Compact Mobile Edition

Air Conditioning and Rainwater Goods Contracting

This is George & Jade Limited's core health and safety management system. It must be used with the compact Site-Specific Safety Plan (SSSP), job-specific controls, client rules and competent supervision.

Complete fields on iPhone by tapping them. In small selection squares, type X.

DOCUMENT CONTROL & APPROVAL

Document owner	Version	Issue date
Daniel Cooper	1.0	01/07/2026
Approved by	**Review date**	**Signature / initials**
Daniel Cooper, Director	01/07/2027	DC

COMPANY DETAILS

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POLICY COMMITMENT

George & Jade Limited will provide and maintain healthy and safe work so far as is reasonably practicable. The company will eliminate risks where reasonably practicable and otherwise minimise them using effective controls.

- Provide safe systems of work, plant, structures, access, facilities and handling of substances.
- Provide information, instruction, training, supervision and suitable PPE.
- Consult, cooperate and coordinate with main contractors, clients and other PCBUs.
- Engage workers in decisions that affect health and safety and support stop-work authority.
- Report, investigate and learn from hazards, near misses, injuries and illnesses.
- Review this system at least annually and after incidents or significant operational changes.

Director: Daniel Cooper **Signed:** DC **Date:** 01/07/2026

1. SCOPE & LEGAL FRAMEWORK

This plan applies to quoting, delivery, installation, servicing, commissioning and cleanup for heat pumps, ventilation, ductwork, spouting, downpipes and associated work. It covers roof and ladder access, ceiling spaces, electrical interfaces, refrigerants, cutting, drilling, lifting, driving and towing.

Key framework

- Health and Safety at Work Act 2015 (HSWA).
- General Risk and Workplace Management Regulations 2016.
- Worker Engagement, Participation and Representation Regulations 2016.
- Asbestos Regulations 2016 and Hazardous Substances Regulations 2017 where applicable.
- Electricity legislation, manufacturer instructions, applicable standards and WorkSafe guidance.

2. RESPONSIBILITIES

George & Jade Limited / PCBU

- Provide and verify safe systems, resources, equipment, supervision and emergency arrangements.
- Identify and manage risks and coordinate overlapping duties with other PCBUs.
- Maintain records and notify WorkSafe of notifiable events where legally required.

Director / officer

- Maintain current safety knowledge and understand operational risks.
- Ensure adequate resources and processes, receive incident information and verify controls work.

Person in charge / supervisor

- Plan the work, complete the SSSP/JSA, check competence, equipment, permits and site coordination.
- Stop or change work if conditions differ, risks are uncontrolled or controls are ineffective.

Workers and contractors

- Take reasonable care, follow instructions, use controls and PPE, and only do authorised work.
- Report hazards, defects, fatigue, incidents and changing conditions immediately.

3. WORKER ENGAGEMENT

Safety will be discussed during induction, pre-starts, toolbox talks and debriefs. Workers may raise concerns verbally, by phone or through the forms in this plan. No worker will be disadvantaged for raising a genuine concern or stopping unsafe work.

4. RISK MANAGEMENT PROCESS

1. Define the work	Confirm the scope, sequence, people, materials, equipment and interfaces.
2. Identify hazards	Consider people, plant, energy, substances, environment, health exposures and other trades.
3. Eliminate first	Remove the hazard where reasonably practicable.
4. Minimise remaining risk	Use substitution, isolation, engineering controls, administration and PPE as appropriate.
5. Communicate and record	Use the SSSP, pre-start, JSA and hazard register for the level of risk and complexity.
6. Monitor and review	Review whenever scope, people, weather, access, equipment or conditions change.

Simple risk guide

LOW	Routine controls and monitoring.
MODERATE	Confirm controls before starting.
HIGH	Do not proceed until risk is reduced and approved.
CRITICAL	Stop work immediately; eliminate or substantially reduce risk.

5. SITE PLANNING & COORDINATION

- Obtain site induction, emergency arrangements, access requirements, permits and main-contractor rules.
- Confirm boundaries between HVAC, electrical, building, roofing and other trade responsibilities.
- Protect occupants and the public with barriers, exclusion zones, housekeeping and secure storage.
- Notify the main contractor of changes, conflicts, defects, incidents and controls affecting others.
- Use the compact SSSP for each site and update it when conditions or the work change.

STOP WORK: Any person may stop work where there is an immediate or uncontrolled risk. Work may restart only after suitable controls are agreed and implemented.

6. CRITICAL RISK CONTROLS

WORKING AT HEIGHT

Prefer scaffold, edge protection or EWP. Inspect access, roof condition, fragile areas, skylights, weather and rescue needs. Ladders are for suitable short-duration light work only; secure them and do not overreach.

ELECTRICITY & ISOLATION

Only authorised persons perform prescribed electrical work. Identify energy sources, isolate, secure/tag and verify de-energisation. Treat conductors as live until proven otherwise.

REFRIGERANTS & PRESSURE

Only competent authorised persons handle refrigerants. Confirm refrigerant hazards, ventilation, ignition controls, cylinders and rated test equipment. Recover refrigerant; do not intentionally vent.

HOT WORK

Remove combustibles, protect surfaces, have an extinguisher available, obtain a permit where required and maintain a fire watch.

CEILING / ROOF SPACES

Check structure, access, heat, lighting, dust, insulation, electrical hazards, asbestos and communication. Use crawl boards where needed and avoid lone work where rescue could be delayed.

ASBESTOS / SILICA / DUST

Check building age and information before disturbing materials. Stop if suspect material is found. Use wet methods or extraction and suitable RPE for dust-producing work.

SPouting / SHARP METAL

Wear suitable gloves, control long lengths in wind, secure materials, manage sharp cut edges and promptly remove offcuts.

LIFTING / VEHICLES / TRAILERS

Plan lifting and delivery routes, use team or mechanical lifts, secure loads, complete vehicle/trailer checks and manage reversing and public separation.

7. TRAINING, COMPETENCY & SUPERVISION

- Verify licences, registrations, training and experience before assigning work.
- Provide company and site induction, task instruction and additional supervision for new or unfamiliar work.
- Record training and competency using the Training Register form.
- Workers must not undertake work beyond their competence or authorisation.

8. PLANT, TOOLS, VEHICLES & PPE

- Select equipment suitable for the task and use it to manufacturer instructions.
- Inspect before use; tag out, isolate and remove defective equipment from service.
- Maintain inspection, servicing and test records where required.
- Use suitable PPE after higher-level controls and ensure correct fit, care and replacement.
- Secure vehicles, trailers, cylinders, tools and loads; complete pre-use checks and manage reversing.

9. HEALTH RISKS & WELLBEING

- Manage noise, vibration, dust, fumes, heat, cold, fatigue, manual handling and UV exposure.
- Provide water, breaks, task rotation and rescheduling where conditions require it.
- Use exposure or health monitoring where required by regulation or risk assessment.
- Workers must report symptoms, discomfort, fatigue or impairment that could affect safe work.

10. EMERGENCIES, INCIDENTS & NOTIFICATION

- Before starting, confirm 111 access, site address, first aid, assembly point, fire equipment and rescue arrangements.
- Provide first aid and make the area safe without creating further risk. Preserve a notifiable-event site except to help a person, remove a serious risk or as directed.
- Immediately notify the director and main contractor. The director determines whether WorkSafe notification is required.
- Record and investigate injuries, illnesses, near misses, property damage and unsafe events. Track corrective actions to closure.

11. MONITORING, RECORDS & REVIEW

- Supervisors monitor work and correct deviations promptly.
- Review controls after incidents, complaints, exposure concerns, equipment failure or significant change.
- Keep SSSPs, JSAs, training, inspections, toolbox records and incident records securely and available.
- Review this plan annually, and sooner following legal change, serious incident or material operational change.
- Verify that actions are completed and controls remain effective, not merely documented.

12. MINIMUM JOB RECORDS

Compact SSSP	For each site/job and when conditions change.
Pre-start	At job start and when a daily/change check is appropriate.
JSA	For non-routine, complex, high-risk or changed work.
Hazard Register	For ongoing company hazards and recurring controls.
Training Register	For inductions, licences, skills and refreshers.
Equipment Inspection	For ladders, electrical tools, lifting/access gear, vehicles and safety equipment.
Incident / Near Miss	For all injuries, illness, damage, near misses and unsafe events.
Toolbox Talk	For consultation, learning, changes and recurring issues.

FORM USE ON IPHONE

- Tap normal fields to type.
- In every small square, type X rather than trying to activate a checkbox.
- Save a new copy using the job/date before sending or filing.
- Use Adobe Acrobat Reader if the iPhone preview does not preserve form entries.

Important: This plan supports compliance but does not replace competent supervision, legal duties, site-specific planning, permits, licences, manufacturer instructions or main-contractor requirements.

Complete before starting or when conditions materially change. Type X in applicable squares.

Job / site	Date	Completed by

WORK & CONDITIONS

	Scope understood		Site induction complete
	Emergency arrangements known		Other trades coordinated
	Public / occupants protected		Weather suitable
	Access / housekeeping safe		Services located
	Tools and ladders inspected		Required permits confirmed
	PPE available		SSSP / JSA reviewed

Work planned today

New hazards / changes

Controls / actions required

Worker / crew	Signature / initials	Time

Use for non-routine, complex, high-risk or changed work. Keep entries brief and practical.

Job / site **Date** **Completed by**

Task / job description

Work step	Hazard / what could happen	Controls / safe method	Risk

Reviewed with workers - type X **Supervisor initials** **Review date**

Record recurring company hazards, standard controls, owners and review status.

Job / site **Date** **Completed by**

Hazard / exposure	Existing controls	Risk	Action / owner	Due

Register review completed by **Date**

GEORGE & JADE LIMITED

FORM 4 - TRAINING & COMPETENCY REGISTER

Record inductions, licences, task training, verification and refresher requirements.

Job / site **Date** **Completed by**

Worker	Training / competency	Evidence / provider	Completed	Refresh due

Verified by **Role** **Date**

Use for ladders, power tools, electrical leads, access gear, vehicles, trailers and safety equipment.

Job / site **Date** **Completed by**

Equipment / ID	Inspection	Condition	Defect / action	Next due	Removed X

Inspector **Signature / initials** **Date**

Report immediately. Call 111 for emergencies and preserve a potentially notifiable-event site where required.

Job / site	**Date**	**Completed by**

EVENT TYPE - TYPE X

- Injury / illness
- Near miss
- Property damage
- Environmental event
- Unsafe condition
- Public / client event

Person involved	**Time**	**Exact location**

What happened

Immediate treatment / actions / area made safe

Potential or actual harm / damage

Contributing factors / root causes

Corrective actions, owner and due date

- Main contractor notified
- Director notified
- WorkSafe considered
- Notifiable event

Reported by	**Reviewed by**	**Review date**

Use for consultation, lessons learned, procedure changes and recurring site issues.

Job / site	Date	Completed by

Topic / reason for discussion

Key points discussed

Worker feedback / concerns / suggestions

Actions agreed, responsible person and due date

Attendance

Name	Signature / initials	Role

Name	Signature / initials	Role

Name	Signature / initials	Role

Name	Signature / initials	Role

Facilitator	Next review / follow-up

Use to track actions arising from any SSSP, JSA, inspection, incident, hazard or toolbox record.

Job / site **Date** **Completed by**

Source / ref	Required action	Owner	Due	Completed

Final verification by **Date**