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Contained herein:-

• **Company Overview** • **Vision** • **Site Safety Rules** • **Quality Policy** • **OH&S Policy** • **Rehabilitation Policy** • **Environmental Policy**

Overview

I am pleased to welcome you to Rooftech and our services, should we be able to assist you with any or all of our services, please contact us as per contact details within. Our policies are contained within:-

For everything roofing:

- Tile/metal roof restoration, resealing and re-spraying of Dulux membranes, roof repairs, rebedding and re-pointing of ridgecaps, tile replacement, high pressure cleaning
- New and replacement metal roofing, colorbond or zincalume, gutters, downpipes, whirlybirds, insulation blanket, skylights etc
- Storm and Insurance Work: quotes/reports/secures and works

Vision

Our vision is guided by the following:

- Providing outstanding service to our clients by combining a thorough analysis with incisive decision making, to obtain the optimum result for each client.
- Attracting and developing the best in each field of operators, tradesmen and labourers.

In pursuing our vision, we are building our reputation.

Company profile

Clients

- We continue to develop long-lasting relationships with our clients.
- Our clients include major insurance and building companies.
- We are honored that our clients can place trust in us providing safe and efficient work of excellence. Their safety is our concern, no interaction is to be done outside of trade work practice requirements.
- On each and every project we focus on our clients' needs, together with our safety requirements, to accomplish outstanding results of excellence.



Employees and Sub-contractors

We aim to attract and retain the best tradesmen and labourers. Rooftech endeavors to maintain a safe and healthy work environment for employees and sub-contractors at all times.

Rooftech realises that outstanding work requires outstanding staff. We offer our employees and sub-contractors:

- Training opportunities to allow every employee and sub-contractor the chance to reach their full potential in line with tool box and training relevant ie working at heights
- Above award remuneration following induction period and negotiation.
- Safe and healthy working environment including OHS&R Policy, Quality Policy, Environmental Policy, site safety rules, site inductions, safety gear and training.

Training

Rooftech maintains training and safety requirements updating employee and sub-contractor training and safety requirements as necessary. Tool box meetings and email/payslip notes for updates.

Site Safety Rules

- Nobody is to begin work without first being inducted to job
- Carry out all work safely and in accordance with instructions and regulations.
- High visibility shirts to be worn at all times while on site.
- Do not remove 'Danger' signs or similar tags unless directed by an authorized person.
- Observe all danger notices, warning signs, safety notices, and 'Do Not Operate' tags.
- Observe all local area safety requirements e.g. permit to work requirements.
- Open sandals and thongs are not permitted on construction sites.
- Wear other approved PPE as directed eg harness, hearing and eye protection.
- Keep all PPE in good condition and replace it when necessary.
- Use the right tools & equipment, use them safely & replace them when faulty.
- Maintain a tidy workplace. Do not leave tools or equipment lying around where they may constitute a hazard. **Damaged FAULTY tools/equipment** to be tagged and placed in area for repair or dumping, Management **MUST** be notified.
- Report immediately to a supervisor any condition or practice you think might cause injury to members of the public, visitors, other contractors, employees or yourself or that may cause damage to equipment.
- **Whenever you or the equipment you are operating is involved in an accident no matter how minor, report it. Ensure correct details are recorded. Accident register in office.**
- Only lift loads within individual capacity. Keep the back straight and bend the legs.
- Do not drop items from heights.
- Do not interfere with fire fighting or other safety equipment. • Maintain a drug and alcohol free work site.
- Don't smoke in any enclosed workplace or near hazardous gas areas. Smoking is not encouraged. (see smoking workplace procedure) • Keep lunch rooms, sheds and toilet facilities clean and
- **When in doubt ask. Don't take chances.**
- Don't skylark, fight or conduct practical jokes on the job and avoid distracting others.
- **Be personally responsible for maintaining safe working practices and a safe working environment.**



Quality Policy

ROOFTECH will Endeavor to produce and deliver products and services that consistently conform to or exceed our customers' expectations.

ROOFTECH will pursue continual improvements in all our systems and processes as our means of achieving preferred supplier status.

ROOFTECH will undertake our business objectives as a responsible and ethical member of our community, sensitive to the social and environmental impact of our actions.

Our employees and contractors understand and comply with our quality policy.

OH&S Policy

ROOFTECH recognizes its moral and legal responsibility to provide a safe and healthy working environment for its employees and the general public.

ROOFTECH is responsible for providing the means to enable every employee to work safely, including, but not limited to, the requirements laid down by law.

ROOFTECH, along with its employees and nominated contractors, is committed to ensure that in all areas of the workplace, everything reasonably possible is done to prevent injury and ill health. ROOFTECH shall put in place and maintain a proper and suitable system for ensuring compliance with legislative requirements.

All employees and contractors are responsible for their actions and are required to do everything possible to prevent injury to one self and fellow employees and this, in a cooperative spirit while respecting all legal aspects of health and safety legislation.

Rehabilitation policy

It is ROOFTECH's policy

- to provide a safe work environment for all employees and thus prevent work related injuries and diseases,
- to ensure that once an injury or disease is reported the occupational rehabilitation process will begin and a return to normal or suitable duties will occur as soon as possible, if practicable
- endeavor to provide suitable duties if practical, to assist in the rehabilitation of any employee who is unable to return initially to their normal duties.
- to ensure that an appropriate rehabilitation plan is developed to assist in the rehabilitation of an injured or diseased employee in coordination with case manager from ICare and their treating medical practitioner(s) and all other involved individuals/ or that where necessary an outside rehabilitation provider will be used to help develop such plan and to provide any required rehabilitation services.
- to ensure that proper monitoring and review will be carried out at regular intervals.
- to consult with the employee and / or their representatives to ensure that the rehabilitation plan is suitable and it is effective.

ROOFTECH has implemented and maintains an occupational rehabilitation Program in conjunction with ICare this process applies to all work related injuries / diseases reported to the company within the requirements of the WorkCover Authority and the Worker's Compensation Act through ICare .



ENVIRONMENTAL Policy

ROOFTECH is committed to environmental protection, and will conduct its business and promote its services in a manner that protects people and their environment.

ROOFTECH is committed to:

- Minimising the environmental impact of our operations
- Encouraging reduction, re-use and recycling in all our activities
- Purchasing products that are environmentally friendly from suppliers who respect the environment
- Ensuring our employees, contractors and suppliers adhere to our environmental policies
- Participating with governments, customers, the public and other interest groups to advance environmental protection.

SMOKE FREE WORKPLACE and CONDUCT PROCEDURE

PROCEDURE

In accordance with the OHS Act 2000 and NSW Workcover (2002) Passive Smoking in the workplace, Rooftech aims to provide a safe working environment for employees, contractors and visitors.

Rooftechs commitment to a smoke free workplace is identified at the time of recruitment, an established area is provided away from entry to office– this is only permitted during meal breaks.

Smoking by employees, contractors and visitors **is prohibited at all work sites**, which also includes company vehicles and buildings. Smokers will be required to leave the work sites if they wish to have a cigarette – this is only permitted during scheduled meal breaks.

If smoking is undertaken during breaks, smokers are to dispose of their cigarette butts in a safe and environmentally friendly manner.

Note there is to be no swearing, inappropriate remarks, personal pets, loud music on job sites.

Supervisors are responsible for ensuring compliance of staff and contractors with this procedure.

Employees/contractors who do not comply with this procedure will receive appropriate disciplinary procedures.

Martin Bailey



OCCUPATIONAL HEALTH AND SAFETY PROCEDURE SUN PROTECTION

In accordance with the OHS Act 2000 Rooftech Australia aims to provide a safe working environment. It is common knowledge that skin cancer is a major health problem in Australia (two out of three people require treatment for some form of skin cancer during their lifetime) and that outdoor workers are at an increased risk.

This statement is provided to reduce employees' and sub-contractors exposure to ultraviolet radiation (UVR) via the adoption of the following strategies:-

1. At all times (including cool and overcast days) all persons who work outdoors shall protect themselves against UVR by wearing broad brimmed hats (if hard hats are required to be worn with brim attachments and neck flaps where practicable), long sleeved shirts, trousers or shorts are worn they are to be knee length, safety sunglasses (clip-ons for those who are required to wear prescription glasses) and regularly apply SPF 30+ sunscreen to unprotected or exposed areas of skin.
2. All persons are encouraged to make use of shade where and whenever possible.
3. All persons are encouraged to undergo a skin cancer medical assessment at least every two years with a recognised skin cancer clinic. These assessments are generally bulk billed.
4. During periods of excessive heat conditions outdoor workers are allowed regular rest periods out of the sun. As a general rule the hotter the temperature the more frequent the rest period.
5. All persons are to ensure they have available and drink amply cool water during the day.
6. All supervisors are asked to reinforce the importance of this procedure during tool box meetings and site inductions.
7. All persons on site should be on the lookout for others showing signs of heat stress. (see attached Heat stress hazards sheet)

Working in hot temperatures

Human beings need to maintain a constant body temperature if they are to stay healthy. Working in high temperatures will induce heat stress when more heat is absorbed into the body than can be dissipated out. Heat illness such as prickly heat, fainting from heat exhaustion or heat cramps are visible signs that people are working in unbearable heat. In the most severe cases, the body's temperature control system breaks down altogether and body temperature rises rapidly. This is heat stroke, which can be fatal.

Warning signs of heat exhaustion are :

	rapid pulse clammy skin
	vomiting confusion weakness light-
headedness	
	short temper fainting
	fatigue slurred speech
	loss of nausea concentration

Symptoms that indicate heat stroke include :

staggering	walk mental	confusion hot	skin temperature
rise (yet person may feel	chilled)	convulsions	
unconsciousness incoherence	deliriousness		



MEMO:-

TO ALL

STAFF

Reissued 26.7.21

Accident/Injury on site or during work hours, work relevant

1. Vehicle accident

Should you be involved in a vehicle accident, you must immediately contact our office to report details. At accident site, information must be taken, name, licence, address (take a photo of vehicle and licence supplied).

2. Site accident

Should you have an incident/accident, following first taking care for medical treatment if immediate assistance is required, in the first instance, you should notify your supervisor **and** office if you've been injured at work.

An accident report AVAILABLE at the admin desk near timesheets, must be filled out and supplied to office.

We will help you make a claim, and find ways to support your recovery at work.

You can also contact our cover at Icare support services on [13 44 22](tel:134422).

The workers compensation system is designed to help you get back to full participation in work and life. A range of benefits are available to support your recovery at work.

Should you have any questions please speak with Michelle.

Thank you

Martin Bailey

