

Section Two

WHS Management Plan

WHS Management Plan

PROJECT NAME	Cairns Convention Centre Expansion
ORGANISATION NAME	REAL ROOFING SOLUTIONS
ADDRESS	1/15 Water St, Cairns City QLD 4870
PHONE	(07) 4052 9400
FAX	(07) 4061 9773
EMAIL	commercial@RRS.com.au
ACN/ABN	08 147 659 441

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REAL ROOFING SOLUTIONS

- Maintains an up to date version of this WHS Management Plan.
- Retains all obsolete pages of the Plan for a minimum of 7 years to demonstrate a record of WHS management practices.
- Provides a copy of the current version of the Plan to Lendlease Construction
- Reviews the Plan on a 3 monthly basis
- Ensures all amendments to the Plan are recorded in the Register of Amendments.

Register of Amendments					
Date	Page/Form No.	Version No.	Description of Amendments	Prepared by	Approved by

Distribution Register			
Version No.	Date of Issue	Name of Recipient	Position / Organisation

WHS 002–Project details and introduction

Organisation Details	
Business/Trading name	REAL ROOFING SOLUTIONS
ACN/ABN	08 147 659 441
Contract Job Number	MW14752
Director/Manager	Robert Fickle
Address	1/15 Water St, Cairns City QLD 4870
Phone	(07) 4052 9400
Fax	(07) 4061 9773
Mobile	(+61) 476 587 239
Email	commercial@RRS.com.au

The following table sets out a brief description of the work to be carried out by REAL ROOFING SOLUTIONS during the course of the Cairns Convention Centre Expansion contract/agreed works on the CCCE Project managed by Lendlease Construction

Date	Description of Works	No of Employees (inc subcontractors)
10/01/22	Supply & install roofing	47

The table below identifies the designated person on site responsible for the management of occupational health safety and environment.

Name	Contact Details
Scott Norton	0469 785 698

REAL ROOFING SOLUTIONS does not intend to subcontract all or part of the works.
If engaged, the sub-subcontractors intended to be used on this site are:

Business	Contact Details
Nil	n/a

REAL ROOFING SOLUTIONS will ensure that the above mentioned subcontractors provide a SWMS for their specialised work, and that REAL ROOFING SOLUTIONS shall review the SWMS, and append the SWMS to this Plan. If they are an employer, REAL ROOFING SOLUTIONS will also ensure that evidence relating to a current workers compensation policy is provided.

Director / Manager  _____

Date: 01/02/23

WHS 003–Occupational health safety and environment policy

At REAL ROOFING SOLUTIONS, a commitment to occupational health, safety and the environment is part of the business.

This is achieved through:

- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services; and
- defining roles and responsibilities for occupational health, safety and environment.

Strategies will include:

- ensuring occupational health, safety and environment management principles are included in all organisational planning activities;
- providing ongoing education and training to all of our employees;
- consulting with employees and other parties to improve decision-making on occupational health, safety and environment matters;
- ensuring incidents are investigated and lessons are learnt within the organisation;
- distributing occupational health, safety and environment information, including this policy, to all employees and interested parties;
- providing enough resources to ensure occupational health, safety and environment is a central part of the organisation; and
- ensuring effective injury management and rehabilitation is provided to all employees.

Director / Manager



Date: 01/02/23

WHS 004–Hazard identification, risk assessment and control

REAL ROOFING SOLUTIONS will not commence construction work at a place of work unless:

- the principal contractor has provided REAL ROOFING SOLUTIONS with a copy of the relevant parts of its workplace WHS Management Plan (or equivalent);
- REAL ROOFING SOLUTIONS has undertaken an assessment of the risks associated with the work activities and has provided to the principal contractor a written Safe Work Method Statement (SWMS); and
- REAL ROOFING SOLUTIONS has provided induction training to all employees.

REAL ROOFING SOLUTIONS maintains and updates the SWMS, and provides the updated SWMS to the principal contractor.

REAL ROOFING SOLUTIONS identifies the potential hazards of the proposed work activities, assess the risks involved and develops controls measures to eliminate, or minimise, the risks. The risk management process is carried out in consultation with employees.

1.1.1 IDENTIFY HAZARDS:

REAL ROOFING SOLUTIONS breakdowns specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a SWMS. The SWMS is a list of job steps and other work related practices.

For each of the work activities and associated job steps identified in the SWMS, REAL ROOFING SOLUTIONS has identified potential hazards and their risks.

To assist in identifying hazards and risks, REAL ROOFING SOLUTIONS has considered the use of resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks).

1.1.2 ASSESS RISKS:

REAL ROOFING SOLUTIONS has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from high to low in a Risk Matrix.

The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

WHS 005–Hazard categories

The following is a list of the hazards REAL ROOFING SOLUTIONS has identified arising from the contracted/agreed work activities. These hazards are addressed within the Safe Work Method Statement(s).

Occupational Health and Safety			
☐	Access & egress	☐	Confined/enclosed spaces
☐	Coring/chasing	☐	Dangerous Goods (Oxy/other)
☐	Demolition/dismantling	☐	Electricity (power tools/other)
☐	Explosive/pneumatic power tools	☐	Fatigue (shift work/hours of work)
☐	Formwork erection/dismantling	☐	Fire/explosion
☐	Fumes/gas	☐	Hazardous substances
☐	Flying/falling objects/debris	☐	Height & falls
☐	Hazardous material	☐	Hot/cold working environment
☐	Hot work (cutting/welding/grinding)	☐	Lasers
☐	Lighting	☐	Manual handling (lifting or twisting)
☐	Machine/equipment guarding	☐	Moving plant/traffic
☐	Materials handling (crane/forklift/other)	☐	Plant & equipment operation
☐	Noise (hearing)	☐	Structural alterations/support
☐	Public (pedestrians/other)	☐	Services (underground/overhead)
☐	Subsidence	☐	Ultra Violet Light (sunlight)
☐	Trenching/excavation	☐	Other.....
☐	Work near/over water	☐	Other.....
☐	Young workers/unskilled labour	☐	Other.....
☐	Biological/bacteria	☐	Other.....

Environment			
☐	Air quality (dust/emissions)	☐	Bulk excavation/spoil
☐	Concrete or paint wastes	☐	Contaminated soil/water
☐	Dewatering/pump out	☐	Habitats (protected flora/fauna)
☐	Heritage & Archaeology	☐	Noise or vibration
☐	Noisy work (neighbourhood)	☐	Spills & response
☐	Slurry or other discharges	☐	Traffic & parking
☐	Waste hazardous (paint sludge, synthetic min fibre, asbestos/other)	☐	Dangerous Goods/Hazardous Substances (use/storage/spills)
☐	Stormwater/sediment control	☐	Other.....
☐	Waste disposal	☐	Other.....

WHS 006–Risk matrix

REAL ROOFING SOLUTIONS has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.

Step 1: The organisation identifies the consequence for each potential risk by using the table below. Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.

Level	Description of Consequence
High (1) (High level of harm)	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.
Medium (2) (Medium level of harm)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.
Low (3) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.

Step 2: Using the following table, the organisation determines how likely it is that the risk will occur and result in the consequence identified above.

Level	Likelihood / Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances.

Step 3: Using the risk matrix below, the organisation identifies the risk class/ranking.

Consequence	Likelihood / Probability		
	Likely	Moderate	Unlikely
High (1)	1	1	2
Medium (2)	1	2	3
Low (3)	2	3	3

Class/Ranking	Description / Requirements
1	Will require detailed pre-planning. Actions will be recorded on a Safe Work Method Statement
2	Will require operational planning. Actions will be recorded on a Safe Work Method Statement
3	Will require localised control measures



INSERT SWMS NUMBER

WHS 007–Safe Work Method Statement (SWMS)

Organisation Details			
Organisation Name:	REAL ROOFING SOLUTIONS	Contact Name::	Scott Norton
ACN/ABN	08 147 659 441	Contact Position:	EHS Coordinator
Address:	1/15 Water St, Cairns City QLD 4870	Contract Phone No:	0469 785 698
Project Details:			
Project:	Cairns Convention Centre Expansion	Area:	
Activity:		This SWMS has been developed in consultation with: Reviewed by: _____ Position: _____ Date: / /	
Resources / Trades Involved:			
Equipment Used:			
Maintenance checks:			
Materials Used:			
Occupational Health Safety or Environmental Legislation:		Codes or Standards applicable to the works:	

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INSERT SWMS NUMBER

Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L <i>Likely</i>	M <i>Moderate</i>	U <i>Unlikely</i>
H (1) <i>(High level of harm)</i>		H (1) <i>(High)</i>	1	1	2
M (2) <i>(Medium level of harm)</i>	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	M (2) <i>(Medium)</i>	1	2	3
L (3) <i>(Low level of harm)</i>	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.	L (3) <i>(Low)</i>	2	3	3
Level	Likelihood / Probability				
Likely	Could happen frequently				
Moderate	Could happen occasionally				
Unlikely	May occur only in exceptional circumstances				

Item	Job steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work

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Qualifications and experience required to complete the task	Personnel, Duties and Responsibilities (Supervisory staff and others)	Training Required to Complete Work
Engineering Details / Certificates / WorkCover Approvals:		



INSERT SWMS NUMBER

This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works:		
Print Names:	Signatures:	Dates:

Review No	01	02	03	04	05	06	07	08	09
Initial:									
Date:									

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WHS 008—Objectives and targets

REAL ROOFING SOLUTIONS has established the following objectives and targets to support and maintain the effectiveness of the WHS Management Plan.

Planning
Objective: Employees are provided with regular and up-to-date information on WHS for the duration of the contracted/agreed works. Target: Review the content of the WHS Management Plan at maximum 3 month intervals (or more frequent as required) to maintain the currency of information provided to employees and others.
Risk Management
Objective: Employees are familiar with hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk. Target: Safe Work Method Statement(s) or the equivalent list as a minimum those hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.
Consultation
Objective: Employees are regularly consulted on matters that affect WHS. Target: Toolbox/Pre-start or other agreed methods of consultation are undertaken on a regularly basis.
Training
Objective: Employees are provided with training to enable work practices to be undertaken that are safe and minimise risk to the environment. Target: All employees involved with the contracted/agreed work have undertaken as a minimum the three levels of induction training, i.e. general industry (safety awareness) training, site specific training and work activity training as noted in the Safe Work Method Statement(s) specific to the contracted/agreed works.
Other
Objective: Target:

WHS 009–Personal Protective Equipment (PPE)

1.1.3 REAL ROOFING SOLUTIONS maintains the following register of all PPE supplied to employees where such PPE is specified as a control measure in the Safe Work Method Statement. REAL ROOFING SOLUTIONS ensures all items of PPE are manufactured, used and maintained in accordance with the relevant Standard. Proof of Standard compliance will be provided, e.g. labelling.

1.1.4

1.1.5 Each employee has been instructed and trained in the correct use of the PPE issued.

Employee name	Date of Issue/ replacement	Item supplied	Signature of recipient
			<i>I have received the listed PPE with appropriate instruction/training in its correct use.</i>

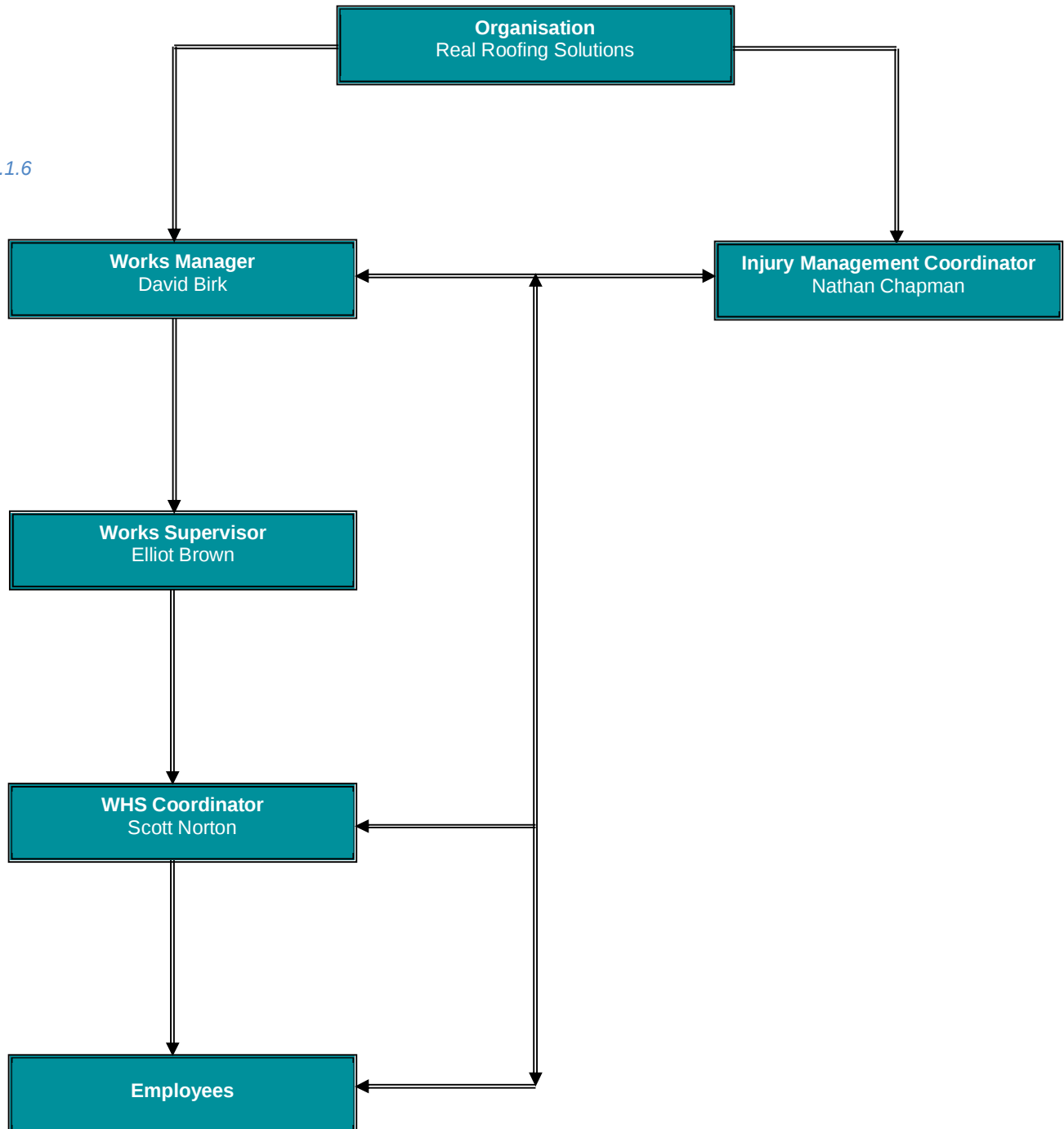
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WHS 010–Roles and responsibilities

REAL ROOFING SOLUTIONS provides the following key trained and competent personnel on site.

1.1.6



1.1.7 ROLES AND RESPONSIBILITIES DEFINED

The roles and responsibilities of employees within REAL ROOFING SOLUTIONS regarding WHS are below.

1.1.8 WORKS MANAGER

David Birk is responsible for WHS at the workplace and duties include:

- implementing the WHS Management Plan;
- using the Hierarchy of Controls in all design, fabrication and construct activities to minimise WHS risks;
- communicating with the principal contractor to reduce risks;
- being a part of the planning and design stages of trade activities;
- deciding when training on WHS is required;
- leading by example and promoting sound WHS practices at every opportunity;
- ensuring safe equipment and plant is provided and maintained;
- reviewing WHS reports and inspections, and following up on recommendations;
- coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required;
- coordinating WHS meetings and programs;
- monitoring compliance with the WHS Management Plan, including Safe Work Method Statement; and
- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.

Signed by:  Date: 01/12/2022

1.1.9 WORKS SUPERVISOR

Elliot Brown is responsible for WHS at the workplace and duties include:

- implementing the WHS Management Plan;
- observing all WHS rules and regulations;
- making sure that work activities are carried out in a safe and environmentally sound manner;
- planning to do all work safely including any interface with other work activities;
- providing advice and assistance on WHS matters to employees;
- being part of the planning and design stages of trade activities;
- deciding when training on WHS is required;
- actioning WHS reports and carrying out workplace inspections;
- setting up WHS meetings and programs;
- helping to prepare Safe Work Method Statements for the organisation's work activities;
- investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- carrying out project inductions, Toolbox Talks and team meetings;
- being a part of incident investigations;
- leading by example and promoting sound WHS practices at every opportunity;
- undertaking inspection of the contracted or planned works to ensure that WHS control measures are implemented and effective; and
- other WHS duties as directed by the Works Manager.

Signed by:  Date: 01/12/2022

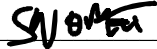
1.1.10 OCCUPATIONAL HEALTH AND SAFETY ENVIRONMENT COORDINATOR

Scott Norton is responsible for WHS at the workplace and duties include:

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- communicating WHS performance to the Works Manager;
- assisting the Works Supervisor to develop and implement the WHS Plan;
- providing advice on WHS to all employees;
- being a part of planning and design in work activities;
- determining WHS legal requirements for the work activity or trade;
- making sure WHS work procedures are followed;
- coordinating injury management / return to work for injured employees;
- reviewing WHS reports and inspections;
- setting up and being a part of WHS meetings and programs;
- setting up Toolbox Talks on a regular basis;
- insisting on sound WHS practices at all times;
- setting up and conducting WHS inductions;
- conducting incident investigations;
- communicating with the Works Manager/Works Supervisor on WHS matters;
- making sure records are kept under these guidelines;
- being part of inspections and ensuring recommendations are completed; and
- other WHS duties as directed by the Works Manager.

Signed by:  Date: 01/12/2022

1.1.11

1.1.12 INJURY MANAGEMENT COORDINATOR

Nathan Chapman is responsible for the management of injuries at the workplace and duties include:

- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury;
- ensuring that, where appropriate, the injured employee is given access to occupational rehabilitation services;
- liaising with any parties involved in the occupational rehabilitation of, or provision of medical services, to the injured employee;
- monitoring the progress of the injured employee's capacity to work;
- taking steps to prevent recurrence or aggravation of the relevant injury upon the injured employee's return to work; and
- providing assistance to meet all legal requirements regarding injury management and return to work.

Signed by:  Date: 01/12/2022

1.1.13 EMPLOYEES

Are responsible for the following:

- working in a safe manner without risk to themselves, others or the environment;
- complying with the WHS Management Plan including all Safe Work Method Statements;
- reporting all incidents to the Works Supervisor;
- reporting all injuries and illnesses to the designated First Aid Officer;
- reporting any WHS hazards to the Works Supervisor;
- providing suggestion, through agreed consultation methods, on how to improve WHS issues;
- seeking assistance if unsure of WHS rules;
- reporting any faulty tools or plant to the Works Supervisor;
- complying with site rules;
- correctly using all personal protective equipment; and
- complying with emergency and evacuation procedures.

Signed by: Deary Date: 01/12/2022
Signed by: Walter Date: 01/12/2022
Signed by: Chris Taylor Date: 01/12/2022
Signed by: Grays Date: 01/12/2022
Signed by: DSynan Date: 01/12/2022
Signed by: Othman Date: 01/12/2022
Signed by: Step Date: 01/12/2022
Signed by: Upp Date: 01/12/2022

WHS 011–Training and competency register

Having regard to the hazards and risks associated with the work activity, REAL ROOFING SOLUTIONS has assured that all employees are trained and competent to perform all tasks in a way that is safe and does not adversely impact on themselves, others or the environment.

The following register contains details of the skills and competencies of the organisation's employees.

Employee Name	Work on this project	Skills / Competencies / Experience (e.g. tickets / qualifications)	Card No. / Reg. No.	Date of Course
Daniel Togo	Labourer/ First Aider	CPCCWHS1001 Prepare to work safely in the construction industry.	334466	18/08/2012
Daniel Togo	Labourer/ First Aider	HLTAID009 - Provide cardiopulmonary resuscitation	S 785/791	2/09/2022
Daniel Togo	Labourer/ First Aider	HLTAID011 - Provide First Aid	S 715/776	7/09/2021
Daniel Togo	Labourer/ First Aider	RIIWHWS204E- Work safely at heights	999850	28/06/2021
Daniel Togo	Labourer/ First Aider	RIIHAN301E - Elevated Work Platform Under 11m	YC105749	18/06/2021
Darren Syron	Roofer	Certificate II in Metal Roofing and Cladding	1197	12/11/2015
Darren Syron	Roofer	CPCCWHS1001 Prepare to work safely in the construction industry.	307461	6/08/2013
Darren Syron	Roofer	RIIWHWS204E - Work safely at heights	450442	28/06/2021
Darren Syron	Roofer	High Risk Work Licence - WP	3274224	6/06/2021
Darren Syron	Roofer	RIIHAN301E - Elevated Work Platform Under 11m	YC105896	28/06/2021
Darren Thomson	Roofer	Certificate II in Metal Roofing and Cladding	48070	16/12/2019
Darren Thomson	Roofer	CPCCWHS1001 Prepare to work safely in the construction industry.	1762853	9/08/2009

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Darren Thomson	Roofer	RIIWS204E - Work safely at heights	18415	28/06/2021
Darren Thomson	Roofer	High Risk Work Licence - DG WP LF	3247225	20/06/2022
Darren Thomson	Roofer	RIIHAN301E - Elevated Work Platform Under 11m	YC125696	28/06/2021
David Birk	Works Manager	BSB50820 Diploma of Project Management	000798	8/09/2013
David Birk	Works Manager	CPCCWHS1001 Prepare to work safely in the construction industry.	450442	4/08/2010
David Birk	Works Manager	RIIWS204E - Work safely at heights	409604	18/02/2021
Elliot Brown	Works Supervisor	CPC50220 Diploma of Building and Construction (Building)	000978	7/08/2021
Elliot Brown	Works Supervisor	CPCCWHS1001 Prepare to work safely in the construction industry.	18415	6/08/2011
Elliot Brown	Works Supervisor	RIIWS204E - Work safely at heights	243618	28/06/2021
Elliot Brown	Works Supervisor	High Risk Work Licence - WP	3382057	4/06/2022
Gary Sawrey	Roofer / First Aider	CPCCWHS1001 Prepare to work safely in the construction industry.	1471664	2/04/2012
Gary Sawrey	Roofer / First Aider	HLTAID009 - Provide cardiopulmonary resuscitation	S 785/788	17/09/2022
Gary Sawrey	Roofer / First Aider	HLTAID011 - Provide First Aid	S 715/770	16/12/2021
Gary Sawrey	Roofer / First Aider	RIIWS204E - Work safely at heights	1755283	28/06/2021
Gary Sawrey	Roofer / First Aider	High Risk Work Licence - WP	11257	21/01/2022
Gary Sawrey	Roofer / First Aider	RIIHAN301E - Elevated Work Platform Under 11m	YC786231	18/02/2021
Jamie Phillips-Turner	Roofer	Certificate III in Roof Plumbing	0487896	9/08/2021
Jamie Phillips-Turner	Roofer	CPCCWHS1001 Prepare to work safely in the construction industry.	2148548	22/01/2009

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Jamie Phillips-Turner	Roofer	RIIWS204E - Work safely at heights	118337	28/06/2021
Jamie Phillips-Turner	Roofer	High Risk Work Licence - DG RB WP	321576802	7/11/2022
Jamie Phillips-Turner	Roofer	RIIHAN301E - Elevated Work Platform Under 11m	YC228974	28/06/2021
Jane Rodgers	Labourer	CPCCWHS1001 Prepare to work safely in the construction industry.	336038	6/09/2011
Jane Rodgers	Labourer	RIIWS204E - Work safely at heights	2438612	18/02/2021
Jane Rodgers	Labourer	RIIHAN301E - Elevated Work Platform Under 11m	YC369753	12/11/2019
Jess Phillips	Roofer	Certificate III in Roof Plumbing	1187	5/08/2006
Jess Phillips	Roofer	CPCCWHS1001 Prepare to work safely in the construction industry.	1720585	12/03/2013
Jess Phillips	Roofer	RIIWS204E - Work safely at heights	10554155	28/06/2021
Jess Phillips	Roofer	High Risk Work Licence - WP	3334471	6/05/2021
Jess Phillips	Roofer	RIIHAN301E - Elevated Work Platform Under 11m	YC118746	28/06/2021
Nathan Chapman	Injury Management Coordinator	Certificate IV in Personal Injury Management - FNS42115	000632	18/06/2009
Nathan Chapman	Injury Management Coordinator	CPCCWHS1001 Prepare to work safely in the construction industry.	999850	26/08/2009
Nathan Chapman	Injury Management Coordinator	RIIWS204E - Work safely at heights	2411430	28/06/2021
Ross Cawley	Roofer	Certificate II in Metal Roofing and Cladding	64587	6/12/2015
Ross Cawley	Roofer	CPCCWHS1001 Prepare to work safely in the construction industry.	243618	6/09/2011
Ross Cawley	Roofer	RIIWS204E - Work safely at heights	730430	1/08/2021
Ross Cawley	Roofer	High Risk Work Licence - WP	000308674 02	20/08/2020

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Ross Cawley	Roofer	RIIHAN301E - Elevated Work Platform Under 11m	YC119426	28/06/2021
Scott Norton	WHS Coordinator	CPCCWHS1001 Prepare to work safely in the construction industry.	409604	16/05/2009
Scott Norton	WHS Coordinator	Diploma of Work Health Safety - BSB51319	48004	3/09/2011
Scott Norton	WHS Coordinator	RIIWHS204E - Work safely at heights	1762853	28/06/2021

WHS 012–Consultation

REAL ROOFING SOLUTIONS promotes the active participation of all employees in WHS decisions.

Employees are consulted and given opportunity, encouragement and training to be proactively involved in WHS matters affecting the organisation and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes;
- control measures for the management of hazards and risks;
- changes to the organisation's policies and procedures or work routines which may affect WHS;
- make up of and representation on relevant committees; and
- election of WHS and employee representatives.

All workplace consultation is recorded and occurs on an as need basis.

WHS 013–Toolbox/pre-start talks

All Toolbox / Pre-start Talks undertaken on behalf of REAL ROOFING SOLUTIONS are recorded on this form and signed by participants.

All corrective actions noted on this form are implemented and signed by the nominated person. It is the responsibility of the Works Supervisor to ensure that all corrective actions are completed and reviewed for effectiveness.

Toolbox / Pre-start Talks			
Workplace:	Cairns Convention Centre Expansion		
Subject of Talk:			
Presented by:			
Duration:		Date:	

Persons Present			
Print Name:	Signature:	Print Name:	Signature:

Points Raised / Comments:

Corrective Action	Action by	Action Complete	
		Sign off	Date

WHS 014–Workplace inspection checklist

REAL ROOFING SOLUTIONS inspects the work activity(s) and work area, and provide a completed Workplace Inspection Checklist each week to the principal contractor for the duration of the works.

Workplace Inspection					
Workplace	Cairns Convention Centre Expansion		Date		
Inspected By			Signature		

Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
Access/Egress					
Access paths clear	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Access paths defined (signage tape, other)	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Prohibited areas display warning signs and barricaded	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Dust/Air Quality					
Dust suppressed/watered down	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Stock piles protected from wind	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Plant & equipment maintained to minimise emissions	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Electrical					
Electrical equipment tested & tagged	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Register of tagging current	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Portable generator fitted RCD	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Portable Residual Current Device (RCD) tested/ tagged	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
First Aid/Emergency/Injury					
First aid kit provided	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Kit stocks refreshed	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
First Aid Officer available	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Evacuation procedure in place	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Emergency contacts displayed	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Fire extinguisher/equipment available	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			

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Manual Handling					
Trolleys/aids in use	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
SWMS followed	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Training/job rotation undertaken	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Hazardous Substances/Dangerous Goods					
Register current	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
MSDS available	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
SWMS lists precautions for use	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Storage area bunded	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Refuelling SWMS followed	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Height work					
Perimeter protection	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Handrails in place	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Penetrations covered	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Fall restraint/arrest system in use	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
SWMS followed	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Housekeeping					
Materials stacked	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Work area lit	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Bins available & in use	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Signage in place	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Leads suspended	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Walkway/stairs/work area clear	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Noise					
Plant & equipment maintained	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Site hours observed	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Noisy works identified	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Hearing protection used (SWMS)	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Personal Protective Equipment					
Used when required (SWMS)	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Correctly used by employees	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Plant & Equipment					
Plant register current	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Maintenance records provided	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Daily log book completed	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Operator ticketed/competency verified	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
SWMS followed	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			

Public Protection Work area secure from public Overhead protection provided	Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Stormwater/run off Silt control fences in place Stormwater inlets protected Discharges contained, e.g. pump out, slurry/other	Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Training All employees have: - General industry (safety awareness) training - Site specific induction training - Work activity (SWMS) training	Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Vegetation Fencing around drip line of retained trees No material/equipment stored within drip line	Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Waste Management Waste reduction plan in place Waste contractor records available Bins for litter/cigarette butts/other provided Hazardous wastes captured & correct disposal, e.g. paint sludge/ contaminated soil/other	Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Other	Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐ Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

All items noted for correction have been rectified			
Name		Signed	
Date		Time	

WHS 015—Plant and equipment

REAL ROOFING SOLUTIONS carries out regular inspections and maintenance of all plant and equipment.

REAL ROOFING SOLUTIONS ensures plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations.

The inspection and maintenance history of each item is documented.

Certain items of plant and equipment will be 'Item Registered' and or 'Design Registered' by the Regulatory Authority where required by Legislation

REAL ROOFING SOLUTIONS ensures control measures are implemented and documented for all plant and equipment, including its operation, deemed as high risk. The effect of all plant and equipment on the workplace is considered and documented in the Safe Work Method Statement

Pre-start checks, schedule of maintenance and fault reports are notified to the Works Supervisor, documented in plant log books and made available to relevant parties on request.

Where plant and equipment is hired, the same requirements as above apply.

WHS 016–Plant and equipment register

The following register contains details of all plant and equipment to be used by REAL ROOFING SOLUTIONS during the course of the work activities. Examples include lifting gear, fire fighting equipment, mobile plant, fall restraint equipment and other.

Plant Type	Serial No. / Registration No.	Make / Model	Registration with Authority Required? Y/N	Authority Registration Expiry Date (if applicable)	Date last service or maintenance record available	Required Maintenance Frequency	Alteration Details Y / N / NA	Date On Site	Log Book Available

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WHS 017–Plant and equipment pre-start checklist

REAL ROOFING SOLUTIONS completes the following checklist prior to initial plant operation at the workplace.

Item	Description	Check	
Risk assessment	A checklist should identify general hazards and associated risks relating to the use of the plant & equipment e.g. entanglement, crushing, striking, electrical or other. The checklist should then detail control measures to eliminate or minimise risk.	Yes ☐	No ☐
Log Book	A current log book recording daily safety Pre-start checks. These are subject to random inspection.	Yes ☐	No ☐
Maintenance Reports	Proof of ongoing maintenance, i.e. maintenance records. The records should note the most recent inspection and who conducted that inspection. It may also describe any repair work carried out on the plant. Most importantly, there should be no outstanding items noted for repairs.	Yes ☐	No ☐
Operator's Manual	An operator's manual relevant to the item of plant and which is to be kept with the plant.	Yes ☐	No ☐
Operator Certification	Copy of operator's certification or licence to operate the plant. Where no statutory certification is required, evidence of competence by the operator in the use of the plant.	Yes ☐	No ☐

Plant Provider

Name		Signature		Date	
------	--	-----------	--	------	--

Plant Inspected

Plant Type/Make	
Serial No.	
Company	

Inspection Verified By

Name		Signature		Date	
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WHS 018–Plant and equipment regular checklist

The following checklist is completed by INSERT SERVICE PROVIDER OR REAL ROOFING SOLUTIONS as a general and regular check on plant operation at the workplace.

Plant and Equipment Checklist					
Service Provider name					
Plant type / make					
Plant No.		Serial No:			
Description			Check		
Risk assessment		Yes ☐	No ☐	n/a ☐	
Operator's manual		Yes ☐	No ☐	n/a ☐	
Maintenance reports		Yes ☐	No ☐	n/a ☐	
Log Book		Yes ☐	No ☐	n/a ☐	
Competency ticket/licence of operator		Yes ☐	No ☐	n/a ☐	
Fire extinguisher		Yes ☐	No ☐	n/a ☐	
Crack test reports		Yes ☐	No ☐	n/a ☐	
Chains tested and tagged		Yes ☐	No ☐	n/a ☐	
Regulatory Authority plant registration		Yes ☐	No ☐	n/a ☐	
Flashing light		Yes ☐	No ☐	n/a ☐	
Forward/reverse beeper		Yes ☐	No ☐	n/a ☐	
Tested and tagged electrically		Yes ☐	No ☐	n/a ☐	
Seat belt		Yes ☐	No ☐	n/a ☐	
Roll over Protection (ROPS)		Yes ☐	No ☐	n/a ☐	
Plant Provider					
Name		Signature		Date	
Inspection Verified By					
Name		Signature		Date	

In undertaking regular checks of plant and equipment, REAL ROOFING SOLUTIONS includes consideration of relevant aspects as follows:

Scissor Lifts / Boom Lifts		Excavators / Backhoes / Bob Cats	
• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Safety Booklet • Company Name		• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Seat Belt • Flashing Light • Forward & Reverse Beeper	
Fork Lifts / Manatou's		Cranes	
• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Seat Belt • Flashing Light • Forward & Reverse Beeper		• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Crack Test Report • Regulatory Authority Plant Registration • Chains Tested and Tagged	
Concrete Pumps		Other...	
• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Crack Test Report • Line thickness Testing • Regulatory Authority Plant Registration			

WHS 019–Hazardous substances/dangerous goods

REAL ROOFING SOLUTIONS provides a current (within 5 years of the date of issue) MSDS to the principal Contractor for all products and substances to be used for the work activity.

Before a product or substance is used for the work activity, REAL ROOFING SOLUTIONS reviews the Material Safety Data Sheet (MSDS) to determine if the product or substance is classified as hazardous.

All employees involved in the use of products classified as hazardous, are provided with information and training to allow safe completion of the required task.

As a minimum standard, all safety and environmental precautions for use listed on the MSDS are followed when using the substance and are included in the Safe Work Method Statement.

No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current MSDS.

All products and substances to be brought to the workplace are documented.

REAL ROOFING SOLUTIONS considers the following when selecting chemicals and substances for use on site:

- Flammability and exclusivity;
- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Chemical action and instability;
- Corrosive properties;
- Safe use and engineering controls;
- Environmental hazards; and
- Storage requirements.

All storage and use of hazardous substances and dangerous goods is in accordance with the MSDS and legislative requirements.

All hazardous substances and dangerous goods are stored in their original containers with the label intact at all times.

Hazardous substances and dangerous goods of any quantity are not stored in amenities, containers (unless properly constructed for the purpose), sheds or offices.

WHS 020–Hazardous substances/dangerous good register

The following hazardous substances exist in the work place. A copy of the MSDS has been forwarded to the person responsible for First Aid.

Product Name	Application	Quantity	Product labelled		MSDS		Classified as Hazardous in the MSDS	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐

If YES:
The risks and control measures associated with the use of the product/ substance and the precautions for its use are outlined in the Safe Work Method Statement

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WHS 021–Electrical equipment

REAL ROOFING SOLUTIONS ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules.

REAL ROOFING SOLUTIONS ensures that all electrical equipment brought on site is listed in the Electrical Equipment Register. The register is completed prior to commencement of the works and maintained for the duration of the works on site.

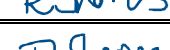
All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current, devices is inspected and tested by a suitably qualified person and labelled with a tag of currency before being used on site.

WHS 022—Electrical equipment register

REAL ROOFING SOLUTIONS records all electrical equipment brought on site in the Electrical Equipment Register.

Note: Testing and Tagging frequency is as required by State or Territory Legislation, codes and relevant standards.

Electrical Equipment			
Workplace	Cairns Convention Centre Expansion	Date	01/12/2022

Equipment Description	Plant / Serial No.	Date of Inspection/ Test	Results and/or trip current (less 30mA) for Earth Leakage Device	Date of next Inspection/Test	Electrician's / qualified person's Signature	License/ Registration No.
Battery Charger	15648	5/11/2022	Pass	05/02/23	Robert Shores 	10665
Extension Lead	1	5/11/2022	Pass	05/02/23	Robert Shores 	10665
Battery Charger	15868	5/11/2022	Pass	05/02/23	Robert Shores 	10665
Extension Lead	2	5/11/2022	Pass	05/02/23	Robert Shores 	10665
Battery Charger	4587	5/11/2022	Pass	05/02/23	Robert Shores 	10665
Extension Lead	5	5/11/2022	Pass	05/02/23	Robert Shores 	10665
Battery Charger	297	5/11/2022	Pass	05/02/23	Robert Shores 	10665
Extension Lead	7	5/11/2022	Pass	05/02/23	Robert Shores 	10665

Electrical item	Frequency of inspection / test (in accordance with relevant requirements)
Tools & leads or electrical equipment	3 monthly

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WHS 023–Hazard reporting

REAL ROOFING SOLUTIONS encourages all employees to report hazards immediately to the Works supervisor.

Where the hazard cannot be corrected immediately, REAL ROOFING SOLUTIONS records the details of the hazard in the Hazard Register

REAL ROOFING SOLUTIONS investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

REAL ROOFING SOLUTIONS identifies a risk class/ranking for all hazards by referring to the categories ranging from high to low in the Risk Matrix. The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

REAL ROOFING SOLUTIONS regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

REAL ROOFING SOLUTIONS will issue a copy of any completed Hazard Report form to the principal contractor, as required.

WHS 024–Hazard report

Where a hazard cannot be immediately corrected, REAL ROOFING SOLUTIONS records the hazard in the Hazard Report.

General			
Date			
Workplace	Cairns Convention Centre Expansion		
Submitted By		Signature	
Submitted To		Signature	

Details of Hazard	
Location	
Work Activity	
Hazard identified in relation to the work activity	

Details of Risk	
Risk Class	High (1) ☐ Medium (2) ☐ Low (3) ☐

Control Measures			
Corrective Action Required			
By Whom			
By Whom		When	Immediate ☐ Within 24 hrs ☐ Within 7 Days ☐

Completion			
Corrective Action Completed By		Signature	
Time		Date	
Confirmed By		Signature	

WHS 025–Injury and incident investigation

1.1.14 INJURIES:

All injuries are reported to the designated First Aid Officer in the workplace.

REAL ROOFING SOLUTIONS records all injuries on the Register of Injuries.

Where the injury requires medical attention or off site treatment, REAL ROOFING SOLUTIONS completes an Incident Investigation Report.

Copies of Incident Investigation Reports are provided to the principal contractor, as required.

1.1.15 INCIDENTS:

For all incidents involving near misses, property/plant damage or injury to the public or the environment, Real Roofing Solutions investigates and records the details in an Incident Investigation Report.

Copies of completed Incident Investigation Reports are provided to the principal contractor, as required.

1.1.16 NOTIFIABLE INCIDENTS:

Real Roofing Solutions reports all notifiable incidents to the relevant Authority.

Where such an incident has occurred, Real Roofing Solutions considers whether the site needs to be preserved for investigation by the relevant Authority.

1.1.17 RECORD KEEPING:

Real Roofing Solutions keeps records of incidents and injuries in accordance with Statutory requirements.

1.1.18

WHS 026–Register of injuries

REAL ROOFING SOLUTIONS records all injuries in the following register.

General			
Workplace Location	Cairns Convention Centre Expansion		
Injured Persons Name			
Home Address			
Date of Birth		Male ☐	Female ☐
Occupation			
Employers Name			
Employers Address			
Details of Injury			
Date of Injury		Time of Injury	am ☐ pm ☐
Activity in which the person was engaged at the time of injury			
Exact location where injury occurred			
Nature of injury e.g. fracture, burn, sprain, foreign body in eye.			
Body location of injury e.g. ear, eye, face, neck			
Details of Treatment			
Treatment provided by First Aid Officer	Yes ☐ No ☐	Remarks:	
Follow up treatment required	Yes ☐ No ☐	If yes, an Incident Investigation Report must be completed with 24 hours	
Doctor/ Medical Centre attended			
Date attended		Medical Certificate Received	Yes ☐ No ☐
Treatment i.e. x-ray, prescription			
Further consultation required	Yes ☐ No ☐	Injury Management required	Yes ☐ No ☐ If yes, notify the Return-to-Work Coordinator
Name of Witness			
Address of Witness:			
Name of Person Providing First Aid			
Signature		Date	

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WHS 027–Incident investigation report

REAL ROOFING SOLUTIONS completes an Incident Investigation Report in the event of any injury involving medical attention or off site treatment or in the event of any incidents involving a near miss, property/plant damage or injury to the public or the environment.

The principal contractor will be informed **immediately** in the event of the above. Following discussions with the principal contractor, a decision will be made as to who will conduct the incident investigation. The principal contractor will be provided with a copy of the completed Incident Investigation Report.

Class of Incident		Reported
☐ Injury	☐ Property/Plant Damage	Yes ☐ No ☐ Details:
☐ Near Miss	☐ Environmental	Further Action Required
☐ Other.....		☐ Report to Authorities ☐ Other:

Details of Incident			
Date of Incident		Time of Incident	am ☐ pm ☐
Witness Name		Witness Contact	
Nature of Incident			
Location of Incident			
Description of Incident			
Details of damage to equipment/property?			

Injured Person/s (if applicable)			
Name			
Address			
Date of Birth			
Occupation		Employer	
Referred/transferred to			

Recommended Preventive Action	
Details	

Completed By			
Name		Position	
Signature		Date	

WHS 028–Injury management and return-to-work

1.1.19 OUR COMMITMENT:

REAL ROOFING SOLUTIONS is committed to the return to work of injured employees.

As part of this commitment, we will:

- prevent injury and illness by providing a safe and healthy working environment;
- participate in the development of an injury management plan and ensure that injury management commences as soon as possible after an employee is injured;
- support the injured employee and ensure that early return to work is a normal expectation;
- provide suitable duties for an injured employee as soon as possible;
- ensure that our injured employees (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause);
- consult with our employees and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible;
- maintain the confidentiality of injured employee's records.
- not dismiss an employee as a result of a work related injury within six months of becoming unfit for employment.

To support the above, REAL ROOFING SOLUTIONS has established the following procedures.

1.1.20 NOTIFICATION OF INJURIES:

- All injuries must be notified to the supervisor as soon as possible.
- All injuries will be recorded in the Register of Injuries.
- Our Workers Compensation Scheme Agent will be notified of any injuries that may require compensation within 48 hours.

1.1.21 RECOVERY:

- All injured employees will receive appropriate first aid or medical treatment as soon as possible.
- The injured employee must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

1.1.22 RETURN TO WORK:

- A suitable person will be arranged to explain the return to work process to the injured employee.
- The injured employee will be offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

1.1.23 SUITABLE DUTIES:

- An individual return to work plan will be developed when the injured employee, according to medical advice, is capable of returning to work.
- The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured employee's physical and psychological condition.
- Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

1.1.24 DISPUTE RESOLUTION:

- If disagreements about the return to work program or suitable duties arise, the organisation will work with the injured employee and any union representing them to try to resolve the issue.
- If all parties are unable to resolve the dispute, the organization will seek to involve the Scheme Agent, an accredited rehabilitation provider, the treating doctor or an injury management consultant.

1.1.25 CONTACTS:

REAL ROOFING SOLUTIONS's workplace contact for the return-to-work is:

Name	Organisation	Contact Details
Nathan Chapman	REAL ROOFING SOLUTIONS	0456 159 753

REAL ROOFING SOLUTIONS's preferred WorkCover-accredited rehabilitation providers are:

Name	Organisation	Contact Details
Jason King	Strive Occupational Rehabilitation	07 3514 9600
Wayne Evans	Easec	07 3366 2123

REAL ROOFING SOLUTIONS's workers' compensation Scheme Agent is:

Name	Organisation	Contact Details
Robert Jones	Allianz	07 9390 6633