



WH&S Policy (WHSP)

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Definition.

- **"Employee"** means any person directly employed by 'AARA' on a casual/part-time/full-time/trainee position.
- **"Contractor"** means any person or company hired by 'AARA' on a contractor/subcontractor basis.
- **"Visitor"** means any person or company visiting an 'AARA' controlled site.
- **"Drug and alcohol-free":** means not under any illicit legal or prescription drugs that may impair your ability to work safely.
- **"Designated contact person"** means the person whom the employee must contact for safety checks.
- **"Vocal contact"** means the ability to shout and have the employee understand.
- **"Visual contact"** means the ability to see the employee clearly and tell if they are in trouble.
- **"Fit for work":** means the operator has had sufficient sleep and is not under the influence of any drugs or alcohol.
- **"Sufficient sleep":** means the employee has had at least five hours of sleep in the prior 24 hours and at least 12 hours sleep in the last 48 hours.
- **"Injury"** means any accident that may affect the welfare and safety of the employee.
- **"Working alone,"** means any person working in remote locations where any of the following apply;

Inadequate mobile phone/UHF coverage.

No visual contact with any other employee for a period of longer than 30 minutes.

No vocal contact with any other employee for a period of longer than 30 minutes.

Objective.

All Above Reforestation Australia (AARA) is committed to providing a safe workplace for all workers who are involved in or may be affected by 'AARA' activities. This policy outlines how 'AARA' will;

- Address this commitment to a safe working culture.
- Providing all employees, contractors and visitors with adequate training, equipment, and communication
- Ensure the wellbeing and safety of all employees/contractors/visitors working on 'AARA' controlled sites.
- Ensuring all workplace incidents/near misses are reported.

Scope.

- Any employee, contractor, or visitor must adhere to this policy at all times while on 'AARA' sites or 'AARA' controlled works.

Responsibilities.

Managers/Supervisors:

AARA management is committed to safeguarding the health and safety of all persons in the workplace through our Work Health & Safety Management System (WHSMS). In particular, AARA is committed to:

- Ensuring a proactive risk management approach to work activities in consultation with workers, according to the level of risk.
 - Complying with the NSW WHS Act 2011, NSW WHS Regulations 2011 and all other relevant statutory requirements.
 - Establishing measurable objectives via the use of KPI's and targets for WHS through health and safety plans and undertaking audits to ensure continuous improvement.
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- Providing safe systems of work and appropriate training to enable all workers to perform their duties in a safe and competent manner.
- Ensuring a consultation process which includes all workers, in the decision-making processes impacting on workplace health and safety.
- The communication of health and safety information to all workers The Health and Safety Policy will be provided upon request to any person or organization, posted on the intranet, and presented as part of any contract.

Employees:

- All employees must adhere to this policy and comply with all requirements.
- All employees must attend all required training.
- All employees are to be drug and alcohol-free and be fit for work.
- All employees must use the PPE provided at all times.
- All employees must have read the WHSMS and all related policies.
- All employees must report hazardous conditions or incidents to their supervisor immediately.
- Working with management to ensure WHS plans are adequate and have been built using all resources available.

Visitors:

- All visitors must comply with this policy when on 'AARA' sites or 'AARA' controlled works.

Hazard and Risk Assessment.

- Before beginning operations, the site-specific WHS management plan must be filled out.
 - Before the execution of any work, a risk assessment shall be carried out in accordance with the Hazard Management Procedure. Factors such as work
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location, anticipated duration of the task, the period until a routine visit by other employees, and type of task performed shall be included in the risk assessment.

- Employees should always avoid working alone where possible.
- Employees are not to undertake any work deemed dangerous or if they feel uncomfortable.
- If the task is deemed to be dangerous by the person carrying out the assessment, then works must not continue until controls are put in place.

Communication Systems.

- **Examples of approved communication systems include which can be found in site plans.**

UHF radios.

Email.

Two-way radios.

Satellite phones.

Mobile phones.

Visual.

Vocal.

Record keeping.

- Records must be kept for a minimum of two years following AARA's record-keeping policy.

Relevant legislation.

This WHS policy adheres to;

- NSW WHS Act of 2011 (NSW)
 - NSW WHS Act of 2011 (Federal)
 - NSW WHS Regulations 2017
 - AS/NZS 4801:2001
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Safe work policy approved by:

Shay Radcliffe

Managing Director's name



Managing Directors signature

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