

# Policy Directive

## WORK HEALTH & SAFETY – PLANNING & DESIGN

**Document No:** PD\_003

**Summary:** All Work, Health and Safety issues will be considered in the planning, design, modification, refurbishment and/or replacement of plant, equipment and buildings.

**Approved by:** Committee May 20th, 2020

**Publication (Issue) Date:**

**Next Review Date:** Committee May 20th, 2021

**Replaces Existing** **New policy**

**Policy: Previous Review**

**Dates:**



## 1. Introduction

### The risks addressed by this policy:

WHS. SAC 2.
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### The aims / expected outcome of this policy

All Work, Health and Safety issues will be considered in the planning, design, modification, refurbishment and/or replacement of plant, equipment and buildings

## 2. Policy Statement

Tropical Fruits is committed to ensuring that all planning and design for buildings, plant and equipment meets Work, Health and Safety (WHS) requirements. The provision of a safe environment will be achieved by risk assessment, consultation with employees who will be affected by the change and will be undertaken within the requirements of the WHS Act (NSW) 2011.

## 3. Principles / Guidelines

### Purpose

- 1) Through education and training ensure that relevant employees are involved in the planned changes and they are aware of the impact the changes will have on themselves, their colleagues and their working environments.
- 2) Issues relating to legislative requirements must be discussed and limitations/compliance criteria relayed to staff via planning meeting minutes.
- 3) External consultants may be required in the consultation processes, especially involving WHS and Manual Handling Criteria.
- 4) Where applicable, all designs and purchases must comply with relevant legislation, eg. National Construction code of Australia, Australian Standards etc, this is to ensure that specifications meet relevant standards.
- 5) A "Hand Over" Warranty, review period is included in all contracted, constructed and or purchased plant, equipment and structures. This is to ensure the specifications meet the required standards.
- 6) Equipment to be used on a trial basis, whenever possible, prior to purchase. Demonstrations and in service education where practical should also be a priority.
- 7) The WHS committee will be the primary mechanism for feedback and review, when new applications/s and/or equipment are introduced.
- 8) Staff to be surveyed during trial periods for comments, relating to WHS matters.
- 9) Ensure as many staff as possible have had an opportunity to use equipment during trial and testing periods.

## References and links

Work Health & Safety Act 2011 (NSW)

<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+10+2011+cd+0+N>

Work Health & Safety Regulation 2011 (NSW).

<http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+674+2011+cd+ 0+N>

SAFE DESIGN OF STRUCTURES Code of Practice

[https://www.safework.nsw.gov.au/\\_data/assets/pdf\\_file/0003/52158/Safe-design-of-structures-COP.pdf](https://www.safework.nsw.gov.au/_data/assets/pdf_file/0003/52158/Safe-design-of-structures-COP.pdf)

Work health and safety consultation, cooperation and coordination: Code of practice

<https://www.safeworkaustralia.gov.au/system/files/documents/1702/whsconsultationcooperationcoordination.pdf>