

## Our Occupational Health & Safety Policy

(ABN 41 068 031 407)

Electrical Contractors Licence No. C0830

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RBD Contracting Services Pty Ltd (RBD Contracting) is committed to the provision of safe and healthy work conditions for its employees.

RBD Contracting undertakes to:

- Manage its activities to comply with applicable laws, regulations and licenses;
- Apply the principles of hazard identification, risk assessment and risk control when planning work;
- Require all managers, supervisors, employees and sub-contractors to adhere to safe working practices and procedures during work; and
- In the event of work-related injury or illness, provide prompt treatment and an active rehabilitation program.

### Safety Plan

RBD Contracting managers are responsible for:

- Ensuring that all personnel employed are suitable for the jobs for which they have been recruited;
- Organising site/places of work so that work is carried out to the required standards with minimum risk to employees, equipment and materials;
- Knowing the requirements of all relevant Site Procedures, Site Safety Instructions and contractor safety requirements;
- Performing Job Safety Analysis for all work undertaken;
- Reviewing the Job Safety Analysis with the personnel performing the work;
- Providing all personnel precise instructions on the responsibilities for correct working methods;
- Planning and maintaining a tidy site/work area and arranging for the removal of debris at timely intervals;
- Undertaking hazard identification and risk assessments in conjunction with relevant employees prior to the work being undertaken, and ensuring that all identified controls are implemented and followed;
- Ensuring that all personnel know what to do in the event of a fire or other emergency;
- Preparing and completing of Accident/Incident Reports;
- Liaising with Site Representatives on matters of safety;
- Incorporating safety instructions as part of routine orders and ensuring that they are obeyed;
- Preventing employees from taking unnecessary risks;
- Ensuring that all new employees understand the Safety Management Plan; and

- Organising and conducting suitable Tool Box Meetings prior to the commencement of work to identify and control risk.

All employees have a responsibility for health and safety and are encouraged to participate in identifying risks and hazards at their work site and reporting them. All employees are required to:

- Be responsible for their own health and safety, and for that of other persons who may be affected by their actions or omissions;
- Co-operate in the fulfilment of obligations placed upon the Company;
- Comply with instructions given for their own health and safety;
- Use protective equipment correctly;
- Report any situation which could present a hazard, and which can not be immediately and simply corrected by the employee;
- Report immediately to their supervisor any incident or injury which arises in the course of daily activities;
- Seek further information and advice from their immediate supervisor if in doubt about any matter relating to health and safety;
- Participate in Toolbox meetings; and
- Undertake training in relevant safety aspects where requested.

### **Enquires**

Should you wish to seek clarification on any aspect of our safety policy, please direct all correspondence to the Safety Officer:

*Postal Address:*

Safety Officer  
RBD Contracting Services Pty Ltd  
PO Box 209  
Port Sorell TAS 7307

*Email:*

[enquiries@rbdcontracting.com.au](mailto:enquiries@rbdcontracting.com.au)