

A BRILLIANT CONCRETE GRINDER  
CO LTD  
HEALTH AND SAFETY  
MANAGEMENT SYSTEM



A Brilliant Concrete Grinder Co. Ltd.

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Policy Authorised By:  
Danny Morris – Managing Director

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## A Brilliant Concrete Grinder Co Ltd Health and Safety Policy

A Brilliant Concrete Grinder Co Ltd is committed to the protection of its employees, its property and other people from accidental injury or damage from work carried out by, and on behalf of the company and adopts health, safety and welfare as a fundamental business objective.

To meet this commitment, management will:

- Comply with all relevant health and safety legislation, standards and codes of practice.
- Support and encourage employee consultation and participation in health and safety.
- Facilitate the safe return to work of injured employees.
- Ensure accurate and timely reporting and recording of all workplace incidents and unsafe conditions.
- Promote a culture of continuous awareness of and improvement to health and safety.
- Provide adequate resources to plan, review and develop health and safety systems and methods.

Employees will:

- Practice safe work methods at all times.
- Report all incidents and accidents to management.
- Adhere to all health and safety directives issued by management

Managing Director – Danny Morris

Signed

Date

## Early Return to Work Policy

A Brilliant Concrete Grinder Co Ltd has a responsibility to ensure that where an employee is absent from work due to an injury or illness, when appropriate the company will:

- Provide a safe return to work programme as soon as possible, ensuring that this include modified or alternative duties as necessary.
- Consult with the employee in the development of alternative or modified duties.
- Consult with the appropriate medical professional in the development of early return to work program.
- Where the incapacity is work related, consultation to be made to ACC.
- Ensure that employees are monitored against the program for effectiveness and alter if necessary.

Managing Director – Danny Morris

Signed

Date

## 1.0 Employer Commitment to Safety Management

### **1.1 Policies**

The company Health and Safety Policy – is located in the all work vehicles.

### **1.2 Review Process / Continuous Improvement**

The Managing Directors will review the Health and Safety policy and documents every three months. All recommendations for improvements to the existing Health and Safety Management system will be considered.

The system may be reviewed with the help of an external consultant.

### **1.3 Management Commitment**

A Brilliant Concrete Grinder Co Ltd is first and foremost committed to the protection of its employees, customers, contractors, and all people from accidental injury or damage from work carried out by or on behalf of our company. It adopts health, safety and welfare as a fundamental business objective. Furthermore, A Brilliant Concrete Grinder Co Ltd is at all times dedicated to ensuring care is taken with company and customer property of any kind.

### **1.4 Management Responsibilities**

- Managing Directors are responsible for ensuring that legally compliant as well as effective health and safety practices are a constant fundamental focus of the business at all levels. They are expected to undertake regular reviews of existing health and safety policies and ensure that all resulting directives are consistently and continuously advised to all employees, sub-contractors and other necessary parties in a manner relevant to the situation at hand. Managing Directors are the authority for establishing and maintaining the company's culture of health and safety awareness and adherence to safe practices. The minimum standard for this task calls for implementation of clear lines of communication, as well as reliable methods for regulation.
- All Staff Members are responsible for continued consideration of and adherence to positive health and safety practices. This includes timely reporting to management of concerns around any unsafe circumstances that might have arisen, questions when unsure what care is required in a given situation, and immediately highlighting injuries or near misses of any kind.

### **1.5 Individual Responsibilities**

Individual responsibilities are outlined in the employee induction process and subsequent tool box talks.

### **1.6 Reporting and Recording**

Management will ensure that all information is reported and recorded on a timely manner.

### **1.7 Safe and Early Return to Work of Injured Employees**

A Brilliant Concrete Grinder Co Ltd is committed to raising early return to work programmes as necessary.

## **2.0 Health and Safety Planning and Review**

### **2.1 Health and Safety Objectives**

Health and Safety objectives are set annually.

### **2.2 Objectives Meeting**

The meeting will be held with management /employee participation.

The objectives set for the last 12 months are to be reviewed and measured during February.

## **3.0 Hazard Identification**

### **3.1 Identifying Workplace Hazards**

The following methods are used to assist personnel with identifying workplace hazards:

#### **Site Checklist**

The senior member of management on any given site is responsible for ensuring the site checklist is undertaken on a daily basis.

#### **Site Hazard Register**

The site hazards are to be reviewed daily by the senior member of management on any site and this register is to be updated whenever there is a hazard present that is not accounted for in site hazard register. All members of staff are responsible for updating this register as they become aware of hazards.

#### **Company Hazard Register**

The company hazard register is to be updated during fortnightly Health and Safety meetings.

### **3.2 Assessing Significant Hazards**

#### **Definition of Significant Hazard:**

A significant hazard means a hazard that is an actual potential cause or source of:

1. Serious Harm; or
2. Harm (being more than trivial) the severity of whose effects on any persons depend (entirely or among other things) on the extent or the frequency of the persons exposure to the hazard; or
3. Harm that is not easily detectable, until a significant time after the exposure to the hazard.

### **3.3 Controlling Hazards**

#### **Hazard Identification Form**

A hazard identification form can be used to help assess if a hazard can be eliminated, isolated or minimised. Any uncertainty around how to assess and address any perceived hazard should be discussed with management immediately.

#### **Personal Protective Equipment and Clothing**

All personnel will be issued the appropriate personnel protective equipment relative to the task required, and are expected to utilize all required PPE accordingly.



### **3.4 Hazard Identification Training**

All employees and sub-contractors are reminded of the hierarchy of control in the on-site inductions undertaken.

### **3.5 Specialist Hazard Advice**

Advice of specialist hazard identification situations is available through Site Safe, OSH, Codes of Practice, Industry / Organisation guidelines or a specialist H&S consultant.

### **3.6 Hazard Identification on New or Modified Plant**

The hazard identification form is used to help assess controls required for new or modified plant/equipment.

The company will obtain expert advice when intending to purchase or design equipment not normally in use.

### **3.7 Employee Involvement in Hazard Identification**

All employees are expected to frequently consider the current hazards in the tasks that they are undertaking and update the register as necessary.

### **3.8 Employee Health Monitoring**

Health monitoring will be considered on an annual basis.

When required, employees will be monitored for the effects specific to significant hazards that have been identified on site.

Areas identified for health monitoring include:

- Hearing, Back, Lungs, Eyes, Skin (Cancer check)

Sub-optimal results will be discussed with the employee and preventative solutions considered with alternative duties potentially being offered.

Results will be kept confidential between the employee and employer.

### **3.9 Public Safety / Awareness**

Site hazard boards communicating hazards that are associated with each site are to be reviewed and updated daily.

All employees, subcontractors, customers and any other person attending a site for the first time must be inducted. Inductions are briefing in which the following is communicated:

- Emergency Procedures
  - Dedicated Assembly Area
  - Location of Emergency Equipment (fire extinguisher, first aid, etc)

- Site Specific Safety Plan
- Site Hazards
- What protective clothing / equipment is required.
- Vehicle Access and Parking
- On Site Amenities
- Behavioural Requirements.

## **4.0 Information Training and Supervision**

### **4.1 Employee Induction**

All employees and sub-contractors are to be inducted to site upon first arrival to any new site.

### **4.2 Identification of Training Needs**

Employee training is identified on an ongoing basis and any required training organized as necessary. Competencies are recorded in the company competency register.

### **4.3 Review of Training Methods**

All training required will be provided by competent personnel and/or specialized instructors as necessary.

### **4.4 First Aid Training**

All personnel must be given the opportunity to receive basic emergency first aid and CPR training.

All CPR refreshers must be renewed every six months.

All basic emergency first aid must be renewed annually.

### **4.5 Job Specific Safety Training**

Anyone using A Brilliant Concrete Grinder Co Ltd' plant and equipment shall receive training in the correct use of the plant / equipment prior to its use.

### **4.6 Document Control**

All Health and Safety documents are identified and controlled by one of the following means:

- Site
- Date
- Title

### **4.7 Information**

The following publications are provided:

- Inspection Checklists
- Task Analysis Forms
- Accident / Incident Forms
- Hazard Register
- Risk Assessment Matrix

#### **4.8 On the Job Training**

In the on-site training of any person, clear lines of designated responsibility must be presented to all concerned parties and understood by the team as a whole.

The site supervisor reviews casual employee training via the induction system at start date, 1 week and then at 1 month from start date. The person completing the induction for casual workers is to diarise these dates for follow up.

All instruction will be provided by competent personnel and/or specialized instructors as necessary.

## 5.0 Incidents, Accident Reporting and Investigation

### **5.1 Accident Reporting**

All accidents and near misses are to be reported as follows and reported on the company monthly safety report:

#### **Serious Harm**

Notified to the Managing Director and the Client immediately!

Accident form to be completed as soon as practically possible. This should be provided to Management and the Accident Register updated (held in the office) accordingly.

All serious harm accidents are to be investigated by a Managing Director to establish future preventative actions. Corrective actions will be detailed in the investigation report, the Accident Register and all relevant hazard registers are to be updated with this information as well.

#### **Minor accident or near miss**

Notified to the Managing Director and the Client immediately!

Report to be filed with on-site documentation as well as a copy to be held in records at A Brilliant Concrete Grinder Co Ltd' office. This report will be used for analysis to aid installation of updated workplace procedures and risk control systems to avoid future harm.

### **5.2 Accident Report Forms and Register**

Accident report forms are held on site but also need to be communicated to the office so that they can be recorded in the company accident register.

Communication between all members of staff- and information flow through the company at large- must be prioritized when reporting on injuries or near misses of any kind.

### **5.3 Definition of Serious Harm**

1. Any of the following conditions that amounts to or results in temporary or permanent loss of bodily function or impairment:

- Respiratory disease.
- Crushing.
- Noise induced hearing loss.
- Vision impairment.
- Neurological disease.
- Laceration.
- Cancer.
- Poisoning.
- Dermatological disease.
- Musculoskeletal disease.
- Communicable disease.
- Decompression sickness.
- Illness caused by exposure to infected material.

- Chemical or hot metal burns of eye.
- Penetrating wound of eye.
- Burns requiring referral to a specialist registered medical practitioner or specialised outpatient clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance.
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.
- Breakage, fracture or amputation of body part.

**If a serious harm accident occurs, cordon off the area and notify all parties immediately, do not disturb the scene.**

#### **5.4 Accident Investigation**

An external safety consultant is to investigate all accidents involving serious harm; findings are reported on the monthly safety report and reported to OSH.

All near miss incidents will reported and recorded.

Where corrective actions are identified, the site hazard register is updated to incorporate the hazard if it has not been previously identified.

#### **5.5 Reviewing and Analysing Accident Data**

All data regarding incidents, injuries and accidents will be held collectively on file in the office and considered along side any company Health and Safety Policy review or revision.

#### **5.6 Early Return to Work Program**

The company has a policy of ensuring that after an injury has been sustained that every opportunity is given to return to work as soon as possible.

Alternative or restrictive duties may be given so that time off work is kept to a minimum and rehabilitation may occur.

## 6.0 Employee Participation in Health and Safety

### **6.1 Employee Forums relating to Health and Safety**

**Employee Participation includes:**

#### Toolbox Meetings

Toolbox meetings are to be held weekly on site. Toolbox talk forms are to be completed accordingly and held on site until works are completed (at which time they are to be returned to the office). Any hazards or items requiring risk mitigation shall be highlighted in these meetings, until such risk is no longer valid.

#### Health and Safety Meetings

Health and Safety meetings are to be held fortnightly. These meetings will provide an opportunity to express any health and safety related concerns, hazards to be aware of, and any existing challenges to safety in the work place. Minutes will be taken and held on file in the office.

## 7.0 Emergency Planning and Procedures

### **7.1 Site Emergency Procedures**

Procedures will be established for each site in the event of an emergency. Hazards will be communicated on the site hazard board.

All sites will have a pre-planned assembly area as specified on the Site Specific Safety Plan provided.

All information relating to potential emergency events will be covered in inductions and ongoing toolbox talks.

### **7.2 First Aid Facilities**

Every site will have adequate first aid facilities prior to commencing work.

First aid kits are available at all times, usually on company vehicles.

Kits are checked and topped up on a regular basis.

### **7.3 Emergency Coordinators**

All personnel are designated emergency coordinators for their area.



**7.4 Review of emergency procedures**

**Emergency plan – all locations**

- STOP** - Take stock of the situation.
- THINK** - What help is needed.
- CHECK** - Think again and keep yourself safe.
- ACT** - What you do in the next 5 minutes can mean the difference between life and death.

|                        | <b>Immediate action</b>                                                                                                                                                                                           | <b>Secondary action</b>                                                                                                                                                                                                                       | <b>Follow up</b>                                                                                                                                                                                        |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FIRE</b>            | <ol style="list-style-type: none"> <li>1. Warn fellow workers.</li> <li>2. Evacuate to predetermined assembly point</li> </ol>                                                                                    | <ol style="list-style-type: none"> <li>1. Dial 111</li> <li>2. Check everyone present including visitors.</li> <li>3. Fight fire only if safe to do so. (Contained)</li> </ol>                                                                | <ol style="list-style-type: none"> <li>1. Remove undamaged plant and equipment.</li> <li>2. Secure site with barriers, tape and signage.</li> </ol>                                                     |
| <b>EARTHQUAKE</b>      | <ol style="list-style-type: none"> <li>3. Shut off all equipment.</li> <li>4. Stay clear of glass windows and doors.</li> <li>5. Take shelter in strong positions e.g. beside substantial possessions.</li> </ol> | <ol style="list-style-type: none"> <li>4. When shaking stops go to predetermined assembly point.</li> <li>5. Check everyone present including visitors.</li> <li>6. If staff are trapped, secure access until rescue teams arrive.</li> </ol> | <ol style="list-style-type: none"> <li>3. Listen to radio for bulletins.</li> <li>4. Secure undamaged plant and equipment.</li> <li>5. Shore up damaged buildings.</li> <li>6. Secure site.</li> </ol>  |
| <b>STORM</b>           | <ol style="list-style-type: none"> <li>6. Evacuate staff from areas of danger.</li> </ol>                                                                                                                         | <ol style="list-style-type: none"> <li>7. Secure vulnerable structures, loose, flapping or unfinished work.</li> </ol>                                                                                                                        | <ol style="list-style-type: none"> <li>7. Listen to radio for bulletins.</li> <li>8. Secure undamaged plant and equipment.</li> <li>9. Shore up damaged buildings.</li> <li>10. Secure site.</li> </ol> |
| <b>INJURY ACCIDENT</b> | <ol style="list-style-type: none"> <li>7. Assess the safety of the situation.</li> <li>8. Identify the cause.</li> <li>9. Give immediate treatment.</li> <li>10. Obtain assistance</li> </ol>                     | <ol style="list-style-type: none"> <li>8. Dial 111 if necessary</li> <li>9. Secure site.</li> <li>10. Control, limit entry.</li> </ol>                                                                                                        | <ol style="list-style-type: none"> <li>11. Report the accident.</li> <li>12. Assist in the investigation.</li> </ol>                                                                                    |

## **8.0 Subcontractor Safety**

### **8.1 Subcontractor Induction**

All subcontractors on site are to be given a safety brief before starting work, this will include:

- Site safety board
- Emergency procedures on-site.
- Site Hazards.
- Specific site safety rules.
- Safety clothing and equipment required.
- Accident reporting procedures.
- Site amenities.

Subcontractors are required to sign Job Start form specific to job.

### **8.2 Selection of Contractors / Subcontractors**

Contractors are selected on past performance and evidence provided from their historical records.

### **8.3 Contractual Agreements**

Health and safety expectations are written into all main contracts.

All sub-contractors are issued with a Safety management plan, which is to be returned with Task Analysis.

### **8.4 Contractor Review**

Subcontractors are monitored against adherence to the company's Health and Safety requirements.

Any issues concerning subcontractors failure to comply with A Brilliant Concrete Grinder Co Ltd's outlined H&S expectations is to be reported to management immediately and use of said contractor to be reviewed by management.

### **Audit review**

An annual check of requirements as stated in this document is to be recorded and filed in the H&S folder. This is to be carried out as near to the end of June each year to align with the setting of objectives covered elsewhere in this document.