

MONDO EXCLUSIVE HOMES
INDUCTION & SITE SAFETY BOOKLET
(Version 2-2025)



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INTRODUCTION

This Induction Booklet applies to all employees and subcontractors, including self-employed persons, engaged by **Mondo Exclusive Homes**. All employees, contractors, subcontractors, and their personnel are required to read, understand, and acknowledge the contents of this Induction Booklet prior to being engaged by Mondo Exclusive Homes or performing any work on a Mondo Exclusive Homes site. Acknowledgement must be provided by signing the declaration located at the end of this document.

This booklet serves as a reminder of fundamental health and safety considerations. It does not attempt to address all possible situations or cover every safety and health requirement. Where a safety issue arises that cannot be managed independently, employees, contractors, and subcontractors must consult their Mondo Exclusive Homes Site Supervisor without delay.

All personnel engaged on Mondo Exclusive Homes sites have a responsibility to identify potential hazards, assess associated risks, and implement appropriate control measures to eliminate or manage those risks. Compliance with all site Occupational Safety and Health (OSH) requirements is mandatory unless modified through a formal risk assessment and with prior approval.

This Induction Booklet has been developed in accordance with the **Work Health and Safety Act 2020 (WA)** applicable codes of practice, and relevant industry standards.

This booklet forms part of the **Mondo Exclusive Homes Occupational Health and Safety Management System (OHSMS)**, which aims to:

- Provide a safe working environment in which employees, contractors, and subcontractors can operate without risk of harm or injury.
 - Establish consultative mechanisms to support the continuous improvement of safety and health standards.
 - Assist personnel in identifying and mitigating risks associated with activities undertaken on behalf of Mondo Exclusive Homes.
 - Minimise the environmental impact of our operations.
 - Ensure compliance with all relevant legislation, industry standards, and site-specific requirements; and
 - Contribute to the continuity of paid employment for our workforce.
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BEFORE COMMENCING WORK ON A MONDO EXCLUSIVE HOMES SITE

All personnel must:

- Familiarise themselves with the site-specific safety policies and procedures.
- Identify and understand emergency procedures, escape routes, and muster points.
- Where specific escape routes are not designated:
 - Determine at least one, preferably two, safe exit routes from your immediate work area;
 - Ensure other site personnel are aware of your presence;
 - Identify and record emergency contact information, including:
 - Site address;
 - Nearest major intersection;
 - Nearest medical facilities (e.g., hospital or local GP), including contact numbers;
 - Site Supervisor contact details;
 - Site Safety Representative contact details.

If any of the above information is unavailable, personnel must contact the Mondo Exclusive Homes Site Supervisor for assistance prior to commencing any work.

CONTENTS

Occupational Safety, Health and Environmental Policy	5
Commitment to Work Health and Safety	5
Consultation and Participation	5
Shared Responsibility	5
Continuous Improvement	5
Objectives	5
Environmental Policy	6
Responsibilities of Those Engaged by Mondo Exclusive Homes	6
Responsibility & Duty	7
Employees	7
Mondo Exclusive Homes Site Supervisors	7
Contractors and Subcontractors	7
Behaviour	8
Training	8
Undertaking High-Risk Work	8
Chain of Responsibility	9
Mondo Exclusive Homes Site Rules	10
Alcohol and Drugs	10
Amenities	10
Contractor Equipment	10
Electrical Hazards	10
Electrical Testing and Tagging	10
Excavations and Trenches	10
First Aid	11
Hand Tools, Electrical Tools, and Extension Leads	11
Hazards	11
Hazardous Substances	11
Hot Work, Welding, and Cutting Equipment	12
Housekeeping	12
Incident Management	12
Ladders	12
Manual Handling	12
Mobile Phones and Devices	13
Nail Guns and Explosive Powered Tools	13
Penetrations	13
Personal Protective Equipment (PPE) and Clothing	13
Plant	13
Public Safety	13
Residual Current Devices (RCDs)	14
Safe Work Method Statement (SWMS) and Job Safety Analysis (JSA)	14
Risk Assessments and Control Measures	14
Contractor JSA Requirements	14
High-Risk Construction Work – Mandatory SWMS	15
Scaffolding Safety Requirements	15
Site Safety Signage	15
Traffic Management	15

UV and Heat Protection.....	16
Visitors to Site	16
Working Alone.....	16
Working at Height	16
Authority to Stop Work	16
General Compliance Requirement	16
Personal Information and Acknowledgement.....	17

OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL POLICY

Commitment to Work Health and Safety

Mondo Exclusive Homes is committed to the principles of the **Work Health and Safety Act 2020 (WA)** and the **Work Health and Safety (General) Regulations 2022 (WA)**, and to providing a safe and healthy work environment for all employees, contractors, subcontractors, and visitors. Mondo Exclusive Homes acknowledges its duty to eliminate or minimise risks to health and safety, as far as is reasonably practicable, and to ensure compliance with all relevant health, safety, and environmental legislation, approved codes of practice, and applicable Australian standards.

Consultation and Participation

We are committed to meaningful and effective consultation with workers, contractors, and other stakeholders on matters affecting health and safety. Mondo Exclusive Homes supports the active participation of all parties in decision-making processes related to health and safety and encourages open communication and cooperation to improve work health and safety outcomes. Where applicable, we will implement and comply with approved Codes of Practice or document alternative methods that demonstrate an equal or higher standard of health and safety.

Shared Responsibility

Mondo Exclusive Homes recognises that work health and safety is a shared responsibility. All workers—including employees, contractors, and subcontractors—have a duty of care under the WHS Act to take reasonable care of their own health and safety and to avoid adversely affecting the health and safety of others. They are also required to comply with any reasonable instructions, policies, and procedures relating to work health and safety.

The **Mondo Exclusive Homes Work Health and Safety Management System (WHSMS)** defines the specific health and safety responsibilities of management, employees, and contractors to ensure a coordinated and proactive approach to risk management and compliance.

Continuous Improvement

We are committed to fostering a culture of continuous improvement in health, safety, and environmental performance by regularly reviewing objectives, policies, and procedures. Health and safety performance will be monitored to evaluate the effectiveness of implemented controls and to identify opportunities for improvement.

Objectives

Mondo Exclusive Homes aims to ensure compliance and achieve best practice outcomes by:

- Providing a safe and healthy work environment that supports the physical and psychological wellbeing of all workers;
- Establishing consultation mechanisms that encourage worker participation in improving health and safety standards;
- Assisting workers to identify hazards, assess and control risks associated with workplace activities;
- Minimising the environmental impact of our operations through responsible work practices; and
- Promoting a culture of safety, accountability, and continuous improvement across all levels of the organisation.

ENVIRONMENTAL POLICY

Mondo Exclusive Homes is committed to minimizing our environmental impact and continuously improving our environmental performance. We are dedicated to integrating sustainable practices into all phases of our construction activities to ensure the preservation of the environment for future generations.

Our Vision is to achieve zero harm to the environment through proactive management of environmental issues and the application of sound environmental practices across all aspects of our work.

To fulfil this vision, Mondo Exclusive Homes' policy is to:

- Ensure that all daily operations, from planning to execution, are conducted in a manner that supports sustainable development. This includes efforts to prevent pollution, reduce waste, and eliminate harmful discharges to the atmosphere, land, or water.
- Actively pursue environmental performance that meets or exceeds regulatory requirements and industry standards. Where practicable, Mondo Exclusive Homes will go beyond the minimum standards to promote best practices in environmental management.
- Promote accountability and transparency by ensuring that this policy is accessible to all clients, staff, contractors, and the general public. We are committed to maintaining open communication about our environmental practices and achievements.
- Maintain and regularly review this policy to ensure its continued effectiveness. Environmental objectives will be evaluated and updated to reflect changes in regulations, technology, and best practices.
- Provide ongoing support and guidance to our contractors, encouraging them to adopt environmentally responsible work processes and assisting them in the implementation of sustainable practices.

Responsibilities of Those Engaged by Mondo Exclusive Homes

Mondo Exclusive Homes acknowledges that environmental protection is a shared responsibility. All employees, contractors, subcontractors, and other persons engaged by Mondo Exclusive Homes have a duty to comply with this Environmental Policy, relevant environmental regulations, and all applicable industry standards.

Everyone is responsible for minimizing the environmental impact of their activities and ensuring that their actions do not cause harm to the environment. This includes taking reasonable measures to prevent pollution, reduce waste, and manage resources efficiently.

If any individual engaged by Mondo Exclusive Homes requires additional information, resources, or assistance to perform their work in an environmentally responsible manner, it is their responsibility to notify their supervisor immediately. Supervisors are required to provide the necessary support to ensure that all work is completed in compliance with environmental regulations and this policy.

RESPONSIBILITY & DUTY

Employees

All employees must be aware of and comply with Mondo Exclusive Homes' policies related to safety and health as they apply to their role. This information is available from Mondo Exclusive Homes management or can be distributed during site-specific inductions. Employees have a responsibility to:

- **Take reasonable care** for their own safety and health at work;
- **Avoid adversely affecting** the safety or health of any other person through any act or omission at work.

Employees are required to adhere to Mondo Exclusive Homes' safety and health policies, procedures, and instructions to ensure their own safety and the safety and health of others at Mondo Exclusive Homes' work sites. Additionally, employees must take corrective action to eliminate hazards in the workplace or report those hazards beyond their control to their immediate supervisor.

Employees are also responsible for obtaining a **Construction Induction/White Card** and ensuring they provide all personal protective equipment (PPE) that is not supplied by Mondo Exclusive Homes.

Mondo Exclusive Homes Site Supervisors

Mondo Exclusive Homes Site Supervisors have specific duties to ensure health and safety compliance on site. These responsibilities include:

- Communicating and consulting with employees and subcontractors to manage safety and health on site;
- Investigating incidents to identify contributing factors and initiating corrective actions to prevent recurrence;
- Implementing controls for hazards reported by employees and subcontractors;
- Referring safety and health issues beyond their control to the Director for further attention and action. Supervisors are required to ensure interim measures are in place to mitigate identified risks.

Contractors and Subcontractors

All contractors and subcontractors engaged to work on Mondo Exclusive Homes sites must comply with the **Work Health and Safety Act 2020 (WA)**, the **Work Health and Safety (General) Regulations 2022 (WA)**, and Mondo Exclusive Homes' specific safety and health policies and procedures.

As part of their contract, contractors must ensure their employees receive site-specific safety information and adhere to the safety instructions provided by the Main Contractor.

Contractors and subcontractors are responsible for ensuring that their employees are aware of and understand Mondo Exclusive Homes' **Site-Specific Safety Management Plan** and the requirements outlined in the **Induction and Site Rules Booklet**.

In addition, contractors and subcontractors must ensure that all of their employees:

- Report any situation that may present a risk to the Site Supervisor;
- Report any accident, injury, or health issue arising at a Mondo Exclusive Homes work site;
- Use equipment appropriately and refrain from interfering with or misusing any safety-related equipment;
- Co-operate with management by following safety instructions and wearing protective clothing or equipment as directed;
- Complete the mandatory **Construction Induction Course (White Card)** as required by the WA Work Health and Safety Regulations;

- Provide and wear all PPE that is not supplied by Mondo Exclusive Homes, and ensure that PPE provided by Mondo Exclusive Homes is maintained in good working order and worn at all times as directed by legislation, signage, or the Site Supervisor.

Behaviour

Mondo Exclusive Homes maintains a zero-tolerance policy regarding offensive behaviour, particularly harassment, bullying, discrimination, and vilification. Contractors are responsible for ensuring that neither they nor their employees or subcontractors engage in harassment, vilification, or discrimination on the grounds of sex, sexuality, marital status, pregnancy, race, intellectual or physical disability, age, or any other prohibited grounds. All workers must refrain from bullying behaviour and ensure that their conduct fosters a respectful and inclusive work environment.

Training

All site workers must meet the following minimum training requirements:

- Completion of a **White Card** (Construction Induction) recognised in Western Australia;
- Possession of relevant trade qualifications for the work they are undertaking; or
- If undertaking an apprenticeship, being directly supervised by a trade-qualified person from the company.

Undertaking High-Risk Work

All contractors and subcontractors whose workers are engaged in **High-Risk Work** must ensure the following:

- The individual performing the high-risk work must hold a **current High-Risk Work Licence** for the specific activity being carried out. This licence must be kept on the worker's person at all times during the task.
- The High-Risk Work Licence must be referenced within the **Job Safety Analysis (JSA)** for the task or job being performed.

High-Risk Work includes, but is not limited to, the following activities as deemed by **WorkSafe WA**:

- **LF** - Forklift Truck
- **LO** - Order-Picking Fork Lift Truck
- **DG** - Dogging
- **C1** - Slewing Mobile Crane (up to and including 100 tonnes lifting capacity)
- **C2** - Slewing Mobile Crane (up to and including 20 tonnes lifting capacity)
- **C6** - Slewing Mobile Crane (up to and including 60 tonnes lifting capacity)
- **CN** - Non-slewing Mobile Crane (greater than 3 tonnes lifting capacity)
- **CV** - Vehicle Loading Cranes (10 tonnes or greater lifting capacity)
- **RA** - Advanced Rigging
- **RI** - Intermediate Rigging
- **RB** - Basic Rigging
- **SB** - Basic Scaffolding
- **SI** - Intermediate Scaffolding
- **CT** - Tower Cranes
- **CS** - Self-erecting Cranes
- **CD** - Derrick Cranes
- **CP** - Portal Boom Cranes
- **CB** - Bridge and Gantry Cranes
- **CO** - Slewing Mobile Cranes (open/over C2, CN, and CV)

- **HM** - Materials Hoists (Cantilever Platforms)
- **HP** - Hoists (personnel and materials) (includes HM)
- **PB** - Concrete Placing Booms
- **WP** - Boom-type Elevating Work Platforms (boom length 11 metres or greater)

It is essential that all workers performing high-risk activities possess the appropriate licences and certifications for the tasks they are conducting. Failure to comply with these requirements can result in work being stopped, penalties, or other legal consequences.

Contractors and subcontractors must also ensure that the worker's high-risk work is identified and appropriately documented in the JSA before the task begins.

Chain of Responsibility

If you use road transport as part of your business operations, you share the responsibility for managing the associated risks. Under the **Work Health and Safety Act 2020 (WA)**, any individual who has control within the transport chain may be held legally accountable if their actions, inactions, or decisions result in a breach of road safety laws.

As a **consignor** or **receiver**, you have a responsibility to ensure that goods transported on your behalf meet the following criteria:

- **Do not exceed vehicle or permitted dimension limits**
- **Do not cause the vehicle to exceed the permitted mass limits**
- **Are appropriately secured** to prevent any safety hazards

You may be required to demonstrate that you have implemented effective compliance systems and risk management programs to manage the risks associated with the use of heavy vehicle transport. The following are examples of actions you can take to manage these risks:

- Regularly review your business processes and document risk management practices and training programs.
- Ensure that compliance assurance conditions are included in all relevant commercial agreements with other parties in the transport chain.
- Request information from other parties in the chain about the systems and controls they have in place to ensure compliance.
- Avoid arrangements or practices that could potentially encourage or reward non-compliance.

MONDO EXCLUSIVE HOMES SITE RULES

Alcohol and Drugs

- Do not work under the influence of alcohol or drugs and do not bring alcohol or drugs onto the site.
- If you are taking any medication that may affect your ability to work safely, you must inform the site supervisor immediately.

While Mondo Exclusive Homes does not currently operate a formal alcohol and drug testing regime, we reserve the right to introduce such a program at the discretion of Mondo Exclusive Homes management. If implemented, Mondo Exclusive Homes will consult with its employees before the introduction of any alcohol and drug testing program. All personnel and subcontractors will be required to adhere to Mondo Exclusive Homes testing policies and procedures.

Amenities

- Toilets and drinking water will be provided on site. If any facilities are damaged or malfunctioning, please report them to the Site Supervisor.
- The building under construction may be used for meals and shelter. Contractors' vehicles may also serve as shelter.
- All individuals on-site are expected to maintain good hygiene standards and clean up after themselves. All food scraps, wrappers, and containers must be disposed of in designated bins on-site after each meal.

Contractor Equipment

Contractors are responsible for securing their plant, tools, equipment, and materials on-site during the course of the works.

Electrical Hazards

- Maintain the following safe clearances from live overhead powerlines:
 - **1 metre** from powerlines up to **1000 volts**
 - **3 metres** from powerlines up to **33,000 volts**
 - **6 metres** from powerlines over **33,000 volts**
- Prior to commencing any excavation work, you must locate all underground powerlines.
- All powerlines must be considered live unless otherwise advised.

Electrical Testing and Tagging

- All portable electrical tools and equipment must be inspected, tested, and tagged in accordance with the **Work Health and Safety (General) Regulations 2022 (WA)** every **three months** to ensure safety and compliance.

Excavations and Trenches

- Excavation and trenching work must comply with the **WA Code of Practice for Excavation**. This code outlines accepted safe practices and recommendations for excavation work in Western Australia.
- According to the **WA OSH Regulations**, excavation work exceeding **1.5 metres** in depth is classified as high-risk work and requires a **Job Safety Analysis (JSA)** or **Safe Work Method Statement (SWMS)** to be developed for this activity.
- Excavations must be inspected at the start of every shift, after any collapse, or any event likely to have affected their stability. Inspections should continue on an ongoing basis by a competent person.
- Excavations below **1.5 metres** in depth must be shored, benched, battered, or assessed as self-supporting by a competent person.

- Excavations should be protected with appropriate barriers and provide safe access/egress at all times.

First Aid

- All workers must have access to a suitable **first aid kit** at all times.
- Any injuries requiring medical treatment must be reported to the **Site Supervisor** immediately, and within **24 hours** of the incident.
- Mondo Exclusive Homes recommends that all construction contractors and sub-contractors ensure at least one person on their team is accredited in **First Aid training**.

Hand Tools, Electrical Tools, and Extension Leads

- All hand and electrical tools must be in **serviceable condition** and suitable for the task at hand.
- **Extension leads** should not exceed **30 metres** in length and must not be joined together to extend beyond this limit.
- Extension leads must be raised off the ground when:
 - Exposed to pooled or flowing water.
 - Exposed to vehicle or pedestrian traffic.
 - Not visible to the user.
- **Tool guards** must not be removed or modified under any circumstances.
- **Personal protective equipment (PPE)** must be used at all times.
- **Domestic extension leads, power boards, or double adaptors** are strictly prohibited on Mondo Exclusive Homes sites.

Hazards

- All hazards must be controlled in accordance with:
 - **WA Occupational Safety and Health Regulations.**
 - **Australian Standards.**
 - **Codes of Practice.**
 - **Accepted industry standards and recognized guidance materials.**
- Any hazards that cannot be controlled must be reported to the **Site Supervisor**.
- If a hazard presents an imminent risk, immediate action must be taken to make the situation safe, and the **Site Supervisor** must be notified. This may include:
 - Barricading the hazard or hazardous area.
 - Warning other personnel on-site.
 - Ceasing use of affected plant or tools, and tagging them as "Out of Service."
- Follow **Material Safety Data Sheet (MSDS)** guidelines when working with hazardous substances.

Hazardous Substances

- A **Material Safety Data Sheet (MSDS)** for any hazardous substances, such as solvents, adhesives, or sealants, must be provided to the **Site Supervisor** before being brought onto the site.
- MSDS requirements must be followed at all times when using hazardous substances.
- Only the required amount of hazardous substance should be stored on-site for the duration of the job.
- Hazardous substances should not be stored in or near site facilities like toilets, lunch rooms, or site offices.
- Hazardous substances must be stored in **secure facilities**.

Hot Work, Welding, and Cutting Equipment

Welding and cutting equipment must only be operated by suitably experienced personnel. The following safety measures must be adhered to:

- **PPE** must be worn when using welding or cutting equipment.
- Ensure **fire extinguishers** are located near any work that may create a fire risk, such as grinding, welding, or cutting.
- **Flashback arrestors** must be fitted to both ends of hoses when using pressurized oxygen with fuel gas. Flashback arrestors should be inspected weekly, tested annually, and replaced every five years.
- Any **potentially flammable materials** in the area must be safeguarded against ignition.
- **Screens** or other protective controls must be used to shield workers from ultraviolet radiation produced by welding processes.
- The **Site Supervisor** will advise if a **Hot Work Permit** system is in operation.

Housekeeping

- Work areas and access ways must be kept clean and tidy. All unnecessary items, unstable materials, and waste must be safely removed from the area.
- Waste should be disposed of in designated bins or waste storage areas.
- Recyclable waste must be separated and placed in provided recycling bins.
- Workers are required to leave their work areas in a safe and tidy state at the end of each shift.

Incident Management

- All incidents, near misses, and hazards that cannot be immediately rectified must be reported to the **Site Supervisor**.
- Key requirements for incident management include:
 - **Formal statutory notifications** as required.
 - Completing an **Incident Form**.
 - Investigating the incident to identify causal factors and implementing corrective measures to prevent recurrence.

Ladders

- Only light-duty tasks of short duration should be performed from ladders.
- Only **commercial-grade ladders** with an intact compliance sticker should be used on-site.
- Ladders must be set up on an angle of **1 metre out at the base for every 4 metres up**, on firm level ground, and secured to prevent movement.
- Ladders must extend at least **900mm above the landing**.
- **Step ladders** must be used according to the manufacturer's guidelines.
- **3 points of contact** must be maintained when climbing ladders.
- **Extension ladders** must not be used to provide access to scaffolding.

Manual Handling

- There are no specific limitations on the weight a single individual can lift, as it depends on factors such as load weight, shape, sharp edges, wind conditions, and the presence of lifting points.
- If you cannot safely lift a load, seek assistance from your supervisor.
- Use correct lifting techniques:
 - **Bend your knees** and keep your back straight.
 - Get a good grip on the load and lift with your legs.
 - Ensure the path and destination are clear of obstacles.

- For heavy or awkward loads, seek help or use mechanical assistance (e.g., a forklift).
- **If a load is too heavy**—don't lift it!

Mobile Phones and Devices

- The use of mobile phones or devices is **prohibited** while operating any mobile plant or performing tasks requiring full attention.
- **Supervisors** should minimize phone use when directing activities on-site.
- If an urgent family matter requires phone use, workers must leave the work area to make the call safely.

Nail Guns and Explosive Powered Tools

- Where nail guns or explosive-powered tools are used, safety signage such as **"Warning – Nail Gun in Use"** must be posted at all access points.
- Appropriate **PPE** must be worn at all times.
- Tools should not be left unattended while still active.
- Tools must be maintained in a serviceable condition, and explosive charges must be secured in a locked box, in compliance with state legislation.

Penetrations

- Penetrations in timber suspended floors greater than **200mm x 200mm** but less than **2m x 2m** will be securely covered and marked with warning signage.
- In **concrete suspended floors**, steel mesh will be embedded in the concrete in addition to secure covers and signage for penetrations larger than **200mm x 200mm**.
- Penetrations **2m x 2m** or larger must be barricaded.
- Penetrations in ground floors must be covered or barricaded.

Personal Protective Equipment (PPE) and Clothing

- **Safety footwear** complying with Australian Standards must be worn at all times.
- PPE must comply with MSDS requirements when handling hazardous substances or chemicals.
- Other common PPE requirements include:
 - **Hearing protection** when noise levels exceed **85 dB(A)**.
 - **Safety glasses, gloves, and safety helmets** where required by signage or risk assessments.
 - **High-visibility clothing** for those operating cranes or lifting equipment.
 - **Respiratory protection** where required by the MSDS.
 - **Sunscreen** should be used to reduce the risk of skin damage.

Plant

- Contractors using mobile plant must provide a **JSA/SWMS** before work commences and maintain equipment according to the manufacturer's specifications.
- All plant must be registered, and operators must have the necessary licenses.

Public Safety

- When a site is left unattended, the **last worker to leave** must ensure access points are secured, and all hazards are removed or addressed.

Residual Current Devices (RCDs)

- Contractors using portable electrical equipment must do so with a **portable RCD**, tested and tagged according to Western Australian legislation.
- Domestic RCDs** are not permitted on-site.

Safe Work Method Statement (SWMS) and Job Safety Analysis (JSA)

- JSAs** or **SWMSs** must be developed and submitted prior to the commencement of high-risk activities or when unforeseen situations arise that may pose a risk to health and safety.
- If an unforeseen situation arises where there is a potential for an accident or incident to cause harm or damage them, you must conduct a risk assessment as follows;
 - Using the following Risk Matrix determine the level of risk associated with the hazard.

LIKELIHOOD	CONSEQUENCE (severity of injury or damage)				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	HIGH	HIGH	EXTREME	EXTREME	EXTREME
LIKELY	MODERATE	HIGH	HIGH	EXTREME	EXTREME
POSSIBLE	LOW	MODERATE	HIGH	EXTREME	EXTREME
UNLIKELY	LOW	LOW	MODERATE	HIGH	EXTREME
RARE	LOW	LOW	MODERATE	HIGH	HIGH

Risk Assessments and Control Measures

Where a **HIGH** or **EXTREME** risk is identified through a risk assessment:

- A **Job Safety Analysis (JSA)** or **Safe Work Method Statement (SWMS)** must be developed for the identified task or hazard.
- The JSA/SWMS must be submitted to the **Site Supervisor** for review and approval **prior to commencing any work**.
- No work is to commence** until written or verbal approval is provided by the Site Supervisor.
- All workers exposed to the identified risk must be:
 - Informed of the risk assessment outcome;
 - Instructed in the implementation of, and controls specified within, the approved JSA/SWMS.

Where a **LOW** or **MODERATE** risk is identified:

- Implement **appropriate risk control measures** to reduce the risk to the lowest reasonably practicable level.
- Communicate the risk assessment outcome to **all affected workers**.

Contractor JSA Requirements

Contractors are required to complete a **Job Safety Analysis (JSA)** as a condition of engagement when:

- The task is classified as **medium or high risk**,
- The task involves a **new or modified procedure**,
- The task is **infrequent**,
- The task has a **history of incidents, injuries or property damage**.

High-Risk Construction Work – Mandatory SWMS

In accordance with the **Work Health and Safety (General) Regulations 2022 (WA)**, a SWMS must be prepared and implemented for the following high-risk construction activities:

- Work with a risk of falling more than 2 metres
- Work on telecommunications towers
- Demolition work
- Asbestos removal or disturbance
- Temporary structural supports to prevent collapse
- Work in confined spaces
- Excavation deeper than 1.5 metres
- Tunnel construction
- Use of explosives
- Work on or near pressurised gas lines
- Work on or near chemical, fuel or refrigerant lines
- Electrical work on or near live installations or services
- Work in potentially contaminated or flammable atmospheres
- Tilt-up or precast concrete work
- Work on or near roads or rail corridors
- Work involving powered mobile plant movement
- Work in areas with extreme temperatures
- Work in or near water with a drowning risk
- Diving operations

Scaffolding Safety Requirements

- Scaffolding must be erected in accordance with **manufacturer guidelines, AS/NZS 4576:1995**, and relevant **Codes of Practice**.
- Any scaffold from which a person could fall more than **2 metres** must have **edge protection** (top rail, mid-rail, and toe board or mesh panel).
- Scaffolds exceeding **4 metres in height**:
 - Must be erected, altered, and dismantled by a **licensed scaffolder**,
 - Must be **inspected and tagged** prior to use and **every 30 days** thereafter.
- **Incomplete or unsafe scaffolds** must be tagged and **clearly barricaded or signposted** to prevent use.

Site Safety Signage

- All site personnel must comply with **posted site safety signs** at all times.
- Signs must remain **visible and unobstructed**.

Traffic Management

- **WA road rules** apply on all sites unless the Site Supervisor specifies otherwise.
- Coordinate with the Site Supervisor for **unloading and material storage** areas.
- Where unloading occurs on public roads:
 - Use **cones and warning signage**,
 - A **Traffic Management Plan** and **permits** may be required for recurring activities.
- **Spotters** must be used for reversing vehicles.
- Drivers and vehicles must be **licensed, trained, and roadworthy**.
- The Site Supervisor may arrange professional **traffic management services** when needed.

UV and Heat Protection

- All site personnel are encouraged to wear **sun-protective clothing, wide-brimmed hats**, and use **sunscreen**.
- Be aware of **heat-related illnesses** (e.g. cramps, exhaustion, heat stroke). Drink water regularly and rest in shaded areas when needed.

Visitors to Site

- No person is to be brought onto site without prior **notification to and approval from the Site Supervisor**.

Working Alone

Working alone presents a unique hazard and must be appropriately managed:

- Inform someone (e.g. family, supervisor) of your location and schedule.
 - If you are the only person on site and not scheduled to be there, notify the Site Supervisor.
 - Do **not** undertake tasks that could result in incapacitation.
 - **Working at height alone is strictly prohibited**, including any work requiring fall arrest equipment.
-

Working at Height

In accordance with the **Code of Practice: Prevention of Falls at Workplaces (WA)**:

- Where a person could fall **2 metres or more**, **edge protection** is mandatory.
- Where a person could fall more than **3 metres from an open edge**, conduct a **risk assessment** and implement control measures.
- When using **Fall Injury Prevention Systems (FIPS)** such as harnesses:
 - Workers must be **trained and competent**,
 - A **rescue plan** must be in place,
 - **No one is to work alone** when using FIPS.
- Safe and secure **access must be provided** to all elevated work areas.

Authority to Stop Work

The **Site Supervisor** or **Mondo Exclusive Homes WHS Representative** reserves the right to **halt work immediately** if unsafe practices are observed.

Work shall not resume until the hazard is addressed to the satisfaction of the Site Supervisor or WHS Representative.

General Compliance Requirement

All persons on Mondo Exclusive Homes worksites must comply with the Work Health and Safety Act 2020 (WA), all associated Regulations, and applicable Codes of Practice.

PERSONAL INFORMATION AND ACKNOWLEDGEMENT

Would you please complete the form and pass it on to MONDO EXCLUSIVE HOMES management, before work commences - thank-you.

[Click here to fill out Trade Induction form >](#)