

## POLICY DOCUMENT

Policy:	Occupational Health & Safety	Document No:	POL-WHS-002
Approval By:	Ray Formosa	Approval Date:	30 September 2020
Responsible for policy implementation and procedure: OHS Department			
Change in this issue: Update WHS Regulation and reference to ISO 9001 and NDIS			

### POLICY OBJECTIVE

The purpose of this policy is to outline the commitment by A1 Building Solutions NSW Pty Ltd to Occupational Health and Safety within the workplace. We understand and respect the ethical and legal onus of responsibility we have to the welfare and safety of, not only our Employees but also our Contractors, Customers and Visitors to any site we operate on.

The Company will display this commitment through the implementation of our OHS Management system and associated policies, procedures and consultation practices.

### SCOPE

This policy applies to all Employees and Contractors of A1 Building Solutions NSW Pty Ltd.

### DEFINITION

For the purposes of this policy the following definitions are outlined:

**“The Act”** refers to the Work Health and Safety Act 2011.

**“The Company” and “The Organization”** refers to A1 Building Solutions NSW Pty Ltd.

**“Contractor”** refers to any person or entity engaged by the Company to perform duties on behalf of the company as a representative of the Company.

**“Employee”** refers to any person directly employed by the Company on either Full Time, Part Time or Casual Basis.

**“Officer”** refers to a senior manager/executive or manager within a smaller business or undertaking with direct influence and responsibility to the operations of the business undertaken.

**“PCBU”** refers to a Person conducting Business or Undertaking – Director.

**“PPE”** refers to Personal Protective Equipment that is provided by the Company or required to be used in the undertaking of works for a Contract of works.

**“NDIS”** refers to National Disability Insurance Scheme

**“Workplace”** refers to all sites on which Employees or Contractors conduct business on behalf of A1 Building Solutions NSW Pty Ltd.

“Worker” refers to all Employees and Contractors of A1 Building Solutions NSW Pty Ltd – whilst we recognize that Contractors also have stand alone responsibilities under the Act as a PCBU for their own business or undertaking.

### **OUR GOAL/ OBJECTIVES**

The **Organization’s goal is** to prevent all occupational injuries and illnesses. We will work towards the achievement of this by:

- To ensure that the Organisation has in place a transparent Work, Health and Safety (WHS) management system which provides a framework to ensure the Organization premises and workplaces are safe and do not expose participants, supported employees, volunteers, staff and any other stakeholders to health hazards
- Identifying and reducing the risks associated with all types of work activities that have the potential to produce personal injury or occupational illness;
- Providing instruction, training and supervision to improve individual’s understanding of workplace hazards, including safe work practices and emergency procedures;
- Involving individuals in Occupational Health and Safety matters and consulting with them on ways to recognize, evaluate and control workplace hazards;
- Ensuring that everyone (including visitors) comply with appropriate standards and workplace directions to protect their own and others health and safety in the workplace; and  
Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.

### **PCBU RESPONSIBILITIES**

In fulfilling our commitment the Company embraces the primary duty of care, outlined in Section 19 of “the Act”. Under this primary duty of care the PCBU is responsible for monitoring the health of workers for the purpose of preventing illness or injury arising from the conduct of the PCBU whilst also providing and maintaining, so far as is reasonably practicable, a working environment that is safe and without risk to health.

Further to this the PCBU has a duty of care outlined under sections 20 through to 26 of “the Act”. These responsibilities include:

- Ensuring that all workers are fit to perform the duties for which they have been contracted or employed to conduct;
- Providing and maintaining safe plant and systems of work through the use of audits, inspections, reviews and consultations with workers;
- Making and monitoring arrangements for the safe use, handling, storing and transport of plant substances;
- Maintaining the work place that is safe and without risks to health;
- Consulting with Employees and Contractors;
- Reporting all notifiable incidents;
- Identifying hazards, assessing risks and eliminating or controlling risks;
- Maintaining compliant records in relation to OHS Management system and compliance with all current and relevant legislation;

- Providing adequate facilities for the welfare of all Employees and Contractors; and
- Providing such information, training and supervision for Employees and Contractors enabling them to work in a safe and healthy manner.

### **OFFICER RESPONSIBILITIES**

Under Section 27 of “the Act” an Officer has a duty of care to ensure that the PCBU is conducting business in compliance with their primary and additional duties of care as outlined under “the Act”. To do this the Office is expected to ensure due diligence is used to assess the safety of all business conducted.

For the purpose of this policy and in accordance with direction from “the Act” due diligence includes taking reasonable steps:

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

### **EMPLOYEES RESPONSIBILITIES**

Employees and Contractors also have a duty of care specified within “the Act”. These responsibilities are outlined under section 28;

While at work, a worker must:

- Take reasonable care for his or her own health and safety, and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- All contractors engaged to perform work on the Organization’s premises or locations are contractually required, to comply with Organization’s WHS policies, procedures and protocols and to observe directions relating to health and safety given by



designated employees of the Organization. Failure to comply or observe a direction will be considered a breach .

In addition to this the Company expects that all Workers will:

- Adhere to company OHS policies, procedures, instructions and rules including safe work practices;
- Cooperate with any company initiatives or systems relating to OHS;
- Look after their own health and safety and the health and safety of others within the workplace;
- Ensure they do not attend or remain at work if they are not fit to do so, including if they are intoxicated or under the influence of drugs;
- Cooperate with each other and with the Company to promote Occupational health and Safety awareness;
- Report any incident, injury, illness, unsafe equipment or hazards immediately to the relevant manager or supervisor;
- Only operate equipment where if competent, qualified and authorised and if they have the appropriate licence if applicable;
- Follow all instructions relating to the correct use of plant, machinery, chemicals or equipment and, if unsure of the correct procedures, ask for instructions from a supervisor before using them;
- Use any PPE or clothing provided by the Company as instructed and in accordance with the relevant policy and/or SOP;
- Ensure that work area's are kept clean, tidy and free from obstruction;
- Comply with all security systems and protocols in the workplace;
- Notify the Company of any matter that may affect the Company's ability to comply with its Occupational Health and Safety obligations under "the Act"; and
- As required by the Company, attend OHS training and actively participate in OHS activities and consultation such as inspections, investigations and meetings.

## **SCOPE**

This policy applies to all stakeholders who enter or are employed at a A1 Building Solutions work plays.

## **POLICY STATEMENT**

A1 Building Solutions considers work, health and safety of all persons to be of the utmost importance. In order to implement the general provisions of this policy, a program of activities and procedures are in place. The programs relate to all aspects of WHS including:

- Risk management and internal control processes including, but not limited to:
- Risk assessment and planning;
- Preventative action and continuous improvement through internal audit, monitoring evaluation and reviewing processes;
- Procurement and purchasing protocols.
- Training and development for staff and supported employees in accordance with identified needs, safe work practices and current regulatory and legislative requirements;
  - Consultation with participants, employees, families and other stakeholders, including but not limited to, staff, supervisor and participant meetings, surveys, complaints and disputes processes.

- Providing information in appropriate formats and languages, as required, to participants, employees, visitors, volunteers, and other visitors to A1BS premises;
- Decision making relating to WHS issues affecting service delivery, the workplace and conduct of work.
- Operations being conducted in accordance with WHS regulatory and legislative requirements;
- Safe work procedures;
- Emergency response and evacuation procedures and drills;
- WHS equipment, services and facilities including, but not limited to, first aid facilities, kitchens, hand washing and toilet facilities and other amenities.
- Preventative action relating to all WHS activities including infection control;
- Regular inspections, evaluations and maintenance of A1BS's premises, plant and equipment;
- Reporting and recording of incidents, accidents, injuries and illnesses.
- Injury management and workers compensation processes including treatment, recovery assistance, rehabilitation and return to work

#### **MONITORING AND REVIEW**

The General Manager oversees the systems which govern the risk management framework and makes recommendations to the Board.

- The Compliance Manager audits processes against procedures and reports to the GM
- The organisation is audited against the National Disability Insurance Scheme (NDIS) Quality and Safeguards, and WHS Management Systems.
- The organisation is audited by an external auditor every year and audited accounts are published in the annual report.

#### **LEGISLATIVE FRAMEWORK and REFERENCES**

This Policy is to be read in conjunction with:

- The Delegations of Authority policy
- All WHS Procedures
- Risk Management Policy
- Risk Management Framework

Other points of reference:

- Corporations Act 2001;
- International Accounting Standards;
- A1BS Governance statement;
- Work, Health and Safety Act 2011
- Work, Health and Safety Regulation 2017