

WHS

MANAGEMENT

PLAN

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SAFETY FIRST

at ASPIRE LUXURY HOMES PTY LTD

Disclaimer

All references made in this document shall only apply to Aspire Luxury Homes Pty Ltd. No responsibility will be taken for any information used or applied by any other persons, company, or contractor other than for who the advice was intended or for information not recorded herein.

Responsibility for amending this document rests with Aspire Luxury Homes Pty Ltd as changes may occur. No responsibility will be taken for amendments that change the intention of the original document if made by persons other than original author.

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1. WHSMP General

The information contained herein describes how Aspire Luxury Homes Pty Ltd proposes to fulfil its obligations for safety and protection of Employees, subcontractors and members of the public (all persons) that enter an Aspire Luxury Homes job site. Aspire Luxury Homes shall be referred to as the Principle Contractor (PC) herein.

Aspire Luxury Homes Pty Ltd ensure State legislation is acknowledged, understood and compliant within all safety procedures and documentation.

- Safe Work NSW
- WHS Act 2011
- WHS Regulations 2011
- OHS Act 2004
- All State relevant Codes

2. Policy for HSE

Refer: WHS Policy / Environmental Policy

Aspire Luxury Homes is committed to providing and maintaining a safe and healthy construction workplace for all persons working on site or those that may be affected by work being undertaken.

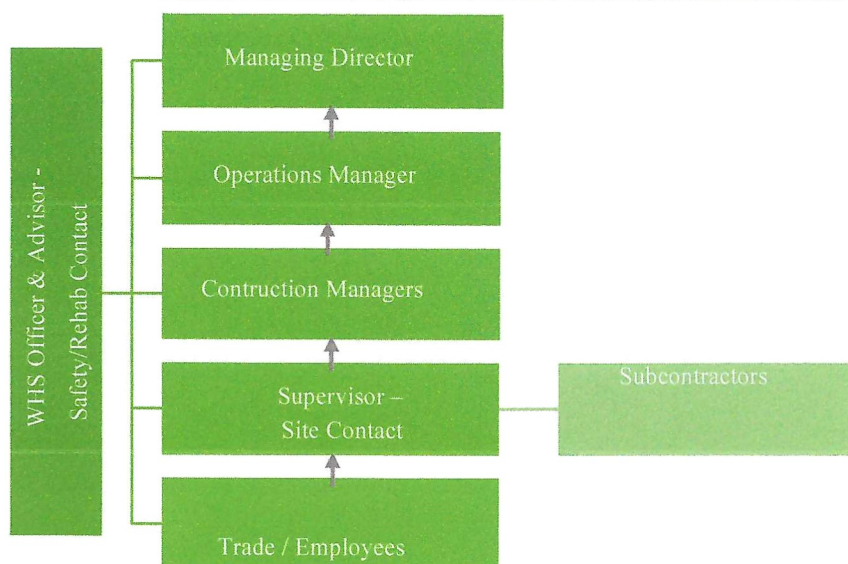
As part of our overall commitment to ensuring site safety, all reasonable steps will be taken to ensure that all work is conducted with minimal risk to members of the public. All subcontractors are to ensure that all work is conducted in a safe and professional manner.

3. SAFETY FIRST At Aspire Luxury Homes

SAFETY FIRST is Aspire Luxury Homes vision and has a fundamental focus on;

- A strong safety culture through engagement to ensure all workers feel empowered to always choose safety first, achieved through consultation from the frontline in decision making to support a safety culture.
- Having a proactive safety leadership team that drives a positive safety culture and supports all workers.
- An innovative safety system that simplifies and continues to improve safety reporting and compliance to support all workers.
- Effective control measures to all potential safety hazards and risks.

4. Organisational Structure



- **Managing Director:**
 - Ensure relevant and adequate resources are made available to ensure safety for the overall project
- **Operations Manager:**
 - Management of the client aspects of the business
 - Overall day to day management of the business
- **Construction Managers:**
 - To ensure that safety resources are available all projects within the construction department.
 - To liaise with the Client Representative about Project Safety requirements.
 - Report any matters and consult with the WHS Officer for any safety issues.
 - To report about the Safety aspects and elements to the Managing Director and WHS Officer.
- **Supervisor:**
 - To compile and approve the Project Safety and Environmental Risk Assessment.
 - To ensure that contractors have completed all Inductions and approvals prior to commencing on site.
 - To ensure that all aspects of safety are monitored and implemented as per the agreed SWMS.
 - To ensure that all controls are effectively applied.
 - To ensure that all work processes are planned and can be conducted in safe manner.
 - Undertake Audits and inspections for the project.
- **WHS Officer and Advisor**
 - Provide support for the WHS System.
 - Ensure that advice is facilitated to assist the flow for WHS of project, as required.
 - Coordinate investigations and rehabilitation as required.
 - Site Safety Quality Inspections on High Risk Jobs
 - Review of SWMS
 - Investigate all incidents, accidents and near misses
 - Notification to all local government authorities of reportable and notifiable incidents

5. Contractor Management & Safe Work Method Statements

5.1. Contractor Management

- Contractors shall be compliant with the Principal Contractors Project Requirements.
- Contractors will be asked to provide a detailed summary of the WorkCover claims history
- In addition to a Compliant SWMS that is required to be supplied when commencing with Aspire Luxury Homes, the contractor's information will be collected as follows:
 - Qualifications, Verification of competency or certifications of persons entering the projects site.
 - A list of Hazardous chemicals that will be used for the project and corresponding SDS and Risk assessment.
 - Register and risk assessment forms can be provided as needed for the contractor to complete.
 - Electrical inspection and testing log.
 - Registration, Service history, and risk assessments for any Mobile or Hazardous Plant.
 - Other applicable information for the project.
- The contractor shall supply, unless otherwise arranged or specified under the contract for service:
 - Specialised equipment required to conduct the service (including evidence of commissioning if required.)
 - Personal protective equipment.
 - Any additional item or equipment required to ensure safety.
 - Fire extinguishers.
 - First aid supplies.
 - Other persons required to complete the work.
- Contractors may be assessed for competency via reference checks provided by previous clients, and assessment of their capability to undertake the project, and on-site assessment.

5.2. Safe Work Method Statements

- Subcontractors shall submit a compliant Safe Work Method Statement, prior to commencing any work or operation on any site, for all high-risk activities they will undertake;
- Tasks that require a high-risk license are to ensure license copies are supplied.

Aspire Luxury Homes has set Safe work Method Statements in Place compliant to regulations to high-risk work. The following SWMS are to be compliant by all workers on an Aspire Luxury Homes

- Plastering
- Elevating Work Platforms
- Electrical
- Carpentry
- Asbestos
- Use of Power Tools
- Concreting
- Gas Plumbing
- Painting
- Tiling
- Waterproofing
- Insulation

- Rendering
 - Brick and Block Work
 - Excavating Earthmoving
 - Carpet Laying
 - Pool Works
 - Glazing
 - Shade Sails
 - Powder Coating
 - Work Near Overhead Powerlines
 - Scaffolding
 - Safe Movement of Loads
 - Working at Heights
 - Safety Harness
 - Fencing
 - Landscaping
 - Demolition
 - Working on Roofs
 - Joinery
 - Treated Timber
 - Ladders
 - Hazardous Chemicals
 - Plumbing and Drainage
 - Turf Laying
 - Safe use of Motor Vehicle
 - Welding
 - Furniture Removal
 - Silica Dust
 - COVID 19 Trades
 - COVID 19 Restorers
 - COVID 19 Field
-
- Subcontractors own SWMS:
 - Safe Work Method Statements shall be submitted when commencing with Aspire Luxury Homes
 - The Subcontractor is to agree to Aspire Luxury Homes SWMS and they may comply and also work to their company SWMS as long as:
 - Subcontractors shall ensure that their Employees are instructed about requirements of the SWMS;
 - Subcontractors shall comply with controls nominated by the method statement they have supplied relevant to the job with works carries out;
 - The Subcontractor shall ensure that the SWMS is amended as required where changes in process or site occur; **and**
 - The Subcontractor will acknowledge and review/sign the PSEA amendments specific to the job as required.
-
- Aspire Luxury Homes Employees:
 - The Principal Contractor shall provide a Safe Work Method Statement for all workers on an Aspire Luxury Homes job site where they are required to undertake a hazardous activity;
 - The Principal Contractor shall ensure that its employees have been trained about safety requirements stated in the SWMS.
 - The Supervisors shall ensure that controls stated in the SWMS are applied;

- Any changes made to the SWMS shall be consulted and communicated to the Supervisors and to the persons affected by the change.
- The Principal Contractor shall review all SWMS annually.

6. Monitoring and Review of Control Measures

- Supervisors shall visit each site as required;
- During site visit/audits, any unsafe condition or where nominated controls are not applied the worker/subcontractor shall be informed to correct the condition immediately;
 - The supervisor will inform the Construction Manager and WHS Officer
 - Job Notes to be created on the job within internal portal to record all communication and follow up.
 - A Site Safety Communication will be issued to the sub-contractor/employee to highlight and safety risks or breaches of control measures

8. Safe Design of Structures- Planning:

Safety in design to identify hazards for design and the buildability of the structure. This will translate to receiving information around the hazard related to the site that are known, hazards related to design and safety requirements for construction to be undertaken safely.

- This can include for insurance work having the insurer, identify known hazards for work to be undertaken
- Planning for the project shall take into consideration the design and recommendations by designer about hazards and safety requirements throughout the construction process.
- Communications shall be maintained with the designer throughout the planning stages.
- A Buildability Safety Request shall be sent to the client/designer as RFI regarding known hazards related to the project.
- Project Start up meetings shall be conducted to document steps and related (known) hazards and specific skill sets that are anticipated for each project.
- A Project Start up meetings shall be held as required:
 - prior to project commencement of work to compile the PSEA and SWMS; or
 - where a particular part or variation to the project occurs that is considered a high risk (an Amendment may be generated or new PSEA and SWMS as determined by the Supervisor or Construction Manager)

9. Site Rules

9.1. General and Site Induction

- All persons must hold a current general induction card prior to commencing any work on site;
 - Each State; QLD, NSW, ACT and Vic requires all workers to hold a current general induction card to work on a job site.
- Prior to commencing any construction work, all persons shall undertake a site-specific induction via the Tradies Application:
 - The Project Safety and environmental Risk Assessment:
 - Site Specific Risks relating to each trade.
 - Expected control measures to be applied.
 - WHSMP:
 - WHS requirements.
 - Site Rules
 - Emergency response
 - Safe Work Method Statements
 - All documents named above shall be provided via the Tradies App.
- A record of the induction shall be retained electronically by the PC.
- The Subcontractor is responsible for ensuring that they and all their employees / subcontractors receive a site-specific induction and are registered with the PC.
- The WHSMP shall be available for review as required via the Tradies App and a hard-copy can be obtained in request from the Supervisor.
- All Subcontractors and their employees shall receive a site-specific Induction prior to commencing work on site from the Supervisors.

10. Fatigue Management

10.1. Travelling to project

- Drivers Licence is supplied and saved to the contractor's file.
- Use public transportation where practical and required.
- When self-driving ensure that the trip does not exceed 12 hours.
- All persons travelling to the project where driving is greater than 2 hours shall:
 - Have a rest break each 2 hours for 15 minutes; or
- No person is to drive fatigued for any reason – a rest will be required until the fatigue subsides.

11. Hours of work

- All project work is limited to 12 hours per day, including travel to and from the project.
- Accommodation closer to project should be considered when working away.
- Where work will exceed 12 hours written permission from the Supervisor is obtained.
- Persons shall not work a greater consecutive period of 21 days unless reviewed and approved by the Aspire Building Managing Director.
- If a 21-day roster is worked it is recommended that a 5-day rest period including a day for travel is exercised and this is reviewed and approved by the Aspire Building Managing Director.

11.1. Commencing work

- No person is to commence work fatigued.
- Persons fatigue are expected to exclude themselves from work until they are fit for duty.
- Person who are obviously fatigued will be stop from work until they have rested.
- No person is to commence work under the influence of drugs or alcohol.

12. Reporting Requirements

- All incidents and near misses must be reported to the site Supervisor of the job site.
- The Supervisor will work with the trade to complete an incident report.
- The Supervisor is to report all incidents and near misses with a copy of the incident report to the WHS Officer.
- The WHS Officer will review all incidents and near misses to investigate and action accordingly with the site Supervisor.
- Where a notifiable incident has occurred, the WHS Officer will report as appropriate and required to local authorities and governing bodies.
- The WHS Officer will consult with all appropriate and impacted people relating to the incident to action and close out.
- All unsafe acts and conditions must be reported to the Supervisors and WHS Officer.
- Any theft or damage to structures must be reported to the Supervisor.

12.1. Warning Signs

Aspire Luxury Homes job signs have been placed outside of the construction site;

- The Personal Protective equipment depicted on the sign shall be worn as required;
- Where the sign has fallen over, the person on site at this time shall stand the sign;
- Where no sign is positioned at the front of the site the Supervisors shall be notified so a sign can be erected.

13. Personal Protective Equipment

The appropriate Personal Protective Equipment must be worn when carrying out works that relates to the sites SWMS.

- All Personal Protective Equipment nominated by a Safe Work Method Statement must be worn;
- Hardhats shall be worn where there is an overhead hazard (e.g. persons working below other trades);
- Eye protection shall be worn where there is a hazard to the unprotected eye;
- Hearing protection shall be worn where a noise hazard exists (e.g. angle grinders, Electrical saws, concrete cutters etc.);
- Steel capped foot protection shall be worn at all times unless impractical to do so (e.g. newly polished timber floor, working on roofs). The worker will take all possible steps to ensure protection of feet;
- Persons working on roof will wear suitable footwear with good grip;
- Persons not wearing the appropriate Personal Protective Equipment on site will be instructed to stop work until worn.

13.1. Working Outdoors

The Subcontractor and Employees shall be responsible for ensuring that they use sun protection where there is a risk of solar damage, including but not limited

- Broad Brimmed Hat;
- Sun block;
- Sunglasses;
- Collared Shirts.
- Appropriate hydration

14. Site Specific Safety

14.1. Asbestos

Where asbestos is found on site appropriate consultation, cooperation and the coordination of work to follow must be identified and consulted with all appropriate workers.

The SWMS must be followed to ensure process and controls are followed accordingly.

Only licensed asbestos removalists are to remove asbestos on all Aspire Building job sites.

Where suspected asbestos is noted on any Aspire Luxury Homes site it must be reported to the building supervisor immediately.

14.2. Trapdoors and penetration

Where penetrations exist, work procedures should be implemented to minimise the risk of workers and materials falling through the penetrations. This should include a process that helps workers to be aware of the location of trapdoors and covers. This will reduce the risk of workers tripping on penetration covers or inadvertently jumping on to a trapdoor without knowing they are doing so.

Persons should not jump onto trapdoors or penetration covers.

A Danger sign must be affixed to the hole.

14.3. Amenities

- Toilets will be provided for each site, where required. The Supervisors shall show all persons working on site the location of the toilets;
- Persons using the toilets shall practice good hygiene;
- Persons on site shall ensure that they leave the toilet in the same condition the found it;
- An adequate supply of toilet paper shall be provided; where toilet rolls are depleted the Supervisor is to be informed by persons on site.
- If on site cohabitated amenities are to be used permission must be sought from the homeowner/insured.

14.4. Housekeeping

- The site shall be kept clean and tidy;
- If the property is deemed to be unhygienic or unsafe, the supervisor is to be contacted immediately
- The wearing of jewellery is dependant on what is worn, tight fitting items such a watch or wedding band is acceptable
- Access to the site will be kept clear from obstruction and rubbish at all times;
- Access to site during adverse weather conditions is to be restricted to cause minimal site damage;
- Tools will be kept in approved containers or pouches;
- Tools not being used will be stored in a location away from traffic (both pedestrian and mechanical);
- All rubbish and scrap materials shall be placed in the bins provided;
- On the completion of each trade's work, all rubbish and debris used by that trade will be cleaned up and placed in the bins provided or removed from site;
- Food scraps, cans and wrappers shall be placed in the bins provided;
- Materials shall be stored out of access ways on site;

- No unauthorised documenting of the project, i.e. video or photos, are to be taken without permission or direction from the Supervisor;
- No materials shall be stored outside of the boundaries of the site. Materials shall not be stored on the footpath for any reason.
- Aspire will notify all workers of any safety updates and notifications from WHSQ when notified.

14.5. Electrical Safety

- Testing and inspection:
 - All equipment used on site will be inspected and tested every 3 months as per AS/NZS 3012;
 - A log containing a list of all the electrical equipment used on site that has been tested and inspected will be kept on site;
- Portable Residual Current Devices:
 - Where a generator is not used as the power supply, all equipment used on site will be connected to a portable residual current device;
 - The portable residual current device will be tested using the inbuilt test button each time it is connected to a power outlet and again before it is used each day;
 - The portable residual current device is to be inspected and tested quarterly.
 - The record will be maintained and kept on site.
 - Where the portable residual current device is found not to be functioning as required it will be removed immediately from service and 'tagged out' with a warning tag.
- Extension Leads
 - Extension Leads will be protected from damage at all times;
 - Extension Leads will not be run through water;
 - Damaged (e.g. the wiring is exposed) extension leads will not be used on site - they will be "tagged out" and removed from service immediately;
 - Where the entire lead is not required the bulk shall be left in a non-hazardous position near the power supply and must be fully unwound.
 - Leads will not be tightly coiled when energised - tightly coiled leads may generate enough heat to melt the insulation.
 - Where work requires the equipment to be used at different ends of the job the lead will be positioned so that it does not lie in the path of the worker moving along the job.
 - Residual Current Devices (RCD) are always to be used when accessing power from an onsite GPO.
- Portable electric equipment:
 - Will be used as per safe work procedure and manufacturers requirements;
 - Will not be left energised when not in use;
 - Will not be used if unguarded or damaged;
 - Will be protected from damage.
 - Equipment used for cutting: Item being cut will be braced appropriately using a clamp or similar device (not hands).
- All electrical installations will not be deemed usable until an **Electrical Safety Compliance Certificate** is received from a qualified/licensed electrician.

14.6. Licences and Competency

- Employees/Subcontractors and their employees shall hold the relevant certificate or licence for plant operated on site;

- Persons found to be operating equipment without the appropriate licence, certificate or logbook shall be asked to cease operations - a certificated or licensed operator will be found to take over operations where possible;
- The subcontractor will be responsible for ensuring all their employees are competent in the use of plant/equipment onsite.

14.6.1. Electrical Licensing

- Each State of work requires a compliant State Electrical License to work on a site requiring electrical work.
- For an electrical licensed worker cross interstate to complete scope of works:
 - A Mutual Recognition Form must be completed and submitted with the State Government and an Issued States Licence that is current be in place before work can commence.

14.7. Hot Work

- A fire extinguisher (of the correct type) shall be on hand for all hot works.
- Hot works shall be undertaken at least 5 metres from any combustible material or flammable substances.
- A fire watcher shall be used where there is an increased risk of fire within the work environment.
- Grubbing to remove dry vegetation shall be applied as required.
- Alternate methods for cutting shall be considered when working inside a building (domestic premises).
- All workers must be aware of current State Fire Bans.

14.8. Common plant

- Common Plant provided by Aspire Luxury Homes::
 - Scaffolding (where required as a control within the **PSEA**);
 - Barricade Fencing (work near schools or similar areas);
 - Edge protection (multi-story dwellings only);
- Where plant (equipment) is provided for use by all persons on site the following is to be ensured:
 - It is fit for purpose before being introduced to site (i.e. inspected, tested and tagged);
 - Shall be effectively maintained while on site.
- No persons on site shall modify or change the structure of common plant (e.g. Scaffolding, trestle system, etc.);
- No persons shall perform unauthorised maintenance on common plant while it is on site.

14.9. Hazardous Materials

- Persons handling Hazardous Chemicals must be instructed on the hazards of the substance, and the means of protecting themselves, others and the environment from exposure to the substance.
- A Hazardous Chemical must not be used in a workplace unless a current Safety Data Sheet is available.
- A Hazardous Chemical is defined as one which can cause physiological harm to persons, or harm to property or the environment.
- Refer to 520 SWMS Hazardous Chemicals.

14.10. Work on or adjacent to a road or railway

- All work conducted on or adjacent to a public road will comply with AS 1742.3-2009: *Manual Of Uniform Traffic Control Devices, - Traffic control for works on roads.*
- Where work is conducted on a foot path:

- Local government approval shall be obtained as required;
- Barricades shall be erected to prevent accidental access by members of the public; or
- A spotter shall be engaged at all entries to the work to prevent members of the public entering the work area;
- Where work is conducted on the road adjacent to the site, will comply with part 4.3:
 - Local government approval shall be obtained as required;
 - Water barriers, traffic cones, or trenching barricade shall be positioned around the work to deter members of the public;
 - A certified traffic controller shall be used to redirect traffic as required;

14.11. Management of Falling objects and Height Safety

Protection is provided on all Aspire Luxury Homes job sites to minimise the risk and protect all persons. When a Site Supervisor manages a risk, the risk must be eliminated, so far as is reasonably practicable. If elimination is not reasonably practicable, the risk must be minimised.

Aspire Luxury Homes has implemented the following control measures to eliminate the risk of Working at Heights and falling object risks;

- fall prevention, so far as is reasonably practicable, and
- if fall prevention is not reasonably practicable—a system to arrest falling objects, so far as is reasonably practicable.
- use of 'isolation' or 'no go' zones where there is a risk of an object falling into an area
- providing appropriate training and supervision to all workers
- use of suitable Personal Protective Equipment (PPE).
- Administrative controls: SWMS, JSA, risk assessments for details of hazards and risk controls in place for all workers.
- when there are no other practical control measures are available (as a last resort)
- as an interim measure until a more effective way of controlling the risk can be used, and
- to supplement higher level control measures (as a backup).

14.12. Drinking/Tap Water on site

All Job Sites are managed to identify any risks of contaminated water, non-potable water.

Aspire Luxury Homes will ensure and control the following;

- identify any hazards in the water, e.g. bacteria, viruses, chemicals, metals
- assess any risks to people from the proposed use of the water (e.g. are they likely to be saturated with the water)
- control any risks to people from exposure to the water (e.g. accidental drinking of the water, inhaling droplets, becoming drenched in the water)
- control any risk from storage of the water causing deterioration of the water
- evaluate the effectiveness of controls by supervising the use of control strategies and testing the water periodically.

If non-potable water is confirmed on a job site, Aspire Luxury Homes will display appropriate signage on site to warn of the non-potable water.

For any Aspire Luxury Homes site that has contaminated water, Aspire Luxury Homes will supply drinking water on the job.

Any Event work Aspire Luxury Homes attends, confirmation with local authorities in relation to direct ability of water in the area of the Event will be communicated.

14.13. Visitors / Clients

- Clients and visitors shall only be allowed on site with express permission of the Supervisor/s;

- All Clients, customers and visitors shall receive an induction before being allowed on site, the Supervisors shall ensure that a record is kept of the induction;
- Clients and visitors are to be accompanied while on site always by the Supervisors or designated persons;
- Should a client enter the site unaccompanied, the subcontractor on site will politely ask them to wait on the footpath until the Supervisors arrives;
- The Supervisors shall be contacted by the Subcontractor if required;

14.14. Code of conduct

- All persons on site are required to act in a professional and safe manner always;
- All workers are to ensure their personal appearance is professional, clean and tidy and appropriate for the tasks to be undertaken;
- Removal of furniture items is the responsibility of the insured/owner and are not to be moved without expression permission;
- Dogs will not be brought onto site or about the workplace;
- Loud music or radios shall not be played on site;
- No alcohol or illegal drugs will be consumed in or around the workplace;
- No persons shall commence work or enter the workplace while under the influence of an alcohol or illegal drug;
- No persons shall use loud or offensive language to be used on or near the workplace;
- No person shall speed or operate any vehicle at the or near the workplace in an unsafe or inconsiderate manner;
- All persons on site shall treat clients and visitors to the workplace with the utmost respect;
- All persons on site shall follow instructions for safety from the Supervisors;

15. Emergency Response:

15.1. Emergency Response Plan (ERP)

- Should an event occur that requires the site to be evacuated (e.g. fire, explosion, gas leak) all persons shall leave the site and wait on the footpath directly outside the site and wait for a head count.

15.2. Fire Fighting equipment

- Firefighting equipment shall have a current inspection tag attached; and
- Be inspected to ensure that is free from any damage prior to being taken to a project.
- Inspections shall be undertaken on each item of firefighting equipment 6 monthly, by a registered fire safety provider, and checked weekly as part of the project inspection.

15.3. First Aid Supplies

- Aspire Luxury Homes shall ensure that a first aid kit is available always for its employees;
- Subcontractors must provide and keep first aid supplies available on site at all times
- All Aspire Luxury Homes Vehicles contain a first aid kit

15.4. Emergency Response to Injury

- Injured worker(s) will be stabilised.
- Contact will be made for medical transportation (if required)
- If not on site, the Site Supervisor shall be contacted immediately.
- The Supervisor will contact the WHS Officer and Advisor.

15.4.1. Notifiable Incident

- Where the injury or event is notifiable, the WHS Officer will report to local authorities as required.

- All incidents reported are investigated and actioned accordingly.

15.5. Emergency Contact Numbers

EMERGENCY SERVICE	NUMBER FOR LIFE THREATENING SITUATIONS
AMBULANCE	000
FIRE BRIGADE	000
POLICE	000