

**STRENGTH
THROUGH
SERVICE**



Workplace Health, Safety And Environmental

Management Plan

GRACE

Contents

1	Introduction
1.1	Our Commitment to Quality
1.2	Policy Position
1.3	Work, Health, Safety & Environmental Management System (WHS&E)
2	DM Safety Management System
2.1	Safety Management Plan, Training & Audit
2.2	Reporting
2.3	Registers & Records
3	Safety Legislation & Standards
3.1	Key Australian Standards
4	Key Performance Indicators & Standards
4.1	Safety Goals
4.2	Performance Indicators & Targets
5	STANDARD 1 – Leadership and Accountability
	STANDARD 2 – Legal Requirements, Commitments and Document Control
	STANDARD 3 – Risk and Change Management
	STANDARD 4 – Planning, Goals and Targets
	STANDARD 5 – Awareness, Competence and Behaviour
	STANDARD 6 – Health and Hygiene
	STANDARD 7 – Communication, Consultation and Participation
	STANDARD 8 – Design, Construction, Supply & Maintenance of Plant, Machinery and Equipment
	STANDARD 9 – Operation of Plant, Machinery and Equipment
	STANDARD 10 – Suppliers, Contractors and Partners
	STANDARD 11 – Incident Reporting and Investigation
	STANDARD 12 – Monitoring, Audit and Review
6	Policy Statements
	Work, Health, Safety & Environmental Management Policy Statement
	Environmental Policy Statement
	Drugs & Alcohol Policy Statement
	Rehabilitation Policy Statement
	Fatigue Management Policy Statement
	Smoking Policy Statement
	Communication & Consultation Policy Statement

1 Introduction

Drac Mechanical are highly regarded power generation industry professionals with experience in all facets of standby power generation operating across Australia. Our skilled team are able to turn your conception into a reality.

1.1 Our Commitment to Quality

Strength through service is the driving ethos of Drac Mechanical.

To ensure the highest standard of customer service, we are committed to providing quality service and support. Customers can be assured that all our equipment is regularly serviced and maintained by our professional workshop staff. Our staff are highly proficient and fully understand the capability of each item of plant and equipment.

To ensure on-the-ground service and support, Drac Mechanical has 24 call out support staff who are available to provide service when you need it.

1.2 Policy Position

Drac Mechanical places the highest value on protecting the health and safety of its employees and the environment. Further, Drac Mechanical believes it is the right of each employee, contractor and visitor who attends a Drac Mechanical work site to leave that site free of injury or work related illness.

Drac Mechanical is committed to the principle that all occupational injury and illness is preventable and is therefore committed to creating and maintaining an Incident and Injury Free (IIF) workplace.

Drac Mechanical will accomplish these outcomes through the disciplined application of our Work, Health, Safety and Environment Management System (WHS&E) which focuses on 'Leadership Accountability' and 'Management System Processes'.

Drac Mechanical believes that a WHS&E System that is functioning correctly, will help to deliver long-term cost efficiencies through the prevention of work related injury and illness.

1.3 Work, Health, Safety & Environmental Management System (WHS&E) Overview

Drac Mechanical's commitment to provide a safe and healthy work environment is underpinned by comprehensive Work, Health, Safety & Environment (WHS&E) Policy and

Management Standards. These policies and management standards are based on the principles and closely aligned to ISO 4801 Standards. The objectives of the WHS&E Policy and Management Standards are to:

- Provide a risk-based WHS&E framework that is consistent with Drac Mechanical's Risk Management Policy
- Set out and formalise the expectations for progressive development and implementation of WHS&E at all levels of Drac Mechanical.
- Drive continual improvement towards leading industry practice.

Drac Mechanical's WHS&E Policy and Management Standards are based on the principles as contained within AS/NZ 4801:2001. Drac Mechanical's WHS&E Policy and Management Standards are the foundation of the organisation's management systems, which are designed to ensure that the organisation achieves its workplace health, safety and environmental goals and meets its legal and moral obligations.

2. Drac Mechanical Safety Management System

Drac Mechanical is managed by Chris Dracoulas to implement all aspects of the company Work, Health, Safety and Environmental Policy.

A comprehensive Incident & Hazard Reporting database is used to aid in complying with the policy.

This Safety Management Plan applies to the operation of Drac Mechanical and encompasses the purchase, operation and maintenance of equipment in its workshop, on the road and on customer's sites.

2.1 Safety Management Plan, Training and Audit

Drac Mechanical's Managers and / or WHSE Officers shall manage WHSE performance by:

- Inducting its workforce to ensure that they have a thorough understanding of the requirements of the Safety Management System Plan.
- Maintaining, reviewing and amending; as required, the Safety Management System.
- Ensuring that the Safety Incident & Hazard database is used and maintained.
- Monitoring compliance with the Safety Management Plan

Drac Mechanical shall update the Safety Management Plan from time to time to achieve continuous improvement and in response to changes in: Best Practice, processes, legislation, DM policies, procedures and standards.

2.2 Reporting

Drac Mechanical shall communicate the follow in routine reports to its workforce:

- Safety Information and Incident Reports
- Information required by law

2.3 Registers and Records

Registers and records to be kept and maintained shall be, but are not limited to:

Hazard Register
Incident Register
Risk Register
Hazardous Substance Register
Incident Reports
Incident/Accident Investigations
Induction Records
Training Records

3 Safety Legislation and Standards

Drac Mechanical's operations are subject to the relevant State Legislation, Australian standards, Codes of Practice and Guidelines.

The Key Legislation is as follows:

Work Health and Safety Act 2011
Work Health and Safety Regulations 2011

Applicable State Legislation covering:

Workplace Injury Management and Workers Compensation Act 1998
Environmental Protection
Mine Health and Safety
Codes of Practice

3.1 Key Australian Standards

AS 4024.1-2006 Series Safety of Machinery
AS 1470-1986 Health and Safety at Work
AS/NZS 4801:2001 Occupational Health and Safety Management Systems
AS/NZS 3760:2010 In Service Safety Inspection and Testing of Electrical Equipment
AS/NZS 4360:2004 Risk Management
AS/NZS ISO 9001:2008 Quality Management Systems

4 Key Performance Indicators and Standards

Drac Mechanical's safety goals are derived from the company Health and Safety Policy and in consultation with the management team. Execution of this plan aims to achieve these goals.

4.1 Safety Goals

Drac Mechanical's operation goal is to complete all activities in a professional manner without disease, serious incident, injury or loss. The sub goals are defined as follows:

- Identify all major hazards
- Eliminate or negate hazards
- Prevent the realisation of hazards
- Prevent the escalation of incident event
- Minimise exposure of personnel to hazards
- Eliminate or reduce the risks to personnel to as Low as Reasonably Practicable (ALARP)

All hazards will be controlled using the Hierarchy of Control



4.2 Performance Indicators and Targets

Performance Indicators will be used to provide measures to monitor the effectiveness of the overall safety performance of the operation. Table 1 provides the minimum operations safety targets and performance indicators. Each site will set their own targets and performance against identified targets will be tracked, measured and reported to management monthly by the Manager / Supervisor and /or WHS&E Officer.

OPERATIONS KEY PERFORMANCE INDICATORS

Indicat	Item	Performance Measure	Performance Target
Lead.	Company Induction Process	Personnel induction register	100 % of employees
	Monthly safety meetings	Monthly safety meeting minutes	100% of Monthly safety meetings
	JSA's	JSA Reports	100% of activities requiring JSA's
	Toolbox meetings	Toolbox meeting minutes	100% of Monthly toolbox meetings
	Pre-start meetings	Pre-start meeting minutes	100% of pre-start meetings
	Emergency Drills and Exercises	1 Drills and Exercises conducted per year	100% of Drills and Exercises
	Hazard Reports	Hazard report close out	100% close out of all hazard reports
	Incident Reports	Incident report close out	100% close out of all incident reports
	Near Miss Reports	Number of Near Miss reports closed out.	100% of near misses reported, investigated and resolved
	Audits	Audit reports completed	100% as per audit plan
Indicat	Item	Performance Measure	Performance Target
Lag.	Fatalities	Number reported fatalities	0 fatalities
	Lost Time Injuries	Number reported lost time injuries/LTFR	0 lost time injuries
	Medical Treatment Injuries	Number of reported medical treatment injuries	0 medical treated injuries
	First Aid Treated Injuries (i.e. can be treated by a Senior First Aider)	Number of reported first aid treatment injuries/FATFR	0 first aid treatment injuries

DRAC WHSE MANAGEMENT STANDARDS

STANDARD 1 – Leadership and Accountability

Key Elements:

- The Director, Chris Dracoulas is responsible for overall management and supervision of risk and HSE matters.
- Ensure that the HSE roles and responsibilities of workers are defined, documented, communicated, kept up to date, understood and applied.
- Set in place systems that recognise, reinforce and reward HSE innovation, initiatives, desired behaviours and achievements, and make clear the consequences of inappropriate conduct.
- Ensure that workers have the right and responsibility to stop or refuse to work in situations that may cause harm or injury, and to immediately bring these situations to the notice of management and to those at imminent risk.
- Comply with legal, and other requirements through the implementation of documented procedures that ensure communication of specific requirements, periodic assessment and review, record keeping and reporting both upwards and downwards.
- Maintain the currency of the risk register, which includes the details of who is responsible for managing specific risks and the frequency of audits and reviews.
- Conduct regular audits with appropriate corrective follow up to ensure compliance with the laws, and these standards.

STANDARD 2 – Legal Requirements, Commitments and Document Control

Key Elements:

- Systems are in place to identify and access all applicable and current HSE acts, regulations, approvals, licenses, permits, codes of practice, policies, standards, protocols, commitments and other relevant requirements, and that they are documented, reviewed and kept up-to-date.
- Compliance with legal and other requirements is demonstrated through the

implementation of documented procedures that set out specific requirements for periodic evaluation, audits, inspections, record-keeping and reporting.

- Systems are in place to ensure that HSE records are established, maintained, accurate, legible and identifiable.
- Systems are in place to ensure that HSE documents are controlled and secured.

STANDARD 3 – Risk and Change Management

Key Elements:

- HSE risk management processes are applied to all activities that DM controls or can influence.
- HSE risks and opportunities are assessed, prioritised and managed as appropriate to the nature and scale of the operations and activities, taking into account the environment, applicable legal and other requirements and financial implications. The hierarchy of control is used in the development of risk mitigation activities.
- Workers and other stakeholders, with relevant knowledge, are involved in the HSE risk assessment and management process.
- HSE risks are recorded and maintained in a risk register, which includes the details of who is responsible for managing specific risks. The risks are reviewed and updated whenever the situation changes, but in any case, no less than annually.
- HSE risks are evaluated by the appropriate staff, consistent with the significance of the risk. Risk management decisions are documented and the implementation of resulting actions tracked.
- Systems are in place to identify, assess and manage HSE risks associated with change, whether planned or unplanned. Systems will take into account personnel, industry standards, processes, facilities, physical environment, equipment, technology, procedures, laws, regulations, standards, materials, products, systems and services.
- All changes, either permanently or temporary are approved by authorised workers, once the level of HSE risk has been demonstrated to be acceptable. The duration of a temporary change is not exceeded without review and approval.
- Management systems ensure that changes are communicated to and understood

by those who may be affected, including external stakeholders.

STANDARD 4 – Planning, Goals and Targets

Key Elements:

- Plans and programs are in place to ensure that HSE is an integral part of business planning based on relevant issues, risks and opportunities.
- Plans and programs that include designated responsibilities, resources and time frames to achieve HSE goals and targets are in place, with systems to monitor and regularly report on progress. Plans and programs are updated and communicated as changes, modifications or new developments occur.
- HSE performance information is used to refine plans, goals and targets to improve risk management and performance.

STANDARD 5 – Awareness, Competence and Behaviour

Key Elements:

- Induction training that addresses relevant HSE objectives and identifies HSE hazards and risks in the workplace is to be conducted for workers and visitors at the commencement of their employment or visit.
- As part of the broader competencies required for workers, HSE competencies for individuals and job descriptions are to be periodically reviewed by management and supervisory staff.
- Recruitment criteria for workers are to include an assessment of HSE awareness, behaviours and performance.
- Systems are to be in place to identify, prioritise, plan and implement training programs so that workers are competent to meet the HSE responsibilities expected of them and the requirements contained within this policy and management standards.
- HSE leadership and management training is to be undertaken by all levels of management.
- Employees are to receive training in the recognition, assessment, control and elimination of hazards and at-risk behaviours including the consequences of deviation from the specified operating procedures.
- Supervision and on the job observance by managers, covering all activities that

reinforce good HSE behaviours is to be implemented, and relevant information recorded so that the outcomes of training and induction can be monitored and, where necessary, amended.

STANDARD 6 – Health and Hygiene

Key Elements:

- Work health and hygiene assessments and ongoing monitoring and medical surveillance programs, are conducted by competent people consistent with exposure risks.
- Details of work-related illness are to be recorded and entered into the HSE management information system so that relevant data can be extracted and analysis of statistics conducted.
- Arrangements, in accordance with the hierarchy of control, are established and maintained to protect workers from health hazards associated with their employment.
- Where the application of the hierarchy of control has not adequately reduced exposure, personal protective clothing and equipment (PPCE) requirements are identified and communicated, appropriate training provided, and properly maintained PPCE made available to all workers.
- Compliance with and effectiveness of PPCE requirements is regularly assessed.
- Workers and visitors have access to adequate medical and first aid services as appropriate to the location and nature of operations.
- Systems are to be in place for the rehabilitation of workers following work-related injuries or illness.
- When and where appropriate, workers may be required to undergo an assessment to ensure that they are fit for work and not suffering from the effects of drugs or alcohol, or from fatigue related problems.

STANDARD 7 – Communication, Consultation and Participation

Key Elements:

- Systems are in place to identify stakeholders and to ensure proactive development of strategies, including consultation, to identify and address their concerns and expectations with regard to safety and health.

- These standards and relevant information on HSE matters, risks, plans and performance are communicated to the workforce on a regular basis.
- The participation of any stakeholder in the development, implementation, review and improvement of HSE is recorded.
- HSE information and lessons identified following incidents are shared across all DM locations and workers, and, as appropriate, with external stakeholders.
- Concerns and complaints related to HSE activities and policies are acknowledged, investigated, recorded in a risk register, and the outcomes reported back to relevant stakeholders.
- Reports assessing HSE performance are produced no less than quarterly.

STANDARD 8 – Design, Construction, Supply & Maintenance of Plant, Machinery and Equipment

Key Elements:

- All plant, machinery or equipment is assessed prior to purchase to ensure that the design and construction complies with current legislation, relevant industry codes and standards, and utilises sound engineering practice and risk management principles.
- The design, construction and/or selection of new plant, equipment and processes, that DM has control or influence over, takes into account known and projected HSE and life of asset requirements, provision for decommissioning and disposal.
- Inspections and appropriate tests are undertaken by qualified or authorised personnel for all newly acquired or modified plant, equipment and machinery, to confirm that build and operation are in accordance with design codes and standards and HSE legal requirements and expectations.
- Procedures and work practices are written and made available to anyone who needs to refer to them, and they are to be reviewed regularly to ensure that they continue to be applicable, relevant and effective in controlling the risks for which they were developed.
- Systems are established, documented and records maintained to ensure the ongoing integrity of plant, machinery and equipment. These include procedures for maintenance, inspection, testing, calibration and certification at the

necessary intervals appropriate for the type of equipment as required to conform to legal and/or the equipment manufacturers' requirements.

- Equipment which has been modified or adapted for a different use from that which was originally intended is subjected to documented inspection and testing by appropriate technical personnel, and certified for the purpose where applicable, prior to use or sale.
- Design data and operating limits are documented, understood and available for all plant, machines and equipment and are regularly reviewed throughout the working life of the plant, machines and equipment.

STANDARD 9 – Operation of Plant, Machinery and Equipment

Key Elements:

- Systems, including procedures and work practices, are established, implemented, reviewed and maintained to ensure that plant, machinery or equipment operations are managed to minimise HSE risks and impacts.
- Managers and supervisors ensure that operators of plant, equipment and machinery have passed an appropriate competency test or satisfied the relevant authority or member of a management team, and are competent and confident in their operation and know the rules which govern the use of the equipment before granting authority to operate.
- Where necessary or appropriate, a supervisor is appointed and present to oversee the correct and safe operation of plant, machinery or equipment by workers.
- Systems are in place to induct, train and assess operators of plant, equipment and machinery in their proper operation.
- Risks introduced by simultaneous operations are assessed and managed.

STANDARD 10 – Suppliers, Contractors and Partners

Key Elements:

- Suppliers, contractors and partners are subject to risk-based HSE evaluation prior to contractual arrangements being established, taking into account the nature of their products, activities or services and previous HSE performance.

- Contracts include appropriate HSE obligations specifically requiring contractors to implement systems that address these standards, and compliance with relevant HSE legislation. The consequences of non-compliance are stipulated.
- Business partners, suppliers of goods and services, and customers are encouraged to establish and maintain systems consistent with these standards.
- Reporting relationships, lines of communication, responsibilities, accountabilities and system interfaces for HSE are established and documented between suppliers, contractors or partners and DM.
- As part of the broader contractor management system, processes are in place to ensure suppliers, contractors and partners comply with the HSE obligations specified in their contracts.

STANDARD 11 – Incident Reporting and Investigation

Key Elements:

- Systems are established and maintained that investigate, report and provide timely communication on all HSE accidents and incidents.
- Investigation processes include the identification and documentation of all factors and underlying causes that contributed to the incident, the controls that were intended to prevent it and analysis of any failures in the controls.
- Incident investigations identify and prioritise corrective and preventive actions, aimed at eliminating or reducing the risk and recurrence of incidents and near misses. Systems are in place to ensure that these actions, including changes in procedures, are documented, communicated, and followed through to completion.
- Information gathered from such investigations is to be analysed to identify lessons and to monitor trends. Lessons learned are to be shared across DM stakeholders as appropriate.

STANDARD 12 – Monitoring, Audit and Review

Key Elements:

- HSE performance is regularly measured, monitored, recorded and analysed with results reported to stakeholders and others as appropriate.
- HSE inspections and audits are conducted at work sites at frequencies appropriate

to the level of hazards and risks present and the results reported to stakeholders as appropriate. Audits are conducted with appropriate objectivity and impartiality.

- Annual self-assessments are conducted at each site to establish the extent of conformance with these standards.
- Systems are in place that will identify, investigate, report, and manage non-conformities so that corrective and preventive actions are implemented and their effectiveness reviewed to avoid recurrence.
- Annual management reviews are conducted to determine the continuing suitability and effectiveness of HSE management systems. Information reviewed includes audit results, incident reports, performance reports and relevant views from stakeholders. Reviews will include observations, conclusions, recommendations and follow-up.

POLICY STATEMENTS

The following attached signed policy statements are included as part of Drac Mechanical's commitment to WHSE.

WORK HEALTH, SAFETY AND ENVIRONMENTAL (WHSE) POLICY STATEMENT

Drac Mechanical (DM) places the highest value on protecting the health and safety of its employees and the environment. We believe that all work place injuries and illnesses are preventable and are committed to creating and maintaining an Incident and Injury Free (IIF) workplace through the disciplined application of our Work Health, Safety and Environment Management System (WHSE MS). By focusing on 'Leadership', 'Accountability' and 'Management System Processes' our management, in consultation with employees, contractors and other stakeholders, shall implement and maintain work practices at all DM locations that ensure we achieve our objective of an IIF workplace. Specifically we will:

Foster an IIF mindset within the company, ensuring that appropriate and on-going WHSE awareness training is provided to personnel.
Demonstrate leadership at all levels and hold managers accountable at all levels for WHSE performance.
Ensure that appropriate health, safety and environmental duties are assigned to all employees.
Set measurable targets and use leading indicators to achieve healthy, safe and incident free operations.
Provide sufficient and suitable resources to implement and maintain the WHSE Management System.
Operate and maintain facilities in a manner that does not cause injuries or illnesses to people and/or damage to the environment.
Work to prevent pollution and waste and strive to continually improve environmental performance and limit environmental impacts from our operations.
Conserve company and natural resources where practicable by efficiently using energy and continually improving our processes.
Ensure full compliance with existing legal and other requirements
Implement a risk management program to assess and effectively manage risks to staff, contractors, the public and the environment.

Establish effective emergency management procedures for any probable emergency that may impact on the health and safety of staff, contractors and the public, or is likely to adversely impact the environment.
Ensure there is regular discussion on health and safety between management and staff.
Strive to return injured personnel to gainful employment as soon as practicable by implementing an effective Injury Management program.
Implement an active environmental rehabilitation program to re-instate and rehabilitate areas disturbed by activities performed under our control.
Investigate incidents to identify and correct root causes of incidents to reduce the likelihood of recurrence.
Communicate this Policy effectively to all levels and locations within the organisation.
Manage contractor conformance through contractual agreements and risk management practices.
Report to the Board on WHSE performance, including infringements and regulatory non-compliance.
Maintain, monitor, report, review, audit and continually improve the WHSE Management system.



Chris Dracoulas
Director
01 July 2020

DRUGS AND ALCOHOL POLICY STATEMENT

Drac Mechanical P/L is committed to protecting the health, safety and welfare of all workers and others in the workplace that may be affected by accidents, incidents or injuries arising from the misuse of drugs or alcohol.

Drug and Alcohol Management Priorities

Drac Mechanical P/L will ensure that:

- Risks arising from the inappropriate use of drugs or alcohol will be identified and assessed.
- Where there is a risk to health and safety from drug or alcohol misuse, effective control strategies will be implemented.
- The Drugs and Alcohol Policy will be explained to all new workers during induction training.
- Workers are encouraged to report drug and alcohol problems that have the potential to present safety risks.
- Suitable training will be provided if needed, so that managers and other workers will know how to deal with drug and alcohol misuse appropriately.
- Interventions in the case of safety-related drug and alcohol problems will be monitored and evaluated, and followed up with further action if required.

Manager and Supervisor Commitment

Managers and supervisors are responsible, within the scope of their authority, for ensuring that:

- The objectives of this policy are integrated into the workplace.
- Effective action is taken to prevent accidents, incidents or injuries which could result from drug alcohol misuse.
- Risks arising from drug or alcohol misuse are identified, assessed and controlled.

Employee Commitment

Employees are responsible for carrying out their duties in a safe manner, unimpaired by drugs or alcohol.



Chris Dracoulas
Director
01 July 2020

REHABILITATION POLICY STATEMENT

Drac Mechanical (DM) recognises that there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them throughout our workplaces. We recognise that Workers' Compensation and Rehabilitation legislation provides the support for workplace rehabilitation activities.

Experience has shown that workplace rehabilitation assists the healing process and helps restore the worker's normal function sooner. Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties programs, and aims to:

- maintain injured or ill workers at work or;
- ensure the worker's earliest possible return to pre injury duties or;
- maximise the worker's independent functioning, and;
- provide for durable

employment.

DM is committed to:

Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.

Ensuring appropriate suitable duties are made available to injured or ill workers to facilitate their safe and early return to pre injury duties. These duties must be consistent with the current medical certificate and will be time limited.

Respecting the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality.

Ensuring all workers are aware that, in the event of work related injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.

Complying with legislative obligations with respect to the standard for rehabilitation.

Adopting a multidisciplinary approach to rehabilitation as required.

Reviewing this policy and associated procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.



Chris Dracoulas
Director
01 July 2020

POLICY STATEMENT

It is the policy of DM to ensure that workers do not place their own health and safety or the health and safety of others at risk. To achieve this, we are committed to providing and maintaining a working environment in which workers are not exposed to hazards arising from the impairment from fatigue resulting from excessive or unreasonable working hours.

AIMS AND OBJECTIVES

DM will strive to ensure that all workers engaged by this company, whether employed as employees or contractors are in a fit condition to safely carry out their work, and that workers are not impaired in any way by the effects of fatigue or stress. To achieve this, no person will be allowed to enter a workplace or carry out work while suspected of being impaired by or suffering adverse effects of fatigue or stress.

RESPONSIBILITIES

DM, through its management, will take all reasonable precautions in the placement of workers to ensure that hours of work, shifts, rosters and workplace conditions do not create an unacceptable risk of fatigue. Workers will not be required to work more than 12 hours per day wherever possible, and work in excess of these hours will be subject to a risk assessment to ensure the safety and well-being of workers. Rosters will be designed to ensure that workers are provided with reasonable rest periods between shifts.

All workers must ensure that they report to work in a physical, mental and behavioural condition that will allow them to perform their duties competently and in a manner that does not place themselves or others at the workplace at risk. This will require that workers ensure that they obtain sufficient rest before commencing work to ensure that they can carry out work during their shift in a safe and effective manner, and to observe any other relevant fatigue management strategies that they have been instructed in and are required to carry out.



Chris Dracoulas
Director
01 July 2020

SMOKING POLICY STATEMENT

Drac Mechanical P/L has a duty under relevant Work Health and Safety legislation to provide a safe and healthy working environment for all workers. It is policy to prohibit smoking in all closed areas and confined spaces of the workplace, including inside company-owned/leased vehicles, in order to protect non-smokers from the effects and dangers of passive smoking, and to minimise the risk of fire caused by the lighting and smoking of cigarettes.

Designated smoking areas will be provided for workers and visitors who feel they need to smoke. Workers may, through consultation and by consensus, nominate such areas, which must be away from flammable materials and products, and in areas which will not cause harm or discomfort to other employees in the workplace. Signage will be erected to identify designated smoking areas.



Chris Dracoulas

Director

01 July 2020

COMMUNICATION AND CONSULTATION POLICY STATEMENT

Drac Mechanical (DM) believes that injury and illness is needless, costly and preventable. Our company will consult our workers in implementing safe practices and systems that will ensure the health, safety and welfare of our workers.

All DM workers have a right to effective representation on the health and safety aspects of their work. DM not only recognises that right, but promotes effective consultation and representation as an integral part of its commitment to worker health and safety.

DM believes that worker involvement at all levels is critical for ensuring a safe workplace and therefore will:

Make time available for all Health and Safety Representative (HSR's) to:

- attend health and safety training sessions;
- prepare for and attend Health and Safety committee meetings;
- consult with the workers they represent, and other Health and Safety Representatives (HSR's) if necessary;
- inspect their workplace;
- participate in incident investigations and the follow up of corrective actions;
- accompany WorkCover/WorkSafe inspectors who visit their Designated Work Group (DWG).

Put in place health and safety consultative structures at the local level.

Develop and implement a procedure for consultation with the HSR's of workers whose health or safety may be affected by proposed changes to the workplace.

Ensure that appropriate allowances are made in the budget for expenses related to the resolution of health and safety issues that may arise.

Monitor, in consultation with HSR's, the suitability and effectiveness of DWG's, and make changes as required.



Chris Dracoulas
Director
01 July 2020