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Subsection  
1.1

## HEALTH & SAFETY POLICY

- 1 Review 12 monthly on the anniversary of its creation and updated to reflect the change in HSSE environment, law, our clients and the work that we do and the materials that we handle. – anyone can propose, amend and add at anytime, subject to approval.
- 2 Our aim is to reflect and comply with the spirit of current (and anticipatory) health and safety legislation.
- 3 Our HSSE Policy Document has been created to reflect the needs of Young's Plumbing (YPS) team members, our clients and the public. We have kept the size and nature of this document concise and in a point form set-out which reflects the size and operation structure of our organisation.
- 4 Every individual in this organisation is responsible for the creation, maintenance and execution of our HSSE held herewith.

Management: Create a safe framework for the execution of our work by:

- a. creation and maintenance of a sound HSSE policy
- b. creation of an environment which wants to abide by the spirit of the document
- c. create an environment which is consultative, open to change and new input
- d. enforcing a safe environment in which to work, by having identification, mediation, counselling and censure.

Supervision:

- a. to execute a safety analysis of each new situation
- b. lead in any new team member to our work environment
- c. to teach correct use and maintenance
- d. to inspect for compliance

Employees:

- a. to accept that YPS adopts this document and the spirit of its intention and to work to comply and improve it
- b. to quickly report all hazards and potential improvements of our processes

- 5 Our Health & Safety Objectives:
  - a. to have no injuries, short or long term
  - b. to eliminate all chance of injury and damage
  - c. create a safe and productive working space
  - d. to document, analyse and make changes where risks become apparent
- 6 We will meet on a monthly basis to improve our safety monitoring and compliance.

YPS will keep records of  
a.injuries  
b.hazards  
new JSA's

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Subsection  
1.2

### YPS SECURITY POLICY

- 1 This security policy is subject to review 12 monthly on the anniversary of its creation. Updates will reflect the changes in our working site and office / yard environment and our clients. Anyone can propose an amendment to this document and have it added subject to approval
- 2
  - a. YPS security policy is one of 100% no breach. We work towards no public or client entering our vehicles, work space or work yard without intercept and, or our approval.
  - b. No unauthorised person shall use YPS plant or vehicles, have access to YPS or client paperwork or details.
  - c. No unauthorised person shall be permitted at any time i.e. passengers.
- 3 Management:
  - a. shall set clear parameters for the security of
  - b. the time keeping, access codes and enforcement of security issues shall be clearly documented
  - c. all breaches of security will be taken extremely seriously due to the nature of some of our client data base as well as our own assets and we will therefore immediately correct and document any occurrence.
  - d. basic lockdown regime

Supervisor:

  - a. to administer the execution of our safety policy
  - b. to instruct and correct our security initiatives
  - c. to create / intercept client security

Team Responsibilities :

  - a. to secure our sites, our plant and our materials, both at job site and at the yard
  - b. to secure our vehicles and appended materials and equipment
  - c. to actively secure the clients site and work within their security framework
  - d. to secure all YPS and client information and protect it from accessibility
- 4 Our Security Objectives:
  - a. no person directly employed by YPS will allow –
    - i. access to our workshop, offices or vehicles without the express permission of YPS Office Management
    - ii. no person shall give access to enter our site, including the client, without supervisor’s permission
    - iii. no gear, plant, materials shall be lent, accessed or used by anyone except YPS personnel.

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Subsection  
1.2

**YPS SECURITY POLICY** (*continued*)

- a. security knowledge, keys, codes or site details or information relating to, be passed on, used seen or transmitted
  - b. privacy of client and YPS facilities and persons shall be treated with the highest regard at all times.
- b. YPS security document is a living document and shall be reviewed annually.
- i. all breaches are documented, analysed and reported to team members
  - ii. each team member has their own individual code by which to enter YPS premises
  - iii. individual codes are to be kept private and pertinent to that team member only

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Subsection  
1.3

### **YPS ENVIRONMENT POLICY**

- 1 (a) YPS Environmental Policy is designed to heighten our awareness of our working environment and the physical environment around us. This document is subject to annual review and is subject to alteration to reflect changes in legislation, products and methods and societal values.
- (b) YPS welcomes all improvements and suggestions to this document
- (c) We will, where possible, conserve energy and materials
- 2
  - a. The minimum standard we will achieve is the compliance to all local, state and federal legislation regarding environmental requirements
  - b. We will where possible use a 'best practice' approach to exceed the requirement of legislation
  - c. We shall stay aware of latest requirements of the law and as quickly as possible incorporate them into our Environment Document
- 3 YPS adopts an 'every person' is responsible approach to environmental management both at a cellular level and as an organisation at large
- 4 Management
  - a. creates a framework of our minimum requirements and documents and maintains it
  - b. creates an environment that fosters the 'will' to responsibly look after our physical environment both within work and out, by education and supervision of our 'no harm' vision
  - c. to discuss and disseminate new requirements, risk and legislation
  - d. to assess failures, to document and counsel and create new action plans to prevent re-occurrence

#### Supervision:

- a. to control the execution of our environmental statement
- b. to plan our projects, execution with a 'no harm' overview
- c. to train / make aware environmental risks and potential hazards
- d. to collect failure reports and action remediation's

#### Team Members :

- a. to execute a 'no harm' philosophy at all times
- b. to identify risks and aid in the creation of a solution to potential problems
- c. to report accurately any failures
- d. to report the failures and deliberate on containments by others in and outside YPS

**YPS ENVIRONMENT POLICY** *(continued)*

- Subsection 1.3 (cont'd)      5      YPS's environmental goal is to leave any site which we visit in as good or better condition than we found it by:-
- a. ensuring no foreign material to enter the soil, water or the atmosphere on site, beyond our designed operation
  - b. to be aware what materials we are using and are present and have a knowledge of their potential hazards to the environment
  - c. be appropriately equipped for timely clean up of spills and accidents including an action plan for hazardous substances
  - d. remove all objects from the ground which do not comprise part of our operation
  - e. we will remove all litter, ours and others, from our immediate work site
  - f. we will reuse and recycle everything possible provided that it complies with our 'best practice'
  - g. we will disclose to site occupants when there is contamination of site by us or others
- 6      The maintenance of this environment policy document is the responsibility of all team members. The stakeholders in YPS, management, supervisors and team members all need to embrace the change in the societal tide to protect our environment, to reduce use and harm, to recycle and to find better products and methods.
- 7      We will periodically upgrade this document to reflect both legislation and environmental knowledge and welcome all team member input.

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Subsection  
2.6

## **MANAGING DRIVING SAFETY**

- 1 YPS's minimal requirements for use of YPS vehicles on the road is that the team member is licensed for the class of vehicle that is approved for the vehicles use.  
  
Staff are instructed in their daily, weekly and monthly vehicle assessment reports.
- 2 No team member shall take control of a vehicle when they are medically compromised to do so.  
  
Incapacity due to medication, physical impairment, drug / alcohol, fatigue or injury and border line cases should be directed to supervisor for assessment and ruling.  
  
When challenged, a team member will provide a medical certificate to verify their abilities.
- 3 Periodic assessment of vehicles will result in vehicles being required to go for repairs. How quickly these repairs take place will be determined by management staff according to urgency and in relation to programmed maintenance schedule.
- 4 Emergency response to YPS vehicle accidents and incidents. All occurrences shall immediately be reported to office manager.

## **ROAD ACCIDENTS**

### **What should I do immediately after a motor vehicle accident?**

- a. Try to stay calm – don't panic
- a. Switch off the ignition and activate emergency hazard lights if safe to do so (ie, car not on fire)
- b. Check to see if anyone is injured, and if they can be assisted immediately
- c. Keep yourself and others off the road.
- d. Always be on the alert for the dangers oped by vehicles still using the road
- e. If possible, send someone to warn oncoming drivers

### **What if someone is injured?**

Dial the emergency service on 000 (some mobiles may require dialling 112 instead) and ask for either ambulance or police, in order of urgency. Be prepared to tell the emergency service:

- a. It's a car crash
- b. Where it's located
- c. How many people are injured
- d. Your name

## MANAGING DRIVING SAFETY *(continued)*

2.6 cont'd

### **Should police be notified**

Police should be notified if:

1. A Person has been injured or killed
2. There is damage to property of livestock and the owner is not at the scene

### **What are my responsibilities to the other driver?**

Exchange drivers' names, addresses, registration numbers, owners' names and insurance company details. Do not admit liability for the accident or blame yourself publicly (this is for your own protection should legal considerations be raised)

### **What are my legal obligations?**

- a. You must stop if you are involved in a motor vehicle accident
- b. You must provide your name and address to other people involved.
- c. You must report the accident to the police if there are personal injuries or damage to property whose owner is not in attendance
- d. You must not drive away from a motor vehicle accident in an unroadworthy vehicle.

### **Who else should I contact?**

Your manager must be contacted.

### **INJURY MANAGEMENT GUIDELINES**

These guidelines apply to all employees or contractors who perform work for YPS

If you suffer or witness an injury that requires medical treatment:

- a. Ensure that the injured person is treated immediately by either the appropriated First Aid Officer or preferred doctor (see details on emergency contact list) or, in the case of a serious injury, by the emergency services.
  - i. Immediately contact the injured persons Manager and advise details of the injury.

If you are the **Manager** of an injured employee:

- a. Take immediate corrective action to eliminate any unsafe work area.
  - i. Accompany the injured party to the doctor/hospital for medical treatment
- A. Determine, with medical staff, any injury constraints and whether medical leave or restricted/light duties is the most suitable form of management.
- a. Keep in contact with the injured party to determine if any further action is necessary.

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Subsection  
2.7

**PERSONAL PROTECTIVE EQUIPMENT  
- USE MAINTENANCE & STORAGE**

- 1 YPS policy aspires and works towards 100% compliance with personal protection equipment (PPE) legislation and best industry practice  
  
Non compliance results in the immediate cessation of work until PPE can be instituted.
- 2 YPS cannot function with any less than total commitment to PPE use, maintenance and storage.
- 3 Personal gear of the minimum value of the Australian Standard will be present and used at any mobile work station – suitable sight, hearing and foot protection are the minimum we will accept
- 4 Specific site requirements will be rigidly adhered to. Inability to comply on a particular site must be immediately and effectively communicated to job allocation / supervisor as a non start.  
  
Emergency attendances with less than site requirements are to be reported to site officer / representative for their determination.
- 5 Management:
  - a. To question clients and or predict site requirements and advise all team attendees
  - b. Set clear guidelines for quality, suitability and availability of PPE
  - c. Carry out routine inspections of vehicles to prove presents good order
  - d. Create a positive atmosphere for their use

Supervisor:

- a. To enforce the use of PPE to best effect
- b. Counsel team members who misuse (don't use) PPE correctly
- c. Cease operations and stand down non compliance to the minimum requirement and document

Team Responsibilities :

- a. To use, store, maintain all of their own PPE
  - b. Advise of specific problems and failures to Supervision staff
- 
- a. each team member has their own individual code by which to enter YPS premises
  - b. individual codes are to be kept private and pertinent to that team member only

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Subsection  
2.9

## **ENGAGEMENT OF SUBCONTRACTORS**

- 1 YPS shall comply with all legislation in respect to the use of subcontract labour and plant operators.  
  
The contractor works as an extension of YPS activities and shall behave and be bound by our contractual and our internal HSSE requirements.
- 2 Contractors have no lesser responsibilities in regard to HSSE than our team members.
- 3 Short term contract or hire will be treated as a hire in piece of plant and will be controlled and used as an extension to team. Long term contractors are not employed by YPS.  
  
Should subcontract plant operators not wish or be able to comply to our PPE & HSSE or those of our customers, they will be immediately 'off hired' and removed from site
- 4 No hire subcontractor will work for one of our clients unattended and they will accord the same courtesy and consideration that we deliver from our own team. Nothing less than 100% compliance will be tolerated.
- 5 Management will engage and assess the appropriateness of contractors / plant. Management will advise them as early as possible of the site requirements and obligations as well as any inherent risks.  
  
Supervisors will closely manage and supervise contractor operations for quality, location and suitability.  
  
Plant contractors to be 'off hired' as soon as possible and removed from client's site.  
  
Team Members may be required to personally work and oversee contractor activity and warn of non-compliance of site conditions.
- 6 Contractors will only be used where it is unavoidable and when used shall be incorporated into our team as seamlessly as possible.
- 7 Any failure of less than acceptable contractor outcome will be document and assessed for future reference. All incidents will be documented in the normal manner and kept on file.

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2.11

### CLIENT SECURITY ISSUES

- 1 In general YPS does not endorse the giving or receiving gifts or gratuities to clients without the express consent of management and clearance from the recipient as this may constitute any act which may ne construed as an inducement.
- 2 YPS or any team member shall not place the interests of YPS in a position whereby a conflict of interest exists. Any doubt that exists as to a perceived or actual conflict will need to be brought to the attention of management.
- 3 All dealings with our clients should reflect integrity and be in the best spirit of 'free' competition and foster confidence in a fair tendering outcome
- 4 All team members are required to sign confidentiality agreement which will be held on file. Such agreement is to protect the privacy, security and intellectual property of clients that we may come into privileged information..
- 5 Any illegal, corrupt, criminal behaviour will result in immediate dismissal.
- 6 YPS shall faithfully and accurately account for its actions in a clear and concise manner in accordance with standard accounting convention. Accounts shall be timely and maintain order number and authorising contacts.
- 7 Copywrite and intellectual property shall be respected and in no way compromised by any method.
- 8 All previous issues shall equally apply to suppliers and contractors

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Subsection  
4.1

### **HSSE HEALTH & SAFETY OBJECTIVES**

- 1 YPS aims to execute each job in a safe and controlled fashion, to create predictable outcomes, without risk to the wellbeing of team, the client or the environment.

Incidents and accident reports will be assessed monthly at Process meetings. The goal per month is 100% compliance without injury.

- a. no accidents
- b. no incident reports
- c. no insurance claims
- d. no client claims or reports

- 2 HSSE year is measured as per the calendar year and assessed on a monthly basis
- 3 The relative effectiveness of the YPS HSSE process and targets are measured and assessed by:
  1. number of individual issues per calendar year, as documented in the Process meetings
- 4 Information, input comment, and suggestions are invited, either at meeting or in writing in respect to the HSSE system, function and performance.

4.2

### **YPS ENVIRONMENT POLICY OBJECTIVES**

- 1
  - a. YPS team members shall perform their roles and tasks in the spirit of our environmental policy.
  - b. YPS will cause no harm
  - c. YPS will be proactive in environmental consideration, by creating a positive example to the client, the team and the industry
- 2 YPS measures the environmental performance monthly per calendar year
- 3 Environmental issues are measured by the number of incidents per month.
- 4 YPS creates a culture that that invites a positive contribution to join our environmental 'care'.

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## TRAINING PACK

### Job Description – Plumber

Area of Work	HSSE Skills / Risks
i. Drainage	Excavations Gases Plant
ii. Water	Cutting Equipment Brazing / Cutting
iii. Roofing	Height Safety U.V Protection
iv. Installations	Electricity Confined Space

These are the general areas of activities and associated HSSE training areas and probable risks and are not limited to these risks.

YPS operatives will be guided through the HSSE induction pack on initial induction to YPS

A HSSE skills assessment will be conducted at time of induction to determine competency levels. Induction via interview using a ‘training and experience’ questionnaire. [See 5.2 (a)]

YPS will maintain a copy of each individual’s HSSE training and competency and a general matrix displayed on front office wall of all core competencies, licenses and expiry dates.

The individual HSSE competency sheet gives the team member a pathway to gain and maintain competency in all core activity areas.