

Workplace Health and Safety Policy & Process Document

*“Every team member and person impacted by our work
shall return home safe and free from harm each day”*

Last updated: 18th June 2018



Grammar
ELECTRICAL

COMMERCIAL AND INDUSTRIAL 24 HOURS INSTALLATION AND MAINTENANCE

Section 1: Leadership

1.1 Workplace Health & Safety Mission

The goal of our Workplace Health & Safety Management System shall be to ensure **“every team member and person impacted by our work shall return home safe and free from harm each day”**

This mission shall be part of our policy statement and be displayed throughout our office and workshop. It may also be included on company correspondence, letter heads, invoices, quotes, general correspondence

Health and safety shall also form an important part of our company’s core values

1.2 Policy Statement

Our Grammar Electrical Workplace Health & Safety Policy Statement can be found at WHSMS Policy Statement.docx.

This Policy Statement shall be **reviewed annually** by the Director responsible for administering our Workplace Health and Safety Management System (WHSMS).

This Policy Statement shall be provided to every new employee of Grammar Electrical and shall be part of every team members Health & Safety Manual. It shall also be displayed on our Health & Safety notice board

1.3 Roles & Responsibilities

All team members of Grammar Electrical shall be responsible for ensuring the health and safety of themselves, team members under their supervision, and any other people that may be impacted by their actions.

The Owners, Directors, and Management shall ensure there are systems, processes, policies, and a safety focused environment in place to ensure the Health and Safety of our team. More specific information regarding this can be found in our Workplace Health & Safety Policy Statement. [WHSMS Policy Statement.docx](#)

The Directors shall at each quarterly directors meeting ensure that Workplace Health & Safety is prioritised and our progress towards our workplace health and safety mission reviewed.

Administration of our WHSMS shall be carried out by the company Director who is responsible for Health & Safety. This is Andrea Hoareau

Health & Safety Representative: This role shall be carried out by the worker who has agreed to nomination and has been elected by the workers.

A budget shall be set aside in the company accounts each year to ensure there is sufficient resources for the training and safety equipment necessary to ensure our workplace health and safety mission is achieved.

Section 2: Consultation and Engagement

We shall ensure actively promote worker engagement in our workplace health and safety system in the following ways

2.1 Health and Safety Representative

Bi-annually there shall be a nominations and elections process to give workers the opportunity to nominate and then elect a team member to represent them to management in health and safety matters.

Should no workers be nominated or nominate themselves during the bi-annual process all workers shall be advised that at any time during the two year period they can request a Health and Safety Representative be elected.

2.2 Regular Health and Safety meetings

Rather than the election of a Health and Safety Committee, all staff members shall attend regular team Health and Safety meetings. At this forum all matters regarding Health and Safety shall be discussed and all workers encouraged to participate and share their views.

These meetings shall take place a minimum of four times per year.

Minutes of all meetings shall be kept and filed by WHSMS Administrator

2.3 Safety culture survey

Workers shall be encouraged to share their opinion on the safety culture of our company during a confidential bi-annual safety culture survey. The directors shall use the results of this survey to continue to develop and enhance our work place health and safety management system.

2.4 Policy, Hazard identification, and Safe Work Method Statement reviews

Components of our WHSMS shall be reviewed two yearly, specifically; policies, safe work method statements, and our workplace hazard register.

During this review process the elected Health and Safety Representative shall provide feedback to management on the particular component.

Should there be no elected health and safety representative then workers at random will be requested for feedback and the updated component be tabled at the next Health and Safety Meeting to for all workers to see

The WHSMS administrator shall maintain a register of these components and when last updated.

Section 3: Safe Work Procedures

3.1 Hazard Identification, Risk Assessment and Control Process

POLICY:

We systematically work to reduce health and safety risks in our company by identifying all hazards, determining their relative level of risk and implementing controls to fix these.

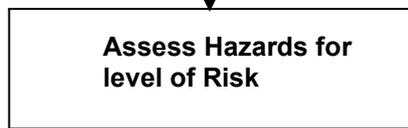
PROCEDURE:



Managers and workers are responsible for ensuring regular and ongoing inspections of workplaces

Tools

- Workplace Hazard Register
- Job Safety Analysis Form



Managers and workers

Tools

- Workplace Hazard Register
- Risk Assessment Matrix



Managers and workers

Tools

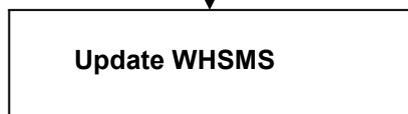
- Workplace Hazard Register
- Risk Assessment Matrix



Manager and workers

Tools

- Workplace Hazard Register
- Site Specific Safety Plan and Safe Work Method Statements SWMS
- Job Safety Analysis Form
- Site Toolbox Meeting Form



Manager and workers agree actions to take place and resources required

Tools

- Policy Review Register
- Workplace Hazard Register



3.2 Workplace Hazard Register

Grammar Electrical shall create and maintain a Workplace Hazard Register which shall identify risks and hazards that may occur in the work we undertake. These risks/hazards may vary from site to site due to the diverse nature of our work. The Workplace Hazard Register is to be as exhaustive as possible.

This register shall be review annually and updated into the Health & Safety Manual. This register can be found at <..\Registers & Forms\Workplace Hazards Register.xlsx>

We shall also maintain a hazard register for our Office and Workshop and Vehicles. These can be found at <..\Registers & Forms\Workplace Hazards Register - Office and Workshop.xlsx>
<..\Registers & Forms\Workplace Hazards Register - Vehicles.xlsx>

3.3 Risk Assessment

All hazards identified will have a risk assessment carried out using the Risk Assessment Matrix. This can be seen below and found at <..\Information & Tools\Risk Assessment Matrix.jpg>

Likelihood	Consequence			
	Major (eg death/ disability)	Serious (eg serious injury /lost time)	Minor (eg first aid injury)	Insignificant (eg incident but no injury)
Very likely (and will almost certainly happen)	Extreme	High	High	Medium
Likely (and will probably happen at some time)	High	High	Medium	Medium
Unlikely (but could happen at sometime)	High	Medium	Medium	Low
Very unlikely (and might happen only rarely)	Medium	Medium	Low	Low

The assessed risk level shall be recorded on the Workplace Hazard Register which will also form part of our SSSP and Safe Work Method Statements.

Workplace Hazard Register: <..\Registers & Forms\Workplace Hazards Register.xlsx>

Safe Work Method Statements: <..\Site Specific Safety Plans & Task Analysis\SSSP & Task Analysis - TEMPLATE.xlsx>

3.4 Controls

The appropriate control measures to Eliminate, Isolate, or Minimise the risks/hazards identified shall be documented on the Workplace Hazard Register, the Safe Work Method Statements, and on the Job Safety Analysis that is carried out by every worker before commencing work

Safe Work Method Statements have been created for the “typical” tasks we carry out and these are to be kept in every staff members workplace Health and Safety manual.

For large project site work a Site Specific Safety Plan shall be implemented. This shall contain our Workplace Hazard Register and Safe Work Method Statements for the tasks we will be completing during the project. This SSSP will be provided to our client or the site foreman and will also be provided to our Lead Electrician on site. Our electrician’s on site will also conduct a Job safety analysis prior to commencing work every time they come to site.

[..\Site Specific Safety Plans & Task Analysis\SSSP & Task Analysis - TEMPLATE.xlsx](#)

For smaller servicing work the electrician shall refer to our Workplace Hazard Register, Safe Work Method Statement/s, and complete a Job Safety Analysis Form prior to commencing work

The Workplace Hazard Register and Safe Work Method Statements shall be reviewed annually. The Job Safety Analysis form shall be reviewed annually and is required to be completed by every electrician prior to commencing works on a site. If the electrician is on site for more than one day at a time then the Job Safety Analysis shall be completed every time the electrician enters site before commencing works.

Grammar Electrical shall maintain a Personal Protective Equipment Register (PPE) and shall supply all staff with PPE as per this register. Grammar Electrical shall check with staff at every team safety meeting to ensure they have all required PPE available to them and if any additional is required we shall source these. It is the responsibility of the worker to make sure they have all PPE available to them as per our register when working. If the worker runs out of an item of PPE prior to the next team safety meeting they need to ensure their supplies are restocked straight away. If there is no stock of the PPE item in the workshop they are to raise this with management, who will source the required item with urgency.

[..\Registers & Forms\PPE Register.xlsx](#)

[..\Policies\PPE - Safe use & maintenance guidelines.docx](#)

All work carried out by Grammar Electrical shall be completed adhering to the relevant laws, regulations, and codes of practice. As a Registered Electrician the worker is deemed to be in full understanding of their obligations under these laws, regulations, and codes of practice. Furthermore Grammar Electrical shall maintain at least one copy at all times of all applicable laws, regulations, and codes of practice. Registered Electrician’s shall also download relevant standards, laws, and codes of practice into iBooks on their iPads so they can refer to these documents when on site.

All work carried out by Grammar Electrical shall have a Certificate of Compliance and/or Electrical Safety Certificate issued when applicable. These certifications shall be attached to the job in Smart Trade and also be saved in the following place [..\COC's & INSPECTIONS](#)

If applicable under regulations, laws, and standards, our work shall also be inspected by a Registered Electrical Inspector. The Record of Inspection shall be forwarded to our client and the inspection lodged into the Energy Safety High Risk Database. [..\COC's & INSPECTIONS](#)

3.5 Risk and Hazard review

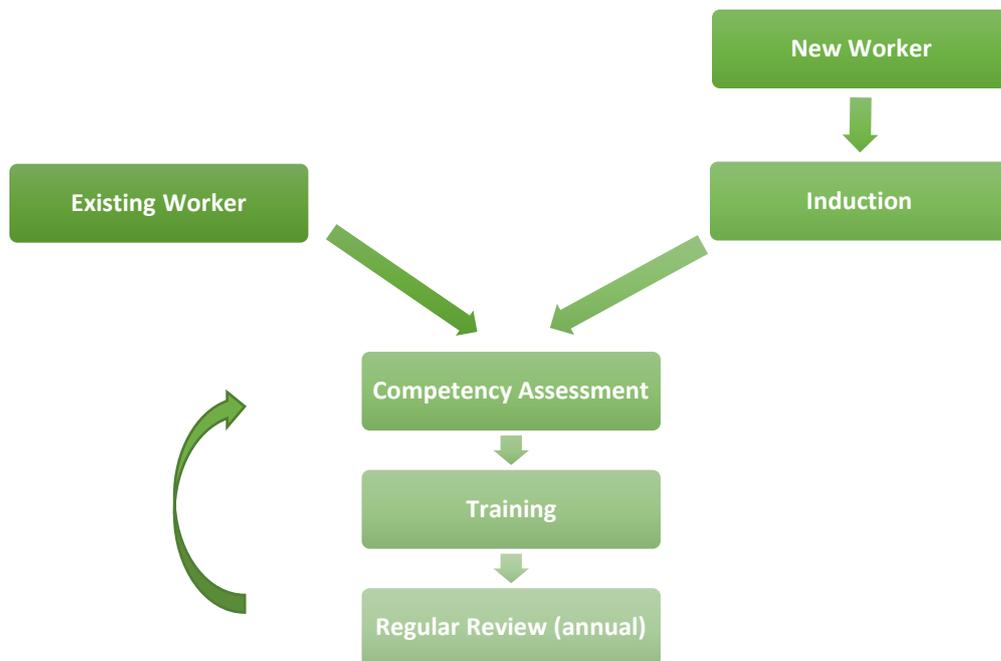
Grammar Electrical shall undertake a review of the Workplace Hazard Register, Safe Operating Procedures, PPE Register, Job Safety Analysis, Site Specific Safety Plan, and Safe Work Method Statements on an annual basis. Refer to the register found at [..\Registers & Forms\Policy SWMS Hazard ID update register.xlsx](#)

Section 4: Education, Training, and Supervision

4.1 Policy & Procedures

All new and current workers shall be aware of their rights and responsibilities for workplace health and safety, and they will be trained and competent to do their job safely.

4.1.1 Competency and Training



4.1.1.1 Induction

Every new employee shall participate in an Induction prior to commencing any work related activities. The induction shall be relevant to the role they are fulfilling within Grammar Electrical. The induction sheets can be found at:

[..\Registers & Forms\Employee Induction Checklist - ELECTRICIAN.docx](#)

[..\Registers & Forms\Employee Induction Checklist - APPRENTICE.docx](#)

[..\Registers & Forms\Employee Induction Checklist - OFFICE.docx](#)

These induction forms shall be filed under our Health & Safety – Training folder and saved into their Employee folder saved in [..\..\Employment\Staff Folders](#)

4.1.1.2 Competency Assessment

Every employee shall have an annual competency check carried out to ensure all relevant training courses and licences are up to date. This check shall also ensure the employee has re-read our Workplace Health & Safety Management System manual and understands their responsibilities in regards to Workplace Health & Safety. The employee's competency shall be assessed by checking they have all specified certifications and current training for their role. Competency assessment sheets are found at:

[..\Registers & Forms\H&S and Training Form - ELECTRICIAN.docx](#)

[..\Registers & Forms\H&S and Training Form - APPRENTICE.docx](#)

[..\Registers & Forms\H&S and Training Form - OFFICE.docx](#)

These assessment forms shall be filed in our Employment Training folder and the training register updated.

[..\Registers & Forms\H&S and Training Register.xlsx](#)

4.1.1.3 Training

An appropriate training provider shall be selected by management to carry out the required training for our staff. Directors shall ensure that this training provider is appropriately authorised to carry out the training and certifications.

Training for Safe use and operation guide policies shall be carried out annually. A register of completion of training shall be kept and filed in our Employee Training folder. Training is to be carried out by a Director who is deemed competent.

4.1.1.4 Regular Review

Competency and training shall be reviewed annually. During this review (using the Competency assessment forms detailed previously) the employee shall be asked to re-read our Workplace Health & Safety Management System policy document (also known as H&S Manual).

4.1.2 Supervision

Trainee's (apprentices) carrying out prescribed electrical work shall be supervised according to the EWRB Supervision Procedures for Trainee's dated October 2010. This supervision procedure shall be in the Workplace Health and Safety Manual that is issued to every employee.

Where the trainee will not be carrying out prescribed electrical work then the direct supervisor/manager for that employee shall ensure that adequate training and supervision is provided for the tasks the employee is to carry out. All processes and procedures shall be documented in [..\..\Processes\Office Procedures](#)

4.2 Worker Records

Employee training and competency records shall be kept and updated annually. Our register can be found at [..\Registers & Forms\H&S and Training Register.xlsx](#)

4.3 Meetings

Companywide Health and Safety Meetings shall be conducted at least four times per year. Minutes of these meetings shall be taken. All employees are expected to attend these meetings. These meetings shall include a check of PPE supplies, policy refresher/s, discussion of accidents and near misses, risk analysis, any other relevant health and safety matter.

Section 5: Maintain a Safe Workplace

5.1 Policy and Procedures

Grammar Electrical shall ensure a safe workplace is maintained. This shall be done through;

- Regular test and checks of plant and equipment
- Incident reporting and investigation program
- Work environment monitoring
 - * Job Bookings
 - * On site Job Safety Analysis
 - * Workplace Hazard Register
 - * Working alone
 - * Natural Disaster/Emergency situation
- Asset/Service/Process Acquisition or Change Process
- Training programs
- Worker engagement
- Work breaks
- Drugs and Alcohol policy
- Sub Contractor Policy

5.2 Plant and Equipment

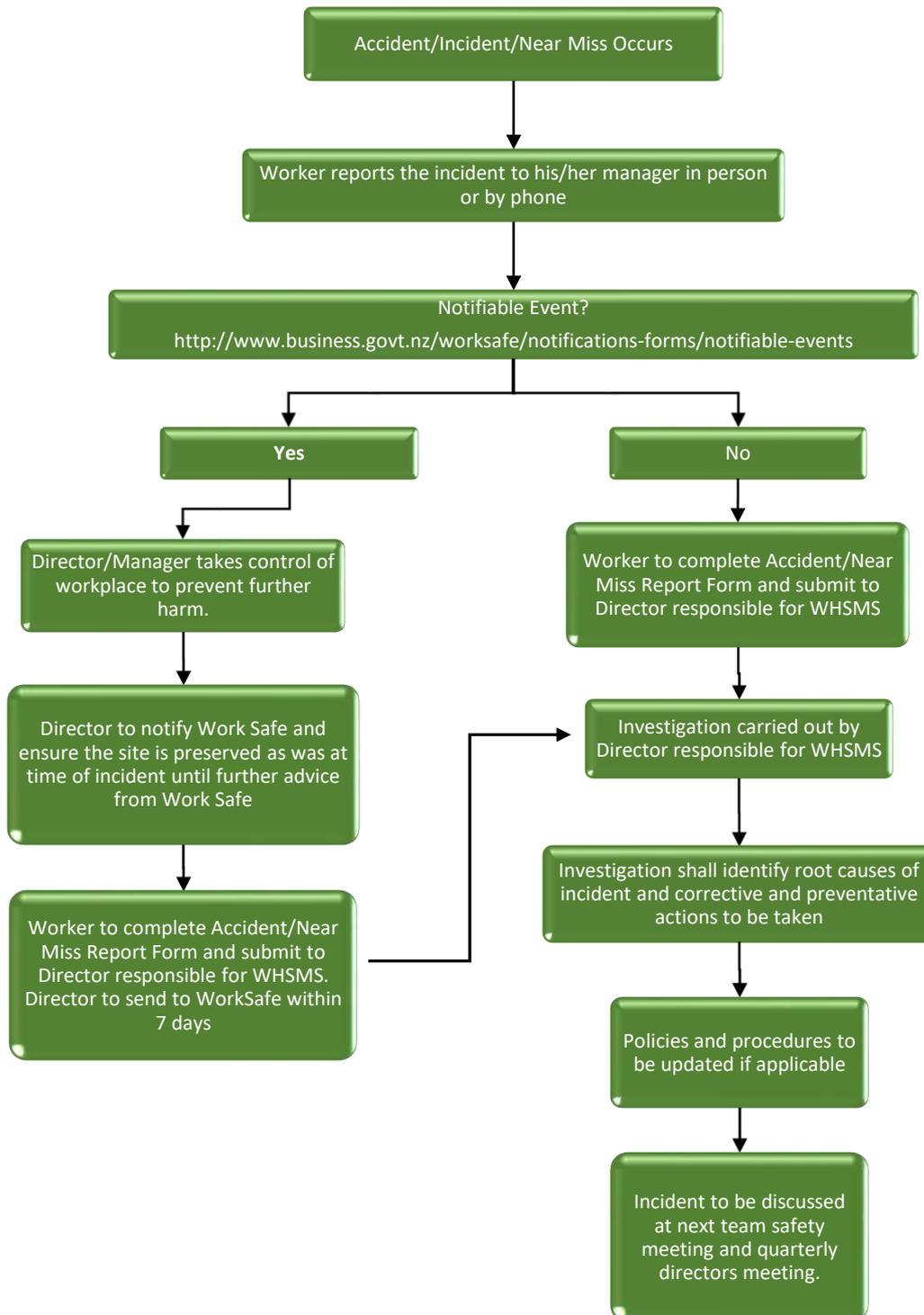
All plant and equipment shall be recorded in the relevant asset register. Plant and equipment shall be tested and checked on a regular basis as per the table below to ensure they remain in safe working order

Plant/Equipment	Test/Check Frequency	By Who
Fire Extinguishers	Monthly and Annually	Monthly checks by workers, annual testing by Firewatch North Shore
Ladders	Annually	Bindon Ladder Services
First Aid Kits	Annually	Grammar Electrical
PPE	Checked every safety meeting	Grammar Electrical management. Workers responsible for ensuring have necessary PPE available to them if supplies run out between meetings.
Mobile Scaffold	Annually	Grammar Electrical. Annual refresher training shall be carried out. During this training management shall check to ensure remains in safe condition
Testers (Earth loop, continuity, RCD, insulation resistance)	Annually	Mobile TestnCal (Graeme Hill)
Vehicles	Semi-Annual or Annual servicing depending on model	Shore Automotive
Electrical equipment	3 monthly	Grammar Electrical. As per AS/NZS3012 all electrical equipment used by Grammar Electrical on sites shall be test and tagged.
Electrical equipment (workshop only)	6 monthly	Grammar Electrical. As per AS/NZS3760
Electrical equipment (office only)	5 yearly	Grammar Electrical. As per AS/NZS3760

As well as the above table of tests and checks, all workers shall be responsible for ensuring the piece of plant and/or equipment they use has no obvious damage/faults that may cause the plant or equipment to be unsafe for use BEFORE commencing use.

5.2 Incident reporting and investigation

All accidents, incidents, and near misses shall be reported immediately to Management. In the case of Serious Harm or a Notifiable event it shall also be immediately reported to the Director responsible for Workplace Health & Safety. The follow diagram outlines the process that shall be followed.



5.3 Work Environment

Grammar Electrical shall monitor the work environment for our employees through the following processes

5.3.1 Job Bookings

To try and ensure the Work Environment is as safe as possible for our employees at the time each job booking is taken we shall ensure we do the following

- check to make sure a property occupant will be on site when we are there
- check for any access issues to the property such as Dogs or gates. Should there be dogs on the property we will not enter unless they are tied up and cannot reach the work area of our employee/s

We shall ensure this happens by using a Job Booking template [..\Processes\Office Procedures\Job booking form.docx](#) when taking a booking over the phone, having a question regarding dogs and access issues on our online booking form, and updating job Templates in SmartTrade reminding staff to check for access issues and dogs.

5.3.2 Job Safety Analysis

Every person responsible for a work place (the lead electrician on site) shall BEFORE commencing works each visit to site complete a Job Safety Analysis. Every worker that is on site with the lead electrician shall be a part of the Job Safety Analysis process. The Job Safety Analysis is a process that encourages workers to stop, think, and assess for risks and hazards prior to commencing works on site. The Job Safety Analysis is a form that is attached to a job in ST Mobile. Controls are in place for this form to ensure the JSA is carried out. The control is that a job cannot be returned to the office from ST Mobile without a Job Safety Analysis (JSA) being completed.

The Director responsible for WHSMS receives a copy of every JSA completed and shall conduct random checks of these forms prior to each team safety meeting to ensure workers are carrying out their Job Safety Analysis correctly.

5.3.3 Workplace Hazard Register

As per section 3.2 Grammar Electrical shall create and maintain a Workplace Hazard Register which shall identify risks and hazards that may occur in the work we undertake. These risks/hazards may vary from site to site due to the diverse nature of our work. The Workplace Hazard Register is to be as exhaustive as possible.

This register shall be review annually and updated into the Health & Safety Manual. This register can be found at [..\Registers & Forms\Workplace Hazards Register.xlsx](#)

5.3.4 Site Toolbox Meeting Form

When we are working on a large construction site workers shall have regular site based safety meetings, referred to as "Toolbox" meetings. The lead electrician on site shall be responsible for taking this meeting and shall discuss when is happening on site in the coming period and risks/issues that may occur from a Health & Safety perspective and how these should be eliminated, isolated, minimised.

A form recording the date of each toolbox meeting, the attendees, signatures, and what was discussed shall be available to the lead electrician on SmartTrade Mobile. This form is also found at [..\Registers & Forms\Site toolbox meeting form.pdf](#)

5.3.5 Working Alone

Due to the nature of our work in particular servicing work, it is possible employees may be working alone for a period of time. There may be situations where there are no clients in the building, for example a homeowner has left out a key for an Electrician to let him/herself in and repair a fault. This does not happen regularly, but is possible risk.

Grammar Electrical shall maintain a Working Alone policy to ensure if there is a situation where our workers are unable to get immediate assistance from colleagues or other people we can minimise their risk of harm. This policy can be found at <..\Policies\Working Alone 21.11.16.docx>

5.3.6 Natural disaster and/or Emergency situations

If possible in the event of a natural disaster employees shall listen to the radio to ensure they can follow all advice given by Civil Defence. If you advised to evacuate the area you must do so immediately making sure team members you are working with are with you. In the unlikely event you are working on live electrical equipment, if it is practicable to make it safe prior to evacuating then do so (for example isolate the power to the exposed electrical conductors). Otherwise notify management or emergency services ASAP to ensure no-one’s safety is compromised by how you have had to leave your work area.

All staff that are required to work on site shall have first aid training to ensure they can assist in the event of an emergency medical situation. In such a situation employees shall carry out emergency first aid as needed and call emergency services ASAP to ensure specialist medical assistance is available.

In the event of a fire....

- Every work area (office, workshop, vehicle) is equipped with a Fire extinguisher
- If safe to use the Fire Extinguisher to put out the fire then do so
- If not, evacuate the work area according to the evacuation instructions for the area you are working and call emergency services immediately (phone 111)
- Stay out of the building and/or well away from the fire
- Do not re-enter an area where there has been a fire until emergency services advise it is safe to do so

5.4 Asset/Service/Process acquisition or change process

Before Grammar Electrical acquires or engages any new assets or services, or changes any processes or work, the person responsible for doing this shall complete the checklist to ensure that all systems, operations, and Health & Safety risks have been considered and appropriately managed.

<..\Processes\Office Procedures\Asset, Service, Process change policy.pdf>

5.5 Training Programs

Staff in the following general employee categories shall be expected to undertake the following training. This is to ensure they maintain necessary qualifications for their role, as well as ensuring they have the skills required to administer first aid should it be required.

Electrician and Inspector	Apprentice	Administration
Electrical Refresher Course (bi annually; Including, testing, first aid, CPR)	Site Safe Passport	Role specific
Site Safe Passport	First Aid & CPR	HR Administrator to do H&S Course
Elevated Work Platforms (not compulsory)		

5.6 Worker Engagement

As per section 2 of this document Grammar Electrical shall engage all workers in our WHSMs by carrying out bi-annual H&S Representative nominations and also conducting a minimum of four team Health and Safety meetings per annum.

Grammar Electrical shall also ensure that every employee has re-read their Health and Safety manual on an annual basis. The H&S and Training form shall be used for this task. <..\Registers & Forms\H&S and Training Form ->

[ELECTRICIAN.docx](#) [..\Registers & Forms\H&S and Training Form - APPRENTICE.docx](#) [..\Registers & Forms\H&S and Training Form - OFFICE.docx](#)

On applicable construction sites there shall also be regular Site Toolbox safety meetings held by the lead electrician on site. These shall be used to ensure all workers on site are kept up to date with progress on the site and the associated risks and how to eliminate, isolate, minimise these risks. This form is available to the lead electrician on SmartTrade Mobile and a copy can be found at [..\Registers & Forms\Site toolbox meeting form.pdf](#)

5.7 Work Breaks

It is expected that all employees take their entitled work breaks as per current NZ employment legislation. This is to ensure that workers have the opportunity to have a rest and “recharge” during the course of their day. Breaks are important to ensure workers can think clearly and make good and safe decisions when working on site. Breaks also assist in reducing stress levels. A stressed worker does not make good decisions.

Office administration will monitor employee timesheets to ensure staff are taking their work breaks. Should employees be noting they are not taking breaks this will be escalated to management and the worker reminded of their obligation to take work breaks.

Our employment contract gives the company the right to deduct 30 minutes per day from a staff member’s submitted timesheet should they be claiming not to take their break. This has been set up as a further incentive for staff to take their breaks

5.8 Drugs and Alcohol

If a person is under the influence of Drugs and/or Alcohol while working it is a breach of Health and Safety, and shall be deemed serious misconduct under a workers employment contract.

If an employee’s performance is deemed by management to be in any way influenced by drugs and/or alcohol management shall have the right to send the employee home for the rest of the day without pay. This is to ensure the safety and wellbeing of other workers and anyone else who may be impacted by our work. Disciplinary procedures under the employment contract shall then begin

As a company, should alcoholic drinks be provided to staff at our workshop they shall be “low alcohol” type beers, alcohol volume 3% or less. Food shall also be available.

For staff or client functions held away from our premises if alcohol is to be provided transportation shall be arranged to ensure staff and/or clients can return safely home.

Workers who are provided a vehicle as part of their role shall at all times make sure they are able to safely operate their vehicle.

5.9 Subcontractors

All subcontractors working for Grammar Electrical shall complete a H&S Induction prior to commencing works. The induction form can be found at [..\Registers & Forms\Subcontractor H&S Register.xlsx](#). Upon completion this form shall be saved into the Health and Safety Training folder in the office.

The subcontractor shall provide Grammar Electrical with;

- a copy of their H&S System Policy document
- provide their own PPE
- be given a copy of our H&S Policy Statement
- be given Grammar Electrical’s subcontractor House Rules
- Provide their own Public Liability Insurance

Section 6: Keeping Records

6.1 Policy

Grammar Electrical shall keep records of all forms, processes, checks, and actions carried out as per our WHSMS. It shall be the responsibility of the Health and Safety Administrator (Director responsible for Health and Safety) to ensure this is done

6.2 Forms and Registers

The following forms and registers shall be maintained and updated

Form/Register Name	Where Kept	Person Responsible
Accident Register	..\Accident Information\Accident Register\Accident Register.xlsx	Andrea
Incident/Serious Harm Report Form	..\Accident Information\Accident-Serious Harm Report Form.doc OR can be accessed via Forms on job in ST Mobile	Worker involved to complete. _____ to ensure is done
Accident Investigation Form	..\Accident Information\Accident Investigation Form. current from 25.2.16.docx	
Cellphone Register	..\Registers & Forms\Cellphone Register.xlsx	
Employee Induction Form	..\Registers & Forms\Employee Induction Checklist - ELECTRICIAN.docx	
Fire Extinguisher Register	..\Registers & Forms\Fire Extinguishers Register.xlsx	
First Aid Kit Register	..\Registers & Forms\First Aid Kits Register.xlsx	
H&S and Training Register	..\Registers & Forms\Health and Safety Officer Register.xlsx	
iPad Register	..\Registers & Forms\iPad Register.xlsx	
Mobile Scaffold Register	..\Registers & Forms\Mobile Scaffold Assembly & Safe Use Register Template.docx	
Policy Update Register	..\Registers & Forms\Policy SWMS Hazard ID update register.xlsx	
Power Tool Safe Use Register	..\Registers & Forms\Power Tool Safe Use Register Template.docx	
PPE Register	..\Registers & Forms\PPE Register.xlsx	
Subcontractor H&S Induction	..\Registers & Forms\Subcontractor H&S Induction Form.xlsx	_____ or Management staff member engaging subcontractor
Tester Register	..\Registers & Forms\Tester Register.xlsx	
Tool Register	..\Registers & Forms\Tool Register (Test n Tag) - Powered and non-powered.xlsx	
Ladder Register	..\Registers & Forms\Ladder Register.xlsx	
Workplace Hazards Register	..\Registers & Forms\Workplace Hazards Register.xlsx	
Job Safety Analysis Form	A mandatory form on every job in ST Mobile. Form also found in ..\Registers & Forms\Job Safety Analysis Form.xlsx	

Section 7: Workers Return to Work

7.1 Policy

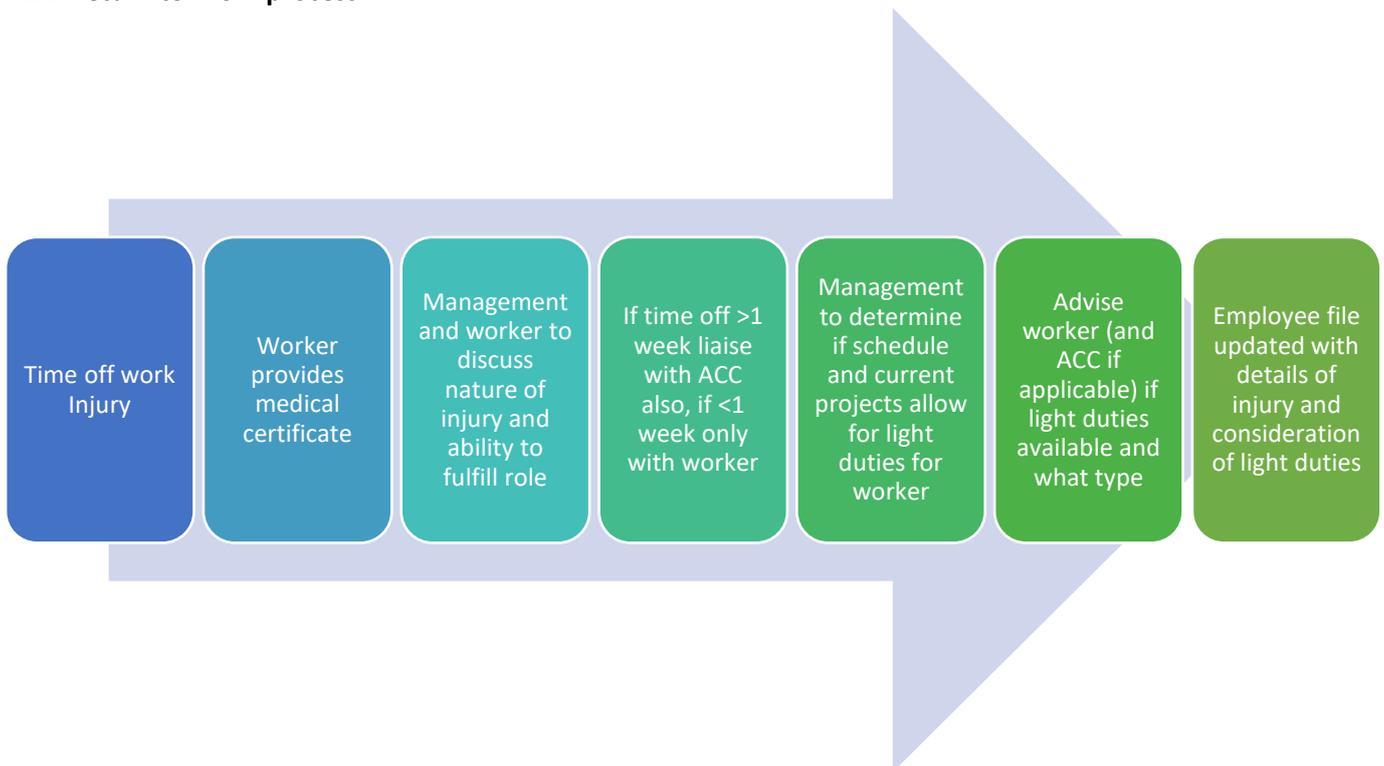
We are committed to supporting our workers' during their recovery. In order to assist our worker's return to work if there is the possibility of "light duties" then we will make these available.

It is noted in this WHSMS Policy document that due to the structure of our business and the size of our team and type of work we carry out, light duties are not always available for our workers.

7.2 Process

The following chart shall outline the steps we shall follow after an incident that causes a worker to be off work due to an injury

7.2.1 Return to Work process



Section 8: Monitoring, reviewing and improving

8.1 Policy

Grammar Electrical shall ensure that our Workplace Health & Safety Management System is monitored and reviewed regularly. Should improvements be required we shall ensure these are promptly and effectively communicated and our policy document updated.

8.2 Process

8.2.1 Policy Update Register

We shall maintain a register of safe use and operation guide policies together with Safe Work Method Statements (Task Analysis) and Hazards. This register shall document when the policy was last reviewed and set a date for the next review. This register is saved in [.\Registers & Forms\Policy SWMS Hazard ID update register.xlsx](#). The Director responsible for Health and Safety shall monitor this register and ensure it is updated.

Any changes to Policies shall be communicated to workers at the next team safety meeting and an updated policy document be distributed for all Health and Safety Manuals.

8.2.2 Director's Quarterly meetings

The Directors of Grammar Electrical shall ensure they are actively monitoring and reviewing the Workplace Health and Safety Management System by setting aside time at each quarterly meeting to focus solely on our WHSMS.

8.2.2.1 Reports for Directors meetings.

The following reports shall be produced for each Quarterly Meeting and minutes of the meeting documented noting who was responsible for making any updates and/or changes

- Accident Register
- Plant and Equipment Registers (to ensure all plant and equipment has had required tests and checks)
- Safe use/training Register

8.2.2.2 Measurement against Workplace Health & Safety Mission statement

At every directors meeting we will measure the number of at work accidents against our Workplace Health and Safety Mission.... "Every team member and person impacted by our work shall return home safe and free from harm each day"

8.2.2.3 Workplace Health and Safety Policy Management System shall be review bi-annually

Every two years the WHSMS and the Policy Processes Core Document shall be reviewed. These will be signed off at the Directors quarterly meeting following the review.