

Occupational Health & Safety Policy

Workshop · Delivery · On-site works

Bubbalooba Pty Ltd (ABN 15 151 030 796) trading as PO Box Designs | Version 1.0, July 2026

Policy statement. PO Box Designs is committed to providing and maintaining a safe and healthy workplace for all employees, contractors, visitors and members of the public affected by our work. We regard the health and safety of people as a core business value, not a competing priority.

1. Purpose & Scope

This Occupational Health & Safety (OHS) Policy applies to all operations of Bubbalooba Pty Ltd trading as PO Box Designs, including our Delacombe/Ballarat workshop, delivery and installation activities, and any site on which we or our contractors work. It applies to all employees, contractors, apprentices and visitors.

Our operations in Victoria are governed by the Occupational Health and Safety Act 2004 (Vic) and the Occupational Health and Safety Regulations 2017 (Vic), administered by WorkSafe Victoria, together with relevant compliance codes.

2. Our Commitments

- **Legal compliance** — we comply with the OHS Act 2004 (Vic), the OHS Regulations 2017 (Vic), applicable compliance codes and the safety requirements of the sites and principals we work with.
- **Risk management** — we identify hazards and eliminate or, where that is not reasonably practicable, reduce risks using the hierarchy of control.
- **Consultation** — we consult with employees on matters that affect their health and safety, and support their right to raise concerns without disadvantage.
- **Safe systems of work** — we maintain safe systems, plant and equipment, and prepare Safe Work Method Statements (SWMS) before any high-risk construction work begins.
- **Training & competence** — we ensure workers are trained, inducted and competent for their tasks, including construction induction (White Card) where required, and hold the relevant high-risk work licences.
- **Site compliance** — when working on client and principal-contractor sites, we comply with site inductions, safety plans and directions, and provide required documentation before commencing.
- **Incident response** — we report, record and investigate incidents and near-misses, and act to prevent recurrence.
- **Continuous improvement** — we review our safety performance and systems to continually improve.

3. Responsibilities

- **Management** — the Managing Director holds overall responsibility for OHS, provides resources, and leads by example. Management ensures hazards are controlled and this policy is implemented.
- **Supervisors** — ensure safe work practices in their area, that SWMS are followed, and that workers are inducted and trained.
- **Workers & contractors** — take reasonable care for their own safety and that of others, follow safe work procedures and SWMS, use PPE provided, and report hazards and incidents.

4. High-Risk Construction Work

Where our work involves high-risk construction work as defined in the OHS Regulations 2017 (Vic) — including work with a risk of a fall greater than 2 metres, work near powered mobile plant, or work requiring temporary structural support — a site-specific Safe Work Method Statement is prepared before work begins, communicated to and signed on by all workers performing the task, kept available at the location of the work, and reviewed and revised as needed.

5. Review

This policy is reviewed periodically and following any significant incident or change to our operations or legislation. It is communicated to all workers and made available to clients, principal contractors and principals on request.

Available on request. Our SWMS library, safety procedures, insurance certificates and site-specific safety documentation are available to builders and principals on request. Contact info@poboxdesigns.com.au.