

# WORK HEALTH AND SAFETY (WHS) POLICY AND PROCEDURE



# COMPANY OVERVIEW

Urbane Projects has established itself as a premium boutique builder in WA, specialising in designing and building luxury homes across Perth with a focus on providing every client with personalised, tailored attention.

We are committed to providing and maintaining a safe and healthy workplace for all workers (including contractors) as well as clients, visitors and members of the public.

**Urbane actively promotes a Safe & Healthy Working Environment.**

# INTRODUCTION

URBANE PROJECTS PTY LTD is committed to providing healthy and safe work sites that enables all work activities to be carried out safely and in compliance with:

+ the Work Health and Safety Regulations 2022 (WA)

We will take all reasonably practicable measures to eliminate risks to the health and safety of our workers, contractors, volunteers and people who may be affected by our operations. Where it is not reasonably practicable to eliminate risks to the health and safety of those persons, we will reduce those risks so far as is reasonably practicable.

# **PART A: WHS POLICIES AND PROCEDURES**

# ROLES AND RESPONSIBILITIES

Each of the following persons are responsible for the health and safety referred to in this guide:

- + Officers/Directors
- + Person conducting a business or undertaking (PCBU)
- + Principal Contractor (PC)
- + Site Supervisors
- + Workers
- + Contractors
- + HSRs (Health and Safety Representatives)

The full policy document is available to view upon request.

# INDUCTION AND TRAINING

## **General induction training**

All workers are required to have general construction induction training (white card) before working on-site.

## **Licence to perform high risk work**

Any worker who is required to undertake High Risk Work is required to hold a valid Licence to perform High Risk Work. The relevant licence class must be listed on the licence.

## **Site induction training**

All workers, including contractors, must complete a site induction before commencing work on-site.

## **Training needs, competency and records**

Training needs will be identified and provided by the company for all company workers, including management. Training and competency can range from induction training, on-going WHS training, verification of competency (e.g. assessment) and any specialist training (e.g. trade qualification, First Aid) that may be required.

We will ensure our workers undertake required training and are competent to carry out their work. Training requirements will be maintained e.g. where expiry dates apply. We will track and keep records of training, e.g. training register, certificates.

# **INFORMATION, INSTRUCTION AND SUPERVISION**

We will provide adequate information and instruction to ensure each worker is safe from injury and risks to health.

# CONSULTATION AND COMMUNICATION

Our company will consult with workers and contractors on matters that relate to WHS on-site, including:

- + the identification and control measures for hazards and activities.
- + decisions that relate to the adequacy of facilities and amenities.
- + any changes that may affect the health and safety of workers and contractors
- + any new procedures or any changes to existing WHS procedures that may affect the health and safety of workers and contractors.



# CONSULTATION AND COMMUNICATION

## **Toolbox Meetings**

The purpose of toolbox meetings is to engage workers and contractors in WHS processes, gather feedback, generate ideas, address/advise concerns or positive actions, and advise of process changes.

Toolbox meetings should be held regularly and when planning HRCW.

Documentation of toolbox meetings will be recorded using the HazardCo App. All attendees of a toolbox meeting will be captured through a photo, or listed in the HazardCo App, as a record of attendance.

## **Issue Resolution**

Work health and safety issues can arise from any number of situations.

We will follow up all health and safety issues with the relevant parties as soon as reasonably possible.

Workers will be consulted on the agreed process for issue resolution for the site , and where required, the appropriate parties will be involved, e.g. HSR, supervisors, contractors.

# RISK MANAGEMENT

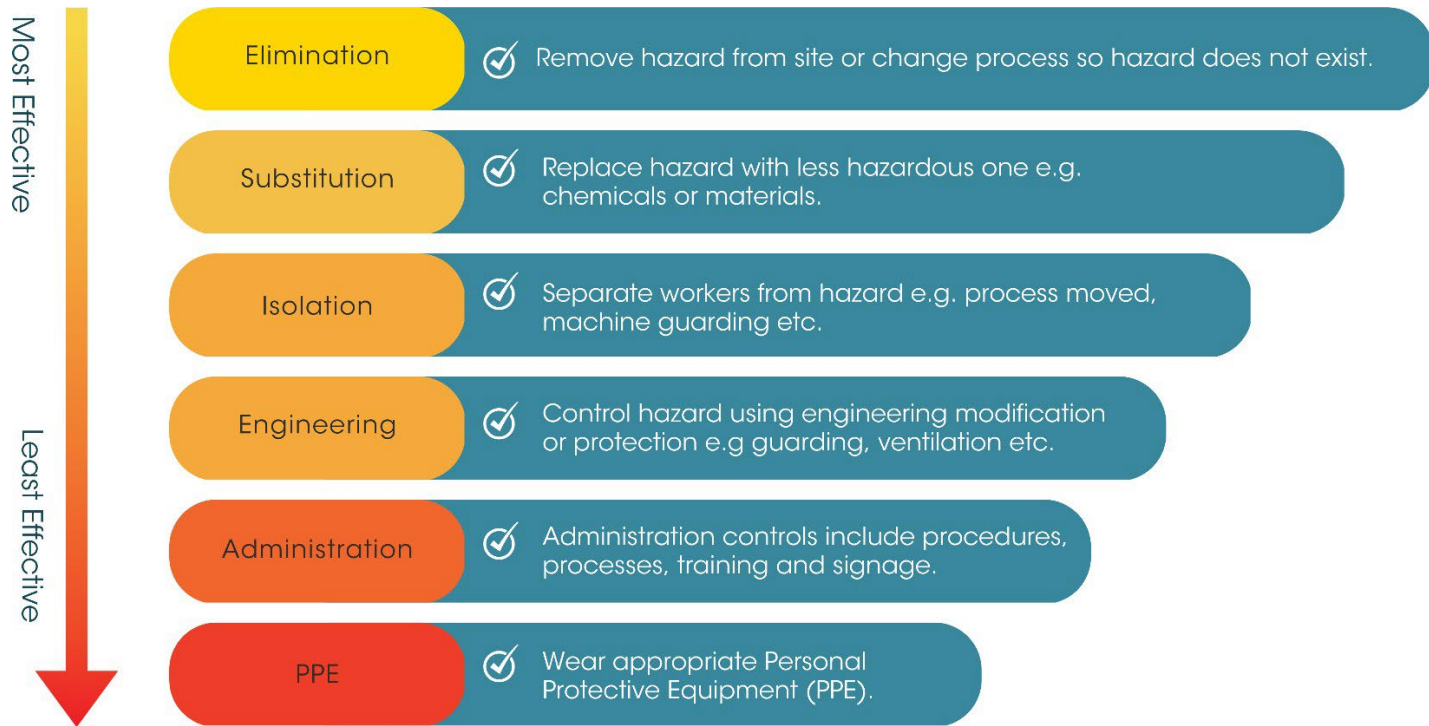
## Risk Management Process

We will follow a step-by-step process to manage risk. This involves:

- + identifying hazards.
- + assessing the risks.
- + controlling risks (putting actions in place to eliminate or minimise the risk, considering the hierarchy of control).
- + reviewing control measures to make sure they are, and remain, effective.

# RISK MANAGEMENT

## Hierarchy of Controls



# RISK MANAGEMENT

## Identify and rectify hazards

When a hazard is identified by a worker or contractor, they are required to eliminate the risk, or if this is not possible, minimise the risk to an acceptable level.

Where the hazard cannot be eliminated or managed, and where there is an immediate risk of injury or illness, the worker or contractor must report the hazard to management (e.g., Site Supervisor or Director) as soon as possible. Management must then take action to control the hazard and make the area safe.

Any hazards that cannot be rectified immediately will be recorded, e.g., toolbox meeting, site review, task feature via the HazardCo app.

# RISK MANAGEMENT

## **Psychological hazards**

We have a primary duty of care to ensure the health and safety of workers - where health means both physical and psychological health. We will consider and manage psychological hazards and risks just like we would any other hazard on-site.

## **Safe Work Method Statements**

A Safe Work Method Statement (SWMS) is a form of risk assessment and is required for HRCW. A SWMS must be completed by workers and contractors for all HRCW before starting HRCW.

## **Risk Assessments**

Other types of risk assessments may be completed as part of the risk management process for identifying and managing risks onsite.

Workers and supervisors are to discuss when a risk assessment is required and use appropriate tools (e.g. Risk Assessment via the HazardCo App) to document the process.

# INCIDENT REPORTING AND INVESTIGATION

## **Incident reporting**

All incidents must be reported immediately (or as soon as reasonably practicable) to the Site Supervisor.

## **First response and completion of incident report**

All steps must be taken to secure (within their capabilities and ensuring their own WHS is not compromised) any hazard(s) that may lead to further injury/illness.

Where first aid is required, on-site first aid is to be provided by a trained first aid officer.

An incident report, using the Hazardco App is to be completed by the worker or contractor involved in the incident in consultation with the Site Supervisor.

## **Incident Investigation**

Incident investigations are an important part of incident management and continual improvement.

The Managing Director or other authorised person will determine if an investigation is required following an incident on-site.

# INCIDENT REPORTING AND INVESTIGATION

## **Post-incident drug and alcohol testing**

When investigating an incident, an alcohol and/or drug test may be required if a worker is involved. If a worker is requested to undergo a test in these circumstances, they must comply with this direction.

## **Incidents that require regulatory notification**

WHS legislation requires notification to the Regulator of an incident at work that results in the death of a person, a serious injury or illness, or a dangerous incident.

# GENERAL SITE AMENITIES AND HYGIENE

## **Amenities**

The amenities are to be maintained in a clean, hygienic and serviceable condition for the duration of the work. This includes:

- + an adequate number of toilets
- + waste management, such as bins.

## **Hygiene**

All workers and contractors are required to follow site hygiene practices established on-site.



# EMERGENCY PREPAREDNESS

## First aid requirements

### *First Aid Kits*

+ The Site Supervisor or nominated person will have a first aid kit in their vehicle.

### *First Aid Officers*

+ All our Site Supervisors will hold a current, nationally-recognised, first aid certification, which will be kept and monitored, e.g. in the Training Register.



# MONITORING AND REVIEW OF WHS SYSTEMS

Our company will regularly review our WHS processes.

We aim to improve overall WHS performance and ensure ongoing compliance.

# **PART B: OPERATIONAL PROCEDURES**

# SAFE WORK METHOD STATEMENT (SWMS)

A SWMS must be:

- + completed in the HazardCo App, where possible.
- + prepared before starting any HRCW. It may also be used for non- HRCW tasks which pose a medium to high risk to WHS.
- + completed by our workers or contractors who are responsible for carrying out the HRCW.

## **Work in accordance with the SWMS**

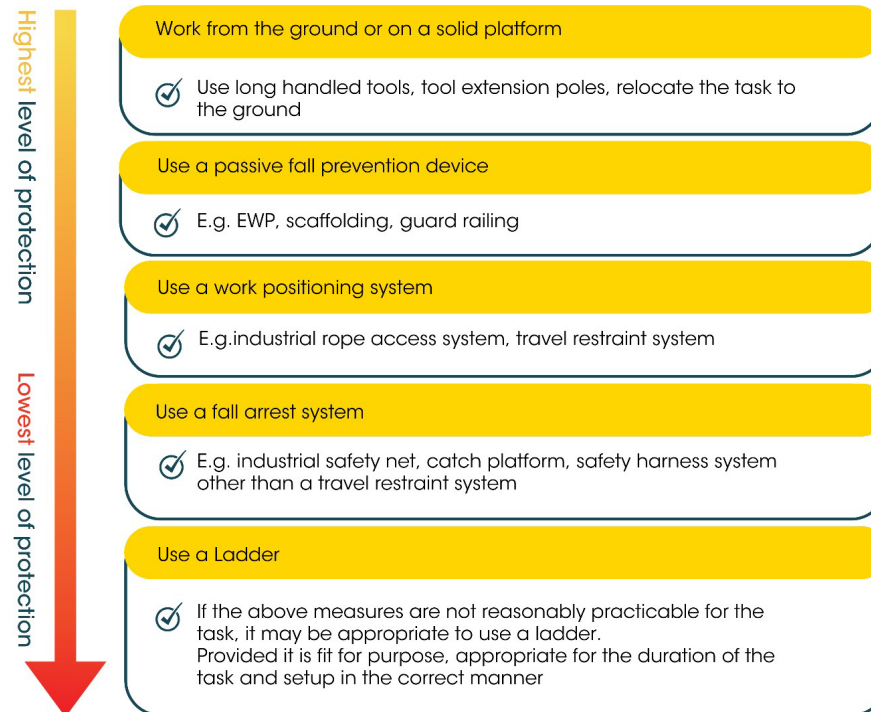
All our workers and contractors must ensure that HRCW is conducted in line with the SWMS. If HRCW is not carried out in accordance with the SWMS, workers or contractors must ensure the work:

- + stops immediately, or as soon as safe to do so.
- + resumes only after the SWMS has been reviewed and amended.

# WORK AT HEIGHT

Where HRCW includes a risk of a person falling more than 2 metres, a SWMS must be developed prior to work commencing.

## Hierarchy of control measures for prevention of falls



# WORK AT HEIGHTS

## Using Ladders Safely

When using a ladder you should:

- + Inspect the ladder for defects or faults;
- + Have the ladder set up at the correct angle;
- + Tie off the ladder where applicable – i.e. secured at top;
- + Keep the ladder clear of doorways and access;
- + Don't carry tools or gear when climbing ladders;
- + Always face towards the ladder while climbing up or down it;
- + Only move up or down the ladder one rung at a time;
- + Keep three points of contact at all times;
- + Climb off the ladder if you need to reposition it;
- + Keep your body centred within the ladder stiles;
- + Grasp the stiles – not the rungs;
- + Don't climb with mud on boots;
- + Only one person at a time on the ladder. Adhere to the weight guidelines.



# FALLING OBJECTS

All workers and contractors must consider whether materials are required to be used or stored at height.

Consideration of the following hierarchy of falling objects risk control measures must be documented in the SWMS.

Risk Control	Activity
Elimination	Store materials at ground level if possible.
Substitution	Substitute a bucket for a tool bag with a zip to transport tools between floors.
Engineering	Use toe boards, barrier mesh on scaffolding and edge protection to prevent items being knocked off edges.
Administrative	Tools and equipment, such as lifting slings and chains, are inspected and in good working order.  Set up exclusion zones and warning signs wherever there are temporary falling object hazards, e.g. when removing rubbish from a roof.
Personal protective equipment	Use tool lanyards to prevent dropped tools falling to the ground, especially when working above others.  Enforce the use of hard hats whenever working underneath others or when falling object risks have been identified on-site.

# SCAFFOLDING

Any scaffolding must:

- + be erected, altered and dismantled by a competent licensed person.
- + be erected, altered and dismantled by a competent person, if less than four metres high.

Workers and contractors are to required to:

- + not use incomplete scaffolding.
- + immediately report any issues concerning scaffolding to the Site Supervisor.
- + comply with the directions of any tags attached to the scaffold, e.g., load rating, out of service
- + not modify or alter any scaffold unless authorised and deemed competent to do so.



# MOBILE PLANT

Any mobile plant to be operated by a worker or contractor must be:  
+ operated by a licensed or competent person.

# TRAFFIC MANAGEMENT

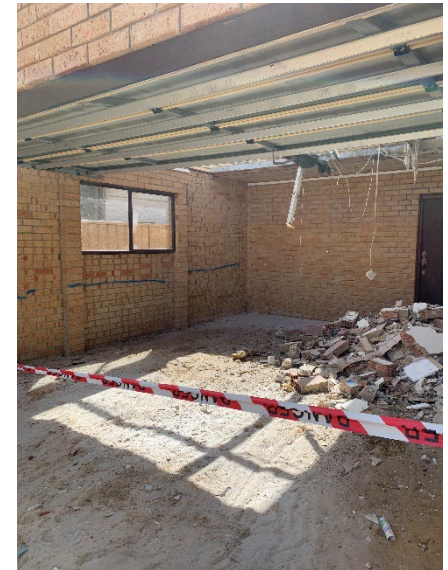
We will manage risks relating to vehicle, powered mobile plant and pedestrian interactions on-site. Consultation between the Site Supervisor and contractors should take place where appropriate when determining suitable controls.

# DEMOLITION

The PCBU who is carrying out demolition work must notify the Regulator at least 5 business days prior to commencing the work.

A SWMS will be developed for all HRCW involving demolition.

Demolition works must only be undertaken by a licensed competent person.



# EXCAVATION AND TRENCHING

Before commencing excavation work:

- + A SWMS will be developed for any HRCW excavation work involving a shaft or trench with an excavated depth greater than 1.5 metres.
- + Underground essential services (e.g., electricity, gas, water) are identified from information provided by the Principal Contactor (PC), Dial Before You Dig or the relevant authority.

# ELECTRICITY

## Electrical installations

All electrical installation work is to be carried out by a qualified electrician, or an apprentice electrician under the supervision of a qualified electrician.

## Electrical items

Any temporary electrical equipment or leads brought to the site are required to comply with AS/NZS 3012 (2019) Electrical Installations - Construction and Demolition Sites.

Any lead or cord that is damaged or that fails testing is to be immediately taken out of use and removed offsite. Where it cannot be promptly removed offsite, other means like attaching a durable out of service tag may be used to warn workers not to use it.

# ASBESTOS

Where there is any suspicion of any asbestos containing material (ACM) prior to performing any demolition or refurbishment work, we will:

- + assume asbestos is present, or
- + arrange for analysis of a sample to be undertaken by a trained asbestos assessor to determine if asbestos is present.

## Asbestos Removal

If ACM removal is required, such work is considered HRCW, and a SWMS must be completed.

Asbestos removal must only be carried out by a licensed asbestos removalist.



# SILICA DUST

Working with engineered stone can expose workers, and other persons, to the risks of respirable crystalline silica (silica dust).

Silica dust can be harmful when inhaled. Exposure to silica dust can have serious health effects, including fatal lung disease.

Contractors are responsible to ensure they are using:

- + A Dust Class M or H vacuum cleaner or wet methods to clean dusty floors or surfaces.
- + Appropriate respiratory protective equipment (RPE).
- + Any other suitable PPE required for the task.

# HAZARDOUS SUBSTANCES & DANGEROUS GOODS

Hazardous substances and dangerous goods are classified according to different criteria. Hazardous substances are classified based on health effects, while dangerous goods are classified on the basis of physicochemical effects such as fire, explosion and corrosion on property, the environment or people.

All workers will be provided with information should they be required to handle such goods including hazard information, PPE, first aid and emergency management requirements.

## CONFINED SPACES

Any work to be carried out by a worker in a confined space is considered HRCW, and a SWMS must be established before work can commence.

Any worker or contractor who is required to enter a confined space must be trained in confined space entry. This includes stand-by persons.

# WORKING OUTSIDE

Working in hot weather can be hazardous and can cause harm to workers. Steps to be considered and discussed with workers to control the risks are:

- + regular rest breaks.
- + staying hydrated.
- + administrative controls such as task rotation and task scheduling (to cooler parts of the day).

Recommended Personal Protective Equipment (PPE) for working outdoors are:

- + a long sleeve shirt and long trousers + a wide brimmed hat or legionnaire's attachment to a safety helmet.
- + safety sunglasses, where required (e.g., on metal roofs).
- + SPF30 (or higher) broad-spectrum, water-resistant sunscreen on exposed skin. Sunscreen should be re-applied every 2 hours or more if sweating.





# NOISE

We will identify hazards on-site relating to noise and determine appropriate control measures to manage the risk on-site. Use appropriate PPE as required.

# HAZARDOUS MANUAL HANDLING

To minimise the risks of hazardous manual handling, workers and contractors will be instructed to follow one or more of the following controls:

- + plan all lifts to reduce the likelihood of strains and sprains.
- + use mechanical means to lift heavier loads.
- + use two person lifts for heavier or awkward loads.
- + keep the work area free of obstacles.
- + avoid slippery surfaces.
- + use good manual handling techniques to lift and move a load.

# FIT FOR WORK

Our obligation to provide and maintain a work environment that is safe and without risks to health extends to both physical and psychological health.

Fit For Work is when an individual is in a physical, mental and emotional state that enables them to perform their assigned duties:

- + effectively

- + in a manner that does not increase the risk to themselves or others.

You **MUST** be fit for work!

This means workers must not attend work or perform any work duties or responsibilities (including operating any equipment, machinery or vehicles), when they are adversely affected by fatigue, alcohol, drugs, prescription medication or other possible factors.

# ALCOHOL AND OTHER DRUGS

Our commitment is to ensure, so far as is reasonably practicable, our workers are fit for work and other persons are not exposed to health or safety risks on-site. This policy applies to all sites where our workers are engaged.

When at work, or during their work for the company, workers must not:

- + consume alcohol or other drugs.
- + possess illicit drugs.
- + commence work or return to work while under the effects or influence of alcohol or other drugs.

If a worker is adversely affected by alcohol or other drugs while at work, this may impair their ability to perform tasks safely.

Workers must not use, possess (except for use or possession of prescription medication in accordance with the directions of a medical practitioner) or deal in drugs at work.

# ALCOHOL AND OTHER DRUGS

## Prescription medication

This company does not prohibit workers from taking prescription medication at work, provided the medication:

- + has been legally purchased or obtained through a prescription issued by a medical practitioner.
- + is used in accordance with the product instructions and directions of the medical practitioner.
- + does not impair the worker's ability to perform their job in a safe and healthy manner.

Workers must consult with a medical practitioner to determine whether the prescription medication will impair their performance at work, particularly if they are required to operate equipment, machinery or vehicles.

## Reporting requirements

Workers must immediately inform the Site Supervisor if:

- + a worker knows, or reasonably believes, that the use of prescription medication may impair their ability to perform their job in a safe and healthy manner
- + a worker has, or develops, an alcohol or drug addiction that impairs (or is likely to impair) their ability to perform their job in a safe and healthy manner, or their compliance with this policy.
- + a worker is aware, or reasonably believes, that another worker is in breach of this policy.

# INFECTIOUS DISEASES

In the event of infectious diseases (e.g., COVID-19) posing a risk to our workers and operations on-site, we will comply with all state and national government mandatory requirements.

Depending on the disease and the instruction from state and national governments that applies to PCBU's and/or sites, this may include but is not limited to:

- + developing and updating any required documentation, e.g., COVID-19 safe plan, COVID-19 risk assessment
- + compliance, as required, with:
  - + site vaccination
  - + density limits
  - + physical distancing on-site
  - + contact tracing
- + continual monitoring of PCBU and site mandatory requirements to ensure they are up-to-date.

All workers and contractors are required to take reasonable steps to reduce the transmission of infectious diseases (e.g., COVID-19) at any site where our workers are engaged, including following basic hygiene levels, such as:

- + thorough hand washing and drying with soap and paper towels or using hand sanitiser.
- + sneezing or coughing into your elbow or a tissue.
- + following any state and national government requirements e.g., vaccinations.

# SITE SECURITY AND PROTECTING THE PUBLIC

Appropriate measures will be in place for the security of all visitors, workers, contractors, plant, equipment, materials, tools and hazardous substances such as:

- + plant and equipment is secured, locked and stored in a safe manner after hours.
- + lock containers storing tools, small equipment and hazardous substances, appropriately.
- + temporary fencing or other suitable means to ensure the site is secured from unauthorised access. Where fencing is used, it is assembled and secured adequately to prevent collapse in high winds.
- + suitably designed and constructed physical barriers for trenches, voids and other risks e.g.. safety fences, lockable gates, bunting or covers.
- + mandatory signage erected to define the construction site.

# NOTICES AND SIGNS

All our workers and contractors must follow the requirements of all safety signage in place at any site where our workers are engaged.

It is a condition of entry to each site to scan in and out using the unique QR code on the HazardCo board located at each Urbane construction site.

Adhere to Safety Signs including but not limited to the following:



MANDATORY  
(Blue & White)



PROHIBITORY (Black &  
Red) - Do Not



CAUTION (Black &  
Yellow) – Be careful



SAFE (Green &  
White)

# OTHER TYPICAL CONSTRUCTION SITE SIGNS



Toilet



Lunchroom



First Aid Station - Contact Information



Emergency Assembly Point



Fire Fighting Equipment



Clean Drinking Water



# ISOLATION AND LOCKOUTS

Out Of Service Tag - are placed on faulty or unserviceable equipment.

Note, these tags can only be removed by an authorised person.



Danger Tags can **ONLY** be removed by the person who installed them.



# FIRE EXTINGUISHERS

There are various types of Fire Extinguishers, and the following provides a guide as to what type of extinguisher should be used in the following situations:









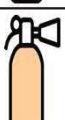

- + Water – used for paper / wood fires.
- + Co2 – most effective for electrical fires (can be dangerous and cause suffocation in a confined space).
- + Dry Chemical Powder - used for oil and electrical fires (can be hazardous in confined spaces).
- + Foam - used for flammable and combustible liquids.
- + Vaporising Liquid - used for chemical, oil and electrical fires.

Where fire extinguishers are installed, they should be inspected every 6 months.



# PORTABLE FIRE EXTINGUISHER GUIDE

Reference guide below from [transport.wa.gov.au](http://transport.wa.gov.au)

Two colour schemes exist for fire extinguishers		Extinguishant	Class A	Class B	Class C	Class E	Class F	Red text indicates the class or classes in which the agent is most effective.
Pre 1999	Post 1999		Wood, paper, plastic	Flammable and combustible liquids	Flammable gasses	Electrically energised equipment	Cooking oils and fats	
		WATER	YES	NO	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equipment and cooking oils and fats
		FOAM	YES	YES	NO	NO	LIMITED	Dangerous if used on energised electrical equipment
		POWDER	<u>YES (ABE)</u> NO (BE)	<u>YES (ABE)</u> YES (BE)	<u>YES (ABE)</u> YES (BE)	<u>YES (ABE)</u> YES (BE)	<u>NO (ABE)</u> LIMITED (BE)	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
		CARBON DIOXIDE	LIMITED	LIMITED	LIMITED	YES	LIMITED	Limited outdoor use
		VAPOURISING LIQUID	YES	LIMITED	LIMITED	YES	LIMITED	Check the characteristics of the specific extinguishing agent
		WET CHEMICAL	YES	NO	NO	NO	YES	Dangerous if used on energised electrical equipment

LIMITED indicates that the extinguishant is not the agent of choice for the class of fire, but may have a limited extinguishing capability

# PERSONAL PROTECTIVE EQUIPMENT

Examples of Personal Protective Equipment (PPE) to be used includes, but is not limited, to the following:

- + Head - helmets, sun hat, hair net etc.
- + Ears - ear muffs & plugs.
- + Eyes - safety glasses, face shields, welding masks etc.
- + Respiratory system - masks & respirators.
- + Body - overalls, jackets, wet weather gear etc.
- + Hands - gloves and gauntlets.
- + Legs - leggings, spats, overalls.
- + Feet - safety boots & shoes.
- + Safety Harnesses
- + High Visibility Safety Garments
- + Protective Clothing
- + Sunscreen – minimum SPF 30+

# URBANE'S WORKPLACE RULES ...

- 1 Conduct - Be respectful to clients, the public and other workers.
- 2 Drugs & Alcohol - Strictly not permitted on site.
- 3 No Smoking - Smoke Free Zones incl. lunchrooms & inside buildings.
- 4 PPE - Wear as required.



Eye protection must be worn



Hearing protection must be worn in this area



Safety helmet must be worn in this area



Foot protection must be worn

\*Follow other mandatory signs displayed on site and scan in / out using the HazardCo QR Code

# URBANE'S WORKPLACE RULES ...

- 5 Hazards or Injuries - Report immediately any hazard, injury or near miss to Site Supervisor, MD, or Urbane representative.
- 6 Plant & Equipment - Only persons with an appropriate license and evidence may operate plant & equipment.
- 7 Housekeeping - Clean-up after finishing work.  
Ensure all exits, walkways and stairwells are kept clear of hazards.
- 8 No Horse Play - Urbane will not allow individual 'at-risk' behaviour in the workplace which could lead to personal injury, damage, or loss.
- 9 Sign In/Out - All visitors and contractors to site must scan in and out of each site using the QR code on the HazardCo board (NB: download HazardCo app).

# URBANE ENCOURAGES GOOD HOUSEKEEPING

- + Clean up as you go.
- + Marking lay down Areas / Workspaces
- + Looking after hand-tools.
- + Keeping exits clear.
- + Wiping up spills.
- + Putting tools away after use.
- + Looking after fire equipment.
- + Regular site inspections.
- + Visible safety signs.



# POOR HOUSEKEEPING

Poor Housekeeping can Cause .....

- + People tripping/slipping.
- + People to bumps into objects.
- + Objects to fall on people.
- + Fires.
- + Use of wrong tools
- + Sloppy work practices.
- + Accidents & Injuries.





# ENVIRONMENTAL RESPONSIBILITY

Steps to manage Urbane's environmental impact on site:

- ✓ Use the waste bins provided.
- ✓ Turn off power when not in use and before leaving site.
- ✓ Prevent pollution by ensuring no waste material is allowed to enter stormwater drains or other water catchments.
- ✓ Report any chemicals spills or other environmental issue to Urbane's Site Supervisor.

Acceptance Form

[Click here](#) to indicate you have read and agree to the terms presented in Urbane's WHS Policy.