first aiders will hold current, nationally-recognised, first aid certification, which will be kept and monitored, e.g. in the Training Register.
- For high risk sites (e.g. construction sites), we will have one first aider for every 25 workers
- Where possible, we will make arrangements to have access to at least one first aid officer available at the site at any time, including coverage for shift rostering, leave and flexible work arrangements.

10. MONITORING AND REVIEW OF WHS SYSTEMS

Our company will regularly review our WHS processes and content in this manual and other documents in our WHS management system. Our objective is to improve overall WHS performance and ensure ongoing compliance.

Monitoring and review of our WHS processes may take place in a number of ways, including:

- site reviews and inspections
- external audits or inspections
- documentation review of current policy and procedures as part of continual improvement

- reviews and changes to processes and documents prompted by findings of any incident investigations, site reviews or audits
- consultation and feedback from workers and other parties, e.g. PC, Client, contractors
- legislative changes that may prompt changes to the manual or other documentation.

PART B: OPERATIONAL PROCEDURES

1. SAFE WORK METHOD STATEMENT (SWMS)

A SWMS must be:

- completed in the HazardCo App, where possible
- prepared before starting any HRCW. It may also be used for non-HRCW tasks which pose a medium to high risk to WHS
- completed by our workers or contractors who are responsible for carrying out the HRCW
- established in consultation with workers and/or contractors directly engaged in the HRCW.

Work in accordance with the SWMS

All our workers and contractors must ensure that HRCW is conducted in line with the SWMS. If HRCW is not carried out in accordance with the SWMS, workers or contractors must ensure the work:

- stops immediately, or as soon as safe to do so
- resumes only after the SWMS has been reviewed and amended.

Review of SWMS

A SWMS must be reviewed if its control measures do not adequately control the risk. This includes:

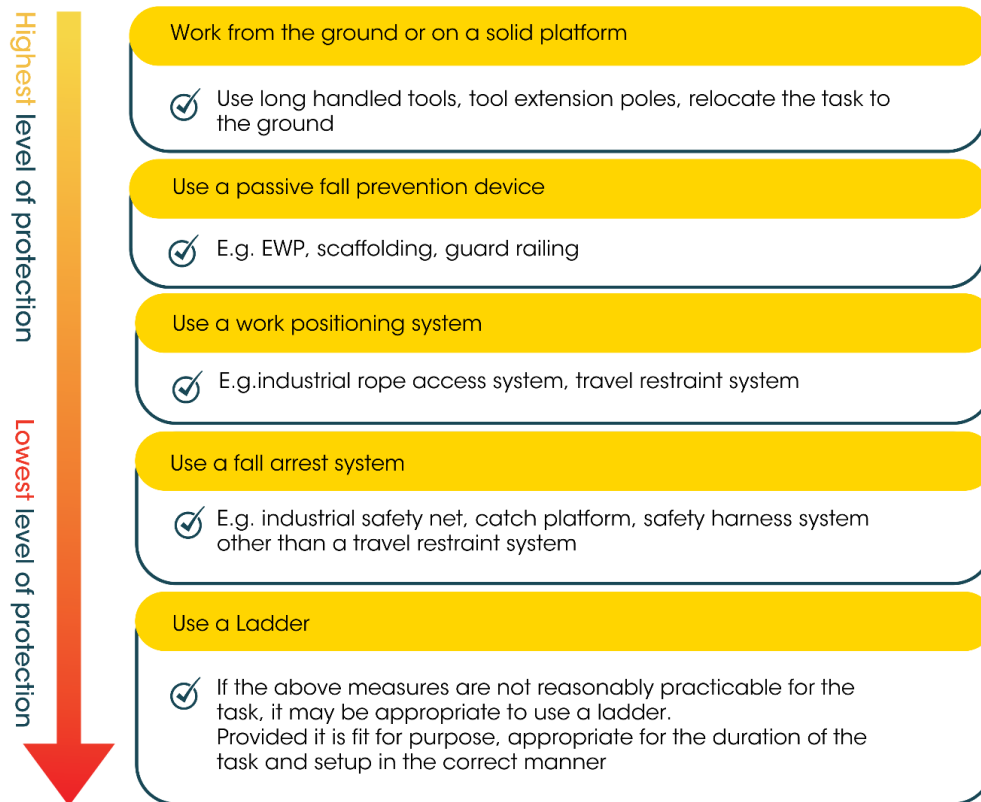
- the results of monitoring showing measures do not control the risk
- a incident occurs because of the risk, which indicates the controls are not adequate
- a change has occurred at the site that may introduce a new risk which needs to be documented and controlled
- following consultation where workers and/or contractors have identified change is required.

2. WORK AT HEIGHT

Where HRCW includes a risk of a person falling more than 2 metres (more than 3 metres in South Australia), a SWMS must be developed prior to work commencing.

Consideration of the following hierarchy of fall risk control measures must be documented in the SWMS.

Hierarchy of control measures for prevention of falls



Note: In Queensland there are specific requirements around risk of fall of less than 3 metres in housing construction work further outlined in the QLD WHS Regulations section 306.

Emergency Rescue Plan for fall arrest equipment

An Emergency Rescue Plan is to be prepared prior to commencing any work where there is a risk of falling from one level to another and where a fall arrest harness system is used as a control method. The plan is to document how to safely rescue a person. The plan must enable the person to be removed from the suspended position as quickly as possible to prevent suspension trauma. This plan is to be documented or referenced in the SWMS and amended if conditions change.

Those responsible for developing the rescue plan and performing the rescue must be competent.

3. FALLING OBJECTS

All workers and contractors must consider whether materials are required to be used or stored at height.

Consideration of the following hierarchy of falling objects risk control measures must be documented in the SWMS.

Risk control	Activity
Elimination	Store materials at ground level if possible.
Substitution	Substitute a bucket for a tool bag with a zip to transport tools between floors.
Isolation	Use of 'isolation' or 'no go' zones where there is a risk of an object falling into an area.
Engineering	Use toe boards, barrier mesh on scaffolding and edge protection to prevent items being knocked off edges.
Administration	Tools and equipment, such as lifting slings and chains, are inspected and in good working order. Set up exclusion zones and warning signs wherever there are temporary falling object hazards, e.g. when removing rubbish from a roof.
Personal Protective Equipment (PPE)	Use tool lanyards to prevent dropped tools falling to the ground, especially when working above others. Enforce the use of hard hats whenever working underneath others or when falling object risks have been identified on-site.

4. SCAFFOLDING

Any scaffolding must:

- be erected, altered and dismantled by a competent licensed person, if greater than four metres high
- be erected, altered and dismantled by a competent person, if less than four metres high
- have a handover certificate, when erection is complete and following any alterations, issued to the Site Supervisor/Director by the competent licensed person

- be complete. Any scaffold that is incomplete or in need of repair is to have the access point tagged/signed and blocked to restrict access and unauthorised use
- be erected a safe distance away from overhead power lines by following the approach distances for unauthorised persons working under or near low voltage service lines
- be inspected by a competent person at least every 30 days or following any incident involving the scaffolding, e.g. impact, adverse weather.

Workers and contractors are to required to:

- not use incomplete scaffolding
- immediately report any issues concerning scaffolding to the Site Supervisor/ Director
- comply with the directions of any tags attached to the scaffold, e.g. load rating, out of service
- not modify or alter any scaffold unless authorised and deemed competent to do so.

5. MOBILE PLANT

Any mobile plant to be operated by a worker or contractor must be:

- operated by a licensed or competent person
- have a Standard Operating Procedure (SOP), manufacturer's instructions or both, containing information on its safe operation and maintenance.
- operated in strict accordance with the SOP and/or manufacturer's specifications.
- operated under site traffic management rules (including maintaining an active three-metre exclusion zone from people at all times)
- secured to prevent uncontrolled movement when not in use
- be inspected and maintained as per manufacturer's specifications, including:
 - completing and recording regular maintenance by a qualified person
 - daily visual inspections before start of work. (Appropriate checklists should be obtained from the manufacturer.)
- affixed with suitable emergency warning device/s e.g. flashing strobe light, reversing/motion audible alarm
- affixed with a working seat belt

- affixed with roll-over protective (ROP) structures where there is a risk of plant tipping

Overhead and underground services (electricity, gas, water) must be identified, marked and kept clear of (minimum approach distances) or isolated (de-energised, turned off) before work starts.

A SWMS will be developed for all HRCW where there is movement of powered mobile plant.

Elevating work platforms

Any Elevating Work Platform (EWP) operated by a worker or contractor must be operated by:

- a licensed person, if the platform is a boom-type EWP with a reach of 11 metres or more
- a competent person (e.g. holder of a Yellow Card as issued by the EWPA) for all other elevating work platforms.

To ensure the safe use of EWPs on-site, suitable controls will be in place such as:

- EWPs are operated, inspected and maintained in line with the manufacturer's instructions.
- a SWMS is developed prior to commencing the HRCW
- no person is to climb in or out of any EWP except at ground level.
- workers are supplied with correct personal protective equipment (PPE). Note: A secured full body harness must be worn for all boom type EWPs and be secured to a certified anchor point. Harnesses may also be required for other EWPs. Refer to site rules or operator manual instructions
- An Emergency Rescue Plan will be prepared prior to commencing the HRCW where a fall arrest system is used.
- the EWP is safe to use in that particular environment e.g. structures in the area, proximity to other workers and powerlines, ground surface.

6. TRAFFIC MANAGEMENT

We will manage risks relating to vehicle, powered mobile plant and pedestrian interactions on-site. Consultation between the Site Supervisor and contractors should take place where appropriate when determining suitable controls.

All workers and contractors will be made aware of and follow all site traffic management procedures and rules established for the site.

A risk assessment or other documented process will be carried out to record how traffic related risks will be managed on-site. A site Traffic Management Plan (TMP) is one way to document risks, procedures and rules for the site.

As part of managing traffic on-site we will consider:

- vehicle access points
- traffic flow onsite for vehicles and plant
- designated areas for operating mobile plant
- designated pedestrian walkways and exclusion zones
- signage requirements and locations
- when a spotter may be required.

Work on or adjacent to live traffic

Where any work impacts or needs to occupy a road, street, lane or footpath a TMP may be required and a permit submitted to the relevant road authority or local council for approval. A TMP is to be developed by a competent person such as an external traffic management service provider.

The TMP will consider worker and public safety (e.g. pedestrians, motorists, cyclists) requirements such as:

- physical separation of people from plant and vehicles
- providing qualified traffic controller/s where required
- communication methods between traffic controllers
- a traffic guidance scheme, including critical site information and how traffic control devices will be implemented to change existing road and footpath conditions
- monitoring vehicle and pedestrian flow
- permit approvals required from road authority (e.g. state or council body) where required.

A SWMS will be developed for all HRCW where work is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians.

Risk control measures will focus on eliminating pedestrian and vehicle/mobile plant interaction in the first instance.

7. DEMOLITION

The PCBU who is carrying out demolition work must notify the Regulator at least 5 business days prior to commencing the work.

A SWMS will be developed for all HRCW involving demolition.

Demolition works must only be undertaken by a licensed competent person.

8. EXCAVATION AND TRENCHING

Before commencing excavation work:

- A SWMS will be developed for any HRCW excavation work involving a shaft or trench with an excavated depth greater than 1.5 metres or where there is movement of powered mobile plant.
- Underground essential services (e.g. electricity, gas, water) are identified from information provided by the PC, Before You Dig Australia or the relevant authority.
- All underground essential service information will be made available to the workers and will remain on site until the excavation work is completed.
- Underground essential services marked and kept clear of (minimum approach distances) and/or isolated (de-energised, turned off)

An Emergency Rescue Plan will be developed where there is an engulfment risk. It will document the site's emergency procedures to be followed immediately after an engulfment. This plan is to be documented or referenced in the SWMS and amended if conditions change.

9. ELECTRICITY

Electrical installations

All electrical installation work is to be carried out by a qualified electrician, or an apprentice electrician under the supervision of a qualified electrician.

Electrical items

Any temporary electrical equipment or leads brought to the site are required to comply with AS/NZS 3012 (2019) Electrical Installations - Construction and Demolition Sites.

Residual Current Devices will be tested as below:

- Portable RCDs are to be push button tested daily before every use and an operating time test is to be performed by a competent person every three months.
- Fixed RCDs are to be push button tested monthly and an operating time test is to be performed by a competent person every 12 months.
- If an RCD is tested and found faulty, it must be taken out of service immediately and replaced as soon as possible.

All electrical leads and equipment will be inspected, tested and tagged every three months by an electrician, or competent person, and recorded.

Any lead or cord that is damaged or that fails testing is to be immediately taken out of use and removed offsite. Where it cannot be promptly removed offsite, other means like attaching a durable out of service tag may be used to warn workers not to use it.

Overhead power lines

Contact with energised overhead power lines when working near low voltage electric lines can expose workers and contractors to significant health and safety risks. During the planning process, we will implement suitable control measures when working near overhead lines based on the hierarchy of control. Where possible, we will ensure safe approach distances are maintained to keep people separated from electrical hazards.

A SWMS will be developed for all HRCW on or near energised electrical installations or services.

10. LOCK OUT/TAG OUT (LOTO)

All work that affects or interferes with the supply or potential supply of gas, electricity or water will be carried out under a safe and effective isolation process, also known as a LOTO system.

This system consists of a physical lock placed at the point of isolation with an identification tag with the name and number of the qualified person completing the isolation.

If more than one worker or contractor is reliant on this isolation then he/she will place his/her own lock and identification tag at the isolation point. This is to ensure no point of supply can be reinstated without the knowledge of all affected by the isolation.

LOTO systems must not be removed or reinstated by any person other than the person who installed them.

All other mechanically generated sources of energy, such as pneumatic or hydraulic energy sources, should also be physically isolated (e.g. chocked or secured with a chain, etc) as well as (where possible) isolated using a LOTO system when undergoing maintenance and/or servicing.

11. HOT WORK

Hot Work Permit includes, but is not limited to, grinding work, welding, brazing/soldering.

Before any hot work starts, a Hot Work Permit should be completed by the worker or contractor. A Hot Work Permit details controls required prior to commencing hot work activities and documents the inspections that must be conducted by the Fire Watch after hot work activities are completed. A permit is only valid for one shift or the duration of the hot work activity. Where a permit system is used, it is to be used in conjunction with a SWMS.

A SWMS will be developed for all HRCW if in an area that may have a contaminated or flammable atmosphere, or in an area where there are artificial extremes of temperature.

Fire watch

While hot work is being carried out, the worker or contractor in direct control of the work must ensure that one (or more) Fire Watch person is present at all times during the hot work activity, and for at least 60 minutes after the completion of the hot work, to observe for any potential smouldering fires.

12. ASBESTOS

Where there is any suspicion of any asbestos containing material (ACM) prior to performing any demolition or refurbishment work, we will:

- assume asbestos is present, or
- arrange for analysis of a sample to be undertaken by a trained asbestos assessor to determine if asbestos is present.

Asbestos Removal

If ACM removal is required, such work is considered HRCW, and a SWMS must be completed.

Asbestos removal must only be carried out by a licensed asbestos removalist. (Class A removalist for all friable asbestos and Class A or B removalist for non-friable asbestos.)

Before performing asbestos removal work, an asbestos removal licence holder must notify the Regulator at least 5 days prior to commencing the work.

Prior to work resuming (following asbestos removal work), a clearance certificate must be obtained. The written statement is to confirm that an inspection by an independent person (e.g. Qualified Occupational Hygienist) has found that there is no visible asbestos residue remaining in an area where Class A or Class B asbestos removal work was performed or in the immediate surrounding area.

13. SILICA DUST

Working with materials containing crystalline silica can expose workers, and other persons, to the risks of respirable crystalline silica (silica dust).

Silica dust can be harmful when inhaled. Exposure to silica dust can have serious health effects, including fatal lung disease.

We will manage the risks and worker exposure to silica by selecting and implementing control measures using the hierarchy of controls.

Risk control	Activity
Elimination	<ul style="list-style-type: none"> ● Eliminate engineered stone on-site ● Eliminate materials containing silica where possible
Substitution	<ul style="list-style-type: none"> ● Source alternative materials with the lowest possible percentage of silica
Isolation	<ul style="list-style-type: none"> ● Provide physical barriers and exclusion zones between different workers and the work area to prevent dust or water mist from moving into other work areas or towards other workers
Engineering	<ul style="list-style-type: none"> ● On-tool dust extraction ● Water suppression (wet cutting) ● Local exhaust ventilation
Administration	<ul style="list-style-type: none"> ● Complete a SWMS in consultation with workers ● Develop a Crystalline Silica Control Plan, as required, in consultation with workers ● Provide adequate information, training and instruction on the hazards associated with silica dust and the agreed safety control measures ● Consider shift rotations and modifying cutting sequences ● Use a Dust Class M or H vacuum cleaner or wet methods to clean dusty floors or surfaces ● Monitor and review the conditions at the site regularly
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> ● Appropriate respiratory protective equipment (RPE) (P2 minimum rated face mask) must be used at all times by workers or contractors where the risk of generating silica dust exists. ● Suitable PPE for the task

WHS legislation prohibits supply, processing or installation of engineered stone with the exception of;

- removal, repair or modification of existing installed engineered stone benchtops and panels,

- disposal of installed or uninstalled engineered stone benchtops, panels and slabs,
- to sample and identify engineered stone

Where permitted engineered stone work involves processing engineered stone, we will comply with the specific controls and high risk crystalline silica work obligations. The Regulator will be notified prior to commencing work.

Monitoring

The exposure standard documents a level (0.05 mg/m³, over an 8 hour time weighted average) whereby the worksite needs to ensure no person on-site is exposed to a substance above the standard.

To monitor exposure levels, we may need to undertake the following on-site and for our workers:

- Air monitoring will be conducted if we are not certain whether workers are exposed to silica dust above the workplace exposure standard; or monitoring is necessary to find out if there is a risk to health. If the air monitoring results exceed the exposure limits, we will report this to the Regulator within 14 days.
- Health monitoring will be conducted for our workers if they are carrying out ongoing work using, handling, generating or storing silica dust and exposure to silica dust is likely to have an adverse effect on their health.

We will provide a copy of the health monitoring report to the Regulator where required if it contains adverse test results or recommendations that remedial measures should be taken.

All air monitoring results and health monitoring reports will be kept for a period of 30 years after the record is made and we will make arrangements for workers to access these records.

14. HAZARDOUS SUBSTANCES / DANGEROUS GOODS

Hazardous substances and dangerous goods are classified according to different criteria. Hazardous substances are classified on the basis of health effects, while dangerous goods are classified on the basis of physicochemical effects such as fire, explosion and corrosion, on property, the environment or people.

All workers will be provided with information, instruction and training on the hazardous substances and dangerous goods they may be required to handle, including:

- hazard information
- personal protective equipment requirements
- first aid requirements
- emergency management requirements.

Hazardous substance and Dangerous Goods register

A register of all hazardous substances and dangerous goods will be maintained. The HazardCo Hazardous Substance register can be used to record this information. The register will be readily accessible and will document the:

- chemical name
- stored location of the chemical on-site
- issue date of the Safety Data Sheet
- nature of the substance - whether it's a hazardous substance and/or dangerous good.

Other information may be recorded on the register, including:

- quantity stored on-site
- confirmation the product is labelled
- if a risk assessment has been completed or not
- the uses of the chemical on-site.

Safety Data Sheets

Safety Data Sheets (SDS) must be obtained for all hazardous substances and dangerous goods used at any site.

A SDS must:

- be prepared (dated) within the last five years
- have an Australian importer or manufacturer name listed
- be readily accessible to workers (e.g. electronically or paper based) who will be working with the chemical on-site.

Labelling

Chemical containers are to be labelled and the labels legible. Where decanted containers are used, they will be labelled with the product

identifier of the substance. If not possible, another suitable means to identify the chemical will be used, e.g. tag.

Risk Assessment

A risk assessment may be required to:

- understand the hazards and risks of a chemical
- document what controls will be implemented (using the hierarchy of control).

If the site and the involved workers are unsure how to control a risk associated with the use of a chemical, a risk assessment should be conducted.

Note: A risk assessment may be unnecessary for every chemical if knowledge and understanding of the risk, and how to control it, already exists.

Monitoring

Atmospheric monitoring and health monitoring will be carried out if and when required.

15. CONFINED SPACES

Any work to be carried out by a worker in a confined space is considered HRCW, and a SWMS must be established before work starts.

Any worker or contractor who is required to enter a confined space must be trained in confined space entry. This includes stand-by persons.

Atmosphere testing

Before entering a confined space, remote testing of the atmosphere of the space is required (e.g. for contaminants and oxygen levels). Continual atmospheric monitoring is required during confined space work.

Entry permit and signage

A confined space entry permit is to be completed before starting work.

Signage, including a copy of the entry permit, must be positioned at the space entry.

Stand by person

A stand-by person must be positioned at the entry to the space and ensure that communication is available at all times during the work. A stand-by person must not do any other work or job whilst they are the stand-by person for confined space work.

Emergency Rescue Plan

An Emergency Rescue Plan must be established before entry. It must consider whether the rescue is to be conducted from outside the space or requires entry and how rescue is to occur safely. It is to be specific to the confined space activity. This plan is to be documented or referenced in the SWMS and amended if conditions change.

16. WORKING OUTSIDE

Working in hot weather can be hazardous and can cause harm to workers. Steps to be considered and discussed with workers to control the risks are:

- regular rest breaks
- hydration
- administrative controls such as task rotation and task scheduling (to cooler parts of the day).

Recommended personal protective equipment for working outdoors are:

- a long sleeve shirt and long trousers (Knee-length trousers may be permitted following consultation with the Site Supervisor.)
- a wide brimmed hat or legionnaire's attachment to a safety helmet
- safety sunglasses, where required (e.g. on metal roofs)
- SPF30 (or higher) broad-spectrum, water-resistant sunscreen on exposed skin. Re-apply every 2 hours or more if sweating

Management will proactively encourage the use of suitable clothing by workers, particularly during warmer periods of the year.

17. NOISE

We will identify hazards on-site relating to noise and determine appropriate control measures to manage the risk on-site.

Noise control measures will include:

- purchasing/selecting quieter plant and equipment where possible
- frequent inspections/site reviews to identify noise sources and what controls are in place and whether they are effective
- good working condition and maintenance of plant and equipment to ensure it does not contribute to noise
- inspection and maintenance of engineering controls
- providing PPE to workers
- checking PPE is correctly worn and used.

All workers will be issued with, and instructed on the fitting/use of, cleaning and maintenance of, all recommended hearing protection equipment required during their work.

Inspection and Maintenance of PPE

Personal hearing protectors will be regularly inspected and maintained to ensure they remain clean and in good-working condition. The HazardCo PPE register can be used to record this information.

Health Monitoring

Audiometric testing will be provided for workers who are required to wear hearing protection as part of their work:

- within three months of a worker starting work
- at least every two years
- at any time when reasonably requested by a HSR.

All audiometric testing will be provided for the worker at the company's cost. The worker will be given information about the purpose, type and nature of the testing.

We will retain any audiometric test results and audiological examination reports as a confidential record for as long as the affected worker is employed.

Each worker tested will be given a copy of their own report as soon as reasonably possible after the company receives it.

18. HAZARDOUS MANUAL HANDLING

To minimise the risks of hazardous manual handling, workers and contractors will be instructed to follow one or more of the following controls:

- plan all lifts to reduce the likelihood of strains and sprains
- use mechanical means to lift heavier loads
- use two person lifts for heavier or awkward loads
- keep the work area free of obstacles
- avoid slippery surfaces
- use good manual handling techniques to lift and move a load.

19. WORKING ALONE

We will minimise the risk associated with working alone, or in isolation, via effective planning and consultation with relevant workers.

To assess the risk of working alone, we will review:

- what work can be done with others (to eliminate the need to work alone)
- the nature and duration of the task(s) to be carried out
- access to first aid supplies
- emergency procedures that may be required
- the availability of emergency resources (if outside normal working hours) and the estimated response time
- the means, availability and reliability of communication
- the disclosure and consideration of any medical conditions that may give rise to dangerous or life-threatening situations when working in isolation.

Risk controls

The agreed control measures will be monitored and reviewed on an ongoing basis.

When our workers are working alone, or in isolated areas, where they can't physically see or talk to other workers, the following risk controls will be put in place:

- An emergency plan / process, including a method of communication.

- Access to a first aid kit.
- Workers trained and competent in the task being completed (not an apprentice or inexperienced worker).
- Workers provided with the correct tools and PPE.
- Lone or isolated workers are regularly checked on.

20. FIT FOR WORK

Our obligation to provide and maintain a work environment that is safe and without risks to health extends to both physical and psychological health.

Fit For Work is when an individual is in a physical, mental and emotional state that enables them to perform their assigned duties:

- effectively
- in a manner that does not increase the risk to themselves or others.

All workers must be fit for work at all times when at work. This means workers must not attend work, or perform any work duties or responsibilities (including operating any equipment, machinery or vehicles), when they are adversely affected by fatigue, alcohol, drugs, prescription medication or other possible factors.

Our Mental Health and Wellbeing Policy outlines our commitment to our people when it comes to mental health and general wellbeing.

21. ALCOHOL AND OTHER DRUGS

As outlined in the Alcohol and Other Drugs Policy, our commitment is to ensure, so far as is reasonably practicable, our workers are fit for work and other persons are not exposed to health or safety risks on-site. This policy applies to all sites where our workers are engaged.

When at work, or during the course of their work for the company, workers must not:

- consume alcohol or other drugs
- possess illicit drugs
- commence work or return to work while under the effects or influence of alcohol or other drugs.

If a worker is adversely affected by alcohol or other drugs while at work, this may impair their ability to perform tasks safely.

Workers must not use, possess or deal in drugs at work (except for use or possession of prescription medication in accordance with the directions of a medical practitioner).

Prescription medication

This company does not prohibit workers from taking prescription medication at work, provided the medication:

- has been legally purchased or obtained through a prescription issued by a medical practitioner
- is used in accordance with the product instructions and directions of the medical practitioner
- does not impair the worker's ability to perform their job in a safe and healthy manner.

Workers must consult with a medical practitioner to determine whether the prescription medication will impair their performance at work, particularly if they are required to operate equipment, machinery or vehicles.

Where a worker is impaired due to the use of prescription medication, they may be:

- provided with temporary alternative duties (where available)
- required to take personal leave (or leave without pay, if they have no accrued personal leave).

A worker or contractor in these circumstances may be requested to not attend the premises.

Random testing

Due to the safety-critical nature of the work undertaken by our company and our Alcohol and Other Drugs Policy, we (or any principal contractor of any site at which our workers are engaged to work), reserve the right to conduct random drug and/or alcohol testing of any worker from time to time. Such testing will be conducted by an accredited testing agency or medical practitioner.

Reporting requirements

Workers must immediately inform the Site Supervisor if:

- a worker knows, or reasonably believes, that the use of prescription medication may impair their ability to perform their job in a safe and healthy manner
- a worker has, or develops, an alcohol or drug addiction that impairs (or is likely to impair) their ability to perform their job in a safe and healthy manner, or their compliance with this policy.
- a worker is aware, or reasonably believes, that another worker is in breach of this policy.

Assistance with alcohol or drug addiction

We may provide assistance to workers, where reasonably practicable, who have an alcohol or drug addiction. The assistance provided will depend on the circumstances and be at the absolute discretion of our company. It may include a referral to a professional support group, counselling, or an alcohol or drug program.

Investigations

Where we have formed a reasonable belief that a worker has breached or is likely to breach this policy, the worker may be immediately stood down with pay and directed to leave work (in a vehicle other than their own, e.g. a taxi paid for by us) pending further investigation.

Where we reasonably believe the worker is adversely affected by alcohol, drugs or prescription medication, attempts will be made to arrange appropriate support (such as medical assistance and safe transport), so far as is reasonably practicable.

The subsequent investigation may be conducted by an internal or external person nominated by us, and may involve:

- an alcohol or drug test conducted by an accredited testing agency or medical practitioner (where a worker is reasonably believed to be adversely affected by alcohol, drugs or prescription medication)
- an interview or interviews with the worker to seek the worker's response to each of the allegations
- interviews with relevant witnesses.

All our workers are required to fully cooperate with the investigation. Failure to comply with the investigation process may lead to further disciplinary actions.

At the conclusion of the investigation, the accredited testing agency or medical practitioner will review the investigator's findings and decide what action, if any, should be taken. The worker will be notified as soon as possible.

Privacy

A positive alcohol or drug test result, or any other health information that we may acquire about a worker, will be treated in accordance with the applicable privacy legislation. Such information will be:

- retained by us in a confidential file, and reasonable steps will be taken to keep that file secure at all times
- used by us only for the purposes relating to its assessment of our worker's current and ongoing suitability for employment (workers) or engagement (contractors).

In the case of workers, this may mean the information may be disclosed in circumstances which include, but are not limited to:

- disclosure to a qualified medical practitioner or other health care professional appointed by us to assess the worker's fitness to perform the requirements of their position
- disclosure to our WorkCover Insurer, where the worker has submitted a claim for workers' compensation
- where disclosure is otherwise required or permitted by law.

Workers are entitled to access their health information retained by us.

22. VEHICLE MANAGEMENT

Our company aims to promote a safe driving culture within the business, and reduce and eliminate unsafe road incidents.

Worker responsibilities when carrying out work-related business in a vehicle are to:

- ensure they hold a current driver licence of the correct class for the vehicle being operated
- immediately notify management if their licence has been suspended, cancelled or had limitations placed on it
- conduct regular vehicle inspections using the vehicle checklist in the HazardCo App for company vehicles

- ensure required adjustments to vehicle settings (e.g. seat position, rear view mirror/side mirror positions) are set prior to driving
- comply with all applicable traffic legislation when driving
- take regular and adequate rest breaks (When driving, break every two hours, and stop driving when tired.)
- speak to your supervisor if you feel fatigued and/or unfit to work.

23. TOBACCO AND SECOND HAND SMOKE

We will ensure that as a PCBU, or where we have management or control of a site, no persons are exposed to second hand smoke or any other tobacco or nicotine by-product, e.g. vaping. This includes our company vehicles and offices.

24. INFECTIOUS DISEASES

In the event of infectious diseases (e.g. COVID-19) posing a risk to our workers and operations on-site, we will comply with all state and national government mandatory requirements.

Depending on the disease and the instruction from state and national governments that applies to PCBUs and/or sites, this may include but is not limited to:

- developing and updating any required documentation, e.g. COVID-19 safe plan, COVID-19 risk assessment
- compliance, as required, with:
 - site vaccination
 - density limits
 - physical distancing on-site
 - contact tracing
- continual monitoring of PCBU and site mandatory requirements to ensure they are up-to-date.

In addition to mandates set by the state and national governments, we will also consider industry association advice and seek input from experts, where required, to assist us in maintaining a healthy and safe work environment.

All workers and contractors are required to take reasonable steps to reduce the transmission of infectious diseases (e.g. COVID-19) at any

site where our workers are engaged, including following basic hygiene levels, such as:

- thorough hand washing and drying with soap and paper towels, or using sanitiser
- sneezing or coughing into your elbow or a tissue
- following any state and national government requirements e.g. vaccinations.

25. NOTICES AND SIGNS

All our workers and contractors must follow the requirements of all safety signage in place at any site where our workers are engaged.

26. SITE SECURITY AND PROTECTING THE PUBLIC

Appropriate measures will be in place for the security of all visitors, workers, contractors, plant, equipment, materials, tools and hazardous substances such as:

- plant and equipment is secured, locked and stored in a safe manner after hours
- lock containers storing tools, small equipment and hazardous substances, appropriately
- temporary fencing or other suitable means to ensure the site is secured from unauthorised access. Where fencing is used, its assembled and secured adequately to prevent collapse in high winds
- suitably designed and constructed physical barriers for trenches, voids and other risks e.g. safety fences, lockable gates, bunting or covers.
- mandatory signage erected to define the construction site.

27. CONTRACTOR MANAGEMENT

We will review all contractors we engage to better understand their health and safety commitments, and how they work in a safe way.

As part of this process, we will assess whether contractors have an active WHS management system in place where the key focus is to

eliminate, or where not possible, minimise WHS risks. The HazardCo Contractor Management system can be used to assist in this process.

APPENDIXES

Policy	Appendix
WHS Policy	Appendix 1
Injury Management / Return to Work Policy	Appendix 2
Alcohol and Other Drugs Policy	Appendix 3
Workplace Discrimination, Harassment, Bullying Policy	Appendix 4
Mental Health and Wellbeing Policy	Appendix 5
Environmental Policy	Appendix 6

WORK HEALTH AND SAFETY POLICY

Mane homes is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness.

Management are committed to ensuring we:

- provide and maintain a work environment or work premises that are without risk to the health and safety of our workers and other persons
- provide and maintain written procedures and instructions to help implement established safe work systems
- promote risk management practices to help manage and control hazards as far as is reasonably practicable. In the event that the elimination of a hazard(s) is not possible, the risk will be minimised in accordance with the risk control hierarchy, as far as reasonably practicable
- provide appropriate resources to help manage and control key operational hazards
- provide and maintain safe plant, machinery, equipment and structures on-site
- ensure the safe use, handling, storage and transportation of hazardous substances and dangerous goods
- consult and communicate health and safety information to all workers, contractors and other persons who may be affected by a work health and safety matter due to the operations of the company
- provide all workers, contractors and other persons with the necessary information, instruction, training and supervision
- ensure all workers are suitably qualified or licenced to undertake the work for which they are engaged.
- provide and maintain adequate facilities for the welfare of our workers, contractors and other persons on-site
- monitor the health and welfare of our workers and conditions of the workplace to prevent the risk of illness or injury
- ensure we receive, consider and respond in a timely manner to information regarding incidents, hazards, and risks

- provide safe means of access and egress to and from places of work
- ensure systems are in place for notifying, investigation and establishment of risk control measures in a timely manner regarding all reported incidents and hazards
- review, revise and evaluate our WHS management system and processes at regular intervals to ensure continuous improvement.

Each of the Management team, supported by personnel with delegated responsibilities, is accountable for implementing this policy within their area of responsibility.

All workers and other persons are responsible for adhering to all work health and safety policies, procedures, initiatives and directions (written or verbal) as issued by us.

Officer:

Officer:

Signature:

Signature:

Date:

Date:

Note: An officer is a person who has the ability to significantly influence the management of a business. This includes, for example, company directors and chief executives. Officers must exercise due diligence to ensure the business meets its health and safety obligations. See Safe Work Australia's information sheet on 'Who is an Officer?' For a detailed explanation of an officer's role and duties.

INJURY MANAGEMENT/RETURN TO WORK POLICY

Mane homes is committed to actively supporting the recovery of any worker who sustains a work-related injury or illness through the course of their employment.

We recognise and accept our obligations to assist workers to remain at work or return to work if injured or ill because of their work.

We are committed to ensuring:

- early reporting of injury by the worker and early intervention at the workplace occurs to enable workers to stay at work, wherever possible
- actions to assist workers to remain at work or return to work on suitable duties commence as soon as possible, provided it is safe to do so and consistent with medical advice
- all workers assist and cooperate to ensure this policy is implemented
- the confidentiality of worker information during return to work and any occupational rehabilitation is maintained.

Objectives

Our company will:

- provide workers with the relevant forms and information about workers compensation, return to work and the occupational rehabilitation program
- nominate a person to manage the injured worker/s back to their pre-injury roles as soon as practical
- prepare a return to work plan by the nominated person and the injured worker in consultation with the medical practitioners
- nominate a person to manage the injured worker/s back to their pre-injury roles as soon as practical
- maintain an incidents register for all work-related injuries and illnesses
- keep confidential all information relating to any injured worker, in accordance with privacy legislation.

Responsibilities

All workers are responsible and accountable for following all WHS policies, procedures, initiatives and directions (written or verbal) at each workplace.

Any worker who sustains a work-related injury or illness through the course of their employment, will be required to participate in the rehabilitation process. This includes communicating regularly with their designated supervisor or manager.

Officer: _____

Officer: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Note: An officer is a person who has the ability to significantly influence the management of a business. This includes, for example, company directors and chief executives. Officers must exercise due diligence to ensure the business meets its health and safety obligations. See Safe Work Australia's information sheet on 'Who is an Officer?' For a detailed explanation of an officer's role and duties.

ALCOHOL AND OTHER DRUGS POLICY

Mane homes is committed to providing a safe, healthy and productive working environment free from the harmful effects of alcohol and other drugs. This policy has been developed with the aim to protect workers and other people from the risks associated with alcohol or drugs at work.

The Company will:

- prohibit the presence of alcohol and illegal drugs on-sites
- implement procedures aimed at reducing the risks related to the use of legal drugs and their effect on individuals on site
- implement a program that tests for alcohol and illegal drugs to established relevant standards, including confirmatory testing
- test for alcohol and other drugs under certain circumstances, such as randomly and after incidents
- aim to reduce the effects of alcohol and other drugs in the workplace through information, education and training programs
- require worker involvement in the management of alcohol and other drug issues in the workplace, including management of over the counter and prescription medication
- take all reasonable steps to make contractors and visitors aware of and comply with this policy
- identify, assess and manage individuals on site who have alcohol or other drug problems
- take appropriate disciplinary or other action where the Policy has been breached

Officer:

Officer:

Signature:

Signature:

Date:

Date:

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WORKPLACE DISCRIMINATION, HARASSMENT, BULLYING POLICY

Mane homes is committed to fostering a safe, respectful and inclusive work environment.

It is unlawful to engage in discrimination, discriminatory harassment, sexual/sex or gender based harassment, victimisation and bullying under legislation relating specifically to the workplace. We do not tolerate any form of unlawful bullying, harassment, discrimination or victimisation at any workplace where our workers are engaged to work.

Objectives

We aim to:

- consult with our workers and other relevant parties on matters related to discrimination, harassment and bullying, and encourage feedback
- Assess risks relating to unlawful discrimination, we review workforce characteristics, including gender ratios, structures, job security and isolated work environments.
- evaluate workplace culture, past complaints and the effectiveness of policies, training and reporting mechanisms to make sure workers feel safe and supported
- ensure structures and practices are free from unlawful discrimination, both direct and indirect
- provide workers with information about unlawful discrimination, discriminatory harassment, sexual/sex or gender based harassment, victimisation and bullying
- ensure policies, procedures and official documentation and publications comply with equal opportunity and WHS principles
- create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated
- ensure training, development and progression opportunities are available to all.

Responsibilities

Each worker has an obligation to:

- treat all persons with courtesy, dignity and respect

- ensure they do not treat any person less favourably because of their sex, sexual orientation, age, race, ethnic origin, religion or disability, or any other grounds of bullying, harassment, discrimination or victimisation (as described and protected by any state or Federal legislation). Note: Such conduct includes the use of verbal, non-verbal and social media based applications that are designed to hurt, humiliate, discriminate, victimise or intimidate a fellow person
- report any example of repeated workplace bullying, harassment, discrimination or victimisation to the site supervisor, Principal Contractor or our director. All discussions and documents generated are to be treated confidentially at all times
- ensure that in the event they witness, or are made aware of inappropriate conduct, they are obliged to immediately report the matter to the relevant site supervisor, Principal Contractor or our director.

Issue Resolution

All complaints of discrimination, harassment or bullying will be treated quickly, seriously and sympathetically. They will be investigated thoroughly, impartially and confidentially. A review of this policy will be conducted after a reportable incident or at the request of the workers.

The worker will be interviewed, and so will the alleged perpetrator. Witnesses may also be interviewed and other evidence may be considered.

Breaches of this policy

We shall not tolerate any form of unlawful bullying, harassment, discrimination or victimisation at any workplace where our workers are engaged to work.

Any of our workers found, via investigation, to have condoned any form of bullying, harassment, discrimination or victimisation will be in breach of this policy and shall face disciplinary action. This may include termination of employment or engagement.

Officer: _____

Signature: _____

Date: _____

Officer: _____

Signature: _____

Date: _____

Note

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MENTAL HEALTH AND WELLBEING POLICY

We will regularly promote a workplace that is supportive of workers' mental health and wellbeing needs.

Mane homes is committed to:

- identifying, mitigating and regularly monitoring risks to mental health and wellbeing e.g. high or hazardous workloads creating stress, poor relationships or conflict between co-workers/managers, etc
- building and maintaining a positive and supportive work environment and culture that helps to protect workers from mental health and wellbeing injuries
- increasing our workers' knowledge, skills and capabilities to be resilient and thrive at work
- reducing mental health stigma and discrimination in the workplace
- facilitating our workers' participation in a range of initiatives that contribute to a mentally healthy workplace.

Application

This policy applies to all our company workers, who are encouraged to:

- identify and report on hazards and factors they believe may impact on any worker's mental health and wellbeing
- support our workers to become aware of this policy and use it to minimise risk of harm.

Officer:

Officer:

Signature:

Signature:

Date:

Date:

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ENVIRONMENTAL POLICY

Mane homes is committed to proactively and effectively minimising adverse environmental impacts.

We will continually improve our environmental performance by benchmarking ourselves against industry best practice.

We will reduce the impact of our operations on the environment by:

- complying with all legal and regulatory requirements
- implementing measures to prevent pollution and measure the carbon footprint of the business
- adopting waste management strategies to minimise waste and increase recycling
- maintaining a system to identify and evaluate the environmental risks associated with the business and regularly review performance
- promoting and supporting our workers to raise awareness via training programmes to improve our overall environmental work practice
- engaging in specialist advice where necessary to ensure we are implementing the best controls to mitigate environmental harm
- engaging with local councils and/or regulatory bodies as required to ensure we meet local requirements
- adopting and completing a sediment control plan to eliminate or minimise the risk of sediment run-off as necessary.

Officer:

Officer:

Signature:

Signature:

Date:

Date:

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REVISION HISTORY

Issue Date:	March 2025
Summary of revisions	Update version of Workplace Discrimination, Harassment, Bullying Policy
Issue Date:	August 2024
Summary of revisions	<ul style="list-style-type: none"> ● Section 13 Silica Dust reviewed and amended to meet legislative changes when working with crystalline silica
Issue Date:	May 2023
Summary of revisions	<ul style="list-style-type: none"> ● All sections of procedure document reviewed and amended in accordance with current legislation, standards, and industry guidelines ● All sections of procedure document reviewed and amended to meet the current HazardCo Solution ● Addition of the following policies: <ul style="list-style-type: none"> ○ Injury Management / Return to Work Policy ○ Alcohol and Other Drugs Policy ○ Workplace Discrimination, Harassment, Bullying Policy ○ Mental Health and Wellbeing