GPG LANDSCAPE MANAGEMENT

SAFETY & COMPLIANCE

Compliance Summary

How GPG manages safety on your site

FIELD	DETAIL
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NON-CONFIDENTIAL

Property of Green Point Gardening Services Pty Ltd

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1. About This Summary

This summary sets out how GPG Landscape Management manages safety on the sites we work on, and the insurance, licences and checks we hold. It is written for owners corporation managers, property managers and business owners who need to add a contractor to an onboarding file or table one at a committee meeting. You are welcome to pass it on.

The certificates and records referred to here are available on request (section 10). This summary is reviewed at least once a year, and the current version can be downloaded from our website.

2. Business Details

DETAIL	
Legal name	Green Point Gardening Services Pty Ltd
Trading name	GPG Landscape Management
ABN	21 687 244 846
Managing Director	Oliver Zehrung
Phone	03 7035 3919
Email	enquiries@gpglandscape.com.au
Website	gpglandscape.com.au
Location	Melbourne, Victoria

3. Insurance

We hold $20 million public liability cover and WorkCover insurance for our employees.

COVER	DETAIL
Public liability	$20 million. Certificate of currency available on request.
WorkCover	Held for our employees, as required in Victoria.

Certificates of currency are kept in our compliance pack and shared by link on request. Subcontractor insurance is covered in section 8.

4. Licences and Worker Checks

LICENCE OR CHECK	DETAIL
Commercial Operator Licence	Held for chemical application. Copy available on request.
Agricultural Chemical User Permit (ACUP)	Held by each worker who applies chemicals.
National Police Check	Required of every employee, and refreshed every three years or sooner on client request.
Working with Children Check	Obtained for schools, childcare and other sites that require them.

5. Our Safety Management System

We work under a documented Safety Management System: a set of written procedures and safe work method statements covering every service we deliver.

ASPECT	DETAIL
Who it applies to	All our workers, including the subcontractors we engage.
What it covers	Landscape maintenance (mowing, edging, pruning, hedging, blowing and debris removal), chemical application, chainsaw and pole saw work, vehicle and trailer operation, and subcontracted specialist work such as arborist, irrigation, drainage, pressure cleaning and stump grinding work.
Legislation it is built on	• Occupational Health and Safety Act 2004 (Vic) and OHS Regulations 2017 (Vic) • Dangerous Goods Act 1985 (Vic) • Agricultural and Veterinary Chemicals (Control of Use) Act 1992 (Vic) • Road Safety Act 1986 (Vic) • Environment Protection Act 2017 (Vic) • Safe Work Australia codes of practice
How it is reviewed	The whole system is reviewed annually by the Managing Director. Individual procedures are reviewed sooner when we introduce new equipment, chemicals or types of work, after an incident or near miss, or when a site presents a hazard we have not assessed before.
How it is recorded	Records are completed digitally on site, so each one shows who completed it and when. They are retained, including after a contract ends.

ASPECT	DETAIL
Environmental policy	A signed Environmental Policy Statement sits alongside the system. It covers run-off and spill prevention, chemical use, waste disposal, water use and equipment emissions, and applies to our subcontractors too.

6. How Work Is Managed on Your Site

Every site is assessed before we start, checked at the start of every visit, and worked under signed safe work method statements.

6.1 Site Safety Assessment

Before we start work on a new site, we assess it for hazards such as underground services, overhead powerlines, uneven ground, pedestrian and vehicle traffic, trees, drains and other contractors on site. Each hazard is rated and given controls before work begins. The assessment is reviewed when site conditions or our scope of work change, after an incident, and at least once a year.

6.2 Pre-Start Check Before Every Visit

Before any equipment is unloaded, whoever is on site checks that access, obstructions, hazards, weather and other contractors on site are as expected. If something has changed, work on the affected task stops until the Managing Director decides how to proceed. If the weather or access is unsafe, we stand down and reschedule the visit.

6.3 Safe Work Method Statements

Each hazardous task, such as chainsaw use, chemical application or work beside traffic, has a written safe work method statement setting out the risks and controls. Workers review and sign the relevant statement before carrying out the task. They do not start if a control is unclear, cannot be applied on the day, or the required protective equipment is not available.

6.4 Equipment

Every item of powered equipment is checked before its first use each day, with a more detailed inspection at a set interval for each item. Equipment with a fault affecting safe operation is taken out of service until it is repaired and cleared for use. Scheduled servicing is done by an external service provider.

6.5 Protective Equipment

All workers wear safety boots, hi-vis and sun protection for every task. Additional equipment, such as eye, hearing, hand and chainsaw protection, is set out for each task in its safe work method statement. Protective equipment is checked before each use and replaced when worn or damaged.

6.6 Shared Sites and Site Rules

When we take on a site, we identify who controls it, which contractors work there regularly and what induction or sign-in it requires, and record this in the site safety assessment. On site, we:

- complete your contractor induction or sign-in before our first visit, and again whenever the site requires it
- follow your site rules and working hours, and your emergency and evacuation procedures where the site has them
- agree timing or set exclusion zones with any contractor working in the same area before running powered equipment or applying chemicals
- stop work in an area where another party's work creates a hazard for our workers, and raise it with the site's manager before resuming
- tell the site's manager as soon as practicable if an incident or hazard involves other people on site.

7. Chemical Application

Herbicide and pest treatments are applied under our Commercial Operator Licence, by workers who each hold an ACUP, and every application is recorded.

- **Records:** each record shows the product, the rate, where and when it was applied, and the weather conditions at the time. Records for your site are available on request.
- **Conditions:** we apply only when weather conditions suit, and only to the areas that need treatment.
- **Notification:** on residential and mixed-use sites, residents are notified before scheduled spraying, and treated areas stay signed until they are safe to re-enter. We agree any further notification requirements with you.
- **Sensitive sites:** where children, older people or people with health needs use the site, we agree timing and notification arrangements with you in advance.

8. Subcontractors

Specialist trades, such as arborists for trees taller than 5 metres and formal tree assessments, irrigation specialists for valve, pump and wiring repairs, and drainage, pressure cleaning and stump grinding contractors, are checked before they start on your site. For each engagement, we:

- confirm that their public liability insurance, and any licence or qualification the work requires, is current, and keep a copy on file
- review their safe work method statements for the tasks they will carry out
- brief them on the site's hazards, exclusion zones, emergency arrangements and your site rules, and on their obligation to report any incident or hazard to us.

Subcontractors supply their own protective equipment, which must meet our minimum site standard. While their work is under way, we oversee it on site where practicable, confirm exclusion zones are in place before work starts, and stop the work if it becomes unsafe. You deal with one contractor throughout.

9. Incidents and Hazards

Incidents, near misses and hazards are reported to the Managing Director the same day, and hazards on your site are reported to you.

9.1 Incident Reporting

Every incident, near miss and hazard is reported to the Managing Director the same day and recorded. Incidents and near misses are investigated, and each investigation ends with at least one corrective action, tracked until it is complete. Notifiable incidents are reported to WorkSafe Victoria as the law requires.

9.2 Hazards Reported to You

Hazard reporting is part of every maintenance contract. Hazards we observe on a visit, such as a lifted paver, water pooling at an entry or a cracked limb over a car park, are recorded in the visit report with a photo, a recommended action and whether a decision is needed from you. Urgent items are reported by phone the same day. When we take on a site, we agree who at your organisation receives these reports.

9.3 Limits of Our Role

We observe, record and report visible landscape hazards; you decide on and fund what is done about them. Our tree observations are visual only, and where a tree needs a formal assessment, we say so and can arrange a qualified arborist. We do not certify that a site is safe. Our system covers our own work and sits alongside the obligations of whoever manages or controls the site, rather than replacing them.

10. Records Available on Request

Records relating to your site, and the certificates behind this summary, form our compliance pack, available on request for an onboarding file or an owners corporation's records:

- certificate of currency for our $20 million public liability cover
- certificate of currency for our WorkCover insurance
- our Commercial Operator Licence
- the safety assessment for your site
- the safe work method statements for the tasks carried out on your site
- chemical application records for your site.
- our Environmental Policy Statement

Our safety records are retained rather than disposed of, including after a contract ends. We don't share other clients' site records or our workers' personal information.

11. Contact

For any document listed here, or a question about how our system would apply to your site, contact Oliver Zehrung, Managing Director, on 03 7035 3919 or at enquiries@gpglandscape.com.au.