

## Occupational Health and Safety

### **Occupational Health and Safety Responsibilities**

These responsibilities are clearly set out in Phoenix Commercial Projects' Hoes Manual. The company operates with a staff appointed safety officer who is first aid trained. The safety officer investigates any incidents and reports to management. Management implements the recommendations of the safety officer. Staff and contractors are required to report all incidents/accidents and hazards under the guidelines of the safety manual.

### **Identifying and Assessing Occupational Health and Safety Risks**

Phoenix Commercial Projects only employs qualified tradesmen or apprentices, as part of their trade these employees are taught correct lifting procedures, use of tools and to identify risks/hazards. In addition to this all staff are inducted in the use of machinery commonly used by the company.

At the commencement of each job where site work is required the trades and contractors on the job are fully acquainted with the likely hazards on the job at commencement. Safe work practices and good housekeeping are actively encouraged. PPE is supplied and the wearing of same is actively encouraged. Tradesmen employed by Phoenix Commercial Projects carry Construction Industry Blue Cards as required by Current Legislation.

### **Occupational Health and Safety Training**

Site supervisors are encouraged to gain their senior first aid certificates which are paid for by the company. All tradesmen and subcontractors are required by law to hold blue cards.

Upon commencement with the company a full induction is conducted which includes the use of machinery, lifting and carrying, use of PPE etc. Apprentices are regularly encouraged to use machinery and tools in the manner for which they were intended and additional training is provided on an as needed basis.

### **Occupational Health and Safety Performance**

Records are maintained in the form of Incident or Hazard reports and workers compensation claims. These records are maintained on both personnel files and in a separate safety file. No formal record of incident free or lost time days is recorded.

### **Public Safety**

The safety of the general public and those employed nearby is paramount to Phoenix Commercial Projects. The policy manual provides clear guidelines as to steps to be taken to ensure public safety, such as limiting access to work areas through the use of barricades, caution tape etc; Removing tools and debris from access ways and ensuring clear paths are available at all times; Storing glass, board and other heavy items in such a way as they do not present a risk of falling, causing injury.

