

# Occupational Health & Safety Policy Statement

## Policy No: TS010

### Policy Statement:

TS Constructions recognises and is committed to its responsibility for the health, safety and welfare of its employees, subcontractors, suppliers and the general public.

To achieve this commitment TS Constructions will demonstrate through policy development that health and safety receives priority attention on a continual basis. TS Constructions will ensure, as far as is practicable that:

- It complies with all relevant occupational health and safety legislation;
- A safe and healthy work environment is provided for its employees, subcontractors and visitors;
- There is regular consultation with employees to ensure that the policy operates effectively;
- Appropriate actions are taken to review and improve occupational health and safety performance.

Resources commensurate with the company's emphasis towards occupational health and safety will be made available to provide and maintain for the physical and psychological well-being of employees. Where TS Constructions does not have the necessary in-house knowledge or expertise to enable it to meet its occupational health and safety objectives, TS Constructions will ensure that advice and guidance are obtained from competent occupational health and safety professionals.

Senior managers and supervisors will be responsible for the implementation and communication of all matters dealing with the health and safety of employees under their control.

All employees, subcontractors and suppliers will be expected to demonstrate a willingness to embrace the concept of safe work practices and a safe working environment. Employees will be required to work in a healthy and safe manner whilst discouraging others from working in an unsafe manner.

Education/training of all employees on health and safety is considered to be a natural course of employment and all employees will be encouraged to embrace this concept.

This policy is but an outline of the commitment which this company places upon occupational health and safety within the workplace, but this commitment from all concerned is necessary if the health and safety of all is to be achieved and maintained.

### Non-Smoking Policy

The objective of this policy is to enable a safe work environment by protecting personnel from the effects of environmental tobacco smoke and by eliminating potential sources of ignition of flammable or combustible materials.

***All employees, contractors and visitors shall refrain from smoking in work areas, site sheds, offices and company vehicles. This includes cigarettes, cigars, pipe tobacco, e-cigarettes and vaping. All TS Constructions work yards are designated as smoke free, including outside areas.***

Employees who disregard this advice should be formally cautioned in accordance with the corrective action policy and could face disciplinary action or dismissal.

### Drug & Alcohol Policy (refer TS001 Drug & Alcohol Policy)

It is the policy of TS Constructions that employees do not consume drugs or alcohol whilst on company premises or any of their construction sites or company vehicles, before or during work hours where intoxication could affect the safety of work performed. Employees who disregard this direction could face disciplinary action or dismissal.

Workers are advised that consumption of drugs or alcohol may affect work performance and safety many hours after they were last consumed. This may mean that a worker may still be impaired in the morning following ingestion.

# Occupational Health & Safety Policy Statement

## Policy No: TS010

In the event of an employee being suspected of being under the influence of alcohol or drugs the Site Manager is to discuss the situation with the worker in the presence of the site safety officer and/or the relevant HSR (health and safety representative).

If there is confirmation or strong suspicion of influence of alcohol or drugs, the worker is to be formally cautioned in accordance with the corrective action procedure and sent home by taxi or otherwise driven home. The matter is to be recorded by the site safety officer and drawn to the attention of a company Director. The following day, before the employee is permitted to commence work, the Project Manager is to meet with the employee involved with the aim of counselling in accordance with the above policy.

### **Sexual Harassment Policy**

In recognising that sexual harassment in the workplace is unlawful, TS Constructions will strive towards providing a work environment free from sexual harassment and all forms of discrimination.

It is the policy of TS Constructions that all employees and subcontractors shall refrain from any unwelcome conduct, language or printed material of a sexual nature. All sexually explicit material is banned from site sheds, amenities and project offices.

Mechanism for Complaints; A Director shall nominate a person to be the sexual harassment officer responsible for handling sexual harassment complaints. The alleged victim of sexual harassment should be informed of his/her rights to take action under the relevant state legislation. Assistance for such a complaint should be provided by the designated sexual harassment officer.

### **Bullying Policy**

TS Constructions is committed to providing all employees with a healthy and safe workplace free from bullying, occupational violence, and intimidation. Bullying and occupational violence are not an acceptable part of our work culture. Bullying and occupational violence can harm a person's physical and psychological health and wellbeing.

Bullying is repeated and unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety. It can include behaviour such as: verbal abuse, initiation practices, sabotaging someone's work and ridiculing someone's opinions. Occupational violence is defined as any incident where an employee is physically attacked or threatened in the workplace.

TS Constructions expects all employees to behave in a professional manner and to treat each other with dignity and respect when they are at work.

Anyone who experiences or witnesses bullying or occupational violence should report it as soon as possible. When bullying and occupational violence is reported it will be investigated quickly and in accordance with our procedures. Where necessary, a formal investigation will be undertaken and disciplinary action may result. Every manager and employee has a responsibility to comply with this policy and to treat everyone who works here with dignity and respect.

### **UV Protection Policy**

The objective of this policy is to ensure a work environment for TS Constructions personnel that are safe from over-exposure to UV radiation. The requirements of this policy shall apply to all personnel working on TS Constructions sites, including any subcontractors and their employees.

The site supervisor shall ensure that UV radiation exposure to workers is assessed and minimized by adopting the following safe work procedures and practices as far as reasonably practicable:

- Re-organising the work to avoid the UV peak of the day (11 am – 3 pm during daylight saving times, 10am – 2 pm at other times);
- Providing natural or artificial shade;

# Occupational Health & Safety Policy Statement

## Policy No: TS010

- Wearing appropriate protective clothing i.e. long sleeve clothing, hats and sunglasses;
- Application of sunscreen to exposed skin.
- Identify tasks where over-exposure to UV radiation is likely.

Where reasonably practicable and where works programming allows, re-organise or re-schedule tasks to minimize the associated risks of UV exposure to workers being outside during the middle of the day for long periods. For example, see if tasks can be carried out undercover. If tasks cannot be re-organised or re-scheduled, try to rotate workers to limit individual UV exposure. Where reasonably practicable, use natural shade or install temporary shade structures that would provide good protection, such as shade screens or shade cloth.

Clothing suitable to the task shall be worn. Clothing should be loose fitting long sleeve shirts and trousers that cover as much skin as possible without the risk of heat stress. Where heat stress is likely, loose fitting elbow length and knee length type clothing may be used. Choose close-weave fabric with UPF 30+ or greater rated. Hats, hard hat flaps or legionnaire's caps and sunglasses shall also be worn. In conjunction with the above-mentioned control methods, exposed areas of skin shall be protected with SPF 30+ sunscreen. The use of sunscreen shall not be a substitute for wearing appropriate clothing. Employees and subcontractors on TS Constructions worksites must wear shirts at all times.

Where any doubt exists in regard to this policy, the matter shall be determined by consultation between employer's representatives and the employee health and safety representatives.

### **Rehabilitation Policy (also refer TS004 Return To Work After Surgery, Personal Injury/Illness Policy)**

TS Constructions is committed to managing its responsibility to the process of rehabilitation of all its employees who have suffered any injury or illness related to their work. This may also include assisting employees in cases where the injury or illness is unrelated to their work.

In the event of injury or illness the company in accordance with medical advice will ensure that immediate steps are taken to assist an employee to remain at work, or be given alternative duties.

An employee whose injury or illness results in absence from work will be assisted to return to work as soon as possible, provided that it is safe to do so. For any employee who is unable to work for 20 days or more, a return to work plan will be drawn up, describing suitable duties.

- The return to work plan will be devised in consultation with the injured employee and their doctor. Confidentiality of information will be maintained.
- All employees are expected to fully co-operate with the rehabilitation policy.
- There will be no prejudice for employee participation in rehabilitation programs.
- All return to work programs will be reviewed weekly to ensure progress towards a complete recovery.

### **OHS Issue Resolution Procedure**

When an employee wishes to raise a health and safety issue that employee must report it to the HSR for the employee's designated work group. Where no health and safety representative is available, the employee should report the issue to the employee's immediate supervisor.

In instances where the employee reports the issue to the employee's supervisor the supervisor shall, as soon as possible, bring the issue to the attention of the Employer's Representative.

As soon as possible after a health and safety issue has been reported, the Employer's Representative and the employee's HSR must meet to try to resolve the issue.

The resolution of the issue must take into account:

- Whether the hazard or risk can be isolated;
- The number and location of employees affected by it;
- Whether appropriate temporary measures are possible or desirable;

# Occupational Health & Safety Policy Statement

## Policy No: TS010

- Whether environmental monitoring is desirable;
- The time that may elapse before the hazard or risk is permanently corrected;
- Who is responsible for performing and overseeing the removal of the hazard or risk?

If the problem cannot be rectified immediately interim measures should be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved. However, this shall not override any power of a HSR to issue a Provisional Improvement Notice. Note: An OH&S specialist may need to be engaged for advice (eg MBAV OH&S Advisor, Occupational Hygienist).

Where the issue concerns work that involves an immediate threat to the health and safety of any person, the employee HSR or the Employer's Representative may direct that work will cease in the affected area.

As soon as possible after resolution of the issue, details of the agreement must be brought to the attention of employees and forwarded to the OH&S manager.

Solutions should be recorded by management and in the OH&S management minutes as well as communicated to relevant employees for their information. This includes such communication instruments as Site Safety Walks, Toolbox Meetings, Worker bulletins and worker meetings as held from time to time.

For work on sites subject to the Victorian Building Industry Agreement, the provisions of that agreement will need to be observed.

### Corrective Action for Non-Conformance

All site personnel and subcontractors have a responsibility to report any non-compliance with health and safety requirements they identify. Where a matter of non-compliance with health and safety is identified, the site safety officer shall be notified immediately.

- The site safety officer shall investigate the non-compliance and ensure that prompt corrective action is undertaken to eliminate risks and to ensure that the non-complying activity does not recur.
- A formal warning shall be issued by the site safety officer to the person, subcontractor, company and/or organization concerned, directing that the non-compliance be rectified. This formal warning may be verbal for minor non-compliances but shall be recorded in the site diary.
- Where the first warning is ignored or the non-compliance is not rectified or is not of a minor nature a 'Notification of Non-Compliance' will be issued by the site safety officer to the person, subcontractor, company and/or organization concerned.

The worker's supervisor or subcontractor in respect of whom the non-compliance has been issued shall take appropriate corrective action to eliminate or minimise risks to health and safety. A review of the SWMS for the activity and re-induction of workers shall follow to ensure that the non-compliance does not recur.

**Where the safety officer considers that an immediate risk to the health and safety of any person exists on site, the safety officer may direct relevant person or their immediate supervisor to immediately cease the activity, until the non-complying activity is rectified and full compliance has been achieved.**

Persistent non-conformances by the same worker or subcontractor or where a non-complying worker or subcontractor refuses to abide by the directions of the safety officer, should be viewed as an unacceptable risk to the health and safety of other site personnel and should invoke prompt decisive action by the site safety officer or by the site manager to prevent immediate risks or injury and to ensure the non-conformance does not recur.

This may include counselling the worker or sub-contractor, consultation with health and safety representatives and/or the health and safety committee or disciplinary action in accordance with established processes in the EBA and human resources manual.

Where disciplinary action is contemplated the health and safety representative for the designated work group shall be consulted prior to any such action being taken.

# Occupational Health & Safety Policy Statement

## Policy No: TS010

### Responsibility

TS Constructions has five active Directors who all work in the business on a day-to-day basis. Effective communication between all employees, stakeholders and TS Constructions is a priority and is encouraged through open access to Directors via face-to-face meetings, electronic and written communications and telephone contact.

The Directors of the Company as at the date of this policy are as follows:

- Trevor Bowler
- Stephen Howell
- Mal Lindsay
- Tony O'Connell
- Mark Patterson

Directors can be contacted by the following methods:

- Phone 03 5672 2466
- Email [admin@tsconstructions.com.au](mailto:admin@tsconstructions.com.au)
- Post to PO Box 267, Wonthaggi VIC 3995

### Review:

This Occupational Health & Safety Policy Statement is the responsibility of the Directors and Management of TS Constructions Pty Ltd. This policy was last updated January 2024, and will be reviewed January 2026, or earlier if there are any amendments to the relevant legislations.

---