



## Workplace Health & Safety Policy Travs Tree Services

### Workplace Health & Safety Policy (WHS)

Effective Date: July 2023

#### 1. Introduction

Travs Tree Services (TTS) is committed to maintaining a safe and healthy work environment for all our employees. This Workplace Health & Safety Policy outlines our dedication to promoting the highest standards of health and safety practices within our organisation. It is our priority to prevent accidents, injuries, and occupational illnesses while safeguarding the well-being of our arborists and the public. This policy applies to all individuals involved in tree care and arboricultural activities while under the employment of TTS.

#### 2. Responsibilities

##### 2.1 Management Commitment

- TTS management is committed to providing the necessary resources, instruments, training, and support to ensure the effective implementation of health and safety practices.
- Integrating workplace health and safety into all aspects of its operations.
- Management will continually review and update safety procedures to stay compliant with relevant laws, regulations, and industry standards.
- They will address and resolve any potential hazards in a timely manner.

##### 2.2 Supervisors and Team Leaders

- Supervisors and team leaders are responsible for leading by example, enforcing safety guidelines, and ensuring that all employees adhere to safe work practices.
- They must conduct regular safety briefings, risk assessments, and monitor work activities to identify and address potential hazards.
- They will escalate potential hazards to management as required.
- They will pass on suggested safety improvements and feedback to management.

##### 2.3 Arborists

- Arborists are expected to follow all safety policies, procedures, and protocols provided during their training.
- Will encourage fellow employees to create and maintain a safe and healthy work environment.
- They must report any unsafe conditions, incidents, or near-misses promptly to their supervisor or team leader.
- Must immediately report any injury/illness sustained at work to TTS supervisor and management team.

#### 3. Training and Education

All arborists will receive comprehensive training in safe work practices, including but not limited to:

- Proper use and maintenance of equipment and tools.
- Tree climbing techniques and working at heights.
- Electrical hazard awareness when working near power lines.
- Proper use of personal protective equipment (PPE) such as helmets, gloves, eye protection, and high-visibility clothing.
- Emergency response procedures.
- First aid and CPR training.

#### 4. Risk Assessment and Control

- Before commencing any tree care activities, a thorough risk assessment must be conducted to identify potential hazards and implement appropriate control measures.
- Control measures may include, but are not limited to, proper equipment inspection, utilisation of safety harnesses and ropes, and establishing work exclusion zones.

#### 5. Personal Protective Equipment (PPE)

- All arborists must wear the appropriate PPE based on the nature of their tasks and the associated risks. This includes helmets, eye protection, hearing protection, gloves, appropriate footwear, and high-visibility clothing.
- PPE must be regularly inspected and maintained, and any damaged or worn-out equipment should be replaced promptly.



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### 6. Worksite Safety

- Worksite safety will be maintained through regular inspections and hazard assessments.
- Safe access and egress points must be identified and maintained at all worksites.
- All work areas will be adequately signposted and cordoned off, as necessary, to protect the public and workers from potential hazards.

### 7. Incident Reporting and Investigation

- All incidents, including accidents, injuries, and near-misses, must be reported immediately to the TTS supervisor and management team.
- An investigation into the root causes of incidents will be carried out promptly to prevent similar occurrences in the future.

### 8. Communication and Consultation

- Regular communication between management, supervisors, and arborists will be encouraged to address and review any safety concerns.
- Health and safety matters will be discussed during team meetings and toolbox talks.

### 9. Compliance and Continuous Improvement

- TTS is committed to complying with all relevant health and safety legislation, regulations, and industry standards.
- The Health & Safety Policy will be reviewed periodically to ensure its effectiveness and to accommodate changes in operations, technology, and legislation.

### 10. Workplace Injuries – Rehabilitation and Return to Work

- The company is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work program for any injured or ill worker.

We are committed to:

- Prompt injury notification
- Communication and consultation with all parties to develop an appropriate and supportive return to work program including provision of suitably meaningful activities during the return to work process, and
- Providing support and encouragement during the rehabilitation process via regular contact, provision of resources and linkage with relevant organisations.

By adhering to this Workplace Health & Safety Policy, we can ensure a safe and secure work environment for our arborists and maintain the highest standards of health and safety in our tree care activities.