
WHS POLICY STATEMENT

1. PURPOSE

The purpose of this procedure is to provide guidelines to effectively develop and communicate a workplace health and safety policy statement within Perfect Painters.

2. SCOPE

This procedure applies to all employees of Perfect Painters, visitors including contractors, volunteers, work experience students, trainees and the public.

3. REFERENCE

Workplace Health and Safety Act 2011

4. DEFINITIONS

WH&S Policy Statement is a general statement of management's intent and expectation on the importance of WH&S for the business.

Supervisor is a person in control of a workplace (e.g. Supervisor, Ganger, Leading Hand or Team Leader).

5. RESPONSIBILITIES

Specific responsibilities for the development and approval of the WH&S Policy Statement are delegated to relevant executive management. Communication of the WH&S Policy Statement is delegated to relevant Managers, Supervisors, WHSOs, WHSRs and selected staff as identified.

6. PROCEDURE

Developing and issuing a principal, WH&S Policy Statement by management is an important component of a WH&S Management System. The WH&S Policy Statement is designed to accept responsibility for WH&S of employees and is expressed as management's goals, responsibility, accountability and participation in WH&S.

Developing or Reviewing a WH&S Policy Statement

The key content of a WH&S Policy Statement is:

1. Expression of management intentions, objectives and goals;
2. Senior management commitment to providing and maintaining a safe working environment free from risk;
3. A set of general guidelines to the WH&S function of the business;
4. The importance of consultation and cooperation between management and employees for effective communication of objections into actions;
5. Acceptance of primary responsibility for the WH&S system and function by executive management;
6. Outline authorities, responsibilities and accountabilities of all employees at all levels, including visitors and contractors;
7. Training and communication of WH&S procedures and practices; and
8. A system to regularly monitor and review the policy for effectiveness. Perfect Painters

Process

1. Management is to prepare in conjunction with the WHSO a WH&S Policy Statement for the business;
2. The current CEO is to sign and date the WH&S Policy Statement;
3. The WH&S Committee is to develop communication strategies to communicate the Policy Statement to all employees, contractors and visitors to the workplaces. Examples are:
 - Include the WH&S Policy Statement in the Induction program for all new employees with a copy included in the induction books or handed out;
 - Include the WH&S Policy Statement in the Contractor Induction Program;
 - Attach the WH&S Policy Statement to relevant purchasing and contract tenders;
 - Display the WH&S Policy Statement in prominent locations around all workplaces;
 - Inform visitors to the workplaces of the WH&S Policy Statement when they sign in or receive a brief induction;
 - Discuss the WH&S Policy Statement at toolbox talks or team meetings; and
 - Include the WH&S Policy Statement in the WH&S Manual.
4. The WH&S Committee is to monitor the effectiveness of the communication of the WH&S Policy Statement; and
5. The WH&S Committee and management are to formally review the WH&S Policy Statement at predetermined intervals or when there is a change of CEO, to ensure its correctness and effectiveness.
7. ASSOCIATED DOCUMENTATION Following are forms associated with this procedure:
8. LINKS

PERFECT PAINTERS WORKPLACE HEALTH AND SAFETY POLICY STATEMENT

Perfect Painters is committed to providing a safe and healthy working environment for our employees and for contractors and visitors to the workplace. Adopting and promoting the provisions of the Workplace Health and Safety Act 2011 and its associated Regulation, Codes and Standards, together with significant importance placed in the areas of hazard / risk management and injury prevention strategies, will achieve our WH&S Objectives.

Our primary WH&S objective is to eliminate or reduce risk by developing proactive strategies and adopting a risk management approach to WH&S in order to provide an injury/illness free workplace. We understand that creating and maintaining a safe and healthy working environment is a major part of our overall responsibilities, and that all employees with management or supervisory responsibilities are accountable for the health and safety of employees and visitors in their respective work areas.

In conjunction with this policy, individual Safe Work Procedures, guidelines and standards will be prepared in consultation with relevant employees and issued. We expect all employees, contractors and visitors to our workplaces to follow safe work practices as prescribed under the legislation and in our Policies and Safe Work Procedures, and that they make every effort to reduce the risk of injury to themselves and others.

Training

Perfect Painters are committed to providing information, instruction, training, and supervision to enable employees to perform their work in a manner that is without risk to their health and safety. We will provide adequate resources to manage and maintain health and safety together with regular training on workplace health and safety and expect our employees to attend. However, where performing a particular activity requires a specific level of training, competency or a certificate, personnel are not permitted to undertake such work without the appropriate level of competency being attained, supervisors are responsible to ensure that those personnel allocated the work are competent, having received the relevant training. Records of staff qualifications and competencies will be copied and kept on file at the head office, where they will be regularly monitored and updated.

Following the event of any non-compliance to Perfect Painters Safety standards, the below processes will apply:
First Noncompliance

The workplace supervisor will issue an on the spot verbal warning requesting immediate rectification. The supervisor will ensure rectification is complete within agreed timeframe.

Second Noncompliance

If noncompliance is repeated by the same individual a Non-Conformance Notice is to be raised and issued to the company. The Non-conformance notice is to make it clear that all staff are re-inducted to Perfect Painters H&S Policy and documented evidence of this is to be provided to the site supervisor a copy of the non-conformance is to be forwarded to all Managers, WHSOs, and WHSR.

Third Noncompliance

If non-compliance is repeated by the same individual a second non-conformance notice is to be issued to the company. A copy of the non-conformance notice is to be forwarded to Managers, WHSOs, and WHSR.

The issue is to be referred to the Manager and the WHSO who will determine the level of action to be taken against the individual. Consideration will be given to the level of risk posed by the non-conformance and the general reaction of the individual with regard to rectification. Possible actions include:

- Issue of a third non-conformance notice with specific requirements to be met by the company within a specified timeframe.
- Dismissal may be taken if the unsatisfactory performance or behaviour is not ceased immediately.

Important note: Should the initial non-conformance be high risk in nature and/or there are concerns over the contractors willingness and/or ability to meet with Perfect Painter's safety standards then the issue should be referred immediately to the Manager and the WHSO.

Risk Management

Hazards and risks to health and safety due to site works will be identified and controlled by means of a written Safe Work method Statement.

When work is to be conducted within the clients/other entities workplace area; the project manager shall consult and conduct a risk assessment with the person in charge of the relevant workplace area/s to decide on a method of eliminating the hazard or controlling the risks. The results of this consultation shall be recorded and kept in the office and will be available for any person who would like a copy.

When risk control measures are required, these will be selected in accordance with the "Hierarchy of Risk Control Measures" aimed at eliminating the hazard or hazardous activity as the most desirable control measure followed by substitution, isolation, engineering control, administrative control and least of all personal protective equipment.

Examples of typical work activities for which hazards will be documented and identified in a SWMS

- ✓ Working at heights
- ✓ Working with elevated work platforms
- ✓ Entering confined spaces
- ✓ Working with/near asbestos, hazardous material or lead and their removal
- ✓ Working on electrical equipment and installations
- ✓ Working in, over or adjacent to water if there is a risk of drowning
- ✓ Erection and dismantling of formwork

It is the responsibility of everyone on this project to work in a healthy and safe manner and take all precautions to protect the environment. For this reason, we implement and participate in risk management and consultative processes to identify hazards and discuss actions required to manage their potential risk. Personnel are encouraged to identify and control hazards when it is safe and within their ability to do so. Any hazards identified not within their ability to rectify immediately must be reported to the supervisor immediately.

Best practice suggests you should complete a risk assessment:

- If a risk is identified while work is being carried out.
- Before purchasing, installing, erecting, commissioning or altering plant or equipment in a place of work.
- Before a hazardous substance is introduced.
- Before changes to work practices and systems of work are introduced.

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- Before using premises as a place of work.
 - Before developing or revising a Work Method Statement, Safe Work Procedure or Operating Instruction.
 - When new health and safety information becomes available.

Where a hazard is identified, the identifier must rectify if possible. If the identifier cannot correct it, the hazard must be protected by barricading, signage or another suitable method and the Supervisor is to be notified. If the supervisor is unable to correct it immediately, a hazard report detailing the corrective action requirements is to be completed. The corrective actions will be signed off when completed and reviewed by the Manager. The Hazard/Risk Register is to document high risk activities and other major hazards existing across the company's entire operation so that controls and processes can be put in place to eliminate or minimise these in future endeavours.

Workplace Health and Safety is important, and we all have an obligation to ensure that we have a safe and healthy working environment, and we encourage you to actively participate so that we may achieve this goal.