***INSERT ORGANISATION SAFETY STATEMENT***

At Insert Organisation*,* a commitment to workplace health, safety and the environment is part of the business.

*This is achieved through:*

* complying with statutory requirements, codes, standards and guidelines;
* setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services
* defining roles and responsibilities for occupational health, safety and environment.

*Strategies will include:*

* ensuring occupational health, safety and environment management principles are included in all organisational planning activities;
* providing ongoing education and training to all our employees;
* consulting with employees and other parties to improve decision-making on occupational health, safety and environment matters;
* ensuring incidents are investigated and lessons are learnt within the organisation;
* distributing occupational health, safety and environment information, including this policy, to all employees and interested parties;
* providing enough resources to ensure occupational health, safety and environment is a central part of the organisation;
* ensuring effective injury management and rehabilitation is provided to all employees.

***Hazard identification, risk assessment and control:***

* Insert Organisation, has undertaken an assessment of the risks associated with the work activities and provided Mirvac a written Safe Work Method Statement (SWMS);
* Insert Organisation*,* has provided induction training to all employees.
* Insert Organisation*,* maintains and updates the SWMS, and provides the updated SWMS to Mirvac.
* Insert Organisation, 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:

* Insert Organisation*,* 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, Insert Organisation has identified potential hazards and their risks.
* To assist in identifying hazards and risks, Insert Organisation 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:

* Insert Organisation*,* 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.

**Roles and Responsibilities Defined**

Sole Trader

Insert Organisation*,* is responsible for HSE at the workplace and duties include:

* using the Hierarchy of Controls in all design, fabrication and construct activities to minimise OHSE risks;
* communicating with the client to reduce risks;
* leading by example and promoting sound HSE practices at every opportunity;
* ensuring safe equipment and plant is provided and maintained;
* reviewing OHSE reports and inspections, and following up on recommendations;
* working in a safe manner without risk to themselves, others or the environment;
* complying with Safe Work Method Statements;
* reporting all incidents to the Works Supervisor;
* reporting all injuries and illnesses to the designated First Aid Officer;
* reporting any OHSE hazards to the Works Supervisor;
* providing suggestion, through agreed consultation methods, on how to improve OHSE issues;
* seeking assistance if unsure of HSE rules;
* complying with site rules;
* correctly using all personal protective equipment; and
* complying with emergency and evacuation procedures.

**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.

**Director / Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_**