



Occupational Health and Safety (OHS) Policy

Purpose

C&S Drainage Contractors Pty Ltd (CSDC) values a safe and healthy workplace and is committed to providing a safe working environment for all employees by instilling a culture of care and concern for achieving a work environment that is injury free.

The OHS Policy (policy) clarifies the standards of behaviour that CSDC expects of all employees and applies equally to everyone that works at CSDC including our directors and all employees, contractors and consultants.

Breaches of the OHS Policy are treated seriously and those responsible may face disciplinary action, including termination of employment.

Principles

CSDC recognises its 'Duty of Care' to ensure the safety and health of its employees, contractors and visitors, and in meeting this duty will comply with the requirements of the applicable state, territory or federal legislation in Australia, and all other applicable statutory requirements, as well as industry standards and codes of practice, and (where contractually specified) the safety and health requirements of our clients.

CSDC recognises the following key OHS principles:

- Safety is a key organisational value.
- We are all personally responsible for complying with applicable HSE legislation, regulations and standards and the HSE requirements of our clients during the performance of our work.
- Open communication based on employee input and the provision of ongoing information on OHS matters is actively encouraged and demonstrated by management.
- Every employee has the right and duty to stop work or say no to any task if they believe an activity is unsafe, or could harm the environment or community.

- CSDC promotes a culture that the job is never more important than the safety of the employee, the community or the environment.
- Hazards and risks are reported, assessed and effectively controlled.
- Management (including supervisors) are responsible for ensuring, within their level of control, the safety and health of employees, contractors and visitors to our work sites.

Policy

These principles assist you in making decisions in your day to day work at CSDC. Where a specific circumstance is not listed, you must act at all times in accordance with the corresponding guiding principle or spirit of this policy.

In the event a conflict arises between this OHS Policy and any applicable legislation, the legislation will prevail at all times.

This policy is based on the following:

CSDC will:

- Provide and maintain a working environment, plant and systems of work, so far as is practicable, such that employees are not exposed to hazards.
- Ensure that all employees are provided with information, instruction, training and supervision appropriate to the scope of work they will be required to undertake.
- Consult and cooperate with employees, and in particular safety and health representatives (where nominated and elected), on any matter that may affect their safety and health at work. For example, managing risks.
- Continuously review our safety management system in order to meet or exceed best practice.
- Establish work practices and programs that will result in 'Zero Harm' to people, the environment and the community in which we operate.
- Provide adequate personal protective clothing and equipment (PPE)

Employees have the responsibility to:

- Take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of others
- Report ALL hazards, incidents and injuries
- Use and maintain protective clothing and equipment provided
- Comply with instructions and utilise systems of safe work provided
- Minimise any impact on the environment in all aspects of our work

Injury Reporting

- In the event of an injury, the person affected should seek first aid or medical advice as required.
- As soon as is practicable after this, report the injury to their supervisor.
- Assist in any investigation and the reporting that may be required.
- Supervisors will then:
 - Ensure that the injured person is attended to.
 - Conduct an initial investigation into the injury.
 - Report all Reportable Incidents and Hazards as required under this policy.

Notification of Reportable Incidents and Hazards

- Serious injuries, diseases and work related deaths will be reported to the appropriate bodies using prescribed methods of notification.
- The types of injuries that will be reported are:
 - a fracture of the skull, spine or pelvis;
 - a fracture of any bone in the arm (other than in the wrists or hand) or in the leg (other than a bone in the ankle or foot);
 - an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
 - the loss of sight of an eye; and
 - any injury other than the above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.
- Identified hazards will be reported to the person having control of the workplace in which the hazard is identified (e.g. client OHS representative, Site Manager etc).
- Where an employee reports a hazard to CSDC, CSDC shall conduct a review of the hazard within a reasonable period of time and then notify the employee of the action to be taken.

Issue Resolution

- Where an issue relating to occupational safety or health arises in the workplace, CSDC shall arrange to meet with employees (or a person authorised by them to represent them) at a meeting and time that is as soon after the issue arises as is mutually convenient.

Record Keeping

- Where applicable, CSDC will keep records in accordance with relevant legislation and regulations.
- Materials Safety Data Sheets (MSDS) will be stored as required and in accordance with relevant legislation and regulations.

Personal Protective Equipment (PPE)

- CSDC will supply the following to each employee following completion of a relevant probationary period.
 - One (1) pair of Steel Blue Argyle Safety Boots, or an equivalent boot to same value.
 - Four (4) shirts every 12 months, or as required.
 - Four (4) pairs of pants every 12 months, or as required.
 - One (1) jacket or jumper.
- Employees shall not refuse to use protective clothing and equipment for their designated purpose and in the circumstances for which it is provided. Failure to do so may result in disciplinary action being taken by CSDC up to and including termination of employment.
- Where issued, employees must maintain PPE in accordance with manufacturer's instructions and immediately report any worn or damaged PPE to their supervisor. Failure to do so may result in disciplinary action up to and including termination of employment.
- Any advice on the correct use or the need for specialist PPE must be sought from a supervisor or manager.

Reporting Violations

Breaches or suspected breaches of this policy must be reported to a Director. In some situations, it will not be appropriate to report a breach or suspected breach to a Director. In this scenario, a relevant State or Federal body governing the suspected breach should be contacted.

Consequence of Violations

CSDC will undertake disciplinary action against anyone in breach of the OHS Policy. Depending on the severity of the breach, the disciplinary action taken may range from informal warnings, performance management, formal warnings or termination of employment.

Illegal activities may also be reported to the appropriate authorities.

Any person who approves a violation of the OHS Policy by another person or who is aware of a violation of the OHS Policy by another person and, without good reason, fails to report or take appropriate action may also have disciplinary action taken against them.

Furthermore, CSDC will not pay any penalties imposed as a result of an individual breaching any laws, regulations or statutory obligations as a result of failing to abide by this OHS Policy.

This OHS Policy will be periodically reviewed by CSDC and changes implemented as required. Such changes will be notified to employees.

LAURA WILKINS

DIRECTOR

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Last review date	22 nd March 2018