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## Purpose of this Safety Plan

The purpose of this safety plan is to enable those in charge of a domestic construction site to easily document a comprehensive site safety system that meets the requirements of Victorian OHS legislation.

Key components of a complete plan include:

OHS coordination arrangements

Register of Construction Industry Induction (red/white card)

Register of Safe Work Method Statements

Register of Injury/Disease (available in a triplicate pad from Master Builders)

Register of Plant

Register of Material Safety Data Sheets

Using the Domestic Safety Plan.

The Master Builders Domestic Safety Plan contains a range of tools and resources that can be used by a domestic builder to adequately manage safety on a domestic construction site.

The Master Builders Domestic Safety Plan is made up of two parts. The first part of the Safety Plan provides explanation of what is needed and the second part is the relevant attachments/documents.

In the first half of the Plan effort has been made to insert hyperlinks to clearly direct persons using the plan to the relevant documents. Links have also been inserted for other useful resources such as the WorkSafe and Master Builders websites.

The site safety plan is a project specific and site specific document that details how occupational health and safety will be achieved on site. The plan should either be left on site or should travel with the builder/site supervisor in their vehicle.

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| This Site Safety Plan should be prepared before any construction starts. |

In preparing the site safety plan, input may also need to be sought from other relevant parties and key agencies such as:

Subcontractors

Plant and equipment suppliers

Water, gas and electrical supply authorities

Local government authorities

Other authorities such as Vic Roads, the EPA

Emergency services.

Provision should be made for the site safety plan to be reviewed regularly and kept up to date during the course of work.

### Prior to Construction

Construction Induction Training

Employers must ensure that anyone employed to do construction work has completed construction induction training, previously known as red card training, before they start work. This includes any apprentices; work experience students and any employee who has not done any construction work in the past two years even if they had previously completed an induction. A temporary exemption is permitted for a person to work for 28 consecutive days without construction induction training provided that the employer has arranged and paid for them to do construction induction training. They must also be directly supervised at all times and be given the information and instruction they need to work safely.

Builders and subcontractors must keep records of construction induction (red card) numbers of each person employed to perform construction work and retain those records while that person is employed. A [**Construction Induction and High Risk Work License Register**](#_Construction_Induction_and) (click on link to follow document) is contained in the plan.

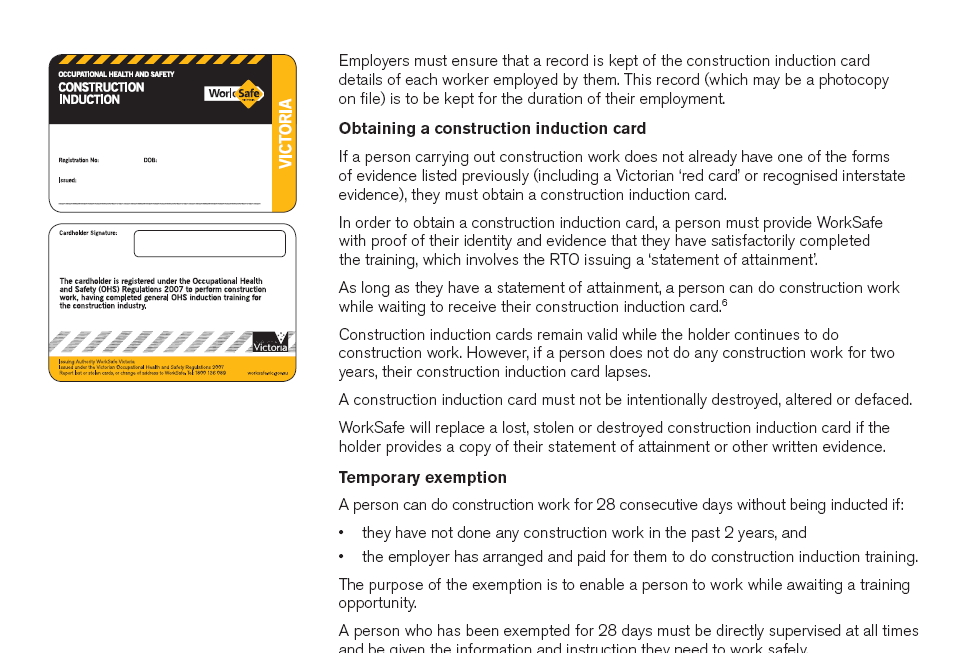
Employers must accept any of the following forms of evidence of completion of construction induction training:

An existing card branded ‘Construction Industry Basic Induction Training 2001’ (red card), issued in Victoria before 1 July 2008

A Construction Induction (CI) card number, issued by Worksafe from 1 July 2008 onwards (Sometimes referred to as a ‘White Card’)

A “statement of attainment” issued by a registered training organization, pending processing of a CI card, or

Recognised evidence of construction induction training issued in another Australian state or territory.



Visitors to the site e.g. owners or sales representatives, do not need a red card or CI card provided they are accompanied at all times and are not there to do construction work. In cases where visitors are required or expected to move around the construction site in an unescorted capacity, then they must undergo Construction Induction training. However, delivery drivers who are temporarily at the site to deliver materials at a single designated drop-off point away from the main construction activity do not require a CI card. If they are frequently on construction sites to make deliveries, or are delivering to multiple parts of a site, then they will require a CI card.

|  |  |
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|  | **What does the builder need to do?**  The builder/site supervisor needs to verify the Construction Induction Card (Red Card) and High Risk Work License details of all persons working on the project either prior to their commencing work (i.e. via their employer/subcontractor) or at the time that they commence work (i.e. as part of the site induction) and record the details on the [**Construction Induction and High Risk Work License Register**](#_Construction_Induction_and). |

Subcontractor Safety Management

A critical aspect of managing health and safety, and liability, is the influence and control exercised by a builder over their subcontractors and the manner in which they go about their work activities.

In most circumstances the majority of the work performed on construction sites is not performed by the builder, but by subcontractors. The subcontractors employ or engage the labour, provide all of the necessary plant and equipment and have the requisite knowledge of the tasks and the associated safety issues.

Apart from addressing site related safety issues and ensuring that workers are properly inducted onto the site, when engaging subcontractors for a project it is critical that the builder satisfies themselves that the subcontractors will undertake their work in a safe manner.

The Master Builders Association of Victoria ‘Builders and Subcontractors in Control of Safety’ guide, known as BASICS is not only designed to help small business operators in the construction industry to systematically manage workplace health and safety, it is also designed to provide a level of understanding of the role that OHS plays in satisfying the commercial demands of obtaining work in the construction industry.

The BASICS guide not only details a list of items that principal contractors or clients might expect to receive from their subcontractors, and conversely what subcontractors might expect to be asked from their clients, but it also provides an explanation of why these items might be asked for and the benefit to either party in having these things in place.

A copy of BASICS can be obtained by contacting the Master Builders OHS Unit on (03) 9411 4569.

|  |  |
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|  | **What does the builder need to do?**  At the time of engagement or prior to the subcontractor commencing work at the site the builder should verify that the subcontractor has met a range of essential safety requirements by completing the [**Subcontractor Engagement Checklist**](#_Subcontractor_Engagement_Checklist) utilising Master Builders BASICS. |

### Setting Up Your Project

Health and Safety Coordination

Under the OHS Construction Regulations 2017, the principal contractor is required to produce an H&S coordination plan for any project over $350,000 in value, prior to the commencement of the project and to maintain and update it throughout the course of the project.

Information required to be contained within the coordination plan includes:

Names, positions and responsibilities of persons who have specific responsibilities for safety

The arrangements for coordination of the safety of everyone engaged to do the work

The arrangements for managing OHS incidents

Site safety rules with arrangements for ensuring that everyone at the workplace is informed of the rules.

In essence this domestic site safety plan fulfils the requirements of the legislation with respect to the essential elements of the coordination plan however the process of ensuring that all workers are made aware of the plan lends itself to the use of the completion and displaying of the [**Health and Safety Coordination Plan**](#_Health_and_Safety) template.

The principal contractor (PC) is required to ensure that before any person commences construction work they are made aware of the coordination plan.

One of the responsibilities for subcontractors that should be listed is that the subcontractor will prepare SWMS for any high risk construction activities to be performed, and ensure that work will be undertaken in accordance with those SWMS. Whilst this serves to re-affirm the duties that the subcontractor has under the OHS Construction Regulations 2017, the SWMS also provides information that supports the coordination plan, particularly the arrangements for coordination of safety.

Principal contractors should also think about the manner in which they will ensure that all persons performing work on the site will be made aware of the coordination plan. On most commercial building sites this will normally happen as workers are inducted onto the site. In housing construction projects the principal contractor could make arrangements with their subcontractors to display the plans on a site noticeboard or forward the plans by fax or email with prior arrangements for the subcontractor to pass the information contained within the plan to their employees. The site safety plan should be made readily available to anyone who is about to start, or currently engaged to do construction work at the site.

A sample of a completed Health and Safety Coordination Plan is detailed on the following pages.

Although this site safety plan fulfils the regulation requirements of a coordination plan, the following pages are an example of a version that may be useful to have on site, in that it meets the requirements of the construction regulation. A copy should be kept on site at all times, whether it is completed in electronic form or filled out using the A3 duplicate H&S coordination plan pad available from the Master Builders.

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|  | **What does the builder need to do?**  If the value of the project is more than $350,000, prior to commencement of the project the builder needs to complete a [**Health and Safety Coordination Plan**](#_Health_and_Safety).  The plan needs to be displayed at the site (e.g. site sign, site toilet, power box) and all persons working at the site need to be made aware of the plan prior to their commencing work at the site. A copy of the plan can be also faxed or e-mailed to subcontractors prior to their commencing work at the site. |

Health and Safety Coordination Plan – SAMPLE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project:** 2 Housing Street, Suburbia | | | | **Location:** Lot 123 Housing Street, Suburbia | | |
| **Prepared by:** Gavin Sherman | | | | **Date:** 1 July 2018 | | |
| **Name of principle contractor:** G&J Home Improvements PL | | | | | **Phone number:** 0412 875 613 | |
| **Note:** | This coordination plan must be reviewed if there are any significant changes to the work. It must be available for inspection by anyone doing construction work on the project, new employees, HSRs and members of the OHS committee. | | | | | |
| **PEOPLE WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES** | | | | | | |
| **Name** | | **Position** | **Phone no.** | **Brief description of OHS responsibilities** | | |
| **Gavin Sherman** | | **Site Supervisor** | **0412 875 613** | Overall OHS management  Prepare, monitor and make available the H&S coordination plan  Ensure company signage posted  Ensure all contractors and visitors receive site safety information  Consult with employees & contractors on OHS matters that may affect them  Receive and review SWMS from subcontractors  Ensure that all persons kept informed of safety issues related to this site  When present on site inspect the site and ensure that work is being done by subcontractors in accordance with SWMS | | |
| **All subcontractors** | |  |  | Provide SWMS. Ensure that all their employees are trained in SWMS  Ensure that work is done in accordance with SWMS.  Provide all Licences, tickets, qualifications and cards information  Abide by all site safety rules.  All Material Safety Data Sheets to be on site  All plant to be in safe and serviceable condition - log, maintenance and inspection reports  Ensure First Aid ( including training) for their own employees | | |
| **Phil McCracken** | | **First Aider** | **0401 788 893** | Provide first aid assistance if needed, ensure first aid kit is kept well stocked | | |
| **ARRANGEMENTS FOR COORDINATING THE HEALTH AND SAFETY OF THE PROJECT**  Describe the responsibilities for the arrangements. Include the arrangements for communicating with contractors and others who may be off-site from time to time. | | | | | | |
| **Item** | | | | | | **Responsible person** |
| Identify site safety needs and establish site  Ensure company signage posted.  Prepare, monitor, maintain and make available the OHS coordination plan  Consult with employees & subcontractors on OHS matters that may affect them  Ensure all contractors and visitors receive site safety information  Confirm subcontractors give site safety briefings to their workers  Receive and review SWMS from sub-contractors  Conduct weekly site inspections  When present on site inspect the site and ensure that work is being done by subcontractors in accordance with SWMS  Supply and maintain the site first aid kit  When off-site, ensure OHS information is passed on by PHIL MCCRACKEN (back-up). Otherwise ensure alternative communication means are arranged with each subcontractor e.g. fax, email, SMS | | | | | | **Gavin Sherman**  **0412 875 613** |
| Provide site specific SWMS, ensure that SWMS is modified if controls are not adequate  Ensure that work is done in accordance with SWMS  Consult with their employees on OHS matters that may affect them  Ensure employees have construction induction training and that site safety briefings given to employees before starting work | | | | | | **All subcontractors** |
| **ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY INCIDENTS**  Include responsibilities for notifying the emergency services and Worksafe | | | | | | |
| **Item** | | | | | | **Responsible person** |
|  | | | | | | **Phil McCracken**  **0401 788 893** |
| Report any incidents immediately to Site Supervisor | | | | | | **All subcontractors** |

## Establishment of Site Safety Needs

Prior to commencing work the site supervisor shall ensure that safety management needs are established as detailed in the [**Site Establishment Checklist**](#_Site_Establishment_Checklist) and as further detailed in this site safety plan.

The range of matters to be addressed as part of establishing the site safety needs include:

OHS administration and record keeping

Existing site building hazards

Safety signs and warnings

Fire protection needs

Site security needs – fencing, signage

Public protection needs

Site amenities – toilet facilities

Site amenities – lunchrooms (if applicable) – medium density or two or more dwellings

First aid and emergencies – minimum First Aid kit in supervisor’s vehicle

Traffic management

Electrical safety

Work at heights

Access/egress and housekeeping

Personal protective equipment

Plant, machinery and hand tools

Hazardous substances and dangerous goods

Manual handling and mechanical aids

Noise control

Compressed air

Explosive powered tools

Other hazards and other relevant safety issues as specified.

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|  | **What does the builder need to do?**  The builder/site supervisor should use the [**Site Establishment Checklist**](#_Site_Establishment_Checklist) to systematically work through the range of items that need to be addressed prior to the commencement of work at the site. |

Actions (✓ when complete)

* ‘Site Establishment Checklist’ completed and attached
* Traffic management and impact on public including footpaths and signage, assessed and documented i.e. on a SWMS
* Public areas and pedestrian walkways adequately protected and hazards signposted
* Neighbouring properties notified of:
* typical work hours
* contact name and number of the builder
* any special security concerns regarding the site e.g. requirement to keep children off the site.

In addition to the site establishment checklist it is also recommended that that in between trades entering and exiting the site that the WorkSafe [**Trade Ready Worksheet**](http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/planning-for-safety-trade-ready-worksheet) should be used to ensure that the site is ready for trades coming onto the site.

First Aid & Emergencies

The builder/site supervisor shall arrange for a first aid assessment and an emergency procedure in accordance with the procedures detailed in the Victorian Compliance Code of Practice for First Aid in the Workplace.

* 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
* including nearest medical facility and emergency services.
* Emergency procedures are posted in either or all of the following:
* the site power box,
* toilet facilities
* and the property under construction
* A Register of Injury Books is available on site or in the site supervisor’s vehicle.

Emergency procedures are an important safety element for your workplace, especially as a fire in particular can present an immediate risk to everyone in the workplace. Emergency procedures can consist of (but not limited to) the following three single paged items:

1. A floor plan (mud map or building diagram) of the workplace or building detailing the location of all fire extinguishers, first aid kits, emergency exits and the emergency assembly area.

If the first aid kit and fire extinguisher are located in the site supervisor’s vehicle then this should be indicated on the floor plan. Builders should engage with their subcontractors to ensure that the first aid and fire needs of the site are adequately addressed in the builder’s/site supervisor’s absence.

Stickers for icons (e.g. fire extinguishers) for the floor plan are available through FES direct number **1300 855 163**.

1. A list of emergency contact phone numbers not limited to “000” but including - local numbers for the Emergency Authorities; local medical clinics and hospitals; gas, electricity and water suppliers.
2. A basic set of instructions for what to do in an emergency – The CFA/MFB’s Standard Fire Orders are a very good set of instructions to use.

|  |  |
| --- | --- |
| N:\Training\VET Quality Framework\Training Courses\Instructional Design\Templates\Icons\Further Reading Icon 15pt border.png | **Standard Fire orders are available from the CFA**  <http://www.cfa.vic.gov.au/fm_files/attachments/plan_and_prepare/fireorders.pdf> |

|  |  |
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|  | **What does the builder need to do?**  Prior to commencement of the project the builder/site supervisor needs to conduct an assessment of the First Aid needs of the site using the [**First Aid Assessment Form**](#_First_Aid_Assessment).  Having completed the First Aid assessment form the builder/site supervisor then needs to prepare the Emergency response procedure sheet. |

## Environmental Management

Builders need to be aware of their responsibility to manage the environmental hazards associated with their projects.

Responsibility for enforcement of environmental law rests with the EPA Victoria.

Local shires and councils often have their own area or regional specific rules for protection of their assets but also in relation to the cleanliness of the residential areas under development.

There is therefore often cross over between managing environmental hazards and meetings local government agency expectations. For example, concerns that the EPA might have about building materials or litter being blown off a housing construction site and finding its way into local waterways would not be dissimilar to the concerns that the local council would have about materials or litter being blown into the streets or parks.

Failure to properly manage these hazards can often lead to fines for breach of environmental laws or fines from local councils for breach of bylaws.

The builder/site supervisor shall ensure that the following effects on the environment are adequately maintained at all times.

* Dust emissions to be confined to the site and to be minimised as far as practicable.
* Noisy activities to be minimised as far as practicable.
* No (contaminated) discharges to water, stormwater and sewers.
* Sufficient bins/skips to be provided for rubbish and waste storage and disposal. Recycle bins (for materials to be recycled) to be used as appropriate.
* Transport and disposal of asbestos and other hazardous materials to be in accordance with specific EPA requirements.
* Clean up procedures in the event of fire, fuel spill and chemical spills.

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| --- | --- |
|  | **What does the builder need to do?**  Prior to commencement of the project the builder/site supervisor needs to conduct an assessment of the environmental risks associated with the project. |

### Site Contamination

The site has been assessed for potential contamination and:

* Is not a contaminated site

OR

* Is contaminated with the Following:
* contaminated soil
* contaminated groundwater
* underground tanks or storage tanks
* stored hazardous substances or dangerous goods
* other (specify).

For any of the above which are likely to be disturbed during the works, the builder/site supervisor shall ensure that a SWMS or risk control plan with suitable safety control measures is documented prior to commencing work.

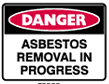
Asbestos and other hazardous materials

A hazardous materials audit:

* Is not required for this site – or -
* Has been carried out and the following materials are present for which control measures are required:
* asbestos
* asbestos “Part 6” risk assessment documented
* lead containing paints/epoxy coatings/lead sheet
* synthetic mineral fibre products (SMF)
* polychlorinated biphenyls (PCB)
* radioactive sources (such as smoke detectors)
* mercury (such as lights, fluorescent light tubes).

All asbestos affected by the works shall be removed by a licensed asbestos removalist in accordance with the OHS (Asbestos) Regulations 2017.

Where hazardous materials are to remain in situ during the works, the builder/site supervisor shall ensure that a SWMS or risk control plan with suitable safety control measures is documented to ensure that the material remains undisturbed and that workers are not exposed to health risks.



Renovation / demolition of existing buildings and services

Note that under the Occupational Health and Safety Construction Regulations that a Safe Work Method Statement (SWMS) is required for any work involving demolition.

Location and isolation of existing property services

Underground network plans should be sought well in advance to construction activities. These are available from asset owners through - **Dial Before You Dig - 1100**.

* Existing services identified on a site drawing.
* Necessary Isolations performed and confirmed.

Isolation of existing building electrical services

Before working on any existing electrical installation, it must be isolated from power, and the correct - lock out / tag out - procedure should be followed in accordance with the **Code of Practice for Safe Electrical Work** published by **Energy Safe Victoria**.

All electrical wiring apart from temporary electrical installations should be disconnected and rendered safe by a licensed electrician.

For demolition and refurbishment a site specific SWMS should address the following:

* Inspection of the work zone for live wiring prior to the commencement of each stage of work
* Isolation or protection of pre-existing power supplies source from the area under refurbishment or demolition
* Live wiring that cannot be isolated to be RCD protected, protected against mechanical damage and tagged or marked (as far as practicable) using appropriate warning signage i.e. warning tape
* Electrical isolations locked and tagged out
* Electrical supply isolations confirmed in writing e.g. isolations of mains supply
* Workers inducted including location of live and disconnected power sources.

Fragile or brittle roofs

Asbestos cement roofs and roofs which have not been identified as metal or in a sound condition should be assumed to be covered with brittle and fragile material.

Fragile and brittle roofs

* Are not present of this site – or -
* Are present on this site and the following actions are required.
* Danger signs displayed to prohibit unauthorised access to fragile/brittle roofs.
* All worker including contractors and sub-contractors informed of the hazards and suitable control measures assessed and implemented.

Danger signs stating **DANGER – KEEP OFF – BRITTLE AND FRAGILE ROOF** or similar shall be posted in all areas where signs will be clearly visible to persons intending to or likely to gain access to roofs, especially where the sire supervisor does not have permanent supervision of all works.

Access to these roofs shall be prohibited to all workers except those working under a permit/authority to work system which incorporates a suitable SWMS.

Hazardous substances and dangerous goods

For all substances to be used on site including paints, thinners, solvents, oxy-acetylene gases and adhesives, subcontractors and anyone else proposing their use must supply the following details to the site manager / supervisor before these are brought into the site:

* A Safety Data Sheet (SDS) for each product with an issue date of less than 5 years old
* A SWMS or risk assessment with control measures for health risks identified
* Details of any special storage and handling requirements when storing relatively large quantities on site.

The builder/site supervisor shall keep a record of all substances used on site in the [**Material Safety Data Sheet Register**.](#_Material_Safety_Data)

Prior to use of hazardous substances and dangerous goods, designated storage areas with signs are to be established and workers provided with adequate training and information required for safe use of the substances.

The SDS register and copies of associated SWMS should form part of the site safety documentation.

The table in the attachments section shows the trades, substances and safety needs (SDS, risk details and SDS expiry date) for the substances expected to be used on this site. The builder/site supervisor shall ensure that the relevant details have been ticked for each relevant trade prior to commencing work and that the relevant safety information will be readily accessible to workers at all times.

|  |  |
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|  | **What does the builder need to do?**  The builder/site supervisor needs to ensure that subcontractors provide Safety Data Sheets (SDS) for any substances that are bought onto the construction site. These are to be added to the builder’s SDS, if any, and stored in the [**Material Safety Data Sheet Register**](#_Material_Safety_Data).  The register is to be reviewed periodically to ensure that SDS are no more than five years old. |

Plant and equipment

Plant in this section means plant as defined in the Occupational Health and Safety (Plant) Regulations 2017.

The following requirements apply to plant and equipment used on site:

* All plant and equipment used on site to be inspected initially, and details recorded, by completing the Initial Plant Checklist and Register
* All plant and equipment used on site is to be inspected on a regular basis in accordance with the manufacturer’s recommendations or as required by legislation and a logbook kept with the plant
* Plant undergoing maintenance and defective plant and equipment are to be removed from use, locked out and tagged as unsafe pending maintenance, repairs or further assessment by the site safety officer.

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|  | **What does the builder need to do?**  The builder/site supervisor needs to ensure that the details of any major items of plant (e.g. cranes, booms. scissors, excavators, bobcats etc.) are recorded in the [**Initial Plant Checklist and Register**](#_Initial_Plant_Checklist). |

Electrical safety

The site supervisor shall ensure that the following electrical safety features are established and maintained for the duration of the project in compliance with the Industry Standard for Electrical Installations on Construction Sites.

**Actions (*✓* when implemented)**

* Certificate of electrical safety provided for the sites temporary power supply;
* All supply switchboards, portable generators and multi-plug adaptors to be fitted with residual current device (RCD/safety switch) protection;
* Electrician engaged to install suitable hardwired power outlets or temporary switchboards on each storey above ground floor (as soon as practicable);
* Construction wiring to be inspected and tested initially and every six months;
* Electrical tools, appliances and extension leads used on site to be tested and tagged prior to first use and at three monthly intervals by a competent person;
* Electrical testing and tagging site sign displayed
* RCD’s (safety switches) to be trip tested for tripping time and current every month by a licensed electrician.

**Safety switch test dates**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Company performing tests:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Record on completion of each test)* | | | | | | | |
| **Month 1** | / | / |  | **Month 2** | / | / |  |
| **Month 3** | / | / |  | **Month 4** | / | / |  |
| **Month 5** | / | / |  | **Month 6** | / | / |  |
| **Month 7** | / | / |  | **Month 8** | / | / |  |

**Operating Near Powerlines**

Plant operating near to ‘NO GO ZONES’ shall do so according to WorkSafe’s ‘Framework for Undertaking Work Near Overhead and Underground Assets’. Plant shall not be operated within the specified NO GO ZONE distances unless specific permission is obtained from the local power authority. When operating plant near powerlines, designated NO GO ZONE Rules declared by the Energy Safe Victoria shall be observed.

**Isolation of existing electrical services**

Before working on any electrical equipment it must be isolated from power, and/ or the correct locking and danger tagging procedure followed.

* For demolition and refurbishment, a site specific SWMS is required. Refer to Renovation/Demolition of Existing Buildings & Services section of this Safety Plan.

## Managing Your Project

Site specific training

Under the OHS Construction Regulations 2017, builders are required to ensure that any person employed to perform construction work is provided training about the particular workplace where the work will be performed before they start work on the site.

The aim of site induction is to make sure that workers are familiar with the OHS rules and procedures of the site – for example, the emergency procedures, the arrangements for supervision of the work and any specific issues on the site.

To assist employers (such as contractors) to meet their obligations, the builder/site supervisor should give them information about relevant site-specific conditions. Ideally the builder or site supervisor would attend the site to conduct the site specific induction however this may in many instances not be practicable.

Where it is not practicable for the builder or the site supervisor to be on site for the purpose of conducting an induction when subcontractors arrive at the site the information that is to be covered during the induction may be given to the contractor via email, phone or fax, or prominently displayed on a notice board. The builder should ensure that all subcontractors are required to take their employees through the induction checklist prior to their commencing work.

Where the subcontractors undertake the induction a copy of the completed induction checklist can be left for the builder/site supervisor in the power box or site toilet or collected by the builder/site supervisor when they next come across the subcontractor.

Where there are significant or unusual hazards, the principal contractor or builder might need to meet the contractor on-site.

The contractor should pass this information on to their workers. There should be an opportunity for workers to ask questions about their responsibilities and to have any issues clarified. If a worker is inexperienced, the worker’s employer should provide any additional information and supervision that is needed to make sure that the worker can do the job safely.

The detail required in the site induction will vary depending on the complexity of the project and factors such as the size of the site, the number and variety of trades working on the site, and how much the site is expected to change as work progresses.

A single site induction can cover a number of houses being built to the same design or as part of the same project, as long as the conditions are the same. Where there are a number of employers, the employer who has management and control of the site must provide sufficient information to enable contractors to fulfil their site induction obligations.

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|  | **What does the builder need to do?**  The builder needs to ensure that all persons engaged to perform construction work are provided with site specific training prior to commencing work. This can be done either directly by the builder/site supervisor or by subcontractors on instruction from the builder using the Checklist for Site Induction - Housing Sites. |

### Hazard Identification and Risk Control Using SWMS

Hazards and risks to health and safety due to site works shall be identified and controlled by means of a SWMS and /or separate risk assessment. Where risk control measures are required, these shall be selected in accordance with the hierarchy of risk control measures aiming at eliminating the hazard or hazardous activity as the most desirable control measure followed by substitution, isolation, engineering control, administrative control and personal protective equipment.

A safe work method statement is a document that:

Lists the types of high-risk construction work being done

States the health and safety hazards and risks arising from that work

Describes how the risks will be controlled, and

Describes how the risk control measures will be put in place.

The SWMS is the means of analysing and recording the processes to be used to perform a task safely. It combines hazard identification and risk control into a single process. In most instances risks to health and safety can be adequately managed using the safe work method statement approach, supplemented where necessary, by safe work procedures and other safety instructions.

Employers may use their current JSA (Job Safety Analysis) format if it contains all the information required in a SWMS. However, it is WorkSafe’s preference that the term “Safe Work Method Statement” should be used as this is the term that is used in the OHS Construction Regulations 2017.

One SWMS can be prepared to cover all the hazards and risks of construction work. This is the simplest approach. Alternatively, a separate SWMS can be prepared for each type of work. In this case, thought must be given to situations where different types of construction work impact on each other e.g. movement of powered mobile plant during the construction of a tunnel.

Note that a SWMS needs to deal with the specific hazards and risks on the site where the high risk work is being done. For this reason, a pre-prepared generic SWMS e.g. for electrical work on all housing sites, is unlikely to meet the new requirements, unless it has first been reviewed in light of the hazards and risks on the specific site and amended as necessary.

It is important to note that a SWMS is only a written record. Therefore, it is essential to ensure that workers have the skills to complete the job and that there is supervision to ensure that tasks are completed as documented.

The SWMS shall be developed in consultation with the relevant workers who are to carry out the tasks described by the SWMS. The workers are expected to sign off on the SWMS they are to use. Each employer and subcontractor are expected to provide adequate training and supervision to ensure that their workers are able to perform the tasks using the selected risk control measures for the identified hazards.

Thus, individual SWMS will vary depending on the nature of the tasks and risks present. Accordingly, control measures will vary depending on the nature of the job.

In preparing SWMS, due regard should be given to any background information including Australian Standards and WorkSafe Compliance Codes and other available guidelines. Compliance Codes and/or Australian Standards should be followed, unless there is an alternative course of action, which achieves the same or better standard of health and safety in the workplace.

For work with tools, plant and substances consideration must also be given to any safety recommendations of the manufacturer.

In terms of meeting their obligations under the OHS Act 2004, principal contractors should be asking their subcontractors to demonstrate to them the manner in which the subcontractor and/or their employees will perform high risk construction tasks. This evidence is best provided in safe work method statements.

It is highly recommended that principal contractors, or their supervisors, should assess the adequacy of the SWMS. This is particularly important in respect of generic SWMS, which might be relied upon by subcontractors, to ensure that the SWMS adequately takes into account the hazards and risks that are related to the job at hand. This might require that the principal contractor or their supervisors undertake some training so as to be able to properly assess the adequacy of the SWMS Certificate.

Safe Work Method Statements must be completed for the following high risk construction work:

Where there is a risk of a person falling more than 2 metres;

Involving tilt-up or precast concrete;

Involving demolition;

Involving structural alterations that require temporary support to prevent collapse;

At workplaces where there is any movement of powered mobile plant;

Involving the removal or likely disturbance of asbestos;

Involving a confined space;

Involving a trench or shaft if the excavated depth is more than 1·5 metres;

Involving a tunnel;

Involving the use of explosives;

On or near pressurised gas distribution mains or piping;

On or near chemical, fuel or refrigerant lines;

On or near energised electrical installations or services;

In an area that may have a contaminated or flammable atmosphere;

On or adjacent to roadways or railways used by road or rail traffic;

In an area where there are artificial extremes of temperature;

In, over or adjacent to water or other liquids where there is a risk of drowning;

Involving diving;

On telecommunications towers.

Where a Safe Work Method Statement needs to be produced on an ad hoc basis it is recommended that Master Builders carbon copied SWMS pad should be used.

Master Builders also have a range of generic Safe Work Method Statements also available for download from the Master Builders website.

The following are more specific examples of the types of activities for which the SWMS approach must be undertaken.

**Construction work where there is a risk of a person falling more than two metres**

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| Installing guttering on a double story building  Retiling a roof  Constructing a balcony  Installing an evaporative cooler on a roof |

**Construction work involving demolition**

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| Knocking down walls as part of a warehouse conversion  Demolishing a shed or garage  Knocking down a load bearing wall in a house |

**Construction work involving the removal or likely disturbance of asbestos**

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| Removing flooring tiles containing asbestos as part of a building refurbishment  Cutting or drilling into an asbestos cement sheet wall  Removing cement sheet eaves  Removing mastic containing asbestos from window seals |

**Construction work involving structural alterations where some sort of temporary support *must be used to prevent the structure from collapsing***

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| Using props to support a ceiling where a load bearing wall has been removed  Temporary bracing of a wall |

**Construction work involving a confined space**

A confined space is any space in an enclosed or partially enclosed structure which:

May be entered by anyone,

Is difficult to get into or out of,

Is (or should be) at normal atmospheric pressure while someone is in it, and contains (or could contain) a contaminated atmosphere, an unsafe level of oxygen, or a substance that could bury a person in the space.

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| Connecting a new sewer to an existing sewer main in a three metre trench |

**Construction work involving excavation deeper than 1.5 metres**

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| Digging a two metre trench for laying pipes and conduit  Testing drainage pipelines in a 1.5 metre trench  Excavating a pit for an in ground swimming pool  Digging a shaft deeper than 1.5 metres for a foundation |

**Construction work involving the use of explosives**

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| Breaking up rock during construction of foundations  Using explosive power tools or EPT-(AKA powder actuated tool or PAT)  Blasting in preparation for the construction of a road |

**Construction work on or near:**

Pressurised gas distribution mains or piping

Chemical, fuel or refrigerant lines

Electrical installations or services

‘Near’ means close enough that there is a risk of hitting or puncturing the mains, piping, electrical installation or service.

High-risk construction work is not limited to the electrical safety ‘no-go zones’.

Electrical installations do not include power leads and electrically powered tools.

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| Working near overhead or underground powerlines  Construction work that involves drilling into a wall where live electrical wiring may be present  Excavating near a gas pipeline |

**Construction work in an area that may have a contaminated or flammable atmosphere**

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| Cutting tiles, bricks, etc where silica dust ,is released  Grinding concrete where silica dust is released  Cutting wood where fine wood dust is released  Sanding finishing hard wood floors  Sanding down old paint that contains lead  Welding activities that may produce metal fumes  Laying vinyl tiles or carpet with a volatile hazardous adhesive  Demolishing a petrol station and removing old tanks  Decommissioning a plant and removing pipework which may contain hazardous substances |

**Construction work involving tilt-up or precast concrete**

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| Building housing units using precast concrete panels  Building a factory using tilt up panels  Installing a pre-cast drainage pit |

**Construction work on or next to roads or railways**

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| Breaking up and replacing a footpath or driveway  Building a pedestrian bridge over a suburban rail line |

**Construction work at a workplace where there is any movement of powered mobile plant**

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| Working on a construction site where equipment such as a scissor lifts, boom lifts, skid steer loaders telehandlers, earthmoving equipment such as backhoes or bobcats, cranes or trucks are being used. |

**Construction work in an area where there are artificial extremes of temperature**

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| Installing a racking system in an operating cool room or freezer  Doing construction work next to a boiler |

**Construction work in over or near water or other liquids if there is a risk that someone may drown**

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| Building a Gazebo next to a swimming pool  Building an extension next to a swimming pool  Constructing a bridge over a river  Restoring a wharf |

**Construction work involving diving**

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| Divers undertaking structural repairs to a jetty, pier or marina |

**Construction work involving a tunnel**

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| Building a tunnel in the course of constructing an underground railway or road |

**Construction work on telecommunications towers**

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| Installing a microlink on a telecommunications tower |

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|  | **What does the builder need to do?**  Where employees of the builder are performing ‘high risk construction work’ the builder/site supervisor needs to ensure that a Safe Work Method Statement is completed prior to the commencement of the work.  Where subcontractors are involved in performing high risk construction work the builder/site supervisor needs to ensure that they receive a Safe Work Method Statement from the subcontractor prior to commencement of the work.  All Safe Work Method Statements are to be recorded in the [**Safe Work Method Statement Register**](#_Safe_Work_Method). The SWMS collected by the builder/site supervisor should be kept in a folder with this register. |

Scaffolding management

All scaffolds used on site are to be erected, used and inspected regularly in accordance with the procedures detailed in the Scaffolding Management Plan (which is not attached to this site safety plan) but includes the following safety measures.

1. All scaffolds are erected, modified and dismantled by trained and competent persons in accordance with the relevant standards, supplier’s erection information and design specifications for the type of scaffold.
2. Scaffolds from which a person or object could fall four metres at any stage must only be erected, altered and dismantled by a person who holds the required certificate of competency in scaffolding for the type of scaffolding used and its application.
3. All scaffolds are inspected prior to use for fitness for purpose and this is certified by a handover certificate and a suitable tag i.e. the Scafftag System.
4. All scaffolds are used and maintained in accordance with the requirements of the OHS Plant Regulations and relevant scaffolding standards. This includes regular inspections and signposted to make sure that scaffolds are not altered by unauthorised persons.
5. Incomplete or damaged scaffolds are identified by signs and their use is prohibited pending rectification.

It is recommended that the Master Builders Scaffolding Management Kit is used as a means of inspecting and maintaining safe scaffolding.



## OHS Consultation

Under the OHS Act 2004, employers have a duty to consult with their employees on health and safety matters. This duty means that builders have a duty to consult with their employees and subcontractors working on their sites.

Consultation should not only be about asking the employees if there are any problems. Employers should regularly go to their employees with health and safety issues clearly on the agenda. Having OHS on the agenda creates an environment in which employees know that the employer is serious about their safety and take greater ownership and involvement in safety in the workplace.

Under the 2004 Act, employers must consult their employees when:

Identifying or assessing hazards or risks

Making decisions on how to control risks

Making decisions about the adequacy of facilities for employee welfare (e.g. dining facilities, change rooms or toilets)

Making decisions about procedures to:

* + resolve health and safety issues (issue resolution)
  + consult with employees on health and safety issues
  + monitor employees’ health and workplace conditions
  + provide information and training

Determining the membership of any health and safety committee (this includes all health and safety committees, not just those which must be established under the Act)

Proposing changes (that may affect the health and safety of employees) to:

* + the workplace
  + plant, substances and other things used in the workplace
  + the work performed at the workplace.

The Act requires the employer to:

Share information with employees about the matter on which the employer is required to consult;

Give employees a reasonable opportunity to express views about the matter; and

Take those views into account.

If employees are represented by an HSR, the consultation must involve the HSR. The mechanism that is used by the vast majority of builders in the domestic sector of the construction industry is to conduct toolbox meetings.

A reason which is commonly cited for not having toolbox meetings is that there are only a small number of workers on site. Formal toolbox meetings should occur irrespective of the number of persons working at the site.

It is important that records are kept of issues that are raised. These records could end up being an important element of an employer’s defence in the event of a workplace accident. It is recommended that diary notes be kept, as a minimum, as evidence of OHS issues that are raised. Master Builders strongly encourages its members to maintain evidence which demonstrates the manner in which they meet their duty to consult with workers about matters that affect their safety.

Master Builders generally suggests that OHS should be on the agenda in a formal sense at least once per month, irrespective of the number of persons working at the site. These meetings should be backed up by diary notes, minutes or records kept on a toolbox meeting template.

Some builders have engaged in the practice of having toolbox meetings on site irrespective of the number of persons and then forwarding by e-mail the minutes and attachments (e.g. OHS policies) to their other subcontractors via an all subbies e-mail listing. Master Builders considers in the event of a serious workplace incident that this approach would enhance the ability of the builder to argue that they had consulted with their employees and subcontractors so far as is reasonably practicable.

Examples of methods of consultation:

**Contractor pre-commencement briefings**

Prior to commencement of the onsite work, the Project Manager or Site Supervisor briefs subcontractors about safety issues and consultation requirements with their own employees.

**On site OHS safety coordination plan**

It is a requirement of the Construction Regulation that the safety coordination plan is made readily available to anyone engaged to do construction work at the site.

**Site Specific Safety Induction Process**

It is a requirement of our induction process to inform workers of consultation arrangements.

**Toolbox meetings**

Toolbox meetings must invite worker participation and take account of feedback from workers. If subcontractors carry out their own toolbox meetings, they should be monitored to ensure the content is appropriate and to ensure that consultation does take place.

**Safe Work Method Statement briefings**

The SWMS development process must invite worker participation and take account of feedback from workers.

**Directly between workers and management**

For example, managers brief workers directly or have an open door policy where workers can approach management with any views or concerns.

**Health and Safety Representatives**

If there is an elected HSR then the HSR must be involved in all consultations.

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| **OHS information is posted regularly on site notice boards.**  **Other alternative methods identified and agreed to with workers.** |

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|  | **What does the builder need to do?**  The builder/site supervisor needs to conduct toolbox meetings as required, but at least monthly, on each construction site irrespective of the number of workers that are present.  The minutes of the meeting are to be recorded in the [**Record of OHS Toolbox Meeting**](#_Record_of_OHS). |

## OHS Policies

The following policies are attached to this plan. The policies should be signed by the Company Managing Director.

All employees and subcontractors should be inducted into the builder’s OHS policies when they first commence working for the builder.

The OHS Policies are to be subsequently used individually to initiate discussion about the relevant safety issues at toolbox meetings.

OHS policy

OHS Consultation Policy

OHS Issue Resolution

Rehabilitation policy

Drug and alcohol policy

Non-smoking policy

Sexual harassment policy

Bullying policy

UV protection policy

Corrective action for non-conformances policy

A briefing on the company OHS and site policies shall also be provided during the site safety induction.

### Safety Inspections

Apart from the responsibility for identifying and assessing the potential for injuries to occur in the workplace, employers also need to ensure that they are maintaining a safe workplace. This is achieved in part by maintaining service records on plant and equipment, however there are some other steps that an employer can take to ensure that their workplace is maintained in a safe condition.

Safety inspections shall be carried out by the builder/site supervisor on a regular basis (e.g. weekly) and records shall be kept.

For subcontractor’s plant and other equipment, the site supervisor shall be checked to verify that the relevant inspections have been carried out and that appropriate records are kept.

Plant and equipment checks

* Daily plant operational checks
* Scheduled plant maintenance
* Electrical wiring initial and six monthly tests
* Electrical power tool/leads 3 monthly tests
* Electrical RCD monthly tests

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|  | **What does the builder need to do?**  The builder/site supervisor needs to ensure that the construction site remains safe by conducting regular (e.g. weekly) formal walkthroughs of the project using the [**Site Safety Inspection Checklist**](#_Site_Safety_Inspection). |

### Corrective Action for Non-Conformances

Employees and subcontractors are instructed during the site safety induction to report any non-compliance with health and safety requirements they identify.

Where a matter of non-compliance with health and safety is identified, the builder/site supervisor shall be notified immediately. The builder/site supervisor shall investigate the non-compliance and ensure that prompt corrective action is undertaken to eliminate risks and to ensure that the non-complying activity does not recur.

A formal warning shall be issued by the builder/site supervisor to the person, subcontractor, company and/or organisation concerned, directing that the non-compliance be rectified. This formal warning may be verbal for minor non-compliances but shall be recorded in the site diary.

Where the first warning is ignored or the non-compliance is not rectified or is not of a minor nature a ‘Notification of Non-Compliance’ shall be issued by the builder/site supervisor to the person, subcontractor, company and/or organisation concerned.

The worker’s supervisor or subcontractor in respect of whom the non-compliance has been issued shall take appropriate corrective action to eliminate or minimise risks to health and safety. A review of the SWMS for the activity and re-induction of workers shall follow to ensure that the non-compliance does not recur.

Where the builder/site supervisor considers that there is an immediate risk to the health and safety of any person on site, the builder/site supervisor may direct relevant person or their immediate supervisor to immediately cease the activity, until the non-complying activity is rectified and full compliance has been achieved.

Persistent non-conformances by the same worker or subcontractor or where a non-complying worker or subcontractor refuses to abide by the directions of the builder/site supervisor, should be viewed as an unacceptable risk to the health and safety of other site personnel and should invoke prompt decisive action by the builder/site supervisor to prevent immediate risks or injury and to ensure the non-conformance does not recur. This may include counselling the worker or sub-contractor, consultation with health and safety representatives and/or the health and safety committee or disciplinary action in accordance with established processes in the EBA and human resources manual. Repeat offenders are required to undergo re-induction and are put on notice.

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|  | **What does the builder need to do?**  The builder/site supervisor needs to address non-conformances with safety requirements by issuing the [**Corrective Action for Non-Conformance Policy**](#_Corrective_Action_for) tool. |

### Managing Incidents

Incident reporting and investigation

When an incident, accident or near miss occurs, the person directly involved shall immediately notify their immediate supervisor or the builder/site supervisor.

All such incidents shall be recorded in the Registry of Injury Book and shall be immediately reported by the builder/site supervisor to the employer representative (management representative for dealing with OHS issues). The [**Internal Incident Investigation Form**](#_Internal_Incident_Investigation) that is part of this safety plan should be used to investigate the cause of the incident so that it does not occur again.

This must be done for notifiable incidents as well. The builder/site supervisor shall ensure that the safety plan incident investigation form is completed and that a copy of this form, together with any other relevant documents is sent to the employer’s representative for dealing with OHS issues.

Notifiable incidents

**Incidents notifiable to WorkSafe**

All incidents notifiable to WorkSafe shall be reported to the builder/site supervisor and to the employer’s representative for dealing with OHS issues who will document and report the incident.

The employer representative shall:

1. Notify WorkSafe immediately on 13 23 60
2. Send the WorkSafe Incident Notification Form to WorkSafe within 48 hours, address details are on the form
3. Keep a copy of the WorkSafe Incident Notification Form for at least five years.

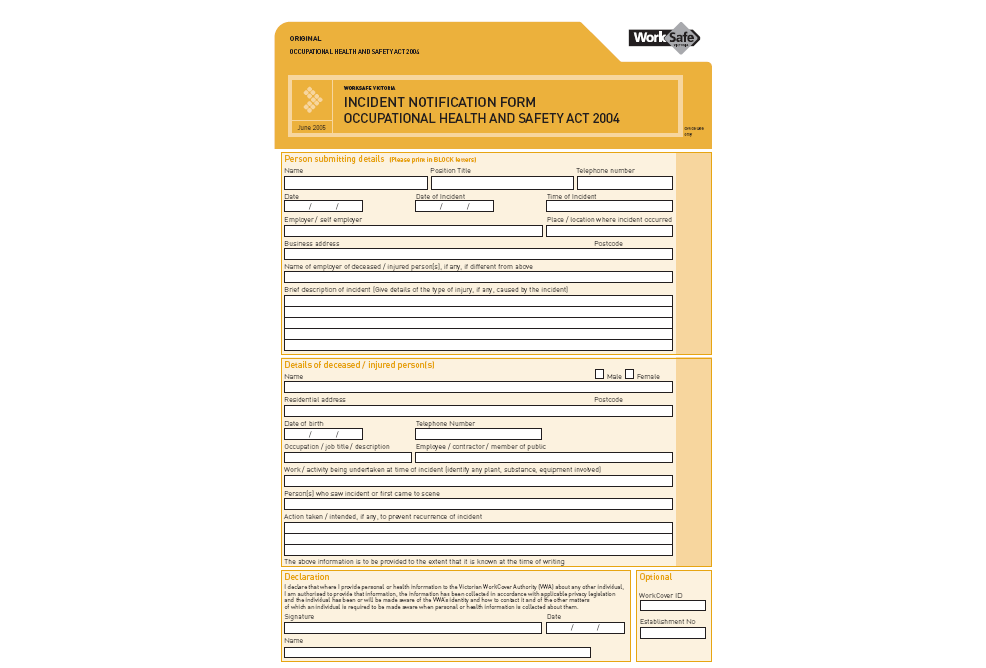
Duty to preserve notifiable incident sites

If a notifiable incident occurs, then the person in control of the workplace shall:

Find out from WorkSafe how much of the immediate incident site needs to be preserved and for how long

Ensure the site remains undisturbed until an inspector arrives at the site or until the inspector directs otherwise. The only exceptions to this rule are when

* + aiding an injured person involved in an incident or
  + taking action to make the site safe or to prevent the incident happening again.

What is a notifiable incident?

An incident at a workplace that results in:

A death of a person

A person requiring immediate medical treatment for –

* + amputation
  + serious head injury
  + serious eye injury
  + separation of skin from underlying tissue
  + electric shock, spinal injury
  + loss of a bodily function
  + serious laceration

Immediate hospital treatment as an in-patient

Medical treatment within 48 hours of being exposed to a substance, such as chemicals or biological material.

An incident at a workplace that exposes a person in the immediate vicinity to an immediate risk through:

The collapse, overturning, failure or malfunction of, or damage to any item of plant

That the regulations prescribe must not be used unless the plant is licensed or registered

The collapse or failure of an excavation or of any shoring supporting an excavation

The collapse or partial collapse of all or part of a building or structure

An implosion, explosion or fire

The escape, spillage or leakage of any substance including dangerous goods

The fall or release from a height of any plant, object or substance

In relation to a mine - the overturning or collapse of any plant; or the inrush of water, mud or gas; or the interruption of the main system of ventilation

Any other event or circumstance prescribed by the regulations.

A sample copy of the WorkSafe Incident Notification Form is shown above. The current form can be downloaded from the WorkSafe web site at [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au).

Incidents involving prescribed equipment

In addition to the incident notification requirements in the OHS Act 2004, similar requirements apply under the Equipment (Public Safety) (Incident Notification) Regulations 2017 to incidents involving certain equipment .

This includes the construction, manufacture, installation, alteration, or repair of prescribed equipment for use outside of a workplace.

If you are a person in charge of prescribed equipment at an equipment site, you:

Are under a duty to immediately notify WorkSafe after becoming aware of a notifiable incident

Provide a written notification to WorkSafe within 48 hours

Preserve the incident site if a fatality occurs.

Two examples of equipment sites covered under these regulations are:

1. Lifts in domestic premises
2. Scaffold structures for use at public events.

Reporting to other authorities

All incidents notifiable to other authorities shall be reported to the site supervisor / site safety officer and to the employer representative who shall document and report the incident.

The site supervisor / safety officer shall also ensure that the ‘Internal incident investigation form’ is completed and that a copy of this form, together with any other relevant documents is sent to the employer representative.

Electrical incidents

An electrical worker who becomes aware of an electrical incident relating to work being carried out by that worker must, as soon as practicable, report all details of the incident within their knowledge to Energy Safe Victoria and must within 20 business days after the incident send a written report to Energy Safe Victoria. Energy Safe Victoria (ESV) is the regulator for Electrical Safety and Gas Safety in Victoria, and can be contacted by phone: **(03) 9203 9700** or email: [info@esv.vic.gov.au](mailto:info@esv.vic.gov.au).

A serious electrical incident is an incident involving electricity that causes or has the potential to cause:

The death of or injury to a person

Significant damage to property

A serious risk to public safety.

Other electrical incidents requiring reporting are incidents involving electricity in which a person has made accidental contact with any electrical installation or received an electric shock as the result of direct or indirect contact with any electrical installation operated at low voltage.

Incidents involving radioactive substances or infectious substances

The Department of Human Services should be notified if radioactive substances or an infectious agent are involved such as HIV and Legionella.

Incidents involving dangerous goods

Police or fire authorities must be notified, without delay, of incidents where fire, explosion, spillage, leakage or escape involving certain dangerous goods under the Dangerous Goods Act.

For further information contact the WorkSafe advisory service on **(03) 9641 1444** or **1800 136 089**.

## Attachments

The additional documents required to complete this Site Safety Plan in hardcopy are:

1. Site Specific Safety Induction Plan
2. Scaffold Management Plan (optional).

### Construction Induction and High Risk Work Licence Register

**To be filled out for all workers entering the site.**

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| Date | Name | Trade | Construction Induction (Red Card) Number | Operator’s Certificate / High Risk Work Licence No. | Licence Expiry Date |
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### Subcontractor Engagement Checklist

The site supervisor shall ensure that all contractors provide all required safety information or documentation prior to commencing work. Accordingly, before a contractor/subcontractor is allowed to work on a given project, the following checks should be completed.

* Has the contractor and its employees been shown the H&S coordination plan for the project; or alternatively have prior arrangements been made to provide the coordination plan to the contractor with agreement for the contractor to disseminate the information contained within the coordination plan to their employees?
* Has the contractor undertaken site specific safety training, been informed of the PC’s H&S coordination plan, any site specific hazards, hazardous materials, site contamination, confined spaces, work at heights requirements, hot work requirements, procedures for reporting of incidents etc.?
* Has the contractor been briefed on other worker, visitor and public movements e.g. maintain safe access/egress points, maintain safe working distances by barricades/no go zones)?
* Has the contractor submitted a signed statement regarding adherence to all applicable OHS laws and observance of the principal contractor’s site safety rules? This could be in their OHS Policy.
* Has the contractor submitted details of insurances/certificates (WorkCover, Public Liability)?
* Has the contractor submitted proof of basic construction induction (red card), listed all red card numbers (or other States mutually recognised cards) for contractors’ employees to be used on project?
* Has the contractor submitted photocopies of relevant high risk work licenses or certificates of competency or other required proof of competency (tickets/training evidence) e.g. scaffolding, dogging, rigging, cranes, hoists, boom lifts, EWP’s, lasers?
* Has the contractor submitted details of all plant to be used on site; evidence of plant registrations, plant maintenance, plant safe operating procedures, relevant plant operating licenses, etc.?
* Has the contractor submitted copies of SWMS for all hazardous work or tasks?
* Has the contractor submitted detailed SWMS for complex work e.g. demolition plans, asbestos removal plans, tilt-up panel erection plans, formwork erection plans?
* Has the contractor submitted copies of MSDS for all hazardous substances they will use on site?
* Has the contractor ensured evidence of electrical testing by way of current test tags on all electrical equipment they will use on site?
* Has the contractor submitted details of supervision of their employees i.e. who is responsible for enforcing compliance?

### Health and Safety Coordination Plan

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| --- | --- | --- | --- | --- | --- | --- |
| **Project:** | | | | | **Location:** | |
| **Prepared by:** | | | | | **Date:** | |
| **Name of principle contractor:** | | | | | **Phone number:** | |
| **Note:** | This coordination plan must be reviewed if there are any significant changes to the work. It must be available for inspection by anyone doing construction work on the project, new employees, HSRs and members of the OHS committee. | | | | | |
| **PEOPLE WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES** | | | | | | |
| **Name** | | **Position** | **Phone no.** | **Brief description of OHS responsibilities** | | |
|  | |  |  |  | | |
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| **ARRANGEMENTS FOR COORDINATING THE HEALTH AND SAFETY OF THE PROJECT**  Describe the responsibilities for the arrangements. Include the arrangements for communicating with contractors and others who may be off-site from time to time. | | | | | | |
| **Item** | | | | | | **Responsible person** |
|  | | | | | |  |
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| **ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY INCIDENTS**  Include responsibilities for notifying the emergency services and Worksafe | | | | | | |
| **Item** | | | | | | **Responsible person** |
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| Site Safety Rules  Each rule should be simple and clear, covering only one issue. Set out who is covered by each rule and who is responsible for communicating it.  **General Prohibitions**  Being under the influence of alcohol or illicit drugs.  Bullying, pranks or horse play, loud radios, dogs, firearms or children.  Unauthorised persons are also prohibited from:   * + Entering the site after hours or commencing any tasks without prior approval by the site supervisor   + Entering restricted/prohibited areas   + Tampering with or blocking emergency or safety equipment such as signage, barriers or guardrails.   **Safety Breaches**  Serious OHS breaches and refusal to follow OHS officer or site supervisor instructions will not be tolerated and may result in instant dismissal from site.  **Personal Protective Equipment**  Safety footwear must be worn on this site at all times  Hard hats, hearing and eye protection must be worn where required.  **UV Protection**  When working outdoors, minimise exposure to sunlight. Cover up where possible and apply SPF30+ sunscreen:   * + Wear broad brimmed hats, or hard hat fitted brims;   + Wear well fitted long-sleeved clothing;   + Wear close-fitting, wraparound sunglasses.   **Injuries, Incidents and Near Misses**  All injuries no matter how minor, incidents, including near misses and dangerous occurrences must be reported to the site supervisor and recorded in the register of injury.  **Housekeeping**  Dispose of rubbish into designated bins.  Keep access ways, scaffolds and work areas free from materials & tripping hazards (leads, off-cuts etc.).  **Working at Heights**  Fall protection must be in place for anyone who could fall 2 metres or more, e.g. scaffolding, EWPs, boom lifts.  Open sides of floors, penetrations, roofs, stair wells, balconies must be provided with guardrails midrails and toe boards or covered with strong, secure material.  Safety harnesses must not be used without adequate operator training, anchor points, and a rescue plan.  When working on a ladder make sure:  The ladder is suitable for the task and is of industrial grade. Domestic ladders are prohibited.  Do not stand higher than the third tread from the top rung (or 900 mm) from the top of the ladder.  **Falling Objects**  Secure loose material such as ply, roof sheets and off-cuts against falling or pick-up by wind.  Do not stack materials close to unmeshed guardrails and edges.  **Electrical Safety**  All electrical tools, leads and equipment used on site must have a current test tag and be in safe condition.  All extension leads must be “heavy duty” and kept elevated on insulated stands or hooks.  **Plant Safety**  Workers must not operate any plant or equipment, unless:   * + Fully trained and authorised to do so (holding an appropriate Licence or Certificate where required)   + Daily plant checks have been carried out and the plant is fitted with all the recommended safety devices, guards and signs (report any faults to your supervisor)   **Scaffolds**  Scaffolds with a potential fall-height of 4m or more must only be erected, altered and dismantled by licenced scaffolders. Scaffolds 2m or more must have guardrails, mid-rails and kickboards installed.  Do not remove guardrails, planks or ladders or alter/ modify any part of a scaffold unless you are suitably qualified and approved to do it.  Do not overload platforms or block access.  **Mobile Scaffolds**  Use only on a hard, level surface and lock wheels (castors) before use. Never move a mobile scaffold while someone is on it. Follow the manufacturer’s instructions for correct erection, use and dismantling.  **Welding**  Check oxy-acetylene equipment prior to use:   * + Flashback arrestors fitted to the outlet side of both fuel gas and oxygen regulators   + A suitable fire extinguisher should be ‘attached’ to each welding and oxy-acetylene kit   + Gas cylinders should always be kept upright and secured.   **Asbestos**  If you find asbestos on site do not disturb it in any way. Report it to your supervisor. No asbestos is to be removed unless authorised by the site supervisor. |

### Site Establishment Checklist

| **Site:** | | |  |
| --- | --- | --- | --- |
| **Completed by:** | | | **Date:** |
| **Item** | **✓ or 🗶** |  | |
| **OHS administration / records** | | | |
| **1** |  | OHS Plan documented and available on site | |
| **2** |  | Safety Induction program in place | |
| **3** |  | Issue resolution procedure in place | |
| **4** |  | Employer’s rep. for OHS nominated | |
| **5** |  | Incident notification/reporting system in place | |
| **6** |  | OHS Regulations, Codes of Practice and guidance info on site (for example Master Builders safety toolbox) | |
| **7** |  | Safety needs for job identified and addressed | |
| **8** |  | Sub-contractor OHS requirements and supervision evaluated | |
| **9** |  | Sub-contractor safety management procedures and SWMS called for to be available prior to work | |
| **10** |  | Site registers, training and qualification records | |
| **Existing site building hazards** | | | |
| **11** |  | Asbestos and other hazardous materials audit | |
| **12** |  | Underground services located | |
| **13** |  | Stored substances & underground tanks | |
| **14** |  | Potential for soil contamination assessed | |
| **15** |  | Electrical wiring and powerlines | |
| **16** |  | Strength of structural members, floors, roofs, stairs, and guard rails | |
| **Safety signs and warnings** | | | |
| **17** |  | PPE signs posted where needed in work areas  (such as footwear, eye, hearing, respiratory protection and hard hats) | |
| **18** |  | Safety hazard and warning signs available  (such as excavations, scaffold incomplete, danger tags, explosive tools) | |
| **Fire protection** | | | |
| **19** |  | Fire protection needs evaluated | |
| **20** |  | Hot work procedures in place | |
| **21** |  | Fire extinguishing equipment available. | |
| **Site security** | | | |
| **22** |  | Site security needs evaluated | |
| **23** |  | Barriers, fences or hoarding in place and secure | |
| **24** |  | No Entry – Report to Site Office signs | |
| **Public protection** | | | |
| **25** |  | Public protection needs evaluated & documented | |
| **26** |  | Adequate signage provided | |
| **27** |  | Footpaths safe with no trip hazards | |
| **28** |  | Overhead protection gantries, scaffolding, catch platforms, catch fans used to contain falling objects | |
| **29** |  | Rubbish chutes enclosed & skip covered | |
| **30** |  | Skips and rubbish chutes barricaded and fitted with warning lights | |
| **31** |  | All accessible pits, excavations guarded or fenced | |
| **Site amenities** | | | |
| **32** |  | Meals/Dining area with sufficient tables, chairs food warmer, urn, fridge, heating, cooling | |
| **33** |  | Clean drinking water available | |
| **34** |  | Toilets and washing facilities items such as soap and towels. | |
| **35** |  | Change room with coat hooks and seats | |
| **36** |  | Regular cleaning of amenities arranged | |
| **First aid** | | | |
| **37** |  | First aid needs for job assessed | |
| **38** |  | First aid kits available and clearly labelled and accessible | |
| **39** |  | First aid procedure, first aid names and emergency contact numbers displayed | |
| **40** |  | Register of injury and first aid treatment records system in place | |
| **41** |  | Copy of WorkCover ‘If You Are Injured’ poster is displayed on-site | |
| **Emergencies** | | | |
| **42** |  | Emergency procedures in place | |
| **43** |  | Emergency exits signposted, unobstructed and lit | |
| **44** |  | Fire extinguishers clearly marked, accessible & regular services arranged | |
| **Traffic management** | | | |
| **45** |  | Traffic management plan in place | |
| **46** |  | Appropriate traffic control to warn and guide users of roads, footpaths and near excavations. | |
| **Electrical safety** | | | |
| **47** |  | Sufficient number of switchboards in place | |
| **48** |  | Initial electrical testing and tagging carried out | |
| **49** |  | Power tools and equipment tests in site register | |
| **50** |  | Certificates of electrical safety available on site | |
| **Access/egress and housekeeping** | | | |
| **51** |  | Entry, access, egress, walkways and passageways clearly marked, unobstructed and well lit | |
| **52** |  | Building materials storage arrangements adequate. | |
| **53** |  | Sufficient rubbish bins in place | |
| **54** |  | Daily rubbish removal arrangements in place | |
| **Work at heights** | | | |
| **55** |  | Fall risks identified | |
| **56** |  | Fall protection for all work over 2 m | |
| **57** |  | Scaffolds handover and inspection system in place | |
| **58** |  | Ladders approved industrial to Australian Standard, in good condition and set properly | |
| **Personal protective equipment** | | | |
| **59** |  | PPE program, training and use procedures in place and followed | |
| **Plant, machinery and hand tools** | | | |
| **60** |  | Initial plant checklist & register acceptance to use system in place | |
| **61** |  | Plant hazard ID and risk assessment carried out | |
| **62** |  | Operators hold relevant certification (where required) and/or are trained and competent to use | |
| **63** |  | Adequate guarding and safe operating procedures in place | |
| **64** |  | Maintenance register/log books in place | |
| **65** |  | Initial plant checklist & register acceptance to use system in place | |
| **Hazardous substances and dangerous goods** | | | |
| **66** |  | Registers for hazardous substances and dangerous goods established | |
| **67** |  | Risk assessment done for all hazardous substances and dangerous goods | |
| **68** |  | MSDSs available & readily accessible to users | |
| **69** |  | Adequate controls in place | |
| **70** |  | Special storage and handling requirements (such as flammables/combustibles & ignition sources; access, ventilation, lighting, security) | |
| **71** |  | Fire protection measures in place and maintained. (such as fire extinguishers, fire blankets) | |
| **Manual handling and mechanical aids** | | | |
| **72** |  | Hazards and risks assessed | |
| **73** |  | Lifting and handling aids (such as forklift, pallet trolley) provided and maintained where possible | |
| **74** |  | Training provided about risk factors and the proper technique to do the task | |
| **75** |  | Control mechanisms implemented to eliminate or reduce manual handling risk | |
| **Noise control** | | | |
| **76** |  | Noise hazards identified and risks assessed | |
| **77** |  | Noise control plan documented | |
| **78** |  | Noise control measures in place | |
| **79** |  | Audiometric testing arranged | |
| **Compressed air** | | | |
| **80** |  | Hoses couplings secured and fitted with safety clips | |
| **81** |  | Protective clothing (goggles, face shields ear muffs) | |
| **Explosive powered tools** | | | |
| **82** |  | Risk assessment done for each job | |
| **83** |  | Safety equipment and signs available and used | |
| **Other specific hazards to be addressed** | | | |
| **84** |  | Excavations and Trenches  Confined Spaces  Scaffolding and False work Requirements  Elevating Work Platforms  Cranes & Load Shifting Equipment  Overhead Protection and Penetration Protection  Tilt up Construction  Demolition  Dust  Welding and Gas Cutting  UV Exposure  Lasers  Heat & Cold Stress  Inclement weather | |
| **Item** | **Comments and / or corrective action** | | |
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### First Aid Assessment Form

| **Site:** | |  |
| --- | --- | --- |
| **Completed by:** | | **Date:** |
| **Assessment factor:** | | **Assessment comments:** |
| **Size and layout of the workplace** | | |
| Area |  | |
| Maximum distance to nearest first aid kit |  | |
| Maximum response time to first aid kit |  | |
| Number of floors |  | |
| Type of access between floors (e.g. stairs, ladder, lift) |  | |
| **Number and distribution of employees** | | |
| Number of workers on site |  | |
| Shifts (e.g. 8hr, 10hr) |  | |
| Overtime worked |  | |
| Are any employees working remotely or isolated? |  | |
| Are members of the public present? |  | |
| **Nature of hazards and severity of risk** | | |
| Known hazards (e.g. chemicals, dusts, toxic substances, sprains & strains, cuts & lacerations, burns, scalding) |  | |
| Severity of risk |  | |
| Do MSDSs and product labels specify any first aid requirements? (e.g. eye wash, water, anti-poison treatment) |  | |
| **Location of the workplace** | | |
| Nearest hospital |  | |
| Nearest medical clinic |  | |
| Maximum time to medical service |  | |
| **Known occurrences of injuries, illnesses and incidents** | | |
| Accident data (last 12 months claims data) |  | |
| Incidents not resulting in injury |  | |
| **Outcomes of assessment** | | |
| Who is exposed? |  | |
| Health effects that could result |  | |
| Risk controls |  | |
| Type of the first aid kit including modules |  | |
| Number and location of first aid kits |  | |
| First aid room |  | |
| Number of first aiders required |  | |
| Training and competencies required of first aid officers (e.g. level 2 minimum) |  | |
| Training required for staff |  | |
| Languages information required in |  | |

To be copied to the Project Manager

**Note:** The examples in the form are indicative only - additional requirements may apply. Ensure first aid requirements are appropriate to your site activities

### First Aid Procedure Sheet

|  |  |  |
| --- | --- | --- |
| **Site address:** | | **Melways ref:** |
| **Contacts** | **Name** | **Phone number** |
| **Site First Aid Officer 1** |  |  |
| **Site First Aid Officer 2** |  |  |
| **Nearest medical facility** |  |  |
| **Poisons Information** |  | **13 11 26** |
| **IF ANYONE IS INJURED OR NEEDS IMMEDIATE HELP** | | |
| **Get the First Aid Officer** | Do not attempt first aid procedures unless trained to do so  Stay with the injured person, have him/her sit or lay down and keep calm  If unable to locate a First Aid Officer contact the site office to arrange for emergency help. | |
| **If the site office is unattended:**  **Dial 000**  **Ask for the ambulance** | Stay on line and be prepared to answer questions such as:  What is the exact location of the emergency? (name and address of site/building)  What is your call back phone number?  What is the problem? (What exactly has happened?)  Is the patient conscious? Is the patient breathing? | |
| 1. **Render any assistance you can** | Send someone to the main entry to direct the ambulance  Do not move the injured person - unless to prevent further injury or to protect the injured person | |
| 1. **Record details in Register of Injury** | Employees should record details of all their work related injuries, no matter how minor, on the day of injury or as soon as practicable (another person may do it on behalf of the injured person where there is good cause to do so). | |
| **This sheet shall be posted at all [INSERT NAME] sites.** | | |

### Emergency Response Procedure Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| **Site address:** | | | **Melways ref:** |
| **Emergency contacts** | **Name** | | **Phone number** |
| **Site First Aid Officer** |  | |  |
| **Chief warden** |  | |  |
| **Fire, Police, Ambulance** |  | |  |
| **Water** |  | |  |
| **Gas** |  | |  |
| **Power** |  | |  |
| The first person on the scene of an emergency shall contact the emergency services, in the event that their supervisor or the site supervisor cannot be notified, and to provide the following details: | | | |
| 1. Location of emergency 2. Immediate threat posed and action required (if known) 3. The name of the caller | | 1. Type of emergency 2. The authorities (for example: fire, ambulance) required | |
| They shall also, if it is safe to do so, send an employee to the main entry point of the premises to direct the emergency authorities.  Emergency plan and designated assembly point:  Emergency exits, including emergency routes and emergency assembly points are to be highlighted on the area plan.  **This sheet shall be posted at all [INSERT NAME] sites.** | | | |

### Checklist for Site Induction Housing Sites

| **Purpose:** | | To assist employers (including sub-contractors) familiarise workers with the OHS rules and procedures of the site BEFORE they commence work. | | | |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Items covered** | | **Yes** | **No** | **N/A** |
| **1** | Have you established the competencies and qualifications (including trade qualifications) of the person? | |  |  |  |
| **2** | Have you established proof of the person’s construction induction training? | |  |  |  |
| **3** | Have you ensured that the person has been taken through relevant safe work method statements for the tasks to be performed? | |  |  |  |
| **4** | Does the person have the correct PPE available?  Hard hat  Safety glasses  Safety footwear  Long sleeved shirt  High visibility vest  Other­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |
| **5** | Have you shown the person what to do in an emergency and identified the location of the:  Assembly point and evacuation route?  Closest medical facility?  Contact details of emergency services?  Provisions for emergency communications? | |  |  |  |
| **6** | Have you shown the person:  The location of the first aid facilities / kits?  Who the first aiders are and how to obtain treatment? | |  |  |  |
| **7** | Have you shown the person where all relevant firefighting equipment is located? For example, fire extinguishers, hose reels, etc. | |  |  |  |
| **8** | Have you introduced the person to their site Health and Safety Representative(s)? | |  |  |  |
| **9** | Have you shown the person where the amenities (including toilets and drinking water) are located? | |  |  |  |
| **10** | Have you explained the procedures for reporting incidents, injuries and hazards? | |  |  |  |
| **11** | Has the person been trained to set up and use any specialised equipment that is required? | |  |  |  |
| **12** | Have you explained the site security procedures? | |  |  |  |
| **13** | Have you explained the site health and safety rules? | |  |  |  |
| **14** | Have you given the person an opportunity to ask questions about their responsibilities and to have any issues clarified? | |  |  |  |
| **Note** | | | | | |
| **1.** | Where there are a number of employers, the employer who has management and control of the site must provide sufficient information to enable contractors to fulfil their site induction obligations. | | | | |
| **2.** | The detail required in the site induction will vary between phases of a construction project. | | | | |
| **3.** | Where the person does not clearly understand English, use an interpreter to assist in translation. | | | | |

### Material Safety Data Sheet Register

List all substances expected to be used on this project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Trade** | **Name of product** | **Hazardous substance**  **Y / N** | **If Yes, have MSDS control measures been reflected into a SWMS?**  **Y / N** |
| Plumber | Solvent cement Type N (Plumbers blue glue) | Y | Y |
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### Initial Plant Checklist and Register

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project / Site:** | | | | | | | | |
| **Checklist – refer to attached guidelines when using this checklist** | | | | | | | | |
| 1. Is the plant complete, in good condition with no obvious defects? 2. Is there evidence that the plant is maintained according to manufacturer’s recommendations and is there a program for maintenance while on site? e.g. a logbook. 3. Is all the necessary safety equipment and information provided with the plant? 4. Does the plant require a specific licence or other form of competency to use, erect or install? 5. Registered with WorkSafe or other authority? (if required) 6. Have all the hazards been identified and risks assessed for the use of the plant on site? 7. Will the plant be safely stowed, locked up or safeguarded after hours and when not in use? | | | | | | | | |
| **Register** | | | | | | | | |
| **Item of plant and ID / serial no. / registration no.** | **Name of person and company in charge of plant** | **Operator Certificate No.** | **Compliant with Checklist?**  **(see 1 – 7 above)**  **If not insert checklist no. in box below.** | | **Compliance and verification**  **Sign and date** | | | |
| **No.** | **Non-compliance action required** | **Principal** | **Date** | **Subcontractor** | **Date** |
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### Plant Checklist Guidelines

**Is it complete, in good condition with no obvious defects?**

All plant used on site should be installed, erected and commissioned in accordance with the recommendations of the manufacturer. Are there any specific requirements?

Make sure that the plant is complete, in good condition and functional with no obvious defects or damage and that it is fitted with all the necessary attachments and accessories prior to use.

Designers, manufacturers and employers must meet risk control requirements according to the OHS Plant Regulations. Plant should preferably have tags or stickers that indicate compliance with relevant published technical standards and appropriate risk control requirements. Where this is not the case, other evidence should be obtained by checking the manual, documented risk assessments or by contacting the manufacturer. It may be necessary to refer to the Code of Practice for Plant to ascertain which standards apply, if applicable. Plant that does not meet relevant standards should not be used on site.

**Is there evidence that the plant has been maintained according to manufacturer’s recommendations? And is there a program for maintenance and inspection while on site?**

Is there documented evidence of maintenance, such as a logbook, that has been filled in correctly and signed by the service person? Have all faults or deficiencies previously identified been attended to?

Is there a scheduled program of maintenance while on site and designated persons to ensure that these will be carried out? Is there a checklist or a logbook for the operator to keep records of daily checks and maintenance?

Plant that is electrically powered should be tested and tagged in accordance with the requirements AS 3012 Electrical Installations - Construction and Demolition Sites and the Industry Standard for Electrical Installations on Construction Sites.

**Is all the necessary safety equipment and information provided with the plant?**

Is the plant fitted with all the necessary safety equipment such as safety guards, interlocks, emergency stop, warning signs and other safety devices as recommended by the manufacturer? Operator’s controls should be suitably identified to indicate their nature and function and positioned to prevent unintentional activation.

All powered mobile plant such as cranes, excavators and vehicles should have operational warning devices such as flashing lights and reversing beepers to warn those at risk from the movement of the plant. Boom type elevating work platforms should be supplied with a safety harness and lanyard for every person working in the basket. Plant subject to a risk of overturning must have rollover protection.

Does the plant have sufficient information, instruction and signs to enable safe operation, safe maintenance and emergency shutdown? Is there a readily accessible manual provided with the plant for safe operation (for example operators manual). Where a manual is not included with the plant suitable safety instructions should be clearly visible to operators.

**Does it require a specific licence or other form of competency to use, erect or install?**

Do operators/installers have the correct licences or Certificates of Competency? A High Risk Work Licence is required (according to Victorian OHS Law) to operate slewing mobile cranes, non-slewing mobile cranes of greater than 3 tonne capacity, vehicle loading cranes with a capacity of 10 tonnes or more, fork lift trucks, boom type elevating work platforms with a boom length of 11 metres or more, truck mounted concrete placing booms and a variety of other high risk equipment. A High Risk Work Licence is also required to erect, dismantle and operate personnel and materials hoists, and barrow hoists; erect and dismantle mast climbing work platforms and to erect and dismantle scaffolds from which a person or object could fall more than four metres.

Workers operating earthmoving plant such front end loaders, skid steer loaders, excavators, dozers and draglines should have an appropriate qualification card or certificate or other appropriate evidence that they are suitably trained and competent to install or operate the plant in accordance with nationally recognised competency standards.

Record certification and training details in the plant register.

**Does it require to be registered with WorkSafe or other Authority?**

Mobile cranes with a capacity of more than 10 tonnes and truck-mounted concrete placing booms must have a current WorkSafe plant registration before they can be operated in a workplace.

Do not allow these items to operate until you have sighted proof of current registration and record the details in the plant register.

**Have all hazards been identified and risks assessed for the plant on site?**

Evidence of this should be supplied or a risk assessment should be conducted prior to use. The WorkSafe ‘Plant Hazard Checklist’ form could be used for this purpose. A written a record of the risk assessment must be kept for all items of plant requiring WorkSafe registration.

Are all workers likely to be affected by the plant fully aware of hazards and risk control measures associated with the use of the plant?

**Will the plant be safely stowed, locked up or safeguarded after hours and when not in use?**

Is there a system to ensure that the plant will be left in a safe configuration whenever it is unattended? Where it is necessary to leave plant adjacent to public roads, pedestrian areas or areas where the public has access will it be securely barricaded and clearly marked with warning lights?

### Safe Work Method Statement Register

List tasks requiring hazard identification and risk control in this project

*(Note: Subcontractors should supply full details of SWMS)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task or activity** | **SWMS required from:** | **Date received** | **Date reviewed** | **Workers inducted** |
| Formwork | ABC Concreting P/L | 12/07/2016 | 13/07/2016 | **✓** |
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### Record of OHS Toolbox Meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Site / Project:** | | | **Meeting date:** |
| **Work group:** | **Distribution:** | | |
|  | * Project Manager | | * Site Supervisor / Safety Officer |
| * Site Safety Plan File | | * Workers Notice Board |
| **Meeting conducted by:** | | | |
| **Attendance – all participants listed:** | | | |
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| **Main subject of meeting:** | | | |
| **Main issues covered:** | | | |
| **Agreed actions:** | | | |
| **Note:** | | | |

### Occupational Health and Safety Policy

**[INSERT NAME]** are committed to providing a safe and healthy workplace for employees, labour hire staff, contractors, sub contractors, visitors and all other persons whose health or safety could be at risk through our work. We will do this by ensuring:

Compliance with relevant legislation, including the Occupational Health and Safety Act 2004 and supporting regulations.

The implementation of the «CompanyName» Site Safety Plan and the policies, procedures and programs necessary to support and implement this policy.

As **[INSERT NAME]** accepts responsibility for implementing and maintain this OHS Policy and OHS Site Safety Plan, it will ensure that:

Regular workplace safety inspections are conducted on all projects and the prompt control of identified hazards is undertaken.

Employees are trained on all health and safety matters relevant to their work and that contractors are fully aware of the hazards associated with their work, and hazard control measures.

All managers, supervisors, employees, contractors and other persons are inducted into the requirements of the Site Safety Plan, and will be held accountable for enacting their roles and responsibilities as defined in the Site Safety Plan.

Effective employee/contractor consultation on health and safety matters shall include two way communication of relevant information, toolbox meetings, reporting and feedback mechanisms.

Adequate resources are provided to enable full implementation of this OHS Policy and the Site Safety Plan. Where «CompanyName» does not have the necessary in-house knowledge or expertise to enable it to meet its occupational health and safety objectives, «CompanyName» will ensure that advice and guidance are obtained from competent occupational health and safety professionals.

This OHS Policy and the Site Safety Plan are reviewed every year to ensure they remain relevant to and appropriate to the organisation.

All company employees and contractors are required to comply with this OHS Policy and the **[INSERT NAME]** Site Safety Plan at all times. Senior managers and supervisors are responsible for the implementation and dissemination of all matters dealing with the health and safety of employees and contractors under their control. Employees must co-operate with the employer with regard to OHS actions taken by the employer to maintain safety.

In addition, employees shall take reasonable care for their own safety and not adversely affect the safety of others at the workplace. This OHS Policy shall be posted at all **[INSERT NAME]** offices and sites.

**Managing Director**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[INSERT NAME]**

### OHS Consultation Policy

**[INSERT NAME]** is committed to effective worker consultation on health and safety issues. Effective two way communication is an essential element of our OHS site safety plan. More specifically the company shall consult with all relevant employees on OHS matters including:

Identification of risks or hazards

Making decisions about

* + Measures to control risks
  + The adequacy of facilities

Making decisions about the procedures for:

* + Resolving OHS issues
  + Monitoring the health of employees
  + Provision of information and training
  + Determining the OHS committee membership (where required)
  + Proposed changes to the workplace.

The consultation checklist in the attachments can be used as a guide for the range of consultation required. The following procedures shall be adopted on all company projects:

All workers on site shall be invited to express their views on the consultation mechanisms and any suggestions for alternative methods that may be appropriate to the site.

Details of the consultation methods selected shall be made known to all workers on site during site specific induction sessions. Details of the consultation mechanisms and how they will be implemented on site shall be recorded in the site safety plan. The names of persons responsible for the consultation process shall also be recorded in the safety plan.

All workers on site shall be given an opportunity to make their views on health and safety known.

Subcontractors shall be required to ensure that they have suitable consultation arrangements for their own employees prior to commencing work.

Consultation methods shall be selected from the following methods and/or any suggestions for alternative methods that may be appropriate to the site. However, whatever method is selected must be able to achieve the following:

* + the sharing of information with employees
  + the giving to the employees the opportunity to express opinions and then taking into account those views
  + the involvement of the elected OHS representative (if elected)
  + compliance with any existing agreed consultation procedure.

The selected consultation methods shall be updated as necessary as the project develops.

Details of all consultations shall be recorded. As a minimum, an entry in the site supervisor’s diary shall be made.

**Managing Director**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[INSERT NAME]**

### Issue Resolution Procedure

When an employee wishes to raise a health and safety issue that employee must report it to the HSR for the employee's designated work group. Where no HSR is available, the employee should report the issue to the employee’s immediate supervisor.

In instances where the employee reports the issue to the employee’s supervisor the supervisor shall, as soon as possible, bring the issue to the attention of the employer’s representative.

As soon as possible after a health and safety issue has been reported, the employer’s representative and the employee's HSR must meet to try to resolve the issue.

The resolution of the issue must take into account:

Whether the hazard or risk can be isolated

The number and location of employees affected by it

Whether appropriate temporary measures are possible or desirable

Whether environmental monitoring is desirable

The time that may elapse before the hazard or risk is permanently corrected

Who is responsible for performing and overseeing the removal of the hazard or risk.

If the problem cannot be rectified immediately, interim measures should be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved. However, this shall not override any power of a HSR to issue a Provisional Improvement Notice.

**Note:** An OHS specialist may need to be engaged for advice e.g. a Master Builders OHS Advisor, Occupational Hygienist.

Where the issue concerns work that involves an immediate threat to the health and safety of any person, the employee HSR or the employer’s representative may direct that work will cease in the affected area.

As soon as possible after resolution of the issue, details of the agreement must be brought to the attention of employees and forwarded to the OHS committee.

Solutions should be recorded by management and in the OHS committee minutes as well as communicated to relevant employees for their information.

**Managing Director**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[INSERT NAME]**

### Corrective Action for Non Conformance Policy

All site personnel and subcontractors have a responsibility to report any non-compliance with health and safety requirements they identify.

Where a matter of non-compliance with health and safety is identified, the site safety officer or other management delegated officer shall be notified immediately. The officer shall investigate the non-compliance and ensure that prompt corrective action is undertaken to eliminate risks and to ensure that the non-complying activity does not recur.

This may include counselling the worker or subcontractor, consultation with health and safety representatives and/or the health and safety committee or disciplinary action in accordance with established processes in the EBA and/or human resources manual.

Where disciplinary action is contemplated the health and safety representative for the designated work group shall be consulted prior to any such action being taken.

A copy of this OHS Policy shall be retained at all **[INSERT NAME]** offices and sites.

**Managing Director**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[INSERT NAME]**

### Rehabilitation Policy

**[INSERT NAME]** is committed to managing its responsibility to the process of rehabilitation of all its employees who have suffered any injury or illness related to their work. This may also include assisting employees where practical in cases where the injury or illness is unrelated to their work.

Specifically, our **RETURN TO WORK POLICY** is that:

In the event of injury or illness the company in accordance with medical advice will ensure that immediate steps are taken to assist an employee to remain at work, or be given alternative duties.

Remaining at or early return to work following injury is a normal expectation of this workplace.

Treatment, return to work activities and any reasonably necessary occupational rehabilitation services will begin as soon as they are necessary.

Suitable employment, including modified or alternate duties, consistent with medical opinion, will be made available to all injured workers at the earliest opportunity.

An employee whose injury or illness results in absence from work will be assisted to return to work as soon as possible, provided that it is safe to do so.

An individual return to work plan will be established with any worker who is unable to work for 20 calendar days or more. This plan will be developed at the earliest opportunity, in consultation with our injured worker and their treating practitioner. Confidentiality of information shall be maintained.

All employees are expected to fully co-operate with the rehabilitation policy.

There will be no prejudice for employee participation in rehabilitation programs.

All return to work programs shall be reviewed weekly to ensure progress towards a complete recovery.

### Return to Work Coordinator

Our return to work coordinator is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our return to work coordinator will attend the following training:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Following any workplace injury, our return to work coordinator will:

Contact our injured worker and their treating practitioner to implement the commitments outlined in the risk management program and our return to work policy.

Determine the need for any occupation rehabilitation assistance in consultation with our injured worker and their treating practitioner, and when appropriate refer to our nominated approved occupational rehabilitation provider.

**Approved Occupational Rehabilitation Provider**

Our nominated approved occupational rehabilitation provider is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Injured workers can choose an Occupational Rehabilitation Provider from a list of three VWA approved providers, where available. The WorkSafe Agent must approve the costs before the services are provided. **[INSERT NAME]** preferred Occupational Rehabilitation Provider will be included on the list.

A copy of this OHS Policy shall be retained at all **[INSERT NAME]** offices and sites.

**Managing Director**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[INSERT NAME]**

### UV Protection Policy

The objective of this policy is to ensure a work environment for «CompanyName» employees that is safe from over exposure to UV radiation.

The requirements of this policy shall apply to all employees working on «CompanyName» sites, including any subcontractors and their employees.

The site supervisor shall ensure that UV radiation exposure to workers is assessed and minimised by adopting the following safe work procedures and practices as far as reasonably practicable:

Reorganising the work to avoid the UV peak of the day (when the UV index is greater than 3)

Providing natural or artificial shade

Wearing appropriate protective clothing i.e. Elbow length clothing, hats and sunglasses

Applying sunscreen to unprotected skin.

Identify tasks where over exposure to UV radiation is likely. Where reasonably practicable and where works programming allows, reorganise or reschedule tasks to minimise the associated risks of UV exposure to workers being outside during the middle of the day for long periods. For example, see if tasks can be carried out undercover. If tasks cannot be reorganised or rescheduled try to rotate workers to limit individual UV exposure.

Where reasonably practicable, use natural shade or install temporary shade structures that would provide good protection, such as shade screens or shade cloth.

Clothing suitable to the task shall be worn. Clothing should be loose fitting, elbow length shirts and trousers that cover as much skin as possible without the risk of heat stress. Where heat stress is likely, loose fitting elbow length and knee length type clothing may be used. Choose close weave fabric with UPF 30+ or greater rated. Hats, hard hat flaps or legionnaires’ caps and sunglasses shall also be worn.

In conjunction with the abovementioned control methods, exposed areas of skin shall be protected with SPF 30+ sunscreen and lip balm. The use of sunscreen shall not be a substitute for wearing appropriate clothing.

Where any doubt exists in regards to this policy, the matter shall be determined by consultation between employer’s representatives and the employee health and safety representatives.

A copy of this OHS Policy shall be retained at all **[INSERT NAME]** offices and sites.

**Managing Director**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[INSERT NAME]**

### Non-Smoking Policy

The objective of this policy is to enable a safe work environment by protecting employees from the effects of environmental tobacco smoke and by eliminating potential sources of ignition of flammable or combustible materials.

It is the policy of **[INSERT NAME]** that all employees, contractors and visitors shall refrain from smoking in work areas, site sheds, offices and company vehicles.

While a total absence from smoking in the workplace is encouraged this non-smoking policy will not be enforced outside buildings in open, well ventilated areas, unless such areas are signposted with no smoking signs, and provided no flammables or combustible materials are present nearby.

Where any doubt exists in respect of these areas the matter shall be determined by the health and safety committee in consultation with the employee health and safety representatives.

Employees who disregard this advice should be formally cautioned in accordance with the corrective action policy and could face disciplinary action or dismissal.

A copy of this OHS Policy shall be retained at all **[INSERT NAME]** offices and sites.

**Managing Director**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[INSERT NAME]**

### Drug and Alcohol Policy

It is the policy of **[INSERT NAME]** that employees do not consume drugs or alcohol whilst on the premises and before or during work hours where intoxication could affect the safety of work performed.

Employees who disregard this advice could face disciplinary action or dismissal.

In the event of an employee being suspected of being under the influence of alcohol or drugs the site manager is to discuss the situation with the worker in the presence of the site safety officer and the relevant health and safety representative (HSR) or union delegate if no HSR exists.

If there is confirmation or strong suspicion of influence of alcohol or drugs, the worker is to be formally cautioned in accordance with the corrective action procedure and sent home by taxi or otherwise driven home. The matter is to be recorded by the site safety officer and drawn to the attention of the company’s managing director.

The following day, before the employee is permitted to commence work, the project manager is to meet with the employee involved with the aim of counselling in accordance with the above policy.

A copy of this OHS Policy shall be retained at all **[INSERT NAME]** offices and sites.

**Managing Director**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[INSERT NAME]**

### Sexual Harassment Policy

In recognising that sexual harassment in the workplace is unlawful **[INSERT NAME]** will strive towards providing a work environment free from sexual harassment and all forms of discrimination.

It is the policy of **[INSERT NAME]** that all employees and subcontractors shall refrain from any unwelcome conduct, language or printed material of a sexual nature. All sexually explicit material is banned from site sheds, amenities and project offices.

The managing director shall nominate a person to be the sexual harassment officer responsible for handling sexual harassment complaints.

The alleged victim of sexual harassment should be informed of his/her rights to take action under the relevant state legislation. Assistance for such a complaint should be provided by the designated sexual harassment officer

A copy of this OHS Policy shall be retained at all **[INSERT NAME]** offices and sites.

**Managing Director**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[INSERT NAME]**

### Bullying Policy

**[INSERT NAME]** is committed to providing all employees with a healthy and safe workplace free from bullying, occupational violence, and intimidation. Bullying and occupational violence are not an acceptable part of our work culture and can harm a person’s physical and psychological health and wellbeing.

Bullying is repeated and unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety. It can include behaviour such as: deliberately changing work rosters to inconvenience particular employees, verbal abuse, initiation practices, sabotaging someone’s work and ridiculing someone’s opinions.

Occupational violence is defined as any incident where an employee is physically attacked or threatened in the workplace.

**[INSERT NAME]** expects all employees to behave in a professional manner and to treat each other with dignity and respect when they are at work.

Anyone who experiences or witnesses bullying or occupational violence should report it as soon as possible. When bullying and occupational violence is reported it shall be investigated quickly and in accordance with our procedures. Where necessary, a formal investigation will be undertaken and disciplinary action may result.

Every manager and employee has a responsibility to comply with this policy and to treat everyone who works here with dignity and respect.

A copy of this OHS Policy shall be retained at all **[INSERT NAME]** offices and sites.

**Managing Director**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[INSERT NAME]**

### Site Safety Inspection Checklist

| **Project:** |  |  | **Site:** |  |
| --- | --- | --- | --- | --- |
| **Inspected by:** |  |  | **Date:** |  |
| **Item** | **Yes** | **No** | **N/A** | **Action required and by who** |
| Is site fencing intact and is site security adequate? |  |  |  |  |
| External signage displayed? (e.g. “Construction Site. Do Not Enter” & Principal Contractor signage) |  |  |  |  |
| OHS Coordination Plan, emergency contact numbers & procedures available on site? |  |  |  |  |
| First aid & emergency equipment available on site? |  |  |  |  |
| Are toilets clean, with soap, towels, toilet paper, and hand washing facilities available? |  |  |  |  |
| Drinking water available? |  |  |  |  |
| Clean and weatherproof meal and shelter facilities available? |  |  |  |  |
| Is there a designated delivery area that does not obstruct movement on site? |  |  |  |  |
| Are materials stacked appropriately? (No material stacked on driveway or footpath) |  |  |  |  |
| Are work areas and travel paths clear of rubbish, obstructions and tripping hazards? |  |  |  |  |
| Star pickets and sharp edges capped? |  |  |  |  |
| Are trenches/excavations covered or barricaded? |  |  |  |  |
| Designated area/skips available for waste? Is waste regularly removed from site? |  |  |  |  |
| Are work areas properly lit? |  |  |  |  |
| Is all work being done in accordance with the SWMS? |  |  |  |  |
| Is fall protection available for all work over 2m? |  |  |  |  |
| Are scaffolds (including hung brackets scaffolds) complete with adequate planking, proper access, ladders, edge protection, kick plates and scaffold tags? |  |  |  |  |
| Are brick guards fitted to brick scaffolds? |  |  |  |  |
| Are perimeter roof guardrails in place where required? |  |  |  |  |
| Are access ladders secured at top and bottom to prevent movement, standing at a 4:1 ration and extend at least 900mm over the landing? |  |  |  |  |
| Are all ladders of industrial grade and in good condition? |  |  |  |  |
| Is fall protection being maintained around stair voids, external door and window openings, balconies etc.? |  |  |  |  |
| Are materials easily secured during windy conditions? |  |  |  |  |
| Are RCDs tested and tagged every month? |  |  |  |  |
| Are power tools, extension leads and appliances in good condition and tested and tagged every 3 months? |  |  |  |  |
| Are leads kept off the ground and metal structures with the use of lead stands or insulated hooks? |  |  |  |  |
| Are operators and workers around mobile plant wearing Hi-Viz clothing? |  |  |  |  |
| Are operators filling out the daily pre-start safety checklist for their plant? |  |  |  |  |

### Notification of Non-Compliance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contractor:** | | **Builder’s Representative:** | | | |
| **Project Name:** | |  | | | |
| **Contractor’s Representative:** | | **Telephone:** | | **Fax:** | |
| **Telephone:** | **Fax:** |  | | | |
| **Signature:** | **Date:** | **Signature:** | | **Date:** | |
| **Details of Non-Conformance**   * Any plant or equipment involved * Any chemicals or hazardous substances involved * Work procedures not followed * Any other physical aspects * The nature of the risk * Other | **Action Required**  Actions that have been agreed to, following consultation, by all parties that should adequately address the identified non-conformance. This may take the form of specific control measures and should take into account the hierarchy of controls. | | **Completion Date**  **(The agreed time frame)** | | **Verification of Completion** |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| The builder/site supervisor should verify that the agreed actions have taken place on or soon after the agreed Completion Date. Where the actions are complete the builder/site supervisor and Contractor should sign the Non-Conformance Form and file with Contract documentation.  **Comments:** | | | | | |

### Internal Incident Investigation Form

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Accident / Incident occurred** | | | | | | | | | |
| * At company workplace | * At other workplace | | * Travelling in vehicle | | | | * At recess – if so, was it actively authorised? | | |
| **Time and date:** | |  | | | | | | | |
| **Shift:** | | * Day | | | * Afternoon | | | * Night | |
| **Shift hours:** | |  | | | | | | | |
| **During overtime:** | | * Yes | | | * No | | |  | |
| **Involving machinery:** | | * Yes | | | * No | | |  | |
| **If yes, what type?** | |  | | | | | | | |
| **Incident reported to** | | | | | | | | | |
| **Name of authority:** | |  | | | | | | | |
| **Date:** | |  | | | | | | | |
| **Reference No.:** | |  | | | | | | | |
| **Name / Position:** | |  | | | | | | | |
| **Was a Register of Injury completed?** | | * Yes | | | * No | | |  | |
| **If no, Site Supervisor or Manager must complete one and attach copy.** | | | | | | | | | |
| **Transfers** | | | | | | | | | |
| **Was worker taken / transferred to doctor / hospital?** | | * Yes | | | * No | | |  | |
| **Name:** | |  | | | | | | | |
| **Address:** | |  | | | | | | | |
| **Source of incident** | | | | | | | | | |
| **Cause of accident, incident or injury to worker:** | |  | | | | | | | |
| **Factors relating to accident / incident:** | |  | | | | | | | |
| **Work conditions** | | | | | | | | | |
| **Was injury caused by machinery?** | | * Yes | | | * No | | |  | |
| **If yes, describe:** | |  | | | | | | | |
| **Was misconduct involved?** | | * Yes | | | * No | | |  | |
| **If yes, describe:** | |  | | | | | | | |
| **Were safety procedures followed:** | | * Yes | | | * No | | |  | |
| **If no, describe:** | |  | | | | | | | |
| **What existing safeguards should have prevented this accident?** | | | | | | | | | |
| **Why did they not work?** | | | | | | | | | |
| **Conditions**  **(Tick the appropriate response)** | | | | | | **Good** | **Average** | | **Poor** |
| Weather | | | | | |  |  | |  |
| Visibility | | | | | |  |  | |  |
| Lighting | | | | | |  |  | |  |
| Ventilation | | | | | |  |  | |  |
| Temperature ˚C(approx.) | | | | | |  | | | |
| **Personal Protective Equipment**  **(Tick the appropriate response)** | | | | | | **Supplied** | **Instructed in use** | | **Worn** |
| Gloves | | | | | |  |  | |  |
| Goggles | | | | | |  |  | |  |
| Glasses | | | | | |  |  | |  |
| Face shield | | | | | |  |  | |  |
| Footwear | | | | | |  |  | |  |
| Helmet | | | | | |  |  | |  |
| Hearing Protection | | | | | |  |  | |  |
| Other (describe) | | | | | |  |  | |  |
| Other (describe) | | | | | |  |  | |  |
| **Preventative measures** | | | | | | | | | **✓ or 🗶** |
| Had adequate training been provided? | | | | | | | | |  |
| Were operating procedures documented? | | | | | | | | |  |
| Were operating procedures followed? | | | | | | | | |  |
| Was the worker working under supervision? | | | | | | | | |  |
| Was the worker’s understanding of the English language adequate to perform work safely? | | | | | | | | |  |
| Did workers have adequate skills/knowledge to perform work safely? | | | | | | | | |  |
| Was manual handling equipment available and used? | | | | | | | | |  |
| If a contractor, was contractor performing work as per order? | | | | | | | | |  |
| Were safety precautions followed correctly? | | | | | | | | |  |
| **If no to any of the above, please explain:** | | | | | | | | | |
| **Action to be taken and by whom:** | | | | | | | | | |
| **Site Supervisor** | | | | | | | | | |
| **Comment:** | | | | | | | | | |
| **Name:** | | | | **Signature:** | | | | | |
| **Employee Representative / HSR (if applicable)** | | | | | | | | | |
| **Comment:** | | | | | | | | | |
| **Name:** | | | | **Signature:** | | | | | |
| **Investigating Officer** | | | | | | | | | |
| **Comment:** | | | | | | | | | |
| **Name:** | | | | **Signature:** | | | | | |
| **Employer Representative** | | | | | | | | | |
| **Name and Position:** | | | | | | | | | |
| **Name:** | | | | **Signature:** | | | | | |