

Safety Management Plan

Corporate Details

Registered Company Name:	Rydon Group Holdings Pty Ltd
Trading Name:	Bittn Pest Control
Head Office:	404/25 Elkhorn Avenue, Surfers Paradise QLD 4217
Postal:	PO Box 55, Surfers Paradise QLD 4217
Phone:	1300 438 248
Email:	mail@bittn.com.au
ABN Number:	53 154 672 376
QBCC Licence:	1248310
Work cover Policy:	WAB121209656
Insurance Policy:	AUS-16-10891

Health and Safety Policy

Bittn Pest Control is committed to operating our business in a manner that ensures the safety and wellbeing of our employees', contractors, clients and visitors.

Policy Objectives:

Bittn Pest Control is committed to ensuring:

- Clear, measurable OHS objectives are established.
- Compliance with the relevant legislation, Codes of Practice and Australian Standards.
- A safe work environment is provided.
- Safe work systems are established, observed and maintained.
- All plant and equipment are maintained in a safe condition and employees and contractors are competent in its safe usage.
- All employees and contractors are equipped with the information and training necessary for their safety and the safety of others.
- All relevant parties observe the company's policies and procedures.
- Consultation and communication of safety issues to all relevant parties occurs by way of the OHS Committee, OHS meetings, toolbox talks, bulletins on notice boards and via e-mail.
- All accidents, incidents and near misses are reported and analyzed so a corrective and preventive approach can be adopted.
- Signed by:



Gordon Johnston
Director



Ryan Robertson
Director

Personnel with WHS Responsibilities Defined

Name(s)	Position	Description of WHS Responsibilities
Gordon Johnston Ryan Robertson Stuart Beadel	Director Director Operations Manager	• Implementing policies, systems and procedures • Promoting a high level of safety awareness within the organisation • Identifying training requirements • Monitoring worker compliance with the systems • Meeting with and reviewing systems with the workers • Carrying out near miss or accident investigations • Updating and distribution of system documents
Technicians	Various	• Responsibility for the health and safety of themselves • Adherence to Bittn Pest Control WHS policies and procedures • Reporting of non-safe workplaces or activities to the directors • Using all PPE equipment provided and required for work carried out • Maintaining PPE equipment, clothing, tools, plant and vehicles to a level to meet WHS guidelines. • To comply with any WHS guidance or instructions issued by senior staff, directors or onsite WHS representatives

Hazard Identification and Risk Management Policy

Risk management is the responsibility of everyone in the workplace and should be occurring anytime an employee or manager is in a situation that may be different to normal and which could potentially cause them or others to encounter a hazard.

A hazard is defined as a dangerous condition, actual dangerous condition, actual or potential that may interfere with work activity.

Hazards may be identified from accident/incident reports, statistics, inspections and safety surveys. If you identify a hazard in the workplace you should attempt to rectify the situation immediately providing it is safe to do so. If not, notify management of the hazard. It is then management's responsibility to remove or reduce the risk.

A hazard identification and risk assessment must be carried out at any time a change is made; this may be in relation to a manual process, the building or work environment, methods or systems of work or through the introduction of new machinery or equipment.

A formal hazard identification and Risk assessment is to be carried out on a regular basis. Once a hazard has been identified appropriate steps are to be taken to rectify the situation. The risk management process must include four main steps these are;

1. Identify the hazard
2. Assess the risk
3. Control the risk
4. Document, action and monitor the risk.

Causes of hazards may be:

Exposure to harmful substances	Insufficient maintenance	Poor machinery design
Poor design of safety equipment	Unsafe operation of equipment	Poor training methods
Work flow problems	Poor working conditions	Lack of warning signs

Bittn Pest Control employees and contractors will attend any on site meetings and /or inductions and also carry out any online inductions and/or assessments that may be required by the any of the parties involved with the work flow process. We as a company understand that these meetings and inductions are imperative for all concerned to improve the information flow and increase safety awareness for the project. Any onsite emergency drill will also be adhered to as and when required.

Hazard Identification

Hazard identification is the process used to identify all the possible situations in the workplace where people may be exposed to injury, illness or disease. Consider the types of hazards that may exist in the workplace in consultation with employees. Hazards may be identified from accident/incident reports, statistics, inspections and safety surveys

Risk Assessment

Risk assessment is the process used to determine the likelihood that people may be exposed to injury, illness or disease in the workplace arising from any situation identified during the hazard identification process. A risk assessment is generally carried out with the assistance of a risk assessment matrix such as the one below.

We use the Risk Assessment Matrix to establish the level of risk. The risk priority is determined by moving down and across to the appropriate box on the chart.

RISK CLASSES						
		CONSEQUENCE				
		1	2	3	4	5
LIKELIHOOD		Insignificant	Minor	Moderate	Major	Catastrophic
A	Almost Certain	2 (A1)	2 (A2)	1 (A3)	1 (A4)	1 (A5)
B	Likely	2 (B1)	2 (B2)	2 (B3)	1 (B4)	1 (B5)
C	Moderate	3 (C1)	2 (C2)	2 (C3)	1 (C4)	1 (C5)
D	Unlikely	3 (D1)	3 (D2)	2 (D3)	2 (D4)	1 (D5)
E	Rare	3 (E1)	3 (E2)	2 (E3)	2 (E4)	2 (E5)
		■ = 3 or Low Risk Class		■ = 2 or Medium Risk Class		■ = 1 or High Risk Class

■ = 3 or Low Risk Class ■ = 2 or Medium Risk Class ■ = 1 or High Risk Class

Hierarchy of Controls

1. Elimination of hazards
2. Substitution
3. Isolation / Enclose
4. Other Engineering Methods
5. Administrative Control

Required Actions

- 1= Immediate stop work until controls are in place
- 2= High priority, controls required as soon as practicably possible
- 3= Low risk, planned reassessment of risk.

Form 21.5 – Risk Assessment Calculator
7 May 2007

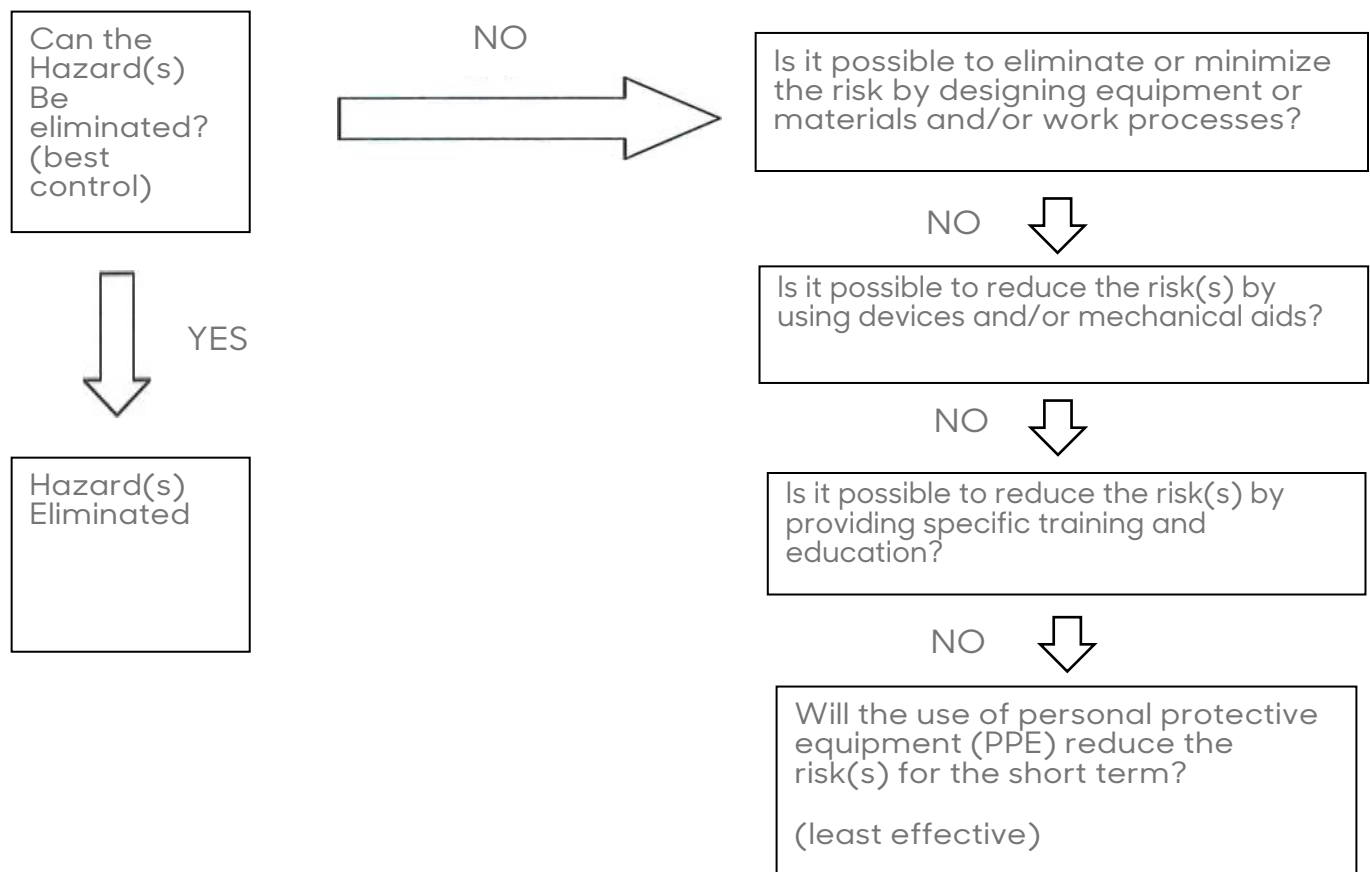
LIKELIHOOD		
L	Descriptor	Description
A	Almost Certain	The event is expected to occur daily
B	Likely	The event is expected to occur less than daily but at least weekly
C	Moderate	The event is expected to occur less than weekly but at least monthly
D	Unlikely	The event could occur at some time in the next year
E	Rare	The event is not expected to occur

CONSEQUENCES related to activities, products & services			
C	Descriptor	Occupational Health & Safety	Environment
1	Insignificant	Nil or minor first aid treatment only. No lost time.	No significant issues related to RCCs activities, products and services. No regulatory requirements.
2	Minor	Medical treatment required. No lost time.	Minor possibility of environmental issue (short term < 1 day).
3	Moderate	Medical treatment required. Lost time.	Possible short term issue, exceedance in licence/DA monitoring parameters, potential for stakeholder disruption/complaints.
4	Major	Serious injury or disease. Extended medical treatment required.	Possibility to cause long term environmental issue (harm), clean up costs >\$10,000, non compliance/breach of planning conditions with potential for legal, stop work notice issued due stakeholder concerns.
5	Catastrophic	Death	

Risk Control

Risk control is the process used to identify all practicable measures for eliminating or reducing the likelihood of injury, illness or disease in the workplace. This process should be carried out with the assistance of the Hierarchy of Controls table below.

Consider the controls you can implement to eliminate or minimize the risk.



The hierarchy of controls is used to assist in the identification of controls to implement;

- ELIMINATE the hazard/risk where reasonably practicable.
- SUBSTITUTE the hazard/risk with a lesser risk.
- ISOLATE hazard from the person put at risk.
- Minimize the hazard/risk by ENGINEERING CONTROLS.
- Minimize the risk by ADMINISTRATIVE CONTROLS. (eg. Adopting safe work practices or providing appropriate training, instructions or information).
- Using PERSONAL PROTECTIVE EQUIPMENT.

REPORTING HAZARDS

General Hazards

Where hazards are identified in the workplace, employees must report this to their supervisor and fill out a hazard identification report and/or report of incident or injury as appropriate. The supervisor must undertake a hazard assessment and control review based on the report.

Dependent on the hazard, this may require immediate risk mitigation if classified as a high risk, or would be placed on a risk management action plan with an appropriate time frame identified for completion. Evaluation of the effectiveness of the control strategy should be undertaken at an appropriate timeframe.

Equipment Hazards

Any person discovering dangerous equipment has a legal obligation to ensure that the equipment does not cause injury to self or other person in the workplace.

Employees, upon finding dangerous equipment, must immediately verbally report this to the supervisor and must place a "DO NOT OPERATE" tag on the equipment which prevents that equipment from being used until it has been repaired and certified safe to use by an appropriately qualified person.

"DO NOT OPERATE" tags are to be observed by all employees. Any employee attempting to operate equipment that has been tagged "DO NOT OPERATE" will be subject to disciplinary action.

Hazardous Substances and Dangerous Goods

Hazardous substances and dangerous goods at work are of concern to all employees and therefore must be managed properly.

A hazardous substance is any natural or artificial solid, liquid, gas, vapour or fume which has the potential to harm the health of persons in the workplace.

Dangerous goods are substances with a severe single exposure risk due to explosion, fire, poisoning or corrosion.

All hazardous substances and dangerous goods are to be appropriately stored. Licenses are to be maintained for any dangerous goods as required by legislation. Material Safety Data Sheets (MSDS) relevant to these substances and goods are to be maintained in the central register by senior management.

Bittn will provide training to ensure relevant employees understand these responsibilities and have the skills to meet them.

Employees who may be exposed to hazardous substances and/or dangerous goods will be informed of the potential hazards associated with the substances they work with.

REPORTING INCIDENTS/INJURIES

If you are involved in an incident, near miss, or sustain an injury you must notify your supervisor immediately and complete an Incident and Injury form. This form is to be completed within 24 hours of the incident occurring or the next working day and signed by your supervisor. Your supervisor will forward the report to the OHS. If a staff member has suffered a serious injury and is unable to follow the above procedure, the manager must notify the OHS Officer immediately. If first aid is administered the first aid officer must complete a First Aid reporting form and forward it to the OHS officer. Failure to promptly notify injuries may result in delays to compensation claims, if any.

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SAFE WORK METHOD STATEMENT

**** Please refer to accompanying SWMS documentation**

HAZARDOUS SUBSTANCES POLICY

Purpose

At Bittn Pest Control the safety of our employees' is of utmost importance. Strict adherence to this policy is essential to the health and wellbeing of our employees' as exposure to hazardous substances can result in high risks.

Scope

This policy applies to all directors, management, employees, trainees, and contractors of Bittn Pest Control.

Exceptions

Nil

Policy Statement

Each substance used in the workplace will have a MSDS (Material Safety Data Sheet). MSDS's are obtained from the supplier when purchasing hazardous substances or can be obtained from the manufacturer. Each workplace must have a register of all hazardous substances used and have the current MSDS for each. The MSDS's must be readily accessible to all employees'. The MSDS's contain information such as the use of the substance, whether it is hazardous or not, emergency contact numbers, first aid measures if exposure occurs, handling and storage information, disposal information, personal protection measures needed and what to do if spillage occurs.

- Responsibilities
 - Employees will not be permitted to start work duties unless they are wearing the required, compliant PPE prescribed for their intended duties.
 - Employees and managers must ensure workers have been trained to use the substance
 - If transporting the substance workers must follow the transportation advice found on the MSDS and ensure the MSDS is in the vehicle carrying the substance.
 - Workers must follow the label, MSDS and risk assessment for the safe handling and personal protective equipment (PPE) needed.
 - Workers must ensure the labels are fixed to hazardous substances containers and are legible.
 - Workers must follow the MSDS, label and risk assessment for the storage, disposal and use of substances.
 - Workers must follow their training and the information on the MSDS if exposure to hazardous substances occurs.
 - Workers must always wear PPE when opening, mixing or disposing of substances. The necessary PPE for the substance you are using is listed on the MSDS.
 - Supervisors/Managers must review the hazardous substance registers every 6 months to ensure the MSDS records are current. An MSDS should be renewed at least once in every 5 years to ensure it contains current information.

- Non-Compliance
 - Employees will not be permitted to start work duties unless they are wearing the required, compliant PPE prescribed for the hazardous substances.
 - Breaches of this policy will result in disciplinary action being taken.

EMERGENCY ACTION PLAN

Purpose

The objective of this procedure is to provide a plan of action that will protect life and property in the event of fire, explosion, bomb threat, chemical spill, inclement weather, or other emergency.

Procedure

Commonalities exist between the procedures to be followed in all types of emergencies; steps that are the same for all emergencies are discussed below under the heading **General**.

Additional steps for each type of emergency are listed in a corresponding section, *Fire*, *Chemical Release*, *Weather-Related Emergencies*, and *Post-Emergency Operations*.

General

Actions by person discovering the emergency:

- Notify other workers in the immediate area of the emergency situation
- Isolate the hazard and retreat a safe distance from the hazard and contact a supervisory person, preferably from the principal contractor's company. While it may be human nature to attempt to alert everyone, notifying project management will ensure the most rapid and complete notification of everyone at the facility.
- Personally contact the appropriate response agency.

Actions by all workers upon notification of an emergency:

- Unless working at a critical process, stop whatever you are doing. If you are operating a critical process, and are not in immediate danger, follow the instructions of the site supervisor.
- Calmly and orderly evacuate the building site using one of the paths identified as an emergency evacuation route on the maps posted throughout the site. Meet at the designated area.

Fire

Action by workers in response to a Fire:

- Attempt to extinguish the fire only if properly trained and the fire is in the incipient stage.
- Do not block open fire doors. They must be closed to prevent the movement of heat and smoke to other portions of the facility.
- In exiting the facility, do not use the elevators. Always use the stairs.

Chemical Spill:

Actions by person discovering a chemical spill or release:

- Avoid breathing any vapours that may be produced or contacting the material.
- Retreat immediately to a safe area (usually uphill and upwind).
- Immediately report the incident to the site supervisor and notify your immediate manager
- Do not attempt to clean up the spill or stop its flow unless so trained and authorized.
- Do not flush the spill down any industrial, sanitary, or storm sewer system.
- If an evacuation is necessary, evaluate the safety of the normal designated meeting areas. If these must be changed communicate this to the contractors' supervision at the time of initial notification if possible.
- If the spill is large or presents a hazard to other workers or the environment immediately call the local fire department or emergency response contractor.
- If necessary, the Bittn Pest Control Manager will report the spill to the appropriate governmental environmental regulatory agencies.

Weather-Related Emergencies:

Unlike the other types of emergencies, the safest place in a weather-related emergency is indoors, usually in the center of the structure away from outside windows and doors.

In the event of a severe-weather emergency, the following actions should be taken:

- The principal contractor will decide if evacuation of work areas is necessary. If evacuation is necessary, a safe place to congregate shall be selected by the principal contractor.

Post-Emergency Operations:

- Workers shall not re-enter the site for any reason until directed to by the site supervisor.

YOUNG WORKER & APPRENTICESHIP POLICY

At Bittn we do not use young unskilled workers. Our industry does not have apprenticeships.

Having said this should we engage the services of a young worker we undertake the following;

Step 1 – Induction

Workers are put through a 5 day company induction including all aspects of their role prior to any onsite work being undertaken. This includes WHS systems, first aid and SWMS.

Step 2 – Training & Supervision

All workers are buddied up with Supervisors and training and work alongside them until they have reached competency. Giving them a buddy is a great way of ensuring on-the-job training. It also gives them the opportunity to speak up if they are not sure about something in the workplace. Company Skill Set registers are updated as they progress through their training.

Step 3 – Consultation

All workers are involved site tool box meetings and operations meetings to ensure they have input into all company processes.

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FIT FOR WORK AND WELLNESS POLICY

Bittn Pest Control requires all individuals to be Fit for Work to carry out the full range of accountabilities associated with their role. We recognise that fatigue, stress, mental health and the misuse of drugs and alcohol are all factors that impact upon personal performance and contributes to the safety of workers and co-workers, and injuries and incidents at work.

This policy outlines responsibilities of management and individuals to meet Duty of Care under legislation. Non-compliance to the requirements of this policy may result in disciplinary action.

To ensure they meet legal duty of care, All Individuals shall:

- Maintain personal fitness and wellness required to meet the requirements of their position.
- Attend for work in a state that does not limit their ability to meet the position requirements and within the limits outlined within this policy.
- Advise a Supervisor before work of any factor that may influence their fitness for work.
- Ensure that if they are taking prescription, over or under the counter medication, that they have asked their doctor or pharmacist if there is a risk that it could affect their ability to perform their job safely and inform their Supervisor if so.
- Advise their Supervisor at any time if they believe they are unfit to start or continue work
- Report situations to supervision where fellow work colleagues may not be fit for work.

To ensure Bittn Pest Control meet its legal duty of care, Management shall:

- Maintain an overarching program focusing on the wellness of individuals.
- Provide training, awareness and education on the specific range of Fit For Work issues.
- Establish procedures for identifying those who are found to be not fit for work.
- Comply with Client Fit for Work policies
- Ensure those found not fit for work are managed in a fair and effective manner.
- Ensure individuals are aware that the following are prohibited in the workplaces
 - The sale or supply of any prescription drugs
 - The sale, supply or possession of illegal drugs
 - The unauthorised sale, supply or possession of alcohol

WORKERS INJURY AND COMPENSATION MANAGEMENT POLICY

Bittn Pest Control recognizes the value of its employees and is committed to preventing injury and illness by providing a safe and healthy working environment.

In the event that an employee sustains a work-related injury or illness, we are equally committed to providing an efficient workplace injury management program with the aim of restoring the injured employee to the fullest physical, psychological, social, vocational usefulness of which they are capable, consistent with their pre-injury status.

Subject to medical advice, injury management for workplace injuries aims to return injured employees to work according to the following hierarchy of injury management goals, as outlined by WorkCover: –

- i) Pre-injury duties/Pre-injury employer
- ii) Modified or reasonably adjusted duties/Pre-injury employer
- iii) Different duties/Same employer
- iv) Pre-injury duties/Different employer
- v) Modified or reasonably adjusted duties/ Different employer
- vi) Different duties/ Different employer

Bittn Pest Control Responsibilities

- Ensure that the injured employee receives, or is referred to, first aid &/or medical assessment, as appropriate for the injury/illness and injury severity. If the supervisor is in doubt, they are to act on the side of caution, and refer the injured/ill employee for medical assessment;
- Ensure that employees complete all sections of the Hazard & Incident Report including corrective action, risk assessment and the control measures used as soon as possible following the accident or onset of a work-related medical condition;
- If an injured employee presents a medical certificate indicating that they have any restrictions or are not fit for pre-injury or normal duties;
 - Assist with identification and assessment of potential suitable duties for consideration in the injured employee's return to work plan;
 - Ensure that any training and/or workplace modifications as agreed to as part of an injured employee's return to work plan is completed;
 - Monitor the injured employees' return to work plan progress.

Employee Responsibilities

- Take reasonable care and comply with Bittn Pest Control and Principal Contractor policies, procedures and instructions in the performance of work, so as to prevent workplace injuries to themselves and others;
- Report any hazardous condition, incident, injury or illness immediately if possible or as soon as practical to their supervisor.

- Seek first aid &/or medical treatment where indicated following work or non-work-related injury or illness. Request that the examining medical practitioner on a WorkCover medical certificate document make any recommendations regarding capacity for work. In the case of non-work-related injury/illness the employee must obtain a medical certificate that reflects the nature of the injury/illness and details any work restrictions as a consequence of their injury or illness;
- Present any documentation relevant to their workers compensation claim &/or in return to work process (eg: medical certificates, leave forms) to their supervisor as soon as possible.
- Actively participate in any agreed individual return to work plan of appropriately modified or suitable duties;
- Co-operate with reasonable workplace changes designed to assist the injury management of fellow employees;
- Attend any medical examination arranged for the purpose of assessing or reviewing their condition;
- Ensure that the scheduling of any medical treatment appointments take into consideration the operational requirements of their department/unit; and liaise with their supervisor regarding this. This may include attending treatment times outside of work time.

Procedures – Work Related Injuries When An Injury Occurs

- Injuries must be reported by the employee to the supervisor as soon as practical, and no later than the end of the day/shift. An incident report should be completed as soon as practicable.
- Depending on the severity of the injury and the employee's preference, the injured employee should be transported to attend one or more of the following to seek appropriate first aid/medical attention:
 - An onsite first aid officer or;
 - Their treating/local doctor;
 - The nearest hospital – Emergency department (if required);

Claims Management

- An incident report must be completed and submitted to the company supervisors & directors. This must include a range of information to allow corrective actions to be implemented.
- The injured worker will need to be assessed by a doctor. A Work Cover Medical Certificate may be issued by the medical practitioner. A copy of the medical certificate is to be given to the supervisor at Bittn.
- The supervisor or Return to Work Coordinator will make contact with key stakeholders within 3 days of receipt of notification. This includes the worker and their supervisor if applicable, and if the injury is deemed significant contact, with the nominated treating doctor will also be made. Information obtained will assist with determination of liability and the development of the Injury Management Plan.
- If the employee is fit for suitable duties, the supervisor will develop a Return to Work Plan in consultation with the worker. The injured employee should not commence work until a plan has been developed.

Consultation with Employees

- Employees will be informed of their rights and responsibilities with regards to Bittn Pest Control policy and procedures for injury management.

REHABILITATION AND RETURN TO WORK POLICY

Bittn Pest Control aims to assist an employee's recovery through the provision of return to work programs based on the advice of treating medical providers.

The return to work program finds the best ways for the worker to remain at work and engaged with the workplace while keeping their valuable work skills, with the aim to return to the job they had before their injury.

If the worker is unable to return to their pre – injury job soon after their injury, a suitable duties program is developed to help the worker return to work safely over a period of time. A suitable duties program may include temporary modifications and/or restrictions of a person's job tasks, with the aim to return to full duties over a period of time. This will be done through consultation with the employee and the treating medical practitioner.

PERSONAL PROTECTION EQUIPMENT (PPE) POLICY

Purpose

The purpose of this policy is to ensure the supply and use of personal protective equipment (PPE) where employees are required to perform their duties in an environment that involves potential hazards.

Scope

This policy applies to all directors, management, employees, trainees, and contractors to Bittn Pest Control.

Exceptions – Nil

Policy Statement

- Responsibilities
 - Bittn Pest Control is responsible for supplying employees with appropriate PPE.
 - Employees must wear PPE that is suitable for the type of work being performed.
 - Employees are responsible for the maintenance of PPE.
 - Employees must ensure that PPE fits correctly.
 - Contractors and visitors must supply their own PPE.
 - All directors and supervisors have a responsibility to ensure that employees, subcontractors, and visitors are wearing appropriate PPE.

- Exemptions
 - Any employee seeking an exemption from wearing approved PPE must supply a medical certificate in support of his or her claim for exemption.
 - Upon receipt of the medical certificate and assessment, Bittn Pest Control may seek advice from an independent specialist.
 - The workplace health & safety officer will periodically review exemptions and will reassess employee duties in line with exemptions.
- Non-Compliance
 - Employees will not be permitted to start work duties unless they are wearing the required, compliant PPE prescribed for their intended duties.
 - Employees will not be permitted to commence work until they are wearing compliant PPE.
 - Breaches of this policy will result in disciplinary action being taken.

PLANT AND EQUIPMENT (PE) POLICY

Purpose

The purpose of this policy is to ensure the supply and use of plant and equipment (PE) where employees are required to perform their duties in an environment that involves plant and equipment to assist them to effectively carry out the role.

Scope

This policy applies to all directors, management, employees, trainees, and contractors of Bittn Pest Control.

Exceptions

Nil

Policy Statement

- Responsibilities
 - Bittn Pest Control is responsible for supplying employees with appropriate PE
 - Employees must use the PE that is suitable for the type of work being performed.
 - Employees and contractors must carry the applicable permits for all plant and equipment to be used on site.
 - Employees need to consult with management prior to taking any PE on site.
 - PE must be inspected daily prior to work commencement.
 - Defects and liabilities must be promptly attended to.
 - Any lifting equipment must be tagged appropriately.
 - Contractors and visitors must supply their own PE.
 - PPE will only be left on site if previously agreed to with the customer.
 - All directors and supervisors have a responsibility to ensure that employees, subcontractors, and visitors are appropriately using the PE.

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- Exemptions
 - Any employee seeking an exemption from PE must supply a medical certificate or another valid reason in writing in support of his or her claim for exemption.
 - Upon receipt of the medical certificate or written notice and assessment, Bittn Pest Control may seek advice from an independent specialist.
 - The workplace health & safety officer will periodically review exemptions and will reassess employee duties in line with exemptions.
- Non-Compliance
 - Employees will not be permitted to start work duties requiring PE unless they have the compliant PE required for their intended duties.
 - Breaches of this policy will result in disciplinary action being taken.

FOREIGN OBJECT DAMAGE PREVENTION POLICY

Foreign Objects are a major cause of damage and unscheduled maintenance to many pieces of equipment, vehicles and other machinery. Damage can result in minor repairs or catastrophic events. Preventing FOD is everyone's responsibility. FOD includes hardware, tools, parts, metal shavings, broken hardware parts, pavement fragments, rocks, badges, hats, paper clips, rags, trash, paperwork and even wildlife. Any foreign object that can find its way into a piece of machinery can contribute to FOD.

We understand that our work carried out requires the highest level of preventative measures. The elimination of FOD contamination, entrapment, migration or damage is most critical to our customers.

Our Policy

- FOD prevention is everyone's responsibility at Bittn.
- The goal of the FOD Prevention Program is to prevent and eliminate FOD.
- The FOD Prevention Program applies to all our activities throughout development, design, procurement, assembly/build, delivery, and support of our bird management installations.

Netting a structure can potentially create a FOD issues for the site. This installation requires the use of 1,000's of fittings, as well as cable and netting off-cuts. All have the potential to contact equipment, hardware and vehicles during and more importantly after the installation.

Our plan is simple.

- Upon entering the site and prior to work commencement all technicians are advised of the site-specific FOD requirements.
- After each shift, before a break, the operator and/or spotter does a brief ground inspection to ensure all waste material and dropped fittings are removed from the floor area.

A final FOD inspection is to be conducted by Bittn upon completion of the project in each area prior to the final handover.

ELECTRICAL EQUIPMENT (EE) POLICY

Purpose

The purpose of this policy is to protect persons and property against the hazards arising from the use of electricity. *This policy is not intended to outline all regulatory requirements or safe work practices that may be necessary when working with electricity.*

Scope

This policy applies to all directors, management, employees, trainees, and contractors of Bittn Pest Control.

Exceptions

Nil

Policy Statement

- Responsibilities
 - Bittn Pest Control is responsible for any employees that are exposed to live electrical hazards are provided with adequate electrical safety equipment, personal protective equipment, and training.
 - Supervisors must ensure that EE is tested and tagged every 3 months. these records must be made readily available for inspection
 - Employees must use the EE that is suitable for the type of work being performed.
 - Employees shall follow safe work practices while working on, around, or with electric equipment: First among these is to treat all electric equipment as energized unless the appropriate lock-out/tag-out procedure has been fully implemented.
 - Employees shall inspect their power tools, extension cords, portable GFCIs and EE for damage (worn insulation, bent/ missing pins, etc.) before use and shall remove from service and tag any equipment found to be damaged or otherwise unsafe and notify their supervisor.
 - Extension cords & equipment cords shall be placed in such a manner as to minimize the risk of tripping over the cord. They shall not be fastened with staples, hung from nails, or suspended by wire. Equipment cords shall not be run through doorways, window openings, under carpeting or in any other manner that may result in damage to cord unless cord protectors are in place
 - Employees must report to supervisors all electrical hazards
 - Employees are responsible for the maintenance of EE.
 - Contractors and visitors must supply their own EE.
 - All directors and supervisors have a responsibility to ensure that employees, subcontractors, and visitors are appropriately using the EE.

- Non-Compliance
 - Employees will not be permitted to start work duties requiring EE unless they have the compliant EE required for their intended duties.
 - Breaches of this policy will result in disciplinary action being taken.

WORKING AT HEIGHTS (WAH) POLICY

Purpose

The purpose of this policy is to protect persons and property against the hazards arising from Working at heights. *This policy is not intended to outline all regulatory requirements or safe work practices that may be necessary when working at heights.*

Scope

This policy applies to all directors, management, employees, trainees, and contractors of Bittn Pest Control who undertake any tasks at height.

Exceptions

Nil

Policy Statement

- Responsibilities
 - All staff working at heights must wear the appropriate safety equipment. It is the responsibility of the supervisor or competent person to ensure that staff is issued with equipment and that the equipment is in good working order.
 - The worker must assess the risks associated with the work at each job location and ensure that he/she is aware of hazards and that as far as possible, risks are minimized.
 - It is the responsibility of the supervisor or management to ensure that employees working at heights receive adequate training and supervision.
 - Employees must take all precautions when working at heights. If unsure of correct technique, employees must consult their supervisor before undertaking any tasks at height.
 - Employees are responsible for having 3 points of contact whilst on the ladder.
- Non-Compliance
 - Employees will not be permitted to start work duties unless they are using the required, compliant PPE prescribed for their intended duties.
 - Employees will not be deemed to have commenced work until they are wearing compliant PPE.
 - Breaches of this policy will result in disciplinary action being taken.

SUN PROTECTION & HEAT STRESS POLICY

Purpose

The purpose of this policy is to reduce individual's exposure to solar UV radiation and heat stress by implementing appropriate control measures

Scope

This policy applies to all directors, management, employees, trainees, and contractors of Bittn Pest Control who undertake work in outdoor areas. Employees who work outdoors for all or part of the day have a higher than average risk of skin cancer, due to ultraviolet radiation in sunlight or 'solar UV radiation' being known carcinogens. Working outdoors in hot periods may also cause heat stress or heat related illness; such as fainting, headache, dehydration and reduced inattention.

Exceptions

Nil

Policy Statement

- Responsibilities
 - Bittn Pest Control shall provide ongoing training and information to enable workers to:
 - Identify hazards associated with UV radiation and heat stress.
 - Recognise symptoms of heat stress and heat illness.
 - Identify appropriate first aid procedures.
 - Understand how to avoid sunburn and heat illness.
 - Recognise the potential dangers associated with the use of alcohol and/or drugs.
 - Use appropriate protective clothing and equipment.
 - Bittn Pest Control shall provide the appropriate PPE for the employees as follows;
 - Hats – It is recommended that employees select and wear broad brimmed styled hat (should have at least a 7.5 cm brim) and/or a legionnaire style hat with a flap that covers the neck and joins to the sides of the front peak;
 - SPF30+ sunscreen; and
 - SPF 30+ lip balm
 - Sun protection control measures shall be used while working outdoors.
 - Bittn Pest Control recognises that a combination of sun protection control measures, which includes engineering and administrative controls and personal protective equipment and clothing, provides the best protection from exposure to solar UV radiation.
 - It is the responsibility of management to identify sun and heat exposure risk factors in consultation with employees and take appropriate action to prevent injury.
 - Employees are responsible for their own personal safety and as such, it is their responsibility to take measures to reduce the risks of skin cancer.

- There are five measures that can be undertaken to reduce the risks of skin cancer:
 - Seek shade;
 - Wear sun protective clothing that covers as much exposed skin as possible;
 - Wear a broad-brimmed hat that shades your face, neck and ears;
 - Wear safety glasses;
 - Apply SPF30+ broad spectrum water resistant sunscreen liberally to clean, dry skin, at least 20 minutes before being exposed to the sun, and reapply at least every two hours when outdoors; [Note: Sunscreen is not adequate protection on its own and should not be used to extend the time spent in the sun].
- Where heat exposure risks are identified, individuals shall work in the shade where possible, drink adequate amounts of water, and take regular breaks in shaded locations.
- The recommended order of control measures to eliminate or reduce the risks of heat stress are:
 - Engineering
 - Engineering controls are an effective way of reducing heat stress and preventing or minimizing occurrence of heat illness.
 - Examples include:
 - Increasing air movement using fans.
 - Installing shade cloth to reduce radiant heat from the sun.
 - Installing shields or barriers to reduce radiant heat from sources such as furnaces or hot vessels.
 - Removing heated air or steam from hot processes using local exhaust ventilation.
 - Installing air conditioners or coolers to reduce air temperature.
 - Organisation of Work
 - Heat stress can be reduced by attention to the way work is organised.
 - Examples include:
 - Rescheduling work so the hot tasks are performed during the cooler part of the day.
 - Arranging for more workers to do the job.
 - Providing additional rest breaks in cool, shaded areas.
 - Using mechanical aids to reduce physical exertion.
- Non-Compliance
 - Employees will not be permitted to start work duties unless they are using the required, compliant PPE to reduce their exposure to for sun protection and heat stress.
 - Employees will not be deemed to have commenced work until they are wearing compliant PPE. The employee's pay will be adjusted accordingly.
 - Breaches of this policy will result in disciplinary action being taken.

MANUAL HANDLING POLICY

Purpose

The purpose of this policy is to ensure the identification, assessment and control of all manual handling tasks performed by staff, in accordance with the requirements of the Occupational Health and Safety Act and the Occupational Health and Safety Regulation.

Scope

This policy applies to all directors, management, employees, trainees, and contractors of Bittn Pest Control who undertake work that involves manual handling. Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object

Exceptions

Nil

Policy Statement

- Responsibilities
 - In order to prevent or reduce the severity of injuries arising from manual handling activities in the workplace, Bittn Pest Control will ensure that, as far as practicable:
 - The equipment and products used in the workplace are designed, constructed and maintained to be safe and without risk to health and safety when manually handled
 - The work practices carried out in the workplace involving manual handling are designed to be safe and without risk to health and safety and
 - The working environment is designed to be consistent with safe manual handling activities.
 - Bittn Pest Control will also ensure that:
 - Supervisors and staff are aware of policy, procedure and responsibilities in relation to manual handling.
 - Management and supervisors are responsible for identifying manual handling tasks and their risks by consultation with staff and by direct observation. This might involve consideration of:
 - actions and movements to ensure they do not cause undue discomfort or pain
 - workplace and work station layout & work organisation and environment
 - working posture of staff to reduce the possibility of injury
 - duration and frequency of manual handling
 - weights, location of loads and distances moved
 - Staff are responsible for advising their supervisor/s of manual handling tasks they perform which pose occupational, health and safety risks.
 - Staff should observe all instructions and directions relating to control measures to reduce manual handling risks.
- Non-Compliance
 - Breaches of this policy will result in disciplinary action being taken.

SITE RULES AND CONDUCT POLICY

Purpose

The purpose of this policy is to ensure that whilst Bittn Pest Control is on site that the workers representing our company conduct themselves in an ethical, professional manner at all times and adhere to any specific site rules and policies the principal contractor has in place.

Scope

This policy applies to all directors, management, employees, trainees, and contractors of Bittn Pest Control who undertake work on any site.

Exceptions

Nil

Policy Statement

- Responsibilities
 - All workers must have current OH&S induction evidence.
 - All electrical equipment must have current test and tag performed
 - All workers must use PPE equipment when applicable
 - Smoking
 - Not to be carried out whilst working. Smoking is only permitted in designated areas.
 - All cigarette butts must be disposed of in designated waste areas
 - Any areas barricaded off must not be entered without permission from a site supervisor
 - No alcohol or drugs are to be consumed on site
 - No animals on site
 - No children on site
 - No lighting of fires
 - All incidents must be reported to the principle contractor and Bittn Pest Control management
 - All workers must have a copy of MSDS's for all hazardous substances.
 - No fighting or aggressive behavior
 - No swearing
 - All waste must be placed in the designated waste areas. No waste will be left in undesignated areas. If no designated area is available rubbish will be taken away off the site.
 - All workers are to keep the site clean and tidy at all times
 - All workers are to maintain any amenities supplied by the principal contractor using good hygiene standards and by cleaning up after themselves.
- Non-Compliance
 - Employees not adhering to the above rules will be warned and should breaches of this policy continue would result in disciplinary action being taken.