



2018 Occupational Health, Safety and Environmental Manual

Note: this Occupational Health, Safety & Environmental Manual has been prepared to comply with:

the Occupational Health & Safety Act 2004
the Occupational Health & Safety Regulations 2017
and associated Compliance Codes & Industry Standards including the updated Compliance Codes
implemented in March 2018.
and

The National Work Health & Safety Acts, Regulations and National Codes of Practice which currently
apply or will apply in all other states and territories

Date of Issue: April 2018

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Terminology Variations Between States

Please Note The Following Variations Between Victorian Legislation And Legislation In Other States and Territories

Generally the requirements are the similar in all states (other than some terminology).. Where there are any major differences these are highlighted throughout the manual.

Occupational Health and Safety Act and Occupational Health and Safety Regulations

All references to the Occupational Health and Safety Act and Occupational Health and Safety Regulations in this document apply to Victorian legislation.

For all other states and territories refer to the Work Health and Safety Act and Work Health and Safety Regulations.

Health and Safety Co-ordination Plan

All references to the Health and Safety Co-ordination Plan in this document apply to Victorian legislation.

For all other states and territories refer to the Work Health and Safety Management Plan.

OHS and OHS

All references to OHS and OH&S in this document apply to Victorian legislation.

For all other states and territories refer to WHS and WH&S.

Construction Induction Card

All references to a Construction Induction Card in this document apply to Victorian legislation.

For all other states and territories refer to a General Induction Card

Authorised Representatives of Registered Employee Organisations (ARREOS)

All references to an Authorised Representatives of Registered Employee Organisations in this document apply to Victorian legislation.

For all other states and territories refer to Work Health and Safety Permit Holders

References to Victorian Compliance Codes, Codes of Practice and Other Guidelines

There is a number of references to Victorian Compliance Codes, Codes of Practice and other guidelines throughout this manual.

For all other states and territories refer to the equivalent national or state Codes of Practice or guidelines

Victoria - Principal Acts, Regulations & Compliance Codes

The Principal Acts, Regulations, Compliance Codes, Codes of Practice and Industry Standards relating to the construction industry and this manual include, but are not restricted to, the following:

Acts

- Occupational Health and Safety Act 2004
- Dangerous Goods Act 1985
- Workplace Injury, Rehabilitation and Compensation Act 2013

Regulations

- Occupational Health and Safety Regulations 2017
- Accident Compensation Regulations 2012

Compliance Codes

- Plant (updated March 2018)
- Facilities in Construction (updated March 2018)
- Hazardous Manual Handling (updated March 2018)
- Noise (updated March 2018)
- Confined Spaces (updated March 2018)

- Excavation (to be updated mid 2018)
- Demolition (to be updated mid 2018)
- Hazardous Substances (to be updated mid 2018)

- Prevention of Falls in General Construction (to be updated late 2018)
- Prevention of Falls in Housing Construction (to be updated late 2018)
- Removing Asbestos in Workplaces (to be updated late 2018)

- First Aid in the Workplace
- Communicating Occupational Health and Safety Across Languages

Industry Standards

- Piling Work and Foundation Engineering Sites
- Pre-cast and Tilt-up Concrete for Buildings
- Concrete Pumping
- Electrical Installations on Construction Sites
- Safe Erection of Structural Steel for Buildings
- Civil Construction

VicRoads

- VicRoads Worksite Safety – Traffic Management (Road Management Act 2004)

Codes of Practice

Note: Existing Codes of Practice and Industry Standards will continue to be applicable until they are replaced periodically by updated Compliance Codes or Industry Standards.

Principal Acts, Regulations & Codes of Practice All other States & Territories

Principal Acts, Regulations and Codes Of Practice

The principal Acts, Regulations and Codes of Practice relating to the construction industry includes, but is not restricted to, the following:

Obtain copies of Acts and Regulations from other state's local offices or internet sites

Acts

- Work Health and Safety Act (various years)

Regulations

- Work Health and Safety Regulations (various years)

Codes of Practice

- Construction Work
- Preventing Falls in Housing Construction
- Confined Spaces
- Demolition Work
- Excavation Work
- First Aid in the Workplace
- Safe Design of Structures
- Hazardous Manual Tasks
- How to Safely Remove Asbestos
- How to Manage Work Health and Safety Risks
- Managing Electrical Risks at the Workplace
- Managing Noise and Preventing Hearing Loss at Work
- Managing the Risks of Falls at Workplaces
- Managing the Risks of Plant in the Workplace
- Managing the Work Environment and Facilities
- Work Health and Safety Consultation, Co-operation and Co-ordination

Note: some states also rely on old Codes of Practice made under previous legislation for guidance in areas where national Codes of Practice have not yet been implemented

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1. Company Overview

Argyle Maintenance Unit Trust

Trading as:

Argyle Maintenance Services

Factory 6,

5 Enterprise Drive

Rowville, Victoria 3178

Telephone: 1800 623 222

ABN: 86 057 016 273

Email: bob@argylemaintenance.com.au (Bob Crain)

Web: www.argylemaintenance.com.au

Argyle Maintenance Services specialises in general building maintenance, minor building works, painting and coating and are licensed roof plumbers.

The company's services include, but are not restricted to, the following:

- it is the preferred maintenance contractor for a number of metropolitan and regional hospitals
- it undertakes painting and minor maintenance works for number of metropolitan and regional local councils and retirement villages
- it undertakes painting and coating works for several large road and infrastructure contractors

This Occupational Health and Safety Management Manual has been set out specifically to cover the health and safety issues likely to be encountered in this environment.

Any health and safety issues that may arise and which are not addressed in this Manual, including any site specific issues, will be addressed at the appropriate time through the hazard identification process and appropriate risk controls measures will then be put in place.

Company Officers

Director:
& Senior Project Manager Scott Gillan Ph 0410 519 142

Business Development Manager
& Project Manager Bob Crain Ph 0414 314 232

Administration Manager: Sian Gillan Ph 0425 811 555

Painting Supervisors: Michael Frawley ph 0419 009 372

Fernando Rodriguez Ph 0409 166 330

Argyle Maintenance Services

Health and Safety Policy

This policy recognises that Argyle Maintenance Services is responsible for the health and safety of all employees under its control. In fulfilling this responsibility, the company has a duty to provide and maintain a working environment that is safe and without risks to health as set out in the Act and its Regulations.

To meet the objectives of this policy, management representatives are committed to regular consultation with employees to ensure that health and safety issues are regularly reviewed. Company management also recognises that health and safety implementation is most effective when a joint management/employee approach is used to identify and solve health and safety issues.

Company management

- Is responsible for and accepts ultimate responsibility for the effective implementation of this policy
- Will fulfil its responsibilities under all applicable legislation, compliance codes and industry guidelines
- Will provide appropriate information, instruction and training for all employees
- Will provide appropriate supervision to ensure that all appropriate safe work procedures are implemented
- Will make regular assessments of health and safety performance and resources
- Will fulfil its injury management and rehabilitation responsibilities

Employees (including contractors)

- Have a duty to take care of their own health and safety and of the health and safety of others affected by their actions at work
- Will comply with all safety procedures and lawful directions issued by management representatives
- Will not intentionally interfere with or misuse items provided in the interest of health and safety

The policy will be regularly reviewed in the light of changes in the workplace and changes in legislation.

Management will at all times consult with and seek co-operation from all employees to enable the company to realise its health and safety objectives and to create a safe working environment.

Signed: _____

Date: _____

Position: _____

Argyle Maintenance Services

Environmental Policy

Argyle Maintenance Services is committed to developing and maintaining appropriate environmental procedures as required on each project we undertake that will ensure the protection of the environment for the benefit of our employees, our clients and the general community.

This will be achieved by:

- Identifying any activities carried out by or on the behalf of the company that might have an impact on the environment
- Implementing appropriate control measures that will minimise any adverse effects to the environment
- Providing our employees, including subcontractors, with appropriate information, instruction and training to ensure that they are aware of any potential issues in the workplace that may have an effect on the environment
- Complying with all applicable legal, regulatory and other requirements for environmental management and protection
- Following the company environmental procedures set out in the company's Occupational Health, Safety and Environmental Manual

The company also commits to undertake any action necessary to ensure that it provides a safe and healthy environment for our employees, our clients and the general community in all areas under its control.

This commitment will be achieved by the combined efforts of all of our employees.

Signed: _____

Position: _____

Date: _____

Argyle Maintenance Services

Quality Assurance Policy

Quality Assurance Requirements

Scope

The quality assurance section of the company's Occupational Health, Safety and Environmental Manual specifies in more detail how the company's quality system is to be implemented.

Preparation of quality assurance documentation

The company will ensure that appropriate documentation is prepared to meet its quality assurance targets.

Where new documentation is required, or existing documentation needs to be amended, at any time then the company will ensure that appropriate additional documentation is prepared to meet its quality assurance targets.

Auditing of quality assurance documentation and procedures

The company will ensure that quality assurance documentation and procedures are audited on a regular basis to ensure that they meet current standards.

Selection and control of preferred subcontractors and suppliers

Previous satisfactory experience with preferred subcontractors and suppliers will form part of the selection process for selecting their goods or services.

The Subcontractor Pre-commencement Checklist in the registers section of this manual will be utilised to ensure subcontractors have appropriate health and safety systems and insurances in place to meet the requirements of the contract.

Staff management and training

The company will employ highly trained, qualified and competent staff and will ensure that on-going training will maintain, develop and improve these skills.

Purchasing

All applicable legislation, codes of practice and other health and safety data are to be taken into account when purchasing any plant, equipment, hazardous substances or any other items that could adversely affect health and safety in the workplace.

Signed: _____

Position: _____

Date: _____

Argyle Maintenance Services

Rehabilitation Policy

Argyle Maintenance Services is committed to ensure, as far as is practicable, that all employees are safe from injury and risk to their health whilst at work.

Should any employee be injured at work, management is committed to providing an appropriate rehabilitation plan aimed at returning the employee to their pre-injury duties at the earliest opportunity unless this is not medically possible.

If an employee cannot return to their pre-injury duties every effort will be made to place the person in another position appropriate to their capabilities.

To achieve this aim the company is committed to providing a return to work co-ordinator who will work with the person and the person's medical advisers to prepare an appropriate return to work plan which may include changes to the workplace or work procedures in order to facilitate the employee.

In return the employee is required to participate in any agreed return to work plan.

Signed: _____

Position: _____

Date: _____

Argyle Maintenance Services

Drugs and Alcohol Policy

The use, possession or sale of illegal drugs by an employee is prohibited while at work with Argyle Maintenance Services.

The consumption, possession or sale of alcohol by an employee is prohibited while at work other than with management approval at company functions.

Any person under the influence of illegal drugs or alcohol should not attend the workplace or attempt to operate any plant owned by the company. If such a situation does occur then the person will be required to leave the workplace.

The company is committed to assisting any employee requesting counselling or other assistance involving the use of drugs and alcohol.

If any person has a medical condition or is taking any legally prescribed medication that might either affect their performance or lead to placing themselves or others in an unsafe situation then they should advise their supervisor and the qualified first aid officer of their condition. This information will be treated in the strictest of confidence.

If required, drug or alcohol testing may be carried out by an independent company with the agreement of both management and employees.

Signed: _____

Position: _____

Date: _____

Argyle Maintenance Services

Anti-discrimination and Equal Opportunity Policy

Argyle Maintenance Services has a policy of anti-discrimination and equal opportunity and will not allow any employee to discriminate or harass any other employee employed by or involved with the company on any basis as set out in the Equal Opportunity Act 1995 and the Racial and Religious Intolerance Act 2000.

This Acts state that it is unlawful to discriminate on the basis of:

- age
- disability
- industrial activity
- lawful sexual activity/sexual orientation
- marital, parental or carer status
- physical status
- political beliefs or activities
- pregnancy
- race
- religious belief or activity
- sex of a person
- personal association with a person who is identified by reference to any of the above attributes

Signed: _____

Position: _____

Date: _____

Argyle Maintenance Services

No Bullying Policy

Argyle Maintenance Services is committed to providing all employees with a healthy and safe work environment free from bullying and harassment.

Bullying is repeated unreasonable behaviour directed towards an employee, or group of employees.

Examples of behaviour that could be classed as bullying or harassment include:

- verbal abuse
- humiliating someone through sarcasm or insults
- intimidation
- sexual harassment
- excluding someone from workplace activities
- giving someone the majority of unpleasant tasks
- other similar behaviour

The company expects all employees to behave in a professional manner and to treat each other with dignity and respect when they are at work.

We encourage any employees who experience bullying to report it to management.

If bullying is reported it will be regarded as a serious matter and will be investigated in a timely manner. Where necessary, a formal investigation will be undertaken and disciplinary action may result.

Managers and supervisors have a responsibility to ensure employees are not bullied.

Signed: _____

Position: _____

Date: _____

Argyle Maintenance Services

Sunsmart Policy

PROTECT YOURSELF FROM SKIN CANCER

EXPOSURE TO SUNLIGHT (UV RADIATION) CAUSES SKIN CANCER

2 OUT OF 3 OUTDOOR WORKERS IN AUSTRALIA DEVELOP
SKIN CANCER DURING THEIR LIFE
ABOUT 1200 WORKERS DIE OF SKIN CANCER EACH YEAR

DON'T BE ONE OF THESE WORKERS

THE COMPANY IS HELPING TO PROTECT YOU BY PROVIDING
APPROPRIATE ADVICE ON PROTECTION FROM THE SUN

WORKSAFE REQUIREMENTS INCLUDE:

1. **PREFERRED PROTECTIVE CLOTHING IS LONG SLEEVE SHIRT AND LONG TROUSERS,**
2. **MINIMUM PROTECTIVE CLOTHING IS COLLARED TEE-SHIRT WITH ELBOW LENGTH SLEEVES AND KNEE LENGTH SHORTS**
3. **WEAR A WIDE BRIMMED HAT AND SUNGLASSES WHERE REQUIRED**
4. **DO NOT WORK IN ONLY A SINGLET OR SLEEVELESS HIGH VISIBILITY VEST**
5. **APPLY 30+ SUN BLOCK ON EXPOSED SKIN**

THIS POLICY HAS BEEN PREPARED IN THE INTERESTS OF
WORKER SAFETY BY THE COMPANY'S MANAGEMENT

Signed: _____

Position: _____

Date: _____

Quality Assurance

Scope

The quality assurance section of this manual specifies how the company's quality system is to be implemented.

Quality Policy

The company's Quality Policy is set out in this section of this manual.

Preparation of quality assurance documentation

The company will ensure that appropriate documentation is prepared to meet its quality assurance targets.

Where new documentation is required, or existing documentation needs to be amended, at any time then the company will ensure that appropriate additional documentation is prepared to meet its quality assurance targets.

Auditing of quality assurance documentation and procedures

The company will ensure that quality assurance documentation and procedures are audited on a regular basis to ensure that they meet current standards.

Tendering

When tendering for a new contract the company will ensure that all tender documents are fully evaluated and any items requiring clarification are clarified before the tender is submitted.

If a site visit is required then this will be carried out prior to the tender being submitted.

All tender documents required to be completed for the client will be fully completed before submission to the client.

Selection and control of preferred subcontractors and suppliers

Previous satisfactory experience with preferred subcontractors and suppliers will form part of the selection process for selecting their goods or services.

The Subcontractor Pre-commencement Checklist in the registers section of this manual will be utilised to ensure subcontractors have appropriate health and safety systems and insurances in place to meet the requirements of the contract.

Staff management and training

The company will employ highly trained, qualified and competent staff and will ensure that on-going training will maintain, develop and improve these skills.

Company induction training will be provided for all staff before they commence any productive work.

Induction training to be provided is set out in the Training Section of this manual.

The company will identify the need for any additional training for individual staff to ensure that they are fully trained and capable of carrying out their required tasks safely and competently.

Purchasing

All applicable legislation, compliance codes and other health and safety guidance material are to be taken into account when purchasing any plant, equipment, hazardous substances or any other items that could adversely affect health and safety in the workplace.

Safety Data Sheets are to be obtained from the supplier for any hazardous substances and dangerous goods used or stored in the workplace.

Job scheduling

All contracts awarded to the company will be programmed by the company to ensure that they are completed within the specified time frames.

Time frames will be set for site preparation, performance of works, site clean up and final inspection.

Company vehicles

To ensure any employee driving a company vehicle is legally able to drive that vehicle a copy of the employees current drivers licence for the type of vehicle to be driven is to be provided each year to the office for recording.

If any employee driving a company vehicle loses his/her drivers licence the must not drive any company vehicle and must advise management of the loss of licence.

'P' plates must be displayed on all company vehicles driven by 'P' plate drivers.

Health and safety requirements

All employees will be instructed in the company's health and safety requirements set out in the Health and Safety sections of this manual and will be supervised to ensure that they comply with these health and safety requirements.

Managing Safety - Legal Responsibilities

Duties of Employers

The Act sets out the duties of employers which in general requires employers to provide and maintain so far as is reasonably practicable for employees a working environment that is safe and without risks to health.

Sub sections of the Act detail how these duties may be fulfilled and include but are not restricted to the following:

- to provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health
- to make arrangement for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of plant and substances
- to maintain, so far as is reasonably practicable, any workplace under the employer's management and control in a condition that is safe and without risks to health
- to provide, so far as is reasonably practicable, adequate facilities for the welfare of employees at any workplace under the control and management of the employer
- to provide such information, instruction, training and supervision to employees of the employer as is necessary to enable those employees to perform their work in a way that is safe and without risks to health
- to monitor the health of employees
- to monitor conditions at any workplace under the employer's management and control
- to provide information concerning health and safety to employees in an appropriate language including the name of the person who can assist them
- to keep information and records relating to health and safety
- to employ or engage persons who are suitably qualified to provide advice to the employer on health and safety
- to ensure, so far as is reasonably practicable, that persons other than employees of the employer are not exposed to risks to their health and safety arising from the conduct of the undertaking of the employer

Note: 'employee' includes any contractor or employee of that contractor

Duties of Self-employed Person's

The Act sets out the duties of self-employed persons while at work including:

- a self-employed person must ensure, so far as is reasonably practicable, that persons are not exposed to risks to their health and safety arising from the conduct of the undertaking of the self-employed person

Duties of Employees

The Act sets out the duties of employees while at work including:

- to take reasonable care for his or her own health and safety

- to take reasonable care for the health and safety of other persons who may be affected by his or her acts or omissions at a workplace; and
- to co-operate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed by or under this Act; and
- to not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Duties of Persons Who Manage or Control Workplaces

The Act sets out the duties of persons who manage or control workplaces including:

- a person who (whether an owner or otherwise) has, to any extent, the management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace and the means of entering and leaving it are safe and without risks to health.

Duties of Designers of Structures (including buildings)

The Act and its regulations sets out the duties of designers of structures (such as architects and engineers) including:

- a person who designs a structure that is to be used as a workplace, must ensure, so far as is reasonably practicable, that it is designed to be safe and without risks to the health of persons constructing the workplace, using it as a workplace for a purpose for which it was designed and members of the public and others using or being affected by the building or structure (this does not include residential dwellings which are not intended as workplaces).

This places responsibility on persons such as architects, engineers, designer-builders and other building design professionals who have control over or technical input into the technical design of a building to ensure it is safe to work in when the building is completed.

Note: see the WorkSafe Guide – ‘Designing Safer Buildings and Structures’ for further guidelines

Managing Safety – Individual Responsibilities

Managing Director/Directors

Responsible for:

- Overall responsibility for work health and safety
- Developing occupational health and safety policies
- Safety of all employees including subcontractors
- Keeping up-to-date with work health and safety legislation and safe work practices
- Compensation management and return-to-work programs

Project Managers/Site Supervisors

Responsible for:

- Consulting with and day-to-day control of subcontractors
- Provision of work health and safety information to subcontractors
- Identifying hazards assessing risks and putting risk controls in place
- Ensuring Safe Work Method Statements are in place
- Assessing subcontractors Safe Work Method Statements
- Construction Induction (White/Red Card) training and site induction
- Site safety inspections
- Closing off dangerous work areas
- Public safety
- Investigating accidents/incidents/dangerous occurrences
- Providing personal protective equipment for direct employees
- Providing site amenities, safety signage, site security and the condition of the site
- Ensuring all employees, including contractors, have appropriate licences or proof of training and competency to operate mobile plant or carry out particular tasks

Contractors and Subcontractors

Responsible for:

- Their own employees safety
- Preparing Safe Work Method Statements
- Construction Induction (White/Red Card) training and other safety training for employees
- Ensuring all employees have appropriate licences or proof of training and competency to operate mobile plant or carry out particular tasks
- Reporting accidents/incidents and dangerous occurrences
- Providing personal protective equipment for direct employees

Direct Employees

Responsible for:

- Their own safety and not endangering the safety of others
- Complying with safe work procedures
- Wearing personal protective equipment provided
- Reporting accidents/incidents and dangerous occurrences
- Ensuring they have appropriate licences or proof of training and competency to operate mobile plant or carry out particular tasks

Monitoring Of OHS Legislation And Information

What Has To Be Done

	Task	Who
1.	Monitor legislation, standards and OHS information on a continuous basis for changes, and for new legislation, standards and OHS information relevant to operations.	OHS Manager (or equivalent)
2.	Contact company's independent Health and Safety Consultant for advice on a yearly basis, or more often, whenever there is a change of legislation, compliance codes, standards or other guidance material likely to affect the company's operations. The company's Health and Safety Consultant is to update the manual as required.	OHS Manager
3.	Current Legislation, Codes of Practice, Standards and other relevant health and safety resource information relevant to the operations shall be kept in hard copy in the office and arrangements made for all staff to access them electronically.	OHS Manager
4.	Inform management and employees of any changes and advise how Legislation, Codes of Practice, Standards and other relevant health and safety resource information can be accessed. Make copies available on request.	OHS Manager
5.	Notify relevant Managers in writing or by e-mail of any changes that may affect their sites.	OHS Manager
6.	Management changes site procedures to incorporate new legislation/standards etc...	OHS Manager

What Records Are To Be Kept

Notification to Business Unit Managers of new or changed Legislation, Codes of Practice, Standards and other and safety information

Principal Contractor's Responsibilities

The owner is the Principal Contractor unless the owner appoints or authorises a Principal Contractor to perform or manage the construction work or, in the case of domestic premises, the owner appoints or authorises a person to manage or control the workplace.

The Principal Contractor for all construction work with a value of over \$350,000.00 (excluding land and GST) is to:

- prepare a Health and Safety Co-ordination Plan
- provide signage, visible from outside the workplace, with the name and contact telephone numbers (including an after hours contact number) of the Principal Contractor (a separate sign is not required if the information is already provided on a Victorian Building Authority sign) and the location of the site office

Management of Sub-contractors

Prospective sub-contractors were to be advised of the requirements to:

- comply with all current legislation, compliance codes and industry standards
- comply with the standard of safety as set down by the Principal Contractor and the project management team
- have all appropriate qualifications to carry out the work to be done
- provide Safe Work Method Statements and/or other information on safe work procedures as deemed necessary by the project management team prior to commencement of work.

Pre-commencement requirements:

Sub-contractor Pre-commencement Checklist

Satisfactory compliance with a Sub-contractor Pre-commencement Checklist may be required before each contractor or sub-contractor commences work.

This checklist may be used to address subcontractor's safety requirements and the selection of sub-contractors for a project.

Insurances

Details of current WorkCover insurance and, where requested, public liability insurances are to be provided before each contractor or sub-contractor commences work.

Construction Induction Card (White Card /Red Card)

All contractors and their employees are required to have completed a Construction Induction Training Course and provide details of their Construction Induction Card before commencing work.

Alternatively they can provide a recognised interstate Construction Induction Card as set out below.

Exemptions from holding a Construction Induction Card

The following are exempted from holding a Construction Induction Card:

- visitors to the site who are not carrying out any work and who are accompanied at all times by a person who is the holder of a Construction Induction Card
- delivery drivers temporarily at a workplace to deliver plant, supplies or materials and not carrying out any other work

The following are temporarily exempted from holding a Construction Induction Card:

- persons booked in and paid to attend a Construction Induction Training Course which is to be completed within 28 days of commencing construction work and who are under direct supervision and are given directions, demonstrations and monitoring appropriate to the construction work performed (ie a full appropriate site induction)
- persons who have attended a Construction Induction Training Course, have received a Statement of Attainment stating they have passed the assessment and are waiting on WorkSafe to issue their Construction Induction Card

Interstate General Induction Cards

Interstate General Induction Cards issued by a state government Health and Safety Authority are recognised in Victoria.

Validity of interstate cards issued by organisations other than a state government Health and Safety Authority (such as an industry body, union, TAFE college or private training organisation) should be checked with WorkSafe at the time of presentation on Ph 9641 1333.

WorkSafe Licences to Carry Out High Risk Work

Details of current WorkSafe Licences to Carry Out High Risk Work are to be provided before carrying out any high risk work as defined in the Regulations.

All other plant and equipment operators must be appropriately trained and competent in the operation and safe use of any plant or equipment they operate or guide.

Safe Work Method Statements

A Safe Work Method Statement clearly detailing how the work will be carried out safely, will be required before commencing any high risk work.

Any safe work procedures that do not adequately address the activities, hazards and risk controls associated with the task will not be accepted.

Alternatively, contractors can adopt, sign off on and comply with the company's appropriate Safe Work Method Statement.

Where a hazardous situation is encountered during the course of a project that was not previously identified then the Safe Work Method Statement will be amended to address the hazardous situation.

Minimum Supervision

Full time supervision may not be necessary on maintenance sites once a supervisor ensures that each trade has appropriate safety procedures in place, particularly for high risk work.

Contact with trades on site between site visits may be by phone, fax, internet or other suitable means.

Refer to the WorkSafe Victoria OH&S Guidance Note 'What is Adequate Site Supervision' Feb 2008 for more details of Victorian requirements.

Working alone

No persons are allowed to work alone on site. All workers are to be at least 2 up.

At least one other person is to be working on site who can provide assistance to the other person if necessary.

Each person should carry a mobile phone to obtain additional assistance if required.

Managing the safety of labour hire workers

The employer has a responsibility as a host employer for the safety of labour supplied by a labour hire agency.

The responsibilities are basically the same as to a direct employee or sub-contractor.

Prior taking on a labour hire worker the following should be checked or carried out:

- make sure the worker suits your requirements
- make sure the worker has the appropriate qualifications to carry out the work safely;
- provide a site induction and any additional training required
- define the job or task the worker is required to do
- identify any hazards relating to the job or task

Where it is deemed necessary forward a WorkSafe Host Employer Job Description Checklist and a WorkSafe Labour hire Workers Selection, Induction and Training Record to the labour hire company for the host employer and worker to complete and sign (these documents are available on WorkSafe's web site).

Provision of health and safety information:

Health and safety information will be provided at site induction training.

Consultation, including tool box meetings, will also be held as necessary to address any current or future safety issues and to provide updated health and safety information to all personnel on site.

Formal health and safety training will be provided as required by either the company or the individual contractor.

Copies of legislation, codes of practice, standards and guidelines appropriate to the construction industry will be provided on site and made available for all employees.

Where necessary, contractors will be advised on the appropriate legislation, codes of practice, standards and guidelines they may need to obtain for their own use.

Consultation

Health and safety requires an ongoing consultation process between employer and employee.

Consultation should follow the following procedure:

- consult at the start of the project before agendas are set and decisions are made
- encourage employees to be pro active and to suggest ideas
- provide a sense of ownership of ideas
- allow for employee participation throughout the process
- allow for one on one communication with employees and the employer
- encourage regular feedback from employees

Consultation with employees, including sub-contractors, will generally be through management's nominated Health and Safety Representative conducting toolbox meetings and site inductions as required to provide updated information to employees.

Where requested, the employees may elect a Health and Safety Representative, form a Health and Safety Committee and also holding Health and Safety Committee meetings.

The names and contact telephone numbers of all personnel above with a role in health and safety on site will be posted on the notice board or in an appropriate location.

Toolbox meetings

Toolbox Meetings will be held as required to provide updated information to employees. Details of these meetings will be recorded on the Toolbox Meetings Minutes Register.

Designated Work Groups, Health and Safety Representatives and Committees

Where requested by an employee or initiated by the employer this process of consultation includes the following:

Health and safety requires an ongoing consultation process between employer and employee. Where requested by an employee or initiated by the employer this process of consultation requires the following:

Designated work groups

- the defining of designated work groups representing a specific activity or area to be determined by negotiation
- negotiations must start within 14 days.

Elected health and safety representative/s (including deputies)

- the election by the employees of a health and safety representative (and deputy health and safety representative/s if required) for a maximum term of office of 3 years for each designated work groups to represent employees within their designated work group; and
- the health and safety representative may be elected for a further term of office of 3 years on completion of the first term.

Note: an elected health and safety representative ceases to be an elected health and safety representative if:

- the person resigns
- the person is no longer part of the designated work group
- the person is disqualified
- the designated work group is varied
- a majority of members vote the person out in writing after at least 12 months in the position or
- the person is disqualified in the magistrates court.

Powers of an elected health and safety representative/s

An elected health and safety representative/s may:

- inspect any part of the workplace
- accompany an inspector during an inspection of the workplace
- be present at an interview of a member of the group with the consent of the member
- request the formation of a health and safety committee
- issue a provisional improvement notice (PIN) to a person requiring the person to remedy any contravention or likely contravention of the Act or regulations after at least 8 days (the PIN is to be displayed in a prominent place in the workplace)
- if there is an immediate threat to health and safety, and after consultation, direct that the unsafe work is to cease or
- call in a WorkSafe inspector to resolve any unresolved issue

Health and safety committees

Where requested by an elected health and safety representative:

- a health and safety committee must be formed within 3 months
- at least half of the health and safety committee must consist of employees

Functions of an effective committee will include:

- facilitating co-operation between the employer and employees
- formulating, reviewing and disseminating health and safety standards, rules and procedures
- meeting on a regular basis (minimum at least every 3 months)

Functions of an effective committee may also include, but are not restricted to:

- reviewing accident and near miss reports, carrying out investigations, recommending corrective actions and assisting with advice on health and safety issues
- conducting health and safety walk;
- ensuring on the job training is effective
- ensuring a subcontractor's involvement in health and safety issues, including the provision of work method statements and job safety analyses as required
- communicating committee actions to and gaining feedback from the employees

Note:- The election of a health and safety representative is not compulsory unless requested by a worker and the formation of a joint health and safety committee is not compulsory unless requested by an elected health and safety representative.

Issue Resolution

Where any health and safety issues arise in the workplace the following procedure is to be followed:

- where there is an agreed issue resolution procedure between the employer and the employees then that procedure is to be followed to resolve the issue
- if there is no agreed issue resolution procedure then the issue is to be reported to the elected health and safety representative (if any) or management's health and safety representative (normally the supervisor or health and safety manager) who will attempt to resolve the issue
- if the issue still cannot be resolved, or if a PIN notice has been issued, a WorkSafe Inspector may be requested to attend the workplace to arbitrate and resolve the issue

Note: during a 'cease work' or while a safety issue is being resolved workers may be re-located to another area to carry out suitable alternative work.

Health and Safety Inspections

On-going inspections

Supervisors and health and safety personnel will provide on-going safety inspections and respond to reports of hazards in the workplace on a daily and, where necessary, more regular basis.

Health and safety walks

Health and safety walks may be held on a regular basis depending on the size and complexity of the site.

Participants in the safety walk will include representatives from management and employees.

This could include management's OHS representatives, employee's OHS representatives, members of the Health and Safety Committee, project managers, site engineers and other individuals able to identify particular hazards.

Health and safety audits

In addition to health and safety walks an independent health and safety auditor may be called in to provide advice on either a once-off or on a regular basis.

Responding to hazards identified

Where practicable, any hazards identified will be addressed at the time of the inspection.

If the hazard or issue is an immediate risk then either work in the area will cease or the hazardous area will be closed off until the hazard is rectified

If the hazard or issue is not an immediate risk then work in the area will continue and the hazard will be rectified at the earliest opportunity.

If there is any dispute as to whether the hazard or issue is an immediate risk then the company Issue Resolution Procedures will be followed.

Purchasing

All applicable legislation, codes of practice and other health and safety data are to be taken into account when purchasing any plant, equipment, hazardous substances or any other items that could adversely affect health and safety in the workplace.

Safety Data Sheets are to be obtained from the supplier for all hazardous substances and dangerous goods used or stored in the workplace.

Records Management

Records relating to individual sites are to be kept at that site.

Records relating to sites in general and also individual sites after completion of the contract are to be kept in the main office.

Records are to be kept for seven years unless specific legislation requires them to be kept for a longer period of time.

All records are to be confidential and only available to persons legally entitled to that information.

Reporting on OHS Information

A monthly Health and Safety report is to be prepared. This report is to include, but is not to be restricted to, copies of the following:

- any WorkSafe inspections or notices issued
- any serious accident/incidents
- confirmation Safe Work Method Statements are being provided for all high risk work;
- any independent OHS audits
- non-conformance reports issued to sub-contractors

The number of, the date/s issued and the status of any preventative or corrective action taken is to be recorded in the Monthly Report Register

Monitoring and Evaluating OHS Compliance

If compliance with AS 4801 is required then the following is to be carried out:

Compliance with relevant health and safety legislation is to be monitored and upgraded until it meets the standard set out in the Health and Safety Compliance Checklist (based on a SafetyMap Checklist) in the registers section of this manual.

This is to be completed on a yearly basis prior to the Health and Safety Compliance Audits are to be carried out by independent auditors.

In addition, full Health and Safety Compliance Audits are to be carried out by independent auditors on a yearly basis.

These audits are to comply with AS 4801 for an occupational health and safety management system audit.

Monitoring health and safety performance against health and safety objectives is to form part of the management review process.

Control of the Management System

The Managing Director will ensure that relevant employees and independent consultants are involved in the preparation and updating of the company's OH&S Management System documentation.

Key users are to review the documentation and ensure it is appropriate and complete.

The Managing Director is then to ensure a new issue date is inserted in the documentation, approve the documentation for use and communicate the current version to those affected.

Older copies are to be collected with one copy archived and the others destroyed so that only the current updated version is available for use. The archived versions are to be suitably identified.

Both a hard copy and an electronic soft copy in PDF format will be available to all relevant staff.

No copies of the company's Health, Safety and Environmental System will be available to staff in the Word format (other than checklists and registers they may be required to complete) to ensure unauthorised changes are not made to the System.

Internal Audits of the Management System

Ensuring the system is legally up-to-date and effective.

Internal audits of the management system will be conducted every 12 months by a competent and responsible person to ensure the system is up-to-date and effective.

Annual audits

Items to be reviewed during internal audits of the management system:

- current performance in relation to previous audits
- external/independent audits of the management system
- any legislative changes likely to affect the operation of the company
- changes to the organisational structure
- effectiveness of current risk controls
- status of OH&S training
- internal site safety audits
- external/independent site safety audits
- hazard, incident and accident reports
- Lost Time Injury Frequency Rates (LTIFR)

- workers compensation claims
- return to work effectiveness
- non-conformance and corrective action taken
- Provisional Improvement Notices issued by elected health and safety representatives
- Entry Reports, Prohibition Notices and Improvement Notices issued by WorkSafe inspectors
- minutes of OH&S meetings and toolbox meetings
- recommendations arising from inspections and audits

Action to be Taken

Appropriate action is to be taken, including setting a time frame, to rectify any non-complying items identified in the annual audits.

Recording Information

On-site records to be kept could include, but are not restricted to, the following:

- health and safety audits, reports and statistics
- independent OHS audits
- risk assessments and safe work method statements
- training and licensing
- personal protective equipment issued
- health & safety committee meeting minutes
- toolbox meeting minutes
- health and safety walks
- plant maintenance
- plant noise assessments
- audiometric testing for employees
- trench notifications
- confined spaces entry permits
- safety data sheets

Other Records to be Kept in the Management System

The following records are to be kept for a minimum of 7 years:

- internal audits of the management system
- internal reviews of the management system
- external/independent audits of the management system
- certification audits of the management system
- internal site safety audits
- external/independent site safety audits
- hazard, incident and accident reports
- workers compensation claims
- non-conformance and corrective action taken
- Provisional Improvement Notices issued by elected health and safety representatives
- Entry Reports, Prohibition Notices and Improvement Notices issued by WorkSafe inspectors
- minutes of OH&S meetings and toolbox meetings
- site asbestos audits and clearance certificates

The Following Records are to be Kept as Specified:

- safe work method statements until the project is completed
- records of testing and tagging of electrical equipment until the project is completed
- contractor safety induction records until the project is completed
- contractor certificates of currency for workers compensation, public liability and professional indemnity records until the project is completed
- contractor licences or other evidence of competency until the project is completed
- plant maintenance records until the project is completed
- plant noise assessments records until the project is completed
- personal protective equipment issued records until the project is completed
- trench notification records until the project is completed
- material safety data sheet records until the project is completed
- internal OH&S training records while the person is employed by the company
- audiometric testing records for employees for as long as applicable

Note: where there are legal issues, workers compensation claims or similar issues still outstanding at the completion of a project then appropriate records may need to be kept for longer periods.

OH&S Communication With Staff

OHS is discussed at regular management/staff/sub-contractor meetings.

OHS is also discussed verbally on site during daily contact between management and workers.

All relevant OH&S information coming out of the above meetings will be acted on to ensure all sites are safe and without risks.

OH&S Communication With Clients

Meetings will be held with the client & contractors where required and OHS performance will be reviewed & outcomes & follow up action plan/s recorded.

WorkSafe Inspectors

Power to enter workplaces

A WorkSafe inspector may enter any workplace during working hours or at any time if the inspector reasonably believes there is an immediate risk to the health and safety at the workplace. A search warrant may be applied for if required.

The inspector must take all reasonable steps to notify appropriate persons of their entry and produce his or her identity card.

Powers of an inspector on entry

On entering a workplace an inspector can:

- make enquiries
- inspect and examine anything including documents
- seize anything
- bring in any equipment or materials
- require the production of documents
- take samples
- take photographs or measurements
- make sketches or recordings
- exercise any other power conferred on the inspector
- do anything that is reasonable to perform his or her functions

Entry Report

An inspector must provide an Entry Report, detailing the reasons for entering the workplace and any action taken, to the occupier of the workplace and the occupational health and safety representative (if any) before, or as soon as practicable after, leaving the workplace.

Issuing of notices

As well as an entry report an inspector can also issue the following notices:

Improvement Notice

An Improvement Notice is usually issued when there is not an immediate risk to health and safety.

Work can normally continue while the contravention is rectified within a specified time frame.

When the contravention is rectified the inspector must be called back to the site within the specified time frame to rescind the notice.

Prohibition Notice

A Prohibition Notice is usually issued when there is an immediate risk to health and safety.

The unsafe activity must stop immediately and work in that area cannot re-commence until the unsafe activity is rectified, the inspector is called back and the notice is rescinded.

Non-disturbance notice

A non-disturbance notice is usually issued to stop the use of, or prevent the disturbance of specified plant, substances or any other thing in the workplace for a maximum of 7 days.

Application to review any decision made or not made by an inspector (ie. appeal against an Improvement Notice or a Prohibition Notice issued or not issued)

If the company (or other affected party) disagrees with a notice issued by an inspector then an application to review the notice may be made in writing to WorkSafe's Internal Review Panel within 14 days.

The company (or other affected party) may also apply for a stay of any decision made by an inspector (appeal/stay forms are available from the inspector or any WorkSafe office).

If the company (or other affected party) disagrees with the decision made by the Internal Review Panel they may apply to VCAT for an external review of the decision.

Forward applications for a review to:

Internal Review Unit
Victorian WorkCover Authority
222 Exhibition Street
Melbourne, Vic 3000

Tel: (03) 8663 5450 (8.30am – 5.00pm) or
Tel: 13 23 60 (5.00pm – 8.30am)
Fax: (03) 8663 5451
Email: internalreviewunit@workcover.vic.gov.au

Complaints about WorkCover employees or WorkCover agents

If anyone is dissatisfied with the service they receive from WorkCover employees or WorkCover agents working on behalf of WorkCover then they can lodge a complaint by contacting WorkCover:

Forward complaints to:

Victorian WorkCover Authority
222 Exhibition Street
Melbourne, Vic 3000

Tel: 1800 136 089 or (03) 9641 1444
Email: complaints@workcover.vic.gov.au

Authorised Representatives of Registered Employee Organisations (ARREOS) – (WHS Permit Holders in other states)

Site Entry For Health And Safety Purposes

Entry to sites for health and safety purposes comes under the Act which is state legislation.

The requirements are as follows:

Authorised Representatives of Registered Employee Organisations (ie. union organizers) who have completed a WorkSafe approved training course may apply to the Magistrates Court for an entry permit to workplaces to be issued.

Note: it is an offence to hinder, obstruct, intimidate, threaten or impersonate an Authorised Representative of a Registered Employee Organisation Permit Holder.

Entry permits to sites

Entry permits only allow the permit holder to enter a workplace to investigate a suspected contravention of the Act or regulations where the suspected contravention:

- affects work being carried out by one or more members of the registered employee organisation or
- affects one or more members of the registered employee organisation or
- affects work being carried out by one or more persons who are subject to a certified agreement or
- affects work being carried out by one or more persons who are eligible to become members of the registered employee organisation and whose employment is not subject to a certified agreement by which the employee organisation is bound.

Entry permits

- expire after 3 years
- may be revoked by the Magistrates Court.

Announcement of entry

On entering the site the Permit Holder must:

- produce the entry permit to the employer's representative and the health and safety representative (if any)
- give a written notice setting out the grounds of the suspected contravention

Powers of the Permit Holder

On legal entry the Permit Holders may:

- inspect any plant, substance or other thing at the workplace
- observe work being carried out
- consult with the employer
- consult with the employees with their consent
- warn the employer or employees of an immediate and significant risk
- request WorkSafe to arrange for an inspector to attend the workplace to enquire into any issue that may arise (the inspector must attend as soon as possible).

Some limitations on the powers of the Permit Holder

- a Permit Holder must not stop work (except with the consent of the employer) or
- intentionally hinder, obstruct, intimidate or threaten an employer or an employee.

Site Entry for Industrial Purposes

Entry to sites for industrial purposes comes under the Fair Work Act 2009 which is federal legislation.

Permit Holder requirements are as follows:

- they must hold a federal entry permit and show it to the occupier on request
- they must provide the occupier with at least 24 hours written notice of entry to investigate a suspected breach or to hold discussions with employees
- they can only visit during working hours and hold discussions with employees during meal times or other breaks if requested by the occupier

If these requirements are satisfied, an occupier must not refuse or delay entry.

If these requirements are not met then entry for industrial purposes can be refused.

Unlawful entry

If a Permit Holder enters a site unlawfully then the employer may:

- request the Permit Holder to leave
- contact the ABCC on 1800 003 338 for assistance
- if necessary contact the police to have the official removed from site

Emergency Management

Accident, Incident, Dangerous Occurrence and Hazard Reporting

All accidents, incidents (including near misses), dangerous occurrences and hazards are to be reported to the supervisor, recorded in the internal Incident/Hazard Register set out in the Registers section of this Manual and appropriate action taken to prevent any re-occurrence. In addition, the company is to report all serious notifiable incidents and dangerous occurrences set out in the Act to WorkSafe (the inspectorate arm of the Victorian WorkCover Authority). This notification is to be by telephone immediately on becoming aware of the incident and in writing within 48 hours on the WorkSafe notification form set out in the Registers section of this Manual.

All serious notifiable incidents and dangerous occurrences are also to be investigated internally using the Internal Incident/ Accident Investigation Report in the Registers Section of this manual. Copies of these Registers are to be kept in the project folder on site and kept confidential. Keep a copy of all forms for at least 5 years.

Emergency telephone numbers and nearest doctor and hospital

Emergency telephone numbers and the names and telephone numbers of persons to be contacted in an emergency are to be posted on site.

These should include:

- any qualified first aiders
- the supervisor
- management's health and safety representative
- the employee's elected health and safety representative/s
- the name and address of the nearest doctor and hospital

A communication system, appropriate to the site, is to be provided on site

Emergency assembly area on larger sites

To cater for an emergency on larger sites, an emergency assembly area is to be set up and provided with emergency assembly area signage.

A warning siren is to be provided to warn all employees of an emergency and the need to stop work and assemble at the emergency assembly area.

All employees are to be advised of the emergency assembly procedures at the site induction.

First Aid (office and site)

First aid will be provided in all higher risk workplaces, such as construction sites, and all low risk workplaces, such as offices, as set out in Option 1 of the Compliance Code 'First Aid in the Workplace'.

First aid officers

Office

One first aid officer is to be provided for between 10 to 50 employees in an office environment

Construction site

One first aid officer is to be provided for up to 25 employees in a construction site environment

Two first aid officers are to be provided for 21 to 50 employees

An additional first aid officer is to be provided for each additional 50 employees

First aid officer qualifications

The minimum qualification for a first aid officer is a Senior First Aid Certificate or Level 2 First Aid Certificate.

All first aid officer's qualifications must be current.

First aid kits**Office**

One first aid kit is to be provided for between 10 to 50 employees in an office environment

Construction site

One first aid kit, including specific first aid kit modules, is to be provided for up to 25 employees in a construction site environment

Two first aid , including specific first aid kit modules, are to be provided for 21 to 50 employees

An additional first aid kit is to be provided for each additional 50 employees

First aid kit contents

First aid kit contents are to be as set out in the Compliance Code 'First Aid in the Workplace'.

First aid kits are to be checked daily by the supervisor or a person delegated by the supervisor (such as a first aider) and topped up as required.

First aid rooms**Office**

First aid rooms are to be provided where there are more than 200 employees

Construction site

First aid rooms are to be provided where there are more than 100 employees

First aid room requirements

First aid rooms are to be as set out in the Compliance Code 'First Aid in the Workplace'.

First aid signage

First aid signage (white cross on a green background) is to be provided to identify first aid facilities.

Further treatment

If further treatment is required then the injured person will be transported to the nearest doctor's surgery or hospital.

'If you are injured' poster

Where practicable, a current '*If you are injured*' poster provided by the company's WorkCover insurer is to be displayed at all work sites.

Notification to WorkSafe

The Act requires the employer or self-employed person to carry out the following when a notifiable incident occurs:

1. Notify the Victorian WorkCover Authority (WorkSafe) immediately after the employer or self-employed person becomes aware of a notifiable incident or notifiable dangerous incident at a workplace under the employer's or self-employed person's control on Ph 13 23 60 and obtain a Reference Number;
2. Send a completed Incident Notification form to WorkSafe within 48 hours (Fax 03 9641 1091) or mail to 222 Exhibition St. Melbourne, Vic 3000;
3. Keep a copy of the form for at least 5 years; and
4. Preserve the site if there is a notifiable incident until an inspector arrives or directs otherwise (unless protecting the health and safety of any person, aiding an injured person or taking essential action to make the scene safe).

Notifiable Incidents include:

- the death of a person
- a serious or illness or injury of a person
- a dangerous incident.

A serious injury or illness includes:

- a person requiring medical treatment as an in-patient in a hospital
- a person requiring medical treatment within 48 hours of exposure to a substance
- a person requiring immediate medical treatment for –
 - the amputation of any part of his or her body
 - a serious head, eye injury or burn
 - the separation of skin from underlying tissue (such as degloving or scalping
 - a spinal injury
 - the loss of a bodily function
 - serious lacerations
 - any other injury to a person or other consequence prescribed by the regulations

Notifiable Dangerous Occurrences include:

Any incident that exposes a person in the immediate vicinity to an immediate risk to the person's health and safety through:

- the collapse, overturning, failure or malfunction of, or damage to, any item of plant that is required to be authorised for use in accordance with the regulations
- the collapse or failure of an excavation of any shoring supporting an excavation; or
- the collapse or partial collapse of a structure
- electric shock (electric shock is also reportable to Energy Safe Victoria)
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas, steam or pressurised substance
- the uncontrolled escape, spillage or leakage of any substance
- the fall or release from a height of any plant, substance or thing
- any inrush of water, mud or gas in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel
- any other event prescribed by the regulations

Emergency Evacuation

An emergency evacuation of a building may be required due to fire, gas or chemical leaks, the likely collapse of the building or part of the building, bomb threats or similar situations. Evacuation hazards increase as the size and height of the building increases therefore the following emergency evacuation procedures are set out to deal with the circumstances particular to different types of sites.

Emergency evacuation procedure on multi-storey construction sites and factory

The procedure for emergency evacuation on multi-storey and other larger sites is as follows:

An emergency assembly area is to be set up and provided with emergency assembly area signage.

A site plan showing the assembly area is to be posted on site.

The supervisor and health and safety representative are to be advised immediately of the hazardous situation.

A warning siren is to be provided to warn all employees of an emergency and the need to stop work and assemble at the emergency assembly area.

This warning siren is to be sounded by the supervisor on site or a person delegated by the supervisor such as a nominated fire warden or health and safety representative.

Emergency services are to be contacted.

If the alarm sounds all workers and visitors to site with no exceptions other than those delegated to deal with the incident are to gather at the designated assembly area

Where lifts are provided in the building then the lifts are not to be used - emergency egress is to be via the emergency stairway.

All workers and visitors to site are to remain at the designated assembly area until everyone on site has been accounted for and they have been given permission to disperse.

Emergency evacuation drills are to be conducted at regular intervals.

All employees are to be advised of the emergency evacuation procedures at the site induction.

In addition, all serious notifiable incidents and dangerous occurrences set out in the Act are to be reported to WorkSafe.

The following condensed emergency evacuation procedure is to be posted in a highly visible area on larger construction sites.

Emergency procedure on individual housing and similar small construction sites

The procedure for emergency evacuation on housing and similar small sites is as follows:

An emergency assembly area is to be set up and, where practicable, provided with signage.

Where specific signage is not provided the street in front of the building is to be the nominated emergency assembly area.

Where there is no on-site supervisor then the supervisor or the company office is to be advised immediately of the hazardous situation (the contact telephone number is to be provided on signage at the front of the building under construction).

As a warning siren is impracticable on housing sites and supervisors are not always on site then senior workers on site are to take the initiative and egress the site safely and assemble at the emergency assembly area.

Emergency services are to be contacted.

All workers and visitors to site are to remain at the designated assembly area until everyone on site has been accounted for and they have been given permission to disperse.

All employees are to be advised of the emergency assembly procedures at the site induction.

In addition, all serious notifiable incidents set out in the Act are to be reported to WorkSafe.

ARGYLE MAINTENANCE SERVICES EMERGENCY EVACUATION PROCEDURE

IN THE EVENT OF AN EMERGENCY SUCH AS A SERIOUS ACCIDENT, FIRE, GAS LEAK OR OTHER SIMILAR INCIDENT THE SUPERVISOR AND OHS REPRESENTATIVE ARE TO BE ADVISED IMMEDIATELY, EMERGENCY SERVICES ARE TO BE CONTACTED AND ON LARGER SITES AN EMERGENCY ALARM MAY BE SOUNDED

IF THE ALARM SOUNDS
ALL WORKERS AND VISITORS TO SITE WITH NO EXCEPTIONS, OTHER THAN THOSE DELEGATED TO DEAL WITH THE INCIDENT, ARE TO GATHER AT THE DESIGNATED ASSEMBLY AREA

THE LOCATION OF THE ASSEMBLY AREA WILL BE ADVISED DURING THE SITE INDUCTION

A SITE PLAN SHOWING THE ASSEMBLY AREA WILL BE POSTED ON THE SITE

WHEN EVACUATING MULTI STOREY BUILDINGS EMERGENCY STAIRS ARE TO BE USED AND NOT LIFTS

ALL WORKERS AND VISITORS TO SITE ARE TO REMAIN AT THE DESIGNATED ASSEMBLY AREA UNTIL EVERYONE ON SITE HAS BEEN ACCOUNTED FOR AND THEY HAVE BEEN GIVEN PERMISSION TO DISPERSE

EMERGENCY: PHONE 000

SUPERVISOR: _____ PHONE: _____

OHS REPRESENTATIVE _____ PHONE: _____

NEAREST DOCTOR: _____

NEAREST HOSPITAL: _____

Emergency Evacuation Exercise

Employer	Argyle Maintenance Services
Project address	
Date	
Emergency response controller	

Note: all workers on site are to be notified of the following during the site induction

	Tick when completed
1. All workers on site are to be gathered together and notified of the emergency evacuation exercise to be carried out and the requirement to comply with the procedure	
2. A head count is to be carried out and the workers names documented on this list	
3. Workers are to return to their normal place of work until the alarm sounds	
4. The emergency evacuation or horn is to be sounded	
5. All workers are to head to the signposted emergency evacuation area	
6. A head count is to be carried out and the workers names ticked off the list	
7. A search is to be made for any missing persons	

Name	Tick off	Name	Tick off

Completed by: _____ Signed: _____

Date: _____

Site Emergency Contacts

Company/Principal Contractor:

Name: _____ Ph: _____

Address: _____

Management's Nominated OHS Rep or Supervisor:

Name: _____ Ph: _____

Employee's Elected OHS Rep:

Name: _____ Ph: _____

Name: _____ Ph: _____

First Aider:

Name: _____ Ph: _____

Name: _____ Ph: _____

Nearest Doctor:

Name: _____ Ph: _____

Address: _____

Nearest Hospital:

Name: _____ Ph: _____

Address: _____

Additional Emergency Numbers

Company	Argyle Maintenance Services	
Project address		
Head office address	Factory 6, 5 Enterprise Drive, Rowville, Victoria 3178	
Head office telephone		Ph: 1800 623 222
Senior management	Scott Gillan	Ph 0410 519 142
Management's OHS Representative/s	Bob Crain	Ph 0414 314 232
Employee's elected OHS representative		Ph:
First aider		Ph:
Return to work co-ordinator	Sian Gillan	Ph 0425 811 555

Local emergency telephone numbers (subject to change)

Fire Brigade (for all industrial accidents)	000
Ambulance	000
Police	000
MOCS - Dial Before You Dig	1100
Natural gas & bottled gas	13 2771 (24 hrs)
All Water Boards	139 2837 (13 water)
Citipower (electricity)	13 1280
Jemena (electricity)	13 1626
Powercor (electricity)	13 2412
SP AusNet (electricity)	13 1799
SP AusNet (gas)	13 6707
Envestra (gas leaks & emergencies)	1800 427 532
Natural gas & LP gas (gas leaks & emergencies)	13 27 71
United Energy (electrical)	13 2099
Multi-net Gas	13 2691
City West Water	13 2642
South East Water	13 2812
Yarra Valley Water	13 2762
Western Water	1300 650 425
Alfred Hospital – 55 Commercial Rd Prahran	9076 2000
Poisons Information Centre	13 1126
Local Hospital- Dandenong Hospital 135 David St Dandenong	(03) 9554 1000
Local Doctor – Rowville Health 12 St Lawrence Way Rowville	(03) 9764 1617
WorkSafe (emergency response & accidents)	13 2360
WorkSafe & Dangerous Goods	13 2360

EMERGENCY ACTION

Don't panic. Do the following as quickly as possible:

- send for a qualified first aider
- do not move the injured person unless his/her life is threatened
- ensure airways are clear
- administer cardio pulmonary resuscitation if required and if qualified to do so
- stop serious bleeding by applying pressure to the affected area
- make the person as comfortable as possible

DIAL 000 FOR HELP IN AN EMERGENCY
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When you make an emergency call say:

- where the emergency is
- what has happened
- what is being done
- who is calling
- wait to be told what to do

In case of fire

- warn other persons in the area
- move all persons to safety
- close off all doors to contain the fire
- ring emergency number 000
- use a fire extinguisher on the fire if it is safe to do so - do not use water on an electrical fire unless the power is isolated

Compensation Management and Rehabilitation

The company believes that any employee who is injured at work or suffers health problems due to work is entitled to the best available care.

If any employee is injured at work or suffers health problems due to work then proper care will be provided for that person.

Company WorkCover Insurance Policy

A WorkCover Insurance Policy is required to be taken out by the company if the company's remuneration paid to employees (payroll, superannuation and allowances) is more than \$7,500.00 or if an apprentice is employed regardless of the remuneration.

Contractor's WorkCover insurance policy

The company is to ensure all contractors and sub-contractors have a current WorkCover insurance policy (if they are a company) or personal accident insurance for the workplace (if they are sole traders or a partnership) for themselves and any employees.

If they do not have insurance and an injury occurs then a claim may be made against the company's WorkCover policy.

It is also worth considering requesting contractors to obtain public liability insurance.

Current copies of these insurance policies should be obtained from each contractor.

What must be in place

To ensure that all employees are aware of their rights and responsibilities with regard to injury management an 'If You Are Injured' poster (obtainable from the company's WorkCover insurer) is to be displayed at each workplace.

A Hazard/Incident Reporting Register, Register of Injuries and WorkCover Reporting Form must be in place.

In addition, if anyone off work for more than 20 working days, a Return to Work Plan is to be put in place.

The Return to Work Plan is to include an offer of suitable employment which suits the nature of the injury or illness and is to be specifically designed to enable a person to return to their normal work function as soon as possible.

A Return to Work Coordinator who will ensure that an appropriate return-to-work plan is put in place.

This return-to-work program is to be formulated after consultation between the employee, the employee's medical advisers and the company's return-to-work coordinator.

Any person who does suffer a work related injury or illness would be required to participate in a rehabilitation and return-to-work program and to make every reasonable effort to return to work.

Return to Work Plan:

The company Return to Work Plan format is set out in the Registers section of this Manual.

If any employee is injured

If any employee is injured then they must report the incident and have the details recorded in the Hazard/Incident Reporting Register and Register of Injuries.

Serious incidents must be reported to WorkCover immediately by telephone (Ph 13 23 60) and within 48 hours in writing on the form provided in the Registers section of this manual.

If any employee makes a claim

If any employee makes a claim they must complete the WorkCover claim form and obtain a WorkCover Certificate of Capacity from a medical practitioner.

This claim form must be accepted by the employer although an objection to the claim may be lodged if the employer does not accept liability for the claim.

These forms are to be forwarded to the employer's WorkCover agent by the employer for processing.

The employer must pay the first two weeks wages and \$692.00 of medical costs (indexed annually).

WorkCover then covers any additional wages and medical costs.

2. Site Safety Requirements

Construction Work Definition

Construction work is any work performed in connection with the construction, alteration, conversion, excavation, fitting out, commissioning, renovation, refurbishment, decommissioning, or demolition of any building or structure or any similar activity.

Principal Contractor's Responsibilities

The owner is the Principal Contractor unless the owner appoints or authorises a Principal Contractor to perform or manage the construction work or, in the case of domestic premises, the owner appoints or authorises a person to manage or control the workplace.

The Principal Contractor for all construction work with a value of over \$350,000.00 in Victoria (\$250,000.00 in other states) is to:

- prepare a Health and Safety Co-ordination Plan
- provide signage, visible from outside the workplace, with the name and contact telephone numbers (including after hours number) of the Principal Contractor (this sign is not required if the information is already provided on a Victorian Building Authority sign)

All Employer's Responsibilities

The following are the principal responsibilities of all employer/s:

- to identify hazards, assess the risks and put risk controls in place
- to prepare Safe Work Method Statements
- to ensure all persons working on site in any capacity whatsoever have completed Induction Training (ie. have a White or Red Card) or are booked in to attend Induction Training within 28 days
- to ensure all persons working on site have a site induction relevant to the site
- to consult with all persons on site
- to ensure, where applicable, all workers have appropriate licences or other qualifications to operate mobile plant and carry out high risk work such as scaffolding

Health And Safety Co-ordination Plan (Work Health & Safety Management Plan in other states)

The Health and Safety Co-ordination Plan is to list:

- the names, positions and responsibilities of all persons responsible for health and safety on site
- the arrangements for consultation and co-operation in relation to compliance with the Act and Regulations
- the arrangements for managing occupational health and safety incidents when they occur
- the arrangements for the collection, assessment and reviewing of any Safe Work Method Statements for high risk work
- any site safety rules, with the arrangements for ensuring that all persons at the workplace are informed of the rules
- all persons engaged to work on the site are to be made aware of and have access to the plan

Construction Induction Card (Victorian White Card formerly Red Card) (General Induction Card in other states)

All employees, including contractors and their employees, are required to be either the holder of a recognised Construction Induction Card or 'White or Red Card' (or other recognised coloured card issued prior to 1 September 2008) or to book into to complete a construction induction training course and obtain a Construction Induction Card before commencing work on site.

Note: prior to 2004 Construction Induction Cards were issued in Victoria in a variety of colours other than red.

These are all valid for working on all types of construction sites including, but not restricted to, commercial, industrial, civil and housing construction.

Construction Induction Cards do not require renewal unless the holder has not performed construction work in the last 2 years.

Exemptions from holding a Construction Induction Card

The following are exempted from holding a Construction Induction Card:

- visitors to site
- visitors to the site who are not carrying out any work (eg. clients) and who are accompanied at all times by a person who is the holder of a construction induction card.

Delivery drivers

Delivery drivers temporarily at a workplace to deliver plant, supplies or materials and not carrying out any other work.

The following are temporarily exempted from holding a Construction Induction Card:**Persons booked in to attend a Construction Induction Training Course**

Persons booked in and paid to attend a Construction Induction Training Course which is to be completed within 28 days of commencing construction work and who are under direct supervision and are given directions, demonstrations and monitoring appropriate to the construction work performed (ie a full appropriate site induction).

Persons who have received a Statement of Attainment

Persons who have attended a Construction Induction Training Course, have received a Statement of Attainment issued in the last 60 days stating they have passed the assessment and are waiting on WorkSafe to issue their Construction Induction Card.

Interstate General Induction Cards

Interstate General Induction Cards issued by a state government Health and Safety Authority are recognised in Victoria.

Validity of interstate cards issued by organisations other than a state government Health and Safety Authority (such as an industry body, union, TAFE college or private training organisation) should be checked with WorkSafe at the time of presentation on Ph 9641 1333.

Safe Work Method Statements

A Safe Work Method Statement must be provided and understood by all contractors prior to commencing any high risk construction work.

Alternatively contractors may adopt, sign off on and follow Safe Work Method Statement provided by the principal contractor.

High risk construction work

Construction work and high risk construction work include, but are not restricted to the following:

- where a person can fall more than 2 metres
- where there is powered mobile plant
- involving pre-cast or tilt-up concrete
- structural alterations that require temporary support
- demolition
- removal of asbestos
- working in trenches or shafts over 1.5 metres deep
- working in confined spaces
- working on or near roadways or rail lines
- tunnelling
- using explosives
- working on or near pressurised gas mains
- working on or near chemical, fuel or refrigerant lines
- working on or near energised electrical installations or services
- in or near a contaminated or flammable atmosphere
- working on telecommunication towers
- working in artificial extremes of temperature
- where there is a risk of drowning
- involving diving

Low risk construction work

Although not specifically required under the regulations it is also advisable to prepare a safe work procedure such as a Safe Work Method Statement for low risk work.

General Requirements**Company or Site Induction**

All employees, contractors and sub-contractors may be required prior to commencement of work on site to:

- undergo a company or site induction and be advised of all site specific safety requirements on site
- be provided with information on any site specific requirements and any hazards specific to their work

Non-conformance

Where any direct employee, contractor or contractor's employee does not comply with any site safety requirements on site they will be:

- stopped from working & re-inducted into the appropriate safety requirements
- counselled by the site supervisor (or an appropriate person delegated by the supervisor)
- verbally advised of their obligation to comply with site safety requirements and also the reasons why they are required to comply

If the person or contractor continues to work unsafely then they will be again counselled and given instructions in writing to comply with site safety requirements.

If the person or contractor still continues to work unsafely then, after due consideration of the facts, consideration may be given to terminating their employment or contract.

Right of entry to site

Work site access is to be restricted to employees, company staff, contractors and others with a legitimate reason to be on site.

A company representative who is the holder of a 'Construction Induction Card' should accompany any visitors to the site.

Other members of the public, children and animals are not permitted to be on site.

Public and visitor safety

Where practicable, work sites are to be provided with appropriate hoarding, fences, barricades and/or appropriate warning signs.

They are to be left safe and secure and, where practicable, locked up or fenced off at the end of each working day.

A company representative who is the holder of a 'Construction Induction Card' should accompany any visitors to the site.

Delivery drivers

Delivery drivers should:

- park in a designated or safe area
- receive a brief site induction if required
- have a Construction Induction Card if they are to carry out any work on site
- have an appropriate drivers licence and qualifications if unloading from a crane truck or driving mobile plant off the delivery truck/float
- wear a high visibility vest and other appropriate PPE as required on site
- not bring children or other non-working passengers onto the construction site

Vehicle parking

Contractor's and direct employee's vehicles must not obstruct access to the site, emergency exits, roadways or access to neighbouring properties.

Children on construction sites

Children under the age of 15, including those on work experience, are not allowed to work on construction sites.

Children under the age of 15 should not be brought onto construction sites as passengers in vehicles and delivery trucks.

Children under the age of 18 should not operate mobile plant on construction sites.

Barricades

Work areas may be required to be barricaded off if it is necessary to separate the work area from mobile plant, other workers on site or the public.

General prohibitions

The following behaviour is prohibited on site:

- bullying
- sexual harassment

- discrimination or intimidation of any kind including racial
- vandalism or theft of any kind
- language or behaviour likely to affect other workers, neighbours or the public
- radios or similar played at an excessive volume that may create a safety hazard
- ignoring or refusing to act on safety instructions issued by the principal
- interference with any safety hazard controls without a legitimate reason

Drug and alcohol policy:

The use, possession or sale of illegal drugs is prohibited at any time while working, including working as a contractor, for the company.

The consumption, possession or sale of alcohol is prohibited at any time while working, including working as a contractor, for the company.

Any person under the influence of illegal drugs or alcohol should not attend the workplace or attempt to operate any plant owned, hired or contracted to the company.

If any person under the influence of illegal drugs or alcohol should attend the workplace then the person will be required to immediately leave the workplace.

Smoking

Smoking is not permitted in any enclosed workplace such as a building under construction meeting the enclosed area definition below including enclosed buildings under construction, site offices, toilets and other similarly enclosed areas.

An enclosed area

An enclosed area is defined as any area, room or premises that is substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are permanent or temporary or open or closed.

Mobile telephones

The use of mobile telephones is restricted to times and areas where there is no likelihood of placing yourself or others in a hazardous situation.

At all other times you should allow the call to go to a message facility service and then reply to that call when it is safe to do so.

Typical situations where it would be inappropriate to use mobile telephones on site could include, but not be restricted to:

- driving vehicles or trucks
- operating or working around plant or machinery
- directing loads or traffic (unless the directions are being given over the telephone)
- climbing up or descending from heights
- working from ladders or similar unguarded positions at heights
- operating hand held tools and equipment
- using cutting and welding equipment
- similar hazardous tasks

If there is a need to answer a mobile telephone while carrying out a task then stop that task (if it is safe to do so) and ensure you are in a safe position and not placing anyone else in danger before you answer the call.

Site housekeeping

All contractors and company personnel are responsible for their own basic housekeeping which should be carried out on at least a daily basis.

Particular attention should be paid to cleaning up around penetrations in floors and walls and on stairways to prevent slips, trips and falls.

Delivery and storage of materials must be organised with the supervisor prior to delivery.

Materials must be stacked and stored safely at all times (including during use) and in an area not likely to adversely affect other trades, neighbours or the public.

Food scraps and other similar rubbish are to be disposed of in the bins provided.

Site Establishment**Principal Contractor's signs for building works**

Where the value of the construction exceeds \$350,00.00 the Regulations require the Principal Contractor to provide a site sign, visible from outside the workplace, with the following information:

- the name and contact telephone numbers of the Principal Contractor (this sign is not required if the information is already provided on the Victorian Building Authority sign referred to below) and the location of the site office

Victorian Building Authority signs

The Building Regulations require the person in charge of the site to provide a site sign, visible to the public, with the following information:

- the registration numbers and contact details of the builder and the building surveyor
- the building permit number and issue date

Note: in other states provide the appropriate state signage.

Emergency signage

Refer to any emergency signage posted by the client.

The names and telephone numbers of company personnel to be contacted in an emergency are to be provided.

Safety signage

Appropriate safety and advisory signs may be posted around the site.

These signs may include, but not be restricted to:

- warnings advising that the site is a construction site, restricted entry, reporting to the site office
- advising on the location of the site office, first aid room, loading areas, site access and egress, vehicle parking, no-go zones, emergency exits, evacuation assembly areas and fire extinguishers
- warnings advising on the wearing of safety helmets, safety boots, eye and hearing protection, checking and tagging electrical leads, being SunSmart
- warnings for incomplete scaffolds, electrical power lines, underground services explosive power tools in use, laser use, trench excavations, confined spaces, plant in use, demolition, asbestos removal and hazardous chemicals

First aid

On larger long term sites an appropriately qualified first aider/s (nominally Level 2), appropriately stocked first aid box and, where required, first aid room will be provided and maintained in accordance with the Compliance Code for "First Aid in the Workplace".

On smaller or short term sites where there may only be a small number of employees working or where there is no practicable place to safely store a first aid kit then the workers should carry a first aid kit in their vehicle.

Permits to work

Permits to work may be required for hazardous tasks including, but not restricted to, traffic management, working at heights, hot work and working on electrical power supplies, plant or equipment.

Lighting

Appropriate lighting, including emergency lighting where necessary, is to be provided to enable both work and emergency egress to be carried out safely.

Dogs, reptiles, insects and other similar animals

The supervisor should be notified if there are any concerns with animals on site.

Dogs and other animals are not to be brought onto site, even if restrained.

Snakes can be of concern in some areas, particularly outer suburban areas being developed and country areas. If a snake is sighted then stop work in the area, do not provoke the snake and contact the local council to have the snake removed.

Employees should be aware of potential hazards from nesting magpies, wasps and bees.

Provision of Amenities and Facilities on Site

Note: In many cases amenities and facilities on maintenance sites will be provided by the client.

Compliance Codes - Amenities and Facilities

The size and construction of facilities for workplaces **other than construction sites** is set out in the Compliance Code 'Workplace Amenities and Work Environment'.

The size and construction of facilities **for construction sites** is set out in the Compliance Code 'Facilities in Construction'.

Note:

The 'Facilities in Construction' Compliance Code does not apply to infrastructure maintenance sites where:

- no more than six people are expected to be on site and/or are working
- works are expected to take no more than five days.

Medium Sized Residential Construction Developments and Housing Developments

In such cases refer to the WorkSafe Guidance Notes 'Workplace Facilities on Medium Sized Residential Construction Developments' and 'Amenities on Housing Sites'.

Painting and specialist coatings

Paints and coatings used could include, but are not restricted to, the following:

- water based paints
- solvent based paints
- anti-carbonation, anti-corrosion and anti-graffiti type coatings on infrastructure and some commercial projects
- membranes, water-proofing type coatings, and rust and corrosion treatments on generally metal roofing materials
- non-slip floor coatings, epoxy floor coatings and some specialist hygienic cleanable wall coatings

When painting or applying specialist coatings:

- obtain and follow the safety instructions on the safety data sheet for the individual product
- wear the appropriate personal protective equipment including the correct type of filter respirator for the paint or coating and clothing to protect from spray paint
- provide ventilation when painting or coating indoors
- do not smoke and clear the work area of ignition sources if working with flammable product
- provide a fire extinguisher if working with flammable product
- follow the manufacturer's instructions when spray painting with two pack paint

Environmental management

- use drop sheets to prevent spillage & paint droplets from staining floors or other areas.
- ensure a spill kit is available at all painting locations
- secure the lids of all containers, including those containers being disposed of
- ensure all empty containers are disposed of safely as required by law and any unused product is returned safely to the storeroom
- set out a protected paint wash out area for cleaning all painting equipment.
- clean all painting and coating brushes, rollers, spraying equipment and other associated tools and equipment with water or solvents as appropriate
- do not allow any water or solvents used for cleaning to enter the stormwater or sewer systems.
- do not spray paint outdoors in days of high wind velocity
- do not use spray paint in a manner that allows it to drift onto unintended areas or other properties

Painting with solvent based paint

If painting or coating with products classed as dangerous goods or hazardous substances then follow the safe work procedures set out in the 'Dangerous Goods and Hazardous Substances' section below.

Painting at heights

If painting or coating at heights follow the fall protection procedures set out in the 'Working at Heights' section below.

Painting from mobile plant

If painting or coating at from mobile plant such as elevated work platforms follow the safe work procedures set out in the 'Mobile Plant' section below.

The following requirements are to be followed by all trades**Dangerous Goods and Hazardous Substances**

The use, storage and transport of dangerous goods or hazardous substances (including some paint products) are to comply with the Act, the Regulations and Compliance Codes.

Hazchem signs complying with the globally harmonised system of signage will be marked on all imported containers of dangerous goods and hazardous substances.

No dangerous goods or hazardous substances are to be brought onto site without first notifying the project manager or the site supervisor.

All personnel handling dangerous goods or hazardous substances are to be properly informed, instructed and trained in its safe use, storage, transport and disposal.

Some means of controlling risks are to:

- use physical means or detergents to clean objects instead of solvents
- isolate the substance
- reduce the number of employees exposed to the substance
- using local extractive exhaust systems or
- provide personal protective equipment.

Storage of dangerous goods and hazardous substances

Quantities of dangerous goods stored together is complicated and set out in the Regulations.

If storing large quantities of dangerous goods, particularly different classes of dangerous goods, specialist advice should be sought and followed.

A register is to be kept of all dangerous goods and hazardous substances.

All dangerous goods and hazardous substances and waste containers are to be properly stored and labelled.

Some dangerous goods and hazardous substances require specifically designed storage cabinets.

Safety Data Sheets (SDS's)

All dangerous goods or hazardous substances brought onto site are to be accompanied by the manufacturer's Safety Data Sheet (formerly Material Safety Data Sheet).

A current SDS is to be obtained from the supplier (or via the internet) of the dangerous goods or hazardous substances and provides details of the ingredients, the hazards, the precautions for use and treatment for anyone affected by the substance.

The requirements of the SDS are to be complied with.

Employees are to be consulted and advised of the safety requirements set out in the SDS and the SDS is to be readily available to employees.

Personal Protective Equipment

Respirators

- wear the correct type of filter respirator for the paint or coating as set out in the product's safety data sheet

Safety footwear

Safety footwear is to be worn at all times.

High visibility safety vests

High visibility safety vests are to be worn around mobile plant and traffic.

High visibility vests should not be worn when carrying out hot work unless they are made of fire retardant material (eg. wool, cotton or other flame resistant material) – see 'Hot work' below.

High visibility safety vests must comply with AS 4602 and AS 1906.

There are 3 types of high visibility vests:

- Class D – Day use only and made from fluorescent or other non retroreflective material
- Class N – Night use only use only and made from 50 mm+ retroreflective material strips on a non-specified background
- Class D/N - Day or Night use and made from fluorescent and retroreflective material

Note: in addition to the above certain coloured vests and other requirements may be specified for both Vic Roads sites and for work near rail lines.

Safety helmets

Safety helmets are to be worn

- where workers are working in trenches over 1.5 metres in depth
- when working around mobile plant
- when working below other workers
- where there is a danger of falling objects
- when there is a danger of striking your head
- when signage on site requires it
- when instructed to do so.

Safety helmets should be replaced every 3 years after the date of issue which should be marked on the inside rear of the helmet (not the date of manufacture which should be marked on the peak of the helmet).

The harness/headband should be replaced every 2 years.

Other personal protective equipment

Other personal protective equipment such as full body harnesses, gloves, safety glasses, earmuffs and dust masks are to worn as required, when signage on site requires it, or when instructed to do so.

Training in use of PPE

Training is to be provided in the safe use, selection, donning, adjusting and maintenance of the PPE they are to use.

Particular care is to be given to training in specialist PPE such as respirators in a hazardous environment and the safe fitting and use of safety harnesses if used for minor works when working in at heights.

PPE is to be inspected daily before use to ensure it is safe to use.

If it is not considered safe to use then it is to be either repaired so that it is safe to use or discarded in the bin and replaced by PPE that is safe to use.

Sunsmart - Ultra violet protection for skin cancer

Exposure to the sun's rays can lead to skin cancer.

UV protection from the sun's rays including protective clothing, sun block, wide brimmed hats and safety sunglasses should be worn when working outdoors.

Preferred protective clothing when working outdoors is:

- long sleeve shirt and long trousers
- wide brimmed hat or legionnaire's attachment to a safety helmet
- safety sunglasses where required (eg. on metal roofs)
- applying 30+ sun block on exposed skin

Minimum protective clothing when working outdoors is:

- collared tee-shirt with elbow length sleeves
- knee length shorts
- wide brimmed hat or legionnaire's attachment to a safety helmet
- safety sunglasses where required (eg. on metal roofs)
- applying 30+ sun block on exposed skin

Under no circumstances can any employee work outdoors without a top or only wearing a singlet or sleeveless high visibility vest.

The above are the minimum requirements set down by WorkSafe and apply from September 1 to April 30 the following year. However, all employees, including sub-contractors, are to follow any additional requirements set down by the employer.

Heat stress

To prevent heat stress:

- follow the UV protection guidelines above if working outdoors
- wear suitable loose fitting clothing
- wear a wide brimmed hat if working outside
- keep up fluid intake
- start work earlier in the day and finish earlier if possible
- schedule extra rest breaks

One industry standard that could be considered is that when it reaches 35 degrees Celcius all work stops.

Working at Heights

General working at heights

Fall protection must be provided when work is being carried out at heights where any person can fall more than 2 metres. Consideration should also be given to possible falls under 2 metres.

This may be provided by the use of scaffolding, guard rails, safety mesh, elevated work platforms, catch platforms, individual fall arrest systems or other safe means.

Fall protection

Fall protection is to be provided to prevent any person falling more than 2 metres from:

- a scaffold or trestle
- the edge of any roof or upper floor
- through penetrations in roofs, walls or floors
- through skylights
- through fragile roofs
- any other fall from height or
- where there is not at least a 2 metres clear fall area (regardless of fall height)

Note: where the roof pitch exceeds 35 degrees then, in addition to guard rails, a securely attached harness must also be worn

Note - refer to the Regulations and the Compliance Code for 'Prevention of Falls in General Construction' or 'Prevention of Falls in Housing Construction' for additional guidance.

Penetrations in walls and floors

Voids in walls and floors (in particular stairwells, windows, balconies, pipe risers or similar voids) are to be covered or barricaded at all times.

If any barricade or cover has to be removed at any time for either access or to enable work to be carried out then other temporary and appropriate protection must be provided for the workers and the barricade or cover must be replaced immediately after the task is completed.

Perimeter guard rails

Perimeter guard rails should:

- have a top rail 900-1100mm above the working surface
- have a mid rail or infill mesh
- have a kickboard at least 150mm high
- be designed to resist any live loads likely to be put against it

Ladders and step platforms (chariots)

The following requirements apply to working from ladders and step platforms where a person can fall more than 2 metres and also when using ladders to access work at heights:

- only industrial quality ladders (minimum 120 kg safe working load) in good condition can be used
- only work from ladders when there is no other practicable alternative
- use step platforms with guard rails (chariots) rather than ladders where practicable
- do not step closer than 900 mm (3 rungs from the top) of single and extension ladders
- do not step closer than 600 mm (2 steps from the top) of step ladders
- only light, short term work where excessive stretching is not required can be carried out from ladders
- only 1 person is to be on a ladder at any one time
- they must be safely secured (tied off or footed) at an angle of 4:1
- they must extend at least 1 metre past any step off point

- insulated ladders are to be used when carrying out electrical work or when working near overhead power lines
- they must be kept a safe distance from overhead power lines
- do not use ladders on balconies or near the edge of a building where you could fall over any guard rails or balconies
- do not use any power tools requiring 2 hands to operate on ladders
- do not use any tools requiring high leverage on ladders
- do not carry out arc welding or gas-cutting on ladders
- do not work over other people

Scaffolding

Scaffolding over 4 metres in height

Scaffolding over 4 metres in height (including mobile scaffolds) is to be erected by a licensed scaffolder or by a trainee under the direct supervision of a licensed scaffolder.

Basic licence (class SB) covers prefabricated scaffolds and barrow hoists.

Intermediate licence (class SI) covers basic scaffolds and tube and coupler scaffolds.

Advanced licence (class SA) covers all types of scaffolds.

Scaffolding 4 metres in height or less

Scaffolding 4 metres in height or less (including mobile scaffolds) is to be erected by a trained and competent person in accordance with the appropriate Australian Standard for that scaffold.

Scaffolding construction

Scaffolding on commercial construction sites is to be erected, braced and secured in accordance with 'AS/NZS 1576 Scaffolding - General Requirements' and 'AS/NZS 4576 - Guidelines for Scaffolding' and other associated Australian Standards.

This includes, but is not restricted to the following:

- not overloading the scaffold (eg. 225 kg for light duty scaffolds, 450 kg for medium duty scaffolds and 675 kg for heavy duty scaffolds)
- providing fall protection including top rail, mid rail, kick boards
- all working platforms over 2 metres high are to be fully decked
- timber sole plates are to be a minimum of 500mm x 220mm
- steel base plates are to be a minimum of 150mm x 150mm
- longitudinal bracing is to be provided every 3 bays
- transverse bracing is to be provided to the full height of the scaffold
- tied to structure where the height of the scaffold exceeds 3 times its least base width
- providing ties at a maximum of every 3 bays longitudinally and 4 metres vertically
- providing a safe stairway or ladder access (ladder access is to be within the scaffold frame)
- all lifts are to be fully decked and the decks are to remain in place until the scaffold is being dismantled
- stud and top plate bracket working platforms are to have guardrails, kickboards and a minimum of 2 plank;
- incomplete scaffolds are not to be accessed by persons other than scaffolders and are to have an 'Incomplete scaffold – Do not access' sign attached at the access point/s.
- prevent access of the scaffold by unauthorised persons including members of the public.

Mobile scaffolds should only be set up on a firm and level surface and the castors locked into position when in use.

All scaffolds should be at least 5 metres below and 4.6 metres from the side of electrical power lines unless NO GO ZONE conditions are met.

Scaffolding Certificate of Completion

Completed scaffolding over 4 metres in height is to be provided with a Certificate of Completion, Hand Over Certificate or Scaff Tag.

Any incomplete scaffolding is to be provided with an 'INCOMPLETE SCAFFOLD - DO NOT USE' sign.

Scaffolding is to be checked and signed off at least monthly by a licensed scaffolder.

Trestles

Trestles greater than 2 metres in height are to be secured and provided with guard rails.

Individual fall arrest systems (harnesses)

Individual fall arrest systems, such as full body harnesses, lanyards, static lines and inertia reels, should only be considered where no other more appropriate option is practicable or in conjunction with other options such as guard rails.

If used, they should be fixed to a safe anchorage point above the wearer.

The anchorage points must be able to withstand 15 kilo newtons (1500 kgs) of force or 21 kilo newtons (2100 kgs) of force if 2 persons are attached to the same anchor.

Safe access to the anchorage point should be provided.

A travel restraint system that prevents a fall over an open edge is preferable to a fall arrest system that allows a person to fall but only a short distance.

Persons using either system should not work alone and a rescue procedure must be in place in case of a fall.

All systems must comply with the appropriate Australian Standards and any WorkSafe guidelines.

Plasterer's stilts

Plasterer's stilts should not be used to fix wall and ceiling lining unless WorkSafe guidelines are followed.

Work is preferred to be carried out from trestles or another safe work platform.

If stilts are used:

- a documented safe work procedure must be prepared
- the floor is to be kept clear of debris
- stairwells are to be covered
- windows are to be guard railed
- no changes in floor levels are allowed
- only light work is to be carried out
- no lifting of sheets is allowed
- no team lifting is allowed
- stilts are to be properly maintained
- workers are to be trained in the use of stilts

Note - refer to the WorkSafe Guidance Note 'Use of Plasterer's Stilts' May 2007 for additional guidance.

Falling objects

Persons working at heights must ensure that they take appropriate action, such as providing kick boards, to prevent any objects falling on persons below.

Persons working or passing below others working at heights must wear safety helmets. Where appropriate, areas below workers or possible falling objects must be barricaded.

Mobile Plant**Other workers around or near mobile plant**

As there may be blind spots when operating mobile plant all other workers (pedestrians) working around or near mobile plant should keep clear of any mobile plant in operation mode until they ensure that the operator is aware of their presence and stops operating the mobile plant.

All mobile plant

All plant and equipment brought onto site must comply with the Regulations, the Compliance Code for Plant and all current standards and guidelines.

This includes:

- providing a flashing warning light and reversing/motion alarm on mobile plant;
- high visibility safety vests and safety helmets being worn by all workers
- plant operators must not allow any person to ride in or on any plant unless a properly designed passenger seat and seatbelt is provided and used by any passenger
- plant being maintained as per the manufacturer's specifications including carrying out and recording both regular maintenance by a qualified person and daily checks prior to commencement of work by a trained operator (appropriate checklists should be obtained from the manufacturer or supplier)
- ensuring plant lifting loads is designed to lift loads
- setting up a lock out procedure to prevent unauthorised operation of the plant while maintenance is being carried out
- following the NO GO ZONE requirements set out in this manual if working closer than 6.4 metres of overhead power lines.
- providing safe access to the work area and a safe work area, particularly when carrying out maintenance work on plant at heights over 2 metres
- providing and wearing seatbelts
- providing adequate guarding on moving parts
- operating on stable ground conditions
- a traffic management is in place where required
- providing roll over protection (ROPS) and falling object protection (FOPS) on mobile plant when required

Additional requirements for specific mobile plant**Elevated work platforms (EWP's - boom lift and scissor lift)**

All EWP's must be properly maintained and checked prior to use each day.

Only WorkSafe licensed persons can operate boom type lifts with a reach of 11 metres or more. Only trained and competent persons can operate scissor lifts or boom type lifts with a reach of less than 11 metres.

All persons in boom type lifts must wear a full body harness with lanyard correctly fixed to the EWP when the boom is operating at heights.

All unstable equipment, such as gas cylinders, carried in the EWP must be safely secured.
No person is to climb in or out of any EWP except at ground level.
If used in an exposed area wind loading must be taken into account (some narrow scissor lifts are designed for indoor use only and can overturn if exposed to wind loadings).
Only light loads are to be raised on EWPs.
Ensure any load being lifted on a scissor lift is within the centre of gravity of the scissor lift and is not likely to cause it to overbalance.

EWP emergency rescue plan

An emergency rescue plan is to be in place to lower the EWP if the event of a power failure or incident in EWP at heights. This plan is to include a person at ground level able to lower the EWP to the ground/floor level using the controls at ground/floor level or other means.

Cranes

Cranes must be operated by a WorkSafe licensed operator and directed by a WorkSafe licensed dogger.

The crane should be set up in a level and stable position.

The crane must be operated within the limitations of its load chart.

An emergency rescue plan is to be in place to lower a work box if the event of a power failure or incident in work box at heights.

All cranes and lifting equipment must have the SWL displayed.

All lifting gear must be tested and tagged at least every 12 months.

Tower cranes and the supporting structure must be set up by qualified persons and as per the manufacturer's design.

All cranes must be regularly maintained as per the manufacturer's specifications including daily checks before use.

All cranes must have an industry agreed current 'Green Sticker' and, depending on the age of the crane, details of major inspections including a 10 year inspection on mechanical components and 25 year inspection on the structure.

Concrete boom pumps

Concrete boom pumps must be operated by a WorkSafe licensed operator.

The operator should use remote controls and observe the 6.4 metre NO GO ZONE requirements when working around overhead power lines.

All other workers should keep clear of the boom pump itself when working around overhead power lines.

The outriggers should be extended and locked in position.

Proof of proper maintenance records must be provided prior to being operated on site.

Maintenance should be as per the manufacturer's specifications with the minimum being:

- complete the pre-operational checks and tests
- annual inspections including critical wear and stress areas
- major inspections every 6 years
- all metal pipes and components should be checked for wall thickness at regular intervals

Note: refer to the WorkSafe Industry Standard – 'Concrete Pumping' for further details.

Earthmoving plant

All earthmoving plant is to be operated by a person with proof of training and competency.

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All earthmoving plant must be properly maintained and checked prior to use each day.
Earthmoving plant should be provided with a flashing warning light and reversing/motion alarm.
Earthmoving plant should be provided with warning signs requiring the use of hearing protection.
High visibility safety vests should be worn by all workers working around any mobile plant.
All personnel should be kept clear of the operating arc of any earthmoving plant
Plant operators must not allow any person to ride in or on any plant unless a properly designed passenger seat and seatbelt is provided and used by any passenger.

Quick hitch safety pin

The quick hitch safety pin or other mechanical locking device must always be in place when operating an excavator to prevent any attachments from accidentally dislodging.

Using earthmoving plant as a crane

Earthmoving plant can only be used as a crane if it meets the following requirements:

- the logbook must be up to date
- a load chart is to mounted in the operator's cabin
- the working load limit (WWL), formerly SWL, is marked on the boom of the machine
- the lifting point must have a closed eye such as a lifting lug
- ensure chains and slings hang clear of the boom and any attachments and cannot become detached
- chains and slings are to be checked and tagged yearly
- remove the bucket before commencing the lift
- don't lift from a bucket suspended from a quick hitch
- retract boom when travelling with a load
- for loads greater than 1 tonnes ensure that hydraulic cylinders have been fitted with controlled lowering devices (hose burst valves) to support the load in the event of a hose failure
- don't suspend loads from the bucket teeth or over the blade
- don't raise, lower or allow workers to be transported in the bucket of any plant.

Note:- excavators are not suitable for precision lifting and placement.

Refer to updated WorkSafe Guidance Note 'Earthmoving Equipment Used as a Crane' issued May 2010 for further guidance

Materials (barrow) hoists

Barrow hoists are to be operated by a WorkSafe licensed operator.

All barrow hoists must be properly maintained and checked prior to use each day.

No person is to ride on any barrow hoist.

Guarding is to be provided around the base of the hoist and a gate provided at the landing points at height.

Forklifts

Forklifts must be operated by a WorkSafe licensed operator.

The operator should observe the 6.4 metre NO GO ZONE requirements when working around overhead power lines.

All forklifts must be properly maintained and checked prior to use each day.

Forklifts should be provided with a flashing warning light and reversing/motion alarm.

High visibility safety vests should be worn by all workers working around forklifts.
No person is to be raised on the forklift tynes unless in an approved cage securely attached to the forklift.

Forklift operators are to wear seatbelts.

Forklift loads are to be lowered to near floor level before travelling.

Telehandlers

For telehandlers over 3 tonne SWL the operator must have a WorkSafe license to operate either non-slewing or a slewing crane Class CN or C2 (under 3 tonne they must have proof of training and competency).

Note: a forklift license is not adequate to operate a telehandler.

WorkSafe Licences to Carry Out High Risk Work for mobile plant operators and other high risk tasks (formerly WorkSafe Certificates of Competency)

Where required under the provisions of the Regulations, plant and equipment operators and doggers must hold appropriate WorkSafe licences.

All other plant and equipment operators must be appropriately trained and competent in the operation and safe use of any plant or equipment they operate or guide.

Trainee operators are to be under the direct supervision of a WorkSafe licensed or trained and competent person.

All operator's licences or proof of training and competency are to be recorded in the Licenses Register.

WorkSafe Licences to carry out high risk work are renewable every 5 years and are required for, but not restricted to, operating the following plant or carrying out the following tasks:

Various types of cranes (all C's)	Vehicle loading cranes over 10 metre tonnes (CB) Dogger required when load is out of site of the operator	Boom-type elevated work platforms over 11 metres (WP)
Scaffolding over 4 metres high (SB, SI, SA)	Forklifts (LF)	Personnel & materials hoists(HP)
Concrete placing booms (PB)	Rigging (RB, RI, RA)	Dogging (DG) when slinging a load or load is out of site of the operator
Materials (barrow) hoists (HM)	Tele-handlers over 3 tonne SWL – slewing or non-slewing cranes (CN, C2, C6, C1, CO)	

Proof of training and competency is required for but not restricted to operating the following plant or carrying out the following tasks:

All types of earthmoving plant	Scissor lifts	Boom-type elevated work platforms less than 11 metres
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Scaffolding 4 metres high or less	Vehicle loading cranes 10 metre tonnes or less	Tele-handlers 3 tonne SWL or less
Spotter (for power lines)	Traffic controller	Lasers

Traffic Management

Where mobile plant is in use in the vicinity of personnel or other plant a traffic management plan will need to be put in place.

This should include:

- a qualified traffic controller
- preparing a traffic management plan
- barricades and signage for the appropriate road speed limit
- appropriate class 1 retroreflective warning signage complying with AS 1906.1
- separation of plant and personnel
- providing a flashing warning light and reversing/motion alarm on mobile plant;
- setting speed limits on site or on adjacent roadways
- obtaining road or footpath closure permits from VicRoads or the local council if required
- high visibility safety vests being worn by all workers (see PPE)

Note: special requirements may need to be put in place when large vehicles are entering or leaving construction sites.

When working adjacent to or on a roadway

In addition to the above, when working adjacent to or unloading on a roadway the area must be barricaded and signage provided as set out in the Code of Practice ‘Worksite Safety – Traffic Management’.

Electrical Safety

General electrical installation

All electrical work on site is to be carried out by a qualified electrician or an apprentice electrician under the supervision of a qualified electrician.

All permanent electrical installations are to comply with AS/NZS 3000:2007 Wiring Rules

Temporary electrical equipment

All electrical equipment on site is to comply with AS/NZS 3000:2007 Wiring Rules, AS/NZS 3012 Electrical Installations - Construction and Demolition Sites and the Industry Standard for Electrical Installations on Construction Sites.

This includes but is not restricted to the following:

- providing a Certificate of Electrical Safety for all temporary power boards
- the use of a temporary power board/s complying with all requirements (including weatherproofing, secured from falling, insulated tie-bar, clear access to main switch, a 1 metre clear area in front of the board, lockable cover over residual current devices (RCD's) – (does not apply on domestic) and all wiring and switchboards to be checked and tested every 6 months for the life of the project

- ensuring all electrical equipment and leads are tested and tagged every 3 months and recorded in the Electrical Equipment Register (red tags from February to April then green, blue and yellow is recommended but not compulsory);
- providing earth leakage protection (30 mA RCD's or safety switches) with a lockable cover on commercial sites only for all equipment and leads
- ensuring all RCD's are to be tested for tripping current and time by an electrician each month and recorded in the Electrical Equipment Register
- tagging temporary fixed wiring with yellow "temporary wiring" tape every 5 metres;
- ensuring all plugs, except moulded plugs, are of the clear see through type
- ensuring all leads do not come into contact with any metal. do not run between floors and are on insulated lead stands or insulated hooks so they are above ground level and cannot be either run over by mobile plant or affected by water
- providing industrial quality multi-plug portable outlet devices with earth leakage protection, complying with AS 3105 and suitable for outdoor use (such as Clipsal 485 or equivalent)
- reporting any tripped earth leakage protection devices to enable the cause to be identified and rectified by a qualified electrician
- ensuring if a permanently installed power point (GPO) is used to provide power then the equipment should be protected by 30 mA RCD's or plugged into a multi-plug portable outlet device 30 mA RCD which is in turn plugged into the permanently installed GPO
- providing guards for light fittings in facilities and amenities
- ensuring green or orange sheathed leads are not used for flexible extension leads
- ensuring power outlets in site sheds are not used to power equipment outside the sheds
- ensuring the maximum lead length for heavy duty 10 amp leads is 35 metres

Roof plumbing

As electrical leads should not come into contact with the metal roof it is recommended that cordless drills be used when installing metal roofs.

Builder's Supply Poles

All electrical equipment on site is to comply with AS/NZS 3000:2007 Wiring Rules, AS/NZS 3012 Electrical Installations - Construction and Demolition Sites and the Industry Standard for Electrical Installations on Construction Sites.

Prior to setting up a builder's supply pole for temporary electrical supplies to a worksite negotiations should be held with the electricity Distribution Company to connect a permanent supply, if not at the start of the project then as soon as is practicable.

Minimum requirements for poles include, but are not restricted to the following:

- pole size 150 mm for preservative treated poles and 125 mm for hardwood
- 2 stays - 75 mm x 38 mm x 3 metres long fixed with 2 coach screws at each point
- saw cut depth marker 2 metres from the base of the pole
- excavated soil to be compacted
- main switch to be no higher than 2 metres.

Generators

When using portable generators ensure:

- the generator complies with all appropriate Australian Standards;

- fuel driven generators are not used in or near a confined space or in or near a confined area without adequate ventilation and continual monitoring of the atmosphere
- RCD earth leakage protection, not exceeding 30 mA, is provided on the generator
- overload protection to be provided by a circuit breaker or fuse
- the generator is properly earthed which could include an earth stake is driven into the ground and bonded directly to the generator (not the frame holding the generator as pads between the frame and the generator may insulate them)

Note: this earth stake is not required if there is an internal link between the neutral output and the metallic frame of the generator – if this link is provided it must be stated on the generator itself.

Scaffolds near overhead power lines

If scaffolds are not at least 5 metres below and 4.6 metres from the side of electrical power lines on poles then the following conditions must be met:

- a SWMS is to be completed
- a written permit obtained from the local power authority
- a pre-start job meeting is held to advise all personnel of the requirements

It is also advisable to have warning ‘tiger tails’ or ‘flags’ fitted to the power lines by the local power authority to provide a visual warning of the power lines.

Tiger tails are only a visual warning and are not insulators and they should not be relied upon to protect workers in the event of contact with power lines.

Mobile plant near overhead power lines

If mobile plant is between 6.4 metres and 3 metres below or from the side of electrical power lines on poles or between 10 metres and 8 metres below or from the side of electrical power lines on towers then the following conditions must be met:

- a trained spotter is to be provided

If mobile plant is closer than 3 metres below or from the side of electrical power lines on poles or closer than 8 metres below or from the side of electrical power lines on towers then the following conditions must be met:

- a trained spotter is to be provided
- a SWMS is to be completed
- a written permit is to be obtained from the local power authority
- a pre-start job meeting is to be held to advise all personnel of the requirements.

It is also advisable to have warning ‘tiger tails’ or ‘flags’ fitted to the power lines by the local power authority to provide a visual warning of the power lines.

Tiger tails are only a visual warning and are not insulators and they should not be relied upon to protect workers in the event of contact with power lines.

Note: Refer to Energy Safe Victoria’s (formerly the Chief Electrical Inspector) NO GO ZONE guidelines set out in the WorkSafe publication ‘Framework for Undertaking Work Near Overhead and Underground Assets’ for further details.

Spotters For Overhead Power Lines

To obtain a Spotters Electrical Safety Certificate an applicant must:

- complete a Spotters Electrical Safety Course

- have a Level 2 First Aid Certificate
- have either a WorkSafe Licence/Certification as a dogger, a rigger, a qualification to operate the mobile plant being spotted for or complete a Civil Contractors Federation assessment approved by Energy Safe Victoria for specific earthmoving plant

Note: Spotters Electrical Safety Certificates are renewable every 3 years.

Ladders near overhead power lines

When using ladders near overhead power lines:

- insulated ladders are to be used
- ladders are to be secured
- ladders are to be positioned far enough away from overhead power lines so that if they slip when being positioned they cannot come into contact with the overhead power lines
- a spotter is recommended

Underground power lines and other services

Prior to any excavation being carried out Dial Before You Dig (ph 1100) or the local service providers must be contacted and the location of all service lines, including electricity, gas water, sewer, drainage and telephone must be identified

THE SAFETY DISTANCES FOR UNDERGROUND ASSETS ARE AS FOLLOWS:

TYPE OF UNDERGROUND ASSET	MINIMUM CLEARANCES	SAFETY PROVISIONS
Assets under the Pipelines Act	3000mm	Contact asset owner for specific conditions
Electricity conductors > 66Kv	3000mm	Contact asset owner for specific conditions
Electricity conductors 66Kv or less	300mm Individuals 500mm Plant & equipment	See underground guidelines
Telecommunication cables	300mm Individuals 500mm Plant & equipment	Contact asset owner for specific conditions
Gas pipelines not listed under the Pipelines Act	300mm Individuals 500mm Plant & equipment	See underground guidelines
Water, drainage & sewerage pipelines	300mm Individuals 500mm Plant & equipment	Contact asset owner for specific conditions

FOR OPERATING HEAVY MACHINERY OVER ASSETS, PILE DRIVING OR
USING EXPLOSIVES CONTACT THE ASSET OWNER

Note: Refer to the Energy Safe Victoria's NO GO ZONE guidelines set out in the WorkSafe publications 'Framework for Undertaking Work Near overhead and Underground Assets' and 'Guide for Undertaking Work Near Underground Assets' for further details.

Concreting

Erecting and Stripping Formwork

Formwork is to be properly designed, installed and secured safely.

Formwork is not to be lifted in strong winds.

Formwork is not to be stripped until the concrete design strength required before stripping is reached.

Loosen formwork section by section and lower safely

Fixing Re-inforcing Steel

Protruding re-inforcing steel is to have its ends capped.

Provide a safe walkway access across the tied steel.

Concrete Placement

Pre-commencement

All personnel are to be appropriately trained in concrete placement procedures prior to concrete placement.

No work at heights where a person can fall more than 2 metres is to be carried out without proper fall protection.

All appropriate personal protective equipment such as protective clothing, gloves, boots, eye and hearing protection and barrier cream is to be provided and used.

Concrete delivery trucks

Clear and safe access is to be provided for all concrete agitators.

All concrete agitators should have a flashing warning light operating when mobile on site and a reversing warning beeper operating when reversing.

No person is to stand between the reversing agitator and the concrete pump hopper.

If more than one concrete agitator is required to approach the hopper at any one time then a separate traffic controller is to direct the safe movement of the agitators.

Concrete placement

A traffic management system is to be put in place, including barriers, signage and a competent person to direct concrete agitators and ensure the public is kept separated from the pump and agitators.

If a concrete boom pump is used then the concrete boom pump operator is to be licensed (class PB).

The concrete boom pump is to be checked daily and have all maintenance records up to date as per the manufacturer's and WorkSafe's specifications.

The concrete boom pump's maintenance records are to comply with AS 2550.15 before commencing placement (ie. yearly and 6 yearly or as per manufacturer's recommendations).

It should be set up on firm level ground, away from any excavations or unconsolidated ground with the outriggers fully extended and locked into position.

A good communication system between the pump operator and the hose-hand is to be in place.

The concrete boom pump is not to be operated within 6.4 metres of any overhead power lines on poles unless there is a trained spotter observing the operation.

The concrete boom pump is not to be operated within 3 metres of any overhead power lines on poles unless there is a trained spotter observing the operation, a safe work method statement is completed, a permit is obtained from the local power authority and a pre-start meeting is held for all workers.

The concrete boom is not to be operated during an electrical storm.

The concrete boom is not to be used as a lifting device.

A warning is to be given at the commencement of pumping.

The pump operator is not to exceed the pump's safe operating pressure.

Electric concrete vibrators are to be provided with earth leakage protection.
Petrol driven concrete vibrators are not to be used in confined areas unless adequate ventilation is provided.

No naked flames or smoking is allowed when operating a petrol driven vibrator.

Be aware of all deeper penetrations in the work area.

Care is to be taken when walking in concrete to ensure slipping and tripping hazards are avoided.

All appropriate personal protective equipment such as protective clothing, gloves, boots, eye protection, hearing protection and barrier cream are to be provided and used.

Workers are to clean any concrete from bare skin as soon as possible to prevent dermatitis.

Concrete line pumps

When laying a pipeline unnecessary bends should be avoided.

Pipelines set up above ground level must be adequately secured and supported.

Locking pins are to be engaged on all quick release clamps.

Use a clean out plug with a catch basket when cleaning out the concrete line.

Use of concrete kibbles

Concrete kibbles should not be raised or swung over either workers or members of the public.

A properly trained worker is to be in control of the concrete kibble at all times.

No person is to ride on any kibble.

Operating the helicopter float

A properly trained worker is to operate the helicopter float at all times.

All pins and bolts are to be checked to ensure that the blade cannot come loose.

Guarding is to be in place at all times.

No naked flames or smoking is allowed when operating a petrol driven float.

Applying concrete curing products

Material safety data sheets are to be obtained for concrete curing products and followed at all time with particular attention paid to personal protective equipment.

Note: The WorkSafe Industry Standard 'Concrete Pumping' provides guidance on safe concrete pumping.

Masonry Walls

Single skin, free standing masonry walls (such as internal party walls) without supporting piers, returns, cross walls or without being tied into a frame or structure should be adequately braced to prevent a wall collapse.

Additional support may be required when the masonry wall mortar is fresh, the wall exceeds 1.5 metres in lift height and is in an open area where it is liable to wind loading.

In addition, care should be taken when excavating near existing masonry walls to ensure the wall footings are able to support a wall adjacent to an excavation.

Bricklaying and solid plastering scaffolds and trestles should comply with all the above requirements.

Excavations

Trenches & shafts

Note: Notification to WorkSafe of trenches over 1.5 metres in depth (where a pipe or cable is to be laid) and shafts over 2 metres in depth does not apply to trench or shaft excavations on building construction sites where a building permit has been issued but does apply to excavations that are not on building sites.

Excavation notification forms are available from WorkSafe.

- warning signs are to be provided to warn of excavations on site
- trenches and shafts are to be made safe by providing timber shoring, steel trench shields or battering/benching the sides of the trench at a safe angle to within 1 metre of the base of the trench
- battering of the trench walls is to be at the same angle as the angle of repose of the spoil pile (depending on the type of soil this would generally be 45 degrees)
- no one is to enter any section of trench that has not been made safe
- spoil piles are to be kept at least 0.5 metres from the edge of the excavation depending on the depth of the excavation (preferably 2 metres or more)
- safe ladder access is to be provided into the trench
- safety helmets are to be worn on excavation sites and around mobile plant
- do not operate petrol driven equipment (such as compactors) in excavations over 1.5 metres deep
- prior to any excavation being carried out Dial Before You Dig or the local service providers must be contacted and the location of all service lines, including electricity, gas, water, sewer, drainage and telephone must be identified
- excavations are to be left in a safe state at the end of each working day
- barricades are also to be provided to prevent workers and others from falling into excavations over 2 metres deep at all times

Note: Refer to the Compliance Code 'Excavation' for further information on excavation works.

Emergency rescue procedures

A rescue procedure is to be in place in case of a worker being engulfed in a ground collapse.

This procedure is to be set out in a SWMS and amended if necessary if conditions change.

The emergency rescue procedure is to include the following:

- contact emergency services, site management & safety officer immediately
- install trench shields or ground support to prevent further collapse and protect rescuers or
- safely batter or bench the excavation walls with the excavator if practicable without further endangering the engulfed worker
- if the worker is completely buried do not place a steel shield or dig with the excavator directly on top of the buried worker
- dig alongside the buried worker on the collapsed side of the trench (opposite to where the worker will be trapped) so that soil covering the worker will slide into this excavation or at least workers can quickly hand shovel the soil into this section of excavation
- rescue workers are not to put themselves in a position where they could also be buried

Webbing and tape barricades for trenches and other excavations

The minimum webbing and safety tape barricades for trenches and other excavations should be:

- up to 1.5 metres deep star pickets with safety tape or para webbing by the edge of the trench
- over 1.5 metres deep star pickets with full para webbing or similar 2 metres back from the edge of the trench
- at distances greater than 2 metres from the edge a single row of flags or 2 rows of safety tape can replace para-webbing
- all steel star pickets are to have protective caps in place

Prevention of falls into trenches over 2 metres deep

In addition to the above guidelines for the use of webbing and tape barricades to prevent falls into trenches over 2 metres deep the following positive protection can also be used:

- temporary or permanent guard rails fixed to trench shields
- mesh covers over the tops of trench shields
- walkways with guardrails from ground level onto or over the trench shields
- steel or water filled barriers
- a combination of any of these methods

Bulk excavations

The walls of bulk excavations are to be made safe by either battering the walls at a safe angle or safely supporting the walls.

Bulk excavation walls are to be made safe as per appropriate engineering specifications.

Confined Spaces

If work in confined spaces (such as sewer manholes) is required then it is to be carried out in accordance with the Regulations and the Compliance Code for 'Confined Spaces'.

The key points of the regulations & compliance code include:

- all persons are to be trained in confined spaces entry, including stand by persons
- remote testing of the atmosphere for contaminants & oxygen levels before entering
- all persons are to be trained in confined spaces entry, including stand by persons
- continual atmospheric monitoring is required when in the confined space
- self rescue breathing apparatus should be worn when working in the space
- entry permits to be completed before entering and after exiting the confined space and are to be kept until the work is completed or for 2 years in the event of a reportable incident
- warning signage is to be in place
- at least 1 stand by person (preferably 2) is required to be outside the space
- proper communication with the stand by person is to be provided
- emergency rescue procedures (harness, hoist & first aider) are to be in place

Renovation and Demolition

All renovation and demolition work is to be carried out in accordance with the Compliance Code for Demolition and the WorkSafe Demolition Operations Checklist including provision of fall protection where a person can fall more than 2 metres.

This could include, but is not restricted to, the following:

- conducting an asbestos audit on buildings built prior to the mid 1980s (see below)
- planning the work, including structural stability during demolition (such as suspended floors)
- a qualified engineer verifying the adequacy of floors to bear any loads such as machinery on them during all stages of the demolition

- appropriately trained workers including riggers where required
- conducting an asbestos audit
- identifying and removing any asbestos likely to be affected by the work
- identifying and removing any other hazardous contaminants including, but not restricted to, medium density fibreboard, synthetic mineral fibres, chemicals, gases, fuels, PCBs and bird droppings likely to be affected by the works, including underground
- isolating electrical, gas and water service lines
- disconnecting all other services and cleaning out tanks and lines
- identifying any excavations, underground tanks and similar hazards
- providing fall protection appropriate to the various tasks to be carried out
- providing fire fighting equipment
- protection for other workers and the public
- using all tools and equipment safely.

Asbestos Removal During Renovation or Demolition

Asbestos audit

An asbestos audit is to be carried out by a qualified independent person (such as a NATA approved hygienist) on buildings constructed prior to the mid 1980s and any asbestos likely to be affected by the work to be carried out is to be removed.

A clearance certificate is then to be provided by the qualified independent person on completion of the asbestos removal and before demolition or renovation work commences.

This asbestos could be contained in, but not restricted to, the following:

- wall, ceiling and eaves lining
- roofing
- floor and ceiling tiles
- vinyl flooring and underlay
- pipe lagging
- insulation
- heating, cooking and electrical installations and backing material
- heating and ventilation ducting
- imitation brick cladding
- water and flue pipes
- millboard lining material
- window and similar seals
- fire walls
- buried in the soil

Asbestos removal by licensed asbestos removalist

If asbestos removal is required to be carried out (other than limited removal as set out below) then it is to be carried out by a WorkSafe licensed asbestos removalist (Class A removalist for all friable and non friable asbestos and Class B removalist for non- friable asbestos and limited amounts of friable asbestos under certain conditions).

It is to be monitored by a NATA approved hygienist in accordance with the Regulations and the Compliance Code for 'Removing Asbestos in Workplaces'.

This includes, but is not restricted, to:

- obtaining and reviewing the building's asbestos register
- training all workers in asbestos removal
- appointing an asbestos removal supervisor who is to be and available at all times during the removal of asbestos
- preparing an asbestos control plan for the removal of asbestos as set out in Table 3 of the Compliance Code for Removing Asbestos in Workplaces
- providing and using full personal protective equipment including full disposable or daily cleaned coveralls and a minimum P2 cartridge filter masks
- setting up asbestos no entry signs and barricades at least 10 metres from the extremities of the removal area
- not using power tools, brushes, water jets or similar instruments except in these controlled/ restricted areas
- no cigarette or other smoking is permitted in the controlled/ restricted areas
- proper bagging with double lined material and removal of the asbestos to an EPA approved disposal tip
- where required, monitoring of the process by a NATA approved hygienist
- providing and using a decontamination unit when removing large quantities of asbestos
- the floor should be vacuumed with a triple filter (HEPA) industrial vacuum cleaner
- a full clean up of the area and a clearance certificate provided by the NATA approved hygienist on completion of the asbestos removal
- working from a safe working platform if working at heights

Limited asbestos removal by person other than a licensed asbestos removalist

If less than 10 square metres of non-friable asbestos that will take no more than a total of 1 person/hour in 7 days to remove has to be removed then it may be removed by persons other than a licensed asbestos removalist as long as all other requirements of the asbestos regulations are met.

Note: Refer to the Compliance Code for Removing Asbestos in Workplaces for further guidance on asbestos removal.

Medium Density Fibreboard (MDF), Wood Dust, Synthetic Mineral Fibres, Silica Dust, PCB's & Sharps

Medium density fibre board (MDF)

Medium density fibre board and other material containing formaldehyde (a carcinogen) is used for many skirting boards, architraves, doors, staircases, cupboards and some flooring materials. Formaldehyde is released both as a gas and in the dust created by the cutting, sanding, drilling etc... process.

Dust can affect not only the carpenters but also follow up trades that are required to sweep up the dust such as floor tilers, carpet layers and cleaners.

The minimum safe cutting, sanding, drilling etc... requirements include:

Small quantities:

- wear respiratory protection incorporating a P2 cartridge filter at all times when cutting or sweeping up MDF

- wear gloves when handling MDF
- attach a triple filter (HEPA) industrial vacuum to the drop saw or other equipment.
- bag and dispose of all MDF safely
- vacuum the floor with a triple filter (HEPA) vacuum on a regular basis

Large quantities - in addition to the above:

- provide a sealed and ventilated cutting room with MDF signage restricting access at the entrance

Wood dust (other than MDF)

Although wood dust (other than MDF) generally does not contain formaldehyde it may contain other chemicals such as preservatives on treated pine and the dust itself may be harmful.

As a minimum when cutting, sanding, drilling etc...

- wear respiratory protection incorporating a P2 cartridge filter
- wear gloves when handling treated timber

New synthetic mineral fibres (insulation)

New synthetic mineral fibres are bio-soluble and can be handled safely as they do not have the same harmful effects as old synthetic mineral fibres.

Old synthetic mineral fibres (insulation)

When old synthetic mineral fibres (or man made mineral fibres) such as old rockwool are to be removed from the site then appropriate personal protective equipment including respiratory protection conforming to AS 1716 should be worn.

All work should be carried out in accordance with the WorkSafe Australia Standard for Synthetic Mineral Fibres.

Polychlorinated Biphenyls (PCB's) in older buildings

PCB's are often found in transformers and capacitors during demolition and renovation work. They are probable carcinogens that can cause cancer and must be removed safely and transported to an EPA approved waste facility.

When removing PCB's:

- wear Tyvek or similar chemical impervious disposable overalls
- wear chemical impervious gloves such as Viton, polyethelene, nitrile rubber or similar
- do not wear PVC or latex gloves
- wear twin type 'A' cartridge respirator suitable for chlorinated vapours
- wear full face shield and hair protection if working overhead (wear minimum of safety glasses elsewhere)
- have a spill kit available (eg. kitty litter)
- clean any contaminated area with an organic solvent such as kerosene
- dispose of any contaminated PPE and clothing in an EPA approved waste facility wash thoroughly after handling PCB's

Sharps

Any discarded syringes found on site are to be disposed of by the qualified first aider or another properly trained person.

They should be picked up with tongs and placed into an approved syringe disposal bin or other marked impenetrable container with a lid.

Contact the local council's health department to arrange the safe disposal of the container.

Noise and Dust

Noise control

Noise levels must be kept to a minimum to ensure workers, neighbouring properties and the public are not unduly affected.

Where required under the Regulations noise assessments are to be carried out on plant and equipment in the workplace.

Workers are to be provided with and wear hearing protection if they are subject to noise that cannot be eliminated or reduced.

Audiometric testing of any employees affected by noise averaging 85 dB(A) over 8 hours is to be carried out within 3 months of employees commencing work then again every 2 years.

If a worker has a reduction in hearing levels of 15 dB(A) in a 2 year period then the employer must arrange an audiological examination as soon as possible.

All radios and similar played on site are to be played at a low volume to ensure they do not create a noise hazard or prevent safety warnings from being heard.

Any radios and similar played at an excessive volume may be banned from site.

Noise monitoring is to be ongoing and on a daily basis depending on what tasks are being carried out or intended to be carried out each day.

Dust control

Dust levels must be kept to a minimum to ensure workers, neighbouring properties and the public are not unduly affected.

Where required, sawing or drilling of concrete, bricks and similar material is to be wet sawed or drilled to eliminate dust.

Where required, roadways and other dusty areas are to be wetted down to eliminate dust.

Workers are to wear appropriate personal protective equipment if they are subject to dust that cannot be eliminated or reduced.

Dust monitoring is to be ongoing and on a daily basis depending on what tasks are being carried out or intended to be carried out each day.

Brick and roof tile cutting (silica dust)

Many bricks and roof tiles contain silica which, when cutting bricks and roof tiles, can be inhaled as silica dust and can cause silicosis, an irreversible scarring of the lungs.

When cutting bricks and roof tiles use either mechanical cutters or other equipment that does not generate any dust.

Alternatively use equipment fitted with either water suppression or dust extraction controls.

If neither of these methods are practicable then ensure appropriate personal protective equipment such as a P2 filter cartridge mask is worn.

Welding, Gas Cutting and Other Hot Work

General

An appropriate fire extinguisher is to be available when carrying out any type of hot work

Training in the use of fire extinguishers is to be provided to all persons involved in any form of hot work where there is a possibility of starting a fire.

No gas cutting, gas welding, electric welding, grinding or similar work likely to cause sparks is to be carried out outdoors on a day of total fire ban without a permit from the local fire authority.

No gas cutting, gas welding, electric welding, grinding or similar work to be carried out from a ladder.

No gas cutting, gas welding, electric welding, grinding or similar work likely to cause sparks is to be carried out on fuel tanks, drums or similar containers that have or may have contained flammable material unless they have been professionally cleaned and purged by a specialist drum cleaning company.

Drums that may have contained flammable material are not to be used for work benches.

Do not wear any nylon blueys or any protective clothing, high visibility vests/jackets or other clothing unless they are of fire retardant material (eg. wool, cotton or other flame resistant material) when carrying out, or working near others carrying out, hot work.

Keep the work area well ventilated.

Electric welding

If electric welding is required to be carried out then:

- appropriate ventilation is to be provided
- all appropriate personal protective clothing is to be worn
- obtain SDS's for welding materials
- when welding at heights barricading at ground/floor level may be required to prevent others entering the area below the welder and being burned
- appropriate welding screens are to be provided to protect other worker's eyes from "welding flashes"
- an appropriate fire extinguisher is to be available
- where necessary, a fire spotter is also to be made available
- welding in poorly ventilated working areas, may create a hazardous atmosphere that can turn the work area into confined space. This will require additional risk controls including specialised training in confined spaces

Gas cutting or gas welding

If gas cutting or welding is required to be carried out then:

- gas bottles are to be stored upright, including during transport;
- flash back arrestors are to be provided on the regulator end of all gas cutting or welding equipment with less than 3 metres or less of hose length and on both ends of all gas-cutting or welding equipment with more than 3 metres of hose length;
- appropriate eye protection is to be worn
- other appropriate burn protection is to be worn
- gas bottles are to be stored upright, including during transport
- gas cylinders should not be transported in or used while in an enclosed vehicle
- do not transport gas bottles in enclosed cargo compartments unless the compartments are vented to the outside
- gas cylinders carried in EWP baskets are to be secured in a well ventilated area and at least 1 metre from the controls
- unless the bottles are in trolleys, they are to be stored upright in cages with at least 3 metres separating oxygen bottles from other gas bottles and from ignition sources
- acetylene and liquid petroleum gas (LPG) may be stored together
- store full and empty bottles separately

- store all bottles away from direct sunlight
- display warning signage including 'NO SMOKING' in storage areas
- do not smoke or use naked flames or non-flameproof electrical equipment near stored fuel gases
- an appropriate fire extinguisher is to be
- where necessary, a fire spotter is also to be made available

Note the maximum gas storage on site to be classed as 'minor storage' is 500 litres of LPG or acetylene, 1,000 litres of oxygen and 2,000 litres of argon.

Tools and Equipment

Training

Ensure all employees are supervised and properly trained to use tools and equipment before using them unsupervised.

Electric saws, drills, sanders, grinders, explosive power tools, nail guns and similar tools

Only trained personnel are to use electric saws, sanders, drills, grinders, explosive power tools, nail guns and similar tools.

Tools provided with guarding are not to be used if the guarding has been removed.

All material being cut must be adequately secured.

Whenever practicable, use an industrial rated saw bench when cutting materials.

When sawing timber, care must be taken to try to ensure jamming or kickback of the blade does not occur.

Do not hold loose timber in the air when cutting.

Always use the correct tool for the job – do not improvise.

Eye and hearing protection is to be worn when using such tools.

Repairs to tool must always be carried out by a qualified person.

Electric equipment is to comply with the electrical safety requirements set out in 'electrical safety' below.

Explosive power tools

Only trained personnel are to use explosive power tools.

Eye and ear protection is to be worn.

Warning signage is to be provided.

Do not fire within 75mm of the edge of concrete or 15 mm from the edge of steel.

Pneumatic air driven tools

Quick release couplings on air lines are to be secured with safety clips.

Eye and ear protection is to be worn where required.

Compressed air and gases are to be used only for the purpose for which they are intended and are not to be used for blowing down parts of worker's clothing.

Lasers

Class 2, 3A and 3B lasers should not be used unless:

- warning signage is posted
- the operator is trained
- eye protection is provided for pipe lasers such as mounding at the top of the trench or only setting up the laser in the trench below ground level

Lock out and tag

A lock out and tag permit may be issued where required for isolating and tagging electrical and mechanical power switches, service lines and similar works

Manual Handling

Plan all lifts to reduce the likelihood of strains & sprains.

Use mechanical means of lifting heavier loads, such as cranes or trolleys, whenever possible.

Keep the work area free of obstacles.

Take care to avoid slippery surfaces.

Where mechanical means cannot be used then:

- only light loads to be carried by hand
- split materials into lighter loads
- use team lifting to lift materials
- use 2 or more workers to move/carry loads over 20 kg
- keep duration of handling short
- handle loads evenly
- carry loads close to the body
- avoid bending your back or twisting when lifting
- bend your knees and keep your back straight when lifting
- use your legs to lift the load not your back
- ensure a clear unobstructed pathway & work area is prepared
- ensure the work area is not slippery, the area is clear & lighting is sufficient
- ensure object is easy to grasp, not slippery & free from sharp edges

Incidents and Emergency Management

Reporting accidents, incidents, near misses and hazards

All accidents, incidents, near misses and hazards are to be reported to the supervisor, recorded in the Injury/Hazard Register and acted upon to prevent any re-occurrence.

Serious defined incidents and dangerous occurrences are also to be reported to WorkSafe immediately by telephone and within 48 hours in writing.

Do not interfere with the site of any serious defined incidents and dangerous occurrences.

In case of fire

Warn other persons in the area.

Move all persons to a safe assembly point.

Close off all doors to contain the fire.

Ring emergency number 000.

Use a fire extinguisher on the fire if it is safe to do so.

Training in the use of fire extinguishers is to be provided to all persons involved in any form of hot work where there is a possibility of starting a fire.

Do not use water on an electrical fire unless the power is isolated.

Environmental Management

Where there is any danger to the environment the following minimum procedures should be taken:

Environmental management plan

Set up a site specific environmental management plan if required to address site specific environmental issues.

Painting and applying coatings

- use drop sheets to prevent spillage & paint droplets from staining floors or other areas.
- ensure a spill kit is available at all painting locations
- secure the lids of all containers, including those containers being disposed of
- ensure all empty containers are disposed of safely as required by law and any unused product is returned safely to the storeroom
- set out a protected paint wash out area for cleaning all painting equipment.
- clean all painting and coating brushes, rollers, spraying equipment and other associated tools and equipment with water or solvents as appropriate
- do not allow any water or solvents used for cleaning to enter the stormwater or sewer systems.
- do not spray paint outdoors in days of high wind velocity
- do not use spray paint in a manner that allows it to drift onto unintended areas or other properties

Handling oil and similar spills

Ensure fuel, oil and similar hazardous materials are stored in a properly bunded area.

Set up a contamination spill kit and safely remove contaminated soil or other material.

Use a degreasing agent if necessary to remove contamination from area.

Handling contaminated water or contaminating material run off

Set up a system to prevent run off into creeks, streams and rivers.

Block off all storm water drainage points likely to be affected with barriers, silt curtains or similar methods of containment to prevent pollutants from entering the stormwater drainage system.

Remove contaminated water and material using pumps, environmental tankers or other suitable means.

Handling waste materials

Ensure sufficient bins and skips are provided for the storage and disposal of waste building materials, litter and food scraps.

Have the bins and skips emptied or removed at appropriate times to ensure they do not overflow.

Discharges to sewer or stormwater (if allowed)

No trade waste discharges are to be made into sewer or stormwater drains unless appropriate permits are obtained.

Dust emissions

Dust levels must be kept to a minimum to ensure workers, neighbouring properties and the public are not unduly affected.

Noise emissions

Noise levels must be kept to a minimum to ensure workers, neighbouring properties and the public are not unduly affected.

Where required under the Regulations noise assessments are to be carried out on plant and equipment in the workplace.

All radios and similar played on site are to be played at a low volume to ensure they do not create a noise hazard or prevent safety warnings from being heard.

Working under or around existing trees & shrubs

Check with relevant authority and/or a tree surgeon on individual requirements.

Report any damage to the authorities.

Follow the tree surgeon's advice on rectification work to be followed if accidental damage is caused.

Fence off protected areas.

Working in native grasslands

Check with service authority, local council, Environmental Protection Authority and other relevant authorities requirements for excavating in native grasslands.

Set up meeting with relevant authorities & follow requirements or advice provided.

Fence off protected areas.

Where practicable, revegetate any areas affected with native grasslands.

Note: refer to and comply with the following:

- WorkSafe Industry Standard – Contaminated Construction Sites
- Environmental Protection Act 1970
- Catchment and Land Protection Act 1994
- EPA 'Environmental Guidelines for Major Construction Sites'
- Melbourne Water's 'Keeping Our Stormwater Clean – A Guide for Building Sites' for additional guidance

3. Health and Safety Co-ordination Plan (or Work Health & Safety Management Plan)

To be prepared by the Principal Contractor (builder) for all works with a value exceeding \$350,000 (\$200,00 under national legislation)

Project:		Location:	
Prepared by:		Date:	
Name of Principal Contractor:		Telephone number:	
Note: This HSCP must be reviewed if there are any significant changes to the work. It must be available for inspection by anyone doing construction work on the project, new employees, health and safety representatives and members of the health and safety committee			
PEOPLE WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES (complete where applicable)			
Position	Name	Phone no	Brief description of OHS responsibilities
Director			Overall responsibility for ensuring the company has health & safety procedures in place
Supervisor			Responsible for overall supervision of the site
Management's nominated Health and Safety Representative (nominally the supervisor unless another person is nominated)			Responsible for ensuring health & safety procedures are implemented on site
Employees elected Health and Safety Representative			Represents, advises & assists employees, including contractors on site
First Aider/s			Provide basic first aid on site
Supervisor			Responsible for overall supervision of the site
All employees & contractors			Responsible for their own safety, their own employees and those who may be affected by their work.

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ARRANGEMENTS FOR CONSULTATION AND CO-OPERATION IN RELATION TO COMPLIANCE WITH LEGISLATION BETWEEN ANY PERSONS CONDUCTING A BUSINESS OR UNDERTAKING AT THE WORKPLACE	
Ensure the following	Responsible person
Conduct site inductions & induction into this OHSC Plan before commencement of work	Supervisor
Conduct regular toolbox meetings to convey OHS information to all workers on site	Supervisor
Nominate management's OHS representative	Supervisor
Arrange election of H&S representative & OHS Committee when requested by employee/s	Supervisor
Follow the agreed consultation & issue resolution procedure if a health & safety issue arises	Supervisor

ARRANGEMENTS FOR COLLECTING, ASSESSING, MONITORING & REVIEWING SWMS AT THE WORKPLACE	
Ensure the following	Responsible person
Prior to any person commencing any high risk work a Safe Work Method Statement (SWMS) is to be obtained from that person by the Principal Contractor	Supervisor
This SWMS is to be assessed by a competent person nominated by the Principal Contractor to ensure it identifies all hazards associated with the high risk work & sets out proper risk controls	Supervisor
The task is to be monitored & the SWMS reviewed if necessary	Supervisor

ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY INCIDENTS	
Includes responsibilities for notifying the emergency services and WorkSafe	
If an incident occurs on site	Responsible person
Notify the Principal Contractor, supervisor, first aider and health and safety representative (if any) immediately	All employees
Make any injured person comfortable and have them initially treated by a first aider	Supervisor
Contact emergency services on Ph 000 if required – nearest doctor and hospital to be posted on site	Supervisor
Arrange for any injured person to be transferred to the nearest doctor or hospital if required	Supervisor
Isolate the incident scene and make it safe	Supervisor
Carry out an emergency evacuation if necessary	Supervisor
Contact WorkSafe & any other relevant authorities & the Principal Contractor for serious incidents	Supervisor
An emergency evacuation plan is to be provided as required (particularly on multi-storey sites)	Supervisor
Complete all incident reports as set out in the company's OHS&E Manual	Supervisor

SITE SAFETY RULES			
Each rule should be simple and clear, covering only 1 issue. Set out who is covered by each rule, and who is responsible for communicating it			
Rule	Responsible person	Rule	Responsible person
All workers to comply with all WorkSafe requirements	All sub-contractors	Excavations over 1.5 metres deep are to be notified, shored, shielded or battered	All sub-contractors
All workers to have 'White/Red Cards'	All sub-contractors		
SWMS to be completed	All sub-contractors	Electrical leads to be up off the ground	All sub-contractors
Licences are required for high risk work	All sub-contractors	RCD's to be tested & tagged monthly	All sub-contractors
Mobile plant operators are to have appropriate qualifications	All sub-contractors	Electrical leads & tools to be tested & tagged every 3 months	All sub-contractors
		10 amp leads not to exceed 35 metres	All sub-contractors
Keep your work area clean and tidy	All sub-contractors	Industrial multi-plug devices to be used	All sub-contractors
Safety signs are to be followed	All sub-contractors		
No children or animals to be brought onto site	All sub-contractors	Keep 6.4 metres from O/H power lines or follow NO GO ZONE requirements	All sub-contractors
No harassment, bullying, discrimination, vandalism or bad behaviour	All sub-contractors	Wear PPE when welding or gas cutting or grinding & similar work	All sub-contractors
Report all incidents to the supervisor	All sub-contractors	Fit flash back arrestors to gas hoses	All sub-contractors
No illegal drugs or alcohol on site	All sub-contractors		
		Wear appropriate PPE at all times	All sub-contractors
Provide fall protection over 2 metres	All sub-contractors	Follow SunSmart clothing requirements	All sub-contractors
Don't remove guard rails or scaffold components unless authorised	All sub-contractors	Use correct manual handling procedures	All sub-contractors
Only licensed scaffolders to erect, alter or dismantle scaffolds over 4 metres high	All sub-contractors	Mobile plant to have warning light & alarm & service records	All sub-contractors
Ladders to be industrial & 120 kg SWL	All sub-contractors	Hi-vis vests worn around mobile plant	All sub-contractors
Keep 2 steps from the top of a stepladder & 3 rungs from top of a straight ladder	All sub-contractors		
Ladders to be secured safely at 4:1 pitch	All sub-contractors	SDS's to be provided for haz substances	All sub-contractors
Harnesses only used for minor work	All sub-contractors	Use vacuum & wear PPE if cutting MDF	All sub-contractors

Training, Licensing and Other Qualifications

Training needs will be identified and provided by the company or the individual subcontractor for all personnel, including management, as necessary.

This training will range from induction training, on-going health and safety training and any specialist training that may be required.

Health and Safety Training Register

Where licensing, certification or other similar recognition of training is required details of licensing or certification will be entered into the Health and Safety Training Register in the registers section of this manual.

Note:- this register may also be used to identify previous training and certification of new employees and contractors prior to commencement of work.

Company induction training

All persons carrying out any work whatsoever on site are to have a task specific company induction based on the relevant sections of the Health and Safety Induction Training Handbook set out in this manual.

Construction induction training

All persons carrying out any work whatsoever on site are to have construction induction training and be the holder of a Construction Induction Card (White Card), Red Card or other equivalent recognised induction card.

Site induction training

All persons carrying out any work whatsoever on site are to have a site induction prepared and presented by the Principal Contractor.

They are also to sign off on the Site Induction Register.

All visitors to site are to receive a basic site induction advising them of any safety requirements that may affect them.

Refresher training

Refresher training (as required) will be provided to all personnel to enable them to perform their tasks safely.

Training presentation

All training is to be prepared and presented by a suitably qualified trainer with the appropriate knowledge, skills and experience.

Principal Licences, Qualifications & Proof Of Competency On Construction Sites

Note: WorkSafe Licences are required to be renewed every 5 years

Name: _____ Company: _____

WORKSAFE PLANT OPERATION LICENCE/CERTIFICATION

Type	Level/class	Cert. No.	Issued by	Date of issue
Crane operator (all C's)				
Vehicle loading crane (over 10 metre/tonne) (CB)				
Tele-handler over 3 tonne SWL (same class as slewing mobile crane) CN, C2, C6, C1, CO)				
Boom-type elevated work platform > 11 metres (WP)				
Concrete placing boom (WP)				
Personnel & materials hoist (HP)				
Materials (barrow) hoist (HM)				
Forklift (HM)				
Other				

WORKSAFE OR OTHER LICENCE/CERTIFICATION

Type	Level/class	Cert. No.	Issued by	Date of issue
Scaffolding (SB, SI, SA)				
Rigging (RB, RI, RA)				
Dogging (DG)				
Asbestos removal				
Explosives use				
First aid				
Electrical				
Other				

PROOF OF TRAINING & COMPETENCY FROM AN APPROVED ASSESSOR

Type	Level/class	Cert. No.	Issued by	Date of issue
Earthmoving plant operator				
Scissor lift or boom<11 metres				
Spotters				
Laser				
Trench excavation				
Confined spaces				
Other				

HEALTH &SAFETY TRAINING

Type	Level/class	Cert. No.	Issued by	Date of issue
White or Red Card Induction				
Safety Officers/ Supervisors				
OHS Elected Representative				

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Company/Site Health and Safety Induction Training

This Health and Safety Induction is a condensed version of the safety requirements set out in the Occupational Health, Safety and Environmental Manual.

It aims to promote safe working practices and to ensure a safe and healthy workplace.

All company employees and individual contractors and their employees are required to observe the requirements of the Act, its regulations and codes of practice and to comply with any safe work procedure as may be required on this site.

ARGYLE MAINTENANCE SERVICES

Introduction to Company/Site Induction

Advise

Advise (if applicable) new direct employees of the company key contacts, hours of work, probationary period, payment of wages, superannuation, leave entitlements, rostered days off driving company vehicles, supply of safety equipment, other company policies.

Check the following:

- Construction Induction Card (White or Red Card)
- Safe Work Method Statement provided & signed
- Health & Safety Co-ordination Plan explained
- site induction or company induction conducted
- plant operator's qualifications (where applicable)
- any WorkSafe licences (where applicable)

Advise new employees and contractors of the following (where applicable):

Location of (where applicable):

- site amenities and facilities including toilets, drinking water, lunch room (on larger sites) and non-smoking areas
- notification of any incidents, emergency procedures, telephone, emergency telephone numbers, any fire extinguishers, evacuation procedures, emergency exits and emergency assembly area/s
- any copies of legislation, codes of practice, guidelines on site
- minutes of any safety meetings

Names and telephone numbers of (where applicable):

- nearest doctor and hospital
- management nominated H&S representative
- employees elected H&S representative/s
- key company personnel
- first aider/s

The requirement for contractors to provide:

- acceptable safe work method statements for all high risk tasks. Alternatively, contractors may adopt the company's safe work method statements
- evidence of workers compensation insurance, superannuation, long service leave and redundancy if required

The requirement for all workers to comply with:

- all current legislation, codes of practice and guidelines
- all safe work method statements
- incident, accident, injury and hazard reporting procedures

The following safety issues:

- issue resolution procedures
- non-conformance procedures

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Where Applicable, the Following Health and Safety Requirements are to be Explained in Detail to all Direct Employees and Contractors

Legal Responsibilities

Employer's responsibilities:

To provide a workplace that is safe and without risks to health

Employee's responsibilities:

To co-operate with their employer with regards to health and safety

Non-conformance

Where any person does not comply with any site safety requirements on site they will be stopped from working and advised of their obligation to comply with site safety requirements. If the person continues to work unsafely then, after due consideration of the facts, consideration may be given to terminating their employment or contract.

Right of entry to site

Members of the public, children and animals are not permitted to be on site.

Vehicle parking

Contractor's and direct employee's vehicles must not obstruct access to the site, emergency exits, roadways or access to neighbouring properties.

Children on construction sites

Children under the age of 15 are not allowed to work on construction sites.

Children under the age of 18 should not operate mobile plant on construction sites.

General prohibitions

The following behaviour is prohibited on site:

- bullying
- sexual harassment
- discrimination or intimidation of any kind including racial
- vandalism or theft of any kind
- language or behaviour likely to affect other workers, neighbours or the public
- radios or similar equipment played at an excessive volume that may create a safety hazard
- ignoring or refusing to act on safety instructions issued by the principal
- interference with any safety hazard controls without a legitimate reason
- the consumption, use, possession of alcohol or illegal drugs
- smoking is not permitted in any enclosed workplace

Site housekeeping

All contractors and company personnel are responsible for their own basic housekeeping which should be carried out on at least a daily basis

Food scraps and other similar rubbish are to be disposed of in the bins provided

Site Establishment

Safety signs must be followed at all times.

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Barricades

Work areas may be required to be barricaded off if it is necessary to separate the work area from mobile plant, other workers on site or the public.

Manual Handling

Plan all lifts to reduce the likelihood of strains & sprains.

Use mechanical means of lifting heavier loads, such as cranes or trolleys, whenever possible.

Use a pallet trolley to re-locate equipment stored on the ground where possible.

Keep the work area free of obstacles.

Take care to avoid slippery surfaces.

Personal Protective Equipment**Respirators**

Wear the correct type of filter respirator for the paint or coating as set out in the product's safety data sheet

Safety footwear

Safety footwear is to be worn at all times.

High visibility safety vests

High visibility safety vests are to be worn around mobile plant and traffic.

Safety helmets

Safety helmets are to be worn

- when working around mobile plant
- when working below other workers
- where there is a danger of falling objects
- when there is a danger of striking your head
- when signage on site requires it
- when instructed to do so

Other personal protective equipment

Other personal protective equipment such as full body harnesses, gloves, safety glasses, hearing protection and dust masks are to worn as required, when signage on site requires it, or when instructed to do so.

Sunsmart - Ultra violet protection for skin cancer

Follow the SunSmart requirements

Under no circumstances can any employee work outdoors without a top or only wearing a singlet or sleeveless high visibility vest.

Painting and specialist coatings**When painting or applying specialist coatings:**

- obtain and follow the safety instructions on the safety data sheet for the individual product
- wear the appropriate personal protective equipment including the correct type of filter respirator for the paint or coating and clothing to protect from spray paint

- provide ventilation when painting or coating indoors
- do not smoke and clear the work area of ignition sources if working with flammable product
- provide a fire extinguisher if working with flammable product
- follow the manufacturer's instructions when spray painting with two pack paint

Environmental management

- use drop sheets to prevent spillage & paint droplets from staining floors or other areas.
- ensure a spill kit is available at all painting locations
- secure the lids of all containers, including those containers being disposed of
- ensure all empty containers are disposed of safely as required by law and any unused product is returned safely to the storeroom
- set out a protected paint wash out area for cleaning all painting equipment.
- clean all painting and coating brushes, rollers, spraying equipment and other associated tools and equipment with water or solvents as appropriate
- do not allow any water or solvents used for cleaning to enter the stormwater or sewer systems.
- do not spray paint outdoors in days of high wind velocity
- do not use spray paint in a manner that allows it to drift onto unintended areas or other properties

Safety Data Sheets (SDS'S)

A Safety Data Sheet is to be obtained for any chemicals being used and the requirements of the SDS are to be complied with.

Mobile Plant

- plant operators must hold WorkSafe licences or appropriate proof of competency.
- provide a flashing warning light and reversing/motion alarm on mobile plant
- high visibility safety vests and safety helmets being worn by all workers
- plant being maintained including daily checks prior to commencement of work

Elevated work platforms (EWP's - boom lift and scissor lift)

All persons in boom type lifts must wear a secured full body harness.

No person is to climb in or out of any EWP except at ground level.

If used in an exposed area wind loading must be taken into account.

EWP emergency rescue plan

An emergency rescue plan is to be in place to lower the EWP if the event of a power failure or incident in EWP at heights. This plan is to include a person at ground level able to lower the EWP to the ground/floor level using the controls at ground/floor level or other means.

Earthmoving plant

The quick hitch safety pin or other mechanical locking device must always be in place when operating an excavator to prevent any attachments from accidentally dislodging.

Working At Heights**Fall protection**

Fall protection must be provided when any person can fall more than 2 metres.

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This could include scaffolding, elevated work platforms, guard rails, safety harnesses or other safe means

Ladders and step platforms (chariots)

- only industrial quality ladders (minimum 120 kg safe working load) can be used
- they must be safely secured (tied off or footed) at an angle of 4:1
- they must extend at least 1 metre past any step off point
- insulated ladders are to be used when carrying out electrical work
- do not step closer than 900 mm (3 rungs from the top) of single and extension ladders
- do not step closer than 600 mm (2 steps from the top) of step ladders
- do not use ladders on balconies (use chariots with guard rails)
- do not use any power tools requiring 2 hands to operate on ladders

Scaffolding

All scaffolding is to be erected as per the Australian Standards.

Scaffolding over 4 metres in height is to be erected by a licensed scaffolder.

Do not alter any part of a completed scaffold unless you are a licensed scaffolder.

Plasterer's stilts

The use of plasterer's stilts must meet WorkSafe guidelines.

Plumbing safety

All plumbing work on site is to be carried out by a qualified plumber.

Electrical Safety

- all electrical work on site is to be carried out by a qualified electrician
- ensure all electrical equipment and leads are tested and tagged every 3 months
- ensure all RCD's are to be tested and tagged every month
- ensure all leads are on insulated lead stands or insulated hooks
- provide industrial quality multi-plug portable outlet devices
- no green or orange sheathed leads
- ensure the maximum lead length for heavy duty 10 amp leads is 35 metres

Mobile plant and scaffolds near overhead power lines

Follow the NO GO ZONE requirements

Underground power lines and other services

Ring Dial Before You Dig (ph 1100) to obtain the location of all service lines before excavating.

Renovation

Isolate electrical, gas and water service lines.

Asbestos

An asbestos audit is to be conducted before any demolition or renovation work is carried out.

A clearance certificate is to be provided on completion of the asbestos removal.

Asbestos removal is to be carried out by a WorkSafe licensed asbestos removalist.

Where any asbestos is found then work is to cease immediately.

Medium Density Fibreboard (MDF)

- wear respiratory protection incorporating a P2 cartridge filter at all times
- attach an industrial vacuum cleaner to the drop saw or other equipment.

Noise And Dust

Workers are to be provided with and wear hearing protection.

All radios and similar played on site are to be played at a low volume.

Welding, Gas Cutting, Grinding And Other Hot Work

General

No hot work likely to cause sparks is to be carried out outdoors on a day of total fire ban.

All appropriate personal protective clothing is to be worn;

Gas bottles are to be in trolleys or otherwise secured;

An appropriate fire extinguisher is to be available; and

Flash back arrestors are to be provided on all gas-cutting equipment

Concreting

Erecting and Stripping Formwork

Formwork is not to be lifted in strong winds.

Falsework is to be installed and secured safely.

Formwork is not to be stripped until the concrete design strength is reached and signed off.

Fixing Re-Inforcing Steel

Exposed ends of re-inforcing steel are to have their ends capped.

Concrete Placement

No person is to stand between the reversing agitator and the concrete pump hopper.

A concrete boom pump is not to be operated near any overhead power lines unless NO GO ZONE requirements are met.

A concrete boom pump is not to be operated during an electrical storm.

Excavations

- prior to any excavation being carried out contact Dial Before You Dig.
- excavations are to be made safe by providing timber shoring, steel trench shields or battering/benching the sides of the trench at a safe angle to within 1 metre of the base
- barricading is to be provided around excavations
- an emergency rescue procedure is to be in place in case of a trench collapse

Confined Spaces (such as sewer manholes)

- all persons are to be trained in confined spaces entry, including stand by persons
- remote testing of the atmosphere for contaminants & oxygen levels before entering;
- continual atmospheric monitoring is required when in the confined space
- entry permits are to be completed before entering and after exiting the confined space
- warning signage is to be in place
- at least 1 stand by person (preferably 2) is required to be outside space
- proper communication with the stand by person is to be provided
- emergency rescue procedures (harness, hoist & first aider) are to be in place

Environmental Management

Painting and coating

- use drop sheets to prevent spillage & paint droplets from staining floors or other areas.
- ensure a spill kit is available at all painting locations
- secure the lids of all containers, including those containers being disposed of
- ensure all empty containers are disposed of safely as required by law and any unused product is returned safely to the storeroom
- set out a protected paint wash out area for cleaning all painting equipment.
- clean all painting and coating brushes, rollers, spraying equipment and other associated tools and equipment with water or solvents as appropriate
- do not allow any water or solvents used for cleaning to enter the stormwater or sewer systems.
- do not spray paint outdoors in days of high wind velocity
- do not use spray paint in a manner that allows it to drift onto unintended areas or other properties

Handling oil and similar spills

Provide a spill kit

Handling waste materials

Place scrap materials in the bins and skips provided.

Discharges to sewer or stormwater

Do not make any trade waste discharges into sewer or stormwater drains.

Dust emissions

Dust levels must be kept to a minimum to ensure workers, neighbouring properties and the public are not unduly affected.

Noise emissions

All radios and similar played on site are to be played at a low volume to ensure they do not create a noise hazard or prevent safety warnings from being heard.

Working under or around existing trees & shrubs

Check with relevant authority on individual requirements.

4. Registers

Attached are the following registers:

- Monthly Health and Safety Report Register
- Monthly Serious Incident/Lost Time Register
- Annual Internal Health and Safety Audit and Review Register
- New Employee - Personal Details (for direct employees)
- Subcontractor Pre-commencement (guide for compliance of sub-contractors)
- Non-conformance Notice Register
- Corrective action Register
- Building Maintenance Site - Safety Audit Checklist (complete for regular spot checks of sites)
- Environmental Management Plan for Maintenance Work
- Company/Site Induction Register (for all employees and sub-contractors to sign off on completion of Company/Site induction)
- Construction Induction White or Red Card Induction Register (for details of all employees and sub-contractors White or Red Cards)
- Training Register (other than White Card or Red Card)
- Licences/Qualifications Register (operators licences/tickets)
- Personal Protective Equipment Register (for PPE issued)
- Electrical Equipment Testing Register (for recording test & tag)
- Internal Accident/Incident/Hazard Reporting Register (for recording minor incidents)
- Internal Register of Injuries (for recording all injuries)
- Incident/Hazard Investigation Report (for internal investigation of serious accidents)
- Return-To -Work Plan (for injured direct employees off more than 4 weeks)
- WorkSafe Incident Notification Form (for reporting serious accidents to WorkSafe)
- List of Incidents to be Reported to WorkSafe
- OHS Committee/ Toolbox Meeting Minutes (for recording meeting details)
- Health and Safety Compliance Register
- Health Surveillance checklist
- Access Control Checklist
- Mobile Plant On Site Register
- Mobile Plant Daily Inspection Checklist
- Hazardous Substances/Dangerous Goods Register
- Electrical/Mechanical Lockout Permit
- Working at Heights Permit
- Confined Spaces Entry Permit
- Hot Work Permit

Monthly Health and Safety Report Register

Our objectives and targets are a continual improvement of the system and a continual reduction in workplace incidents and injuries.

Employer	ARGYLE MAINTENANCE SERVICES	Site Address		Date	
----------	-----------------------------	--------------	--	------	--

Report (copies to be attached to this report)	Number	Date/s	Status of any preventative or corrective actions	Comment
Internal WHS audits				
Independent WHS audits				
WorkSafe inspections				
WorkSafe notices issued				
Serious accidents/incidents (attach separate details)				
Lost time injuries (attach separate details)				
First aid treatment injury				
H&S Committee meetings				
Toolbox meetings				
Site inductions conducted				
SWMS's provided				
Risk assessments completed				
Non-compliance reports issued to sub-contractors				
Statutory reports				
Performance against WHS Management Plan				
Other safety issues				

Signed

Date.....

Date of Issue: November 2017

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Annual Internal Health and Safety Audit and Review Register

Our objectives and targets are a continual improvement of the system and a continual reduction in workplace incidents and injuries.

Employer	ARGYLE MAINTENANCE SERVICES	Site Address		Date	
----------	-----------------------------	--------------	--	------	--

Report	Number	Date/s	Status of any preventative or corrective actions	Comment
Internal WHS system audits				
External WHS system audits				
Certification system audits				
Any legislative changes likely to affect the company				
Any changes to the organisational structure				
Status of OH&S training				
Internal site safety audits				
External/independent site safety audits				
Hazard, incident and accident reports				
Lost Time Injury Frequency Rates (LTIFR)				
Workers compensation claims				
Return to work effectiveness				
WorkSafe inspections				
WorkSafe Prohibition Notices and Improvement Notices issued				
PINs issued by elected OHS representatives				
Serious accidents/incidents				

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[illegible]

Signed

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New Direct Employee – Personal Details

COMPANY DETAILS

Employer	ARGYLE MAINTENANCE SERVICES
Address	
Telephone No	

EMPLOYEE DETAILS

Employees Surname		First Name	
Address			
Telephone No.			
Date of Birth			
Date Employed			
Job Title		Employee No.	
Allergies & Health Problems (confidential)			
Emergency Contact		Telephone No.	
Address			
Preferred doctor		Telephone No.	
Address			

OTHER DETAILS (where applicable)

Cards:	Number	Expiry Date
Superannuation (C+BUS)		
Long Service Leave		
Redundancy Fund		
Banking details	Bank	Branch
	BSB	Acc. No.

CERTIFICATION/LICENSES/QUALIFICATIONS

Type	Level/class	Cert. No.	Issued by	Date of issue
Red Card				
Driver's Licence No.				
Plant operator's qualification				

Declaration

I, _____ declare that the above information is true and correct.

Employee signature: _____ Date: _____

Subcontractor Pre-commencement Checklist

Employer	ARGYLE MAINTENANCE SERVICES		
Site address			
Subcontractor			
Date			
Details required	Yes	No	Comments
Do you have your own health and safety management system/manual			
Who is responsible for the company 's health and safety on site			
Have proper Safe Work Method Statements been provided			
Do employees have White. or Red Cards			
Do employees have plant operators licences/tickets where required			
Have employees received company induction training.			
Is plant & equipment properly maintained (including daily checks)			
What personal protective equipment is provided for employees eg. hard hats, safety boots, eye, dust, hearing & UV protection			
Has your WorkCover/Private insurance policy been provided			
Has a copy of your public liability insurance policy been provided			

Signed

Date.....

Non-conformance Notice

To (Company) _____

To (Individual if applicable) _____

From (Company) _____

From (Individual) _____

Workplace address _____

This is to advise you that the following company/person has not complied with the health and safety requirements at this workplace.

Company: _____

Individual if applicable _____

Date of incident/s _____

Details of non-compliance are as follows:

Action to be taken is as follows:

Signed: _____

Position: _____

Date: _____

Corrective Action Register

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Date	

Compliance with relevant health and safety legislation is to be monitored and upgrades until it meets the standard set out in the Health and Safety Compliance Checklist (based on a SafetyMap Checklist)

[illegible]

Signed: _____

Position: _____

Date: _____

Building Maintenance Site - Safety Audit

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Subcontractor or type of work being carried out	
Person conducting audit	
Date	

Details required	Yes	No	Comments
Administration:			
OHSE Manual/documentation in place			
SWMS's prepared			
Site induction completed			
White/Red Card			
House keeping:			
Safe access to and around work areas			
Appropriate safety signs provided			
Emergency procedures & first aid:			
Emergency telephone numbers provided			
First-aid kit properly stocked			
Electrical:			
Temporary supply power boards comply			
RCDs tested & tagged monthly			
Electrical equipment & leads: - tested and tagged every 3 months - secured off ground - length not exceeding 35 metres - no green or orange leads			
Industrial multi plug devices used			
OH power lines on poles:			
NO GO zones complied with			
Fall protection when working at heights over 2 metres:			
Fall protection provided over 2 metres			
Scaffold provided for fall protection			
Guardrails provided for fall protection			
EWP's provided for fall protection			
Floor & wall penetrations barricaded or covered			
Roof maintenance:			
Guardrails installed			

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Details required	Yes	No	Comments
Safety mesh installed			
Safety harnesses used & secured			
Scaffolds:			
Licensed scaffolder over 4 metres			
Adequately braced			
Safe access to working platforms			
No access sign for incomplete scaffold			
Handrail, mid rail & toe boards			
Ladders:			
Industrial ladders minimum 120 kg SWL			
Ladders to be secured and stable at 4:1			
Extend 1 metre past highest access point			
Only light work carried out from ladders			
Insulated ladders for electrical work			
Renovation/asbestos:			
Asbestos clearance certificate			
Appropriate services disconnected			
All mobile plant:			
Operator licensed/trained & competent			
Flashing lights & reversing alarms			
Harness worn in boom lifts			
Serviced including daily check list			
Trenches & other excavations:			
Trench support or walls battered			
Barricaded 2 metres back from edge			
Personal protective equipment: as required:			
Safety helmets			
Reflective vests around mobile plant			
UV protection (clothing, sun block, hats)			
Hearing, eye & respiratory protection			
Public safety:			
Security fencing if possible			
Warning signage & barricades			
Other:			

Signed

Date.....

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Environmental Management Plan for Maintenance Work

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Subcontractor or type of work being carried out	
Person conducting audit	
Date	

Actions where applicable	Are controls in place Y/N	What further risk controls are required	Who is responsible
Heritage items			
Identify & protect any heritage items on site			
Working around existing trees, shrubs & native grasslands			
Minimise clearing of vegetation.			
Check with council and/or a tree surgeon on individual requirements.			
Report any damage to the authorities.			
Follow the tree surgeon's advice on rectification work to be followed if accidental damage is caused.			
Fence off protected areas to minimize disturbance.			
Where practicable, revegetate any areas affected with native grasslands.			
Soil & Water Management			
Set up a system to prevent run off into creeks, streams and rivers.			
Block off all storm water drainage points likely to be affected with barriers, silt curtains or similar methods of containment to prevent pollutants from entering the stormwater drainage system.			
Remove contaminated water and material using pumps, environmental tankers or other suitable means.			
Minimise water for cleaning			
Sweep contaminated roads daily			
Contaminated construction sites			
Removing existing contaminated soil or contaminants in the soil on construction sites is specialised work and expert advice must be sought before commencing work.			

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Actions where applicable	Are controls in place Y/N	What further risk controls are required	Who is responsible
Handling waste materials after completion of work			
Separate recyclable waste from non- recyclable waste			
Provide refuse containers on site			
Uncovering buried or discarded asbestos waste			
Where any buried or dumped asbestos, or suspected asbestos, is uncovered or found during excavation works then work is to cease immediately.			
A 10 metre no-go-zone is to be set up around the suspected contaminated area.			
Asbestos signage is to be posted			
Advise WorkSafe.			
Engage an approved asbestos removalist to remove the asbestos.			
Material storage			
Stockpile materials in non run off areas			
Do not over order materials			
Store all materials & bins on site			
Have the bins and skips emptied or removed at appropriate times to ensure they do not overflow.			
Vehicles			
Limit entry & exit points for vehicles			
Do not work or park on nature strips			
Provide tyre washing facilities where required			
Handling oil and similar spills			
Provide a contamination spill kit to remove contaminated material.			
Chemicals & hazardous waste			
Minimise storage on site			
Ensure fuel, oil and similar materials are stored in a properly bunded area			
SDS's to be on site			
Do not burn off waste products or off cuts			
Emergency phone numbers to be available			

Actions where applicable	Are controls in place Y/N	What further risk controls are required	Who is responsible
Noise emissions			
Limit hours of operation to suit council requirements			
Do not use loud radios on site			
Noise levels must be kept to a minimum.			
Use noise suppressors on machinery			
Where required under the Regulations noise assessments are to be carried out on plant and equipment in the workplace.			
Public			
Notify neighbors of work in advance			
Ensure safe access past the site is provided			
Dust emissions			
Damp down stockpiles to reduce dust			
Dust levels must be kept to a minimum.			
Painting			
Wash out brushes/rollers in a drum			
Seal areas to be sanded to prevent dust			
Dispose of empty cans safely			
Other:			

Note: refer to and comply with the following:

- Environmental Protection Act 1970;
- Catchment and Land Protection Act 1994;
- EPA & City of Casey Site EMP Kit – Guidance Notes;
- EPA ‘Environmental Guidelines for Major Construction Sites’ Melbourne Water’s ‘Keeping Our Stormwater Clean – A Guide for Building Sites’; and
- WorkSafe Industry Standard for ‘Contaminated Construction Sites’.

Signed: _____

Position: _____

Date: _____

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Company/Site Induction Register

Note:- the following two Company/Site Induction registers have been provided:

1. A basic register to record a completed induction and Construction Card (C.I. or Red Card) for multiple employees (generally for domestic or small commercial sites)
2. A detailed register to record a completed induction and multiple details for multiple employees (generally for larger commercial sites)

Use whichever register is most applicable to the project.

Company/Site Induction Register (Basic)

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Subcontractor	

I HAVE BEEN INDUCTED INTO, UNDERSTAND AND AGREE TO COMPLY WITH THE REQUIREMENTS OF THE COMPANY/SITE INDUCTION

Name of Employee	Name of Employer	White/Red Card no. or date booked in	Date inducted	Signature of Employee

Company/Site Induction Register (Detailed)

Principal Contractor	ARGYLE MAINTENANCE SERVICES
Site address	
Date	
Contractor's name	
Employee's name	
Trade	
Employee's contact phone number	
Home emergency contact name & phone number	
White Card or Red Card no.	
WorkCover Insurance no.	
Qualifications (plant operator, scaffolder, first aider etc...)	

Items covered during the site induction (if applicable). Tick if item was covered

Advised of the following items	Tick if covered	Advised of the following items	Tick if covered
Fall protection to be provided over 2 metres		Warning light, alarm & maintenance on mobile plant	
Ladders to be 120 kg SWL		Harness to be worn in boom lift	
Emergency procedures		Do not climb out of EWP at height	
Incident reporting procedures		Follow all safety signs	
Safe Work Method Statement		Traffic management	
Health & Safety Co-ordination Plan		Safe demolition/renovation practices	
Red or White Card recorded		Asbestos removal	
Plant operator's licences recorded		Cutting MDF	
Amenities & facilities		Welding & gas cutting	
Housekeeping		Noise & dust suppression	
Drugs & alcohol banned		Sunsmart requirements in summer	
Clean painting equipment environmentally		Excavations to be barricaded & made safe from collapse	
Electrical test & tag every 3 months		Environmental management	
RCDs test & tag monthly			

I HAVE BEEN INDUCTED INTO, UNDERSTAND AND AGREE TO COMPLY WITH THE REQUIREMENTS OF THE COMPANY/SITE INDUCTION

Employee's Signature: _____ Date: _____

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Construction Induction (White/Red Card) Register

Employer	ARGYLE MAINTENANCE SERVICES
Site Address	
Subcontractor	

Name of Employee	Employer	White Card or Red Card No.	Date	Signature of Employee

Training Register

(other than Construction Induction Card & Site Induction)

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Subcontractor	

Name	Training course	Training provider	Date	Signature

Licences/Qualifications

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Subcontractor	

Name	Licence/Certificate Type & No.	Issued by	Date

Personal Protective Equipment Issued

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Subcontractor	

Name	PPE Issued.	Employer	Date

Electrical Equipment Testing Register

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Subcontractor	

Note: All equipment & leads are to be tested & tagged by a licensed electrician & recorded in this register.

All earth leakage devices are to be trip tested every calendar month.

All equipment & extension leads are to be tested & tagged every 3 months.

Date	Equipment type	Serial no.	Repairs carried out	Signature	Electrician's licence no.

Internal Incident/Hazard Register

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Employee or subcontractor (name)	
Date of incident/hazard	

Description of incident/hazard:

Completed by: _____ Signed: _____

Date: _____

Comment and recommended action (including employee involvement):

Completed by: _____ Signed: _____

Date: _____

Review of rectifying action taken (including non-compliance action):

Completed by: _____ Signed: _____

Date: _____

Register of Injuries

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Employee or subcontractor (name)	
Date of incident/hazard	

Injured Person			
Name		Age	
Address		Telephone	

Incident Details	
Time of incident	am/pm
Accident location	
Cause of injury	
Nature of injuries	
Bodily location/s	
Witnesses	
Witnesses	
Witnesses	

Person investigating incident	
Person entering details	
Date	

Completed by: _____ Signed: _____

Date: _____

Incident/Hazard Investigation Report

Page 1 of 2

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Employee or subcontractor (name)	
Date of incident/hazard	

Injured Person			
Name		Age	
Address		Telephone	

Accident Details	
Day/Date of incident	
Time of incident	am/pm
Date & time reported	
Person who reported incident	
Incident location	
Task being carried out at the time of the Incident	
Reconstruct sequence of events leading up to incident	
Possible cause of Incident	
Nature of injuries	

Incident/Hazard Investigation Report (cont...)

Page 2 of 2

Estimated time off work (circle)	Less than 1 day 1 day to 1 week 1 week to 1 month More than 1 month
Witness (attach any statements to report)	
Witness (attach any statements to report)	
Witness (attach any statements to report)	

General Incident Description – briefly describe what happened

Prevention - briefly describe what action has been taken to prevent a re occurrence of the incident

Person investigating accident	
-------------------------------	--

Signed: _____

Date of report: _____

Return to Work Plan (if off for 4 weeks or more)

Employer	ARGYLE MAINTENANCE SERVICES
Return to Work Co ordinator	
Plan prepared by	
Date	

Employee details

Claim number	
Name	
Address	
Telephone	
Date of birth	
Position/occupation	
Contact person	
Telephone	
Date of injury	
Nature of injury	
Medical restrictions	
Expected return to work date	
Hours of work	
Review of Return to Work Plan date	

Treating practitioner details

Name	
Address	
Telephone	

Occupational rehabilitation provider details (if applicable)

Company	
Address	
Telephone	
Consultant	
Provider no.	

Details of any proposed/occupational rehabilitation services are to be attached to this plan

Other assistance or medical service details (eg. physiotherapy, chiropractic treatment etc)

Company	
Address	
Telephone	
Service details	

Return to work offer

The following return to work offer has been proposed.

This offer has been made after consultation with the injured employee, the employees medical advisers and company representatives involved in the persons rehabilitation.

[illegible]

Employee agreement

Name	
Signature	
Date	

Employer agreement

Name	
Position	
Signature	
Date	

Reference Number (Ring 13 23 60 for Ref. No) _ _ _ _ _

INCIDENT NOTIFICATION FORM
WORKSAFE VICTORIA
Person submitting details (please print in BLOCK letters)

Name	Position Title	Telephone number
Date	Date of incident	Time of incident
Name of employer / self employed OR Person / Organisation		Place / location
Business address (Not PO Box)		Postcode
Name of employer of deceased / injured person(s), if any, if different from above		
Address of premises where incident occurred		
Brief description of incident (Give details of the type of injury, if any, caused by the incident)		

Details of deceased/injured person/s

Name		Male	Female
Residential address		Postcode	
Date of birth		Telephone number	
/ /			
Occupation / job title / description		Employee / contractor / member of the Public	
Work activity being undertaken at the time of the incident (identify any plant, substance, equipment involved)			
Person(s) who saw incident or first came to scene			
Action taken/intended, if any to prevent recurrence of incident			

Declaration

I declare that where I provide personal or health information to the Victorian WorkCover Authority (VWA) about any other individual, I am authorised to provide that information, the information has been collected in accordance with applicable privacy legislation and the individual has been or will be made aware of the VWA's identity and how to contact it and of the other matters of which an individual is required to be made aware when personal or health information is collected about them.

Signature	Date	Optional WorkCover ID
	/ /	
Name	Establishment No	

Notification to WorkSafe

The Act requires the employer or self-employed person to carry out the following when a notifiable incident occurs:

1. Notify the Victorian WorkCover Authority (VWA or WorkSafe) immediately after the employer or self-employed person becomes aware of a notifiable incident or notifiable dangerous incident at a workplace under the employer's or self-employed person's control on Ph 13 23 60 and obtain a Reference Number;
2. Send a completed Incident Notification form to WorkSafe within 48 hours (Fax 03 9641 1091) or mail to 222 Exhibition St. Melbourne, Vic 3000;
3. Keep a copy of the form for at least 5 years; and
4. Preserve the site if there is a notifiable incident until an inspector arrives or directs otherwise (unless protecting the health and safety of any person, aiding an injured person or taking essential action to make the scene safe).

Notifiable Incidents include:

- the death of a person; or
- a serious or illness or injury of a person; or
- a dangerous incident.

A serious injury or illness includes:

- a person requiring medical treatment as an in-patient in a hospital; or
- a person requiring medical treatment within 48 hours of exposure to a substance;
- a person requiring immediate medical treatment for –
 - the amputation of any part of his or her body; or
 - a serious head, eye injury or burn; or
 - the separation of skin from underlying tissue (such as degloving or scalping); or
 - a spinal injury; or
 - the loss of a bodily function; or
 - serious lacerations; or
 - any other injury to a person or other consequence prescribed by the regulations.

Notifiable Dangerous Occurrences include:

Any incident that exposes a person in the immediate vicinity to an immediate risk to the person's health and safety through:

- the collapse, overturning, failure or malfunction of, or damage to, any item of plant that is required to be authorised for use in accordance with the regulations; or
- the collapse or failure of an excavation of any shoring supporting an excavation; or
- the collapse or partial collapse of a structure; or
- electric shock (electric shock is also reportable to Energy Safe Victoria); or
- an uncontrolled implosion, explosion or fire; or
- an uncontrolled escape of gas, steam or pressurised substance; or
- the uncontrolled escape, spillage or leakage of any substance; or
- the fall or release from a height of any plant, substance or thing; or
- any inrush of water, mud or gas in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
 - any other event prescribed by the regulations.

Health and Safety Compliance Register

Employer	ARGYLE MAINTENANCE SERVICES
Site Address	
Date	

Compliance with relevant health and safety legislation is to be monitored at the commencement of each new project and upgraded until it meets the standard set out in this Health and Safety Compliance Checklist (based on a SafetyMap Checklist)

Health & safety requirements	Are these in place (Y/N)	What is required to comply
Health& Safety Manual		
Health& Safety Policy		
Provided resources to implement Health & Safety Plan		
Reviewed legislative requirements & compliance		
Employee consultation		
Identification of hazards & risk controls		
All employees, including management, trained in WH&S		
Inductions for new employees		
Document & monitor safe work procedures		
Appropriate first aid		
Incident recording registers		
Emergency procedures in place		
Regular site safety audits on site		
Purchasing WH&S requirements		
SDSs for chemicals used		
Safe storage of chemicals		
Records of plant & equipment maintenance		
Audits of WH&S Management System		
WH&S record filing system		
Person trained in OH&S or have access to trained person		

Signed

Date.....

Date of Issue: April 2018

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Health Surveillance Checklist

[illegible]

Access Control Checklist

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Date	

[illegible]

Signed: _____

Date: _____

Mobile Plant On Site Register

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Subcontractor	

Contractor's name	Date on site	Date off site	Type of plant & identification or serial number	Up to date maintenance records plant risk assessment & daily check list provided	Operator's qualifications

Signed: _____

Date: _____

Mobile Plant Daily Inspection Checklist

Note: This Mobile Plant Daily Inspection Register is a general checklist only.
Contact the supplier/manufacturer for plant specific checklists.

Employer	
Site address	
Subcontractor	

Any major safety issues must be reported immediately to the supervisor and rectified before either commencing or continuing to operate the mobile plant

ITEM (where applicable)	MON	TUES	WED	THUR	FRID	SAT	SUN	COMMENTS
Daily checklist completed								
Maintenance records available								
Operator's manual								
Qualified operator								
Plant risk assessment on site								
Flashing warning light								
Reverse/motion alarm								
Quick hitch safety pin/lock in place on excavator								
Oil levels								
Water levels								
Fuel levels								
Foot brake								
Handbrake								
Tyres								
Tracks								
Steering								
Seatbelt								
Lights								
Visibility								
Lifting equipment tested & tagged								
Lifting points								
Guarding in place								
Steps/handgrips in good condition								
All gauges operating								
Fire extinguisher								

Signed: _____

Date: _____

Date of Issue: April 2018

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Hazardous Substances/Dangerous Goods Register

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Subcontractor	

Date	Name of product	Product application	Storage location	SDS Y/N

Signed: _____ Date: _____

Hazardous Substances/Dangerous Goods Management Plan

Employer	ARGYLE MAINTENANCE SERVICES
Site address	

Step	Task	Completed Y/N	Comments
Step 1	Assign the person responsible to manage hazardous substances & dangerous goods		
Step 2	Identify all chemicals stored & used		
Step 3	Obtain & review Safety Data Sheets		
Step 4	Make SDS's available to relevant employees		
Step 5	Check all containers are labeled		
Step 6	Setup a hazardous substances & dangerous goods register		
Step 7	Assess the hazards & risks associated with the hazardous substances & dangerous goods		
Step 8	Eliminate or minimize any hazards & risks		
Step 9	Undertake atmospheric monitoring &/or health surveillance if required		
Step 10	Provide information, instruction & training		
Step 11	Identify & undertake specific duties if scheduled carcinogens & the threshold quantities of dangerous goods are stored		
Step 12	Document all steps in managing hazardous substances & dangerous goods here		

Signed: _____ Date: _____

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Electrical/Mechanical Lock Out Permit

Issued where required for isolating and tagging electrical and mechanical power switches and similar works

Employer	ARGYLE MAINTENANCE SERVICES
Site address	

Issue details

Issued to (company & individual)	
Date of work	
Location of work	
Work to be carried out	
Issued by (company & individual)	
Date of issue	

Checklist

Checklist to be completed by permit holder prior to commencement	Tick if completed
Main switch/es (and other switches as necessary) to be isolated by a licensed /competent person	
Lock out tags to be fitted to main switch/es by a licensed /competent person	
No person to remove tags except a licensed /competent person or person authorised by the licensed /competent person	
A safe work procedure is to be in place for isolating and re-energising electrical and mechanical power switches safely	
All persons working in the area or likely to be affected by the isolation are to be notified of the isolation procedure and the dangers of interfering with lock out tags	
Barriers and warning signs to be provided as necessary	

Issued by: Signature _____ Date _____

Issued to: Signature _____ Date _____

Date of Issue: April 2018

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Working at Heights Permit

Issued (where required) when working at heights over 2 metres

Employer	ARGYLE MAINTENANCE SERVICES
Site address	

Issue details

Issued to (company & individual)	
Date of work	
Location of work	
Work to be carried out	
Issued by (company & individual)	
Date of issue	

Checklist

Checklist to be completed by permit holder prior to commencement	Yes/No	Tick if completed
Will work be required over 2 metres		
Will fall protection be required		
Is existing fall protection in place		
If safety harness is used is it a fall restraint type (preferred)		
If safety harness is used is it a fall arrest type (non-preferred)		
Are there existing safe anchorage points		
Will additional safe anchorage points be required		
Has the pendulum effect been taken into account		
Are complying guard rails in place		
Is a complying scaffold in place		
Is an elevated work platform to be used		
Is a complying ladder to be used		
Is safe access to heights provided		
Is protection from electrical cables required		
Has a safe work method statement been completed		
Does the area below have warning signs & barricades		
Is there protection below from falling objects		
Are there any other hazards at heights		

Issued by: Signature _____ Date _____

Issued to: Signature _____ Date _____

Date of Issue: April 2018

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Confined Spaces Entry Permit

Employer	ARGYLE MAINTENANCE SERVICES
Site address	

Issue details

Issued to (company & individual)	
Date of work	
Location of work	
Work to be carried out	
Issued by (company & individual)	
Date of issue	

Checklist to be completed by permit holder prior to commencement	Tick if completed
Identify the confined space	
All persons involved in entry to be trained in confined spaces	
Test for oxygen deficiency or excess (min 19.5% & max 23.5%)	
Test for contaminated atmosphere	
Provide continual personal monitoring if necessary	
Clean chemical contaminants from space	
Purge space with air or water if necessary	
Provide on-going ventilation if required	
Ensure any chemicals taken into the space or welding/gas cutting carried out in the space does not unduly contaminate the atmosphere	
Respiratory protection provided if necessary	
Self rescue respiratory protection provided if above respiratory protection is not worn	
Rescue/emergency equipment available and training provided	
Stand-by person located outside the confined space	
Hot work permit issued if required	
No smoking in the confined space	
Confined spaces signs and barricades provided	
Lock out tags provided for electrical and mechanical equipment	

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Issued to: Signature _____ Date _____

Date of Issue: April 2018

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Hot Work Permit

Issued where required when hot work is to be carried out and there is a possibility of fire

Employer	ARGYLE MAINTENANCE SERVICES
Site address	

Issue details

Issued to (company & individual)	
Date of work	
Location of work	
Work to be carried out	
Issued by (company & individual)	
Date of issue	

Checklist

Checklist to be completed by permit holder prior to commencement	Tick if completed
No combustible or flammable materials within 10 metres of hot work	
Wet area down or cover if required	
Appropriate type fire extinguisher available	
Fire spotter provided when necessary	
Emergency procedures and training in place	
Cutting and welding equipment in good order	
Flash back arrestors fitted to gas gauges	
Tanks, vats etc... purged if required	
Warning to others in vicinity	
Fire watch to be kept after completion of work	
Other special precautions:	

Issued by: Signature _____ Date _____

Issued to: Signature _____ Date _____

5. Risk Management

Hazard identification and risk assessment

There is a legal requirement for an employer to provide and maintain systems of work that are, as far as is practicable, safe and without risk to health.

The hazard identification process to be followed will be to identify specific hazards, assess the level of risk of those hazards and to then eliminate, control, or reduce those hazards to an acceptable level.

Safe Work Procedures, based on the activities and the risk controls to be put in place, will then be developed and staff trained in the implementation of these procedures.

Risk controls

Methods of risk control in preferred priority order are to:

- eliminate the hazard (eg, remove the hazard such as asbestos from the site)
- substitute the hazard with a less hazardous process (eg, use pine instead of MDF for skirting and architraves)
- isolate the hazard (eg, keep workers exposure to a minimum)
- provide engineering controls (eg, provide guard rails)
- provide administrative controls (eg, give instructions to avoid risks)
- provide personal protective equipment (eg, provide safety helmets)

Safe Work Method Statements

An appropriate Safe Work Method Statement must be provided and understood by all contractors prior to commencing any high risk construction work.

A Safe Work Method Statement is a document that:

- identifies work that is high risk construction work
- states the hazards and risks to health and safety of that work
- sufficiently describes measures to control those risks
- describes the manner in which the risk control measures are to be implemented

High Risk Construction Work

High risk construction work is defined in the Regulations and includes, but is not restricted to, the following:

- where a person can fall more than 2 metres
- working on telecommunication towers
- demolition
- removal of asbestos
- structural alterations that require temporary support
- working in confined spaces
- working in trenches or shafts over 1.5 metres deep
- tunnelling
- using explosives
- working on or near pressurised gas mains

- working on or near chemical, fuel or refrigerant lines
- working on or near energised electrical installations or services
- working in or near a contaminated or flammable atmosphere
- involving pre-cast or tilt-up concrete
- working on or near roadways or rail lines
- working where there is powered mobile plant
- working in artificial extremes of temperature
- where there is a risk of drowning
- involving diving

Low risk construction work

Although not specifically required in the regulations it is also advisable to prepare a safe work procedure such as a Safe Work Method Statement for low risk work.

Risk Assessment Template

Hazard for Assessment: _____

Risk Assessor: _____

Date: _____

Risk Assessment

OUTCOME	FREQUENCY			
	Daily	Weekly	Monthly	Rarely
Fatality	HIGH	HIGH	HIGH	HIGH
Major injuries	HIGH	HIGH	MEDIUM	MEDIUM
Minor injuries	HIGH	MEDIUM	MEDIUM	LOW
Negligible injuries	MEDIUM	MEDIUM	LOW	LOW

Definitions

Risk assessment is an evaluation of the **chance of an event** actually occurring. In the context of risk management, the event referred to is any event which may cause injury or harm to a person. When making an assessment of likelihood you must establish which of the following categories most closely describes the likelihood of the hazardous event occurring:

- ☐ **Very Likely** – Could happen frequently
- ☐ **Likely** – Could happen occasionally
- ☐ **Unlikely** – Could happen, but only rarely
- ☐ **Highly unlikely** – Could happen, but probably never will

When evaluating the **likelihood** of an accident, a factor that will modify the likelihood category is exposure. Exposure is a measure of how often or how long a person is actually exposed to a hazard. Some examples are:

- ☐ **Very Rare** – Once a year or less
- ☐ **Rare** – A few times a year
- ☐ **Unusual** – Once a month
- ☐ **Occasional** – Once a week
- ☐ **Frequent** – Daily
- ☐ **Continuous** – Constant

Outcomes:

- ☐ **Fatal** - Death
- ☐ **Major Injury** – Normally irreversible injury or damage to health requiring extended time off work to effect best recovery
- ☐ **Minor Injury** – Typically a reversible injury or damage to health needing several days away from work to recover. Recovery would be full and permanent.
- ☐ **Negligible injury** – Would require first aid and may need the remainder of the work period or shift off before being able to return to work.

Hazard Identification Checklist

(to identify hazards at the start of the project)

Employer	ARGYLE MAINTENANCE SERVICES
Site address	
Sub-contractor (if involved)	
Date	

Are the following hazards applicable on this site or to this task?	Yes	No	What risk controls need to be put in place?
Working at heights			
Working in excavations			
Mobile plant or traffic			
Plant and equipment			
Confined spaces			
Electrical equipment			
Overhead power lines or underground services			
Falling objects			
UV radiation			
Manual handling			
Noise			
Hazardous substances or dangerous goods			
Installation etc. of materials, plant & equipment			
HIV and other biological hazards			
Purchase of safety equipment			
Violence, harassment, stress and fatigue			
Hazards affecting the public or client's staff			
Other			

Signed: _____

Date: _____

THE FOLLOWING SAFE WORK METHOD STATEMENTS MAY BE USED IF APPLICABLE TO THE TASK OR USED AS A BASIC GUIDE TO PREPARING TASK OR SITE SPECIFIC SAFE WORK METHOD STATEMENTS

Safe Work Method Statement
Steps for filling out
1. Discuss with relevant employees, contractors and HSRs what work will be high-risk, the tasks, and associated hazards, risks and controls.
2. In the ‘What are the tasks involved?’ column, list the work tasks in sequence to how they will be carried out.
3. In the ‘What are the hazards and risks?’ column, list the hazards and risks for each work task.
4. In the ‘How will the hazards and risks be controlled?’ column, select the hazard or risk and then work through the control levels 1 – 4 from top to bottom. Choose a control measure (and how it is to be used) that is as close to level 1 as is reasonably practicable.
Control levels
1. Eliminate any risk to health or safety associated with construction work.
2. Reduce the risk to health or safety by any one or any combination of the following: <ul style="list-style-type: none"> • Substituting a new activity, procedure, plant, process or substance • Isolating persons from the hazard, such as barricading, fencing or guardrailing, or • Using engineering controls, such as mechanical or electrical devices.
3. Use administrative controls , such as changing the way the work is done.
4. Provide appropriate personal protective equipment.
5. Brief each team member on this SWMS before commencing work. Ensure team knows that work is to immediately stop if the SWMS is not being followed.
6. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust and re-brief the team.
Retain this SWMS for the duration of the high-risk construction work.

Note: the SWMS’s provided here may need to be modified on site to control site specific hazards and risks.

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Basic Safe Work Method Statements for Guidance

Note: the following generic Safe Work Method Statements provided here are samples for guidance only.

They may be used as templates and may need to be modified on site to control site specific hazards and risks.

The on-site Safe Work Method Statements should be completed by the subcontractor, employer or individual person carrying out the work in conjunction with all employees involved in the task.

Risk classes

The level of risk on the generic Safe Work Method Statements is to be defined as High, Medium or Low.

This is to be determined and marked accordingly on the Safe Work Method Statements after the level of risk has been determined on site.

The following guidance is a general example of the levels of risk for working at heights:

- Falls from 1 metre or less may be classed as Low Risk
- Falls between 1 metre to 2 metres may be classed as Medium Risk
- Falls above 2 metres are classed as High Risk

Note: the above classes of risk are subject to change depending on site conditions.

The process for identifying hazards or risks during the tender development process may be by completing the following or a similar risk assessment.

Safe Work Method Statement

Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	ASBESTOS REMOVAL (NON FRIABLE)	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Red or White Card, supervision, site induction & any task training & licensing as required. Asbestos removal training to be provided for all workers. Toolbox meeting to be conducted before commencement of asbestos removal.
Pre-commencement	Asbestos may be inhaled by workers or others on site.	H M L	Refer to Occupier's original asbestos audit if available. Engage a qualified analyst to carry out an asbestos audit prior to any asbestos being removed. Complete the Asbestos Removal Risk Assessment. Complete the Asbestos Removal Checklist. Prepare a site specific Asbestos Control Plan. Notify WorkSafe of the intended non-friable asbestos removal 5 days before removal or 24 hours before if less than 10 square metres is being removed (except in an emergency). Ensure a WorkSafe approved asbestos removalist (minimum B Class) carries out the removal of asbestos.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Pre-commencement (cont...)	Asbestos may be inhaled by workers or others on site.	H M L	All workers are to be properly trained. All workers are to have their 2 yearly medical examinations up to date. Appoint a properly trained supervisor.
Preparation for asbestos removal	Asbestos may be inhaled by workers or others on site.	H M L	All asbestos contaminated areas are to be barricaded off with a 10 metre NO GO ZONE. Asbestos warning signs are to be erected. All appropriate personal protective equipment is to be provided & worn by the removalists including P2 cartridge filter respirators complying with AS 1716 & and disposable or washable coveralls. Air monitoring equipment is to be set up & operated by an approved analyst. A decontamination unit is to be provided on site where required (generally sites larger than an average house). Notify non-removal employees in the vicinity of asbestos removal.
Removal of asbestos from the roof/wall/floor	Asbestos may be inhaled by workers or others on site.	H M L	Continue precautions set out above. No persons other than those engaged in the asbestos removal are to enter the area. Where practicable ensure all windows & doors are left in place & kept closed to contain any asbestos fibres. The asbestos is to be wetted down where practicable. High pressure water jets and compressed air are not to be used to clean down asbestos unless the area is fully controlled & enclosed. Power tools are not to be used unless the area is fully controlled & enclosed

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Removal of asbestos from the roof/wall/floor (cont...)	Workers could fall more than 2 metres from the leading edge or through the asbestos.	H M L	<p>No smoking is to be allowed within the 10 metre NO GO ZONE in the removal area.</p> <p>If 0.01 f/ml is exceeded when air monitoring then put in risk controls to prevent further release of asbestos fibres.</p> <p>If 0.05 f/ml is exceeded contact WorkSafe & put in risk controls to prevent further release of asbestos fibres.</p> <p>All removal work where a worker could fall more than 2 metres is to be provided with fall protection.</p> <p>This could include one or more of the following:</p> <ul style="list-style-type: none"> • working from an elevated work platform; • working from scaffolding; • installing guard rails where practicable; • checking the strength and suitability of any existing roof safety mesh; • walking on crawl boards on the roof; • providing a catch platform; • safety harnesses & lanyards will be worn where no other form of fall protection can be provided.
Working at heights over 2 metres	Worker could fall from a height & be injured.	H M L	<p>Provide fall protection such as scissor or boom lift (EWP's), scaffolding, guard rails, individual fall arrest systems, catch platforms etc... where a person can fall 2 metres or more.</p> <p>Only light work to be carried out from ladders.</p> <p>Don't step higher than 3 steps from the top on a straight or extension ladder or 2 steps from the top on a stepladder.</p>

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Operating mobile plant (EWP's, cranes, excavators, trucks etc...)	Plant or material could strike worker.	H M L	Trained & competent operators are to operate all plant. Flashing beacons & reversing/motion alarms operating. A traffic management control plan is to be in place. Workers are to wear high visibility vests. Excavator quick hitches are to have safety pin in place. Plant is to be maintained and checked daily before. Working area is to be isolated with barricades and signs.
Working from an elevated work platform	EWP being operated unsafely	H M L	Licensed operators to operate booms that can extend 11 metres+. Qualified EWP operators to operate scissor lifts & booms that can extend up to 11 metres.
	EWP failure	H M L	EWP to be maintained and checked daily before use. Rescue procedure from heights to be in place. This plan is to include a person at ground level able to lower the EWP to the ground/floor level using the controls at ground/floor level or other means
	Striking other workers	H M L	EWP to have flashing light and reversing alarm operating. EWP work area to be barricaded off if necessary. No person is to exit an EWP except at ground level. No person is to stand on the guard rails of an EWP.
Operating plant or erecting scaffolding near overhead power lines on poles when power cannot be isolated	Worker, plant or material could contact power lines and worker be electrocuted if scaffolding is within 5 metres vertically and 4.6 metres horizontally from	H M L	Identify power lines and provide warning signs if required to work in the NO GO ZONE. Isolate power if possible. If this is not possible then: <ul style="list-style-type: none"> fit warning tiger tails to the power lines;

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Operating plant or erecting scaffolding near overhead power lines on poles when power cannot be isolated (cont...)	power lines on poles or plant is within 3 metres of power lines on poles. (if mobile plant is 3 - 6.4 metres of power lines on poles)	H M L	<ul style="list-style-type: none"> obtain written permit to work in the area from the electricity supply authority; complete a risk assessment & site meeting; provide a qualified spotter. Provide a qualified spotter.
Using electrical tools	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Lead lengths not to exceed 35 metres. Temporary switchboards to be set up correctly
Removal of asbestos contaminated soil	Asbestos may be inhaled by workers or others on site.	H M L	Excavate test holes to check extent of asbestos. Consult with hygienist & worksafe on whether or not to emu pick asbestos from soil or to remove all contaminated soil from site.
Removal of asbestos from site & final cleanup	Asbestos may be inhaled by workers or others on site	H M L	All asbestos, disposable coveralls and any other asbestos contaminated products are to be properly bagged, double sealed in 2 micron polythene sheets and removed to an EPA approved tip by a company with a waste transport permit. All tools & equipment are to be de-contaminated. The removal area is to be swept clean & vacuumed with a HEPA filtered vacuum cleaner.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Obtain Clearance Certificate	Site may still be contaminated by asbestos	H M L	The area is to be inspected & a clearance certificate provided by the NATA approved analyst. The results of air quality monitoring are to be recorded and analysed.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Working outdoors	UV rays from sun could cause skin cancers	H M L	Provide wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

CONSULTATION

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Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:		Location:	
BRICKLAYING and BLOCKLAYING			
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Setting up brick pallets	Falling onto or tripping over bricks.	H M L	Set up brick pallets where they will not create a hazard
Setting up bricks on work platform	Work platform could collapse.	H M L	Only heavy duty work platforms (675 kg per platform per bay) are to be used. Platforms are to be on level, firm foundations.
Set up and use cement mixers, brick saws	Worker could be caught in unguarded mixer or brick saw.	H M L	Ensure guarding is provided on cement mixer and brick saw. Wear eye, hearing & respiratory protection. Use wet cutting techniques where practicable. Petrol driven equipment not to be used indoors.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (To be completed on site)	How will hazards and risks be controlled?
Set up & use electrical powered cement mixers, brick saws or other electrical equipment & tools	Faulty electrical equipment or tools could electrocute worker.	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
Using portable generators	Electrocution	H M L	When using portable generators ensure: <ul style="list-style-type: none"> provide RCD on the generator; and an earth stake is driven into the ground and bonded to the generator frame unless it is bonded internally.
Setting up brick elevator	Bricks could fall on workers or member of the public	H M L	Never set up the elevator at an angle greater than that recommended by the manufacturer. Barricade around the elevator to prevent workers & the public from walking beneath the elevator; Use elevator to raise materials.
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L	Industrial grade ladder used (min.120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
Constructing brick walls	Wall collapsing	H M L	Tie walls into frame, build in brick piers or brace single skin walls over 1.5 metres high until section of wall is cured.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (To be completed on site)	How will hazards and risks be controlled?
Working at heights over 2 metres	Fall or slide from work platform and injure worker	H M L	Work from a safe work platform. Provide fall protection over 2 metres. All scaffolds and working platforms over 2 metres to comply with AS/NZS 4576 Guidelines for Scaffolding including guard rails, footings, bracing, kick boards & fully planked. Only a licensed scaffolder to erect, dismantle or alter scaffolds over 4 metres. Protective non-slip footwear to be worn
Other workers working below or near workers working at heights	Object could fall on and injure other workers below	H M L	Prevent workers from working below other workers where falling objects are possible. Provide kick boards to prevent objects falling. Any workers below to wear safety helmets.
Working near overhead power lines	Worker, plant or material could contact power lines and worker be electrocuted if scaffolding is within 5 metres vertically and 4.6 metres horizontally from power lines on poles or plant is within 3 metres of power lines on poles. If mobile plant is between 3 - 6.4 metres of power lines on poles	H M L H M L	Identify power lines and provide warning signs if required to work in the NO GO ZONE. Isolate power if possible. If this is not possible then: <ul style="list-style-type: none"> fit warning tiger tails to the power lines; obtain written permission to work in the area from the electricity supply authority; complete a risk assessment & site meeting; provide qualified spotter. Provide qualified spotter

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (To be completed on site)	How will hazards and risks be controlled?
Cleaning bricks with acid	Worker could be burned with acid	H M L	Obtain & follow acid Safety Data Sheet. Wear protective gloves & clothing.
Handling cement and lime	Dermatitis	H M L	Obtain & follow acid Safety Data Sheet. Apply barrier cream and wear gloves.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

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Employer:			Subcontractor (if any):		
Person responsible for ensuring compliance with this SWMS:				Date:	
High-risk job:	CARPENTRY –FRAMING, FIT OUT & FIX			Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?		
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.		
General working at heights	Fall or slide from work platform and injure worker	H M L	Provide fall protection if fall height exceeds 2 metres. Fall protection may be provided by the use of scaffolding, guard rails, safety mesh, elevated work platforms, catch platforms, individual fall arrest systems or other safe means. Only light duty work to be carried out from secured ladders. Don't step higher than 3 steps from the top on a straight or extension ladder or 2 steps from the top on a stepladder. All scaffolds to comply with AS/NZS 4576 Guidelines for Scaffolding.		

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
General working at heights (cont...)	Object could fall on and injure other workers below	H M L	Prevent workers from working below other workers where falling objects are possible.
Erecting flooring, wall frames & timber roof structure	Fall or slide from work platform and injure worker Frame could fall	H M L H M L	Provide fall protection such as perimeter guard rail if fall height exceeds 2 metres. Secure & brace wall frames
Installing windows frames, stairways, doors etc...at height	Worker could fall through penetration. Windows or doors could fall on worker	H M L H M L	Ensure openings in walls and floors (eg window openings & stairwells) are barricaded or covered as soon as is practicable. Work from a safe work platform or area. Remove all tripping hazards. Support windows or doors in a safe & secure position until fixed.
Cutting of medium density fibre board (MDF) & use of glues, solvents etc...	Worker could be affected by product being cut/used	H M L	Obtain, check and follow instructions on MDF Safety Data Sheet. Wear all appropriate personal protective equipment such as P2 cartridge filter respiratory protection & gloves as required. Connect industrial vacuum to drop saw & where necessary set up a designated, ventilated cutting room for MDF cutting. Clean up cutting area/room daily.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Using electrical tools	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
Using portable generators	Electrocution	H M L	When using portable generators ensure: <ul style="list-style-type: none"> the generator is provided with an RCD; and the generator is earthed by bonding internally or an earth stake is driven into the ground and bonded to the generator where required.
Using electric powered saws	Worker could receive cuts.	H M L	Ensure guarding is correctly operating on saws. Ensure automatic stop is operating when trigger is released.
Using nail gun and explosive powered tools	Eye or hearing injury	H M L	Wear eye & hearing protection. Do not point at any other person. Ensure all operators are properly trained to use the tools.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

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Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	CARPET LAYING	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Cutting carpet to size	Worker could cut themselves while using a box cutter or other cutting equipment	H M L	Wear safety gloves when cutting carpet to size. Use safety type box cutter or other cutting equipment where the blade retracts into the handle when not in use.
Use of glue or other dangerous goods or hazardous materials to lay carpet	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate personal protective equipment such as gloves & respiratory protection as required.
Use of stapler or nail gun to secure carpet to lay carpet	Worker could be injured by equipment being used	H M L	Ensure operator is properly trained to used the equipment

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Kneeling while cutting & laying carpet	Knee injury due to continuous kneeling.	H M L	Protective knee pads to be provided and worn.
Working with flammable materials such as glues	Flammable materials could catch fire	H M L	Fire extinguisher to provided. No smoking allowed
Using electrical tools	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of floor. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Other:			

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Safe Work Method Statement

Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:			Subcontractor (if any):		
Person responsible for ensuring compliance with this SWMS:				Date:	
High-risk job:	CONCRETE PLACEMENT, FORMWORK AND RE-INFORCEMENT INSTALLATION			Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)		How will hazards and risks be controlled?	
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L		Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.	
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L		Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.	
Working at heights	Fall or slide from work platform and injure worker	H M L		Provide fall protection over 2 metres. All scaffolds and working platforms to comply with AS/NZS 4576 Guidelines for Scaffolding. Only light work to be carried out from secured ladders. Don't step higher than 3 rungs from the top on a straight or extension ladder or 2 steps from the top on a stepladder.	

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working at heights (cont...)	Object could fall on and injure other workers below	H M L	Prevent workers from working below other workers where falling objects are possible..
Installing formwork	Formwork could collapse	H M L	Ensure all formwork is secure.
Installing re-inforcing steel	Worker could be injured on exposed ends of steel bars	H M L	Protective caps are to be provided on exposed ends of reinforcing steel & star pickets.
Operating hand cement mixer	Catch hands in unguarded pulley Back injury when shovelling	H M L H M L	Ensure guard/cover is protecting sprocket & belt on cement mixer. Set up concrete mixers as close as practicable to the materials to be loaded into the mixer; when shovelling ensure shovel does not become entangled inside the mixer barrel; and Back braces should be worn during extended concreting activities.
Direct placement from concrete agitator	Worker could be crushed by agitator.	H M L	Competent person to guide agitators into position. Workers to stay clear of the agitator. Work area to be barricaded. Traffic management plan to be in place. Agitators to have flashing warning light and reversing alarm operating. Provide clear & safe access for agitators. Don't stand behind a reversing agitator. Personnel working in the vicinity of plant to wear reflective vests and safety helmets.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Use of concrete boom pump	Pump boom or agitator could strike person	H M L	Boom pump to be serviced and operated by a licensed person. Pump operating area to be guarded or a spotter used. Competent person to direct pump and agitator operators. Keep clear of overhead power lines.
Concrete placement & vibrating	Concrete in eyes. Slipping or tripping.	H M L H M L	Use eye protection. Use defined pathways where practicable.
Operating petrol driven helicopter float	Blade could strike operator Explosion or fire	H M L H M L	Ensure operator is trained in the safe use of the float. Ensure guarding is provided on float. Check all pins & bolts to ensure blade cannot come loose. No naked flames or smoking near float.
Using electrical cement mixer, vibrator & other electrical equipment	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Using portable generators	Electrocution	H M L	When using portable generators ensure: <ul style="list-style-type: none"> • Provide RCD on the generator; and • an earth stake is driven into the ground and bonded to the generator frame where required.
Wearing personal protective equipment	Worker struck on head.	H M L	Wear safety helmet.
	Worker struck by mobile plant.	H M L	Wear reflective safety vest.
	Load falling on worker's foot.	H M L	Waterproof boots with steel toe caps to be worn.
	Concrete splashed into worker's eye.	H M L	Workers in vicinity of concrete being placed (3 metres) to wear safety glasses.
	Noise affecting worker's hearing.	H M L	Wear hearing protection.
	Working in wet conditions.	H M L	Wear waterproof clothing.
Handling cement & concrete.	Product could injure worker	H M L	Provide & follow Safety Data Sheet for all chemicals. Use appropriate PPE including eye protection, gloves and protective clothing.
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

CONSULTATION

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Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	DEMOLITION AND RENOVATION	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
What are the tasks involved?	What are the hazards and risks?	Circle Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Red or White Card, supervision, site induction & any task training & licensing as required. Toolbox meeting to be conducted before commencement of demolition.
Conduct pre-demolition site inspection	Asbestos may be present	H M L	Engage a WorkSafe approved analyst to carry out an audit for asbestos. Asbestos is to be removed as per separate Asbestos Removal SWMS by separate contractor. Asbestos clearance certificate to be provided before demolition commences. Prepare a site specific Demolition Plan.
Accessing various areas of the site	Worker could slip, trip or fall	H M L	Provide safe access walkways &, stairways. Stack all debris safely in a designated area. Keep access and work areas clear of loose debris.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Working in & around surface & underground tanks & cellars	Workers may be affected by chemicals, fuel or contaminated air	H M L	Engage competent person to test and safely remove any fuel, chemicals, contaminated air & contaminated soil. Obtain & follow Safety Data Sheets if required. Only appropriately trained persons with rescue procedures in place are to work in confined spaces.
Working at heights over 2 metres	Worker could fall from a height & be injured.	H M L	Provide fall protection such as scissor or boom lift (EWP's), scaffolding, guard rails, individual fall arrest systems, catch platforms etc... where a person can fall 2 metres or more. Only light work to be carried out from ladders. Don't step higher than 3 rungs from the top on a straight or extension ladder or 2 steps from the top on a stepladder.
Working from an elevated work platform	EWP being operated unsafely EWP failure Striking other workers	H M L H M L H M L	Licensed operators to operate booms that can extend 11 metres+. Qualified EWP operators to operate scissor lifts & booms that can extend up to 11 metres. EWP to be properly maintained and checked before use. Rescue procedure from heights to be in place. This plan is to include a person at ground level able to lower the EWP to the ground/floor level using the controls at ground/floor level or other means EWP to have flashing light and reversing alarm operating. EWP work area to be barricaded off if necessary.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Working from an elevated work platform (cont...)	Striking other workers Falling from EWP	H M L H M L	Traffic management plan to be in place. Personnel working in the vicinity of EWP to wear reflective vests and safety helmets. Safety harness to be worn in boom type EWP. No worker is to climb out of an EWP except at ground level. Don't climb on EWP safety rails
Demolishing brick walls near a street or other buildings not to be damaged	Brick walls could collapse into the street	H M L	Street area to be cordoned off.. Walls to be demolished brick by brick from an EWP or other safe means.
Working in noisy or dusty area	Dust or noise could affect workers	H M L	Workers are to wear dust masks & hearing protection. Area is to be wetted down if required.
Use of crane to remove material or raise mobile plant into position	Material or plant could fall	H M L	Crane working area is to be isolated with barricades and signs. Crane is to have flashing beacons and reversing/motion alarms operating at all times when working. Workers are to wear high visibility vests and safety helmets. Crane is to be operated on a stable surface. Crane is to be properly maintained including daily log book. A licensed operator is to operate crane. A licensed dogger is to sling & guide all loads.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Demolition of structure with excavator	Structure could fall on worker	H M L	Exclude all workers other than excavator operator & spotter from the demolition area. Provide mesh guards on the excavator screen to protect the operator. Where practicable, set up a logical demolition sequence so that where possible the building collapses away from the excavator and adjacent buildings. Demolish building in small sections that can easily be controlled.
Operating mobile plant near overhead power lines when power cannot be isolated	Worker, plant or material could contact power lines and worker be electrocuted if plant is within 3 metres of power lines on poles. (if mobile plant is between 3 - 6.4 metres of power lines on poles)	H M L	Identify power lines and provide warning signs if required to work in the NO GO ZONE. Isolate power if possible. If this is not possible then: <ul style="list-style-type: none"> fit warning tiger tails to the power lines; obtain written permission to work in the area from the electricity supply authority; complete a risk assessment & site meeting; provide a qualified spotter. Provide a qualified spotter.
Working with electrical tools and equipment	Person could be electrocuted by faulty equipment	H M L	All electrical equipment is to be tested & tagged every 3 months. Earth leakage is to be tested & tagged monthly. Temporary power boards to comply with standard. Extension leads are to be clear of the ground, water & debris.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Working with electrical tools and equipment (cont...)	Person could be electrocuted by faulty equipment	H M L	Lead lengths are not to exceed 35 metres. No green or orange sheathed leads to be used.
Using welding or gas cutting equipment	Gas cutting could cause fire.	H M L	Clear area of all flammable material and provide fire fighting equipment & training.
	Gas bottles or cutting equipment could explode	H M L	Gas bottles to be secured in trolley and fitted with flash back arrestors.
	Material or welders clothing could catch fire	H M L	Remove flammable material from the area. Provide and wear appropriate protective clothing incl. eye protection, coveralls, gloves, safety boots and leather apron Provide appropriate type fire extinguisher.
Other workers working below or near welders working at heights	Sparks or hot objects could fall on and injure other workers below	H M L	Prevent workers from working below other workers where sparks or hot falling objects are possible.
Using demolition saws & similar equipment	Various injuries	H M L	Ensure guarding is on equipment & proper training is provided. Wear dust masks, & eye & hearing protection
Removing boilers & insulated pipes	Worker could inhale fibrous asbestos	H M L	Engage A Class licensed removalist to remove asbestos or competent person to remove synthetic mineral fibre safely prior to removal of boiler or pipes.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Excavating trenches and other excavations	Excavation could collapse and injure worker	H M L	All excavations to be made safe at all times. Area to be barricaded off 2 metres from edge of excavation. Competent person in charge of all excavation work.
Emergency rescue if a trench collapses	Worker buried	H M L	Emergency rescue procedure to be in place including: <ul style="list-style-type: none"> • contact emergency services, site management & safety officer immediately • install trench shields or ground support to prevent further collapse and protect rescuers or • safely batter or bench the excavation walls with the excavator if practicable without further endangering the engulfed worker • if the worker is completely buried do not place a steel shield or dig with the excavator directly on top of the buried worker • dig alongside the buried worker on the collapsed side of the trench (opposite to where the worker will be trapped) so that soil covering the worker will slide into this excavation or at least workers can quickly hand shovel the soil into this section of excavation • rescuers are not to place themselves in a position where they could also be buried
Loading & removing material from site	Worker being struck	H M L	Exclude all workers other than plant operators from the demolition area.
	Striking pedestrians or public vehicles	H M L	A traffic management control plan is to be in place.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Working outdoors	UV rays from sun could cause skin cancers	H M L	Provide wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other site specific:			

CONSULTATION

We the undersigned have been consulted with and agree to comply with the contents of this Safe Work Method Statement:

Name	Signature

Name	Signature

Date of Issue: April 2018

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Safe Work Method Statement

Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	ELECTRICAL INSTALLATION	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Carry out electrical installation	Work could be carried out unsafely	H M L	All work to be carried out by a licensed or qualified electrician. All work to be carried out as per AS/NZS 3000:2007 Wiring Rules & AS 3012 Electrical Installations- Construction & Demolition Sites & the Industry Standard for Electrical Installations on Construction Sites.
	Electrician could be electrocuted during installation	H M L	External power supply to be isolated except when fault finding. Locking out procedures to be in place if required

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L	Insulated ladders are to be used for electrical work. Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
Working from extension or straight ladder	Fall from ladder & injure worker	H M L	Insulated ladders are to be used for electrical work. Industrial grade ladder to be used (min. 120 kg SWL). Do not use ladders near powerlines. Secure ladder safely (tied off at the top & stable footing at the base). Another worker to foot the ladder if it cannot be tied off at the top. Ladder to be placed at 4:1 pitch Ladder to extend 900 mm+ past any safe step off point. Do not stand closer than 900 mm of the top (3 rd top rung). Only light work to be carried out from a ladder. Don't over-reach on a ladder.
Working from step ladder or step platform	Fall from step ladder or step platform & injure worker	H M L	Industrial grade step ladder or step platform to be used (min. 120 kg SWL). Insulated ladders are to be used for electrical work. Do not use ladders near powerlines. Secure ladder safely on a stable footing. Do not stand closer than 600 mm of the top (2 nd top step). Only light work to be carried out from a ladder.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working from step ladder or step platform (cont...)	Fall from step ladder or step platform & injure worker	H M L	Don't over-reach on a ladder. Secure safety chain on step platforms if over 2 metres.
Working in ceilings or similar areas at height	Fall through ceilings & injure worker	H M L	Crawl boards to be provided across ceiling joists if practicable. Don't stand or kneel on ceiling lining.
	Electrocution from existing live wiring.	H M L	Identify & isolate live wiring if practicable. Provide adequate lighting.
	Breath in insulation dust.	H M L	Wear dust mask if insulation is present.
Working from scissor lift or boom type lift	Fall from scissor lift or boom type lift & injure worker	H M L	Scissor lift or boom type lift operator to be WorkSafe certificated or have proof of training & competency as required. Scissor lift or boom type lift to have flashing warning light & reversing/motion beeper operating when mobile. No worker is to climb out of an elevated work platform except at ground level. Safety harness to be worn in boom type EWP. Pedestrians around mobile plant to be wearing high visibility vests. Barricade work area off if required. Rescue procedure from heights to be in place. This plan is to include a person at ground level able to lower the EWP to the ground/floor level using the controls at ground/floor level or other means

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working on pitched roofs	Fall from roof & injure worker	H M L	Fall protection, such as guard rails, harness & lanyard, static line or secure fixing point to be provided when working anywhere on a roof where a person can fall more than 2 metres
Working on flat roofs (< 7 degrees or 1: 8 pitch)	Fall from roof & injure worker	H M L	Fall protection, such as guard rails, harness & lanyard, static line or secure fixing point to be provided when working within 2 metres of the edge of a roof where a person can fall more than 2 metres.
Using harnesses	Fall from roof & injure worker	H M L	A full body harness and lanyard fixed securely to the roof or over the roof is to be used. The anchorage point or static line must be secure. A fall restraint system preventing a person from reaching the edge of the roof rather than a fall arrest system should be used. The pendulum effect must be taken into account. Secure lanyard before climbing onto roof if possible by climbing through the ceiling.
Other workers working below or near workers working at heights	Object could fall on and injure worker below	H M L	Prevent workers working below workers where falling objects are possible. Any workers who must work below other workers are to wear safety helmets.
Working under floors	Electrocution from existing live wiring.	H M L	Identify & isolate live wiring if practicable. Check for & isolate wiring in split conduits under older buildings.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Using portable generators	Electrocution	H M L	When using portable generators ensure: <ul style="list-style-type: none"> • Provide RCD on the generator; and • an earth stake is driven into the ground and bonded to the generator frame where required.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Workers working outdoors	UV rays could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing, sunglasses and 30+ sun block.
Other:			

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)

CONSULTATION

We the undersigned have been consulted with and agree to comply with the contents of this Safe Work Method Statement:

Name	Signature

Name	Signature

Safe Work Method Statement

Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	FLOOR AND WALL TILING	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L	Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
Installing tiling at heights over 2 metres	Fall or slide from work platform and injure worker	H M L	Provide fall protection over 2 metres. All scaffolds and working platforms to comply with AS/NZS 4576 Guidelines for Scaffolding. Only light work to be carried out from secured ladders. Don't step higher than 3 rungs from the top on a straight or extension ladder or 2 steps from the top on a stepladder. Prevent workers from working below other workers where falling objects are possible

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Use of glue to lay tiles	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate personal protective equipment such as gloves & respiratory protection as required.
Kneeling while cutting & laying tiles	Knee injury due to continuous kneeling.	H M L	Protective knee pads to be provided and worn.
	Cutting injury from knife or other cutting instrument.	H M L	Protective gloves to be provided and worn.
Working with flammable materials	Flammable materials could catch fire	H M L	Fire extinguisher to provided. No smoking allowed
Using electrical tools	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Working outdoors including balconies	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

CONSULTATION

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Safe Work Method Statement

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Employer:			Subcontractor (if any):		
Person responsible for ensuring compliance with this SWMS:				Date:	
High-risk job:		INSULATION - HANDLING AND INSTALLING		Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?		
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.		
Handling loose insulation & insulation batts	Health hazards from breathing in airborne glass wool & rock wool fibres	H M L	<p>Only use Biosoluble FBS-1 Glass Wool or Rock Wool. Obtain & follow Material Safety Data Sheet for product.</p> <p>Order materials cut to size to minimise cutting & handling on site.</p> <p>Manual tools to be used to cut materials where required.</p> <p>Exhaust extraction to be provided if power tools are used to cut material.</p> <p>All personnel, other than installers, to be kept at least 3 metres from the installation area.</p> <p>Work areas to be cleaned regularly with an industrial vacuum cleaner or wet mopping.</p>		

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Handling loose insulation & insulation batts (cont...)	Health hazards from breathing in airborne glass wool, rock wool & similar fibres	H M L	<p>Waste to be placed in a plastic bag and placed in the bin.</p> <p>Washing facilities to be provided on site.</p> <p>Wear dust mask when installing..</p> <p>Sprayed or gunned material to be handled in a wet form where possible.</p> <p>Respiration protection to be worn when dry spraying or in poorly ventilated areas.</p> <p>Protective clothing, including long sleeve shirt, long trousers, hat & gloves.</p> <p>Exposed skin should be washed with soap & water at all breaks.</p> <p>Eye protection should be worn when working overhead or in poorly ventilated areas.</p>
Fixing all types of insulation at more than 2 metres in height	Fall from work platform or ladder and injure worker	H M L	<p>Provide fall protection over 2 metres.</p> <p>Industrial ladders (min. 120 kg) to be used.</p> <p>Only light duty work to be carried out from secured ladders.</p> <p>Don't step higher than 3 rungs from the top on a straight or extension ladder or 2 steps from the top on a stepladder.</p> <p>Only light work to be carried out from a ladder.</p> <p>Don't over-reach on a ladder.</p> <p>All scaffolds and working platforms to comply with AS/NZS 4576 Guidelines for Scaffolding.</p>

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working in ceilings or similar areas at height	Fall through ceilings & injure worker	H M L	Crawl boards to be provided across ceiling joists if practicable. Don't stand or kneel on ceiling lining.
	Electrocution from existing live wiring.	H M L	Identify & isolate live wiring if practicable. Provide adequate lighting.
	Breath in insulation or other dust.	H M L	Wear dust mask..
Working with electric power tools	Worker could be electrocuted	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Workers working outdoors	UV rays could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing, sunglasses and 30+ sun block.
Other:			

CONSULTATION

We the undersigned have been consulted with and agree to comply with the contents of this Safe Work Method Statement:

Name	Signature

Name	Signature

Safe Work Method Statement

Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	JOINERY/CABINET INSTALLATION	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Installing cupboards or cabinets at heights	Fall from ladder or other work platform	H M L	Provide fall protection over 2 metres. Industrial ladders (min. 120 kg) to be used. Only light duty work to be carried out from secured ladders. Don't step higher than 3 rungs from the top on a straight or extension ladder or 2 steps from the top on a stepladder. Only light work to be carried out from a ladder. Don't over-reach on a ladder. All scaffolds and working platforms to comply with AS/NZS 4576 Guidelines for Scaffolding.
	Cupboards or cabinets could fall on worker	H M L	Secure cupboards and cabinets in a safe & secure position until fixed.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Cutting of medium density fibre board (MDF) & use of glues, solvents etc...	Worker could be affected by product being cut/used	H M L	Obtain, check and follow instructions on MDF Safety Data Sheet. Wear all appropriate personal protective equipment such as P2 cartridge filter respiratory protection & gloves as required. Connect industrial vacuum to drop saw & where necessary set up a designated, ventilated cutting room for MDF cutting. Clean up cutting area/room daily.
Working with flammable materials	Flammable materials could catch fire	H M L	Fire extinguisher to be provided. No smoking allowed
Using electrical tools	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles. Where mechanical means cannot be used then:

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Other:			

CONSULTATION

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Name	Signature

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Safe Work Method Statement

Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	MECHANICAL SERVICES - HEATING AND COOLING INSTALLATION – GAS & ELECTRIC	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L	Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
Using duct lifters	Items being lifted could fall	H M L	Ensure duct lifters are in good condition. Do not lift any item above the SWL of the duct lifter. Ensure items are secure on the duct lifter before raising. No person is to be raised on a duct lifter.
Installing heating & cooling at heights over 2 metres	Fall or slide from work platform and injure worker	H M L	Provide fall protection over 2 metres. Only light duty work to be carried out from secured ladders. Insulated ladders are to be used for electrical work.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Installing heating & cooling at heights over 2 metres (cont...)	Fall or slide from work platform and injure worker	H M L	Don't step higher than 3 rungs from the top on a straight or extension ladder or 2 steps from the top on a stepladder. All scaffolds and working platforms to comply with AS/NZS 4576 Guidelines for Scaffolding (commercial) or AS 6001 Working Platforms for Domestic Construction (domestic).
Installing air conditioners on roofs	Worker or material could fall or slide from or through roof or work platform and injure worker. Wind could affect roofing stability.	H M L H M L	Provide roof guard rails for perimeter edge protection where the fall height > 2 metres A safety harness may also be required on steeply pitched roofs. Protective non-slip footwear to be worn. Items not to be fixed on roofs on days of high winds or rain.
Carry out gas installation	Work carried out unsafely. Worker could be injured by a gas explosion	H M L H M L	All work to be carried out by a licensed and registered plumber or gas fitter. All work to be carried out as per AG- 601 Gas Installation Code and the manufacturer's specifications. No naked flames or sparks near live gas lines. Test installation and lines for leaks prior to commissioning.
Carry out electrical work on installation	Worker could be electrocuted.	H M L	All work to be carried out by a licensed or qualified electrician. All work to be carried out as per AS/NZS 3000:2007 Wiring Rules & AS 3012 Electrical Installations-

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Carry out electrical work on installation (cont...)	Worker could be electrocuted.	H M L	Construction & Demolition Sites & the Industry Standard for Electrical Installations on Construction Sites. All work to be carried out as per manufacturer's specifications. External power supply isolated except when fault finding. Tagging or locking out procedures in place.
Using electrical tools	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Workers working outdoors	UV rays could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing, sunglasses and 30+ sun block.
Other:			

CONSULTATION

We the undersigned have been consulted with and agree to comply with the contents of this Safe Work Method Statement:

Name	Signature

Name	Signature

Safe Work Method Statement

Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	MINOR REPAIR AND MAINTENANCE WORKS	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L	Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
Working at heights	Fall & injure worker	H M L	Provide fall protection over 2 metres. Ladder to be placed at 4:1 pitch Ladder to extend 900 mm+ past any safe step off point. Do not stand closer than 900 mm of the top (3 rd top rung). Only light work to be carried out from a ladder. Don't over-reach on a ladder.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working from step ladder or step platform	Fall from step ladder or step platform & injure worker	H M L	Industrial grade step ladder or step platform to be used (min. 120 kg SWL). Do not stand closer than 600 mm of the top (2 nd top step). Only light work to be carried out from a ladder. Don't over-reach on a ladder.
Other workers working below or near workers working at heights	Object could fall on and injure other workers below	H M L	Prevent workers from working below other workers where falling objects are possible. Provide kick boards to prevent objects falling. Any workers below to wear safety helmets.
Working with electric power tools	Worker could be electrocuted	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
Working from an elevated work platform	EWP being operated unsafely	H M L	Only operators with licence/proof of training and competency are to operate plant.
	EWP failure	H M L	EWP to be properly maintained and checked before use. Rescue procedure from heights to be in place.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Working from an elevated work platform (cont...)	EWP failure	H M L	This plan is to include a person at ground level able to lower the EWP to the ground/floor level using the controls at ground/floor level or other means
	Striking other workers	H M L	Plant to have flashing light and reversing alarm operating. Plant work area to be barricaded off if necessary. Traffic management plan to be in place. Personnel working in the vicinity of plant to wear reflective vests and safety helmets.
	Falling	H M L	No worker is to climb out of an elevated work platform except at ground level. Safety harness to be worn in boom type EWP.
Use of glues, solvents etc...	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate personal protective equipment such as gloves & respiratory protection
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

CONSULTATION

We the undersigned have been consulted with and agree to comply with the contents of this Safe Work Method Statement:

Name	Signature

Name	Signature

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Des Caple & Associates P/L

Safe Work Method Statement

Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	MOBILE PLANT OPERATION	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing or licensing as required.
Operating all mobile plant	Plant being operated unsafely Plant failure	H M L	Only operators with proof of licence or training and competency are to operate plant. Plant to be properly serviced and checked daily before use.
Operating in the vicinity of personnel or other plant	Striking worker or other plant	H M L	Plant to have flashing light and reversing alarm operating. Plant work area to be barricaded off if necessary. Traffic management plan to be in place where required. Operator to wear a seat belt. Personnel working in the vicinity of plant to wear reflective vests and safety helmets.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working near overhead power lines	Worker, plant or material could contact power lines and worker be electrocuted if plant is within 3 metres of power lines on poles. (if mobile plant is between 3 - 6.4 metres of power lines on poles)	H M L H M L	Identify power lines and provide warning signs if required to work in the NO GO ZONE. Isolate power if possible. If this is not possible then: <ul style="list-style-type: none"> fit warning tiger tails to the power lines; obtain written permission to work in the area from the electricity supply authority; complete a risk assessment & site meeting; provide qualified spotter. Provide qualified spotter
Additional requirements when operating fixed or mobile crane	Load could fall and strike worker	H M L	Appropriate size crane & lifting equipment used. Ensure crane has proper footing support. Take wind loading into account before lifting loads. Lifting equipment tested & tagged yearly. Licensed dogger to sling and direct loads.
Additional requirements when working from scissor lift or boom type lift	Fall from scissor lift or boom type lift & injure worker	H M L	No worker is to climb out of an elevated work platform except at ground level. Don't climb on EWP safety rails. Safety harness to be worn in boom type EWP. Rescue from heights procedure to be in place. This plan is to include a person at ground level able to lower the EWP to the ground/floor level using the controls at ground/floor level or other means.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Additional requirements when operating earthmoving plant	Bucket could fall and strike worker	H M L	Ensure safety pin or other mechanical locking device is fitted to any quick hitch.
Plant operating on uneven surface or below other workers	Plant could roll over or object could fall on it	H M L	Ensure ROPS (Roll Over Protective Structure) & FOPS (Falling Object Protective Structure) are fitted where required
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

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Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	PAINTING AND APPLYING COATINGS	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L	Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
General working at heights	Fall from heights	H M L	Fall protection provided where a person can fall more than 2 metres .
Working from extension or straight ladder	Fall from ladder & injure worker	H M L	Industrial grade ladder to be used (min. 120 kg SWL). Do not use ladders near powerlines. Secure ladder safely (tied off at the top & stable footing at the base). Another worker to foot the ladder if it cannot be tied off at the top.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working from extension or straight ladder (cont...)	Fall from ladder & injure worker	H M L	Ladder to be placed at 4:1 pitch Ladder to extend 900 mm+ past any safe step off point. Do not stand closer than 900 mm of the top (3 rd top step). Only light work to be carried out from a ladder. Don't over-reach on a ladder.
Working from step ladder or step platform	Fall from step ladder or step platform & injure worker	H M L	Secure ladder safely on a stable footing. Do not stand closer than 600 mm of the top (2 nd top rung). Only light work to be carried out from a ladder. Don't over-reach on a ladder.
Other workers working below or near painters working at heights	Object could fall on and injure other workers below	H M L	Prevent workers from working below other workers where falling objects are possible. Provide kick boards to prevent objects falling. Any workers below to wear safety helmets.
Painting	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate personal protective equipment such as gloves & respiratory protection as required.
Working with electric power tools	Worker could be electrocuted	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working with electric power tools (cont...)	Worker could be electrocuted	H M L	Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Workers working outdoors	UV rays could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing, sunglasses and 30+ sun block.
Other:			

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Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	PLASTERING – WALL AND CEILING	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L	Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
Working from extension or straight ladder	Fall from ladder & injure worker	H M L	Ladder to be placed at 4:1 pitch Ladder to extend 900 mm+ past any safe step off point. Do not stand closer than 900 mm of the top (3 rd top rung). Only light work to be carried out from a ladder. Don't over-reach on a ladder. Another worker to foot the ladder if it cannot be tied off at the top.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working from step ladder or step platform	Fall from step ladder or step platform & injure worker	H M L	Industrial grade step ladder or step platform to be used (min. 120 kg SWL). Do not stand closer than 600 mm of the top (2 nd top step). Only light work to be carried out from a ladder. Don't over-reach on a ladder.
Fixing plaster at heights	Worker could fall.	H M L	Fall protection provided where a person can fall more than 2 metres . WorkSafe's recommended procedure is to be followed if using stilts. Work from safe a work platform such as trestles up to 2 metres high. Provide scaffolding or EWP over 2 metres high. Ensure openings in walls and floors (eg window openings & stairwells) are barricaded or covered.
	Lining could fall on worker.	H M L	Prop lining in a safe & secure position.
Other workers working below or near plasterers working at heights	Object could fall on and injure other workers below	H M L	Prevent workers from working below other workers where falling objects are possible. Provide kick boards to prevent objects falling. Any workers below to wear safety helmets.
Installing plaster near windows, stairways or other penetrations	Worker could fall through wall or floor penetrations (eg stairwells).	H M L	Remove all tripping hazards. Ensure openings in walls and floors are barricaded or covered.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Using plasterer's stilts	Worker could fall.	H M L	<p>If stilts are used:</p> <ul style="list-style-type: none"> • WorkSafe's recommended procedure is to be followed; • a documented safe work procedure must be prepared; • the floor is to be kept clear of debris; • stairwells are to be covered; • windows are to be guard railed; • no changes in floor levels are allowed; • only light work is to be carried out; • no lifting of sheets is allowed; • no team lifting is allowed; • stilts are to be properly maintained; and • workers are to be trained in the use of stilts.
Sanding of plaster & use of glues, solvents & similar	Worker could be affected by product being cut/used	H M L	<p>Obtain, check and follow instructions on all Safety Data Sheets.</p> <p>Wear all appropriate personal protective equipment such as gloves & respiratory protection as required.</p>
Working with electric power tools	Worker could be electrocuted	H M L	<p>All electrical equipment & tools to be tested & tagged every 3 months.</p> <p>Earth leakage protection to be provided & tested monthly.</p> <p>Electrical leads to be clear of ground & water.</p> <p>Multi-plug outlet devices to industrial standard & comply with AS3105.</p> <p>No green or orange sheathed leads to be used.</p> <p>Leads not to exceed 35 metres in total length.</p>

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Plastering from an elevated work platform	EWP being operated unsafely	H M L	Only operators with licence/proof of training and competency are to operate plant.
	EWP failure	H M L	EWP to be properly maintained and checked before use. Rescue procedure from heights to be in place. This plan is to include a person at ground level able to lower the EWP to the ground/floor level using the controls at ground/floor level or other means
	Striking other workers	H M L	Plant to have flashing light and reversing alarm operating. Plant work area to be barricaded off if necessary. Traffic management plan to be in place. Personnel working in the vicinity of plant to wear reflective vests and safety helmets.
	Falling	H M L	No worker is to climb out of an elevated work platform except at ground level. Safety harness to be worn in boom type EWP.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Manual handling (cont...)	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Keep the work area free of obstacles. Where mechanical means cannot be used then:
Other:			

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Safe Work Method Statement

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Employer:			Subcontractor (if any):		
Person responsible for ensuring compliance with this SWMS:				Date:	
High-risk job:		PLUMBING – GENERAL PLUMBING		Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)		How will hazards and risks be controlled?	
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L		Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.	
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L		Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.	
Plumbing at heights	Fall & injure worker	H M L		Provide fall protection over 2 metres. Ladder to be placed at 4:1 pitch Ladder to extend 900 mm+ past any safe step off point. Do not stand closer than 900 mm of the top (3 rd top rung). Only light work to be carried out from a ladder. Don't over-reach on a ladder.	

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working from step ladder or step platform	Fall from step ladder or step platform & injure worker	H M L	Industrial grade step ladder or step platform to be used (min. 120 kg SWL). Do not stand closer than 600 mm of the top (2 nd top step). Only light work to be carried out from a ladder. Don't over-reach on a ladder.
Other workers working below or near plumbers working at heights	Object could fall on and injure other workers below	H M L	Prevent workers from working below other workers where falling objects are possible. Provide kick boards to prevent objects falling. Any workers below to wear safety helmets.
Working with electric power tools	Worker could be electrocuted	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
Plumbing from an elevated work platform	EWP being operated unsafely	H M L	Only operators with licence/proof of training and competency are to operate plant.
	EWP failure	H M L	EWP to be properly maintained and checked before use. Rescue procedure from heights to be in place.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Plumbing from an elevated work platform (cont...)	EWP failure	H M L	This plan is to include a person at ground level able to lower the EWP to the ground/floor level using the controls at ground/floor level or other means
	Striking other workers	H M L	Plant to have flashing light and reversing alarm operating. Plant work area to be barricaded off if necessary. Traffic management plan to be in place. Personnel working in the vicinity of plant to wear reflective vests and safety helmets.
	Falling	H M L	No worker is to climb out of an elevated work platform except at ground level. Safety harness to be worn in boom type EWP.
Use of glues, solvents etc...	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate personal protective equipment such as gloves & respiratory protection
Using gas welding & cutting equipment	Material or gas hoses could catch fire causing gas bottles to explode.	H M L	Remove flammable material from the area. Provide appropriate type fire extinguisher. Fit flash-back arresters to both gauge end & torch end of hoses.
	Gas bottles could fall, break the gauge and release gases.	H M L	Gas bottles are to be stored upright and secured at all times.
	Worker could be injured	H M L	Provide and wear appropriate protective clothing incl. eye protection, coveralls, gloves, safety boots and leather apron.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

CONSULTATION

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Safe Work Method Statement

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Employer:			Subcontractor (if any):		
Person responsible for ensuring compliance with this SWMS:					Date:
High-risk job:	PLUMBING - DRAINAGE, TRENCHING & GENERAL EXCAVATION WORKS		Location:		
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)		How will hazards and risks be controlled?	
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L		Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.	
Operation of excavator	Striking or other injury due to inexperienced operator.	H M L		All operators to have proof of training & competency.	
	Striking or other injury due to defective plant	H M L		Ensure all plant is maintained as per manufacturer's specifications including daily check list	
	Bucket could fall and strike worker	H M L		Ensure safety pin is fitted to excavator quick-hitch	
	Worker could be struck by excavator reversing.	H M L		All workers to wear high visibility vests and safety helmets.	

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Operation of excavator (cont...)	Excavator could topple over and crush a member of public or a worker.	H M L	Operate excavator within its SWL limits and on reasonably level ground where possible
Excavate in a public area or crowded work site	Member of the public or worker could be struck by excavator bucket, boom or counterweight or crushed by excavator.	H M L	Provide barricades, signs, warning lights, marking of work area or other means of restricting pedestrian access and separating plant and pedestrians at the rear of the excavator or within the operating radius of the excavator that is appropriate to the site. Excavator to be provided with flashing warning light and motion warning alarm. Barricades to be 2 metres back from trench edge.
Excavating near adjacent service lines	Adjacent service trenches could cause an excavation wall collapse	H M L	Install ground support or shields as soon as practicable
	Strike other service lines	H M L	Ring 'Dial before you dig' or use service line locating equipment to locate and mark service line locations.
Access into excavations	Fall from ladder and injure worker	H M L	Provide safe ladder or other access into the excavation Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point. Don't jump into the excavation.
Excavations over 1.5 metres deep	Excavation walls could collapse and bury/crush worker.	H M L	Install excavation supports or shields as soon as practicable or batter/bench trench walls at a safe angle.
	Loads could fall on workers	H M L	All lifting gear to be tested & tagged. Do not lift over workers.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Excavations over 1.5 metres deep (cont...)	Static loads could increase likelihood of trench collapse	H M L	Keep plant & spoil pile as far back from the trench edge as practicable. Install additional support when excavating near buildings & structures
Laying pipes or cables in the excavation	Injuries if excavation wall collapses	H M L	Remain within the safe sections of the excavation at all times.
Use of glues, solvents etc...	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate personal protective equipment such as gloves & respiratory protection
Back fill excavation	Unsupported ground could collapse if excavation not fully back filled	H M L	Back fill excavation progressively. Ensure excavation is fully back filled either before or as soon as possible.
Working near overhead power lines	Worker, plant or material could contact power lines and worker be electrocuted if scaffolding is within 5 metres vertically and 4.6 metres horizontally from power lines on poles or plant within 3 metres of power lines on poles. (if mobile plant is between 3 - 6.4 metres of power lines on poles)	H M L H M L	Identify power lines and provide warning signs if required to work in the NO GO ZONE. Isolate power if possible. If this is not possible then: <ul style="list-style-type: none"> fit warning tiger tails to the power lines; obtain written permission to work in the area from the electricity supply authority; complete a risk assessment & site meeting; provide qualified spotter. Provide qualified spotter.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Emergency rescue if a trench collapses	Worker buried	H M L	<p>Emergency rescue procedure to be in place including:</p> <ul style="list-style-type: none"> • contact emergency services, site management & safety officer immediately • install trench shields or ground support to prevent further collapse and protect rescuers or • safely batter or bench the excavation walls with the excavator if practicable without further endangering the engulfed worker • if the worker is completely buried do not place a steel shield or dig with the excavator directly on top of the buried worker • dig alongside the buried worker on the collapsed side of the trench (opposite to where the worker will be trapped) so that soil covering the worker will slide into this excavation or at least workers can quickly hand shovel the soil into this section of excavation • rescuers are not to place themselves in a position where they could also be buried
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	<p>Plan all lifts to reduce the likelihood of strains & sprains.</p> <p>Use mechanical means of lifting heavier loads whenever possible.</p> <p>Keep the work area free of obstacles.</p>

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

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Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	RENDERING WALLS	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Set up & use electrical powered cement mixers or other electrical equipment & tools	Faulty electrical equipment or tools could electrocute worker.	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
	Worker could be caught in unguarded mixer.	H M L	Ensure guarding is provided on cement mixer if used.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Set up & use electrical powered cement mixers or other electrical equipment & tools (cont...)	Eye, hearing or respiratory injuries .	H M L	Wear eye, hearing & respiratory protection.
Using portable generators	Electrocution	H M L	When using portable generators ensure: <ul style="list-style-type: none"> • provide RCD on the generator; and • an earth stake is driven into the ground and bonded to the generator frame unless it is bonded internally.
Use of chemical sprays etc...	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate PPE such as gloves & respiratory protection as required.
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L	Industrial grade ladder used (min.120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
Working at heights over 2 metres	Fall or slide from work platform and injure worker	H M L	Work from a safe work platform. Provide fall protection over 2 metres. All scaffolds and working platforms over 2 metres to comply with AS/NZS 4576 Guidelines for Scaffolding including guard rails, footings, bracing, kick boards & fully planked. Only a licensed scaffolder to erect, dismantle or alter scaffolds over 4 metres. Protective non-slip footwear to be worn

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Other workers working below or near workers working at heights	Object could fall on and injure other workers below	H M L	Prevent workers from working below other workers where falling objects are possible. Provide kick boards to prevent objects falling. Any workers below to wear safety helmets.
Working near overhead power lines	Worker, plant or material could contact power lines and worker be electrocuted if scaffolding is within 5 metres vertically and 4.6 metres horizontally from power lines on poles or plant is within 3 metres of power lines on poles. (if mobile plant is between 3 - 6.4 metres of power lines on poles)	H M L H M L	Identify power lines and provide warning signs if required to work in the NO GO ZONE. Isolate power if possible. If this is not possible then: <ul style="list-style-type: none"> fit warning tiger tails to the power lines; obtain written permission to work in the area from the electricity supply authority; complete a risk assessment & site meeting; provide qualified spotter. Provide qualified spotter
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block.
Other:			

CONSULTATION

We the undersigned have been consulted with and agree to comply with the contents of this Safe Work Method Statement:

Name	Signature

Name	Signature

Safe Work Method Statement

Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:			Subcontractor (if any):		
Person responsible for ensuring compliance with this SWMS:				Date:	
High-risk job:	ROOF INSTALLATION			Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)		How will hazards and risks be controlled?	
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L		Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.	
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L		Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.	
Working at heights	Fall or slide from work platform and injure worker	H M L		Provide fall protection over 2 metres. Only light duty work to be carried out from secured ladders. Don't step higher than 3 rungs from the top on a straight or extension ladder or 2 steps from the top on a stepladder. All scaffolds and working platforms to comply with AS/NZS 4576 Guidelines for Scaffolding.	

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Fixing metal roofing	Fall externally from roof edge and injure worker	H M L	External fall protection (eg. guardrails or scaffolding) is to be provided for the installation of all roofing material where any person can fall more than 2 metres from the roof edge. A safety harness may also be required on steeply pitched roofs >35 degrees. Protective non-slip footwear is to be worn.
	Fall internally through roof and injure worker	H M L	Install roof safety mesh to provide internal fall protection.
	Wind or rain could affect roofing stability.	H M L	Roofing material not to be fixed on days of high winds or rain. Do not work on roofs over 10 degrees pitch if they are wet or slippery.
Use of glues, solvents etc...	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate personal protective equipment such as gloves & respiratory protection
Using electrical tools	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Working near overhead power lines	<p>Worker, plant or material could contact power lines and worker be electrocuted if scaffolding is within 5 metres vertically and 4.6 metres horizontally from power lines on poles or plant within 3 metres of power lines on poles.</p> <p>(if mobile plant is between 3 - 6.4 metres of power lines on poles)</p>	<p>H M L</p> <p>H M L</p>	<p>Identify power lines and provide warning signs if required to work in the NO GO ZONE. Isolate power if possible.</p> <p>If this is not possible then:</p> <ul style="list-style-type: none"> fit warning tiger tails to the power lines; obtain written permission to work in the area from the electricity supply authority; complete a risk assessment & site meeting; provide qualified spotter. <p>Provide qualified spotter</p>
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	<p>Plan all lifts to reduce the likelihood of strains & sprains.</p> <p>Use mechanical means of lifting heavier loads whenever possible.</p> <p>Keep the work area free of obstacles.</p>
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Other:			

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Employer:			Subcontractor (if any):		
Person responsible for ensuring compliance with this SWMS:				Date:	
High-risk job:	ROOF MAINTENANCE			Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)		How will hazards and risks be controlled?	
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L		Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.	
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L		Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.	
Working at heights	Fall or slide from work platform and injure worker	H M L		Provide fall protection over 2 metres. Only light duty work to be carried out from secured ladders. Don't step higher than 3 rungs from the top on a straight or extension ladder or 2 steps from the top on a stepladder. All scaffolds and working platforms to comply with AS/NZS 4576 Guidelines for Scaffolding.	

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Roof maintenance	Fall externally from roof edge and injure worker	H M L	External fall protection (eg. guardrails or scaffolding) is to be provided for the installation of all roofing material where any person can fall more than 2 metres from the roof edge. A safety harness may also be required on steeply pitched roofs >35 degrees. Protective non-slip footwear is to be worn.
	Fall internally through roof skylight and injure worker	H M L	Install roof safety mesh to provide internal fall protection.
	Wind or rain could affect roofing stability.	H M L	Roofing material not to be fixed on days of high winds or rain. Do not work on roofs over 10 degrees pitch if they are wet or slippery.
Use of safety harness	Worker could fall if safety harness is not properly fitted or secured	H M L	Safety harnesses are only to be used for short term & minor work. Workers to be trained in the safe fitting & use of safety harnesses. Harnesses are to safely secured to prevent falls. The pendulum effect is to be taken into account when deciding on the harness lanyard fixing point/s
Use of glues, solvents etc...	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate personal protective equipment such as gloves & respiratory protection

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Using electrical tools	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
Working near overhead power lines	Worker, plant or material could contact power lines and worker be electrocuted if scaffolding is within 5 metres vertically and 4.6 metres horizontally from power lines on poles or plant within 3 metres of power lines on poles. (if mobile plant is between 3 - 6.4 metres of power lines on poles)	H M L H M L	Identify power lines and provide warning signs if required to work in the NO GO ZONE. Isolate power if possible. If this is not possible then: <ul style="list-style-type: none"> fit warning tiger tails to the power lines; obtain written permission to work in the area from the electricity supply authority; complete a risk assessment & site meeting; provide qualified spotter. Provide qualified spotter
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Other:			

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Safe Work Method Statement

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Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	ROOF GUTTER CLEANING	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Temporary access to gutters	Fall from ladder or other temporary access and injure worker	H M L	Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
Gutter cleaning from roofs using safety harness	Worker could fall if safety harness is not properly fitted or secured	H M L	Safety harnesses are only to be used for short term & minor work. Workers to be trained in the safe fitting & use of safety harnesses. Harnesses are to safely secured to prevent falls. The pendulum effect is to be taken into account when deciding on the harness lanyard fixing point/AS/NZS 4576 Guidelines for Scaffolding.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Gutter cleaning from ladders	Worker could fall if ladder is not properly secured	H M L	Industrial grade ladder to be used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point. Do not stand closer than 900 mm of the top (3 rd top rung). Only light work to be carried out from a ladder. Don't over-reach on a ladder.
Gutter cleaning from an elevated work platform	EWP being operated unsafely	H M L	Licensed operators to operate booms that can extend 11 metres+. Qualified EWP operators to operate scissor lifts & booms that can extend up to 11 metres.
	EWP failure	H M L	EWP to be properly maintained and checked before use. Rescue procedure from heights to be in place. This plan is to include a person at ground level able to lower the EWP to the ground/floor level using the controls at ground/floor level or other means
	Striking other workers	H M L	EWP to have flashing light and reversing alarm operating. EWP work area to be barricaded off if necessary. Traffic management plan to be in place. Personnel working in the vicinity of EWP to wear reflective vests and safety helmets.
Using electrical leaf blowers	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Using electrical leaf blowers (cont...)	Worker could be electrocuted by electrical leads or equipment	H M L	Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
Using fuel powered leaf blowers	Fire or explosion	H M L	When using fuel powered tools and equipment the following precautions should be taken: <ul style="list-style-type: none"> • secure equipment to prevent fuel spillage during transport; • transport fuel in approved containers; • fill the fuel tank before commencing work; • fire extinguisher to be provided; • shut off the engine and allow it to cool before refuelling the tank – don't refuel while the engine is running; • do not smoke while re-fuelling or operating equipment; • restart engines well away from fuelling area; and • wipe off any spilt fuel before starting the engine.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Working near overhead power lines	<p>Worker, plant or material could contact power lines and worker be electrocuted if scaffolding is within 5 metres vertically and 4.6 metres horizontally from power lines on poles or plant within 3 metres of power lines on poles.</p> <p>(if mobile plant is between 3 - 6.4 metres of power lines on poles)</p>	<p>H M L</p> <p>H M L</p>	<p>Identify power lines and provide warning signs if required to work in the NO GO ZONE. Isolate power if possible.</p> <p>If this is not possible then:</p> <ul style="list-style-type: none"> fit warning tiger tails to the power lines; obtain written permission to work in the area from the electricity supply authority; complete a risk assessment & site meeting; provide qualified spotter. <p>Provide qualified spotter</p>
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	<p>Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.</p>
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?

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Safe Work Method Statement

Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	ROOF WORK – INSTALLATION OF AIR CONDITIONERS, SOLAR PANELS, SKYLIGHTS AND SIMILAR	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L	Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
Working at heights	Fall or slide from work platform and injure worker	H M L	Provide fall protection over 2 metres. Only light duty work to be carried out from secured ladders. Don't step higher than 3 rungs from the top on a straight or extension ladder or 2 steps from the top on a stepladder. All scaffolds and working platforms to comply with AS/NZS 4576 Guidelines for Scaffolding.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Installing items on roof	Object could fall on and injure other workers below	H M L	Barricade below or prevent workers from working below other workers where falling objects are possible. Provide kick boards to prevent objects falling. Any workers below to wear safety helmets.
	Worker or material could fall or slide from or through roof or work platform and injure worker.	H M L	Provide scaffolding or roof guard rails for perimeter edge protection A safely secured safety harness may be worn for minor installations. On flat roofs, less than 7 degrees pitch (1 in 8), no worker is to be within 2 metres of an unprotected roof without fall protection. On steeper pitched roofs fall protection is to be provided at all times. Protective non-slip footwear is to be worn.
	Wind could affect roofing stability.	H M L	Roofing materials are not to be fixed on days of high winds or rain.
Working near overhead power lines	Worker, plant or material could contact power lines and worker be electrocuted if scaffolding is within 5 metres vertically and 4.6 metres horizontally from power lines on poles or plant within 3 metres of power lines on poles.	H M L	Identify power lines and provide warning signs if required to work in the NO GO ZONE. Isolate power if possible. If this is not possible then: <ul style="list-style-type: none"> fit warning tiger tails to the power lines; obtain written permission to work in the area from the electricity supply authority; complete a risk assessment & site meeting; provide qualified spotter.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Working near overhead power lines (cont...)	(if mobile plant is between 3 - 6.4 metres of power lines on poles)	H M L	Provide qualified spotter
Use of glues, solvents etc...	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate personal protective equipment such as gloves & respiratory protection.
Using electrical tools	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

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Safe Work Method Statement

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Employer:			Subcontractor (if any):		
Person responsible for ensuring compliance with this SWMS:				Date:	
High-risk job:		SCAFFOLD ERECTION		Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?		
Training	Untrained worker could fall while erecting scaffold and may not be aware of hazards that could affect themselves or others.	H M L	<p>Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.</p> <p>WorkSafe licensed scaffolder to supervise all scaffold erection, dismantling & alteration over 4 metres.</p> <p>WorkSafe licensed scaffolder or trained & competent person to carry out all scaffold erection, dismantling & alteration under 4 metres.</p>		
Scaffold erection	Worker could fall from scaffold	H M L	<p>All scaffolds and working platforms to comply with AS/NZS 4576 Guidelines for Scaffolding (commercial) or AS 6001 Working Platforms for Domestic Construction (domestic).</p> <p>Requirements for scaffolds include, but are not restricted to, the following:</p> <ul style="list-style-type: none"> • steel base plates min. 150mm x 150mm; • level timber soleplates min. 300mm x 2220mm on solid ground; 		

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Scaffold erection (cont...)	Worker could fall from scaffold	H M L	<ul style="list-style-type: none"> fully planked out with complying 225mm wide x38 mm thick scaffold planks (including any gaps in non-standard joints); provided with top guard rail (900mm - 1100 mm high) & mid guard rail; provided with min. 150mm high kick boards; max. lift of 2 metres; tied to structure if height exceeds 3 times min. base width; fully braced every 3rd bay; screw jack extension max 600mm; heavy, medium or light duty scaffold provided to suit the load to be applied; mobile scaffolds to be erected as per manufacturer's specifications with castors locked except when moving; proper stairway or fixed ladder access provided; where practicable, all individual sections of the scaffold are to be raised and kept within the scaffold frame during erection; and a Certificate of Completion is to be provided by the scaffolder.
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	<p>Plan all lifts to reduce the likelihood of strains & sprains.</p> <p>Use mechanical means of lifting heavier loads whenever possible.</p> <p>Keep the work area free of obstacles.</p>

What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Erect scaffold within 4.6 metres horizontally or 5 metres vertically of temporary electrical power lines (NO GO ZONE)	Scaffold sections or worker could come into contact with temporary electrical power lines and electrocute worker	H M L	Advise local power authority. Obtain permission to work within the NO GO ZONE in writing from local power authority. Complete a written risk assessment (SWMS) of the task. Conduct site induction & pre-start site meeting prior to erecting scaffold. Set up scaffolding components ready to erect. Isolate temporary power lines in the affected area prior to erecting scaffolding & tag board. Fully line inside the external vertical section of scaffold in the NO GO ZONE with 6mm ply board or equivalent to prevent any accidental contact with power lines while working from each working platform. Switch the electrical power back on.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block

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Note: A site-specific SWMS may be required before any high-risk construction work is commenced.

Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	TIMBER FLOOR LAYING	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Cutting timber flooring to size	Worker could receive cuts.	H M L	Ensure guarding is correctly operating on saws. Ensure automatic stop is operating when trigger is released.
Using electrical saw and other electrical tools	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Using nail gun and similar tools	Eye of hearing injury	H M L	Wear eye & hearing protection. Do not point at any other person. Ensure all operators are properly trained to use the tools.
Working with flammable materials such as glues	Flammable materials could catch fire	H M L	Fire extinguisher to provided. No smoking allowed
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Other:			

CONSULTATION

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Safe Work Method Statement

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Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	VINYL LAYING	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Cutting vinyl to size	Worker could cut themselves while using a box cutter or other cutting equipment	H M L	Wear safety gloves when cutting carpet to size. Use safety type box cutter or other cutting equipment where the blade retracts into the handle when not in use.
Use of glue or other dangerous goods or hazardous materials to lay vinyl	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate personal protective equipment such as gloves & respiratory protection as required.
Kneeling while cutting & laying vinyl	Knee injury due to continuous kneeling.	H M L	Protective knee pads to be provided and worn.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Working with flammable materials such as glues	Flammable materials could catch fire	H M L	Fire extinguisher to provided. No smoking allowed
Using electrical tools	Worker could be electrocuted by electrical leads or equipment	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of floor. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Other:			

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)

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Safe Work Method Statement

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Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	WALL CLADDING - EXTERNAL	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L	Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
Working at heights	Fall or slide from work platform and injure worker	H M L	Provide fall protection over 2 metres. Only light duty work to be carried out from secured ladders. Don't step higher than 3 rungs from the top on a straight or extension ladder or 2 steps from the top on a stepladder. All scaffolds and working platforms to comply with AS/NZS 4576 Guidelines for Scaffolding.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Cladding from an elevated work platform	EWP being operated unsafely	H M L	Only operators with licence/proof of training and competency are to operate plant.
	EWP failure	H M L	EWP to be properly maintained and checked daily before use. Rescue procedure from heights to be in place. This plan is to include a person at ground level able to lower the EWP to the ground/floor level using the controls at ground/floor level or other means
	Striking other workers	H M L	Plant to have flashing light and reversing alarm operating. Plant work area to be barricaded off if necessary. Traffic management plan to be in place. Personnel working in the vicinity of plant to wear reflective vests and safety helmets.
	Falling from EWP	H M L	No worker is to climb out of an elevated work platform except at ground level. Safety harness to be worn in boom type EWP. Don't climb on EWP safety rails
Other workers working below or near workers working at heights	Object could fall on and injure other workers below	H M L	Prevent workers from working below other workers where falling objects are possible. Provide kick boards to prevent objects falling. Any workers below to wear safety helmets.
Working with electric power tools	Worker could be electrocuted	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Working with electric power tools	Worker could be electrocuted	H M L	Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105 No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

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Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	WINDOW INSTALLATION - GLAZING	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Temporary access to heights	Fall from ladder or other temporary access and injure worker	H M L	Industrial grade ladder used (min. 120 kg SWL). Secure ladder safely at 4:1 pitch. Ladder to extend 900 mm+ past any safe step off point.
Working at heights	Fall or slide from work platform and injure worker	H M L	Provide fall protection over 2 metres. Only light duty work to be carried out from secured ladders. Don't step higher than 3 rungs from the top on a straight or extension ladder or 2 steps from the top on a stepladder. All scaffolds and working platforms to comply with AS/NZS 4576 Guidelines for Scaffolding.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Other workers working below or near workers working at heights	Object could fall on and injure other workers below	H M L	Prevent workers from working below other workers where falling objects are possible. Provide kick boards to prevent objects falling. Any workers below to wear safety helmets.
Installing windows	Windows could fall	H M L	Ensure the installation area is barricaded or kept clear.
Installing glass	Glass edges could cut workers hands	H M L	Raise glass into position in a safe manner. Workers to wear protective gloves.
Use of glues, solvents etc...	Worker could be affected by product being used	H M L	Obtain, check and follow instructions on all Safety Data Sheets. Wear all appropriate personal protective equipment such as gloves & respiratory protection
Working with electric power tools	Worker could be electrocuted	H M L	All electrical equipment & tools to be tested & tagged every 3 months. Earth leakage protection to be provided & tested monthly. Electrical leads to be clear of ground & water. Multi-plug outlet devices to industrial standard & comply with AS3105. No green or orange sheathed leads to be used. Leads not to exceed 35 metres in total length. Temporary switchboards to be set up correctly.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled? (describe the control measures and how they will be used)
Manual handling	Musculoskeletal injuries such as back or shoulder strains from incorrect lifting	H M L	Plan all lifts to reduce the likelihood of strains & sprains. Use mechanical means of lifting heavier loads whenever possible. Keep the work area free of obstacles.
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

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Employer:		Subcontractor (if any):	
Person responsible for ensuring compliance with this SWMS:		Date:	
High-risk job:	WORKING NEAR OVERHEAD & UNDERGROUND POWER AND OTHER SERVICE LINES	Location:	
What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Training	Untrained worker may not be aware of hazards that could affect themselves or others.	H M L	Ensure Construction Induction Card (Red or White) company induction, site induction & any task training & licensing as required.
Working near overhead power lines	Worker, plant or material could contact power lines and worker be electrocuted If mobile plant is to be between 3 - 6.4 metres of power lines on poles. If plant is within 3 metres of power lines on poles or scaffolding is within 5 metres vertically and 4.6 metres horizontally of power lines on poles.	H M L	Identify power lines and provide warning signs if required to work near the NO GO ZONE. Isolate power if possible. <ul style="list-style-type: none"> provide a qualified spotter; fit warning tiger tails to the power lines. In addition to above: <ul style="list-style-type: none"> obtain written permission to work in the area from the electricity supply authority; complete a risk assessment & site meeting.

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?
Working near underground power lines	Worker, plant or material could contact power lines and worker be electrocuted.	H M L	Contact electricity supply authority and identify underground power lines in the area. Provide a qualified spotter, warning signs and training in safe work procedures prior to commencing work in that area.
General tasks requiring PPE	Eye, hearing, respiratory, cuts, abrasions, UV, striking injuries	H M L	Wear safety boots at all times & safety helmet, hi vis clothing, gloves, dust mask, respirator, UV protection safety glasses & hearing protection as required,
Working outdoors	UV rays from sun could cause skin cancers	H M L	Wear wide brimmed hat, loose protective clothing as per Sunsmart Policy and 30+ sun block
Other:			

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What are the tasks involved?	What are the hazards and risks?	Circle Initial Risk Class High/Medium/Low Risk (complete on site)	How will hazards and risks be controlled?

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