

Safety Policy and Procedures

Safety Policy

Cascade Peak Construction Pty Ltd is committed to creating a workplace environment that is conducive to safety as well as to productivity. To achieve this aim, management and employees will comply with all relevant legislation and safety regulations that are in force both in the office and in the client's work environments.

Safety Procedures

Designated Health and Safety Representatives (HSRs) will be responsible for ensuring that matters of policy as set out elsewhere in this document are carried out. In addition, the HSR will identify and cause to be rectified all potential safety hazards.

Designated Work Areas

Cascade Peak Construction will be divided up into the following designated work areas:

- The office, including office entrances and exits, and staff/visitor car park.
- The depot, including the warehouse and the outdoor area containing the landscape supplies and large landscaping equipment.
- Each remote worksite where landscaping work is carried out is considered a separate designated work area.

In instances of large worksites where different teams are working in different areas (for instance different areas of national park land where each team is a long way from each other, then the area in which each team is working constitutes a separate designated work area.

Health and Safety Representatives

Every designated work area must have a designated HSR (health and safety representative).

The administration manager will be the HSR of the office work area.

Every worksite defined above is required to have a site supervisor who will be the HSR of their respective work area.

HSR to be aware of "Duty of Care" under Workplace Health and Safety Act. To make sure that all persons entering a workplace that requires a safety induction has a current induction or arranges to get that person inducted. Inductions are for a limited period of 12 months.

(Note: Inductions are for limited periods.)

Registers to be Kept

Cascade Peak Construction will keep the following registers:

- Phone/contact details – Staff Medical Advisors, Ambulance, Police, etc.
- Accident: Minor and Serious
- Inductions
- Safety training courses attended

Office

The following safety procedures are to be exercised in the office.

- All electrical leads to be checked and tagged on a regular basis.
- Power boards to be used. No “piggy-backing” of double adaptors will be tolerated.
- Power leads to be kept away from walkways, but if they must be in the walkway, then they are to be securely fixed to floor with gaffer tape or similar.
- Floor space to be kept clear.
- Office areas are to be non-smoking
- All staff are to be aware of emergency fire exits and positions of fire.
- Extinguishers are to be inducted in this use

Depot or Sites

The following safety procedures are to be exercised in the depot or whilst working in remote sites.

- High visibility clothing to be worn.
- Pedestrians to follow marked walkways.
- Operators of forklifts and other vehicles to use designated lanes.
- All materials and equipment to be stored in a safe manner in their allocated areas.
- Signage and barriers must be erected around all areas of temporary storage, work in progress and incident locations.
- Report to the HSR all accidents or injuries of any nature and the damage to or loss or theft of any equipment
- Everyone will at all times on the site conduct themselves in such manner as to have proper regard for the welfare and safety of all other persons on the property.
- First aid kits are to be carried in all vehicles and maintained in perfect order.
- HSR instructions are to be followed exactly.
- Think before acting. If a situation has the potential to be hazardous extra care must be taken. Even party leaders can make the wrong choice of options. If you believe this to be the case, talk it over.
- Ensure that all instructions shall be carried out in a tidy and safe manner on the site.
- All food scraps, papers, cans, and bottles and other refuse of a like nature will be placed in a proper receptacle or removed from the site.
- No loud music is to be played where it interferes with the owner of the property
- No dogs are to be brought on site without the prior consent of the owner of the site
- All manual lifting is to be conducted safely. Manual lifting of material where it is unreasonable for such to be conducted or to do so creates a danger of injury to persons or damage to equipment is forbidden.
- Keep gear in first class condition. If an accident does occur it is much better to be cut with a sharp axe than a blunt one.

- Vehicles are to be driven within the road rules.
- Air-conditioned vehicles will be non-smoking. Other by mutual consent.
- All vehicles are not to be driven on or about the property at a speed in any manner which is unsafe or inconsiderate of the owner of the property.
- While working on public roads special care must be taken. Safety vests must be worn and “Men and Work” signs erected at both ends if the job.
- Safety boots (steel caps) are mandatory. Some relaxation of this may be allowed in wet area.
- There will be numerous work sites that have additional safety requirements.
- Chainsaws are to be used by experienced personnel. Safety helmets and ear protection will be worn.
- No loud or offensive language is to be spoken on any property
- Whilst loose flowing clothing may be appropriate for our climate, industrial type clothes provide greater protection in hazardous situations. If hair is to be worn long it will be securely tied back from the face.
- Personal protection. Sunscreen, insect repellent, medication (e.g. hay fever) to be used when necessary. Most important. If you are allergic to anything make sure that the person you are working with knows about it and what to do in case of emergency.
- No alcohol is to be consumed on any site.
- Any employee suspected or arriving at work under the influence of alcohol or drugs, as described by law, will be asked if they think they might be under the influence. An affirmative answer will result in that employee being stood down for that day with a loss of pay. If the employee chooses to remain at work and is subsequently found to be “under the influence” that employee may face instant dismissal.

Workplace Hazards and Identification of Hazardous Tasks

Always seek assistance when shifting office furniture or equipment.

The use of power boards, double adaptors is only permissible following an inspection by a qualified electrician

No employee can attempt to repair electrical equipment which malfunctions. Any malfunctioning office electrical equipment must be taken to a suitably qualified repairer.

Electrical cords, connections and power points must be inspected annually by a qualified repairer.

Air conditioning to be serviced annually by suitably qualified person.

Register to be maintained of phone numbers and contact details of staff medical advisers, ambulance, police, etc.

Field Standard Safety Clothing and Equipment Policy and Procedures

Field Standard Safety Clothing and Equipment Policy

Cascade Peak Construction puts the safety of its workers before everything else. All workers, therefore, are expected to wear the following safety clothing and have the following equipment within easy reach depending on where they are.

Field Standard Safety Clothing and Equipment Procedures

All workers must wear the following safety clothing and have the following equipment within easy reach:

All Tasks

- Steel Cap Footwear (boots) – at discretion of safety officer
- Wide Brim Hat
- UV protection sunscreen (supplied)
- Long sleeve shirts buttoned or affixed at wrist.
- Collared shirts

Rural Work – Field

- Long Sleeved Shirts
- Long Pants
- Gaiters where suitable

Roads and Areas around Natural Rock Faces – Field

- Hard Hats and highly visible (orange) vests to be worn.

Remote Projects

- EPIRB (distress radio beacon) to be carried by Party Member
- Safety Equipment

Office

- Fire Extinguishers as required by legislation
- Comprehensive First Aid Kits

Depot

- Fire Extinguishers
- Comprehensive First Aid Kit
- Surveyor on Road Signs

All Vehicles

- Comprehensive Fire Extinguishers
- High Visibility orange jackets

Vehicles Working on Commercial or Wilderness Sites

- Fire Extinguishers
- Comprehensive First Aid Kit
- High visibility orange jackets
- EPIRB
- Hard Hats
- High Set Warning lights (mining & construction only)
- High set orange flashing light (mining & construction only)
- Surveyor on Road signs where required