

AUSTSPRAY



environmental

Austspray Environmental Weed Control Pty Ltd

HEALTH & SAFETY POLICY

Version 10

Updated: 31/08/2021

Contents

1.0	PURPOSE.....	3
2.0	SCOPE	3
3.0	REFERENCES	3
4.0	RESPONSIBILITIES.....	4
5.0	EVALUATION	5
6.0	REVIEW	5
7.0	ASSOCIATED DOCUMENTATION	5



1.0 PURPOSE

Austspray Environmental Weed Control is committed to ensuring the Health and Safety of all of its employees, contractors, site visitors and members of the public, both on and off site. Austspray believes it is paramount that all employees are provided with a safe and secure workplace in order to achieve individual potential whilst fostering the quality of services and growth of the company. In order to achieve this Austspray has implemented and is committed to creating, providing and maintaining appropriate systems, procedures and processes that meet legislative requirements and ensure the safety and wellbeing of our employees.

Austspray Environmental Weed Control recognises Health and Safety as a priority that is shared between the company as well as its employees, contractors and site visitors.

2.0 SCOPE

This management system procedure applies to the following:

- Commitment to prevention of injury and ill health and continual improvement in Austspray Health and Safety management and performance;
- Commitment to comply with applicable legal requirements whilst furthering the safety of Austspray employees through implementing internal Health and Safety requirements;
- Creating and maintaining a framework for Health and Safety standards and objectives;
- Commitment to communicating to all Austspray employees, the required Health and Safety standards with the intent of ensuring employees are also aware of individual Health and Safety responsibilities;
- Is available to all interested parties including staff and customers;
- Commitment to ensuring that the overall Health and Safety systems are reviewed periodically;
- Is applicable across all business units including, Landscape Maintenance, Natural Areas Management and Turf Maintenance.
- Commitment to implement the principle of the hierarchy of controls.
- Commitment to consultation and participation of workers and workers representatives.

3.0 REFERENCES

Work Health & Safety Act 2011 (Qld)
How to Manage Work Health and Safety Risks Code of Practice 2011
Austspray Standard Operating Procedures 4.10
Risk Assessments
Safe Work Method Statements
Work Orders
Incident / Hazard Reporting Forms

4.0 RESPONSIBILITIES

This Health and Safety Policy applies to:

- Management Staff
- Administration Staff
- Landscape Maintenance Field Staff
- Natural Areas Field Staff
- Turf Management Staff
- Traffic Control Staff
- Contractors
- Staff Representatives
- Site Visitors

4.1 Senior Management will:

- Provide a safe and healthy workplace and environment for all employees;
- Establish, maintain, update a Health and Safety policy and program that ensures a safe and healthy workplace for all;
- Ensure appropriate and correct training is provided and recorded for all employees;
- Ensure any training staff are required to complete independently, is documented and recorded;
- Ensure sites/projects are inspected regularly by a member of senior management in order to identify potential risks or hazards;
- Ensure risk assessments are communicated and provided to staff before any works on site is undertaken;
- Ensures active consultation with all staff members occurs through Toolbox talks and site meetings.
- Ensure corrective procedures are undertaken with regard to identified risks or hazards;
- Ensure all employees are provided with adequate and appropriate medical/first aid facilities;
- Provide employees with specialty PPE that they are not required to provide themselves;
- Evaluate all potential Hazards and Risks to ensure currency of Standard Operating Procedures, Risk Assessments and Safe Work Method Statements is achieved;
- Review OHS Company Objectives 6 monthly through the Management Review Meeting process to ensure they are being met.
- Links: <O:\ISO 9001 - 14001 - 18001 Integrated System\Management Review Minutes\Management Review Minutes>
- Ensure legal compliance and currency through the monitoring legislation updates and ensuring compliance through annual compliance audits. <O:\ISO 9001 - 14001 - 18001 Integrated System\Legal & Other Compliance>
- <O:\ISO 9001 - 14001 - 18001 Integrated System\Procedures\ISO Procedure for Evaluation of Compliance V2.docx>

4.2 Employees will:

- Read, acknowledge and sign Health and Safety documentation including, Health and Safety Policies, Standard Operating Procedures, Risk Assessments, Safe Work Method Statements, Work Orders and Incident Reporting Forms;
- Report accidents, incidents, injuries and near misses with the use of the Austspray Incident Reporting Form (Form D) and communicate to management;
- Participate in any Health and Safety discussions/meetings when required;
- Work in a manner that will not harm/endorse themselves, other employees or the public;
- Report any unsafe situations immediately to a senior member of management;
- Ensure all personal protective equipment is worn when required;
- Help/guide new employees with regard to safety documentation and procedures.

5.0 EVALUATION

The effectiveness of this policy will be evaluated by:

1. Internal inspection and/or auditing of the risk assessment records: and
2. Analysis of incident statistics;
3. Evidence of Legislation Compliance.

6.0 ASSOCIATED DOCUMENTATION

A number of procedural documentation regarding Health and Safety practices are provided to employees, in order to equip them with the knowledge required to work to the best of their ability, in a safe environment.

These documents include the following:

- Company Policies
- Standard Operating Procedures
- Risk Assessments
- Safe Work Method Statements
- Work Orders
- Incident / Hazard Reporting Forms
- External Training Documents

Employee key responsibilities are also outlined in employee job profiles which are provided upon employment.

Approved by:



Managing Director

Date: 31/08/2021

Signed/ Acknowledgement of Policy By:

Company Name (if Subcontractor)

Date

Employee/Representative (if Subcontractor) Name

Signature

