



# CONSTRUCTION MANAGEMENT PLAN

175-177 Cleveland Street, REDFERN  
PROPOSED MIXED-USE DEVELOPMENT

Project Site Address  
**175-177 Cleveland St, Redfern**

Prepared on behalf of  
**HIGH QUALITY BUILDING PTY LTD**

Prepared by:



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## 1. INTRODUCTION & SCOPE

### 1.1 Project summary

Client: High Quality Building Pty Ltd

Client's Address: 175- 177 Cleveland Street, Redfern NSW 2016

Client's Phone Number:

ABN:

Superintendent: TBC

Superintendent's Address: TBC

Superintendent's Phone Number: TBC

ABN: TBC

Principal Contractor: TBC

Principal Contractor's Address TBC

Principal Contractor's Phone Number: TBC

ABN: TBC

Project Name: 175-177 Cleveland Street

Site Address: 175-177 Cleveland Street, Redfern NSW 2016

Site Phone Number: TBC

Project Start Date: October 2014

Project Finish Date October 2015

Scope of Works: Demolition of the existing structures with the construction of a mixed use 5- storey commercial and 5- storey residential building.

Existing Site Conditions: Existing warehouse and car park. Refer to the survey plan issued with DA Proposal.

### 1.2 Construction Staff Phone Numbers

Project Manager: TBC

Site Manager TBC

Foreman: TBC

WHS Representative: TBC

WHS Co-ordinator TBC

### 1.3 Emergency phone numbers

Police: 000

Ambulance: 000

Fire Brigade: 000

Medical Centre: 9212 5533 Sydney Health Clinic

Hospital: 9515 6000 RPA

Water: 13 20 92 Sydney Water

Gas: 9921 2999 AGL

Electricity: 13 13 88 AUSGRID

State Regulator 13 10 50 Work cover



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#### 1.4 Approvals

This WHS Management Plan has been reviewed and approved by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Manager

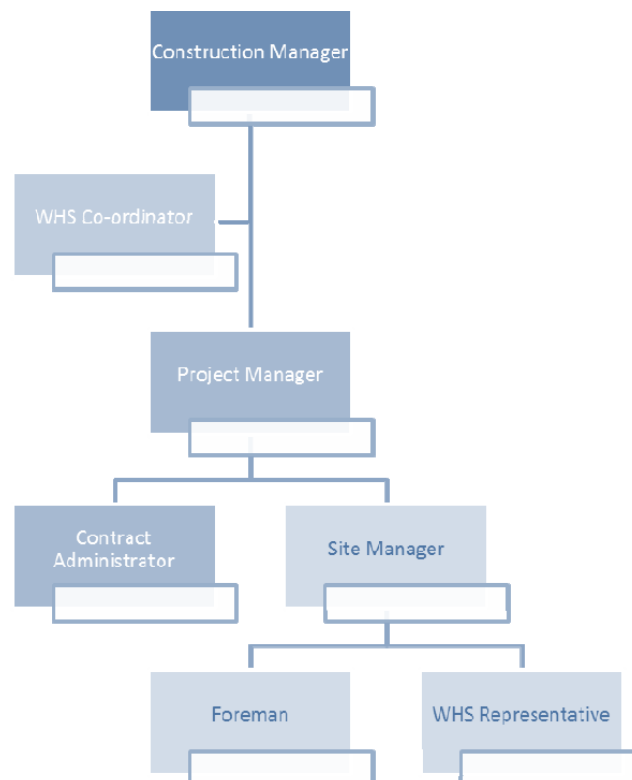
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Construction Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WHS Co-ordinator

#### 1.5 Construction project Organisation chart



#### 1.6 Strategy

The Project Team has developed this Project WHS Management Plan with a view to ongoing commitment to health and safety and to ensure legislative compliance as outlined in the State based Legal and Regulatory Compliance Register.



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This Project Management Plan is based on the requirements of the Australian and New Zealand Workplace Health and Safety Management Systems.

The Project management and staff are committed to a workplace free of accidents and injury and will review their Safety Management plan whenever there are significant changes to the project to ensure its relevance to the works being undertaken. The project team are also committed to staying informed of national safety initiatives and adopting changes where it may improve safety performance.

## 1. PROJECT DETAILS

### 2.1 Description of works

The existing building located at 175- 177 Cleveland Street, Redfern is to be demolished to allow for the construction of a multi residential building.

The building comprises of a basement, lower ground floor, ground floor, 4 floors of student housing facing Cleveland St and 4 floors of residential component facing Eveleigh St.

The block is made up of 4 lots combined for this development application

The works can be essentially described as demolition, proposed new works as well as a change of use.

### 2.2 Working hours

Strip Out

Proposed hours:

Monday – Friday 7.30am – 5.30pm

Saturdays 8.00am – 1.00pm

No strip-out / demolition work on Sunday and Public holidays except with permission from Council.

Construction Phase

Monday – Friday 7.30am – 5.30pm

Saturdays 8.00am – 1.00pm

No construction work on Sunday and Public holidays except with permission from Council.

### 2.3 Program

The work is currently planned to commence in 2014 and be completed within twelve (12) months.

Notice of the actual start date will be confirmed due to its dependence on the activation of the Development Consent and regulatory approvals.

The initial indication of timing of major events is:

Hoarding and scaffolding – the extent and type of hoarding and scaffolding to the street frontage

(Cleveland St) will be determined by our development consent conditions as we as well as protect the public during construction works. The extent of the scaffold and hoarding works will be programmed as one of the first on-site activities. Scaffold works to the remaining elevations will be installed as and when required.

## 2.4 Site Signage

175- 177 Cleveland Street will post a site sign in a prominent position noting the following information:

- Name of Principal Contractor
- Signage at any secure entry to the Site Office for visitors
- Unauthorised entry to the work site is prohibited
- Contact name & number of a twenty-four (24) hour contact
- Name, address & phone number of the Principal Certifying Authority.

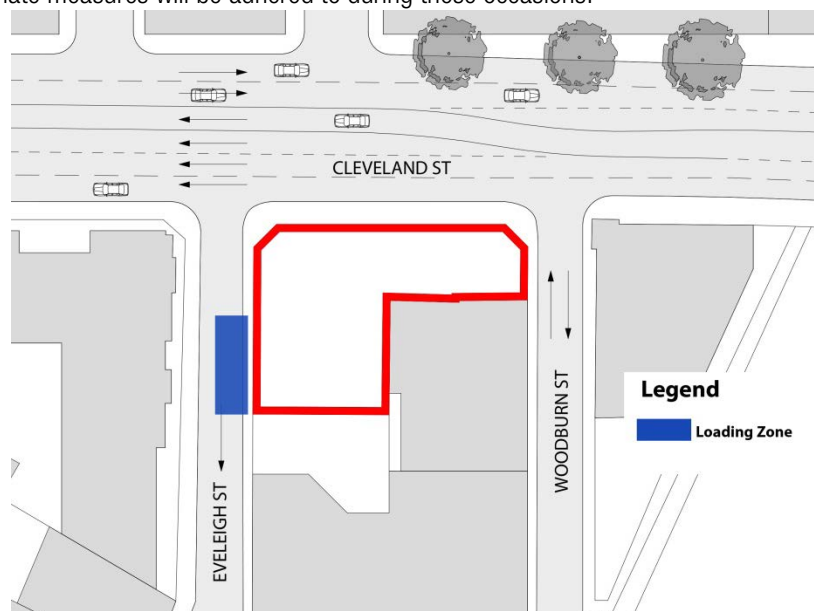
The sign will be maintained and made visible at all times during the work.

## 2.5 Site Access & Accommodation

Site access will be restricted to contractors only throughout construction unless accompanied by management personnel. Secure site storage and materials handling area will be created within the existing building footprint for contractors and site staff. Members of the public are not allowed within the construction area without authorization from the Site Manager. The site accommodation will be positioned within close proximity to the entry of the site. Some adjustment and relocation of site accommodation will occur throughout the works as the project progresses.

## 2.6 Materials Handling

A Loading Zone is proposed along Eveleigh Street to assist in the handling of materials during the construction process. The majority of materials handling will occur from within the work zone and man handled into the site. During the strip-out phase the Loading Zone will facilitate the loading of materials for disposal and recycling. Materials will be moved from delivery vehicles standing in the Loading Zone directly into the building area. Work and crane permits will be applied for on a required basis and will be issued to council within the specified time frame. All appropriate measures will be adhered to during these occasions.



## Proposed Works Zone

No deliveries will be allowed outside the site working hours and to adhere to the Work Zone conditions of consent. All off-loading and loading of vehicles will be done within the work zones.



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For any temporary road closures approval is to be obtained from City of Sydney Council and is subject to resident notification.

### **Scaffold and Materials Lift**

Due to the restrictions on site, scaffolding will be erected around the perimeter with a man/materials lift as our form of vertical transport. All permits will be submitted to council for approval.

## **2.7 Storage of materials**

No materials will be stored outside the site boundaries. Materials will only be stored within designated areas on site. Hazardous materials will be stored in accordance with legislative work cover practices and codes.

## **2.8 Scaffolding**

A static scaffold will be erected along the Cleveland Street, Eveleigh St and Woodburn St frontages and where required. The scaffold will be utilized when required and only if required as per conditions of consent. The scaffolding will incorporate chain wire and shade cloth for the protection of the public.

## **2.9 Hoardings**

Appropriate hoarding will be erected along the Cleveland Street, Eveleigh St and Woodburn St frontages subject to the conditions of consent. The intention is to minimise the impact on the community due to the works being undertaken by the development. By careful and forward planning, scheduling & coordinating deliveries with subcontractors and suppliers. All appropriate permits will be obtained as required in a timely manner. The local community will be advised of all activities prior to them actually taking place.

## **2.10 Traffic Safety**

Safe access and adequate visibility for both pedestrians and vehicles will be maintained at all times while any vehicle enters or leaves the site. Vehicle deliveries will be managed by traffic controllers where required to ensure that the public are safe at all times and minimize the impact of the construction vehicles on local traffic management and flow.

For off peak periods a ticketed traffic controller will be utilised to direct, accept and off load material deliveries. This process will be managed through consultation with suppliers and subcontractors to ensure that all deliveries are scheduled to minimise traffic impact on the local community. A delivery register will be created and maintained at all times.

## **2.11 Community Information**

The local residents will be kept informed of the site activities and progress. Residents will be notified via letter drop of the various phases prior to them occurring including major on-site activities as well as durations.

Residents will also be notified of any special events affecting vehicle / pedestrian movements.

Each letter drop will provide details of whom to contact if there are any queries.

Complaints or concerns that residents have with the site or any construction related activity should be raised with the Site Manager. The Site Manager's contact details will be posted on the main site entry gate.





## 2.12 Protection of private and public property

There are no proposed excavation works likely to cause any damage to neighbouring properties. The proposed scaffold system and hoarding will provide adequate protection of property. The majority of the excavation works will be carried out within the existing structure as part of the modification works.

## 2.13 Construction methodology

The project will be completed in 3 distinct phases - these being Demolition, construction and fit out.

## 2.14 Demolition Phase

- Duration of Demolition Phase: 2-4 weeks
- The existing building is to be demolished with the site cleared.
- All works will be performed in accordance with relevant WHS regulations and laws.
- All perimeter fencing will consist of type A hoardings with plywood screening.
- A scaffold will also be erected to the front elevation of the existing building when required.
- The scaffold will be fitted with chain wire & shade cloth.
- Trucks will be unloaded from the Eveleigh St Work Zone.
- All trucks leaving the site with demolished materials will have their loads covered to prevent debris falling on the roadway.
- The sequence and methods of strip-out have been nominated to facilitate the maximization of site safety and recycling of materials produced during the strip-out phase. Materials to be recycled included brick, concrete, glass, timber, steel and non-ferrous metals as appropriate.
- All practical and possible methods of demolition will be used to comply with AS 2436-1981 'Guide to Noise Control on Construction, Maintenance and Demolition Sites.'
- If required, the contractor will submit for approval prior to commencement of works a detailed Work Method Statement to ensure it complies with all Australian Standards, accepted work practices and authority requirements.

## 2.15 Construction Phase

This stage basically involves the modification and construction of the existing Industrial building for the conversion of residential units.

- The works that will be carried out within the building consist of twenty four (24) residential units and multi-use commercial spaces. Ample parking for all trades will be available within the surrounding streets and will have very little impact on the neighbouring properties.
- Duration of Construction Phase: 12 Months.
- Trucks (for material supply including concrete supply trucks) as well as major plant (such as concrete pump, mobile cranes involved in the construction process will utilise the proposed Works Zone located on Eveleigh Street.
- All Construction Permits as required will be obtained from Redfern Council when standing plant such as concrete pump and mobile cranes. Cranes for the project will be serviced primarily with a tower crane situated within the site boundaries.
- The Council approval process to be adhered to at all times to ensure the safety of vehicles and pedestrians at all times. A perimeter scaffold and hoarding system is to be utilised in the construction process.



## 2.16 Major Plant & Equipment used

It is proposed that waste skips will be located within the Works Zone to facilitate waste removal.

### **Skip Waste Removal Bins**

To minimise the impact on the Works zone during concrete pours a concrete boom/line pump will be utilised. Concrete supply trucks will back close to the pump, where the concrete will be pumped to the required location.

### **Trailer Pump and Concrete Delivery Truck**

There will be a limited number of concrete pours required for this project. They will be coordinated so that there is minimal traffic congestion in Eveleigh Street. Brick / Block Delivery Truck Bricks & blocks will be delivered via flat-bed truck and can be offloaded into the site by self-supplied forklift or an on-site fork. In both cases the requirement for craneage is minimised.

## 2.17 Permits and approvals

175-177 Cleveland Street will ensure that all the appropriate permits are obtained in a timely manner as required. Special Construction Permits to be obtained from City of Sydney Council when standing plant (mobile crane, concrete pump or similar) on Eveleigh Street to perform construction works.

The Council approval process to be adhered to at all times to ensure the safety of vehicles and pedestrians at all times. The following permits will be applied for from City of Sydney Council subject to conditions and approval.

- Hoarding Application
- Special Construction Permits
- Road Opening
- Stand Plant & Full Road Closure
- Vehicular Access Application
- Work Zone Permit

## 2.18 Traffic Management

- Eveleigh St is a low-volume street with pedestrian pathways on both sides.
- The use of traffic controllers, including signage and equipment when appropriate, will ensure appropriate management of vehicular and pedestrian traffic and ensure safety for people and property.
- The traffic controllers will be instructed to ensure that local residents and pedestrian movements will have priority over delivery vehicles where possible.
- The traffic controllers will be made aware of any scheduled deliveries and truck movements.

## 2.19 Site Access methodology

- Trucks and deliveries will be scheduled to approach the site by prior arrangement. Truck drivers will confirm time of arrival during the regional approach to the site.
- Traffic controllers will manage all truck & pedestrian movements where necessary. They will communicate with each other and the site via 2-way radio.
- When Eveleigh Street is clear of resident vehicles and pedestrians, the traffic controllers will guide the progress of each truck along Eveleigh St to the Work Zone at a maximum vehicle speed of 10 km/h or walking pace.



## 2.20 Supplementary Traffic Management Controls

- All construction related deliveries will be booked in advance and noted on the Site Truck Delivery Schedule.
- All construction personnel and sub-contract construction companies will be briefed on the Traffic Management requirements of the project as part of the site induction process for the project.
- In conjunction with these supplementary controls, the site manager will directly liaise with suppliers to ensure that vehicles to be used for deliveries will not circumvent the project goals and objectives in terms of traffic management.
- This co-ordination and forward planning will not only help the efficiencies of the operations of the site, but also the safety of construction staff as well as the general public and those just passing by.

## 3. PLANNING

### 3.1 Planning Identification of Hazards, Hazard/ Risk Assessment and Control of Hazards/ risks

#### 3.1.1 Site Establishment

Prior to commencing work the Site Manager shall ensure that safety management needs are established as detailed in the Site Establishment Checklist and detailed in this Project Management Plan:

- WHS administration and record keeping
- Emergency evacuation procedure
- Safety signs and warnings (see below)
- Existing Building Hazards
- Fire protection needs
- Site security needs
- Public protection needs
- Site amenities
- First aid and emergencies
- Traffic management
- Electrical safety
- Access egress and housekeeping
- Work at heights
- Personal protective equipment
- Plant, machinery and hand tools
- Hazardous substances and dangerous goods
- Hazardous Manual Tasks
- Noise control
- Other hazards and other relevant safety issues (as specified)

#### 3.1.2 Site Signage requirements

**Construction sites must display the following signage at the site entry all times:**

- Company contact details
- Registration number
- Building surveyor details
- Building permit number and issue date



- Sign advising all visitors to report to the site office
- Personal protective equipment requirements for site access

**In the site shed and an area which is commonly used by the workers, display the following:**

- First Aid Procedure including elected WHS Representative details
- WHS issue resolution procedure
- Company Construction Policies
- Emergency Response Plan

### 3.1.3 Hazard Identification

**Hazard identification and risk assessments should be undertaken:**

- Prior to commencement of work on a new site (incorporating a Design Risk Assessment)
- Prior to a new safe work practice being initiated
- When an incident/accident occurs to a worker or the environment
- When new equipment/plant/tools are introduced
- When new services/tasks are introduced
- When design changes are introduced
- As a periodic check to verify safe systems of work
- Prior to purchase of goods
- Prior to hire of labour

**In identifying hazards, the following activities may be undertaken:**

- Consultation with staff, subcontractors and clients (mandatory)
- reviewing incident/injury records
- observing systems of work
- determining levels of competence/experience of staff
- Fitness for purpose of equipment and plant used

Hazards that are identified on site shall be reported to the WHS Representative, Site Manager or Foreman, and recorded in the Project Risk Assessment.

We have identified a number of hazards to be incorporated into Project Risk Assessments, including but not limited to, the following:

#### **Housekeeping**

The Site Manager shall ensure all necessary resources are available to allow site personnel to maintain a high level of housekeeping on site.

Subcontractors are generally responsible for their own housekeeping. Where a subcontractor fails to maintain a clean and tidy work area, the Site Manager may make arrangements for housekeeping to be completed on their behalf and costs back-charged to the subcontractor in line with the subcontract conditions.

#### **Personal Behaviour**

All personnel (including subcontractors) are expected to maintain a high standard of personal behaviour.

The Site Manager has overall responsibility for monitoring the standards of personal behaviour on construction sites.

The Project team expects that all personnel uphold the following standards of behaviour (including but not limited to):



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- Observe and obey all WHS instructions;
- Wearing of the prescribed PPE as identified or instructed;
- Respecting the rights and privacy of the adjacent residents, businesses and general public;
- Not using radios, cassettes or devices capable of similar outputs to play music or other broadcasts;
- Avoiding whenever possible the need for shouting in order to communicate;
- Site Personnel must conduct themselves in a polite and understanding manner at all times;
- Not using offensive language and avoiding offensive behaviour such as wolf whistling;
- Sexual harassment or racial discrimination is illegal and regulations relative to such harassment will be enforced. Any person who in the opinion of the Superintendent contravenes these regulations will be dealt with under the relevant legislative requirements; and
- Consumption of alcohol and use of illegal substances whilst on Site or the Client's premises is strictly prohibited.

### Site Visits

The construction industry has one of the highest percentages of work related fatalities. The workers that are required to visit construction sites must complete the Construction Industry Induction training, which provides basic WHS training relevant to the industry or be accompanied by someone who has completed Construction Industry Induction training.

The company also requires that any workers or visitors adhere to the following procedures when visiting a construction site:

- Do not access a site without appropriate authorisation;
- Undertake a site induction or be accompanied by someone who has;
- Make sure you are aware of the evacuation procedures (to be covered in the site induction);
- Have your Construction Industry Induction card on your person; and
- If you see an unsafe act or situation, report it immediately to the Site Manager.

Please refer to WHS.PR111 Visitors to Site Procedure for further details.

### WHS in Design

Management of health and safety in the design process is now a legislative requirement. Where the Construction team is involved in the Design phase of a project (i.e. Design and Construction Contracts), Design Meetings should be held during the design phase and a Design Risk Assessment is to be carried out. This meeting may cover a number of non-WHS agenda items as well.

Once a contract has been awarded to the Construction Company, a Project Start Up Meeting is to be undertaken as soon as practicable with the Client and Design Team. A Design Risk Assessment is to be requested at this meeting (if this has not already occurred during the design phase). This meeting may cover a number of non-WHS agenda items as well.

### Electrical Safety Procedures

The project team will ensure that all electrical leads are tested and tagged, by a competent person, as per legislative requirements. Site Managers are responsible for ensuring:

- All equipment with cords that have no flexing i.e. cords are housed, testing is required every 5 years;
- All electrical equipment in operating kitchens requires testing every 12 months;
- RCD's (safety switches) – must be tested by a qualified electrician. The frequency of testing is to be carried out in accordance with AS3012; and
- Earth leakage protection is provided on all electrical supply and installations, and where portable generators are used, earthing mechanisms are employed as necessary.
- Electrical leads are up off the ground, adequately protected and less than 30 metres in length.
- CBs for sub circuits emanating from main and distribution boards are adequately identified at their origin.



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- The documented lock out/tag out process for isolation of electrical energy sources is followed.
- A register of all equipment will be kept and monitored.

### **Hazardous Substances**

On site, the Site Manager is responsible for ensuring that the following procedure applies to Hazardous Substances:

- A current Material Safety Data Sheet will be kept on file at all times;
- A hazardous substances and MSDS register will be kept as required;
- All storage and use of hazardous substances will be in accordance with the MSDS;
- All hazardous substances will be stored in their original containers with the label intact at all times;
- Hazardous substances of any quantity will not be stored in site offices;
- Store areas that contain hazardous substances will be signed as per Australian Standards; and
- All gas bottles and the like will be secured.

### **Demolition**

The construction industry has one of the highest percentages of work related fatalities. The project team has recognised demolition works as a high risk area.

To control risks associated with demolition, a Demolition Permit must be completed. The demolition permit consists of a checklist and includes additional requirements such as the preparation of a demolition plan.

The demolition plan must identify:

- All hazards and assigns risks and controls to each identified hazard.
- Building structure and materials have been considered prior to starting the demolition.
- Location of all services has been identified and documented and the relevant services have been disconnected or made safe by a suitably qualified person prior to demolition.
- Structural support is designed, inspected and installed by suitably qualified persons, including maintaining up-to-date drawings and plans.
- There are systems in place to regularly review and monitor the effectiveness of the support structure.
- There are controls in place to prevent falls from height, including appropriately fixed covers and guards on openings and penetrations.
- There are appropriate protective structures in place to prevent falling objects.

Only the Site Manager (or WHS Co-ordinator) has the authority to issue a work permit

### **Asbestos**

The project team has recognised asbestos as a high risk on construction sites. Where demolition forms a part of the scope of works, a demolition plan which identifies, assesses and controls all risks relating to the disturbance or removal of asbestos in accordance with the relevant legislation and state requirements is required to be submitted with the demolition permit. Any workers removing asbestos materials must be appropriately licensed.

A Safe Work Method Statement must be completed in accordance with the requirements for handling, removal and disposal of asbestos containing materials. Building structure and materials must be identified and considered prior to commencement of demolition/construction.

There must be controls in place to prevent inadvertent asbestos contact with members of the public and other workers in the vicinity.

There must be an effective system of air filtering/monitoring and personnel decontamination in accordance with relevant legislative and regulatory requirements.

### **Confined Spaces**



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A SWMS and Confined Space Entry Permit must be developed to ensure all related hazards and risks have been assessed and controlled, taking into account:

- relevant training needs, in accordance with associated legislation and standards (AS 2865);
- the nature of the work;
- air quality;
- duration of the exposure;
- the level of risk involved with the confined space entry;
- the number of workers exposed; and
- Potential emergency situations.

Exposure levels are to be monitored and must be within acceptable limits, in accordance with legislative requirements.

Emergency procedures must be developed specifically address and control the confined space, and must be drilled. There must be documented evidence that the atmosphere is continually monitored for changes in atmospheric contamination.

Appropriate PPE must be being used by workers to minimise the exposure to atmospheric contaminants in accordance with the SWMS and relevant legislation.

### **Excavations**

Excavation work is inherently dangerous and regarded as the most dangerous construction work. Excavation failures occur quickly and this limits the ability of the worker to escape especially if the collapse is extensive or is a trench. The speed of an excavation collapse increases the risk associated with this type of work and the consequences are significant as the falling earth can bury or crush any person in its path. This can result in death by suffocation or internal crush injuries.

The magnitude of the consequences particularly in relation to trench collapse highlights the need to protect the employees and other person working at or near excavation sites.

An Excavation / Trenching Permit is required before undertaking an excavation or trenching operations. The Permit system is designed to check:

- The excavation has a safe means of access and egress.
- The shoring/battering is designed by a suitably qualified person and there are relevant drawings indicating the methods to be used.
- The trench is regularly inspected by a competent person to ensure controls are used and remain adequate.
- Barriers, signage and fencing have been established in and around the trench.
- Above ground and underground services have been identified and made safe.
- The confined spaces aspects have been suitably identified controlled and are continually monitored.
- The risks involved with mobile plant working in and around the excavation have been assessed and controlled.

### **Tilt-up / Precast Concrete**

In addition to the hazards associated with construction work, tilt-up wall panels and precast concrete elements are in themselves hazardous and pose a significant risk at all stages of the construction process.

Specific hazards are associated with each stage of the concrete element construction work. That is; the design, prefabrication, handling, transport, storage, erection and temporary bracing, craneage, fixing to the structure and during modification and demolition.

Specific hazards include:

- site features such as slopes, holes etc.



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- working near overhead power lines
- exposure to weather conditions
- working at heights
- manual handling
- working with hazardous substances
- traffic at or near the site

Workers in the construction industry are three times more likely to suffer a fatal accident and one and a half times more likely to suffer an injury than other workers in all other sectors of the Australian workforce. The consequences of an uncontrolled collapse of a concrete wall panel are serious injury or death and therefore the risk assessment and subsequent controls must be comprehensive at every stage of the work process.

The types of injuries likely to be sustained from uncontrolled collapse of a tilt-up wall panel are severe crush injuries. The severity of the injury resulting from such a collapse is so significant that prior planning is essential.

The general type injuries that are associated with construction apply here and include body stressing injuries, exposure to the weather elements and falls from heights.

A SWMS must be developed for all Tilt-up / Precast Concrete works. The SWMS must identify:

- There are detailed design drawings and specifications prepared and certified by a qualified engineer for the design, installation and bracing of the panels, in accordance with AS3850.
- The method of erecting the panels has been assessed and documented, and installation and bracing of such panels is in accordance with documented procedures compliant with AS3850 and specifications for proprietary items used.
- The panels meet the required technical specifications and have been inspected prior to installation.
- All bracing and anchorage devices have been suitably inspected in accordance with a defined process compliant with AS3850.
- There are controls in place to prevent falls from height, including appropriately fixed covers and guards on openings and penetrations.
- Other hazard related activity.

### **Permits to Work**

The team are committed to ensuring our sites maintain acceptable compliance to WHS requirements in line with our WHS Management System.

The permit to work procedure is a formal written system used to control certain types of potentially hazardous work. It is also a means of establishing an effective means of communication and understanding between Site personnel requiring the work to be done and the personnel or subcontractors who are going to do the work.

The following tasks require a permit to work to be obtained from the site manager prior to commencing work:

- ✓ Hot work (welding, soldering, grinding, LPG and oxy-acetylene use)
- ✓ Confined spaces
- ✓ Excavation/Trenching Permit
- ✓ Demolition
- ✓ Drilling / Cutting / Coring
- ✓ Plant / Equipment Maintenance Permit
- ✓ Roof Access Permit
- ✓ Work At Height Permit
- ☐ Other (specify):





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The issue of a permit does not in itself make a job safe. It also does not constitute permission to do dangerous work and therefore should not be seen as an easy way of eliminating a hazard or reducing risk.

Only the Site Manager (or WHS Co-ordinator) has the authority to issue a work permit

### **Work at Heights**

The Project Team is committed to eliminating the need for work at unprotected heights wherever practicable and refers to the Working at Heights Hierarchy of Control (see Section 4.6, Step 3).

When Level 1 Control Measures are not an option, the risk of falls will be minimised as far as practicable.

The Project Team will ensure that no worker is exposed to a risk of fall whilst working at heights. This includes all worksites/locations where employees are required to work.

A Project Risk Assessment shall be developed on each worksite, prior to commencement of work. As a part of this process areas shall be identified where there is a risk of falling from height with no suitable protection available. Where this occurs, hazard identification, assessment and control shall be undertaken using the SWMS process. The WHS Coordinator, WHS Representative and operational staff may also be involved in this process to ensure all potential hazards are identified and controlled.

The Site Manager is responsible for ensuring:

- All areas where there is a risk of a person falling are identified and controlled in accordance with the hierarchy of control.
- Additional environmental hazards have been identified e.g. reinforcement bars exposed around fall edge, weather and wind.
- Workers have been adequately instructed and trained in the use of fall protection equipment.
- There is a maintenance and inspection schedule for fall prevention equipment.
- Attachment points are installed by suitably qualified persons and are regularly inspected.
- Scaffolding on-site is regularly inspected and correctly erected by suitably qualified personnel.
- Work processes are instigated to prevent working from ladders.
- There is acceptable access and egress from work areas, including access ladders which extend 1m past the work platform.
- Risks associated with falling objects have been assessed and adequate protection structures have been installed.
- Emergency procedures detail the possible working at height areas and the actions to be taken after an arrested fall has occurred. The organisation prefers not use fall arrest systems. However, in rare circumstances, where the use of fall arrest is the only option, a Work at Height Permit needs to be issued and can only be authorised by the WHS Co-ordinator.

### **Hazardous Manual Tasks**

The Project team is committed to eliminating or minimising the risk of hazardous manual tasks.

This procedure applies to all worksites/locations where services are to be provided.

Injury from hazardous manual tasks is a significant issue in the construction industry. Typical injuries that might occur include sprains, strains, back pain etc. As such the project team shall ensure that all employees undergo proper training and supervision with respect to hazardous manual tasks.

### **Noise Management**

The Project team is committed to eliminating or minimising noise exposure to employees, contractors, visitors and the environment.



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As an employer, we must ensure that employees are not exposed to noise levels that exceed the exposure standard. If there is a risk that the standard could be exceeded, then a noise assessment must be carried out and appropriate control measures must be put in place.

This procedure applies to all project worksites/locations. Overall responsibility for noise management lies with the individual Project Manager and Site Manager for each project/site.

#### **Plant and Equipment Use, Inspection, Maintenance, Commissioning and Isolation**

Plant is a major cause of workplace death and injury in Australian workplaces. There are significant risks associated with using plant and severe injuries can result from the unsafe use of plant including:

- Limbs amputated by unguarded moving parts of machines
- being crushed by mobile plant
- Sustaining fractures from falls while accessing, operating or maintaining plant
- Electrocution or burns from plant that is not adequately protected or isolated, and
- burns or scalds due to contact with hot surfaces, or exposure to flames or hot fluids.

The use of mobile plant on site requires risks to be controlled via a site specific SWMS, Plant Risk Assessments and Pre-Start Checklists. A permit may also be required if plant / equipment is required to be serviced / repaired or maintained on site.

The Site Manager must ensure:

- The pre-start inspection is specific to the needs of the type of plant, and is completed at the designated intervals.
- Any subcontractors/workers operating mobile plant are verified as being appropriately licensed and/or their competency to operate the plant has been verified.
- Traffic movement plans have been developed and local traffic management and controls have been established.
- Warning devices are fitted and in good working order.
- Above ground and underground services have been identified to prevent inadvertent contact.
- There is a plant maintenance regime in place.
- All earthmoving equipment is fitted with compliant ROPS/FOPS and fitted with seat belts.
- A plant risk assessment has been carried out on all items of plant and safe operating instructions produced which includes maintenance, service and inspection details.

#### **Traffic Management**

A Traffic Management Plan will be used where work impinges on a gazetted road or public thoroughfare. The Project Manager shall obtain the detailed traffic management plan from qualified Traffic Management consultant and ensure the plan is communicated to all personnel on the site.

The purpose of the traffic management plan is to safely guide traffic past, around or through the work site. This plan should be prepared in accordance with Australian Standards, in particular AS 1742.3. As such only trained and accredited personnel will implement the traffic management plan.

Any variations to this plan will be noted and a revised Traffic Management Plan prepared and issued by the Consultant.

The Project Manager is responsible for obtaining all necessary council permits required to implement the Traffic Management Plan and ensure that the following has occurred:

- Traffic movement has been assessed and subsequent traffic management plans and controls have been established.



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- Traffic management plans are approved by the relevant local authority.
- Traffic management (including public, plant and person) is implemented in accordance with the site specific traffic management plans.
- Workers responsible for implementing traffic management are suitably licensed and trained.
- Traffic management is regularly monitored for tampering/vandalism, and is reviewed as the project develops.

#### **Purchase of Goods**

The project team use mostly subcontracted trades, however, on occasion; the direct purchase of goods may be required. The team are committed to ensuring goods purchased on our sites maintain acceptable compliance to WHS requirements in line with our WHS Management System.

Before the purchase of goods, a risk assessment should be completed within the Project Risk Assessment. Where applicable, Material Safety Data Sheets (MSDS) should be obtained prior to the purchase of chemicals identified in the corresponding risk assessment.

#### **Labour Hire**

The Project team use mostly subcontracted trades, however, on occasion; the direct hire of labour may be required. The company are committed to ensuring labour hired on our sites maintain acceptable compliance to WHS requirements in line with our WHS Management System.

Before the hiring of labour, a risk assessment should be completed within the Project Risk Assessment.

Where identified, evidence of relevant training should be completed within the Project Risk Assessment.

#### **Personal Protective Equipment (PPE)**

The following minimum PPE is required to be worn by all workers when on a site:

- Hard hat
- Steel capped shoes/boots
- High-Vis clothing

Some sites may opt to increase the mandatory PPE requirement to include things such as safety gloves, safety glasses, hearing protection, etc.

### **3.1.4 Project Risk assessment**

At the beginning of a project it is essential that a risk assessment be conducted covering all areas of health and safety specific to the project. The Project Manager is responsible for completing this risk assessment in conjunction with the Contract Administrator and the Site Manager in consultation with the WHS Representative.

Consideration should be given to the complexities of the proposed site, demolition, the public, contamination, program, design, heritage issues, availability of specific resources etc.

#### **Reviews:**

At the time of completing the Project Risk Assessment the Project Manager is required to determine a timeframe for the next risk assessment review. Consideration will be given to the length of the project and changes in the project that may pose alternate risks. Major program landmarks could be used to help determine review dates.

The Project Risk Assessment must also be reviewed in the light of significant design changes and the impact such a change will have on the project.

#### **Consultation:**

The Project Risk Assessment should be completed in consultation with WHS Representative. Upon completion of the Project Risk Assessment the WHS Co-ordinator and Construction Manager will review and approve the document.



### 3.2 Legal and other Requirements

The Project team has taken appropriate steps to identify changes in WHS legislation and other requirements relevant to its business activities.

Our Work Health and Safety Management System contains a Legal and Regulatory Compliance Register (Form 100) for each State in which operations are carried out.

The Systems Compliance Manager is responsible for reviewing and updating this register in accordance with legal and Regulatory changes as they occur. This then generates a review of the company's procedures in line with the changes identified.

Site Managers / Foremen are to ensure all on site procedures, work instructions, SWMS and work practices reflect the requirements and intent of current legislation, standards and other requirements relevant to health and safety.

Site staff are provided with online access to current legislation, standards and other requirements relevant to health and safety via the internet.

On-site workers (including subcontractors) are advised of the access availability at the time of induction.

## 4. IMPLEMENTATION

### 4.1 Structure and responsibility

#### 4.1.1 Responsibility and Accountability

Management has a legal duty to create a healthy and safe working environment. The project team are required to proactively implement their policies and ensure that work is carried out in a manner that complies with relevant national and state legislation.

**Project Managers are responsible for:**

- The effectiveness of the WHS management system operating in their respective projects;
- Compliance / adherence to legal, regulatory and other requirements;
- Ensuring that WHS statistics are submitted within the required timeframe;
- Reviewing statistical data from their respective projects;
- Ensure that monitoring WHS performance, and reporting outcomes to the relevant State Manager;
- Ensure that risk assessments are completed for all projects as per the risk assessment procedure;
- Assisting with the preparation of pre-tender risk assessments as required;
- Ensure that all incidents, accidents and near misses are reported in a timely manner and that corrective actions are implemented, monitored and reviewed;
- Ensuring that all staff and subcontractors comply with the PPE requirements as specified in the WHS Management System;
- Development of site safety plans in accordance with the Company WHS Management System;
- The sharing of WHS information with all relevant personnel;



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- Providing assistance with the investigation of incidents and accidents and the initiation of preventative action in conjunction with the WHS Co-ordinator;
- Assessment of subcontractors' abilities to comply with WHS requirements;
- Ensuring that all subcontractors submit risk assessments (SWMS) for all works prior to commencement on site;
- Ensuring subcontractor compliance with requirements of this WHS Management Plan;
- Ensuring that all procurement reflects the WHS objectives of the company; and
- To actively promote the involvement of all personnel in achieving a safe and healthy workplace.

**Contract Administrators are responsible for:**

- Assisting the Project Manager in ensuring the effectiveness of the WHS management system operating in their respective projects;
- Assist the Project Manager as required in the following areas related to site specific WHS management;
- Assist the Project Manager in procuring subcontractor Site Safety Plan where applicable;
- Assist the Project Manager in developing project risk assessments for all projects as per the risk assessment procedure;
- Assist the Project Manager and Site Manager in ensuring that all incidents, accidents and near misses are reported in a timely manner and that corrective actions are implemented, monitored and reviewed;
- Assist the Project Manager and Site Manager in development of site safety plans in accordance with the company WHS Management System;
- During tender interview process assess the subcontractors' abilities to comply with Organisational WHS requirements;
- Ensuring that, via tender interview process, all subcontractors are made aware of their WHS obligations when working on work sites; and
- Ensuring that all procurement reflects the WHS objectives of the company.

**Site Managers are responsible for:**

- Ensuring that there is day-to-day WHS consultation, participation and communication within the workforce;
- Compliance / adherence to legal and other requirements;
- Ensuring that hazards are identified and risks are assessed before work begins;
- Assist subcontractors with the developing safe work method statements as required;
- Providing adequate supervision to ensure that work is done safely;
- Eliminating and/or reducing hazards as soon as possible after they have been identified;
- Ensuring that subcontractors adhere to the safety requirements of The project team;
- Ensure that subcontractors are made aware of any legislative changes related to their work;
- Monitoring and reporting on the WHS performance of subcontractors;
- Reporting all incidents, accidents and near misses to the WHS Co-ordinator immediately;
- Reporting all incidents, accidents and near misses to State Regulator as required by legislation;
- Ensuring that all staff and contractors comply with the PPE requirements as specified in this WHS Management Plan;
- To ensure that all persons on the site have received appropriate induction training pertinent to their site activities;
- To monitor subcontractors' performance against the Project WHS Management Plan;
- Reporting all non-conformances to the WHS Co-ordinator and issuing of formal non-conformance notices as required;



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- Attend Site WHS committee meetings and conduct site safety walks, ensuring Minutes are promptly distributed and displayed on the site notice board. To obtain input from members of the designated workgroup and make recommendations to the Construction Manager and WHS Co-ordinator;
- Provide assistance in preparation of the Site WHS Management Plan;
- Ensuring that safe working practices and procedures are implemented;
- Ensuring that plant and equipment is in a safe condition and that a regular program of appropriate maintenance is adhered to;
- Ensuring First Aid is freely available to all persons on site when required, and that trained personnel are available for administering treatment;
- Ensuring electrical equipment is tested and tagged at appropriate intervals and log books are maintained;
- Ensuring appropriate PPE is available, in good condition and used as specified in the WHS Management Plan; and
- To actively promote the involvement of all personnel in achieving a safe and healthy workplace.

**Foremen are responsible for:**

- Ensuring that there is day-to-day WHS consultation, participation and communication within the workforce;
- Compliance / adherence to legal and other requirements;
- Ensuring that hazards are identified and risks are assessed before work begins;
- Providing adequate supervision to ensure that work is done safely;
- Eliminating and/or reducing hazards as soon as possible after they have been identified;
- Reporting all incidents, accidents and near misses to the WHS Co-ordinator;
- Reporting all incidents, accidents and near misses to State Regulator as required by legislation;
- Ensuring that all staff and contractors comply with the PPE requirements as specified in this WHS Management Plan.
- To ensure that all persons on the site have received appropriate induction training pertinent to their site activities;
- Ensuring that safe working practices and procedures are implemented;
- Ensuring that plant and equipment is in a safe condition and that a regular program of appropriate maintenance is adhered to;
- Ensuring First Aid is freely available to all persons on site when required, and that trained personnel are available for administering treatment;
- Ensuring electrical equipment is tested and tagged at appropriate intervals and log books are maintained.
- Ensuring appropriate PPE is available, in good condition and used as specified in the WHS Management Plan; and
- To actively promote the involvement of all personnel in achieving a safe and healthy workplace.

**WHS Representatives are responsible for:**

- Continuous monitoring of the workplace and workplace practices by all on site in accordance with documented
- Site WHS Management Plan;
- Attend Site WHS Inspections conducted by the Site Manager;
- Attend toolbox meetings conducted by the Site Manager;
- Assist with site inductions conducted by the Site Manager;
- Administer First Aid as required and report all incidents and accidents as per the Site Safety Plan;
- Attend Site WHS Committee meetings;
- Attend WHS Representatives meetings;
- Participate in all consultation matters regarding WHS; and



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- Participate in all consultation with the review of subcontractor documentation as required i.e. SWMS.

**All other employees are responsible for:**

- Taking reasonable care for the health and safety of themselves and others who may be affected by their actions;
- Co-operating with all reasonable directions and procedures required by site personnel, ensuring their health and safety and the health and safety of others;
- Due care and diligence in undertaking required tasks;
- To advise management where they believe do not possess the necessary training and skills to perform work as directed;
- Advise the WHS Co-ordinator of all hazards in their work place;
- Reporting all incidents, accidents and near misses to the WHS Co-ordinator; and
- Wear safety equipment (PPE) as specified by the WHS Management Plan or as directed by management.

**State WHS Co-ordinators are responsible for:**

- To consult and communicate with all employees with regard to WHS issues and changes within the workplace;
- Investigation of incidents and accidents;
- Reviewing accident, illness, incident and Workers Compensation reports with the site team to ensure all necessary action has been taken to prevent re-occurrence and that prevention measures have been implemented. Communicating information to all site personnel;
- To action WHS issues raised within the company as per the issue escalation procedure outlined in this document;
- To ensure that the project team is performing to WHS best practice for the construction industry;
- Organise relevant training for employees;
- Ensuring that WHS Management System requirements are established, implemented and maintained in accordance with AS4801;
- Reporting all incidents, accidents and near misses to the Systems Compliance Manager and Construction Managers;
- Issuing Safety and Incident Alerts to all employees;
- Ensuring that any updates in WHS legislation or WHS best practice are communicated to the Management;
- Reviewing all Company procedures and forms; following up and reviewing effectiveness of corrective actions implemented;
- Assist site teams develop and implement project risk assessments;
- Conduct site safety audits of all projects in line with the requirements of the Company WHS Management System;
- Conduct Task Observations of works on all sites to ensure that works are being undertaken in the safest way possible;
- Assist site teams with the review of Safe Work Method Statements;
- Assist site teams in the start-up phase of a project to ensure that they have completed all the relevant risk assessments and other requirements as specified in the Company WHS Management System and relevant legislation;
- Develop and implement a site team mentoring program;
- Assist all site teams with one off safety issues when presented. This will include the research of alternative solutions and their viability of use on site;
- Developing and implement a Non Conformance procedure that will ensure that all such notices issued to subcontractors are followed through and appropriately closed out;



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- Monitoring WHS performance across all operational divisions of the company;
- Provide monthly reports to management on WHS status;
- Develop and manage WHS objectives and targets across all operational divisions of the company; and
- Managing Workers Compensation Claims and return to work programs;
- Monitor WHS performance across all sites. This includes:
  - Data entry of site statistics;
  - Ensuring that project risk assessments are completed and reviewed;
  - Implementing and managing subcontractor WHS improvement program;
  - Preparing Project WHS Management Plans for all projects; and
  - Reporting on health & safety performance to the State Manager;
  - Review investigations of incidents and accidents;
  - Submit performance and incident reports from all States for submission to the Systems Compliance
  - Manager in accordance with accreditation reporting requirements of the Office of the Federal Safety
  - Commissioner.

## 4.2 Training and Competency

The Project team will provide training to all workers, and other interested parties, on the policies and procedures contained within the WHS Management System.

Where necessary, the company will engage appropriately qualified training professionals to conduct specific training where it is required.

The project team, in consultation with workers, will identify suitable and adequate training in relation to the nature of work carried out by the worker, the nature and risks associated with the work, and any control measures implemented with a view that work activities are carried out safely and competently.

A database is used to record employee training records and is kept up to date at all times by the Office Manager.

They will:

- Establish, implement and maintain procedures for identifying minimum training requirements;
- Perform a training needs analysis when legislation, company needs or employee roles change;
- Ensure that employees are supplied with appropriate information and relevant training to do their job safely and competently; and
- Ensure that subcontractors working on behalf of the company are able to demonstrate that their employees and subcontractors have the appropriate level of training and are competent to perform the required task safely.

If a direct employee of the Construction Company is elected as a WHS representative, the project team will provide this person with the appropriate training to undertake effectively their involvement in the representation of workers on health and safety matters within 3 months, if requested by the WHS Representative.

### 4.2.1 Minimum WHS training requirements for site based staff

The following training has been identified as a minimum requirement. However, these are not deemed to be prerequisites for recruitment into that role.





*Labourer*

**Compliance**

Construction Industry Induction Training	
Level 2 – First Aid Certificate*	*CPR refresher to be completed annually
Certificate III Work Health and Safety	
WHS Representatives Course	Optional**
Fire and Evacuation (Warden) Training	

**Internal Operations**

Company Induction	
Company WHS Management System	
Harassment and Bullying Training*	* refresher to be completed annually
SWMS Training	

**Technical (Ticketed) Training**

- Boom Lift Operator (High Risk Licence)
- Scissor Lift Operator (EWP SL Competency)
- Traffic Management
- Asbestos Awareness
- Working Safely at Heights
- Confined Space Awareness
- Spotters Ticket (Spotting for Service Assets)
- Material Hoist Operator

Optional\*\*: training that may be requested where a labourer is elected as a WHS Representative

The following training has been identified as a minimum requirement. However, these are not deemed to be prerequisites for recruitment into that role.

The following training has been identified as a minimum requirement. However, these are not deemed to be prerequisites for recruitment into that role.

*Site Managers/Foremen*

**Compliance**

Construction Industry Induction Training	
Level 2 – First Aid Certificate*	*CPR refresher to be completed annually
Certificate III Work Health and Safety	
Fire and Evacuation (Warden) Training	

**Internal Operations**

Company Induction	
Company WHS Management System	
Harassment and Bullying Training*	* refresher to be completed annually
SWMS Training	

**Technical (Ticketed) Training**

- Boom Lift Operator (High Risk Licence)



Scissor Lift Operator (EWP SL Competency)  
Traffic Management  
Asbestos Awareness  
Working Safely at Heights  
Confined Space Awareness  
Spotters Ticket (Spotting for Service Assets)  
Scaffolding Awareness

The following training has been identified as a minimum requirement. However, these are not deemed to be prerequisites for recruitment into that role.

### *Project Manager*

#### **Compliance**

Construction Industry Induction Training  
Level 2 – First Aid Certificate\*      \*CPR refresher to be completed annually  
Certificate III Work Health and Safety  
Fire and Evacuation (Warden) Training

#### **Internal Operations**

Company Induction  
Company WHS Management System  
Harassment and Bullying Training\*      \* refresher to be completed annually  
SWMS Training

#### **Technical (Ticketed) Training**

N/A

The following training has been identified as a minimum requirement. However, these are not deemed to be prerequisites for recruitment into that role.

### *Construction Manager*

#### **Compliance**

Construction Industry Induction Training  
Level 2 – First Aid Certificate\*      \*CPR refresher to be completed annually  
Certificate III Work Health and Safety  
Fire and Evacuation (Warden) Training

#### **Internal Operations**

Company Induction  
Company WHS Management System  
Harassment and Bullying Training\*      \* refresher to be completed annually  
SWMS Training

#### **Technical (Ticketed) Training**

N/A

The following training has been identified as a minimum requirement. However, these are not deemed to be prerequisites for recruitment into that role.



### ***WHS Management Staff***

#### **Compliance**

Construction Industry Induction Training  
Level 2 – First Aid Certificate\*  
Certificate III Work Health and Safety  
Fire and Evacuation Training  
Conducting Incident Investigations  
Return to Work Co-ordinator Training

\*CPR refresher to be completed annually

#### **Internal Operations**

Company Induction  
Company WHS Management System  
Harassment and Bullying Training\*  
SWMS Training

\* refresher to be completed annually

#### **Technical (Ticketed) Training**

Internal Auditor – WHS Management Systems  
Working at Heights Awareness  
Asbestos Awareness  
Confined Space Awareness

The State Managers are responsible for ensuring that the training is effective and that changes in Company direction and structure are accounted for.

## **4.2.2 WHS Induction**

### **Site Inductions**

All those working and/or visiting a site must undertake a site specific WHS induction. This will be conducted by the Site Manager / Foreman. The exception to this rule is when a visitor will be on site for a short period of time and is accompanied at all times by a designated person who has been inducted.

## **4.3 Consultation, Communication and Reporting**

### **4.3.1 Consultation**

The Company believes that all workers should be encouraged and given the opportunity to participate in WHS matters that may affect their work.

The Project team will ensure that workers are consulted:

- When identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by site personnel;
- When making decisions about ways to eliminate or minimise those risks;
- When making decisions about the adequacy of facilities for the welfare of workers;
- When proposing changes that may affect the health or safety of workers;
- When making decisions about the procedures for:
  - Consulting with workers;
  - Resolving work health or safety issues at the workplace;



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- Monitoring the health of workers;
- Monitoring the conditions at any workplace under the management or control of the company;
- Providing information and training for workers;
- When carrying out the any other activity prescribed by the regulations;
- In the development, implementation and review of Safe Work Method Statements on site; and
- Regarding the opportunity to elect a worker who will represent them on WHS matters (Note: a representative is not mandatory);

### Management Site Safety Representative

The designated Site Manager is the employer's Site Safety Officer for the Workgroup (or delegated alternative).

### WHS Representatives

The Project team acknowledges workers' rights to elect a WHS Representative.

Election, eligibility, powers and functions of health and safety representatives are defined within the applicable State or National legislation.

The right to cease or direct cessation of unsafe work shall be in accordance with the applicable State or National legislation.

The issuance of provisional improvement notices shall be in accordance with the applicable State or National legislation.

The Project team acknowledges the prohibition of discriminatory, coercive and misleading conduct as described within the applicable State or National legislation.

### Consultation arrangement for site

Consultative mechanisms available for WHS related issues within the company are:

MEETING TITLE	WHEN	ATTENDEES
WHS Representatives Meeting	Quarterly	Systems Compliance Manager State WHS Co-ordinator Construction Manager(s) All WHS Reps on current Projects
Site Managers Meeting	Quarterly	Construction Managers Systems Compliance Manager State WHS Co-ordinator All Site Managers
WHS Management Review Meeting	Annually	Systems Compliance Manager WHS Co-ordinators
Site WHS Committee Meetings* (only when a Committee has been requested to be established)	Weekly	Site Manager Elected WHS Representative* (if requested on site) 1 x supervisor representing each trade on site
Toolbox Meetings	Weekly	Site Manager Elected WHS Representative* (if requested on site) All workers and supervisors on site

Minutes of meetings will be kept as a record of consultation.

This construction site constitutes a Designated Workgroup. As such, the company will meet with all workers at the start of the project to determine the consultative arrangements on site.



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Toolbox Meeting took place:

Date:

It was agreed to consult and communicate through:

- ☐ Weekly Site WHS Committee
- ☐ Safety Representative (WHS Rep) - Name of Rep if applicable:
- ☐ Other Agreed Arrangement (Toolbox meetings as required)

#### **Site WHS Committees**

Where requested, the Designated Workgroup may form an WHS committee in accordance with the provisions of the State Legislation. The intent being to involve members of the designated workgroup in the development, implementation and review of policies and procedures to identify hazards, assess and control risks.

Where implemented the WHS committee is to meet on a basis determined by the site team and the WHS Committee itself. The company refer to these meetings as Site WHS Committee Meetings. Minutes are to be produced and distributed promptly. A copy is to be placed on the site safety notice board.

The company encourages each Project to form WHS Committees once there are more than two (2) trades working on site.

#### **4.3.2 Communication**

The Project Team will clearly outline the lines of communication and those responsible for WHS issues.

Communication may take any of the following forms:

- Email
- Incident Alerts
- Safety Alerts
- WHS Monthly Reports
- Minutes of Meetings
- WHS may be included in other forums already set up – eg staff information sessions

#### **Communication from External Organisations:**

The Systems Compliance Manager and the State WHS Co-ordinators are members of external WHS specific organisations and as such receive regular communications specific to safety and legislative updates. All information received is to be reviewed in the light of the company business practices and where relevant the information is disseminated to relevant areas of the business via the Monthly Report, Safety Alert or a Safety Instruction to Site.

External information is regularly received from the following:

- Safe Work Australia
- State Regulator
- Safety Institute of Australia
- National Safety Council of Australia



- Master Builders Association
- Holding Redlich

#### **Communication with External Parties**

As required, information will be disseminated and discussed with external parties (including Clients, suppliers, subcontractors and public authorities) via the following means:

- Pre-start and site meetings arranged by the Project Manager and Contract Administrator
- Toolbox meetings held on site by the Site Manager
- Safety Alerts displayed at site
- Subcontractor specific training sessions arranged by the project team on an as needs basis.
- Email / site communications

#### **Toolbox Meetings**

All sites are encouraged to undertake Toolbox Meetings with all workers on site:

1. Once a week
  2. When a significant change occurs on site
  3. When instructed by the WHS Co-ordinator
  4. After an incident
  5. Following the Site Safety Committee Meeting
- Additional meetings may be held as required or requested.

Subcontractors are to be encouraged to undertake their own Toolbox Meetings to discuss safety issues specific to their trades and the site. Copies of the minutes of these meetings are to be given to the Site Manager.

#### **Display of WHS Information on Site**

The Site Manager is responsible for ensuring WHS information is displayed on site. The following safety information is to be posted around the project site:

1. Emergency Contacts Poster
2. Site Plan and Evacuation Assembly Poster
3. First Aid Procedure Poster
4. Company Policies
5. Site WHS Committee Meeting Minutes
6. Incident Alerts, Safety Alerts, Safety Instructions to Site
7. Emergency Response Plan

Other signage may be required to be displayed – as directed by the WHS Co-ordinator as per applicable State based legislation.

#### **4.3.3 Reporting**

WHS statistics will be reported to management and interested parties as per the below schedule.



Reporting of:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Overall WHS Performance / Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Board Meeting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Company / Site / Subcontractor Audits / Inspections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

The reporting schedule and its contents will be reviewed at the scheduled management reviews to ensure that all reporting is appropriate to the business requirements of the department.

#### 4.4 Documentation

The WHSMS comprises of the following core elements:

- Policies
- Management Plans
- Procedures
- Forms

Each document contained within the system will cross reference other documents, thereby ensuring a total system review is captured in accordance with the requirements.

#### 4.5. Document and Data Control

##### 4.5.1 Issue, revision and review

The Systems Compliance Manager shall be responsible for managing all updates to the Company WHS Management System. Revisions to documentation shall be made as required to reflect the current status of the workplace and the tasks and activities being undertaken. Once printed these are considered to be uncontrolled documents.

##### 4.5.2 Revision status

Revisions are approved by the Managing Director and State Managers and the document revision status is updated on each document. The revision status is indicated on the bottom right corner of this document.

##### 4.5.3 Distribution List

A controlled version of the WHS Management System is available on the Staff Intranet for all staff to access.

##### 4.5.4 Standard Forms

All standard forms are available on the Staff Intranet.

The Systems Compliance Manager is responsible for ensuring the information contained on the Staff Intranet is current.

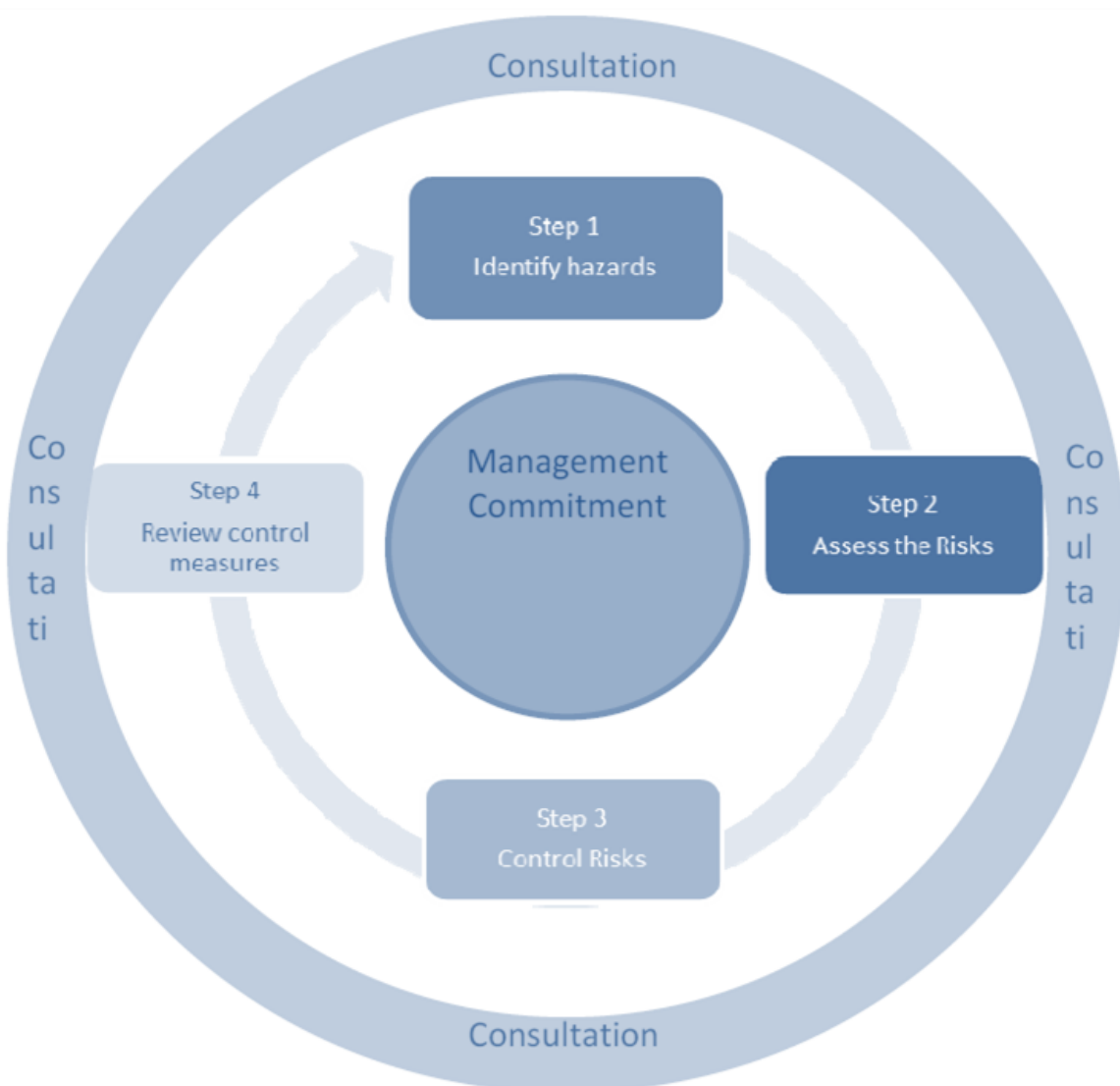
## 4.6 Hazard Identification, Hazard/ Risk Assessment and control of Hazards/ Risks

### 4.6.1 Hazard Identification, Hazard/ Risk Assessment and control of Hazards/ Risks

Effective risk management starts with our commitment to health and safety and consultation throughout the whole process.

The project team has established and implemented the following guidelines to:

- Identify hazards – what could go wrong?
- Assess the risks – the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.
- Control risks – implement the most effective control measure that is reasonably practicable in the circumstances.
- Review control measures to ensure they are working as planned.



### Step 1: Identify Hazards



Identify hazards in the workplace that could potentially cause harm to people. Hazards generally arise from aspects of work and their interaction:

- Physical work environment
- Equipment, materials and substances used
- Work tasks and how they are performed
- Work design and management

Examples of common hazards:

Hazard	Potential Harm
Manual tasks	Overexertion or repetitive movement can cause muscular strain
Gravity	Falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death.
Electricity	Potential ignition source. Exposure to live electrical wires can cause shock, burns or death from electrocution.
Machinery and Equipment	Being hit by moving vehicles or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries, or death.
Hazardous Chemicals	Chemicals (such as acids, hydrocarbons, heavy metals) and dusts (such as asbestos and silica) can cause respiratory illness, cancers or dermatitis.
Extreme temperatures	Heat can cause burns, heatstroke or fatigue Cold can cause hypothermia or frostbite
Noise	Exposure to loud noise can cause permanent hearing damage.
Radiation	Ultra violet, welding arc flashes, micro waves and lasers can cause burns, cancer, or blindness.
Biological	Micro-organisms can cause hepatitis, legionnaires' disease, Q fever, HIV/AIDS or allergies.
Psychosocial hazards	Effects of work related stress, bullying, violence and work related fatigue.

Refer to the Company Risk Assessment / Project Risk Assessment forms for known hazards affecting health and safety in the company's day to day operations.

### Step 2: Assess the Risks

Realistically determine the worst outcome that could occur. Consider the following:

- Extent of injuries
- Monetary cost to the organisation (both process and property)
- Harm to the environment



Consequence	Injury/Illness/Environment Classification	Impact	Property/Process Loss (estimated cost)
Minor	First Aid Injury (FAI). Localised first aid treatment	No adverse effects. No time off work.	<\$2,500
Moderate	Medical Treatment Injury (MTI). Treatment required by doctor or hospital and/or time off work (LTI – Lost Time Injury).	Temporary effects; Time off work; Rehabilitation; Return to work program may be required.	\$2,500-\$25,000
Major	Extensive injuries, permanent/part disability.	Long term effects. Hospitalisation. Unable to return to work at all or for an extended period of time. State Regulator investigation.	\$25,000-\$250,000
Catastrophic	Fatality(s) or permanent serious disability(s).	Loss of life. State Regulator investigation / coronial inquest. Public outrage. Media attention.	>\$250,000

Determine the likelihood that the incident will occur/recur. Consider the following when making this decision:

- The number of times tasks are undertaken which could result in this, or a similar incident;
- The number performing these tasks or exposed to the hazard at the time;
- The probability of the incident occurring/recurring while the task is being performed.

Likelihood	Definition
A - Almost Certain	Is expected to occur. Common repeating occurrence
B - Likely	Will occur in most circumstances “Yes, it has happened before”
C - Possible	Will occur in some circumstances – “I have heard of it happening sometimes”
D - Unlikely	Could occur, but not likely
E - Rare	Will only occur under exceptionally rare circumstances

Map the consequence and likelihood classifications together on the Risk Matrix to identify the applicable risk ranking. For example a “Moderate” consequence together with a “Likely” likelihood would be classified as “High” risk rating.

Likelihood	Consequences			
	1 Minor	2 Moderate	3 Major	4 Catastrophic
A – Almost Certain	Medium	Extreme	Extreme	Extreme
B – Likely	Medium	High	Extreme	Extreme
C – Possible	Low	High	High	Extreme
D – Unlikely	Low	Medium	High	Extreme
E – Rare	Low	Low	Medium	Extreme

Risk Level: Low  Medium  High  Extreme 

### Step 3: Control Risks

The following hierarchy of controls should be considered when developing a Company or Project Risk Assessment:

#### *Hierarchy of Controls:*

#### Deciding on appropriate control measure

More desirable



Less desirable

##### **Eliminate**

Remove the risk/hazard

##### **Substitute**

Use different materials/process/method to make safer

##### **Engineer/Isolate**

- Ensure, by design, that if an incident occurs, its likelihood and/or consequences are limited and controlled
- Isolate people from the high risk area (eg. Barriers, traffic controllers, sound booths etc)

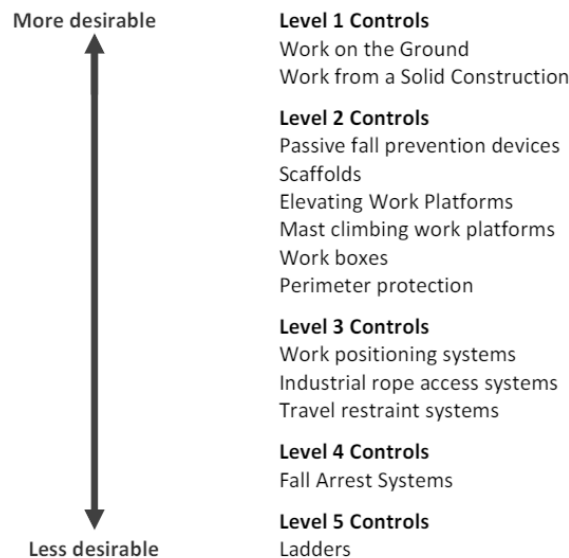
##### **Administration**

- Use of policies and standards
- Procedures, instruction and supervision
- Training, briefing and drills, to reduce likelihood of an incident

##### **Personal Protective Equipment (PPE)**

-Reduces consequences only

***Working at Heights Hierarchy of Controls:***



Following the Risk Assessment, Hazards and their associated risk must be further assessed to determine which controls need to be implemented in order of priority.

This is usually determined by the Residual Risk Rating of the specific hazard.

Where the Residual Risk Rating is identified as “High” or “Extreme” (despite implementing the risk controls noted), the Site Manager should contact the WHS Co-ordinator to review the controls and advise if any other controls could be implemented to further reduce the risk.

The review should be done in consultation with the relevant subcontractor trade affected by the risk to ensure all risks are controlled within their SWMS.

Following this review, if the Residual Risk Rating is identified as “High” or “Extreme”, the WHS Co-ordinator will refer the assessment to senior management for further review and sign-off.

**Step 4: Review Control Measures**

Following implementation of the control measures, it is important review the controls.

- Are the control measures working as planned?
- Are there any other hazards that were not previously known?
- Is there another way of controlling the risks that is more effective?

**4.7 Emergency Preparedness and response**

The project team have developed an emergency response plan that is communicated to all workers at the time of induction. Each emergency response plan covers emergencies such as fire, environmental emergencies, major storm, gas leaks and critical incidents (such as structural collapse or fatalities). The Site Specific Emergency Response Plan is located in Appendix A of this Project WHS Management Plan.

Emergency drills are undertaken periodically or when considerable change to the working environment occurs. All staff are encouraged to be present for such drills.

A report on the success or failure and the lessons learned is prepared and submitted to management so that continual improvement can be made to the emergency response process.

## 5. MEASUREMENT AND EVALUATION

### 5.1 Monitoring and Measurement

#### 5.1.1 General

##### *5.1.1.2 Cycle of Continuous WHS Improvement*

The Project team will use this process to continual improve the WHS processes of the organisation and those associated with it. Any changes resulting from the Management Review will be documented and kept on file.



##### *5.1.1.3 SWMS Reviews*

A formal SWMS Review is to be carried out for each SWMS received on site. This review is to be carried out by the Site Manager in consultation with the WHS Representative prior to works commencing on site.

Site Managers / Foremen are required to complete an additional SWMS review and task observation twice per month. Each Project Manager is required to complete a SWMS review and task observation once every two months.



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The Construction Manager is required to complete a SWMS review and task observation on two projects per quarter. The person completing the form is responsible for ensuring that all corrective actions noted at the time of the review are closed out. The completed (and closed out) reviews are to be retained on site for inspection during audits.

#### ***5.1.1.4 Site WHS Inspections and Audits***

Regular WHS inspections shall be carried out by the Site Manager / Foreman and records shall be kept on site. For subcontractor's plant and other equipment the Site Manager / Foreman shall check to verify that the relevant inspections have been carried out and that records are kept.

#### ***5.1.1.5 Site WHS Inspections***

Site Managers are required to undertake Weekly Site WHSE Inspections with the WHS Representative and / or members of Site WHS Committee (where one has been established) or supervisors of trades / designated work groups. Additional walks may be conducted as required or requested. It is expected that the Site WHS Committee meets following the WHS Walk to record corrective actions required.

### **5.1.2 Health Surveillance**

The Project Team will monitor the health of all employees. New employees of the organisation are to undertake a pre-employment medical.

The company risk assessment process will identify those employees who may be adversely affected by the following:

- Noise / hearing
- temperature extremes
- atmospheric conditions
- lighting levels i.e. glare
- hazardous substances
- UV radiation
- Hazardous Manual Tasks

The Project Risk Assessment process will identify specific areas of risk at a site level and the requirements for monitoring site conditions that may be injurious to health.

The assessment is to include consideration of:

- noise monitoring (general site)
- noise monitoring (specific plant)
- dust monitoring
- air quality monitoring (confined spaces)
- monitoring of individual workers where potential health hazards exist to provide early detection and response where normal PPE does not provide adequate assurance against health impacts
- Hazardous Manual Tasks
- any other environmental factors that may be detrimental to workers or public health.

#### ***5.1.2.1 Stress Management***

In the event of reported workplace stress, The Company may monitor the health of those employees and, if necessary, consider changing the way jobs are done by:



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- Where possible, try to give warning of urgent or important tasks, prioritise tasks, remove unnecessary work;
- Match individuals to jobs;
- Ensure everyone has clearly defined and achievable objectives and responsibilities linked to organisational objectives;
- Provide supervisor training and support;
- Ensure disciplinary procedures are developed and applied by trained and authorised officers able to communicate effectively with employees;
- Give staff the knowledge and skills to enable them to manage their own stress response;
- Ensure staff and supervisors receive the skills, training and resources they need to work purposefully, confidently and are appreciated; and
- Ensure that policies and procedures are clearly stated and uniformly applied.

### **Employee Assistance Program**

The Project team has provided an Employee Assistance Program to all staff. This staff benefit allows staff access to free, confidential counselling sessions for issues that may be a cause of stress either relating to work or private issues.

## **5.2 Incident Investigation, Corrective and Preventive Action**

### **5.2.1 Incident/ Accident Reporting**

All incidents are to be reported to the State WHS Co-ordinator immediately.

Steps to follow:

1. If someone is injured, make sure you contact the first aid officer or ambulance whichever is appropriate to the level of injury;
2. Make the area safe i.e. mop up spills that may lead to a fall;
3. Depending on the severity of the incident, make sure the accident scene is not changed except to make the area safe i.e. cordon off the area, contact State Regulator if required;
4. Contact the WHS Co-ordinator; and
5. The State Regulator may attend the incident site to conduct an investigation.

### **Notification to State Regulator Requirements**

Legislation requires a PCBU to notify the State Regulator immediately after becoming aware that a notifiable incident arising out of the conduct of a business or undertaking. A notifiable incident means:

- (a) the death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident.

The notice must be given:

- (a) by telephone; or
- (b) in writing (which can be by facsimile, email or other electronic means). The State Regulator will advise their preferred method for notification of incidents.

A person giving notice by telephone must:

- (a) give the details of the incident as requested by the regulator; and
- (b) if required by the regulator, give a written notice of the incident within 48 hours of that requirement being made.

A written notice must be in a form, or contain the details, approved by the regulator.

If the regulator receives a notice by telephone and a written notice is not required, the Regulator must give the PCBU:

- (a) Details of the information received; or
- (b) An acknowledgement of receiving the notice.

A PCBU must keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator under this section.

### **What is a serious injury or illness?**

Serious injury or illness of a person means an injury or illness requiring the person to have:

- (a) immediate treatment as an in-patient in a hospital; or
- (b) immediate treatment for:
  - i. the amputation of any part of his or her body; or
  - ii. a serious head injury; or
  - iii. a serious eye injury; or
  - iv. a serious burn; or
  - v. the separation of his or her skin from underlying tissue (such as degloving or scalping); or
  - vi. the loss of a bodily function; or
- (c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

### **What is a dangerous incident?**

A dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurized substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance, or thing; or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation, or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed by the regulations, but does not include an incident of a prescribed kind.

### **Duty to preserve incident sites**

The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed – including any plant substance, structure or thing associated with the notifiable incident - until an inspector arrives at the site or any earlier time that an inspector directs.

This does not prevent any action:

- (a) to assist an injured person; or
- (b) to remove a deceased person; or
- (c) that is essential to make the site safe or to minimise the risk of a further notifiable incident; or





- (d) that is associated with a police investigation; or
- (e) for which the inspector or regulator has given permission

Please refer to WHS.PR116 Incident Reporting Procedure for further detail

### **5.2.2 Incident/ Accident Investigation**

The project team will investigate all reported accidents/incidents. Incident investigations will be investigated to ensure:

- Incorrect or inadequate work procedures are identified
- Corrective actions are put in place to ensure that same incidents do not occur again
- Identification and rectification of inadequacies in staff training

A written report will be completed and submitted to State Regulator as per the State Regulator requirements.

The WHS Co-ordinator is responsible for the detailed investigation of all incidents requiring a report to the State Regulator or where it is deemed appropriate by the project team. Project Managers and Site Managers are required to assist in such investigations as required.

Incident Alert forms will be sent to all sites upon completion of the investigation so that continual improvement in practices can be adopted across all projects. Incident/accident statistics are reported to management every month.

The project team will assist authorities in any investigations they may wish to undertake.

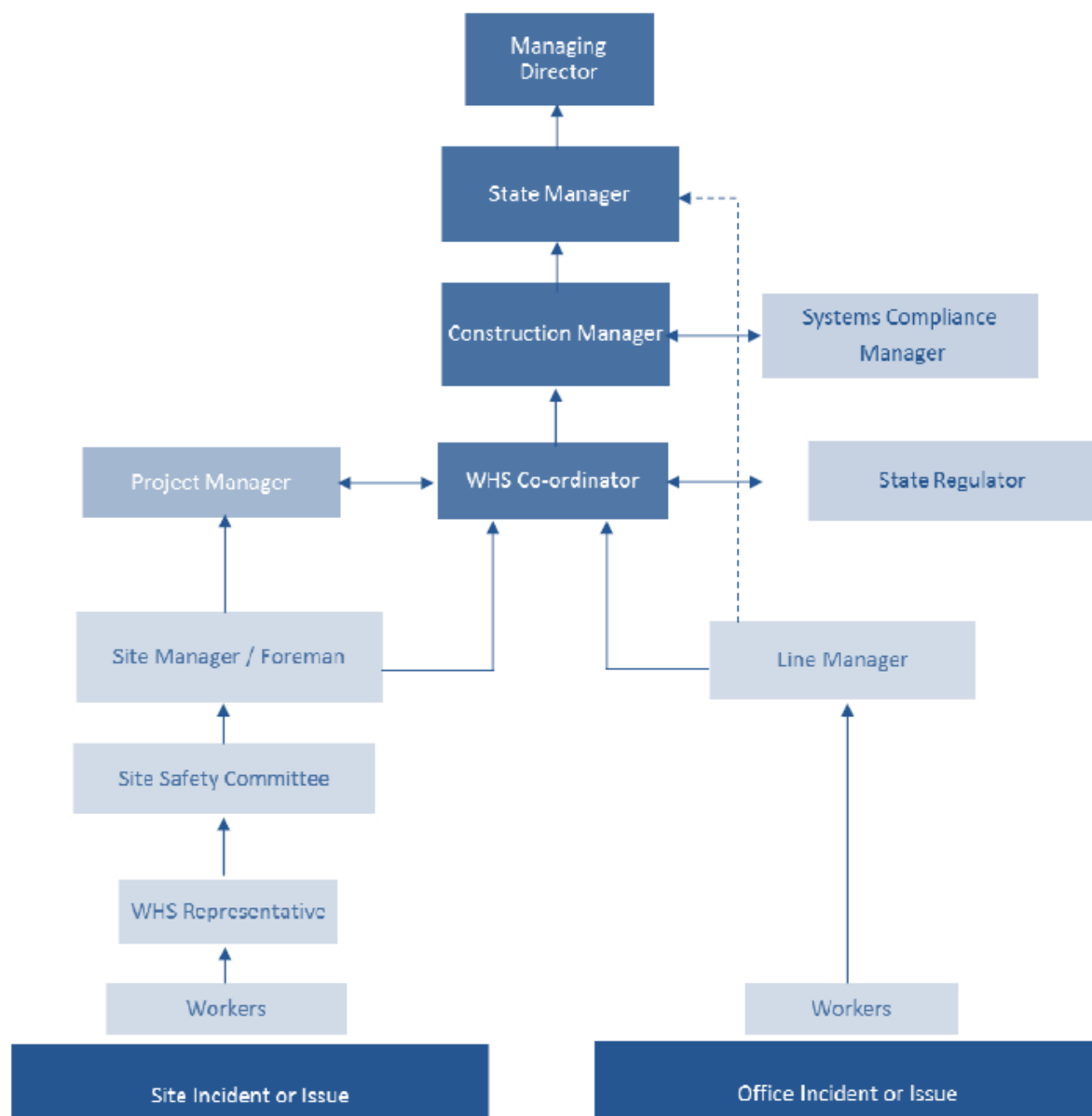
Please refer the WHS.PR117 Incident Investigation Procedure for further details

### **5.2.3 Corrective and preventive Action**

All staff is required to adhere to the policies and procedures outlined in this WHSMS. As per the legal obligations of workers, any worker found willingly not complying with company policies and procedures or any part of this WHSMS may be subject to disciplinary action or dismissed.

#### ***5.2.3.1 Incident / issue escalation and resolution***

The following communication process will be followed with regard to all WHS incidents or issues requiring resolution experienced by workers and subcontractors:



### 5.2.3.2 State Regulator Notice Investigator

The Project team will investigate all Prohibition and Improvement Notices issued by the relevant State Regulator to identify the root cause. The reports may vary in formality dependant on the risk level of the infringement.

### 5.2.3.3 FIRST AID

The Company proactively trains all site staff in a minimum of Level 2 First Aid. It is the aim of Project Team to have a minimum of 2 first aid trained Employees at any given time. Records of all First Aid training are kept in the Training Database, maintained by the Office Manager.

A First Aid Assessment is undertaken for all new projects. The level of risk posed by the intended works will dictate the level of first aid for qualified employees required on site and kit requirements. Records of the assessment are kept on site.



### 5.3 Records and Records Management

WHS records need to be kept to comply with WHS, Workers Compensation and injury management legislation. Accurate and well-kept records provide evidence that the project team is effectively managing WHS.

Project Managers and Site Managers must maintain records for their areas of responsibility. Records to be kept will depend on the types of work processes. The table overleaf provides guidance to what records need to be retained and / or displayed. When documents do not have a specified retention period consideration is to be given to the type and risk level of safety incidents experienced during the project. WHS records should be retained commensurate to the level of risk of such incidents (generally, a minimum of 5 years).

Records may be kept in hard copy or electronic format. See statutory requirements table over page.

#### 5.3.1 Responsibility for documents and data creation relating to WHS

The Systems Compliance Manager shall review all requests for systems changes in relation to documents and data creation.

#### 5.3.2 Statutory Record Keeping Requirements

NOTE: When there has been a high risk incident on site resulting in an injury to a worker then all records are to be kept for 30 years.

RECORD TYPE	Must be displayed?	Years to be kept
Project Risk Assessments		7
Hazardous substances, by either: - notation in a register of hazardous substances where no specific control measures are required, or - a risk assessment report if specific measures are required to control exposure		Project duration
Hazards requiring atmospheric monitoring or health surveillance (i.e. asbestos)		30
Safe work method statements arising from risk assessments		Project duration
Emergency procedures	Yes	Project duration
Consultation arrangements	Yes	Project duration
Installed asbestos register	Yes	Indefinitely
Electrical equipment inspection reports (including the name of inspector and date of inspection)		Project duration
Atmospheric monitoring records;		Indefinitely
Demolition or removal of asbestos work licenses	Yes	Indefinitely
Demolition or removal of asbestos work permits	Yes	Indefinitely
Confined spaced entry permit (for one month after entry);	Yes	5 years
Plant inspection and testing records		Project duration
Plant maintenance records;		Project duration



Notifications to State Regulator of the intention to carry out work involving: <ul style="list-style-type: none"> <li>Lead risk work;</li> <li>Prohibited or notifiable carcinogenic substances</li> </ul>		30
Employees exposed to prohibited or notifiable carcinogens		Indefinitely
Results of atmospheric monitoring and health surveillance		Indefinitely
Medical removal of employees from lead risk work		(5 years from the date of last entry);
Notifications of accidents or illnesses to State Regulator		5
First aid procedures	YES	Project duration
Audit reports		7 (held by H/O)
Inspection and audit reports		7 (held by H/O)
Incident reports and incident investigation reports		Indefinitely (held by H/O)
Emergency Response drills		Project duration
Workers Compensation records		30 (held by H/O)

## 5.4 WHSMS Audit

The company will conduct the following safety audits and reviews and across all functions:

Audit Description	Form	When	Responsible Person	Reviewed by
Company WHS System Audit	External	Annually	International Certifications as part of AS/NZS 4801 Certification WHS Co-ordinator	Systems Compliance Manager
OFSC Audit	External	Annually or as specified by OFSC	OFSC representative WHS Co-ordinator	Systems Compliance Manager
Internal Company System Audit	WHS.147	Yearly	WHS Co-ordinator Systems Compliance Manager	State Managers
Company Risk Assessments	WHS.108	Annual or when significant changes occur	State Manager	Managing Director
Site WHS Audits	WHS.109	Each project at least once or 6 monthly  1 audit every 6 months  1 audit per year	WHS Co-ordinator Project Manager Site Manager  Construction Manager  Managing Director Chief Financial Officer State Manager	Systems Compliance Manager Construction Manager State Manager
SWMS Review	WHS.157	Ongoing (for each SWMS received on each site)	Site Manager	WHS Co-ordinator
Weekly Site WHSE Inspection	WHS.126	Weekly on site	Site Manager	WHS Co-ordinator



### ***Internal Audit Process***

Construction projects will undergo internal audits at 6 monthly intervals as a minimum. These audits will be undertaken by the WHS Co-ordinator. Results of such audits will be benchmarked against corporate target. A detailed report will be provided to the Project Manager, Site Manager, Construction Manager and State Manager. The results are to be discussed with all workers at the next Toolbox meeting.

Corrective Actions noted are to be actioned and closed out within the assigned timeframe and confirmation provided to the WHS Co-ordinator.

## **6. MANAGEMENT REVIEW**

Management is committed to monitoring the WHS Management System to ensure that the WHS procedures are relevant to the existing business environment and is achieving desired outcomes. The WHS Management System will be reviewed yearly to ensure its relevance and more importantly, effectiveness within the workplace. Should operating environments and/or legislation change, the WHS Management System will be reviewed immediately to take this into account.

Management reviews will take place once a year or when significant change to business operations occur. These reviews will consider the following:

- Company Policies
- WHS statistics/Incidents and accidents
- Audit/inspection results
- Training needs
- Induction effectiveness
- Objectives and targets – Results
- Objectives and targets – Setting new goals
- Management Plans required to meet specified objectives and targets
- New information/trends in WHS management

Other forms of more regular management review will be demonstrated by the meeting schedule outlined in section 4.3.1 Consultation

## **7. WORKERS COMPENSATION AND REHABILITATION**

### **7.1 Employers Procedure**

**Provide the injured worker with:**

- first aid and/or transport to medical treatment
- the name of the employer's Scheme Agent or insurer
- the company name and contact details of the employer
- a workers compensation claim form (if requested by the worker).

### **Keep a register of injuries**

The register of injuries must be readily accessible in the workplace and the employer must ensure all details of the injury are recorded in the register.



**Notify WorkCover immediately on 13 10 50 of serious incidents involving injury or illness.**

A serious incident requiring notification can include:

- a fatality
- an injury or illness, such as when a person:
  - o has a limb amputated
  - o is placed on a life support system
  - o loses consciousness
  - o is trapped in machinery or a confined space
  - o has serious burns.

**Notify the Scheme Agent or insurer within 48 hours of becoming aware of an injury.**

Provide the Scheme Agent or insurer with the:

- date and description of injury, and details of how it happened
- name, address, contact telephone number and date of birth of the injured worker
- name and address of the company
- name of the treating doctor and contact telephone number, or name of the hospital if the worker is hospitalised
- name and contact details of the person making the initial notification, and their relationship to the worker or employer
- date of consultation with treating doctor and a diagnosis
- workers capacity to return to work and expected return to work date
- details of any time off work
- worker's wage details.

**Note:** Employers may avoid paying a claims excess if there is an injury by notifying their Scheme Agent or insurer within the required timeframes.

**If provided by the worker, forward to the Scheme Agent or insurer:**

- a WorkCover medical certificate within seven days
- ongoing medical certificates, receipts and accounts for medical or other treatment, within seven days.

**NEW SOUTH WALES:**

**Provide suitable duties**

- provide suitable duties for the injured worker wherever possible and any assistance that will help the worker to recover and return to work quickly
- notify your Scheme Agent or insurer if unable to provide suitable duties for the injured worker
- cooperate and participate in the establishment of injury management and return to work plans for the injured worker.

## **7.2 Employees Procedure**

Before making a workers compensation claim, an injured worker or their representative must advise their employer that an injury has occurred, and provide medical information.



**STEP 1:**

Notify the employer as soon as possible

**STEP 2:**

Record the injury/illness in the employer's Register of Injuries

**STEP 3:**

Obtain a WorkCover medical certificate from the injured worker's nominated treating doctor or hospital

**STEP 4:**

Notify the Scheme Agent or insurer of the injury (the Scheme Agent or insurer can be notified by the employer, the worker or a third party)

**STEP 5:**

Ensure that the medical certificate and any associated bills or expenses are given to the worker's employer.

Generally, once the Scheme Agent or insurer has been notified of an injury, the following will occur:

- the Scheme Agent or insurer will contact the worker, employer, and if necessary, the worker's nominated treating doctor
- provisional liability payments will start within seven days of the insurer receiving notification of the injury
- if the Scheme Agent or insurer has a reasonable excuse to not commence provisional liability payments, the Scheme Agent or insurer will notify the worker within seven days of receiving notification of the injury.

In most cases, an injured worker does not need to complete a claim form if the Scheme Agent or insurer has sufficient information about the injury.

A claim form is only required if:

- the Scheme Agent or insurer has a reasonable excuse to not commence provisional liability payments and has notified the worker
- weekly payments exceed the 12 week provisional liability period or medical expenses exceed \$7500 and there is insufficient information to determine ongoing liability.
- the injury has been notified but there is insufficient information to determine liability.

### **7.3 Rehabilitation – Return To Work**

The Organisation's Rehabilitation Management Policy commits to providing supportive arrangements for the return to work of an ill/injured staff member after a work place injury. The project team will work with their appointed Return to Work Coordinators, CGU Insurance to ensure their obligations are fully satisfied.

In the workplace, support for an early and effective return to work can be achieved by:

- demonstrating that there is an expectation of an early return to work after illness or injury;
- making injury management information available at each workplace;
- making duties available that is suitable for the ill/injured worker's return to work plan;
- effective injury management plans; return to work plans and claims management help the project team meet its injury management obligations.

The aim of rehabilitation is to:

- minimise pain and suffering, as well as the effects on other members of the injured employee's family;
- speedily reinstate injured or incapacitated employees to their previous employment or to restore them to the
- highest level of fitness achievable according to medical and professional advice; and



- provide a structured program to minimise absence from work.

### ***Definitions***

**'Work rehabilitation'** is the combined and co-ordinated use of medical, social, educational and vocational measures to restore function or to achieve the highest possible level of function for persons returning to work following illness or injury.

A **'work injury'** is an injury, disease or work related disability, which arises out of the course of employment.

**'Alternative duties'** are those duties other than the injured employee's standard duties assigned to temporarily disabled workers, which will enable them to use their accumulated skills to fulfill useful functions. These duties are expected to be short term, meaningful and will include a graduated scale of tasks, which the injured employee can achieve, as his/her injury recovers.

## **8. SUBCONTRACTOR MANAGEMENT**

### **8.1 Tender Process**

The project team are committed to ensuring that the contractors and subcontractors used comply with all relevant WHS legislation. As such WHS forms part of the tender evaluation criteria.

#### ***Invitation to tender:***

The Project team issue an "Invitation to Tender" documentation clearly states that all subcontractors must comply with all WHS legislation.

### **8.2 Subcontractor Tender Interview**

In all instances an interview will be held with a prospective tendered prior to award of tender. This interview takes place with the Project Manager and/or the Contract Administrator and all minimum WHS requirements are explained to the subcontractor. At the time of this meeting the subcontractor must agree to comply with the minimum WHS requirements of the organisation. Both the subcontractor and the Project Manager are required to sign and date the tender interview form which is then attached to the final contract for the works.

### **8.3 Subcontractor Auditing**

Subcontractors will be audited to ensure that their work and work efforts are done in a safe manner and are in compliance with all regulations, codes of practice and in accordance with their safe work method statement. Subcontractors will be audited in conjunction with the following audit strategy which applies to all Construction projects and is designed as a complete project audit.

#### ***Audit program is as follows:***

Every project to be audited at least once

Every project to be audited once every 6 months





## 8.4 Subcontractor Non Conformance Management

### *WHS Non Conformance Management Process:*

For all non-compliance to the Organisation's WHS procedures the following process shall apply:

#### ***1. First Non Compliance:***

The Site Manager will issue an on the spot verbal warning requesting immediate rectification. The Site Manager will ensure rectification is complete within agreed timeframe. Site Manager should diarise if practicable.

#### ***2. Second Non Compliance:***

If non-compliance is repeated by the same individual or company a Company Non-Conformance Notice'' is to be issued to the company. The Non-Conformance Notice is to make it clear that all staff are reinducted into the contracting company's relevant SWMS and documented evidence of this is to be provided to the Site Manager. A copy of the Non Conformance Notice is to be submitted to the Project Manager, Construction Manager and the WHS Co-ordinator.

#### ***3. Third Non Compliance:***

If non-compliance is repeated again by the same individual or company a second Non-Conformance Notice is to be issued to the company. A copy of the Non Conformance Notice is to be submitted to the Project Manager and the WHS Co-ordinator.

The issue is to be referred to the Construction Manager and the WHS Co-ordinator who will determine the level of action to be taken against the company. Consideration will be given to the level of risk posed by the non-conformance and the general reaction of the company with regard to rectification. Possible actions include:

- Issue of a third Non Conformance Notice with specific requirements to be met by the company within a specified timeframe
- Suspension of all future works with the company and removal from the Organisation's tender list

**IMPORTANT NOTE:** Should the initial non-conformance be high risk in nature and/or there are concerns over the subcontractor's willingness and/or ability to meet Company's WHS standards then the issue should be referred immediately to the Construction Manager and the WHS Co-ordinator

## 9. ENVIRONMENTAL MANAGEMENT

As per Environmental management plan

## 10. GLOSSARY OF TERMS

### **Audit**

A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organization's policy and objectives.



### **Competent person**

A person who has acquired, through training, qualification, or experience, or a combination of these, the knowledge and skills, including WHS knowledge and skills, qualifying that person to perform the task required by this Standard.

### **Continual improvement**

Process of enhancing the WHS Management System, to achieve improvements in overall WHS performances, in line with the organization's WHS policy.

NOTE: The process need not take place in all areas of activity simultaneously.

### **Hazard**

A source or a situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

### **Hazard identification**

The process of recognising that a hazard exists and defining its characteristics.

### **Health surveillance**

Monitoring of individuals for the purpose of identifying changes in health status that may be due to Work exposure to a hazard.

### **Interested parties**

Individual or group concerned with, or affected by, the WHS performance of an organization.

### **WHSMS – Work Health and Safety Management System**

That part of the overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the WHS risks associated with the business of the organization.

### **Work health and safety objectives**

Overall WHS goals in terms of WHS performance, arising from the WHS policy that an organisation sets itself to achieve, and which are quantified where practicable.

Reproduced from AS 4801 Clause 3, Definitions.

### **Work health and safety performance**

The measurable results of the WHSMS, related to the organization's control of health and safety risks, based on its WHS policy, objectives and targets. Performance measurement includes measurement of WHS management activities and results.

### **Work health and safety policy**

Statement by the organization of its commitment, intentions and principles in relation to its overall WHS performance which provides a framework for action and for the setting of its WHS objectives and targets.

### **Work health and safety professional**

A person with expertise and qualifications in the identification, assessment, evaluation and control of Work hazards and risks, and hazards associated with occupational ill health.

Work health and safety risk (in relation to any potential injury or harm)



The likelihood and consequence of that injury or harm occurring

### **Work health and safety target**

A detailed performance requirement, quantified wherever practicable and pertaining to the organization, that arises from the health and safety objectives and that needs to be met in order to achieve those objectives.

### **Organization**

A company, corporation, firm, enterprise or institution, or other legal entity or part thereof, whether incorporated or not, public or private, that has its own function(s) and administration.

### **Risk assessment**

The overall process of estimating the magnitude of risk and deciding what actions will be taken.

Risk control The process of elimination or minimization of risks.

### **Safety**

A state in which the risk of harm (to persons) or damage is limited to an acceptable level.

### ***ACCIDENT/ILLNESS DEFINITIONS:***

**Near miss:** An incident has occurred that has NOT resulted in injury or equipment damage, however, could easily have done so. Near misses are to be categorised into low, medium and high risk when reporting.

**First Aid injury (FAI):** These are injuries where the employee returns to work the same or next day after being treated by the First Aid Officer. These treatments are to be recorded.

**Medical Treatment Injury (MTI):** These are injuries where the employee is treated initially on site then referred to a medical practitioner for further treatment. The worker returns to work the same or next day.

**Alternate Work Injury (AWI):** These are injuries where the employee is treated initially on site then referred to a medical practitioner for further treatment. The type and severity of the injury is assessed internally to determine if the worker is deemed capable to have returned to work on alternate duties (including but not limited to – traffic management, light office duties, site housekeeping duties, site safety duties).

**Lost Time Injury (LTI):** These are injuries where the employee is treated initially on site then referred to a medical practitioner for further treatment. The type and severity of the injury is assessed internally. The worker is deemed unfit or incapable of returning to work on alternate duties (as defined in AWI classification) and is absent from work for one or more full shifts following the injury.

### ***FIRST AID AND EMERGENCY MANAGEMENT***

The Site Manager shall complete a First Aid assessment and an emergency procedure in accordance with the procedures

detailed in each State's Code of Practice.

- First aid needs have been identified and documented in the First Aid Assessment form, which is attached to this safety plan.
- Procedures include contact details for first aiders and emergency personnel, nearest medical facility and emergency services



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- Procedures are posted in the site office, lunchrooms and the first aid area.
- Register of Injury available on site.

### ***INCIDENT AND ACCIDENT MANAGEMENT AND REPORTING***

Definitions:

**Near miss:** An incident has occurred that has NOT resulted in injury or equipment damage, however, could easily have done so. Near misses are to be categorised into low, medium and high risk when reporting.

**First Aid injury (FAI):** These are injuries where the employee returns directly to work after being treated by the First Aid Officer. These treatments are to be recorded.

**Medical Treatment Injury (MTI):** Injuries or illness requiring medical attention. This would include a visit to a local doctor or to the emergency section of a hospital. This type of injury would be upgraded to an LTI if the employee is away from work for a full shift.

**Alternate Work Injury (AWI):** These are injuries where the employee is treated initially on site then referred to a medical practitioner for further treatment. The type and severity of the injury is assessed internally to determine if the worker is deemed capable to have returned to work on alternate duties (including but not limited to – traffic management, light office duties, site housekeeping duties, site safety duties).

**Lost Time Injury (LTI):** These are injuries where the employee is treated initially on site then referred to a medical practitioner for further treatment. The type and severity of the injury is assessed internally. The worker is deemed unfit or incapable of returning to work on alternate duties (as defined in AWI classification) and is absent from work for one or more full shifts following the injury.

Steps to follow:

1. If someone is injured, make sure you contact the first aid officer or ambulance whichever is appropriate to the level of injury;
2. Inform the Site Manager and/or WHS Rep;
3. Make the area safe i.e. mop up spills that may lead to a fall;
4. Depending on the severity of the incident, make sure the accident scene is not changed except to make the area safe i.e. cordon off the area;
5. Contact the WHS Co-ordinator who will conduct further investigation as required;

Further reporting required by Site Manager:

The Site Manager will inform the WHS Co-ordinator immediately of the following:

- All MTI's;
- All LTI's including expected LTI's
- All medium to high risk near misses

### ***INCIDENTS - REGULATOR NOTIFICATION REQUIREMENTS***

Compliance with Legislation and Regulations requires an employer to notify the State Regulator immediately after becoming aware of an incident at a workplace which results in:

- (a) the death of any person; or
- (b) a person requiring medical treatment within 48 hours of exposure to a substance; or
- (c) a person requiring immediate treatment as an in-patient in a hospital; or
- (d) a person requiring immediate medical treatment for:



- (i) the amputation of any part of his or her body; or
- (ii) a serious head injury; or
- (iii) a serious eye injury; or
- (iv) the separation of his or her skin from underlying tissue (such as degloving or scalping); or
- (v) electric shock; or
- (vi) a spinal injury; or
- (vii) the loss of a bodily function; or
- (viii) serious lacerations; or
- (e) any other injury to a person or other consequences prescribed by the regulations

#### **Near Miss – Regulator Notification Requirements**

An employer must notify the State Regulator immediately after becoming aware of an incident at a workplace which exposes a person in the immediate vicinity to an immediate risk to the person's health and safety through:

- (a) the collapse, overturning, failure or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered; or
- (b) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (c) the collapse or partial collapse of any part of a building or structure; or
- (d) an implosion, explosion or fire; or
- (e) the escape, spillage or leakage of any substance including dangerous goods; or
- (f) the fall or release from a height of any plant, substance or object; or
- (g) any other event or circumstance prescribed by the regulations.

#### **The Act requires the following:**

1. Notify the State Regulator immediately by phone on the emergency contact details
2. Keep copies of all records relating to an incident;
3. Send a Written Incident Notification Form to the State Regulator within 48 hours:

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  - (vi) a spinal injury; or
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- (b) the collapse or failure of an excavation or of any shoring supporting an excavation; or
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The Act requires the following:

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### ***INCIDENTS INVOLVING ELECTRICITY & GAS***

Initial treatment process for electric shock regardless of severity:

- Contact the ambulance service on 000 for all electric shocks regardless of severity.
- Take their instruction as to whether an ambulance is required or if it is OK to have the person driven to the nearest hospital for observation etc
- Follow all instructions given by the ambulance service
- Make a diary note of all instructions given
- Follow standard incident reporting procedure
- If the individual refuses to go to the hospital, diarise and make a note of any witnesses to their refusal
- (It is your duty of care to contact 000 even if they do not want you to).

### **NEW SOUTH WALES REQUIREMENTS ONLY**

#### **Fallen power lines**

Fallen power lines are very dangerous. They can be damaged by fallen trees, lightning strikes, car accidents, vandalism, fires, birds or other animals and flying debris during high winds. Keep away from damaged lines and call Ausgrid emergency services on 13 13 88.

#### **Electrical fires**

Electrical fires may be caused by electrical system failures and appliance defects, but many are also caused by the misuse and poor maintenance of electrical appliances, incorrectly installed wiring, and overloaded circuits and extension cords.

Ausgrid advises that customers arrange for regular safety checks, especially where old wiring has deteriorated and become unsafe. This also applies when purchasing an existing premise where it is important to have an electrical safety check of the installation. This is to ensure there is no faulty wiring due to deterioration or defective workmanship.



In the event of an electrical fire, never throw water or use a water based extinguisher. Call Emergency 000 and if possible, turn off the electricity to the building at the main switch.

If you suspect an electrical fault may have been the cause, call Ausgrid on 13 13 88.

## ***BUSHFIRE***

### **NEW SOUTH WALES REQUIREMENT ONLY**

For information on Bushfires: Call the NSW Rural Fire Service Information Line: 1800 679 737

### **IF A FIRE STARTS**

Call '000' in an Emergency

Knowing how to call Triple Zero (000) for a fire emergency can be the difference between life and death, or a building or other property being saved or destroyed.

The triple zero (000) service is the quickest way to get the right help from emergency services and should be used to contact Police, Fire or Ambulance services in life threatening or time critical situations.

Calls to '000' are free and can be made from mobile phones, home or work phones or payphones.

The simple steps in making a Triple Zero (000) call to report a fire:

- Stay calm and call Triple Zero '000' from a safe location
- Telstra operator will ask you if you need Police, Fire or Ambulance. Say 'Fire'. If you are calling from a mobile or satellite phone the operator will ask you for other location information
- You will be connected to an Emergency Services Operator to provide more details
- Stay on the line, speak clearly and answer the Operator's questions
- Give them details of where you are including:
  - Street number
  - Street name
  - Nearest cross street
  - Locality

In rural areas it is important to give the full address and distances from landmarks and roads, not just the name of the property.

If travelling on a Motorway or on a rural road, know the direction you are travelling and last exit or town you passed through to assist services to correctly locate the incident.

Do not hang up until the Operator has all the information they need

If possible wait outside a pre-arranged meeting point or prominent location for Fire Services to arrive to assist them in locating the fire

Other things everyone should know in an emergency:

- If a person is unable to speak English, if they call Triple Zero (000), say "fire" and leave the phone off the hook the call will be recorded and traced and a fire engine will be sent to that address.
- Record the Triple Zero (000) emergency number beside the telephone at home and work.



- Take time to teach children and overseas visitors how to make an emergency call.
- Callers with hearing or speech impairments can call the one zero six (106) text-based emergency call service using a text phone.

**In an emergency fire situation CALL 000**

**DO NOT call:**

A NSW RFS District, Team or Zone Office

A Fire Control Centre

A Rural Fire Brigade

Any volunteer members

This action could lead to a delayed response or inappropriate resource being sent.

***MAJOR STORMS***

The Site Manager is to monitor any warnings issued by the Bureau of Meteorology at <http://www.bom.gov.au/>

**Electrical Storms**

1. At the first sign of thunder, alert outdoor workers of the potential danger
2. When lightning can be seen, stop work; clear all material likely to become missiles.
3. Stay indoors, in a vehicle or under substantial shelter during lightning activity
4. Do not use telephones, including mobiles, during the storm

**High Wind Warning**

1. Stop all external work
2. Secure any loose objects that could become missiles
3. Follow action for electrical storms

**Extreme Wet Weather Watch**

1. Stop work on site. If site is at risk of flooding, sand bag if possible
2. Check site for loose materials (particularly chemicals) and secure anything not in immediate use
3. Identify essential personnel to totally secure the site if required
4. Follow advice of Emergency Services regarding evacuations in flood prone areas.

***SPILL RESPONSE***

**1. BE SAFE**

- What has spilled?
- Do you need special PPE?

**2. STOP THE SOURCE OF THE PROBLEM**

- Turn off the tap or valve
- Plug the leak or source
- Re-fit the container lid
- Correctly store the container





### **3. PROTECT STORMWATER**

- Identify site drainage and locations of stormwater catchpits and drains
- Confine the spill with sandbags or other materials
- Block off access to stormwater drains and systems
- Shut off valve

### **4. NOTIFICATION**

- Notify the Site Manager
- Contact Emergency Services
- Contact Environmental Cleaning Contractors if required

### **5. CLEAN UP**

- Neutralise hazardous materials – contact Fire Services / Environmental Cleaning Contractors to undertake these works.
- Pump Materials into a container
- Sweep or dispose of materials into a container
- Clean up the spill area while always preventing the waste from entering the stormwater system.

### **6. DISPOSAL OPERATIONS**

- Procure the services of an approved / licenced waste disposal company to remove the contaminated materials and clean up plant and equipment.

### **7. REVIEW / RENEW / RESTOCK PROCEDURES AND PLANT**

- Site management / subcontractor must immediately replace all used clean up materials and plan
- WHS Co-ordinator to investigate the cause of the spill and advise corrective action