



## WORKER HEALTH AND SAFETY MANAGEMENT PLAN

### **TO ALL EMPLOYEES, WORKERS, CONTRACTORS, PCBU'S AND SUPPLIERS:**

Rainbow Building Solutions Pty Ltd have developed the Worker Health and Safety Management Plan in accordance with the Rainbow Building Solutions Pty Ltd organisational policies and procedures, the Fair Work Act 2009, Work Health and Safety Act 2012, Work Health and Safety Regulations 2012 and WorkSafe Tasmania relevant Codes of Practice.

All contractors, PCBU's, suppliers and Rainbow Building Solutions Pty Ltd employees are expected to review this Worker Health and Safety Management Plan which includes essential information for all workers in relation to Rainbow Building Solutions Pty Ltd policies and procedures, induction and training requirements, Rainbow Site Rules and work health and safety information to efficiently assist you in managing and mitigating workplace or work site health and safety matters, issues or risks.

As confirmation that you have reviewed, understood, signed and provided Rainbow Building Solutions Pty Ltd with required compliance documentation prior to commencing any works, please complete the following checklist:

- ☐ You have reviewed, completed and signed the attached Worker Health and Safety Management Plan and agreement and provided copies to Rainbow Building Solutions;
- ☐ You have undertaken the required Rainbow Building Solutions Induction Training as required for each Rainbow work place/site and you have signed and date the Induction Agreement as completed;
- ☐ You will comply with Rainbow Building Solutions Site Safety Rules at all times;
- ☐ You have provided current copies of all relevant permits, licences, qualifications or certificates as relevant to your occupation and contract requirements;
- ☐ You have provided current copies of your General Safety Construction (White Card) including (where relevant) copies for your workers;
- ☐ You have provided all compliance documentation and information relating Safe Work Method Statements (SWMS), Risk Assessments and Safe Operating Procedures (SOP's) to Rainbow Building Solutions as required;
- ☐ You will attend all required meetings including Toolbox and worker or Site Meeting and wear all appropriate high-visibility work wear and personal protective equipment (PPE) while on Rainbow Building Solutions work sites;

- ☐ You will use and maintain all machinery, plant, tools and equipment as required by the manufacturer's instructions and all testing and tagging compliance information has been provided to Rainbow Building Solutions prior to commencing any works.

***Please be aware that no employees, workers, contractors, subcontractors or PCBU's are permitted on any Rainbow Building Solutions Pty Ltd work sites unless all required compliance documentation has been provided to Rainbow Building Solutions Pty Ltd.***

Should you require assistance in relation to this Worker Health and Safety Management Plan, Site Inductions or have any questions relating to your own safety planning and implementation, please contact Rainbow Building Solutions Pty Ltd on 03 6265 1944.

We thank you for your continuous commitment to work health and safety.

Kind regards

**Philip Smith**

Managing Director

Rainbow Roofing & Garages Pty Ltd t/as Rainbow Building Solutions



# Worker Health and Safety Management Plan

*For over 20 years Rainbow has provided building solutions for Tasmanians, spanning a huge range of customised garages, sheds, carports and homes. Our professional, experienced and dedicated team share a common goal, to develop and deliver a quality building solution for your individual needs, budget and lifestyle.*

*After many years of only building sheds and garages, it was obvious our clients were looking for something further. Many of our clients were wanting new homes. Rainbow then expanded in to constructing new homes. Rainbow are the only Tasmanian company that manufactures and installs their own steel roof trusses.*

*Rainbow's housing expansion has seen more developments in the number of employees employed by our Tasmanian owned family business which in turn supports other Tasmanian owned and operated businesses.*

## Set your sights higher....

**This Worker Health and Safety Management Plan is developed in accordance with the Rainbow Building Solutions Pty Ltd policies and procedures, the Fair Work Act 2009, Work Health and Safety Act 2012, Work Health and Safety Regulations 2012 and all relevant Codes of Practice for all Rainbow Building Solutions projects and work sites.**

**All Workers, Contractors, PCBU's and Rainbow Building Solutions Pty Ltd employees are required to review this Worker Health and Safety Management Plan and Agreement, undertake the Worker Induction Training and provide current copies of all compliance documentation to Management prior to commencing any works with Rainbow Building Solutions Pty Ltd.**

## DISCLAIMER

This document contains material to assist in meeting organisational policies and procedures under the Fair Work Act 2009, the National Employment Standards (NES), Work Health and Safety Act 2012, Work Health and Safety Regulations 2012 and relevant Codes of Practice.

Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations as a worker and may be changed from time to time. Where any changes occur, you will be notified by Management.

Further information on the latest legislation and laws can be obtained at the following:  
[https://worksafe.tas.gov.au/laws/the\\_legislation/acts\\_and\\_regulations](https://worksafe.tas.gov.au/laws/the_legislation/acts_and_regulations)

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Authorised Title: Managing Director	Revision Date: 1 <sup>st</sup> July 2019
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# 1. INTRODUCTION

This Worker Health and Safety Management Plan is developed in accordance with the Rainbow Building Solutions' policies and procedures, the Fair Work Act 2009, Work Health and Safety Act 2012, Work Health and Safety Regulations 2012 and all relevant Codes of Practice for all Rainbow Building Solutions building and construction projects and work sites.

The purpose of this Worker Health and Safety Management Plan is to provide all workers with information that assists in fulfilling their workplace, work site, work health and safety and contractual obligations when undertaking works on behalf of / for or with Rainbow Building Solutions.

*All employees, workers, contractors, subcontractors and PCBU's are required to review this Worker Health and Safety Management Plan and sign the attached Agreement.*

*This information must be provided with the completed Worker Induction Agreement and all current copies of required compliance documentation to Rainbow Building Solutions Management prior to the commencement of any works with Rainbow Building Solutions.*

## 1.1 Coverage

This Worker Health and Safety Management Plan will be provided to all workers and will cover the following:

- All relevant persons undertaking works for/or on behalf of Rainbow Building Solutions including; PCBU's, employees, workers, contractors, workers of contractors (sub-contractors), suppliers, visitors, Health and Safety Representatives and Government Appointed Inspectors.
- Essential information for workers regarding organisational policies and procedures, induction and training and work health and safety processes to efficiently manage and attempt to mitigate workplace and worksite health and safety matters, issues or risks for workers.
- Information relating to the roles and responsibilities of key personnel, guides for resolving issues, site rules, processes in place for hazard identification, risk assessment and controls, managing incidents, emergency and evacuation response and the review and monitoring of all work site procedures.
- Information relating to manual handling, emergency and evacuation procedures, first aid procedures, tasks that are considered risks including the Safe Work Method Statements (SWMS) and Safe Operating Procedures be collected, assessed monitored and reviewed.

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## 2. THE COMPANY

### 2.1 About Us

For over 20 years Rainbow has provided building solutions for Tasmanians, spanning a huge range of customised garages, sheds, carports and homes. Our professional, experienced and dedicated team share a common goal, to develop and deliver a quality building solution for your individual needs, budget and lifestyle.

After many years of only building sheds and garages, it was obvious our clients were looking for something further. Many of our clients were wanting new homes. Rainbow then expanded in to constructing new homes. Rainbow are the only Tasmanian company that manufactures and installs their own steel roof trusses.

Rainbow's housing expansion has seen more developments in the number of employees employed by our Tasmanian owned family business which in turn supports other Tasmanian owned and operated businesses.

### 2.2 Our Values – Our promise to you

- To ensure we have the information and resources to support our workers and operations.
- To understand the ever-changing needs of our industry and meet our client's expectations through continuous improvement.
- To approach all aspects of our business with honesty, integrity and transparency.
- To be innovative and strive for continuous improvement in work health and safety practices.
- To provide collaboration and teamwork, celebrating our achievements through reward and recognition.

### 2.3 Your Conduct – Your promise to us

- To deliver high standards in building and construction services.
- To support each other daily.
- To implement and maintain the health and safety of workers and others affected by our operations.
- To approach all aspects of our business with honesty, integrity and transparency.
- To celebrate our achievements through reward and recognition.
- To treat everyone with respect without harassment, victimisation or discrimination.
- Maintain appropriate confidentiality with your dealings with clients and workers.

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## 3. DOCUMENT CONTROL

This Worker Health and Safety Management Plan is a controlled document. The controlling authority is the Managing Director of Rainbow Building Solutions. All printed copies of this document are therefore considered "Uncontrolled copies". Copy holders and the version distributed to them will be recorded in the Rainbow Building Solutions - Distribution Register.

### 3.1 Acceptance of Document

This Worker Health and Safety Management Plan has been approved and endorsed by the Managing Director of Rainbow Building Solutions. The signature of the Managing Director is the authorised person stated within the footer of this document and demonstrates a commitment to this Worker Health and Safety Management Plan.

It is expected that all persons read and sign this Workplace Health and Safety Management document prior to the commencement of any works for/or on behalf of Rainbow Building Solutions. Rainbow Building Solutions requires all relevant persons to adhere to the contents of the Worker Health and Safety Management Plan at all times.

Failure to comply with the requirements of this Worker Health and Safety Management Plan will lead to disciplinary action, which may include however is not limited to dismissal, loss of contract or may result in legal proceedings.

### 3.2 Review Procedures

Authorised persons will review the Worker Health and Safety Management Plan as required or at least on an annual basis. The review schedule will be directed in response to organisational and/or legislative changes and requirements.

The reviews will be undertaken in consultation with relevant workers, Health and Safety Representatives and other relevant parties. All relevant persons will be made aware of any changes or variances in writing as a result of any review.

*This Worker Health and Safety Management Plan will be monitored and updated as required and the most current copy will be provided to all relevant persons for review and signing prior to any worker undertaking works for/or on behalf of Rainbow Building Solutions.*

### 3.3 Compliance Evaluation

Rainbow Building Solutions will implement the following:

- In-house inspections as required
  - Pre-operational
  - Daily
  - Weekly
  - Monthly
  - 6 monthly
  - 12 monthly
- Routine maintenance programs
- Internal audits

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- External audits
- Health Surveillance Monitoring where required
- Resourcing for Inspections by regulatory bodies

Audits to evaluate compliance will be undertaken in line with:

- Legal obligations
- Rainbow Building Solutions Work Health and Safety policies and procedures

Results of audits and/or inspections will be analysed, corrective actions identified and rectified in a timely manner. Results of audits, inspections and any corrective actions will be communicated to relevant workers and relevant contractors.

Regular meetings will take place with Management to report on progress of corrective actions and to identify trends/areas for improvement.

### 3.4 Record Keeping

The Worker Health and Safety Management Plan will be kept as required in alignment with organisational policy and legislative compliance.

In the event of a notifiable incident, the relevant Worker Health and Safety Management Plan (initial and reviewed versions) will be kept for a minimum of 7 years after the incident. During this period of time, it will be accessible to all relevant persons working on the project and any Government appointed officers as required.

### 3.5 Languages other than English

Where required, Rainbow Building Solutions will make every effort to ensure that this information will be modified for languages other than English and persons with learning disabilities.

### 3.6 References

- Fair Work Act 2009
- National Employment Standards (NES)
- Relevant or applicable Award(s)
- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Relevant Safe Work Australia Codes of Practice
- AS/NZS 4080.1: 2001 OHS Management Systems (OHSMS) – Specification with Guidance for use.
- Work Health and Safety AS 18001: 2007 OHSMS – Requirements
- National Self-Insurers OHS Audit tool (NAT) 2007 – User Guide and Workbook
- AS/NZS ISO 19011 – Guidelines for Quality and/or Environmental Management Systems Auditing

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## 4. PROJECT / SITE DETAILS

BUSINESS / PRINCIPLE CONTRACTOR DETAILS		
<b>Business Name</b>	Rainbow Building Solutions	
<b>Address</b>	139 Main Road Sorell Tasmania 7172	
<b>Contact Person</b>	Philip Smith	
<b>Landline Phone Number</b>	03 6265 1944	Fax: 03 6265 3144
<b>Mobile Phone Number</b>	0408 383 001	ABN: 83 114 191 481
<b>Email</b>		
SITE SPECIFIC DETAILS		
<b>Project / Work Site Location</b>		
<b>Position Title</b>		
<b>Project / Work Site Location</b>		
<b>Site Manager</b>		
<b>Phone</b>		Fax:
<b>Mobile Phone Number</b>		ABN:
<b>Email</b>		

### 4.1 Description of Proposed Activities:

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## 5. DEFINITIONS

### 5.1 Persons Conducting a Business or Undertaking (PCBU)

A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit.

PCBU's includes the work arrangements and the relationships to carry out the work which include:

- Employers;
- a Corporation;
- an Association;
- Partners in a Partnership;
- a Sole Trader;
- a Volunteer Organisation which employs any person to carry out work;
- Householders where there is a contract relationship between the householder and the worker.

### 5.2 Worker

You are considered to be a worker classified within this Worker Health and Safety Management Plan as follows:

- an employee of Rainbow Building Solutions;
- a contractor or sub-contractor;
- an employee of a contractor or sub-contractor;
- an employee of a labour hire company;
- an apprentice or trainee of Rainbow Building Solutions;
- a student gaining work experience of Rainbow Building Solutions;
- a volunteer working with Rainbow Building Solutions.

### 5.3 Officer

An Officer is a person who makes decisions or participates in making decisions which affect the whole or a substantial part of a business or undertaking or has the capacity to significantly affect the financial standing of the business or undertaking.

An Officer of a PCBU must exercise due diligence to ensure that the PCBU complies with their duties under the Work Health and Safety legislation. You are considered to be an officer if you are:

- an Officer within the meaning of section 9 of the Commonwealth Corporations Act 2001;
- an Officer of the Crown within the meaning of section 247 of the Work Health and Safety Act 2012;
- an Officer of a public authority within the meaning of section 252 of the Work Health and Safety Act 2012.

### 5.4 Aboriginal Heritage Site

Any site that bears signs of the activities of the original inhabitants of Australia or their descendants. This includes, but is not limited to, any artefact, painting, carving, engravings, arrangement of stones, midden, modified landscape, and human remains within the site.

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As defined in the Act, an Aboriginal heritage (AH) site is termed a 'relic'. Relics collected under a permit granted by the Minister are registered in the AHR as an Aboriginal heritage site.

## 5.5 Act

A law (legislation) passed and enacted by a state or territory parliament, also commonly known as an Act of Parliament. Acts are the principal pieces of law covering, in this case, health and safety in the workplace.

## 5.6 Approved Code of Practice

An approved code of practice provides practical guidance to meeting legislative obligations required by Acts and Regulations. It should always be followed unless there is another solution which achieves the same or a better standard of health and safety in your workplace.

## 5.7 Asbestos Containing Material (ACM)

Means any material, object, product or debris that contains asbestos.

## 5.8 Asbestos - Non-Friable

Means asbestos-containing material which, when dry, does not become crumbled, pulverized or reduced to powder by hand pressure. Common examples include cement sheeting, ceiling tiles and vinyl tiles.

## 5.9 AS/NZS 4801

The joint Australian and New Zealand standard for occupational health and safety management systems – Specification with guidance for use, published by Standards Australia International Ltd and Standards New Zealand.

## 5.10 Contractor

A contractor is any person (other than a Rainbow Building Solutions relevant worker) or a PCBU / Company performing work for, or on behalf of Rainbow Building Solutions

## 5.11 Controlled document or record

Any document for which distribution and status are to be kept current by the issuer to ensure that authorized holders or users have available the most up to date version.

## 5.12 Corrective Action

Action to eliminate the cause of a detected nonconformity or other undesirable situation.

## 5.13 Duty Holder

A Duty Holder includes any person who holds a work health and safety duty under the Work Health and Safety Act 2012 which includes a Persons Conducting a Business or Undertaking (PCBU).

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## 5.14 Hazard

A hazard is a source or a situation with a potential for harm in terms of human injury or illness, damage to property, damage to the environment, or a combination of these.

## 5.15 Health and Safety Committee (HSC)

A group established under the Work Health and Safety Act 2012 that facilitates cooperation between a PCBU and workers to provide a safe place of work.

## 5.16 Health and Safety Representative (HSR)

A worker who has been elected by a work group under the Work Health and Safety Act 2012 to represent them on health and safety issues.

## 5.17 Hierarchy of Control

A hierarchical structure of actions that can be used to control risk, listed in order of effectiveness.

## 5.18 Incident

An incident is any unplanned event resulting in, or having a potential to result in injury, ill health, damage or loss.

## 5.19 Inspector

An inspector appointed under Part 9 of the Work Health and Safety Act 2012.

## 5.20 Manifest

Document detailing the quantity, types and location of dangerous goods on the site.

## 5.21 OHSAS 18001

International audit tool system intended to audit work health and safety management systems and provide international work health and safety benchmarks.

## 5.22 Placard

Label identifying substance (hazardous chemicals) for transport or storage.

## 5.23 Reasonably Practicable

The term 'reasonably practicable' means what could reasonably be done at a particular time to ensure health and safety measures are in place.

In determining what is reasonably practicable, there is a requirement to weigh up all relevant matters including:

- the likelihood of a hazard or risk occurring (in essence the probability of a person being exposed to harm)
- the degree of harm that might result if the hazard or risk occurred (in essence the potential seriousness of injury or harm)
- what the person concerned knows, or ought to reasonably know, about the hazard or risk and ways of eliminating or minimising it

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- the availability of suitable ways to eliminate or minimise the hazard or risk
- the cost of eliminating or minimising the hazard or risk.

Costs may only be considered after assessing the extent of the risk and the available ways of eliminating or minimising the risk. Ordinarily cost will not be the key factor in determining what it is reasonably practicable for a duty holder to do unless it can be shown to be grossly disproportionate to the risk.

If the risk is particularly severe, a PCBU will need to demonstrate that costly safety measures are not reasonably practicable due to their expense and that other less costly measures could also effectively eliminate or minimise the risk.

## 5.24 Safety Data Sheet

Information containing data regarding the properties and effects of a particular substance that must be provided by the manufacturer, supplier or importer of the hazardous substance/dangerous good.

Safety Data Sheets must be current – within 5 years of the issue date and meet specific legislated format requirements.

## 5.25 Regulations

Regulations are law that is created under the authority of an Act. Regulations are subordinate to an Act and are the secondary level of law covering, in this case, health and safety in the workplace.

## 5.26 Risk

Risk is a combination of the likelihood and consequences of any injury or harm occurring.

## 5.27 Subcontractor

A Subcontractor is any person (other than a Rainbow Building Solutions relevant worker) who performs works for or on behalf of a Contractor, PCBU / Company who is performing work for, or on behalf of Rainbow Building Solutions

## 5.28 Work Health and Safety Documents

Include, but not limited to policies, procedures, guidelines, programs, agreements, forms, checklists, templates, risk assessments and safe work procedures.

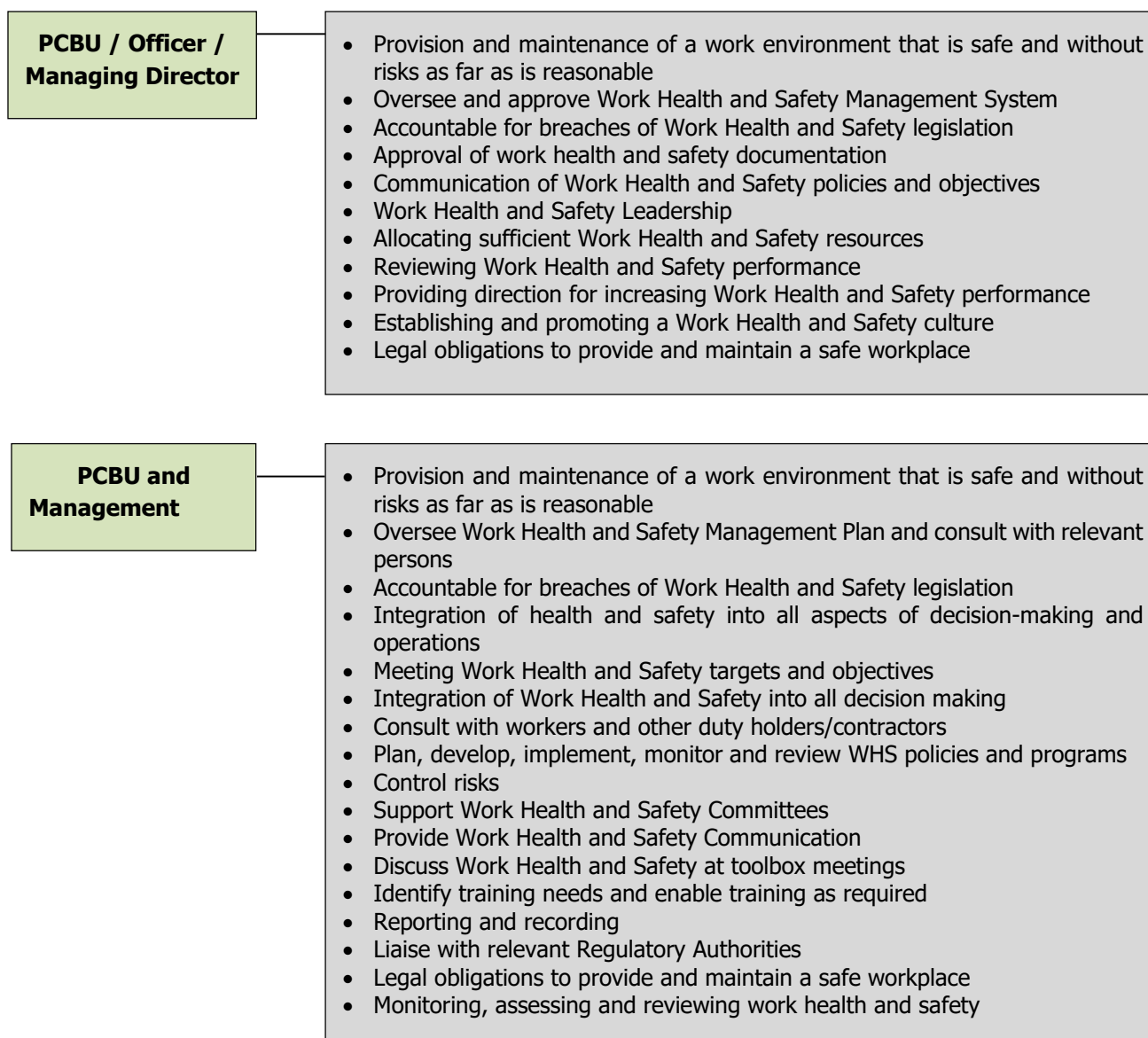
## 5.29 Work Health and Safety Records

Records may include however are not limited to audit reports, workplace inspections, risk assessments, safe work procedures, training plans and registers, Work Health and Safety meeting minutes, file notes, emergency evacuation reports, health monitoring reports, document control registers, inspection testing and monitoring reports and corrective action registers.

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## 6. ROLES AND RESPONSIBILITIES

Successfully managing health and safety in the workplace relies on commitment, consultation and co-operation. Every person in the workplace must understand the requirement for health and safety, what their role is in making the workplace safer and how they can fulfill their responsibilities and duties.



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<b>Health and Safety Coordinators</b>	<ul style="list-style-type: none"> <li>• Development and implementation of Work Health and Safety Management Plan, Work Health and Safety policies, procedures and SWMS</li> <li>• Monitoring, assessing and reviewing work health and safety targets and objectives</li> <li>• Training and consultation</li> <li>• Supporting and assisting workers with post-injury management</li> </ul>
<b>Health and Safety Committee</b>	<ul style="list-style-type: none"> <li>• Meet as per agreed "Charter" to discuss Work Health and Safety matters, incidents, corrective actions and areas for improvement / target areas</li> <li>• Monitoring, assessing and reviewing Work Health and Safety Management Plan, SWMS and Work Health and Safety targets and objectives</li> <li>• Develop, monitor and review Work Health and Safety policies and procedures</li> <li>• Review Corrective Actions</li> <li>• Provide Work Health and Safety information to relevant workers</li> </ul>
<b>Workers</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for themselves and others while working for Rainbow Building Solutions</li> <li>• Cooperate with Work Health and Safety Management Plan, SWMS, Work Health and Safety policies and procedures and relevant legislation and guidance</li> <li>• Participation in consultative arrangements and Return to Work Programs where appropriate.</li> <li>• Assisting management to meet Work Health and Safety targets and objectives</li> <li>• Work in a manner that is safe and does not create risks to themselves or others</li> <li>• Report and assist to rectify hazards</li> <li>• Participate in consultative arrangements</li> <li>• Legal obligations to not endanger others by their acts or omissions</li> </ul>

*Note: A PCBU = Person who conducts a Business or Undertaking. Officers who are PCBUs include Directors and Board Members who have substantial decision-making power for a company.*

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## 7. CONSULTATION & COOPERATION

Rainbow Building Solutions have fostered a culture of open communication and discussions relating to health and safety. We aim to ensure that all workers' interests are effectively represented through formalised consultative process for duration of your contractual relationship with the company.

Work Health and Safety legislation requires all PCBU'S to consult with their workers and other relevant duty holders on matters that will or are likely to directly affect their health and safety.

Rainbow Building Solutions recognises the benefits that regular and effective communication and consultation can produce and is committed to fulfilling this duty.

### 7.1 Objectives

Our objective is to ensure consultation, cooperation and coordination methods are established so relevant employees, workers and other duty holders, such as contractors (and relevant workers of contractors) are aware of work, health and safety matters as relevant to them. Our goal is to:

- Provide a safe and healthy work environment which includes safe plant and systems of work and maintain the workplace in a safe condition;
- Ensure all Rainbow Building Solutions work health and safety policies and procedures are implemented within legislative compliance;
- Actively promote, get involved and encourage others to get involved in the work health and safety process;
- Nurture a culture of physical health maintenance;
- Provide support mechanisms which will assist workers with maintaining and improving their psychological and physical health;
- Provide the resources to meet their work health and safety commitment financial or otherwise;
- Actively encourage and promote the worker consultation process via the avenues described in this Worker Health and Safety Management Plan.

### 7.2 Worker Consultation

Rainbow Building Solutions will ensure direct consultation with worker/s on matters including however not limited to:

- Identification of risks or hazards within the work place / site;
- Changes of workplace conditions including monitoring of workers health and wellbeing;
- Resolution of work place matters, grievance, work health or safety issues;
- Required education or training;
- Changes that may affect a worker/s, the workplace, contractual arrangements and workplace / site conditions.

Rainbow Building Solutions have established ways of consultation with workers which include however are not limited to:

- One on One discussions and consultation between Management and workers;
- Health and Safety Committees and regular meetings;
- Work Groups;

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- Elected Health and Safety Representatives;
- Regular toolbox or safety meetings with work health and safety as a standing agenda item.

Consultation will take place directly with worker/s, or where elected, Health and Safety Representatives to consult, discuss and manage work place matters, issues and work health and safety processes including the identification and assessment of hazards, before and during implementation of risk controls and whenever there are changes or new information that may affect health and safety of workers or other duty holders as relevant.

Consultation will be timely to ensure views are heard and workers are provided with an opportunity to contribute to decision making as appropriate.

## 7.3 Procedures

Where working for Rainbow Building Solutions, the following procedures are implemented;

- All workers will be provided with and informed of their worker obligations, company requirements and work health and safety policies, procedures and processes via this Work Health and Safety Management System.
- All workers will be formally inducted, trained and/or notified of company and work place/site information.
- All workers will provide Rainbow Building Solutions the appropriate documentation, licences, qualifications and other relevant documentation prior to the commencement of work for Rainbow Building Solutions including:
  - Provided a copy of this Worker Health and Safety Management Plan for reference;
  - Provided a copy of the Worker Health and Safety Management Plan Agreement to review and sign;
  - Provided a copy of the Worker Induction Agreement to review and sign;
  - Provide copies of required compliance documentation to Management prior to the commencement of any works.
- All workers will be afforded the opportunity to review, consult and provide feedback, suggestions and/or alternative options regarding all work place/site health and safety matters, processes, policies and procedures as relevant.
- All workers (contractor's and PCBU's) who have their own workers will be required to ensure they have suitable consultative processes to ensure their workers are aware of contractual, work and safety processes prior to commencing any works.
- We will remain in compliance through internal and external audits in alignment with legislative requirements and standards.
- We will provide all workers and customers with regular information, instruction, training and supervision to ensure their safety as required.

## 7.4 Consultation Methods

Communication and consultation with workers can be undertaken in any of the following methods:

- Workplace and Work Site Inductions
- Education and Training
- Information on hazards and the existing Work Health and Safety Management System
- Emergency Response

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- Accident / Incident investigation and corrective actions
- Results of work health and safety evaluations including audits and non-conformances
- Review of work health and safety objectives
- Safe Work Procedures and Safe Work Method Statements (SWMS)
- Risk Assessments, Risk controls and feedback regarding long-term controls
- Safety Data sheets, product safety sheets and operating manuals
- Reporting and keeping records in line with legislative requirements
- Relevant persons to contribute their views and feedback. Feedback will be considered during hazard identification, risk assessment and implementation of risk controls
- Memo's, Emails and other Correspondence

To ensure consultation takes place, Rainbow Building Solutions will ensure workers and the company have ongoing professional communication (formal or informal) to discuss issues with the view to resolving any concerns. Meetings are a two-way form of communication and are invaluable in establishing what needs attention operationally or what further training may be required.

Rainbow Building Solutions will ensure effective communication and consultation with all workers as relevant for the works undertaken with, for or on behalf of Rainbow Building Solutions.

## 7.5 Health and Safety Representative (HSR)

All workers have ready access to a Health and Safety Representative (HSR) or Deputy Health and Safety Representative (Deputy HSR).

The details, composition and location of the Health and Safety Representative (HSR) and Deputy Health and Safety Representative (Deputy HSR) are outlined as follows;

Title	Names	Name of Work Group Represented	Location of HSR/Deputy HSR	Contact Details
<b>HSR:</b>	Philip Smith	Health & Safety Group	Sorell Office	03 6265 1944
<b>Deputy HSR:</b>	Jay Gutteridge	Health & Safety Group	Sorell Office	0407 672 422

HSR's and Deputy HSR's will be elected via agreed procedures to represent the company. The term of office of HSR and Deputy HSR will be three (3) years, which is then open to re-election.



## 7.6 Worker Health and Safety Consultation Checklist

Please tick Yes or No as appropriate	Yes	No
Have you undertaken the required work place/site induction process? <i>Where relevant</i> , have your workers undertaken the required induction processes?		
Do you understand the terms, conditions and what is expected of you when working for with or on behalf of Rainbow Building Solutions?		
Are all other workers aware of your proposed work activities?		
Have all other workers who will be affected or impacted from your proposed work activities been identified and notified of your proposed work activities? (Includes relevant workers of contractors, members of the public etc.)		
Are other workers aware of when and how plant, equipment, tools or substances will be used?		
Have workers been advised of and obtained required Personal Protective Equipment (PPE)?		
Have workers been advised of any training requirements and/or provisions for proposed works?		
Have all workers been consulted on work place/site conditions? Such as amenities, first aid facilities, car parking, noticeboards and public transport?		
Have all workers been consulted on changes to workplace conditions including the work environment and practices?		
Are other workers aware of who has decision-making power over your proposed work activities?		
Are other workers aware of how your proposed work activities will affect the work environment?		
Has sufficient information been provided to workers in relation to potential hazards or risks as a result of your proposed works which may affect other workers?		
Have are all workers been consulted on your work health and safety processes? (SWMS, Safe Operating Procedures)?		
Have all workers been consulted on hazard identification and decisions relating to control of risks? (SWMS, Safe Operating Procedures)?		

## 8. CONTRACTOR MANAGEMENT

Provide the Business / Principle Contractor and the Primary Contact / Management Representatives information below:

BUSINESS / PRINCIPLE CONTRACTOR DETAILS		
Business Name		
Address		
Contact Person		
Landline Phone Number		Fax:
Mobile Phone Number		ACN/ABN:
Email		

All workers who are contractors, including workers of contractors that have been engaged to perform work on Rainbow Building Solutions premises, work site or other nominated locations, are required to comply with relevant Legislation, Standards, Codes of Practice, Rainbow Building Solutions' health and safety policies, procedures and programs and to maintain current public liability and workers compensation insurance.

Rainbow Building Solutions will also aim to ensure that all contractors, subcontractors and relevant workers of subcontractors are provided with sufficient information and instruction, to ensure their health and safety on site.

This includes access to this Worker Health and Safety Management Plan, Rainbow Site Rules, Site Inductions, consultative arrangements, relevant risk assessments, SWMS, safe operating procedures and processes, work place / site amenities and first aid facilities, evacuation and emergency procedures and other additional information as required.

### 8.1 Prior to allocation of any Contract

The following information and documentation must be provided to Rainbow Building Solutions;

- Copies of all relevant permits, licences, certificates, WorkCover Insurance information as outlined within the Worker Induction Agreement with the successful completion of the induction process (conducted on site as required);
- Public liability insurance information / other insurances as relevant
- Safe Work Method Statements or documented safety instructions for intended tasks;
- Evidence of adequate work health and safety policies, procedures and processes for Rainbow Building Solutions review and reference. This information would include outlines of consultation, hazard identification, risk assessments, selection of risk controls, incident management, maintenance records etc.

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## 8.2 On Award of Contract

The following information must be provided, obtained and finalised;

- Copies of Site-specific Safe Work Method Statements, risk assessments and other documented safety information relevant to the scope of works / project will be provided;
- The Worker is to provide relevant training records for any person working onsite (including General Construction Induction Card);
- The Worker is to provide evidence of the method for Supervision for all workers;
- The Worker is to provide existing health and safety consultative arrangements (including any existing work groups, elected HSR's and Deputy HSR's)

## 8.3 During the Contract

All workers must:

- Follow workplace and/or work site safety rules
- Follow all site-specific SWMS
- Ensure all activities performed are in line with work health and safety legislation
- Conduct their work in a manner that does not put others at risk from their actions or inactions
- Participate in consultative arrangements and inform others of potential health and safety risks that may arise from their activities
- Report any near-miss, injury or illness that occurred as part of this project
- Not bring any items onto site that are not maintained adequately or unsafe in any way
- Complete all documentation as required
- Treat all shared amenities with respect

## 8.4 Paperwork

For the smooth running of Rainbow Building Solutions business, we need your co-operation by returning and filling out paper work as required. All printed documents are considered uncontrolled.

Documents are approved by the Managing Director of Rainbow Building solutions and only nominated people shall have the authority to create and modify documents. External documents such as Law Guides, Standards and Legislation are controlled through subscription to on-line databases, which maintain up-to date versions of all documents. Health and safety records are controlled in accordance legislative requirements.

Nominated persons shall have responsibility for holding, storing, retaining and disposition of work health and safety related records. Rainbow Building Solutions will ensure records are kept in line with specific legislative requirements for health monitoring data, injury records, Safe Work Method Statements, Notifiable Incidents and other specified matters.

Records will be kept for the required timeframe and will be accessible for review by Regulatory bodies and/or Health and Safety Representatives as appropriate.

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## 9. WORKER OBLIGATIONS

Workers are required to provide their current phone/mobile number, home address, bank account details, tax and superannuation details (where applicable) plus email address and to notify Rainbow Building Solutions of any changes immediately.

It is your responsibility to inform Management that you have not been through sufficient familiarisation training for a particular piece of workplace equipment. This training would enable you to operate it competently, or identify mechanical problems to Management, in as accurate a manner as possible.

All workers have a responsibility to follow Rainbow Building Solutions policies and procedures, to report any and all accidents, incidents, hazards and near misses to management. Rainbow Building Solutions workers are expected to encourage other persons to adhere to safe working procedures.

### 9.1 All Workers

All workers including employees, contractors, subcontractors, PCBU's and their relevant workers must:

- Remain compliant with Rainbow Building Solution's company policies and procedures;
- Complete required Induction and training processes;
- Follow all site safety rules;
- Follow traffic management plans for site;
- Follow site-specific SWMS and Safe Operating Procedures;
- Ensure all activities performed are in line with work health and safety legislation;
- Conduct their work in a manner that does not put themselves or others at risk;
- Participate in consultative arrangements and inform others of potential health and safety risks that may arise from their activities;
- Notify Management and report to their direct Manager/Supervisor any accidents, incidents, hazards, near-miss, injury or illness by completing an accident and incident form;
- Do not bring any items onto the site that are not maintained as per manufacturer's instructions; or may be unsafe in any way;
- Active participation in work place/site consultations, briefings, toolbox and/or safety meetings which are conducted prior to the commencement of works or as required;
- Comply with record keeping obligations and complete all documentation as required;
- Treat all shared amenities with respect.
- Comply with reasonable and lawful instructions.

### 9.2 Contract Managers / Site Supervisors

The primary Contract Managers must:

- Ensure all worker complete required Induction and training processes;
- Review Work Health and Safety considerations for each job/works;
- Review contract to ensure contractual obligations and work health and safety requirements are met, including any additional controls;
- Ensure all workers have been formally Inducted;
- View required Permits to work;

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- Ensure all Licenses competencies are relevant and compliant to the works being completed;
- View/Review and authorise all appropriate Safe Work Method Statements (SWMS) are provided and compliant;
- Ensure all worker consultation, briefings, toolbox and/or safety meetings are conducted prior to the commencement of works and as required;
- Ensure Hazard identification, risk assessments and risk measures and controls are in place and workers are notified / briefed;
- Provide appropriate Supervision.

### 9.3 Contractors

- Provide evidence of work health and safety management processes are provided and in place prior to the commencement of works;
- Provide evidence of all qualifications, licenses, training and competencies to perform required works;
- Development and implementation of all required Safe Work Method Statements (SWMS) and hazard identification, risk assessments and risk management controls;
- Maintain compliance with work health and safety legislation, comply with Rainbow's Site Rules and participation in required Government Inspections as required;
- Ensure all of their workers complete required Induction and training processes;
- Participate in all worker consultation, briefings, toolbox and/or safety meetings are prior to the commencement of works and as required.

### 9.4 Unauthorised Activities

No worker is authorised to remove any items or any other goods without the express permission of Management. Any removal that involves these things will be considered by Rainbow Building Solutions to be theft and will result in summary dismissal, loss of contract or may result in legal action.

### 9.5 Location of Work

- All workers are required to carry out your duties at Rainbow Building Solutions' workplace or such other locations as stated by Rainbow Building Solutions from time to time.
- You acknowledge that business requirements may mean for you to change locations of work on a temporary or permanent basis.
- Rainbow Building Solutions may only require you to change the location of workplace if you consent in writing.
- Consent to relocate must not be unreasonably withheld by you.

### 9.6 Purchasing

Rainbow Building Solutions will ensure suitable consideration is given when purchasing equipment, materials, facilities, substances or contractors which may have an adverse impact on health and safety.

Rainbow Building Solutions will implement a purchasing policy that incorporates the following:

- Specific guidelines for any person who purchases, leases or hires goods and services
- Training provided for any person responsible for the above
- Consideration of the following:

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- Consultation
- Specify work health and safety requirements with supplier before purchasing
- Determine work health and safety risks
- Conduct risk assessments
- Obtain work health and safety information, manuals, instructions, design specifications
- Compliance with legislation including Australian Standards
- Worker capability, training, licensing requirements
- Appropriate risk control strategies in place for use, transport and storage
- Choosing best practice/least hazardous options
- Review purchased item prior to accepting admission into workplace
- Adequate documentation/records are kept
- Documentation for the hiring of contractors or labour hire workers must include reference to site specific work health and safety risk, provision for work health and safety inductions, and records for the review of work health and safety performance

## 9.7 Worker or Client Theft

### 9.7.1 Worker theft

Theft, minor or otherwise, will be viewed as serious misconduct which will result in dismissal, with Rainbow Building Solutions having the option to refer the matter to the Police for possible prosecution.

### 9.7.2 Client theft

In the event a worker believes a theft has occurred, the worker is required to notify Management immediately.

## 9.8 Keys

Workers with responsibility for security of property are required to take precautions to ensure that keys to premises, cupboards, safes, vehicles when taken off site, are not left in locations where they may be accessed by unauthorised persons.

Workers issued with company keys or an access code for any security system will be at the discretion of Management. Keys must be returned to Management at the completion of contract or if by the direction of Management.

Lost or damaged keys must be reported to Management immediately and documented in the key registrar. Under no circumstances are company keys to be duplicated.

Failure to observe this policy would constitute serious misconduct and may result in termination of your contract.

## 9.9 Security of Property

### 9.9.1 Personal Property

Rainbow Building Solutions and its Management will not accept responsibility for any loss or damage to personal property. Workers are to take their own steps to guard against theft of personal items.

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Workers are requested to assist in the prevention of theft by:

- Taking particular care not to leave valuables in unattended places.
- Reporting any loss to Management.
- Supplying any information which may assist an enquiry to theft.

Any information will be treated with confidentiality.

## 9.9.2 Company Property

Workers are responsible for taking all reasonable steps to ensure that all company property in their control is well maintained and protected and when outside Rainbow Building Solutions' premises is appropriately secured at all times.

*If you have any issues in relation to Rainbow Building Solutions' policies or procedures or you require assistance while working, please follow the Grievance process. Rainbow Building Solutions Management may contact you if they become aware of any issues.*

## 9.10 Worker Appraisals

All Rainbow Building Solutions employees will have a periodic appraisal conducted with Management. These are used as a two-way form of communication and are invaluable in establishing what needs attention operationally and what further training is required.

Every employee under the age of 18 must have a parent or guardian present during these reviews.

During probation period, performance reviews will occur on a monthly basis. This will be additional to your normal regular reviews. If employees have any queries in the meantime, please consult Management.

## 9.11 Ergonomics

Rainbow Building Solutions will work together with you to reduce the risk of injury by providing an ergonomically sound work environment that meets the needs of our workers. Areas such as lighting, temperature and equipment will be adjusted, if possible, to suit work requirements.

## 9.12 Government Authorities

Rainbow Building Solutions recognises the powers of Government Appointment Officers, such as Inspectors and will undertake the following;

- Allow Appointed Inspectors access to the worksite, documents, and workers when requested;
- Not interfere with, obstruct, intimidate or hinder an Appointed Inspector's investigation/inspection;
- Reasonably assist an Appointed Inspector where required;
- Treat an Appointed Inspector professionally;
- Take all reasonable steps to comply with an Appointed Inspectors direction;
- Follow the legislated appeals process where required.

Rainbow Building Solutions understands that it is a breach of the Work Health and Safety Act 2012 to hinder or obstruct an Inspector during the course of their inspection.

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## 9.13 Work Entry Permits

Rainbow Building Solutions recognises the role of Work Health and Safety Entry Permit Holders under the Work Health and Safety Act 2012 and will undertake the following:

- Allow Work Health and Safety Entry Permit Holder to enter/inspect worksite under the following conditions:
  - Valid entry permit stating suspected contravention
  - Workers are a member, eligible to be a member of the union represented by the Work Health and Safety Entry Permit holder or who's interests are represented by the union
  - Work Health and Safety Entry Permit holder to act only with the scope and limitations set out in the Work Health and Safety Act 2012

Rainbow Building Solutions and workers will make all reasonable efforts to not hinder or obstruct a Work Health and Safety Entry Permit Holder during the time they perform the duties within their powers at any worksites.

## 10. WORKER / SITE INDUCTION & TRAINING

Within your first few days of contract, you will participate in an induction program conducted by Management. During this program, you will receive important information regarding the performance requirements of your position, basic company policies, affirmative action plans, and other information necessary to acquaint you with your job and Rainbow Building Solutions.

Please use this time to familiarise yourself with Rainbow Building Solutions policies and procedures.

We encourage you to ask any questions you may have during this time so that you will understand all the guidelines that affect and govern your contract relationship with us.

Rainbow Building Solutions acknowledges its duty of care to ensure that workers are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

- All workers are required to complete the required Worker Induction Training prior to the commencement of any works for Rainbow Building Solutions or on work sites. The Worker Induction Agreement must be signed, dated and provided to Management as proof of your successful completion of both Induction training prior to commencing any works.
- All workers are required to carry a current General Construction Induction (White Card) and a copy of this card must be provided to Rainbow Building Solutions prior to working on site.
- Where specific qualifications, certification or licensing are required, copies of all information must be provided to Rainbow Building Solutions Management and Site Manager to ensure that only suitably qualified persons operate machinery or perform the specified task (e.g. License to Perform High Risk Work).
- All Induction and Training records will be maintained as per the company's record keeping obligations and updated as required.

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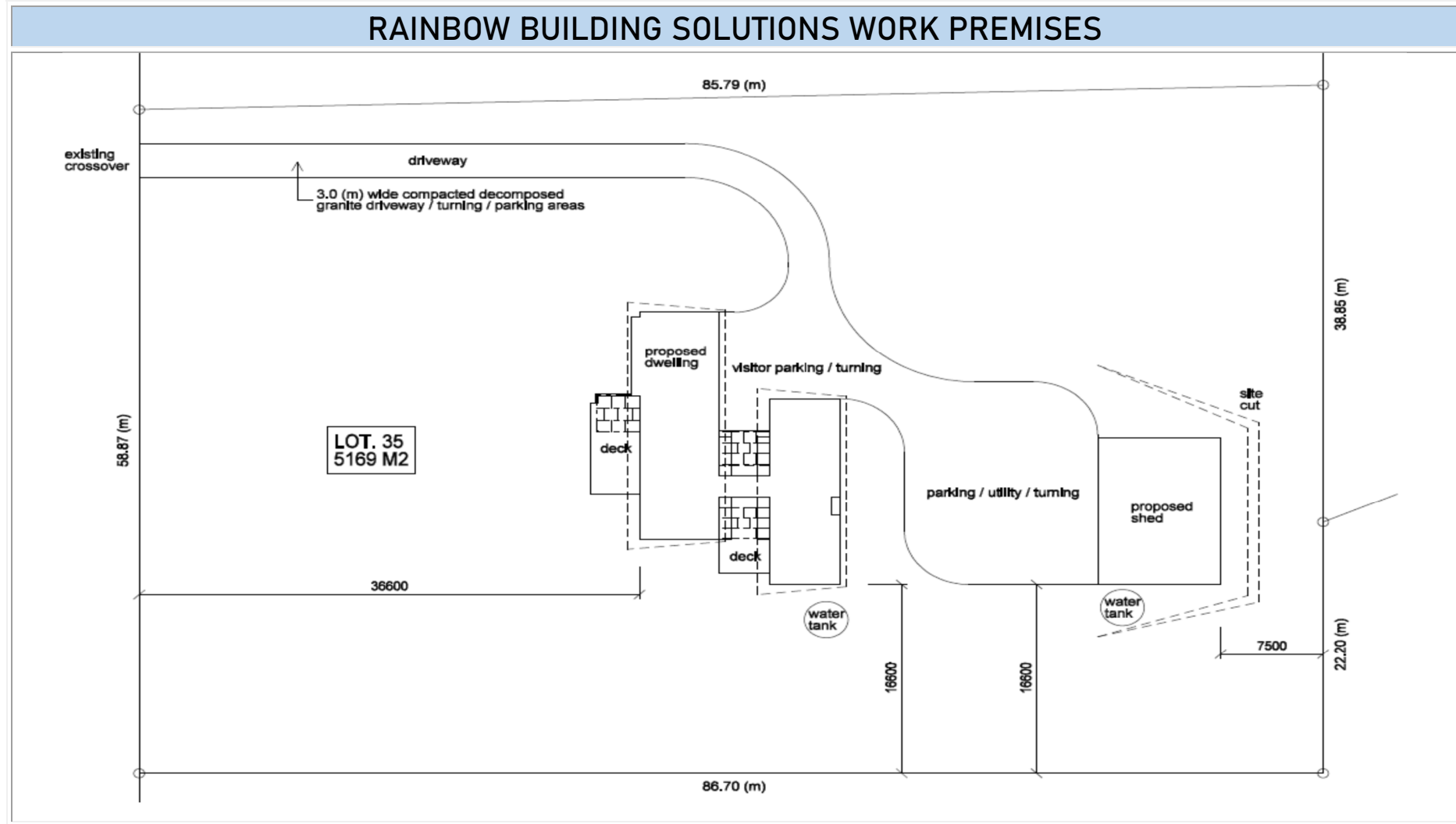




- Where skill deficiencies are detected appropriate training may be provided in a timely manner so that workers can perform their designated duties safely and in accordance with legal obligations.
- All PCBU's and contractors will ensure any workers under their control have completed the Worker Induction Training and relevant documents are provided to Management.
- Where appropriate, formal training will be provided via the appropriate Registered Training Organisation (RTO).
- Rainbow Building Solutions may require and/or provide additional or in-house education or training where needed to assist any worker in undertaking their duties.
- Visitors, guests, suppliers or any other persons who do not require a General Construction Induction (White Card) must be escorted and supervised at all times while on site.
- Workers, visitors, guests, suppliers or any other persons who are required to move around the worksite and/or complete actions unescorted must complete the Rainbow Site Induction and provide a copy of a General Construction Induction (White Card) to Management as required.
- For the health and safety of our workers, visitors, guests, suppliers or any other persons attending any company work site; Rainbow Building Solution's may require any person to undertake the Worker Induction Training; whether or not a person is required to obtain a General Construction Induction (White Card). Notification will be provided in writing where this may occur.

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## 11. RAINBOW FACILITY IMAGE



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## 12. EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACTS		
<b>Police</b>	<b>000</b>	<b>or Local Police: 131 444</b>
<b>Fire</b>	<b>000</b>	
<b>Ambulance</b>	<b>000</b>	
<b>Poison Information Centre</b>	<b>13 11 26</b>	
KEY PERSONNEL (24-HOUR CONTACT)		
<b>Name</b>	<b>Phone Number</b>	<b>Email</b>
<b>Philip Smith</b>	0408 383 001	<a href="mailto:phil@rainbowbuilding.com.au">phil@rainbowbuilding.com.au</a>
<b>Jay Gutteridge</b>	0417 672 422	<a href="mailto:jay@rainbowbuilding.com.au">jay@rainbowbuilding.com.au</a>
LOCAL GOVERNMENT AUTHORITY		
<b>Name</b>	<b>Phone Number</b>	<b>Email</b>
STATE GOVERNMENT AUTHORITY		
<b>Name</b>	<b>Phone Number</b>	<b>Email</b>
EPA	1800 005 171	<a href="mailto:incidentresponse@environment.tas.gov.au">incidentresponse@environment.tas.gov.au</a>
SES	132 500	<a href="mailto:ses@ses.tas.gov.au">ses@ses.tas.gov.au</a>
Workplace Standards	1300 366 322	<a href="mailto:wstinfo@justice.tas.gov.au">wstinfo@justice.tas.gov.au</a>
UTILITIES AUTHORITIES		
<b>Name</b>	<b>Phone Number</b>	<b>Email</b>
Aurora Energy	13 2004	
Telstra	13 22 03	

## 13. SITE SAFETY

### 13.1 Site Access (Out of Hours)

Under no circumstances is any worker or visitor permitted to enter the premises out of hours without prior written approval from Management.

### 13.2 Site Induction Checklist

Prior to the commencement of works, in alignment with the Worker Induction process, you must ensure that site-specific safety requirements are established and detailed as per the following Site Induction Checklist:

BUSINESS NAME	
SITE LOCATION	
CLIENT CONTACT DETAILS	
SITE ASSESSMENT CONDUCTED BY	
DATE OF INSPECTION	
NEW INSPECTION DATE	

TASK/LOCATION/ACTION	YES ✓	NO ✗	ACTIONS REQUIRED
<b>HEALTH SAFETY REPRESENTATIVES (HSR)</b>			
Health Safety Representatives (HSR)			
Deputy HSR			
Contacts details for HSR/Dept HSR			
<b>ADMINISTRATION / RECORDS / DOCUMENTS</b>			
Work Health and Safety Management Plan available on-site			
Safety Induction Program completed			
Grievance and Dispute Resolution Procedure			
Incident Notification and Reporting System in place			

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TASK/LOCATION/ACTION	YES ✓	NO ✕	ACTIONS REQUIRED
WHS Regulations, Codes of Practice, Awards and NES available upon request			
Safe Work Method Statements (SWMS) completed			
Safety / Toolbox meetings conducted			
Site registers, training and qualification records			
Notices, permits and construction plans obtained and available on site			
<b>AMENITIES</b>			
Cool, clean and palatable drinking water available			
Rest area available ( <i>clean and tidy</i> )			
Toilet and washing facilities available ( <i>clean and tidy</i> )			
Car parking available			
Seating available ( <i>eg static guarding</i> )			
Shade / cover available			
<b>PROTECTING THE PUBLIC</b>			
Risk assessment for risks to the public			
Appropriate and adequate signage			
Footpaths safe with no trip hazards			
Overhead protections in place for scaffolding, catch platforms which are used to contain falling objects			
Skip bins available on site for rubbish			
Appropriate noise assessment for area			
All pits or excavations guarded or fenced			
<b>EMERGENCY PROCEDURES</b>			
Emergency procedures in place			
Emergency names and numbers displayed/available			
Emergency procedure training provided			
Emergency access and egress clear and unobstructed			
Fire alarm system functioning correctly			

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TASK/LOCATION/ACTION	YES ✓	NO ✕	ACTIONS REQUIRED
Fire systems operable ( <i>eg extinguishers</i> )			
<b>SAFETY SYSTEMS</b>			
Policies and procedures in place			
Site induction training provided			
Identified hazards information provided			
<b>SECURITY SYSTEMS</b>			
Security alarm fitted and operable			
Personal and duress alarm system available & operable			
CCTV fitted and operable			
Communication systems available and operable			
Security fences erected and in good condition			
Security observation post suitable and secure			
Strong room/high security area			
"No Entry" signage in place			
Barriers, fencing in place and secure with appropriate signage			
<b>ELECTRICAL</b>			
Plugs, sockets and switches in good condition			
Testing and tagging current and documented on appropriate checklist			
No exposed electrical wiring			
Electrical switchboards/rooms safe and secure			
Certifications sited by Site Manager			
<b>FIRE PROTECTION</b>			
Hot work procedures in place			
Fire protection evaluated and requirements in place			
Fire extinguisher equipment available			
Workers aware of Fire Extinguishers and Site Evacuation procedures			

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TASK/LOCATION/ACTION	YES ✓	NO ✕	ACTIONS REQUIRED
<b>GENERAL LIGHTING</b>			
Adequate illumination			
All light fittings operable			
Emergency lighting operable			
<b>WORKING AT HEIGHTS</b>			
Falls risks assessed			
Falls protection for works over 2 metres			
Scaffolding construction and handover systems in place			
Ladders industrially approved to Australian Standards, in good condition and set correctly			
<b>MANUAL HANDLING</b>			
Appropriate Risk Management review			
Lifting and handling aids are provided and maintained to manufacturers instruction			
Manual handling training and assessments to ensure correct procedures are undertaken on site			
Control mechanisms in place to mitigate, eliminate and reduce manual handling risks			
<b>HAZARDOUS SUBSTANCES</b>			
Risk assessment completed for all hazardous substances			
MSDS completed and available on site and dangerous goods			
Fire protection measures and equipment in place.			
<b>BUILDING ACCESS AND EGRESS</b>			
Building material storage adequate			
Access and egress points safe?			
<b>FIRST AID</b>			
First Aid contents clean, orderly and available			
Easy access to cabinets			
Workers aware of location of first aid			

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TASK/LOCATION/ACTION	YES ✓	NO ✕	ACTIONS REQUIRED
Emergency names and numbers displayed/available			
First Aid Register records and register completed			
<b>SITE GROUNDS / BUILDING</b>			
Lighting adequate			
Safe surface, no dangerous excavations, cracks or holes			
Hazardous areas secured & safety signage erected and visible			
Unobstructed vision at intersections, stairs/ramps			
Underground Services located			
Asbestos and other hazardous materials			
Potential soil contamination assessed			
Electrical wiring and powerlines			
Structural strength and safety including floors, roofs, stairs and guard rails			
<b>CAR PARKS</b>			
Lighting adequate			
Safe surface, no dangerous excavations, cracks or holes			
Pedestrian walkways available			
<b>WALKWAYS</b>			
Lighting adequate			
Safe surface, no dangerous undulations, cracks or holes			
Designated, clear and unobstructed			
Mobile Plant ( <i>eg forklift</i> ) and workers are segregated			
Elevated walkways are in good condition and have handrails fitted			
Ladders are suitable and in good condition			
Stairways are fitted with handrails and without slip/trip hazards			



TASK/LOCATION/ACTION	YES ✓	NO ✕	ACTIONS REQUIRED
Steps and split-level areas are clearly marked or illuminated			
<b>VEHICLES / PLANT / MACHINERY / TOOLS OR EQUIPMENT ON SITE</b>			
Adequately guarded			
Safety signage erected and visible			
Machinery stowed safely when not in use			
checklists and registers accepted to use plant or machinery			
Plant hazard and risk assessment completed and documented			
All operators hold appropriate certification and licences and copies provided to Site Manager			
Adequate safe operating procedures in place			
Maintenance checklists completed			
Appropriate PPE is used including Hard Hats to be worn on all sites			
<b>NOISE CONTROL</b>			
Noisy areas identified and risks assessed			
Controls in place to minimise exposure to noise			
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>			
Suitable for the task			
Information, instruction and training provided			
<b>OTHER SITE HAZARDS</b>			
Excavation and trenches			
Confined spaces			
Scaffolding			
UV Protection and Sun Safety			
Inclement weather			
Demolition			

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### ADDITIONAL HAZARDS IDENTIFIED

.....

.....

.....

**I have been provided with an Induction prior to beginning work for Rainbow Building Solutions and understand the hazards, risks, controls and safety rules that apply to working with Rainbow Building Solutions and whilst on any Rainbow Building Solutions sites.**

**I understand what is expected of me and agree to work in a safe manner in compliance with relevant work health and safety and site requirements.**

Worker	.....	.....	.....
	Name (print)	Sign	Date
Site Manager	.....	.....	.....
	Name (print)	Sign	Date

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## 14. SITE SAFETY RULES

As a worker, you have a duty of care to take reasonable care for your own health and safety, and you must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace or on site.

General site rules have been included in the table below, these rules are site-specific, easy to understand, and include sufficient information to ensure you can follow clearly. These site rules are displayed where they are accessible to all workers and keep with you to reference when required.

SCOPE	UV PROTECTION AND SUN SAFETY
<ul style="list-style-type: none"> <li>All Workers, Contractors, PCBU's and Rainbow Building Solutions employees are required to review and comply with Rainbow Building Solution's Site Safety Rules.</li> <li>All workers must undertake the Worker Induction Training and provide current copies of all compliance documentation to Management prior to commencing any works with Rainbow Building Solutions.</li> </ul>	<ul style="list-style-type: none"> <li>Sun Smart procedures must be followed when working outdoors.</li> <li>Workers must utilise shade where possible,</li> <li>Wear UV-protective clothing and safety glasses, broad-brimmed hats, helmets and SPF 30+ sunscreen.</li> </ul>
LANGUAGES OTHER THAN ENGLISH	FATIGUE
<ul style="list-style-type: none"> <li>Rainbow Building Solutions will make every effort to ensure that this information will be modified for languages other than English and persons with learning disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>It is your responsibility to notify Management if you have not had a reasonable break between work hours.</li> <li>If you believe that you or a colleague may be suffering from fatigue, follow the Grievance Process.</li> </ul>
CLIENTS COMPLAINTS PROCESS	TRAFFIC MANAGEMENT
<ul style="list-style-type: none"> <li>Where a client raises a complaint, they have the right to have that complaint received and addressed in strict confidence and resolved promptly, therefore must be referred to Management on the date received.</li> <li>Complaints will be kept separate from other records held by Rainbow Building Solutions and information that would identify complainants will not be released in individual or aggregated form to anyone not involved in the client complaint procedure, without prior written permission from Management.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure separate traffic routes for pedestrians and vehicles, where possible.</li> <li>Ensure separate clearly marked pedestrian walkways that take a direct route.</li> <li>Create pedestrian exclusion zones where powered mobile plant is operating.</li> <li>Ensure vehicle exclusion zones for pedestrian-only areas such as around tearooms, amenities and pedestrian entrances.</li> <li>Secure areas where vehicles and plant operate by installing pedestrian barriers, traffic control barricades, chains, tape or bollards.</li> <li>Where needed ensure a competent person with the necessary training or qualifications directs powered mobile plant when it operates near workers or other plant.</li> <li>Take note of designated specific parking areas for workers' and visitors' vehicles outside the site area.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Provide clear signage and lighting at crossing points so drivers and pedestrians can see each other clearly.</li> </ul>
<b>COMPLIANCE</b>	<b>WORK HEALTH AND SAFETY</b>
<ul style="list-style-type: none"> <li>• Comply with site safety</li> <li>• Each worker is required to comply with laws and with the policies of Rainbow Building Solutions.</li> <li>• Any worker who breaches these obligations may face disciplinary action, including termination of contract.</li> <li>• In the case of a breach of the law, there may be legal consequences for the worker, Site Supervisor or Rainbow Building Solutions Management.</li> </ul>	<ul style="list-style-type: none"> <li>• All persons are responsible for: <ul style="list-style-type: none"> <li>➢ Acting and encouraging others to behave in a safe and healthy manner.</li> <li>➢ Co-operating with all reasonable and lawful instructions provided Management or a person designated by them while engaged in employer related activities, travelling to or from the premises' or while at the premises.</li> <li>➢ Reporting or fixing any unsafe conditions or task that has been brought to their attention</li> </ul> </li> </ul>
<b>DUTY OF CARE</b>	<b>SOCIAL MEDIA</b>
<ul style="list-style-type: none"> <li>• All workers have a duty of care to take reasonable care for themselves and others while working for Rainbow Building Solutions to; <ul style="list-style-type: none"> <li>➢ Cooperate with Work Health and Safety Management Plan, SWMS, Work Health and Safety policies and procedures and relevant legislation and guidance.</li> <li>➢ Participation in consultative arrangements and where appropriate.</li> <li>➢ Assisting management to meet Work Health and Safety targets and objectives</li> <li>➢ Work in a manner that is safe and does not create risks to themselves or others</li> <li>➢ Report and assist to rectify hazards</li> <li>➢ Legal obligations to not endanger others by their acts or omissions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Workers will not state that they work for Rainbow Building Solutions on social media.</li> <li>• Workers will not publish any details, information or criticisms of our company, our Management team, their colleagues or our clients on any social media site.</li> <li>• Workers will not do anything that damages the company brand or reputation and which impacts on Rainbow Building Solutions, our clients or other workers.</li> <li>• Workers will not do anything to offend or harass their colleagues, Management, suppliers or clients of Rainbow Building Solutions</li> </ul>
<b>LICENSING AND PERMITS</b>	<b>PERSONAL APPEARANCE</b>
<ul style="list-style-type: none"> <li>• All workers (contractor's and PCBU's) who have their own workers will be required to ensure they have suitable consultative processes to ensure their workers are aware of contractual, work and safety processes prior to commencing any works.</li> <li>• All workers will provide Rainbow Building Solutions the appropriate documentation, licences, qualifications and other relevant documentation prior to the commencement of work for Rainbow Building Solutions</li> <li>• All persons must have appropriate and current licences and permits which may include; <ul style="list-style-type: none"> <li>➢ Confined Space Entry Permit</li> <li>➢ Hot Works Permit</li> <li>➢ License to carry out High Risk Work.</li> <li>➢ EPA permits</li> <li>➢ Local Council Permits</li> <li>➢ Demolition Works</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• You must dress in a neat and tidy fashion.</li> <li>• Where uniforms are provided by Rainbow Building Solutions, you are to ensure they are maintained in a clean and tidy state and always to be worn at work.</li> <li>• Our clients are our business and therefore it is important to ensure that any objectionable odours such as excessive body odour or smoking odour on your breath or clothing is managed effectively.</li> <li>• Your appearance and personal hygiene is your responsibility however where there are concerns raised, Management will discuss this with you.</li> <li>• While on site if Rainbow Building Solutions considers that particular clothing or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, Rainbow Building Solutions may direct the worker to leave</li> </ul>

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<ul style="list-style-type: none"> <li>➤ Registration of plant/equipment</li> <li>➤ Asbestos Removal License (Indicate Class A or B as required)</li> </ul>	the workplace. A worker is expected to comply with any such direction.
<b>CONTROL OF SITE</b>	<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>
<ul style="list-style-type: none"> <li>• All workers will be provided with and informed of their worker obligations, company requirements and work health and safety policies, procedures and processes via this Work Health and Safety Management System; <ul style="list-style-type: none"> <li>➤ All workers will be formally inducted, trained and/or notified of company and work place/site information;</li> <li>➤ Follow workplace and/or work site safety rules</li> <li>➤ Follow all site-specific SWMS</li> <li>➤ Ensure all activities performed are in line with work health and safety legislation</li> <li>➤ Conduct their work in a manner that does not put others at risk from their actions or inactions</li> <li>➤ Report any near-miss, injury or illness that occurred as part of this project</li> <li>➤ Not bring any items onto site that are not maintained adequately or unsafe in any way</li> <li>➤ Complete all documentation as required</li> <li>➤ Treat all shared amenities with respect.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• All workers/visitors must wear designated PPE when on site</li> <li>• PPE must meet relevant Australian Standards</li> <li>• PPE must be suitable for the type of work and the hazards involved</li> <li>• PPE must be kept in good working order, clean and hygienic</li> <li>• PPE must be of suitable size and fit to be reasonably comfortable for workers to wear for required duration</li> <li>• PPE must be maintained, repaired and replaced as per manufacturer's instructions to ensure its effectiveness</li> <li>• Workers must be trained in the proper selection, use, maintenance and storage of PPE</li> <li>• Workers must use PPE for its designed purpose and comply with information, training and instructions for use</li> </ul>
<b>ENVIRONMENT MANAGEMENT</b>	<b>FIRST AID</b>
<ul style="list-style-type: none"> <li>• Comply with all Local Authority, State and Federal Laws, Regulations, codes and industry standards relating to the protection of the environment.</li> <li>• Ensure safe use, storage and disposal of any potentially hazardous materials.</li> <li>• Ensuring that no harmful environmental damage to flora or fauna and heritage results from their everyday activities by the use of processes, practices, materials or products that avoid, reduce or control pollution.</li> <li>• Comply with training, consultation and communication effectively with Rainbow Building Solutions regarding all relevant information.</li> </ul>	<ul style="list-style-type: none"> <li>• All workers will be provided access to first aid equipment and trained first aid personnel.</li> <li>• An appropriate number of first aid personnel will be available at all times with consideration of: <ul style="list-style-type: none"> <li>➤ Number, location and content of equipment</li> <li>➤ First Aid procedures</li> <li>➤ Number of required trained personnel</li> </ul> </li> <li>• No first aider will attempt first aid beyond their training or experience.</li> <li>• The location of all first aid facilities and equipment is detailed on the applicable site plan</li> </ul>
<b>RECORD KEEPING</b>	<b>MANUAL HANDLING</b>
<ul style="list-style-type: none"> <li>• For the efficient running of our work sites please ensure you complete all paperwork as required;</li> <li>• Records may include however are not limited to audit reports, workplace inspections, risk assessments, safe work procedures, training plans and registers, Work Health and Safety meeting minutes, file notes, emergency evacuation reports, health monitoring reports, document control registers, inspection testing</li> </ul>	<ul style="list-style-type: none"> <li>• The use of lifting aids and equipment should be considered prior to undertaking hazardous / manual handling tasks.</li> <li>• Working on-site may involve a range of hazardous / manual handling tasks to be undertaken, these tasks may impact on workers by ways of; <ul style="list-style-type: none"> <li>➤ Repetitive movements or sustained force</li> <li>➤ High or sudden force</li> </ul> </li> </ul>
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and monitoring reports and corrective action registers	<ul style="list-style-type: none"> <li>➤ Sustained or awkward posture</li> <li>➤ Exposure to vibration</li> </ul>
<b>WORKER INDUCTION</b>	<b>SWMS</b>
<ul style="list-style-type: none"> <li>• All workers/ visitors must receive a site-specific induction.</li> <li>• No workers to be admitted on site without a Regulator-issued General Construction Induction Card</li> <li>• All relevant persons must read and follow this Worker Health and Safety Management Plan.</li> <li>• Visitors, guests, suppliers or any other persons who do not require a General Construction Induction (White Card) must be escorted and supervised at all times while on site.</li> <li>• Workers, visitors, guests, suppliers or any other persons who are required to move around the worksite and/or complete actions unescorted must complete the Rainbow Site Induction and provide a copy of a General Construction Induction (White Card) to Management as required.</li> </ul>	<ul style="list-style-type: none"> <li>• SWMS must be developed in consultation with relevant persons for high-risk tasks undertaken during this project. SWMS are to be provided to Principal Contractor.</li> <li>• SWMS must comply with the requirements of Work Health and Safety Regulations 2012 and contain suitable risk controls</li> <li>• SWMS must be complied with at all times. Copies of relevant SWMS must be kept on site at all times and accessible to workers.</li> <li>• Adequate supervision must be provided to ensure SWMS being followed.</li> <li>• SWMS must be reviewed and monitored as required.</li> <li>• SWMS must be updated to reflect any changes required and all updates communicated to relevant persons.</li> </ul>
<b>WORKER RESPONSIBILITIES</b>	<b>HAZARDOUS MATERIALS (MSDS)</b>
<ul style="list-style-type: none"> <li>• Remain compliant with Rainbow Building Solution's company policies and procedures;</li> <li>• Complete required Induction and training processes;</li> <li>• Follow all site safety rules;</li> <li>• Follow traffic management plans for site;</li> <li>• Follow site-specific SWMS and Safe Operating Procedures;</li> <li>• Ensure all activities performed are in line with work health and safety legislation;</li> <li>• Conduct their work in a manner that does not put themselves or others at risk;</li> <li>• Participate in consultative arrangements and inform others of potential health and safety risks that may arise from their activities;</li> <li>• Notify Management and report to their direct Manager/Supervisor any accidents, incidents, hazards, near-miss, injury or illness by completing an accident and incident form;</li> <li>• Active participation in work place/site consultations, briefings, toolbox and/or safety meetings which are conducted prior to the commencement of works or as required;</li> <li>• Comply with record keeping obligations and complete all documentation as required;</li> <li>• Treat all shared amenities with respect.</li> <li>• Comply with reasonable and lawful instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Data Sheets must be provided for all chemicals – including fuels, brought into site.</li> <li>• Ensure that waste is stored in an environmentally safe manner,</li> <li>• Ensure that waste is not stored with and does not come into contact with any incompatible waste,</li> <li>• Retain information regarding the generation, storage, treatment or disposal of the waste,</li> <li>• Obtain a consignment authorisation number for the waste from the person to whom the waste is being delivered, complete and retain an approved waste data form in relation to the consigned waste and give a copy of the form to the person transporting the waste prior to transporting the waste,</li> <li>• Ensure that the person transporting the waste is licensed if the waste is of such an amount as to require the person transporting the waste to be licensed,</li> <li>• Ensure that the waste is being transported to a place that may be lawfully used as a waste facility,</li> <li>• Accurately identify the waste and advise the transporter accordingly and</li> <li>• Workers must inform Rainbow Building Solutions in connection with the transportation of waste to and from sites.</li> </ul>
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GOSSIP AND HEARSAY	WORKER HEALTH AND WELLBEING
<ul style="list-style-type: none"> <li>It is important to recognise that gossip may hurt others and could result in defamation actions against you.</li> <li>It is not acceptable that issues relating to other workers are discussed with persons who are not relevant.</li> <li>Where you have an issue or concern you must discuss these with Management.</li> <li>If a worker approaches you with an issue, please refer them immediately to the Site Manager or Management of Rainbow Building Solution</li> </ul>	<ul style="list-style-type: none"> <li>Rainbow Building Solutions is committed to providing workers with a safe, healthy and supportive environment in which to work.</li> <li>Rainbow Building Solutions recognise that the health and wellbeing of our workers is important.</li> <li>We will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.</li> </ul>
SUPERVISION	HAZARDOUS WORK
<ul style="list-style-type: none"> <li>All workers must be adequately supervised.</li> <li>Supervision levels will be decided on risk level of task and experience of workers</li> <li>Visitors will be accompanied by site representative at all times whilst on site</li> <li>Because of the obligations and professional nature of the job, punctual attendance is essential.</li> </ul>	<ul style="list-style-type: none"> <li>A safe system of work is developed, written and implemented for hazardous work undertaken on site.</li> <li>This includes the following as relevant; <ul style="list-style-type: none"> <li>Fall Prevention and Falling Objects</li> <li>Noise</li> <li>Hazardous Manual Tasks</li> <li>Plant &amp; Equipment</li> <li>Remote or Isolated Work</li> <li>Demolition and Excavation</li> <li>Confined Spaces</li> <li>Hazardous chemicals</li> <li>Flammable and/or combustible substances</li> <li>Asbestos</li> </ul> </li> </ul>
SCAFFOLDING	WORKING AT HEIGHT
<ul style="list-style-type: none"> <li>All scaffolding must only be erected, altered and dismantled by a licensed scaffolder;</li> <li>No unlicensed person can erect, alter or dismantle any scaffolding;</li> <li>No person can undertake any unauthorised alterations to the scaffold (such as removing guardrails, planks, ties, toe boards and braces);</li> <li>Scaffolding that is incomplete, defective and left unattended should never be accessed, therefore must have danger tags and warning signs attached at appropriate locations to prevent and prohibit usage;</li> <li>Safe access to and egress from the scaffold must be provided and working platforms must be kept clear of debris and obstructions at all times;</li> <li>Edge protection must be provided at every open edge of the work platform.</li> </ul>	<ul style="list-style-type: none"> <li>When workers are working at height ensure you have the following safety procedures in place; <ul style="list-style-type: none"> <li>Where appropriate, reduce the risk of working at height by undertaking works on solid construction or from the ground;</li> <li>Where you are unable to work from the ground, ensure protective barriers around the perimeter such as safety mesh, fencing or use landing or work platforms with barriers;</li> <li>Ensure the work space is free of any obstructions and trip hazards such as materials or rubbish;</li> <li>Ensure there are safe exit and entry points on the worksite and use those authorised access point for your protection;</li> <li>Use appropriate equipment for working heights such as elevated work platforms such as scissor lifts, cherry pickers, boom lifts, scaffolding or portable ladders / lifting machines;</li> <li>Provide suitable signage within and around the height level to minimise risks of falls;</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Ensure adequate natural or artificial lighting to all access ways;</li> <li>➤ Use appropriate work positioning systems such as safety harnesses and fall arrest systems or catch platforms</li> </ul>
<b>EVACUATION</b>	<b>SLIPS TRIPS AND FALLS</b>
<ul style="list-style-type: none"> <li>• If you hear evacuation signals: <ul style="list-style-type: none"> <li>➤ Leave the building immediately by the safest exit.</li> <li>➤ Assist others who may require help.</li> <li>➤ Report to your assembly point and make sure that your name has been entered on the roll call.</li> <li>➤ Do not run.</li> <li>➤ Do not go to a locker or staffroom.</li> <li>➤ Do not stop to collect belongings.</li> </ul> </li> <li>• If danger is not evident: <ul style="list-style-type: none"> <li>➤ Stop machines.</li> <li>➤ Shut off gas and electric power.</li> <li>➤ Close doors and windows.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Review and be aware of any potentially fragile surfaces such as; cement sheeting roofs, rusty / metal roofs, fiberglass sheeting roofs and skylights;</li> <li>• Determine if a surface is stable including areas where there may be a potential for ground collapse;</li> <li>• Be wary of unprotected open edges of building structures;</li> <li>• Be aware of holes, shafts or pits which could be a potential falling hazard such as, trenches, lift shafts or service pits.</li> <li>• Be aware of sloping or slippery surfaces where it may be difficult to maintain balance such as metal, slate, tiles and moss or algae covered building materials;</li> </ul>
<b>GRIEVANCE AND DISPUTES</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY</b>
<ul style="list-style-type: none"> <li>• To assist in the resolution of issues the following process should be undertaken: <ol style="list-style-type: none"> <li>1) Review your worker handbook.</li> <li>2) Speak to the person(s) involved directly to see if you can settle the issue.</li> <li>3) Seek assistance from your direct Manager – a written statement often assists in clarifying issues alternatively your Manager will take notes of your meeting.</li> <li>4) Seek assistance from the Managing Director if you have not received a response from your Manager in 10 business days.</li> <li>5) Notify the Managing Director if you would like conciliation and/or mediation (appointed in consultation between Management and the worker).</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Rainbow Building Solutions will not tolerate unfavourable treatment because of a protected personal characteristic including: <ul style="list-style-type: none"> <li>➤ Refusing employment;</li> <li>➤ Setting unfair terms of employment;</li> <li>➤ Denying or limiting access to promotion, transfer, performance, commission or performance-based bonus or incentive payments, training or any other benefits;</li> <li>➤ Termination, retrenchment or demotion;</li> <li>➤ Unreasonable workplace policies, procedures or practices that are difficult for any worker to comply with because of their personal characteristic compared to other workers.</li> </ul> </li> </ul>
<b>BULLYING AND HARASSMENT</b>	<b>WORKER ASSISTANCE</b>
<ul style="list-style-type: none"> <li>• Rainbow Building Solutions considers that our workers are entitled to be treated fairly and with respect in the workplace.</li> <li>• If a worker approaches you with an issue, please refer them immediately to the Site Manager or Management of Rainbow Building Solutions</li> </ul>	<ul style="list-style-type: none"> <li>• We provide a confidential counselling service to assist employees and workers with both work and family-related difficulties.</li> <li>• If you have an issue, please see the Site Manager or Management of Rainbow Building Solutions</li> </ul>
<b>EMERGENCIES</b>	<b>TRAFFIC MANAGEMENT</b>

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<ul style="list-style-type: none"> <li>For any outbreak of fire, no matter how slight, comply with RACE protocols.</li> <li>If you suspect a fire, immediately evacuate yourself to a safe distance from the workplace.</li> <li>Where you are allocated as the Fire Warden ONLY THEN attempt to extinguish the blaze and save property.</li> <li>Emergency evacuation training will be conducted at least annually and new workers will receive information, training and instruction on emergency management procedures at the earliest opportunity e.g. induction.</li> <li>Visitors will receive instruction and/or information on emergency management procedures as applicable. Training will be logged in the training register attached to this emergency plan.</li> </ul>	<ul style="list-style-type: none"> <li>Written Traffic management plan for the site must be communicated to all workers and visitors to the site.</li> <li>Controls in the Traffic management plan must be suitable for the conditions of the site and followed by all persons.</li> <li>Speeds of vehicles must be suited to the site conditions and as per the limits set out in the Traffic management plan. The maximum speed limit on site is 5 km/h in good conditions.</li> <li>Pedestrians must not enter exclusion zones as marked on the Traffic Management Plan.</li> </ul>
<b>WORKER RESPONSIBILITY</b>	<b>ELECTRICAL SAFETY</b>
<ul style="list-style-type: none"> <li>All persons on site must treat each other professionally.</li> <li>Discrimination under Equal Employment Policies will not be tolerated at this site.</li> <li>Workplace bullying and/or violence or practical jokes will not be tolerated at this site.</li> <li>Workers must take reasonable care for their own health and safety and ensure that their actions (or inactions) do not put others at risk.</li> <li>Workers must comply with SWMS, policies and procedures at this site.</li> <li>Workers must participate in health and safety meetings and agreed consultative arrangements where possible.</li> </ul>	<ul style="list-style-type: none"> <li>All electrical equipment must be inspected before use. Unsafe electrical equipment or installations will not be permitted on site.</li> <li>All electrical equipment must be tested and tagged as per Work Health and Safety Regulations 2012 and AS/NZS 2012:2010 (Electrical Installations: Construction and demolition sites). Test date for electrical equipment in use onsite must not exceed 3 months.</li> <li>Suitable Residual Current Devices (RCD's) must be in use for all socket outlets and portable electrical equipment on site.</li> <li>Electrical work on energised equipment is not permitted unless necessary. A documented risk assessment must be completed before work commences.</li> </ul>
<b>NOISE HAZARDS</b>	<b>PLANT AND EQUIPMENT</b>
<ul style="list-style-type: none"> <li>Personal hearing protectors, such as ear-muffs or ear-plugs, should be used and workers will be provided the appropriate training, information and instruction in the proper use, fit, care and maintenance of personal hearing protectors.</li> <li>Regularly communicating with other workers and observing how things are being completed can assist you in identifying any noise hazards</li> <li>Control measures to reduce exposure to hand-arm vibration may involve finding alternative ways undertake works which could eliminate the need to use vibrating equipment or to purchase tools that produce less vibration or do not prolong use, have rest breaks from the task where optional.</li> </ul>	<ul style="list-style-type: none"> <li>Retain a current drivers licence and provide a copy to Rainbow Building Solutions.</li> <li>Follow the Drug and Alcohol Policy; not operate a company vehicle when under the influence of intoxicants such as alcohol and other drugs, or while impaired by prescribed medication, illness or injury.</li> <li>Check the vehicle for damage and report any apparent defects to Management.</li> <li>Workers must ensure that road safety limits are adhered to at all times. Any speeding fines incurred whilst driving a company vehicle will be paid for by the worker responsible.</li> <li>Infringement notices received while driving a company vehicle will be paid for by the worker.</li> </ul>

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	<ul style="list-style-type: none"> <li>Ensure Management are advised when the vehicle is to be serviced in accordance with manufacturer's manual.</li> <li>Ensure vehicle keys are returned to Rainbow Building Solutions.</li> </ul>
<b>GENERAL HOUSEKEEPING</b>	<b>LADDERS AND REACHING</b>
<ul style="list-style-type: none"> <li>All persons on site must clear away waste in a reasonable timeframe to avoid build-up of waste materials.</li> <li>Construction materials and/or waste must not be stored in walkways or other areas where it may pose a risk to others.</li> </ul>	<ul style="list-style-type: none"> <li>Do not attempt to obtain items which are beyond your reach.</li> <li>If you cannot reach, get a ladder or stepping stool.</li> <li>Be sure the ladder is in a safe condition.</li> <li>Do not use chairs, open drawers, or any makeshift device for climbing.</li> <li>Do not climb up the shelves themselves.</li> <li>Do not overreach on a ladder.</li> <li>It is safer to get down and move a ladder.</li> </ul>
<b>DRUGS AND ALCOHOL AND MEDICATIONS</b>	<b>RISK MANAGEMENT</b>
<ul style="list-style-type: none"> <li>Persons must not operate any plant or equipment whilst under the influence of drugs or alcohol.</li> <li>Seek advice from medical professionals to determine whether prescription drugs interfere with operational requirements of plant or equipment.</li> <li>Alcohol and or illicit drug use will not be tolerated at any Rainbow building sites.</li> <li>Persons are not to arrive on site under the influence of alcohol or illegal drugs and must not partake of these substances whilst on any premises under control of this project.</li> </ul>	<ul style="list-style-type: none"> <li>Hazard Identification: Identify the Work Health and Safety hazards that exist in your workplace.</li> <li>Risk Assessment: Assess the harm or damage these hazards may cause.</li> <li>Risk Control: Take action to ensure that people are not harmed.</li> <li>Training: Training of workers and subcontractors to ensure knowledge of safe work practices.</li> <li>Monitor and Review: Evaluate controls to ensure they are effective.</li> </ul>
<b>WORKER AMENITIES</b>	<b>PUBLIC SAFETY</b>
<ul style="list-style-type: none"> <li>Amenities may be shared and should be left in a clean and hygienic manner, contact the site Manager where amenities need attending.</li> <li>Amenities must only be used for the purpose that they are designed for.</li> <li>All persons are responsible for cleaning the break room areas.</li> <li>All persons to report any hygiene issues associated with toilet facilities if detected.</li> <li>Workers are invited to discuss the adequacy of workplace amenities at any time during to ensure they meet the requirements of the site.</li> <li>Wash and shower facilities are provided</li> <li>Lunch/break rooms are provided.</li> </ul>	<ul style="list-style-type: none"> <li>All persons on site must take reasonable care to protect members of the public from risks arising from work undertaken during this project.</li> <li>All persons must follow procedures, such as Traffic Management Plan's, and task-specific SWMS, to protect public from risks associated with hazardous work, operating plant and/or use of hazardous chemicals.</li> <li>Materials must not be thrown from heights into areas where person may be below.</li> <li>Where pedestrian detours are required, pathways must be free of traffic. Plant, equipment, live electrical cabling, slips, trips, falls risks and other hazards.</li> <li>Workers must comply with all EPA and other Regulator-issued licenses and permits designed to protect the public.</li> </ul>
<b>HOT WORKS</b>	<b>HIGH RISK ACTIVITES</b>
<ul style="list-style-type: none"> <li>Ensure a fire extinguisher is present</li> </ul>	<ul style="list-style-type: none"> <li>SWMS will be prepared for all High-Risk Construction tasks before the work commences.</li> </ul>

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<ul style="list-style-type: none"> <li>Ensure the area is inspected after works have been carried out</li> <li>Ensure there are no combustible materials or liquids close by</li> </ul>	<ul style="list-style-type: none"> <li>High-risk tasks are applicable all construction projects.</li> <li>A "Buddy" system will be utilised for high risk tasks undertaken in remote or potentially hostile locations.</li> </ul>
<b>SMOKING</b>	<b>SITE SECURITY AND SAFETY</b>
<ul style="list-style-type: none"> <li>To protect and enhance our indoor air quality and to contribute to the health and well-being of all Rainbow work sites shall be entirely smoke free.</li> <li>The use of all tobacco products is banned from Rainbow Building Solutions' workplace, except in designated smoking areas.</li> <li>Smoking is prohibited in all Rainbow's enclosed common work areas, meeting rooms, private offices, hallways, lunchrooms, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities vehicles, without exception.</li> <li>Failure to comply with this policy will be dealt with in line with the Grievance Process.</li> </ul>	<ul style="list-style-type: none"> <li>All persons must follow security protocols for site.</li> <li>Access/Exit to site will be controlled by temporary fencing to prevent unauthorised access.</li> <li>All persons must sign-in and make their presence known to site management representative.</li> <li>Rainbow Building Solutions and its Management will not accept responsibility for any loss or damage to personal property</li> <li>Workers are responsible for taking all reasonable steps to ensure that all company property in their control is well maintained and protected and when outside Rainbow Building Solutions' premises is appropriately secured at all times</li> </ul>
<b>ENTRY AND EXIT</b>	<b>LIFTING GEAR</b>
<ul style="list-style-type: none"> <li>Always use the controlled entry and exit to the work site.</li> <li>Be aware of your surroundings and use traffic controllers, mirrors, stop signs and warning devices at site exits to ensure workers can see and are aware of pedestrians before driving out in and out of work sites.</li> <li>Signs should be used to alert all workers and pedestrians to potential hazards from vehicles entering and exiting the work site.</li> <li>Ensure adequate natural or artificial lighting to all access ways;</li> </ul>	<ul style="list-style-type: none"> <li>Lifting which may involve plant and/or machinery must only be undertaken by appropriately trained and authorised workers.</li> <li>Use appropriate equipment for working heights such as elevated work platforms such as scissor lifts, cherry pickers, boom lifts, scaffolding or portable ladders / lifting machines;</li> <li>Mechanical lifting equipment: (hoists, lifting aids, pulleys, etc.) in good working condition, no sign of obvious damage? All slings, ropes or chains are rat</li> <li>Lifting and handling aids are provided and maintained to manufacturers instruction ed to Australian Standards?</li> </ul>
<b>WORKING ALONE</b>	<b>MOBILE PLANT</b>
<ul style="list-style-type: none"> <li>Workers who may be required to work alone have a duty to take reasonable care to ensure their own health and safety within the workplace</li> <li>Ensure accidents, incidents or hazards are reported.</li> <li>Take all reasonable care for personal safety.</li> <li>Follow any personal safety practices outlined by Management.</li> <li>Maintain regular communications as directed by Management.</li> <li>Follow safe working practices, policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Secure areas where vehicles and plant operate by installing pedestrian barriers, traffic control barricades, chains, tape or bollards. Where needed ensure a competent person with the necessary training or qualifications directs powered mobile plant when it operates near workers or other plant.</li> <li>Provide clear signage and lighting at crossing points so drivers and pedestrians can see each other clearly.</li> <li>Be aware of your surroundings and use traffic controllers, mirrors, stop signs and warning devices at site exits to ensure workers can see and are aware of pedestrians before driving out in and out of work sites.</li> </ul>

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	<ul style="list-style-type: none"> <li>Avoid blocking walkways so pedestrians do not have to step onto the vehicle route.</li> </ul>
<b>MOBILE PHONES</b>	<b>ANIMALS</b>
<ul style="list-style-type: none"> <li>Persons operating mobile plant or vehicles must not use their mobile phones at any time; this includes making and receiving calls, sending or receiving texts or accessing any other features.</li> </ul>	<ul style="list-style-type: none"> <li>Guide dogs accompanying a visually impaired or blind person are able to enter the workplace with authorisation from the Site Manager.</li> </ul>
<b>UNDERGROUND SERVICES</b>	<b>WORKING NEAR OVERHEAD POWERLINES</b>
<ul style="list-style-type: none"> <li>Rainbow Building Solutions will ensure, where work is conducted near overhead electric lines and/or underground electrical utilities, the hazards will be identified and suitable controls implemented according to State Authority requirements.</li> <li>All underground electrical hazards will be marked and communicated to workers.</li> <li>Rainbow Building Solutions will not permit workers to dig in areas where live-electrical lines are buried. Specialised equipment (such as hydro-excavation equipment) will be utilised to reduce risk.</li> </ul>	<ul style="list-style-type: none"> <li>Rainbow Building Solutions will ensure, where work is conducted near overhead electric lines and/or underground electrical utilities, the hazards will be identified and suitable controls implemented according to State Authority requirements.</li> <li>For overhead electric lines, equipment with design envelopes that will not reach into danger / prohibited "No Go" Zones will be used.</li> <li>Dedicated Spotters and risk assessments / SWMS will be undertaken and implemented accordingly.</li> </ul>
<b>ACCIDENT AND INCIDENT REPORTING</b>	<b>MONITORING AND REVIEWING</b>
<ul style="list-style-type: none"> <li>All accidents must be reported to Management as soon as possible. Accident and Incident Report Forms must be completed and where required, statements will be taken to determine the cause.</li> <li>Management will be the only contact point for any relevant government department or the media.</li> <li>Within 24 hours of the accident / incident or near miss complete; <ul style="list-style-type: none"> <li>The date, time, name of person treated.</li> <li>Description of physical symptoms or condition.</li> <li>Treatment provided.</li> <li>If the person was sent or referred to further medical treatment (hospital, their own doctor).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Authorised persons will review the Worker Health and Safety Management Plan as required or at least on an annual basis.</li> <li>The review schedule will be directed in response to organisational and/or legislative changes and requirements.</li> <li>Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations as a worker and may be changed from time to time. Where any changes occur, you will be notified by Management.</li> <li>Regular meetings will take place with Management to report on progress of corrective actions and to identify trends/areas for improvement.</li> </ul>

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## 15. CODE OF CONDUCT

Rainbow Building Solutions' Code of Conduct applies to all workers. It is the guideline for how all workers must behave towards suppliers, clients, contractors, sub-contractors, Management and the general public.

Breaches in our Code of Conduct will result in a review through the grievance process. Breaches may result in various sanctions including: retraining, counselling, formal written warnings, termination, summary dismissal, termination of contract or may result in legal proceedings.

All workers are expected to maintain the highest standards of ethics, integrity and positive behaviour during the course of their contract with Rainbow Building Solutions.

CODE	
Introduction	
<b>1) What is the Code and its purpose?</b>	<p>Our Code of Conduct is a statement of our corporate ethics and philosophy, and underpins our business decisions, actions and behaviour.</p> <p>The Code provides clear guidelines to Management and workers, so that there is a common understanding of the values and expected standards of behaviour for all.</p> <p>The objective of the Code is to make sure that high standards of corporate and individual behaviour are observed in conduction the business of Rainbow Building Solutions and to provide support for those behaviors. This will help enhance public confidence in Rainbow Building Solutions.</p>
<b>2) Who does the Code apply to?</b>	Our Code of Conduct applies to all Management and workers when conducting work for or on behalf of Rainbow Building Solutions.
Commitment by Management to the Code	
<b>3) There is a high level of support for the Code</b>	The Code has been endorsed by Management and adopted by Rainbow Building Solutions. Management are committed to complying with the law and promoting a culture of fair and ethical behaviour.
What are the principles underlying our business and behaviours?	
<b>4) We have a distinctive style</b>	<p>We believe that by creating success for our workers, clients and communities we build the success of Rainbow Building Solutions. We aim to:</p> <ul style="list-style-type: none"> <li>▪ Provide an exceptional worker/client experience.</li> <li>▪ Offer relevant solutions to meet client needs.</li> <li>▪ Help our clients prosper.</li> <li>▪ Help to improve safety across the premises where we operate.</li> </ul>

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<b>5) Our Mission Statement</b>	We focus on building and improving the prospects of our partnerships in order to ensure a healthy and safe workplace.
<b>6) Corporate values</b>	<p>Our corporate values reflect the culture in Rainbow Building Solutions and are set out below:</p> <ul style="list-style-type: none"> <li>▪ Achievement</li> <li>▪ Excellence</li> <li>▪ Trust</li> <li>▪ Equity</li> <li>▪ Integrity</li> <li>▪ Loyalty</li> <li>▪ Respect</li> </ul>
<b>7) Values based behaviour</b>	<p>Our corporate values provide framework that guides the way we interact with each other, our workers, our clients and the community. The following are our values based behaviours:</p> <p><b>Achievement</b> We will:</p> <ul style="list-style-type: none"> <li>▪ Be accountable for a safe workplace.</li> <li>▪ Work with our clients to identify and meet their needs.</li> <li>▪ Operate profitably.</li> <li>▪ Be an employer of excellence.</li> <li>▪ Be innovative and flexible in partnering with business.</li> </ul> <p><b>Excellence</b> We will:</p> <ul style="list-style-type: none"> <li>▪ Understand that we must directly serve our clients.</li> <li>▪ Take the extra step willingly.</li> <li>▪ Constantly implement better ways to do things.</li> <li>▪ Be accountable for our development of skills and knowledge.</li> <li>▪ Seek the best solutions for our clients and ourselves.</li> </ul> <p><b>Equality</b> We will:</p> <ul style="list-style-type: none"> <li>▪ Accept and embrace differences.</li> <li>▪ Not in any circumstances diminish or undermine another's efforts.</li> <li>▪ Not in any circumstances harass, bully or discriminate against anyone.</li> </ul> <p><b>Integrity</b> We will:</p> <ul style="list-style-type: none"> <li>▪ Be honest in all our dealings and responses.</li> <li>▪ Be accountable for our actions.</li> <li>▪ Acknowledge and quickly fix our mistakes.</li> <li>▪ Not steal or misappropriate money, items or services.</li> </ul>

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	<p><b>Loyalty</b> We will:</p> <ul style="list-style-type: none"> <li>▪ Actively support and promotes Rainbow Building Solutions.</li> <li>▪ Find innovative solutions to help our clients to manage difficult times or situations.</li> <li>▪ View all our relationships from a long-term perspective.</li> <li>▪ Reward those clients who make a commitment to Rainbow Building Solutions with quality service.</li> </ul> <p><b>Respect</b> We will:</p> <ul style="list-style-type: none"> <li>▪ Be constructive in our approach to one another.</li> <li>▪ Be courteous in all our interactions and make time for people.</li> <li>▪ Actively listen and respond in ways that build understanding and meet the needs of those we are dealing with.</li> <li>▪ Recognise others for their contribution.</li> </ul> <p><b>Trust</b> We will:</p> <ul style="list-style-type: none"> <li>▪ Honestly communicate across all parts of our business with our workers, clients and the community.</li> <li>▪ Provide accurate and timely systems and processes that ensure client safety, privacy and security.</li> <li>▪ Notify Management where you have concern regarding processes and people.</li> </ul> <p>Provide consistent experience to our clients no matter how they choose to do business with us.</p>
<b>8) Building sustainable relationships</b>	The success for our business will grow with our commitment to help improve the safety and security of business.
<b>9) Commitment to environment</b>	<p>Rainbow Building Solutions adopt sound environmental practices wherever possible.</p> <p>We aim to lead by example and always look at new ways to ensure that we minimise waste and energy use, recycle consumables and compensate the environment for other activities.</p> <p>We will promote and develop solutions for sustainable environmental practices with our clients.</p>
<b>We value our workers and aim to be an employer of choice</b>	
<b>10) Equal Employment opportunity</b>	<p>We are committed to the principles of equity in contract and are sensitive to the diverse needs of our workers in our policies and practices.</p> <p>Our aim is to maintain a working environment free from discrimination and harassment and we respect the right of all workers to work in an environment where they are treated fairly.</p>

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<b>11) Training and further education support</b>	We recognise the importance of maintaining and improving our skills. Support is available to enable us to maintain and improve on our individual and team performances, including internal training and development.
<b>12) Worker assistance program</b>	We provide a confidential counselling service to assist employees and workers with both work and family-related difficulties.
<b>We put the interests of the Client first</b>	
<b>13) Conflicts of interest</b>	<p>A conflict of interest occurs when we have an interest outside Rainbow Building Solutions (whether private or otherwise) that could prejudice or improperly influence our judgment of the performance of our professional duties and obligations. We recognise that our primary responsibility is the clients and Rainbow Building Solutions.</p> <p>If a conflict of interest arises or may arise, this is to be disclosed by the worker so that it can be dealt with appropriately.</p> <p>Depending on the nature and extent of the conflict, the measures taken to protect against conflict of interest may include that the worker does not participate in the relevant decision or activity or disclosing the conflict to third parties affected by it and making sure that the worker is not the sole decision-maker on the matter.</p>
<b>14) Improper use of position, information or assets</b>	<p>We do not use our position, nor information acquired by virtue of our position, to obtain an advantage for ourselves or someone else or to cause detriment to Rainbow Building Solutions.</p> <p>We do not misuse company assets. We use all company goods, services and facilities provided by Rainbow Building Solutions or our clients (for example, buildings, property, computers, computer systems and data, telephones, office equipment, corporate credit cards and motor vehicles) in accordance with the terms on which they are provided.</p>
<b>15) Gifts and hospitality</b>	We may only accept and give token gifts, modest hospitality and professional courtesies. We must not accept or give a gift or courtesy that could either lead to, or be seen to lead to, a conflict of interest such that our judgment is prejudiced or improperly influenced.
<b>16) Bribes</b>	We do not offer or accept bribes.
<b>17) Drug and alcohol usage</b>	<p>We all want to work in a safe, healthy and productive workplace. Therefore, we do not misuse prescription drugs, or use or possess illicit drugs. We do not consume alcohol where it affects work performance, public relations, safety or where it breaches the law.</p> <p>A confidential counselling support service is available.</p>

<b>18) Confidentiality and privacy</b>	<p>Workers owe an obligation of confidentiality to Rainbow Building Solutions and our clients. This obligation covers information about Rainbow Building Solutions and its clients, coming to our knowledge in the performance of our duties. Information may not be used or disclosed except in performing our duties or as required by law.</p> <p>In particular, we are committed to safeguarding our clients and workers' privacy by making sure that personal information is protected.</p>
<b>19) Compliance with Laws and Policies</b>	<p>Each worker is required to comply with laws and with the policies of Rainbow Building Solutions.</p> <p>Any worker who breaches this obligation may face disciplinary action, including termination of contract. In the case of a breach of the law, there may be legal consequences for the worker, Site Supervisor or Rainbow Building Solutions Management.</p> <p>Workers and Management must promote compliance with laws and with the policies of Rainbow Building Solutions.</p>
<b>20) Reputation of Rainbow Building Solutions</b>	<p>No worker may do anything that is likely to adversely affect the reputation or interests of Rainbow Building Solutions.</p>

All workers are expected to maintain the highest standards of ethics, integrity and positive behaviour during the course of their contract with Rainbow Building Solutions.

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## 16. WORKER INFORMATION

You must ensure that you devote the required time, attention and skill to carry out the duties and act at all times in the best interests of Rainbow Building Solutions.

To do this you must:

- Attend to required works promptly and in a friendly and courteous manner.
- Maintain a high work ethic and carry out your role in an honest and reliable fashion.
- Be punctual and ready to commence work at the allocated time.

This handbook outlines the issues that are important to ensuring the health, wellbeing and safety of our workers. Failure to comply with these requirements and relevant policies may result in various sanctions including termination of contract.

### 16.1 Duty of Care Obligations

As a worker, you have a duty of care to take reasonable care for your own health and safety and must not adversely affect the health and safety of other persons. All workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace and/or on site.

### 16.2 Duties

Your position carries with it duties and responsibilities outlined in your contractual obligations and/or work schedules provided to you, however, you may be required to perform other duties within your skills level where required.

You will report to your relevant Supervisor or Site Supervisor/Manager however the person to whom you report may change as required by Rainbow Building Solutions.

Rainbow Building Solutions and you both have a responsibility to ensure that they do not unreasonably destroy the trust and confidence that is needed within the working relationship.

Some of the important aspects of this relationship are:

- An obligation to be honest in all tasks and discussions.
- Your obligation to answer all reasonable questions accurately and honestly.
- Your obligation to comply with all lawful and reasonable directions.
- Your obligation to exercise skill and care when performing your duties.
- Our obligation to provide, as much as reasonably possible, a healthy and safe work environment for you.

### 16.3 Confidentiality

As a worker of Rainbow Building Solutions, you understand and acknowledge that you will agree and undertake that:

- You will not, without Rainbow Building Solutions' prior authorisation, divulge to any person, business or corporation any information concerning the affairs of Rainbow Building Solutions, which may reduce the position or standing of your work colleagues or Rainbow Building Solutions.

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- You will not make use of such information obtained during contract with Rainbow Building Solutions for your own benefit or the benefit of others.
- It is a condition of your contract that information concerning Rainbow Building Solutions is kept confidential both during and after your contract with Rainbow Building Solutions. This condition does not apply to information which is in the public domain unless the information is in the public domain as a result of a breach of any obligation of confidence to Rainbow Building Solutions where you are directly or indirectly involved.

As a worker of Rainbow Building Solutions, you understand that as part of your restraint you will protect Rainbow Building Solutions' clients and associated dealings, transactions or affairs, and as a worker you will not:

- Solicit or endeavour to entice away from Rainbow Building Solutions any person, firm or company who you were aware was or is a client of Rainbow Building Solutions at any time during the 12 months preceding and 6 months post the end date of your contract.
- Induce or attempt to induce any worker of Rainbow Building Solutions, with whom you have had work related dealings during the 12 months preceding and the 6 months following the end date of your contract, to terminate his or her contract with the employer, whether or not that person would commit a breach of that person's contract of contract.
- Take advantage of any confidential information regarding contracts, funding, business ventures, relationships, skills or remuneration of Rainbow Building Solutions' workers by any person who has access to any form of this confidential information.
- Interfere with or endeavour to entice away from Rainbow Building Solutions' business, any person who, at any time during your contract with Rainbow Building Solutions, was a supplier, contractor, agent, worker, officer, licensee or licensor of Rainbow Building Solutions' business, or persuade them not to deal with Rainbow Building Solutions.

For the purpose of this agreement "Confidential Information" includes:

- All information relating to the business affairs of Rainbow Building Solutions' business or any person or entity with which it deals or is concerned.
- Names and lists of Rainbow Building Solutions' clients, prospective clients and suppliers.
- Knowhow and technology developed or used by Rainbow Building Solutions.
- Documents including software, manuals, personnel documents, diagrams, graphs, charts, projections, specifications, estimates, records, concepts, discoveries, ideas, designs, formulae, processes, documents, accounts, plans, drawings, methods, techniques, price lists, client lists, enquiry lists, cost data, client proposals, market information, correspondence, tenders, business ventures, letters and papers of every description including all copies of or extracts from such information relating to its affairs or business.
- Personal details of Rainbow Building Solutions' workers or contractors; reasonably regarded as confidential, being information not in the public domain or known to competitors of Rainbow Building Solutions, other than information in the public domain or known to such competitors as a result of a breach of confidentiality by you or any other person.

You agree and understand that all of these clauses should be viewed separately and jointly, as they constitute a reasonable protection of Rainbow Building Solutions' commercial interests. You

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agree and understand that all information relating to Rainbow Building Solutions, whether in soft copy or hard copy, is owned and will remain the property of Rainbow Building Solutions.

You are aware that the policies and procedures are available within the workplace and form part of the terms and conditions of contract with Rainbow Building Solutions.

You will also abide by the terms and conditions of Rainbow Building Solutions' company policies and you will make sure that you are familiar with and observe the company's policies which may be varied from time to time. You understand that you will be notified of any amendments or changes and further understand that nothing in the company's policies gives rise to a legal right or benefit enforceable by you.

You agree and understand not to participate in gossip whether within the workplace or external to the workplace as you are aware that gossip may breach this agreement.

## 16.4 Absence from Work

If you are an employee or worker and you are unable to attend work on any day, Rainbow Building Solutions Management is to be notified as soon as reasonably practical.

### **Text messages are not an acceptable form of notification.**

If you are physically unable to notify Rainbow Building Solutions Management, a representative should telephone on your behalf as soon as reasonably practicable. As the worker, you must provide Rainbow Building Solutions with reasons for your non-attendance or why you were unable to notify in the time frames and provide details of the estimated length of absence.

*Sanctions may result where the worker's reason for non-attendance is not deemed reasonable by Rainbow Building Solutions or where the worker has failed to notify Rainbow Building Solutions as soon as reasonable practical.*

## 16.5 Other Contracts

If you are an employee or worker of Rainbow Building Solutions nothing prevents you from engaging in additional work where the work is unrelated to, or separate from, your normal duties. If you are unsure it is your responsibility to ask Management.

No other work must affect your attendance or performance with Rainbow Building Solutions.

## 16.6 Personal Appearance, Clothing and Hygiene

You must dress in a neat and tidy fashion. Where uniforms are provided by Rainbow Building Solutions you are to ensure they are maintained in a clean and tidy state and always to be worn at work and work-related functions.

- Work attire is to be maintained in a clean and tidy state and always to be worn at work and work-related functions.
- Wear appropriate footwear.

All other clothing must show a reasonable amount of judgment by you. If you are unsure, please ask Management.

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Our clients are our business and therefore it is important to ensure that any objectionable odours such as excessive body odour or smoking odour on your breath or clothing is managed effectively. Your appearance and personal hygiene is your responsibility however where there are concerns raised, Management will discuss this with you.

If Rainbow Building Solutions considers that particular clothing or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, Rainbow Building Solutions may direct the worker to leave the workplace. A worker is expected to comply with any such direction.

#### **16.6.1 Unacceptable Attire - Workers**

- A worker that presents for work wearing unacceptable attire will be directed to go home and change before resuming work, this will be covered by the expense of the worker.

#### **16.6.2 Acceptable Attire - Employees**

- All clothing must be clean, pressed and in good condition.
- Acceptable footwear must be appropriate shoes for a work site conditions and environment.
- Garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable hazard having the potential to harm health or safety. If a worker is uncertain, the worker should check with Management.
- Workers are to ensure they are wearing suitable attire when meeting with clients;

#### **16.6.3 Presentation and Grooming Standards**

Rainbow Building Solutions requires the following presentation and grooming standards without exception:

- Any item of jewellery that constitutes a foreseeable hazard having the potential to harm health or safety must not be worn in the workplace. Rainbow Building Solutions accept no responsibility for lost or damaged jewellery.
- Tattoos of an offensive nature must be covered at all times.
- Body and facial piercing is unacceptable due to the potential for harm to health or safety. Pierced ear lobes may be acceptable if there is no potential for harm to health or safety.
- Hair and makeup should be worn in a neat and tidy fashion at all times.
- The use of nail polish and or artificial nails may be acceptable as long as it does not pose a foreseeable hazard having the potential to harm health or safety.
- Hygiene – as we work in close contact with our client and fellow team members, it is imperative that all workers are aware of their personal hygiene.
- Hair must be neat and clean. Males must report to work neatly shaven or with moustaches and beards neatly trimmed.

### **16.7 Personal Behaviour in Uniform**

When employees are in Rainbow Building Solutions' uniform either at work or after hours your conduct will be taken very seriously. It is therefore essential that you are aware of both personal hygiene and behaviour when in uniform.

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Hair must be neat and clean. Males must report to work neatly shaven or with moustaches and beards neatly trimmed.

## 16.8 Telephone Use

Workers may receive or make personal telephone calls during break periods only. If a telephone call is received during a non-break time, and the call is not an emergency, callers may be asked to leave a message.

It is a requirement as a worker, that you inform your family and friends of this policy and request that they keep these calls to a minimum during your working hours.

- In the instances of a legitimate emergency telephone call during work hours, we will immediately attempt to locate you to receive the call.
- Personal mobile phones are not permitted during work hours and their use for personal calls is limited to rest periods only. This includes replies to text messages or any other form of personal communication via a mobile phone.
- All personal phone calls from the premises phone are to be kept to a minimum and documented.

## 16.9 Computer Use

Do not consider your electronic communication, storage or access to be private if it is created or stored at work. Rainbow Building Solutions own any communication sent via email or that is stored on company equipment.

Management and other authorised workers have the right to access any material in your email or on your computer at any time. Voicemail, email and Internet usage assigned to a worker's computer or telephone extensions are solely for the purpose of conducting Rainbow Building Solutions business.

### 16.9.1 Software access

Software needed, in addition to the Microsoft Office suite of products, must be authorised by Management and downloaded by a Rainbow Building Solutions approved IT provider. If you need access to software, not currently on the company network, you must discuss this with Management.

### 16.9.2 Internet usage

Internet use, on company time, is authorised to conduct Rainbow Building Solutions business only. Internet use brings the possibility of breaches to the security of confidential company information. Internet use also creates the possibility of contamination to our system via viruses or spyware.

Under no circumstances may Rainbow Building Solutions computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action including termination of contract or summary dismissal.

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### 16.9.3 Email usage

Email is used for company business only and Rainbow Building Solutions' information must not be shared outside of the company, without authorisation, at any time. You are not to conduct personal business using the company computer or email. Sending pornographic or inappropriate emails or information is a breach of our Code of Conduct and our policies and procedures. Viewing inappropriate emails without notifying Management will also be deemed to be a breach of our Code of Conduct, policies and procedures.

Any emails that discriminate, bully, harass or distress the recipient will be dealt with through the Grievance Process.

### 16.9.4 Virus Detection

All material downloaded from the Internet, email or from computers or networks MUST be scanned for viruses (and other destructive programs) before being placed onto our computer network.

Do not open any received email that you are not expecting.

Rainbow Building Solutions strictly prohibits downloading of any information for personal use onto our computer network. If you become aware of any virus you must notify Management within 24 hours or as soon as reasonably possible.

Failure to comply with these requirements will seriously jeopardise the computer systems and workers may be counselled, sanctioned or dismissed, depending on severity.

## 16.10 Social Media

Social media includes any social sites and may include, but is not limited to: Facebook and Twitter, blogs and other multi-media however it will include all current or future social media that can be viewed by members of the public.

Rainbow Building Solutions have the following expectations of behaviour:

- Workers will not state that they work for Rainbow Building Solutions on social media.
- Workers will not publish any details, information or criticisms of our company, our Management team, their colleagues or our clients on any social media site.
- Workers will not do anything that damages the company brand or reputation and which impacts on Rainbow Building Solutions, our clients or other workers.
- Workers will not do anything to offend or harass their colleagues, Management, suppliers or clients of Rainbow Building Solutions.

If workers are unhappy we have the expectation that they will follow the Grievance Process to allow all parties to deal with any issues.

It is important to remember that statements made on social media are linked with our company policies and procedures in relation to discrimination, bullying and harassment, discipline, performance management and our Code of Conduct.

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All assets of Rainbow Building Solutions (e.g. laptops, tablets, smart phones) are Rainbow Building Solutions' property and the employer has the right to access, review and rely upon information found on any work equipment in disciplinary proceedings.

#### **16.10.1 What social media is not acceptable**

Workers must not say or do anything on social media that:

- Is derogatory towards Rainbow Building Solutions or has the potential to bring Rainbow Building Solutions into disrepute.
- Would be deemed to be inappropriate, including but not limited to pornography.
- Gives away or discusses our Rainbow Building Solutions' confidential information.
- Could be viewed as derogatory towards, or disparaging of current or potential, colleagues or clients.
- Undermines your effectiveness or productivity at the workplace through excessive use.

#### **16.10.2 When can you use social media at the workplace**

Only if the site is directly approved by Management, at no other times are personal social media sites to be used in the workplace.

#### **16.10.3 What workers should consider when using social media**

It is important to remember that when you post something in social media it can be seen by many people and may not be easily erased.

### **16.11 Communications Policy**

The purpose of this policy is to ensure that the computer infrastructure of Rainbow Building Solutions is used in a responsible and lawful manner and that usage practices do not create a workplace environment which is threatening, harassing or discriminatory.

#### **16.11.1 Who does this apply to?**

This policy applies to all workers, contractors or consultants, either at the workplace or when representing Rainbow Building Solutions, in addition includes:

- Contractors or consultants performing services for the company will be required to ensure that their workers do not breach this policy.
- Non-workers cannot use the computer or phone system without the express approval of Management.

#### **16.11.2 Communication ownership**

Rainbow Building Solutions own all computers, equipment and telephones provided to a worker to allow them to undertake their duties.

These items are solely for work use and it is therefore important for workers to note that all communication undertaken on work computers, equipment or the telephone remains the property of Rainbow Building Solutions. This means that all information may be reviewed by Management; with or without your consent.

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Rainbow Building Solutions may also examine computers and provided communication equipment to ensure that no illegal software or files have been stored on the system without approval.

### 16.11.3 Workers obligations

Workers have a legal duty to take reasonable care so as not to expose themselves or Rainbow Building Solutions to any issues regarding illegal or inappropriate information, discrimination, and harassment or bullying. It is important to note that workers must not use the communication systems to send chain letters or inappropriate jokes or comments.

Inappropriate communication includes but is not limited to, swearing, indecent, obscene, and defamatory or discriminating language. Work computers or phones must not be used by family or friends under any circumstances without prior approval from Management.

### 16.11.4 Sanctions

Any personal (non-work related) use of the Internet, email or phone, is a privilege and not a right. This privilege may be withdrawn by Management at any time.

Where a worker uses these systems in an inappropriate manner, Rainbow Building Solutions retains the right to investigate the issue themselves, involve an independent party, the Police or any other organisation that they deem relevant.

The use and content of communication should reflect the standard of professional conduct and ethics that would otherwise be maintained as a worker of Rainbow Building Solutions. Inappropriate conduct in relation to this policy may result in various sanctions including termination of contract.

## 16.12 Intellectual Property

As a worker of Rainbow Building Solutions, you must disclose to Rainbow Building Solutions, upon creation, any items defined below as intellectual property. This requirement occurs regardless of whether the intellectual property was created by you solely or jointly with others during the course of your contract.

- Intellectual Property is "any invention, discovery and novel design, whether or not registrable as trademarks, designs or patents, including any invention of or developments or improvements to equipment, technology, methods or techniques; and copyright throughout the world in all literary and other works subject to or capable of receiving copyright protection."
- All Intellectual Property rights created during contract will vest in Rainbow Building Solutions upon creation and will be the absolute property of Rainbow Building Solutions.
- You must during and after contract do all such acts and things and sign all such documents (and hereby irrevocably grant and appoint Rainbow Building Solutions and officers jointly and severally as true and lawful attorney to do so) as Rainbow Building Solutions or its attorneys may reasonably request to secure ownership or registration rights to Rainbow Building Solutions in the inventions or works.

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- You will not be entitled to any financial reward or compensation for creation of any Intellectual Property.

## 16.13 Purchasing and Delivery of Services

Rainbow Building Solutions will ensure suitable consideration is given when purchasing equipment, materials, facilities or substances that may have an adverse impact on health and safety of all workers, the workplace, work sites and the environment.

Rainbow Building Solutions has ensured when purchasing equipment, materials, facilities or substances, the following will occur:

- Specific guidelines for any person who purchases, leases or hires goods and services
- Training provided for any person responsible for the above
- Consideration of the following:
  - Consultation with relevant persons
  - Specify work health and safety requirements with supplier before purchasing
  - Determine work health and safety risks and conduct risk assessments where required
  - Obtain work health and safety information, manuals, instructions, design specifications
  - Ensure compliance with legislation, Australian Standards etc.
  - Worker capability/training/licensing requirements
  - Choosing best practice/least hazardous options
  - Adequate documentation/records kept
  - Monitor use to identify new or changing hazards as a result of new equipment, substances or work practices
- Documentation for the hiring of contractors or labour hire workers must include reference to site-specific work health and safety risk, provision for work health and safety inductions, and records for the review of work health and safety performance.
- Relevant work health and safety information will also be provided by Rainbow Building Solutions when delivery goods and services.
- Regular inspections of the worksite will be conducted to monitor contractor/labour hire worker compliance with work health and safety matters
- Regular inspections will be conducted to ensure purchasing procedure is being adhered to.

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## 17. WORKPLACE BEHAVIOUR AND DISPUTES

### 17.1 Gossip and Hearsay

It is important to recognise that gossip may hurt others and could result in defamation actions against you. It is not acceptable that issues relating to other workers are discussed with persons who are not relevant. Where you have an issue or concern you must discuss these with Management.

**If a worker approaches you with an issue, please refer them immediately to the Site Manager or Management of Rainbow Building Solution.**

### 17.2 Courtesy and Politeness

Courtesy is a quality that builds relationships and your attitude will build respect for you, your fellow team members and for Rainbow Building Solutions. Your thoughtfulness, respect and helpfulness to our clients and our team, help to promote the ethos our business must have to be successful.

Please remember to be courteous and friendly to all clients, as you are representing Rainbow Building Solutions with all you do and say.

Rainbow Building Solutions expects its workers to be polite, patient and obliging to clients. An unreasonable client may cause annoyance and difficulties, in such circumstances; workers should keep calm and respond in a professional and polite manner.

### 17.3 Harassment and Discrimination Policy and Procedures

#### 17.3.1 The Policy

Harassment and Discrimination Policy and Procedures outlines Rainbow Building Solutions' policy regarding harassment and discrimination within the workplace.

Rainbow Building Solutions considers that our workers are entitled to be treated fairly and with respect in the workplace.

Our goal is to provide prompt and reasonable management of workplace issues to assist our workers and work together to achieve a healthy and safe work environment.

#### 17.3.2 Who this policy applies to

This policy applies to all workers and Management at all premises of Rainbow Building Solutions. Places of work also include where you are away from premises of Rainbow Building Solutions during work hours, attending training or at a work-related event.

#### 17.3.3 Principles

- All workers are entitled to make a complaint if they believe that they are not being treated fairly or with respect in the workplace.

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- Options that restore productive work practices (including conciliation and/or mediation) are the preferred approach within the complaint resolution process.
- Where this is not successful both parties may discuss a process to reach an acceptable outcome.
- Management may decide to undertake a formal investigation.
- Rainbow Building Solutions will endeavour to maintain the confidentiality of complaints, however there may be a need to provide information where required by law or where a third party is involved or where we are required to defend an action.

**Sexual harassment and victimisation is unlawful under the Sex Discrimination Act 1984 (Cth) as well as anti-discrimination legislation operating in every State and Territory.**

Under the Tasmanian Anti-Discrimination Act 1998, two types of discrimination are recognised; direct and indirect. Both forms of discrimination are outlined separately.

#### 17.3.4 Discrimination or Harassment

Discrimination generally occurs when someone is treated less favourably than others because they have a particular characteristic or belong to a particular group of people.

Harassment generally involves unwelcome behaviour that intimidates, offends or humiliates a person because of a particular personal characteristic such as race, age, gender, disability, religion or sexuality.

A worker may feel bullied, harassed and discriminated against at the same time.

Discrimination and harassment are dealt with separately to bullying under anti-discrimination, industrial relations and human rights laws. If you believe you are experiencing discrimination or harassment in the workplace talk with Management.

#### 17.3.5 What is Harassment?

Harassment can include a wide range of conduct that causes another person to feel offended, humiliated, intimidated, hurt, insulted, frightened or ridiculed and may cause damaging stereotyping. This could be a deliberate act or unintentional, however it involves the exertion of power by one person over another.

Workers may find it extremely difficult when they are not in a position to deal with their harasser on equal terms. Power does not necessarily imply authority - it can be informal or derived, for instance, from membership of a culturally dominant group or physical strength.

The Tasmanian Anti-Discrimination Act 1998 outlines certain conduct and sexual harassment which is not acceptable. It states:

*"A person must not engage in any conduct which offends, humiliates, intimidates, insults or ridicules another person on the basis of gender, marital status, pregnancy,*

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*breastfeeding, parental status or family responsibilities in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that that the other person would be offended, humiliated, insulted or ridiculed."*

It should be noted that any form of harassment which occurs in the workplace – even if it is not specifically referred to in the Act as being unlawful, will nevertheless, if proven, be treated as a breach of this policy. If the behaviour is unwelcome, uninvited, unreciprocated and usually repeated then it may be classed as harassment or bullying.

### 17.3.6 Sexual Harassment

The Tasmanian Anti-Discrimination Act 1998 specifically states; sexual harassment takes place if a person:

- Subjects another person to unsolicited acts of physical contact of a sexual nature.
- Makes an unwelcome sexual advance or an unwelcome request for sexual favours to another person.
- Makes an unwelcome remark or statement with sexual connotations to another person or about another person in that person's presence.
- Makes any unwelcome gesture, action or comment of a sexual nature.
- Engages in conduct of a sexual nature that is offensive to that person.

### 17.3.7 Intimidatory Harassment

Intimidatory harassment involves the thoughtless or intentional use of physical or organisational power to coerce a person to perform a particular action or to instil in the person a feeling of humiliation or intimidation. Intimidatory harassment should not be confused with legitimate comment and advice (including relevant negative comment or feedback) from Management, on work performance or work-related behaviour, delivered in a reasonable manner.

The practical example of determining harassment is to look at whether a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be unreasonably offended, humiliated, insulted or ridiculed.

### 17.3.8 What is Discrimination?

Direct discrimination takes place if an individual treats another person, on the basis of any prescribed attribute, less favourably than a person without that attribute or characteristic.

Some of the more common attributes of discrimination include:

- Race
- Age
- Sexual orientation
- Lawful sexual activity
- Gender
- Marital status
- Pregnancy
- Breastfeeding
- Parental status

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- Family responsibilities
- Disability
- Industrial activity
- Political belief or affiliation
- Political activity
- Religious belief or affiliation
- Religious activity
- Irrelevant criminal record
- Irrelevant medical record
- Association with a person who has or is believed to have any of these attributes

For direct discrimination to take place it is not necessary to show that the attribute is the sole reason for the unfavourable treatment.

It is also not necessary that the person who discriminates has any motive. All that must be shown is the person's attribute was at least a partial reason for the treatment of the other person.

Indirect Discrimination takes place if a person imposes a condition, requirement or practices which is unreasonable in the circumstances and has the effect of disadvantaging a member of a group of people who:

- Share, or are believed to share, a prescribed attribute.
- Share, or are believed to share, any of the characteristics of that attribute more so than a person who is not a member of that group.
- For indirect discrimination to be proven, it is not necessary that the person who discriminates is aware that the condition or characteristic exists neither does there need to be an actual disadvantage to the person or group of people.

### 17.3.9 What is Victimisation?

Victimisation takes place if a person subjects or threatens to subject another person or an associate of that other person to any disadvantage. For example, a person must not victimise another person because that other person made or intends to make a complaint under the Anti-Discrimination Act 1998; or gave or intends to give evidence or information in connection with any proceedings under the Anti-Discrimination Act 1998.

### 17.3.10 Process for making a complaint

If a worker believes they are subject to discrimination, bullying or harassment, there are a number of options available for resolving a complaint.

Workers are required to work with Rainbow Building Solutions to progress through the options in a way that will provide a satisfactory outcome with the least anguish for all persons concerned as well as other workers in the work area.

To assist in the resolution of issues refer to the Grievance Process and the Rainbow Building Solutions Complaints Policy.

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## 17.4 Bullying Policy

### 17.4.1 The Policy

In line with the Bullying Code of Practice this policy outlines Rainbow Building Solutions' process regarding bullying within the workplace.

Rainbow Building Solutions' goal is to provide prompt and reasonable management of workplace issues to assist our workers and enable them to enjoy a healthy and safe work environment.

### 17.4.2 Who this policy applies to

This policy applies to all Management, workers and workers of Rainbow Building Solutions. Places of work include attending training, work related events, 'off site', and other premises of which you are undertaking Rainbow Building Solutions business.

### 17.4.3 What is NOT workplace bullying

There are a number of situations that, although they may feel unpleasant, are not examples of bullying, such as:

- A single incident of unreasonable behaviour.
- Reasonable management action taken in a reasonable way.
- Discrimination and harassment.
- Workplace violence.
- Workplace conflict.

### 17.4.4 A single incident of unreasonable behaviour

Whilst a single incident of unreasonable behaviour may not be regarded as bullying, it should not be ignored as it may have the potential to escalate.

If possible, speak to the person who has acted unreasonably.

If you do not feel comfortable or safe doing so, discuss the matter with Management.

### 17.4.5 What is Bullying?

Workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety:

- Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.
- Unreasonable behaviour means behaviour that a reasonable person, having regard for the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Examples of behaviour that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include:

- Abusive, insulting or offensive language or comments.
- Unjustified criticism or complaints.
- Deliberately excluding someone from workplace activities.

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- Withholding information that is vital for effective work performance.
- Setting unreasonable timelines or constantly changing deadlines.
- Setting tasks that are unreasonably below or beyond a person's skill level.
- Denying access to information, supervision, consultation or resources such that it has a detriment to the worker.
- Spreading misinformation or malicious rumours.
- Changing work arrangements, such as rosters and leave, to deliberately inconvenience a particular worker or workers.
- Excessive scrutiny at work.

#### **17.4.6 Reasonable Management action taken in a reasonable way**

This can include:

- Setting reasonable performance goals, standards and deadlines.
- Rostering and allocating working hours where the requirements are reasonable.
- Transferring a worker for operational reasons.
- Deciding not to select a worker for promotion where a reasonable process is followed and documented.
- Informing a worker about unsatisfactory work performance when undertaken in a reasonable manner and/or in accordance with any workplace policies or agreements such as performance management guidelines.
- Informing a worker about inappropriate behaviour in an objective and confidential way.
- Implementing organisational changes or restructuring.
- Termination of contract.

It may be the case that there are genuine performance issues or there was a misunderstanding. Poor management practices on their own, may not equate to bullying.

#### **17.4.7 Workplace Conflict**

Workplace conflict can be defined as friction or opposition resulting from disagreements or personality clashes. Low-level workplace conflict is generally not considered to be bullying.

If workplace conflict is affecting you, you should follow the Grievance Process.

#### **17.4.8 Workplace Violence**

Workplace violence is any action, incident or behaviour in which a person is assaulted, threatened, harmed or injured in circumstances relating to their work.

Incidents of physical assault will be reported to the police as a criminal matter.

#### **17.4.9 If the matter is not resolved**

If reasonable efforts have been made to resolve the matter however it remains unresolved Rainbow Building Solutions may initiate an investigation.

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## 17.5 Misconduct, Performance or Behaviour Obligations of the Worker

Workers are required to undertake their duties to the best of their ability and in line with the requirements of this handbook and other relevant legislation as referred to within the handbook.

It is a requirement that workers do not behave inappropriately, unprofessionally or in breach of relevant legislation. When a worker fails to fulfil their contract obligations this may result in misconduct and examples of this behaviour includes:

- Disobeying or disregarding a lawful and reasonable direction given by a person who has the authority to give the direction.
- Dishonestly or fraudulently obtain a benefit by deception or other improper means.
- Is negligent or careless when undertaking their duties.
- Engages in improper conduct adversely which affects the business.
- Has the potential to bring Rainbow Building Solutions into disrepute.
- Contravenes or fails to comply with a term or condition in which the worker is appointed or engaged.
- Puts themselves or others at potential harm, whether emotionally or physically.

All inappropriate behaviours, poor performance or misconduct will be managed in line with the Grievance Process as outlined within this handbook.

### 17.5.1 Principles to apply

The following principles will apply when handling allegations of misconduct:

- The allegation will be dealt with as soon as reasonably practical.
- Natural justice and procedural fairness will apply to all parties, including the person who the complaint is against.
- As appropriate in the circumstances, workers have the right to:
  - Be fully informed of all allegations against them.
  - Be accompanied by an independent person, of their choice, when the allegations are being heard or investigated.
  - Have the opportunity to comment on any material regarding the allegation of their misconduct and provide explanations, witnesses or any other information that is relevant.

### 17.5.2 Reporting Allegations

An allegation of misconduct is to be reported to Management and managed in line with the Grievance Process.

These procedures will also apply where alleged misconduct comes to the attention of Management through other avenues rather than directly through an individual allegation.

### 17.5.3 Counselling and Warnings

Management may decide to counsel a worker and this will be undertaken in writing and will be retained on the worker's personal file. In some cases, a written warning

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or a final written warning may be imposed to reinforce the seriousness of the worker's misconduct.

A written warning provides an overview of the issues raised by Rainbow Building Solutions and it should allow the worker an opportunity to improve and outline the consequence of any further misconduct.

Summary dismissal may occur where the misconduct is serious or criminal. The worker will be notified as soon as the decision is made and will be provided with details relating to the issue/s.

In this situation, the worker will only be paid up to the date of dismissal and they will be asked to return all work items in their possession and leave the premises immediately.

All issues of concern will be dealt with in accordance with the Grievance Process outlined in this policy handbook. During this procedure, work should continue normally where possible. If deemed reasonable by Management, the worker(s) may be suspended while the investigation is underway.

During the entire process, all parties should retain confidentiality except for relevant parties who should be involved. The worker and witnesses are to be protected as far as reasonably foreseeable from any form of victimisation or discrimination in their contract.

#### **17.5.4 Appointment of an Investigator**

Where Management decides to investigate they will appoint a suitable person who will review all relevant details relating to the allegation and report to Management in writing.

#### **17.5.5 Decisions by Rainbow following investigation of alleged misconduct**

Following receipt of the report and recommendation/s of the investigation, Management may decide on what action, if any, to take or you may be required to provide further details.

#### **17.5.6 Sanctions**

A sanction is the formal management response to a finding of misconduct. In many cases it will be appropriate to counsel a worker the first-time misconduct occurs or issue a written warning to give a worker the opportunity to improve before moving to a more formal sanction.

A record of either of these actions is to be placed on the worker's personal file.

Management may decide to put in place one of the following sanctions:

- Re-assignment of duties, including changing the place or places where they are performed.
- Demotion linking to a reduction in salary, either for a particular period or on a permanent basis.
- Successful completion of a training or re-training course.

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- A written counselling.
- Written warning or final warning that would be placed on the worker's personnel file.
- Termination of contract.
- Summary dismissal.

The worker will be provided with opportunity to outline their circumstances and case prior to being notified of the decision in writing via Management.

The obligations outlined in this policy should reflect the standard of professional conduct and ethics that would otherwise be maintained as a worker of Rainbow Building Solutions. Inappropriate conduct in relation to this policy may result in various sanctions including termination of contract.

#### **17.5.7 Suspension**

Management may suspend a worker from duties, with or without pay, on receipt of an allegation of misconduct, if they believe the suspension is in Rainbow Building Solutions or the public interest.

Management must review the suspension at reasonable intervals of no more than two weeks.

#### **17.5.8 Retention of records relating to investigations**

Documentation relating to any finding of misconduct will be retained on the personnel file of the relevant worker.

#### **17.5.9 Relevant Legislations**

Relevant Legislations may include, however are not limited to, the following:

- Fair Work Act 2009.
- Awards (relevant to the individual worker).
- Work Health and Safety Act 2012.
- Codes of Practice.
- Anti-discrimination Act 1998 (Tasmania) (the Act).
- Long Service Leave Act 1976.
- Workers Rehabilitation and Compensation Act 1998.

### **17.6 Equal Employment Opportunity**

Rainbow Building Solutions will meet its obligations under the relevant EEO legislation by implementing procedures to ensure that no persons are discriminated against.

Rainbow Building Solutions are committed to ensuring that all recruitment decisions are based on merit and equity. All equal employment opportunity issues will be dealt with as soon as reasonably possible through the Grievance Process. All information will be treated in a sensitive, fair, timely and confidential manner.

Rainbow Building Solutions will not tolerate unfavourable treatment because of a protected personal characteristic including:

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- Refusing employment;
- Setting unfair terms of employment;
- Denying or limiting access to promotion, transfer, performance, commission or performance-based bonus or incentive payments, training or any other benefits;
- Termination, retrenchment or demotion;
- Unreasonable workplace policies, procedures or practices that are difficult for any worker to comply with because of their personal characteristic compared to other workers.

Rainbow Building Solutions will ensure prompt action (observing the principles of natural justice) is taken if any worker feels they have been discriminated against.

## 18. REHABILITATION

Rainbow Building Solutions recognises the benefits to its workers and clients as well as to the organisation, in ensuring that workers who are ill or injured are provided with early intervention rehabilitation and return to work programs.

Rainbow Building Solutions are committed to providing workers with the necessary support to assist in early recovery and a safe return to the workplace. Therefore, Rainbow Building Solutions will comply with the Workers' Rehabilitation & Compensation Act 1988 and ensure that all return to work strategies is in line with medical advice.

Rainbow Building Solutions place an emphasis on rehabilitation with the objective that workers will achieve the best practical levels of recovery. Where required, a Rehabilitation Provider will be appointed and develop a return to work program in consultation with the worker, medical practitioners and Rainbow Building Solutions.

A representative of Rainbow Building Solutions may attend the medical with you to discuss rehabilitation options and you are required to actively participate in any agreed return to work program. The confidentiality of worker information will be maintained by all parties as far as is reasonable. Information will only be released to persons or parties that are authorised to receive the information.

### 18.1 Fitness for Work

To ensure compliance with legislative obligations and with respect to the safety of our workers and the public. This policy provides assistance to workers who may be required to ensure that there are physically able complete the inherent requirements of their position.

This policy is applicable to all workers and or contractors who work on behalf of the company:

- Health and Safety legislation requires Rainbow Building Solutions to provide a safe system of work and to ensure the health welfare and safety of the workers and to monitor worker's health and welfare.
- The terms and conditions of employment with Rainbow Building Solutions allows us to require a worker to submit to a medical examination upon engagement, and thereafter periodically at the discretion of the employer.

Workers are required to be fit for duty and to report to Management, any problems that they are experiencing in performing their duties because of health problems.

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## 18.2 Return to Work (RTW)

Rainbow Building Solutions is committed to providing a safe workplace, free of injury and disease, however in the event that a worker is injured during this project, strategies will be in place to ensure early intervention and support is available.

Rainbow Building Solutions will ensure that workers are informed about their rights and responsibilities if they are injured on the job. Information posters (provided by Insuring agents and State Regulators) will be posted in accessible areas and workers will be consulted about this upon initial employment and periodically during their employment. Workers injury claim forms will be available from the nominated Return to Work Coordinator (and Australia Post offices).

A suitably competent person will be appointed as a Return to Work Coordinator. The RTW coordinator will be allocated by the managing Director

Upon receipt of a Worker's Injury Claim form, Rainbow Building Solutions will make contact with their insuring agent within required timeframes. If a worker is unable to perform their pre-injury duties due to injury/illness, RTW strategies will be implemented upon receipt of the certificate of capacity from a registered medical provider.

The RTW Coordinator will consult with the injured worker, the treating medical provider and occupational rehabilitation provider (with permission from the injured worker) to assist the worker to return to work on acceptable/ agreed modified or light duties wherever possible.

Rainbow Building Solutions is committed to providing support, aid, modified work environment and meaningful work for the time that the injured worker is incapacitated (or for a period required by the State Authority) and to ensure the workers can return to their pre-injury employment when they are at full capacity.

The RTW Coordinator will monitor return to work strategies and maintain regular contact between the workers and all treatment providers.

## 18.3 Worker Assistance

Rainbow Building Solutions is committed to maintain a safe, healthy and productive working environment. As part of this commitment Rainbow Building Solutions values the importance of the contribution of workers. When workers experience work-related and/or personal or health problems, it may affect their work performance as well as their quality of life and general sense of well-being.

If you feel you may need assistance you may contact Management.

## 18.4 Worker Health and Wellbeing

Rainbow Building Solutions is committed to providing workers with a safe, healthy and supportive environment in which to work.

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Rainbow Building Solutions recognise that the health and wellbeing of our workers is important. We will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

## 19. GRIEVANCE AND DISPUTE RESOLUTION

Rainbow Building Solutions objective in relation to this policy is to assist all parties in determining whether *there* are any conduct issues, the correct process to undertake and relevant sanctions that may apply. This policy should be used to assist in providing a consistent approach for the entire Rainbow Building Solutions personnel.

### 19.1 Grievance Process for Dealing with Complaints

If a *worker* has an issue at work, there are several options available for resolving their complaint. Workers are required to work with Rainbow Building Solutions to progress through the options and respond to any questions personally and honestly.

To assist in *the* resolution of issues the following process should be undertaken:

- 1) Review your worker handbook.
- 2) Speak to the person(s) involved directly to see if you can settle the issue.
- 3) Seek assistance from your direct Manager – a written statement often assists in clarifying issues alternatively your Manager will take notes of your meeting.
- 4) Seek assistance from the Managing Director if you have not received a response from your Manager in 10 business days.
- 5) Notify the Managing Director if you would like conciliation and/or mediation (appointed in consultation between Management and the worker).

Workers *may* request, and employers must offer; a support person to attend meetings during the grievance process. The worker is required to discuss the issues and personally answer any questions raised by the employer or their representative. All parties are able to take actions with the Fair Work Ombudsman or other jurisdictions as determined.

If *the* behaviour is likely to amount to a criminal act or is serious in nature, the complaint should be referred to Management who will decide if the matter is to be referred to the police or other entity. The worker against whom the complaint is made may be suspended at the employer's discretion during the investigation and decision-making processes.

Where a workplace matter is a criminal matter, the investigations may be managed separately and a decision relating to contract will be made separate to any criminal prosecution.

### 19.2 Dealing with Client Behaviour

Client misbehaviour will be dealt with by Management of Rainbow Building Solutions.

- Clients may not smoke or litter on the premises.
- Clients must not do anything to endanger the safety of a person, harass another person, damage or deface any vehicle or property, or throw anything within the premises.

If a client persists in breaking these provisions, the procedure is:

- 1st Instance: politely ask the client to stop the action and assist in any way that you can.

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- If they won't listen, refer the issue to Management and they will deal with the matter.

If serious you should notify Management immediately who will proceed to the area and control events on site in conjunction with relevant authorities, where required.

## 19.3 Client Complaints Process

Where a client raises a complaint, they have the right to have that complaint received and addressed in strict confidence and resolved promptly, therefore must be referred to Management on the date received. Complaints will be kept separate from other records held by Rainbow Building Solutions and information that would identify complainants will not be released in individual or aggregated form to anyone not involved in the client complaint procedure, without prior written permission from Management.

Each complainant should be addressed in an equitable, objective and unbiased manner through the complaints handling process within the Clients Complaint Policy, which is designed to;

- Ensure both personnel and complainant understand the complaints handling process.
- Ensure a balanced consideration of all information is undertaken before a complaint can be resolved.
- Ensure the confidentiality of complainant and clients identities are protected.
- Provide an efficient, fair and accessible framework for resolving client complaints and monitoring feedback to improve service delivery.

## 20. TERMINATION OF CONTRACT

Rainbow Building Solutions and worker relationship is based on trust and honesty within the workplace. Under the provisions of Termination of Contract, Rainbow Building Solutions may apply sanctions including counselling, formal written warnings, transfer, demotion or dismissal.

- The decision to discipline you may be as a result of; unsatisfactory performance, theft or illegal activities including breaches of security, serious or wilful misconduct, breach of the harassment, discrimination and workplace violence policy, breach of the drug and alcohol policy, inappropriate conduct towards members of the public, Rainbow Building Solutions or other workers, other issues that may result in police action or conduct deemed by the employer to cause irreparable damage to Rainbow Building Solutions/worker relationship.
- Work Health and Safety Breaches – any serious breach of your work health and safety obligations may result in termination or summary dismissal. As a worker, you have a duty of care to take reasonable care for their own health and safety, and they must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.
- Abandonment of contract – if you do not attend work and do not contact Rainbow Building Solutions, we will phone or attempt to contact you to explain your absence. If we do not hear from you for two days, we will write to you for a response and if there is no reply we may consider that you have lapsed (abandoned) your contract.
- Organisation restructure - where you are no longer required due to changes within the operation of the business.

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- Rainbow Building Solutions may dismiss you without notice if the alleged conduct or safety breach is serious and Rainbow Building Solutions has discussed the issue with you and provided you with an opportunity to respond to the allegations. In the event of Rainbow Building Solutions taking such action, any monies/wages will be paid up to the day of the dismissal only.

Upon termination of contract all monies proven to be owed to you will be paid as soon as reasonably possible. All keys, passwords, PINs and other items belonging to Rainbow Building Solutions must be returned immediately on request.

## 20.1 Summary Dismissal

Where your behaviour is deemed to be serious misconduct, Rainbow Building Solutions may determine to summarily dismiss you. If you are summarily dismissed, you will only be paid up to the time of your last day of work and you will not be paid for the period of notice.

Serious misconduct includes, but is not limited to:

- Fraudulent behaviour.
- Theft.
- Assault within the workplace or directly towards workers, management, consultants, contractors, clients or service providers.
- Serious breach of work health and safety.
- Behaviour that is inappropriate and directly or indirectly affects the business or colleagues.

## 21. WORK HEALTH AND SAFETY

Rainbow Building Solutions is committed to providing and maintaining a safe and healthy environment for workers, clients and authorised visitors.

Safety is the responsibility of all parties and Rainbow Building Solutions recognises the importance of all personnel working together to provide a safe working environment. It is important not to behave in a manner which would bring Rainbow Building Solutions into disrepute. Rainbow Building Solutions will provide health and safety to a level as reasonably foreseeable regarding:

- Ensuring that all workers are provided with adequate information, instruction and training.
- Ensuring that when workers are working at another business's premises that they follow the relevant policies and instruction.
- Providing supervision appropriate to the task, taking into account the level of risk.
- Managing all personnel in a safe manner.
- Ensuring that all details are provided regarding the emergency evacuation procedures for Rainbow Building Solutions.
- Ensuring that when workers are working at another business's premises that they are aware of the business's emergency evacuation procedures.

### 21.1.1 All persons are responsible for:

- Acting and encouraging others to behave in a safe and healthy manner.

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- Co-operating with all reasonable and lawful instructions provided Management or a person designated by them while engaged in employer related activities, travelling to or from the premises' or while at the premises.
- Report or fix any unsafe conditions or task that has been brought to their attention.

## 21.2 Hazardous / Manual Handling Tasks

Manual handling is not only lifting heavy objects, it includes any activity requiring force to be used by a person to lower, push, pull, hold or restrain a person, object, item or thing. The use of lifting aids and equipment should be considered prior to undertaking hazardous / manual handling tasks.

Working on-site may involve a range of hazardous / manual handling tasks to be undertaken, these tasks may impact on workers by ways of;

- Repetitive movements or sustained force
- High or sudden force
- Sustained or awkward posture
- Exposure to vibration

Changing weather conditions or mechanical issues may also come into consideration where undertaking hazardous / manual handling tasks. Therefore, as it may become difficult to control these conditions or events, you must take every consideration and precaution available to you to ensure the safety of yourself and others.

Rainbow Building Solutions will endeavour to implement processes in the attempt to minimise or eliminate the severity of musculoskeletal injuries (MSD) through implementation of a systematic approach to managing hazardous manual tasks.

### Before you lift always remember:

- Size up the load and position your feet.
- Get a secure grip and when you lift maintain normal spinal curves.
- Position your head and arms and use your legs to lift.
- Keep the centre of gravity of the load and body in line with the feet
- Ensure your load is not stacked up or does not obstruct your view
- If the load is too heavy, ask for assistance or use assistive or mechanical means of lifting or moving such as a trolley, wheelbarrow.
- Avoid reaching for objects above shoulder length, all materials should be stored at appropriate heights.
- Lifting which may involve plant and/or machinery must only be undertaken by appropriately trained and authorised workers.

### DO:

- Bend your knees but not beyond a right angle.
- Keep your back straight but not vertical.
- Lift using the strong thigh and calf muscles.
- Keep the centre of gravity of load and body in line with your feet.
- Take breaks from lifting tasks or tasks that strain your muscles when needed

### DO NOT:

- Turn the body or head while lifting, instead use your feet to pivot.

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- Jerk or snatch, instead slowly accelerate the load.
- Use the weak back muscles to lift or carry.
- Stack loads or obstruct your view.

## 21.3 Ladders and Reaching

- Do not attempt to obtain items which are beyond your reach.
- If you cannot reach, get a ladder or stepping stool.
- Be sure the ladder is in a safe condition.
- Do not use chairs, open drawers, or any makeshift device for climbing.
- Do not climb up the shelves themselves.
- Do not overreach on a ladder.
- It is safer to get down and move a ladder.

In the event of an injury within the workplace, you are obliged to notify Rainbow Building Solutions as soon as practicable and will assist with immediate medical assistance, where required.

For further information and guidance regarding Hazardous Manual Tasks, refer to the appropriate Code of Practice at <https://www.safeworkaustralia.gov.au/doc/model-code-practice-hazardous-manual-tasks>

## 21.4 Drugs, Medication and Alcohol

Rainbow Building Solutions has a zero-alcohol tolerance at the workplace and emphasizes the importance of your fitness for work. Alcohol, non-prescribed drugs or prescribed medication (where they may affect the ability of the worker to undertake their duties) must not be used by you either at work or before the commencement of work.

Rainbow Building Solutions workers must attend for work unimpaired by alcohol or other drugs so that in carrying out their normal work activities they do not expose themselves or others to unnecessary health and safety risks or conduct that may be a breach of the relevant Work Health and Safety Act.

Where you are affected by any of these substances which may:

- Cause disrepute to Rainbow Building Solutions.
- Where Rainbow Building Solutions or their appointed delegate believes that you have become a safety risk to yourself or others.

You will face disciplinary procedures where you buy, distribute or use these products at the workplace.

### **Blood alcohol content when driving company vehicles must be zero.**

Some prescribed medication may affect your work. If you or your doctor believes that your medication may affect your work, then please advise Management. This information will be treated as strictly confidential however it is your legal obligation to ensure that you do not put yourself or others at risk.

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Drug or alcohol use by another Rainbow Building Solutions worker may affect the health and safety of that worker or others. In this case you have an obligation to report these concerns to Management.

Where you are representing Rainbow Building Solutions at a function where alcohol is served, you have the responsibility not to drink in excess, not to break any laws and not to bring Rainbow Building Solutions into disrepute.

Where you require help with alcohol or drug related problems you should have a confidential discussion with Management. The decision to seek advice or treatment will remain always with the worker.

If Management believes you are under the influence of a substance which may affect your ability to undertake your role, they may:

- Organise a meeting to discuss the issue with you.
- Direct you to undertake a test.
- Ask you to remove yourself from the workplace.
- In certain circumstances, it may be appropriate to initiate disciplinary procedures.

Random testing may apply to all workers in the entire Rainbow Building Solutions' workplaces. Testing is at the discretion and will be undertaken by an external party who is skilled in this area. No unauthorised person will be made aware of the date or time of such testing.

## 21.5 Sun Safety

Australia has the highest incidence of skin cancer in the world, Rainbow Building Solutions want to ensure the health and safety of our workers and that includes any worker who may be placed at risk and to minimise the harmful impact of UV radiation sun damage when performing work outdoors.

Our commitment for all workers to minimise the risks to UV Radiation and sun damage includes;

- ✓ Periodic risk assessment of the UV Radiation and sun exposure to workers.
- ✓ Sun protection control and protective measures.
- ✓ Provide appropriate training workers to work safely in the sun, including providing information, instruction and supervision for workers.
- ✓ Continuous monitoring of our Sun Safety Program
- ✓ Ensure workers are provided with information to effectively examine their own skin
- ✓ Ensure managers and supervisors act as positive role models and promote sun safety.

Rainbow Building Solutions 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 to employees from exposure to solar UV radiation.

To reduce the risk of injury or physical damage from exposure to UV radiation and protect yourself from the sun, we encourage and will attempt to ensure we all follow in alignment with the Cancer Council's 5 Steps;

### 1) SEEK

- ✓ Workers make use of shaded areas or temporary shade where possible;

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- ✓ We encourage workers to move jobs where possible to shaded or covered areas out of the sun;
- ✓ Use indoor areas or shaded outdoor areas for rest and meal breaks;
- ✓ Where possible, schedule outdoor work tasks to occur when levels of solar UVR are less significant such as earlier in the morning or later in the afternoon.
- ✓ Organise work to avoid the UV peak of the day wherever possible

## 2) SLIP

- ✓ Wear appropriate protective clothing (PPE) which covers as much skin as possible with the UPF rating 30+ as a minimum;
- ✓ Wear Long-sleeved shirt with a collar made from material with a ultraviolet protection factor (UPF) of 50+;
- ✓ Wear Trousers (or knee-length shorts) made from UPF50+ material;
- ✓ Ensure all protective equipment meets sun protection factors and Australian Standards;

## 3) SLOP

- ✓ Apply broad-spectrum and water-resistant sunscreen with a sun protection factor (SPF) of 30+ or higher;
- ✓ Apply generously at least 20 minutes before going outdoors;
- ✓ Re-apply sunscreen every 2 two hours as a minimum.
- ✓ Protect your lips by applying a lip balm containing SPF30+.

## 4) SLAP

- ✓ Wear a hat that shades the face, head, ears and neck, is made from UPF50+ material,
- ✓ Wear broad-brimmed, bucket or legionnaire style hats;
- ✓ Wear attachable brims and neck flaps when wearing a hard hat.

## 5) SLIDE

- ✓ Wear appropriately fitted glasses which wrap around the eye area as UV radiation can damage the eyes;
- ✓ Where possible ensure the sun glasses meet the Australian Standard (AS/NZS 1067:2003 Category 2,3 or 4) and check they are safe for driving;
- ✓ Ensure added sun protection look for sun glasses which have an eye protection factor of 10 (EPF 10)
- ✓ Wear polarise lenses to reduce glare;

We expect that all workers cooperate with all measures introduced by Rainbow Building Solutions to minimise the risks associated with exposure to UV radiation and comply with instructions and advice in regard to the use of sun protection control measures and participate in sun safety and protection programs.

If sunburn or excessive exposure to solar UV radiation occurs in the workplace notify your direct Supervisor. For further information and guidance on Sun Protection refer to the Cancer Council website: <https://www.cancer.org.au/preventing-cancer/sun-protection/>

## 21.6 Fatigue

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Fatigue is a state of mental and or physical exhaustion which may decrease a person's ability to perform their work in an appropriate and safe manner. Fatigue can adversely affect safety in the workplace and can increase the likelihood of incidents and injuries occurring in the workplace particularly when:

- A worker is operating equipment or driving vehicles, they must operate within the national driving hour regulations.
- Undertaking tasks that require high levels of concentration.
- Working afternoon or night.
- Being under the influence of a substance.

It is your responsibility to notify Management if you have not had a reasonable break between work hours. If you believe that you or a colleague may be suffering from fatigue, please follow the Grievance Process.

## 21.7 Smoke Free Workplace

To protect and enhance our indoor air quality and to contribute to the health and well-being of all workers and client, Rainbow Building Solutions shall be entirely smoke free. Additionally, the use of all tobacco products is banned from Rainbow Building Solutions' workplace, except as designated in this policy.

Smoking is prohibited in all the enclosed areas within Rainbow Building Solutions' premises without exception. This includes the common work areas, meeting rooms, private offices, hallways, lunchrooms, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities.

***No additional breaks are allowed to any Rainbow Building Solutions employee who smokes.***

Failure to comply with this policy will be dealt with in line with the Grievance Process.

## 21.8 Clothing and Personal Protective Equipment (PPE)

PPE comprises a range of clothing and equipment which is worn by workers, or visitors, as appropriate, to protect or shield their bodies from workplace hazards.

You must use the protective clothing or equipment in the way you have been properly instructed to use it; you must not misuse or damage the clothing or equipment.

As soon as practicable after becoming aware of any damage to, malfunction of, or need to clean or sterilise, the clothing or equipment, you must notify the person providing the clothing or equipment of the damage, malfunction or need to clean or sterilize the clothing or equipment.

In turn, Rainbow Building Solutions will:

- Ensure Personal Protective Equipment is suitable with regard to:
  - Nature of the work
  - Hazards associated with work
  - Suitable size and fit
  - Reasonably comfortable to wear for type of task and intended duration of task

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- Maintained, repaired and replace to ensure it remains effective in minimizing risk to workers
- Select quality PPE to meet legislative requirements and relevant Australian Standards.
- Provide training, guidance, and assistance to supervisors and workers on the proper selection, use, care, and cleaning of approved PPE.
- Develop and make accessible, instructions for selection, use, maintenance, cleaning of PPE.
- Clearly designate areas where PPE is required and display signs.
- Periodically re-evaluate the suitability of previously selected PPE.
- Develop a system to inspect PPE to ensure it is clean, hygienic and in good working order.
- Conduct inspection and checks as required to ensure PPE is being used by workers.
- Review, update and conduct PPE suitability assessments whenever:
  - A job changes
  - New equipment is used
  - There has been an incident
  - A supervisor, worker or Health and Safety Representative requests it
  - Or at least every year
- Maintain records on PPE assignments and training.

Workers of Rainbow Building Solutions are required to wear PPE as instructed, not misuse or deliberately damage any PPE. Inform Management immediately where you become aware of any damage, defect or contamination of the PPE that may render the PPE unusable.

Failure to wear relevant PPE will be deemed as a serious work health and safety breach and may result in various sanctions. Workers are to follow any additional instruction, policy, procedure or requirements regarding PPE when working at other premises.

**Select the general Personal Protective Equipment (PPE) requirements for visiting or working at sites connected to your training and ability to use this equipment.**

*(Tick as many as applicable). This does not include PPE required for high-risk work where specific SWMS cover PPE in more detail) AS 1319-1994 Safety Signs for the occupational environment.*

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED						
 Safety Vest	 Hard Hat	 Foot Protection	 Hand Protection	 Safety Glasses	 Safety Goggles	 Face Shield
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Hearing Protection	 Coveralls	 Dust Mask	 Full Respiratory Protection	 Safety Harness	 Fall Arrest in Restraint Harness	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## 21.9 Slips, Trips and Falls

All workers must review and identify risks which could cause injury due to potential slips, trips or falls including from heights and risks associated with falling objects; by being aware of your working environment and health and safety requirements.

### 21.9.1 To prevent trips, slips and falls or falling objects:

- Review and be aware of any potentially fragile surfaces such as; cement sheeting roofs, rusty / metal roofs, fiberglass sheeting roofs and skylights;
- Determine if a surface is stable including areas where there may be a potential for ground collapse;
- Be wary of unprotected open edges of building structures;
- Be aware of holes, shafts or pits which could be a potential falling hazard such as, trenches, lift shafts or service pits.
- Be aware of sloping or slippery surfaces where it may be difficult to maintain balance such as metal, slate, tiles and moss or algae covered building materials;

### 21.9.2 Manage risks associated with slips trips and falls by:

- Where appropriate, reduce the risk of working at height by undertaking works on solid construction or from the ground;
- Where you are unable to work from the ground, ensure protective barriers around the perimeter such as safety mesh, fencing or use landing or work platforms with barriers;
- Ensure the work space is free of any obstructions and trip hazards such as materials or rubbish;
- Ensure there are safe exit and entry points on the worksite and use those authorised access point for your protection;
- Use appropriate equipment for working heights such as elevated work platforms such as scissor lifts, cherry pickers, boom lifts, scaffolding or portable ladders / lifting machines;
- Provide suitable signage within and around the height level to minimise risks of falls;
- Ensure adequate natural or artificial lighting to all access ways;
- Use appropriate work positioning systems such as safety harnesses and fall arrest systems or catch platforms;
- Ensure workers complete appropriate induction / safety / machinery training and attend all requires toolbox meetings to ensure all workers are aware of height hazards and safety obligations.
- Ensure appropriate measures are in place and all workers are aware of these measures to mitigate the risk of injuries relating to falling objects, including appropriate safe operating procedures and Safe Work Method Statements (SWMS) are in place prior to commencing any works.

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## 21.10 Scaffolding

- All scaffolding erected, altered and/or dismantled on Rainbow Building Solutions worksites must only be undertaken by a licensed scaffolder;
- Risk Assessments and Safe Work Method Statements (SWMS) must be undertaken and provided to Rainbow Building Solutions prior to each new scaffolding project and inspections and tagging must be undertaken by a competent person before use, after any alteration or repair and at intervals not greater than 30 days;
- No unlicensed person can erect, alter or dismantle any scaffolding;
- No person can undertake any unauthorised alterations to the scaffold (such as removing guardrails, planks, ties, toe boards and braces);
- All scaffolds must be used and maintain in accordance with the Preventing Fall in Housing Construction Code of Practice and scaffolding standards;
- Scaffolding that is incomplete, defective and left unattended should never be accessed, therefore must have danger tags and warning signs attached at appropriate locations to prevent and prohibit usage;
- Trainees must be under the direct Supervision of a licensed scaffolder at all time may modify any scaffolding;
- Safe access to and egress from the scaffold must be provided and working platforms must to be kept clear of debris and obstructions at all times;
- Edge protection must be provided at every open edge of the work platform.

For further information and guidance regarding Preventing Fall in Housing Construction, refer to the appropriate Code of Practice at: <https://www.safeworkaustralia.gov.au/doc/model-code-practice-preventing-falls-housing-construction>

## 21.11 Noise Hazards

While working on site you may be exposed to various noise hazardous noise which affects the functioning of the inner ear. These affects may cause temporary or hearing loss and the ability to hear high-frequency (high-pitched) sounds

Permanent hearing loss results from the destruction of hair cells in the inner ear. These cells cannot be replaced or repaired by any presently known medical treatments or technology.

The degree of hearing loss that occurs is dependent on how loud the noise is, how long a person is exposed to the sounds and the individual's susceptibility.

### 21.11.1 Work Health and Safety Standards for Noise

The Work Health and Safety Regulations set the exposure standard for noise at an LAeq,8h of 85 dB(A) and a peak noise level at 140 dB(C), which protects most however not all people.

Rainbow Building Solutions will attempt to ensure all workplace noise to be kept lower than the exposure standard for noise where reasonably practicable.

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LAeq,8h = 85 dB(A)	
Noise Level dB(A)	Exposure Time
80	16 hours
82	12hours
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	7.5 minutes
106	3.8 minutes
109	1.9 minutes
112	57 seconds
115	28.8 seconds
118	14.4 seconds
121	7.2 seconds
124	3.6 seconds
127	1.8 seconds
130	0.9 seconds

### 21.11.2 Identifying Noise Hazards

To work safely, workers must be able to hear warning signals above any other ambient noise in the workplace or on site. You do not need specific skills to identify sources of hazardous noise. However, if you need to raise your voice to communicate with someone who is one meter away, the noise is likely to be hazardous to hearing. Rainbow Building Solutions will consult with you regarding any noise concerns or the implementation of any controls at regular toolbox or site meetings. Where you may have a concern relating to your hearing or noise within the workplace, discuss this immediately with the Site Manager.

### 21.11.3 Inspect the workplace

Regularly communicating with other workers and observing how things are being completed can assist you in identifying any noise hazards. Determine where the noise is coming from and which tasks or processes produce the most noise.

Take immediate action to control noise where this is possible, for example fix loose panels that are vibrating and rattling during machine operations.

### 21.11.4 Noise Sources and Sound Levels

TYPICAL SOUND LEVEL IN DB	SOUND SOURCE
140	Jet engine at 30m

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130	Rivet hammer (pain can be felt at this threshold)
120	Rock drill
110	Chain saw
100	Sheet-metal workshop
90	Lawn-mower
85	Front-end loader
80	Curbside Heavy traffic
	Lathe
70	Loud conversation
60	Normal conversation
40	Quiet radio music
30	Whispering
0	Hearing threshold

#### 21.11.5 Vibrations

Studies have indicated that there is a link between exposure to hand-arm vibration and hearing loss. Workers who use equipment such as chainsaws that subject the worker to both hand-arm vibrations and to noise may be more likely to suffer from hearing loss.

Tools that may expose workers to both noise and hand-arm vibration include:

- pneumatic and electrical rotary tools such as concrete breakers, grinders, sanders and drills;
- percussive tools such as chippers and riveters;
- petrol-powered tools such as lawn-mowers, brush-cutters and chainsaws.

Control measures to reduce exposure to hand-arm vibration may involve finding alternative ways undertake works which could eliminate the need to use vibrating equipment or to purchase tools that produce less vibration or do not prolong use, have rest breaks from the task where optional.

#### 21.11.6 Ototoxic Substances

Exposure to some chemicals can result in hearing loss. These chemicals are known as ototoxic substances. Hearing loss is more likely to occur if a worker is exposed to both noise and ototoxic substances than if exposure is just to noise or ototoxic substances alone.

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There are three major classes of ototoxic substances: solvents, heavy metals and asphyxiants. Work activities that commonly combine noise and ototoxic substances include:

- painting
- printing
- boat building
- construction
- furniture making
- manufacturing, particularly of metal, leather and petroleum products
- degreasing
- fire-fighting
- weapons firing

Some medications have also been identified as ototoxic substances. These include some anti-cancer, anti-inflammatory, anti-thrombotic, anti-malarial, anti-rheumatic and antibiotic drugs. Quinine and salicylic acids (such as aspirin) are also considered to be ototoxic substances.

#### **21.11.7 Noise Assessment**

If you have identified any noisy activities that may expose you or others at the workplace to hazardous noise, unless you can reduce the exposures to below the standard immediately, you should assess the risks by carrying out a noise assessment.

A noise assessment outlined (Noise Hazard Identification Checklist attached) assist in outlining:

- Which identify which workers are at risk of hearing loss
- Determining what noise sources and processes are causing that risk
- Identifying if and what kind of noise control measures could be implemented
- Checking the effectiveness of existing control measures.

#### **21.11.8 Plant and Equipment Maintenance**

- Regular maintenance of plant and equipment is essential as it will deteriorate with age and can become noisier.
- Check for changes in noise levels for worn bearings and gears, poor lubrication, blunt blades, loose parts, unbalanced rotating parts and steam or air leaks all create noise that can be reduced with good maintenance.
- Engineering controls such as vibration mountings, impact absorbers, gaskets, seals, silencers, barriers and other equipment should be regularly inspected and maintained.

#### **21.11.9 Personal Hearing Protectors and PPE**

Personal hearing protectors, such as ear-muffs or ear-plugs must be used and workers will be provided the appropriate training, information and instruction in the proper use, fit, care and maintenance of personal hearing protectors.

All workers should ensure they understand and comply with the following:

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- Wear appropriate hearing protectors as required in accordance with AS/NZS 1269.3 Occupational Noise Management – Hearing Protection Program;
- All employees are to notify their Supervisor or Site Manager should they need a replacement;
- All other workers, PCBU's, contractors and subcontractors must ensure themselves and their workers are provided with and appropriately wear personal protective equipment while on site;
- All Managers and Supervisors will set a good example and wear personal hearing protectors at all times when in hearing protector areas.
- Spot checks will be conducted to ensure that all workers are wearing their hearing protectors when required and are using them correctly;

#### 21.11.10 PPE Inspections

Personal hearing protectors must be regularly inspected and maintained to ensure they remain in good, clean condition. The inspections will check that:

- ear-muff seals are undamaged;
- the tension of headbands is not reduced;
- there are no unofficial modifications;
- compressible ear-plugs are soft, pliable and clean;
- If disposable ear-plugs are used, they should only be worn once.

#### 21.11.11 Information and Training:

- Workers who may be exposed to hazardous noise or other agents that may contribute to hearing loss will be appropriately trained to ensure work safe processes are implemented on site during the induction process, through toolbox meetings and daily site meetings;
- Work sites will be audited focusing on compliance and the importance of hearing conservation;
- All workers are responsible for plant noise control equipment with an emphasis on ensuring all personal hearing protectors are worn as appropriate and where noise levels are above safe levels as outlined within the Noise Exposure Ready Reckoner Charts.

#### 21.11.12 Noise Exposure Ready Reckoner

##### Exposure points for 75-105 dB(A) / 15minutes – 12 hours

Sound Level LAeq,T dB(A)	DURATION OF EXPOSURE PER SHIFT							
	15 min	30 min	1 h	2 h	4 h	8 h	10 h*	12 h*
105	320	640	1270	2530	5060	10120	12650	15180
104	250	500	1000	2010	4020	8040	10050	12060
103	200	400	800	1600	3200	6400	8000	9600
102	160	320	640	1270	2540	5070	6340	7600
101	130	250	500	1010	2010	4030	5040	6040

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Sound Level LAeq,T dB(A)	DURATION OF EXPOSURE PER SHIFT							
	15 min	30 min	1 h	2 h	4 h	8 h	10 h*	12 h*
100	100	200	400	800	1600	3200	4000	4800
99	80	160	320	640	1270	2540	3180	3810
98	63	130	250	500	1010	2020	2520	3030
97	50	100	200	400	800	1600	2000	2410
96	40	80	160	320	640	1270	1590	1910
95	32	63	130	250	510	1010	1260	1520
94	25	50	100	200	400	800	1000	1210
93	20	40	80	160	320	640	800	960
92	16	32	63	130	250	510	630	760
91	13	25	50	100	200	400	500	600
90	10	20	40	80	160	320	400	480
89	7.9	16	32	64	130	250	320	380
88	6.3	13	25	50	100	200	250	300
87	5.0	10	20	40	80	160	200	240
86	4.0	8.0	16	32	64	130	160	190
85	3.2	6.3	13	25	50	100	130	150
84	2.5	5.0	10	20	40	80	100	120
83	2.0	4.0	8.0	16	32	64	80	96
82	1.6	3.2	6.3	13	25	51	63	76
81	1.3	2.5	5.0	10	20	40	50	60
80	1.0	2.0	4.0	8.0	16	32	40	48
79	0.8	1.6	3.2	6.4	13	25	32	38
78	0.6	1.3	2.5	5.0	10	20	25	30
77	0.5	1.0	2.0	4.0	8.0	16	20	24
76	0.4	0.8	1.6	3.2	6.4	13	16	19
75	0.3	0.6	1.3	2.5	5.1	10	13	15

### Exposure points for 95-125 dB(A)/5 seconds – 10 minutes

Sound Level LAeq,T dB(A)	Duration of exposure per shift							
	5 sec	10 sec	15 sec	30 sec	1 min	2 min	5 min	10 min
125	180	360	530	1050	2110	4220	10540	21080
124	140	280	420	840	1680	3350	8370	16750

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123	110	220	330	670	1330	2660	6650	13300
122	90	180	260	530	1060	2110	5280	10570
121	70	140	210	420	840	1680	4200	8390
120	56	110	170	330	670	1330	3330	6670
119	44	88	130	270	530	1060	2650	5300
118	35	70	110	210	420	840	2100	4210
117	28	56	84	170	330	670	1670	3340
116	22	44	66	130	270	530	1330	2650
115	18	35	53	110	210	420	1050	2110
114	14	28	42	84	170	330	840	1680
113	11	22	33	67	130	270	670	1330
112	8.8	18	26	53	110	210	530	1060
111	7.0	14	21	42	84	170	420	840
110	5.6	11	17	33	67	130	330	670
109	4.4	8.8	13	26	53	110	270	530
108	3.5	7.0	11	21	42	84	210	420
107	2.8	5.6	8.4	17	33	67	170	330
106	2.2	4.4	6.6	13	27	53	130	270
105	1.8	3.5	5.3	11	21	42	110	210
104	1.4	2.8	4.2	8.4	17	33	84	170
103	1.1	2.2	3.3	6.7	13	27	67	130
102	0.9	1.8	2.6	5.3	11	21	53	110
101	0.7	1.4	2.1	4.2	8.4	17	42	84
100	0.6	1.1	1.7	3.3	6.7	13	33	67
99	0.5	0.9	1.3	2.7	5.3	11	27	53
98	0.4	0.7	1.1	2.1	4.2	8.4	21	42
97	0.3	0.6	0.8	1.7	3.3	6.7	17	33
96	0.2	0.5	0.7	1.3	2.7	5.3	13	27
95	0.2	0.4	0.5	1.1	2.1	4.2	11	21

## 21.12 Isolated or Remote Work

Rainbow Building Solutions is committed ensuring where any workers are working alone, isolated or remotely the following guidelines will be undertaken to ensure workers are health and safe.

### 21.12.1 When working remotely you must ensure:

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- Rainbow Building Solutions and your immediate Supervisor and/or Site Manager are aware of travel itineraries including days, times, dates and duration of travel, as well as current locations and tasks which are being undertaken.
- A documented SWMS must be developed for all tasks to be undertaken and authorised by Rainbow Building Solutions.
- Where tasks or duties are to be undertaken by two persons can be completed where the worker is working alone.
- A "Buddy" system will be utilised for high risk tasks undertaken in remote or potentially hostile locations.
- The worker must ensure regular contact with Rainbow Building Solutions and their immediate Supervisor and/or Site Manager as required;
- The worker is aware of and trained in the emergency response procedures within this manual if in the event of an emergency.
- Vehicles used for remote work are maintained as per the manufacturers manual and for their intended purpose, vehicles must be regularly maintained and have adequate spare parts such as tyres, fan belts and hoses where required.
- All mobile and satellite phones and EPIRB are operational and tested prior to departure.
- Mobile phones must be fully charged, where available ensure spare batteries or available facilities for continuing charging.
- All safety equipment including first aid and vehicle breakdown/rescue/tool kits, fire extinguisher(s) are checked before departure, fit for purpose, and regularly maintained.
- Ensure adequate supplies of food items and clean water are carried/available to workers at all times.

#### 21.12.2 Risk Assessment Factors for Isolated or Remote work:

Assess the risk to persons working remotely or in isolation, take into consideration the following factors:

- Duration of task
- Time
- Existing communication systems
- Location
- Proximity to medical treatment facilities and emergency responders
- Nature of work
- Skills and Experience of workers

#### 21.12.3 Suitable controls to be selected for Remote or Isolated workers:

- Attempted time spent working remotely/in isolation to be reduced wherever possible;
- Develop suitable list of tasks that are considered high risk for working remotely or where isolated;
- Ensure effective and functional communication equipment;
- Ensure distress alarms and/or beacons and other equipment are functional and available at all times where necessary;
- Ensure Mobile phones and GPS locators are fully charged, functional and readily available;

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- Ensure reporting and checking-in / check out procedures are compiled and adhered with other equipment specific to the tasks as required.

#### 21.12.4 Review of Controls where:

- Controls have / had or foresee to no longer be effective;
- Prior to any change likely to introduce updated, new or different hazards which may cause current controls to not adequately suffice;
- Where a new hazard or risk is identified;
- Results of consultation indicate a review is needed;
- Requested by relevant workers or Health and Safety Representative.

### 21.13 Working Alone

Workers who may be required to work alone have a duty to take reasonable care to ensure their own health and safety within the workplace. Therefore you must:

- Assess the work area to identify any existing or potential hazards.
- Assess the requirements for emergency equipment, first aid or means of obtaining assistance based upon the nature and degree of exposure to the hazard.
- Ensure emergency aid is available and compatible with the work assignment.
- Evaluate safety measures on a regular basis to ensure that these measures are effective, considering any new changes in operations.
- Ensure accidents, incidents or hazards are reported.
- Take all reasonable care for personal safety.
- Follow any personal safety practices outlined by Management.
- Maintain regular communications as directed by Management.
- Follow safe working practices, policies and procedures.

### 21.14 Electrical Equipment

Rainbow Building Solutions will ensure electrical hazards are identified and any work conducted on, or near electrical installations will be subject to a detailed risk assessment. Risk controls will be implemented following the management principles outlined in this Worker Health and Safety Management Plan. Relevant information concerning electrical safety will be communicated to workers where required and outlined as follows:

- Rainbow Building Solutions prohibits works to be conducted on live or energised electrical installations and equipment. Where work must be undertaken on live equipment, a documented hazard identification and risk assessment will be conducted.
- Only suitably competent and qualified persons (licensed electricians) may work on energised electrical equipment and only under strictly-enforced SWMS where suitable PPE and equipment is utilised.
- Where possible, the relevant Authority will be contacted to ensure power to the area can be isolated. If this is not possible, work will be conducted in the safest manner possible.
- Where Rainbow Building Solutions has management control, all electrical installations on site (including switchboards and temporary electrical installations) will be installed by qualified and licensed persons (such as electricians).

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- All electrical installations will comply with AS/NZS 2012:2010 (Electrical Installations: Construction and demolition sites). Electrical installations will be provided with Residual Current Devices (safety switches) relevant for the type of installation and use.

#### **21.14.1 Overhead Power lines**

Rainbow Building Solutions will ensure, where work is conducted near overhead electric lines and/or underground electrical utilities, the hazards will be identified and suitable controls implemented according to State Authority requirements.

- For overhead electric lines, equipment with design envelopes that will not reach into danger / prohibited "No Go" Zones will be used.
- Dedicated Spotters and risk assessments / SWMS will be undertaken and implemented accordingly.

#### **21.14.2 Working Underground**

Rainbow Building Solutions will ensure, where work is conducted near overhead electric lines and/or underground electrical utilities, the hazards will be identified and suitable controls implemented according to State Authority requirements.

- All underground electrical hazards will be marked and communicated to workers.
- Rainbow Building Solutions will not permit workers to dig in areas where live-electrical lines are buried. Specialised equipment (such as hydro-excavation equipment) will be utilised to reduce risk.

#### **21.14.3 Education and Training**

All educational or training will be undertaken by workers will be based on position, qualifications and experience, literacy levels and specific skills required to carry out the works.

- Upon commencement for your contact all workers will undertake induction training to ensure all workers are aware of and undertake safe systems of work and other relevant health and safety matters where electrical works are being undertaken, either by the worker or while on site;
- All Site Supervisors and Managers will undertake appropriate training to ensure that all workers comply with electrical safety and any these matters are appropriately managed;
- In certain circumstances workers will be required to undertake ongoing or refresher training on work health and safety matters as appropriate;
- Workers will have induction and training on all emergency and evacuation procedures, so all workers understand what to do in the event of an emergency;
- Where appropriate workers will undertake first aid training to ensure appropriate procedures are followed for administering first aid in the event of an accident.

#### **21.14.4 Electrical equipment needs to be safe, properly installed and regularly inspected**

- Remember that water and liquids are conductors of electricity and their association with faults caused by for example, damaged cables, flexes, plugs and

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sockets, the overloading of circuits and fuses, and so on would make the shock more severe.

**NEVER** - touch electrical equipment with wet hands or move any portable electrical equipment without disconnecting it from the mains or make electrical repairs or do other electrical work unless you are an authorised person.

**KEEP** - electrical supply cables and flexes away from wet areas or from where they will be damaged by being walked over or knocked when moving equipment about

**ALWAYS** switch off all equipment, unless continuous operation is necessary unless continuous operation is necessary and/or instructed otherwise.

Report defective equipment to Management.

#### 21.14.5 Electrical Inspection, Testing and Tagging

Inspection and testing of electrical equipment will only be undertaken by a licensed or registered electrician who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task, in addition:

- Regular inspections will be undertaken as allocated, at regular intervals to ensure all electrical leads and equipment are within test date, supplied with a compliant tag, in good condition, used and handled in a safe manner.
- The scope of the inspections will include verification that electrical leads and extension leads are not placed in areas that may pose tripping hazards, on or near water or chemicals (or other deteriorating agents), not exposed to mechanical damage (from power tools) and suitable lead-stands are provided to keep leads off the ground.
- Some kinds of electrical testing must only be carried out by a licensed electrician or electrical inspector under local electrical safety laws.
- All electrical equipment must be visually inspected before use and tested/tagged (within 3 months of last test/tag date) as per AS3000 Wiring Rules for construction sites.
- Rainbow Building Solutions will ensure that all sub-contractors will bring only compliant electrical leads/equipment onto the site.

***See equipment register completed for all electrical equipment to be used.***

The Electrical Safety Checklist and Electrical Equipment Register in the tools and forms kit will be completed by Rainbow Building Solutions before work begins and periodically throughout the duration of any works in line with agreed audit timeframes.

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For further information and guidance regarding managing electrical risks in the workplace, refer to the appropriate Code of Practice at: <https://www.safeworkaustralia.gov.au/doc/model-code-practice-managing-electrical-risks-workplace>

## 21.15 Company Vehicles

All company vehicles are for work use only and are only to be driven by authorised workers; any exceptions must be in consultation with Rainbow Building Solutions Management. Any breach will result in your summary dismissal.

To ensure their own safety, and the safety of others, workers who drive Rainbow Building Solutions vehicles are required to:

- Retain a current drivers licence and provide a copy to Rainbow Building Solutions.
- Follow the Drug and Alcohol Policy; not operate a company vehicle when under the influence of intoxicants such as alcohol and other drugs, or while impaired by prescribed medication, illness or injury.
- Check the vehicle for damage and report any apparent defects to Management.
- Workers must ensure that road safety limits are adhered to at all times. Any speeding fines incurred whilst driving a company vehicle will be paid for by the worker responsible.
- Infringement notices received while driving a company vehicle will be paid for by the worker.
- Ensure Management are advised when the vehicle is to be serviced in accordance with manufacturer's manual.
- Ensure vehicle keys are returned to Rainbow Building Solutions.

A worker who uses company-supplied vehicles is prohibited, except for hands-free (Bluetooth), from using a mobile phone or similar device while driving.

If you are using hands-free mobile or similar devices, Rainbow Building Solutions ask that you limit your phone calls while driving. All company vehicles must be kept clean and must be maintained in a reasonable condition by the driver. It is the responsibility of the worker to ensure that vehicle services or other requirements are notified as soon as possible to Management. There is strictly no smoking in any company vehicle.

## 21.16 Traffic Management

Managing traffic at Rainbow Building Solutions work site is the responsibility of all workers on site to ensure the workplace is without risks to health and safety. Vehicles and mobile plant moving around the workplace, reversing, loading and unloading are often linked with death and injuries to workers and members of the public.

### 21.16.1 Separating the Public from Vehicles

This can be done by designing the layout of the workplace to eliminate interactions between pedestrians and vehicles. To manage traffic on our worksites:

- Ensure separate traffic routes for pedestrians and vehicles, where possible.
- Ensure separate clearly marked pedestrian walkways that take a direct route.
- Create pedestrian exclusion zones where powered mobile plant is operating.

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- Ensure vehicle exclusion zones for pedestrian-only areas such as around tearooms, amenities and pedestrian entrances.
- Secure areas where vehicles and plant operate by installing pedestrian barriers, traffic control barricades, chains, tape or bollards. Where needed ensure a competent person with the necessary training or qualifications directs powered mobile plant when it operates near workers or other plant.
- Take note of designated specific parking areas for workers' and visitors' vehicles outside the site area.
- Provide clear signage and lighting at crossing points so drivers and pedestrians can see each other clearly.
- Be aware of your surroundings and use traffic controllers, mirrors, stop signs and warning devices at site exits to ensure workers can see and are aware of pedestrians before driving out in and out of work sites.
- Avoid blocking walkways so pedestrians do not have to step onto the vehicle route.

#### **21.16.2 Minimising Vehicle Movements**

To limit the number of vehicle movements on site, ensure:

- Storage areas are used so delivery vehicles do not have to cross the site;
- All workers use the appropriate site vehicle parking;
- Always use the controlled entry and exit to the work site.

#### **21.16.3 Signs, warning devices and visibility**

- Signs should be used to alert all workers and pedestrians to potential hazards from vehicles entering and exiting the work site.
- Traffic routes should be clearly signed to indicate restricted parking, visitor parking, speed limits, vehicle movement, key site areas and other route hazards.
- Standard road signs should be used where possible and speed limits are to be implemented and enforced.

#### **21.16.4 Traffic management plans**

Where necessary, traffic management plans will be required which explain how risks will be managed at work site. Details of the traffic Management Plan must include:

- designated travel paths for vehicles including entry and exit points, haul routes for debris or plant and materials, or traffic crossing other streams of traffic;
- pedestrian and traffic routes;
- designated delivery and loading and unloading areas;
- travel paths on routes remote from the workplace including places to turn around, access ramps and side roads;
- how often and where vehicles and pedestrians interact;
- traffic control measures for each expected interaction including drawings of the layout of barriers, walkways, signs and general arrangements to warn and guide traffic around, past or through the workplace or temporary hazard;
- requirements for special vehicles like large vehicles and mobile cranes;
- requirements for loading from the side of road onto the site;
- the responsibilities of people managing traffic at the workplace;
- the responsibilities of people expected to interact with traffic at the workplace;

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- instructions or procedures for controlling traffic including in an emergency and
- how to implement and monitor the effectiveness of a traffic management plan.

Rainbow Building Solutions traffic management plans will be monitored and reviewed regularly to ensure it is effective and take into account changes at all work sites.

Workers should be aware of and understand the traffic management plan and receive information, instruction, training and Supervision. Notify the Site Manager if you are unsure of any Traffic Management Plan processes.

## 21.17 Plant and Equipment

Rainbow Building Solutions will take a consultative approach to ensure risks associated with plant, whether owned, leased or hired, are eliminated or reduced as far as practicable, and injuries to workers, contractors and visitors are minimised.

Rainbow Building Solutions will endeavour to prevent injury and eliminate hazards associated with plant by ensuring:

- No plant is bought onto site and commissioned unless health and safety risks are controlled;
- Plant is installed/commissioned by competent persons and risks during these activities are monitored;
- Plant is used only for its designed purpose unless an assessment has been carried out by a competent person for any other proposed use;
- Plant complies with work health and safety legislative requirements for guarding, operator controls, cleaning, maintenance and testing and other requirements as required.

A documented system is developed and implemented to identify hazards, conduct risk assessments where required, and select suitable controls for installation, commission, use, cleaning/maintenance and decommission/dismantling:

- Risk controls will be selected following a hierarchy of control:
  - Elimination
  - Substitution
  - Engineering Controls
  - Isolation
  - Administrative Controls
  - Safe work procedures
- Adequate training, information, instruction and supervision as required
- All persons obtain Licences to Perform High Risk Tasks where required
- Risk controls are reviewed whenever:
  - Control is no longer effective
  - Before any change likely to introduce new or different hazards that current controls will not adequately address
  - A new hazard or risk is identified
  - Results of consultation indicate a review is needed
  - Where requested by relevant workers or Health and Safety Representative

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- As per manufacturer's instructions

## 21.18 Plant and Equipment Inspections

Equipment is to be inspected prior to use to ensure no faults are present. If there are any faults, these are to be reported immediately to Management. Once repaired the equipment is to be checked to ensure it is safe to use.

All electrical equipment supplied by Rainbow Building Solutions will be tested by a qualified technician every 12 months to ensure they are in safe working order.

### 21.18.1 Personal Equipment

Any personal tools and equipment that is to be used for work purposes at Rainbow Building Solutions will need to be inspected before use. Workers are responsible for any personal equipment that is used on the premises.

Rainbow Building Solutions will not take any responsibility for stolen, missing or damaged equipment.

Any personal equipment used needs to be cleaned to Rainbow Building Solutions standards before and after use.

## 21.19 Lockout Procedures

This procedure will be observed to prevent injuries due to malfunction or repairs or maintenance of equipment. You will be instructed in the correct procedures.

### 21.19.1 Switches

All switches used for isolation of any power source must be switched "Off" and locked in that position.

### 21.19.2 Valves

All valves used for isolating a hazardous power source must be switched 'Off'. In the absence of a facility enable this to occur the valve must be tied off with a safety chain.

### 21.19.3 Other forms of isolation

All other forms of isolating devices must either effectively isolate the power/energy source or neutralize its danger. Testing of the isolated equipment is to be undertaken to ensure it is correctly isolated prior to repairs or maintenance being undertaken.

## 21.20 Danger / Out of Service Tags

A hazard is anything that has the potential to cause injury, illness or workplace property damage. In order to manage hazards you should:

- Ensure your own safety
- Eliminate the hazard if possible or notify others of the hazard
- Isolate the hazard and notify others where required

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- Substitute the hazard with a safer alternative
- Use personal protective equipment
- Fill out a hazard report form and notify your owner

If you find faulty equipment you should:

- If safe to do so, remove or isolate the piece of equipment
- Tag the piece of equipment with an OUT OF SERVICE tag
- Complete a Faulty Equipment Report Form (form available from Rainbow Building Solutions)
- Check with Rainbow Building Solutions to obtain authorisation to perform maintenance. Do not perform maintenance without approval.



## 21.21 Control of Hazardous Substances

Hazardous substances will not be used without ensuring adequate control measures are in place and that you have been trained in the correct handling and disposal techniques.

It is the responsibility of you and Management to ensure that you are trained in its safe use and storage.

### 21.21.1 Chemicals

Chemicals are hazardous when handled incorrectly. Manufacturer's directions are to be closely followed at all times, ensuring correct storage, mixing, disposal and personal protective equipment (PPE) are worn at all times for the relevant products. Gloves, masks, aprons and ventilation devices must be used.

It is vital to ensure that hazards associated with the use, handling, generating, storage and disposal of chemicals are identified, assessed and controlled as far as reasonable.

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Consideration will be given to the properties of the chemicals, physical reactions and health effects, nature of work and other plant or structures that may cause adverse reactions with the hazardous chemicals.

The implementation of the following systems will provide efficient management of all hazardous chemicals include:

- Register of hazardous chemicals
- Legislative requirements for quantities:
  - Manifest
  - Placarding
- Consultative approach to risk assessments
- Suitable storage facilities
- Substitution with less hazardous chemicals where possible
- Access to Information:
  - Correct Labelling
  - Safety Data Sheets (accessible and current – within 5-year issue date)
  - Safe Work Instructions
  - Results of risk assessments
  - Training and Supervision
- Responsible persons
- Health monitoring
- Suitable Personal Protective Equipment
- Regular audits of system

All worker of Rainbow Building Solutions will ensure risk controls are continuously reviewed if there are changes to Safety Data Sheets, health monitoring results indicate exposure, atmospheric monitoring reveals concentrations have exceeded the exposure standard for the chemicals and at least every 5 years.

### 21.21.2 Infection control

For the protection of workers these procedures are to be followed at all times in relation to minimisation of risk regarding injection:

- Gloves must be worn at all times when dealing with the possibility of infection.
- All open cuts must be covered.
- Spills of any bodily fluids must be dealt with swiftly by disinfecting the whole area whilst protecting yourself from the spill.
- All equipment must be cleaned and sterilized regularly, following sterilization procedures.
- All bench tops, chairs, etc must be kept as clean as possible.
- Maintaining good personal hygiene, by washing hands frequently.

## 21.22 Storage and Handling of Dangerous Goods

Dangerous goods will not be received, handled or stored without ensuring adequate control measures are in place and that you have been trained in the correct handling and storage techniques. It is the responsibility of you and Management to ensure that you are trained in the handling and storage of dangerous goods.

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Where dangerous goods including flammable and combustible liquids are stored, or are capable of being stored on site, Rainbow Building Solutions and all workers will ensure at all time compliance is maintained including in alignment with:

- Dangerous Goods Act 1998;
- Dangerous Goods (General) Regulations 1998;
- Relevant Codes of Practice
- Hold all relevant induction, licences, qualifications and knowledge in the handling and storage of dangerous goods.

The Hazard Classes are classified as:

- Hazard 3 – Flammable Liquids
- Hazard 4 – Flammable Solids
- Hazard 5 – Oxidising Substances
- Hazard 6 – Poisons
- Hazard 7 – Corrosive Substances

DO NOT ASSUME you know the correct handling and storage process associated with any Dangerous Goods which may be received at the business.

Upon receiving, handling and/or the moving of any Dangerous Goods, ensure the following checks are completed:

- Wear appropriate PPE when handling dangerous goods.
- Refer to the Dangers Goods relevant MSDS (to be with the goods at the time of receiving)
- Note any LABELS / WARNINGS on the actual package and delivery docket
- Review and confirm the Dangerous Good and label accordingly
- Store goods within the correct Department / Area

If the goods are Flammable Liquids, they MUST NOT be brought into any building on site.

If you have any inquiries or questions relating to the handling and/or storage of Dangerous Goods or PPE, consult with your direct Manager.

**Where there may be or is an emergency contact your direct Manager, if your direct Manager cannot be contacted, you must notify the next level of Management immediately or as soon as reasonably possible.**

## 21.23 Waste Material Disposal

All disposals of waste materials must comply with the relevant government legislation in order to protect you, visitors and the community from any adverse outcomes. You are part of a team responsible for waste disposal and you will be trained in correct disposal procedures.

### 21.23.1 Guidelines

- All waste material shall be recycled wherever possible.
- All waste material to be collected in appropriate containers as recommended by the Material Safety Data Sheet (MSDS).
- All such containers to be fixed to minimise the possibility of spills and contaminations of surrounding area.

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- All containers to be labelled as waste.
- All state legislative requirements shall be observed.
- Any reckless actions or wilful carelessness would result in termination or summary dismissal.
- You are responsible for ensuring the safe and correct use of the shredding bins.

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## 22. SAFE WORK METHOD STATEMENTS (SWMS)

SWMS will be developed in consultation with all relevant persons and risk assessment/controls will be developed following the Risk Management protocols outlined in this Worker Health and Safety Management Plan.

Rainbow Building Solutions will ensure all SWMS comply with the requirements of the Work Health and Safety Regulations 2012. In addition, Rainbow Building Solutions will ensure;

- SWMS will be used as the format to write safety instructions for general hazardous tasks undertaken under this project using the same criteria for compliance with Work Health and Safety Regulations.
- SWMS will be site/task specific and detail all steps involved in the task.
- SWMS will be collected and provided to the Principal Contractor and copies of current SWMS will be accessible to all relevant persons – including Duty Holders/Contractors.
- SWMS for each task will be kept for the duration of the project or until work relating to the particular SWMS is completed.
- All persons involved in the task will be trained in the content of the SWMS and all risk controls detailed within the SWMS.
- If a notifiable incident occurs in relation to the SWMS, it will kept for 7 years after the incident and made available for inspection by HSR's and/or Government appointed Inspectors as required.
- All SWMS will be reviewed on a regular basis.
- A SWMS database will be used to track the number and type of SWMS and review timeframes, using the table provided in Appendix C.
- Arrangements will be put in place to ensure SWMS are being followed. These include:
  - Spot checks/audits
  - Adequate supervision
  - Consultation, information and training
  - Worker competency assessments

### 22.1 SWMS for High Risk Construction

SWMS will be prepared for all High-Risk Construction tasks before the work commences. The following high-risk tasks are applicable to this construction project.

Tick all applicable high-risk tasks. Please refer to the appropriate SWMS Template.

HIGH-RISK CONSTRUCTION TASKS REQUIRING DEDICATED SWMS			
<input type="checkbox"/>	Falls risk of 2 metres or more	<input type="checkbox"/>	Work near chemical, fuel or refrigerant lines
<input type="checkbox"/>	Work on telecommunication towers	<input type="checkbox"/>	Energised electrical equipment or installations / services
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Contaminated or flammable atmosphere
<input type="checkbox"/>	Confined space	<input type="checkbox"/>	Tilt-up / Precast concrete
<input type="checkbox"/>	Asbestos disturbance or removal	<input type="checkbox"/>	Working on or near roads or railways

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<input type="checkbox"/>	Structural alterations that require temporary support to prevent collapse	<input type="checkbox"/>	Powered Mobile plant on site
<input type="checkbox"/>	Excavation to depths 1.5m or more	<input type="checkbox"/>	Extremes of temperature created by artificial means
<input type="checkbox"/>	Tunnel construction	<input type="checkbox"/>	Work in, over or near water (or other liquids)
<input type="checkbox"/>	Explosives	<input type="checkbox"/>	Construction-related diving work
<input type="checkbox"/>	Working near gas mains/pipe work under pressure	<input type="checkbox"/>	On, in or adjacent to a road or railway

## 22.2 SWMS Checklist

Tick all applicable items and complete the table where required.

SWMS DETAILS		YES	NO	N/A
SWMS contains business details, ABN, address, site contacts etc.				
SWMS was developed before work commenced				
SWMS was prepared in consultation with relevant persons				
SWMS adequately identifies any high-risk task				
SWMS takes into account the way the job is done (step by step outline of tasks and all elements associated with task in a logical sequence)				
All reasonably foreseeable hazards of the task are identified				
Risks are assessed using risk management procedures outlined in this Worker Health and Safety Management Plan				
Measures to control risk are selected to ensure effective controls:				
Controls follow the hierarchy outlines in Work Health and Safety Regulations				
Controls have regard to requirements of Worker Health and Safety Management Plan				
	Controls developed in consultation with persons who do the task			
	Expert advice was obtained from suitably competent persons			
	Industry best-practice solutions were considered			
	Guidance provided by Work Health and Safety Authorities was consulted			

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SWMS DETAILS		YES	NO	N/A
SWMS is set out in an easy to read format and can be easily followed by those doing the work				
SWMS located in accessible areas				
	Office/ administration building on site (specify exact location/Room number, filing details etc)			
	Intranet (provide instructions for accessing intranet documents)			
	Noticeboards (specify exact location of noticeboard)			
	Other? .....			
Copy of SWMS provided to Principal Contractor				
Arrangements in place for SWMS review. Review database completed				
Arrangements in place to keep copy SWMS as needed:				
	For entire duration of project or task related to SWMS			
	For 2 years in the event of a Notifiable Incident occurring			
Arrangements in place for ensuring SWMS complied with:				
Spot checks	Daily			
	Weekly			
	Fortnightly			
	Monthly			
	Other? (Specify)			
Supervision	One-on-one direct			
	Onsite supervisor available			
	Access to supervisor via phone/internet			
	Supporting written instructions/Manuals			
	Other? (Specify)			
Arrangements are in place to ensure relevant persons are adequately training and provided with sufficient information in relation to the SWMS:				



SWMS DETAILS		YES	NO	N/A
	Tool box meeting			
	One-on-one training/instruction			
	Competency-based assessment			
	Other? (Specify)			
<b>Notes:</b>				



## 23. EMERGENCY RESPONSE PROCEDURES

This Emergency Management and Response Plan will assist in meeting work health and safety obligations under the Work Health and Safety Act 2012 and Work Health and Safety Regulations 2012 and includes processes in place for the health and safety of workers.

Rainbow Building Solutions requires all relevant persons to adhere to the contents of the Emergency Management and Response information in the event of an emergency.

### 23.1 Emergency Management Committee

EMERGENCY MANAGEMENT COMMITTEE		
<b>Name</b>	Philip Smith	
<b>Title</b>	Managing Director	
<b>Phone</b>	03 6265 1944	<b>Email:</b> <a href="mailto:phil@rainbowbuilding.com.au">phil@rainbowbuilding.com.au</a>
<b>Mobile Phone Number</b>	0408 383 001	<b>Fax:</b> 03 6265 3144
<b>Name</b>	Jay Gutteridge	
<b>Title</b>	Project Manager	
<b>Phone</b>	03 6265 1944	<b>Email:</b> <a href="mailto:jay@rainbowbuilding.com.au">jay@rainbowbuilding.com.au</a>
<b>Mobile Phone Number</b>	0417 672 422	<b>Fax:</b> 03 6265 3144

PERSON RESPONSIBLE FOR MANAGEMENT AND REVISION OF EMERGENCY PLAN		
<b>Name</b>	Philip Smith	
<b>Title</b>	Managing Director	
<b>Phone</b>	03 6265 1944	<b>Email:</b> <a href="mailto:phil@rainbowbuilding.com.au">phil@rainbowbuilding.com.au</a>
<b>Mobile Phone Number</b>	0408 383 001	<b>Fax:</b> 03 6265 3144

PERSON RESPONSIBLE FOR MANAGEMENT AND MAINTENANCE OF EMERGENCY EQUIPMENT		
<b>Name</b>		
<b>Equipment</b>		
<b>Task</b>		
<b>Phone</b>		<b>Email:</b>
<b>Mobile Phone Number</b>		<b>Fax:</b>
<b>Name</b>		
<b>Equipment</b>		
<b>Task</b>		
<b>Phone</b>	<b>Email:</b>	

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<b>Mobile Phone Number</b>	<b>Fax:</b>	
<b>EVACUATION COORDINATION AND CONTROLLERS</b>		
<b>Name</b>		
<b>Evacuation Role/Responsibility</b>		
<b>Phone</b>		<b>Email:</b>
<b>Mobile Phone Number</b>		<b>Fax:</b>
<b>Name</b>		
<b>Evacuation Role</b>		
<b>Phone</b>		<b>Email:</b>
<b>Mobile Phone Number</b>		<b>Fax:</b>

## 23.2 Review of Emergency Procedures

The emergency plan will be reviewed by the Managing Director of Rainbow Building Solutions as required, including whenever:

- Controls are no longer effective
- Changes on site are likely to introduce new or different hazards that current controls will not adequately address
- A new hazard or risk is identified
- Results of consultation indicate a review is needed
- Requested by workers or Health and Safety Representative
- Contact or worker details change

The review schedule will be directed in response to organisational and/or legislative changes and requirements. The reviews will be undertaken in consultation with workers, health and safety representatives and other relevant parties.

All relevant persons will be made aware of changes made as a result of review.

## 23.3 Definition of an Emergency

Any incident outlined below that requires immediate action to make safe:

- 1) Any actual incident that has the capacity to cause death or serious harm
- 2) Any potential incident that has a high probability of causing death or serious harm
- 3) Any actual or potential incident that has a high probability of causing harm to the environment or property

This Emergency Management and Response Plan will guide Emergency responses of all workers and employees and applicable resources during any emergency. This Emergency Management and Response Plan applies to all employees, workers and contractors and visitors present at the time of the emergency.

**This plan will not override any direction from Emergency Service personnel given to you at the time of the emergency.**

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It is expected that all persons read and understand this Emergency Management and Response Plan prior to the commencement of works. All relevant persons are expected to adhere to the contents of this Emergency Management and Response Plan.

## 23.4 General Emergency Response

If the situation warrants implementation of the Rainbow Building Solutions Emergency Management Plan, the following actions will be taken:

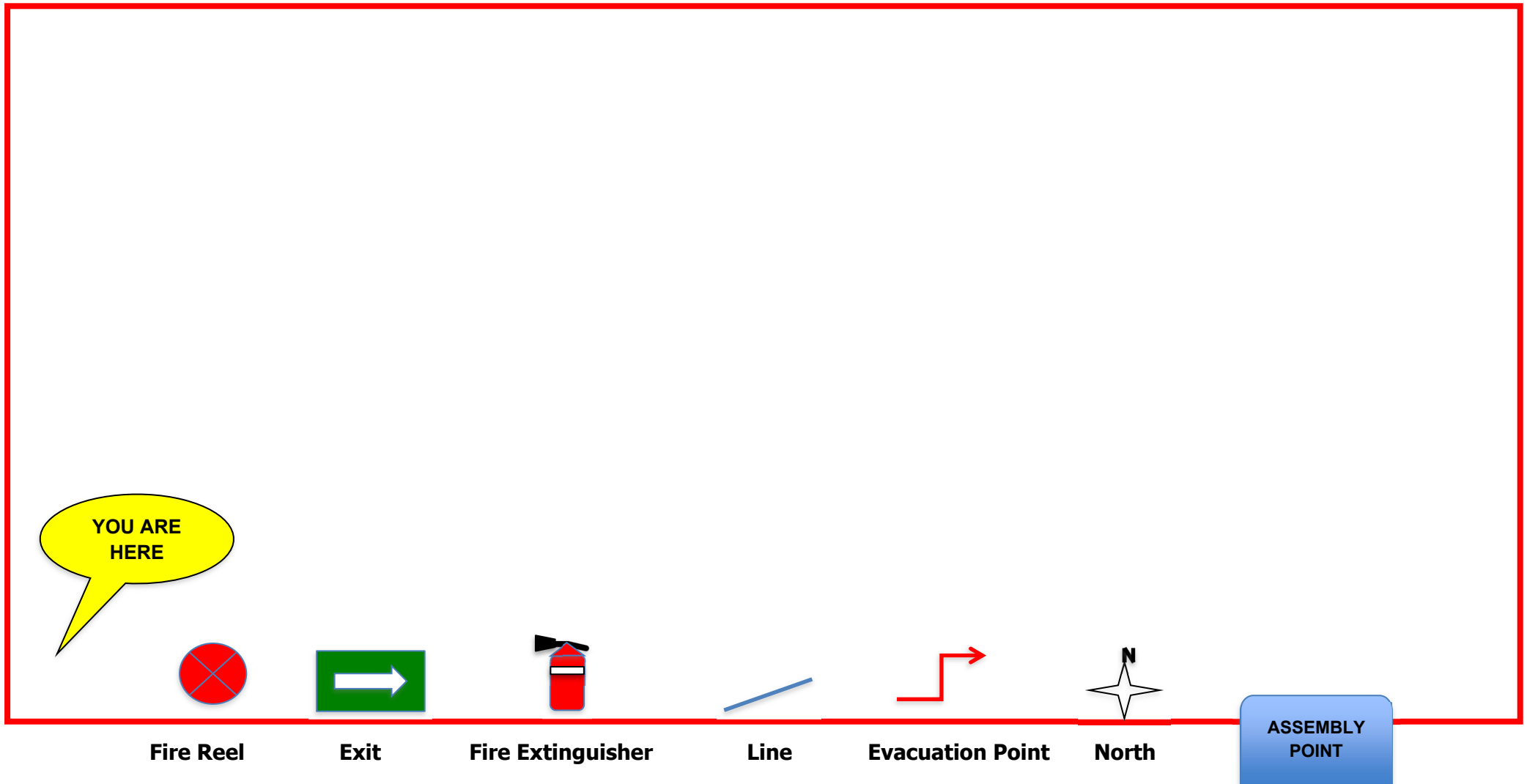
- Overall control of the situation will be taken by Management with relevant emergency personnel. Where Management are not available the Supervisor will be responsible for this task.
- Management will ensure that relevant parties are contacted by phone to report the matter.
- All relevant information will be collected as soon as practicable including reports, witness names and injuries as appropriate.
- If there is an engineering issue involved, then Management will be contacted.
- All media contact will be handled by Management.
- Rainbow Building Solutions workers are to ensure that they follow relevant policies, procedures and instruction when working at another workplace.

In the event of an emergency follow the following protocols;

1	•Call 000
2	•State type and scale of emergency
3	•State facility name and location
4	•Number of casualties if applicable
5	•Hazards that may be involved such as chemicals or fuel
6	•Specific access location on site e.g specific street access or side entrances
7	•Provide contact name and phone number
8	•Answer all questions and follow instructions given by the operator
9	•Do not hang up until instructed

## 23.5 EVACUATION PLAN

Provide accurate scaled map clearly showing location of First Aid equipment, fire protection equipment, access/egress, fuel storage, etc., as relevant. Include hazardous areas, pedestrian "No Go" Zones, PPE areas and other applicable information. Include North arrow, scale bar, legend, nearest intersections etc. Include North arrow, scale bar, legend, nearest intersections etc.



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## 24. EMERGENCY EVACUATION PROCEDURES

### 24.1 If you hear evacuation signals:

- Leave the building immediately by the safest exit.
- Assist others who may require help.
- Report to your assembly point and make sure that your name has been entered on the roll call.
- Do not run.
- Do not go to a locker or staffroom.
- Do not stop to collect belongings.

#### 24.1.1 If danger is not evident:

- Stop machines.
- Shut off gas and electric power.
- Close doors and windows.

### 24.2 Emergency Fire Evacuation Procedure

For any outbreak of fire, no matter how slight, or if you suspect a fire, immediately evacuate clients or yourself to a safe distance from the workplace. Where you are allocated as the Fire Warden ONLY THEN attempt to extinguish the blaze and save property.

In the event of a fire, make a written report listing the following information:

- Workers name.
- Exact location where fire occurred.
- Suspected cause of fire.
- The method used to extinguish the fire.
- Description of the damage.

<b>R</b>	<ul style="list-style-type: none"> <li>• <b>Rescue</b> or <b>Relocate</b> people in immediate danger if you can do so without endangering yourself.</li> <li>• Assist persons with special requirements e.g. disabled persons, small children.</li> <li>• Exit via a safe fire exit.</li> <li>• Do not use elevators</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>• Sound the <b>Alarm</b>. Advise others of the situation.</li> <li>• Call the <b>Emergency Service required</b> by dialing <b>000</b> from a safe distance.</li> <li>• If in doubt whether the situation is serious the Fire Brigade should still be called</li> <li>• Utilise appropriate protective equipment e.g. coloured hard hats for wardens, protective clothing for chemical spills</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• <b>Confine</b> the fire or hazardous material by closing all doors, windows and other openings, and shutting off the piped and compressed gas as you are EVACUATING.</li> <li>• Ensure no personnel (emergency service personnel excluded) re-enter the building / facility until safe</li> </ul>

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**E**

- **Evacuate** the area on direction from the Site Manager or when it is unsafe to remain in the area. (**Extinguish** fire or **contain** hazardous material **only if you have been trained and feel competent and safe to do so**. Only small fires are possible to extinguish, so always be prepared to evacuate).
- Ensure all occupants of the building have been evacuated to assembly area
- First aid personnel to organise for first aid equipment to be brought to assembly areas
- Account for all personnel at the designated assembly areas

#### Evacuation Assembly Area

<b>A</b>	<b>Assembly location description (key to site plan)</b>
<b>B</b>	<b>Assembly location description (key to site plan)</b>
<b>C</b>	<b>Assembly location description (key to site plan)</b>

**Notes:**

## 24.3 Fire Fighting Equipment and Procedures

- 1) Fire extinguishers, hose reels and manual call points located at appropriate locations at the worksite as shown on site map
- 2) Fire extinguishers / hose reels appropriate for purpose
- 3) Fire extinguishers / hose reels tested and tagged in accordance with AS 1851
- 4) Fire extinguishers restrained to prevent falling by means of a hook, strap, cage or chain. Ease of access will be maintained.
- 5) A one (1) metre clearance will be maintained around fire-fighting equipment and fire exits.
- 6) Evacuation procedures will be discussed during Toolbox Meetings and drills will be conducted at regular intervals.
- 7) There will be an alarm mechanism developed and promoted such as use of an air horn
- 8) Extinguish fire or contain hazardous material only if you have been trained and feel competent and safe to do so.

## 24.4 Fire Extinguisher Use

- 1 • Only attempt to extinguish fire if it can be put out quickly. If unsure evacuate
- 2 • Consider if electricity is involved (Do not use water)
- 3 • Select the appropriate fire extinguisher for the material burning
- 4 • Pull pin from handle
- 5 • Quickly test by squeezing the handle
- 6 • Aim the nozzle at base of fire
- 7 • Squeeze handle and move nozzle in a sweeping motion until fire extinguished

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## 24.5 Assault or Robbery

Do not encourage a situation where an assault may occur – in other words do not provoke a situation. If the matter is getting out of hand it is best to try and leave the scene, with client if possible, and call for police assistance. If you are unable to leave the scene and this occurs in the workplace lock the doors and wait for police to attend.

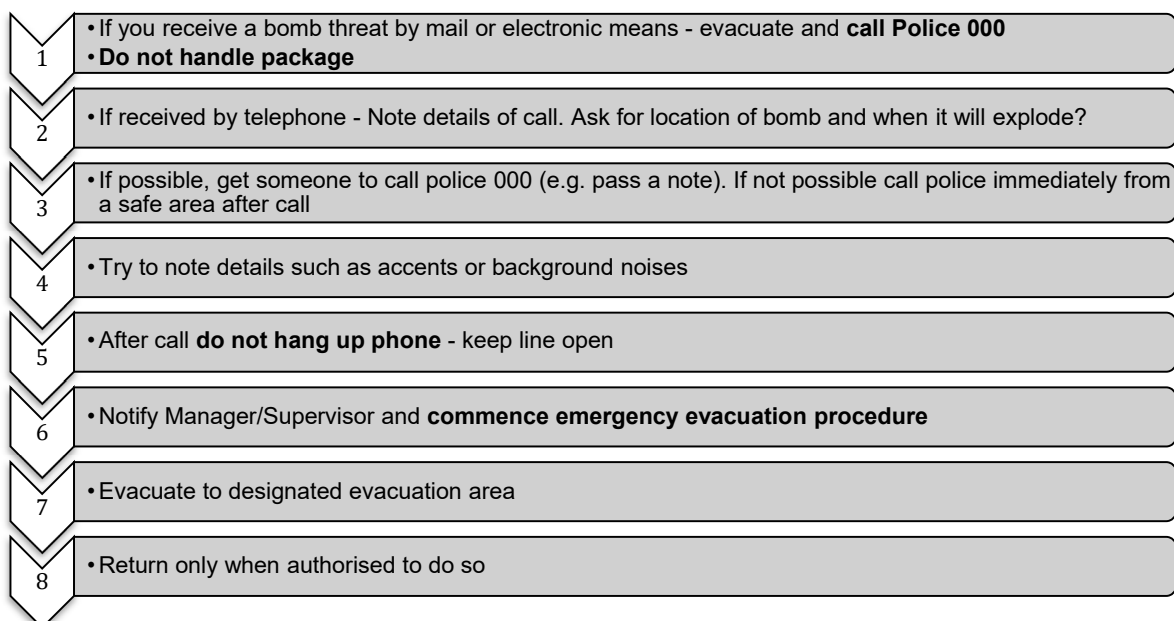
In the case of robbery try and stay calm. No amount of money is worth a person's life, so DO NOT:

- Argue with the person/s or chase them.
- Act physically against the person/s.
- As soon as possible after the event call Management. If possible recall and write down all relevant details you can remember.
- Appearance, hair colour, height, weight, clothing, race, age, type of weapon.
- Identifying marks such as scars, tattoos, speech patterns.

## 24.6 Bomb Threat

- Never hang up the telephone after a bomb or other serious threat however make sure nothing is stated that the other person may hear if they come back on the line.
- If a bomb threat is made by telephone:
  - As soon as it is clear the caller is making a bomb threat, let him/her finish the message without interruption. If you are asked for a response, e.g. "This is about a bomb – are you listening?" respond in a positive manner.
  - When the caller has given the message, try to keep the caller in conversation.
  - Using another phone, away from the primary telephone, contact the Police and then call Management.
  - Ask questions such as "where is the bomb?" and "what time will the bomb go off?".

## 24.7 Bomb Threat Process



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#### 24.7.1 Take note of:

- Male or female?
- The voice, husky, loud, quiet?
- Do you hear an accent? What type?

#### 24.7.2 Immediate action to be taken

How you react on receipt of a threatening call will have a major bearing on the outcome of a threat by telephone.

- Remember that you may be the only person in contact with the caller.
- The call may frighten you however try and remain calm. Have a paper and a pen available to you.
- Record all information, whether you consider it relevant or not.
- Try to note down the exact contents of the message and any details mentioned by the caller.
- Workers should try and attract attention of Management during the call or as soon as you have finished the conversation.
- Where possible have someone contact the Police during the call.
- Fill out an Incident Report as soon as possible after the call.
- Move to an emergency evacuation if necessary.

## 25. FIRST AID PROCEDURES

All workers will be provided access to first aid equipment and trained first aid personnel. An appropriate number of first aid personnel will be available at all times with consideration of:

- Number, location and content of equipment
- First Aid procedures
- Number of required trained personnel (including access for sub-contractors as needed). Code of Practice (2012) – First Aid Equipment, Facilities and Training details recommended number and placement of first-aid officers.
- Signage (Design and use of first aid signs will be as per AS 1319 – Safety Signs for the Occupational Environment)
- No first aider will attempt first aid beyond their training or experience

The location of all first aid facilities and equipment is detailed on the applicable site plan (detail this information on site plan).

### 25.1 First Aid Procedures

The following is a general guide to administering first aid however it is not a substitute for proper and certified training. You are not expected to administer first aid if you have not been trained and certified:

- 1) Treat all injuries for shock.
- 2) Ensure injury is cleaned before treatment.
- 3) If medical treatment is required, ensure injured person is taken to a medical facility and where possible by ambulance.
- 4) First aid person must:

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- 5) Wear gloves to treat body fluid discharge regardless of amount of discharge.
- 6) Wash hands before giving treatment unless an emergency.
- 7) Wash hands as soon as possible after treatment.

When dealing with serious injuries you should not allow the person anything to eat or drink unless advised by a medical practitioner. The injured person should not smoke.

## 25.2 Medical Emergency Procedure

DANGER	✓	Check for Danger to yourself	
	✓	Check for Danger to the casualty and to others	
RESPONSE	✓	Check Response, is the casualty is conscious or unconscious	
	✓	If conscious, - reassure, make comfortable	
SEND FOR HELP	✓	Send someone for help from a first aider if available	
	✓	Send someone to call 000 for an ambulance	
AIRWAYS	✓	If unconscious – Turn casualty on side	
	✓	Turn face slightly down	
	✓	Clear airway	
BREATHING	✓	Check for breathing whilst still on their side	
	✓	If breathing, but still unconscious, leave on side and monitor airways, breathing and circulation until ambulance arrives. Check regularly for breathing	
CIRCULATION	✓	IF NOT BREATHING	Roll the casualty onto their back, tilt head backwards, seal the casualties mouth with yours and give 2 full breaths
			Commence CPR. Give 30 chest compressions (almost 2 compressions per second) followed by 2 breaths.
			Continue CPR until qualified personnel arrive or signs of life returns
DEFIBRILLATOR	✓	If available, apply defibrillator and follow prompts	
If casualty is stable (breathing and pulse is present) and while waiting for the ambulance, check for and control bleeding and reassure the casualty.			

## 25.3 Emergency Instructions for Serious Injuries

Serious Injuries can include:

- Amputation.
- Serious laceration.
- Burns.
- Broken or serious damage to limb.
- Concussion.
- Heart attack or stroke.
- Electrical shock.
- Falls from a height when internal injury is suspected.
- Any other conditions where uncertainty exists.

## 25.4 Burns Other Than Superficial

- Run the affected area under cool water for 15 minutes.
- Treat for shock.
- Cover the burn area with a wet dressing.
- Call an ambulance or call their family to take the worker to their GP if required.

## 25.5 Bleeding

- Press a pad on the bleeding point and keep pressure applied until medical attention is available.
- Treat for shock.
- Call an ambulance or call their family to take the worker to their GP if required.

## 25.6 Heart Attack – CPR

- Apply cardio pulmonary resuscitation if necessary and continue until medical help is available.
- Treat for shock.
- Call an ambulance.

## 25.7 Eyes

- If splashed by chemical or other irritant, wash the eyes under running water for 15 minutes (check MSDS).
- Treat for shock.
- Call an ambulance or call their family to take the worker to their GP if required.

## 25.8 Fractures

- Make the injured person comfortable.
- Treat for shock.
- Call an ambulance or call their family to take the worker to their GP if required.

## 25.9 Falls from Height

- Make the injured person comfortable.
- Treat for shock.
- Call an ambulance or call their family to take the worker to their GP if required.

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## 25.10 Epilepsy

- Prevent injury by ensuring there is nothing within reach that could harm the person if she/he struck it and keep onlookers away.
- Pay attention to the length of the seizure and make the person as comfortable as possible.
- Do not hold the person down, do not put anything in the person's mouth (Do not give the person water, pills, or food until fully alert).
- You should obtain medical treatment.
- When possible place the person on their left side. There is a small risk of post-seizure vomiting before the person is fully alert. The person's head should be turned so that any vomit will drain out of the mouth without being inhaled. Stay with the person until medical assistance is available.

## 25.11 Burns and Scalding

Severe burns can cause long term pain and scarring and can be some of the most painful injuries a person can sustain. In addition to causing long term physical injury, severe burns can also cause long lasting psychological damage.

### Remember:

- When a hot liquid comes in contact with the skin, even for just a moment, it kills the skin cells and can cause extensive damage.
- Eye contact with hot liquid, even a very small amount can be very damaging.
- Being in a hurry can contribute to a burn injury... **SLOW DOWN!**
- Slips, trips and falls are responsible for almost one third of workplace burns and scalds.

### 25.11.1 If burnt:

- Inform Management immediately.
- Run cold water over the wound.
- Call 000 if the burn is serious and in need of medical attention.
- DO NOT use ice to cool down the wound; it can cause even more damage.
- DO NOT apply butter, burn gels or creams as these can prevent proper healing.
- DO NOT break blisters. This can increase chances of infection.
- Wrap the burn with dry sterilised gauze or a clean towel.
- Be aware that if a person has slipped, tripped or fallen, they may have other injuries as well as the burn.

Let Management know if you or a co-worker needs more training on safe work practices and don't let someone else's behaviour cause you to be injured.

## 25.12 Hazardous Materials

Consideration will be given to the properties of the chemicals, physical reactions and health effects, nature of work and other plant or structures that may cause adverse reactions in an emergency situation.

### *The Emergency Plan will contain:*

- Register of hazardous chemicals
- Details of storage facilities
- Safety Data Sheets register (accessible and current – within 5 year issue date)

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- Responsible persons
- Location of suitable Personal Protective Equipment
- Emergency Procedures

## 25.13 Hazardous Material Emergency Procedure

HAZARDOUS MATERIAL PROCEDURE	
<b>R</b>	<ul style="list-style-type: none"> <li>• Rescue or Relocate people in immediate danger if you can do so without endangering yourself</li> <li>• Assist persons with special requirements e.g. Mobility impaired</li> <li>• Exit via a safe exit</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>• Secure the area</li> <li>• Sound the Alarm. Advise others of the situation.</li> <li>• Call the <b>Emergency Services</b> if required by dialing <b>000</b> from a safe distance.</li> <li>• Utilise appropriate protective equipment e.g. protective clothing for chemical spills</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• Contain spill/escape if possible or utilise absorbent materials</li> <li>• Contain hazardous material <b>only if you have been trained and feel competent and safe to do so</b></li> </ul>
<b>E</b>	<ul style="list-style-type: none"> <li>• Evacuate the area on direction from the Site Manager or when it is unsafe to remain in the area. (e.g. Toxic fumes)</li> <li>• Ensure all occupants of the building/facility have been evacuated to assembly area if affected</li> <li>• First aid personnel to organise for first aid equipment to be brought to assembly areas</li> <li>• Account for all personnel at the designated assembly areas</li> </ul>
EVACUATION ASSEMBLY AREA	
<b>A</b>	<b>Assembly location description (key to site plan)</b>
<b>B</b>	<b>Assembly location description (key to site plan)</b>
<b>C</b>	<b>Assembly location description (key to site plan)</b>
<b>Notes:</b>	

## 25.14 Information, Training and Instruction

It is acknowledged that a duty of care exists to ensure that workers are adequately trained to a level of competency sufficient to carry out their emergency management duties.

Training will detail the expected responsibilities and roles of all workers, reporting details and emergency response procedures. This should also include the required parameters to be deemed competent to handle the emergency situation.

Training records will be maintained and updated regularly. Where skill deficiencies are detected appropriate training will be provided in a timely manner so that workers can perform their designated duties safely and in accordance with legal obligations.

The Site Manager will ensure that all workers under their control have received training in emergency response. Training will be provided formally via Registered Training Organisations

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where required. Informal training will consist of one on one direct information, instruction and training and Toolbox meetings.

Emergency evacuation training will be conducted at least annually and new workers will receive information, training and instruction on emergency management procedures at the earliest opportunity e.g. induction.

Visitors will receive instruction and/or information on emergency management procedures as applicable. Training will be logged in the training register attached to this emergency plan.

## 26. ACCIDENT / INCIDENT OR NEAR MISS

An incident is an unplanned event that may cause injury, illness or death to persons or could result in damage to equipment. A near miss has the potential to result in any of these events.

Workers, clients and authorised visitors are responsible for reporting any incidents or near misses to Rainbow Building Solutions Management immediately or as soon as reasonable practicable.

### 26.1 Accident Reporting Procedures

All accidents must be reported to Management as soon as possible. Accident and Incident Report Forms must be completed and where required, statements will be taken to determine the cause.

Management will be the only contact point for any relevant government department or the media.

### 26.2 To report an Incident or Near Miss:

- Report to Rainbow Building Solutions or their delegated representative.
- Seek first aid if required.
- If equipment is involved this should be repaired if possible, alternatively tag to ensure no further use.
- Complete an incident form on the same day as the incident occurred or as soon as reasonable practicable (this form is available from Rainbow Building Solutions).
- Return form to Rainbow Building Solutions.

### 26.3 Completing the Accident and Incident Report Form

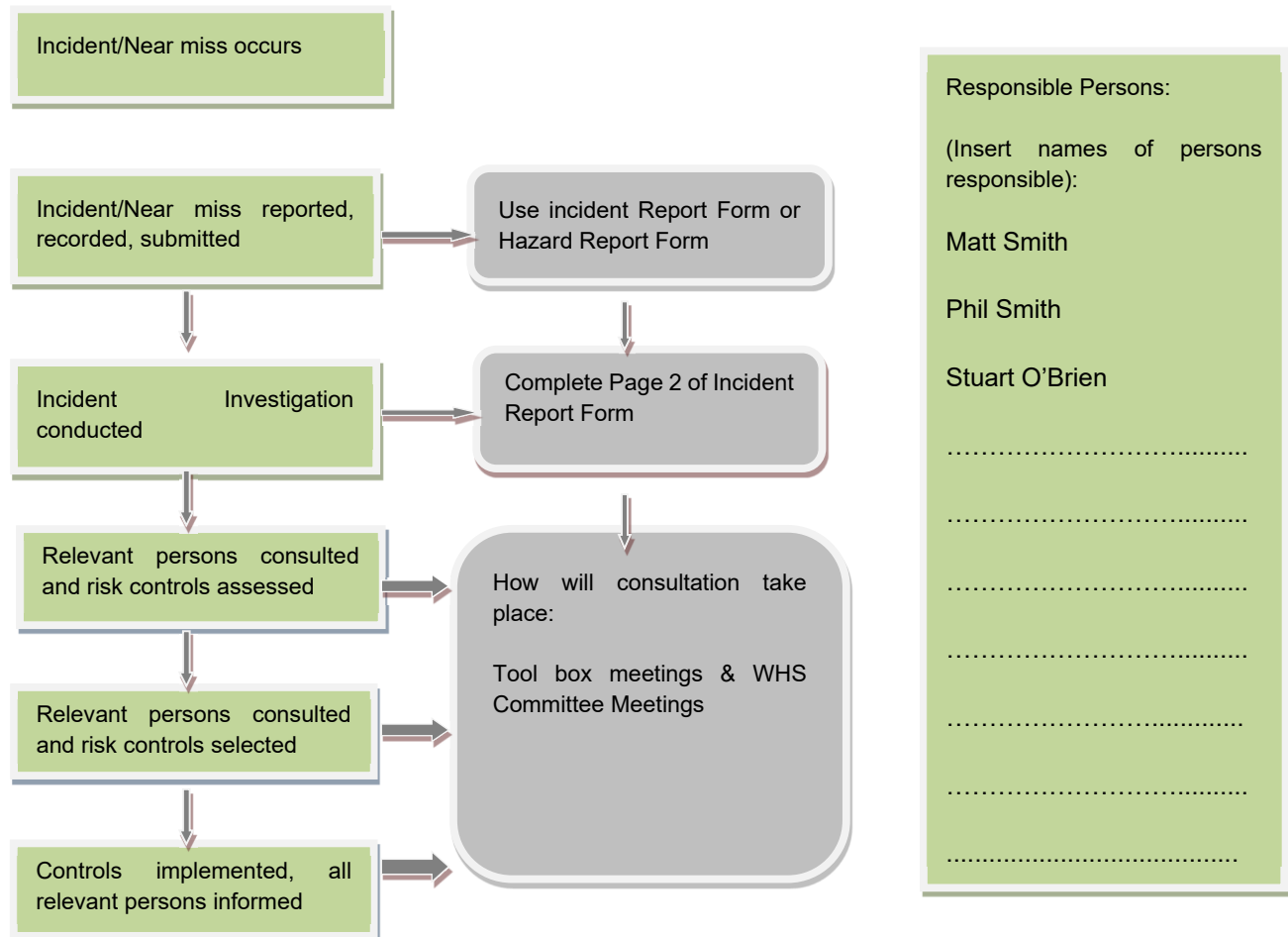
Make sure you include:

- Within 24 hours of the accident / incident or near miss complete the date, time, name of person treated.
- Description of physical symptoms or condition.
- Treatment provided.
- If the person was sent or referred to further medical treatment (hospital, their own doctor).
- If serious Rainbow Building Solutions must notify their insurer within 48 hours and provide them with:
  - Date and description of injury, and details of how it happened.

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- Name, address and date of birth of the injured worker.
- Name and address of your company.
- Name of the treating doctor or name of the hospital if the worker is hospitalised.

## 26.4 Incident Reporting Flow Chart



## 26.5 Client Incidents and Accidents

- At no time should you admit liability as this is the decision of Rainbow Building Solutions or insurer only.
- You should ask the client if they are hurt, and if there is any assistance you can offer.
- You need to take down their full name, telephone number and address.

If possible, ask the client what occurred and write a statement as soon as reasonably possible stating:

- Date and time of incident.
- What the client stated occurred.
- What you observed either prior to or following the incident.
- Any witnesses (including yourself).

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Remember that legal action may occur at a later date therefore any statements should be retained for at least seven (7) years.

#### 26.5.1 Your next steps:

- Ensure that the client is seen by your first aid officer to assess if first aid is required.
- Complete an Accident and Incident Report Form.
- Report the accident to your broker or insurer.
- Take photos and collect any evidence related to the accident.
- Keep any furniture or fixtures involved in the accident to use as evidence.
- Contact Management for advice and assistance if you are at all unsure what to do.
- Call the client that day to express concern and hope for a speedy recovery, but don't discuss the accident or how it happened!
- Notify the client of who to contact if they have any questions (this may be the Insurer or Management).
- Review the event from the safety perspective and determine if you need to make any adjustments to your accident plan and procedures.

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## 27. ACCIDENT / INCIDENT REPORTING FORM

Under section 47 of the *Workplace Health and Safety Act 1995*, a Workplace Standards inspector must be notified, by the quickest available means possible, if:

- o Someone is killed
- o Someone suffers serious bodily injury or illness
- o A dangerous incident occurs which could have resulted in someone being killed or suffering serious bodily injury or illness

The person with control or management of the workplace must do this by calling the **Workplace Standards Helpline on 1300 366 322** (or 03 6233 7657 outside TAS) and by following up within 48 hours by filling out and faxing this form to **6233 8338**.

For other incidents and near misses, keep this for your own records only.

What	<b>Happened</b>	Give a brief description of the event – include a description of the work being done at the time
	<b>Injury</b>	Give a brief description of the nature and extent of any injury
		Admitted to hospital                      o    Yes                      o    No
	<b>Damage</b>	Give a brief description of the nature and extent of any damage to plant or property
When	<b>Time of incident</b>	
	<b>Date</b>	
Where	<b>Location of incident</b>	Specify site within workplace e.g. Loading Dock
	<b>Address of workplace</b>	Street Address Phone
Who	<b>Injured person</b>	Name
		Position
		Employer
	<b>Witness/es</b>	Name/s
	<b>Workplace</b>	Registered Business Name
		A. C. N.

		Registered Address
	<b>Reported by</b>	Name
		Position
		Date
Why	<b>Probable causes of the incident</b>	
	<b>What you will do to prevent this happening again</b>	
Follow up Required	<b>Management follow up</b>	Date Received:
	<b>Lost time</b>	
	<b>Training required</b>	YES/NO  Date the training will be delivered if required:    /    /

Name:	.....
Signature:	.....
Date:	...../...../.....

## 28. NOTIFIABLE INCIDENTS

A Notifiable incident as described in Work Health and Safety Act 2012 includes the death of a person, serious injury, or dangerous incident.

**The definitions of Serious Injury and Dangerous Incidents are described below:**

SERIOUS INJURY OR ILLNESS	DANGEROUS INCIDENT
<ul style="list-style-type: none"> <li>A person requiring immediate treatment as an in-patient in a hospital</li> </ul>	<ul style="list-style-type: none"> <li>Uncontrolled escape, spill, leak of any substance</li> </ul>
<ul style="list-style-type: none"> <li>A person requiring immediate treatment for:</li> </ul>	<ul style="list-style-type: none"> <li>Uncontrolled implosion, explosion or fire</li> </ul>
<ul style="list-style-type: none"> <li>Amputation of any body part</li> </ul>	<ul style="list-style-type: none"> <li>Uncontrolled escape of gas or steam</li> </ul>
<ul style="list-style-type: none"> <li>Serious head injury</li> </ul>	<ul style="list-style-type: none"> <li>Uncontrolled escape of pressurized substance</li> </ul>
<ul style="list-style-type: none"> <li>Serious eye injury</li> </ul>	<ul style="list-style-type: none"> <li>Electric shock</li> </ul>
<ul style="list-style-type: none"> <li>Serious burns</li> </ul>	<ul style="list-style-type: none"> <li>The fall or release from a height of any plant, substance or object</li> </ul>
<ul style="list-style-type: none"> <li>De-gloving or scalping (separation of skin from underlying tissues)</li> </ul>	<ul style="list-style-type: none"> <li>Collapse, overturn, failure, malfunction, damage to plant required to be authorized for use</li> </ul>
<ul style="list-style-type: none"> <li>Spinal injury</li> </ul>	<ul style="list-style-type: none"> <li>Collapse or partial collapse of a structure</li> </ul>
<ul style="list-style-type: none"> <li>Loss of function of any body parts</li> </ul>	<ul style="list-style-type: none"> <li>Collapse or failure of an excavation or shoring equipment</li> </ul>
<ul style="list-style-type: none"> <li>Serious lacerations</li> </ul>	<ul style="list-style-type: none"> <li>Inrush of water, mud or gas in workings in an underground excavation or tunnel</li> </ul>
<ul style="list-style-type: none"> <li>A person requiring medical treatment within 48 hours of exposure to a substance, Loss of consciousness</li> </ul>	<ul style="list-style-type: none"> <li>Interruption of the main system of ventilation for underground tunnel or excavation</li> </ul>
<ul style="list-style-type: none"> <li>Any other illness prescribed by the Regulations</li> </ul>	<ul style="list-style-type: none"> <li>Any other even prescribed by the Regulations</li> </ul>

In the event of a notifiable incident, the State Regulator must be notified by the fastest possible means, via telephone call, email or fax. The person nominated to notify the Authority is detailed in clause 29.2.

Advice will be given at this time from the Authority whether the site must be preserved and whether written notification is required. Instructions provided by the Authority will be followed.

### 28.1 Preservation of Site

The worker contact Rainbow Building Solutions Management as soon as reasonably possible and must ensure that the site where the incident occurred is not disturbed until an inspector arrives at the site, or any earlier time that an inspector directs.

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The following situations are exempt from this requirement:

- to assist an injured person
- to remove a deceased person
- when it is essential to make the site safe or to reduce the risk of a further notifiable incident happening
- when it is associated with a police investigation
- when an inspector or the regulator gives permission.

## 28.2 Contact Details for Notification to State Authority:

Notification details for the Tasmanian State Authority and the name of the person on site who will notify the Authority.

The person who notifies must have management control over the task and can be a member of your company or another Duty Holder on site as agreed.

<b>Name of authority</b>	Workplace Standards Tasmania
<b>Telephone number of notification</b>	1300 366 322
<b>Email address for notification</b>	<a href="mailto:wstinfo@justice.tas.gov.au">wstinfo@justice.tas.gov.au</a>
<b>Website address for notification forms</b>	<a href="http://www.workplacestandards.tas.gov.au">www.workplacestandards.tas.gov.au</a>
<b>Name of person responsible to notify</b>	Matt Smith or Stuart O'Brien

## 28.3 Offences

Workers have the responsibility to report any alleged offences or breaches of legislation that have occurred to Management. This policy includes, but is not limited to:

- Criminal Code Act.
- Breaches of Federal or State Anti-Discrimination Legislation.
- Breaches of the Bullying Code of Practice.

## 28.4 Record Keeping

An audit will be undertaken annually to ensure that the Safety Management System is being complied with. Specific operational safety plans will be maintained and available at all times at the premises.

All documentation deemed by Rainbow Building Solutions to be an integral part of the business communications including: licenses, induction, training, accident and incident report forms, emergency procedure checklists and machinery and equipment checklists will be kept by Rainbow Building Solutions for a period of seven (7) years.

Workers must ensure all records and documents are up to date and kept in an easily accessible and secure location. Workers need to be able to supply any records or documents on demand for inspection or audit.

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Failure to notify Management of any incidents or accidents may result in sanctions.

## 28.5 Worker Meetings

Worker meetings form an integral part of the work health and safety consultation process. A rostered, planned and (most importantly) documented worker meeting is to be held a minimum of every two months. All workers are required to attend where possible however a written overview of the meeting will also be provided to workers.

### 28.5.1 The purpose of the worker meeting is to:

- Discuss any injuries in the past two months.
- Discuss any near misses in the past two months.
- Discuss remedial action for incidents and accidents.
- Discuss network results around Work Health and Safety.

Relevant workplace health and safety issues should be raised by Management with open discussion of any issues by workers. This is the opportunity for workers to offer feedback and solutions to Management as part of the consultation process.

Remember that certain issues may be confidential or legal-in-confidence and these may not be discussed with workers.

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## 28.6 Worksafe Tasmania Incident Notice Form

GF110



### INCIDENT NOTICE FORM



A person conducting a business or undertaking must immediately notify WorkSafe Tasmania by the fastest possible means of any notifiable incident, as defined in sections 35 to 37 of the *Work Health and Safety Act 2012*. This form must then be submitted by the person conducting a business or undertaking within 48 hours of that initial notification.

#### Incident details (includes for example a fire, explosion, infrastructure collapse, chemical spill/leak or electric shock)

This is to notify of a: <input type="checkbox"/> Death <input type="checkbox"/> Serious Injury <input type="checkbox"/> Serious illness <input type="checkbox"/> Dangerous incident			
Date of incident:		Incident address:	
Time of incident:		Postcode:	
Specific area at the workplace where the incident occurred:			
Provide a description of the incident including any plant involved:			

#### Person's injury/illness and treatment details (if appropriate)

First name:		Surname:	
Date of birth:		Contact phone:	
Residential address:		Postcode:	
Occupation:			
Relationship to the entity notifying:			
<input type="checkbox"/> Worker <input type="checkbox"/> Self-employed <input type="checkbox"/> Member of public <input type="checkbox"/> Labour hire worker <input type="checkbox"/> Contractor <input type="checkbox"/> Group training			
<input type="checkbox"/> Other (specify):			
Description of injury/illness:			
Did the worker receive treatment following the injury/illness?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the injured person admitted to hospital?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Which hospital?			
What treatment was received?			

#### Version Control and Change History

Version Number	Approval date	Approved by	Amendment
IS-FORM-011 1.1	7 August 2015	Director of Industry Safety	1

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IS-FORM-011

**Details of the business or undertaking notifying of the incident:**

Legal name of person/business or undertaking:		
Trading name of business:		
ABN:	ACN:	
Business address:		Postcode:
Phone:	Mobile:	Email:
Main business activity:		

**Details of actions taken to prevent a recurrence of the incident:**

Describe any action taken following the incident to prevent a recurrence of the incident:
Describe any longer term action proposed to prevent a recurrence of the incident:

**Incident notifier's details:**

First name:	Surname:
Position at workplace:	Phone:
Email:	
Is this the person that should be contacted for further information?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide the details contact details below for the appropriate person should further contact be required.	
First name:	Surname:
Position at workplace:	Phone:

**Returning this completed form:**

When this form is completed it can be sent by any of the following means:
<ul style="list-style-type: none"> <li>Emailed to: <a href="mailto:wstinfo@justice.tas.gov.au">wstinfo@justice.tas.gov.au</a></li> <li>Posted to: PO Box 56, Rosny Park Tas 7018</li> <li>Faxed to: (03) 6173 0206</li> </ul>

**Questions and further information:**

If you have any questions or require further information you can:
<ul style="list-style-type: none"> <li>Search our website <a href="http://worksafe.tas.gov.au">worksafe.tas.gov.au</a></li> <li>Phone our Helpline on 1300 366 322 (outside Tasmania (03) 6166 4600)</li> <li>Email <a href="mailto:wstinfo@justice.tas.gov.au">wstinfo@justice.tas.gov.au</a></li> </ul>

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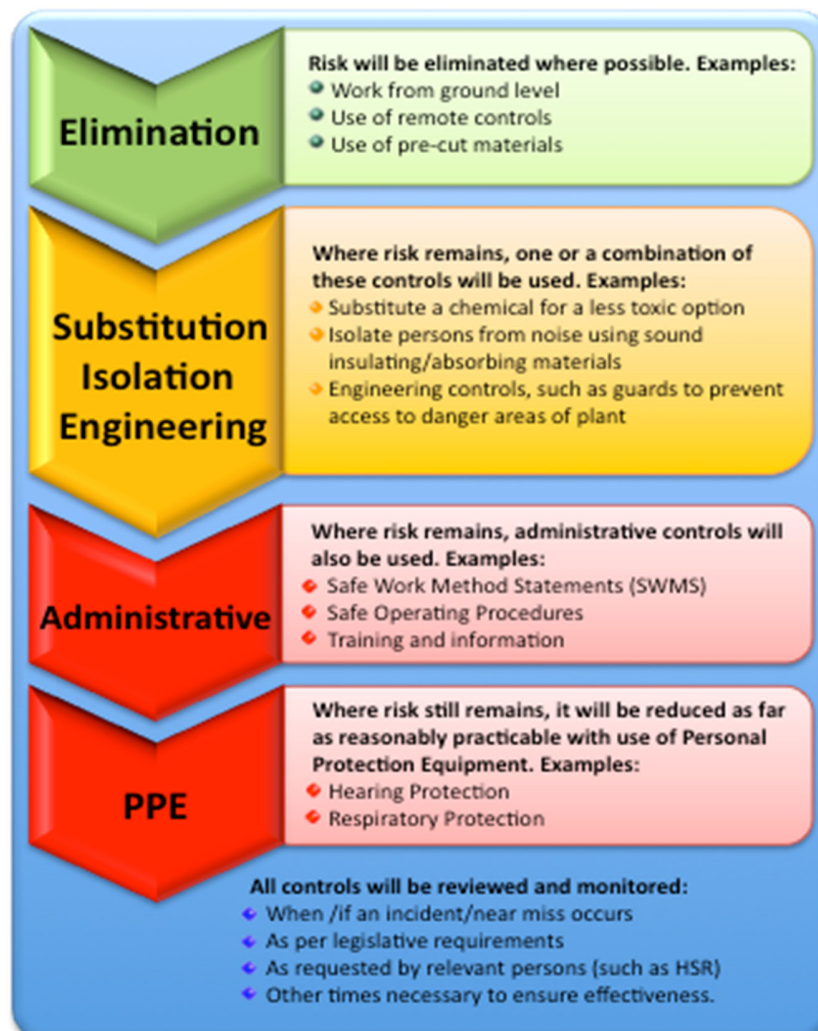
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## 29. RISK MANAGEMENT

Work health and safety laws require risk controls to be selected following a “Hierarchy of Control”. As far as reasonably practicable, risk must be eliminated. Where this is not possible, risk can be reduced using substitution, isolation and engineering controls and for remaining risk, administrative controls and PPE should be used.

Risk controls must be reviewed and monitored to ensure they remain effective.

It is important to consult with relevant workers during the selection of controls and remember that any changes to the task (including introducing new equipment and ways of doing things) can result in new risks that must be controlled. Ensure sufficient training, information, instruction and supervision is provided where required.



Managing risk is the process of assessing risk in the workplace and taking appropriate actions to minimise or eliminate the risk all together.

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## 29.1 Managing Risk is Divided into 5 Steps

- 1) **Hazard Identification:** Identify the Work Health and Safety hazards that exist in your workplace.
- 2) **Risk Assessment:** Assess the harm or damage these hazards may cause.
- 3) **Risk Control:** Take action to ensure that people are not harmed.
- 4) **Training:** Training of workers and subcontractors to ensure knowledge of safe work practices.
- 5) **Monitor and Review:** Evaluate controls to ensure they are effective.

## 29.2 Step 1: Hazard Identification

Rainbow Building Solutions in consultation with all workers will identify all potential hazards that could result in an injury (or illness).

Rainbow Building Solutions must analyse tasks being performed in order to predict what could go wrong and cause injury or illness. Rainbow Building Solutions must look at the whole system to allow them to analyse risks. Management must talk to all workers to determine what safety hazards they are aware of, conduct and review self-inspections and ensure that all parties understand the management of hazards.

A hazard is anything that has the potential to cause injury, illness or workplace property damage. In order to manage hazards, you should:

- Ensure your own safety.
- Eliminate the hazard if possible or notify others of the hazard.
- Isolate the hazard and notify others where required.
- Substitute the hazard with a safer alternative.
- Use personal protective equipment.
- Fill out a hazard report form and notify Management.

If you find faulty equipment you should:

- If safe to do so, remove or isolate the piece of equipment.
- Tag the piece of equipment with an OUT OF SERVICE tag.
- Report the fault to Management and make notes in the equipment register.
- Check with Rainbow Building Solutions to obtain authorisation to perform maintenance. Do not perform maintenance without approval.

### 29.2.1 Hazards can be categorised as follows

- Biological.
- Chemical.
- Mechanical and electrical.
- Radiation.
- Physical.
- Psycho-social.

These categorised hazards can be further divided into two main areas of our sites: Hazards and Operational Hazards.

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### 29.2.2 Hazards

- Storage area.
- Floor.
- Wash areas.
- Room(s).
- Lunch room.

### 29.2.3 Operational Hazards

- Tasks and procedures.
- Product handling (manual handling of products and receiving and storage).
- Plant and equipment.
- Atmosphere (too hot, too cold, gas and dust etc).
- Buildings and facilities.

### 29.2.4 Hazards in these areas can be identified in the following ways

- Management systems.
- Inspections.
- Audit reports.
- Incident reports, incident notifications, register of injuries and near misses.
- Worker consultations, Toolbox Meetings etc.
- Ad-hoc reporting and consultation.

## 29.3 Step 2: Risk Assessment

Risk assessments are conducted in Rainbow Building Solutions to minimise (and where possible, eliminate) risk of injury or illness.

The following is an example of sources which may be used to conduct the Risk Assessment. Hazard information from such sources as:

- Work cover.
- Workplace Standards.
- Codes of Practice.
- Work Safe Australia or relevant State or Government Authority.
- Experience from other work places.
- Model Work Health and Safety Act.
- Australian Standards (compliance) for equipment.
- Risk Classification management tool (Risk Assessment Matrix).

As part of the consultation process with workers for Risk Assessment, the following is determined:

- 1) How or What:** How a person or property can be injured / damaged.
- 2) Likelihood:** How likely is it that a person or property can be injured / damaged? (A – E, A being almost certain and E being Rare).
- 3) Consequences:** How serious could the injury / illness / damage be?
- 4) Risk Class:** Risk Class **1, 2, 3, 4** or **5**.

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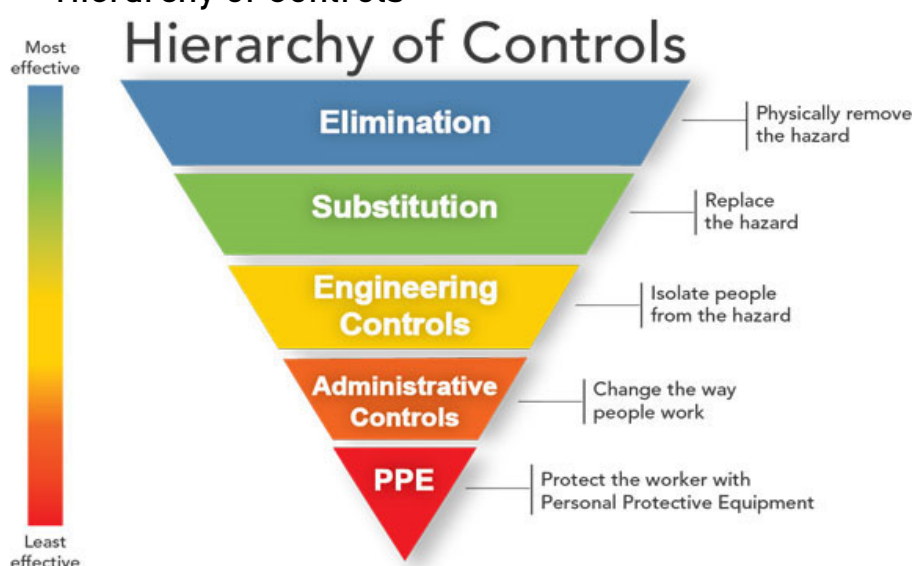
Likelihood	Consequences				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (A)	Medium	High	High	Very High	Very High
Likely (B)	Medium	Medium	High	High	Very High
Possible (C)	Low	Medium	High	High	High
Unlikely (D)	Low	Low	Medium	Medium	High
Rare (E)	Low	Low	Medium	Medium	High

## 29.4 Step 3: Risk Control

In deciding what controls to put in place, the "*Hierarchy of Controls*" must be used. We must work our way through this list starting with the first control through to the last. This will determine what control needs to be put in place.

- 1) **Elimination**: removing any obstacles or tasks all together.
- 2) **Substitution**: can we get the job done in a less hazardous way?
- 3) **Isolation**: can we separate the hazard from the workers?
- 4) **Engineering controls**: changes/modifications to any tools or equipment.
- 5) **Administrative controls**: changes to workplace practices that reduce the risk.
- 6) **Personal Protective Equipment (PPE)**: increases protection if other options are not practical.

### 29.4.1 Hierarchy of Controls



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## 29.5 Step 4: Training, Instruction and Supervision

As Rainbow Building Solutions are committed to ensuring best practice of Work Health and Safety, the following will occur within the workplace:

- Inductions/Orientations of all new workers.
- Worker meetings.
- Workplace meetings.
- Specialised Rainbow Building Solutions courses.
- On the job training.
- Standard Operating Procedures (SOPs), Safety Areas, Work Health and Safety Manual Implementation.

## 29.6 Step 5: Review of Risk Assessments and Controls

We must regularly review our Risk Control Measures. This is done a number of ways but must be done when:

- There is evidence that the risk assessment is no longer valid.
- Injury or illness occurs.
- Major change to the workplace.
- Change to the layout or design of the workplace.
- Changes in the workplace processes or procedures or policies.
- Changes in equipment.
- Regular frequency.

Rainbow Building Solutions will establish an annual audit program to identify any areas for improvement and embrace any legal obligations that may arise from inspections undertaken by regulatory bodies.

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## 30. ENVIRONMENTAL POLICY

Rainbow Building Solutions is committed to conducting our business in an environmentally aware and responsible manner. We seek the co-operation of our workers and business partners in ensuring our organisational practices are conducted with minimal environmental impact.

To fulfil this commitment, Rainbow Building Solutions, will observe all environment laws and promote environmental awareness among all workers to increase understanding of environmental matters.

Rainbow Building Solutions will work with workers, workers, contractors, visitors and business partners to achieve compatibility between economic development and the maintenance of the environment to minimise harm.

### 30.1 Our Commitment

Rainbow Building Solutions will endeavour to minimise impact on the following:

- Atmospheric emissions
- Site contamination and spills
- Noise Emission
- Damage to flora and fauna
- Storm water management
- Unnecessary energy consumption

To fulfil this commitment, Rainbow Building Solutions, will observe all environment laws and promote environmental awareness among all workers to increase understanding of environmental matters.

### 30.2 Participation

Rainbow Building Solutions expect all workers to actively take part in the following:

- Assess Eco-footprint to identify environmental impacts and move towards more sustainable practices;
- Identify waste streams and options for effective waste management;
- Improve purchasing (buy recycled materials, reduce waste, use less harmful/volatile chemicals);
- Improve storage (reduce quantity, waste and spills, reduce odours by keeping containers closed);
- Conserve energy (eco-friendly lights, turn lights off, emergency efficient equipment, greener fuel sources – such as LPG and methane);
- Conserve water (install water saving accessories, repair leaks);
- Preserve waterways (clearly mark and protect storm water drains);
- Emergency planning and spill response;
- Seek appropriate licenses/permits from State Environmental Protection Agencies and other relevant Authorities;
- Improve education/awareness;
- Notify relevant authority in the event of a major environmental impact.

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Rainbow Building Solutions recognise that good environmental management contributes significantly to the long-term success of its business activities.

Rainbow Building Solutions is committed to conducting our business in an environmentally aware and responsible manner. We seek the co-operation of all our workers in ensuring our business practices are conducted with minimal environmental impact.

To fulfil this commitment, Rainbow Building Solutions will observe all environment laws and promote environmental awareness among all workers to increase understanding of environmental matters.

Rainbow Building Solutions will work with workers, employees, contractors, visitors and business partners to achieve compatibility between economic development and the maintenance of the environment to minimise harm.

Rainbow Building Solutions will endeavour to minimise impact on the following:

- Atmospheric emissions
- Site contamination and spills
- Noise emission
- Damage to flora and fauna
- Storm water management
- Unnecessary energy consumption

Ensuring Rainbow Building Solutions' response to environmental emergencies including:

- Ensuring it is appropriately resourced with trained people and with the equipment and materials required and they are deployed;
- Ensuring that processes and control systems needed for the site are established, implemented and maintained;
- Arranging and approving training which ensures that all workers understand what is required of them in emergencies.

### **30.2.1 Liaison:**

- Regulatory agencies including determining which approvals, licences and permits are required and obtaining them;
- The client to ensure its environmental requirements are met and ensuring that variations to the scope or timing of projects or works that impact on the environment are discussed.

## **30.3 Environmental Principles**

Rainbow Building Solutions is committed to:

- Complying with all Local Authority, State and Federal Laws, Regulations, codes and industry standards relating to the protection of the environment.
- Ensuring that environmentally sound working practices and procedures are followed at all work sites for the protection of employees, workers, contractors and all other persons who may be directly or indirectly affected by Rainbow Building Solutions' activities.
- Ensuring that environmental issues are managed with the same priority as all other business objectives.

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- Ensuring safe use, storage and disposal of any potentially hazardous materials.
- Preventing or minimising harmful emissions or discharges and ensuring responsible care for any waste generated.
- Ensuring that no harmful environmental damage to flora or fauna and heritage results from their everyday activities by the use of processes, practices, materials or products that avoid, reduce or control pollution.
- Involving its workforce by training, participation, consultation and good communication of relevant information.
- Cultivating an internal culture of environmental awareness and committing themselves to continual improvement, including reviewing and updating their policy and standards for environmental control.

## 30.4 Environmental Management Strategies

### 30.4.1 Legislative Issues

Environmental issues may be covered by Federal, State, Territory or Local Government Legislation. While all States or Local Government areas have similar provisions within their Legislation, there are enough differences in the detail to deem it essential that the strategies outlined below are implemented with knowledge of local legislation.

Responsibility for environmental issues starts at the planning stage with Rainbow Building Solutions. It is here that many potential issues are identified and resolved with relevant authorities.

Workers must not assume that all environmental issues have been dealt with at the commencement of works and where an environmental issue is identified, the worker should seek clarification with Rainbow Building Solutions before proceeding.

### 30.4.2 Environmental issues

Rainbow Building Solutions provide properly equipped and manned responses to environmental emergencies and to request for assistance from emergency services.

Environmental Protection non-conformances, for example those arising from:

- Audit and Surveillance conducted by either Rainbow Building Solutions or a third party;
- Accidents and Incidents;
- Application of the Risk Management process;
- Environmental issues being encountered on site, will be dealt with.

By applying the processes will be in accordance with this Worker Health and Safety Management Plan, within reasonable timeframes and in the manner required by Law.

## 30.5 Flora and Fauna

### 30.5.1 Flora

Rainbow Building Solutions will:

- Adhere to the requirements and precautions of the client;

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- Preserve existing trees, plants, and other vegetation within the network and use every precaution necessary to prevent damage or injury thereto except as otherwise allowed under the approved environmental documents;
- Ensure that all site personnel observe the limits of clearing and are made aware of the importance of any trees of significant value;
- When required, get approvals from specific departments as required.

### 30.5.2 Weeds

If applicable, Rainbow Building Solutions will employ methods that will minimise the spreading or introduction of weeds.

### 30.5.3 Fauna

Rainbow Building Solutions will protect all native fauna from the impact of construction works. All native wildlife will be protected and no firearms will be allowed on site except for security purposes permitted by law.

## 30.6 Soil Erosion and Sediment Control

As we undertake works within the building and construction industry and is involved with civil works or soil management on site. Where required, Rainbow Building Solutions will prepare an Erosion and Sedimentation Control Plan.

## 30.7 Water

Rainbow building solutions will provide adequate controls to ensure that any water entering the waterways or storm water drainage system from areas it disturbs complies with the requirements of the local water authority.

No trucks, plant or equipment will be washed down on site. Any washing of vehicles and equipment will be performed at appropriate car wash facilities.

## 30.8 Noise and Vibration

- Restrict, where possible, noise making activities to normal working hours;
- When working near schools, hospitals and residences; avoid sensitive times for example those leading up to and during examinations such as the HSC.
- Inform and consult with affected residents;
- Ensure plant and equipment has efficient noise suppression devices.

## 30.9 Dust and Suppression

Rainbow Building Solutions will not be undertaking any dust suppression as part of our works on site. If any such requirement is needed, Rainbow Building Solutions will identify any water source it intends to use for dust control, earthworks/pavement compaction, on-site concrete batching and the like, obtain any required licences, permits or approvals and comply with any conditions they or Legislation impose.

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## 30.10 Heritage Sites

### 30.10.1 Indigenous Heritage

In alignment with the Aboriginal Heritage Act 1975, workers will ensure that where undertaking works for or on behalf Rainbow Building solutions are made aware of any indigenous sites/areas which must be avoided.

*If workers encounter any previously unknown Aboriginal object or material (including skeletal remains) suspected of being of Aboriginal origin, it will cease all work that might cause damage or disturbance.*

*Workers must notify Rainbow Building Solutions Management immediately, who will then manage the process with the representative from Department of Primary Industries, Parks, Water and Environment.*

### 30.10.2 Cultural Heritage

Rainbow Building Solutions will ensure that all personnel working on site have received training regarding their responsibilities under the Historic Cultural Act 1995 and are made aware of any relevant sites/areas which must be avoided. Such sites/areas will be identified on the Site Map and information documented in the Site Checklist which will be made available to all workers.

*Should any previously unknown item be encountered which is suspected to be a relic or heritage item, all works will stop and measures to protect the item from damage or disturbance will be taken.*

Workers must notify Rainbow Building Solutions Management immediately.

## 30.11 Waste and Hazardous Materials

Under the Protection of the Environmental Management and Pollution Control Act 1994, when Rainbow Building Solutions stores or transports Hazardous or Industrial Waste it is classified as a non-licensed waste activity.

Accordingly, Rainbow Building Solutions will:

- Ensure that waste is stored in an environmentally safe manner,
- Ensure that waste is not stored with and does not come into contact with any incompatible waste,
- Retain information regarding the generation, storage, treatment or disposal of the waste,
- Obtain a consignment authorisation number for the waste from the person to whom the waste is being delivered, complete and retain an approved waste data form in relation to the consigned waste and give a copy of the form to the person transporting the waste prior to transporting the waste,
- Ensure that the person transporting the waste is licensed if the waste is of such an amount as to require the person transporting the waste to be licensed,
- Ensure that the waste is being transported to a place that may be lawfully used as a waste facility,
- Accurately identify the waste and advise the transporter accordingly and
- Workers must inform Rainbow Building Solutions in connection with the transportation of waste to and from sites.

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Waste other than Virgin Excavated Material will be disposed of to a "controlled waste facility" ("Controlled Waste Facility" is defined to mean a waste facility of a class specified in the regulations).

Rainbow Building Solutions, as a non-licensed transporter of wastes, will ensure that:

- Vehicles carrying waste will be kept clean and be constructed and maintained so as to prevent spillage of waste;
- Loads which may spill or emit odours are covered so that spillage and/or emission is prevented;
- Any container is safely secured;
- Incompatible waste will not be mixed or transported together;
- Any hazardous waste is not mixed with any other type of waste;
- Any waste containing asbestos is wetted and fully covered;
- Material segregated for recycling is not mixed with other wastes;
- Any waste is transported only to controlled waste facilities or other facilities that can lawfully receive the waste and;
- The occupier of the waste facility is advised of the type of waste involved before the waste is unloaded.

Materials and products with recycled content will be proposed wherever they are cost and performance competitive and environmentally preferable to the non-recycled alternative.

## 30.12 Construction Traffic and Access

Rainbow Building Solutions will follow all site procedures regarding site access and traffic management and will minimise unnecessary vehicular movement around the site.

## 30.13 Fire

It is not anticipated that Rainbow Building Solutions will burn-off as a result of any of the works that we offer. If it is required, it will obtain all necessary permits and observe their requirements.

Rainbow Building Solutions will take all necessary precaution with plant in bush-fire prone areas and, when the danger of fire is high, it will restrict or, when prudent, refrain from welding, grinding, using cut-off wheels and other heat or spark generating work.

## 30.14 Spill prevention and Containment

### 30.14.1 Preventing spills

- No hazardous material will be stored within 50 metres of a waterway.
- All Rainbow Building Solutions vehicles will carry the MSDS as required for fuels and materials carried or used.
- These are also available at the 24-hour contact number.
- All hazardous liquids will be stored in imperviously bunded areas.
- The bunded areas:
  - Will conform with applicable Australian Standards
  - Will each have a capacity (after allowing for the reduction in bund capacity caused by containers sitting on the floor of the bund) of not less than 120% of the volume of the largest container stored in the bunded area.
- A Chemicals Register is maintained of all chemicals kept on site.

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- Empty chemical containers will be removed from site and either:
- Returned to the supplier (where possible) or
- Disposed of in accordance with the relevant legislation

### 30.14.2 Minor spill procedure

If a spillage occurs the following procedure will be followed.

- Immediately identify the spilled material and notify the Site Manager;
- Refer to MSDS for Personal Protective Clothing needed;
- Assess the need for containment;
- If containment is required, contain using earth mound and/or absorbent socks/spill kit;
- Use the relevant clean up procedure in MSDS to clean the pavement, shoulders and other affected areas and structures;
- Dispose of material using a licensed contractor and keep records of disposal on site;
- Complete an Accident and Incident Report Form and forward it to the Site Manager.

## 30.15 Environmental Audits

Audits to evaluate compliance will be undertaken in line with Legal obligations Rainbow Building Solutions Environmental Policy. Results of audits and/or inspections will be analysed, corrective actions identified and rectified in a timely manner. Results of audits, inspections and any corrective actions will be communicated to relevant workers and relevant contractors.

Regular meetings will take place with Management to report on progress of corrective actions and to identify trends/areas for improvement.

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## 31. CONFIDENTIALITY, RESTRAINT & INTELLECTUAL PROPERTY AGREEMENT

During the course of your contract with Rainbow Building Solutions, you may have access to, or obtain, "confidential information" belonging to Rainbow Building Solutions.

We believe you will appreciate the need, in the interests of all, to protect the position of Rainbow Building Solutions through adequate safeguarding of its confidential information and intellectual property. In this context "the Company" means Rainbow Building Solutions, its subsidiaries and any related or associated entities.

I, ....., having read and understood the Confidentiality, Restraint and Intellectual Property Agreement am pleased to accept the terms and conditions set out within this Confidentiality, Restraint and Intellectual Property Agreement and I agree to be bound by those terms in all respects.

### 1) Definitions

For the purposes of this Agreement, I have read and understand the following definitions apply to all clauses in this agreement and my work with Rainbow Building Solutions:

#### "Confidential Information"

Includes any and all information in Rainbow Building Solutions' possession (including information created by me) which is not in the public domain at the time of disclosure or in my possession was not known to the general public and which is of value to Rainbow Building Solutions, relating to the business affairs of Rainbow Building Solutions or any person or entity with which it deals or is concerned and includes but is not limited to:

- a) Proprietary rights, intellectual property scientific and trade secrets, or any information relating to Rainbow Building Solutions accounts, business affairs, business and marketing plans and information, clients, prospective clients, computer data and systems, contractors, customers, designs, finances, inventions, manuals, property holdings, management information systems, products, policies, processes, prospects, reports, research, sales plans, service providers, suppliers, transactions.
- b) Knowhow and technology developed or used by Rainbow Building Solutions.
- c) Data surveys, drawings, files, photographs, plans, present or potential client/customer lists, records, reports, specifications, software or other documents, material or other information (whether verbal, written, extracts, recorded electronically or in any other format) concerning Rainbow Building Solutions including or in addition to the Intellectual Property and any information or material in relation to or in connection with the Intellectual Property.
- d) Details concerning any of Rainbow Building Solutions employees, workers, clients, contractors, customers, suppliers or service providers and any other information which is reasonably regarded as confidential being information not in the public domain (except through a breach of this agreement) or known to competitors of Rainbow Building Solutions.
- e) Other than information in the public domain or known to such competitors as a result of a breach of confidentiality by me or any other person or entity who I provide with this information.

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### **"Property"**

Includes all intellectual property, mobile telephone/s, computer, customer/client business cards, documents, manuals, programs, computer programs, reports, processes and/or improvements made by me whilst employed by Rainbow Building Solutions.

### **"Intellectual Property"**

I am fully aware that all works undertaken or the creation of new processes remains the full property of Rainbow Building Solutions. I am also aware that Intellectual Property includes any trademarks, copyright, inventions, designs, improvements, enhancements, developments, works, service marks and know-how (irrespective of whether or not the same are registered at law, or are capable of being registered at law, or are intended to be registered at law, as the case may be):

- a) All proposals pertaining or relating to or involving any possible or future trademarks. Copyright, inventions designs, improvements, enhancements, developments, works, service marks or know-how.
- b) Without limitation, any other or similar subject matter to that described in this Agreement.
- c) Which either directly or indirectly belong to or comprises Rainbow Building Solutions property.

Where I am in any doubt of intellectual property I will discuss this with Management who will qualify whether this is relevant.

### **"Records"**

Includes any substance, document or material upon which any information is recorded or preserved and whether the same may be recorded or preserved in writing, printed or by photographic, electrical, magnetic, symbolic, optical, disc, cartridge, cassette, USB or any other means whatsoever.

## **2) Confidentiality**

Due to the nature of the business I understand that strict confidentiality is mandatory.

I understand the obligations specified continue to apply after the termination of my contract with Rainbow Building Solutions for any reason and by whatever method, until such time as the relevant part of the confidential information passes into the public domain, other than by reason of my unauthorised disclosure of confidential information.

During the period of my contract or at any time after contract ends (except in the proper course of my duties or as required by law or unless I have received express written authority to the contrary from Rainbow Building Solutions, I will undertake:

- At all times to treat and maintain as confidential any information disclosed to me or created or otherwise acquired by me in the course of contract with Rainbow Building Solutions.
- To refrain from divulging or disclosing to any person, firm, corporation or entity any confidential information.
- To not, without the prior written consent of Management; publish or disclose, or allow to be published or disclosed, confidential information to any person other than to a worker of Rainbow Building Solutions to whom such disclosure is required for the purposes of performing my duties or for the purpose of allowing that person to perform their duties.
- To refrain from using or attempting to use confidential information in any manner which will or may cause or be calculated to cause injury or loss to Rainbow Building Solutions or to its clients or customers.

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- To use my best endeavours to protect the disclosure of any of the confidential information by or to a third party.
- To not use for my benefit or that of any other person any confidential information obtained or which came into my possession or control by virtue of my contract with Rainbow Building Solutions.
- To not use confidential information for any purpose other than what is associated with my contract with the Rainbow Building Solutions.

I understand that I may obtain independent advice in relation to my confidentiality obligations prior to signing this agreement.

### 3) Acknowledgements

I acknowledge that:

- I will possess confidential information during the term of my contract.
- The disclosure of confidential information may diminish its value and could materially harm Rainbow Building Solutions.
- The restrictions in this clause are reasonable in all of the circumstances and necessary to protect the goodwill of Rainbow Building Solutions.
- The remedy of damage may be inadequate to protect Rainbow Building Solutions interests and Rainbow Building Solutions may seek and obtain injunctive relief, or remedy, in any Court.

### 4) Delivery

I will immediately deliver up to Rainbow Building Solutions all information, whether hard or soft copy, which is capable of delivery upon the expiry or termination of my contract (however occurring), or at any other time on the request of Management or their authorised representative.

### 5) Confidential information may be destroyed

Only at the request of Rainbow Building Solutions, I will, instead of delivering the confidential information to Rainbow Building Solutions in accordance with "Delivery" sub-clause above, destroy the confidential information (in case of computer software or other computer data, by erasing it from the medium on which it is stored such that it cannot be recovered or in any way reconstructed or reconstituted) and certify in writing to Rainbow Building Solutions that the confidential information has been destroyed.

### 6) Obligations to continue

I am fully aware that my obligations under this "Confidentiality" sub-clause shall survive expiration of the term of my contract and shall be enforceable at any time at law or in equity and shall continue to the benefit of and be enforceable by Rainbow Building Solutions.

### 7) Restraint

In order to protect Rainbow Building Solutions' goodwill and confidential information, the worker will not during any restraint period in any restraint area by any means, either directly or indirectly:

- Attempt in any manner to persuade any client, customer or provider of Rainbow Building Solutions, to cease dealing with or to reduce the dealings which that client, customer or provider has customarily had or contemplated having with Rainbow Building Solutions.

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- Attempt in any manner to persuade any worker or contractor of Rainbow Building Solutions to cease providing services to Rainbow Building Solutions and/or to provide services to the Contractor or another person or persons.
- Use or attempt to use confidential information for any purpose other than for the purposes of Rainbow Building Solutions or in any manner that may injure or cause loss to Rainbow Building Solutions.

Any breach of my contract, resulting from each restraint period stated in 7.1 and each restraint area stated in 7.2 constitutes and is to be construed and will have effect as a separate, distinct, severable and independent provision from each other covenant (but cumulative in overall effect).

I acknowledge and agree that, without prejudice to any other remedy Rainbow Building Solutions may have, Rainbow Building Solutions will be entitled to injunctive and other equitable relief to prevent or cure any breach or threatened breach in paragraph 7., 7.1 and 7.2.

**7.1** Restraint Period means each of the following periods commencing upon the commencement date of the worker's engagement and ending upon the expiry of each of the following periods after termination of the agreement;

- I. 12 months however if this is not considered reasonable then;
- II. 6 months however if this is not considered reasonable then;
- III. 3 months.

**7.2** Restraint Area means:

- I. Within 100km; however, if this is not considered reasonable then,
- II. Within 50km; however, if this is not considered reasonable then,
- III. Within 20km.

## 8) Assignment of Intellectual Property

I do:

- Assign to Rainbow Building Solutions all existing and future intellectual Property rights in all discoveries, improvements, models, designs, plans, programs, software, reports, proposals and other material created or generated by me during the term of my contract, during my contract or while providing services to Rainbow Building Solutions whether alone or in conjunction with others:
  - which relates to Rainbow Building Solutions' current or prospective business; or
  - which were generated or created using any of Rainbow Building Solutions' equipment or facilities.
- Acknowledge that by virtue of this clause all existing rights are vested in Rainbow Building Solutions and, on their creation, all future rights will vest in Rainbow Building Solutions.
- Must do all things reasonably requested by Rainbow Building Solutions to enable it to assure further the rights assigned under this sub-clause.
- Shall not, prior to the transfer of any rights to any such Intellectual Property, take any action which would in any way abrogate, encumber, restrict or transfer Rainbow Building Solutions interest of the Intellectual Property.

I understand that I may obtain independent advice regarding my obligations relating to intellectual property prior to signing this agreement.

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**9) Loan of property relating to intellectual property**

I agree to take all reasonable care in my work with Rainbow Building Solutions and will protect any equipment or property within my responsibility or control (including but not limited to items stated within the Property and Loan of Items clause within the Rainbow Building Solutions contract contract).

Upon termination of my contract (however that may occur), I will immediately deliver up to Rainbow Building Solutions all property belonging to Rainbow Building Solutions which may be in my possession and/or control.

I acknowledge that all of these clauses should be viewed separately and jointly as we have discussed the importance of Rainbow Building Solutions' commercial interests.

I UNDERSTAND AND AGREE THAT A BREACH OF THIS AGREEMENT COULD RESULT IN SANCTIONS INCLUDING TERMINATION OF MY CONTRACT OR MAY RESULT IN LEGAL PROCEEDINGS.

I understand that I may obtain independent advice in relation to this Confidentiality, Restraint and Intellectual Property Agreement prior to signing this agreement.

Should I have any questions or issues in relation to this Confidentiality, Restraint and Intellectual Property Agreement I will put these writing to the Managing Director prior to signing this agreement.

Worker Full Name: \_\_\_\_\_

Worker Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## 32. FIRST AID REGISTER

FIRST AID MANAGEMENT (PERSON RESPONSIBLE FOR FIRST AID KIT AND ORDERING STOCK)		
Name		
First aid kit content check	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/>
Phone		Email:
Mobile Phone Number		Fax:

FIRST AID OFFICER 1		
Name		
Location		
Qualification	e.g. CPR	Expiry:
Qualification		Expiry:
Phone		Email:
Mobile Phone Number		Fax:

FIRST AID OFFICER 2		
Name		
Location		
Qualification	e.g. CPR	Expiry:
Qualification		Expiry:
Phone		Email:
Mobile Phone Number		Fax:

FIRST AID OFFICER 3		
Name		
Location		
Qualification	e.g. CPR	Expiry:
Qualification		Expiry:
Phone		Email:
Mobile Phone Number		Fax:

## 33. CHEMICAL REGISTER

NAME OF PRODUCT				
DANGEROUS SUBSTANCES CLASS				
WHAT IS THE PRODUCT USED FOR?				
WHERE IS THE PRODUCT STORED?				
DO YOU HAVE A MSDS*?				
WHAT IS THE MAXIMUM QUANTITY HELD ON SITE?				
QUANTITY USED /DATE				
BALANCE OF QUANTITY				

- Material Safety Data Sheet can be obtained from your Supplier and/or Manufacturer.
- Ensure sure all MSDS are current and never more than five years old
- Keep copies of this chemical register up to date.
- Keep the copies in each of your chemical stores, and in the same place you keep your MSDS.

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\*No Plant, Equipment, Tools or Machinery can be used without the Tester Signature

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## 36. EMERGENCY RESPONSE DRILLS REGISTER

EMERGENCY RESPONSE DRILL CONDUCTED	DATE COMPLETED	COMMENTS	NAME OF WORKER

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## 37. EMERGENCY PROCEDURES CHECKLIST

As part of our responsibility to ensure the safety of people in our workplace, we will make arrangements for a safe and rapid evacuation in case of an emergency.

This checklist will also ensure that our clients or customers are aware of our procedures for emergency evacuation if required.

**Date checklist completed:**

**Date checklist to be reviewed:**

*Annually or when there is a change to the workplace*

**Name of person who completed checklist:**

**Position title:**

**Company: Rainbow Building Solutions**

Identifying emergencies#

Have you identified emergencies that may require an evacuation	Yes	No	#
--	-----	----	---

Responsibility#

Have you nominated someone to be responsible for managing an evacuation?	Yes	No	#
--	-----	----	---

Signals to evacuate#

Do you have a process in place for signaling an emergency evacuation?	Yes	No	#
---	-----	----	---

### EVACUATION PROCEDURE#

#

Have you identified how people should evacuate the workplace including how And where to?	Yes	No
--	-----	----

Do you have an assembly place after evacuation?	Yes	No
---	-----	----

Have you identified how people should be accounted for?	Yes	No
---	-----	----

Have you established an "all-clear" signal and re-entry procedures?	Yes	No
---	-----	----

Comments here....

### YOUR EMERGENCY PROCEDURES#

Are emergency procedures discussed at induction?	Yes	No	#
--	-----	----	---

Is evacuation equipment (eg 2 way radio's) checked prior to e?	Yes	No
--	-----	----

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Are all contractors aware of and trained in emergency procedures? Yes No  
 Emergency procedures are discussed with all new employees at toolbox meetings prior to working.

Comments here....

### EMERGENCY AND FIRST AID EQUIPMENT

Are fire extinguishers available in vehicles? Yes No  
 Are first aid provisions immediately available? Yes No  
 Are workers aware of where first aid provisions are kept and who has first aid training? Yes No

Comments here....

**Name** .....  
**Signature:** .....  
**Date:** ...../...../.....

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## 38. SITE INDUCTION REGISTER

- I have attended and completed the Rainbow Building Solutions Work Health and Safety induction session and I agree to abide by all the company's Worker Health and Safety Management Plan.
- I acknowledge that all information has been satisfactorily explained to me, I also acknowledge that I have a full understanding of the information that has been discussed with me today.

Worker Name	Induction Pack	Rainbow Policies and Procedures	SWMS	On- Site Briefing	PPE	Worker Signature	Manager Signature	Date

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## 39. WORKING AT HEIGHT CHECKLIST

You don't have to fall from a great height to be killed or seriously injured. This checklist will help you reduce the risk of injury associated with working at height. You should involve your workers in filling out this checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

### Date checklist completed:

*(Checklist to be completed prior to each use)*

### Name of person who completed checklist :)

Position title:

Company/workplace:

### PROTECTIVE SYSTEMS

When workers are working at height, do you have:

- |  |     |    |
|--|-----|----|
| • roof-edge protection?                | Yes | No |
| • scaffolds and work platforms?        | Yes | No |
| • fall arrest anchorage and harnesses? | Yes | No |

Are these systems:

- |  |     |    |
|--|-----|----|
| • in good working condition?               | Yes | No |
| • regularly inspected?                     | Yes | No |
| • installed by a competent person?         | Yes | No |
| • sufficient and appropriate for the task? | Yes | No |

Are workers trained in these systems?	Yes	No
---------------------------------------	-----	----

### LADDERS

- |   |     |    |
|---|-----|----|
| • Have you chosen the correct ladder for the task (ie industrial-rated ladders, not domestic step ladders or extension ladders)?      | Yes | No |
| • Is the ladder in good working condition?  | Yes | No |
| • Is the ladder placed squarely on a firm, non-slip surface?  | Yes | No |
| • Has the top of the ladder been restrained (ie tied to a support or secured by a person holding the bottom until work is completed)? | Yes | No |
| • Do workers know how to ascend and descend the ladder safely?  | Yes | No |

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## WORK AREAS

- Is the condition of the roof safe (consider the pitch, surface, and capacity of the roof to support loads)? Yes      No
- Are workers clear of overhead power lines? Yes      No  
 If no, have the power lines been protected? Yes      No
- Are suitable barriers placed around the area so no one is underneath, and the ladder/scaffold etc can't be bumped or disturbed? Yes      No
- Is the area free of hazards (such as sloping or uneven ground, unfavourable weather conditions)? Yes      No

## OTHER

- Do workers have appropriate clothing, footwear and safety equipment? Yes      No
- Can the task be performed on the ground? Yes      No

**Name** .....

**Signature:** .....

**Date:** ...../...../.....

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## 40. FALL PREVENTION CHECKLIST

Project Name:	Location:	Date:
Completed by:	Names of HSR/Workers involved:	

POTENTIAL HAZARD	YES	NO	N/A	COMMENTS
<b>ELEVATED WORK</b>				
<b>ROOF EDGE PROTECTION</b>				
• Persons required to work at an elevated level?				
• Dedicated safe work instructions for installation, use and dismantle of edge protection?				
• Engineering certification obtained where required?				
• All components compatible, good condition, meet relevant Standards				
• Appropriate strength for task (maximum loads)?				
• Structure (members, gutters, fascia etc) able to support edge protection?				
• Edge protection installed as per manufacturer's specifications/ safe work instructions?				
• Top and Mid rails and toe-boards in place and appropriate heights for working slope?				
• All persons trained to not alter edge protection once installed?				
• Risk controls in place for steeper slopes (example: over 26 degrees)?				
• Fall protection in place for installers of edge protection?				
• System inspected by competent person for handover				
<b>SCAFFOLD SYSTEMS</b>				
• Dedicated safe work instructions for installation, use and dismantle?				

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POTENTIAL HAZARD	YES	NO	N/A	COMMENTS
• Engineering certification obtained where required?				
• Certification for installers where fall risk is 4m or more?				
• Appropriate strength for task (maximum loads – live, dead, environmental)?				
• Erected as per manufacturer's specifications/ safe work instructions/ plans?				
• Sufficient clearance from overhead electric lines?				
• Protected from potential impact/ barricaded?				
• Designed to prevent items falling from scaffold?				
• Suitable access/ egress (internal ladders meet relevant Standards)?				
• Erected on suitable ground surface (flat, solid, even no backfill, geological surveys as required, etc)?				
• All persons trained to not remove or alter system once installed?				
• System inspected by competent person for handover? (certificate)				
• System inspected by competent person after any incident that may affect its stability?				
• System inspected by competent person at least every 30 days?				
• System in place to prevent unauthorised access?				
• System in place to control risks from incomplete scaffold?				
• Evidence obtained that supporting structures have sufficient strength?				
• Suitable tie-down methods used?				
• Consideration given to loads imposed by shades and any other attachments?				

POTENTIAL HAZARD	YES	NO	N/A	COMMENTS
• System in place to ensure permission is obtained from competent persons before alterations made?				
• Mechanical lifting equipment: (hoists, lifting aids, pulleys, etc.) in good working condition, no sign of obvious damage? All slings, ropes or chains are rated to Australian Standards?				
<b>ELEVATED WORK PLATFORMS (EWP)</b>				
• EWP serviced/maintained as per manufacturer instructions?				
• EWP inspected before use /log books completed?				
• Certification for operators as required?				
• Instructional manuals accessible?				
• All controls (including emergency lowering devices) clearly labelled, tested and functional?				
• Protected from potential impact/barricaded?				
• Used on suitable ground surface (flat, solid, even no backfill, geological surveys as required, etc)?				
• Sufficient clearance from overhead electric lines and other obstructions?				
• Safety harness and attachments points available where required?				
• Procedures in place to ensure no persons exit the EWP in the raised position?				
• Dedicated SWMS for task/site-includes set-up, operation, maintenance and emergency procedures?				
<b>LADDERS</b>				
• Industrial-type with load rating 120kg or more?				
• Systems in place to ensure ladders are only used where higher order controls are not practicable?				
• Ladders suited for type of activities (type of ladder and capacity/SWL)?				
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POTENTIAL HAZARD	YES	NO	N/A	COMMENTS
• Ladders inspected – good condition, undamaged, non-slip rungs, etc?				
• Ladders secured adequately (tied down top and bottom)?				
• Ladders protected from impact/barricaded?				
• Procedures in place to ensure operators maintain 3 points of contact at all times?				
• Ladders are only used for the purpose they were designed for?				
• Metal ladders are not used for electrical work?				
<b>SAFETY MESH</b>				
• Complies with relevant Standards?				
• Engineer specification sought where required?				
• Sufficient wire diameter?				
• Correct distances for longitudinal and cross wires?				
• Fall protection provided for installers?				
• Installed correctly (as per manufacturer's instructions and relevant Codes/Standards)?				
• Fixed correctly?				
• Inspected by competent person before use (no gaps, corrosion etc)?				
• Safe work instructions provided for installing, use, maintenance and inspection?				
<b>WORK POSITIONING / FALL ARREST SYSTEMS</b>				
• Systems meet relevant Standards?				
• All components compatible?				
• Used for the purpose it was designed for?				
• Anchor points have sufficient strength for expected loads?				
• Anchor points assessed by competent persons before use?				

POTENTIAL HAZARD	YES	NO	N/A	COMMENTS
• Anchor points inspected as required?				
• All components inspected before use?				
• All persons formally trained in correct donning techniques, use, maintenance, storage etc?				
• Installed, used and maintained as per manufacturer's /SWMS instructions?				
• Written, rehearsed site-specific emergency rescue plan for the site?				
<b>FALLS INTO OPENINGS</b>				
<b>EXCAVATIONS</b>				
• Controls in place to prevent persons/machinery falling into excavations?				
• Edge Protection provided?				
• Ladder access suitable?				
• Excavation secured against cave-in (battering, supports etc)?				
<b>VOIDS/STAIRWELLS ETC</b>				
• Voids, stairwells etc protected with appropriate edge protection				
• Access ladders meet relevant Standards?				
• Access ladders set-up correctly?				
• Warning/Caution signs in place?				
• Dedicated safe work instructions for installation, use and dismantle of void edge protection?				
• Engineering certification obtained where required?				
• All components compatible, good condition, meet relevant Standards				
• Appropriate strength for task (maximum loads)?				
• Void edge protection installed as per manufacturer's specifications/ safe work instructions?				
• Top and Mid rails and toe-boards in place and appropriate heights?				

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POTENTIAL HAZARD	YES	NO	N/A	COMMENTS
• All persons trained to not alter void edge protection once installed?				
• Fall protection in place for installers of void edge protection?				
• System inspected by competent person for handover				
<b>GENERAL SITE FALLS RISKS</b>				
• Hazardous or brittle work surfaces				
• Presence of skylights or other dangers?				
• Sufficient visibility (lighting, glare etc)				
• Weather condition suitable (clear of wet, muddy work surfaces,)				
• Permanent access platforms/stairs etc meet requirements of relevant Standards and Codes?				
• Other? (Include any other relevant options – such as fall arrest platforms, Trestle Platform Ladders, Industrial Rope Access equipment and other general hazards specific to the project).				

<b>Name:</b>	.....
<b>Signature:</b>	.....
<b>Date:</b>	...../...../.....



## 41. NOISE HAZARD IDENTIFICATION CHECKLIST

Description of work location: \_\_\_\_\_

Activities at workstation: \_\_\_\_\_

Assessed by: \_\_\_\_\_

Date: \_\_\_\_\_

If you tick "Yes" to any of the following indicates the need to carry out a noise assessment if exposure to the noise cannot be immediately controlled.

HAZARD IDENTIFICATION QUESTIONS	YES	NO
1. Is a raised voice needed to communicate with someone about one metre away?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do your workers notice a reduction in hearing over the course of the day? (This may only become noticeable after work, for example, needing to turn up the radio on the way home)	<input type="checkbox"/>	<input type="checkbox"/>
3. Are your workers using noisy powered tools or machinery?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there noises due to impacts (such as hammering, pneumatic impact tools) or explosive sources (such as explosive powered tools, detonators)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are personal hearing protectors used for some work?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do your workers complain that there is too much noise or that they can't clearly hear instructions or warning signals?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do your workers experience ringing in the ears or a noise sounding different in each ear?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do any long-term workers appear to be hard of hearing?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have there been any workers' compensation claims for noise-induced hearing loss?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does any equipment have manufacturer's information (including labels) indicating noise levels equal or greater than any of the following: (a) 80 dB(A) LAeq,T (T= time period over which noise is measured)? (b) 130 dB(C) peak noise level? (c) 88 dB(A) sound power level?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11. Do the results of audiometry tests indicate that past or present workers have hearing loss?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are any workers exposed to noise and ototoxins in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are any workers exposed to noise and hand-arm vibration?	<input type="checkbox"/>	<input type="checkbox"/>

Name: .....

Signature: .....

Date: ...../...../.....

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## 42. WORKING ALONE & WORKING WITH THE PUBLIC

This checklist will help you address these hazards in your workplace and reduce the risk of incidents or injuries. You should involve your workers in filling out the checklist.

**If you mark any NO box on the checklist, you need to take action to make your workplace safer.**

**Date checklist completed:**

**Date checklist to be reviewed:**

*Annually or when there is a change to the workplace*

**Name of person who completed checklist:**

**Position title:**

**Company/workplace:**

### WORKING DURING HIGHER RISK TIMES AND WORKING ALONE

Are there safe processes for opening and closing times (and working at night)?	Yes	No
Are working arrangements more than one person working at once (if possible)?	Yes	No
Is public access to the worksite restricted if workers are working alone?	Yes	No
Are there special safety procedures in place if workers are working alone?	Yes	No
Do workers always have a way of quickly and easily contacting management?	Yes	No
Are all workers trained in these procedures?	Yes	No

### SYSTEMS

Do you have a surveillance or security system?	Yes	No
Do you have an electronic sensor system to alert workers of clients in the premises?	Yes	No
Do workers have access to personal duress alarms or panic buttons?	Yes	No
Have you publicised the safety and security procedures and systems you have?	Yes	No

### DESIGN

Do you have good internal and external lighting?	Yes	No
Do workers have a safe area they can retreat to in the case of a robbery or other threat?	Yes	No
Are counters and floor spaces designed to reduce the risk of physical violence?	Yes	No
Have other design issues been considered	Yes	No

**Name:** .....

**Signature:** .....

**Date:** ...../...../.....

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## 43. DAILY VEHICLE / PLANT INSPECTION CHECKLIST

All workers operating plant must complete the daily checklist and any faults or defects of the plant must be reported to the Site Manager immediately. At this time, an assessment will be conducted to determine if it is safe to operate.

Date		Inspected by		Vehicle Make and Registration	
Vehicle Check		Comments		Vehicle Checks	
<b>Engine</b>				<b>Vehicle Body</b>	
Engine Oil/Level	<input type="checkbox"/>			Panels and Doors	<input type="checkbox"/>
Engine Coolant	<input type="checkbox"/>			Mud Flaps	<input type="checkbox"/>
Steering & Brake Fluid	<input type="checkbox"/>			Mirrors	<input type="checkbox"/>
Leaks, seals and hoses	<input type="checkbox"/>			Registration Plates/Signs	<input type="checkbox"/>
<b>Electrical</b>				Tray	<input type="checkbox"/>
Headlights (High/Low)	<input type="checkbox"/>			Fixtures and Fittings	<input type="checkbox"/>
Park Lights	<input type="checkbox"/>			<b>Safety Equipment</b>	
Indicators	<input type="checkbox"/>			Registration	<input type="checkbox"/>
Clearance Lights	<input type="checkbox"/>			Windscreen Wipers	<input type="checkbox"/>
Tail Lights/Plate Lights	<input type="checkbox"/>			Warning Triangles	<input type="checkbox"/>
Brake Lights	<input type="checkbox"/>			Fire Extinguishers	<input type="checkbox"/>
Hazard Lights	<input type="checkbox"/>			Spill Kit	<input type="checkbox"/>
<b>Wheels &amp; Tyres</b>				Fluro Vest, Gloves, Hard Hat	<input type="checkbox"/>
Rims	<input type="checkbox"/>			First Aid Kit	<input type="checkbox"/>
Tyres	<input type="checkbox"/>				
Spare wheel	<input type="checkbox"/>				



**Fair Work**  
OMBUDSMAN

## Fair Work Information Statement

If you're a new employee, your employer needs to give you a copy of the Fair Work Information Statement before, or as soon as possible after, you start a job. For information tailored to you, register for an online account at [www.fairwork.gov.au/register](http://www.fairwork.gov.au/register), or call the **Fair Work Infoline** on **13 13 94**.

### Minimum rights and entitlements

Workers in Australia are entitled to basic rights and protections at work. If you're in the national workplace relations system, these protections include minimum pay rates and a set of entitlements called the National Employment Standards. You're also likely to be covered by a modern award or enterprise agreement, which may provide you with more entitlements.

You might also sign a contract or agreement with your employer. Contracts can set out additional conditions of employment but can't provide less than your minimum entitlements under the National Employment Standards or an applicable award or enterprise agreement.

### Minimum pay rates

Your minimum pay rate will usually be set in an award or an enterprise agreement. If there's no modern award or enterprise agreement covering your work, you're still entitled to at least the national minimum wage which, from 1 July 2018, is:

- \$18.93 per hour for full-time and part-time adult employees
- \$23.66 for casual adult employees.

The national minimum wage is reviewed annually. You can find your minimum pay rates by using our Pay Calculator at [www.fairwork.gov.au/PACT](http://www.fairwork.gov.au/PACT).

### Modern awards

There are 122 industry or occupation awards that cover most people working in Australia. Awards may contain entitlements like minimum wages (pay), penalty rates, types of employment, flexible working arrangements, hours of work, meal and rest breaks, classifications, allowances, annual leave loading, and redundancy. To find out if you're covered by an award, use Find my award at [www.fairwork.gov.au/awards](http://www.fairwork.gov.au/awards).

### Enterprise agreements

Enterprise agreements set employment conditions that can apply to a business and their workers or a group of businesses and their workers. Enterprise agreements are negotiated ('bargained') between the employer, their employees and any employee representatives (such as a union or other bargaining representative).

Bargaining for an agreement has to follow set rules. Once approved by the Fair Work Commission, an enterprise agreement is enforceable and provides the terms and conditions of employment that apply at your workplace.

For information about making, varying, or terminating enterprise agreements visit the Fair Work Commission website at [www.fwc.gov.au](http://www.fwc.gov.au).

### The National Employment Standards (NES)

There are 10 minimum workplace entitlements in the NES that apply to all employees:

1. Maximum weekly hours of 38 if you're a full-time employee, plus 'reasonable' additional hours.
2. The right to request flexible working arrangements.
3. Parental and adoption leave of 12 months (unpaid), with the right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata if you're a part-time employee).
5. A total of 10 days paid sick and carer's leave each year (pro rata if you're a part-time employee), two days paid compassionate leave for each permissible occasion, and two days unpaid carer's leave for each permissible occasion.
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.
8. The entitlement for you to be absent on public holidays and for you to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right to receive this Fair Work Information Statement if you're a new employee.

Casual employees are entitled to some of the entitlements in the NES, but not all. For example, as a casual employee you're entitled to two days of unpaid carer's leave for each permissible occasion. You're also entitled to parental and adoption leave of 12 months (unpaid) – with a right to request an additional 12 months if you've worked on a regular and systematic basis for at least 12 months and have a reasonable expectation of continuing employment.

To read more about the NES entitlements that apply to you, go to the National Employment Standards page at [www.fairwork.gov.au/NES](http://www.fairwork.gov.au/NES).

### If the business you work for changes owners

If the business you work for changes owners or is sold – and you're employed by the new employer within three months of your employment with the old employer ending – some of your entitlements may carry over to the new employer. You can check what you're entitled to at [www.fairwork.gov.au/transfer-of-business](http://www.fairwork.gov.au/transfer-of-business).

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## Workplace flexibility

You have the right to request flexible working arrangements under the NES if:

- you're a parent of, or have responsibility for caring for, a child of school age or younger
- you provide personal care, support and assistance to another person who needs it because of a disability, medical condition, mental illness or frailty and age
- you have a disability
- you are 55 or older
- you're experiencing family violence
- you're providing care or support for an immediate family member, or someone you live with, who is experiencing family violence, or
- you're returning to work after a period of parental or adoption leave and wish to work part-time to care for your child, or the child who you have responsibility caring for.

Your employer can only refuse a request on reasonable business grounds. If they do, they must respond to your request in writing and include details for why they refused your request.

## Individual flexibility arrangements

You and your employer can negotiate to change how certain terms in an award or enterprise agreement apply to your situation. An individual flexibility arrangement cannot be a condition of employment – it must be a genuine choice. To find out more see Flexibility in the workplace at [www.fairwork.gov.au/flexibility](http://www.fairwork.gov.au/flexibility).

## Protection from discrimination and other adverse action

You're protected from an employer taking 'adverse action' against you for certain reasons. These protections apply to casual, full-time and part-time employees.

Adverse action can include dismissing you, refusing to employ you, negatively changing your position, or treating you differently for discriminatory reasons. For example, you're protected from adverse action if you make a complaint to an organisation like the Fair Work Ombudsman, or if you take personal leave or request flexible work arrangements, or exercise your right to freedom of association (including becoming or not becoming a member of a union).

You also have the right to be protected from unlawful discrimination because of your race, colour, gender or age; and protection from undue influence or pressure from your employer about entering into an agreement in relation to your employment entitlements.

If you have experienced adverse action, discrimination or undue pressure by your employer you can seek assistance from the Fair Work Ombudsman or the Fair Work Commission. If you have been dismissed, there might be strict timeframes that apply, so make sure you lodge an application with the Fair Work Commission **within 21 days of the date of your dismissal**. See the Fair Work Commission website at [www.fwc.gov.au](http://www.fwc.gov.au) for more information.

## Ending employment

Your employment might end for a number of reasons – if you resign, your position is made redundant, or you are dismissed. To find out more see Ending employment at [www.fairwork.gov.au/ending-employment](http://www.fairwork.gov.au/ending-employment).

When your employment ends, you should get any outstanding employment entitlements, including outstanding wages and unused annual and long service leave.

If you think you've been unfairly dismissed, you might be able to lodge an application with the Fair Work Commission **within 21 days of the date of your dismissal**. There are rules about applying, including minimum employment periods, strict timeframes for applying and special rules for small business. Go to the Fair Work Commission website at [www.fwc.gov.au](http://www.fwc.gov.au) for more information.

## Right of entry

A permit holder, often a union official, may enter the workplace in order to:

- talk to employees whose industrial interests the permit holder's organisation is entitled to represent
- look into a suspected breach of workplace laws
- look into a suspected breach of health and safety laws, in which case they must also comply with right of entry requirements of the work health and safety laws.

A permit holder must comply with certain requirements such as notice to the employer and can inspect or copy certain documents. Strict privacy restrictions apply to the permit holder, their organisation and your employer.

## The Fair Work Ombudsman

The **Fair Work Ombudsman** is an independent statutory agency that promotes harmonious, productive and cooperative workplace relations and ensures compliance with Australian workplace laws. The Fair Work Ombudsman provides reliable and timely information about Australia's workplace relations system as well as help resolving workplace issues.

For more information about the Fair Work Ombudsman visit [www.fairwork.gov.au](http://www.fairwork.gov.au) or call **13 13 94**.

## The Fair Work Commission

The **Fair Work Commission** is Australia's national workplace relations tribunal responsible for maintaining a safety net of minimum wages and employment conditions, as well as a range of other workplace functions, including agreement-making, workplace bullying and unfair dismissal. For more information about the Fair Work Commission see [www.fwc.gov.au](http://www.fwc.gov.au) or call **1300 799 675**.

The Fair Work Information Statement is prepared and published by the Fair Work Ombudsman in accordance with section 124 of the *Fair Work Act 2009*.

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## 44. CODES OF PRACTICE

### First Stage Codes

- Hazardous Manual Tasks
- How to Prevent Falls at Workplaces
- Labelling of Workplace Hazardous Chemicals
- Preparation of Safety Data Sheets for Hazardous Chemicals
- Confined Spaces
- Managing Noise and Preventing Hearing Loss at Work
- Managing the Work Environment and Facilities
- Work health and Safety Consultation Cooperation and Coordination
- How to Manage Work Health and Safety Risks
- How to Safely Remove Asbestos
- How to Manage and Control Asbestos in the Workplace

### Second Stage Codes

- Excavation Work
- Demolition Work
- Spray Painting and Powder Coating
- Abrasive Blasting
- Welding and Allied Processes
- Safe Access in Tree Trimming and Arboriculture
- Preventing and Managing Fatigue in the Workplace
- Preventing and Responding to Workplace Bullying
- First Aid in the Workplace
- Managing Risks in Construction Work
- Preventing Falls in Housing Construction
- Managing Electrical Risks at the Workplace
- Managing Risks of Hazardous Chemicals
- Managing Risks of Plant in the Workplace
- Safe Design of Building and Structures
- Asbestos in the Workplace

[http://worksafe.tas.gov.au/laws/codes\\_of\\_practice](http://worksafe.tas.gov.au/laws/codes_of_practice)

Worker Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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## 45. WORKER ACCEPTANCE AND AGREEMENT

WORKER NAME: \_\_\_\_\_

START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

POSITION / TITLE: \_\_\_\_\_

SITE LOCATION: \_\_\_\_\_

JOB / PROJECT NAME: \_\_\_\_\_

WORKER CONTRACT TYPE: \_\_\_\_\_

☐ Company Type: Partnership / Company / Sole Trader

ACN: \_\_\_\_\_

ABN: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Primary Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

- .....
- ☐ Fulltime
- ☐ Part Time
- ☐ Casual
- ☐ Fixed-Term
- ☐ Labour / Daily Hire \_\_\_\_\_
- ☐ Volunteer \_\_\_\_\_
- ☐ Student Placement \_\_\_\_\_

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To ensure our business undertakes best practice safety standards under the Work Health and Safety Act 2012, Rainbow Building Solutions require that you understand, agree and have provided the following information to Rainbow Building Solutions (*tick what is relevant to you, as agreed and completed*);

**I, ....., having read, understood and retained a personal copy of the Rainbow Building Solutions' Worker Health and Safety Management Plan understand, agree and accept that I:**

- ☐ am an Employee of Rainbow Building Solutions Pty Ltd and I have received the Rainbow Site Safety Rules, undertaken all relevant site-specific Induction and Training requirements prior to commencing any works on site and I have received a copy of the Fair Work Information Statement, which I have signed and dated;
- ☐ I am a Worker/Contractor/Supplier/PCBU and I have undertaken all relevant site-specific Induction and Training requirements prior to commencing works on site and I will also ensure the appropriate induction and training of my workers who are also aware of, understand and accept this Worker Health and Safety Management Plan, Site Safety Rules and all other work health and safety requirements and compliance obligations;

**In addition, I, ....., having read, understood and retained a personal copy of the Rainbow Building Solutions' Worker Health and Safety Management Plan, am aware of, understand, agree and accept that I:**

- ☐ Will comply with all work health and safety policies and procedures outlined within this Worker Health and Safety Management Plan;
- ☐ Will abide by the conduct required of me within the workplace and while on site.
- ☐ Agree with the Rainbow Site Safety Rules and I will comply with all site safety rules at all times while on site;
- ☐ Will abide by the Confidentiality, Restraint and Intellectual Property Agreement;
- ☐ Have provided current copies of all permits, licences, qualifications or certificates as relevant to my occupation and contract requirements;
- ☐ Have provided current copies of my Public Liability Insurance Certificate of Currency as required;
- ☐ Have provided copies of Site-specific Safe Work Method Statement (SWMS), Risk Assessments and other documented work and safety information relevant to the scope of works or intended tasks I am to complete;
- ☐ Have provided copies of my Professional Indemnity Insurance (If required);

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- ☐ Have provided copies of my Workers Compensation Insurance (if required);
- ☐ Have provided copies of my current Motor Vehicle Insurance;
- ☐ Have provided copies of my current Personal Sickness and Accident Insurance;
- ☐ Have provided relevant training records for any person working onsite
- ☐ Have provided copies of my General Safety Construction (White) Card;
- ☐ Will attend all required meetings including Toolbox and Site Meeting and wear all appropriate high-visibility work wear and personal protective equipment (PPE) while on Rainbow Building Solutions work sites;
- ☐ Will use and maintain all machinery, plant, tools and equipment as required by the manufacturer's instructions and all testing and tagging compliance information has been provided to Rainbow Building Solutions prior to commencing any works.

I understand that if I breach any of these policies and procedures Rainbow Building Solutions may impose sanctions. These may include warnings, demotion, transfer, pay reduction and termination of my contract.

Should I have any questions or issues in relation to this Worker Health and Safety Management Plan I will put these writing to the Managing Director of Rainbow Building Solutions prior to signing this agreement.

Worker Full Name: \_\_\_\_\_

Worker Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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