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OH&S and Company Policy Manual

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Covid-19 Policy & Procedures

Due to the nature of our business, we spend a lot of time in and around the homes of at-risk people and must take all steps possible to protect our own and their health and to put our clients at ease.

Ease of Cancellation

When sending the pre-visit text or while on site the clients need to be reassured that if they ever want to postpone a visit due to the covid situation this is fine, and they are free to do so at any time.

PPE

All staff must be following government advise on masks and gloves.

We should pre-empt every visit by wearing PPE or offering to wear PPE and should never wait for a client to ask.

Open communication with clients and team

In these times we must be completely transparent with our clients and each other about any circumstances that may elevate the risk of transmitting Covid-19 or other general flu like symptoms.

Fit for Work

If anyone is in any doubt about their fitness for work they must stay home.

There is no task or work commitment that is more important than keeping ourselves and our clients safe.

APPROVED BY:



Raymond K Brown

Confidentiality & Privacy Policy

Part 1: Confidential Information

I understand that Buderim Property Group exclusively owns its confidential information relating to the following items, irrespective of its form of recording:

- (i) Name, address, contact number, and other information pertaining to the customers of Buderim Property Group.
- (ii) Financial information of Buderim Property Group including sales price, contractual terms, discounts offered, cost incurred, and the names of suppliers, vendors and customers.
- (iii) Any information received from a third party which Buderim Property Group is bound to keep confidential.

Part 2: Non-Disclosure

I agree that I will not share any confidential information of Buderim Property Group with any person, during or after my employment with Buderim Property Group.

I will not use the confidential information in any manner other than that permitted by Buderim Property Group.

I shall not make any extracts or copies of, or remove or destroy, any confidential information unless authorized by Buderim Property Group.

I agree not to disclose any confidential information related to Buderim Property Group or any of its affiliated organizations that could hamper the image or reputation of the company.

Part 3: Clients Personal Information

I agree that I will not share any private information of Buderim Property Group's clients with any person, during or after my employment with Buderim Property Group.

I agree that all details of client's personal affairs that we are made privy to in day-to-day activities must remain confidential. I will not share any details with any person, during or after my employment with Buderim Property Group.

Signed _____

Name _____

Date _____

Witnessed _____

Name _____

Date _____

Drug & Alcohol Policy POL_2205

HEALTH AND WELFARE

Buderim Property Group is committed to providing a work environment for its workers, clients and visitors that is safe and without risks to health, welfare and safety. The misuse or abuse of alcohol and other drugs represents a significant problem to both PCBU and workers in terms of workplace incidents/near misses, absenteeism and other individual costs'

OUR OBJECTIVE

Workers must not perform work duties under the influence of alcohol or any other drug, except where the drug is legally prescribed by a registered medical practitioner for the purposes of treating a medical condition. Work duties include: Presenting at the workplace or off-site jobs, Operating plant or equipment, Use of company vehicles.

Where a worker is on prescribed medication that may impair their judgement or performance, they must notify their Supervisor and work will be modified to accommodate impairment. Possession of, use, distribution or sale of alcoholic beverages or illegal drugs is not allowed.

The limited consumption of alcoholic beverages during times other than hosted functions must be approved and controlled by Senior Management. On occasions, Buderim Property Group will host social functions, where the Managing Director may permit limited alcohol consumption. At these functions, people must always remember they are representing Buderim Property Group and must conduct themselves in an appropriate manner. Where a worker presents for duty and appears not to be in a fit state to carry out their normal duties, the Buderim Property Group reserves the right to remove the worker from the work site and seek advice from a medical practitioner on the worker's fitness for duty.

Supervisors and workers are obliged to ensure that no person commences or continues duty if that person appears affected by alcohol, illegal drugs or medication that may lead to a health and safety risk. Smoking on the premises or job sites or in Employer vehicles is not permitted except in designated external areas. Confidentiality is to be strictly observed in these matters. A breach of this policy will lead to disciplinary action and may result in the termination of employment.

APPROVED BY:



Raymond K Brown

Work Health, Safety, Environment & Quality Policy POL_2203

OUR GOALS

To provide a safe workplace for our workers, protect the environment in which we work and deliver quality outcomes for all stakeholders.

We will achieve this by:

- Proactively managing and mitigating risks and continually improve our performance
- Develop a company-wide safety culture integrating safe work practices into all activities we do, including environmental impacts of our activities and services
- Ensure fulfilment of legal and other requirements
- Meeting our customer requirements and contractual obligations
- Demonstrate our duty of care and diligence in the way we conduct of our business.

OUR OBLIGATIONS

As an employer, Buderim Property Group will:

- Provide a safe and healthy workplace for all our workers, contractors and visitors
- Define responsibilities and authorities as appropriate
- Provide adequate induction, training, supervision and resources to ensure work can be undertaken safely and efficiently and implement a process for consultation and participation of workers
- Drive continual improvement through documenting and reviewing all feedback
- Evaluate risks, consequences and impacts of our activities to reduce the likelihood of a harmful incident occurring.
- Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities
- Conduct thorough investigation of incidents, implement corrective actions and share lessons learnt
- Prevent pollution, record and report environmental harm to relevant authorities within 24 hours of being notified of an environmental incident

As a worker I will:

- Abide by all relevant legislation, regulations, and Buderim Property Group requirements
- Act responsibly, taking care of myself and others with respect to health, safety, and the environment
- Work in compliance to Buderim Property Group's systems and processes
- Use provided resources in accordance with manufacturer's guidelines, including PPE
- Take reasonable and practicable measures to prevent or minimise environmental harm
- Report workplace hazards, incidents and near misses irrespective of how insignificant they seem
- Know and implement emergency procedures
- Record and report safety, quality, and environmental incidents to my Supervisor immediately
- Actively participate in the consultation and participation processes, speak up on issues and, receive and act on feedback.

APPROVED BY:



Raymond Karl Brown

Incident, Near Miss and Feedback Reporting Policy

OUR GOALS

To use all possible resources to continuously improve the Health and Safety of our staff, clients and the community and to be continually striving to provide services of the best quality.

OUR OBLIGATIONS

As an employer, Buderim Property Group will:

- Give a means to receive all positive or negative feedback.
- Ensure all feedback is documented.
- Maintain a permanent register of all Incident, Near Miss & Feedback documents
- Regularly review these documents and implement any required actions.

As a worker I will:

- Report any incident immediately to management.
- Report any Near Miss incidents regardless of size.
- Play an active role suggesting possible improvements.

APPROVED BY:



Raymond Karl Brown

Road & Traffic Safety Policy

As a business that primary works off site in often various locations in the one day while often working from our vehicles. being on the road and around traffic is one of our highest risks that needs to be managed.

OUR OBLIGATIONS

To minimise and manage the risks the below needs to be undertaken:

As an employer, Buderim Property Group will:

- Provide safe and well-maintained vehicles.
- Provide traffic safety equipment.
- Cultivate a safe driving culture.
- Never put staff under undue pressure to get to the next appointment in unrealistic timeframes.

As a worker I will:

- Abide by all relevant legislation, regulations on operating a vehicle in Queensland.
- Ensure driving and working around traffic gets my full attention and minimise distractions.
- Operate all company vehicles in a manner to positively represent the company in the community.
- If working from a roadside vehicle place traffic cone(s) to increase visibility.

APPROVED BY:



Raymond Karl Brown

Pressure Washing Safety Procedure

Warning:

The 3,000 PSI Kerrick commercial pressure washer, is significantly higher pressure than the domestic units most people are used to and is significantly more dangerous and must be handled with respect.

This pressure can cut like a knife and/or inject water into the bloodstream.

Safety Procedure:

Trained Operator

Ensure any operator has had training on the equipment and management has approved competency.

Exclusion Area

Set up a safe working area with barriers or signage.

Remove Excess Debris

All excess debris must be removed, especially when using the bare wand as debris can be made into a projectile.

The enclosed surface cleaner attachment should be used whenever possible to minimise the risk of debris or dirt flicking up.

Never aim the pressure washer at any part of your body or any other person

Minimum PPE:

- Hearing Protection.
- Eye protection
- Protective Enclosed footwear

APPROVED BY:



Raymond Karl Brown

Garden Chemical Safety Procedure

Warning:

All Garden Chemicals must be clearly labelled, stored safely away from children, and only used by competent and trained personnel

Safety Procedure:

Storage

All chemicals must be stored in clearly marked original containers and kept out of reach of children.

Handling

Only trained staff are to handle chemicals with a minimum of a mask and gloves to be put on before handling, mixing or using garden chemicals.

Dye marking

Wherever possible a coloured dye should be mixed with chemicals so other staff, clients or the public can visually see where it is has be applied and any leakages can be quickly detected.

Minimum PPE:

- Appropriate Mask for the chemical being used.
- Disposable Gloves

APPROVED BY:



Raymond Karl Brown

IMPORTANT:

Buderim Property Group only undertake low risk chainsaw work where works can be safely undertaken from ground level. Any other works must be done by an Arborist.

Safety Procedure:

Minimum of two staff on site

For any proposed jobs where a chainsaw is being used, a minimum of two staff members must be on site.

Training

Any person operating a chainsaw or assisting must have had appropriate training.

Exclusion Area

Set up a safe working area with barriers or signage.

Safety talk & confirm exact location

Before beginning work all parties must assess if and how the work can be done safely.

All parties must know their exact location if help needs to be called.

A means of calling for help must be confirmed before work (Eg. Is there phone signal)

Right to Stop the job

If at any stage anyone feels the job needs to be stopped the job must be stopped

The area made safe and help can then be called.

Minimum PPE

- Hearing Protection.
- Eye protection
- Hard hat
- Protective Enclosed footwear

APPROVED BY:



Raymond Karl Brown