



## OHS/WHS Policy

### 1. Purpose

1.1 Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') has a duty to take all reasonable practicable steps to provide workplace participants with appropriate information and instruction in relation to:

- (a) hazards that may arise from the type of work that the worker is doing;
- (b) the steps to be taken to minimise the likelihood that the workplace participant or any other person will be harmed by those hazards;
- (c) where to find safety clothing and equipment;
- (d) how to deal with any emergencies that arise;
- (e) how to use plant and equipment in the workplace; and

1.2 To this effect, RS will conduct a training needs analysis to ensure that all workplace participants are aware of the hazards to which they may be exposed to in the course of their work. This analysis will be determined through job safety analyses (refer to risk management policy). The hazard identification and assessment process is the key to determining the type of training and supervision, which may be required for individual workplace participants.

### 2. Commencement of the Policy

2.1 This Policy will commence from 01 December 2022 replaces all other OHS/WHS training policies of RS (whether written or not).

### 3. Application of the Policy

3.1 This policy applies to employees, agents, contractors (including temporary contractors and 'workers' as otherwise defined under relevant OHS/WHS legislation of RS, collectively referred to in this Policy as 'workplace participants'.

3.2 This policy does not form part of any employee's contract of employment. Nor does it form any part of any other workplace participant's contract for service.

### 4. New Employees/Workers

4.1 All new workplace participants will be required to undertake a general induction process within their first week with the Company. This training will include information on RS; workplace/occupational health and safety management system, emergency policies, location of emergency equipment, incident /hazard reporting requirements, consultation arrangements and issue resolution policies and information on specific hazards.

4.2 Specific job training will also be conducted as part of the induction process. Induction checklists are to be completed and forwarded to Administration to ensure that a complete safety training record is maintained for each workplace participant.



4.3 The line manager responsible for the new workplace participant will make sure that the new workplace participant is familiar with the hazards pertaining to their particular work sector.

## 5. Existing Workplace Participants

5.1 The line managers are responsible for ensuring that all their workplace participants are aware of existing and potential hazards in their work area and the general workplace.

5.2 Where a risk assessment identifies a need for training this will be provided by an in-house source or external body, as appropriate.

5.3 Safety Topic sessions will also be delivered on a regular basis to inform workplace participants of specific WHS/OHS issues.

## 6. Contractors and Casual Employees

6.1 Training for casual or temporary employees is the responsibility of the line manager responsible for the particular workplace participant.

6.2 Contractors and Casual employees will receive induction training on site safety requirements and job requirements prior to the commencement of work.

## 7. Safe Work Policies

7.1 Documented safe work policies will also be used as part of the induction process and ongoing training.

## 8. Working Off Site

8.1 To ensure that risks associated with workplace participants working off-site have been identified and appropriate control measures are implemented the following measures will be undertaken:-

- (a) On first arrival at the site, the workplace participants or Company Representative is to report to the Operations Director
- (b) All staff are to be inducted on site safety requirements by the client;
- (c) Refer to the working off site checklist as part of the induction process;
- (d) Conduct an inspection of the work premises which will be accessed during the job and pathway to be taken for delivery;
- (e) Wear personal protective equipment as required;
- (f) Communicate to the client any WHS/OHS hazards/issues or in the event of an incident; and
- (g) All incidents are to be reported to the Operations Director



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**9. Training Records**

9.1 The training of personnel shall be documented by the relevant line manager and forwarded to Administration, copies of evidentiary records - i.e. certificates, licences, registrations will be kept.

**Variations**

*RS reserves the right to vary, replace or terminate this Code from time to time.*

*All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.*

Signed .....  .....

Dated ..... 28/10/2022 .....

Residential Scaffold Australia & RoofSafe Solutions