

# Welcome to Henley

Supplier, contractor & subcontractor  
information pack



SUMITOMO FORESTRY

Henley▲

PLANTATION  
HOMES

edgewater  
HOMES







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We give you permission to copy and use the documents in this pack for the sole purpose of educating and training your new and/or existing employees and any subcontractors who will work on a Henley Homes job site, and for no other purpose.

# INTRODUCTION

## Welcome to **Henley!**

It's great to have you on board.

We're incredibly proud of our network of suppliers and trades and the ongoing commitment year in, year out to our customers and local communities.

You play a big part to play in helping us build homes and communities that bring families and friends together. Without your care, craftsmanship and commitment to quality, we simply could not create happier and healthier environments for these Aussie families across Victoria, Queensland, New South Wales and South Australia.

We are proud to partner with Australia's finest tradies because our ongoing pipeline of work is entirely dependent on the affordability of our homes and the quality of workmanship. One way we value your work is to find and create methods that make your job easier. The less time it takes to build a home, the more efficient you are – which means lower costs and more affordable homes for our customers.

On average 2,000 new families every year move into a new Henley, Plantation or Edgewater home. These families depend on us to build homes to keep them safe and healthy. But we are also responsible for making sure that every one of us returns home safely each day.

Every day we must aim for zero accidents. Because one accident, is one accident too many. Before we even step foot on a Henley site, we 'Stop, Think, then Act'. Everything we do must be done with a safety-first attitude. And, if you see something that is unsafe or someone working unsafe, we want you to speak up.

This manual includes our policies, guidelines and obligations to keep you and our teams safe. Please take the time to read it carefully and if you have any questions, please reach out to your state representative.

Be safe,



**Antony Blackshaw**  
**CEO Henley Properties Group**



**DON'T BE THE  
ØNE**

**ONE ACCIDENT  
IS ONE TOO MANY**

# HENLEY'S POLICIES





# Health safety & environment policy

<b>Applies to:</b>	All employees and contractors (collectively, “workers”)
<b>Approval authority:</b>	Executive Leadership Team
<b>Owner:</b>	General Manager, People & Culture and HSE
<b>Effective date:</b>	17 January 2023

## 1. PURPOSE

Henley is committed to reducing the risk of harm to our workers, suppliers, visitors, and the general public.

To achieve this, we will:

- comply with safety laws and safety guidance material.
- identify risks to both physical and mental health and safety across the business and deal with those risks to the extent practicable.
- hold ourselves accountable for health and safety.
- consult with workers and suppliers about safety and the ways to manage risks; and
- ensure that managers, workers and suppliers have all of the information they need to be able to work safely.

## 2. OUR EXPECTATIONS

We expect our managers to be proactive and lead by example. We expect all of our people to take reasonable care of their own safety, and for the safety of others, and to tell us if they have safety concerns. Finally, we expect everyone in the workplace to treat each other with respect and co-operate on safety matters.

## 3. POLICY REVIEW

Henley may make changes to this policy and associates guidelines, procedures, forms and templates from time to time to improve it or to reflect changes to the law. Anyone who wishes to make any comments about this policy may forward their suggestions to the People and Culture team.





# Respectful Workplace and Equal Opportunity Policy

<b>Applies To:</b>	All employees and contractors (collectively, “workers”)
<b>Approval Authority:</b>	Chief Executive Officer
<b>Owner:</b>	General Manager, People & Culture
<b>Effective Date:</b>	11 February 2025
<b>Review Date:</b>	2 years from effective date
<b>Legislation*:</b>	Sex Discrimination Act 1984 (Cth) Racial Discrimination Act 1975 (Cth) Disability Discrimination Act 1992 (Cth) Age Discrimination Act 2004 (Cth) Australian Human Rights Commission Act 1986 (Cth) Fair Work Act 2009 (Cth)

**Legislation\*:****State based anti-discrimination legislation**

VIC – Equal Opportunity Act 2010

NSW – Anti-discrimination Act 1977

QLD – Anti-discrimination Act 1991

SA – Equal Opportunity Act 1984

**State based occupational health and safety laws**

VIC – Occupational Health and Safety Act 2004

NSW - Work Health and Safety Act 2011

QLD – Work Health and Safety Act 2011

SA - Work Health and Safety Act 2012

**Related Forms, Publications & Websites:**

HSE Policy

Diversity & Inclusion Policy

Grievance Guidelines



## 1. PURPOSE

Henley is committed to providing a safe, flexible and respectful environment for everyone that is free from all forms of discrimination, bullying, sexual harassment and other forms of harassment and behaviour that creates a hostile work environment. We require everyone to treat others with dignity, courtesy and respect.

We encourage everyone to bring their unique capabilities, approaches, experiences and ideas to work. By effectively implementing this policy we will attract and retain talented employees, and skilled contractors and create a work environment that reflects the diversity and inclusivity of our community

Anyone who feels they have been treated unfairly, or when they have experienced or witnessed concerning behaviour should feel safe in raising their voice or seeking out further advice and support. We will listen, investigate and act professionally and sensitively. Discrimination, bullying, sexual harassment and/or behaviour that creates a hostile work environment has no place in our business and will not be tolerated. Outcomes for individuals who have breached our expected standards may include apologies, training, disciplinary actions such as warnings and in serious cases, termination of employment.

While Henley takes a zero-tolerance approach to incidents when they occur, we are also committed to the prevention of incidents through taking all reasonable and proportionate measures to eliminate the risk of an incident occurring. This includes conducting risk assessments to identify the specific circumstances and environments that may give rise to a greater risk of these incidents occurring. Employees are encouraged to provide any information and/or concerns they have about these matters which may be considered as part of these risk assessments.

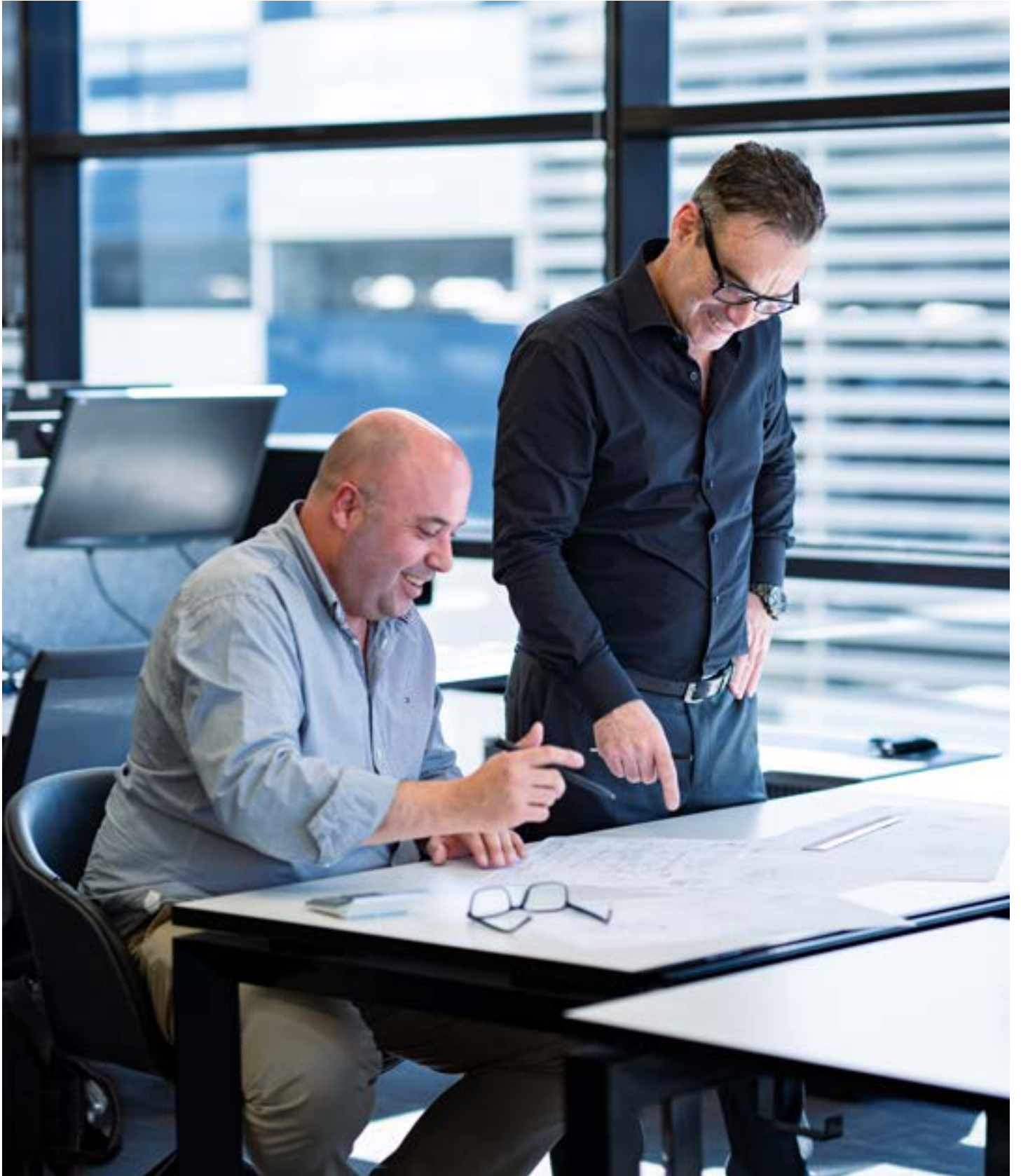
Further details of the policy process are covered in the Respectful Workplace and Equal Opportunity procedure.

## 2. POLICY STATEMENT

We all have a right to work in an environment that is free from discrimination, sexual harassment and other forms of harassment, victimisation bullying and behaviour that creates a hostile work environment. If anyone is subjected to any of these behaviours or actions, they are encouraged to bring this to our attention via the process covered in the Respectful Workplace and Equal Opportunity Procedure so that the matter can be addressed in a sensitive, fair, timely and confidential manner.

## 3. POLICY REVIEW

Henley may make changes to its policies and procedures from time to time to improve the effectiveness of its operation or because of any legislative changes. Such a review will also include an assessment of the effectiveness of the reasonable and proportionate measures that have been taken to prevent such incidents occurring, and what further measures might be taken. In this regard, anyone who wishes to make any comments about this policy may forward their suggestions to the People and Culture team.



# Respectful Workplace and Equal Opportunity Procedure

**Applies To:** All employees and contractors (collectively, “workers”)

**Governing Policy:** Respectful Workplace and Equal Opportunity Policy

**Responsible Officer:** General Manager, People, Culture, Safety

**Effective Date:** 11 February 2025

**Related Forms, Publications & Websites:**  
HSE Policy  
Grievance Guidelines

## 1. PROCEDURE STATEMENT

Henley is actively committed to protecting the rights of its workers to achieve their full potential in an environment which values and affirms diversity and is free from discrimination, bullying, sexual harassment and other forms of harassment, victimisation and behaviour that creates a hostile work environment (as defined in section 4 of this procedure). Such behaviour will be referred to collectively as inappropriate conduct in this policy.

Henley will take all reasonable and proportionate measures to eliminate the risk of an incident involving **inappropriate conduct** from occurring, but where a grievance is raised, Henley will take all reasonable steps and actions to ensure that its workers are treated fairly and with dignity and respect.

## 2. RIGHTS AND RESPONSIBILITIES

### a. All workers are entitled to:

- Recruitment and selection decisions that are based on merit and not affected by irrelevant personal characteristics
- Work free from inappropriate conduct
- The right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised
- Reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.



**b. All workers must:**

- Follow the standards of behaviour outlined in this policy including ensuring that they do not participate in, or condone, inappropriate conduct.
- Treat everyone with dignity, courtesy, respect and fairness.
- Offer support to people who experience or are subjected to inappropriate conduct, including drawing their attention to this policy, where relevant
- Avoid gossip and respect the confidentiality of complaint resolution procedures
- Participate in appropriate training arranged by Henley in relation to the content in this policy
- Bring possible breaches of this policy to the attention of Henley in accordance with the Grievance Guidelines.

**c. Managers and supervisors must also:**

- Model appropriate standards of behaviour
- Assist the leadership team in assessing the risk of an incident occurring and in identifying reasonable and proportionate measures to eliminate the risk so far as possible
- Take steps to educate and make workers aware of their obligations under this policy and the law
- Intervene quickly and appropriately when they become aware of inappropriate behaviour
- Act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard
- Help workers resolve grievances informally
- Refer formal complaints about breaches of this policy to the appropriate complaint handling officer for investigation
- Take steps to prevent workers who raise an issue or make a complaint from being victimised
- Ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made
- Seriously consider requests for flexible work arrangements.

**d. Unacceptable workplace conduct**

Inappropriate conduct, as set out in this policy, is unacceptable at Henley and is unlawful under Australian legislation. Workers who are in breach of this policy could face disciplinary action, which may include an apology, warning, counselling, transfer, demotion or termination of their employment or their contract/engagement.

This policy extends to all functions, places and activities that are work-related, including incidents occurring away from Henley's premises. It applies to conduct:

- At work;
- At work-related events or locations;
- Between people sharing the same workplace;
- Between colleagues outside of work;
- Outside of work where there is a sufficient connection to work; and
- On social media.

**3. HOW TO REPORT**

Henley encourages all workers to raise any concerns and seek assistance if they are worried about any behaviour that may impact upon the maintenance of a safe and positive workplace. A person who has a concern regarding the inappropriate behaviour of another staff member may choose to work through their concerns and/issues in several ways. This choice depends on several factors, including the working environment, people involved, confidence in managing the situation, seriousness of the behaviours, safety, etc.

Henley encourages workers to attempt to manage and/or resolve issues one on one in the first instance where this is safe and reasonable to do so. However, sometimes this may not be appropriate, and another process can be followed according to the principles of confidentiality, procedural fairness, timeliness, transparency and without repercussions.

**OPTION 1:**  
**Self management: A worker who has a concern about the behaviour of another person may choose to raise the issue/s directly with that person**

WHEN TO USE THIS APPROACH	APPROACH	KEY CONSIDERATIONS
This option is best used to resolve issues and behaviours at the earliest convenience and where it is considered that this option is likely to resolve the issue.	<ol style="list-style-type: none"><li>1. The person should clearly understand and articulate what the behaviours of concern are and how the behaviours make them feel.</li><li>2. The person should then seek clarification and support from their manager or People and Culture Manager/ People and Culture Advisor to support a constructive conversation. This includes determining the wording used (script), location and time for the conversation to take place.</li><li>3. The person should raise the issue/s with the other person explaining what their concerns are and requesting the behaviour to cease.</li><li>4. If the behaviour continues, or if the matter is not resolved to their satisfaction, the person can consider pursuing one of the other options in this policy.</li></ol>	<p>Anyone participating in an informal resolution must behave appropriately and in line with the expectations of this procedure.</p> <p>Maintain confidentiality with exception for parties with a justifiable need to know.</p> <p>Support is also available from the Employee Assistance Program.</p>



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**OPTION 2:**

**Informal resolution: A worker who wishes to resolve a concern about the behaviour of another worker informally may choose to involve third party support**

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WHEN TO USE THIS APPROACH	APPROACH	KEY CONSIDERATIONS
If a person would like to pursue the matter without a formal process but does not feel comfortable approaching the other person directly, they can involve an impartial third party. That third party may be a Manager, Senior Manager or a People and Culture Manager/People and Culture Advisor.	<ol style="list-style-type: none"><li>1. The person should clearly understand and articulate what the behaviours of concern and how the behaviours make them feel.</li><li>2. The person should seek guidance from their manager, People and Culture Manager/People and Culture Advisor to determine how the informal resolution will take place e.g., who will be involved, where etc. Informal resolution may include mediation.</li><li>3. The informal resolution takes place by noting agreed outcomes and setting expectations for all parties. These are documented by the third party.</li><li>4. Should the behaviour continue, or if the matter is not resolved to their satisfaction, the person may consider pursuing one of the other options in this policy.</li></ol>	<p>Anyone participating in an informal resolution must behave appropriately and in line with the expectations of this procedure.</p> <p>Maintain confidentiality with exception for parties with a justifiable need to know.</p> <p>Support is also available from the Employee Assistance Program.</p>

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**Note: There may be circumstances where a Manager or People and Culture Manager/People and Culture Advisor may determine that self-management or informal resolution is not appropriate and more formal resolution/action is required. This may occur where the behaviour identified constitutes a risk to the health and safety of any person, where the behaviour is reflective of a broader issue, a repeated course of behaviour, or is unlawful**



## OPTION 3:

**Formal resolution - when informal resolutions to issues are unsuccessful and/or the behaviour is considered serious, the matter requires formal resolution.**

WHEN TO USE THIS APPROACH	APPROACH	KEY CONSIDERATIONS
<p>Issues leading to a formal resolution may be discovered by a manager or via a complaint.</p> <p>Formal resolution is used in the following circumstances.</p> <ol style="list-style-type: none"> <li>1. Informal resolutions have not been successful; or</li> <li>2. The alleged behaviour is serious and may be a breach of this procedure or other Henley procedures identified e.g.; Integrity and Respect, Diversity and Inclusion.</li> </ol>	<ol style="list-style-type: none"> <li>1. A person can make a verbal or written complaint to: <ul style="list-style-type: none"> <li>• Their direct manager or a more senior manager</li> <li>• A member of the People and Culture team including General Manager, People and Culture, People and Culture Manager or People and Culture Advisor</li> <li>• The Chief Executive Officer.</li> </ul> </li> <li>2. The complaint should be explained clearly, include all relevant details, supporting evidence or materials and name all parties involved.</li> <li>3. A People and Culture Manager or Advisor will review the complaint to determine the most appropriate form of formal resolution process. The options may include but are not limited to: <ul style="list-style-type: none"> <li>• Formal investigation</li> <li>• A formal disciplinary process (which may include allegations of misconduct or serious or wilful misconduct)</li> <li>• Mediation/restorative action process</li> <li>• Notification to external party e.g. Victoria Police.</li> </ul> </li> <li>4. The steps of the formal resolution process will be communicated at the beginning of the process and will be dealt with in a timely and sensitive manner.</li> </ol>	<p>Anyone participating in a formal resolution process must behave appropriately and in line with the expectations in this procedure.</p> <p>Maintain confidentiality with exception for parties with a justifiable need to know.</p> <p>Support is also available from the Employee Assistance Program.</p>

## 4.DEFINITIONS

### Discrimination

Discrimination is unlawful under both State and Federal legislation.

Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal attribute protected by the law, such as sex, age, race or disability (see a more comprehensive list below).

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#### FOR EXAMPLE:

**Where a worker is harassed and humiliated because of their race, or where a worker is refused a promotion because of their age, and instead a less qualified person of a younger age is promoted.**

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**Indirectly**, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a protected attribute (see list below). That is, unless it can be shown that the requirement, rule, condition or practice is reasonable in all the circumstances, or is necessary due to the inherent requirements of the position.

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#### FOR EXAMPLE:

**Setting team meetings on Tuesdays each week at 8 am. Any worker who works part-time and does not work on Tuesdays, and people with children who they have to drop at school at that time could be disadvantaged. This requirement is likely to be unreasonable, unless there is a particular need for the meeting to be on the same day each week at 8 am.**

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Henley will not tolerate discrimination based on any of the following attributes:

- a disability, disease or injury, including work-related injury
- parental status or status as a carer, for example, because they are responsible for caring for children or other family members
- race, colour, descent, national origin, or ethnic background
- age, whether young or old, or because of age in general
- sex
- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union
- religion
- pregnancy and breastfeeding
- sexual orientation
- intersex status
- gender identity or gender expression
- marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship
- political opinion
- social origin
- medical record
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

Discrimination in connection with those attributes may also be unlawful, depending on which State you are in.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.



## Bullying

Bullying is where an individual or group repeatedly behaves unreasonably towards a worker or group and that behaviour creates a risk to health and safety. Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten a person.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Behaviours that may constitute bullying include:

- sarcasm and other forms of demeaning language
- threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up
- constant unconstructive criticism
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements.

Bullying is unacceptable at Henley, is unlawful and may breach occupational health and safety law.

### IMPORTANT

**If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is also a form of discrimination. Under the discrimination law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.**

Reasonable management action taken in a reasonable manner is not bullying.

## Sexual Harassment

Sexual harassment is a specific and serious form of discrimination. It is unwelcome sexual conduct, or unwelcome conduct of a sexual nature, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written.

"Conduct of a sexual nature" includes subjecting a person to any act of physical intimacy, making oral or written statements of a sexual nature to a person or about a person in their presence, or making any gesture, action or comment of a sexual nature in a person's presence.

Friendships or mutual attraction based upon the choice and consent of both parties do not constitute sexual harassment.

Sexual harassment is unlawful under State and Federal legislation, it is unacceptable behaviour and it is considered serious misconduct under the *Fair Work Regulations 2009* (Cth).

It can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment occurs in the workplace when it happens at work or in connection with work outside of normal hours, for example, at work-related events.

All workers have the same rights and responsibilities in relation to sexual harassment.

Sexual harassment may occur in a single incident or a series of incidents – it doesn't have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond efficiently and appropriately.

Henley recognises that comments and behaviours that do not offend one person can offend another. This policy requires all workers to have regard to each individual and their own perspectives and limits.

### Harassment on the Ground of Sex

Harassment on the ground of sex is unlawful under the *Sex Discrimination Act 1984* (Cth). Harassment on the ground of sex will occur where a person engages:

1. in unwelcome conduct of a demeaning nature by reason of a person's sex or a characteristic of that sex; and
2. in circumstances in which a reasonable person would have anticipated it would make the person feel offended, humiliated or intimidated.

An example of harassment on the ground of sex might include requiring a female worker to always pour the water in meetings, or take coffee orders, in circumstances where those tasks do not specifically form part of the female worker's duties.

Another example might include telling a male colleague who is upset to "man up", as not showing emotion is a characteristic that is generally imputed to men.

As with discrimination and other forms of harassment, the intention of the perpetrator is irrelevant to whether they have harassed a person on the ground of sex.

### Hostile Work Environment

It is unlawful under Federal legislation to subject another person to a hostile work environment on the ground of sex, and to do so is unacceptable behaviour.

A perpetrator will be found to have subjected a person to a hostile work environment where:

1. the conduct of the offender occurs at Henley;
2. the person is at the Henley workplace at the same time as or after the conduct of the offender occurs; and
3. a reasonable person would expect that the offender's conduct would make Henley's workplace environment offensive, intimidating or humiliating to the other person because of:

- i. that person's sex;
- ii. a typical characteristic of their sex (e.g. that women use sanitary items for menstruation); or
- iii. a characteristic that is generally attributed to persons of that sex (e.g. that women have greater domestic/carer responsibilities than men).

Factors which will be considered in determining if the behaviour amounts to creating a hostile work environment include:

- the seriousness of the conduct;
- whether the conduct was continuous or repetitive;
- the role, influence or authority of the person engaging in the conduct; and
- any other circumstances which may be relevant.

An important distinguishing feature of this behaviour from sexual harassment is that this conduct does not need to be directed at a specific person, it just needs to result in an offensive, intimidating and humiliating workplace environment for people of one sex.

Examples of such conduct may include:

- displaying pornographic material
- general sexual banter
- making sexist comments or telling offensive jokes that reinforce stereotypes (for example, the strength of women versus men)

An illustrative example is provided below:

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#### EXAMPLE 1:

**A female employee's male colleagues regularly make derogatory comments about the physical appearance of female customers. A senior male colleague also shows other employees sexualised images on his computer and loudly discusses intimate details of his personal life, which include degrading comments about women.**

**The female employee brings a complaint against the senior male colleague. His seniority and the repetitive nature of his conduct are likely to be relevant considerations.**

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If the person feels offended, intimidated or humiliated because the offender makes racist jokes in addition to sexist jokes, then the offender will have subjected the person to a hostile work environment, regardless of whether sex was the main reason for their engagement in the conduct.

An illustrative example is provided below:

## EXAMPLE 2:

**A senior manager regularly makes racist jokes about some of the restaurant's customers, including insulting comments about their physical appearance. The manager also displays pornographic images of women in the workplace and requires female staff to wear revealing uniforms.**

**A female employee brings a complaint that the manager is creating a hostile work environment. The employee only needs to establish that the workplace environment was offensive, intimidating or humiliating by reason of her sex, even if there were other matters, such as her race or ethnicity, that contributed to this outcome.**

## Victimisation

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, provided information in relation to a complaint or otherwise participated in the process, or refused to do something because it would amount to discrimination, sexual harassment or victimisation. Victimisation is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in an investigation into an equal opportunity concern or complaint. A threat may be expressed or implied.

Persons who are found to have engaged in victimisation may be subject to disciplinary action, up to and including termination of employment

Some examples of victimisation include:

- Threatening behaviour
- Disciplinary action that is not otherwise warranted, and would not have been taken if a complaint had not been made
- Exclusion
- Isolation

**Victimisation is unacceptable behaviour.**

## Vilification

Vilification occurs when a person engages in conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of, a person or class of persons on the grounds of a protected attribute. Vilification is unacceptable behaviour.

## Confidentiality

If a worker has a concern about discrimination, bullying, or disrespectful behaviour, they should contact one of the People and Culture Managers or the General Manager, People and Culture. It can in some limited circumstances be appropriate to discuss the concern with a colleague on a confidential basis, such as to help form a view as to whether it should be reported, or to seek support in reporting a complaint.

However, more generally, it is unacceptable to gossip about allegations of discrimination, bullying, or disrespectful behaviour, or to discuss those matters more broadly with the workforce. It is unacceptable to discuss such concerns with clients or suppliers.

It is also unacceptable for workers to discuss an investigation into a complaint of bullying, discrimination, sexual harassment or behaviour that creates a hostile work environment. Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline up to and including termination of employment or engagement.

## Reasonable Management Action

Reasonable management action carried out in a reasonable manner does not constitute bullying.

Reasonable management action can include:

- Performance management processes
- Disciplinary action for misconduct
- Informing a worker about unsatisfactory work performance or inappropriate behaviour
- Asking a worker to perform reasonable duties in keeping with their job
- Making reasonable workplace goals and standards.

### Frivolous or vexatious claims

Allegations of discrimination, sexual harassment, bullying or behaviour that creates a hostile work environment are extremely serious and can potentially damage an individual's reputation, shift valuable resources away from where they are needed and/or create a negative workplace culture. If a worker intentionally makes vexatious, false or frivolous allegations, this may result in disciplinary action.

A **frivolous** claim or complaint is one that has no serious purpose or value. Often a "frivolous" claim is one about a matter so trivial or one so meritless on its face that investigation would be disproportionate in terms of time and cost. The implication is that the claim has not been brought in good faith because it is obvious that it has no reasonable prospect of success and/or it is not a reasonable thing to spend time complaining about.

A **vexatious** claim or complaint is one (or a series of many) that is specifically being pursued to simply harass, annoy or cause financial cost to their recipient.

## 5. CONSEQUENCES

Persons who are found to have engaged in conduct described in this policy may be subject to disciplinary action, up to and including termination of employment.

Individuals who engage in unlawful discrimination may face personal legal action, and may be required by a Tribunal to pay compensation to the person who has made the complaint. Henley may also be vicariously liable for the discrimination, which means it may also be required to pay compensation.

Individuals who engage in unlawful bullying can face criminal prosecution, resulting in fines and potential convictions. Henley may also be fined and convicted arising from workplace bullying by its workers.

## 6. RESOLVING ISSUES AT HENLEY

Henley strongly encourages any worker who considers that they have been subjected to inappropriate conduct in connection with their work to take appropriate action by contacting one of the People and Culture Managers or the General Manager, People and Culture.

In addition to reporting complaints, workers are encouraged to report any risk factors that they observe in the workplace which Henley should consider in any steps it takes to reduce the risk of incidents involving inappropriate conduct as set out in this policy.

## 7. PROCEDURE REVIEW

Henley may make changes to this procedure from time to time to improve the effectiveness of its operations or because of any legislative changes. In this regard, workers who wish to make any comments about this procedure may forward their suggestions to the People and Culture team.

## 7. FURTHER ASSISTANCE

Workers who require assistance in understanding this procedure should first consult their nominated supervisor unless their concern is about that person. Should further advice be required workers should contact the People and Culture team.



# Employment of Family Members & Related Parties Guideline

<b>Applies To:</b>	All employees, suppliers and contractors (collectively, “workers”)
<b>Owner:</b>	General Manager, People & Culture and HSE
<b>Effective Date:</b>	11 February 2025
<b>Related Forms, Publications &amp; Websites:</b>	Conflict of Interest Declaration Form Gifts & Benefits Guidelines Employee Referral Program

## 1. PURPOSE

The purpose of this guideline is to reduce the likelihood of a conflict of interest by ensuring that workers are not required to make decisions concerning Family Members or a Related Party.

## 2. STATEMENT

Henley does not restrict the employment or engagement of Family Members or Related Parties to an existing employee, supplier or contractor. In the event that there is an existing relationship, or if circumstances change to create a new relationship, the employee must advise Henley of the relationship and seek approval in writing.

Henley is proud to employ Family Members and Related Parties and accepts and rewards referrals for employment through the Employee Referral Program.

## 3. PROCEDURE

In the event that a Family Member or Related Party would like to commence employment or provide goods or services to Henley, the following conditions apply to such engagements:

- The existing employee must not make recommendations about the employment or engagement of a Family Member or Related Party (other than to make the referral via the Employee Referral Program or to the relevant General Manager).
- The Family Member or Related Party must not directly or indirectly report to, be supervised by, or directly managed by the existing employee.
- The existing employee must not supervise or inspect the work of the Family Member or Related Party.
- The existing employee must not issue new work, work orders, or authorise works for the Family Member or Related Party.

- Any changes to relationships between Family Members or Related Parties (including new relationships) must be notified to Henley.
- An employee must not approve invoices for payments to a Family Member or Related Party under any circumstances.
- Any changes to relationships between Family Members or Related Parties (including new relationships) must be notified to Henley.
- The existing employee must not approve invoices for payments to a Family Member or Related Party under any circumstances.

#### **4. ENGAGEMENT OF SUPPLIERS AND CONTRACTORS**

Henley is proud to engage suppliers and contractors that are Related Parties and accepts all referrals via the relevant General Manager. Prior to the commencement of work or payment to a new supplier or contractor, the existing employee and the new contractor will be required to provide information to Henley about the nature of the relationship.

Existing employees are required to complete the Conflict of Interest Declaration Form and forward it to the relevant General Manager prior to any new engagement being approved.

New Suppliers and Contractors will be required to read the Sub-Contractor Induction Pack and Complete the Pre-Qualification Questionnaire and will be required to disclose any known relationships with existing Henley employees.

#### **5. CONFLICT OF INTEREST & GIFTS AND BENEFITS DECLARATION FORM**

Employees are required to obtain written approval from the relevant General Manager in writing by completing the Conflict of Interest & Gifts and Benefits Declaration Form. For the avoidance of doubt, it is the responsibility of the employee making the referral to ensure the relationship is declared and approval is obtained.

If the employee is in any doubt as to whether they need to seek approval, they must complete the Conflict of Interest & Gifts and Benefits Declaration Form and provide it to the relevant General Manager.

#### **6. POSSIBLE OUTCOMES**

Failing to disclose a relationship or otherwise employing, engaging, supervising or making payments to Family Members or Related Parties, including making false or misleading disclosures (which includes omissions), without complying with these Guidelines may lead to disciplinary action, including termination of employment.

#### **7. DEFINITIONS**

**Family Member** means a spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild or sibling of an employee, or a child, parent, grandparent, grandchild or sibling of an employee's spouse or de facto partner. It includes step-relations (eg. step-parents and step-children) as well as adoptive relations.

**Related Parties** means people who live together or who have lived together, people who may be in a personal relationship together (and not living together) or who have previously been in a personal relationship, or people who have shared personal or business interests or dealings currently or in the past.

#### **8. FURTHER ASSISTANCE**

Any employee, supplier or contractor who requires assistance in understanding these guidelines should first consult their manager. Should further advice be required, workers should contact the People and Culture Department.

#### **9. GUIDELINE REVIEW**

The organisation may make changes to this guideline from time to time to improve the effectiveness of its operation. In this regard, any employee who wishes to make any comments about this guideline may forward their suggestions to the People and Culture team.



# OBLIGATIONS

## SITE NOTES

- \* THIS SITING IS SUBJECT TO THE DEVELOPERS APPROVAL. TO BE OBTAINED PRIOR TO PERMIT APPLICATION
- \* PROVIDE CUTTING TO TOP OF BRICKWORK ALONG BOUNDARY SIDE OF GARAGE
- \* HATCHED AREA TO BUILDING DENOTES WHERE FOUNDATION SUPPORT NEEDS TO BE INCREASED TO OVERCOME 45° ANGLE OF REPOSE DUE TO SEWER PIPE IN REAR EASEMENT.
- \* \* LOCAL COUNCIL AND RELEVANT WATER BOARD APPROVAL IS REQUIRED DUE TO BUILDING & EARTHWORKS EXTENDING OVER THE EASEMENT. TO BE OBTAINED PRIOR TO BUILDING PERMIT APPLICATION
- \* PROVIDE SOLAR HOT WATER PANEL ON WEST FACING ROOF
- \* THIS SITING HAS BEEN PREPARED BASED ON THE ADJOINING PROPERTIES BEING VACANT. SHOULD A COMPLETED HOME EXIST AN UPDATED SURVEY MAY BE REQUIRED TO CONFIRM THE ADJOINING PROPERTY STATUS PRIOR TO ISSUE OF BUILDING PERMIT. THE RESCODE REQUIREMENTS MAY NEED TO BE RE-EVALUATED AND ANY FURTHER SURVEYS OR REQUIREMENTS WILL BE NOTIFIED TO THE OWNER BY VARIATION WHERE APPLICABLE.
- \* PROVIDE PROVISIONS FOR RECYCLED WATER IN ACCORDANCE WITH WATER BOARD & PLUMBING INDUSTRY REGULATIONS. PROVIDE PLUMBING USING 3RD PIPE PRINCIPLE TO ENABLE RECYCLED WATER TO BE USED TO ALL WC FLUSHING CISTERNS IN THE HOUSE. INCLUDES THE CONNECTION TO RECYCLED WATER MAINTAPPING

**SEWER Pipe Details**  
Pipe Size: 150mm  
Pipe Depth: 1.620m  
Pipe Offset: 1.92m

SEWER BE TO BE CUT BACK MIN. 600mm FROM DWELLING

**LOT 1033**  
VACANT  
AS AT 24/08/23

STORMWATER DRAINAGE IS TO BE MINIMUM 600mm CLEAR FROM EDGE OF SLAB

PROVIDE TERMITE PROTECTION IN ACCORDANCE WITH A.S.3660.1

FINISHED LEVELS TABLE			MM
Waffle Slab Freeboard	385		Approx. R.L.
Building Platform	100.400		Approx. R.L.
Ground Floor FFL	100.785		Approx. R.L.
	100.719		Approx. R.L.

- LETTERING ON THE COLOUR OF THE PERMITTED
- TO FURTHER ASSIST THE REDUCTION OF GAS EMISSIONS, THE DWELLING HAS BEEN WITH WELL-VENTILATED SPACES IN ACCORDANCE WITH THE ORANA DESIGN GUIDELINES (ITEM 60) - HOME DESIGNS ARE REQUIRED TO USE WATER EFFICIENT FIXTURES AND APPLIANCES. THESE INCLUDE:
  - SHOWERHEADS THAT USE < 9 LITRES PER MINUTE
  - TAPS TO BATHROOMS, KITCHEN AND LAUNDRY THAT USE < 6 LITRES PER MINUTE
  - A WASHING MACHINE WITH A WATER CONSUMPTION OF 110 LITRES PER USE (ITEM 60)

LOT  
1035

**STORMWATER Pipe Details**  
 Pipe Size: 300mm  
 Pipe Depth:  
 Pipe Offset:

THEATRE CIRCUIT

78M ELECTRICITY PWT  
R.L. 100.00

WHL 300mm LANDSCAPING STRIP  
AS PER DEVELOPER GUIDELINES  
FUTURE DRIVEWAY & PATH AS PER  
DEVELOPER GUIDELINES BY OTHER  
MATERIAL COLOURED CONCRETE  
COLOUR CHARCOAL

LEGEND

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C. 20535

# Supplier, contractor and subcontractor obligations

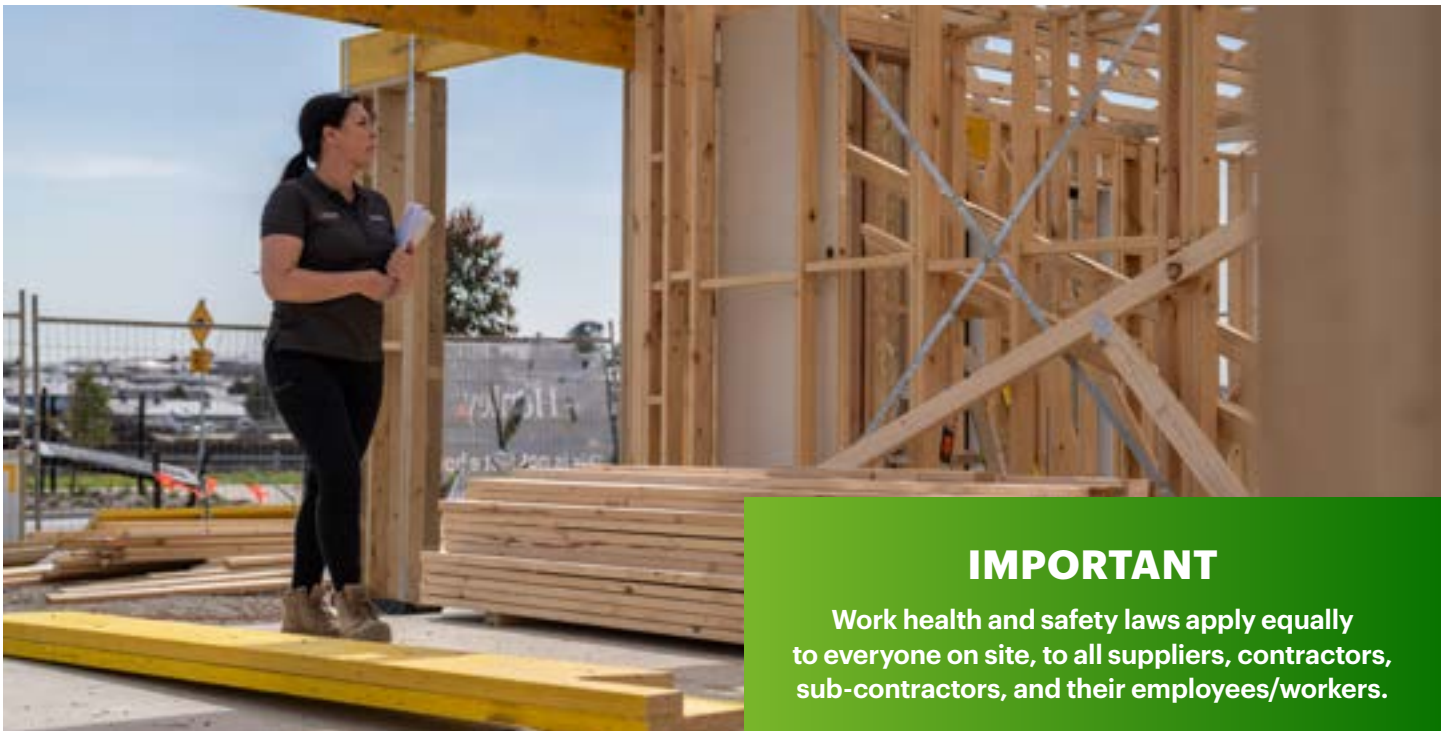
Below you will find some of Henley Properties' requirements around your Health and Safety.

**You must, as a minimum, ensure that all workers or subcontractors you bring to site:**

- Have completed a Henley safety induction via the contractor management system and have their construction industry induction card. (White Card, Red Card, Blue Card etc).
- Have completed all compliance items on the contractor management system are current and up to date.
- Are adequately trained to perform their work safely or are monitored in accordance with their level of skill and experience.
- Undertake a visual risk assessment of the site prior to commencing works to identify any foreseeable safety hazards to prevent harm to themselves and/or others.
- Check site for safe access and egress.
- Read ALL site signage and follow any safety requirements. (No Go Zones, site security requirements etc).
- Plan, schedule and conduct high risk work in accordance with your Safe Work Method Statement (SWMS).
- Carry a signed copy of your SWMS with you at all times.
- Ensure if traffic management is required, that it has been set up prior to commencing works.
- Have the adequate tools, plant, machinery, and equipment to complete the required tasks, that are well maintained, tested and tagged and used in accordance with manufacturer's instructions.
- Hold relevant licences to operate plant, machinery, and equipment.
- Follow any reasonable instruction from your supervisor, Henley representative or relevant authority (e.g. WorkSafe/ SafeWork inspector).
- Must never work from heights above 2 metres without adequate fall protection in place (e.g. scaffolding, edge protection, void protection, trestles with handrails etc).
- Must ensure fall protection is completely installed and certified (e.g. Check for handover certificate and visually inspect scaffold systems).
- Must ensure scaffolding systems installed up to 4 metres are installed as per SWMS.
- Must never tamper with fall protection. (e.g. scaffolding, edge protection, void protection, etc).
- Must ensure ladders are free from damage and used correctly.
- Keep mobile plant and equipment operating safely within the boundary of the site, consider pedestrian movements and set up exclusion zones where required as per your Safe Work Method Statement (SWMS).
- Keep footpaths and nature strips clear of rubbish and building materials as they are not part of the building site and may place the public at risk.
- Eliminate or control sediment run off by completing works within the site perimeter to inhibit pollution from spreading to neighbouring sites or waterways. Report any spills that can't be contained to your supervisor or HSE person shown on the site sign.
- Ensure all erosion and sediment control measures are maintained and in working order. Report any damaged or depleted environmental controls to your supervisor or HSE person shown on the site sign e.g. sediment fencing, crushed rock etc.
- Clean as you go and use bins/cages provided to maintain site housekeeping. If the bin is full, notify the supervisor to have the bin emptied and stack materials next to the bin/cage.
- Report any illegal dumping of materials to the site supervisor or HSE team.
- Ensure site is secured at the end of each day and reinstate any fencing panels that have been removed for access.
- Report hazards that you cannot eliminate, to your supervisor or HSE person shown on the site sign.
- Immediately report all incidents or near misses to the supervisor or HSE person shown on the site sign and cooperate with any investigation or instruction from a Henley representative or regulatory authorities.
- Must not be under the influence of illicit drugs or alcohol or consume drugs or alcohol on a Henley site.
- Establish emergency procedures to enable the rescue of and provision of first aid workers immediately in the event of a fall.

# Henley obligations

- Coordinate work processes so they are carried out in a planned and orderly manner at the site to minimise the risk to health and safety of everyone involved in or affected by the work so far as reasonably practicable.
- Coordinate delivery of materials on site.
- Coordinate the workplace operations so they do not endanger members of the public or road users.
- Provide safe access and egress around the workplace for all workers, including authorised visitors.
- Coordinate traffic management when required so far as reasonably practicable.
- Coordinate the installation of safe systems of work eg: scaffold systems, edge protection, void platforms and will not schedule works to be undertaken until the installation has been completed.
- Provide site waste facilities, regular site cleans, environmental control measures e.g. sediment fencing, crushed rock (driveway rubble), amenities and water supply.
- Action any environmental concerns identified.
- Respond to any reported illegal dumping of materials/ rubbish on our sites.
- Provide site fencing to secure the site. and coordinate any rectification to damaged site fences.
- Actively communicate, coordinate and collaborate with and assist suppliers, contractors and subcontractors and their workers to meet their obligations on site and respond to any calls for assistance.
- Monitor Henley's health, safety, and environmental requirements on site and action any non compliant issues identified.
- Undertake an investigation into incidents, near misses, or unsafe behaviours that are reported by supervisors, suppliers, contractors and/ or their workers and where relevant, cooperate with regulatory authorities.



## IMPORTANT

Work health and safety laws apply equally to everyone on site, to all suppliers, contractors, sub-contractors, and their employees/workers.



# **SAFETY** **GUIDELINES**





# Monitoring & supervision

- Monitor site conditions and compliance.
- Everyone has a responsibility to monitor site conditions and compliance.
- Mandatory scaffold inspections are carried out by the scaffold installers as required under the legislation.
- Henley provides necessary information and communication, consultation, and coordination to trades and their subcontractors, workers, including information on the site signs to ensure health and safety requirements are understood and followed.
- Henley supervisors, managers or the HSE Team can issue Safety Instruction Notices for any safety breaches. e.g tampering with scaffold or other safe systems of work, working from heights without fall protection etc.
- All Safety Instruction Notices are referred to Henley's CEO and General Managers for review. Safety Instruction Notices that are issued for the same reason, or for a serious safety breach, may result in termination of the contract/relationship.
- At its discretion, Henley may install and monitor CCTV cameras on its sites for the purpose of security and health, safety compliance on site.



# Henley apprentice program

We've supported over 300 apprentices into the industry, and we're only just getting started

The construction industry relies heavily on your support and investment in the future. Playing a role in developing and training apprenticeships isn't just beneficial – it's crucial. It's our collective responsibility to give back to the industry, and its success depends on our continued focus and dedication.

Our apprentice program embodies this commitment, partnering with subbies like you to champion the next generation of skilled tradespeople. Through this partnership, we proudly provide funding towards the employment and training of apprentices. This means that you can reap the rewards of having a full-time apprentice, without shouldering the full-time cost.

At Henley, we're determined to create a more equitable world – where everyone is welcome into the construction industry. If you're interested in expanding the diversity of your trade base, but aren't sure where to start, don't worry – we're here to help.

Reach out to us at: [peopleandculture@henley.com.au](mailto:peopleandculture@henley.com.au), and we'll provide more information about the program and how you can get on board.

Now's the perfect time to get involved and be part of something bigger than bricks and mortar. Together, we're not just building homes, we're investing in the future of our industry, one apprentice at a time.



# High Risk Construction Work (HRCW)

Construction work means any work performed in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning, or demolition of any building or structure, or any similar activity.

Under safety legislation, high risk work;

- Involves a risk of a person falling more than 2 meters
- Is carried out on a telecommunication tower
- Involves demolition
- Involves demolition of an element of a structure that is related to the physical integrity of the structure
- Involves, or is likely to involve, disturbing asbestos
- Involves structural alteration or repair that requires temporary support to prevent collapse
- Is carried out in or near a confined space
- Is carried out in or near a shaft or trench deeper than 1.5 meters or a tunnel
- Involves the use of explosives
- Is carried out on or near pressurised gas mains or piping
- Is carried out on or near energised electrical installations or services

- Is carried out in an area that may have a contaminated or flammable atmosphere
- Involves tilt-up or precast concrete
- Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
- Is carried out in an area of a workplace where there is any movement of powered mobile plant
- Is carried out in areas with artificial extremes of temperature
- Is carried out in or near water or other liquid that involves a risk of drowning

**Henley have identified the following ten focus points as the most predominant risks for the scope of works on our sites.**

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## OUR TOP 10 FOCUS POINTS

### Highest level risks:

1. Work at heights of more than 2 metres
  2. Work on or adjacent to roads or railways
  3. Work where mobile plant is operating
  4. Work on or near live electrical or gas installations
  5. Work in a trench of cut more than 1.5 metres deep
  6. Work involving the use of explosives
  7. Hazardous manual handling
  8. Site fences and security
  9. Housekeeping and amenities
  10. Extreme weather events
-

# Safe Work Method Statement (SWMS)

A SWMS is a document that identifies all of the high risk construction work tasks which suppliers, contractors and sub-contractors undertake. It also sets out the risks and hazards associated with that work, and the control measures to manage those risks and hazards.

It is the responsibility of the suppliers, contractors & sub-contractors who are completing high risk works to ensure they have a documented SWMS, and they must plan, schedule and conduct work in accordance with their SWMS.

It is a legal requirement to carry a copy of your SWMS, and these must be made available on request on site from a Henley team member or inspector from your local regulatory authority e.g., WorkSafe, Safe Work.

For guidance on SWMS, please click on the website [here](#)

Alternatively, you can search the web for SWMS relevant to the works you complete e.g., Bricklayer SWMS.

If there is a reason that would prevent you from completing the work in accordance with your SWMS, Henley must be notified.

## FOR EXAMPLE:

- Scaffold systems that have been tampered with or have parts missing.
- Insufficient access/egress
- Dry cutting of bricks, stone, tiles
- Overhead power lines
- Unsafe acts from others
- Instances of physical or verbal abuse/harassment

Anything that you feel is unsafe or impacts your safety or the safety of others, must be reported to Henley.

## REVIEW OF RISK CONTROL MEASURES

Suppliers, contractors, and sub-contractors performing the HRCW must ensure that their SWMS are reviewed and, if necessary, revised:

- before any change is made to the way the work is performed or to the system of work. This includes a change in the location of the construction work that presents any new or different risks or hazards;
- if new or additional information about hazards relating to the work becomes available;
- if, for any other reason, the risk control measures do not adequately control the risks to health and safety associated with the HRCW work; and
- after receiving a request or instruction from Henley or another authorised person.



# Emergency Plan

Whenever you are conducting high risk works as outlined on page 34, you are required under legislation to have an emergency procedure/plan for you and your workers. This can be included in your Safe Work Method Statement (SWMS) or as a stand alone document.

In addition to the Henley site sign, call-up email or maintenance purchase order, your emergency plan for high risk works must contain instructions of what to do in an emergency whilst on site. Your emergency plan must be tailored to your works.

The emergency procedures should enable the rescue of a worker in the event of a fall, and the provision of first aid. It should be capable of being carried out immediately after the fall.



## EXTRACT FROM SAFEWORK AUSTRALIA

What is an emergency plan?

An emergency plan is a written set of instructions that outlines what workers and others at the workplace should do in an emergency. An emergency plan must provide for the following:

- emergency procedures, including:
  - an effective response to an emergency
  - evacuation procedures
  - notifying emergency service organisations at the earliest opportunity
  - medical treatment and assistance, and
  - effective communication between the person authorised to coordinate the emergency response and all people at the workplace
- testing of the emergency procedures—including the frequency of testing, and
- information, training and instruction to relevant workers in relation to implementing the emergency procedures.

## EXAMPLES OF INCLUSIONS IN AN EMERGENCY PLAN

An emergency plan may include practical information for workers such as:

- emergency contact details for key personnel who have specific roles or responsibilities under the emergency plan, for example, first aider
- contact details for local emergency services, for example police, fire brigade (000) and poison information centre.
- a description of the mechanisms for alerting people at the workplace to an emergency or possible emergency, for example mobile phone
- the post-incident follow-up process, for example notifying the regulator, organising trauma counselling or medical treatment.
- procedures for testing the emergency plan including the frequency of testing must be included.

For more information on an emergency plan, click [here](#)

# Consultation & Communication

Henley is committed to providing information and guidance to our suppliers, subcontractors and workers that will improve our collective understanding of health, safety or environmental risks and controls and that will benefit both of our businesses, our employees, suppliers, contractors & subcontractors and those affected by our work.

Consultation is required when health and safety matters involve:

- identifying hazards and assessing health and safety risks from the work carried out by our suppliers, contractors and subcontractors and their workers;
- making decisions about ways to eliminate, minimise or control the health and safety risks; and
- proposing changes that may affect the health or safety of workers or other people involved with any work on site
- making decisions about the adequacy of facilities for the welfare of workers
- making decisions about procedures for resolving health and safety issues, consultation, monitoring workplace health, and provision of information to workers.

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## HOW WE COMMUNICATE



Via our contractor management portal e.g., Issue safety alerts, mandatory compliance item reminders.



Safety instruction notices issued for safety breaches. e.g., Tampering with scaffold or other safe systems of work, working from heights without fall protection etc.



On-site safety chats.



Emails.



Phone correspondence.



Remittances/purchase orders.

# Working from heights

Working at heights is a high-risk activity and the leading cause of workplace death and serious injury.

We believe that a safe workplace leads to increased productivity, better employee morale, and a more positive reputation in the industry. Our commitment to safety is not only a moral obligation, but also essential for the long-term success of our business.

Throughout construction stages, Henley provides fall protection systems to assist with safely working from heights. e.g. void protection, edge protection, hang-on (two-plank), roof rail, scaffold. Contractors must undertake an assessment of works prior to commencing. Where you identify a safety concern with the fall protection systems, or a modification is required, you must contact the site supervisor immediately so this can be coordinated.

You must not commence work or resume work until fall protection has been installed, or if an issue is identified, before that issue has been resolved.

Contractors who undertake maintenance works in a completed home that is no longer under the control of Henley, must undertake an assessment of the works required, and the associated risks, prior to commencing any relevant works. Where the contractor identifies that a fall protection system (or scaffold) is required to undertake the works, this must be detailed in the quote which will be reviewed and approved by Henley. Work at Heights above 2 metres is considered **High Risk Work** and must be undertaken in accordance with the contractor's SWMS.

The contractor must not commence work before the quote has been approved by Henley.







## Scaffold overloading

Although it may be tempting to “save time” and hassle by ignoring the weight limitations of scaffolding and other equipment on work sites, the consequences for doing so can be devastating.

Overloading scaffold can undermine the structural integrity of the scaffold and may cause collapse.

**Scaffolds must never be overloaded.**

Know your load limit, details of load limits can be found on the scaffold tag/handover certificate.

**If you are uncertain of the scaffold load limit, please contact your supervisor or Henley HSE representative as listed on the site sign.**

### 5 PLANK HEAVY DUTY TRADITIONAL SCAFFOLD



**5 Plank:** 675kg - 180kg (2 persons' body weight) = 495kg safe working load.

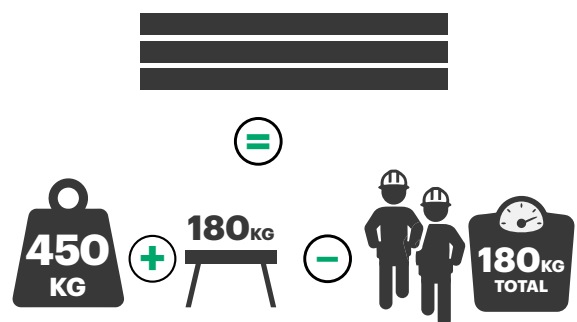
#### E.G. BAY LIFT CAPACITY – BRICKS



Total number of bricks to be stacked per bay lift as an approximate guide only:

- Wire Cuts: 150 Bricks per lift
- Solids: 120 Bricks per lift

### 3 PLANK MEDIUM DUTY TRADITIONAL SCAFFOLD



**3 Plank:** 3 Plank = 450kg (no hop-up) - 180kg (2 persons' body weight) = 270kg safe working load

3 Plank = 450kg + 180kg (1 board hop-up) - 180kg (2 persons' body weight) = 450kg safe working load.

#### E.G. BAY LIFT CAPACITY – BRICKS



Total number of bricks to be stacked per bay lift as an approximate guide only:

- Wire cuts: 81 Bricks per lift
- Solids: 65 Bricks per lift

**THESE WEIGHTS DO NOT ALLOW FOR MUD BOARDS OR MORTAR.**

**CAUTION:** This is a guide only. Bricks can vary in weight. It is the responsibility of the bricklayer to know the weight of the bricks.

BUILDSAFE SCAFFOLD

DUTY RATING	EXAMPLES OF USE	DESIGN TOTAL LOAD	MINIMUM BAY WIDTH
Light duty	Painting, cleaning, fascia & gutter installation.	225 kg	450 mm
Medium duty	Finishing trades where light materials are stacked on the platform.	450 kg	675 mm (Where tools and materials will be placed on the working platform and clear access cannot be maintained, a bay extension platform of not less than 450mm in width shall be added to provide clear access.)
Heavy duty	Bricklaying and demolition work.	675 kg	900 mm (Or 675mm where additional access is provided by a bay extension platform of not less than 450mm width.)
Special Duty	Bricklaying, Hebel, cladding etc.	500kg	600mm (As certified by third party Engineer.)

EXAMPLES OF OVERLOADED SCAFFOLD





# Scaffold tampering

The unauthorised access, use or alteration of a scaffold can affect its integrity and introduce significant hazards and risks (e.g. the risk of a worker falling from height, if a part of the structure is removed).

A scaffold can be in place for a significant length of time, with many different workers from various trades having access to and using the scaffold. This provides many opportunities for the scaffold to be altered or tampered with. A scaffold may be altered, for example, to provide ease of access while undertaking specific work activities, and the consequences of these alterations may not be understood.

Please ensure you visually inspect the scaffold prior to use. If you have any concerns about a scaffold, please contact the site supervisor or HSE team member as listed on the site sign.

**NEVER TAMPER WITH THE SCAFFOLD  
AS IT IS AN OFFENCE.**

**If you require alterations to the scaffold, please notify  
the site supervisor.**

EXAMPLES OF SCAFFOLD TAMPERING





## HANG ON PLATFORM

Hang on platform (two-plank) is installed after upper-level frames are completed and braced and prior to trusses being installed.

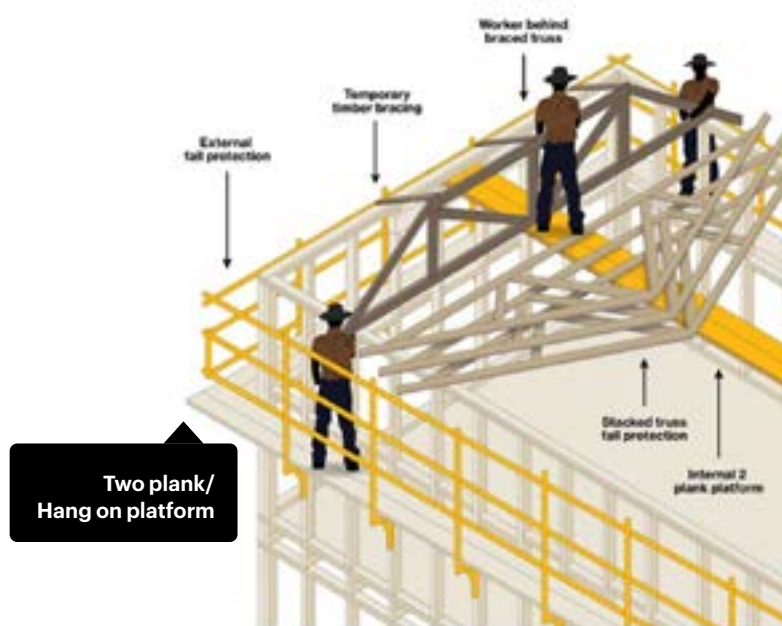


Figure 1: Truss erection procedure including hanging bracket scaffold as external fall protection, internal working platform with trusses spread as internal fall protection. Note: Internal worker remains behind brace truss and over platform.

## VOID PLATFORM & PERIMETER RAIL GUIDANCE

**FALL PROTECTION SYSTEMS ARE INSTALLED TO ALLOW YOU TO COMPLETE YOUR TASKS SAFELY. WHEN THEY ARE TAMPERED WITH, THIS COMPROMISES THE SAFETY OF THE PRODUCTS AND THOSE WHO ARE WORKING ON OR AROUND THEM.**

- The void platform and perimeter rail/edge protection must be installed prior to any works taking place on the upper level.
- Flooring must not be laid until perimeter rail and void platform have been installed.
- When sheet flooring is installed, the flooring needs to be cut out around the void platform brackets.
- Do not lift the void platform or brackets.
- Do not work at heights without adequate fall protection.
- Close the void platform flap when working on the upper level.
- Tampering with void platform & edge protection is prohibited. If modifications are required, contact the site supervisor.

**Please contact your site supervisor if you have any further questions.**

### PERIMETER RAIL INSTALLED PRIOR TO FLOOR



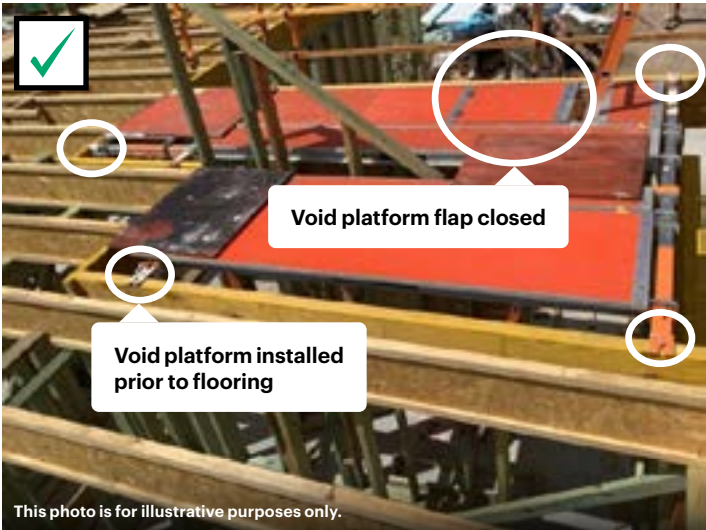
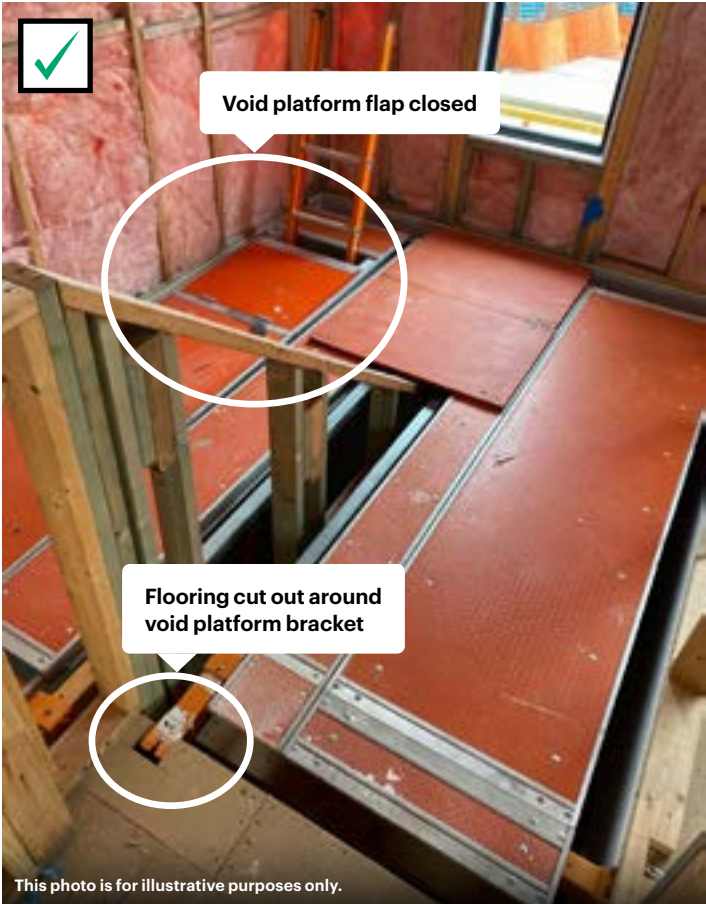
### PERIMETER RAIL NOT INSTALLED PRIOR TO FLOOR



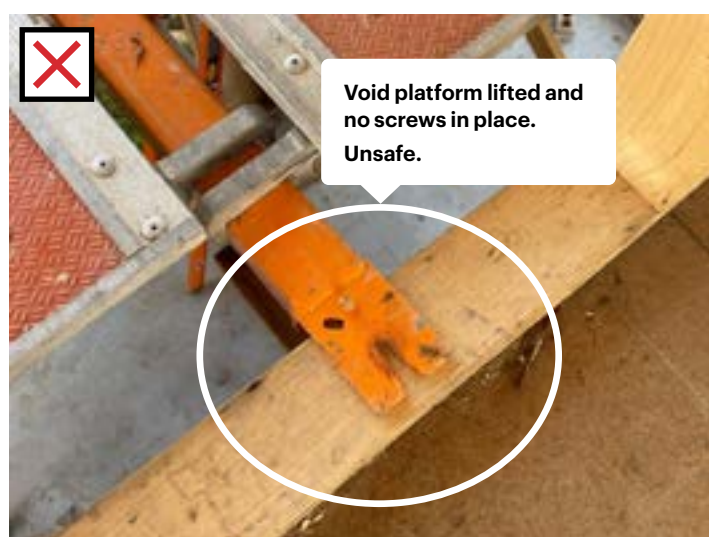


VOID PLATFORM & PERIMETER RAIL GUIDANCE

How a void platform should look



## How a void platform shouldn't look



OPEN WINDOW VOID GUIDANCE

LEAVING OPEN WINDOW VOIDS CAN PUT YOURSELF AND OTHERS AT RISK OF FALLING FROM HEIGHTS THAT COULD CAUSE SERIOUS INJURY OR DEATH.

- Window or door openings in external wall frames need to be fitted with guardrails prior to the removal of the perimeter rail.
- Wall-framing incorporating studs at 600mm maximum centres and one row of noggins 900–1200mm above floor level is an acceptable alternative to guard railing.
- Where the frame incorporates window or door openings, additional members need to be provided across these openings to provide the equivalent fall protection to the guard railing described above.
- Ensure timbers are installed across window openings horizontally. Any openings that span greater than 1.5m, double up the 90x35 timbers to add across the window opening.
- If the window opening is 900mm or greater from the floor additional guard rail is not required.
- Framers are to place timbers across any open void and follow the requirements as set out below in Tables 3 & 4.

Installing the rail across the window void prior to erecting the wall frame is highly recommended.

Please contact your site supervisor, construction manager or HSE department if you have any further questions.

Table 3 – Timber guardrails

Minimum nominal sizes and gradings

Guardrail size depth x width (mm) (nominal sizes)	Maximum span (m)	
	MGP 10 seasoned pine	MGP 12 seasoned pine
90 x 35	1.5	2.3
90 x 45	2.5	3.2
2 nos 90 x 35*	3.5	3.5

\* Timber members to be nailed together at maximum 300mm intervals in 'T' or 'L' sections.

Table 4 – Timber guardrail posts

Minimum nominal sizes and gradings (maximum span between guardrail posts less than 3.5m)

Bending about weak axis	Bending about strong axis
2 nos 90 x 35 MGP 10 seasoned pine**	90 x 45 MGP 10 seasoned pine

\*\*Timber members to be nailed together at maximum 300mm intervals.

Note: nos is the number of timbers required.



## OPEN WINDOW VOID GUIDANCE

**Timber/rails across void installed**



**No timber/rails across void**

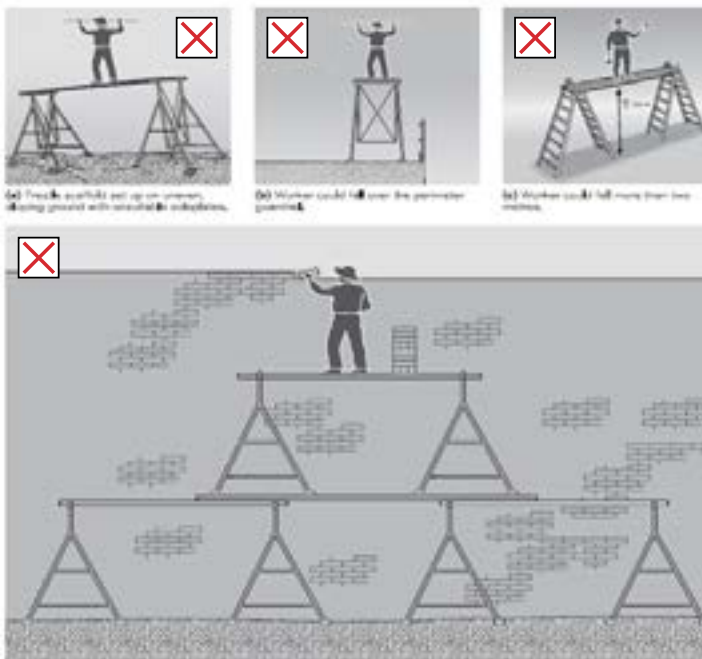


# SAFETY GUIDELINES

## TRESTLES

Trestles scaffold used at heights greater than 2 meters need to include guard railing and toe boards to prevent people and materials falling from the open side or end of the work platform.

- Trestles should be set up on even ground with suitable soleplates.
- They should be set up as per manufacturer instructions and only used for their intended purpose.
- Henley allows trestles less than 2 meters high to be used by bricklayers to brick up to 40 courses.



## LADDERS

Each year there are dozens of serious incidents where workers have fallen from ladders. Most of these incidents involve a ladder being used incorrectly or inappropriately.

Workers in construction and building maintenance are the most commonly injured.

### What you can do

Only use ladders for simple access jobs, or for a short duration. It's best to work from ground level whenever possible.

You should also consider alternatives to a ladder, such as scaffolding or an elevated work platform.

If a ladder is your only option, the following precautions can help you avoid injury.

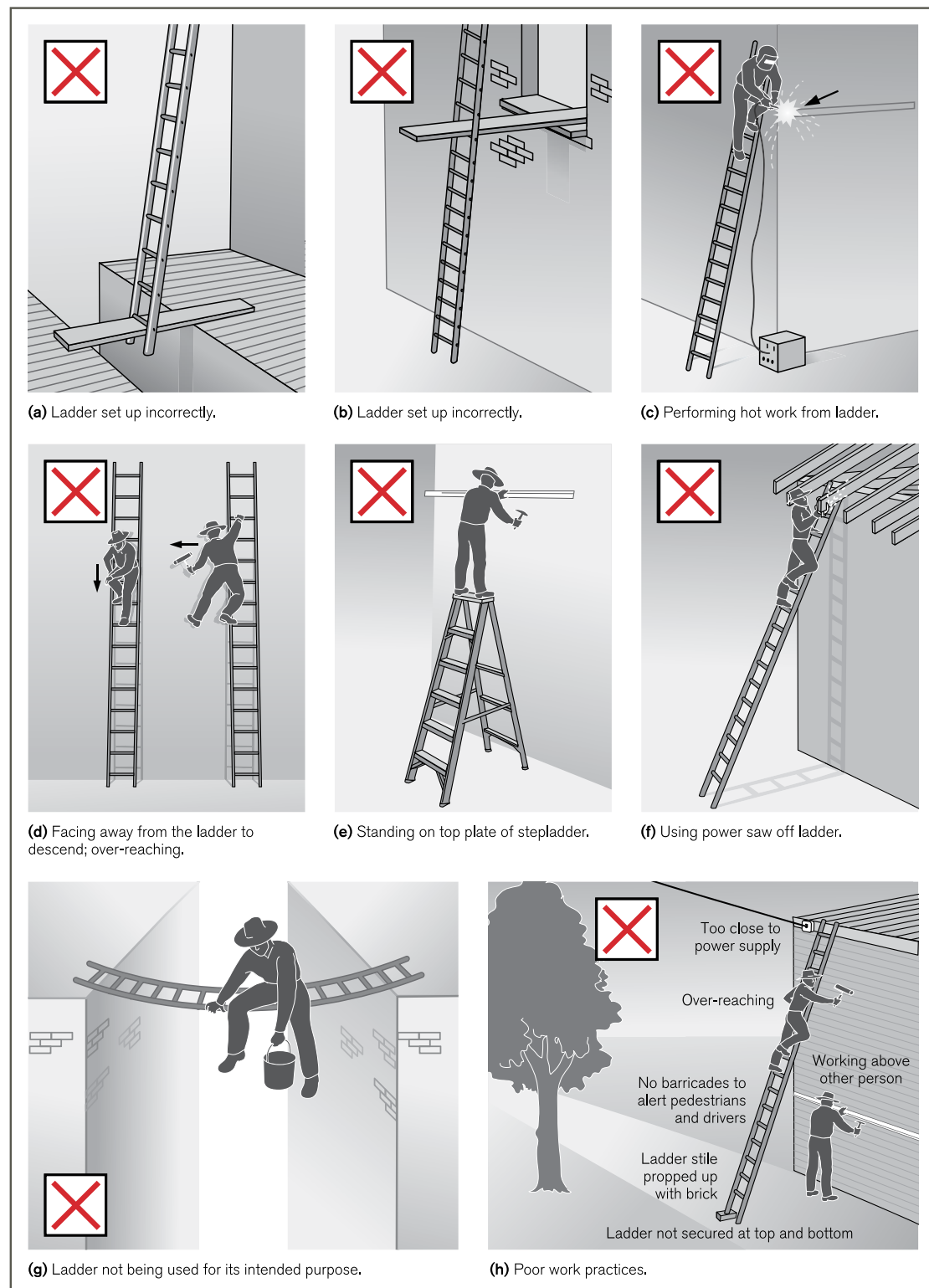
- Choose the right ladder for the job. It should meet Australian standards and the load requirements of the job.
- An A-frame or extension ladder may be appropriate for some tasks, but a platform ladder is safer.
- Inspect the ladder for damage before each use.
- Only use a ladder if you are physically capable of doing so.
- Always set up the ladder on a flat, stable surface. If this isn't possible then use a ladder that includes ladder safety devices like leg levellers, anti-slip gutter guards and stabilisers.

- Always maintain three points of contact when climbing or descending the ladder. This means two hands and one foot, or two feet and one hand.
- Only take small items up or down a ladder – never large or heavy items such as building materials.
- Only carry items that allow you to maintain three points of contact.
- Never lean or reach away from the ladder while using it.
- The combined weight of the person using the ladder and any items or tools should never exceed the working load limit on the ladder.
- A-frame ladders should only be used when locked in the fully-open position.
- If you're using an extension ladder, secure it at the top, bottom or both. If this isn't possible then have someone hold the ladder in place while in use.
- Extension ladders should be angled at a ratio of 1:4. That is, position the base of the ladder 1 metre away from the structure for every 4 metres of height.
- Do not climb or work past the second-last rung of a ladder, and never straddle the top of an A-frame ladder.
- When climbing down, remain facing the ladder and climb to the bottom rung before stepping off.

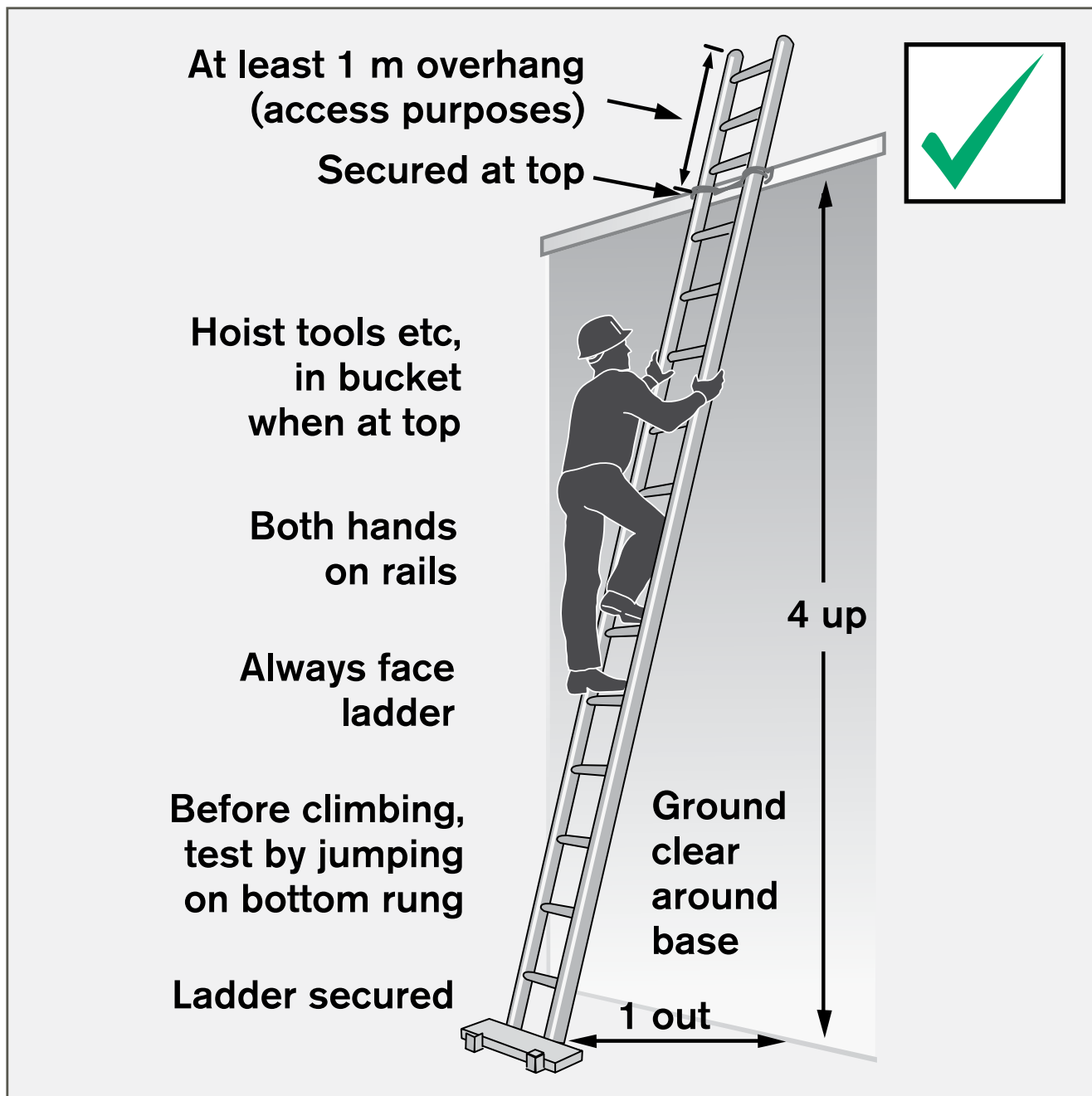
For more information around managing the risk of falls from heights please visit SafeWork Australia [here](#)



## LADDERS



Examples of unsafe ladder use



Acceptable ladder use



# Safety of plant, tools & equipment on site

Suppliers, contractors and sub-contractors working on Henley sites are responsible to ensure their plant, tools and equipment used comply with all regulatory requirements, are properly maintained and do not create hazards for users or other people. Users must be adequately trained or licenced to use the plant or equipment.

If tools, plant or equipment are found to be not meeting the regulatory requirements/standards:

- You will be asked to cease work.
- You will need to have the items rectified/repaired.
- The items will need to be made fit for purpose before using again onsite.

### IMPORTANT

If an item cannot be repaired or rectified it must not be used again.

### POWER TOOLS, LEADS AND ELECTRICAL ACCESSORIES

- All leads, power tools and equipment **MUST** be tested and tagged at least every three months. If any electrical equipment is found on site that does not have a current tag you will be requested to remove these immediately from site until it is properly tested and tagged.
- All portable power outlets must be of a RCD-protected type.
- Double adapters, 3-pin adapters (piggyback), and lightly constructed domestic-type multi-boards are **PROHIBITED** on any Henley site.
- When working outside, ensure power leads and plugs are hung up off the ground to minimise the risk of damage and to keep them out of any water. When inside, keep power leads up against walls and ensure they are prevented from damage in high traffic areas.
- Tampering with a Henley meter box is **STRICTLY PROHIBITED**. If modifications to its location need to be made for any reason, **BEFORE** touching anything you **MUST** contact your site supervisor and any changes to the meter box must be carried out by a qualified electrician.

### IMPORTANT

Nail guns set in "bump-fire" mode are not permitted to be used at any time.

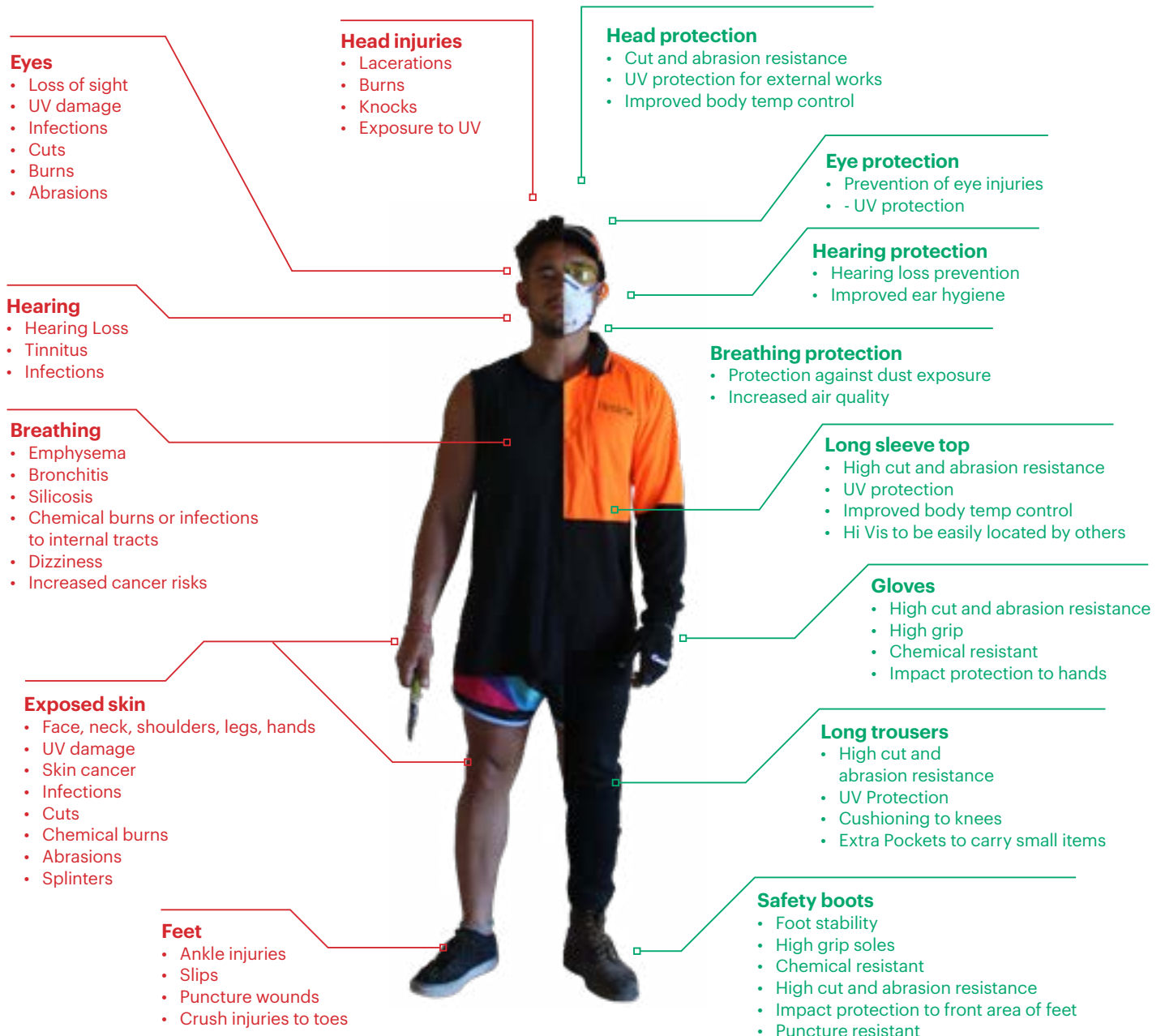
### MOBILE PLANT & EQUIPMENT

- Each state has its own regulations dealing with the safety and maintenance of different types of mobile plant and equipment. You must be familiar and comply with the requirements of the specific Regulations that apply to the equipment used on the site.
- Each piece of plant & equipment has its own maintenance requirements as per the manufacturers specifications. Henley may request to see logbooks and other documentation e.g. pre start inspection/checklist, operators manual, licences.
- If any essential safety items are missing from your plant e.g. warning lights, beepers you will be asked to stop work immediately and repair/rectify the issue.

# Personal Protection Equipment (PPE)

PPE helps to keep workers safe and healthy at work. It is up to all trades, contractors and subcontractors to decide whether PPE is needed, what type of PPE is suitable, and must have had appropriate training and instruction for using it.

Below are examples of PPE and exposure to hazards, serious workplace injuries and illnesses that can be caused if PPE is not worn. Henley requires all trades, contractors and subcontractors to wear the appropriate PPE they have identified for the task being undertaken.



## Dust Control

### ARE YOU DUST SMART?

**Hazardous dust and vapours may be present when you cut, grind, drill, sand or polish construction materials.**

These include fine wood dust, cement dust, **silica dust**, **paint vapours**, medium density fiberboard (MDF), and chemical welding and fixing compounds.



### REDUCE YOUR EXPOSURE TO DUST & VAPOUR

- ✓ On-tool water suppression (preferred option where practicable)
- ✓ Dust extraction is required on all cutting, grinding and sanding equipment where water suppression isn't suitable or practicable.
- ✓ Follow the Safety Data Sheet (SDS) for recommended PPE and emergency information.
- ✓ Check manufacturer guidelines for any additional requirements



### WHY REDUCE EXPOSURE?

- ✓ **Breathe easy** (reduces particulates entering the respiratory system)
- ✓ **See easy** (preventing irritation to the eyes)
- ✓ **Work easy** (helps maintain a healthy and clean workplace)

### WASTE DISPOSAL

It is important for hazardous dust that has been captured to be disposed of correctly and not released back into the atmosphere.

Follow all manufacturer guidelines on the correct and safe disposal of dust waste.

### HAZARD CONTROL STATEMENT

In Victoria there are two options when performing tasks involving silica. Prior to commencement of work you must provide a **Crystalline Silica Hazard Control Statement** or a **Safe Work Method Statement**. Both options identify the task, the hazards and the method of control selected to reduce exposure to silica.

In QLD, NSW, WA or SA, you only have one option; provide a Safe Work Method Statement.





# Sun safety

Reminder to slip, slop, slap, slide, shade on-site – all year round!

### BE SMART ABOUT UV

The Cancer Council state that outdoor workers receive five to ten times more solar ultraviolet radiation exposure than indoor workers, so when we talk about being sun smart, we're including UV exposure. UV is harder to measure than the sun because it's invisible and is not seen or felt – it happens on cool and cloudy days, so your sweat isn't an indicator of UV damage. If your phone or watch has a UV tracker, take note and when it's above 3, it's time for the 5 S's!

### SORT YOUR S'S

While you are sorting your lunch and tools for the working day, make sure you also pack everything you need to protect yourself from the sun. It's that simple! You never know, you may inspire your work mates with the five S's!

- **Slip** on a shirt.
- **Slop** on some sunscreen.
- **Slap** on a hat.
- **Slide** on sunglasses.
- **Shade** from the sun where possible.

### TRADIE TOOLBOX DOES THE TRICK

The Cancer Council and the Australian Government have joined forces to create a free SunSmart Tradie Toolbox which is choc-a-block with helpful information and resources. There is also a "tradie test" to see how SunSmart you really are. Check it out [here](#). Your results may surprise or inspire you or a colleague!

### STARTLING STATS

It's estimated that over 200 melanomas and 34,000 other skin cancers are caused by UV exposure in the workplace in Australia each and every year.

Even though we all know the risks, a lot of tradies are still not getting stepping up when it comes to being SunSmart, with the goal of minimising the risks of skin cancer.

**58 PER CENT OF AUSSIE TRADIES  
KNOW COLLEAGUES IN THE INDUSTRY  
WHO HAVE HAD SKIN CANCER.**

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A recent YouGov consumer survey showed that nearly a quarter (24 percent) of tradies rarely wear sunscreen during the summer months and almost half (46 per cent) seldom apply during the winter months.

The most startling statistic of all? 58 per cent of Aussie tradies know colleagues in the industry who have had skin cancer.

But we can all change this around by embracing the Five S's!

It's easy to be sun smart.

You know the drill – there are five easy steps to be SunSmart.

**SLIP** on your long sleeve TradeMutt shirt, **SLOP** on your sunscreen on all exposed areas every two hours, including the back of your neck and top of your hands, **SLAP** on a wide brim hat, **SLIDE** on sunglasses and **SHADE** from the sun when you can!

It's that **SSSSS**-imple!

For further information click [here](#)

A photograph of a construction site with wooden framing. A large, bright yellow banner with a torn-edge effect is overlaid on the right side of the image. The banner contains the text 'Protect your skin. Sunscreen for the win.' in a bold, blue, sans-serif font. The text is arranged in four lines: 'Protect', 'your skin.', 'Sunscreen', and 'for the win.'.

**Protect  
your skin.  
Sunscreen  
for the win.**

## Environmental controls

### SEDIMENT CONTROL

If there are sediment controls missing, not in place or damaged, please contact the site supervisor for rectification.

✗ = examples of non compliant environmental controls. ✓ = examples of compliant environmental controls.





## CRUSHED ROCK/DRIVEWAY RUBBLE

If there is insufficient or missing crushed rock/driveway rubble, please contact the site supervisor for rectification.

✗ = examples of non compliant environmental controls. ✓ = examples of compliant environmental controls.



# TIACS (This Is A Conversation Starter)

### DOING IT FOR OUR TRADES.

We are a proud supporter of Trade Mutt and This Is A Conversation Starter. TIACS provides free, early intervention and short-term mental health support to tradies and their families in the form of free text, chat and call back service direct to mental health clinicians. TIACS does not require a mental health plan from GPs.

Nearly 5,000 of our tradies and team across Australia proudly wear colourful Trade Mutt work wear designed to start conversations about mental health.

A percentage of every TradeMutt shirt we purchase for our team and tradies goes towards the not-for-profit TIACS established by TradeMutt founders, Ed Ross and Dan Allen. Back in 2019, Ed & Dan had a vision “to be the mental health service people tell their mates about.” Today, over 18,000 Australians have found support through TIACS.

Offering up to 8 free counselling sessions, TIACS is just a call or text away. The service is also available to anyone who may be a carer, friend or loved one who is doing it tough.

**TIACS –  
FOR MORE INFO VISIT  
[WWW.TIACS.ORG](http://WWW.TIACS.ORG)**

**For free Counseling support call  
or message 0488 846 988.**









**" Improving lives  
by creating  
better, happier  
and healthier  
homes for  
families."**



**SUMITOMO FORESTRY**

**Henley**▲

**PLANTATION  
HOMES**

**edgewater**  
HOMES