



OCCUPATIONAL HEALTH & SAFETY (OHS) POLICY & PROCEDURES Gorilla Construction WA Pty Ltd

1. PURPOSE & COMMITMENT

Gorilla Construction WA Pty Ltd is committed to ensuring the health, safety, and welfare of all employees, subcontractors, clients, and visitors. This policy outlines our compliance with the **Work Health and Safety Act 2011 (Cth)**, **Work Health and Safety Act 2020 (WA)**, and **relevant WorkSafe WA regulations**. We aim to provide a safe work environment by eliminating hazards and minimizing risks associated with construction activities.

2. ROLES & RESPONSIBILITIES

2.1 Management Responsibilities

The Director and Project Managers will:

- Ensure compliance with **WA OHS laws and Safe Work Australia guidelines**.
- Conduct **risk assessments and site inspections**.
- Provide **induction and training** to all workers.
- Maintain **emergency procedures and first aid kits** on-site.
- Investigate and report **incidents, injuries, and near misses**.
- Ensure all **SWMS (Safe Work Method Statements)** are completed.

2.2 Employee Responsibilities

All employees and subcontractors must:

- Follow **safety policies, SWMS, and site-specific procedures**.
- Use **Personal Protective Equipment (PPE)** as required.
- Report **hazards, incidents, and unsafe practices**.
- Attend **toolbox talks and training sessions**.
- Ensure equipment and tools are **used correctly and maintained**.

2.3 Subcontractor Responsibilities

All subcontractors must:

- Provide **their own SWMS** for high-risk tasks.
 - Ensure all workers have **White Cards and licenses**.
 - Adhere to **site safety rules and report incidents immediately**.
 - Have their own **public liability and workers' compensation insurance**.
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3. SAFE WORK PROCEDURES

3.1 Site Induction

- All workers and visitors must complete a **site induction** before starting work.
- Induction includes **emergency procedures, hazard identification, and PPE requirements**.

3.2 Risk Management

- Conduct a **Job Safety Analysis (JSA)** before starting work.
- Use **hierarchy of controls** to eliminate or minimize risks.
- Implement **hazard reporting systems** (Google Forms, WhatsApp, or site register).

3.3 Personal Protective Equipment (PPE)

All workers must wear appropriate PPE, including:

- **Hard hats** (when required)
- **High-visibility clothing**
- **Steel-capped boots**
- **Gloves, eye, and hearing protection** (as required)

3.4 Safe Work Method Statements (SWMS)

- SWMS are mandatory for **high-risk activities**, including:
 - **Working at heights above 2m**
 - **Operating heavy machinery**
 - **Demolition & excavation work**
 - **Electrical and asbestos-related tasks**
- Workers must **sign and follow the SWMS** before work commences.

3.5 Incident Reporting & Investigation

- All incidents, injuries, and near misses must be **reported immediately**.
- Reports must include **date, time, location, and cause**.
- A formal **investigation** will determine corrective actions.
- Records of incidents will be kept for **at least 5 years**.

3.6 Toolbox Talks & Safety Meetings

- Weekly **toolbox talks** will cover safety topics (manual handling, fall protection, electrical safety, etc.).
- Attendance is **mandatory**, and records must be kept.

3.7 Emergency Preparedness

- **Emergency contacts & first aid stations** must be available on-site.
 - Fire extinguishers and first aid kits must be **checked monthly**.
 - **Evacuation drills** will be conducted **quarterly**.
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4. SITE SAFETY INSPECTIONS & AUDITS

- Weekly site **safety inspections** will identify hazards.
 - Monthly **safety audits** will ensure compliance with policies.
 - Corrective actions must be taken **immediately**.
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5. DRUGS, ALCOHOL & FATIGUE MANAGEMENT

- A **zero-tolerance policy** for drugs and alcohol is enforced.
 - Workers must not be under the influence while on-site.
 - Fatigue management strategies will be implemented for **long shifts or high-risk work**.
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6. WORKERS' COMPENSATION & INSURANCE

- Gorilla Construction WA ensures **workers' compensation coverage** for employees.
 - All subcontractors must provide **proof of insurance** before commencing work.
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7. LEGISLATION & COMPLIANCE REFERENCES

This policy aligns with:

- **Work Health and Safety Act 2020 (WA)**
- **Work Health and Safety (General) Regulations 2022 (WA)**
- **Safe Work Australia Codes of Practice**
- **WorkSafe WA Guidelines & Industry Standards**

8. POLICY REVIEW & CONTINUOUS IMPROVEMENT

- This policy will be **reviewed annually** or after any major incident.
 - Workers will be consulted for **feedback & improvements**.
 - Updates will be communicated via **toolbox talks & site notices**.
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SIGN-OFF & IMPLEMENTATION

 **Director:** Joshua Vassallo

 **Date:** 12/3/25