



Director Issue Date: 3/4/2026

Review Annually Version 1.0

Occupational Health and Safety Policy

1. Director's Commitment

EJ Construction Group is committed to providing and maintaining a safe and healthy working environment for all employees, subcontractors, consultants, visitors and members of the public affected by our operations.

Health and safety is a fundamental part of how we conduct our business. EJ Construction Group recognises that the effective management of occupational health and safety is essential to the successful delivery of our construction projects and the wellbeing of all personnel involved.

We are committed to eliminating or minimising risks to health and safety so far as is reasonably practicable through the implementation of safe work systems, effective consultation, and continuous improvement of our safety management practices.

All workers engaged by EJ Construction Group share responsibility for maintaining a safe workplace and are expected to comply with all safety procedures and legislative requirements.

2. Legislative Compliance

EJ Construction Group operates in accordance with all applicable health and safety legislation including but not limited to:

- **Occupational Health and Safety Act 2004 (Victoria)**
- **Occupational Health and Safety Regulations 2017 (Victoria)**
- **Relevant Codes of Practice and Australian Standards**

The company will ensure that work activities are planned and carried out in a manner that complies with these legislative requirements.

3. Responsibilities

Management Responsibilities

Management is responsible for:

- Providing a safe workplace and safe systems of work
- Ensuring hazards are identified and risks are appropriately controlled
- Providing appropriate training, supervision and resources
- Consulting with workers on matters relating to health and safety
- Monitoring and reviewing safety performance

Worker Responsibilities

All workers and subcontractors must:

- Take reasonable care for their own health and safety
- Ensure their actions do not adversely affect others
- Follow all site safety procedures and instructions
- Use plant, equipment and PPE correctly
- Report hazards, incidents and unsafe conditions immediately

4. Risk Management

EJ Construction Group adopts a proactive approach to risk management through the identification, assessment and control of hazards.

Risks will be managed in accordance with the **Hierarchy of Controls**, prioritising:

1. Elimination
2. Substitution
3. Engineering Controls
4. Administrative Controls
5. Personal Protective Equipment (PPE)

Where high-risk construction work is undertaken, appropriate **Safe Work Method Statements (SWMS)** will be implemented and followed.

5. Consultation and Communication

EJ Construction Group recognises the importance of consultation in maintaining a safe workplace.

Consultation may include:

- Toolbox meetings
- Pre-start briefings
- Safety discussions with subcontractors
- Site inductions and safety updates

Workers are encouraged to raise safety concerns and participate in the ongoing improvement of workplace safety.

6. Training and Competency

EJ Construction Group will ensure that workers are provided with appropriate training and supervision to safely perform their duties. Training may include:

- Site inductions
- Task-specific safety training
- Plant and equipment competency verification
- High-risk work licence verification where required

Only competent and authorised personnel may operate plant and equipment.

7. Incident Reporting

All incidents, injuries, hazards and near misses must be reported immediately to site management.

Incidents will be investigated where necessary to identify contributing factors and implement corrective actions to prevent recurrence.

Where required by legislation, incidents will be reported to the relevant regulatory authority.

8. Subcontractor Management

Subcontractors engaged by EJ Construction Group are required to comply with all safety policies, procedures and site rules.

Subcontractors must:

- Participate in site inductions
- Provide Safe Work Method Statements where required
- Ensure workers are competent and appropriately trained
- Maintain safe work practices at all times

Failure to comply with site safety requirements may result in removal from site.

9. Personal Protective Equipment

Minimum PPE requirements on EJ Construction Group sites include:

- Safety boots
- High visibility clothing

Additional PPE may be required depending on the nature of the work being undertaken.

All PPE must comply with relevant **Australian Standards**.

10. Continuous Improvement

EJ Construction Group is committed to continuously improving its health and safety performance through:

- Regular review of policies and procedures
- Monitoring safety performance
- Implementing corrective actions where required
- Encouraging worker participation in safety improvements

This policy will be reviewed periodically to ensure it remains effective and aligned with legislative requirements.

11. Policy Review

This Occupational Health and Safety Policy will be reviewed annually or when significant changes occur to operations, legislation or organisational structure.

Evan Joyce

Director

EJ Construction Group