

AGGRESSION AT WORK POLICY

Tron Civil Contracting Pty Ltd believes that aggression exists in many forms in our society, some of which occurs in the workplace. Aggressive behaviour may occur between employees or can be client or public behaviour directed towards employees. In any form, the behaviour is unacceptable and needs to be dealt with appropriately.

“Aggression” includes: verbal abuse; physical violence against an individual in the form of hitting, slapping, spitting, scratching, pinching, kicking; threats of violence; and physical violence against objects, such as kicking or throwing property.

Employees may be at risk both physically and psychologically from aggressive behaviour that they encounter.

Aggression displaced at work by employees will be treated as a breach of health and safety requirements. That is, employees will be given formal warnings, and if the unacceptable behaviour continues, may have their employment terminated.

Victims of aggression (both from the actions of other employees or from the public or other external sources) will be provided with supportive counselling, and appropriate measures will be taken to further reduce the risk of exposure to the aggressive behaviour.

RESPONSIBILITIES OF MANAGEMENT

- It is the responsibility of management to ensure that:
- all reasonably foreseeable risks of aggression towards employees are identified and assessed;
- all reasonably practicable steps required are taken in order to eliminate or reduce such risks;
- employees are properly consulted on the management of the risk;
- all persons at risk are provided with the relevant training;
- the appropriate follow-up and feedback occurs following an incident, including debriefing.

RESPONSIBILITIES OF SUPERVISORS

In particular, supervisors will:

- encourage open communication, in respect to aggression, so that risks can be identified and assessed, and preventative measures taken;
- investigate incidents involving aggression and take appropriate preventative action;
- debrief employees who are involved in an aggressive incident, and ensure that further follow-up action is taken;
- apply appropriate disciplinary procedures if applicable.

RESPONSIBILITIES OF EMPLOYEES

All employees will:

- follow specific designated procedures designed to prevent aggression;
- report all incidents involving aggression;
- report to their supervisor any situation where aggression is reasonably likely to be encountered.

Some forms of aggressive behaviour can be considered to be assault. Should any employee be considered to be the perpetrator of an assault, they will be instantly dismissed from their employment with Tron Civil Contracting Pty Ltd. Any formal complaint lodged by an employee will be fully investigated by the management of Tron Civil Contracting Pty Ltd, and where appropriate police intervention will be sought.

ALCOHOL AND OTHER DRUGS IN THE WORK PLACE POLICY

Tron Civil Contracting Pty Ltd (Tron Civil) is committed to providing a safe, healthy and productive workplace in accordance with requirements under the Occupational Health, Safety and Welfare Act 1986. All employees of Tron Civil have a responsibility under the above Act to ensure that they take reasonable care to protect their own health and safety and that of others whilst in the workplace by not being affected by alcohol or other drugs to the extent that it impacts on their own or another person's work performance or safety.

The effects of intoxication and the regular use or dependence on alcohol or other drugs are associated with impaired judgement and skills, reduced concentration, absenteeism and increased accidents. These behaviours and activities may seriously affect employee safety and standards of practice within Tron Civil.

Employees who have concerns about working with any other employee due to possible alcohol or other drug use should consult with their manager/supervisor immediately.

For the purpose of this Policy, Tron Civil defines alcohol and drugs as follows:

“Alcohol” refers to any beverage, containing an alcoholic content, that temporarily impairs a person's physical or mental capacity.

“Drugs” refers to a chemical substance, whether it is legal or illegal, which may have the ability to impair a person's physical or mental capacity. These can include prescribed drugs issued by a medical practitioner, or non-prescribed drugs, for example, but not limited to, speed, heroin, amphetamines, LSD, crack, cocaine, ecstasy, marijuana, etc.

All employees of Tron Civil are prohibited from selling, distributing, manufacturing, possessing or consuming alcohol or other drugs during working hours, or when on the premises of Tron Civil. Employees are also prohibited from arriving at work or returning to work from any break under the influence of alcohol or other drugs.

However, there may be certain occasions where alcohol may be available at Tron Civil functions, though generally, these functions will not take place during an employee's ordinary working hours. In these specified situations, Tron Civil accepts that alcohol may be consumed within the appropriate guidelines and with the permission of management.

In instances when employees attend either workplace functions or functions on behalf of Tron Civil, management and employees will be expected to behave in a professional and responsible manner, ensuring that duty of care is provided to both themselves and others.

In circumstances where an employee is taking medically prescribed drugs to manage a specific condition that may interfere with their work performance, they are required to notify their manager/supervisor. The manager/supervisor, in consultation with the employee (and the employee's doctor if relevant to the particular circumstances), may (if practicable) make adjustments to the work requirements of the employee concerned. If this is not possible and the situation is temporary, the employee will either resume or commence sick leave until the employee is able to resume work.

The right of employees to consume alcohol or take other drugs socially is acknowledged, however it is inappropriate to do so in the workplace. Therefore, Tron Civil reserves the right to take action if an employee is:

- affected by alcohol or other drugs, so as to endanger their own safety or the safety of any other person in the workplace;
- found in the possession of alcohol, drugs or drug use equipment on Tron Civil's premises; or
- affected by alcohol or other drugs, so that the employee's work performance is affected.

An employee found possessing, consuming, distributing, selling or manufacturing alcohol or other drugs or under the influence of alcohol or other drugs, on Tron Civil's premises will be subject to disciplinary action, dependent to the nature of incident, which may result in the employee being:

- counselled;
- instantly suspended on full pay, pending the outcome of an investigation into the incident; or
- dismissed for misconduct, provided the manager/supervisor has actual proof.

The manager/supervisor will confiscate the substance in question for possible evidence.

In accordance with Tron Civil's Motor Vehicle Policy, Tron Civil's vehicles are not to be driven by any person that has consumed alcohol or other drugs. Tron Civil will accept no liability for any damage to the vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of a Tron Civil's vehicle is in breach of this Policy or the law. The driver of any Tron Civil vehicle found to have consumed alcohol or other drugs prior to, or whilst, driving a Tron Civil vehicle will be deemed to have committed a serious misconduct and will be subject to disciplinary action and possible termination of employment. All liabilities will rest with the driver concerned.

Tron Civil reserves the right to search its premises for alcohol or other drugs.

Alcohol and Other Drugs Procedure

To ensure a healthy and safe workplace environment for all of its employees, Tron Civil will undertake the following approach if any employee is found possessing, distributing, selling or manufacturing alcohol or other drugs on work premises, or are believed to be under the influence of alcohol or other drugs during work hours.

Possession and/or Consumption of Alcohol or Other Drugs

Possession or consumption of alcohol or drugs may lead to **INSTANT** dismissal, so long as the manager/supervisor has reasonable proof.

If the manager/supervisor suspects, on rational grounds, that an employee is in the possession of, or has been consuming alcohol or other drugs on Tron Civil's premises, the employee will accompany the manager/supervisor whilst a search of their bag(s), locker or other possessions is undertaken. The employee has the right to have a witness present during the search. However, if it not appropriate for the employee to accompany the manager/supervisor, then the employee will be taken to a room and instructed to remain there whilst the search is conducted. In this situation, the employee will have a witness present at the search.

If the employee has been found consuming alcohol or other drugs, the manager/supervisor will confiscate the substance in question for possible evidence.

If the employee is believed to be in the possession of alcohol or other drugs, the search may be performed by either a senior management representative of Tron Civil, or in the case of drugs, by the police.

An interview will be conducted between the employee concerned and management in accordance with Tron Civil's disciplinary procedures on dealing with misconduct at work.

The employee will be offered the opportunity of having a person of their choice attend the interview as their representative or as their witness. The employee will be offered the opportunity of explaining and responding to the allegations put to them.

A full investigation of the incident will be undertaken and if the manager/supervisor has sufficient evidence that the employee was either possessing, distributing, selling or consuming alcohol or other drugs on Tron Civil's premises and/or worksites, the employee will be subject to disciplinary action, which may include dismissal for misconduct.

If the Employee is considered to be Incapable of Performing their Duties

If it is considered that an employee is affected by alcohol or other drugs and is incapable of performing their normal duties in a safe and efficient manner, the manager/supervisor will arrange for a witness to also assess the employee. The witness must be familiar with the employee's normal behaviour and mannerisms and support the assessment that the employee is incapable of performing their normal duties.

The assessment will be made away from the employee's work area/station. Full particulars of the situation will be ascertained and recorded.

If the assessment is supported, the manager/supervisor must counsel the employee to go home. The manager/supervisor will assist the employee in finding safe transport home. If the employee does go home, it will be recorded as being absent from work with pay, unless otherwise stated in the relevant Agreement/Award.

If the employee refuses to go home, despite having been counselled to do so, the employee will be suspended (on full pay) while the manager/supervisor reviews the employee's conduct and discusses the situation with the appropriate management personnel.

On the employee's next work period, the manager/supervisor will give the employee a disciplinary warning. Counselling of the employee will follow a first offence:

- to clarify that the behaviour is unsatisfactory and why;
- to establish whether the behaviour was due to intoxication or other factors in the employee's life (in which case confidence must be observed if requested); and
- if necessary, to recommend assistance in line with Tron Civil's Employee Assistance Program Policy.

The employee will be given the opportunity of having a witness or person for support present with them for the counselling session. Details of the counselling session will be documented.

Poor Work Performance

A manager/supervisor may become aware that an employee's work performance has deteriorated to such an extent that it is of concern, or that the employee has placed themselves or others at risk of an accident or injury, due to the possible effects of alcohol or other drugs.

When a pattern of unsatisfactory work performance becomes clear, the details will be documented by the manager/supervisor. Tron Civil recognises that an employee's work performance can be affected by problems in their personal life and is committed to assisting employees in dealing with these issues. An interview will be arranged with the employee to advise them of the problem and to offer assistance, in line with Tron Civil's Employee Assistance Program Policy.

If the problem continues, a second interview will be arranged to caution the employee, to offer assistance and warn of potential disciplinary action.

If a third interview is necessary, the employee will be given the option of obtaining help. If help is declined, appropriate disciplinary action will be taken.

Testing Procedure

If the employee is suspected of being intoxicated by alcohol or other drugs during work time and denies the accusation, then Tron Civil can request that they attend Work Health Clinic at 44 John Rice Avenue, Elizabeth to be tested for traces of the suspected substance at the employer's expense. The Work Health Clinic will also be requested to give a report on whether the employee is fit for normal duties. Whenever possible, testing procedures will endeavour to be in line with the Australian Standard AS4308-1995.

If the testing is inconclusive or negative and the report deems the employee fit for normal duties, the employee will be required to resume work as normal.

Tron Civil does acknowledge that employees have the legal right to refuse to be tested; however if the employee does refuse, the employee may be subject to disciplinary action in line with the Discipline and Termination of Employment Policy.

ASBESTOS POLICY

POLICY STATEMENT

This company recognises the risks to health and safety caused by exposure to free asbestos fibres and will take all necessary and appropriate actions to minimise and control exposures to employees, visitors and contractors. It is the long-term aim to remove all asbestos from properties, plant and equipment under the control of the company.

POLICY OBJECTIVES

The aim of this Policy is to ensure that exposure to free asbestos fibres is minimised by ensuring that any asbestos is identified, labelled, recorded, assessed, controlled and eventually removed from the workplace and domestic buildings.

EMPLOYER RESPONSIBILITIES

The employer is responsible for the identification, labelling, assessment control and safe removal of asbestos. This will include the establishment and maintenance of an Asbestos Register, providing awareness of the existence of asbestos, training appropriate staff in the established control methods and having procedures in place for the safe exposure to working with asbestos.

MANAGER & SUPERVISORS RESPONSIBILITIES

Managers and supervisors are responsible for placing appropriate signs to warn of the existence of asbestos at its source, for maintaining the Asbestos Register, for ensuring that all work associated with exposure to asbestos is recorded, that approved safe systems of work are adopted at all times, and that contractors who may be exposed to asbestos are made aware of the Asbestos Register and their duty to report the finding of any additional asbestos not previously identified.

EMPLOYEE RESPONSIBILITIES

Employees are responsible for ensuring that, by their actions, asbestos is maintained in a satisfactory condition, and are responsible for the immediate reporting of any damage or deterioration of asbestos. Employees are to ensure that at all times they follow established safe work practices when dealing with asbestos.

CONTRACTOR RESPONSIBILITIES

Contractors are responsible for recording any work they do associated with asbestos in the Asbestos Register, for adopting safe work practices and to report any asbestos they identify during the performance of their work. Contractors are not to install any additional asbestos or asbestos related products.

BREACH OF HEALTH AND SAFETY REQUIREMENTS

Precedent has been set, in several prosecutions throughout Australia, covering unacceptable behaviour in respect to health, safety and welfare, resulting in termination of employment. The employer **MUST ENFORCE** all safety measures to the point of issuing formal warnings and, if necessary, terminating employment. If an employer is aware of unacceptable behaviour, and does not issue appropriate warnings, then in effect they are condoning the behaviour and may well be prosecuted themselves.

If an employee's performance in the area of health and safety is unacceptable, despite counselling by their supervisor, a formal warning system should be used.

The warnings procedure should include a series of witnessed verbal and written warnings which set out to any employee who is being warned: the basis of the warning, the form of behaviour that is expected, the ways in which the employee can and should improve their behaviour and the consequences of such behaviour should it occur again.

Whenever an employee is being disciplined under a formal warning system, that employee should be advised that the health and safety representative, who represents his or her work group, may be present at the employee's request.

Whilst the actual procedure to be used would depend upon the particular circumstances, the following represents an example of an appropriate warning procedure:

- ❖ 1st Warning - General warning on the nature of problem(s) and the need for improvement (witnessed).
- ❖ 2nd Warning - Specific warning of problem(s) and the consequences of non-improvement (written and acknowledged).
- ❖ 3rd Warning - Final warning on problem(s) and specific warning that non-improvement will lead to dismissal (witnessed, written and acknowledged).
- ❖ Instant Dismissal - Immediate termination of employment due to serious and wilful misconduct.

When considering termination of employment, based on safety breaches, the following must be given due regard:

Was the misconduct serious and wilful, hence requiring instant dismissal?

Was the employee given sufficient instruction and training? Was retraining provided? If not, why?

Has the misconduct previously been condoned?

Has the employee been given a chance of reasonable explanation and a chance to improve performance?

Has the employee been given the opportunity to be accompanied/represented in the warning interviews?

Have award and/or other statutory obligations been met?

What period of notice is reasonable and/or required?

Has the employee received three warnings of a similar nature? Alternatively, has the employee received three warnings on three separate issues where the third warning linked the other two and warned that recurrence of such issues or a further serious breach would result in termination of employment?

Is the nature of the breach serious enough to not require three warnings (eg. first and final warning)?
At the 1st, 2nd and 3rd warning stages, a Safety Requirements Breach Notification must be issued.

COMPANY VEHICLES POLICY

In accordance with **TRON CIVIL CONTRACTING** Company Vehicle Policy vehicles are not to be driven by any person that has consumed alcohol or other drugs. Tron Civil will accept no liability for any damages to the vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of a Tron Civil vehicle is in breach of this Policy or the Law. The driver of any Tron Civil vehicle found to have consumed alcohol or other drugs prior to, or whilst, driving a Tron Civil vehicle will be deemed to have committed a serious misconduct and will be subject to disciplinary action and possible termination of employment. All liabilities will rest with the driver concerned.

1. All **Tron Civil Contracting** owned/hired vehicles including cars, vans, utilities, trucks and mobile plant must be maintained in a safe roadworthy condition, and serviced by the due date/distance.
2. Only authorised people with the appropriate current licences, certificates of competency or under a contract of training should drive company vehicles.
3. Drivers should carry out pre-start safety checks as required by the Policy for Major Plant and Equipment
4. Any defects or faults must be reported and rectified before any vehicle is taken onto a public road.
5. All driver and passenger seats should, on road-registered vehicles, be fitted with seat belts and they must be used.
6. Drivers must be instructed on the procedures to follow in the event of an accident:
 - stop;
 - render assistance;
 - give name, company and insurance company to other parties and police if requested;
 - notify the police and the Manager/Supervisor immediately after any accident;
 - do not under any circumstances admit any liability.
7. All Company vehicles are a NO SMOKING ZONE.

CONFINED SPACES POLICY

Due to the nature of the work performed by Tron Civil Contracting Pty Ltd it is likely that work in confined spaces may be carried out from time-to-time.

The dangers of working in confined spaces are widely acknowledged. The health and safety of our employees in these circumstances is of high priority. In order to minimize the risk associated with this type of work, Tron Civil Contracting Pty Ltd management will consider the following:

- Aim to eliminate all unnecessary confined spaces within the company's operations. To do this, Tron Civil Contracting Pty Ltd will perform and maintain a risk assessment on all areas defined as confined spaces.
- Where a confined space is identified, there will be a full assessment of the risks associated with the area, and a standard operating procedure will be established to control the hazards. These assessments and procedures will be reviewed as required, at least annually, by competent employees.
- Entry to a confined space will be restricted to those operations for which there is no other alternative other than to enter the confined space in order to perform the work.
- Only competent employees will enter a confined space. A CONFINED SPACE ENTRY PERMIT MUST BE OBTAINED PRIOR TO ENTERING THE SPACE. Failure to do so will result in disciplinary action. All entry to confined spaces will be in accordance with Australian Standard AS.2865.
- All Confined Space Entry Permits are automatically cancelled if the emergency alarm is sounded. The permits must be returned to management. A new Confined Space Entry Permit MUST be obtained before work continues.
- Prior to any confined space being entered, the procedures established, as the result of the risk assessment will be implemented. Atmospheric testing results prior to entry will be recorded, as will any subsequent testing.
- Where the risk assessment indicates the need, a stand-by person will be allocated. The stand-by person will have no duties other than attendance whilst the person is within the confined space. UNDER NO CIRCUMSTANCES WILL THE STAND-BY PERSON LEAVE THEIR POST. The risk assessment will identify the number of people to be allocated as stand-by persons. It is expected that if two confined spaces are being entered at the same time, there will be at least two stand-by persons; that is, one per confined space.
- Communication with, and observation of, the person in the confined space will be maintained wherever reasonably practicable. Where communication may be difficult, the risk assessment must identify how communication will be maintained.
- Prior to any entry into a confined space, the area MUST be isolated in order to prevent accidental use of plant, area, etc whilst the confined space is occupied. All services that are normally supplied to the confined space will, on isolation, be locked where possible and tagged.
- Prior to entry into the confined space, the person entering the space must place danger tags, informing others of their presence in the confined space. Each person working in the confined space must have his or her own tag locked onto the isolation area. No person will remove another's tag. The danger tag will be removed as soon as the person finishes working in the confined space for the day. Tags will not be left on overnight. Any person who forgets to remove their tag will be required to return out of hours to remove it.

- If a person has not removed a tag and cannot be contacted, a competent supervisor will inspect the area and may remove the tag, but only if they are completely satisfied that the person is no longer in the confined space.
- The company will supply the appropriate equipment to ensure the safety of the employee. The equipment required will be:
 - identified by the risk assessment report - personal protection, rescue, first aid and fire suppression;
 - used on every occasion;
 - maintained in the best working condition and checked prior to being used for the entry into the confined space.

All employees who will be required to:

- issue a Confined Space Entry Permit;
- supervise confined space entry;
- perform confined space entry;
- act as a stand-by to confined space entry;
- act as a rescue or emergency team for a confined space;
- perform risk assessments;

will be trained in all aspects of confined space entry. The training will be recorded, will follow the guidelines established by the regulations, and be conducted at least every six months.

As part of the risk assessment, the first aid and rescue requirements will be identified. These procedures will be rehearsed at least once every six months after initial training.

The following records must be maintained:

- Confined Space Entry Permit for one year;
 - the current recorded hazard reports and risk assessments for work in the confined space for five (5) years from the time of their validity;
 - training records for the term of the employee's employment.

All company records dealing with confined spaces will be made available to all employees and the Department for Administrative and Information Services on request.

CONTAMINATED SOILS POLICY

If any employee identifies what may possibly be classified as contaminated soil or materials during the conduct of their duties they must report this to their supervisor or construction manager immediately.

The company representative nominated by the Managing Director will then, in consultation with the client, discuss the procedures associated with handling the suspect soil or materials with the Environmental Protection Authority or an agreed environmental consultant.

If required, due to the results of a site inspection or related sampling, the company will conduct the remainder of the work under the direct supervision of the environmental consultant or an environmental auditor.

All contaminated soils being removed from the work site will be transported by a licensed contractor unless otherwise directed by the environmental consultant.

CONTRACTOR SAFETY POLICY

Tron Civil Contracting Pty. Ltd. (Tron Civil) is committed to the effective management of contractors to ensure a safe work environment is maintained. Uncontrolled contractor actions may result in significant risk to the health, safety and welfare of the contractor, company employees, visitors and members of the public. In the absence of effective management and control, Tron Civil Contracting may be liable when a contractor providing services causes an accident, is injured or injures anyone else on the premises.

Effective contractor management and control at Tron Civil Contracting premises is achieved through the application of contractor procedures. In summary the management strategy consists of:

Health and safety requirements being indicated on all long term service tenders, purchase orders and service contracts.

Administrative procedures completed prior to any work by contractors beginning i.e. certificates, licences, accreditation (if required) produced.

Contractors given contractor information, which details health and safety requirements.

Contractors receiving and acknowledging a copy of Tron Civil Contracting Health and Safety Policy and Contractor Safety Policy.

Contractors to provide copies of their own health and safety policy, Work Cover registration, public and private liability insurance, competency certificates, material safety data sheets and standard operating procedures.

Contractors must complete a safety induction of the site, determine a safe work method and in some instances obtain a Permit to Work.

Contractor performance is monitored and appraised.

All records of the above are to be retained by the company for a minimum of 5 years.

Tron Civil Contracting will provide the contractor with a designated safe work area and with information detailing all reasonably foreseeable site hazards, which may risk the health and safety of the contractor or its employees. The contractor will ensure that appropriate steps are taken to identify and assess all reasonably foreseeable hazards, resulting from the work, which may affect the health and safety of all persons on the site; and control the identified hazards through using appropriate measures.

Where a contract for service ⁽¹⁾ applies, the contractor is responsible for supervision to ensure safe work practices are followed. Where a work practice is observed to be in breach of health and safety requirements, Tron Civil Contracting management representative for engaging the contractor must request the contractor stop work. The contractor must then apply corrective action prior to recommencement of the work. In the case of unsafe work noted for a contract for service, the work must be stopped and Tron Civil Contracting management representative must re-instruct the contractor on the approved method of completing the task.

While working on the company's site, contractors are responsible to the employee (or delegate) who authorised the work.

SIGNED: _____

Responsible Officer

Date: ____/____/____

Employee Representative

Date: ____/____/____

¹ In a "contract for service" the following are likely to apply:

- the work involves a profession or trade;*
- the contractor has the power to hire and fire;*
- the contractor provides their own plant and equipment;*
- the contractor has the right to have another person perform the work;*
- the engaging party does not have direct control over the person performing the work;*
- the engaging person has no responsibility for deducting income tax from any payments to the contractor;*
- business expenses incurred are included in the amount charged/paid.*

Note : In a "contract of service" there is an employer/employee relationship, in a "contract for service" there usually is not.

CULTURAL AND RELIGIOUS POLICY

Tron Civil Contracting Pty Ltd believes that many forms of cultural and religious preferences exist in our society. It is the right of the individual to have these beliefs without being discriminated against. In any form, this discrimination is unacceptable and needs to be dealt with appropriately.

Discrimination displaced at work by employees will be treated as a breach of health and safety requirements. That is, employees will be given formal warnings, and if the unacceptable behaviour continues, may have their employment terminated.

Victims of discrimination (both from the actions of other employees or from the public or other external sources) will be provided with supportive counselling, and appropriate measures will be taken to further reduce the risk of exposure to the aggressive behaviour.

SIBILIRESPONTIES OF MANAGEMENT

- It is the responsibility of management to ensure that:
- all reasonably foreseeable risks of aggression towards employees are identified and assessed;
- all reasonably practicable steps required are taken in order to eliminate or reduce such risks;
- employees are properly consulted on the management of the risk;
- all persons at risk are provided with the relevant training;
- the appropriate follow-up and feedback occurs following an incident, including debriefing.

RESPONSIBILITIES OF SUPERVISORS

In particular, supervisors will:

- encourage open communication, in respect to cultural and religious needs, so that risks can be identified and assessed, and preventative measures taken;
- investigate incidents involving cultural & religious discrimination and take appropriate preventative action;
- debrief employees who are involved in an aggressive incident, and ensure that further follow-up action is taken;
- apply appropriate disciplinary procedures if applicable.

RESPONSIBILITIES OF EMPLOYEES

All employees will:

- follow specific designated procedures designed to prevent discrimination;
- report all incidents involving discrimination;
- report to their supervisor any situation where discrimination is reasonably likely to be encountered.

Some forms of discrimination can be considered to be assault. Should any employee be considered to be the perpetrator of an assault, they will be instantly dismissed from their employment with Tron Civil Contracting Pty Ltd. Any formal complaint lodged by an employee will be fully investigated by the management of Tron Civil Contracting Pty Ltd, and where appropriate police intervention will be sought.

ELECTRICAL INSTALLATION AND EQUIPMENT POLICY

Policy Statement

It is the Policy of Tron Civil Contracting Pty Ltd to ensure that, where reasonably practicable, all electrical circuits, other than lighting, are protected by a non-portable Residual Current Device (RCD). Moveable electrical equipment must be inspected, tested where appropriate, and tagged to demonstrate the inspection and testing is in accordance with Australian Standard AS 3760.

Some existing circuits will take time to be upgraded to non-portable RCD protection. Therefore, until this occurs, all moveable electrical equipment connected to non-protected circuits must be used in conjunction with an approved portable RCD.

No employee, contractor or visitor will use moveable electrical equipment which does not display a valid inspection tag.

Definitions

“Competent Person” means an employee or approved contractor who holds a current Electrical Worker’s Licence and has been appointed, in writing by the company, to undertake new electrical installations, make alterations and repairs, to conduct inspections, perform tests and apply inspection tags.

“Moveable Electrical Equipment” includes (but is not limited to) all moveable electrical powered hand tools; extension leads; power boards and outlets; workshop equipment, including mobile air compressors, lead lights etc; computer equipment in use or under repair, test or trial; kitchen appliances (portable) and tools; overhead projectors and like equipment; office amenities such as kettles, toasters, heaters; bar radiators; vacuum cleaners; and all other electrically powered equipment.

Company Responsibilities

Tron Civil is responsible for:

- ❖ ensuring that all new electrical work is performed in accordance with the current Occupational Health, Safety and Welfare Regulations 1995 (OH&S Regulations), Australian Standards and related legislation and guidelines;
- ❖ installing non-portable RCD’s to existing electrical circuits where reasonably practicable;
- ❖ maintaining appropriate documentation and records such as Certificates of Compliance for all new electrical work performed, and test results of RCD’s;
- ❖ appointing, in writing, persons or organisations approved by them to carry out electrical work on company premises, or with moveable electrical equipment owned or under the control of the company;
- ❖ providing the resources to meet the needs of this Policy and related legislative requirements;

- ❖ arranging for the regular inspection and testing of electrical equipment;
- ❖ conducting risk assessments in accordance with OH&S Regulations and implementing appropriate controls following consultation with those affected;
- ❖ training staff in safe work practices relating to the use of electricity and electrical appliances.

Employee Responsibilities

Employees are responsible for:

using electrical equipment in a safe and responsible manner;

ensuring all electrical equipment (purchased, hired, leased or otherwise) obtained for use is inspected by an approved person and suitably tagged before it is made available for use;

conducting pre-use visual checks of electrical equipment to ensure tags are in place and that equipment is safe to use;

operating only equipment for which they have been trained;

not making any alterations or repairs to electrical equipment unless they are authorised in writing by the company to make such alterations or repair;

conducting "before first used" tests on in-built test facility of portable RCD's;

reporting immediately to their manager any fault with the equipment being used;

placing a "Danger Tag" or "Out of Service Tag" on any faulty equipment.

Designated Competent Persons Responsibilities

The approved, competent person is responsible for:

- ❖ thoroughly and competently inspecting equipment submitted for inspection, and for conducting appropriate and required testing of the same;
- ❖ advising the company of all and any test results, and providing documentation of the same;
- ❖ advising the company of the status of equipment so inspected or tested;
- ❖ removing from service any equipment which, in their opinion, does not meet the required operational standards.

EMERGENCY RESPONSE CONSIDERATIONS (FIRE, BOMB AND NATURAL DISASTER) POLICY

GENERAL

Division 2.6 of the Occupational Health, Safety and Welfare Regulations 1995 outlines the requirements for emergency facilities and procedures. Whilst they are written broadly, every workplace has different circumstances, which they need to consider when developing their emergency procedures.

The preliminary to those regulations states that the purpose of the division is to ensure that:

- emergency exits, procedures and training are adequate in the event of emergencies;
- provision of appropriate emergency facilities are adequate; and
- access to rescue equipment and suitably trained personnel is adequate in cases where emergency situations are reasonably foreseeable.

EMERGENCY ACTION PLAN

Every workplace must formulate an emergency action plan to deal with foreseeable emergencies in the workplace. The plan should identify situations that require emergency action, an evacuation procedure, and drill and training requirements.

Some examples and issues that need consideration when attempting to meet the requirements of the legislation are:

- Fire
- How far away is the nearest assistance e.g. the nearest MFS or CFS, ambulance station, police assistance?
- Even if they are relatively close, what facilities will be available to them to fight the fire (country areas)?
- How thoroughly trained do the employees need to be?
- What fire fighting equipment is available on the site and does it need increasing or updating?
- Is the site at risk from bushfire?
- Escape of Hazardous Substances

If the accidental escape of a hazardous substance at a workplace could give rise to a risk to health or safety of a person involved in a shutdown or clean-up procedure, suitable clothing and equipment must be supplied and maintained.

Employees must have immediate access to deluge facilities (i.e. eye wash fountains, emergency showers) if there is any risk that they could come into contact with a corrosive or other substance, which could cause injury to the skin or eyes.

ARMED HOLD-UP

Careful consideration needs to be given to the possibility of an armed hold-up, as their incidence is increasing in the community due to extended hours of trade, and is particularly prevalent in establishments where cash handling is a routine part of the business operation.

- Explosion
- Structural Failure
- Natural Disaster
- Bomb Threats
- Civil Disaster
- Plans should consider the type of work undertaken, the layout of the workplace and the times worked.

- All evacuation plans and procedures should be developed in accordance with AS 3745 : Emergency Control Organization and Procedures for Buildings. Note that this standard is an approved Code of Practice.

PLANS SHOULD INCLUDE:**Primary and Secondary Assembly Areas**

Those areas that employees and public can be evacuated to safely and quickly, with regard to ensuring that if one area cannot be used, another is suitable.

Mobility Impaired or "At Risk" Employees

Essentially these are persons who may be placed at risk by having to vacate via the normal escape routes. For example, a person who is on crutches having to vacate down flights of stairs, a person with a heart condition etc. Alternative procedures may need to be developed to cater for these individuals.

Escape Routes From the Building

An assessment should be made of the normal and emergency exits during an evacuation situation. Consider also the approach to the site by emergency vehicles to ensure unrestricted access is available.

Lateral and Vertical Evacuation

Will a complete or partial evacuation of the site be required? Is it easier and safer to move sideways rather than immediately downwards when evacuating from a multi-storey building etc. Vertical evacuation should only be part of a designed plan where compartmentalisation of the structure allows and is installed according to the Building Code of Australia.

EMPLOYEE ASSISTANCE POLICY

GENERAL STATEMENT

Any person, irrespective of age, sex or status can experience personal problems, which can affect their general health and well being. These types of problems can also affect their efficiency and general performance at work.

Tron Civil Contracting Pty Ltd acknowledges that on occasions members of its workforce may be affected by emotional stress; financial difficulties; legal; marital and family issues; and drug and alcohol dependence problems.

Tron Civil Contracting Pty Ltd recognises that some form of assistance (personal or professional) may be required to assist the individual overcome their difficulties. This will ultimately benefit both the individual and the company.

Therefore, the Employee Assistance Program (EAP) has been designed to encourage and support employees overcome any problems before they adversely affect lives or work prospects.

POLICY STATEMENT

Tron Civil Contracting Pty Ltd recognises that an employee's work performance can be affected by problems in their personal life. As a reflection of the concern of Tron Civil Contracting Pty Ltd an Employee Assistance Program (EAP) has been established to provide confidential counselling and other assistance to employees whose personal, medical, emotional or physical problems are affecting their work performance.

Tron Civil Contracting Pty Ltd considers the EAP to be an essential component of managing people effectively.

What Is The Employee Assistance Program (EAP)?

The EAP has been developed to provide employees with *CONFIDENTIAL, INDEPENDENT, EXTERNAL, PROFESSIONAL AND VOLUNTARY* counselling assistance to resolve personal, emotional or social problems, which may intrude into the workplace, affecting work performance and safety.

What Kind Of Problems?

Marriage and family difficulties.
Financial and legal problems.
Conflict between persons in the workplace.
Alcohol and other drug problems.
Stress - trauma.
Other work related problems.

How Much Does It Cost?

If Tron Civil Contracting Pty Ltd has a user contract with OCAR Services, speciality consultations will be provided to the employee at no cost (for up to approximately a 12 month time frame).

In the event of no contract with OCAR or a similar organisation, Tron Civil Contracting Pty Ltd will cover the cost of the initial consultation. Thereafter the employee will pay for any further consultations. If attending this counselling causes considerable financial hardship, the employee should approach their manager/supervisor, who may be able to arrange alternative, suitable arrangements with Tron Civil.

What Can You Expect After Initial Counselling?

In some instances the nature of the problem, which has brought about the need for counselling may require referral to a specialist agency. In such situations every effort will be made to recommend a service that is either free, covered by health insurance or has a fee scale based on the employee's ability to pay. In some special circumstances, Tron Civil Contracting Pty Ltd may assist an employee with payment of an approved fee.

How Does The Employee Assistance Programme Work?

Attendance at counselling is managed the same way as any other external medical treatment for personal needs. The counselling sessions are confidential and details of the discussions will not be released to the company by the counsellor unless expressly authorised by the employee.

The program works in the following ways:

Self-Referral

Any employee can refer himself or herself without any company intervention.

Under the program an employee who realises that a particular problem is getting out of hand is encouraged to seek help to resolve it.

Arrangements for an appointment can be made directly with OCAR Services.

Encouraged Referral

A friend, relative, supervisor or co-worker may suggest the program to an employee.

An employee may also be supported by a member of the Safety Committee in seeking appropriate counselling.

Supervisor Referral

Where work performance counselling identifies a personal problem, a supervisor can suggest referral.

Supervisors will be expected to monitor and document work performance under an agreed procedure.

The employee has the right to have a person of their choice present for performance counselling.

The employee retains the right to refuse the offer of external counselling.

The only information discussed between the supervisor and the external counsellor will be in relation to work performance, records of counselling attendance during working time or arranging special leave requirements.

Leave Provisions

Should you elect to attend counselling during normal work time, appropriate leave will normally be granted. This may include sick leave, annual leave or leave without pay (as appropriate).

Arrangements to cover your absence must be made beforehand with your supervisor - you will not have to give details of a personal problem. Where an extended period of time away from work is required, the counsellor will agree with you the way in which Tron Civil will be approached to discuss this need. Tron Civil Contracting Pty Ltd management will determine the appropriate type of leave.

Will Participation Affect My Job?

Seeking counselling will not affect your job security or promotional opportunities. However, continuing to work in an unsafe or inefficient manner may result in disciplinary action, which will remain on your personal file. If you have a problem that is affecting your work performance, counselling can only help. When you overcome the problem, your work is likely to improve, which should improve your job prospects in the long term.

Program Monitoring

Tron Civil Contracting Pty Ltd will monitor the EAP periodically to ensure that it is operating effectively. Management, and where relevant OCAR Services, will monitor the overall results of the program. In doing so we will be able to establish that:

- the principles and spirit of the program statement are being adhered to by all parties;
- adequate emphasis is given to the prevention side of problems that become apparent;
- the program is making contact with those in most need, and that such people are receiving the benefits of service;
- participation in any program will not disadvantage the individual;
- information and education to promote the health and well being of employees is being provided;
- special attention is being devoted to facets of the work environment, which may contribute to personal problems.

For Further Information And Appointments

CONTACT: your supervisor;
a member of the Safety Committee;
the Health and Safety Coordinator; or
OCAR Services
5th Floor 111 Gawler Place ADELAIDE SA 5000
TELEPHONE : (08) 8231 9111

(Mr Konrad Gawlik for Company Membership Enquiries)

ENVIRONMENTAL MANAGEMENT POLICY

Tron Civil Contracting is committed to the adoption of best practice environmental management procedures and will ensure that construction activities undertaken by **Tron Civil Contracting** employees will be conducted in a manner that minimises impact on the environment and promotes conservation of the State's natural environment and cultural heritage.

In conducting their activities **Tron Civil Contracting** employees will:

- minimise disturbance and clearance of vegetation;
- prevent the spread of weeds;
- avoid interrupting or modifying natural drainage;
- protect soil and water from contamination;
- control soil erosion;
- prevent soil compaction outside the pavement area;
- protect native fauna and its habitat;
- use well maintained machinery and tools that are appropriate to the situation;
- protect sites of cultural or natural heritage significance;
- maintain the appearance of an area;
- use appropriate waste management practices.

Tron will ensure that all relevant employees undertake the Department of Transport approved Environmental Course for Road Maintenance Workers.

If an employee or contractor becomes aware of an incident that has, or will require follow up action on behalf of the company or external agency (EPA, Fire Department etc) then an Environmental Incident Report shall be completed.

ERGONOMICS POLICY

INTRODUCTION

Tron Civil Contracting Pty Ltd management, after consultation with employees, has established the following policy on ergonomics in the work environment in order to reduce the risk of injury to employees.

The policy on ergonomics was developed to reduce the risk of injury to employees by providing an ergonomically sound work environment that meets the needs of the individual employee. This will eliminate or minimise the potential for injury to employees, which may result from non-ergonomic principles used in the work environment.

The company will ensure that all reasonably practicable steps are taken to provide employees with an environment, which is based on ergonomic principles.

ERGONOMIC PRINCIPLES

The principles of ergonomics may include, but not be restricted to:

- The Environment
- Lighting will be within the requirements of the individual and the nature of the task being performed.
- The level of noise within the work environment will be within the requirement of the law and the tolerance of the individual. There will be controls to ensure that either high frequency or low frequency noise sources are secured from the employees.
- As far as can be controlled, the company will ensure that extremes of temperature are held within the "functional range" of the human capability of its employees.

EQUIPMENT

All equipment used and purchased for Tron Civil Contracting Pty Ltd should comply with the requirements of ergonomic principles, in that the equipment should have the adjustability to be able to conform to the requirements of the individual employee. Controls and gauges should comply with the requirements of SAA HB59 - 1994 and AS1837 - 1976.

PEOPLE

The company will ensure that all employees undertake the appropriate training to ensure principles adopted by the company, within the scope of ergonomics, are both understood and applied within the workplace.

The company will take into consideration the differences that occur between the employees of the workforce.

RESPONSIBILITIES

Where risk from the equipment, work practice or procedure indicates there is a hazard from ergonomic considerations, the company will undertake to initiate suitable ergonomic control.

Where ergonomic control measures are implemented, ALL employees will comply with the requirements. Failure to do so will be seen as a failure to perform the duties of their positions adequately.

EYE PROTECTION POLICY

GENERAL REQUIREMENTS

Dust and larger foreign bodies generated by construction operations or wind gusts can be a hazard to the eyes of persons in construction sites. Eye protection should be worn to minimise the risk of airborne dust entering the eye as the smallest particle can cause permanent scarring.

When hammering steel on steel eye protection should always be worn. When the two steel surfaces hit together, they may produce steel chips, which fly with great velocity and may penetrate deep into the eye.

Some jobs such as grinding or handling dangerous substances require more protection than safety glasses and goggles or a face shield should be used.

Tinted eye protection is most suitable for outside work. Clear eye protection is most suitable for inside.

SPECIFIC REQUIREMENTS

- eye protection should be worn at all times except in offices or enclosed cabs of plant, machinery or vehicles;
- tinted eye protection is not appropriate for welding or cutting. Welding goggles or a welding shield with appropriate lenses is required by Australian Standards for these operations;
- chemical goggles (with covered or no vents) should be worn when handling hazardous substances;
- general protective goggles can be worn for grinding operations;
- face shields provide the best protection and should be worn (at times as well as safety glasses) in situations where a risk of damage to the eye and/or face is significant;
- all eye protection should meet the requirements of the appropriate Australian Standards;
- prescription glasses are not appropriate eye protection unless they have been specifically hardened.

With the assistance of the Safety Officer, the Manager or Supervisor of each workgroup can determine which activity or area under their control should be classified as an "eye risk".

Managers or Supervisors are required to ensure that the appropriate eye protection is worn in every area, or for every activity, that they have determined to be an "eye risk".

SUPPLY OF EYE PROTECTION

- the Safety Officer or responsible Manager shall issue eye protection to relevant employees;
- safety glasses with clear lenses are standard issue although tinted lenses are to be issued when the nature of the work requires this level of protection;
- only plastic (CR.39) or equivalent are to be issued - glass lenses are not provided;
- replacement lenses are available from the Safety Officer;
- all eye protection equipment will be recorded as a personal issue of protective equipment by the Safety Officer.

FIRE SAFETY POLICY

1. Adequate fire extinguishers of the correct type must be provided in all construction sites.
2. All extinguishers must be mounted in a safe location with the correct signs displayed.
3. Fire hoses/tank/water truck should also be provided when required.
4. All extinguishers and hoses must be checked regularly and maintained in a safe operable condition.
5. Employees, trainees and contractors must not obstruct any fire fighting equipment or fire exits. Ensure that fire escape routes and fire service points are maintained free from obstruction at all times.
6. All **Tron Civil Contracting** vehicles shall be fitted with extinguishers.
7. A chart that shows the different types of extinguishers and their recommended uses shall be provided to all employees - trainees during induction (for further information refer to Australian Standard 1850).

FIRST AID SERVICES POLICY

INTRODUCTION

First Aid is the initial care given to anyone who is ill or injured.

Tron Civil Contracting is committed to providing effective First Aid services to all employees.

POLICY OBJECTIVES

The Company will promote a work schedule that, where possible, provides for a qualified First Aider and appropriate first aid facilities to be present at each worksite.

FIRST AID KITS

A standard portable kit will be made available for employees in the following locations:

- all established worksites
- all vehicles and mobile plant
- other areas as defined by legislation

Every kit will be sealed when not in use to ensure availability and cleanliness of the contents. All kits will be opened annually and during routine audits, the seals checked and the contents checked for expiry dates.

Unsealed kits will be restocked and resealed or exchanged by the qualified First Aider.

FIRST AID ATTENDANTS

First Aid Attendants are appointed by the Manager - Supervisor responsible for the area.

In addition to providing First Aid, Attendants are responsible for:

- ensuring all first aid kits are available for use
- replacing and maintaining kits annually and as required
- auditing seals on first aid kits
- reporting and recording all treatment given
- ensuring new and transferred personnel are aware of first aid services.

A Deputy First Aid Attendant may also be elected to each area and will assume the role of a First Aid Attendant when the primary Attendant is unavailable.

FIRST AID TRAINING

All First Aiders (Attendants and Deputies) will maintain a current Senior First Aid Certificate and be provided with a first aid manual during their training. The Company will make the time available and meet expenses associated with this responsibility.

INDUCTION

The Company Induction Training Program will provide employees and sub-contractors with advice on:

- available first aid facilities
- location of first aid kits
- name of first aiders and procedures to follow when first aid is required.

REPORTING

The first aider will document all injuries or illness requiring first aid treatment with materials from a first aid kit and a copy of these records forwarded to the Manager.

CONFIDENTIALITY

The privacy of individuals must be respected with only information pertinent to the incident being released. All other personal information will not be released by the first aider.

HOSPITAL AND CLINIC LOCATIONS

A list of S.A. Hospital and Clinic locations has been attached and will be included with each first aid kit.

HOSPITAL AND CLINIC LOCATIONS (S.A.)**HOSPITALS**

Royal Adelaide Hospital North Terrace, Adelaide	8222 4000
Queen Elizabeth Hospital 28 Woodville Road, Woodville South	8222 6000
Lyell McEwin Health Service Haydown Road, Elizabeth Vale	8182 9000
Modbury Hospital Smart Road, Modbury	8264 6000
Flinders Medical Centre Flinders Drive, Bedford Park	8204 5511

CLINICS

Work Health Clinic 10 Railway Terrace, Mile End	8352 3788
Work Health Clinic 136 Eastern Parade, Gillman	8447 6955
Work Health Clinic 44 John Rice Ave, Elizabeth Vale Shops	8258 5955
Adelaide Road Clinic 24a Adelaide Road, Gawler	8522 1466
Reynella Medical Centre Sheriffs Road, Morphett Vale	8382 3900

POISONS INFORMATION CENTRE

72 King William Road, North Adelaide	131126
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FOOTWEAR POLICY

As part of our obligations under the Occupational Health, Safety and Welfare Act 1986, it is the responsibility of this company to ensure the safety of our workers. Due to the nature of the work carried out, Tron Civil Contracting Pty Ltd acknowledges the possibility of injury to feet. Tron Civil will make all attempts to control this risk. As part of this process, all persons on the premises are required to wear appropriate footwear for the risks that they may encounter.

Any employees who do not wear the appropriate footwear will be viewed as failing to perform the duties of their job adequately. Any visitors to the company's work site who enter the premises are also expected to adhere to these rules. If they do not have adequate footwear they will be requested to return to the administration area or remain in their vehicle.

Tron Civil management has delegated the responsibility of ensuring individuals are wearing the appropriate footwear to the supervisors.

If an employee is not wearing the appropriate footwear the supervisor will request the employee comply with the footwear policy. If the employee needs to go home to obtain their shoes, the time lost will be without pay.

The following footwear is required:

- ❖ All employees working on the company's premises must wear safety footwear at least as good as the designated standard.
- ❖ Visitors and the general public are required to wear sturdy footwear which covers and protects the toes (SANDALS, RUNNERS, SANDSHOES OR THONGS WILL NOT BE PERMITTED). Any visitor who is required to enter work areas will be expected to wear appropriate safety footwear akin to that of the employees.
- ❖ Non-slip footwear will be supplied to employees where required.

All safety shoes must meet the Australian Standard AS 2210 : Safety Footwear. Employees must acquire their safety equipment from a recognised supplier of safety equipment.

Tron Civil will cover the cost of the required level of safety footwear. The footwear remains the property of the company.

Replacement is on a needs basis, justified by the employee's supervisor, with evidence of the previous shoes no longer being suitable.

HAZARDOUS SUBSTANCES POLICY

TRON CIVIL CONTRACTING Pty Ltd is committed to ensuring the health and safety of its employees, the community and the environment by controlling the purchase, storage, use and disposal of hazardous substances.

No employee will use a hazardous substance before receiving instruction on the risks associated with its use and the precautions necessary to minimise them. New substances will not be permitted to be brought onto TRON CIVIL's premises without prior approval in accordance with the established procedure. The use of hazardous substances will be subjected to continuous review, with the aim of eliminating their use or their substitution by less hazardous substances.

Company Responsibilities

- ❖ To ensure employees are aware of the dangers of hazardous substances and the precautions to be observed in their handling and storage.
- ❖ To post adequate and proper signage, as required, and ensure staff understand and observe such signage.
- ❖ To monitor the use of such substances to minimise risks to health and safety.
- ❖ To establish and maintain a Hazardous Substances Register.
- ❖ To obtain and maintain Material Safety Data Sheets (MSDS's) for all hazardous substances and make such information available to any employee.
- ❖ To provide training to all employees using or handling hazardous substances.
- ❖ To supply and maintain in good and clean condition any personal protective clothing and equipment as may be appropriate or necessary to protect employees.
- ❖ To provide adequate first aid facilities appropriate for the nature of the hazard.

Employee Responsibilities

- ❖ To follow the instructions given in order to safely handle hazardous substances.
- ❖ To use protective clothing and equipment provided.
- ❖ To apply training given in the use and handling of hazardous substances.

HOUSEKEEPING POLICY

Tron Civil Contracting Pty Ltd is committed to providing a work environment which is, as far as is reasonably practicable, safe. Good housekeeping is an integral part of good safety. A workplace which has poor housekeeping standards cannot truly be said to be safe. Both management and employees have a shared responsibility for maintaining high housekeeping standards.

Tron Civil has many legal requirements in ensuring good housekeeping is maintained. These include providing safe access and egress, fire prevention, storage, and workplace cleanliness and hygiene. Employees are required to assist in the maintenance of appropriate housekeeping standards.

There are many advantages of good housekeeping. These include:

the ease of working in a neat and tidy environment;

the exercising of our duty of care to the general public, including that unwanted by-products and environmental contaminants are not accidentally released;

the assistance in providing a sanitary and hygienic environment for both the company's employees and product(s);

the reduction of potential risk which may cause accidents to occur;

the reduction of clutter and potential fire hazards;

aesthetically pleasing, providing the impression of an efficient, well-run operation.

The responsibility of monitoring housekeeping rests with supervisors. Supervisors will be held accountable for the maintenance of a neat and tidy workplace through planning work flow and maintenance. Regular housekeeping inspections will be undertaken by supervisors and Health and Safety Representatives.

Housekeeping issues have been included on the company's regular workplace inspection checklists. Workplace inspections are performed periodically. However, it is a responsibility of all employees to maintain good housekeeping at all times.

Good housekeeping is just another way that we can all ensure our working environment is pleasant and safe to work in.

HYGIENE POLICY

The employer is responsible for the provision of a healthy workplace. Regulations require the provision of facilities for employees to enjoy hygienic working conditions. These include facilities for:

- Dining.
- Ablutions.
- Provision of suitable drinking water.

GENERAL RESPONSIBILITIES

Managers and supervisors are responsible for ensuring:

- facilities are maintained in a safe, hygienic condition;
- running water, soap and hand drying facilities are available in each ablution block;
- dining facilities are of a suitable standard;
- waste receptacles are strategically and conveniently located;
- bins are emptied regularly;
- drinking water is available to staff at all times;
- where appropriate, facilities are provided for the cool storage of food.

Employees are responsible for ensuring:

- personal hygiene is observed at all times;
- food wastes and wrappings are disposed of immediately in the bins provided;
- washing facilities are kept neat and tidy;
- dining facilities and utensils are cleaned after use;
- their manager or supervisor is immediately notified of unhygienic or poorly maintained facilities.

INCLEMENT WEATHER POLICY

Introduction

Tron Civil Contracting Pty Ltd carries out a wide range of activities which may require employees to work under a variety of weather conditions. Therefore, any continuation of working in inclement⁽¹⁾ conditions must be based on a practical approach and an understanding of our commitment to the provision of a healthy and safe workplace.

It is the aim of Tron Civil to prevent the health and safety problems which are likely to occur because of the effects of high or low transient heat levels and in alleviating discomfort likely to be associated with such heat levels and other types of inclement weather.

The objective of this Policy is to assist managers and supervisors in meeting their responsibilities under Occupational Health, Safety and Welfare legislation and to assist them in providing sound decisions and practical alternatives to working in inclement weather.

Working In Inclement Conditions

The effect of temperature on an individual can be attributed to a variety of factors including:

- ❖ Air temperature.
- ❖ Relative humidity.
- ❖ Air movement.
- ❖ Radiant temperature of the environment.
- ❖ Physical activity.
- ❖ Person's capacity to cope with hot/cold.

Due to these factors, it is difficult to develop procedures associated with strict temperature limits. Similarly, remedial options exercised on one work site cannot be used as a precedent for other work sites.

Hot Weather

The supervisor responsible for each work area will check the conditions regularly, and has the authority to apply the following options where hot weather or heat stress conditions are anticipated, with some discretion, depending on the immediate working conditions. The temperature, as stated by the Weather Bureau⁽²⁾, may be used as a general guide in determining the following appropriate options:

- ❖ Modifying the rate at which work is performed.
- ❖ Modifying the hours of work.

¹ *Inclement - severe or harsh weather.*

² *Note that temperature conditions will differ across regions. The temperature used as a guide should be of the region closest to where the work is being carried out e.g. City, Noarlunga, Salisbury, Mt Barker, Mt Gambier, Whyalla etc.*

- ❖ Rescheduling of certain work to other days, or limiting it to cooler periods of the day.
- ❖ Rotation of employees involved in heavier tasks.
- ❖ Providing alternative, light work in the shade.

- ❖ Regular rest breaks.
- ❖ Providing shade for employees doing their regular duties where practicable.
- ❖ Ensuring all employees are given and informed of the appropriate options.
- ❖ Provide appropriate assistance to any employee completing emergency or essential work.

When an employee is required to work outside in hot conditions the following provisions must be provided:

- ❖ Access to cool drinking water.
- ❖ Suitable Personal Protective Equipment such as:
 - ❖ Lightweight broad brim hats - with neck protection where appropriate.
 - ❖ Effective sun protection cream - with a 30+ rating.
 - ❖ UV protective sunglasses (may be safety glasses).
 - ❖ Lightweight protective safety clothing and equipment.
- ❖ Where practicable, light weight shade covers, to reduce the effects of direct sun, should be installed.

Employee And Supervisor Training

All supervisors must be trained in the following:

- ❖ Recognising the symptoms of heat stress or heat exhaustion.
- ❖ Knowing how to administer the appropriate precautionary measures or first aid treatment, as required, for an employee complaining of heat stress or showing symptoms of heat exhaustion.
- ❖ Referring an employee to a medical practitioner if in doubt.

All employees who are required to work in hot conditions must be provided with the following training and information, and be encouraged to adopt to the following protective measures:

- ❖ Wearing of sun proof clothing to protect the torso.
- ❖ Wearing of UV skin protectors.
- ❖ Having frequent, small drinks during hot weather.
- ❖ Wearing UV sunglasses on medium and high risk days.

Working In Wet And Cold Conditions

As with working in hot conditions, some discretion needs to be maintained as to the continuation of the work in wet and cold conditions:

- ❖ Employees will not continue working in these conditions when it is deemed by the supervisor to be too dangerous to continue safely.
- ❖ All employees must wear appropriate high visibility clothing when working in wet and low visibility (fog, mist etc) conditions.
- ❖ Wherever an employee is required to work outside in wet conditions, Tron Civil will provide appropriate clothing and footwear.
- ❖ In emergency situations (flooding, preventing damage to life or property, essential works etc.) work may continue, providing conditions are closely monitored and safe work procedures are strictly adhered to in all cases.
- ❖ In situations where it is reasonably foreseeable that employees may become wet or cold whilst working, they must be encouraged to bring a change of clothes to the workplace. They will be given paid time to shower and change into dry clothes. Alternatively, they will be permitted to return to their homes and change into dry clothing. The time spent by the employee travelling to and from their home will be with pay.

The supervisor responsible for employees who are working in inclement conditions is responsible for monitoring the environment and may insist on any of the following conditions:

- ❖ Allocating alternate work under shelter.
- ❖ Allocate appropriate duties for the conditions.
- ❖ Instruct employees not to use electric and/or motorised equipment, except in emergency or where it is deemed to be safe.
- ❖ Ensure that employees have appropriate wet weather clothing.

Where an employee is required to work outside in cold conditions, Tron Civil will provide appropriate clothing and footwear, and any other equipment deemed necessary to ensure the health and safety of employees on the job. Other control options which may need to be considered include:

- ❖ Shielding the employee from the environment.
- ❖ Job rotation and the provision of easy access to warm, dry areas.
- ❖ Alternative job locations to where the weather conditions are less severe.

Work Stopped

If work is stopped due to inclement conditions, Tron Civil will normally use the remainder of work time for training purposes or alternative duties i.e. maintenance of plant or equipment. If training or alternative duties cannot be provided, employees may be discharged for the remainder of their shift with pay.

INFECTION CONTROL POLICY

INTRODUCTION

Tron Civil Contracting Pty Ltd is committed to preventing injury and illness in the workplace by ensuring the provision of a working environment that is safe and without risk to the health and safety of all employees. Tron Civil Contracting Pty Ltd recognises that infectious diseases are of legitimate concern to all employees, and that it has the responsibility to protect the rights of all people at the workplace.

THIS POLICY:

- applies to all employees regardless of their position or classification, including casual, contracted and volunteer/unpaid staff;
- outlines strategies to be implemented; and
- outlines the responsibilities of all persons associated with Tron Civil Contracting Pty Ltd.

DEFINITIONS

“Sharps” refers to any instrument which has come into direct contact with body fluids (eg. needles/syringes, blades) and which could act to transfer such substances to another person by the means of laceration, puncture etc.

“Infectious Waste” is defined as waste arising from medical, dental, veterinary, pathology, pharmaceutical or similar practice, investigation, treatment, care teaching and research which; by nature of its infectious content; may prove a hazard or give offence unless previously rendered safe or inoffensive.

POLICY

Tron Civil Contracting Pty Ltd will:

- provide the highest level of sanitation in the workplace to reduce the risk of exposure to infectious disease;
- provide appropriate vaccination to employees on a voluntary basis;
- implement necessary work procedures;
- provide appropriate protective clothing and equipment to reduce exposure to infectious diseases;
- attempt to identify areas or situations where possible exposure to sharps and/or infectious wastes may occur.

In situations where it is identified that contact with sharps etc may occur, management must consult with employees over appropriate action to be taken should an employee become exposed to a sharp. Options may include:

- the employee who generates the sharp being responsible for its disposal;
- training employees to safely and correctly remove and dispose of the sharp into an appropriate sharps container;
- providing appropriately constructed and labelled ‘sharps’ containers, which will be available at the first aid centre/maintenance department..

Those employees who are identified to be “at risk” will be trained in precautions required to be taken in order to prevent contact with sharps etc. If employees are required to handle sharps, Tron Civil Contracting Pty Ltd will ensure that they are trained in the correct methods of safe handling and disposal techniques.

Should an employee receive a needle stick injury, they will be required to report the incident immediately to their supervisor. Tron Civil Contracting Pty Ltd will ensure that the appropriate tests/screenings are offered to their employee. Counselling will be provided to the employee.

In the instance of a positive test for any infectious disease, Tron Civil Contracting Pty Ltd will follow all medical advice with regards to the treatment, support and services needed to be provided for the employee.

RESPONSIBLE OFFICER

The Responsible Officer will:

- commit adequate resources in order to ensure the implementation of the Infectious Control Policy. Adequate resources include: financial means, personnel and time. This may include, but is not limited to: arrangements for appropriate handling and disposal of sharps, appropriate training for all staff who may be exposed to sharps, the provision of appropriate personal protective equipment (canvas or leather gloves etc.), Hepatitis B vaccinations where appropriate etc.

Manager/Supervisor

Managers and supervisors will:

- inform and explain to employees the Infectious Control Policy and ensure that they both understand and comply with it;
- ensure safe removal and disposal of any sharps;
- follow up - to ensure that the sharp has been safely removed and disposed of;
- ensure that employees have ready access to tongs, a portable sharps container and heavy duty gloves, in the event that they are required to dispose of sharps;
- in the event of a needle stick injury, organise for the employee to undergo the appropriate tests/screenings, try to ascertain the infectious disease status of the source patient and arrange for the appropriate counselling.

Employee Responsibilities

Employees will:

- inform their supervisor of the discovery of any sharps;
- when disposing of sharps:
- not hold (or have someone else hold) the container while putting a syringe into it - the container must be put on the floor or bench;
- once the container is 3/4 full make sure that the cap is sealed, notify the supervisor that it needs to be replaced;
- make sure that nobody else could get hurt by the sharp;
- if injured by a sharp (cut, scratch, prick, any mark on the skin), employees **MUST** report this to their supervisor immediately.

INFECTIOUS WASTE POLICY

DEFINITION

“Infectious Waste” is any material, which has been contaminated by blood or body products. Such material may include:

- used first aid dressings;
- gloves worn by first aid attendant while first aid treatment was administered;
- wipes used to clean up blood.

POLICY

Any health care institution or workplace, which comes into contact with sharps, body fluids or body by-products, has a risk of exposing employees to infectious waste. Tron Civil Contracting Pty Ltd acknowledges this risk and, in meeting their occupational health and safety responsibilities, believe that strict procedures are required for the handling of infectious waste.

All infectious or potentially infectious waste must be double bagged and sealed, labelled “Infectious Waste” and disposed of in the appropriate receptacle.

** NB. Sharps are only to be disposed of in appropriately constructed and labeled sharps containers and not in infectious waste receptacles. (Refer to Infectious Control Policy).*

All employees who are directly exposed to the hazards presented by infectious wastes should be offered Hepatitis B vaccinations.

Any person sustaining direct contact with infectious or potentially infectious waste should report the incident immediately to their supervisor. The appropriate screenings and treatment will be offered immediately. If the source patient is known to be infectious, counselling to employees will be mandatory.

MANUAL HANDLING POLICY

TRON CIVIL CONTRACTING Pty Ltd is committed to providing a safe workplace and systems of work for all of its employees. It recognises that the manual handling of materials, equipment and furniture within the workplace is potentially hazardous to health and safety.

It is the policy of TRON CIVIL to establish an effective manual handling program aimed at preventing the occurrence of injuries which result from workplace manual handling tasks.

Definition Of Terms

“**Manual Handling**” is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing.

Policy

With respect to manual handling, Tron Civil will ensure that:

the plant and equipment used in the workplace is designed, constructed and maintained; so far as is reasonably practicable; so they are safe and without risk to health and safety when handled manually;

work practices involving manual handling are designed, implemented and maintained; so far as is reasonably practicable; so they are safe and without risk to health and safety;

the working environment is designed, constructed and maintained; so far as is reasonably practicable; to be consistent with safe manual handling practices.

Strategy

- ❖ Manual handling will be a consideration in, and a specification for:
 - ❖ the design and redesign of workplaces, work practices, plant and equipment;
 - ❖ the review of existing workplaces, work practices, plant and equipment;
 - ❖ the maintenance of workplaces, work practices, plant and equipment;
 - ❖ the purchase of all goods and services;
 - ❖ continuing negotiations with workplace clients to ensure a safe work environment for staff.
- ❖ Tron Civil will ensure a risk assessment is completed for each manual handling task, and control procedures are recommended for those presenting any risk. Safe work practices based on these assessments and recommendations will then be implemented. All assessments and work practices will be reviewed annually.

- ❖ To ensure the quality of the manual handling risk assessments Tron Civil management will establish a manual handling risk assessment team(s). All team members must be trained in the use of the Manual Handling Code of Practice.
- ❖ Tron Civil employees are required to follow the manual handling procedures established by the risk assessment team at all times.

Responsible Officer Responsibilities

The Responsible Officer has ultimate responsibility for the effective implementation of the Manual Handling Policy and associated programs, and will ensure that:

- ❖ adequate resources are made available for implementation of the Manual Handling Policy. Adequate resources include: financial means, personnel and time eg. Approved Code of Practice for Manual Handling, lifting equipment, adequate staff to perform team lifting techniques where necessary, time made available for regular manual handling auditing, purchasing policy, regular supervisory checks;
- ❖ appropriate training is provided to enable employees to fulfil their assigned roles and responsibilities.

Manager/Supervisor Responsibilities

A manager/supervisor will:

- ❖ inform and explain to employees the Manual Handling Policy and Program;
- ❖ ensure that Manual Handling inspections/audits take place regularly;
- ❖ ensure that adequate lifting equipment is provided at all workplaces, and make sure that employees understand how to use such equipment;
- ❖ ensure that adequate personnel are rostered on to perform the task;
- ❖ record and investigate all manual handling accidents/incidents.

Employee Responsibilities

An employee will:

- ❖ not lift or move items that they find heavy or awkward. Trolleys, lifting equipment or team lifting will be used instead. Employees must use all provided lifting equipment at all times;
- ❖ report damage or malfunction of all lifting equipment to their supervisor;
- ❖ report all strains, sprains, aches and other injuries from lifting, carrying, pushing, pulling etc. to their supervisor;

MAJOR PLANT AND EQUIPMENT POLICY

REQUIREMENTS

No vehicle, plant or powered equipment shall be operated by any person unless he/she has been instructed or inducted in its appropriate use and is aware of any hazards, risks and control measures associated with its operation. Where appropriate, the operator shall be supervised, under a contract of training, licensed or hold an appropriate Certificate of Competency issued by a Registered Assessor.

Any person shall operate no vehicle, plant or powered equipment unless he/she has been provided with, and utilises, appropriate personal protective equipment.

The following is to serve as a guideline for the use of civil operations plant and equipment in an endeavour to ensure compliance with all Occupational Health and Safety obligations.

1. OPERATION OF EARTHMOVING PLANT AND EQUIPMENT

Detailed "safe operating procedures" including daily inspection checklists for specific items of plant are available from the Safety Officer, Manager or Supervisor of each work group and forms part of the induction or training package available to each employee or trainee. The following general provisions are to be applied are:

1.1 Site Conditions and Work Procedures

All activities should be examined before commencement by the Manager or Supervisor on the site to ensure that hazards associated with the activity are identified, risks to persons and equipment assessed and appropriate control methods established to remove or minimise those risks. This process should take into account:

- makers' specifications and recommendations for the equipment to be used;
- manufacturers' warnings where applicable including safe loads etc.;
- employees' - trainees' skills and experience;
- site conditions including, but not limited to, soil conditions, weather, electrical hazards etc;
- risk to by-standers;
- legislative requirements.

No employee - trainee is required to make a judgement on matters outside their training or competency. When in doubt advice should be obtained from the appropriate Manager or the Safety Officer before commencing operation.

1.2 Plant & Equipment Inspection Upon Arrival at Site

Upon arrival at site the senior staff member on site to ensure its compliance with a checklist of points applicable to that item should inspect each item of plant or equipment.

See sample check list (Plant Inspection and Fault Report).

1.3 Start Up Checks and Fault Reports

No item of plant or equipment should be used before the operator or trainee has completed a "daily start up check".

A checklist will be provided for the machine type and should be used in conjunction with the "Plant Inspection and Fault Report".

The following procedure must be followed in all cases where a malfunction is detected.

1.4 Procedure For Reporting And Rectifying Faults

Plant operators and trainees under supervised training are expected to undertake a daily inspection of the machine they operate.

This inspection must be completed and will include the components, as applicable, of a "daily start up check" for safety purposes.

Daily maintenance requirements included in the manufacturer's checklist for that particular machine must also be carried out.

If a minor fault is found during the inspection it should be:

- reported, via the Supervisor to the Maintenance Manager who will make the appropriate entry in the Faults Register, and determine the severity of the fault and arrange for a mechanical inspection to be carried out as soon as is practical.

If a major fault is discovered, either during the daily inspection or at any other time, which effects safe operation or has potential for mechanical breakdown, then:

- the machine shall be parked;
- the fault must be promptly reported to the Supervisor or Maintenance Manager who will determine the severity of the fault and either:
 - (i) authorise continued operation until the next practical time to affect the repair;
 - (ii) direct that the machine shall remain parked until such time as the fault can be repaired.
- when a fault is rectified, the appropriate Machine Lube and Maintenance Record should be completed;

The Faults Register shall be inspected daily by the Maintenance Manager who will note any new minor faults for rectification and sign off those which have been completed.

Note:

No operator or trainee is expected to put himself/herself, the machine or others at risk by the operation of a machine, which is not in a safe mechanical condition. His/Her employment or training contract will not be placed in jeopardy by the responsible reporting of faults, however non-reporting may be cause for disciplinary action.

1.5 Machine/Vehicle Audits

On a regular basis the Supervisor or Manager for a work group shall conduct an audit of each machine or vehicle being used by those employees in the work group with the assistance of the Machine/Vehicle Audit Form and Summary Sheet.

The completed Machine/Vehicle Audit Form and Summary Sheet shall be given to the Maintenance Manager for consideration.

Any minor or major faults identified by the supervisor or manager completing the audit shall be treated in accordance with point 2.4 of this policy.

2. FIXED OR STATIONARY PLANT

All fixed or "stationary" plant must be stable and secure with all moving parts properly guarded. (All removable guards should be securely attached to the machine and their removal subject to isolation or lock out procedures and only removed with the approval of the Maintenance Manager.) Guards should be of a suitable robust design.

The appropriate "Danger" and "out of service tags" are identifiable from the attached examples.

The blades or cutting edges on all power driven saws and similar equipment must be properly guarded and well maintained.

All controls must be accessible and properly labelled. In particular, ensure that appropriate emergency stop buttons are fitted and operational on all power driven machinery. Conveyors must be fitted with trip wires and micro safety switches.

Where excess dust is generated, dust suppression, extraction and collection systems should be installed and maintained.

All power driven machinery shall be serviced and maintained in accordance with manufacturers recommendations or applicable maintenance standards.

NOISE POLICY

TRON CIVIL CONTRACTING Pty Ltd acknowledge that it has an occupational health and safety responsibility to its employees, and environmental responsibilities to the immediate surrounding public and the wider environment itself. In order to comply with this legislation we have established the following policy on noise.

The aim of Tron Civil's policy on noise is to control the noise at its source and to maintain employee noise exposure at the lowest possible level over an eight-hour day on the A weighted scale. That is, the company will endeavour to control the level of noise actually being produced by the plant/equipment.

Tron Civil should ensure that the noise level exposure readings will not exceed an eight hour level of 85 decibels (L A equ 8 h of 85 dB (A)), but in any case must ensure that the noise levels do not exceed an eight hour level of 90 decibels.

Where the risk assessment for the plant/work practice or procedure indicates there is a hazard from noise, a full assessment of the hazard will be undertaken and suitable controls adopted.

Where practicable, noisy plant and equipment will be replaced (this may be action planned over a period of years; or when purchasing new plant, consideration will be given to the level of noise production).

Engineering controls such as relocation of plant, housing of noisy equipment, sound dampening etc will be the next most preferable action.

Where the above is not possible, consideration will be given to administrative controls; such as carefully limiting employee exposure to that noise level, or running of equipment at different times of the day.

Personal protective equipment such as earmuffs or earplugs will be given to employees as required. All persons who are required to use this equipment must be trained in how to use, clean and store it.

A combination of the above measures may also be used.

Where noise control measures are implemented, all employees are required to comply with the requirements.

Failure to comply with the requirements set out in this Policy may result in disciplinary action and termination of employment.

RESPONSIBILITIES

1. Health & Safety Officer

The Safety Officer will ensure that:

- all **Tron Civil Contracting** sites are assessed for noise hazards;
- prior to purchase of new plant and equipment, suppliers must specify the average and maximum noise levels produced by that equipment;
- action is taken to minimise noise in existing plant and equipment where necessary.
- areas where the noise level is measured as exceeding 85dB(A) are signposted as mandatory hearing protection areas;
- mobile and portable plant exceeding 85dB(A) is tagged to indicate that hearing protection must be worn when in use;

- audiometric hearing tests are conducted as part of the pre-employment medical for all new employees.

2. Managers and Supervisors

Will ensure that:

- approved hearing protection devices (ear plugs, ear muffs) are made available to all employees and visitors exposed to noise above 85dB(A);
- where appropriate, training and education programs about hearing conservation are conducted;
- workplaces are audited to ensure that protective equipment is worn.

3. Employees

Consistent with the above, employees should:

- use the approved hearing protection in areas that have been appropriately identified;
- maintain hearing protection devices in a serviceable and hygienic condition;
- attend training and education programs provided by the company;
- encourage workmates to wear the appropriate hearing protection in designated hearing protection areas.

PERSONAL PROTECTIVE EQUIPMENT POLICY

Tron Civil Contracting Pty Ltd acknowledges that the provision and use of personal protective equipment (PPE) plays a small but significant role in helping to keep our employees safe from any risk that they may face during their employment. PPE will be provided; where a risk assessment has established the need to control a hazard and no other form of hazard control can be practically used; as a mandatory control, where it assists in prevention or as an interim measure.

The wearing of personal protective equipment, where provided, is mandatory for all employees, contractors, subcontractors and general public.

Failure, by employees, to wear the appropriate personal protective equipment (including management) will be seen as a failure to perform duties adequately, and disciplinary action will ensue.

Contractors and subcontractors are required to adhere to this requirement or risk having their contract cancelled without further payment.

The general public will not be allowed to enter hazardous areas unless they have the appropriate personal protective equipment.

To assist employees, appropriate signage, indicating the identified hazard and the appropriate personal protective equipment to be worn, will be displayed.

It is also the policy of Tron Civil to provide quality training to all employees in the use of personal protective equipment needed to perform their duties. Where necessary, personal protective equipment will be individually made and fitted in order to ensure the maximisation of the protection offered.

All personal protective equipment will be stored and maintained according to manufacturer's specifications. Employees are expected to actively assist management in this area.

Replacement of worn and faulty equipment will be the responsibility of the supervisor, who will audit the safety equipment on a three-monthly basis to ensure that the equipment is offering the maximum protection. If PPE becomes damaged at any time, or an employee is unsatisfied with its performance, the employee should approach their supervisor immediately, and a replacement will be issued.

PLANT POLICY

Introduction

Tron Civil Contracting Pty Ltd is committed to producing quality products and service in a timely fashion, whilst ensuring, as far as reasonably practicable, the safety of those people who are employed by the company.

It is the aim of Tron Civil to protect its employees from the risks associated with the plant and equipment with which they work. This will be achieved by the following:

- ❖ Ensuring that hazards associated with the use of plant in the workplace are identified and risks to health and safety are assessed and controlled.
- ❖ Having, as the major goal, the elimination of the risk. Where elimination is not practicable, minimising the risk to health and safety, arising from the plant, to the lowest possible level.
- ❖ Ensuring that all plant is designed, manufactured, installed, commissioned, maintained and used with the safety of the employees as paramount. Safety regulations and Australian Standards will be adhered to at all times.
- ❖ Maintaining all relevant documentation such as:
 - ❖ manufacturer's instruction, operation booklets;
 - ❖ risk assessments of the plant;
 - ❖ maintenance log;
 - ❖ records of any modifications/improvements and their impact on the risk associated with the plant.
- ❖ The relevant information will be freely available to all company employees, with quality training being provided on operating the plant and equipment to those employees whose duties require them to work the plant, and to their immediate supervisors.
- ❖ All plant and equipment for which registration certificates are required by legislation or regulation will be obtained and kept up to date.

PURCHASING POLICY

The following purchasing policy is consistent with the health and safety policy. It is part of achieving continual improvement in occupational health, safety and welfare.

Prior to making a decision to purchase plant, equipment or substances which may affect the health, safety or welfare of any employee in the company, management will consult with all concerned and affected employees (this may be done through the Health and Safety Representative or Health and Safety Committee). No product will be purchased until all safety ramifications are clearly identified and understood by those responsible for the purchase.

Any person who is responsible for the design, manufacture, importing, supplying, erecting, installing etc. of any plant or substance for use within this company must comply with the Occupational Health, Safety and Welfare Act 1986 and Occupational Health, Safety and Welfare Regulations 1995.

All purchasing contracts will be endorsed with the condition that the designer, manufacturer, importer or supplier must ensure that the plant or substance complies, in all respects, with the prescribed requirements (if any) applicable to it, as required by occupational health, safety and welfare legislation.

When purchasing or hiring new or second-hand equipment or substances, an identification of hazards and risk assessment must be completed prior to agreeing to purchase. When determining whether or not to purchase, the following considerations must be taken into account:

- Suitability for required use.
- What type of hazards does the new item introduce?
- What will it take to control these hazards?
- Control of hazards should be based on the following order – elimination, engineering (guards, barriers, ventilation, design features), administration (standard operating procedures, training, signage), provision of personal protective equipment (safety equipment).
- How much training will be required and who will provide it (try to include in the contract)?
- Availability of service and ease of maintenance.
- Cost – this should not be the sole determining feature. If a preferred product cannot be identified from the above issues, cost may determine the purchase.

After a decision has been made as to the suitability of any plant or substance, all hazard controls will be implemented BEFORE its use.

UNDER NO CIRCUMSTANCES will ANY employee use new substances or equipment until the above process has been completed and they have been fully trained in all aspects of its use and required precautions.

REMOTE OR ISOLATED WORK POLICY

The management of Tron Civil Contracting Pty Ltd is committed to the safety of all employees. Tron Civil Contracting Pty Ltd recognises that working in remote or isolated areas poses a risk to employee safety.

DEFINITION

“Remote or Isolated Work” refers to situations where people are working in areas remote from others, or isolated from the assistance of others, because of the time, locations or nature of the work.

Examples of remote or isolated work may include: working alone in a building; travelling in a vehicle on an isolated road; working in a small team in “outback” and rural areas; ploughing in a paddock some distance away from the homestead; grounds work, in a park, that is remote from the depot; working in the home of a client; night shift maintenance etc.

POLICY AIMS

THIS POLICY:

- applies to all employees regardless of their position or classification; and therefore includes casual, contracted and volunteer/unpaid staff;
- outlines strategies to be implemented;
- outlines the responsibilities of all employees of Tron Civil Contracting Pty Ltd.

POLICY

At no time will an employee be working (including travelling) without an appropriate communication system set up, by which they may contact or be contacted by their work team.

Those employees working alone or travelling between various premises will notify a nominated person of:

- status of job;
- approximate completion time;
- time of departure;
- mode of transport;
- destination;
- estimated time of arrival.

Travelling employees will contact the nominated person and notify them of their arrival and departures.

Should an employee who is working or travelling alone fail to make contact with the nominated person within half an hour of their estimated time of contact, the nominated person will:

- attempt to make contact with the employee by an appropriate means;
- notify the employee’s manager of their failure to communicate. The manager, on receiving the information, will assess the situation, given all the relevant information, and will take appropriate actions to ensure the employee is safe.
- For employees working alone, in isolation or after hours, their nominated contact person will:

- maintain regular contact with the employee every XX minutes to ensure the safety of the employee;
- where there is a hazardous piece of equipment or substance being used or the work is hazardous in nature, maintain more frequent contact with the employee than usually required. The frequency will be specified within the risk assessment of the plant, substance or work performed by Tron Civil Contracting Pty Ltd.

SMOKE-FREE WORKPLACE POLICY

INTRODUCTION

There is considerable evidence to indicate that tobacco smoking is dangerous to the health of both smokers and non-smokers. In order to provide a safe working environment for all employees, **Tron Civil Contracting** has introduced a smoke free workplace policy.

OBJECTIVES

The objectives of the policy are:

- to provide a smoke-free and therefore healthier environment;
- to assist people to stop smoking;
- to encourage people not to smoke.

SMOKE FREE AREAS

The areas designated as smoke-free environments where smoking is not permitted are

- buildings;
- company owned vehicles;
- all areas where smoking could lead to the risk of fire or damage to equipment.

This policy also applies to all contractors, consultants and advisers engaged by **Tron Civil Contracting** and details of the policy shall be explained to these persons prior to commencement of work.

In areas where employees serve the public, smoking by members of the public should be discouraged by displaying appropriate notices.

Tron Civil Contracting employees shall not smoke on customers' premises.

SIGNS

'Smoke-Free Workplace' signs are located at the entrance to all **Tron Civil Contracting** buildings.

Additional signs are available from the Health & Safety Officer

UNDERSTANDING AND SUPPORT

Recognising that some smokers may have difficulty in observing this policy, **Tron Civil Contracting** asks all employees to be understanding and supportive. Smokers who experience extreme difficulty in abiding by this policy will be offered additional support and assistance through Quit Smoking Programs. The Health and Safety Officer will, on request, co-ordinate approved courses which may be held in Company time with the Managing Director's approval.

For further information, contact the Safety officer, telephone (08) 217 2606.

VISITORS PROCEDURES AND INFORMATION POLICY

The management of **Tron Civil Contracting** is aware of its responsibilities to protect the safety of its visitors to the best of its ability.

For this reason all visitors are requested to comply with the following instructions during the period they spend on **Tron Civil Contracting** sites.

- All visitors to the **Tron Civil Contracting's** construction sites are required to report to the Site Manager or Supervisor on arrival and departure.
- On major sites all visitors will be asked to complete the visitors record book and their attention must be drawn to this policy.
- When an emergency is signalled by an alarm or other notification, visitors must stop what they are doing and report to the Site Manager or Supervisor for directions.
- Visitors to the various sites will be required to wear the appropriate protective clothing. Where necessary this will be provided.
- Visitors should follow the requirements of all signs, notices and placards and the instructions of the Staff member delegated to assist them during their visit.
- Visitors will return any protective clothing and, on designated sites will sign out on the visitor's record book.

The management of **Tron Civil Contracting** will take all possible steps to ensure the safety of visitors. It will accept no responsibility for any injury or illness, which may be alleged to have arisen out of a visit to the operation.

Visitors must be aware that any breaches of these regulations will result in the visitor being immediately requested to leave the plant.

WORKPLACE HARASSMENT POLICY

INTRODUCTION

At Tron Civil Contracting Pty Ltd we are committed to providing a work environment, which is pleasant for employees to work in, and which is conducive to good occupational health and safety and workplace relations.

This Policy is aimed at ensuring that employees are not subjected to any unwanted workplace harassment. Harassment in the workplace decreases productivity, increases absenteeism and is also against the law. For these reasons harassment will not be tolerated at Tron Civil Contracting Pty Ltd.

WHAT IS WORKPLACE HARASSMENT?

The most common form of workplace harassment is sexual harassment. "Sexual Harassment" is behaviour of a *sexual nature* which is *unwelcome* and has the effect of *offending, intimidating or humiliating* the person being harassed. Sexual harassment most often happens against women, but men can also be subjected to sexual harassment.

"Workplace Harassment" can also be based on race, disability, age, pregnancy, marital status, homosexuality, transgender, or HIV/AIDS status.

Harassment in the workplace can create an unpleasant or even hostile work environment. Harassment makes work difficult for everyone – the person being harassed, as well as employees witnessing the harassment. The harasser also is not concentrating on their work when he/she engages in this type of behaviour.

Workplace harassment usually consists of a pattern of unwelcome behaviour. However, it can consist of just one act where this is of a serious nature. Also, there is no requirement that the harasser intended to offend or harm in order for it to be unlawful. All that is required, under the law, is that a *reasonable person* would consider that the person being harassed would be *offended, humiliated or intimidated* by the behaviour in question.

Remember the key element of sexual harassment is that it is *unwelcome* behaviour. It has nothing to do with mutual attraction, or private, consenting friendships, whether sexual or not.

EXAMPLES OF UNLAWFUL HARASSMENT

- Suggestive comments about a person's body or appearance.
- Leering or staring at a person or parts of their body.
- Demands that revealing clothing be worn.
- Tales of sexual performance.
- Persistent, unwelcome proposals of marriage.
- Gender based insults or taunting.
- Sexist or racist jokes.
- Pornographic or nude posters in the workplace.
- Homophobic material displayed on the notice board.
- Homophobic abuse.
- Verbal or written abuse directed at a transgender person.
- Touching a person in a sexual way.
- Sexual assault (criminal offence).
- "Flashing" (criminal offence).
- Obscene telephone calls (criminal offence).
- Asking questions about a person's sex life.
- Unwanted confidences about a person's sex life or lack of it.
- Persistent requests for a night out, where these are rejected.
- Requests for sex, where these are unwelcome.

- Making jokes at the expense of a person with a disability, verbal abuse or derogatory comments based on race.
- Abuse based on a person's age.

In some instances the harassment might take place outside the workplace, the office Christmas party for example, or when an employee makes unwelcome phone calls to another employee at their home, or follows them home from work.

If you go to another workplace to do your work, it is also against the law to harass someone who is working there.

Tron Civil Contracting Pty Ltd recognises that workplace harassment may involve comments and behaviours that offend some people and not others.

The management of Tron Civil Contracting Pty Ltd acknowledges that individuals may react differently to comments and behaviour. That is why a minimum standard of behaviour is required of employees that, as far as possible, are respectful of all employees.

ARE YOU SUFFERING HARASSMENT?

If you believe that you are being harassed there are a number of important steps you should take:

Tell the person that their behaviour is unacceptable, and that it must stop. It is important to say these things to the harasser, this will not mean that you don't have a valid claim.

Report the behaviour or incident to your manager, the Equal Opportunity Office or the Human Resources Department; you may wish to lodge a grievance under the company's Grievance Handling Policy.

Keep your complaint confidential - this will avoid idle gossip and the possibility of defamation proceedings against you or the company.

WHAT WILL THE COMPANY DO?

Tron Civil Contracting Pty Ltd has a legal responsibility to take reasonable steps to prevent harassment from happening in the workplace. This involves educating employees about harassment, putting in place this Policy, implementing grievance procedures and ensuring compliance by all in the workforce.

If you make a complaint of workplace harassment it will be taken very seriously and will be dealt with sympathetically and in as confidential a manner as possible. The complaint will be investigated and, if found to be proved, appropriate warnings or other disciplinary action will be taken against the harasser.

You will not be victimised or treated unfairly for making a complaint.

If you are not satisfied with the way your complaint has been dealt with by the company, you can seek further advice from an outside agency such as the Human Rights and Equal Opportunity Commission or the Anti-Discrimination Board.

MANAGERS AND SUPERVISORS ROLE

Managers and supervisors have an important role in the prevention of workplace harassment. Firstly, managers and supervisors must ensure that they do not harass employees, other managers or supervisors, clients or customers. Secondly, managers and supervisors must ensure that their staff understands the Workplace Harassment Policy. When they observe discrimination or harassment, they should take steps to stop it and warn the person of the consequences if the behaviour continues. If a person approaches them with a complaint about harassment, they should take appropriate steps to resolve it. If this is not possible, or is inappropriate, then the Human Resources Manager should be informed.

EMPLOYEES ROLE

Each employee must ensure that they do not engage in harassing behaviour towards other employees, managers, supervisors, visitors, clients or customers. Employees should be aware that they could be held legally responsible for their unlawful acts. Employees who aid, abet or encourage other persons to harass can also be held legally liable.

Any employees who require more information should either contact their manager or supervisor, or the person who has been nominated by this company to assist in such matters.

WORKZONE TRAFFIC MANAGEMENT POLICY

Tron Civil Contracting is aware that the carrying out of civil construction or maintenance activities on or near public roads is liable to place employees, sub-contractors and members of the public at greater risk due to the proximity of moving traffic, mobile earthmoving machinery, employees and pedestrians.

Accordingly **Tron Civil Contracting** is committed to the use of appropriate work zone traffic management practices on any site involving **Tron** employees or contractors.

To this end, Tron Civil Contracting will ensure that every job undertaken by the company on or in close proximity to a public road or other thoroughfare liable to be used by the public or other persons will be conducted under the supervision of an employee competent in the selection, location and removal of appropriate traffic control devices in accordance with Australian Standard AS 1742.3 and the South Australian Code of Practice for Traffic Control Devices.

All employees engaged on these activities will be required to complete the Department of Transport approved Work zone Traffic Management Course and will be issued with a copy of the Workzone Traffic Management Handbook

Employees engaged on these activities will wear appropriate high visibility vests or protective clothing and the necessary traffic control devices will be provided.

Any employee becoming aware of an incident or accident associated with company activities on or near a public road is required to complete the appropriate "Incident Report" or "Accident Follow-Up Form".