



Important Dates for July:

- 6 Reminder to check company (ASIC) registration date
- 11 Are MSDS's current & Toolbox Talk "Review Training Plan"
- 18 Send PAYG withholding summaries to employees
& Complete Supervisor's Checklist
- 25 Superannuation Contributions & Quarter 1 (Apr-June) BAS due date

Disclaimer: The tax lodgement dates are for a small business that reports quarterly. It is your responsibility to check that these dates are relevant to your business. Check www.ato.gov.au/TaxCalendar

Contractor Safety
Auditing and Monitoring

Profile: Anthony Wise
Senior Forester, Western Region,
PF Olsen Australia

In Australia, the law requires employers to provide a high standard of safety and health at their workplaces and ensure, as far as practicable, that employees are not injured or harmed because of their work.

The Occupational Safety and Health Act 1984 of Western Australia states: As an employer, you have a responsibility to provide and maintain, as far as practicable, a safe working environment for your workers. This is called the employer's 'duty of care'. This includes:

- providing and maintaining workplaces, plant and systems of work so your workers are not exposed to hazards;
- providing information about any hazards and risks from the work;
- providing instruction, training (including an induction) and supervision to all employees so they are able to work safely;
- where it is not practicable to avoid the presence of hazards, providing adequate personal protective clothing and equipment without any cost to workers; and
- ensuring safety and health in relation to plant and hazardous substances so workers are not exposed to hazards.

PF Olsen Australia monitor this on a monthly basis through our safety checks against a set of standards. Our aim is to achieve a minimum of 95% compliance against these standards, which if achieved ensures the above is met.

Our contractors are all employers, whether sole traders or employers of many. These rules and regulations apply to them all regardless.

We all have to demonstrate that we are managing and monitoring our work sites and operations, and, by doing monthly audits, we are satisfying this requirement. Furthermore, we are in a position to pick up on any deficiencies and effect any required or necessary corrective actions.

It is important to ensure that all procedures and policies are followed to the letter and all forms and registers are correctly and completely filled out with all required and relevant information.

Most things begin with an induction, and of late I have noticed with regards our own PF Olsen induction questionnaire, which we capture against each contractor, valid for 12 months, there are many mistakes or open blank spaces. Some are not signed by the employee/contractor or signed by the person doing the induction. **This is where work safe will start looking if there is an incident.** Therefore, let's get the basics right and ensure our information is accurate and correct, please check it before submitting.

Need Help?

with your Contractor Management System

- Need assistance with accessing your contractor management system?
- Got an audit coming up?
- Purchased new equipment?
- Starting a new type of job?

The technical support team is ready to assist you with all of your questions and queries.

Please contact Erin (Technical) or Melissa (Accounts) on **1800 054 659**

Contractor Management Systems:

Managing OH&S and environmental systems can be a paperwork nightmare. Our online systems aim to reduce the amount of paperwork, remind you when something needs to happen and provide a secure place to keep important business records.

Visit forestsmart.com for more information

Simple Steps to Superior Performance



[Visit the ForestSmart website](#)

[Visit PF Olsen Australia's website](#)