

Workplace Health and Safety (WHS) Policy

1. Purpose

The purpose of this Workplace Health and Safety (WHS) Policy is to outline our commitment to providing a safe and healthy work environment for all employees, contractors, clients, and visitors. This policy ensures that our EWP hire operations are conducted in accordance with relevant safety legislation, industry standards, and best practices. Our goal is to eliminate or control hazards, prevent injuries, and promote the well-being of all individuals involved in our operations.

2. Scope

This policy applies to all staff, contractors, customers, and visitors at Australian Boom and Scissor Lift Pty Ltd (ABS), including:

- EWP rental yard operations
- On-site delivery and pick-up of equipment
- Maintenance and servicing of EWPs
- Office and administrative areas

3. Commitment to Health and Safety

At ABS, we are committed to:

- Ensuring the safety and health of our workforce by providing adequate training, equipment, and resources.
- Complying with all applicable WHS laws and regulations.
- Continually improving our safety systems, practices, and performance.
- Encouraging active participation and consultation with all stakeholders in identifying and managing risks.
- Promoting a safety culture that prioritizes reporting, learning, and improvement.

4. Responsibilities

4.1 Management Responsibilities:

- Ensure WHS compliance with all relevant legislation, codes of practice, and standards.
- Provide appropriate safety equipment, training, and supervision to employees.
- Develop and maintain risk management procedures, including the identification, assessment, and control of workplace hazards.
- Review and report on safety performance regularly.

4.2 Employee Responsibilities:

- Follow all safety protocols and procedures while at work.
- Use provided personal protective equipment (PPE) correctly.
- Report any hazards, incidents, or unsafe work practices immediately.
- Participate in safety training and development activities.
- Cooperate with management in maintaining a safe working environment.

4.3 Contractor and Visitor Responsibilities:

- Comply with all safety instructions and policies while on ABS premises or at any worksite.
- Inform staff of any specific safety requirements related to their work or equipment.
- Follow the instructions for the use of EWP machines, equipment, and tools.

5. Risk Management

5.1 Hazard Identification:

- Regular inspections and audits will be conducted to identify potential hazards across all operations.
- A systematic risk assessment process will be used to evaluate identified risks and determine appropriate control measures.

5.2 Risk Control:

- Eliminate or minimize risks using the hierarchy of controls: elimination, substitution, engineering controls, administrative controls, and PPE.
- Ensure EWPs are regularly maintained, serviced, and inspected in line with safety standards.
- Provide signage and barriers to warn of any existing hazards in and around the yard or on-site.

5.3 Emergency Procedures:

- Comprehensive emergency plans will be in place, including evacuation procedures, first aid, and fire safety.
- All employees will receive training in emergency response procedures relevant to their role.

6. Safe Work Practices

6.1 EWP Usage:

- Only authorized and trained personnel are permitted to operate EWPs.
- Pre-operational checks will be performed on all EWPs to ensure they are in safe working condition before use.
- Operators must ensure that the EWP is set up correctly and that any potential hazards are controlled.

6.2 Maintenance and Inspections:

- EWPs will undergo regular servicing and maintenance by qualified personnel to ensure their safety and reliability.
- Pre-hire and post-hire inspections will be carried out on all equipment to ensure it meets safety standards before being used by customers.

6.3 Training:

- All staff, including operators, mechanics, and administrative personnel, will receive WHS training relevant to their specific roles.
- Training will be provided on safe operation of equipment, the use of PPE, emergency procedures, and other safety-related topics.
- Regular refresher training sessions will be held to keep employees up to date with safety practices.

7. Consultation and Communication

- ABS will ensure open and effective communication on WHS matters through regular meetings, toolbox talks, and safety updates.
- Employees are encouraged to participate in WHS discussions and to provide feedback on safety practices and concerns.
- A designated WHS representative will be available to address any safety-related queries or issues.

8. Incident Reporting and Investigation

8.1 Reporting:

- All workplace incidents, accidents, injuries, and near misses must be reported to management immediately and SafeWork NSW if applicable.
- A formal incident report form must be completed and submitted for all incidents.

8.2 Investigation:

- Each incident will be investigated to determine its cause, and corrective actions will be implemented to prevent recurrence.
- Investigations will involve consultation with relevant parties, and findings will be shared with all employees to improve safety practices.

9. Workplace Safety Culture

- ABS strives to cultivate a safety-first culture by promoting the importance of safety to all team members, contractors, and clients.
- We will reward safety-conscious behavior and encourage proactive involvement in safety initiatives.
- The success of this WHS policy relies on the active participation of all employees in working together to ensure a safe workplace.

10. Policy Review and Continuous Improvement

This WHS policy will be reviewed annually or after any significant change in operations, legislation, or incidents. Continuous improvement will be a key focus, with the aim of adapting the policy to evolving safety needs and best practices.

Endorsed by:

Mr Joris Nap

Regional Manager, Australian Boom and Scissor Lift Pty Ltd

Date: 7/3/2025