DellaVita

WORK HEALTH & SAFETY MANAGEMENT PLAN

WAREHOUSE

Document Controlled by: DELLA VITA
Safety Management System

Revision	Date Issued	Authorised By
V1	01/11/2023	Adam Clark

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1.0. WAREHOUSE SITE SPECIFIC DETAILS

Della Vita Details:
WESTERN AUSTRALIA **Business Name:** DELLA VITA PTY LTD **Business Address:** 11 Delawney Street Balcatta, WA 6021 **Business Telephone:** 08 6241 4452 **ABN:** 63159829713

Site Details:
Warehouse Address: 14 Ledgar Road, Balcatta, WA 6021 9 Booth Place, Balcatta, WA 6021 Mumford Place, Balcatta, WA 6021 **Operations Manager:** Adam Clark The Operations Manager is the designated person on site responsible for the management of Work Heath Safety and Environment.

Preferred Medical Providers Detail:
Workers can choose the medical provider, however if related to injury on a Della Vita Site, the following documents are required for any compensation: • Medical Certificate • First Certificate of Capacity • Workers' Compensation Claim Form (if compensation is required)

2.0. EMERGENCY RESPONSE DETAILS

EMERGENCY RESPONSE DETAILS FIRE – POLICE – AMBULANCE 000 OR 112 (from a mobile)
Report all emergencies to the site supervisor as soon as possible. The following authorities/support organisation's may also need to be contacted.
AUTHORITIES / AGENCIES
WorkSafe WA (Accident Notification): 1800 678 198 **Police (Non-emergency):** 131 444 **DEC (Pollution Watch):** 1300 784 782 **Poisons Information Centre:** 131 126 **Electrical Emergency:** 131 351 **Gas Emergency:** 131 352 **Water Emergency:** 131 375

3.0. ROLES & RESPONSIBILITIES – ORGANISATIONAL CHART

The organisation chart shows the roles for work health and safety for DELLA VITA personnel on this site and lists the key positions for the project. The key management responsibilities for work health and safety for the project are listed under the specific title of the position.

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                              ┌─────────────────────┐
                              │      Director        │
                              └─────────────────────┘
                                         │
                                         ▼
                              ┌─────────────────────┐
                              │  Operations Manager  │
                              └─────────────────────┘
  ┌─────────────────────┐                │
  │  WHS Consultant &    │  ◄────         ▼
  │ Safety Administrator │     ┌─────────────────────┐
  └─────────────────────┘     │   Warehouse Forman   │
                              └─────────────────────┘
                                         │
                                         ▼
                              ┌─────────────────────┐
                              │Employees/Subcontractors│
                              └─────────────────────┘
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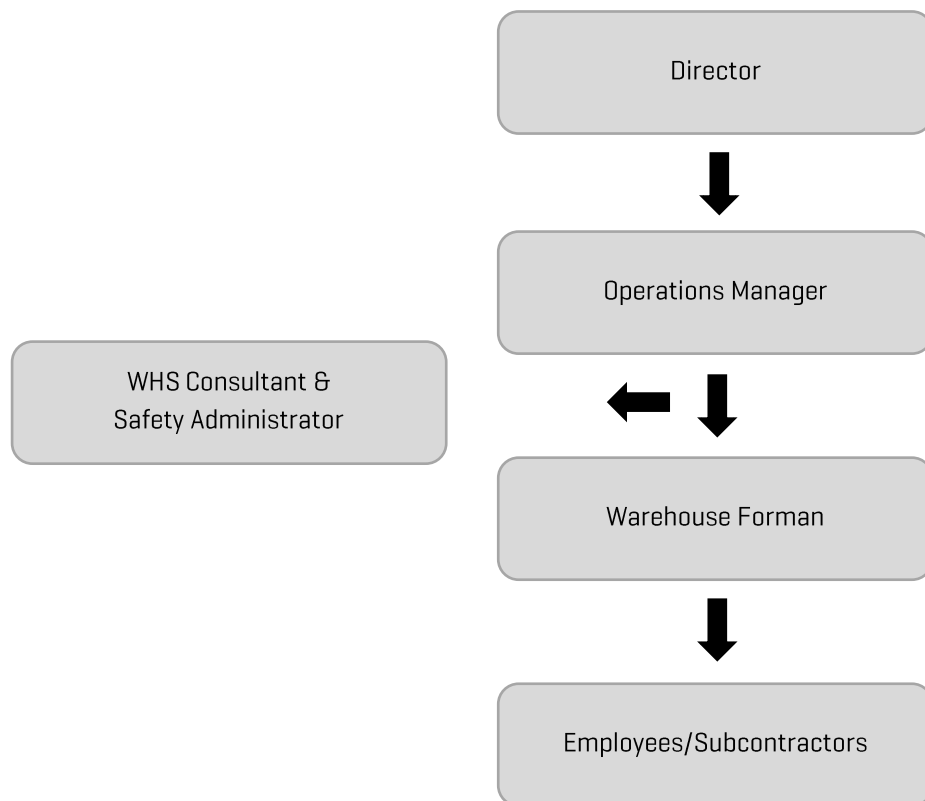
4.0. WORK HEALTH AND SAFETY RESPONSIBILITIES

The key management responsibilities and accountability for WHS on DELLA VITA are listed below:

4.1. OPERATIONS MANAGER

Operations Managers responsibility for WHS at the workplace, duties include:

- implementing the WHS&E Management Plan.
- Using the Hierarchy of Controls in all design, fabrication, and construct activities to minimise WHS&E risks.
- Communicating with the principal contractor to reduce risks.
- Being a part of the planning and design stages of trade activities.
- Deciding when training on WHS&E is required.
- Leading by example and promoting sound WHS&E practices at every opportunity.
- Ensuring safe equipment and plant is provided and maintained.
- Reviewing WHS&E reports and inspections and following up on recommendations.
- Coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required.
- Coordinating WHS&E meetings and programs.
- Setting up Toolbox Talks on a regular basis.
- Setting up and being a part of WHS&E meetings and programs.
- Monitoring compliance with the WHS&E Management Plan, including Job Safety Environment Analysis.
- Assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.
- Ensuring that, where appropriate, the injured employee is given access to occupational rehabilitation services.
- Liaising with any parties involved in the occupational rehabilitation of, or provision of medical services, to the injured employee.
- Monitoring the progress of the injured employee's capacity to work.
- Taking steps to prevent recurrence or aggravation of the relevant injury upon the injured employee's return to work; and
- Providing assistance to meet all legal requirements regarding injury management and return to work.

4.2. WAREHOUSE FOREMAN

Warehouse Foreman's responsibility for WHS at the workplace, duties include:

- implementing the WHS&E Management Plan.
- Observing all WHS&E rules and regulations.
- Making sure that work activities are carried out in a safe and environmentally sound manner.
- Planning to do all work safely including any interface with other work activities.
- Providing advice and assistance on WHS&E matters to employees.
- Being part of the planning and design stages of trade activities.
- Deciding when training on WHS&E is required.
- Actioning WHS&E reports and carrying out workplace inspections.
- Setting up WHS&E meetings and programs.
- Helping to prepare Job Safety Environment Analysis for the organisation's work activities.

- Investigating hazard reports and ensuring that they are completed, and corrective actions undertaken.
- Carrying out project inductions, Toolbox Talks and team meetings.
- Being a part of incident investigations.
- Leading by example and promoting sound WHS&E practices at every opportunity.
- Undertaking inspection of the contracted or planned works to ensure that WHS&E control measures are implemented and effective; and
- Other WHS&E duties as directed by the Operations Manager.

4.3. EMPLOYEES AND SUBCONTRACTORS

Employees and Subcontractors are responsible for the following:
- Complete a warehouse safety induction online.
- Working in a safe manner without risk to themselves, others, or the environment.
- Complying with the WHS&E Management Plan including all Job Safety Environment Analysis.
- Reporting all incidents to the Operations Manager or Warehouse Foreman.
- Reporting all injuries and illnesses to the designated First Aid Officer.
- Reporting any WHS&E hazards to the Operations Manager or Warehouse Foreman.
- Providing suggestion, through agreed consultation methods, on how to improve WHS&E issues.
- Seeking assistance if unsure of WHS&E rules.
- Reporting any faulty tools or plant to the Operations Manager or Warehouse Foreman.
- Complying with site rules.
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

4.4. SAFETY ADMINISTRATOR

Safety Administrator is responsible for the following:
- Assisting the Operations Manager to develop and implement the WHS&E Plan.
- Providing advice on WHS&E to all employees.
- Being a part of planning and design in work activities.
- Determining WHS&E legal requirements for the work activity or trade.
- Making sure WHS&E work procedures are followed.
- Coordinating injury management / return to work for injured employees.
- Reviewing WHS&E reports and inspections.
- Insisting on sound WHS&E practices always.
- Setting up and conducting WHS&E inductions.
- Conducting incident investigations.
- Communicating with the Operations Manager/Warehouse Foreman on WHS&E matters.
- Making sure records are kept under these guidelines.
- Being part of inspections and ensuring recommendations are completed; and
- Other WHS&E duties as directed by the Operations Manager/Warehouse Foreman.

5.0. REFERENCES DOCUMENTS

<u>Documents</u>

- Work Health Safety Environment Management System
- Health Safety & Environment Risk Register
- WH&SE Risk Management Plan

<u>Acts</u>

- Work Health and Safety Act 2020
- Dangerous Goods Safety Act
- Environmental Protection Act

<u>Regulations</u>

- Work Health and Safety Regulations 2022
- Building Regulations
- Electricity Regulations
- Electricity (Licensing) Regulations
- Dangerous Goods Safety Regulations (General) Regulations

<u>Other Requirements</u>

- AS/NZS 45001 – WHS Management System
- Building Code of Australia
- Australian Standards (where referred to in regulations)

6.0. WORK HEALTH & SAFETY POLICY

DellaVita

WORK HEALTH & SAFETY POLICY (WA)

The policy of Della Vita is to achieve the highest attainable level of work, health, safety, and environment working conductions for its employees, contractors, visitors, and other persons throughout all areas of its activities. At Della Vita, all people have a responsibility for implementing this policy by striving to achieve zero tolerance towards hazards, incidents, and accidents.

To achieve this, Della Vita management will:

- Demonstrate leadership and commitment through all its managers and supervisors.
- Provide and maintain a safe work environment, including work conditions, practices and procedures for all employees and persons who from Della Vita.
- Develop awareness throughout Della Vita by initial and ongoing education, training and supervision of all employees and contractors.
- Take all practicable steps to eliminate hazards within the workplace through hazard identification, risk assessment and control and monitoring to continuing effectiveness.
- Comply with all applicable work, health, safety, and environment statutory requirements as a minimum.
- Strive to continuously improve work, health, safety, and environment management. Through consultation and by contributing to identify hazards and assessing and controlling risks as well as reviewing safety, health, and environment performance.
- Ensure that all incidents are reported, recorded and root causes identified, and where injury or illness occurs, help our people to achieve full recovery through prompt treatment and injury management.
- Allocate appropriate resources to meet the commitments of the policy.

Employees also have a duty to take care of their own health and safety and that of others affected by their actions at work. To achieve this each individual employee is required to:

- Comply so far as he/she is reasonably able with safety procedures and directions given by the employer.
- Not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Della Vita employees.
- Must, in accordance with agreed, Della Vita procedures, report hazards and accidents

Adam Clark

Adam Clark
Operations Manager

Work Health and Safety Policy OSH POL 002   Date: 01 July 2023

7.0. CONTROL OF THE WAREHOUSE

Only persons conducting work activities and who have completed the Della Vita warehouse safety induction are able to enter the warehouse. Della Vita is responsible for the health and safety in their respective work areas and to ensure that their work is carried out by workers who are competent with the adequate training and skills to perform the tasks.

7.1. WAREHOUSE SAFETY INDUTION

Prior to commencing work on in the warehouse, all workers must complete a warehouse safety induction online, before commencing any work on Della Vita sites.

7.2. SAFETY AWARENESS TRAINING (SAT)

It is highly recommended that all workers completed their Safety Awareness Training Course and obtain a training certificate known as 'blue / white card'. This is to be uploaded when completing the warehouse safety online induction.

7.3. EXTENT OF SITES

All work is to be performed inside the boundaries of the warehouse, NOT on footpaths or other locations that present a hazard to others.

If working on the footpath is unavoidable, a risk assessment must be undertaken and if necessary – implement control measures to protect their own safety and the safety of the public. At no time is any building material to be left on the footpath, verge, or roadway unless approval has been obtained from the local authority.

7.4. EMPLOYEE CONSULTATION

Della Vita promotes the active participation of all employees in WHS&E decisions. Employees are consulted and given opportunity, encouragement, and training to be proactively involved in WHS&E matters affecting the organisation and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics:
- Hazard identification and risk assessment processes.
- Control measures for the management of hazards and risks.
- Changes to the organisation's policies and procedures or work routines which may affect WHS&E.
- Make up of and representation on relevant committees; and
- Election of WHS&E and employee representatives.

All workplace consultation is recorded (toolbox meeting minutes).

8.0. OBJECTIVES & TARGETS

Della Vita has established the following objectives and targets to support and maintain the effectiveness of the WHS&E Management Plan.

Planning
Objective: Employees are provided with regular and up-to-date information on WHS&E for the duration of the contracted/agreed works. **Target:** Review the content of the WHS&E Management Plan at maximum 12-month intervals (or more frequent as required) to maintain the currency of information provided to employees and others.

Risk Management
Objective: Employees are familiar with hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk. **Target:** Safe work method statement or the equivalent list as a minimum those hazards, and risks associated with the contracted/agreed works that are assessed as a medium to high risk.

Consultation
Objective: Employees are regularly consulted on matters that affect WHS&E. **Target:** Toolbox/Pre-start or other agreed methods of consultation are undertaken on a regularly basis.

Training
Objective: Employees are provided with training to enable work practices to be undertaken that are safe and minimise risk to the environment. **Target:** All employees involved with the contracted/agreed work have undertaken as a minimum the three levels of induction training, i.e., general industry (safety awareness) training, site specific training and work activity training as noted in the Safe work method statement (s) specific to the contracted/agreed works.

9.0. HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

Della Vita will not commence workplace activities unless:

- Della Vita has undertaken an assessment of the risks associated with the work activities and has provided to the principal contractor a written Job Safety Environment Analysis (SWMS); and
- Della Vita has provided induction training to all employees.

Della Vita maintains and updates the SWMS and provides the updated SWMS to the principal contractor.

Della Vita identifies the potential hazards of the proposed work activities, assess the risks involved and develops controls measures to eliminate, or minimise, the risks. The risk management process is carried out in consultation with employees.

Identify Hazards:
Della Vita breakdowns specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a SWMS. The SWMS is a list of job steps and other work related practices.

For each of the work activities and associated job steps identified in the SWMS, Della Vita has identified potential hazards and their risks.

To assist in identifying hazards and risks, Della Vita has considered the use of resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks).

Assess Risks:
Della Vita has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from high to low in a Risk Matrix.

The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

10.0. HAZARD CATEGORIES

The following is a list of the hazards Della Vita has identified arising from the contracted/agreed work activities. These hazards are addressed within the Job Safety Environment Analysis.

Occupational Health and Safety			
✓	Lighting	✓	Manual handling (lifting or twisting)
✓	Machine/equipment guarding	✓	Moving plant/traffic
✓	Materials handling (crane/forklift/other)	✓	Plant & equipment operation

Environment			
✓	Waste disposal	☐	Other…………………………

11.0. RISK MATRIX

Della Vita has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.

Step 1: The organisation identifies the consequence for each potential risk by using the table below. Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.

Level	Description of Consequence
High [1] [High level of harm]	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.
Medium [2] [Medium level of harm]	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.
Low [3] [Low level of harm]	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.

Step 2: Using the following table, the organisation determines how likely it is that the risk will occur and result in the consequence identified above.

Level	Likelihood / Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances.

Step 3: Using the risk matrix below, the organisation identifies the risk class/ranking.

Consequence	Likelihood / Probability		
	Likely	Moderate	Unlikely
High [1]	1	1	2
Medium [2]	1	2	3
Low [3]	2	3	3

Class/Ranking	Description / Requirements
1	Will require detailed pre-planning. Actions will be recorded on a Job Safety Environment Analysis
2	Will require operational planning. Actions will be recorded on a Job Safety Environment Analysis
3	Will require localised control measures

12.0. PLANT AND EQUIPMENT

Della Vita carries out regular inspections and maintenance of all plant and equipment.

Della Vita ensures plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations.

The inspection and maintenance history of each item is documented.

Certain items of plant and equipment will be 'Item Registered' and or 'Design Registered' by the Regulatory Authority where required by Legislation

Della Vita ensures control measures are implemented and documented for all plant and equipment, including its operation, deemed as high risk. The effect of all plant and equipment on the workplace is considered and documented in the Safe work method statement.

Pre-start checks, schedule of maintenance and fault reports are notified to the Site Supervisor, documented in plant logbooks, and made available to relevant parties on request.

Where plant and equipment are hired, the same requirements as above apply.

13.0. HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

Della Vita provides a current (within 5 years of the date of issue) MSDS to employees or subcontractors for all products and substances to be used for the work activity.

Before a product or substance is used for the work activity, Della Vita reviews the Material Safety Data Sheet (MSDS) to determine if the product or substance is classified as hazardous.

All employees involved in the use of products classified as hazardous, are provided with information and training on the Hazardous Substance Risk Assessment Form to allow safe completion of the required task.

As a minimum standard, all safety and environmental precautions for use listed on the MSDS are followed when using the substance and are included in the Safe work method statement.

No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current MSDS. All products and substances to be brought to the workplace are be documented.

Della Vita considers the following when selecting chemicals and substances for use on site:
- Flammability and exclusivity.
- Toxicity (short and long term).
- Carcinogenic classification if relevant.
- Chemical action and instability.
- Corrosive properties.
- Safe use and engineering controls.
- Environmental hazards.
- Storage requirements.

All storage and use of hazardous substances and dangerous goods are in accordance with the MSDS and legislative requirements. All hazardous substances and dangerous goods are always stored in their original containers with the label intact.

Hazardous substances and dangerous goods of any quantity are not stored in amenities, containers (unless properly constructed for the purpose), sheds or offices.

14.0. MANUAL HANDLING AND DELIVERIES

All persons are encouraged to use good manual handling techniques. Where materials are too heavy to lift or awkward for one person to lift, ensure that there is more than one person, or a mechanical lifting device be used to assist with the lift.

Material or equipment delivered to the warehouse should be stored appropriately.

15.0. ELECTRICAL TAG & TESTING

Della Vita ensures that the use of electrical equipment, portable tools, and extension leads is in accordance with applicable codes and standards including AS 3012 20. All electrical equipment in the warehouse is listed in the Electrical Equipment Register. All electrical equipment is inspected and tested by a qualified person and labelled with a tag before being used on site.

ELECTRICAL APPLIANCE – TEST AND TAG MONTHS
December – February = Tag colour RED
March – May = Tag colour GREEN
June – August = Tag colour BLUE
September – November = Tag colour YELLOW
Yearly = Tag Colour BLACK

16.0. HAZARD AND INJURY REPORTING

Della Vita encourages all employees to report hazards and safety incidents immediately to the Warehouse Foreman.

Where the hazard cannot be corrected immediately, Della Vita records the details of the hazard on a hazard notification online form. Any safety incidents that occur are to be reported on a safety incident notification online form.

Della Vita investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

17.0. EMERGENCY PREPAREDNESS AND RESPONSE

Emergency contact details and the evacuation process will be displayed clearly via the QR codes located on warehouse signage for all personnel to use and follow in the event of an emergency. The Della Vita Safety Management System contains full procedures in the event of an emergency.

18.0. MONITORING AND REVIEWING

Monitoring and reviewing of site inductions are a continual process during visits by Della Vita Managers and Supervisors. If required, the Safety Management Plan for Residential Construction Sites will be amended to reflect any changes on site. Della Vita may also, where necessary, require contractors to amend their Safe Work Method Statement (SWMS) to reflect any changes on site.

19.0. APPENDICES

Della Vita will use the following forms to manage and record all safety action and requirements during this project. All other WHS forms are located in the Della Vita Safety Management System for ease of access and document control.

- Safety Incident Notification
- Hazard Alert Form
- Safe Work Method Statement (SWMS)
- Electrical Equipment Tagging Register
- Personal Protective Equipment (PPE) Register
- Training and Competency Register
- Hazardous Substances Register
- Toolbox Meeting Minutes
- Plant and Equipment Pre-Start Checklist
- Plant and Equipment Regular Checklist
- WHS&E Management Plan Checklist
- Environmental Management Plan
- Environmental Policy
- Drug & Alcohol Policy
- Injury Management Policy

19.1. SAFETY INCIDENT NOTIFICATION

This form is the initial notification on a safety incident involving Della Vita employees and is not to intend to replace the normal safety incident investigation and report procedures. Form to be completed by the employee with the site supervisor. Submit completed form via email to safety@homegroup.com.au
This form is also available on the safety portal quick links, via scanning the QR code onsite.

THIS FORM IS TO BE SUBMITTED WITHIN 8 HOURS OF THE INCIDENT OCCURRING!			
PERSONAL DETAILS [person involved in incident]			
Name:			
Address:			
Suburb:		Postcode:	
Email:			
Contact number:		Occupation:	
Employer:		Age:	
INCIDENT INFORMATION			
Location of incident: [Address/site]			
Site supervisor:		Witness:	
Date of incident:	/ /	Date reported:	/ /
Time of incident:	am / pm	Time reported:	am / pm
Type of incident:	☐ Injury ☐ Illness ☐ Property damage ☐ Other: _____		
Description of incident:	What occurred? Describe all relevant background information, sequence of events leading to the incident, what occurred that precipitated the accident, the mechanism of the accident and contact agent. _____ _____ _____ _____ _____		
TREATMENT			
Status of injury:	☐ Minor [first aid] ☐ Medical treatment ☐ Lost time ☐ Near hit		
Hospitalisation:	☐ Yes ☐ No	GP:	☐ Yes ☐ No
Description of treatment:	_____ _____ _____ _____		
IMAGE REFERENCE			

Circle location of injury:	
	Please also submit any photos of the injury with this report
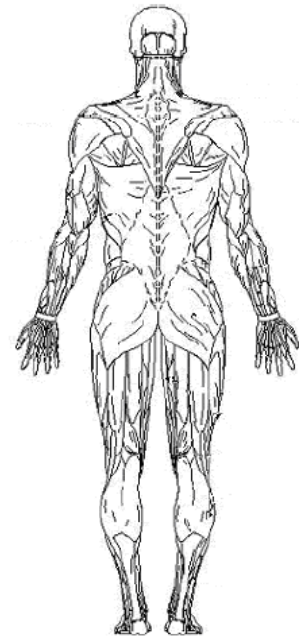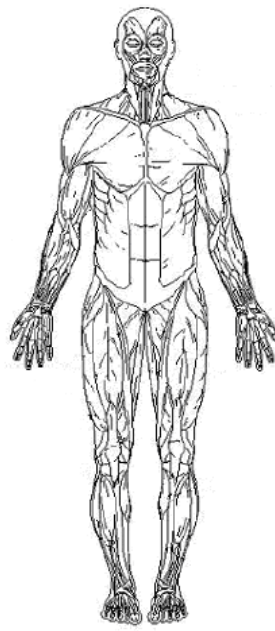
INJURY INVESTIGATED BY

Investigated by:	☐ Hospital ☐ GP ☐ Not Applicable ☐ Other: _____
Name:	
Contact number:	
Comments:	

PREVENTION MEASURES

Have measures been taken to prevent recurrence:	☐ Yes ☐ No
If yes, state measures implemented:	

19.2. HAZARD ALERT FORM

All workers are required to report any hazard that might harm another person. Submit completed form via email to safety@homegroup.com.au
This form is also available on the safety portal quick links, via scanning the QR code onsite.

PERSONAL DETAILS			
Name:			
Email:			
Contact number:		Occupation:	
HAZARD INFORMATION			
Location of hazard:			
Address/Site:			
Date identified:	/ /	Date reported:	/ /
Time identified:	am / pm	Time reported:	am / pm
Description of hazard:			
Actions taken:			
IMAGE REFERENCE			
Provide a photo of the hazard:			

19.3. SAFE WORK MANAGEMENT SYSTEM (SWMS)

Company Name:			Project:	
Company Address:			ABN Number:	
Work Activity:				
SWMS Prepared by:	Name:		Sign:	Date:
Supervisor:	Name:		Contact Phone:	

PERMITS TO WORK [✔]	☐ Work at Height [unprotected over 2m]	☐ Confined Space	☐ Hot Work
	☐ Excavation	☐ Concrete Cutting or Drilling	☐ Other [specify]
PERSONAL PROTECTIVE [✔]	☑ Glasses (medium impact to AS1337)	☑ Hi-visibility garment (AS4602)	☐ Hard Hat (AS1800 & AS1801)
EQUIPMENT [✔]	☑ Footwear (AS2210)	☑ Hearing Protection (AS1269 & AS 1270)	☐ Respiratory Devices (AS 1715 & 1716)
	☐ Sunscreen (AS2604) – for workers if working outdoors.	☑ Gloves (AS2161) ☐ Insulating gloves for electrical (AS2225)	☐ Protection against chemicals (AS/NZS ISO 6529 and AS/NZS ISO 6530)
PLANT & EQUIPMENT [✔]	☐ Hazard Warning Signs (AS1319)	☐ Elevated Work Platform (AS2250)	☐ Crane, Hoist or Winch (AS2550)
Note: Any Powered Mobile Plant will require a separate risk assessment identifying hazards, risks, and controls specific to plant use at the workplace	☐ Scaffold (AS 1576 and AS4576)	☐ Ladder (AS1892)	☐ Explosive Power Tools (AS1873)
	☐ Barricade or Guarding (Legislation)	☐ Fall arrest system (AS1891)	☑ Hand Tools
	☐ Other [specify]		

LEGISLATION	☐ Northern Territory	☐ New South Wales	☐ Queensland	☐ Victoria	☑ Western Australia
<u>Acts and Regulation</u>	Workplace Health and Safety Act Work Health and Safety Regulation	Occupational Health and Safety Act 2000 Occupational Health and Safety Regulation 2001	Workplace Health and Safety Act 1995 Work Health and Safety Regulation 2008	Occupational Health and Safety Act 2004 Occupational Health and Safety Regulation 2017	Work Health and Safety Act 2020 Work Health and Safety Regulation 2022
<u>Codes of Practice and Australian Standard</u>	Codes of Practice and Australian Standards referenced in relevant State or Territory legislation will apply commensurate with the scope of work activities for this Safe Work Method Statement				

Notes: Risks assessed as High before treatment are considered 'significant' risks. RISK APPETITE – Ultimately, the Project Manager makes the final decision on deciding whether the residual risk levels are acceptable or tolerable. Hierarchy of risk control measures stated in the safe work method statement are designed to reduce the risk to "as low as reasonably practicable" (ALARP).

RISK ASSESSMENT MATRIX				HIERARCHY OF RISK CONTROL
LIKELIHOOD – How likely could someone be harmed?	**CONSEQUENCE** How severely could someone be harmed?			Preferred order to eliminate or reduce the risk of injury or disease
	Class 3 Medical Treatment or First Aid Injury	Class 2 Lost Time Injury	Class 1 Permanent Disability or Death	
Certain – A could happen frequently	Medium	High	High	
Possible – B could happen occasionally	Low	Medium	High	
Unlikely – C may occur in extreme circumstances	Low	Low	Medium	

Hierarchy of Risk Control (right column):

Preferred order to eliminate or reduce the risk of injury or disease

A. **Elimination** – Redesigning the job to design out risks altogether is the most effective method of risk control.
B. **Substitution** – Material, chemical, equipment or processes can be replaced with less hazardous ones.
C. **Isolation** – Enclosing or isolating the hazard from employees can eliminate or reduce the risk of injury or disease.
D. **Engineering Control** – If a hazard cannot be eliminated, substituted or isolated, an engineering control is the next **preferred** measure. Engineering controls may involve the provision of mechanical aids, barriers, guarding, ventilation or insulation to prevent employees being exposed to a hazard.
E. **Administrative Control** – This may involve establishing policies, procedures and work practices designed to reduce an employee's exposure to a risk. It may also relate to the provision of specific training and supervisory practices.
F. **Personal Protective Equipment** – This may involve using appropriate protective clothing, e.g. masks, respirator, fall arrest equipment. This control should be considered only when other control measures are not practicable, or to increase protection from risk of injury or disease.

It is important to remember that a combination of controls may work best to minimise hazard and risks – not just one type of control may be adequate.

Review and monitoring of controls and checks required will be completed by workplace observations, inspections, and audits.

To calculate Inh – PPE Requirements

Steel or composite toe footwear and appropriate footwear when working on liner	High visibility clothing or vests	Helmet	Gloves	Safety eyewear	Full face shield	Hearing protection
☑	☑	☐	☐	☑	☐	☑
Face mask	Half Face Respirator	Respirator	Full face respirator and air	Working at heights equipment	Protective Apron	Full body protection
☐	☐	☐	☐	☐	☐	☐

Inherent and Residual risk, refer to 'Risk Assessment Matrix' on Page 2

Number	Job Step [Break the job into steps]	Potential Hazard [What can harm you or others?]	Inherent Risk [Likelihood x Consequences]	Controls & Checks Required [What are you going to do to carry out the work safely – apply risk hierarchy of control]	Who is Responsible? [Position Title]	Residual Risk [Likelihood x Consequence]

Revisions	1	2	3	4	5
Initial / Date:					

Employees involved in consultation, development, and acceptance of this Safe Work Method Statement

Print Name:	Signature:	Date Signed:	Print Name:	Signature:	Date Signed:

Personnel qualifications and experience required to complete the task [*eg work at height training*]:	Specific training required to complete this task:	Engineering Details / Certificate / Regulatory Approvals:
Site Induction		
Construction Industry Safety Awareness Training		

19.4. ELECTRICAL EQUIPMENT TAGGING REGISTER

Trade: _____ Location: _____ Page: _____Period: _____

(Electrical Test and Tag: December – February, March – May, June – August, September – November)

Note: if no electrical equipment is used, please put trade name and not applicable on the form and return

TEST DATE	NEXT TEST DATE	TAG NUMBER	SERIAL NUMBER	EQUIPMENT DESCRIPTION:	PASS / FAIL	SIGNATURE

19.5. PERSONAL PROTECTIVE EQUIPMENT (PPE) REGISTER

Della Vita maintains the following register of all PPE supplied to employees where such PPE is specified as a control measure in the Job Safety Environment Analysis. Della Vita ensures all items of PPE are manufactured, used and maintained in accordance with the relevant Standard. Proof of Standard compliance will be provided, e.g., labelling.

Each employee has been instructed and trained in the correct use of the PPE issued.

Employee name	Date of Issue/ replacement	Item supplied	Signature of recipient
			I have received the listed PPE with appropriate instruction/training in its correct use.
		Safety Glasses	
		Hi Visibility Vest	
		Safety Gloves	
		Ear Protection	
		Safety Footwear	

19.6. TRAINING AND COMPETENCY REGISTER

Having regard to the hazards and risks associated with the work activity, Della Vita has assured that all employees are trained and competent to perform all tasks in a way that is safe and does not adversely impact on themselves, others or the environment.

The following register contains details of the skills and competencies employees. This information will be captured on the Della Vita Warehouse Safety Induction online. First Aid training is kept on a register with the Safety Administrator to ensure training is kept up to date.

Employee Name	Work on this project	Skills / Competencies / Experience (e.g., tickets / qualifications)	Card No. / Reg. No.	Date of Course	Duration
		Blue card /White card			
		Forklift			

19.7. WORKPLACE INSPECTION CHECKLIST

Della Vita inspects the work activity(s) and work area, and provide a completed Workplace Inspection Checklist at regular intervalls and provide a copy of the completed inspection checklist to the Safety Administrator.

Warehouse Inspection			
Warehouse		Date	
Inspected By		Signature	

Item	Item Correct Yes, No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
Access/Egress Access paths clear Access paths defined (signage tape, other) Prohibited areas display warning signs and barricaded	Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Dust/Air Quality Dust suppressed/watered down. Stockpiles protected from wind. Plant & equipment maintained to minimise emissions	Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Electrical Electrical equipment tested & tagged. Register of tagging current. Portable generator fitted RCD. Portable Residual Current Device (RCD) tested/ tagged	Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

First Aid/Emergency/Injury					
First aid kit provided.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Kit stocks refreshed.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
First Aid Officer available	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Evacuation procedure in place	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Emergency contacts displayed.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Fire extinguisher/equipment available	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Manual Handling					
Trolleys/aids in use	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
SWMS followed.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Training/job rotation undertaken.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Hazardous Substances/Dangerous Goods					
Register current.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
MSDS available	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Hazardous Substances Risk Assessment Forms lists precautions for use	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Storage area bunded	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Refuelling SWMS followed	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Housekeeping					
Materials stacked.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Work area lit.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Bins available & in use	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Signage in place	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Leads suspended.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Walkway/stairs/work area clear	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Noise					
Plant & equipment maintained.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Site hours observed.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Noisy works identified.	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			
Hearing protection used (SWMS)	Yes ☐ No ☐ n/a☐	1☐ 2☐ 3☐			

Personal Protective Equipment					
Used when required (SWMS)	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Correctly used by employees	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Plant & Equipment					
Plant registers current	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Maintenance records provided.	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Daily logbook completed.	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Operator ticketed/competency verified.	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
SWMS followed	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Public Protection					
Work area secure from public	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Overhead protection provided	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Training					
All employees have:					
- General industry (safety awareness) training	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
- Site specific induction training	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
- Work activity (SWMS) training	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Waste Management					
Waste reduction plan in place	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Waste contractor records available.	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Bins for litter/cigarette butts/other provided	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Hazardous wastes captured & correct disposal, e.g., paint sludge/ contaminated soil/other.	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
Other					
……………………………	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			
……………………………	Yes ☐ No ☐ n/a ☐	1 ☐ 2 ☐ 3 ☐			

All items noted for correction have been rectified			
Name		Signed	
Date		Time	

19.8. HAZARDOUS SUBSTANCE REGISTER

A full copy of Material Safety Data Sheets (MSDS) is kept in the Warehouse Foreman's office of all Hazardous Substances used on our site:

CHEMICAL	HEALTH HAZARDS	PPE REQUIRED	SAFE HANDLING	HAZCHEM CODE

19.9. TOOLBOX MEETING MINUTES

Submit completed form via email to safety@homegroup.com.au

MEETING INFORMATION			
Site:			
Meeting conducted by:		Meeting Date:	/ /
Attendees:			
Absent:			

DISCUSSIONS	
Main issues covered:	

ACTIONS	
Agreed actions required and person responsible:	*Actions* / *Responsible*

19.10. PLANT AND EQUIPMENT PRESTART CHECKLIST

Della Vita completes the following checklist prior to initial plant operation at the workplace.

Item	Description	Check	
Risk assessment	A checklist should identify general hazards and associated risks relating to the use of the plant & equipment e.g., entanglement, crushing, striking, electrical or other. The checklist should then detail control measures to eliminate or minimise risk.	Yes ☐	No ☐
Logbook	A current logbook recording daily safety Pre-start checks. These are subject to random inspection.	Yes ☐	No ☐
Maintenance Reports	Proof of ongoing maintenance, i.e., maintenance records. The records should note the most recent inspection and who conducted that inspection. It may also describe any repair work carried out on the plant. Most importantly, there should be no outstanding items noted for repairs.	Yes ☐	No ☐
Operator's Manual	An operator's manual relevant to the item of plant and which is to be kept with the plant.	Yes ☐	No ☐
Operator Certification	Copy of operator's certification or licence to operate the plant. Where no statutory certification is required, evidence of competence by the operator in the use of the plant.	Yes ☐	No ☐
Plant Provider			
Name		Signature		Date	
Plant Inspected			
Plant Type/Make			
Serial No.			
Company			
Inspection Verified By			
Name		Signature		Date	

19.11. PLANT AND EQUIPMENT REGULAR CHECKLIST

The following checklist is completed by as a general regular check on plant operation in the warehouse.

Plant and Equipment Checklist				
Service Provider name				
Plant type / make				
Plant No.		Serial No:		
Description		**Check**		
Risk assessment	Yes ☐	No ☐	n/a ☐	
Operator's manual	Yes ☐	No ☐	n/a ☐	
Maintenance reports	Yes ☐	No ☐	n/a ☐	
Logbook	Yes ☐	No ☐	n/a ☐	
Competency ticket/licence of operator	Yes ☐	No ☐	n/a ☐	
Fire extinguisher	Yes ☐	No ☐	n/a ☐	
Crack test reports	Yes ☐	No ☐	n/a ☐	
Chains tested and tagged	Yes ☐	No ☐	n/a ☐	
Regulatory Authority plant registration	Yes ☐	No ☐	n/a ☐	
Flashing light	Yes ☐	No ☐	n/a ☐	
Forward/reverse beeper	Yes ☐	No ☐	n/a ☐	
Tested and tagged electrically	Yes ☐	No ☐	n/a ☐	
Seat belt	Yes ☐	No ☐	n/a ☐	
Roll over Protection (ROPS)	Yes ☐	No ☐	n/a ☐	
Plant Provider				
Name		Signature		Date	
Inspection Verified By				
Name		Signature		Date	

In undertaking regular checks of plant and equiplent, Della Vita includes consideration of relevant aspects as follows:

Fork fits / Manatou's	
• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Seat Belt • Flashing Light • Forward & Reverse Beeper	

19.12. WHS&E MANAGEMENT PLAN CHECKLIST

Della Vita reviews all WHS&E policies and procedures periodically to determine the effectiveness of the WHS&E Management Plan in addressing WHS&E in the workplace.

General			
Project Name			
Location			
Auditor			
Other Attendees			
Activities Reviewed		**Conforms**	
Changes and distribution of the WHS&E Mgt Plan are recorded		Yes ☐	No ☐
Project details / Description of works / Organisation details is current		Yes ☐	No ☐
WHS&E Policy signed and dated by Director/Manager		Yes ☐	No ☐
Hazards are identified and risks are assessed		Yes ☐	No ☐
Controls for high-risk activities are documented (Job Safety Environment Analysis(s))		Yes ☐	No ☐
Training and Competency Register is current		Yes ☐	No ☐
Site Specific Induction Training records are current		Yes ☐	No ☐
SWMS Training is current		Yes ☐	No ☐
Roles and responsibilities are allocated and signed		Yes ☐	No ☐
Consultation arrangements (nature, topics, intervals) are documented		Yes ☐	No ☐
Plant / Equipment Register is current		Yes ☐	No ☐
Hazardous Substances / Dangerous Goods Register is current		Yes ☐	No ☐
Personal Protective Equipment Register is current		Yes ☐	No ☐
Periodic Workplace Inspection Checklists are completed		Yes ☐	No ☐
Register of Injuries is current		Yes ☐	No ☐
Incident Investigation Reports are completed		Yes ☐	No ☐
Hazard Reports are completed		Yes ☐	No ☐
Electrical Equipment Register is current		Yes ☐	No ☐
Injury Management and Return-to-Work Program is displayed		Yes ☐	No ☐
Workers Compensation Information is current		Yes ☐	No ☐
Other:		Yes ☐	No ☐
Items Identified for Correction			

Outstanding Issues and Recommendations			
Follow up. actions required	Yes ☐ No ☐	When	
Completed By			
Name		Position	
Signature		Date	

DRUG AND ALCOHOL POLICY

Della Vita is committed to maintaining a safe, healthy, and productive work environment for all employees. To achieve this, we have implemented a Drug and Alcohol Policy. This policy outlines the expectations and consequences related to drug and alcohol use within the workplace.

Della Vita require that workers do not, at any time, during the performance of work, take or work under the influence of any unauthorised drugs and alcohol. The use of prescription drugs shall be reported to Della Vita Management and recorded on confidential medical records for use in the event of an emergency.

If, in the opinion of Della Vita Management, an employee is unfit for work due to the effects of unauthorised drug or alcohol consumption, the employee will be required to leave the premises and take the appropriate leave. Any employee found in possession of, or under the influence of, non-prescription drugs or alcohol at the workplace, may have their employment terminated.

During authorised consumption of alcohol at Della Vita functions and/or social events, responsible drinking is required. Further, employees must not operate a vehicle after consuming alcohol at a company function/event.

Adam Clark

Adam Clark
Operations Manager

Drug and Alcohol Policy POL 006   Date: 01 July 2023

INJURY MANAGEMENT POLICY

Della Vita is committed to providing a safe and healthy work environment for all employees. We understand that injuries can occur despite our best efforts to prevent them, which is why we have implemented an Injury Management Policy. This policy outlines the steps and procedures that will be followed in the event of an employee sustaining an injury while at work.

1. Reporting and Documentation

It is important for employees to promptly report any injuries or hazards. All incidents must be reported to the designated supervisor and a Safety Incident Notification submitted to the Safety Administrator. This includes injuries and near misses. Any potential hazards that could lead to injury must be reported to the designated supervisor and a Hazard Alert Notification submitted to the Safety Administrator.

2. Immediate First Aid and Medical Assistance

In the event of an injury, immediate first aid will be provided by trained first aiders within the workplace. We will ensure that there are adequately stocked first aid kits readily available. If further medical attention is required, we will arrange for the injured employee to receive appropriate medical treatment as soon as possible.

3. Return to Work Plans and Rehabilitation

In cases where an employee is unable to perform their regular duties due to the injury, we will work closely with the injured employee, their healthcare provider, and rehabilitation provider to develop a customized return to work plan. This plan may involve modified duties, reasonable accommodations, and gradual reintegration into the workforce. Our aim is to support the injured employee in their recovery and facilitate their return to work in a safe and timely manner.

4. Workers Compensation and Insurance

We comply with all applicable workers compensation laws and regulations. In the event of a work-related injury, we will assist the injured employee in filing a workers compensation claim and provide necessary documentation and support throughout the process.

5. Ongoing Safety Improvements

We are committed to continuous improvement in our safety practices to minimize the risk of future injuries. This includes regular safety inspections, hazard identification, and risk assessments.

Adam Clark

Adam Clark
Operations Manager

NOTES:

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