



Work, Health, and Safety Policy

Evolve Prefabrication Pty Ltd

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Table of Contents

1.	Introduction and Purpose	3
2.	Work, Health and Safety Policy	3
3.	Implementaiton of WHS Policy	4
4.	Responsabilities	4
5.	Training	6
6.	WHS Risk Assessment	6
7.	How to Report a Hazard or Injury or Incident	9
8.	Eletrical Safety	9
9.	Manual Handeling, Plant, Equipment & PPE	9
10.	Drug, Alcohol and Licences	10
11.	Health and Safety Meeting	10
12.	Manual Reviews	10
13.	Version control	12



1. Introduction and Purpose

- 1.1 The purpose of this Plan is to establish and maintain an effective health and safety management system.
- 1.2 Evolve Prefabrication Pty Ltd (**Evolve**) is committed to implementing a structured approach to workplace health and safety in order to achieve a consistently high standard of safety performance.
- 1.3 This Plan assists Evolve in meeting its obligations in accordance with work health and safety legislation.
- 1.4 This Plan applies to all senior managers and workers and to other persons at risk from work carried out at workplaces. Failure to comply with the requirements of this Plan may lead to disciplinary action.
- 1.5 In providing guidance, the word 'should' is used in this Policy to indicate a recommended course of action, while 'may' is used to indicate an optional course of action.

2. Work Health and Safety Policy

- 2.1 Evolve is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.
- 2.2 We are committed to ensuring we comply with the *Occupational Health and Safety Act 2004* (OHS Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.
- 2.3 Evolve's WHS Policies and Procedures set out the safety arrangements and principles which are to be observed by and its workers to ensure compliance with the OHS Act and to provide appropriate mechanisms for continuing consultation and management of WHS matters.
- 2.4 Evolve manages its risks associated with the carrying out of its works through:
 - identifies reasonably foreseeable hazards that could give rise to the risk
 - eliminates the risk, so far as is reasonably practicable
 - if it is not reasonably practicable to eliminate the risk, minimise the risk so far as is reasonably practicable by implementing control measures
 - maintains the control measure so that it remains effective,
 - runs toolbox talks to provide information to and receive feedback from its workers as well as assist in raising the awareness of how its work can be carried out in a safe and healthy manner, and
 - reviews, and if necessary revise, control measures so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety.

3. Implementation of WHS Policy

3.1 Evolve is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers (employees, contractors or labour hire workers) while they are at work, and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations. This will be achieved by:

- providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment
- ensuring that workplaces under the control of are safe, without risk to health, and have safe means of access and egress
- routinely consulting in order to maintain effective and co-operative relationships between and its workers, and with other duty holders, on health and safety matters in the workplace, and
- reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.

3.2 Evolve is commitment to providing safe and healthy working environments for its workers includes:

- providing relevant, up-to-date WHS information to all workers on matters such as workplace safety and their responsibilities
- providing assistance in WHS matters where necessary
- providing instruction and/or training in work processes where appropriate;
- developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards, and
- implementing and maintaining appropriate information, reporting and statistical systems.

4. Responsibilities

4.1 Mr. Tariq Fakim, Project Manager of Evolve is responsible for ensuring that WHS policies and procedures are implemented in the workplace and/or systems of work under their control. As an integral part of Mr. Fakim normal duties, will:

- consult with the workers on measures to protect their health and safety;
- actively follow agreed safety practices and model positive attitudes towards health and safety matters

- arrange for their workers to be instructed in healthy and safe systems of work and procedures and supervise the practice of safe working procedures
- notify Senior Management of all incidents, hazardous situations, dangerous occurrences or immediate risks to health and safety of any workers
- ensure that all workers are informed of this policy
- undertake consultation with all managers and workers on change that may affect their health and safety, and
- ensure that WHS is a standing agenda item at all staff meetings.

4.2 All Managers and leaders at Evolve are responsible for providing a workplace that is, as far as reasonably practicable, safe and healthy workplace for workers and visitors. This includes:

- modelling health and safety leadership
- demonstrating a commitment to good health and safety performance, by:
 - talking about safety at regular meetings
 - ensuring safe work procedures are followed
 - reporting incidents, hazards and safety concerns promptly
 - assessing task risk and not allowing an activity to continue until it can be controlled adequately
- fostering a strong work health and safety culture where worker input is valued, and
- actively support the identification of hazards and risks and the management of these.

4.3 Workers must take reasonable care for their own health and safety while they are at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given by Mr. Fakim, as well as co-operating with any reasonable policy or procedure which relates to workplace health and safety. On a day to day basis, this includes:

- to the extent of the worker's control or influence over working conditions and methods, take reasonable care to work safely
- making sure that the work area safe when leaving it
- make proper use of all appropriate safeguards, safety devices and personal protective equipment
- follow agreed safe working practices and rules, and

- report all known hazards, accidents and incidents as soon as possible.

4.4 Visitors, Contractors and other persons also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include to:

- take reasonable care for their own health and safety and for the health and safety of other persons
- comply with, so far as they are reasonably able, all reasonable safety directions provided by Evolve staff
- report all safety related incidents to staff
- not enter any restricted area without authorisation or escort, and
- not bring or consume alcohol or illegal drugs at workplaces.

5. Training

- 5.1 Evolve's is committed to providing training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations.
- 5.2 Where required, workers are to demonstrate their competencies to perform required tasks safely. In tasks with a high potential for injury, a separate documented assessment of a person's competency may be undertaken.

6. WHS Risk Assessment

- 6.1 The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare.
- 6.2 Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:
 - elimination (removal of the hazard)
 - isolation (isolate the hazard from people)
 - engineering (e.g. guarding on machinery)
 - administrative (e.g. provision of training, policies and procedures, signage), and
 - personal protective equipment (e.g. use of hearing, eye protection, high visibility vests).



- 6.3 Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of process or requirement.

Step 1: Identify Hazards

‘Hazard’ means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. In effect, a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of all these.

‘Hazard Identification’ is the process of recognising that a hazard exists and defining its characteristics.

‘Hazard Assessment’ is the overall process of determining whether a hazard is significant.

Hazard Identification Process			
1.	Use inspection, audits, walk-through surveys, and checklists to determine hazards.		
	<p>Working Environment</p> <ul style="list-style-type: none"> Area used and its physical condition. Workplace layout. Location of material/equipment and distances moved. Types of equipment used. Energy hazards. Hazards which could cause injury. Characteristics of materials and equipment. Hazards which could cause ill health. Psycho-social environment. Organisation environment. 	<p>Human Factors</p> <ul style="list-style-type: none"> Knowledge and training. Skills and experience. Health, disabilities, and fitness. Age and body size. Motivation. Risk perception and value systems. Protective clothing, equipment, and footwear. Leisure interests. 	<p>Tasks</p> <ul style="list-style-type: none"> Task analysis. Working postures and positions. Actions and movements. Duration and frequency of tasks. Loads and forces involved. Intensity. Speed/accuracy. Originality. Work organisation.
2.	Analyse any ‘near miss’ accidents that may have been recorded in the incident and accident register or documented in the minutes from Health and Safety Meetings.		



Step 2 – Risk Analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

Score	Scale	Frequency of Accident or Illness
1	Rare	May occur only in exceptional circumstances, e.g. less than 5% chance of occurring.
2	Unlikely	Could occur at some time, e.g. 5-29% chance of occurring.
3	Possible	Should occur at some time, e.g. 30-59% chance of occurring.
4	Likely	Will probably occur in most circumstances, e.g. 60-79% chance of occurring.
5	Almost Certain	Will occur in most circumstances, e.g. 80%+ chance of occurring.

Impact Scale

Score	Scale	Severity of Accident or Illness
1	Minimal	Negligible injury or illness.
2	Minor	Minor injury or illness requiring minor first aid and/or less than one week's recovery.
3	Moderate	Injury or illness requiring advanced first aid and medical visit, e.g. general practitioner or hospital visit and/or one to six weeks recovery.
4	Major	Injury or illness requiring advanced first aid and emergency medical assistance, e.g. hospitalisation and/or more than six weeks recovery.
5	Extreme	Injury or illness requiring immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than six weeks.

A risk assessment category (critical, high, moderate, or low) for each hazard is compiled by using the chart below. Hazards with the highest rating are given priority.



Risk Assessment Chart

Likelihood	Impact				
	Minimal	Minor	Moderate	Major	Extreme
Almost Certain	H	H	C	C	C
Likely	M	H	H	C	C
Possible	L	M	H	C	C
Unlikely	L	L	M	H	C
Rare	L	L	M	H	H

Legend:

C	Critical risk; immediate action required.
H	High risk; senior management attention is needed.
M	Moderate risk; management responsibility must be specified.
L	Low risk; manage by routine procedures.

7. How to Report a Hazard or Injury or Incident

- 7.1 All managers and workers including contractors are required to report an incident to Mr. Fakim, if a hazard/injury/incident occurs.

8. Electrical Safety

- 8.1 Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer’s instructions may result in injury or death to workers or other parties.
- 8.2 All electrical equipment shall be protected from damage, used safely and checked regularly. In addition, Evolve shall adhere to other requirements that must also be implemented for ‘specified electrical equipment’. These requirements include combinations of testing and recording and connection to safety switches.

9. Manual Handling, Plant, Equipment & PPE

- 9.1 Evolve undertakes risk management in the workplace in order to prevent or minimise the risk of injuries caused by manual task, which may involve any task that requires you to push, pull, lift, carry, move, hold or lower any object, person or animal. It includes tasks that have repetitive actions, sustained postures and may involve exposure to vibration.

- 9.2 Evolve's plant will be maintained following the procedures recommended by the manufacturer.
- 9.3 Personal Protective Equipment (PPE) must be work by all staff, contractors and visitors whilst at the plant.

10. Drugs, Alcohol and Licences

- 10.1 Evolve maintains the right to refuse work to any worker or contractor who, in the opinion of management, is in an unfit state to perform their work in a safe manner.
- 10.2 No alcohol may be consumed or permitted on property at any time unless expressly authorised by management and only when work is completed for the day.
- 10.3 No illegal drugs shall be consumed or permitted on property at any time or under any circumstance.
- 10.4 If, in the opinion of management, a worker is unfit to work safely, they will be sent/taken home.
- 10.5 All managers and workers who are required to drive a vehicle on work related business must hold a current valid driver's licence of the appropriate class and notify Mr. Fakim, if the licence is suspended or revoked.
- 10.6 The use of a hand-held mobile telephone while driving is a safety risk and is against the law. Managers and workers are not to use a hand-held mobile telephone while driving a motor vehicle or other motorised equipment at a workplace.

11. Health and Safety Meetings

- 11.1 Regularly Health and Safety Staff Meetings shall be held, minuted, and reported to Mr. Fakim.
- 11.2 Any worker is welcome to attend a Health and Safety meeting. The date and time of meetings will be circulated to all staff.
- 11.3 An extraordinary meeting will be held in the event of a serious harm injury being investigated.

12. Manual Reviews

- 12.1 Evolve undertakes yearly manual reviews. Evolve's yearly manual review format is tabled below.

Health and Safety System	Policy Components	Review Date
Employer Commitment to Health and Safety	<ul style="list-style-type: none"> • Outline of Health and Safety Programme (objectives). • Employer commitment, including employer and employee responsibilities. • Health and Safety Representatives. • Acknowledgment of and cross-reference to relevant legislation. • Quality systems that support health and safety, such as internal audit. 	
Hazard Identification and Management	<ul style="list-style-type: none"> • Hazard identification process and risk analysis. • Managing hazards. • Manual handling guidelines. • Smokefree workplace. • Forms for hazard identification and analysis. 	
Accident Reporting and Management	<ul style="list-style-type: none"> • Definitions of accident and serious harm. • Procedures for investigating and recording accidents. • Making claims. • Rehabilitation – employer commitment to vocational rehabilitation programmes and early return to work. • Forms for recording accidents and investigations. 	
Emergency Planning and Readiness	<ul style="list-style-type: none"> • First Aid. • Disaster management (fire, earthquake, and flood). • Management of an unwanted visitor, bomb threat, etc. 	
Employee Information, Training, and Supervision	<ul style="list-style-type: none"> • Induction process and training. • Employee responsibilities. • Ongoing training and staff development. • Cross-reference to employer commitment. 	
Employee Involvement	<ul style="list-style-type: none"> • Employee participation. 	
Contractors and Visitors	<ul style="list-style-type: none"> • Processes to ensure safety while on-site. • Responsibilities. 	
Event Management	<ul style="list-style-type: none"> • Responsibilities and functional relationships with other stakeholders. • Checklists managing risk – event management. 	



13. Version Control

Version	Date	Author	Changes
1.0	16/05/2022	Regulatory Assurance	First version of policy. Communicated and implemented to all staff.