

RANBUILD GREAT SOUTHERN

HEALTH AND SAFETY INDUCTION BOOKLET



An induction for Workers, including contractors, and visitors

INTRODUCTION

This information contained within this Health and Safety Induction Booklet applies to all workers engaged by Ranbuild Great Southern. For the purposes of this Induction Booklet, the term workers includes the definitions described below. All Ranbuild Great Southern workers are required to have read and understood the requirements of this Health and Safety Induction Booklet and to acknowledge this by signing the Acknowledgement at the end of this document prior to being engaged by Ranbuild Great Southern and carrying out any specific work on Ranbuild Great Southern sites.

It is intended as a reminder of basic health and safety considerations. It does not attempt to cover all situations or to cover all safety and health requirements. Workers must contact their Supervisor or the Ranbuild Great Southern Supervisor, whenever a safety issue arises that they cannot manage properly by themselves.

Ranbuild Great Southern workers have a duty to identify potential hazards at work, assess the risk involved and develop controls to eliminate the risk. All workers must comply with the safety rules, and information provided. All safety requirements are mandatory unless changes are approved following risk assessment.

This Health and Safety Induction Booklet was developed in reference to the WHS Act 2020 and WHS Regulations 2022, codes of practice and industry standards.

BEFORE STARTING WORK

- Familiarise yourself with site safety policies, procedures and personal protective equipment required;
- Identify and familiarise yourself with emergency procedures, escape routes and muster points;
- Be aware of the resolution of safety issues process;
- In the event that there are no specific or planned escape routes then you should;
 - ✓ determine at least one, preferably two, safe escape routes from the area you are working in,
 - ✓ ensure that at other personnel on site are aware you are also on site,
 - ✓ identify emergency contact information for the site, including;
 - Location,
 - Nearest major intersection,
 - Nearest medical facilities, such as a hospital or local doctor, including phone numbers,
 - Contact details of Supervisor.
 - Contact details of site safety representative.

If this information is unavailable, contact your Supervisor or the Supervisor for assistance.

PERSON CONDUCTING A BUSINESS OR UNDERTAKING	WORKERS
As well as an employer, a PCBU can be a:	As well as an employee, a worker can be a:
Corporation	Subcontractors and casual workers
Association	Employee of a contractor or subcontractor
Partnership	Employee of a labour hire company
Sole trader	Outworker (a person who works away from their employer's premises)
Volunteer organisation that employs people to carry out work	Apprentice or trainee
Local government council	Volunteer
Independent school	Student on work experience
Government department and authorities	

All workers on this site must have a general construction induction training card. All workers who hold a High Risk Work Licence must keep the licence available for inspection under the WHS Act 2020

1. PURPOSE	5
2. EMERGENCY MANAGEMENT	5
3. WORK HEALTH AND SAFETY MANAGEMENT PLAN	5
4. RISK MANAGEMENT	5
HIERARCHY OF CONTROL	6
SAFE WORK METHOD STATEMENT (SWMS)	6
5. INJURY AND INCIDENT MANAGEMENT	8
INJURY MANAGEMENT SYSTEM	8
RESPONSIBILITIES	8
PCBU	8
INCIDENT MANAGEMENT SYSTEM	8
6. ROLES AND RESPONSIBILITIES	9
WORKER	9
PERSON CONDUCTING A BUSINESS OR UNDERTAKING	9
SUPERVISORS	9
SAFETY AND HEALTH REPRESENTATIVE (IF APPLICABLE)	9
VISITORS	10
7. CONSULTATION, COOPERATION AND COORDINATION	11
8. TRAINING AND LICENSING	11
UNDERTAKING CONSTRUCTION HIGH RISK WORK:	11
9. BEHAVIOUR	12
10. PURCHASING AND HIRING CONTROLS	12
11. HEALTH AND SAFETY INFORMATION	13
ALTERATIONS	13
AMENITIES	13
ANIMALS	13
ASBESTOS MANAGEMENT	13
BARRIERS AND SIGNAGE	13
CHILDREN	13
CRANES AND LIFTING MANAGEMENT	13
CUTTING ABOVE SHOULDER HEIGHT	14
DRUGS AND ALCOHOL	14
EARTHMOVING EQUIPMENT	14
ELECTRICAL HAZARDS	15
ELEVATED WORK PLATFORMS	15
ELECTRICAL TESTING AND TAGGING	15
ENVIRONMENTAL IMPACT	15
ENGINEERED STONE	15
EXCAVATIONS	15
FALLS	16
FATIGUE MANAGEMENT	16
FIRST AID	16
FITNESS FOR WORK	16
HAND TOOLS, ELECTRICAL TOOLS AND EXTENSION LEADS	16
HAZARDOUS SUBSTANCES	17
HEALTH AND SAFETY COMMITTEE	18

HEALTH AND SAFETY REPRESENTATIVES	18
HOIST	18
HOUSEKEEPING	18
INCIDENTS, HAZARDS, NEAR MISS	18
INFECTION PREVENTION AND CONTROL	18
ISOLATIONS	18
LADDERS	18
LIGHTING	19
PERMITS	20
SCAFFOLDS	23
SCAFFOLD (MOBILE)	24
SCAFFOLD WORKING PLATFORMS	24
SILICA	24
SITE SAFETY SIGNS	25
SITE SECURITY	25
SLIPS, TRIPS AND FALLS	25
SMOKING	26
STORAGE	26
TRAFFIC MANAGEMENT	26
UV PROTECTION	26
WASTE	26
WEATHER	26
WELDING	26
WORKERS COMPENSATION	26
WORKING ALONE (ISOLATED)	27
WORKING AT HEIGHTS	27
LEGISLATION	29

SCOPE

Information in this document applies to the person conducting the business or undertaking (PCBU), all workers, clients, residents and everyone who comes onto Ranbuild Great Southern premises.

1. PURPOSE

The main purpose of this Induction Booklet is to provide:

- Information to workers on their responsibilities and what is expected of each individual who works for, or who controls the work for Ranbuild Great Southern.
- Relevant information to workers that will allow for them to correctly carry out their roles and responsibilities within the company, whilst always keeping safety and health paramount.

2. EMERGENCY MANAGEMENT

- Refer to the Site Specific Emergency Management Plan, (if applicable).
- Familiarise yourself with site safety policies, procedures and personal protective equipment required;
- Identify and familiarise yourself with emergency procedures, escape routes and muster points;
- In the event that there are no specific or planned escape routes then you should;
 - ✓ determine at least one, preferably two, safe escape routes from the area you are working in,
 - ✓ ensure that other personnel on site are aware you are also on site,
 - ✓ identify emergency contact information for the site.

If this information is unavailable, contact your Supervisor or the Supervisor for assistance.

Emergency Procedure

- Assist persons in immediate danger – if safe to do so.
- Restrict the danger – if safe to do so.
- Raise the alarm – notify emergency services – provide contact details.
- Attend to the emergency - if safe to do so.
- Evacuate to Muster Point/assembly area – See site drawing or if no drawing, the front of site, if safe to do so.
- **Remain at the assembly area. Do not re-enter the site until given the all-clear by emergency personnel.**

Ranbuild Great Southern will ensure:

- an emergency plan is displayed prominently to instruct all workers and visitors of the following –
 - Location of the muster point;
 - The correct way to exit the site
 - What you should and should not do in the event of the emergency
 - The site personnel in charge of emergencies
 - The alarm signal for evacuation
 - Contact phone numbers for emergency and rescue services
 - Testing of the emergency procedures—including the frequency of testing
 - information, training and instruction to relevant workers in relation to implementing the emergency procedures.

3. WORK HEALTH AND SAFETY MANAGEMENT PLAN

All workers who are carrying out construction work in connection with the project has a right to inspect the Work Health and Safety Management Plan (WHSMP). If you have not received a copy of the sites WHSMP or would like to view the WHSMP please contact the Ranbuild Great Southern supervisor.

4. RISK MANAGEMENT

The identification of hazards in the workplace involves consideration of the situations, events or circumstances that may cause injury, illness or damage. Identification includes the type of injury, illness or damage possible, the way in which work is organised and managed, and the tools and equipment being used. It is the responsibility of all workers on site, to report any hazards, with the potential to cause harm to person or property., Ranbuild Great Southern practices safe application of procedures which include hazard identification, hazard reporting, hazardous substance management, safe work procedures, use of personal protective equipment, risk assessment, training and hazard reporting, pre-start safety checklist, consultation

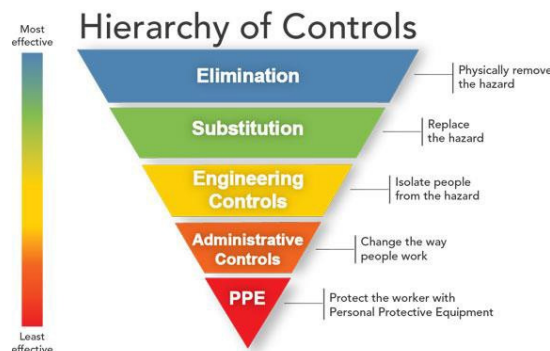
with Workers, regular inspections, investigations of accidents and Job Safety Analysis or Safe Work Method Statements.

The risk management process means taking the following reasonably practicable steps to:

- 1) Identify the hazards and assess the risks arising from each hazard
- 2) Implements appropriate control measures to eliminate the risks
- 3) Implements appropriate control measures to minimise the risks, if it is not reasonably practicable to eliminate them
- 4) Monitor and review the control measures to ensure continual safety.

Hierarchy of Control

All identified hazards must be controlled using the hierarchy of risk control measures. The hierarchy of risk control measures provides a sequence of controls commencing with the most effective (Elimination) down to the least effective (PPE). Some hazards may require more than one control to be applied.



Safe Work Method Statement (SWMS)

A SWMS is a document that sets out the high risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.

A safe work method statement must —

- (a) identify the work that is high risk construction work; and
- (b) specify hazards relating to the high-risk construction work and risks to health and safety associated with those hazards; and
- (c) describe the measures to be implemented to control the risks; and
- (d) describe how the control measures are to be implemented, monitored and reviewed.

It is important for the SWMS to reflect the specific circumstances and reflect any hazards identified for the particular site in which it will operate. The SWMS must be prepared and provided to the PCBU prior to high-risk construction work being undertaken. Workers completing the task, should be involved in writing the SWMS. Ranbuild Great Southern supervisors will review High Risk SWMS. Workers will be required to complete work in accordance with the supplied or updated SWMS. Ranbuild Great Southern supervisors may monitor work being performed to ensure it is complying with the provided SWMS.

The Western Australian Work Health and Safety (WHS) Regulations 2022 requires a SWMS to be conducted for the following work activities:

1. involves a risk of a person falling more than 2 metres;
2. is carried out on a telecommunication tower;
3. involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure;
4. involves, or is likely to involve, the disturbance of asbestos;
5. involves structural alterations or repairs that require temporary support to prevent collapse;
6. is carried out in or near a confined space
7. is carried out in or near —
 - (i) a shaft or trench with an excavated depth greater than 1.5 metres; or
 - (ii) a tunnel;
8. involves the use of explosives;
9. is carried out on or near pressurised gas distribution mains or piping

10. is carried out on or near chemical, fuel or refrigerant lines
11. is carried out on or near energised electrical installations or services;
12. is carried out in an area that may have a contaminated or flammable atmosphere;
13. involves tilt-up or precast concrete
14. is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
15. is carried out in an area at a workplace in which there is any movement of powered mobile plant;
16. is carried out in an area in which there are artificial extremes of temperature
17. is carried out in or near water or other liquid that involves a risk of drowning
18. involves diving work.

SWMS's for high-risk work to be completed on Ranbuild Great Southern sites, must be provided via email or in person to Ranbuild Great Southern prior to commencing work.

If an unforeseen situation arises where there is a potential for an accident or incident to cause harm or damage then, you must conduct a risk assessment as follows:

Using the following Risk Matrix determine the level of risk associated with the hazard:

Consequence (Severity of injury or damage)	Likelihood / Probability		
	LIKELY	MODERATE	UNLIKELY
HIGH (1)	HIGH	HIGH	MEDIUM
MEDIUM (2)	HIGH	MEDIUM	LOW
LOW (3)	MEDIUM	LOW	LOW

Consequence

HIGH	Potential death, permanent disability or major structural failure or damage. Offsite environmental discharge / release not contained and significant long term environmental harm.
MEDIUM	Potential temporary disability or minor structural failure or damage. Onsite environmental discharge / release contained, minor remediation required, short term environmental harm.
LOW	Incident that has the potential to cause persons to require first aid. Onsite environmental discharge / release immediately contained, minor level clean-up with no short term environmental harm.

Likelihood

LIKELY	Could happen frequently
MODERATE	Could happen occasionally
UNLIKELY	May occur only in exceptional circumstances

Ranking

HIGH (H)	Significant control measures will need to be implemented to ensure safety. Will require detailed pre-planning and ongoing operational monitoring SWMS to be completed. Worker input required. Procedure may be prepared. Consider if hazard can be removed or substituted Discuss with workers at toolbox meeting
MEDIUM (M)	Existing controls need to be reviewed Will require site specific operational planning SWMS to be completed – worker input required Discuss with workers at toolbox meeting
LOW (L)	Will require localised control measures Discuss with workers at toolbox meeting or one on one Regular review to identify changes to nature of risks

On completion of the risk assessment, a SWMS is to be completed when:

- Tasks are considered to be medium or high-risk;
- There are new or modified tasks (deviation from standard work procedures);
- Infrequent tasks;

- Tasks have previously resulted in injury or damage.

5. INJURY AND INCIDENT MANAGEMENT

Injury Management System

Ranbuild Great Southern has implemented an injury management system to ensure that injury management is commenced quickly and efficiently.

Responsibilities

The responsibilities of the employer and injured worker are clearly outlined below. The success of Ranbuild Great Southern Injury Management System is dependent on clear communication between all parties.

PCBU

When an accident occurs, the supervisor (if on site) or another worker shall arrange First Aid and determine if medical/hospital referral is required. If the injury requires medical intervention the supervisor or workers shall:

- Arrange for ambulance / fire brigade to assist;
- Ensure all the necessary forms are provided and completed. Inform the worker of their rights and obligations, when able;
- Develop, implement and monitor Return to Work programs;
- Supervise the injured worker to ensure they are following their restrictions and conditions.
- Ensure all documentation is maintained in secure centralized filing system.

Worker

- Follow emergency procedure.
- All work-related accidents and incidents must be reported to the immediate supervisor as soon as reasonably practicable after they occur. Obtain first aid or medical treatment as necessary.
- Complete the Injury Report Form (if able) and submit all medical certificates;
- Complete and submit claim forms (If claiming workers compensation);
- Provide a claim number to their medical practitioner;
- Attend medical reviews as requested by the employer/insurer;
- Meet return to work requirements in order to remain entitled to weekly payments;
- To be actively involved in all decisions regarding treatment.

Incident Management System

The Ranbuild Great Southern Director will notify WorkSafe WA in the event of:

- (a) the death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident.

The site where a notifiable incident has occurred must not, as far as is reasonably practicable, be disturbed, until an inspector has arrived.

When an accident/incident occurs, that is not considered to be a first aid incident, the supervisor or other workers shall:

- Take immediate action to minimise the risk of further injury or damage (e.g. isolating the hazard, evacuation, containing spills). Enact the Emergency Procedure.
- Complete the incident report form as soon as reasonably practicable after the incident.
- Completed incident forms are to be sent to the Ranbuild Great Southern Director for review.

When a serious accident/incident occurs, the Ranbuild Great Southern Director shall:

- notify the client, stakeholders or duty holders as applicable.
- arrange for an investigation to be completed depending on the severity of the incident.
- review any investigation reports and assign corrective actions and controls to ensure the incident does not reoccur.
- ensure all documentation is maintained in secure centralized filing system.

6. ROLES AND RESPONSIBILITIES

Worker

Workers are responsible for carrying out duties as directed in accordance with Ranbuild Great Southern site management rules and with relevant statutory requirements. This includes to:

- (a) take reasonable care for the worker's own health and safety; and
- (b) take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the work is reasonably able with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) cooperate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

Person Conducting a Business or Undertaking

Ranbuild Great Southern must ensure, so far as is reasonably practicable, the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking. Ranbuild Great Southern Director/s must ensure, so far as is reasonably practicable:

- The health and safety of workers engaged, or caused to be engaged, by the person and workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking;
- The provision and maintenance of a work environment without risks to health and safety;
- The provision and maintenance of safe plant and structures;
- The provision and maintenance of safe systems of work;
- The safe use, handling and storage of plant, structures and substances;
- The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities;
- The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking;
- That the physical and psychological health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

Supervisors

Ranbuild Great Southern supervisors are responsible for strategic planning, provision of appropriate resources for work to be completed safely, meeting the requirements of Ranbuild Great Southern Policies and Procedures and complying with relevant statutory requirements.

Supervisors are responsible for:

- Complying with work health and safety Act 2020 and Regulations 2022.
- Provide a site-specific induction as required
- Providing a safe work environment.
- Engaging with workers.
- Ensuring safe use of plant, structures and substances.
- Reporting incidents and provision of subject matter expertise for incident investigation.
- Ensuring effective consultation, coordination and cooperation.
- Operational risk management.
- Ensuring timely and effective close-out of non-conformance.
- Implementing change management.
- Conducting performance evaluations as required
- Ensuring the WHSMP is regularly reviewed and kept up to date.
- Ensuring that any work done above ground level the worker must hold a Working at Heights certificate.

Safety and Health Representative (if applicable)

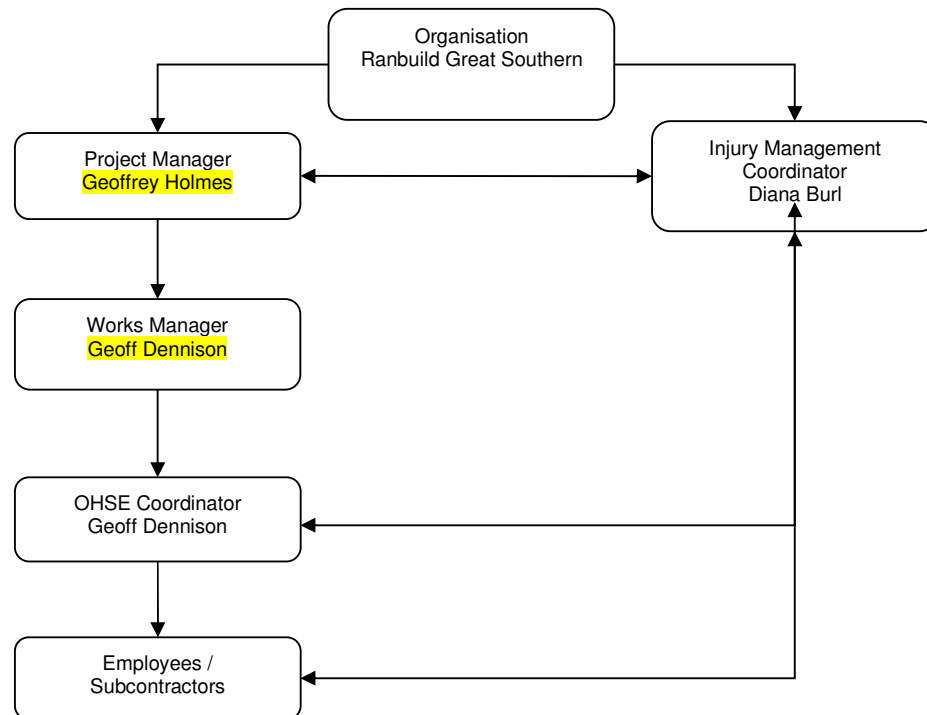
Ranbuild Great Southern encourages the nomination and election of Safety and Health Representatives (SHR) by co-workers to represent them in consultation about safety and health matters. Only Workers of Ranbuild Great Southern, who work at the workplace or within the group, can be elected as the safety and health representative. Ranbuild Great Southern is committed to ensuring all elected SHR's receive appropriate training and are provided with time to complete all duties relating to their role as the SHR.

In the event that there are no nominations for the SHR for this site, Ranbuild Great Southern encourages all workers to communicate any safety and health issues directly with the Supervisor or their immediate Supervisor.

Visitors

- Site personnel shall NOT bring any person onto site unless the Ranbuild Great Southern supervisor has been notified and approval given. If required, the Ranbuild Great Southern supervisor will provide a site-specific induction.
- Visitors are to be escorted at all times, unless they have completed a site-specific induction.
- All Visitors are to adhere to the site rules and regulations, set out for workers.

Ranbuild Great Southern provides the following key trained and competent personnel on site.



Non-Conformances and corrective actions

Once a non-conformance has been identified and depending on the nature and complexity of the non-conformance, an investigation may be undertaken to identify the root cause of the non-conformance and assess the level of risk. The Supervisor should investigate non-conformances arising in their areas of responsibility, in consultation with the HSR (if applicable) and/or designated workers.

Ranbuild Great Southern will undertake the following course of action for identified non-conformances:

- a) For minor issues the contractor will be given a verbal direction indicating what the issue is, what needs to occur and the level of safety that Ranbuild Great Southern expect.
- b) For major safety and health breaches or situations where there is imminent risk to a worker or other person, the contractor will stop work and be issued with a written warning detailing the issue and controls expected. Work will only restart when adequate safety controls have been implemented.
- c) For ongoing safety and health non-conformances of a significant or high-risk nature, contractors may be directed to cease work in accordance with a breach of the contract.

Chain of Responsibility

Chain of Responsibility (CoR), introduced into WA in 2015, recognises the responsibilities that others have in the transportation of goods by road, beyond that of just the driver and operator. It means anyone who has

control in the transport chain can be held legally accountable if by action, inaction or demand, they cause or contribute to road safety breaches.

If you are involved in any of the following road transport activities, you are a party in the 'chain of responsibility' and may be deemed liable in the event of a breach of the road laws:

- Consigning – a person or company commissioning the carrying of goods
- Receiving – paying for the goods/taking possession of the load
- Loading – placing or restraining the load of the vehicle
- Packing – placing goods in packages, containers or pallets
- Driving – the physical act of driving a vehicle
- Operating – operating a business which controls the use of a vehicle.

You must regularly identify and assess the risks associated with your activities and take action to manage those risks. This may include creating and introducing work instructions and procedures for the tasks you carry out, or you may like to consider introducing safety measures such as audits or checklists to ensure everyone is maintaining required safety standards.

7. CONSULTATION, COOPERATION AND COORDINATION

Consulting and communicating with workers regarding safety and health management is an integral part of Ranbuild Great Southern safety and health system. Workers are encouraged to express their views and to raise work health or safety issues if these arise and to contribute to the decision-making process relating to the matter. Consultation and communication may be undertaken by toolbox talks, noticeboard, email, intranet, face to face discussions. Health and Safety Representatives are involved in the consultation so far as is reasonably practicable. Workers consulted **are advised** of the outcome of the consultation in a **timely manner**. A hard copy of toolbox talk minutes shall be available from the Ranbuild Great Southern site supervisor.

Consultation occurs in reference to, but not limited to, the following safety and health matters:

- hazard identification and risk assessment processes;
- control measures for the management of hazards and risks;
- changes to the organisation's policies and procedures, work routines or hours of work which may affect workplace safety or occupational health;
- introduction of new substances or equipment which may affect workplace safety or occupational health;
- resolution of safety and occupational health issues;
- any matters that are likely to affect workers safety or occupational health.

In situations where there is a shared responsibility for health and safety between PCBU's, Ranbuild Great Southern encourages consultation between PCBU's to highlight any activities, which may add to the hazards and risks to which others may be exposed. The PCBU's should coordinate these activities to ensure that hazards that may affect the health or safety of their own workers or the workers of other business operators or other people at or near the workplace are eliminated or reduced. Consultation between duty holders and understanding the views of others leads to greater cooperation and trust. By drawing on the knowledge and experience of their workers, PCBUs can make more informed decisions about how the work should be carried out safely.

All workers on site must complete the Ranbuild Great Southern induction prior to commencing work. If a worker has not completed an induction, they must inform the Ranbuild Great Southern supervisor immediately and arrangements will be made for the induction to occur.

8. TRAINING AND LICENSING

Undertaking Construction High Risk Work:

All Contractors whose workers are completing High Risk Work must ensure that:

- The individual is to have a current High-Risk Work licence on their person for the activity being performed as per the licence class depicted; and
- Be reflected within the SWMS for the task / job being performed.

The following are tasks that are deemed to be High Risk Work by WorkSafe WA:

LF - Forklift Truck	LO - Order-Picking Fork Lift Truck
DG – Dogging	C1 – Slewing Mobile Crane up to and including 100 tonnes lifting capacity) includes C6, C2, CN and CV.
RB – Basic Rigging	RI – Intermediate Rigging
RA – Advanced Rigging	RA – Non-slewing Mobile Cranes (greater than 3 tonnes lifting capacity)
SB – basic Scaffolding	SI – Intermediate Scaffolding
CT – Tower Cranes	C2 – Slewing mobile cranes (up to and including 20m tonnes lifting capacity) (includes CN and CV)
CS – Self-erecting Cranes	CD – Derrick Cranes
CP – Portal Boom Cranes	CV – Vehicle loading Cranes (10 tonnes or greater lifting capacity)
CB – Bridge and Gantry Cranes	C6 – Slewing Mobile Cranes (up to and including 60 tonnes lifting capacity) (includes C2, CN and CV)
CO – Slewing Mobile Cranes (open/over C2, CN and CV)	CN – Non-slewing mobile Cranes (greater than 3 100 tonnes lifting capacity) (Includes C1, C6, tonnes lifting capacity)
HM – Materials Hoists (cantilever Platforms)	HP – Hoists (personnel and materials) (includes HM)
PB – Concrete Placing Booms.	WP – Boom type elevating work platforms (boom length 11 metres or greater)

The WHS Legislation includes requirements for workers to complete specified training and assessment before they can undertake certain work or roles, including:

- First aid training
- Health and Safety Representative (HSR) training
- Construction Induction training (i.e. White Card)
- High Risk Work training and assessment and
- Asbestos Assessment or Removal training.

Workers are required to have the minimum training requirements:

- Construction Induction Training card recognised within Western Australia (construction work only);
- Trade qualifications for the work they are undertaking; or
- If undertaking an apprenticeship be under the direct supervision of a trade qualified (in the respective trade) person from the company, they work for.

9. BEHAVIOUR

Ranbuild Great Southern will not accept any form of violence or aggression, including from clients, visitors, members of the public or between workers and will foster a positive and respectful work culture.

Ranbuild Great Southern does not tolerate any form of offensive behaviour, particularly harassment, bullying, discrimination, and vilification. Workers will not harass, vilify, or discriminate against any person on the basis of their sex, sexuality, marital status, pregnancy, race, intellectual or physical disability and age, and do not engage in any form of bullying behaviour. Ranbuild Great Southern encourages workers to notify them if they feel they require assistance.

10. PURCHASING AND HIRING CONTROLS

Section 1.7 of Ranbuild Great Southern's Condition of Works Order states;

The supplier must comply with the Contractor's requirements regarding safety, perform the Works safely, leave the site in a safe condition and notify the Contractor in writing of safety hazards.

Section 1.7 of Ranbuild Great Southern's Condition of Purchase states

The supplier must comply with the Contractor's requirements regarding safety, deliver goods and/or materials safely, leave them on the site in a safe condition and notify the Contractor in writing of safety hazards.

11. HEALTH AND SAFETY INFORMATION

If applicable, additional rules will be identified and provided to workers at the site-specific induction.

Access and Egress

The layout of the workplace allows, and the workplace is maintained so as to allow, for persons to enter and exit and to move about without risk to health and safety, both under normal working conditions and in an emergency.

Alterations

No person without specific approval is to alter or remove any plant, equipment or safety device on site. This includes but not limited to scaffolds, handrails, barricades, signage, guards, penetration covers etc.

Amenities

Depending on location, toilets may not always be provided.

Animals

Dogs and/or other pets are not permitted on Ranbuild Great Southern sites at any time.

Asbestos Management

Ranbuild Great Southern will comply with the Safe Work Australia: How to Manage and Control Asbestos in the Workplace Code of Practice (2020) and How to Safely Remove Asbestos Code of Practice (2020). Anyone who identifies, or suspects, that there is an unregistered product or premises with Asbestos, then they should contact their supervisor immediately. The Ranbuild Great Southern Supervisor should also be notified. During asbestos removal a nominated supervisor must be on site. The nominated supervisor must have the required experience and training.

If asbestos is being removed, the asbestos register must be made readily accessible.

A copy of the asbestos removal control plan must be provided by the licensed asbestos removalist must given to Ranbuild Great Southern prior to beginning asbestos removal work.

Ranbuild Great Southern will ensure that health monitoring is provided to workers undertaking asbestos removal work by the Workers PCBU, if they have a risk of exposure to asbestos when carrying out the work. Ranbuild Great Southern will provide the required health monitoring to workers exposed to asbestos when carrying out the work on this site.

Barriers and Signage

- Barriers and signage to be erected around a work area to delineate and provide safe exclusion / distance from other workers or from vehicles. The requirement for barricading may be identified by risk assessment.
- Barricading should be an appropriate distance from the unprotected edge (usually a minimum of 2 metres).
- Barricades must be visible at all times.
- Regular inspections of barricades are to be conducted.
- Barricades can only be removed when there is no further need to prevent or control access and the task is complete and the reason for protecting workers and equipment no longer exists.

Children

Workers are not to bring children on site at any time, as children don't recognize hazards as well as those who work on site.

Cranes and Lifting Management

General safe work practices as follows;

- Ensure crane operators and dogger or riggers are qualified.
- Ensure crane operator is familiar with the setup, function, capacities, inspection, load charts and operation of crane or hoist.
- Except for emergency stop signals, ensure crane operator responds only to the designated signal person.
- Stop a lift if an unsafe condition is suspected.
- Never exceed a component's rated capacity.
- Ensure individuals making lifts possess skills and knowledge to perform lifts safely.
- Before, during, and after using any rigging equipment, inspect it. If defective, immediately remove from service. Do not weld or alter any rigging or lifting devices. If rigging, lifting device, or crane has been shock-loaded, inspect the equipment immediately.
- When using cranes or hoists to lift drums that are filled with material heavier than liquid (for example, steel, concrete), ensure the drum will not fall when lifted.
- Use the following required personal protective equipment:
 - Helmet hat;
 - Approved safety glasses, which must be;
 - Non-conductive (non-metallic) medium impact frame;
 - Work gloves;
 - Minimum protective clothing when required;
 - High-visibility garments
 - Approved footwear.
- The slinging of loads, selecting and/or inspection of lifting gear or directing a crane operator in the movement of a load during work activities at Ranbuild Great Southern worksites, must only be undertaken by, or under the supervision of, a person with a certificate of competency in dogging.
- A dogger who slings a load must direct the crane operator in the movement of that load until the load is in its final position. This would not be necessary where the final position of the load is visible to the crane operator but not the dogger who slings the load.

Cutting above shoulder height

Refer to the manufacturer's instructions for use to determine whether the saw has been designed to permit above shoulder height use. When using hand-held equipment, the operator should avoid raising their arms above shoulder height as this significantly reduces control of the saw, increasing the risk of injury from kick-back. If a cut must be continued above shoulder height, common in chasing, consideration should be given to using equipment with sufficient reach to maintain control without extending the arms, working from a work platform or scaffold or selecting lighter equipment designed to permit work above shoulder height.

Drugs and Alcohol

The use of alcohol and other drugs by workers in a manner that could impair their ability to safely undertake their duties or increase the risk of injury to themselves or others, is prohibited. All workers have a personal responsibility not to consume alcohol or other drugs that could impair their ability to safely carry out their duties or pose a risk to the safety of any other person. Random Drug and Alcohol testing may take place on site. These tests may be random, voluntary, 'for cause' testing or another type of test. Any drug and alcohol testing will follow current Australian standards. If a workers results determines they are unfit for duty, the worker will be required to immediately stand down until a negative test is provided. Ranbuild Great Southern Director is to be notified of any positive results.

The possession, use or distribution of illegal drugs is prohibited. Workers who are required to take either prescription or over the counter drugs which could impair judgement and coordination, and reduce alertness, must inform their manager or supervisor and the Supervisor. Doctors and pharmacists should be consulted before taking any medication to learn any side-effects which may affect overall work performance.

Reporting of conditions that affect fitness for work

- Notify your manager or supervisor if your fitness for work changes
- If you are taking medication
- If you are returning to work post injury or surgery

Earthmoving equipment

Earthmoving equipment that has a rated safe working load of three tonnes or more and is used as a crane, is taken to be a crane and the operator is required to hold the appropriate crane High Risk Work Licence.

Electrical Hazards

- Maintain the following safe clearances from live overhead powerlines;
 - 0.5 metres of a live insulated overhead electric line or aerial bundled conductor line of a voltage of not more than 1 000 volts
 - 1 metre from powerlines up to 1000 volts,
 - 3 metres from powerlines up to 33,000 volts, and
 - 6 metres from powerlines over 33,000 volts.
- Locate any underground powerlines prior to any excavation work. Never excavate outside of the boundaries of the lot without consulting the relevant authorities.
- All power lines are to be considered live unless otherwise advised.
- No piggy-back plugs or double adaptors are to be used.
- Any portable, or other electrical equipment that requires repairs must be tagged out of service and, where possible, locked out to prevent use until safe for use. Any electrical installations, repairs or alterations shall only be performed by a qualified electrician.

When a temporary switchboard is in use, **test** the RCD prior to use.

Unsafe electrical equipment must not be used on site until it is:

- repaired or tested and found to be safe; or
- is replaced, or
- permanently removed from use

A register of electrical equipment in use on site to be provided to Site Supervisor prior to starting work.

Elevated Work Platforms

Safety precautions that should be taken include:

- operator and personnel are appropriately trained and familiar with the EWP;
- the EWP is checked for operational safety prior to use, and log book completed;
- the support surface for the EWP is free of penetrations and is preferably flat;
- pneumatic tyres are in good condition and free of defects;
- any work performed is in accordance with the manufacturer's recommendations;
- harnesses are connected and worn at all times if a boom-type EWP is used; and

Persons operating boom-type EWPs with a boom length of 11 metres or more must hold a WP Class High Risk Work Licence.

Electrical Testing and Tagging

- All portable electrical tools and equipment are to be inspected, tested and tagged in accordance with AS/NZS 3012 every 3 months.

Environmental impact

Workers will liaise with the Supervisor regarding preparation of the work site to minimise environmental impact so that destruction or disturbance to native flora shall be minimised. Workers will ensure that rubbish bins are used for the collection of all rubbish such as food scraps, containers, rags, papers, cardboard, cans and tins used in the work activity.

Engineered Stone

Power tools are not to be used for cutting, grinding or abrasive polishing of engineered stone at the site unless the use is controlled.

Excavations

Wear safety helmets in excavations deeper than 1.2 metres. Before starting excavation work deeper than 1.5 metres, make sure another worker is in the immediate vicinity. Provide Ranbuild Great Southern with a copy of the SWMS.

When excavating do not exceed the angle of repose or the soil will collapse. Don't enter a trench or excavation deeper than 1.5 metres unless or until a competent person has inspected the trench for recognised hazards.

Erect temporary barriers with a minimum height of 900 mm to restrict access around:

- An excavation if it is to be left open and unattended;

- An excavation left open and unattended overnight. Place a suitable cover around the hole that can withstand a minimum weight of 100 kg;

A trenching and excavation competent person shall:

- Make daily inspections;
- Inspect after significant events such as rainstorms; and specify use of shoring, shielding, or sloping.
- Ensure underground utilities are identified and measures are taken to prevent possible damage.

Shore up excavations when:

- You are working in an excavation 1.5 metres or deeper;
- There is a risk of the material that forms the excavated area, falling or dislodging into it; and
- There is a risk of the material adjacent to the excavated area, falling or dislodging into it.

Falls

Risks associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person must be managed. Ensure, so far as is reasonably practicable, that any work involving the risk of a fall by a person from one level to another is:

- carried out on the ground or on a solid construction
- provided a safe means of access to and exit from the workplace and an area from which a person could fall, such as a platform or scaffolding, and
- if it is not reasonably practicable to eliminate the risk of a fall, minimise the risk of falls so far as is reasonably practicable by providing adequate protection against the risk, including by providing a fall prevention device if it reasonably practicable to do so, or if not, a work positioning system if it is reasonably practicable to do so, or if not, a fall arrest system.

A combination of the controls that are reasonably practicable to provide adequate protection against the risk may be used if a single control is not sufficient for the purpose.

Fatigue Management

Ranbuild Great Southern has a duty of care to ensure workers are free from the effects of fatigue and are fit-for-work. Factors that can contribute to fatigue include drug and alcohol use, working extended shifts, poor sleep, distress, driving and travelling, nutrition, medical conditions, balancing work and personal demands, physical or health and wellness issues. Fatigue risk is to be assessed at operational level to minimise and reduce the impact of risks caused, or contributed to, by fatigue. Workers are required to be fit-for-work and individuals suffering fatigue are obligated to report this to their Supervisor or Manager and the Supervisor.

First Aid

- All workers are required to have access to a suitable first aid kit at all times. Contractors to have access to a first aid kit within their vehicle.
- Any injuries requiring medical treatment MUST be reported to the Supervisor as soon as possible, but within no more than 24 hours.
- Ranbuild Great Southern recommends that all construction subcontractors have at least one person within their team that has completed an accredited First Aid training course.

Fitness for work

Where a Supervisor / Manager has reasonable grounds for suspecting a worker's capacity to work safely, the Supervisor / Manager shall ensure the worker is not in a position of personal risk to themselves or others. This assessment can be based on observed deterioration of work performance, abnormal conduct, unacceptable behaviour, unusual operating or business decisions. The Supervisor may request for the worker to undergo testing to determine if the worker is fit for work.

Where a worker has been deemed unfit for work they may be stood down or sent home. The worker will not be permitted to return to work until they have demonstrated that they are fit for work by undergoing further testing and providing a negative test result. The worker will also participate in a formal discussion with their Supervisor and receive written confirmation of test results and the actions taken.

Hand Tools, Electrical Tools and Extension Leads

- All hand and electrical tools must be in serviceable condition and suitable for the task.
- Do not use power tools on Asbestos Containing Material, unless the use of the equipment is controlled:

- Extension leads shall not be longer than 30 metres or joined together to extend further than 30 metres in total length. No piggy backed leads are permitted.
- Extension leads are to be raised off the ground in the following circumstances:
 - Extension leads are exposed to pooled or flowing water,
 - Extension leads are exposed to vehicle traffic, pedestrian traffic, or potential damage,
 - Extension leads are out of sight of the user.
- Tool guards shall not be removed or modified,
- Domestic extension leads, power boards or double adaptors are not permitted on Ranbuild Great Southern sites.
- Run all extension leads through the cut out in the bottom of the temporary switchboard if provided.
- If using a petrol saw indoors, fumes must be exhausted to the outside of the building, however workers are encouraged to use safer alternatives such as electric grinder vacuum system, hydraulic or pneumatic systems. Do not saw above shoulder height as this significantly reduces control of the saw.
- Do not stand on crates, boxes, etc when cutting. Use a suitable platform such as heavy duty industrial steps.

Angle Grinders

Angle grinders can be a dangerous power tool. Kickbacks can result in severe cuts. Discs can shatter or disintegrate producing fragments which may become lodged in the operator's eyes or other parts of the body.

Consider whether an angle grinder is actually the best tool to perform the task, because another tool may be just as, or even more, effective. Do not use a grinder that is larger, heavier or more powerful than is necessary, as it is much easier to control a lighter tool. Guards must not be removed. The guard should cover half of the disc and be positioned between the disc and the operator. Ensure that the correct type of disc is used for the task being performed. The wrong disc could shatter or 'grab' the work piece causing kickback.

Before using an angle grinder, ensure that:

- The guard and handles are secure
- The correct flange and locking nut is in place for the type of disc being used (otherwise the disc can shatter at high speed)
- There are no defects or damage to the disc (a disc which has been dropped may have developed cracks and should not be used).

Hazardous Substances

Many hazardous substances are used in the workplace. These can range from relatively harmless through to highly toxic. Hazardous substances can affect your health by entering your body through breathing (e.g. dusts), through skin absorption (e.g. some solvents such as kerosene or petrol) or through ingestion (e.g. by eating or drinking the substance). All hazardous substances on site must be recorded on a Hazardous Substances register and provided to the Site Supervisor, prior to commencing work on site.

If you are using chemicals, you must follow these safety precautions:

- Identify the hazardous substance that you are using – refer to the label; Obtain and refer to the Safety Data Sheet (SDS);
- Make sure an Australian issued SDS, that has been revised within the past 5 years is provided to the Ranbuild Great Southern Supervisor before bringing any hazardous substances on to site, e.g. solvents, adhesives, sealants.
- The requirements of the SDS are to be complied with at all times when using hazardous substances.
- Use the recommended PPE, including respiratory protection as per the SDS;
- Follow the safe operating procedure for the substance; if one is available,
- Never put left over substances in cordial or soft drink bottles. If substances are decanted, then they must be labelled Ranbuild Great Southern as per the Code of Practice Labelling of workplace hazardous chemicals.
- Dispose of excess chemicals safely – seek advice from your supervisor and refer to SDS.
- Make sure all containers are correctly labelled.
- Wash your hands thoroughly after using any hazardous substances and before eating, drinking or smoking.
- Do not store more of a hazardous substance on site than what you need for the job.
- Do not store hazardous substances, including fuels, in or near site facilities such as toilets,

- lunchrooms or site offices.
- Hazardous substances must be stored in secure facilities.

Health and Safety Committee

The Ranbuild Great Southern supervisor will establish a health and safety committee within 2 months after the day on which the person is requested to do so by a health and safety representative for a work group of workers carrying out work at that workplace; or by 5 or more workers at that workplace.

Health and Safety Representatives

A worker may ask the Ranbuild Great Southern supervisor to facilitate the conduct of an election for 1 or more health and safety representatives to represent workers who carry out work for Ranbuild Great Southern. A list of each elected health and safety representative and deputy health and safety representative (if any) for each work group of workers carrying out work for the business or undertaking is prepared and kept up to date; and a copy of the up-to-date list is displayed in a manner that is readily accessible to workers in the relevant work group or work groups.

Hoist

The WHS Regulations require any worker operating a materials hoist must hold a HP High Risk Work Licence.

Housekeeping

- All work areas and access-ways should be maintained free from rubbish. All tools and equipment should be returned to appropriate storage when not in use. All unnecessary items, loose/unstable materials and waste safely removed from the area)
- Walkways and work area should be appropriately illuminated.
- Waste is to be placed in the appropriate waste bins or waste storage area.
- Where provided for, recyclable waste is to be separate and placed in bins provided.
- All workers are required to leave their work area in a safe and tidy state at the end of each shift/day.
- If work areas are to be left and a hazard exists from poor housekeeping, barricading and signage must be erected.

Incidents, Hazards, Near Miss

Hazards that cannot be removed or rectified immediately, as well as all incidents and near miss shall be reported to the Ranbuild Great Southern Supervisor.

Key requirements within this process include:

- Formal statutory notification(s);
- An Incident form is also to be completed;
- Incidents and accidents will be investigated for causal factors and control measures to be implemented where applicable to prevent a recurrence.

Infection Prevention and Control

Ranbuild Great Southern is committed to minimising the risk of exposure to infectious diseases for workers, on their sites. Procedures recommended by the Health Department of Western Australia and by Safe Work Australia will be followed in relation to COVID 19 infection prevention and risk control measures.

Isolations

- All isolations must be approved by the Supervisor.
- Dust covers must be used to cover smoke detectors when dust is being generated. Dust covers must be removed from the smoke detectors at the end of each day.

Ladders

- Only light duty tasks of short duration are to be performed from a ladder. Workers should avoid carrying any items when climbing.
- Only commercial / industrial grade ladders with the compliance sticker intact are to be used on site (no domestic rated ladders).
- Ladders are to be set up on an angle of 1 metre out at the base to every 4 metres up, be placed on firm level ground and secured to prevent movement.
- Ladders must be maintained in a serviceable condition, e.g. no damaged, loose or missing parts.
- Step/platform ladders are required to be fully open with the metal spreader locked before use. The

- ladder should be on a firm, level non-slip surface
- A single sided stepladder may be used in the closed position by leaning it against a support if it is designed to be used in such a way.
- Ladders must extend at least 900mm above the landing.
- Portable ladders to be designed in accordance with AS1892.
- Step ladders are to be used in accordance with the manufacturer's guidelines.
- 3 points of contact must be maintained when ascending or descending a ladder.
- Do not climb from one ladder to another. Only one person on a ladder at any one time.
- Do not stand on the top cap of the ladder or work any higher than the tread/rung indicated on the ladder as the highest standing level (usually the top 2 rungs).
- Extension ladders must not be used to provide access to scaffold.
- Ladders must be suitable for the task, i.e., non-conductive ladders used for electrical work.
- Where a traffic or pedestrian risk exists, barricading and signage is to be erected around the work area to prevent unwanted interaction from other workers or vehicles.
- Ladders with defects are to be removed from service immediately and tagged out of service.

Lighting

Lighting in the workplace from both natural and artificial sources must be adequate for the movement of persons around the workplace, e.g when working in a roof space.

Manual Tasks

Ranbuild Great Southern is committed to identifying, assessing, and controlling all hazards associated with manual handling tasks. Workers are to consult with Ranbuild Great Southern Supervisor when planning to:

- introduce new tasks or change existing tasks
- select new equipment
- refurbish, renovate or redesign existing workplaces, or
- carry out work in new environments.

A risk assessment, in consultation with workers, for any manual tasks that you have identified as being hazardous should be undertaken, unless the risk is well known and can be controlled. A risk assessment can help determine:

- which postures, movements and forces of the task pose a risk
- where during the task they pose a risk
- why they are occurring, and
- what needs to be fixed.

There are no specific limitations on the weight that a single individual is permitted to lift as this can vary from one person to another. There are many factors that must be considered including but not limited to:

- The weight of the load;
- The physical dimensions of the load;
- Does the load have any sharp edges;
- Is the load likely to be caught by the wind;
- Does the load have handles/lifting points;

If you believe that you cannot safely lift the load, then you must seek advice from your supervisor.

With heavy or awkward loads, get help or use mechanical assistance such as a forklift.

If it is too heavy, don't lift it!

Managing Risks to Health and Safety

A duty holder, in managing risks to health and safety, must:

- eliminate risks to health and safety so far as is reasonably practicable; and
 - if it is not reasonably practicable to eliminate risks to health and safety—minimise those risks so far as is reasonably practicable.
- All hazards are to be controlled in accordance with the:
 - WA Work Health & Safety Legislation (Act 2020, Regulation 2022)
 - Codes of Practice;
 - Accepted industry standards and recognised guidance materials.
 - Any hazards that you are unable to control **MUST** be reported to the Supervisor,

- Where a hazard presents an imminent risk then the situation **MUST** be made safe immediately and the Supervisor advised. Work is not to continue in this area until the hazard has been rectified. This may include, but not be limited to the following:
 - Barricade the hazard or hazardous area off;
 - Warn other personnel on site;
 - Cease use of effected plant or tools and tag ‘Out of Service’.
- Follow the guidelines of Safety Data Sheets (SDS) where a hazardous substance is involved.

Mental health

Ranbuild Great Southern recognises that poor mental health can be a cause psychological and physical injuries so they promote the positive mental health of its workers by:

- considering ergonomic factors when designing and managing work;
- early intervention whenever there is an awareness that a worker is becoming distressed and getting the worker the help, they need, including referring workers to a Worker Assistance Program if this could be beneficial to their mental health.

Ranbuild Great Southern supports workers showing signs of work-related distress and will modify their work duties to suit their circumstances if this is required. Workers are encouraged to report work-related psychosocial safety hazards to their Supervisor or the Ranbuild Great Southern Supervisor. Issues will be investigated, and appropriate risk control measures implemented and monitored for effectiveness. Ranbuild Great Southern encourages workers to also reach out to the following organisations:

Mates in Construction:	1300 642 111
Beyond Blue:	1300 22 4636
Lifeline:	13 11 14
Mensline:	1300 789 978
Mental Health Emergency Response Line:	1300 555 788

Mobile Phones and Devices

There are many hazards associated with using your mobile device on a site, especially when operating or working around vehicles and equipment. If you're using a mobile device on site, it means that you're not paying full attention to the task at hand and the hazards that surround you.

- Never use a mobile device while operating any equipment or when driving a vehicle.
- Wait until your lunch or rest break to use your mobile device for personal calls or other activities. and only use it in a designated safe-work area such as break areas.
- Turn off your mobile device completely when working. The ringer may startle you or someone else in the area (or tempt you to answer the call, email, or text).
- Let calls go straight to voicemail. You can listen to them at a later time in a safe location.
- Never operate your mobile device near flammable fumes or liquid, or in a flammable environment. If an urgent personal matter requires that you have ready access to your mobile device, work out a plan with your supervisor to do it safely
- If an urgent family matter requires a worker to use their mobile phones or device, the worker must leave the work area, so that the communication can be done in a safe manner.

Motor Vehicle Safety

Ranbuild Great Southern workers are required to follow the Western Australian, road rules and any Ranbuild Great Southern vehicle signs for traffic management. Vehicles provided by Ranbuild Great Southern must be maintained and serviced according to the manufacturers' instructions by the nominated Ranbuild Great Southern employee responsible for that vehicle. Smoking including electronic cigarettes and vapes are prohibited in Ranbuild Great Southern vehicles.

Oxy-fuel gas systems

Portable and mobile oxy-fuel gas systems for welding, cutting, heating and allied processes specify that all flashback arrestors must be tested by a competent person (or replaced) at least every 12 months, and in the event of a flashback. Flashback arrestors must be located on the handpiece and the cylinders. All cylinders must be secured in an upright position at all times, regularly inspected and within test date.

Permits

The Site Supervisor will advise you if a Permit system is in operation on the site.

Hot work includes activities such as grinding, welding, thermal or oxygen cutting or heating, and other related heat or spark producing operations. A Hot Work Permit will be completed where relevant.

Confined Space:

- a) means an enclosed or partially enclosed space that —
 - (i) is not designed or intended primarily to be occupied by a person; and
 - (ii) is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
 - (iii) is or is likely to be a risk to health and safety from anything specified in the Table below:

1	an atmosphere that does not have a safe oxygen level
2	contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion
3	harmful concentrations of any airborne contaminants
4	engulfment

but -

(b) does not include a space in which excavation work is carried out in an underground mine;

A Confined Space Permit will be completed where relevant.

Personal Protective Equipment (PPE) and Clothing

Appropriate personal protective equipment is to be used at all times. The basic Personal Protective Equipment (PPE) on all Ranbuild Great Southern Sites will be:

- Approved safety boots – ankle height or high leg to Australian Standard AS/NZS 2210: Occupational protective footwear.
- High visibility clothing complying with AS/NZS 4602: High visibility safety garments where indicated by mandatory signage or within a SWMS.
- All personnel must wear, where designated, an approved safety helmet to Australian Standard AS/NZS1801: Occupational protective helmets,
- Approved safety glasses to Australian Standard AS/NZS1336: Recommended practices for occupational eye protection, where designated.
- Personal hearing protection devices complying with the requirements of Australian Standard AS/NZS 1269: Occupational noise management must be used when exposed to noise levels in excess of 85 dBA (Leq) 8hr or 140dB Lin. peak in the workplace.
- Personal protective devices such as face shields or goggles when grinding, gloves for sharp materials and other PPE must be made available by the contractor to their workers for use when they are exposed to specific hazards.
- Workers shall ensure that personal protective equipment is maintained and used in relation to hazards associated with their work.
- Where signage indicates that dust masks should be used, Workers shall wear a P2 dust mask complying with AS/NZS 1716: Respiratory Protective Devices.
- Sunscreen should be used to reduce the risk of sunburn and potentially skin cancer.
- Face masks may be required to be worn as per Western Australian Government guidelines for Covid-19.

Plant

The term plant includes, but is not limited to, cranes, hoists, elevating work platforms, building maintenance units such as swing stages or suspended stages, pressure equipment and explosive powered tools such as nail guns.

In addition to relevant State Legislative requirements and/or Codes of Practice, the use of any plant on site shall meet the following requirements:

- Workers using mobile plant (e.g. mobile cranes, excavators, forklifts, elevated work platforms, etc) are required to provide Ranbuild Great Southern with a SWMS prior to the commencement of works.
- Plant registration details, where required, shall be readily available and plant registration numbers clearly displayed.
- All mobile plant shall be maintained to the manufacturer's specifications and operators' log-books are to be kept up-to-date. The logbook should be readily available upon request by Ranbuild Great Southern.
- Mobile plant requiring operator's licenses are only to be operated by appropriately licensed persons. It is the responsibility of the contractors to use appropriately licensed persons.
- Where no formal license is required to operate a specific piece of plant operators must be able to demonstrate competence in operating that plant.

- Mobile plant must be fitted with flashing lights, reversing alarms and a seat belt (if fitted).
- Where appropriate a serviceable fire extinguisher and first aid kit should be fitted.
- Hoists shall not be overloaded.
- Keys are not to be left in the plant when not in use.
- Mobile phones are not to be used by operators except hands free applications or if stopped in a safe location.
- All workers must be fit for work before operating vehicles, plant or mobile equipment. All workers are to monitor their own fatigue.
- Plant operators to use barricading or other means of delineation, to notify other workers to prevent plant and people contact.
- Never point or fire a nail gun in another person's direction. Erect signage in a prominent location at the entry to the work area.
- Remove power to the hoist, if installed, when leaving the site.

Public Safety

Ranbuild Great Southern is responsible for identifying all site safety issues and providing and maintaining the proper systems to ensure the safety of members of the public. Ranbuild Great Southern will consider the following:

- identification of the hazards to the public;
- evaluation of the risk of harm those hazards create;
- physical safeguards to avoid or reduce injury and prevent property damage;
- informing all levels of management of the degree of risk: and
- ensuring appropriate training is implemented.

In addition to the above, Ranbuild Great Southern will establish, prior to commencing work on a site, systems and processes for:

- access and egress
- site conditions and security
- safety signs and notices
- collection, storage and removal of excess or waste materials
- adequate space for the storage of materials and plant and any vehicle parking.

To ensure public safety, workers shall –

- Check that footpaths are clean, unobstructed and not damaged. If footpaths are damaged because of the construction process, erect safety signage to redirect pedestrians or repair the damage to a safe condition;
- Ensure rubbish placed in the site does not overhang;
- Not block footpaths with vehicles;
- Not park vehicles on site overnight;
- Not block the footpath with workstations;
- Secure all lightweight materials so they cannot become airborne;
- Isolate the hoist at the end of the day and remove the electrical supply;
- Cover or empty water drums;
- Cover all penetrations;
- Remove cement and lime products from view (place in secure storage);
- Ensure fence is in good condition and lock on exit, (if the site is fenced)
- Not leave equipment unattended;
- Minimise noise and vibration levels
- Liaise with the Ranbuild Great Southern Site Supervisor if heavy equipment needs to be used on or near the site.

A spotter will guide vehicles or equipment reversing onto or off the site, so that workers aren't driving blindly into areas where there may be pedestrians and other vehicles.

When a site is left unattended -

- If a perimeter site fence is in use, the last worker to leave the site must ensure that access points to the site are to be secured,

- If no perimeter site fence is in use, then it is the Workers or contractors' responsibility to secure or remove any hazards associated with their work prior to leaving the site. For example,
 - Do not leave ladders that can be used
 - Hazardous substances to be secured in a locked cabinet.
- Extra care is required in established residential areas and/or near schools or playgrounds.

Refusal to work

Under the WHS Act workers may refuse to undertake some work where they have 'reasonable grounds' to believe there is a risk of imminent and serious injury or harm to health.. This ability, under the legislation, to refuse to undertake some work provides a means for a worker to remove themselves from an immediate risk of serious injury or harm. However, the employee must have reasonable grounds for believing the work is unsafe.

An employee who refuses work may be given 'reasonable' alternative work. This work must be away from the immediate risk. Additionally, the employee must be competent and capable of performing the alternative work for it to be considered reasonable.

Return to Work Program

When a worker is unable to return to their pre injury duties, a Return To Work (RTW) Program is required. Ranbuild Great Southern will document the return to work program. It will include:

- details of the injured worker;
- a description of the goal of the program;
- a list of the action that has to be taken to enable the worker to return to work, identifying who has to take each action; and
- a statement as to whether the worker agrees with the content of the program.

If Ranbuild Great Southern become aware that the treating medical practitioner has, either in a medical certificate or otherwise in writing, modified the restrictions on the work that the worker is considered to be capable of doing, we will ensure that the worker's return to work program is changed to the extent, if any, that is appropriate because of the modification. Any changes to the RTW will be described in writing. Unless the change is made in the circumstances described above, we will take reasonable steps to ensure that a worker agrees with any change to the worker's return to work program.

Residual Current Devices (RCD's or Safety Switches)

- Contractors using portable electrical equipment on Ranbuild Great Southern worksites must do so in conjunction with a portable Residual Current Device (RCD), tested and tagged in accordance Western Australian legislation.
- Domestic RCD's are not permitted on Ranbuild Great Southern sites.

Resolution of Safety Issues at the Workplace

- Ranbuild Great Southern ensures the resolution of issues relating to safety or health, will be conducted as per the requirements set out in the current WHS Legislation. Ranbuild Great Southern encourages workers to discuss issues with their Supervisor in the first instance.
- Any party to the issue may commence the procedure by informing each other party —
 - (a) that there is an issue to be resolved; and
 - (b) of the nature and scope of the issue.

As soon as parties are informed of the issue, all parties must meet or communicate with each other to attempt to resolve the issue.

Scaffolds

- All scaffolding is to be erected using safe manual handling and construction practices in accordance with the manufacturers or supplier's guidelines,
- All erected scaffolding is to be compliant with the manufacturer's guidelines, AS/NZS1576 Scaffolding General Requirements or the Western Australian Code of Practice AS/NZS4576:1995 – Guidelines for scaffolding,
- When erecting scaffold, work from a full deck of planks whenever possible
- All scaffolds where a person could fall more than 2 metres MUST be provided with edge protection,
- Do not climb on guardrails to gain extra height.
- Consult with a competent person like the scaffold design engineer or the supplier, prior to the erection

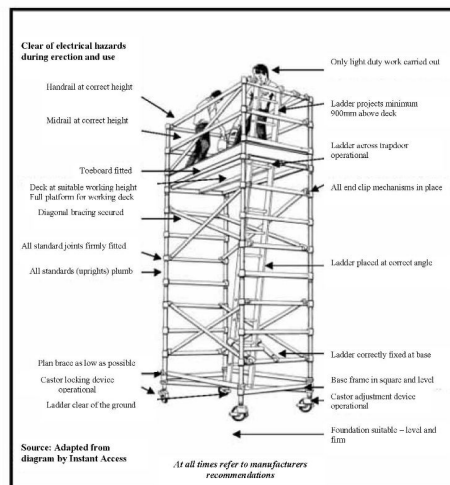
- of signs and perimeter containment screens.
- Scaffolds where a person can fall more than 4 metres -
 - The scaffold **MUST** be erected, altered and dismantled by a licensed scaffolder,
 - The scaffold **MUST** be inspected and tagged prior to use and at least every 30 days,
- Ties should not obstruct access along the working and access platforms.
- Incomplete or unsafe scaffolds **MUST** be tagged, sign posted or barricaded to prevent unauthorised access.
- Workers should notify the Supervisor if the scaffold has been damaged or the contains damaged components.
- Do not overload the scaffold. Check the scaffold tag to see the scaffold duty.**

Scaffold (Mobile)

Mobile scaffold can tip if the general height of the light duty prefabricated aluminium mobile scaffold exceeds three times the minimum base dimension (ref AS/NZS4576). e.g. a scaffold with base dimensions of 2.4m x 1.8m the height to the working platform should be no more than 5.4m.

For a scaffold with a narrow base width of less than 1.2m the height of the light duty prefabricated aluminium mobile scaffold exceeds twice the base width (ref AS/NZS4576). e.g. a scaffold with a base of 2.4m x 1.2m the height to the working platform should be no more than 2.4m.

Check-list for Lightweight Aluminium Mobile Scaffolds



Scaffold Working platforms

Working platforms, except suspended scaffolds, should have duty classifications and dimensions complying with the manufacturer's information on loadings. Scaffold working platforms are generally rated as light, medium or heavy duty:

- Light Duty – up to 225 kg per platform per bay including a concentrated load of 120 kg. Platforms should be at least two traditional scaffold planks wide—approximately 450 mm. Use examples include painting, electrical work, many carpentry tasks and other light tasks.
- Medium Duty – up to 450 kg per platform per bay including a concentrated load of 150 kg. Platforms should be at least four traditional scaffold planks wide—approximately 900 mm. Use examples include general trades work like tiling and light steel framing.
- Heavy Duty – up to 675 kg per platform per bay including a concentrated load of 200 kg. Platforms should be at least 1000 mm wide. This duty scaffold is needed for concrete block laying, bricklaying, concreting, demolition work and most other tasks involving heavy loads or heavy impact forces.
- Special Duty – has a designated allowable load as designed.

Each scaffold should be designed to carry the required number of working platforms and to support the dead and live loads. Where tools or materials are to be used or stored on working platforms, an unobstructed access width of at least 450 mm should be maintained.

Silica

Silica is a major constituent of many types of sand. It is also a component of concrete and some bricks and

rocks (eg granite, slate, sandstone). Uncontrolled cutting, grinding or drilling of products or materials containing crystalline silica can generate hazardous levels of airborne dust, e.g Jack-hammering concrete, dry sanding of concrete or dry brick, concrete or stone cutting. You must use water, dust extraction systems on portable tools, or adopt other methods that eliminate or minimise the generation of silica dust.

Site Safety Signs

A sign relevant to each hazard, including slips, trips and falls must be displayed to persons that is in or entering the area.

- Site safety signs are to be complied with at all times.
- Site safety signs are NOT to be obstructed by vehicles or by any other means.
- Blue and White mandatory signs/pictographs must be followed.

Site Security

A site-specific risk assessment in relation to site security should be conducted to identify any hazards and appropriate control measures are in place. Appropriate signage is erected with contact telephone numbers should be available.

Workers prior to leaving the site should ensure that:

- Electrical power is off.
- Remove the power source e.g. extension lead, from the hoist
- Access to elevated floors, scaffolding and ladders are blocked;
- Plant, equipment, tools, chemicals and dangerous goods are securely stored;
- Plant or machinery is secure and cannot be operated illegally;
- Objects that could become dangerous in strong winds are secured, including incomplete or inadequately braced walls that might collapse;
- Remove pallets that could be used as a ladder
- other hazards that may cause injury have been controlled.

Slips, Trips and Falls

All workers must report any known or identified slip, trip or fall hazard to their Ranbuild Great Southern Supervisor. A risk assessment will be conducted and risk control measures implemented as required.

All persons including workers, contractors and visitors must report any known or identified slip, trip or fall hazard to their supervisor or manager. A risk assessment will be conducted, and risk control measures implemented as required. Slips, trips and falls are often attributed to a combination of factors including inappropriate footwear, spills on floors/wet floors and none or inadequate lighting. It is further acknowledged that falls can occur from work at heights, floor/surface openings or surfaces of differing levels. Additionally, a number of falls from heights of less than 2 meters are attributed to improper processes or improper use of equipment such as standing on chairs, desks or milk crates to access areas at height.

At all times, workers must ensure work areas have adequate lighting for the task. All wet floors must be signed with 'Wet Floor' (or similar) warnings and all spillages must be cleaned immediately. Workers must always work in a safe manner whereby their work does not result in slip or trip hazards in the workplace. This includes storage of items used in the workplace. Signage must be in-situ to warn people of work in progress, wet floors or other hazards that may result in slips, trips or falls.

Lights must be turned on in darkened areas. Blown or faulty lights must be reported immediately. Workers must ensure there is enough space for workers to carry out duties and use appropriate equipment. Walkways and other pedestrian areas must remain free of hazards including electrical cords and other items of obstruction. Workers must not leave items in walkways that result in slip, trip or fall hazards. At all times walkways and hallways must remain free of debris, clutter and obstacles. Filing cabinets and desk drawers must not be kept open.

Where possible, the person reporting the hazard must attempt to control the risk using the hierarchy of risk control measures. Controls may include the elimination of the hazard or, when this is not possible, isolation of the hazard, provision of signage, barricading or other means of risk control. To mitigate the potential for slips, trips, and falls, all staff and contractors must wear footwear appropriate to the task.

Smoking

Smoking, including electronic cigarettes and vapes are prohibited within any enclosed place, premise, workplace, building, plant enclosure or structure, within areas identified as hazardous, near window or air conditioning intakes.

Storage

Construction materials and waste is to be securely stored on site. Inform the Supervisor if the site shed door opens onto the road.

Do not allow storage to 'spread' in an uncontrolled manner on to footpaths and other walkways. Do not store materials where they obstruct access routes or where they could interfere with emergency escape.

Traffic Management

- General Western Australian, road rules are applicable on all Ranbuild Great Southern sites, unless otherwise advised by the Supervisor – refer to site traffic management plan if applicable.
- Any party who undertakes work or an event on a road that is open to traffic, by law has a “duty of care” to take all steps that are reasonably necessary to prevent any person being injured or damage being caused to the property of others while carrying out those works.
- Barricades erected adjacent to roads also require warning lights to alert motorists of the hazard during night or inclement weather.
- Contact the Supervisor to determine unloading and storage requirements.
- When unloading a vehicle on a public road, traffic cones and/or warning signs shall be positioned to warn the public. Where such activity occurs repeatedly and/or over an extended period of time, a specific Road/Traffic Management Plan and appropriate permits may be required.
- Make sure properly trained spotters control reversing vehicles before unloading.
- Vehicles must be properly maintained, and drivers properly trained.

UV Protection

- Ranbuild Great Southern encourage all persons on site to wear adequate clothing (e.g. hats) and other protective methods (e.g. sunscreen) to protect themselves from the effects of working while exposed to UV rays.
- Very hot and extreme heat conditions can lead to heat related health problems. Types of heat related illnesses include, but is not limited to, heat cramps, heat exhaustion, heat stroke and heat fainting.
- Ranbuild Great Southern acknowledges that the best way to know when you need to use sun protection is to use the UV Index. The UV Index is a simple measure of the UV radiation level at the Earth's surface. It has been designed to help people to avoid overexposure to high levels of UV radiation. The values of the Index range from 0 upward and the higher the Index value, the greater the potential for damage to the skin and eye, and the less time it takes for harm to occur. You need to use sun protection when the UV Index is 3 or above, and when the UV Index reaches 8 or above you should take extra care and stay out of the sun if this is possible. See the [Bureau of Meteorology \(external site\)](#) to view average monthly UV levels in Western Australia.

Waste

Construction debris and waste at the workplace shall be placed in the bins provided. Do not block the bin access with oversize waste. The bin should not be located next to a structure so as not to be used as a means to gain access.

Weather

Effectively plan, engineer, and schedule to eliminate, control, or minimise exposure. Dress appropriately for the environmental conditions. When working in cold environments, dress to stay warm and dry. Use rain gear or layered, insulated clothing as appropriate.

Welding

Welding should not be carried out on ladders. There is a risk of injury from falls due to the limited visibility of the worker, instability when working on a ladder and risk of electrocution if an aluminum ladder is used in conjunction with electric welding. Ladders may also be damaged by welding.

Workers Compensation

A worker who sustains an injury/illness at work and either loses time and/or incurs medical expenses may choose to lodge a claim for workers compensation. All claims are deemed confidential and consultation

between the worker and relevant Injury Management Consultant will occur frequently to ensure that all parties are satisfied with how the case is being handled and the progress of the claim.

Working Alone (isolated)

Working by yourself is a unique hazard that must be controlled. If workers have to work alone on site, they must ensure that the risk is managed by ensuring they have implemented appropriate controls for communication (e.g. radio, mobile phone) and the task. The following guidelines will help to reduce the risks associated with working alone -

- Always ensure that someone knows where you will be working. This can be achieved by having a copy of your work schedule at home or with your partner/family.
- If you are not scheduled to be on site and there are no other workers on site, then you must advise the Ranbuild Great Southern Supervisor.
- Do NOT perform any work activities which could incapacitate you to the point of not being able to seek assistance.
- Do NOT under any circumstances work at height where you are exposed to a fall risk or you are required to use fall arrest equipment, such as a safety harness.

Working at Heights

The Western Australian Code of Practice, "Managing the Risk of Falls at Work Places" should be observed when working at height. The following guidelines shall be complied with at all times.

Controls must be implemented where there are risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person. Where there is any risk of a person falling, a risk assessment should be done and steps taken to eliminate or at least minimise the risk of the fall. Where there is a risk of falling two or more metres, the risk assessment process must be documented in a work method statement.

Where a fall injury prevention systems (FIPS) or restraint systems eg: harnesses, lanyards, fall arrestors, rope grabs, restraint devices, catch platforms, is to be used then the following requirements apply:

- All persons required to use the fall injury prevention system shall be trained in the use of the system,
- An emergency rescue plan shall be put in place. This plan shall include what action is to be taken and how a person will be rescued in the event of a fall,
- Workers shall not be required to work alone.
- Safe access must be provided to all elevated work areas.

Do not operate concrete and masonry cutting and drilling equipment when standing on a ladder.

Disclaimer: While reasonable steps have been taken to ensure that the information provided in this booklet is accurate, you should not rely solely on that information and no liability will be accepted for any loss or damage if you do so. This is a guide only and does not take the place of sound legal advice. You should seek legal advice if you need assistance in relation to your particular circumstances.

Personal Information and acknowledgement

Inductee Details

Name	D.O.B	Phone Number	Address

PCBU Details

PCBU	Phone Number
Supervisor Name	Phone Number

Emergency Contact Details

Emergency Contact Name	Phone Number

Skill/Competency	Cert Copy Attached	Skill/Competency	Cert Copy Attached	Skill/Competency	Cert Copy Attached
Trade	Yes / No	EWP's	Yes / No	Working at Heights	Yes / No
Scaffolding	Yes / No	Riggers	Yes / No	Confined Space	Yes / No
Cranes	Yes / No	Hoists	Yes / No	Asbestos Removal	Yes / No
Dogman	Yes / No	First Aid	Yes / No	Demolition	Yes / No
Telehandler	Yes / No	Forklift	Yes / No		Yes / No
Bobcat/Skidsteer	Yes / No	Excavator	Yes / No		Yes / No

Licence Details

High Risk Work Licence #	Date of Issue
Construction Induction (white Card) #	Date of Issue

Do you have the legal right to work in Australia? **Yes / No**. If yes please provide appropriate documentation, (not applicable to Australian Citizens). If in doubt, you can visit the Department of Immigration's [Visa Entitlement Verification Online](#) (VEVO) service.

Issuing officer confirms that any documents were sighted, copied and placed in workers file? **Yes / No**.

Will you be required to carry out any high-risk work activities? **Yes / No**

If so, have you been instructed in any Safe Work Procedures related to your work? **Yes / No**

If not, why? _____

I have read a copy of the Ranbuild Great Southern **Induction Booklet** and state that I understand its contents and agree to accept the direction of the Ranbuild Great Southern Supervisors in the pursuit of a hazard free work environment. I also acknowledge that all high risk work activities require a Safe Work Method Statement which I am required to review and follow.

Issuing Officer: _____

Signed _____

Issued To: _____

Recipient's Signature: _____

Date: _____

Legislation
Work Health and Safety Act, 2020 (WA)
Sections 7, 28, 44(1), 84 and 86.
Sections 5 (1) and (4), 16, 19, 20, 21, 27, 44(2), 70, 71, 72, 74, 75, 79, 80, 87, 88, 104, 105, 106, 108 and 109.
Section 64, 65, 66, 67, 68, 69, 76 and 85.
Sections 75, 76, 77 and 78.
Sections 17 and 18
Sections 35, 36, 37, 38 and 39
Sections 18, 39, 49 and 68.
Sections 19(f), 27, 28, 67 and 72.
Sections 17 and 19
Sections 46, 47, 48 and 49
Sections 17, 19 and 68
Sections 7(1), 18, 20(2), 28 and 44
Sections 17, 18, 19, 28, 29 and 44
Sections 17, 18, 19, 28 and 29
Sections 17, 18, 19, 28, 29
Work Health and Safety Regulations 2022
Road Traffic Code, 2000 (WA)
Workers' Compensation and Injury Management Act, 1981 (WA).
Tobacco Products Control Act, 2006 (WA)
Equal Opportunity Act 1984 [amended 1988] (WA), and the Disability Discrimination Act 1992 (Cth)
Code of Practice How to Manage and Control Asbestos in the Workplace (2020)
Code of Practice How to Safely Remove Asbestos (2020).
Code of Practice Labelling of workplace hazardous chemicals (2015)
Code of Practice Prevention of Falls at Work Places (2020)
Code of Practice AS/NZS4576:1995 – Guidelines for scaffolding
Code of Practice Construction Work (2028)
Code of Practice Welding Processes (2020)
Code Of Practice Concrete and Masonry Cutting and Drilling (2019)
AS/NZS 1716: Respiratory Protective Devices.
AS/NZS3012:2013 Electrical Installations – Construction and Demolition Sites
AS 4603:1999 Flash Back Arrestors