

# WORK HEALTH AND SAFETY POLICY

Lop and Drop Tree Care Brisbane

<b>Business</b>	Lop and Drop Tree Care Brisbane
<b>Operated By</b>	Jamie Boyd & Abbie Mitchell
<b>ABN</b>	74 368 652 536
<b>Policy Number</b>	WHS-001
<b>Issued</b>	June 2026
<b>Review Date</b>	June 2027

## Our Commitment

Lop and Drop Tree Care Brisbane is committed to providing and maintaining a safe and healthy working environment for all workers, contractors and members of the public who may be affected by our work activities.

We believe that all workplace injuries and illnesses are preventable. Safety is not negotiable — it is the foundation of every job we do.

## Our Responsibilities

As business owners, Jamie Boyd and Abbie Mitchell will:

- Ensure all work is carried out safely and in compliance with the Work Health and Safety Act 2011 (Qld)
- Provide and maintain safe equipment and work systems
- Complete a Safe Work Method Statement (SWMS) before every job
- Ensure all workers wear and use required PPE on every job
- Identify and manage workplace hazards before work begins
- Maintain current public liability insurance at all times
- Ensure all incidents and near misses are recorded in the Incident Register
- Review and update this policy annually or when work activities change

## Personal Protective Equipment (PPE)

The following PPE is required on every job:

PPE Item	Required
Hard hat	<b>YES</b>
Eye protection / face shield	<b>YES</b>
Hearing protection	<b>YES</b>

Hi-vis vest	<b>YES</b>
Chainsaw chaps (when operating chainsaw)	<b>YES</b>
Steel-cap boots	<b>YES</b>
Gloves	<b>YES</b>
Safety harness and fall arrest lanyard (when working at heights)	<b>YES</b>

**No worker may operate a chainsaw or work at heights without full PPE in place.**

### Safe Work Method Statements

A Safe Work Method Statement must be completed and signed before any tree work begins. The SWMS covers:

- Pre-work site inspection
- Setting up exclusion zones
- Chainsaw and pole saw operation
- Working at heights
- Proximity to powerlines — minimum 3m clearance at all times
- Falling branches and debris management
- Traffic management
- Equipment pre-start checks
- Emergency procedures
- Adverse weather management

Work must stop if any hazard arises not covered by the SWMS. The supervisor must be notified immediately.

### Powerline Safety

No work will commence within 3 metres of powerlines without first contacting Energex on 13 62 62.

**WARNING: If contact with powerlines occurs — Do NOT touch any equipment. Call 000 immediately. Call Energex 13 62 62. Keep all persons away from the area.**

### Emergency Procedures

In case of injury or emergency on site:

1. Ensure the scene is safe
2. Call 000 if required
3. Administer first aid — a first aid kit is kept in the company vehicle at all times
4. Contact the supervisor immediately

5. Do not move an injured person unless they are in immediate danger
6. Preserve the scene for investigation

<b>Emergency</b>	000
<b>Nearest Hospital</b>	Redlands Hospital, Weippin St, Cleveland — Ph: 07 3488 3111
<b>Energex Emergency</b>	13 62 62
<b>Supervisor</b>	Jamie Boyd / Abbie Mitchell — 0401 986 586

## Worker Responsibilities

All workers must:

- Follow all safety instructions and procedures
- Wear required PPE at all times
- Report hazards, incidents and near misses immediately
- Never operate equipment they are not trained to use
- Refuse to carry out work they believe is unsafe

## Incident Reporting

All incidents, injuries and near misses must be reported to the supervisor immediately and recorded in the Incident and Injury Register. Serious incidents must be reported to Workplace Health and Safety Queensland in accordance with legislative requirements.

## Policy Review

This policy will be reviewed annually and updated whenever work activities, hazards or legislation changes.

Signed: Jamie Boyd  
Director / Owner

Date: June 2026

Signed: Abbie Mitchell  
Director / Owner

Date: June 2026

This policy is prepared in accordance with the Work Health and Safety Act 2011 (Qld) and the Work Health and Safety Regulation 2011 (Qld).