# WH&S Management Plan

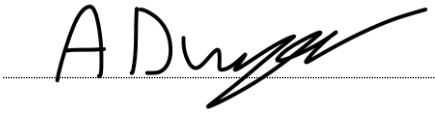
## For Dwyer Homes Pty Ltd trading as Dwyer Quality Homes

**Legal Requirements for A Workplace Health and Safety (WH&S) Management Plan.**

- ✓ *WH&S Management Plan has been developed before any work starts on site. Reg 309 (1) Max fine $6,000.*
- ✓ *Section 3 & 4 of this WH&S Management Plan has names, positions and safety responsibilities of the project. Reg 309 (2) (a) Max fine $6,000.*
- ✓ *WH&S Management Plan has been developed with consultation , cooperation and the coordination of activities with internal and external workers. This has been achieved via safety meetings / tool box meetings and reviewing submitted SWMS for high risk activities. This has been reinterated in section 4 and 17of this document as a reminder. Reg 309 (2) (b) Max fine $6,000.*
- ✓ *Section 6 of this WH&S Management Plan details the arrangements for managing workplace incidents. Reg 309 (2) (c) Max fine $6,000.*
- ✓ *Section 22 of this WH&S Management Plan has site specific safety rules. This will also be displayed via signage on site so all workers are aware of such rules. Reg 309 (2) (d). Max fine $6,000.*
- ✓ *SWMS for high risk Activities are collected and reviewed before any work commences on site. Our safety consultant in cooperation with our supervisors monitor that the activities are completed as per the SWMS submitted. Reg 309 (2) (e) & Reg 312 Max fine $6,000.*
- ✓ *A generic copy of the WH&S Management plan has been sent to all sub contractors and stipultes that it must be given to their workers. It also mentions that a site specific one will be readily available on site for inspection. Our safety consultant as part of their checks ask workers if they are aware of the Safety Management Plan and SWMS. Reg 310 (a) (b) Max fine $3,600*
- ✓ *WHS Management Plan has been reviewed in the last 12 months. All revised WH&S Management Plans are emailed to sub contractors and applicable internal workers.Refer to Section 2 of this document. Reg 311 (1) (2) Max fine $3,600.*
- ✓ *WH&S Management Plan will be kept until project is completed. Reg 313 (1) Max fine $6,000.*
- ✓ *If a notifiable incident occurs in connection with the construction project to which this plan relates, the plan will be kept for at least 2 years after the incident occurs. This Plan will also be reviewed for any gaps in control measures and procedures after any notifiable incident or if deemed necessary after any incident.Reg 313 (2). Max fine $6,000*
- ✓ *WH&S Management Plan will be readily avaiable to all workers on site. Reg 313 (3). Max fine $6,000*
- ✓ *WH&S Management Plan will be available for inspection. Reg 313 (4). Max fine $6,000*

(1) Please note that Principal Contractors **safety consultant is Mark Farrell – 0419 779 027**.

Director/Principal contractor
Must sign here



| | |
|---|---|
| Principal Contractor Name: | Dwyer Homes Pty Ltd t/as Dwyer Quality Homes |
| Address: | 256 Nicklin Way, Warana Qld 4575 |
| ABN: | 34 626 131 922 |
| Contractor number: | 5436 7900 |
| Site address: | Refer to DQH safety plan, located in meter box on each site |
| Commencement day of Work: | Refer to DQH safety plan, located in meter box on each site |
| Duration of Project: | Refer to DQH safety plan, located in meter box on each site |

**TICK WHAT IS APPLICAPLE TO EACH JOB / PROJECT**

**Construction type:**
☐ One level ☐ Two levels ☐ Single Dwelling ☐ Units ☐ Sloping block ☐ Split level ☐ Flat block

**No. Bedrooms:**
☐ Two ☐ Three ☐ Four ☐ Five ☐ Six

**Slab type:**
☐ On ground ☐ Split Level ☐ Elevated pole dwelling

**Roof Type:**
☐ Tiled ☐ Tin ☐ Pitch of roof_____ degree pitch.

## Items to be considered before construction:

☑ Consideration has been given for the storage of materials on site.
**Framing** will be stored on the slab or close by within the boundary of site.
**Roofing / Bricks / Cladding** will be on pallets or laid flat on the ground within the site boundary in a safe area that will not endanger workers. **Plaster / Tiles / Appliances ect** will be normally stored in the garage without restricting access. If not within a safe and practical location under the roof space that will not hinder or endanger workers. Reg 315 (a)
To further enhance safety and prevent accidental toppling, any sheet goods (such as plasterboard) stored leaning against walls must be secured. This will be achieved by either:
Securing the sheets with a suitable rope or strap to prevent movement.
Fixing timbers (battens) to the adjacent wall studs to act as a physical barrier and support for the base of the stacked sheets.

☑ A Designated Bin/s been provided that keep materials in the confines of the bin. Reg 315 (a)

☑ Plant will be stored and made safe when not in use.
Plant will be stored within the site boundary in a location that does not endanger workers. Plant will be locked or have restricted access. E.g site fencing or the removal of access ladders. Reg 315 (b)

☑ Toilet/s are provided on site before work starts / within the site boundary and cleaned on a regular basis. Female workers must be considered. Reg 315A

☐ Traffic control has been considered for the project. Contractor will be used for traffic control and they will supply traffic management plan. Reg 315 (c). It will be used for:

_____

☐ Are there overhead powerlines? – If Yes consult with the supply authority about clearances before completing any work near overhead lines / find out clearance distances required to structures / find out clearance distances required for scaffolding and any other control measures to be implemented. e.g Boarding on perimeter of scaffold / tiger tails on power lines. (normally a minimum 3m clearance is required from powerlines unless inspected by the supply authority). Relay guidelines from supply authority to all applicable trades. Reg 315 (d)

☐ Will there be any asbestos? Engage a specialised contractor to identify the type of asbestos present and the required licences and control methods.

☐ Has the location of underground services been identified and that information given to the applicable workers doing earthworks / retaining walls / driveways / fencing / landscaping ect? Some supply authorities do not guarantee the exact location of the underground services so it makes it hard. If in doubt consider a cable finding contractor.
Tell workers to dig by hand near essential services that may be dangerous e.g digging near green electrical pillar boxes. **Workers have been killed hitting gas lines and underground electrical services.**

- Contact Dial before you Dig or supply authorities for the location of any underground services.
- Electrical sub-contractors must give very accurate measurements of the underground electrical location from pillar box to the switchboard at the dwelling. Some contractors run a string line from the pillar box to the bottom of the switchboard and use this as the trench location. That way measurements do not have to be taken or shown other than the depth of the service. This information must be noted inside switchboard door.

☐ Have sub-contractors received a generic copy of the WH&S Management Plan every 12 months via email, ideally for tracking. Have a register of who it was sent to and when. This is done so sub-contractors are aware of its existence. Our safety consultant asks workers on site if they are aware of the safety plan and SWMS as well.

☐ Sub-Contractors have provided SWMS for High Risk Construction Work before commencing any work on site. Sub-contractors have been told to review their SWMS every 12 months as a minimum. If work procedures change or there is an incident on site the SWMS must be reviewed immediately in consultation with our company. Reg 309 (2) (e). Refer to section 11 of this document.

☐ Site Specific WH&S plans are readily available for inspection on site. Reg 311 (1) (a) (b).

☐ Site specific hazards have been considered for this project and are noted in Section 20 of this document.

☐ Site security has been considered to ensure, so far as is reasonably practicable, that the workplace is secured from unauthorised access. Reg 297 (1) (2) e.g site fencing or removal of potential hazards.

☐ Builders sign has the: Principal Contractors Name / Telephone Contact Number that can be used to contact the builder after hours / Has the location of the site office if in place and is clearly visible until handover. Reg 308 (a) (b) (c) max fine $3,600

☐ Sign stipulating something like this “Construction Site Do Not Enter” is in place.

☐ Plant supplied by Builder / Suppliers / Sub Contractors for this project.

Concrete Pump by _____ Roof Edge Protection by _____

Hanging Brackets by _____ Scaffold by _____

Void Protection by _____ Temporary Hand Rails by _____

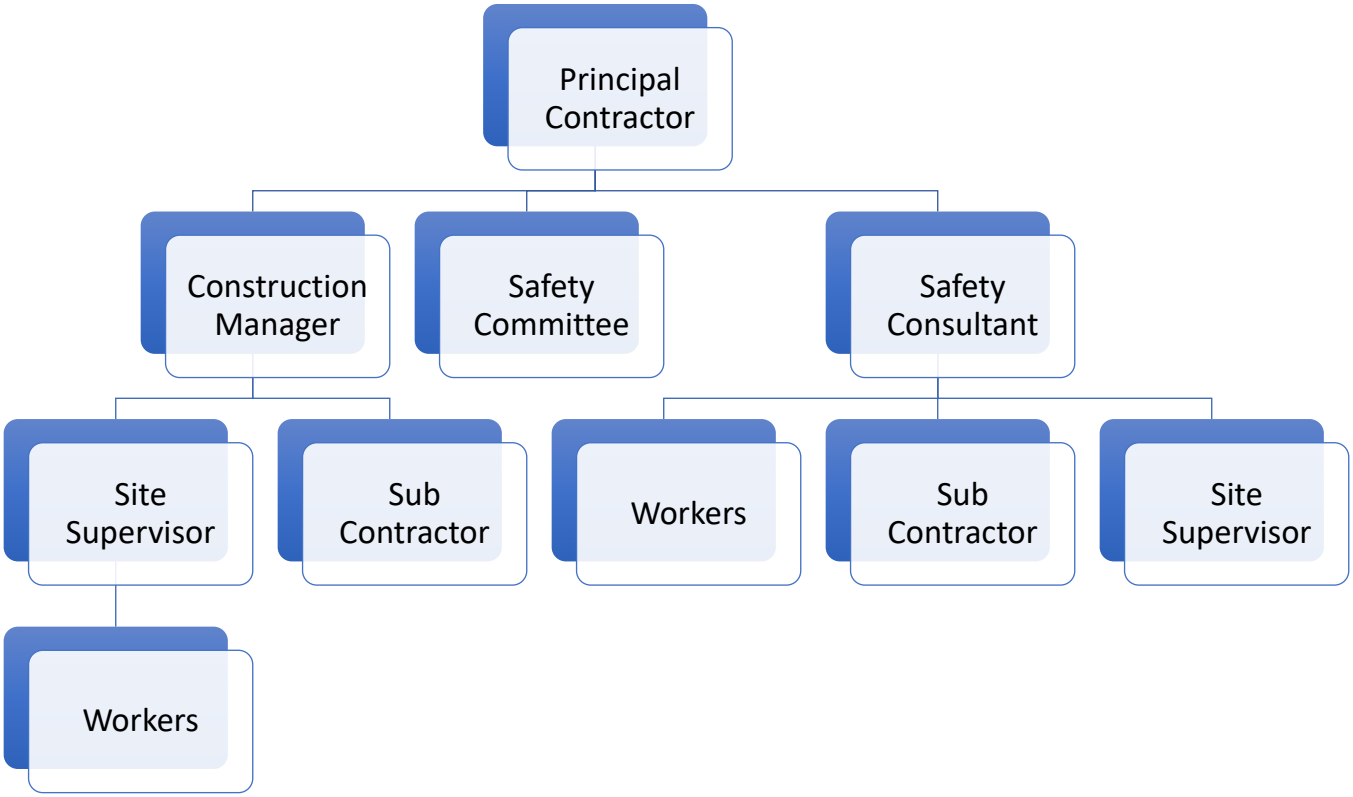
Hire equipment – state what type is hired _____

**Powered Mobile Plant / Concrete trucks / Cranes / Truck Cranes / Delivery will be provided by suppliers and sub-contractors.**

NB. This WH&S Management Plan must be read in conjunction with SWMS. A Document becomes too large if every bit of information is detailed. Large documents can be a deterrent to the reader.
Workers, Sub-Contractors and the sub-contractors and employees they engage / Principal contractor's employee's / Delivery people / any person completing works that enters the site are classified as **workers** in this document.

# Table of Contents.

# *1. Organisation Chart*




Principal Contractors Name .....

Construction Manager Name .....

Site Supervisors Names .....

Safety Consultant Mark Farrell – 0419 779 027

Safety Committee Names .....

.....

*NB: Refer Work Health and Safety Regulations 2011 Section 309 (2) (a)*
Refer to Section 3 of this document for Safety Responsibilities for the above-mentioned positions.

# *2. Document Control.*

Management maintains an up to date version of this WH&S Management Plan to ensure the plan is up to date and all relevant parties have the most recent copy.

Management will retain all obsolete copies and pages of the Plan for a minimum of 7 years to demonstrate and maintain excellent record keeping of WH&S management practices.

Management shall ensure the WH&S Management Plan is reviewed annually or after an incident, if there are any legislative changes, when there are changes to work procedures and if requested by a safety representative or a worker.

Management shall ensure all amendments to the WH&S Plan are recorded in the Register of Amendments.

| Date | Details of changes | Version No. | Prepared By: | Approved by: |
|---|---|---|---|---|
| 04/01/2017 | Develop WH&SMP | 01 | R Howie (AIS) | |
| 06/01/2017 | Included Risk assessment form and updated emergency plans | 02 | R Howie (AIS) | |
| 04/01/2018 | Updated referencing | 03 | R Howie (AIS) | |
| 09/01/2018 | General Review. Minor changes made across all sections. | 04 | M Farrell | |
| 20/ 03/2019 | Add information about Silica Dust. | 05 | M Farrell | |
| 12/06/2019 | Add Noise information | 06 | M Farrell | |
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# *3. Roles and Responsibilities*

*NB: Refer Work Health and Safety 2011 Act Division 3 Section S20 -S29*

**Principal Contractor / Senior Management**

- Principal Contractor, The Executive and Senior Managers have the overall responsibility for the development, application and review of an WH&S management policy and system affecting the whole of the Organisation's operations.
- Delegating WH&S responsibilities and accountabilities for all levels of management.
- Ensuring WH&S is integral to all processes and systems.
- Monitoring performance of WH&S systems and procedures.
- Ensuring WH&S management is an element of the performance management process at all levels by defining objectives/targets including compliance with the WH&S quality management system.
- Providing and participating in WH&S information, education and training.
- Involving employees in WH&S matters through agreed processes of consultation (this includes contractors and part time employees).
- Defining the line of communication for all WH&S matters.
- Allocating budget and staffing resources for effective WH&S performance.
- Establishing and facilitating the structure and operation of the WH&S committee system in accordance with legislation.

**Construction Manager / Middle Management**

- Controlling and directing the workplace WH&S program and communicating the objectives and targets
- Familiarise themselves with legal responsibilities and WH&S policies.
- Recognises and commends effective WH&S performance.
- Facilitates and participates in operation of workplace committee.
- Establishes and facilitates rehabilitation, Work Cover and accident reporting systems.
- Demonstrates positive actions in WH&S by:
  Placing WH&S on the agenda of operational meetings,
- Conducting inspections of the areas and operations.
- Regularly reviews WH&S performance of the next level managers.
- Facilitates, communicates and delegates appropriate WH&S responsibility and authority.
- Facilitates job analysis, the development and documentation of job procedures including hazard controls.
- Provides WH&S reports to senior management.
- Investigates, evaluates and reports on incidents/accidents, injuries and absenteeism.
- Instigates corrective actions from incident/accident investigations. Evaluates emergency plans.
- Facilitates and resources training needs.
- Communicates WH&S information and hazard awareness.
- Provides a system of worker consultation and designates management representative for WH&S representative contact.

**Design/Engineering Function**

Where done in-house:

- Obtains appropriate advice from WH&S professionals and arranges for their input to the design process.
- Evaluates and designs out WH&S hazards, obtains advice from the Organisation's WH&S Professionals.
- Considers and is familiar with WH&S legislation/regulations/policies and standards.
- Arranges for environmental monitoring.
- Designs or recommends appropriate control measures.

Where done externally, the responsible company representatives will:
Check with the provider to ensure, as much as practicable, that the above has occurred.

**Supply/Purchasing Personal.**

- Will ensure that a copy of the company's Agreement to Provide Services is issued with every relevant Purchase Order and that its terms and conditions are adhered to in critical areas.
- Purchase the required protective equipment/equipment/plant as necessary in accordance with WH&S legislation/regulations/standards and policies.
- Ensures the supplier provides servicing instructions and maintenance manuals.
- Ensures, in as much as practicable, all materials comply with WH&S and safety specifications and acquires appropriate hazard information to implement control measures. e.g. SDS.
- Acquires relevant details of equipment/plant limitations/safe operating instructions and other relevant literature.

**Maintenance and Servicing Personal.**

- Identifies critical preventive maintenance requirements.
- Determines critical parts lists and replacement availability.
- Schedules and records routine preventive and general maintenance records.
- Schedules necessary registration of Plant as prescribed.
- Arranges for risk assessments of Plant and Equipment (Plant Safety Regulations).

**Finance personal.**

- Costs WH&S related expenditure.
- Budgets and reports on costs of WH&S training.
- Projects costs to comply with WH&S legislation.

**Supervisors.**

- Supervisors have the responsibility for ensuring that the systems of work, procedures and operational tasks are carried out without exposing any person to WH&S risks.
- Include appropriate planning, resourcing and delegating to meet WH&S standards.
- Direct responsibility for workplace WH&S program and compliance with legal requirements.
- Facilitates the role of the WH&S Representative (if in place) in accordance with WH&S legislation.
- Ensures the implementation of a protective equipment program and safe and healthy work practices.

- Reviews and oversees proper housekeeping procedures.
- Conducts and understands the need for hazard inspections, accident/incident investigations and job safety analysis.
- Effectively communicates and discusses hazards with workers.
- Conducts, undertakes and arranges WH&S education/training. Develops safety awareness of employees.
- Reviews workplace WH&S performance and actively analyses the injuries and disease in relation to organisational productivity.

**WH&S Consultant**

- Informs management of WH&S legislation/standards/policies and any changes.
- Provide a specialist consulting service, including hands on activities as necessary.
- Audits management systems and their application (evaluates performance).
- Analyses and researches available data.
- Maintains network in WH&S and develops strategies for current and future WH&S issues.
- Explaining what is actively expected both physically and behaviorally explaining why a negative observable behavior is unacceptable explaining the corrective action needed Involving workers in reviewing work practices.
- Participates in independent audit.
- Reviews with workers / WH&S representative any special hazards that may be encountered and reduces or eliminates them through, where appropriate:
- Housekeeping programs.

**Workers / Sub-Contractors.**

Sub-Contractors and the sub-contractors and employees they engage / Principal contractor's employee's / Delivery people / any person completing works that enters the site are classified as workers in this document.

All *workers* must abide by the following:

- Know, and work in accordance with, the company's health and safety management system;
- Cooperate and comply with all safety instructions given by management or one of its nominated workers who has a responsibility for safety.
- Immediately notify the Builder / Manager / Supervisor of any unsafe situation and not work in any way that could endanger themselves, their fellow workers, or members of the public;
- Use appropriate PPE if the equipment is provided by the company or sub-contractor, the worker must be instructed in its proper use;
- Report any breakages or failures of PPE that require replacement or rectification;
- Not wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;
- Not wilfully place at risk the workplace health and safety of any person at the workplace;
- Not wilfully injure himself/herself; and
- Suggest ways of eliminating hazards and improving workplace health and safety in the workplace.

# *4. Consultation, Cooperation and Coordination*

*NB: Refer Work Health and Safety Act Part 5 Division 1 S46 – S49*

**Duty to consult workers**

Consultation is required in respect of the following health and safety matters:

When identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the business or undertaking;

- When making decisions about ways to eliminate or minimize those risks;
- When making decisions about the adequacy of facilities for the welfare of workers;
- When proposing changes that may affect the health or safety of workers;
- When making decisions about the procedures for:
  Consulting with workers;
  Resolving work health or safety issues at the workplace; or
  Monitoring the health of workers; or
  Monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking; or
  Providing information and training for workers; or
  When carrying out any other activity prescribed by the regulations for the purposes of this section.

A safe workplace is more easily achieved when everyone involved in the work communicates with each other **to identify hazards and risks**, talks about any health and safety concerns and works together to find solutions. This includes cooperation between the people who manage or control the work and those who carry out the work or who are affected by the work.

Sub-Contractors, their workers and the Principal Contractors employees should

- Communicate any concerns with workplace health and safety.
- Nominate safety representatives if they choose to.
- Nominate to sit on safety committee if there is one in place.

**How to consult to the principal contractor (PC)**

- Direct to the principal contractor
- Through the Construction Manager and/or supervisors
- Through the Safety Consultant
- During Safety Committee meetings
- The organisation you work for
- In writing to principal Contractor

**Health and safety committees**

A health and safety committee will be established within 2 months where management is requested by;

- A health and safety representative for a work group of workers, or
- Five (5) or more workers at that workplace; or
- Where required under a regulation to do so, within the time frames indicated in that regulation.

***Sub-Contractors and their workers are encouraged to have an input on the contents of the WH&S Management Plan.***
***A generic copy of the WPH&S Management Plan will be sent to all sub-contractors before starting with the company and site specific items will be outlined in section 20 of this document for each project.***
***Always notify the Principal Contractor of any Workplace Health and Safety concerns.***

**What is meant by consultation?**
The objective of consultation is to make sure everyone associated with the work has a shared understanding of what the risks are, which workers are affected and how the risks will be controlled. The exchange of information will allow the duty holders to work together to plan and manage health and safety.
The consultation should include:

- What each will be doing, how, when and where and what plant or substances may be used
- Who has control or influence over aspects of the work or the environment in which the work is being undertaken
- Ways in which the activities of each duty holder may affect the work environment
- Ways in which the activities of each duty holder may affect what others do
- Identifying the workers that are or will be involved in the activity and who else may be affected by the activity
- What procedures or arrangements may be in place for the consultation and representation of workers, and for issue resolution?
- What information may be needed by another duty holder for health and safety purposes
- What each knows about the hazards and risks associated with their activity
- Whether the activities of others may introduce or increase hazards or risks
- What each will be providing for health and safety, particularly for controlling risks
- What further consultation or communication may be required to monitor health and safety or to identify any changes in the work or environment?

This consultation will determine which health and safety duties are shared and what each person needs to do to co-operate and co-ordinate activities with each other to comply with their health and safety duty.

**What is meant by co-operation?**
What is required for co-operation should have been identified in the consultation process.
Co-operation may involve implementing arrangements in accordance with any agreements reached during consultation with the other duty holder and involve not acting in a way that may compromise what they are doing for health and safety.
Co-operation also means that, if other duty holders wanting to consult with you on a health and safety matter approach you, you should:

- not obstruct communication
- respond to reasonable requests from other duty holders to assist them in meeting their duty.

**What is meant by co-ordination?**

The co-ordination of activities requires duty holders to work together so that each person can meet their duty of care effectively without leaving any gaps in health and safety protection. You should plan and organise activities together with the other duty holders.
This will include making sure that the measures you each put in place work effectively together to control the risks. You should:

· Identify when and how each control measure is to be implemented
· Ensure control measures complement each other.

Co-ordination of activities may include the scheduling of work activities so that each duty holder carries out their work separately. It may require work to be arranged in a way that will allow for necessary precautions to be in place or pre-conditions met before particular work is done.
Where work is not effectively co-coordinated, the parties should consult further to determine what should be changed.

# *5. Hazard Reporting*

Management encourages all employees to report hazards **immediately** to the supervisor and or the office.

Where the hazard cannot be corrected immediately, the supervisor will complete a hazard report form and advise the office so the details can be recorded in the Hazard Register. Management will then investigate all reported hazards and implement control measures to eliminate and/or minimise the likelihood of an incident or injury.

Always use the hierarchy of control to come up with the best control measure.

- ***Elimination*** of the hazard;
- ***Substitution*** with a less hazardous process/ substance/ equipment;
- ***Engineering*** control of the hazard (e.g. safeguarding, ventilation);
- ***Administrative*** process (e.g. safety signs, procedures, rules, job rotation);
- ***Personal Protective Equipment*** (PPE).

# *6. Incident Reporting*

*NB: Refer Work Health and Safety Act Part 3 S35 – S39*

An incident is notifiable if it arises out of the conduct of a business or undertaking and results in the **death, serious injury or serious illness** of a person or involves a dangerous incident. The form to complete is called Form 3 – “incident Notification Form”. Internally fill out Incident and investigation report.
(if there is a perceived workplace death do not alter the incident area in any way. After the required emergency services have been notified contact the builder immediately who in turn must immediately contact Workplace Health and Safety QLD. WHSQ)

When is an injury or illness serious?

An injury or illness requiring the person to have:

1. Immediate treatment as an in-patient in a hospital.
   *Meaning: Admission into a hospital as an inpatient for any duration, even if the stay is not overnight or longer. It does not include out-patient treatment provided by the emergency section of a hospital and immediate discharge, or subsequent corrective surgery.*

2. Immediate treatment for:
   - The amputation of any part of his or her body

Meaning: *Amputation of a limb such as an arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear.*

- A serious head injury
  *Meaning: Relates to an injury to the skull, such as a fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function. It does include head injuries resulting in temporary or permanent amnesia (this may be established through assessment of memory of things prior to or after the incident). It does not relate to a bruise or minor abrasion or laceration to the skin.*
- A serious eye injury
  *Meaning: An injury that results in or is likely to result in the loss of the eye or total or partial loss of vision. The injury involves an object penetrating the eye (e.g, metal fragment, wood chip) or exposure of the eye to a substance which poses a risk of serious eye damage. It does not include exposure to a substance that merely causes eye irritation.*

- A serious burn
  *Meaning: A burn that requires intensive care or critical care which could require a compression garment or a skin graft. It does not include a burn that merely requires washing the wound, ice pack and applying a dressing.*
- The separation of his or her skin from an underlying tissue (such as degloving or scalping)
- A spinal injury
  Meaning: An injury to the cervical, thoracic, lumber, or sacral vertebrae. Including the discs and spinal cord. Of interest to WHSQ is the injury is likely to result in the person having more than four consecutive days of work.
- The loss of a bodily function
  Meaning: Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, hearing or loss of function of an internal organ. <u>It does not include</u> mere fainting or a sprain, strain or fracture
- Serious lacerations or
  *Meaning: Serious lacerations that cause muscle, tendon, nerve or blood vessel damage or permanent impairment. It includes deep or extensive cuts and tears of wounds to the flesh or tissues (this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection).*
- Medical treatment (treatment by a doctor) within 48 hours of exposure to a substance

*Treatment' means the kind of treatment that would be required for a serious injury or illness and includes 'medical treatment' by a registered medical practitioner, treatment by a paramedic or treatment by a registered nurse practitioner*.

3. Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:

- With micro-organisms; or
- That involves providing treatment or care to a person; or
- That involves contact with human blood or body substances; or
- That involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

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

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
  electric shock
- the fall or release from a height of any plant, substance or thing
  Meaning: This criteria applies only to inanimate objects (e.g piece of scaffold) not people
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
  Meaning: This criteria pertains only to plant that WHSQ issue licences
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel
- any other event prescribed under a regulation; but does not include an incident of a prescribed kind.

**Who is responsible for notifying?**
The supervisor or subcontractor must notify the builder immediately. The builder or person conducting a business or undertaking is required to make the notification immediately after becoming aware that a notifiable incident arising from the business or undertaking has occurred.
<u>Outside of business hours</u>
Call 1300 362 128 to be connected to our after-hours messaging service. Your notification details will be referred to a WHSQ on-call inspector who will contact you within a timeframe that has regard to the seriousness of the incident.
If you make the notification by telephone, written notification is not required, WHSQ will provide the person notifying for the business or undertaking with details of the information received.

**How do I notify?**
In the event of an incident then management must notify WHSQ by phone and the safety consultant as soon as they become aware of the incident. If you make the notification by telephone, written notification is not required, Worksafe will provide the person notifying for the business or undertaking with details of the information received.
An incident notification form can be completed and submitted online through the website for Worksafe, emailed or fax the completed Incident Notification form ASAP.
<u>Outside of business hours</u>
Call 1300 362 128 to be connected to our after-hours messaging service. Your notification details will be referred to a WHSQ on-call inspector who will contact you within a timeframe that has regard to the seriousness of the incident.
If you make the notification by telephone, written notification is not required, WHSQ will provide the person notifying for the business or undertaking with details of the information received.

**Can work continue where the incident occurred?**
Where a notifiable incident has occurred, management must ensure, so far as is reasonably practicable, that the site where the incident occurred is secured and not disturbed, unless it is for a prescribed reason, until an investigation can be completed by the safety consultant and/or an inspector. The site includes any plant, substance, structure or thing associated with the notifiable incident.
A prescribed reason to disturb an incident site is action:

- To assist an injured person
- To remove a deceased person
- That is essential to make the site safe or to minimise the risk of a further notifiable incident
- That is associated with a police investigation
- For which an inspector or WHS government department. has given permission - a direction that a scene may be disturbed may be given in person or by a telephone call.

**Do I need to keep a record of the incident?**
Management must keep a record of each notifiable incident for at least five (5) years from the date notified to Worfsafe.

(a) By telephone; or
(b) In writing.

**Electrical Incidents and Notifications**

Serious electrical incident
Section 11 of the Electrical Safety Act 2002 (the ES Act) defines a SEI and includes where a person:

- is killed by electricity
- receives a shock or injury from electricity, and is treated for the shock or injury by or under the supervision of a doctor
- receives a shock or injury from electricity at high voltage, whether or not the person is treated for the shock or injury by or under the supervision of a doctor.

What is “treatment”?
Examples of treatment may include:

- the application of creams or dressings to burns;
- cleaning and dressing of wounds, cuts or abrasions;
- setting of broken bones or strapping of strains or sprains;
- administering/prescribing of medications.

Once treatment is administered, regardless of the level of treatment, it is reportable.
However, treatment does not include periods of precautionary observation or non-invasive monitoring such as an electrocardiogram (ECG).

What is meant by “under the supervision of a doctor”?
For the purposes of reporting SEIs, the Electrical Safety Office considers that treatment “under the supervision of a doctor” includes:

- treatment from a registered nurse in hospital or medical centre or treatment from a paramedic under instruction from a doctor regardless of whether a doctor was in attendance when the treatment was administered.

Where a person meets the criteria above, the incident should be reported as an SEI.
High Voltage: Any electric shock or injury received from a high voltage source of electricity must be reported regardless of whether treatment for the shock or injury was received.
Dangerous electrical event

Section 12 of the ES Act defines a DEE and includes:

- when a person, for any reason, is electrically unsafe around high voltage electrical equipment, even if the person doesn't receive an electric shock or injury
- significant property damage caused by electricity or something originating from electricity e.g. electrical fire
- unlicensed electrical work
- unsafe electrical work
- unsafe electrical equipment or electrical equipment that does not have electrical equipment safety system (EESS) approval markings.

Note: high voltage means a voltage above 1000V a.c. or 1500V ripple-free d.c.

**After an Incident**

1. Workers / witnesses who are involved in an incident must report to the builder / business owner immediately
2. After all incidents, the location of the incident is not to be disturbed unless, it is unsafe to leave in its current state and the health and safety of other personnel is at risk. Securing of the incident site will enable for the investigator to collect data for the investigation.
3. The builder / business owner or sub-contractor will report injury to insurer and enforcing authority as soon as possible.
4. Principal Contractor in consultation with workers will ensure immediate interim action is taken as required to minimise risk within the workplace.
5. Principal Contractor will investigate incident and review concerns raised. The level of investigation will be determined at this stage.
6. The Principal Contractor will carry out necessary interviews and review documentation.
7. Corrective actions will be implemented.
8. All documentation must be kept on file for easy access and retrieval, if required.
9. Management and health and safety representatives on a regular basis will review all incidents

# *7. Injury Management & Rehabilitation*

The aim of this policy is to ensure: -

- That a culture of acceptance for workplace rehabilitation exists;
- We have a process to support an early safe return to work through suitable duties plans of any worker who has an injury/illness;
- The position of the rehabilitation and return to work coordinator is adequately resourced; and
- Adequate storage is provided for rehabilitation files to maintain confidentiality of this information.
- Rehabilitation for workers may be outsourced.

# *8. Training & Competency*

*NB: Refer Work Health and Safety Regulation Part 6.5 316 – 317 and Part 4.6 81 – 85*

The builder shall ensure that all personnel are trained, competent and authorised to conduct works.

Workers must be deemed ready to operate tools and equipment by a competent person.

Sub-contractors have a legal obligation to train their workers also. The content of SWMS supplied must be part of the training.

All workers conducting prescribed work as per legislation are required to provide a copy of their current license or certificate of competency.

Minimum training requirements for all workers and sub-contractors are:

- Construction Industry Safety Induction (White Card)
- Site Induction via information documented in WH&S Management Plan.
- Hold relevant licenses or certificates for their required employment
- Manual Handling (Internal)

***competent person*** means a person who—

(a) complies with both of the following—

(i) has acquired through training, qualification or experience the knowledge and skills to carry out the task.

(b) is determined by the regulator to be a competent person via licencing.

# *9. Risk Management*

*NB: Refer Work Health and Safety Act Part 2 Subdivision 1 Clause 17*
*Work Health and Safety Regulations 2011 Chapter 3 - 34 – 38*

All controls implemented as part of the risk management process shall take into consideration the hierarchy of controls:

- ***Elimination*** of the hazard;
- ***Substitution*** with a less hazardous process/ substance/ equipment;
- ***Engineering*** control of the hazard (e.g. safeguarding, ventilation);
- ***Administrative*** process (e.g. safety signs, procedures, rules, job rotation);
- ***Personal Protective Equipment*** (PPE).

# *10. Major Risks and Methods of Control*

(must be read in conjunction with applicable SWMS.)

| Description of hazard | Control Measures |
|---|---|
| Public Protection from site hazards<br><br>Ref: WH&S Regs' 2011 S298 | - Place signage describing the site as a construction workplace and that unauthorised entry is prohibited.<br>- Supply boundary perimeter fencing in high-risk situations. (E.g. near schools – parks - display villages – area's where children are close by) If Temporary fencing is used ensure delivery drivers and workers reinstate if they alter the fencing. Use rope or straps to secure fence gates at the top to keep closed and restrict access.<br>- Subcontractors to use a spotter where delivery vehicles or trucks are entering and reversing from site on busy or main roads.<br>- No hazards left unprotected at day's end. (e.g. open trench – reinforcing bars / star pickets uncapped – protrusions that can cause an injury not safe – easy access to scaffold) |
| Manual Handling injuries<br><br>Ref: WH&S Regs' 2011 60 | - Use team lifts for heavier or awkward items.<br>- Use mechanical aids wherever possible e.g. sheet lifters,<br>- Use correct lifting techniques always. Bend knees and keep back straight. |
| Electrocution from general supply of electricity on site.<br><br>Ref: Electrical Safety Reg' 2013<br>AS/NZS 3760 | - Fit a residual current device (RCD) that supports each outlet to the switchboard on site.<br>- The RCD will be tested by a licensed electrician immediately after it has been commissioned for correct trip time and current. A tag will be in the switchboard of the RCD test results and the date of test. RCD Testing for trip time and current must be completed every 12 months.<br>- The site supervisor or safety consultant will test the manual test button on RCD at least once per month.<br>- All electrical items on site must be tested and tagged and a register maintained every 3 months. Refer to Section 20-21 0f this document. |
| Worker exposure to hazards due to poor housekeeping practices and inadequate access to the site<br><br>Ref: WH&S Regs' 2011 315 | - The entrance to the site will be clear always.<br>- Equipment and materials will not be left on the footpath or in walkways.<br>- Signs will be displayed at the site indicating:<br>The Principal Contractor's name – after hours contact phone number / Construction site do not enter and any mandatory personal protective equipment requirements.<br>- A designated rubbish area must be in place. If a circular bin is made from steel mesh put a wrap around it to help stop flying debris.<br>- Designated storage/ lay down areas<br>- Ensure the site is kept clean uncluttered and free of waste |
| Worker exposure to underground services when performing excavation activities<br><br>Ref: WH&S Regs' 2011 304 | - Identify the location and type of underground services before work starts and put information inside switchboard door.<br>The location details must be very accurate.<br>- This information will be recorded and given to relevant subcontractors during pre-work meetings / discussions.<br>(Refer to SWMS about working near energized electrical equipment.) refer to Section 20-21 of this document. |

| | |
|---|---|
| Worker exposure to hazardous substance risks on site<br><br>Ref: WH&S Regs' 2011 Chapter 7 | - Subcontractors will provide a register of hazardous substance used on site to the principal contractor and have available on site.<br>- SDS for all hazardous substances to be used will be recorded in the register.<br>- Ensure hazardous substances are stored appropriately<br>(Refer to work method statement) |
| Workers exposure to Silica Dust. | When cutting, drilling sanding and sweeping products that contain Silica it can cause fatal lung problems.<br>Examples of products that contain Silica are sand and sandstone – calcium-silicate bricks – clay bricks - aggregate in concrete – fibre cement sheets and demolition dust.<br>Always check Safety Data Sheets to check for Silica.<br>Use wetting agents to suppress dust<br>Use dust extraction devices on powered tools.<br>Wear a proper fitted respirator. Be aware that fascial hair affects the effectiveness of the respirator. Minimum P2 type<br>Please refer to information further in this document and SWMS. |
| Fall from Heights<br><br>Ref: WH&S Regs' 2011 78 & 306C | -Provide fall protection around the house before worker's access areas at heights at 2m and above.<br>- The fall protection will be fully decked and have handrails and toe boards as well as ladder access. Handover certificates should be supplied by installer.<br>- Provide guard railing around exposed edges, such as stairwells and balconies, where a fall could occur.<br>- If guard railing is not used on voids then ensure void protection is used or void is sheeted.<br>- Establish a 2 metre clear zone at ground level around roofs were possible.<br>(Refer to SWMS for further details on working at heights) |
| Falling objects<br><br>Ref: WH&S Regs' 2011 54 - 55 | - Scaffolding and edge protection will have toe boards.<br>- Subcontractors will advise the site supervisor where work is to be done above others. This will also be discussed during pre-work meetings with the subcontractor.<br>- Site supervisor will schedule work so work is not done above others.<br>Workers are not to throw materials from the roof unless a spotter is at ground level and far enough away as not to be struck by the falling waste. Under no circumstances are roof sheeting larger than 500mm square to be thrown from the roof. It must be lowered with a form of pulley or rope system. |
| Delivery of windows, glass doors etc. | - Glass windows, doors etc. should be stored lying down and away from the immediate work area. (If a worker was to fall from a height we do not want them landing on glass windows.)<br>- Where windows are stored standing up then they must be tied in. |
| Collapse of scaffold or bricklayer's trestle | - Do not alter scaffold in any way.<br>- Ensure scaffold is erected by competent person/s.<br>- Notify the builder if any changes are required.<br>- Scaffold / Trestles must be adequately secured. (Refer to manufacturer's instructions.)<br>- Bricklayers must ensure scaffold supports are only 1800mm apart and 5 planks wide.<br><br>- Portable ladders must not be used as trestles.<br>- 6m planks can only be used with a support in the middle at 3000mm (Refer to manufacturer's instructions.) |

| | |
|---|---|
| Trip Hazards | - A Clear perimeter must be provided at all times by all workers around the dwelling / project under construction - 1.5 to 2m metres where possible.<br>- Each subcontractor is responsible to leave the site clean as not to endanger or hinder your fellow worker completing their work. Concreters etc. are not to leave excess concrete near the work area. |
| Faulty and incorrect type of plant, ladders, and electrical equipment. | - All equipment to be of industrial standard and in safe condition.<br>- Unsafe equipment may not be used on site.<br>- Equipment must be used in accordance with appropriate Australian Standards and manufacturer's instructions.<br>- Do not remove any guarding on any type of equipment. |
| Single insulation exposed on electrical extension leads and tools | - All electrical items must be expected by all trades prior to use on site.<br>- Any damaged tools or leads should be removed from site for repair or replaced. |
| Installing water tanks, swimming pools, septic systems, and locating jump ups for sewerage connection. | - Trenching that workers must enter that is 1.5m or deeper should be benched, battered, shored or approved by an engineer.<br>- The opening of an excavation must be double the size of the depth. E.g 1.5m deep excavation must have opening at the top of 3m or use benching / battering / or shoring.<br>When locating sewer jump ups in older areas the depth can be over 1.5m deep.<br>- Regarding water tanks or septic tanks / when leveling sand on the bottom of the excavation, the excavation must be large and stable. No one must enter excavation once the tank is in place unless the spacing between tank and excavation wall allows an easy escape in an emergency as decided by a competent person. |
| Asbestos Management<br>Ref: WH&S Regs' 2011 Chapter 8 | Engage a specialised asbestos contractor to identify the type of asbestos and the control measures required.<br>The contractor must provide an asbestos control plan. |
| Heat Stress / Sun exposure | Always try to work in well ventilated spaces and provide fans were possible. Keep up fluids – Take regular breaks in extreme conditions. Always asses if work should continue if a situation can be dangerous to worker's health due to the extreme temperatures. Always wear appropriate clothing and sunscreen that help create protection from sun exposure. Be familiar with the signs of heat stress. Refer to SWMS Extreme Temperatures and working in roof spaces. |
| Adverse weather conditions that causes site incidents. | High winds can be dangerous when constructing solid walls and completing roof sheeting or working with any other large material that can be captured by high winds. Walls must be braced accordingly and work must stop if situations become dangerous. Excessive rain fall can create trip and fall hazards when working on construction sites – Working on roofs – stability of scaffold due to wash out – trench or site cut collapse. A competent person must make an assessment before work commences in these adverse conditions. |
| Workers working alone in potential dangerous situations who may need emergency care | Work can be conducted on an individual basis on most occasions. Times when 2 workers must be present as a minimum includes – Working or using plant near overhead or underground services such as electrical and gas - Working at heights using a harness – Working in a confined space / trenching or deep excavations – Vehicles backing out from site - |

# 11. High Risk Construction Work – *Refer to Safe Work Method Statement*

*NB: Refer Work Health and Safety Regulation Section 291*

Safe Work Method Statements will be developed for all high-risk construction activities as prescribed by legislation and as identified through the project risk assessment and as per client requirements. A register of SWMS is to be maintained.

Sub-Contractors and/or their workers must keep the Safe Work Method Statements with them while on site.

**Meaning of *high-risk construction work***

(a) Involves a risk of a person falling more than 2 metres; or
(b) Is carried out on a telecommunication tower; or
(c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
(d) Involves, or is likely to involve, the disturbance of asbestos; or
(e) Involves structural alterations or repairs that require temporary support to prevent collapse; or
(f) Involves a confined space; or
(g) Involves: a shaft or trench with an excavated depth greater than 1·5 metres; or a tunnel; or
(h) Involves the use of explosives; or
(i) Is carried out on or near pressurised gas distribution mains or piping; or
(j) Is carried out on or near chemical, fuel or refrigerant lines; or
(k) Is carried out on or near energised electrical installations or services; or
(l) Is carried out in an area that may have a contaminated or flammable atmosphere; or
(m) Involves tilt-up or precast concrete; or
(n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
(o) Is carried out at a workplace in which there is any movement of powered mobile plant; or
(p) Is carried out in an area in which there are artificial extremes of temperature; or
(q) Is carried out in or near water or other liquid that involves a risk of drowning; or
(r) Involves diving.

# 12. Emergency Management

*NB: Refer Work Health and Safety Regulation 43*

A person conducting a business or undertaking must ensure that an emergency plan is prepared for the workplace that provides for the following:

(a) Emergency procedures, including:
- An effective response to an emergency including emergency contact numbers being available
- Evacuation procedures
- Notification of emergency services at the earliest opportunity
- Medical treatment and assistance

(b) The provision of information, training and instruction to relevant workers in relation to implementing the emergency procedures. Refer to Section 26 of this document.

# 13. First Aid

*NB: Refer Work Health and Safety Regulation 42*

Management will endeavor to ensure that, whenever possible, one worker is trained as a first aid officer. The First Aiders details will be posted on the notice board and sent to all sub-contractors.

First aid equipment and facilities will be provided and maintained for employees. A clearly marked, readily accessible, dustproof first aid will be available in each vehicle.
All sub-contractors must ensure a first aid kit is available in their vehicle and kept well stocked.

During the company induction, all employees' allergies to medicines will be recorded. A copy of those details will be maintained on site as per record keeping procedures.

All workers who suffer minor injuries on any site are to inform the Supervisor, who is to maintain a register of all such injuries.

# 14. Confined Space.

NB: Refer Work Health and Safety Regulation Part 4.3

Roof Spaces

Roof spaces on domestic construction is normally not classed as a confined space. Due to the safe oxygen levels in roof spaces. To be deemed a confined space all the points from (a) to (d) must be present.
In saying this there are certain controls that must still be observed:

- The main switch of the electrical switchboard must be turned off. Lock off procedures must be in place so supply cannot be reenergised while the worker is in the roof space.
- Isolate gas supply if piping is present in roof space.
- If power is required in the roof space then use a generator with a mounted RCD. If a combustion generator is used do not operate inside. Combustion generators must be outside in a well-ventilated area. They can deplete oxygen levels and be fatal.
- Have a spotter while a worker is in a roof space.
- If very hot conditions are present then create some extra ventilation. E.g remove roof sheeting.
- Keep fluids up while working in a roof space.

Trenching

If completing trenching or excavation that workers must enter, ensure no combustion generators or similar equipment is in the trench or excavation. They can deplete oxygen levels and be fatal.

**Meaning of confined space**

In this Part, a ***confined space*** is an enclosed or partially enclosed space that:

(a) Is not designed or **intended primarily to be occupied** or entered by a person; and
(b) Has a **restricted means of entry** and exit; and
(c) Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
(d) Presents a risk to health and safety from:
(i) An atmosphere that does not have a safe oxygen level; or
(ii) Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion; or
(iii) Harmful concentrations of any airborne contaminants; or
(iv) Engulfment.

**Confined space entry permit**
A person conducting a business or undertaking must ensure that a worker does not enter a confined space to carry out work unless a confined space entry permit has been issued for the work.

**Signage**
A person conducting a business or undertaking must ensure that signs are erected:
(a) Immediately before work in a confined space commences and while the work is being carried out;
(b) While work is being carried out in preparation for, and in the completion of, work in a confined space.
The signs must:
(a) Identify the confined space; and
(b) Inform workers that they must not enter the confined space unless they have a confined space entry permit;
(c) Be clear and prominently located next to each entry to the confined space.

# *15. Architects / Engineers / Draftsman / Truss & Frame Manufacturers.*

**Duties of Designer of Structure and Person Who Commissions Construction Work (Principal Contractor)**

**Definition – from WH&S Act 2011**
This section applies to a person (the ***designer)*** who conducts a business or undertaking that designs:
(a) **Plant** that is to be used, or could reasonably be expected to be used, as, or at, a workplace; or
(b) **A substance** that is to be used, or could reasonably be expected to be used, at a workplace; or
(c) **A structure** that is to be used, or could reasonably be expected to be used, as, or at, a workplace.

**Meaning of *principal contractor***
A person conducting a business or undertaking that commissions a construction project.

**Person who commissions work (Principal Contractor) must consult with designer.**
A person conducting a business or undertaking that commissions construction work (principal Contractor) on a structure must, so far as is reasonably practicable, **consult with the designer** of the whole or any part of the structure about how to ensure that risks to health and safety arising from the design during the construction work are:
(a) Eliminated, so far as is reasonably practicable; or
(b) If it is not reasonably practicable to eliminate the risks, minimised so far as is reasonably practicable.

The **designer of a structure** or any part of a structure that is to be constructed must give the person conducting a business or undertaking that commissioned the construction work a written report that specifies the hazards associated with the design of the structure that:
(a) Create a risk to the health or safety of persons who are to carry out construction work on the structure or part; and
(b) Are associated only with the design and not with other designs of the same type of structure.

# 16. Discriminatory, Coercive and misleading conduct

*NB: Refer Work Health and Safety Act Part 6 104 – 109*

A person is prohibited under the act to engage in discriminatory, coercive and misleading conduct in relation to work health and safety matters. A person who deters people from being involved in activities or exercising rights that are important to work health and safety (WHS) could be seen to be conducting discriminatory behavior. That conduct may take various forms, commonly known as discrimination, victimisation or coercion. It is prohibited under the act to engage in discriminatory, coercive and misleading conduct in relation to work health and safety matters. We will encourage engagement in work health and safety activities and the proper exercise of roles and powers by providing protection against discrimination and other forms of coercion.

***If you dismiss, stop or hinder a safety representative from completing their duties it could be deemed discriminatory.***

Discriminatory conduct occurs if the person:

- dismisses a worker
- terminates a contract for services with a worker
- puts a worker to his or her detriment in the engagement of the worker
- alters the position of a worker to the worker's detriment
- refuses or fails to engage a prospective worker
- treats a prospective worker less favorably than another prospective worker would be treated in offering terms of engagement
- terminates a commercial arrangement with another person
- refuses or fails to enter a commercial arrangement with another person
- organises to take any action, or threatens to organise to take the actions mentioned above.

# 17. Subcontractor Management

Subcontractors need to fulfill these minimum requirements as a condition of working on this project:
a) Prepare and submit to *principal contractor* a Safe Work Method Statement (SWMS) for high-risk activities before starting work on site.
b) Before work starts, meet with the *principal contractor* to discuss any concerns with health and safety about the site, subcontractor's safe work method statement and any other specific information relating to the subcontractor's activities.
c) Make reasonable additions to their safe work method statement as requested by *the principal contractor*
d) Contact *the principal contractor* immediately following any incident, injury, near miss, emergency or incident involving any person, including an employer, self-employed person, worker or member of the public.
e) Discuss with the principal contractor any workplace activity or risk identified, unsatisfactorily controlled or dealt with.
f) Do activities and work in a safe and healthy manner and in accordance with the requirements of the *principal contractor*, subcontractor work method statements and the workplace health and safety legislation.
Subcontractor work method statements will be formally reviewed to ensure they comply with the requirements of the WH&S Regulations.

*The principal contractor* will undertake the following course of action for identified health and safety issues:
a) For minor issues the subcontractor will be given verbal direction indicating what the issue is, what needs to occur and the level of safety that *the principal contractor* expects,
b) For major health and safety breaches or situations where there is imminent risk to a worker or other person, the subcontractor will stop work and be issued with **a warning,** detailing the issue and controls expected. Work will restart when adequate safety controls have been implemented, and
c) For ongoing health and safety non-compliances of a significant or high-risk nature, subcontractors may be directed to cease work in accordance with a breach of the contract.
Subcontractors' WH&S performance will be formally reviewed during site inspections, see section following.

**Site Inspections**
Our safety person will conduct site inspections, using a *Site Inspection Checklist*
A report will be forwarded onto the principal contractor.
Inspections will be conducted on every job under construction on a monthly basis to provide a means through which:

- *The principal contractor* can verify compliance with minimum control requirements, and
- Risk control methods specified by the subcontractors can be verified as being satisfactorily implemented and effective on site.

To achieve an accurate appraisal of the site and subcontractor activities the inspections will be done on varying days and times.
The safety person will also use random visits and general time spent on site to monitor health and safety performance on an ongoing basis.

**Training**

- Sub-contractors have a legal obligation to provide regular training of their workers.

**Government Safety Inspectors.**

- Sub-contractors must comply with directives from government safety inspectors.
- Sub-contractors must notify the builder straight away when a government safety inspector is on site.
- Sub-contractors must act in a professional manner when dealing with inspectors.

**Delivery of materials to site.**
**Sub-contractors and their workers must consider the following when receiving materials:**

- **Supervised entry and exit of delivery vehicles.**
- **Store materials in the garage area of the dwelling while keeping clear access for foot traffic.**

# *18. Public Protection Controls*

*The principal contractor* has identified that control measures must be implemented to exclude the public, particularly children, from being exposed to the construction site risks.
*The principal contractor* will do the following:

- Supply boundary perimeter fencing in high-risk situations. (E.g. near schools – parks - display villages)
- On homeowners contracts it is mentioned they are not to be on site unless under the supervision of the builder.
- Provide signage - “Construction Site – Do Not Enter Authorised Personnel Only”.
- A spotter will guide vehicles or equipment reversing onto or off the site, so that workers aren’t driving blindly into areas where there may be pedestrians.
- Access ladders to scaffold and other platforms removed at day’s end.
- Avoid having sand piles left on site for long periods. Can attract young children.

Where practicable, the public should be prevented from entering the construction site or approaching construction activities. Where this is not practicable precautions must be taken within the construction site to ensure any potential risk to the public is minimised. Specific hazards within the construction site that should be considered include, but are not limited to

- Open excavations
- Holes and openings
- Falls from height
- Welding flash
- Access to hazardous substances, flammable materials, plant and equipment when unattended
- Operation of or exposure to equipment such as mobile plant, nail guns, lasers -
- Disposal of construction site waste

At the end of each day's work construction sites are to be made safe by means such as:

- Backfilling excavations
- Bunting/fencing of boring pits, open excavations and similar structures
- Securing of plant and materials
- Covering of holes
- Warning signs
- Locking of access gates (fenced construction sites)

Hoardings or similar physical barricades are to be erected around construction work, where there is a risk from debris or other source of injury to persons not on the construction site.

## *19. Authorised visitors*

Residents or other members of the public may occasionally be authorised to temporarily access a construction site. The safety of authorised visitors to construction sites should be managed by means such as –
The wearing of appropriate Personal Protective Equipment
Visitors from the public are to be accompanied by construction site personnel while on construction site
Visitors are to be precluded from areas of the construction site, which require specific training to access safely (e.g. Confined Spaces).

## *20. Common Plant and Equipment.*

The builder carries out regular inspections and maintenance of all plant and equipment and ensures plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations. The inspection and maintenance history of each item is documented. A pre-start check list must be completed for powered plant. Lifting gear must be maintained, inspected prior to use and tagged as required by Australian Standards and manufacturers safety instructions. This applies for equipment brought to site by sub-contractors or suppliers.

Certain items of plant and equipment will be 'Item Registered' and or 'Design Registered' by the Regulatory Authority where required by Legislation

The builder shall ensure control measures are implemented and documented for all plant and equipment, including its operation, deemed as high risk. The effect of all plant and equipment on the workplace is considered and documented in the Safe Work Method Statement

Sub-contractors must perform pre-start checks, keep a schedule of maintenance and all faults are reported to management, documented in plant log books and made available to relevant parties on request.

Where plant and equipment is hired, the same requirements as above apply.

Plant left on site must be stored and locked on site in a location that will not affect other trades completing their work or block access.

The builder will negotiate on a per project basis if sub-contractors or suppliers are going to provide plant. If supplied by others the above-mentioned controls will be implemented.

Workers operating or constructing plant must be competent in its operation.

***competent person*** means a person who—

(a) complies with the following—

- has acquired through training, qualification or experience the knowledge and skills to carry out the task.
- is determined by the regulator to be a competent person via licencing.

Plant and equipment that generates dust must use some form of control (e.g water)

The principal contractor will provide the following common plant and equipment **when required or negotiate with the subcontractor on who will supply:**

a) Fixed scaffolding around the perimeter of the house.

- A certified scaffolder will erect and dismantle the scaffold in accordance with the manufacturer's requirements and the scaffold plan.
- Edge protection, including handrails and toe boards, will be used where there is a risk of person or materials falling.
- The scaffolder will sign-off that the scaffold is complete and safe for use as per the design and scaffold plan before workers access the scaffold.

b) Electrical switchboard for the supply of electricity to the site.

- Never pick up a fallen switchboard- contact the builder immediately.
- Bricklayers must not remove the switchboard door. Leads must be run through the bottom of the switchboard and secured to an anchor point.
- Scaffolders must not block access to switchboards for emergency shut off situations. Minimum 600mm clearance when door is at 90 degrees.
- Report to the builder any damaged parts of the switchboard or gaps that can cause electrical shock to the builder immediately.
- Under no circumstances are workers to use faulty electrical equipment on site

ATTENTION ELECTRICAL CONTRACTORS:
A licensed electrician will be contracted to supply electricity and ensure a safe supply is provided on the site. The switchboard, apart from being weatherproof and strongly manufactured will:

- Have a lockable protective door or a lid. A tool must be used to remove the door or lid.
- Have holes provided at the bottom of the switchboard for cord access that is bushed/protected to prevent damage to the cords and an anchor point provided to secure the cords so stress is not placed on cord ends.
- Construction wiring must be easily identified and tested every 6 months.
- Extension leads on commercial sites must be connected to the switchboard on the level it is used. Domestic construction is exempt.
- The switchboard will be **securely** attached to a pole, temporary stand etc. (Star pickets driven in to the ground would not be secure enough as site soil conditions change and workers pull on leads plugged into the switchboard. Some electrical contractors provide outriggers from star pickets secured to the ground to get around this problem. Workers have been killed picking up fallen switchboards on star pickets.
- The switchboard will be located within the construction premises and boundary fence.
- The switchboard will be fitted with a push button residual current device for all circuits capable of tripping if overloaded or an earth leakage situation arises. The electrician will be responsible to test the residual current device during installation. A safety person / the builder or another representative from their company will operate the manual rcd test button on a monthly basis.

c) Rubbish Area:

- A general-purpose rubbish skip or area will be provided within the site perimeter that prevents rubbish leaving the designated bin structure.
- It will be emptied as necessary and before it becomes overloaded.
- It will not be in the immediate vicinity of the house or areas where vehicles, plant and equipment are parked or stored.

d) A temporary toilet with washbasin:

- The toilet will be located on site before work starts.
- The toilet supplier will check and clean it as required

# *21. Electrical Equipment / Tools*

The builder will ensure that the use of electrical wiring, equipment, portable tools and extension leads are in accordance with applicable codes and standards including AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules.

Sub-contractors must ensure that all electrical equipment brought on site is tested and tagged and has been recorded on an Electrical Equipment Register. The register must be completed and presented to management prior to commencement of any works and maintained for the duration of the works on site.

Sub-contractors and workers should operate manual test button of RCD in Switchboard before commencing work that requires a power supply.

**Portable power outlets** with 3 or more outlets must have a circuit breaker and RCD mounted. The RCD test button must be tested at the start of each day. These type of power boards are the only ones allowed on construction sites. Ref AS/NZS 3012.

If the power board has less than 3 outlets it must be of industrial standard. Double adaptors are not allowed on site – domestic use only.

**Electrical extension leads** cannot be joined together. Use electrical leads of a suitable length. Protect electrical leads from mechanical damage.

Never use faulty / damaged electrical equipment on site. It is no guarantee the circuit breaker or RCD is going to operate in a fault situation.

**Generators** used on site must have a mounted RCD. RCD packs plugged into generators will not operate correctly. Generators must be test and tagged every 3 months. There are special test requirements for generators. Sub-contractors are to supply their own electrical equipment including generators.

# *22. Site Specific Health and Safety Rules*

**All subcontractors and workers on site must abide by the following:**

- When working at 2m or above you will require a means of fall protection
- No person without specific approval is to alter or remove any plant, equipment or safety device on site. This includes scaffolds, handrails, barricades, signage, guards, etc.
- Workers must wear the correct PPE (as per safe work method statements, material safety data sheets or manufacturer’s recommendations) during work activities;

- Electrical equipment including leads are to be inspected and tagged at intervals not exceeding 3 months and maintained in locations where they are not likely to be damaged or create a trip hazard
  Do not use electrical equipment that is damaged and exposing single insulation.
  No piggy back of electrical leads or double adaptors to be used on site;
- Do not work on slippery surfaces in severe wet conditions. (e.g roof)
- Do not complete tasks in high wind situations. (e.g laying roof sheets.)
- Do not work outside when lighting and severe storms are in the area.
- Never complete dangerous tasks alone. (e.g heavy lifting / in a confined space / live electrical work / in a roof space ect.)
- Keep your fluid intake up in hot conditions.
- There will be no consumption of alcohol or the use of drugs, in or about the workplace.
- Do not complete any work in or around the job site if affected by alcohol or drugs.
- Report all incidents, injuries and emergency situations to the principal contractor
- No dogs to be brought onto the site. They can be protective of their owners and can be a trip hazards.
- Do not allow loud music to be played in or about the workplace. If a fellow worker is calling out for help you will not hear them.
- No loud or offensive language to be spoken on, in or about the workplace.
- Leave the site in your vehicle in a responsible way.
- Use toilets provided or go to the nearest toilet.
- Work hours where you will be making noise are 6.30am to 6.30pm
  <u>The builder spends a lot of money and effort to have a good reputation in the eyes of the public to create flow on work. If the builder has ongoing work so do you.</u>
- Before using or storing any hazardous substances, provide a copy of the respective MSDS to the principal contractor (Refer Safe Work Method Statements);
- Ensure work areas are kept clean and access ways free from trip hazards.
- Ensure all personnel are trained in the use plant / equipment / and PPE being used. This includes holding certificates and licenses as required.
- Place all food scraps, papers, cans or bottles discarded from lunches or meals in the proper waste areas provided.
- A spotter will guide vehicles or equipment reversing onto or off the site, so that workers aren't driving blindly into areas where there may be pedestrians or traffic.

## Additional Site Specific Safety Rules

| |
|---|
| |
| |
| |
| |

# *23. Hazardous Substances*

As per **your obligation** as stipulated with the Workplace Health and Safety Regulations, a hazardous substance register and Safety Data Sheets (SDS - within 5 years of the date of issue) for all products and substances used on the site must be readily available.
Keep in mind it is not only applying hazardous substances that must be considered it includes cutting / spraying / sanding ect.
It is important to use the correct PPE for the task as stipulated in the Safety Data Sheets.

Samples of Hazardous Substances
**Carpet glue / tile glue / Cement / plaster / paint / pest control / waterproofing agents etc.)**

Before a product or substance is used for the work activity, the sub-contractor must review the SDS to determine if the product or substance is classified as hazardous. Any workers involved in the use of products classified as hazardous should be provided with information and training to allow safe completion of the required task. As a minimum standard, all safety and environmental precautions for use listed on the SDS are followed when using the substance and are included in the Safe Work Method Statement. There must be no products or substances, including chemicals or fibrous materials, are brought to the workplace without a current SDS.
All products and substances to be brought to the workplace are to be documented. All workers must consider the following when selecting chemicals and substances for use on site:

- Flammability and exclusivity;
- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Chemical action and instability;
- Corrosive properties;
- Safe use and engineering controls;
- Environmental hazards; and
- Storage requirements.

All storage and use of hazardous substances and dangerous goods is in accordance with the SDS and legislative requirements. All hazardous substances and dangerous goods are stored in their original containers with the label intact always. Hazardous substances and dangerous goods of any quantity are not stored in amenities, containers (unless properly constructed for the purpose), sheds or offices.

**Call our safety consultant for assistance Rohan Howie PH 0400 377 669.**

# *24. Silica*

**Try to use products that do not contain Silica. Refer to SWMS "Working with Silica"**

## What is silica?

Approximately half the composition of earth's crust is silicon dioxide with the chemical formula $SiO_2$. At the workplace, silicon dioxide may occur both in its crystalline form or combined with other minerals or materials. There are five different forms of free silica, but the one predominantly found in workplaces is **quartz**, the same basic material found in sand. Silica is a generic term commonly used to refer to crystalline silica, including crystalline quartz.

| Construction or building material | Amount of crystalline silica (quartz) |
|---|---|
| Sand and sandstone | 96 -100 % |
| Calcium-silicate bricks | 50 - 55% |
| Aggregate in concrete | 30% |
| Clay bricks | 15 - 27% |
| Fibre cement sheets | 10 - 30% |
| Demolition dust | 3 – 4% |

Table 1: Typical concentrations of crystalline silica in building materials

## What diseases does exposure to Crystalline Silica cause?

**Lung Cancer** – Occurs with heavy exposure to Silica but smokers have a higher risk.

**Silicosis** – Scarring of the lung tissue causing shortness of breath and interfering with the exchange of gases which take place in the air sacs – usually requires 10 or more years' exposure unless the dust concentration is very high.

**Kidney Damage** – May require dialysis if severe.

**Acute Silicosis –** Extremely high dust exposure after just a few months or years can result in severe inflammation and an outpouring of protein into the lung.

**Chronic Bronchitis** – Inflammation of the airways resulting in cough and irritation.

**Emphysema** – Destruction of the lung tissue and loss of surface area for the exchange of gases such as oxygen and carbon dioxide.

**Scleroderma –** A disease of the connective tissue of the body resulting in the formation of scar tissue in the skin, joints, and other organs of the body – pins and needles in the hands can be a symptom.

## Examples on how to control Silica Dust.

All workers on site to provide the required PPE. Respirators may not always stop silica dust so use other control measures as well.
When cutting, grinding, drilling, polishing and cleaning up dust that contains silica:

- Try to eliminate products that contain Silica.
- Read Safety data sheets to see if products used contains silica.
- Try to use tools that do not create dust. E.g shears – score and snap – specialised blades that create larger dust particles e.g cutting blades for cutting cement sheeting.
- Use wetting agents but dispose of dust correctly using mopping or wet dry M or H class vacuum.
- Use dust extraction devices fitted to power tools that are connected to a M or H Class vacuum. Use as a minimum P2 respirator. Respirators must be fit tested before use and every 12 months. Keep in mind stubble and fascial hair can affect how respirators work.
- Try to work outside with wind blowing away from workers. Dispose of dust correctly.
- If working indoors use proper ventilation. This may include powered ventilation exhaust systems when large amounts of dust are created. Fans blowing dust away from workers.
- PPE respirators must be fit tested before use and then every 12 months. Keep in mind stubble and fascial hair can affect how respirators work. Respirators may not repel all dust particles so do not use as your primary control measure.
- Ensure wet saws are used when cutting bricks and blocks to limit dust. Never dry cut any bricks or blocks. Complete this task outdoors.
- When cleaning up after using products that contain Silica use a M or H Class vacuum. Consider wiping and mopping for cleaning up silica dust.

If you are creating silica dust let all workers in the area know so they can put on a P2 respirator or better.

Products that contain Silica:
Asphalt
Bricks – blocks
Cement
Concrete
Plaster
Mortar
Stone – benchtops.
Sand
Tiles

## Control options for power tools.

The guide below lists common tasks along with exposure control methods and work practices:

- **Hand-held power saws, chasing, core drilling, rotary hammers, chisels, breakers, hand-held grinders (cutting/grinding), walk behind floor grinder**
  Acceptable control methods:
  - Engineering control
    - Dust extraction – tool is fitted with a suitable collection hood, M or H class extraction unit is used. Extraction flow rate is right for the work. Hose connections are tight and secure without obvious leaks.

    - Water suppression – tool is designed with dedicated water suppression, water supply is sufficient for task. Slurry is controlled and cleaned up before it dries out.
  - Personal protective equipment
    - Respirator with at least P2 filtration – fit-tested to worker if half or full-face mask is used.
- **Stationary brick saws, walk-behind saws, quick-cut saws**
  - Engineering control
    - Water suppression – saw is designed with dedicated water suppression, water supply is sufficient for task. Slurry is contained and cleaned up before it dries out.
  - Personal protective equipment
    - Respirator with at least P1 filtration – fit-tested to worker if tight-fitting half or full-face mask is used.
- **Hand-held drills**

  Acceptable control methods:
  - Engineering control
    - Dust extraction – drill is fitted with a suitable collection hood, M or H class extraction unit is used. Extraction flow rate is right for the work. Hose connections are tight and secure without obvious leaks. Use hollow drill bits where practicable. Vacuum waste from holes if required (do not use compressed air).

      OR
    - On-tool dust extraction– drill is mated to powered dust removal/collector attachment with HEPA filtration. Collected material to be safely emptied from unit into waste disposal bag or use M or H class vacuum. Use hollow drill bits where practicable. Vacuum waste from holes if required (do not use compressed air).
  - Personal protective equipment
    - Respirator with at least P1 filtration – fit-tested to worker if tight-fitting half or full-face mask is used.

## *25. Noise.*

There are 3 main effects of noise on construction sites. The first is hearing loss from not using PPE. Then there is loud music that can stop other workers hearing someone who needs assistance. Then you have noise that impacts the public. Each region has noise restrictions so check council web sites if you need an early start or a late finish.

Table 1 below demonstrates the length of time a person without hearing protectors can be exposed before the standard is exceeded.

| Table 1: Equivalent noise exposures LAeq,8h = 85 dB(A) | |
|---|---|
| **Noise level dB(A)** | **Exposure time** |
| 80 | 16 hours[1] |
| 82 | 12hours[1] |
| 85 | 8 hours |
| 88 | 4 hours |
| 91 | 2 hours |
| 94 | 1 hour |
| 97 | 30 minutes |
| 100 | 15 minutes |
| 103 | 7.5 minutes |
| 106 | 3.8 minutes |
| 109 | 1.9 minutes |
| 112 | 57 seconds |
| 115 | 28.8 seconds |
| 118 | 14.4 seconds |
| 121 | 7.2 seconds |
| 124 | 3.6 seconds |
| 127 | 1.8 seconds |
| 130 | 0.9 seconds |

**Regardless of exposure levels it is best to use PPE when creating noise with tools and plant.**
Control measures.
Buy equipment that generates lower levels of noise
Is there a different way to complete task with less noise?
Barriers to buffer noise.

# *26. Workplace Health and Safety References.*

| **Acts & Regulations** |
|---|
| Work Health and Safety Act 2011 |
| Work Health and Safety Regulations 2011 |
| Workers' Compensation and Rehabilitation Act 2003 |
| Workers' Compensation and Rehabilitation Regulation 2014 |
| Electrical Safety Act 2002 |
| Electrical Safety Regulation 2013 |
| Environmental Protection Act 1994 |
| Environmental Protection Regulation 2008 |
| **Codes of Practice** |

| |
|---|
| Confined Spaces - 2011 |
| Electrical Safety Working near Overhead and underground services - 2010 |
| Electrical Safety Managing Electrical risks in the workplace - 2013 |
| Excavation Work - 2013 |
| First Aid in the Workplace - 2014 |
| Hazardous Manual Tasks - 2011 |
| Managing Noise - 2011 |
| Managing the risks of falls - 2011 |
| Managing the risks of hazardous chemicals - 2013 |
| Managing the risks of plant - 2013 |
| Scaffolding - 2009 |
| Work Health and Safety Consultation, Cooperation and Coordination 2011 |
| How to Manage and Control Asbestos in the Workplace 2011 |
| How to Safely Remove Asbestos 2011 |
| Traffic Management for Construction or Maintenance Work 2008 |

**Safe Work Australia Codes of Practice. (reference material only)**

How to Manage Work Health and Safety Risks – 2011
Hazardous Manual Tasks - 2016
Managing the Risk of Falls at Workplaces - 2015
Labelling of Workplace Hazardous Chemicals - 2015
Confined Spaces - 2016
Managing Noise and Preventing Hearing Loss at Work - 2015
Managing the Work Environment and Facilities - 2011
Work Health and Safety Consultation Cooperation and Coordination – 2011
How to Safely Remove Asbestos - 2016
How to Manage and Control Asbestos in the Workplace - 2016
First Aid in the Workplace - 2016
Construction Work - 2013

Preventing Falls in Housing Construction - 2016

Managing Risks of Plant in the Workplace - 2016

Managing Risks of Hazardous Chemicals in the Workplace - 2012

Safe design of structures - 2012

Managing electrical risks at the workplace - 2016

Demolition work - 2016

Excavation Work – 2015

# *27. Emergency Procedures – Fall from heights*

**Medical Considerations in Post-Fall Rescue**

**Dial 000**
**Stay calm.**
**Obey emergency services instructions – this may be over the phone or in person.**

The priority in rescue is to bring the incapacitated person promptly to a safe level. At that point, trained emergency medical technicians can administer emergency first aid.

**Check constantly until an ambulance has arrived:**

- Maintaining an airway,
- Recognising of the signs of shock,

***Symptoms of Shock***

*The most common **symptoms of shock** include:*

- *An extremely low* blood pressure
- *Feeling weak or* nauseous
- Chest pain
- *Fast but weak pulse*
- Profuse sweating
- Dizziness*, faintness or light-headedness*
- *Moist, clammy skin*
- *Unconsciousness*
- *Rapid, shallow breathing*
- *Feeling anxious, agitated or confused*
- *Blue lips and fingernails*

***Help for Shock***

*When someone goes into shock, treatment is needed immediately. **Treating shock** with the following guidelines will make a difference:*

- *Call a doctor or emergency services for medical help immediately.*
- *Check the person's rate of breathing and circulation every 5 minutes. If the person is experiencing trouble breathing, begin CPR.*
- *Lay the person flat on the back and raise the legs about 25 cm to help restore the blood pressure. If the person is conscious but has trouble breathing, place him or her in a sitting position.*
- *Administer first aid treatment to wounds, injuries or illnesses.*

- *Loosen tight clothing and keep person warm and comfortable.*
- *Do not give the person food or liquids to prevent inhalation of vomit.*
- The use of a back-board for immobilizing the neck and spine,
- Complete CPR if trained to do so or instructed by emergency personnel.

While performing the rescue, and after arriving at a safe working level, rescuers are cautioned to keep the fallen person in an upright or seated posture to reduce sudden back-flow of de-oxygenated blood into the heart. Any worker, who has been suspended in a harness following a fall, even for relatively short periods, is advised to seek medical attention for possible delayed onset of suspension trauma.

**Harness rescue**

All rescue planning and operations should address the following issues:

- The safety of the persons carrying out or assisting with the rescue
- The anchor points to be used for the rescue equipment.
- The suitability of equipment (anchors, harnesses, attachments and connectors) that has already arrested the fall of the casualty for use during the rescue.
- The method that will be used to attach the casualty to the rescue system.
- The direction that the casualty needs to be moved to get them to the point of safety (raising, lowering or lateral)
- The first aid needs the casualty may have with respect to injury or suspension trauma
- The possible needs of the casualty following the rescue

There are four options for dealing with an emergency which requires an injured or incapacitated person to be recovered to safety, presented here in order of preference (bearing in mind the immediate aim is to recover the casualty to the nearest point of safety):

1. Lowering a remote casualty
2. Raising a remote casualty
3. Self-evacuation by descent
4. Rescuing another in descent

The anchor for the rescue equipment should be in a position where the equipment can be operated easily and safely. It may be preferable to site the equipment away from the edge to be able to operate it in safety. In this situation, it may be necessary to use additional equipment to redirect or align the system correctly.

Edges can cause problems including abrasion of the system, increased friction and a potential for shock loading if the edge collapses. If possible, arrange the anchor point so that the equipment does not contact the edge. If this cannot be done (e.g. on top of a building) then the equipment must be protected from the edge and care must be taken to ensure that the edge can sustain the loads applied.
Always maintain a steady, controlled rate of movement always when raising or lowering a casualty and ensure that they do not meet obstructions. Some items of rescue equipment (e.g. certain winches and descent devices) allow movement only in one direction, so it is important not to lift or lower the casualty into a position where they become stranded.
A guy line or tag line may be attached to the casualty to pull them away from any obstructions and direct them towards the desired location.
The person being rescued may be conscious or unconscious and the rescue plan must allow for this. It is important that during the rescue the casualty has not moved them into a potentially dangerous situation. Ideally, the rescuer should be able to communicate with the casualty always or see the casualty always or communicate with someone who can see the casualty always.

**General procedure for casualty recovery**

1. Assess the situation fully before commencing a rescue operation
2. Request medical assistance

3. Identify proper position from which to carry out the operation.
4. Identify proper anchorage points
5. Identify a point of safety to move the casualty to
6. Make sure all involved are aware of the procedure to be carried out and their role within it
7. Ensure personnel have been trained in rescue procedures are competent to carry out their role.
8. Carry out the rescue steadily and in a controlled manner.
9. Make sure communication is maintained always
10. Monitor the casualty's condition always and where possible provide the necessary first aid
11. Conduct a review of the whole situation identifying areas of improvement for the future

**Suspension trauma**

All users of personal fall protection systems, and others involved with work at a height, should be aware of the following precautions that might need to be taken in the event of a casualty being in a suspended position.

1. The longer the casualty is suspended without moving, the greater the chances are of suspension trauma developing and the more serious it is likely to be. Therefore, an injured person hanging in a harness awaiting rescue should be removed from upright suspension as quickly as possible. The aim should be to do this within 10 minutes. This is particularly important for a casualty who is motionless.
2. A conscious casualty should be encouraged to exercise their legs gently, to stimulate circulation of the blood.
   NOTE: manufacturers provide various type of suspension trauma relief equipment for use by a suspended person. These can delay the effects of suspension trauma, but they only work on conscious and able casualties, so they are not an alternative to rescue.
3. Regarding the position of the casualty:
   - During rescue, a position with the lower limbs slightly elevated may be preferable.
   - After rescue, position the casualty in an upright sitting position, with knees bent - DO NOT allow them to lie flat.
   - Only move the casualty to a fully horizontal position at the advice of qualified medical personnel.
   - If suspension trauma is a possibility, alert medical agencies immediately and advise them of the issues, the casualty might need dialysis to protect the kidneys

Following an accident, the casualty should be:

- Removed from the suspended position and cared for in a proper manner;
- Given medical assistance as quickly as possible.
  Users of personal fall protection equipment should be aware of the issues surrounding suspension trauma. In addition, some staff will require training in rescue techniques or alternatively it may be necessary to create a specially trained rescue team on site to be available at short notice

# *28. Emergency and Evacuation Information*

Not actual floor plan – just highlighting Emergency Assembly Point for every job. Front left hand corner.


**(INCLUDE EVACUATION DRAWING IN DISPLAY HOMES AND OFFICES.)**

## Emergency Contacts

| | |
|---|---|
| **Construction manager (if applicable)** | **Phone: _____** |
| **Or Principal contractor:** | **Phone: _____** |
| **Site Supervisor: (if applicable)** | **Phone: _____** |
| **First Aid or Minor Injury:** | **Phone: _____**<br>**Closest hospital** |
| | **Phone: _____**<br>**Local doctor's surgery** |
| **Emergency Response:** | **Phone: 000** |
| **Dial before you Dig:** | **Phone: 1100** |
| **Poison helpline:** | **Phone: 13 11 26** |

Once any emergency call has been made, the incident must be reported to the Site Supervisor/Principal Contractor as soon as possible.

**Evacuation Process.**

Upon first discovery of fire, bomb or another threatening situation, immediately evacuate the area and notify others on site to do the same.
Notify Emergency Services on 000. Additional telephone numbers are listed above.
Encourage people to remain calm and orderly.
Shut down any plant and equipment.
Do not to go back for valuables or tools.
If escaping though a smoke-filled area, keep close to the floor (where there is most oxygen) and do not move too quickly.
If trapped on the upper levels, go to an outer room where the door can be shut and try to exit via the scaffold or attract attention from a window.
Once clear of the building, proceed to Emergency Assembly Point. It is the left-hand corner of the front site boundary. If this is in a hazardous area go directly across from this point. E.g other side of road diagonally across from original emergency assembly point.

Conduct Emergency drills every _____ week / months / year.

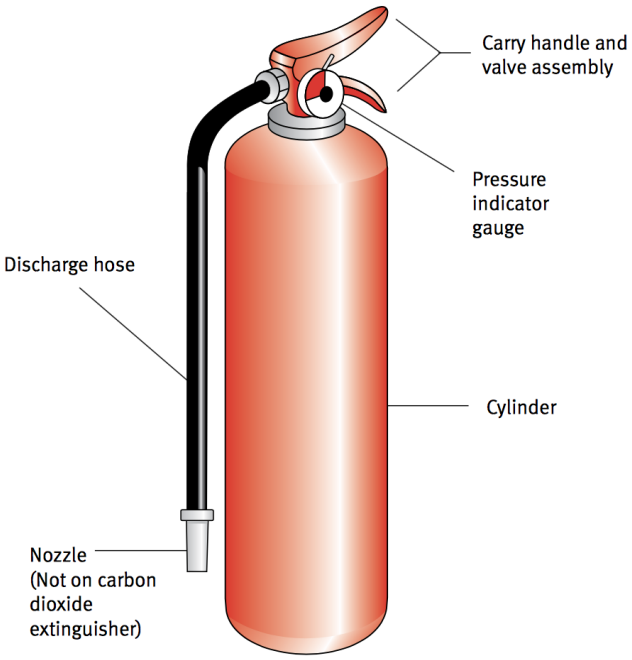
**Fire Extinguishers**

INFORMATION SHEET

# FIRE EXTINGUISHERS

The purpose of this document is to provide information relating to fire extinguishers as a domestic fire safety measure.

## Parts of a fire extinguisher




## Use a fire extinguisher ONLY if:

- you know that the extinguisher is suitable for use on the flammable materials involved in the fire;
- you have considered whether electricity is possibly involved and, if so, that the available extinguishing agent is non-conducting;
- you can extinguish the fire quickly;
- you are not putting your safety at risk by staying in the vicinity of the fire; and
- all other persons have been evacuated from the area.

## Types

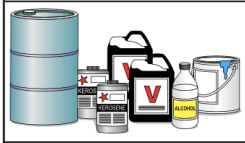
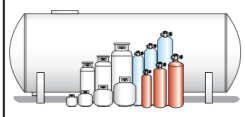
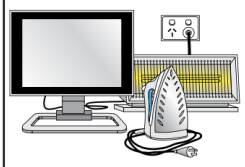
Fire extinguishers have a **coloured band** to denote their contents. They are:

- Red (water) (No band, all red)
- Blue (foam)
- White (powder)
- Black (carbon dioxide)
- Yellow (vaporising liquids)
- Oatmeal (wet chemical)

| Type of Extinguisher | Colour of band | Suitable for (class of fire) | Comments |
|---|---|---|---|
| Water | All Red | A | Not safe on other classes of fire. |
| Foam | Blue | BA | Not safe on other classes of fire. |
| Powder | White | B, (E) | 'AB(E)' type powder is also suitable on Class A fires. |
| Carbon dioxide | Black | (E), B | Beware of discharge pressure. Has a noisy and cold discharge. |
| Vaporising liquid | Yellow | (E), A, B | Older types (BCF) have been withdrawn from general use. |
| Wet chemical | Oatmeal | F, (A) | Older types (BCF) have been withdrawn from general use. |

## Classes of fire

Fuels are divided into six classes. This method of categorising fuels into classes can help you with identification of the type of extinguishing medium required to extinguish a particular class of fire.

| | |
|---|---|
|  | **Class A fires** – are those which involve carbonaceous solids. A carbonaceous solid is one which contains the chemical element carbon as the basic fuel. This is probably the most common type of fire encountered by firefighters.<br>Examples: Wood, paper, cloth, rubber, plastics, grass, coal. |
|  | **Class B fires** – involve flammable and combustible liquids.<br>Examples: Petrol, kerosene, oil, tar, paint, wax. |
|  | **Class C fires** – involve combustible gases.<br>Examples: LPG – liquefied petroleum gas, butane, propane; LNG – liquefied natural gas, acetylene. |
|  | **Class D fires** – involve combustible metals.<br>Examples: Sodium, potassium, magnesium and aluminium shavings. |
|  | **Electrical Fires** – there is no 'official' Class E fire. Electricity is not a fuel; it does not burn like a fuel. However, it is a dangerous complication at a fire, because it is a source of heat and potential electric shock. |
|  | **Class F fires** – involve cooking oils and fats.<br>Examples: Lard, vegetable oils |

## Which one should I buy for my home?

### Dry Chemical Powder (AB(E))

This type of extinguisher is suitable for most household fires due to its effectiveness against most types of fires.

A one kilogram Dry Chemical Fire Extinguisher will last approximately 10 to 12 seconds.

## Positioning

Fire extinguishers in the home should be stored so they are easy to get to but are away from areas likely to catch fire. For example, locate the fire extinguisher at the entrance to the kitchen, not inside the kitchen.

## Recommended Maintenance

- Choose a fire extinguisher approved by Australian Standards.
- Monitor the pressure gauge to ensure correct pressure.
- Shake it occasionally to prevent the powder from settling.
- Ensure you read and follow the manufacturer's instructions.
- Contact your local council for information on disposal options.

## How do I use a fire extinguisher?

The easiest way to remember how to use a fire extinguisher is PASS.

| | |
|---|---|
| **P**ull the pin at the top of the extinguisher.<br>**Note:** Hold the extinguisher by the bottom handle to allow easy removal of the pin. |  |
| **A**im the nozzle towards the base of the fire. |  |
| **S**queeze the handle to discharge the extinguisher. |  |
| **S**weep the nozzle from side to side aiming at the base of the fire |  |

## Australian Standards

AS/NZS 1841.1:2007 - Portable fire extinguishers - General requirements

Certified Product
Australian Standard

# *29. Work and Driving Fatigue.*

## Driving

### Travel at Moderate Speed

**Speed kills**. Vehicles must observe speed limits always. It should be remembered that speed limits represent the maximum speed for ideal conditions. It is recommended that you keep to a maximum speed of 5 km/h less than the speed limit, even in ideal conditions, and further reduce that speed when encountering adverse conditions.

**Overtaking** slower vehicles is inherently hazardous. Wherever possible, keep your overtaking maneuvers to stretches of road where an overtaking lane is provided and where visibility is unimpeded.

### Adopt a Low-Risk Driving Style

Apply the principles of low-risk driving, such as:
Anticipating potential risks and make realistic risk assessments
Maintaining an appropriate crash avoidance space ahead of your vehicle always
Maintaining a 5-second clear view ahead of you (this may mean slowing down around blind corners or other blind spots).

### Prevent, Recognise and Control Fatigue

Fatigue is a factor in around 50% of crashes. Prevent the onset of fatigue by:

- Limiting your driving time (refer to Recommended Maximum Driving Hours below);
- Ensuring that you have had sufficient sleep before driving, and avoiding driving during your normal sleep times; and
- Avoiding driving more than 16 hours after your last sleep period.

Drivers of trucks and buses must strictly comply with the specific legal requirements applicable to maximum driving hours, rest breaks, etc.

Sharing the drive with another person is an effective way of reducing risks if:
They have read and understood this Guide;
They have the competencies, skills, experience and qualifications required for the type of driving involved.

| **RECOMMENDED Maximum Driving Hours**<br>Note: these recommendations apply to car drivers. They do not replace the regulatory requirements applicable to bus and truck drivers. | |
|---|---|
| Maximum continuous driving time | 2 hours and 30 minutes (minimum 15-minute break required) |
| Maximum total drive-and-work time during a 24-hour period (when less than 2 hours of driving are conducted at night time) | 12 hours (minimum 10-hour break required before driving again) |

The onset of fatigue when driving is an especially insidious hazard. It requires prompt and decisive action precisely at a time when judgement and decision-making are impaired. It takes a fraction of a second for a vehicle to career off course at highway speeds.

Make a commitment before starting a long trip to **stopping the vehicle and resting** if fatigue develops.

Take note of any of the obvious early signs of fatigue (frequent yawning, blinking or difficulty in keeping eyes open, tendency to stare, etc.) If fatigue develops, **stop and rest**. Your safety, that of your passengers and of other road users is at stake.

**Work Fatigue.**

Work fatigue is the same as driving fatigue. Once you become tired you can make mistakes while using plant / equipment and power tools or working at heights.

- Come to work after a good night's sleep.
- Take regular breaks. More regular while working in harsh weather conditions or environments.
- Try to stick to set work hours per day.
- Use powered equipment or lifting equipment rather than manual labour were possible.
- Monitor your fellow worker for fatigue signs.

There are many factors contributing to fatigue, including:

- sleep loss
- inadequate amount of sleep (less than seven to eight hours) or poor quality sleep
- long periods awake (greater than 17 hours)
- sustained mental or physical effort
- disruption to circadian rhythms (internal biological clock)
- inadequate rest breaks (varies with tasks)
- health and emotional issues
- time of day when work is performed.

## *30. Sample Subcontractor Management Checklist*

**SUB CONTRACTOR/EMPLOYEE DETAILS:**

Name: Email:

Address: Phone:

**ATTACHMENTS:**

☐ Certificate of Public Liability Insurance

☐ Certificate of Worker's Compensation Insurance.

☐ General Construction Induction – (White Card)

☐ BSA or builders licence number

☐ Copies of all tickets, licence's and qualifications

**HEALTH & SAFETY CHECKLIST:**

| | Yes | No | N/A |
|---|---|---|---|
| 1. Has the Subcontractor been provided a copy of the Workplace Health & | ☐ | ☐ | ☐ |
| 2. Has the Sub contractor provided signed SWMS? | ☐ | ☐ | ☐ |
| 3. If no to the above then the company has provided the following SWMS | ☐ | ☐ | ☐ |
| 4. Has the sub contractor/worker read and signed the code of conduct? | ☐ | ☐ | ☐ |
| 5. Have all SWMS been signed by the sub contractor and all employees? | ☐ | ☐ | ☐ |
| 6. Have Safety Data Sheets (SDS) been provided for any hazardous substances? | ☐ | ☐ | ☐ |
| 7. Has an electrical register been provided? | ☐ | ☐ | ☐ |
| 8. Explain the emergency management procedure and provide a list of contacts | ☐ | ☐ | ☐ |
| 9. Explain the incident reporting procedure | ☐ | ☐ | ☐ |
| 10. Has the sub contractor got a first aid kit? | ☐ | ☐ | ☐ |

All Subcontractors and employees must sign below to acknowledge acceptance of the builder's requirements and receipt of the Safety Management Plan and SWMS.

| | Name | Signature | Date |
|---|---|---|---|
| Company Manager | | | |
| Sub contractor | | | |
| Employee | | | |

# *31. Sample Site Specific Risk Assessment*

| | | | | | |
|---|---|---|---|---|---|
| **Scope of works/Task** | | | | | |
| **Start date** | | **Finish date** | | **Time** | |
| **Organisation's name** | | **Assessment undertaken by (name)** | | | |
| **Site address** | | **Signature** | | | |

| | *If you have identified any of the listed or other potential hazards on the site, you will need to enter a suitable control below to show how you have controlled the hazard(s). If any further hazards are introduced, record them and update the table at the bottom on this page. If you identify any high-risk construction work, you require a Safe Work Method Statement.* | | | |
|---|---|---|---|---|
| **#** | **Items to consider when conducting a risk assessment** | **Risk Rating** | **Y** | **N** |
| **1** | Can parking arrangements at the site cause incidents and injuries to any persons? | | | |
| **2** | Are there any slips, trips and falls impacting on the safe access and egress? | | | |
| **3** | Are there any other trades or activities that may impact on my work safety e.g. workers working above? | | | |
| **4** | Have I communicated with other trades/workers in this area? | | | |
| **5** | Are there any amenities for the site? Can the use of amenities affect workers' health due to poor maintenance? | | | |
| **6** | Is there a risk of injury due to fall zones and penetrations not being protected? (e.g. stair voids, roof areas, balconies) | | | |
| **7** | Can something fall on me or can I cause something to fall onto someone else? | | | |
| **8** | Is there a risk of workers or pedestrians being hit by moving plant and/or motor vehicles? | | | |
| **9** | Is there a risk of injury due to impaling hazards not being appropriately protected in the work area? (e.g. star pickets, reo bars, stacked pallet stack) | | | |
| **10** | Is there a risk of injury due to open trenches, excavations or site cuts? | | | |
| **11** | Is there a risk of workers meeting the overhead or underground services? | | | |
| **12** | Is manual handling involved. Am I using correct manual handling techniques? Are there mechanical aids available e.g. forklift? | | | |

| **Date** | **Hazard(s) identified** | **Actions taken** | **By Whom** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

All corrective actions must be completed prior to work being undertaken.

| **COMMENTS** |
|---|
| |
| |