



Workplace Health & Safety Policy

Trees Cut Melbourne Pty Ltd

Workplace Health & Safety Policy (WHS)

Effective Date: June 2026

1. Introduction

Trees Cut Melbourne Pty Ltd (TCM) is committed to providing a safe and healthy working environment for all employees, contractors, and members of the public. This Workplace Health & Safety Policy outlines our commitment to maintaining the highest standards of safety across all arboricultural operations. Our priority is to prevent workplace accidents, injuries, and occupational illnesses while ensuring the wellbeing of our team and the wider community. This policy applies to all individuals engaged in tree care and related activities while working under Trees Cut Melbourne.

2. Responsibilities

2.1 Management Commitment

- Trees Cut Melbourne management is committed to providing adequate resources, equipment, training, and support to ensure effective health and safety systems are in place.
- Health and safety will be integrated into all areas of business operations and decision-making.
- Management will regularly review and update safety procedures to ensure compliance with all relevant legislation, regulations, and industry standards.
- Identified hazards will be addressed promptly and effectively to minimise risk to workers and the public.

2.2 Supervisors and Team Leaders

- Supervisors and team leaders are responsible for setting a strong example and ensuring all workers follow safe work procedures at all times.
- They must conduct regular toolbox talks, safety briefings, and site risk assessments to identify and manage hazards.
- Any potential risks or safety concerns must be escalated to management without delay.
- Supervisors will also communicate feedback and suggested safety improvements to management for review.

2.3 Arborists and Workers

- All arborists and workers are required to follow all safety procedures, policies, and training provided by the company.
- Employees are expected to actively contribute to maintaining a safe and healthy workplace environment.
- Any unsafe conditions, incidents, or near misses must be reported immediately to a supervisor or team leader.



- All workplace injuries or illnesses must be reported as soon as possible to management and the supervising staff member.
-

3. Training and Education

All arborists and workers will receive appropriate training to ensure safe work practices are understood and followed, including but not limited to:

- Safe use, handling, and maintenance of tools and equipment.
 - Tree climbing techniques and safe working at heights procedures.
 - Awareness of electrical hazards when working near power lines.
 - Correct use of personal protective equipment (PPE), including helmets, gloves, eye and hearing protection, and high-visibility clothing.
 - Emergency response procedures and site evacuation processes.
 - First aid awareness and CPR training where required.
-

4. Risk Assessment and Control

- A site-specific risk assessment must be completed prior to the commencement of any tree care or arboricultural work.
 - Hazards must be identified and appropriate control measures implemented before work begins.
 - Control measures may include equipment inspection, use of harnesses and rigging systems, establishment of exclusion zones, and traffic/pedestrian management where required.
-

5. Personal Protective Equipment (PPE)

- All workers must wear the appropriate PPE relevant to their tasks and identified site risks. This includes, but is not limited to, helmets, eye protection, hearing protection, gloves, safety footwear, and high-visibility clothing.
- PPE must be inspected regularly to ensure it remains in safe working condition.
- Any damaged, worn, or defective PPE must be replaced immediately before continuing work activities.

6. Worksite Safety

- Worksite safety will be maintained through regular site inspections, monitoring, and ongoing hazard identification.
 - Safe access and egress routes must be established, clearly identified, and kept free from obstruction at all times.
 - All work areas will be appropriately signed, barricaded, or cordoned off where required to ensure the safety of workers and the public.
 - Exclusion zones will be implemented as necessary to prevent unauthorised access to active work areas.
-

7. Incident Reporting and Investigation

- All incidents, including injuries, accidents, property damage, and near misses, must be reported immediately to the supervising staff member and management at Trees Cut Melbourne.
 - Incidents will be formally documented and investigated without delay to determine root causes.
 - Corrective actions will be implemented to reduce the likelihood of recurrence and improve overall safety performance.
-

8. Communication and Consultation

- Trees Cut Melbourne encourages open and ongoing communication between management, supervisors, and all workers regarding health and safety matters.
 - Safety issues, concerns, and improvements will be regularly discussed during toolbox meetings, pre-start briefings, and team discussions.
 - Workers are encouraged to actively participate in safety consultation processes to support continuous improvement.
-

9. Compliance and Continuous Improvement

- Trees Cut Melbourne is committed to complying with all applicable workplace health and safety legislation, regulations, and industry standards.
 - This Health & Safety Policy will be reviewed periodically to ensure it remains current, effective, and aligned with operational changes, industry best practice, and legislative updates.
 - Continuous improvement in safety performance will be actively pursued through training, feedback, and review of incidents and procedures.
-

10. Workplace Injuries – Rehabilitation and Return to Work

- Trees Cut Melbourne adopts a proactive approach to injury management and is committed to supporting safe, timely, and sustainable return-to-work outcomes for injured or ill workers.
 - We are committed to:
 - Prompt reporting and management of workplace injuries.
 - Active communication and collaboration with all relevant parties to develop suitable return-to-work plans.
 - Providing meaningful and appropriate duties during the rehabilitation process where possible.
 - Offering ongoing support, encouragement, and access to relevant resources and rehabilitation services throughout recovery.
-

By adhering to this Workplace Health & Safety Policy, Trees Cut Melbourne Pty Ltd aims to maintain a safe working environment and uphold the highest standards of health and safety across all arboricultural operations.