

# HEALTH, SAFETY MANAGEMENT PLAN

For

**New Homes Solutions Qld Pty Ltd**

QBCC Licence: No 1026279

ABN: 69 104 280 631

Address: 54 CARTHEW STREET KIRWAN QLD 4817

Client: All New Home Solutions Subcontractors, workers/employees and suppliers

Project Location: All domestic sites

Commencement Date: 30.10.17

Completion Date: 30.10.18

**ENTRY TO THIS SITE IS CONDITIONAL ON THIS SAFETY PLAN BEING ADHERED TO IN ALL RESPECTS**

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### Scope of Works:

Design and construct residences in accordance with Design and Construction Standards.

### MAJOR SUBCONTRACTORS:

Work Activity	Contractor	Contact
BRICKLAYER		
PLASTERERS		
ROOFING AND PLUMBING		
ELECTRICAL AND AIR-CONDITIONING		
PAINTING		

Plan Prepared by: Roland Hubert

Management at New Homes Solutions.

Name	Position	Signature
Darryl Gilchrist	Construction Manager	
Gary Conn :	Site Supervisor	

**AMENDMENT RECORD SHEET**

Issue Date	Section Affected	Authorised By	Amended By	Date
Revision 1	Section 22	Roland Hubert	Roland Hubert	11/9/2013
Revision 2	Section 3,5	Roland Hubert	Roland Hubert	13/3/2014
Revision 3	Section 8	Roland Hubert	Roland Hubert	1/2/2015

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## LIST OF FORMS

Form 1	Risk Assessment
Form 2	Hazard/Incident Report
Qld Gov Form 4	Hazard Report Form
Qld Gov Form 3	Incident Report
Form 3	Safe Work Method Statement

Form 4	Subcontractor Workplace Induction Record
Form 5	Electrical Equipment Register
Form 6	Plant and Equipment Register
Form 7	Hazardous Chemical Risk Assessment
Form 8	Hazardous Chemical and Dangerous Goods Inventory
Form 9	Safety Tool Box Talk
Form 10	Work Method Statement Review
Form 11	Training Record
Form 12	Hot Works Permit
Qld Gov Form	Record of First Aid

## 1. INTRODUCTION

Under Queensland safety legislation all employers have a duty to ensure their workers and others are not exposed to risk of injury or illness. New Homes Solutions accepts its responsibility to ensure all subcontractors and workers on all of its sites are protected against injury and illness. Any subcontractor contracted by New Homes Solutions will adhere to the spirit and letter of this site safety plan as a condition of contract. Breaches of this plan will be considered as breaches of contract.

One of the ways to protect construction workers is to establish procedures that detail the way construction tasks are to be carried out. This Site Safety Plan is a series of procedures, all of which must be followed and documented.

The procedures outlined in this site safety plan are the minimum standards to be adhered to while subcontractors, sub - sub contractors or their employees are working on site. All subcontractors must maintain written records as legal confirmation of their adherence to this plan.

Subcontractors are required to have their documentation in their vehicle while work is taking place on site. This documentation must include:

- a) Copy of all Work Method Statements,
- b) Copy of the SDS for any hazardous substance the subcontractor brings onto site (Note the PC must give permission, in writing before a hazardous substance can be used on site)
- c) Copy of any Tool Box Talk relating to tasks undertaken on site,
- d) An Electrical Equipment register,
- e) Copy of servicing record for any plant being used on site,
- f) Copy of plant operators qualification,

Additional requirements are a suitable first aid kit and a fire extinguisher.

Approval Checklist	Status (Obtained, N/a, Pending)

## 2. SAFETY POLICY

New Homes Solutions Occupational Health, Safety and Rehabilitation Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees.

The objectives of our Safety Policy are:

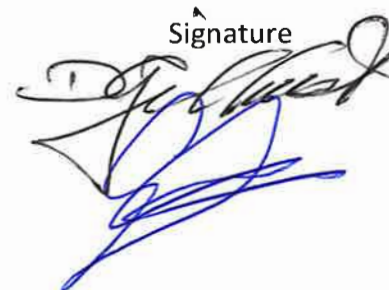
- To achieve an accident free workplace.
- To make health & safety an integral part of every managerial and supervisory position.
- To consult with our workers and subcontractors to ensure health & safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our health & safety management is dependent on:

- Pro-active planning of all work activities with due consideration given to implementing safety controls that are suitable to each given situation.
- Understanding the total work process and associated safety risks.
- Ensuring the work team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees.

Name	Position
Darryl Gilchrist	Construction Manager
Gary Conn	Site Supervisor

Signature



### 3. SITE MANAGEMENT

#### Duties of Builder

- Bulk materials on site need to be managed so that manual handling is kept to a minimum.
- Bricks and blocks should be placed around the site with the truck or a machine.
- Timber and trusses will be unloaded with the crane on the truck or fork lift. Trusses will be lifted into place with a crane to minimise manual handling.

#### Duties of Subcontractors

- Upon entering a site the subcontractor is to ensure that all his employees are aware of the emergency evacuation plan, the assembly point and emergency contact numbers.
- Any security fencing which is removed for access, is replaced when the subcontractor leaves the site vacant, even for short periods.
- If amenities are not in place or are not fit for use, the PC is to be informed by phone immediately.
- The subcontractor must inform his employees of their right to elect a site safety representative.
- If task lighting is required the subcontractor must supply it.
- The subcontractor is required to clean up any rubbish his work has generated prior to leaving the site.
- The subcontractor is required to report an untidy site, to the PC, when he commences work on it.
- The subcontractor must ensure the scaffold is tagged and conforms to the scaffold plan prior to allowing his workers to enter the scaffold.
- The subcontractor must ensure his workers are protected against UV radiation and heat stress.
- The subcontractor will be held responsible for any of his employees, who enter the site in a condition that they cannot safely carry out their assigned tasks. (Drugs, alcohol etc)
- The subcontractor must encourage his employees to report on site hazards
- The subcontractor must ensure the contents of all Work Method Statements are explained to all of his employees.
- The subcontractor must ensure that no chemicals, paints, oils or fuels can enter the stormwater system.
- The subcontractor must ensure both dust and noise pollution are minimised.
- The subcontractor must ensure that Section 26R of the Tobacco and Other Smoking products Act 1998 is obeyed. I.E. **No smoking is allowed in the structure once it becomes an enclosed space. (Lock up stage)**

#### 4. ROLES AND RESPONSIBILITIES

**New Homes Solutions will keep a Summary copy of the health, safety and environmental management plan readily accessible to any person carrying out construction work in connection with the project.**

**New Homes Solutions will have adequate facilities for workers, including toilets, drinking water.**

##### **ROLES AND RESPONSIBILITIES DEFINED**

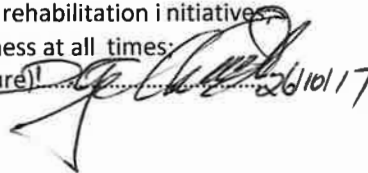
New Homes Solutions will provide the following key personnel on site. Their roles and responsibilities regarding safety on site are outlined below.

##### **SITE REPRESENTATIVE**

Garry Conn is responsible for safety on the project and duties include:

- Ensuring all project personnel (including Contractors, Visitors etc.) **attend regular tool box meetings and other forums to keep project personnel (including contractors) informed of project safety, quality and environmental issues;**
- **Confirming the details of all project plans are applicable, complete and accurate;**
- **Review and verify details of all Work Method Statements (WMS) and Safety Plans submitted by Contractors /Subcontractors for their part in the project;**
- **Completing project and specific risk assessments;**
- **Implementing all control measures for associated risks;**
- Ensuring all project personnel (including Contractors, Visitors etc.) are:
  - Inducted generally (White Card or equivalent required if conducting work on site)
  - Inducted to the project specifically and where required specific activities / areas
  - Fully aware of, and understand the requirements of, the Construction Safety (CSP) Plan, Work Method Statements and Work Instructions and any updates to the plan
  - **Competent to operate plant and equipment associated with their job**
  - **Competent to carry out their job safely**
- Visitors who are to be escorted by the Site Manager must undergo visitor inductions highlighting the hazards and risks onsite, their obligations and emergency procedures;
- Enforcing compliance to all plans, instructions etc., (including those of Contractors/Subcontractors);
- Carrying out audits and inspections (or delegating to a competent person) to ensure compliance to the plans and legislation;
- Ensuring sound housekeeping, environmental protection and site control practices are established and maintained throughout the project;
- Establishing and maintaining legible and complete project documentation and records;
- Ensure all materials, plant, equipment, tools, safety equipment are provided, used and maintained in a serviceable and safe condition;
- Establishing and practising project/site emergency and rescue procedures.
- Ensure all required inspections are carried out and recorded
- Review and verify all project documents / records are completed accurately and when required including inspection test plan (ITP) requirement.
- Providing suitable employment to assist rehabilitation initiative;
- Stimulating a high level of safety awareness at all times;

Signed off by: Name Darryl Gilchrist (Signature)



26/10/17

## **5. RISK MANAGEMENT**

New Homes Solutions will not commence construction work unless:

- Subcontractors have a copy of the parts of the Site Safety Plan that are relevant, and
- The Subcontractor has undertaken an assessment of the risks associated with the work to be carried out with a written WMS, and
- The subcontractor has provided pre start induction training in the content of Work Method Statements(WMS), safety policies and procedures for all of their workers
- **A traffic management plan has been prepared for any work that will be carried out adjacent to a road.**

**Subcontractors will maintain and keep up-to-date their WMS, and must provide the Principal Contractor with any changes made to the WMS for the duration of the project.**

Subcontractors will identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk. The risk management process is to be carried out in consultation with the workers.

**New Homes Solutions will ensure that the project is secure from unauthorised access. When unauthorised access to the workplace cannot be prevented New Homes Solutions will ensure that all hazards within the workplace will be isolated.**

**New Homes Solutions will carry out a Risk Assessment (main risk assessment) to see what is in the proximity of the workplace to places frequented by children, including schools, parks and shopping precincts. The risk assessment will determine what security will be in place for the workplace.**

### **Identify Hazards:**

All potential hazards in the job will be broken down into activities, which follow the sequence of construction. These activities are provided in WMS, which is a list of job procedures, and other work related practices. The WMS details how the Scope of Work will be carried out.

For each of the work activities and associated job steps identified in the WMS provided the subcontractor will identify potential hazards.

To assist this process, resources such as the following will be used: Work Health and Safety Act 2011, Work Health and Safety Regulation 2011 and relevant Codes of Practice. Consultation (e.g. Tool Box Talks) with workers experienced in the task is also to be undertaken.

### **Assess Risks:**

For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below. The attached Risk Class management tool will be used to determine the requirement for management of the risks identified.

# Risk Calculator

Initial Risk

Risk rating **before** any control measures are implemented

Residual Risk

Risk rating **after** control measures have been implemented

**Incident Action:** If an incident occurs while following this Work Method Statement work is to cease, the hazards to be reassessed and another Risk Assessment is to be performed and the Work Method Statement Reviewed and signed off by senior management prior to restarting work.

## CONSEQUENCE DEFINITIONS

**Disaster**

Death or permanent disability. Multiple serious injuries or deaths. Permanent damage to structures, to the environment and to the community. Extremely difficult to make a full recovery.

**Very Serious**

Life or livelihood threatening injuries that require immediate hospitalisation and ongoing medical treatment. Absent from work for several weeks or more. Significant damage to structure. Damage that affects the surrounding environment.

**Serious**

Injuries that require same day external medical treatment and may result in a week or so off work. Environmental damage contained to within the site boundary and not likely to be long lasting.

**Substantial**

Injuries that receive first aid attention and/or that require several days absent from work to recover. May involve external medical attention but not necessarily same day. Localised environmental damage with no lasting effects.

**Minor**

Injuries requiring either no treatment, or at most first aid treatment on site. No time lost. Immediate return to work. No lasting effects of injury. Minimal environmental damage with minimal effects.

## LIKELIHOOD DEFINITIONS

**Almost Certain**

Continuously exposed and without controls is going to happen on numerous / repeated occasions.

<b>Likely</b>	Regularly exposed and likely to occur at times, but not repeatedly. A weekly occurrence.
<b>Possible</b>	Not regularly exposed but could occur sometimes, but not very often. May happen sometimes.
<b>Unlikely</b>	It may happen in unusual circumstances but it is not likely. May occur once a year.
<b>Very Unlikely</b>	Not likely to happen at all except in very rare and unusual circumstances. Virtually unheard of. Occurrence maybe once every 10 to 20 years.
<b>H = High risk</b>	Work is not to proceed until further control measures are in place to lower the risk exposure to all persons.
<b>M = Moderate risk</b>	Work is able to proceed but supervisor& workers to continually monitor to ensure that changed conditions do not increase risk
<b>L = Minor risk</b>	Work is able to proceed without undue monitoring until there are substantial changes to conditions / situation which would increase risk

#### RISK RATING

LIKELIHOOD		CONSEQUENCE				
		Disaster 5	Very Serious 4	Serious 3	Substantial 2	Minor 1
<b>Almost Certain</b>	<b>5</b>	<b>H25</b>	<b>H20</b>	<b>H15</b>	<b>M10</b>	<b>M5</b>
<b>Likely</b>	<b>4</b>	<b>H20</b>	<b>H16</b>	<b>M12</b>	<b>M8</b>	<b>M4</b>
<b>Possible</b>	<b>3</b>	<b>H15</b>	<b>M12</b>	<b>M9</b>	<b>L6</b>	<b>L3</b>
<b>Unlikely</b>	<b>2</b>	<b>H10</b>	<b>M8</b>	<b>M6</b>	<b>L4</b>	<b>L2</b>
<b>Very Unlikely</b>	<b>1</b>	<b>M5</b>	<b>M4</b>	<b>L3</b>	<b>L2</b>	<b>L1</b>

# Assessed Site Risks

Activity /Hazard	Initial Risk	WMS required	Contractor to supply	Received and Approved	PC,s proposed control measures	Residual Risk
Site access	<b>M12</b>	No	Builder		Good house cleaning	<b>M4</b>
Bulk Materials Bricks/Blocks	<b>H16</b>	No	Builder		Move around site/ back of block before slab with truck or fork lift. Less manual handling. Keep off foot path. Sand delivery to be kept on site.	<b>M4</b>
Trusses/Timber	<b>H16</b>	No	Builder		Unload from truck with crane. Place on site away from foot path. Lift trusses by crane to their position. Use crane as much as possible to eliminate manual handling.	<b>M4</b>
Roof Tiles/ Roofing Iron	<b>H16</b>	No	Builder		Tiles unload around site. Use tile lifter as close to pallets as possible. Iron roof material stack as close to house as possible.	<b>M4</b>
Ceiling Material falling Frame and materials Falling items	<b>M8</b>	Carpenter	Contractor		Barricades for work area	<b>M5</b>
Using a hazardous substance	<b>L2</b>	Yes	Carpenters Roofers Renderers Painters Electricians Plumbers A/c installers		All work with hazardous substances to be carried out in accordance with MSDS. All required PPE to be on site prior to using substances	<b>L1</b>
Using powered mobile plant	<b>M8</b>	Yes	Earthmoving contractor		Plant maintenance records and operator qualifications to be verified. When multiple plant operations take place there must be a written record of a tool box talk ensuring plant cannot contact other plant	<b>M4</b>
Preventing roof sheeting		Yes	Plumber		Wind conditions to be considered .	

falling on adjacent premises, or personnel	<b>H10</b>				Sheets to be lifted onto working platform in bundles Bundles to be protected by hording Two persons to handle every sheet	<b>M5</b>
Hot Works	<b>M6</b>	Hot works permit	Plumber		Must conform with conditions set out in hot works permit	<b>L3</b>
Hot weather and ultraviolet radiation	<b>M6</b>	No but include in site specific induction	All on site		Include in site specific induction Enforce wearing of hats, long sleeved shirts and sunscreen	<b>L3</b>
Slips trips and falls	<b>M6</b>	No	All on site		Enforce subcontractors cleaning up as they go and conduct a daily site inspection	<b>L3</b>
Energised electrical installations	<b>H10</b>	No			Ensure all live electrical installations are checked by a qualified electrician prior to use	<b>M5</b>
Manual handling	<b>M6</b>	No	All on site		Include joint lifts for 20 kg loads in site specific induction	<b>L3</b>
Electrical tools	<b>H10</b>	No	All on site		Supervisor to ensure all tools are tested and tagged, and connected through a RCD. Extension leads to be kept off floor and ground	<b>M6</b>
Falls from height	<b>H10</b>	Yes	Carpenters Painters Renderers Plumbers		<b>No work at height, over two meters, without fall protection</b> <b>Edge protection</b> <b>Working platforms</b>	<b>M5</b>
Falling objects	<b>H10</b>	No			Supervisor to ensure no workers work above other workers. Public and visitors to be excluded from work area.	<b>M5</b>
Security of the workplace	<b>M6</b>	No			<b>Risk assessment done for the project (The proximity of the workplace to places frequented by children, including schools, parks and shopping precincts.)</b>	<b>L3</b>

**Forms:**

*Form 1, Risk Assessment*

*Form 2, Hazard Report*

*Queensland Government Hazard Report*

*Queensland Government Incident Report*

## 6. WORK METHOD STATEMENTS

The site Supervisor will ensure that before any work commences on site the relevant Work Method statements will be checked against form 10 as a minimum and ensure that the work method statements are kept for the duration of the project. Key points are:

- **Before any construction work (high risk) a work method statement must be provided and a copy given to the New Homes Solutions site supervisor.**
- Show the name and registered office address and ABN of the organisation
- Show the signature of a senior management representative of that organisation and the date signed.
- A description of the work to be undertaken
- The step-by-step sequence involved in doing the work
- The potential hazards associated with the work and with each step of the work
- The **safety controls\*** that will be in place to minimise these hazards
- All precautions to be taken to protect health and safety
- All health and safety instructions to be given to persons involved with the work
- Identification of health and safety legislation, codes or standards applicable to the work, and where these are kept
- The names and qualifications of those who will Supervise the work Inspect and approve work areas, work methods, protective measures, plant, equipment and power tools
- A description of what training is given to people involved with the work
- The names of those who will be or have been trained in the work activities described in the Work Method Statements, and the names and qualifications of those responsible for training them
- **The names of those that have been consulted in the preparation of the Work Method Statements.**
- Identification of the plant and equipment that will most likely be used on site e.g. ladders, scaffolds, grinders, electrical leads, welding machines, fire extinguishers
- Details of the inspection and maintenance checks that will be or have been carried out on the equipment listed.
- Details of any engineering details / Certificates and/or approvals required e/g Formwork inspection certificates, Plant Registrations, etc,
- Upon receipt of a Work Method Statement, New Homes Solutions will ensure the contents comply with the standards detailed in Form 10. A review date will be added to form 10 and a reminder placed in the supervisor's diary.
- Processes and tasks which supervision will be **(in bold print)** by New Homes Solutions Management

\* **Hierarchy of control measures** should be as high as practical in the “Best to Worst” guide shown below, and can be a combination of the 5 levels.

1. Remove the hazard completely  
E.g. remove risk of electrocution by using compressed air driven tools.
  2. Separate people from the hazard  
E.g. guards on power tools,  
E.g. use effective barriers and edge protection,  
E.g. enclose noisy machinery.
  3. Use an engineered control  
E.g. use Earth leakage device (safety switch) on electrical power source.  
E.g. use a machine to lift heavy objects.  
E.g. use scaffolding rather than ladders to reduce risk of falls.
  4. Change work practices  
E.g. training in lifting techniques.  
E.g. tagging procedures.
  5. Provide personal protection (PPE)  
E.g. hearing protection, eye protection etc.
- NOTE: PPE should be the last barrier to protect people when all else fails.



#### **Procedures:**

A WMS will be completed and signed by an appropriately qualified person/s representing the subcontractor who is competent in the work activity to be undertaken.

The Work Method Statement will be checked to ensure it conforms to the requirements of Form 10 by a senior New Homes Solutions Manager. This person **will check** the particular items which require supervision by the subcontractor. A highlighted WMS will be given to the site supervisor to ensure these items are supervised.

Employees will review, in consultation, the WMS and sign where required on WMS that they understand and are willing to implement the controls required to carry out the work safely.

Work will not proceed until the above two criteria are achieved.

Once the initial WMS is completed, the organisation is encouraged to revisit the risk assessment process to ensure controls are as high as possible and the risk as low as possible. The WMS will be reviewed regularly by the New Homes Solutions supervisor.

#### **Forms:**

*Form 3; Safe Work Method statement*

*Form 10; Work Method Statement review Checklist.*

## **7. INDUCTIONS**

### **Procedure:**

New Homes Solutions will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

New Homes Solutions will induct Subcontractors using Form 4 “Subcontractor Induction” and Form 10 “Work Method Statement Review Checklist”

Subcontractors are required to maintain records of training, inductions, skills and experience of all their workers. These records are to be made available at the subcontractor induction stage.

The Induction / Skills & Experience Register will be provided to the Principal Contractor for review. Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.

Where workers are unskilled in the required task appropriate training will be provided prior to commencement of the work and recorded on Induction / Skills & Experience Register

Day Labour will be used only when the nominated worker/s satisfies the level of competency required to undertake the required task or when appropriate training can be provided prior to commencement of the work. Proof of the competency of Day Labour must be detailed in the Induction / Skills & Experience Register

The Site Supervisor will ensure that persons carrying out the nominated work have relevant training including General Safety Induction (Blue Card). Workers will not carry out construction work until they have received the minimum requirements for safety induction training:

- White Card induction
- If a person has been out of the construction industry for more than 2 years they must redo their White Card
- Pre start induction training in the content of work method statements, safety policies and procedures
- Site Specific safety induction.

### **Selection and Use:**

All workers will receive the above three minimum safety induction training requirements before work on site commences and a record of the training provided. Note that it is understood that WMS induction can occur more than once on a project, where project circumstances have changed.

Forms:

## **8. ISSUE RESOLUTION**

Any party to the issue may commence the procedure by telling each other party—

- (a) That there is an issue to be resolved; and
- (b) The nature and scope of the issue.

As soon as parties are told of the issue, all parties must meet or communicate with each other to attempt to resolve the issue.

The parties must have regard to all relevant matters including the following—

- (a) The degree and immediacy of risk to workers or other persons affected by the issue;
- (b) The number and location of workers and other persons affected by the issue;
- (c) The measures (both temporary and permanent) that must be implemented to resolve the issue;
- (d) Who will be responsible for implementing the resolution measures.

A party may, in resolving the issue, be assisted or represented by a person nominated by the party.

If the issue is resolved, details of the issue and its resolution must be set out in a written agreement if any party to the issue requests this.

If a written agreement is prepared all parties to the issue must be satisfied that the agreement reflects the resolution of the issue.

A copy of the written agreement must be provided to—

- (a) All parties to the issue; and

(b) If requested, to the health and safety committee for the workplace.

For the avoidance of doubt, nothing in this procedure prevents a worker from bringing a work health and safety issue to the attention of the worker's health and safety representative.

## **9. HAZARDS AND HAZARD REPORTING**

### **Procedure:**

New Homes Solutions will encourage all employees to report hazards immediately. Our supervisor on site will investigate all reported hazards and document corrective actions. The supervisor will consult with employees before deciding on the corrective action that will be taken. Corrective actions will be signed off when completed. The supervisor will complete a Hazard Report where hazards cannot be corrected immediately.

Blank Hazard reports will be given out to subcontractors when they are contracted to perform work for New Homes Solutions . Employees will be able to access hazard reports at the office and will be encouraged to carry them while on site

**New Homes Solutions will ensure that persons can enter and exit and move about without risk to health and safety, both under normal working conditions and in an emergency; have adequate lighting and ventilation for workers to carry out work without risk to health and safety.**

### **Assessment:**

When a hazard is identified in the workplace a Risk Score will be assessed immediately using the categories outlined in the Risk management section of this Pack. The Risk Class will determine the appropriate level of response required to protect the health and safety of workers – i.e. immediate, within 24 hours, within 48 hours and so on.

### **Corrective Actions:**

The Hazard Report will be signed by the supervisor, and a copy will be forwarded to the Principal Contractor.

Forms:

*Form 2 Hazard Report*

*Qld Gov Form Hazard Report*

## **10. EXCAVATION WORKS**

The site Supervisor will ensure that all underground checks have been done prior to any excavation on site and that all the relevant information has been given to the appropriate persons.

A risk assessment must be done to assess the risks before excavation begins. All risk must be managed before excavation will start.

All subcontractors will ensure that any excavation works carried out on this site will be done as per the regulation to reduce the risk of

- a person falling into an excavation
- a person being trapped by the collapse of an excavation
- a person working in an excavation being struck by a falling object
- a person working in an excavation being exposed to an airborne contaminant.

Subcontractors doing excavation work on this site will need safe work method statements prepared before excavation work can commence .

## **11. ELECTRICAL**

### **Procedure:**

The Supervisor will ensure that any persons working near any electrical installations will have a WMS before commencing any work.

Before any trenching or digging seek information from the entity provider or dial before you dig.

Working de-energised on low voltage electrical equipment or circuits requires the electrical equipment or circuits to be effectively isolated from all relevant sources of electricity supply. This may be done using opening switches, removing fuses or links, opening circuit breakers or removing circuit connections. The standard steps in low voltage isolation are:

- Consultation
- Isolation
- Securing the isolation
- Tagging
- Testing
- Re-testing as necessary

Requirements for electrical work on high voltage equipment after switching, isolation, short circuiting and earthing are specialised requirements. Only competent electrical workers who have received appropriate training in high voltage electrical work are permitted to work on high-voltage electrical equipment.

All subcontractors will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the applicable electrical legislation, Codes of Practice or Australian Standards. All electrical equipment to be brought on site will be listed in the Electrical Equipment Register. The register will be completed prior to commencement of the works and maintained for the duration of the works on site.

The site supervisor may inspect the register at any time

**Inspection & Tagging:**

All electrical leads, portable power tools, junction boxes and earth leakage devices will be tested, inspected by a suitably qualified person and labelled with a tag of current date before being brought on site. The frequency of the test and tag is 3 monthly. A record of the currency of all electrical equipment will be recorded on the attached form.

**Selection and Use:**

When used on a construction site all electrical equipment will be connected to an Earth Leakage protection device at all times.

Where practicable all electrical leads will be kept off the ground on insulated hangers or on insulated lead stands.

Extension leads will not be joined together.

All plugs and sockets will be non-rewireable (moulded) or transparent.

Electrical equipment will not be placed on, or near, wet areas unless the equipment is designed for the specific purpose, e.g. pump.

**Where electrical equipment is hired**, e.g. portable generators, work lights and extension leads, the subcontractor will ensure that the same requirements for safety as those required on site are specified to the Hire Company as a condition of the Hire Agreement.

Forms:

*Form 5: Electrical Equipment Register*

## **12. STORAGE AND DISPOSAL CONSTRUCTION MATERIAL AND WASTE**

All waste materials must be placed in the bins provided.  
When the bin is full it must have a tarp so as not to let rubbish out.  
In the case of a cyclone the bin must be removed.

## **13. HAZARDOUS CHEMICALS**

Subcontractors will provide the Supervisor with a copy of the SDS prior to using the Chemicals. The Supervisor can grant permission to use the chemical or do a risk analysis and investigate alternatives.

**A hazardous chemical register must be on site and up to date at all times. Including SDS for all hazardous chemicals  
This register must be made available to all workers and anyone else likely to be affected by the hazardous chemicals.**

### **Review of Control Measures:**

**The use of hazardous chemicals will be revised when there is a change to the SDS, If persons obtain a health monitoring report or at least once every 5 years.**

### **Storage:**

All storage and use of hazardous chemical will be in accordance with the SDS.  
All hazardous chemical will be stored in their original containers with the label intact at all times.  
Hazardous chemical of any quantity will not be stored in crib rooms, container sheds or offices.

### **Use:**

Prior to using the hazardous chemical all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task. As a minimum safety standard, all safety precautions, listed on the SDS for the hazardous chemical, must be followed when using the chemical.  
After training workers to use hazardous chemical, record the training on the Tool Box Talk form.

### **Forms:**

*Form 7 Hazardous Chemical Risk Assessment*

*Form 8 Hazardous Chemical and Dangerous Goods Register*

#### **14. WORKING AT HEIGHTS**

The Supervisor must ensure, so far as is reasonably practicable, that any work that involves the risk to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person is carried out on the ground or on a solid construction. If a safe work method statement for high risk construction work that involves a risk of a person falling more than 2m states that the only control measures to be implemented will be administrative controls or the provision of personal protective equipment, the safe work method statement must describe all control measures considered in determining which control measures to implement (including by addressing the general fall protection requirements). The Supervisor will ensure that any person working at any height will manage their risk of falling.

The Supervisor must ensure that the WMS describes all the controls needed for the working at height.

#### **15. FALLING OBJECTS**

All Subcontractors who are working at heights must do a risk assessment to assess the possibility of falling objects.

New Homes Solutions will ensure that the Subcontractor / workers will provide a secure barrier when using materials at heights.

They will provide a safe way of raising and lowering objects and provide an exclusion zone around the area to prevent worker / persons from entering.

#### **16. LIFTING GEAR**

##### **Procedure:**

The Supervisor will ensure that all lifting gear (chains, slings, wire rope, shackles, hooks) to be brought on site have a *current* certificate of test and are listed in the register: The register will be maintained during the course of the contract. ( chains slings 12 months, Synthetic and round Slings 3 months)

##### **Assessment:**

All lifting slings and accessories will be marked with the manufacturer's identification, Safe Work Load and the grade of the steel or alloy. Test certificates will be held on site and made available on request.

##### **Selection & Use:**

Prior to use a competent person to check for defects will inspect all lifting gear.

Lifting gear that does not have a current test certificate will not be brought on site under any circumstances.

## **17. PLANT & EQUIPMENT**

### **Procedure:**

The Supervisor will carry out regular inspection and maintenance of plant and equipment **ensuring that all health and safety features and warnings devices (including guarding, operational controls, emergency stops and warnings devices) are in place and used in accordance with the instructions and information provided.** The inspection and maintenance history of each item will be documented on the appropriate form.

Where required by Legislation items of Plant & Equipment are to be Design Registered.

**The Supervisor will ensure that plant is used only for the purpose for which it was designed, unless he has determined that the proposed use does not increase the risk to health or safety.**

**When plant is not in use it must be parked up away from workers and left in a state that does not create a risk to the health or safety of any person (keys must not be left in machines and all battery isolators must be turned off).**

Where a relevant Australian Standard is appropriate, e.g. AS-2550 for cranes, the inspection, use and maintenance of the plant will comply as a minimum with the Standard. Where no Australian Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the Manufacturers Recommendations. The effect of plant and equipment on the workplace will also be considered.

**All records of machines (test recording, inspections, maintenance, commissioning, decommissioning, dismantling and alteration of registered plant, including mobile plant) must be kept on site and be available to any person who may use the plant.**

The Plant manufacturers safety information comes before any Australian Standards

### **Assessment:**

Subcontractors, or the Supervisor, will carry out an assessment of the most appropriate type of plant and equipment for the required job. The assessment will include the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate, or minimise the risk to health and safety of workers.

A schedule of maintenance will be maintained for all items of Plant & Equipment and will be made available to the Principal Contractor on request.

### **Selection and Use:**

Where plant and equipment is hired the same requirements for safety as those required on site will be specified by the Supervisor or Subcontractors to the Hire Company as a condition of the Hire Agreement.

No item of plant and equipment will be brought on site without a current service/maintenance record or registration where required.

Form:

*Form 6: Plant and Equipment register*

## **18. SCAFFOLDING**

**Any persons erecting scaffolding must be suitably qualified, adequately trained and appropriately experienced for the particular class or kind of work.**

**The subcontractor must ensure the scaffold is tagged and conforms to the scaffold plan prior to allowing his workers to enter the scaffold.**

**New Homes Solutions will ensure that scaffold is not used unless they receive written confirmation from the scaffolder that the construction of the scaffold has been complete.**

**The scaffolding must be inspected by a competent person at least every 30 days.**

### **Procedure:**

**When scaffolding is not in use it must be removed from site (scaffolding that is still erected must be left in a safe manner and be inspected by a competent person at least every 30 days.)**

**New Homes Solutions will ensure that all the records from the scaffolder (scaf tag, scaf plan) are kept on site.**

## **19. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **Procedure:**

Where other means of protection are not practicable Subcontractors will supply clothing or equipment designed to protect parts, or all, of the body. This equipment may include: gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun cream, safety harnesses. Steel cap boots and high visibility vests are the minimum requirement for entry to a construction site. A Company register of issued PPE is to be made available to the PC on request.

### **Assessment:**

During the development of control measures for WMS the “Best” to “Worst” guide to controls outlined in the WMS section of this Pack will be used to help minimise reliance on PPE.

### **Selection and Use:**

Subcontractors will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Australian Standard. Proof of Australian Standard compliance will be provided, e.g. labelling.

All issues of PPE to each individual will be recorded.

Each employee will be instructed and or trained in the correct use of each PPE item prior to use. This training will be recorded on a Tool Box Talk form

## **20. FIRE PROTECTION**

### **Procedure:**

Subcontractors will ensure there is an appropriate level of fire extinguishers available for the activity they are engaged in.

Subcontractors will ensure all personnel carrying out hot work have a fire extinguisher close-by, are fully trained in the use of extinguishers and that adequate evidence of such training is provided before work commences. A list and current service history of all fire fighting equipment to be brought on site must be provided.

The Supervisor or Subcontractor will ensure that all mobile plant is fitted with an appropriate fire extinguisher.

### **Inspection:**

Subcontractors will check the "charge level" of all of our fire extinguishers on site at monthly intervals. All fire extinguishers will be serviced and maintained by competent persons every 6 months and a record completed and maintained in accordance with Australian Standard AS-1851.

### **Selection and Use:**

All personnel carrying out hot work will be fully trained in the use of extinguishers.

All personnel will be made aware of the site-specific emergency procedure.

## **21. TRAINING AND CONSULTATION**

### **Procedure:**

Legislation requires the identification of potential workplace hazards, the assessment of the risk of the hazard and the development of controls to eliminate, or minimise, the risk. To assist in hazard identification and the development of controls Subcontractor employees will attend a Tool Box Talk conducted by the Supervisor

All Tool Box Talks will be recorded and signed off by participants. Any corrective action will be followed up and signed off by the nominated person.

**Workers will be adequately informed about work, risks and control measures at pre-start meetings every morning.**

### **Participation:**

New Homes Solutions recognises that consultation with workers is essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur. Tool Box Talks will be used to help Supervisors manage safety, **to notify workers of any changes to the CSP**, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the project. Where required specific safety issues will be raised, accidents reviewed, WMS's developed and presented for evaluation and familiarisation or safety alerts discussed.

Tool Box Talks will be used to induct workers into and “sign off” their understanding of the controls provided in WMS for the specific work in which they will be involved.

**Tool Box Talks will be conducted fortnightly; however, not all trades will be involved each fortnight.**

### **Safety Representatives**

**New Homes Solutions may ask for contractors working on site to elect a safety representative to represent their workers at safety committees, covering work place health and safety on site.**

**Representatives will be required to attend Safety meetings to address any safety issues that may arise.**

### **Determining Work Groups**

If a request is made for Safety Representatives, subcontractors must elect a Safety Representative to represent their workers.

Form:

*Form 9: Safety Tool Box Talk*

*Form 11 Training*

## **22. HOT WORKS**

### **Procedure:**

When hot works such as welding and brazing are required the subcontractor is to raise a Hot Works Permit and forward it to New Homes Solutions for signature.

This permit is to be displayed whenever Hot Works are taking place. It is to be displayed at all entries to the work area.

All the requirements of the checklist part of Form 12 are to be adhered to by the subcontractor.

*Form 12: Hot Works Permit*

### **23. FIRST AID & ACCIDENT INVESTIGATION**

#### **Procedure:**

**New Homes Solutions will ensure that all workers can access a first aid kit. The first aid kit will be placed in a prominent accessible location.**

**New Homes Solutions will provide 1 first aider for every 25 persons on site.**

New Homes Solutions will provide information about first aid to their workers so that they know what to do and who to contact if they are sick or injured.

#### **First Aid Personnel and Location of First-aid:**

The qualified First-aid person on site is the Site Supervisor

The nearest First-aid box/room/shed to the work in progress is in Supervisors vehicle

#### **Reporting:**

All injuries will be reported to the Site Supervisor. Injuries will be recorded in the First Aid Report Form (Qld Govt form)

Subcontractors will keep Records in accordance with Statutory requirements.

The statutory reporting function is where the injured person is unable work for 4 days, stays in a hospital overnight or loses a body part.

Near miss occurrences will be reported, as a Hazard report, or if life threatening on a Incident Report form (Qld Govt)

#### **Investigation:**

**The New Homes Solutions nominated Safety Person will be responsible for managing any work health and safety incidents that may occur. They will conduct incident investigation and notify New Homes Solutions Management of a notifiable event. Management will notify Work Place Health and Safety. In the event of a notifiable incident a copy of the CSP and all work method statements must be kept for a period of 2 years.**

The Subcontractor will investigate all their accidents within 24 hours. Investigation will be recorded, with a copy forwarded to the PC.

Accidents will be recorded to the Site Supervisor

Copies of Incident / Accident Reports are to be provided to the PC.

Forms:

*Qld Govt Form 3 Incident Notification Form*

*Qld Govt Form Record of First Aid*

## **24. Cyclone Preparation.**

Cyclone watch declared:

1. Curtail delivery of all materials.
2. Brief all staff on their roles and responsibilities should the watch reach a Warning.
3. Audit site for loose materials. Remove port-a-loos and bins. Secure or remove loose materials.

Cyclone Warning declared:

1. Have workers recheck sites for all loose materials.
2. Turn off all power & gas supplies.
3. Raise a list of post cyclone employees whose job it will be to ensure the site is safe before public or sub contractors return to the site.
4. Arrange a post cyclone contact system.
5. Stand all staff & subcontractors down within 4 hours of the estimated impact of the cyclone.

## **25. Referenced Legislation.**

WH&S Act 2011,  
WH&S Regulation 2011,  
National Standard for Construction Work NOHSC: 1016 (2005),  
Building & Construction code of Practice 2000,  
National task COP 2004,  
Managing the risk of falls at workplaces code of practice 2011  
Hazardous manual tasks code of practice 2011  
Risk management ISO 31000,  
Managing risks of hazardous chemicals in the workplace code of practice 2013,  
National task COP 2004,  
Manual Handling COP NOHSC 2005 (1990)  
Mobile Crane Code of practice 2006  
Electrical safety code of practice 2013

# NEW HOMES SOLUTIONS

## RULES: SITE

All work on site is to be carried out in accordance with the 2011 Workplace Health & Safety Act, and the 2011 Workplace Health & Safety Regulation and Environmental Legislation, and this construction safety plan. Ring Roland Hubert on 0421 400 710 if you wish to see a copy of relevant legislation.

**All Contractors and Sub contractors are required to perform a Hazard inspection and a risk assessment and compile a Work Method Statement for the work they perform and follow their WMS in all detail.**

**All persons working on site must produce evidence of a current General Industry Induction.**

**High Visibility Clothing and Safety Footwear will be worn at all times except as determined by Site Management. Hard Hats will be worn when dangers exist to workers heads. They must be in date.**

**Other personal protective equipment will be used as instructed and in accordance with the manufactures specifications and safe work procedures.**

**Alcohol and Drugs of abuse are not permitted on site**

**All electrical equipment must be kept in good repair, inspected, tested, and tagged every 3 months as the regulation states before use on site. RCD's are to be used at all times. Electrical leads must be supported off the ground.**

**A person carrying out an activity that requires a Certificate of Competency must produce the certificate prior to starting.**

**All accidents, incidents, dangerous events, injuries, work related illnesses and o/nite hospital stays must be reported to site management.**

**Any issues on site will be resolved by way of the Issue Resolution procedure.**

**All persons will keep their work areas free of excess materials and building waste.**

**All persons will maintain site facilities in a clean, tidy and hygienic state.**

**Hazardous Substances must be accompanied by the relevant M. S. D. S. and reported to site management prior to use.**

**All persons will dispose of all chemicals and hazardous substances according to the environmental waste management system adopted for the site.**

**All persons will observe site signage including no smoking areas and dispose of food scraps and rubbish in bins provided.**

**Scaffold must be tagged and not be altered in any way.**

**Any person who presents themselves in a state that is deemed unfit by site management to carry out their duties will not be permitted to commence work on site.**

**Site management will dismiss from site any person who regularly fails to work in a safe manner and or disobeys health, safety and environmental instructions.**

**Dogs are not permitted on site**

**All personnel must take care to avoid spillage or disposal of chemicals, paints and the like into or near established or natural drainage systems. Storage of these and like materials must be kept clear of any drain ways.**

**All reasonable steps must be taken to reduce air contamination from rising dust.**

**Work areas must be swept down regularly.**

**Procedures for the control of concrete and wet trades must be followed.**

**All waste must be placed in the appropriate bin, so that nothing can fall or blow out.**

**All plant & equipment must be fitted with effective exhaust/muffler systems.**

**All plastic wrapping and strapping must be properly disposed of.**

**Public areas and roads must not be contaminated with site materials by vehicles leaving the site.**

**Vehicles and plant which leak oil or other environmentally damaging fluids will not be allowed on site.**

**All persons on site assume primary responsibility for their own property damage or material loss personal health, safety and well-being as well as carrying out any task in a safe manner that will not endanger others nor cause**

**EMERGENCY FIRST AID NUMBERS**

**Roland Hubert 0421 400 710**

**Police Fire Ambulance 000**

**General Hospital 47424500**

**WH&S Qld 1300369915**

**Ergon 132296**

**Poisons 131126**

**TGH 47424500**

**Site Supervisor Gary Conn : 0409588398**

**ENTRY TO THIS SITE IS CONDITIONAL ON THESE SITE RULES BEING ADHERED TO IN ALL RESPECTS**