

ENVIRONMENTAL POLICY

Version	1.0
Approval Date	6 July 2026
Approve By	S. Tepper (Director)
Effective Date	6 July 2026
Review Date	1 July 2027

POLICY STATEMENT

As part of our commitment to achieving the principles of responsible environmental management, sustainability and protection of the natural environment, we recognise our moral and legal responsibility to minimise our environmental footprint, and to ensure that our activities, products and services do not place the natural environment or the local community at risk of harm.

AIMS AND OBJECTIVES

We are committed to environmental sustainability and prevention of pollution. We will achieve this by working with our customers, suppliers and the community to adopt procedures that:

- Take significant environmental aspects and impacts into account throughout our operations;
- Use energy and natural resources wisely and efficiently, eliminate and minimise waste, and re-use and recycle where practicable;
- Reduce polluting substances produced by our operations, activities, products or services;
- Minimise the impact of our operations on the neighbouring community;
- Increase the use of environmentally acceptable materials, equipment and technology in place of those which are considered harmful;
- Ensure that our suppliers follow acceptable environmental policies; and
- Actively promote environmental awareness among workers, clients, customers and the general public.

RESPONSIBILITIES

We recognise that the overall responsibility for environmental sustainability rests with management, who will be accountable for the implementation of this policy. These responsibilities include:

- Ensuring that all environmental policies and procedures are implemented;
- Establishing measurable objectives and targets to ensure continued improvement aimed at the elimination of waste, pollution and environmental harm;

- Encouraging consultation and co-operation between management, workers and stakeholders in matters which may affect or impact on the environment; and
- Providing adequate resources to meet these environmental commitments.

Workers also have responsibilities, which include:

- Following all environmental policies and procedures; and
- Recognising and reporting hazards which may affect the health and well-being of the environment.

WORK HEALTH AND SAFETY (WHS) POLICY

Version	1.0
Approval Date	6 July 2026
Approve By	S. Tepper (Director)
Effective Date	6 July 2026
Review Date	1 July 2027

POLICY STATEMENT

The Company and management recognise that the health and safety of all workers and third parties is of vital importance and is key to a successful business.

We aim to continuously maintain and improve the work environment to ensure that it is, so far as is reasonably practicable, safe for all workers and third parties and without risk to their health. The Company will endeavour to continuously improve health and safety in the workplace through consultation, the adoption and improvement of safe work practices, as well as increasing the awareness of health and safety obligations for management and all other workers.

The Company's WHS contact is Emma Mayne emma@tint.melbourne.

Purpose

The purpose of this policy is to outline the Company's commitment to providing and maintaining a safe and healthy workplace for all workers, contractors, visitors and other persons who may be affected by the Company's operations.

This policy establishes the responsibilities of the Company, managers, workers and visitors in relation to work health and safety and provides a framework for identifying, reporting and managing workplace hazards, incidents and risks. The policy supports compliance with applicable work health and safety legislation and promotes a culture of safety, consultation and continuous improvement.

Scope

This policy applies to all employees, contractors, labour hire workers, apprentices, trainees, volunteers, visitors and any other persons who attend Company workplaces or undertake work on behalf of the Company.

The policy applies to all work activities undertaken by or on behalf of the Company, including:

- on Company premises;
- at client, customer or supplier sites;
- while operating Company vehicles or equipment;
- while travelling for work purposes; and
- at work-related meetings, events, training sessions and functions.

All persons covered by this policy are required to comply with its requirements and cooperate with the Company in maintaining a safe and healthy workplace.

COMPANY RESPONSIBILITIES

The Company aims to:

- provide and maintain a work environment (including equipment and systems of work) that is, so far as is reasonably practicable, safe for all employees and third parties and without risk to their health;
- provide adequate facilities for the welfare of workers and other persons at work;
- provide information, training, instruction and supervision as necessary to maintain a healthy and safe workplace;
- monitor the workplace and the health and safety of workers to assist in preventing injury and illness;
- communicate with management on a regular basis on any matters that concern the provision of a healthy and safe workplace; and
- consult with workers on matters of work health and safety.

Duties of management

Specifically, managers, supervisors and other similar position holders are also required to:

- keep updated on work health and safety matters;
- understand the practices and the processes used by the Company to comply with its work health and safety duties;
- ensure that the appropriate resources and processes are available to eliminate or mitigate any risks to health and safety of workers and third parties;
- maintain adequate mechanisms for receiving, considering and acting on any information received regarding workplace incidents or hazards;
- monitor workplace conditions and identify issues that need to be actioned to maintain a healthy and safe workplace, including any matters raised by other workers; and
- consult workers on health and safety matters and ensure that proper supervision and training is provided for a safe workplace.

EMPLOYEE RESPONSIBILITY

As an employee, your obligations are as follows:

- you must take all reasonable steps at work to ensure your health and safety and the health and safety of others. This includes wearing and using all PPE provided to you;
- you must comply with any applicable codes of practice and all directions given to you in relation to WHS issues;
- you must not engage in practical jokes or other conduct which may result in injury to others;
- you must immediately notify your manager if you become aware of any matter which you consider may affect the health or safety of employees or visitors to the Company;
- you must immediately notify your manager if you sustain a workplace injury or become aware that another worker has suffered a workplace injury; and
- as soon as practical, after you have become aware of any potential hazard, have sustained a workplace injury, or have become aware that another worker has sustained a workplace injury, you must complete all relevant reporting forms to report the hazard and/or injury.

VISITOR & NON-EMPLOYEE RESPONSIBILITIES

If a person is not a worker, but attends the Company's premises, they must:

- take reasonable care of their own health and safety;
- take reasonable care that their actions or omissions do not adversely affect the health and safety of others, and
- comply, so far as they are reasonably able, with any instructions that may be given by the Company regarding any health or safety matters.

All employees, other staff and visitors to the Company must comply with this policy. Failure to comply with this policy may result in disciplinary steps being taken including termination and may expose you and the Company to prosecution.

PROCESS

As per your duties as an employee, all accidents, injuries and 'near misses', whether they occur at work or while travelling to and from work, must be reported immediately to your manager, or if that person is not available, to another person with management responsibilities. In addition:

- Where there is a very minor injury which requires no treatment or first aid treatment only, a record should be made on the Register of Injuries;
- Where an accident, injury or 'near miss' occurs that requires or has the potential to require medical treatment, it should be reported on the Incident or Hazard Report form as soon as possible, and no later than 24 hours after the event. The Company's workers compensation insurers will be notified of any injuries that may require compensation within 48 hours. The results of any investigations or corrective actions will also be summarised on the Incident or Hazard Report Form; and
- If requested, you must also complete a Worker's Injury Claim Form and obtain a certificate of capacity from the treating doctor. Together with the Company's insurance company and the worker's treating doctor, a suitable return-to-work plan will be coordinated for any worker who requires it.

Reported incidents or hazards will be investigated by the Company promptly. We will identify the causes and assess any hazards that need to be controlled. Management will discuss the incident with you or any relevant workers to decide on suitable controls needed to eliminate or mitigate any risks in place.

HAZARD & RISK IDENTIFICATION

The Company has processes in place to identify, assess and control workplace hazards along with measures to review those controls.

If a potential hazard is identified, the manager or worker should report the hazard or risk as soon as possible, regardless of how minor it may seem. Once identified, the severity of the hazard will be assessed, and appropriate control measures will be implemented to eliminate or mitigate the hazard. The implemented control measures will be reviewed for effectiveness and adjusted if necessary.

EMERGENCY EVACUATION PROCEDURE

The Company and management will ensure that employees are familiar with the evacuation procedures and the location of any emergency exits.

In the event of an emergency that may impact the Company's premises or the safety of workers, appropriate instructions will be provided.

If an evacuation is announced, workers should leave the building immediately via the nearest emergency exit to the nearest evacuation assembly point, in accordance with the premises' evacuation plan. At all times you should remain calm and do not run, panic or take any belongings with you while evacuating.

BREACH OF POLICY

Failure to comply with this policy, applicable work health and safety procedures, or lawful and reasonable safety directions may result in disciplinary action, up to and including termination of employment or engagement.

Any person who deliberately breaches safety requirements, fails to report hazards or incidents, misuses safety equipment, or engages in conduct that places themselves or others at risk may be subject to disciplinary action and, where applicable, may also be exposed to penalties under relevant work health and safety legislation.

The Company will investigate all alleged breaches of this policy and take appropriate corrective action in accordance with its disciplinary procedures and legislative obligations.

CERTIFICATE OF CURRENCY

**DXC Claims
Management
Services**

Authorised Agent of the Victorian WorkCover Authority

1. STATEMENT OF COVERAGE

This employer is registered for WorkCover Insurance to cover its liabilities under the *Workplace Injury Rehabilitation and Compensation Act 2013* (and amendments).

This Certificate is valid from:

01/07/2026

to:

30/06/2027

The information provided in this Certificate of Currency is correct at:

15/06/2026

2. EMPLOYER'S INFORMATION

WorkCover Employer Number:

15155607

Employer Legal Name:

TINT DOT MELBOURNE P/L

Employer Trading Name:

ABN:

36 141 691 170

ACN/ARBN:

141 691 170



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MODERN SLAVERY POLICY

Version	1.0
Approval Date	6 July 2026
Approve By	S. Tepper (Director)
Effective Date	6 July 2026
Review Date	1 July 2027

POLICY STATEMENT

The Company is committed to conducting business ethically and responsibly and does not tolerate any form of modern slavery, human trafficking, forced labour, child labour, servitude, or exploitation within its operations or supply chain. The Company recognises its responsibility to identify, assess, and minimise the risk of modern slavery practices and is committed to acting with integrity, transparency, and accountability in all business relationships. This policy outlines the Company's commitment to complying with applicable modern slavery legislation and promoting fair and lawful working conditions throughout its business activities and supply chain.

Purpose

The purpose of this policy is to assist the Company in identifying, preventing, and responding to risks of modern slavery practices within its operations and supply chain.

Scope

This policy applies to you if you are involved in our business, including if you are an employee, director, officer, labour hire staff, contractor or other representative of our business or of any business in our supply chain.

INFORMATION

What is modern slavery?

Modern slavery is depriving a person of freedom for commercial gain and in violation of fundamental human rights. It describes situations where offenders use coercion, threats or deception to exploit victims and undermine their freedom. Modern slavery involves serious exploitation, sub-standard working conditions or the underpayment of workers although this may be unlawful for other reasons.

Modern slavery can be complex and multi-faceted and can be difficult to spot. It can take many forms including:

- Slavery - owning a person, trading in slaves or financing slave trading (ie, human trafficking).
- Forced labour - forcing a person to work by coercion or threats (and servitude is when that person's freedom is significantly restricted).
- Forced marriage - a marriage without free and full consent - eg, due to lack of understanding or duress/coercion.
- Debt bondage - a person works to pay off a large debt, for an unlimited time or where the value of the work is not applied to the debt.

- Deceptive recruiting – a recruiter charges a fee for the job offer, confiscates identity documents, deceives a person about personal freedom or their ability to leave the job.
- Child labour - not always unlawful but not tolerated by us when it involves exploiting children, depriving them of education or making them work in unsafe working environments.

What are indicators of modern slavery practices?

Modern slavery indicators may include where a person:

- is not in possession of their own passport, ID or travel documents;
- is acting as though they are being instructed or coached by someone else;
- allows others to speak for them when spoken to directly;
- is dropped off and collected from work;
- is withdrawn or appears frightened or have physical indicators of slavery, such as injuries;
- unable to contact friends or family freely;
- has limited social interaction or contact with people outside their immediate environment;
- story contains obvious errors;
- acts with hostility or have difficulty in concentrating due to trauma;
- has few possessions;
- has little or no control over their finances or no access to a bank account, or they are being significantly overcharged for their accommodation; and
- is living in a very poorly maintained and overcrowded place.

These indicators are not exhaustive and do not necessarily mean there are modern slavery practices. Sometimes there may be other reasons or circumstances that indicate that something is not right.

Why do we want to limit risks of modern slavery practices?

Limiting modern slavery practices makes good business sense, protecting our workers and our reputation. It also supports us in assessing and addressing modern slavery risks as required by modern slavery legislation.

COMPANY RESPONSIBILITIES

We will endeavour to:

- prepare a modern slavery statement as required by Australian law;
- identify and address modern slavery risks in our business and supply chain; and
- take steps to raise your awareness of modern slavery risks, including by having this policy.

EMPLOYEE RESPONSIBILITIES

You must take all reasonable steps to ensure our business and supply chain is free of modern slavery practices. However senior you are and regardless of your business relationship with us, you must pay close attention to the high-risk areas identified in our Modern Slavery Statement, particularly supply chain and outsourcing in jurisdictions without adequate safeguards. Some areas of the business are likely to have more exposure than others,

including procurement and sourcing, human resources, finance, risk, sustainability, projects, legal and leadership.

Examples of specific responsibilities include:

- participating in all training, including in this policy;
- leading by example by making appropriate checks on all employees, recruitment agencies, suppliers, etc to ensure we know who is working for us;
- remaining alert to indicators of slavery (see above);
- using only approved contracts which include modern slavery clauses; and
- obeying our instructions regarding modern slavery.

Turning a blind eye is unacceptable and if you reasonably suspect there may be modern slavery, report it under this policy.

If you have a reasonably held suspicion of modern slavery practices, discuss your concerns with your manager, who will decide a course of action and provide any further advice.

- If there is immediate danger call the police — don't tackle a situation on your own as dangerous criminals can be behind modern slavery and human trafficking.
- Not all victims may want to be helped and sometimes, reporting a suspected trafficking case puts the potential victim at risk, so it is important that unless there is immediate danger, you discuss your concerns first with your manager before taking any further action.
- Keep your eyes and ears open—your awareness and actions may stop someone from being exploited or abused.

BREACHES OF POLICY

Employees, contractors, suppliers, and other workers associated with the Company are expected to comply with this Modern Slavery Policy at all times. Failure to comply with this policy, including knowingly engaging in, ignoring, concealing, or failing to report suspected modern slavery practices, may result in disciplinary action, termination of employment or engagement, and/or termination of business relationships with suppliers or contractors.

Where unlawful conduct is identified, the Company may report the matter to the relevant authorities and take any further action considered necessary to protect affected individuals and comply with legal obligations.

PRIVACY POLICY

Version	1.0
Approval Date	6 July 2026
Approve By	S. Tepper (Director)
Effective Date	6 July 2026
Review Date	1 July 2027

POLICY STATEMENT

It is the policy of this company to operate our business in a manner that consistently meets or exceeds the legal rights of persons in regard to the privacy and confidentiality of information relating to them by ensuring compliance with the provisions of relevant privacy legislation.

AIMS AND OBJECTIVES

As an organisation, we will ensure that only such information as is necessary for employment and business purposes is collected and that this information will only be accessible by persons who are specifically authorised to access the information.

RESPONSIBILITIES

We acknowledge that the privacy principles are designed to protect the rights of the individual, yet still allow access by particular authorities in specific circumstances and for specific purposes. To meet our obligation to comply with these principles under privacy laws, we will ensure that these principles are adhered to by management of the organisation and all our employees and agents.

We will ensure that we comply with these principles in regard to:

1. The necessity of personal information to be collected, and the means of collection of this information;
2. The use or disclosure of personal information about an individual;
3. Ensuring that information held is accurate, complete, and up to date;
4. The protection of information from misuse, loss and unauthorised access, modification or disclosure;
5. The way in which personal information is managed, including the right of individuals to know what type of personal information relating to them is collected, held, used or disclosed;
6. Allowing individuals reasonable access to information held about them to the extent allowed by law;

7. The identification of individuals;
8. The right of individuals to anonymity when entering into transactions where lawful and practicable;
9. The transfer of personal information to persons in a foreign country except where allowed by law; and
10. The collection of sensitive information without consent or legal authority.

Workers and employees (including line management) must ensure that they do not infringe any privacy principles in the conduct of their roles and functions, and that any breach (or suspected breach) of privacy principles are reported to enable the company to comply with its legal obligations under privacy laws.

SAFE WORK METHOD STATEMENTS (SAMPLE)

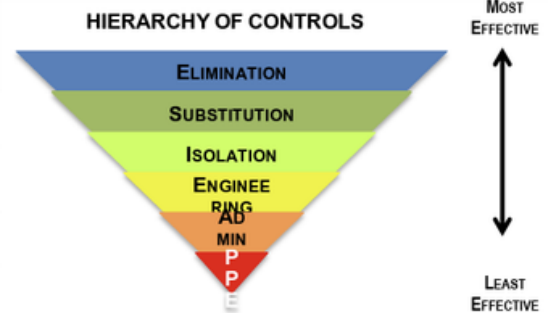
SAFE WORK METHOD STATEMENT (SWMS) PART 1

ACTIVITY: Window Film Installation		SWMS #:
BUSINESS NAME: TINT.MELBOURNE		BUSINESS #: 1800 837 727
BUSINESS ADDRESS: 4/385 McCLELLAND DRIVE, LANGWARRIN, VIC, 3910		
BUSINESS CONTACT:		PHONE #:
SWMS APPROVED BY:		
NAME:		
SIGNATURE:		DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:		
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:		
RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.		ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.
NAME	SIGNATURE	DATE
		Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards. Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons. Amendments must be approved by Scott Tepper and communicated to all affected workers before work resumes.
		SWMS must be made available for inspection or review as required by WHS legislation.
		Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).
PRINCIPAL CONTRACTOR DETAILS		
PRINCIPAL CONTRACTOR (PC):		DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:		
PROJECT MANAGER (PM):		CONTACT PH. #:
SWMS SCOPE: This SWMS covers installation of window film.		

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

☐ Confined Spaces	☐ Mobile Plant	☐ Demolition	☐ Asbestos
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt up or pre-cast concrete
☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
☐ Involves a risk of a person falling more than 2m, including work on telecommunications towers			
☐ Working at depths greater than 1.5 Metres, including tunnels or mines		☐ Work in an area that may have a contaminated or flammable atmosphere	
☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor		☐ In or near water or other liquid that involves risk of drowning	

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.



PERSONAL PROTECTIVE EQUIPMENT (PPE): ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
											☒

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	3H	• Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: ○ Health and Safety rules ○ Induction for all workers – site specific and toolbox meetings ○ Supervisory arrangements ○ Communication arrangements ○ All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations ○ PPE required ○ Site plans – showing no go zones for pedestrians ○ Traffic Management Plan (TMP) ○ Exclusion Zones ○ Risk Assessments ○ SWMS and JSA's ○ Injury reporting procedures ○ Hazard reporting procedures. • Existing premises (commercial or private residence). • Liaise with client to determine whether: ○ Electrical devices, power points, switchboards etc. are in a safe condition and RCD protected ○ Commercial premises - establish that the following on-site systems and procedures are in place: ▪ Site specific induction including emergency procedures • Consultation in relation to hazards and risks. Ensure: ○ Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task ○ If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation ○ Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made ○ Document consultation and action items • Advise clients of the following: ○ Excess clutter to be removed (if applicable) ○ Sharps will not be collected and work will not proceed if sharps are observed (include other prohibited items as necessary) ○ If safety shoes/boots are required for work they may need to be worn inside. Ensure work shoes are clean and acceptable to wear inside if needed ○ Cash and any valuables must be removed from easily visible / accessible areas ○ Animals must be secured / removed.	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	3H	• Ensure all persons entering site have a General Construction Induction Card (white card). • Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include: ○ Reporting procedures for incidents ○ Correct use of equipment including selecting, fitting, use, care of and maintenance ○ Correct use of all tools used ○ Use of supervision where required (e.g. new starters or new equipment) ○ Ensure supervisors, foremen etc. are suitably experienced in the type work to be conducted ○ All workers are trained in this SWMS. ⚠ <i>If working on an EWP, for this task, ensure there are separate, dedicated SWMS and that all workers/employees have relevant training and licensing.</i> ⚠ <i>Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.</i>	2M	
3. Arrival & site assessment	Contact with mobile plant or passing vehicle	4A	• Check constantly for changing hazards while working and monitor work position at all times. Ensure: ○ High visibility clothing worn at all times ○ Do not stand behind reversing vehicles ○ Allow sufficient distance from plant during operation ○ Alertness at all times. Listen for: ▪ Reversing alarms/beepers ▪ Calls from Plant Operators ○ Work positions should be in clear sight of plant operators ○ Follow traffic management plan requirements ○ NOTE: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.	2M	
	Personal injury, property damage &/or environmental incident.	3H	• Assess conditions at site on arrival. Ensure: ○ Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, contact persons etc.) ○ Assess mobile phone reception (alternative emergency communications procedures in place if no reception available) ○ Work site is exactly as detailed in Terms of Agreement or contract ○ Suitable access for all equipment required ○ Suitable space for operation of equipment ○ Suitable lighting, including night-works	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
	Cold / heat stress	3H	• Cold: ○ Ensure workers to have adequate warm drinks ○ Access to warm shelter during breaks • Heat: ○ Sun brim on hard hat ○ Safety glasses - UV Rated ○ Use 30+ sunscreen on exposed skin areas • Appropriate protective clothing • Wear hand protection • Wear non-slip footwear (slippery surfaces etc.) • Adequate breaks • Check weather conditions – do not work in extreme conditions.	2M	
4. Work area set up	Falls from height	3H	• Ensure that a handover for all scaffolds where a person could fall more than 4 metres has been undertaken • The scaffold should not be used until sighted proof that the scaffold has been inspected and signed off as completed, by a competent person, at the following times: ○ After construction ○ After any repairs to the scaffold ○ After any incident that may have affected the stability of the scaffold ○ At least every 30 days regardless of the previous conditions • Planning access to the height location: ○ Wherever possible, use mechanical methods to deliver materials to the working at height location e.g. crane. ○ Ensure all crane operators, riggers & doggers are licenced, competent and trained ○ If delivering material/tools onto a raised platform, liaise with Principal to determine where on the platform the materials are safe to be dropped to: ▪ Be able to bear the load ▪ Not cause hazards to other trade.	2M	
	Hazardous manual tasks - musculoskeletal disorder (MSD)	3H	• Assess suitable travel pathway to enter/exit premises when carrying materials • Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury, particularly if being placed manually. Ensure: ○ Use hand trucks to move heavy materials ○ Use team-lifts for heavier items. • Ensure materials / equipment is as close to work area as possible • Sufficient lighting • Area, including travel path, is cleared, planks placed and secured where required • Ensure sufficient number of persons for task	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			• Lift smoothly, do not jerk or throw load upwards • Avoid any twisting and side-bending during lift • Bend knees, not back • Avoid awkward and sustained positions • Where manual unloading and storage is necessary: ○ Use team-lifts where possible ○ As much as possible, team members are of similar height and capability ○ Team members know their responsibilities during the lift • Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury, particularly if being achieved manually, ensure: ○ Use hand trucks, to move heavy materials ○ Use team-lifts for heavier items ○ Ensure materials/equipment is as close to work area as possible ○ The floor/ceiling loading design of the building or platform should be carefully considered and, if necessary, the material evenly distributed.		
	Property damage	3H	• Ensure equipment is not placed in areas where they may be run over, damaged or exposed to water (unless rated for wet environments). Keep power leads up off the ground and out of the way.	2M	
	Slip, trip and falls	3H	• Assess suitable travel pathway to enter/exit premises when carrying materials • Check for stairs, stored items, corners or other obstructions that could cause tripping, crushing of fingers, or awkward postures when carrying a load • Ensure area is kept clear of packaging, or other debris to prevent tripping/slipping.	2M	
5. Installation of window film	Working at heights > 2m.	4A	• <u>Access ladders:</u> ○ Use only access provided, do not climb on railings or other scaffolding components ○ Use only ladders provided for access to scaffolds: ▪ When working on a ladder, do not over-reach. Descend ladder and re-position ▪ Do not carry materials when ascending / descending a ladder. ▪ Always face ladder when using ▪ Do not use step ladders to gain extra height ▪ Remove ground level ladder when unattended to prevent unauthorised access ○ Only competent scaffolder to make changes to scaffold: ▪ Do not remove any scaffold component e.g. handrails or boards ▪ Do not remove scaffold ties to support structure	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)					
			• Mobile Scaffold: ○ Level, plumb ○ Casters locked before accessing, not moved when persons on scaffold ○ Accessed by internal ladder only, do not climb on scaffold ○ Clear of penetrations or floor edges (by at least 1metre where possible) ○ Do not use steps or ladders on top of the work platform to gain extra height ○ Do not move the scaffold with persons or materials on it. ○ Before moving the scaffold ensure that it is clear of obstructions, both overhead and, at ground level • Trestle scaffold: ○ Guardrails, toe board sides & ends are in place ○ Erected as per manufacturer's specifications ○ Purpose-designed pins ○ Min 2 planks or 450mm wide ○ Suitable span of plank (based on thickness). Example: Thickness of 38mm = 1.5m span, Thickness of 50mm = 2m span, Thickness of 63mm = 2.5m span).		
	Falls in openings	4A	• Holes or other openings through which a person can fall. Ensure: ○ All holes or openings are protected/closed from falls immediately after creating (e.g. platform ladder hatches) ○ Ensure the cover is secured to prevent movement ○ Use signage or other clearly marked hazard alert to identify hazard.	2M	
	Falling objects	3H	• Scaffolding: ○ Maintain awareness of other people on scaffold ○ Do not overload platform, be aware of load limits & distribute weight evenly ○ Do not exceed the specified Safe Working Load of the scaffold ○ Stack items to prevent sliding or toppling ○ Use tether on tools /equipment where appropriate to prevent object falling ○ Keep tools and other equipment away from edges ○ Never work directly below other installers • Do not drop items from scaffold • Do not work on platform levels that are not fully boarded.	2M	
	Fall from platform ladder	3H	• When working on a ladder, do not over reach. Descend ladder and re-position as required. • Ensure floor area clear of trip hazards when placing ladder. Check for overhead hazards • Ensure: ○ Trestle back undamaged ○ Non-slip treads	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)					
			○ If unfolding type, chains, rivets etc. are undamaged and functional ○ Suitable height hand rail (900mm) ○ Triangular flat plate bracing ○ Correct size for job (platform level) ○ Large feet with non-slip mouldings ○ Non-slip platform of sufficient strength for persons, tools and equipment ○ Industrial rating.		
	Chemical exposure	3H	• Cleaning glass: ○ Ensure non-hazardous and environmentally friendly chemicals are used where possible. ○ Ensure current Material/Safety Data Sheets (M/SDS) are obtained for all hazardous chemicals/substances and accessible on site: ○ Containers are labelled (name of product and safety information) ○ Appropriate containers/spray bottles are used ▪ Never use food/drink containers for storing / decanting chemicals ○ PPE as prescribed in M/SDS for decanting (e.g.: eye/face protection, enclosed shoes) is provided and used ○ Spill kit available.	2M	
	Working with hand tools	3H	• Install film as per manufacturers' instructions • Pre-inspect and operate tools as per manufacturer's instructions • Ensure tool suitable for task: ○ Not too powerful for task. E.g.: don't use larger tool than needed ○ Sufficient power for task – excessive force not required • Ensure tools are not carried in pockets or clothing (use sheaths, tool belts, etc.)	2M	
	Cuts, lacerations, punctures	3H	• Use caution to avoid sharp edges, protruding nails etc • Ensure grip and footing is secure • Ensure tools are not carried in pockets or clothing (use sheaths, tool belts, etc.) • Maintain visual contact with work piece / tools • When using knives/blades ensure they are suitable for the task: ○ Correct size for user ○ Direct cuts away from body ○ Correct size for task ○ Handle intact and non-slip ○ Use smallest blade required for job ○ Stable and efficient at cutting required material ○ Ergonomic handle (no excessive bending of wrists or overly tight grip required) ○ Manufacturer's instructions and warning labels have been read and understood ○ Extra blades are available to use. (This may avoid using an inappropriate alternative)	2M	

[illegible]

SAFE WORK METHOD STATEMENT (SWMS) PART 2						
This SWMS has been developed in consultation and cooperation with employee/workers and relevant Employer/Persons Conducting Business or Undertaking (PCBU). I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.						
OVERALL RISK RATING AFTER CONTROLS		☐ 1 Low	☐ 2 MODERATE	☐ 3 HIGH	☐ 4 ACUTE	
WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				