

## Policy: 305

## Mould

### Why

Mould is a common occurrence in a lot of buildings attended by Bay Building Group due to the nature of work undertaken. Mould grows best in damp and poorly ventilated areas, and reproduces by making spores. Mould can cause health issues if exposure occurs.

With this in mind not all Mould is harmful.

Bay Building Group's Work Health and Safety Policy is based on a belief that the well-being of people employed at work, or people involved with our work, is a major priority and must be considered in all aspects of the business.

### Policy Principles

When persons engaged by Bay Building Group (Bay Building Services and/or Linx) attend site on our behalf we require the following:

#### All workers

If Mould is found:

- Works will be stopped
- Site supervisor/repair coordinator is to be contacted immediately and advise of the situation the site supervisor will advise of what steps are to be taken
- The supervisor/repair coordinator/claims administrator, is to advise our client of the Mould found on site
- Workers not to resume until advised by the site supervisor.

#### Supervisors

When advised of Mould onsite you are required to carry out the following:

- Provide advice to the trades on how to suitably control/contain the situation. Any treatment of the Mould must be undertaken by trained persons
- Ensure site is safe for persons or ensure that the site is closed off, if it is not safe for persons to be in the area.
- Contact the Insurer/client ASAP to advise and await instructions
- Engage a hygienist to undertake a sample to determine:
  - If the Mould is harmful or safe
  - What controls must be put in place if any
  - Clean up method if required
- Where clean up or rectification is required a suitably trained person/company are to be engaged to undertake clean up
- If clean-up is undertaken a clearance certificate must be issued prior to workers resuming works.

#### General

Failure to comply with this policy could result in disciplinary actions or exclusions from further works.