



Cockatoo Skatepark Upgrade

Construction Workplace OH&S Plan

October 2010

Preface

Convic Skate Parks Pty Ltd has developed this Construction Workplace Plan as the appointed Principal Contractor for the related project works.

This plan provides specific information regarding the management of project-related works and attempts to ensure that a uniform approach to health and safety is adopted.

A copy of the plan shall be readily available and able to be viewed by all subcontractors and clients associated with the project.

This plan may be amended where deficiencies are identified, changes occur in Convic Skate Parks Pty Ltd's OH&S Management system or project works change such that the information contained in the plan is no longer accurate or valid. Those parties affected by any alterations shall be notified.

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OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

Health and Safety is of critical importance in the planning, organisation and undertaking of Convic Skate Parks Pty Ltd's operations. It is the policy of Convic Skate Parks Pty Ltd to conduct its activities in such a way that the health, safety and well being of employees and subcontractors is not in any way impaired or prejudiced as a result of working within or for the organisation.

To aid in the implementation of this Policy, Convic Skate Parks Pty Ltd shall:

- Comply with all relevant statutory duties, regulations, advisory standards and industry codes and standards, making adequate provision of resources to meet these requirements;
- Provide information, instruction and training for employees to increase personal understanding of workplace hazards and to ensure proper supervision;
- Involve employees and sub-contractors on health and safety matters, and consult with them in ways to reduce workplace hazards and improve control systems;
- Provide support, assistance and resources to ensure an integrated rehabilitation program is provided for all employees who sustain injury or illness;
- Set short and long-term objectives in health and safety management as part of an ongoing action plan and regularly review its performance and that of its managers and general supervisors, against the objectives of this policy.

Convic Skate Parks Pty Ltd recognise that Health and Safety is both an individual and shared responsibility of all employees, sub-contractors and other persons involved with the operation of the organisation. In this regard, we emphasise the need to follow and adhere to safe work practices at all times, to ensure that no person is exposed to a health and safety risk for themselves or any other person, and to develop an ever improving safety culture within the company.

Convic Skate Parks Pty Ltd recognises that there is no task that is so important or so urgent that it releases the company, its managers, employee's or sub-contractors from the responsibility to ensure a healthy and safe work environment.

SIGNED _____ DATED _____
Managing Director
Convic Skate Parks Pty Ltd

Refer to ANNEXE A for a signed copy of the Occupational Health & Safety Policy Statement

Records

- *A signed OH&S policy Statement will be displayed in the Site Office*

SECTION 1

PROJECT DESCRIPTION & ESTIMATED DURATION

Description of Works	The project involves the upgrade/replacement of a concrete in-situ Skatepark including demolition, drainage, earthworks, formwork, concrete placing and finishing, steel coping and rails, and landscaping.
Client	Cardinia Shire Council
Project Start Date & Duration	The project is expected to run on a 6 day a week schedule Monday through to Saturday throughout the construction period of 4 weeks, beginning on November 15 th 2010.
Estimated Max. # persons on site	6
Project Supervisor (Convic)	Jack Bohmer - 0488 034 009

Refer to ANNEX B for relevant Site Plans.

SECTION 2

PROJECT ORGANISATION & RESPONSIBILITY

The Management Structure Contact Sheet, and Responsibility Statements highlight the key personnel who will be responsible for managing this project. Responsibility Statements are for the following positions for this Convic Skate Parks Pty Ltd project are provided in Annex C:

- Operations Manager
- Site Supervisor
- Employees

The Site Workplace Health and Safety Committee will consist of Steve Kassab (Workplace Health and Safety Officer) and 2 members of staff that have been elected by staff. The Committee may invite other members on an as needs basis to provide advice and support on specific matters. The Committee shall meet as required.

SUBCONTRACTORS

The following activities will be subcontracted in relation to this Project:

Description of Works	Sub-Contractor Name
Concrete Pumping / Spraying	TBA
Earthworks (Wet Hire)	TBA
Earthworks (Dry Hire)	TBA
Equipment Hire	TBA
Supply of Concrete	TBA
Supply of Soils, Crushed Rock, Ect	TBA
Supply of Reinforcements & Steel	TBA
Supply of Timber	N/A
Supply of Formwork	TBA
Steel Fabrication	TBA
Landscape Works	TBA
Waste Removal	TBA

Subcontractors will be required to fulfil the following minimum requirements as a condition of performing work on this project:

1. Prepare and submit to Convic Skate Parks Pty Ltd a specific Safety Plan/Work Method Statement for high-risk activities prior to commencing work on site OR shall comply with Work Method Statements/JSA developed by Convic for specific tasks (as appropriate);
2. Undertake a pre-work meeting with a representative of Convic Skate Parks Pty Ltd to discuss health and safety requirements of the project, the subcontractor's safety plan/work method statement and any other specific information relating to the subcontractor's activities.
3. Ensure that all employed and subcontracted personnel are made available to attend a site specific Induction with the Convic Skate Parks Pty Ltd Site Foreman or WH&S Officer prior to commencing any work.
4. Make reasonable additions to their safety plan/work method statement(s) as requested by Convic Skate Parks Pty Ltd.
5. Contact a Convic Skate Parks Pty Ltd representative immediately following the occurrence of any incident, injury, near miss, emergency or incident involving any person, including an employer, self employed person, worker or member of the public.
6. Discuss with a Convic Skate Parks Pty Ltd representative any workplace activity or hazard that is identified as being not satisfactorily controlled or dealt with on site.
7. Undertake activities and work in a safe and healthy manner and in accordance with Convic Skate Parks Pty Ltd requirements, subcontractor work method statement requirements and the requirements of the WH&S Act and Regulations.
8. Subcontractor Health & Safety Plans/Work Method Statements will be formally reviewed to ensure they are in compliance with the relevant legislative requirements.

Records

- *A completed Management Structure Contact Sheet will be displayed in the Site Office*
- *Signed Responsibility Statements as per the positions listed above will be maintained in the Site Office*
- *WH&S Committee minutes, where relevant, will be kept and filed on site*
- *Current list of Subcontractors*

MANAGEMENT STRUCTURE CONTACT SHEET

PROJECT: Cockatoo Skatepark Upgrade

ADDRESS: Alma – Trelore Reserve (corner McBride & Neville St),
Cockatoo VIC

TELEPHONE:

PROJECT MANAGER

Name: Steve Kassab

No: 0412 727 550

Project Engineer

Name: Dave Hogan

No: 0435 231 783

SITE SUPERVISOR

Name: Jack Bohmer

No: 0488 034 009

EMPLOYEES

**SUBCONTRACTED
PERSONNEL**

SECTION 3

PUBLIC PROTECTION CONTROLS

To achieve adequate public protection and exclusion, Convic Skate Parks Pty Ltd will undertake the following:

- The Project will be protected by a 1800mm high temporary site fence that will be erected at the commencement of the Project, be maintained and remain until Practical Completion.
- Entry will be via a secure gate accessed from the bitumen road that runs off Pakenham Road behind the existing skate bowl. The gate will be locked at all times the Site is not manned.
- Construction Site signs will be placed at regular intervals along the perimeter fencing to warn members of the public of the Site and its potential hazards.
- Trucks Entering signs will be located 150 metres either side of the Site entry along Pakenham Road.
- Signs and fencing will be place for the duration of the project and will be located as per the Traffic Management Plan.
- Traffic Controllers will be utilised to temporarily close footpaths or roads or to direct pedestrians or vehicular traffic as is necessary.
- Signs and fencing will be inspected on a daily basis and remedial works will take place as needed after inspections.

SECTION 4

COMMON PLANT

In relation to this project, the following items of plant/equipment shall be provided by Convic Skate Parks Pty Ltd for general use by employees and subcontractors on site:

Case wheeled loader, will be used onsite for earthworks and will be stored in a 20' Shipping Container. It will be used by an authorised operator and will be maintained and serviced after every 50 hours of use.

2 x 20' Shipping Containers will be located on site at the southern end of the site. These will be utilised as storage sheds and will contain the necessary first aid equipment and OH&S documentation.

1800mm high temporary fence will be utilised around the perimeter of the site and any areas of vegetation that must be protected.

Signage will consist of:

Trucks Entering signs, that will be strategically placed to facilitate traffic control, Do Not Enter-Construction Site signs that will be placed at regular intervals along perimeter fencing.

Signage that indicates Convic Skate Parks as the Principal Contractor and the Cardinia Shire Council as the Client will be placed on the Site Entrance gate.

Site toilets and amenities will be provided on the site and cleaning at regular intervals shall be implemented.

A Holden Rodeo utility will be located onsite and will be used as a work vehicle for materials pickups and deliveries and staff transport. The vehicle is roadworthy and registered and comprehensively insured and serviced every 10,000kms.

8 Kva petrol generators will be utilised onsite on a daily basis to operate electrical hand tools. It will be monitored daily and serviced on an as needs basis.

Laser levels will be utilised every day and is used for the setting out of levels. It is serviced 6 monthly by a registered technician and will be operated in accordance with our Specific Procedure.

Ramset Gun will be utilised for formwork construction and will be only used by an authorised operator.

Various circular saws, jigsaws, grinders and drills will be utilised onsite on a daily basis. These tools are tested and tagged on a 3 monthly basis.

A Honda 40" trowelling machine and petrol vibrating unit will be utilised on concrete pours and will be serviced on an as needs basis.

140 amp inverter Arc welder will be used for steel works. It is maintained and monitored regularly and will be operated by an authorised person only.

SUBCONTRACTOR PLANT and ELECTRICAL EQUIPMENT

1. Subcontractors shall provide a register of all plant to be brought on site and utilised by the subcontractor (and workers) in performing project works - **Refer to ANNEX D.**
2. Subcontractors shall provide a register of all electrical equipment to be brought on site and utilised by the subcontractor (and workers) in performing project works - **Refer to ANNEX E.**

HAZARDOUS SUBSTANCES

- A register of all hazardous substances used by subcontractors or Convic Skate Parks Pty Ltd personnel on site shall be maintained – **Refer to ANNEX F.**

SECTION 5

PROJECT RISK IDENTIFICATION

Following is a risk identification checklist that has been filled out prior to the project. This list highlights what types of activities are to be undertaken and whether specific hazards may be encountered by Convic Skate Parks Pty Ltd and on-site personnel.

The '**Risk**' column has been assessed as the potential risk for that activity (the risk associated with the activity if all relevant controls and precautions are not fully considered or implemented) and based on the Risk Matrix table on the following page.

The '**Applicable**' column has been either ticked as 'Yes' or crossed as 'No' depending on whether the activity is to be undertaken in the scope of project works.

The '**Controls**' column has been filled out to reflect the controls that will be implemented throughout the scope of the project to minimise or eliminate the risks associated with the inherent hazards of the various site activities.

Where it is indicated that the Standard Procedure only is to be adopted, this refers to controls established in Convic Skate Parks Pty Ltd's OH&S Management Manual procedures. The procedure reference number is included in the table below. These are available upon request and will be held on site enabling easy access to all relevant personnel.

Where standard company procedures do not adequately address site specific issues, this will be identified in the table below and a JSA will be developed and communicated to relevant personnel for that specific activity or task on site.

Refer to ANNEXE G for relevant Job Safety Analysis Forms.

Record

- *Copies of the relevant standard procedures as per Convic Skate Parks Pty Ltd's OH&S Management Manual will be maintained on site*
- *JSAs undertaken will be filed with Convic Skate Parks Pty Ltd's Construction Workplace Plan*

RISK MATRIX

- A. Identify potential hazards associated with the activity through the use of the Risk Identification Checklist (Following Pages)
- B. Perform a risk assessment for the hazards identified by:
- Determining the consequences (refer Table 1);
 - Determining the probability of the event occurring (refer Table 2);
 - Apply the values obtained from Tables 1 & 2 to the Qualitative Risk MATRIX (Table 3) to obtain the resultant Risk Score and Level.

TABLE 1 – CONSEQUENCE TABLE

Given that the event occurs, what is the likely outcome?

LEVEL	DESCRIPTOR	CONSEQUENCE
1	Insignificant	No injury
2	Minor	First Aid treatment
3	Moderate	Medical treatment required
4	Serious	Extensive injuries
5	Disaster	Death

TABLE 2 – PROBABILITY TABLE

How likely is it, that the event will occur?

LEVEL	DESCRIPTOR	DESCRIPTION
1	Rare	The event may occur only in exceptional circumstances
2	Unlikely	The event may occur at some stage
3	Moderate	The event should occur at some stage
4	Likely	Event will probably occur in most circumstances
5	Almost Certain	Event expected to occur in most circumstances

TABLE 3 – QUALITATIVE RISK ASSESSMENT CONVIC SKATE PARKS AUSTRALIA

PROBABILITY	CONSEQUENCE				
	1 Insignificant	2 Minor	3 Moderate	4 Serious	5 Disaster
1 Rare	1	3	6	10	15
2 Unlikely	2	5	9	14	19
3 Moderate	4	8	13	18	22
4 Likely	7	12	17	21	24
5 Almost Certain	11	16	20	23	25

RISK LEVEL

	High	(18 - 25)
	Significant	(10 - 17)
	Moderate	(6 - 9)
	Low Risk	(1 - 5)

RISK IDENTIFICATION CHECKLIST (ANNEX G)

Description of Activity	Hazards	Risk Potential	Is this Applicable		Controls	
			Yes ✓	N/A x	Adopt Standard Procedure	Additional Site Controls Required
Establishing construction site amenities	<ul style="list-style-type: none"> Slips, trips and falls Transmission of infections Accentuation of other site hazards due to poorly maintained working environment 	Medium	✓ PC/SC		Yes✓	Nox
					(PEP:04)	Yes□ - See JSA No:_____
Working in the vicinity of the public or below construction activities	<ul style="list-style-type: none"> Falling objects Flying particles/materials Contact with moving plant/machinery 	High	✓ PC/SC		Yes✓	Nox
					(SP:01)	Yes□ - See JSA No:_____
Undertaking work using, or in proximity to mobile plant	<ul style="list-style-type: none"> Impact of moving plant with structures, other plant and services Striking pedestrians Exposure to excessive noise Exposure to exhaust emissions 	High	✓ PC/SC		Yes✓	Nox
					(SP:02)	Yes□ - See JSA No:_____
Erecting, using, working in the vicinity of cranes on site	<ul style="list-style-type: none"> Crane collapse Falling objects Falls from heights Striking overhead hazards 	High		x	Nox	Nox
					N/A	Yes□ - See JSA No:_____
Undertaking concrete cutting &/or drilling activities	<ul style="list-style-type: none"> Fumes Projectiles Exposure to cutting tools and implements Electrical safety Falling objects 	High	✓ PC/SC		Yes✓	Nox
					(SP:22)	Yes□ - See JSA No:_____

Applicable Column:

Applicable to **PC** – Principal (Convic Skate Parks Australia) &/or **SC** – Subcontractor(s)

Activity	Hazards	Risk Potential	Applicable		Controls	
			Yes ✓	N/A x	Adopt Standard Procedure	Additional Site Controls Required
Providing &/or using an electrical supply or using portable electrical tools	<ul style="list-style-type: none"> Electrocution Trips and Falls Contact with or entanglement in moving parts of electrical equipment Contact with or impact from flying particles and moving objects Exposure to excessive noise 	High	✓ PC/SC		Yes✓	Nox
					(SP: 11)	Yes□ - See JSA No:_____
Working from or accessing an Elevating Work Platform	<ul style="list-style-type: none"> Falls from heights Falling objects Contact with overhead obstructions/electrical powerlines Incorrect set-up of Elevating Work Platform 	High	✓ PC/SC		Yes✓	Nox
					(SP:21)	Yes□ - See JSA No:_____
Undertaking trenching or excavation activities	<ul style="list-style-type: none"> Trench collapse Falls Confined spaces Contact with underground services 	High	✓ PC/SC		Yes✓	Nox
					(SP:06)	Yes□ - See JSA No:_____
Undertaking concrete pumping and placement on site	<ul style="list-style-type: none"> Impact of pipelines and boom with structures powerlines and workers Concrete being pumped prior to all formwork preparations Exposure to excessive noise 	High	✓ PC/SC		Yes✓	Nox
					(SP:08)	Yes□ - See JSA No:_____
Erecting and working from formwork and falsework	<ul style="list-style-type: none"> Collapse of formwork or falsework Falling objects Falls from heights 	High	✓ PC/SC		Yes✓	Nox
					(SP: 18)	Yes□ - See JSA No:_____
Undertaking work outdoors or where exposed to 'hot' environments	<ul style="list-style-type: none"> Excessive UV exposure Heat-induced illness 	High	✓ PC/SC		Yes✓	Nox
					(SP: 05)	Yes□ - See JSA No:_____

Applicable Column:

Applicable to **PC** – Principal (Convic Skate Parks Australia) &/or **SC** – Subcontractor(s)

Activity	Hazards	Risk Potential	Applicable		Controls	
			Yes ✓	N/A x	Adopt Standard Procedure	Additional Site Controls Required
Storing, using, handling etc, of hazardous substances	<ul style="list-style-type: none"> Physical contact and specific substance effects (skin, eye, respiratory irritation, burns etc.) Environmental contamination 	High	✓ PC/SC		Yes ✓	No x
					(SP: 07)	Yes <input type="checkbox"/> - See JSA No: _____
Working in elevated positions	<ul style="list-style-type: none"> Falls from heights Falling objects Unprotected edges Incorrect use of personal fall protection equipment 	High	✓ PC/SC		Yes ✓	No x
					(SP:09)	Yes <input type="checkbox"/> - See JSA No: _____
Ensuring housekeeping and cleaning provisions for site	<ul style="list-style-type: none"> Slips, trips, and falls Falling objects Lacerations 	Medium - High	✓ PC/SC		Yes ✓	No x
					(SP: 13)	Yes <input type="checkbox"/> - See JSA No: _____
Operating lasers on site	<ul style="list-style-type: none"> Exposure to laser beam 	Medium - High	✓ PC/SC		Yes ✓	No x
					(SP: 16)	Yes <input type="checkbox"/> - See JSA No: _____

Applicable Column: Applicable to **PC** – Principal (Convic Skate Parks Australia) &/or **SC** – Subcontractor(s)

Activity	Hazards	Risk Potential	Applicable		Controls	
			Yes ✓	N/A x	Adopt Standard Procedure	Additional Site Controls Required
Manually handling objects/loads on site	<ul style="list-style-type: none"> Manually handling excessive loads Adopting poor postures when lifting 	Medium - High	✓ PC/SC		Yes✓	Nox
					(SP: 03)	Yes□ - See JSA No:_____
Activities involving potential sources of ignition and fire risk	<ul style="list-style-type: none"> Fire Explosion 	Medium - High	✓ PC/SC		Yes✓	Nox
					(SP: 12)	Yes□ - See JSA No:_____
Working in a restrictive or confined space	<ul style="list-style-type: none"> Engulfment Unsafe atmosphere Poor postures Exaggeration of other issues such as heat, noise, vibration etc. 	High	✓ PC/SC		Yes✓	Nox
					(SP:15)	Yes□ - See JSA No:_____
Using personal fall protection or catch systems	<ul style="list-style-type: none"> Falls from heights Incorrect use of personal fall protection equipment Catch net placement in close proximity to objects below 	High		x	Nox	Nox
					N/A	Yes□ - See JSA No:_____
Work or access to an area involving the requirement to wear PPE	<ul style="list-style-type: none"> Exposure to general site hazards Exposure to task specific hazards such as projectiles, falling objects, noise, heated materials etc. 	High	✓ PC/SC		Yes✓	Nox
					(SP: 04)	Yes□ - See JSA No:_____
Operating or using plant and equipment on site	<ul style="list-style-type: none"> Electrocution Unguarded plant and equipment Poorly maintained plant and equipment Impact from or contact with plant and equipment 	High	✓ PC/SC		Yes✓	Nox
					(SP: 02)	Yes□ - See JSA No:_____

Applicable Column:

Applicable to **PC** – Principal (Convic Skate Parks Australia) &/or **SC** – Subcontractor(s)

Activity	Hazards	Risk Potential	Applicable		Controls	
			Yes ✓	N/A x	Adopt Standard Procedure	Additional Site Controls Required
Managing traffic and roadways	<ul style="list-style-type: none"> Vehicle collision with vehicle Vehicle collision with pedestrian 	High	✓ PC/SC		Yes✓	Nox
					(SP: 14)	Yes□ - See JSA No:_____
Undertaking prescribed occupations	<ul style="list-style-type: none"> Undertaking work without the adequate knowledge to identify and control specific workplace or task hazards Undertaking work without adequate supervision 	High		x	Nox	Nox
					N/A	Yes□ - See JSA No:_____
Accessing elevated areas using ladders	<ul style="list-style-type: none"> Falls from heights Falling objects 	High		x	Nox	Nox
					N/A	Yes□ - See JSA No:_____
Erecting and working from scaffolding	<ul style="list-style-type: none"> Collapse of scaffolding Falling objects Falls from heights 	High		x	Nox	Nox
					N/A	Yes□ - See JSA No:_____
Performing Welding, oxy cutting and other allied processes	<ul style="list-style-type: none"> Electrocution Contact with hot surfaces Exposure to welding product fumes Mechanical and electrical hazards 	Medium - High	✓ PC/SC		Yes✓	Nox
					(SP:19)	Yes□ - See JSA No:_____

Applicable Column:

Applicable to **PC** – Principal (Convic Skate Parks Australia) &/or **SC** – Subcontractor(s)

SECTION 6

SITE RULES

All personnel and subcontractors on site must ensure:

- All accidents and injuries must be reported to the Site Supervisor or WH&S Officer and your supervisor,
- Correct PPE must be worn for the work activity being performed,
- Rubbish is to be placed in the appropriate bins provided on site,
- Work areas are to be kept clean and access ways are to be free from hazards at all times,
- No non-transmitting radios are allowed to be played on site,
- Glass containers are not permitted on site,
- No alcohol or illegal drugs are permitted on site,
- No person affected by alcohol or drugs will be tolerated on site and will be denied access to the site,
- Good hygiene is to be adhered to at all times,
- Toilets are to be used at all times as required,
- Prior to use or storage of all hazardous substances – A copy of the respective MSDS is to be given to the WH&S Officer (or included in Site Health and Safety Documentation) prior to use or storage,
- All personnel are to be trained in the use of plant and equipment to be used. This includes certificates, licenses etc as required,
- No workers are to park on site unless deemed appropriate by Convic Skate Parks Australia supervisors,
- No person is to alter or remove any plant, equipment or safety device on site. This includes scaffolds, handrails, barricades, signage, guards, etc,
- No work is to take place without adequate lighting having been provided,
- Electrical equipment and leads are to be inspected and tagged as required and on stands where practicable to avoid damage on site,
- No piggy back leads or double adaptors are to be used on site,
- Ladders must only be used as a means of access as per manufacturer's requirements and be industrial strength only,
- Mandatory site personal protective equipment is to be worn at all times on site.

As a matter of priority:

- Work above 2.0m will require a means of fall protection,
- Theft of any kind will not be tolerated and will be reported directly to the police,
- All safety signs are to be complied with in full,
- All danger tags on electrical equipment and scaffolding must be obeyed.

The above Site Rules are to be discussed in all Site Specific Inductions for personnel on site.

Records

- *A copy of the Site Rules will be displayed in the Site Office and lunchrooms on site*

SECTION 7

SITE INSPECTIONS

Daily

The Convic Skate Parks Pty Ltd Site Supervisor will conduct an informal daily walk through inspection to identify general areas of non-compliance in relation to health and safety issues.

Weekly

The Convic Skate Parks Pty Ltd Site Supervisor will conduct a formal Weekly Inspection to identify general areas of non-compliance in relation to health and safety issues. This inspection will be documented using the Site Inspection Checklist and form the basis, by which subcontractor non-compliance issues are to be identified and actioned on site.

The Convic Skate Parks Pty Ltd Site Supervisor will also maintain Weekly Health and Safety Reports that summarise the activities of personnel on site and specific health and safety issues of concern during the period.

Workers

All workers on site are required to monitor work activities in accordance with their site specific Health and Safety Documentation and the requirements of Convic Skate Parks Pty Ltd's Construction Workplace Plan. Where a non-compliance or specific issue is identified, action is to be taken immediately to rectify the situation or where this is not possible the issue is to be reported to the Site Supervisor.

Audits

Project OH&S Compliance Audits or external site inspections can and may be undertaken as prescribed by the Managing Director or the Site Manager for the project.

Records

- *Site Inspection Checklists will be maintained on file on site*
- *Weekly Health and Safety Reports will be maintained on file on site and a copy is to be tabled at both the Site WH&S Committee meetings (where applicable) and Supervisors/Managers meetings*

SECTION 8

EMERGENCY PLAN AND CONTACTS

The evacuation plan for the site is as follows:

1. Upon first discovery of fire, bomb or threatening situation, notify the Site Supervisor or WH&S Officer. Names and locations of site and safety personnel will be listed on notice boards (see following page).
2. The Site Supervisor is to instigate an evacuation of the project where deemed appropriate.
3. Notify emergency Services. Telephone numbers are to be listed on notice boards/above telephones (see following page).
4. Encourage people to remain calm and orderly.
5. Feel surfaces of closed doors before opening them to determine whether fire is present on the other side.
6. Site Supervisor to ensure a “search and remove” operation floor-by-floor, including lunch room and toilets is carried out.
7. Site Supervisor to designate emergency duties including the sounding of the emergency alarm, where fitted on site.
8. Shut down any plant and equipment.
9. Do not use lifts, or personnel and material hoists.
10. Do not go back for valuables or tools.
11. If escaping through a smoke-filled area, keep close to the floor/ground (where there is most oxygen) and do not move too quickly.
12. If trapped, go to an outer room where a door may be able to be shut and try to attract attention from a window.
13. Once clear of the building follow the Site Evacuation Diagram as shown below and report to the WH&S Officer or Site Supervisory personnel as required.

THE EMERGENCY CONTACTS FOR THE SITE ARE AS FOLLOWS: (ANNEX H)

FIRST AID		
Convic Skate Parks Pty Ltd First Aider(s):	Name: Jack Bohmer Name:	Contact: 0488 034 009 Contact:
First Aid Kit(s):	Location: Container Location:	
Convic Skate Parks Pty Ltd WH&S Officer/Representatives:	Name: Dave Hogan Name: Steve Kassab	Contact: 03 9486 9899 Contact: 03 9486 9899
Safety Adviser:	Site Safe	
EMERGENCY RESPONSE		
Emergency	Phone: 000 Ambulance, Fire, Police	
Medical Centre:	Phone: (03) 5968 9504 Name: Cockatoo Medical Centre Address: McBride St Cockatoo, VIC 3781	
Hospital:	Phone: (03) 9764 6248 Name: Angliss Hospital Address: Albert St, Ferntree Gully VIC	
Police:	Phone: (03) 5941 1033 Name: Pakenham Police Station Address: 780 Princes Hwy, Pakenham VIC	
Convic Skate Parks Pty Ltd Project Manager	Name: Steve Kassab Phone: 0412 727 550	
Convic Skate Parks Pty Ltd Site Manager	Name: Jack Bohmer Phone: 0488 034 009	
Once all emergency calls have been made, the incident must be reported to the relevant supervisors/managers as soon as possible if this has not already been done. The following authorities may also need to be contacted:		
OTHER AUTHORITIES		
OHS Authority Worksafe VIC	Phone: 1800 136 089 Phone: After Hours 13 23 60	
Other	Phone: Phone:	

Records

- The above evacuation plan and emergency contacts will be displayed in the Site Office and lunchrooms on site

SECTION 9

FIRST AID AND ACCIDENT PROCEDURE

Minor Injuries

1. The First Aid Officer is to be contacted and the injured person to proceed to the Site Office and the first aid kit.
2. The First Aid Officer is to administer first aid and give basic advice concerning the injury and possible need for further treatment.
3. Record of incident to be recorded on an Incident Report Form, refer to *Annex L*
4. Subcontractor/employer to be notified and requested to provide details of corrective action to be taken.

All Other Injuries

1. The First Aid Officer is to be notified and given details of where the injured person is located and brief details of injury and accident.
2.
 - (a) The First Aid Officer is to detail a person to summons an ambulance if required and a second person to retrieve the first aid kit and then proceed immediately to the injured person/s.
 - (b) The detailed person summoning the ambulance is to inform ambulance briefly of circumstances involved and special equipment or considerations necessary and is to wait for the ambulance at the main entrance/gate. When the ambulance arrives, he/she is to escort the ambulance attendant immediately to the location of the injured person by the quickest route possible.
3. The First Aid Officer is to carry out first aid and move the injured person for safety reasons only.
4. Only an authorised person (Operations Manager) is to contact the next of kin. (Contact information contained on site induction record).
5. All accidents are to be reported and recorded on an Incident Report.
6. No statements are to be made to the press or T.V. about any incidents on site.
7. If necessary, the site is to be closed and entry prohibited except for emergency services.
8. Ensure that the scene of an accident is not disturbed except for safety reasons.
9. After the accident is attended to, the First Aid Officer or Supervisor is to notify the following personnel as required:-
 - Construction Manager,
 - Operations Manager;
 - WH&S Officer & Representatives (if applicable).
10. An account of the accident is to be recorded on an Incident Report. Statements by witnesses are also to be recorded immediately after the accident by the Site Supervisor or WH&S Officer and where possible photographs taken.
11. The relevant Inspectorate Incident Record/Report Form, is to be filled out and forwarded to the statutory body as per Convic Skate Parks Pty Ltd's Management Procedure – *OHSM:07*
12. An Accident Investigation is to be undertaken in association with external safety consultants.

Records

- *All Incident and Investigation Reports and copies of Notification Forms to the relevant Inspectorate are to be maintained on file on site and forwarded to Head Office as required.*

SECTION 10

SITE SPECIFIC INDUCTION

All site specific inductions for this project are to cover the following information as a minimum:

1. Advise workers of Convic Skate Parks Pty Ltd's WH&S Policy Statement and its objectives and the content of Convic Skate Parks Pty Ltd's Construction Workplace Plan,
2. Identify safety and other key personnel
 - Project Manager: Steve Kassab
 - Project Engineer Dave Hogan
 - Site Supervisor: Jack Bohmer
 - WH&S Officer (if applicable): Steve Kassab
 - First Aid Officer(s): Jack Bohmer
3. Advise workers of the location of Convic Skate Parks Pty Ltd's first aid facilities/provisions.
4. Give details of incident and emergency reporting procedures.
5. Give details of the project fire/emergency evacuation procedure.
6. Identify the location of the following using a map where required
 - Fire fighting equipment
 - Emergency evacuation points
 - Site amenities
 - Access points and parking areas
 - Location of phones or other communication points
 - Bins, recycling collection points, etc
7. Advise workers of the mandatory personal protective equipment requirements on site and the public protection requirements to be maintained.
8. Advise workers of the specific site safety rules for the project.
9. Advise workers of specific site hazards, traffic control issues, common plant issues, etc.
10. Give details about the health and safety consultative arrangements on site.
11. Identify key health and safety obligations of all site personnel.
12. Provide details of Convic Skate Parks Pty Ltd's procedures for responding to health and safety non-compliance on site or major breaches of statutory requirements.

All personnel inducted on site are to fill out an Induction Training Record Form, refer to *Annex I*, and an Induction Register shall be maintained – Refer to *Annex J*.

Records

- *Completed Induction Training Record Forms will be maintained on file on site*
- *A Site Induction Register will be maintained on file on site*

SECTION 11

PROJECT FORMS

Where Convic Skate Parks Pty Ltd's is the Principal Contractor a number of forms/registers are to be displayed on site in the site office and/or site lunchrooms.

- OH&S Policy Statement
- Management Structure Contact Sheet
- Representatives and Committees Notice (*if applicable*)
- Emergency Plan and Contacts
- Site Rules

Where Convic Skate Parks Pty Ltd is the Principal Contractor a number of forms/registers must be completed and maintained on file on site.

- Induction Training Record Forms (*Annex I and J*)

Listed below are the forms/registers that must be completed and maintained on site irrespective of whether Convic Skate Parks Pty Ltd is the Principal Contractor or a Subcontractor on site.

- Relevant Responsibility Statements
- Site Inspection Checklists
- Weekly Health and Safety Reports
- Subcontractor Work Method Statement Checklists
- Electrical Register
- Hazardous Substances Register
- Plant and Equipment Register

Listed below are the forms/registers that may need to be completed and maintained on site depending on the scope of work, size of the project, levels of non-compliance issues on site and severity of workplace incidents.

- WH&S Committee Meeting Minutes
- Job Safety Analysis Forms
- Incident Reports
- Statutory Incident Record/Report Forms

WORKPLACE HEALTH AND SAFETY POLICY STATEMENT

Workplace Health and Safety is of critical importance in the planning, organisation and undertaking of Convic Skate Parks' operations. It is the policy of Convic Skate Parks to conduct its activities in such a way that the health, safety and well being of employees and subcontractors is not in any way impaired or prejudiced as a result of working within or for the organisation.

To aid in the implementation of this Policy, Convic Skate Parks shall:

- Comply with all relevant statutory duties, regulations, advisory standards and industry codes and standards, making adequate provision of resources to meet these requirements;
- Provide information, instruction and training for employees to increase personal understanding of workplace hazards and to ensure proper supervision;
- Involve employees and sub-contractors on health and safety matters, and consult with them in ways to reduce workplace hazards and improve control systems;
- Provide support, assistance and resources to ensure an integrated rehabilitation program is provided for all employees who sustain injury or illness;
- Set short and long-term objectives in health and safety management as part of an ongoing action plan and regularly review its performance and that of its managers and general supervisors, against the objectives of this policy.

Convic Skate Parks recognise that Health and Safety is both an individual and shared responsibility of all employees, sub-contractors and other persons involved with the operation of the organisation. In this regard, we emphasise the need to follow and adhere to safe work practices at all times, to ensure that no person is exposed to a health and safety risk for themselves or any other person, and to develop an ever improving safety culture within the company.

Convic Skate Parks recognises that there is no task that is so important or so urgent that it releases the company, its managers, employee's or sub-contractors from the responsibility to ensure a healthy and safe work environment.

SIGNED



Director

Convic Skate Parks

DATED

6.2.07

CONVIC SKATE PARKS - Manager

Name: _____

The responsibilities of Managers within Convic Skate Parks include, but are not limited to, the following:

General Responsibilities:

- Ensure legislative obligations are met and Convic Skate Parks' Occupational Health, Safety & Rehabilitation (OHS&R) Policy is effectively implemented throughout Project Works by the development of Project OH&S Plans
- Ensure appropriate resources are allocated within Convic Skate Parks for the effective implementation of the OHS&R Management System and management of OH&S related risks relevant to the Project
- Assist in the development and implementation of a Continuous Improvement Processes for OHS&R within Convic Skate Parks.

Specific Responsibilities:

In order to meet the general responsibilities outlined above, Managers should:

- i. Provide visible commitment to a safe and healthy work environment by ensuring regular reviews are undertaken, participating in safety and health meetings and consultation regarding OHS&R matters for the Project
- ii. Ensure OHS&R objectives and targets are established for the Project Works which are consistent with Convic Skate Parks' Corporate OHS&R Policy and Objectives, and a plan is formulated which describes how these objectives will be achieved.
- iii. Review Operational OHS&R documentation and compliance with Convic Skate Parks' OHS&R management system and Goals (as required).
- iv. Consider OHS&R matters with other Project members as part of normal business practice and incorporate OHS&R into project meeting agendas.
- v. Ensure appropriate budget allocations for OHS&R improvement in Project Works
- vi. Ensure a systematic approach to the identification, assessment, control and monitoring of Project-related risks that may arise through both normal and adverse operating conditions.
- vii. Ensure that personnel engaged on the project are adequately skilled and trained for the tasks they are required to undertake.
- viii. Encourage and promote safety for project works by participating in and openly consulting with project personnel in respect to their health and safety.
- ix. Assign competent personnel to coordinate project OHS&R functions
- x. Ensure project management assess, engage and monitor the compliance of all contractors/suppliers engaged in Project works with Convic Skate Parks' OHS&R Management System and safe work practices.
- xi. Respond to non-compliance by any parties involved with the project who fail to discharge their duties as set by the responsibility statement and actively participate in dispute resolution where required.

As a Convic Skate Parks Manager, I agree to adhere to the health and safety procedures as outlined in Convic Skate Parks' OHS&R Management system, and I acknowledge receipt of and understand the aforementioned responsibilities.

Signature: _____

Dated: _____

CONVIC SKATE PARKS - Site Supervisor

Name: _____

The responsibilities of Site Supervisors within Convic Skate Parks include, but are not limited to, the following:

1. Develop a firm knowledge and understanding of relevant OHS&R legislation and Convic Skate Parks' Operational Occupational Health, Safety & Rehabilitation system.
2. Organise work to ensure compliance with Convic Skate Parks' OHS&R management system.
3. Plan, organise and instigate recording procedures for inductions, injuries, accidents and the issuing of personal protective gear where necessary.
4. Report to the Site Manager any hazardous areas that require rectification and which cannot be rectified in the normal course of duties.
5. Ensure daily inspections and conducted and records maintained of areas which need attention, and supervising corrective actions taken in those areas.
6. Work closely with members of the OHS&R Team (i.e. Workplace Health and Safety Representatives, Workplace Health and Safety Officers, and Safety Committee Members) in ensuring a commitment to working safely.
7. Assist in the provision of relevant OHS&R information, instructions and supervision to workers on the project.
8. Ensure appropriate structures for OHS&R consultation are established for the site.
9. Participate in an appropriate Safety Committee for the project and ensure accurate minutes of each meeting are maintained, and relevant committee actions are followed up on.
10. To liaise and work with the Site Manager in investigating and reviewing all serious or dangerous occurrences, and to ensure accident reports are properly documented with appropriate corrective action taken where required.
11. Liaise and work with the OHS&R Manager in planning and conducting OHS&R training, including induction training, task and refresher training, and in the return to work of injured persons.

As a Convic Skate Parks- Site Supervisor, I agree to adhere to the health and safety procedures as outlined in Convic Skate Parks' OHS&R Management system, and I acknowledge receipt of and understand the aforementioned responsibilities.

Signature: _____

Dated: _____

CONVIC SKATE PARKS - Employee

Name: _____

The responsibilities of employees within Convic Skate Parks include, but are not limited to, the following:

1. Develop a knowledge and understanding of relevant Convic Skate Parks' Operational Occupational Health, Safety & Rehabilitation system.
2. Organise work to ensure compliance with Convic Skate Parks' OHS&R management system.
3. Ensure compliance with recording procedures for inductions, injuries, accidents and the issuing of personal protective gear where necessary.
4. Report to the Site Manager any hazardous areas that require rectification and which cannot be rectified in the normal course of duties.
5. Ensure daily inspections are conducted and records maintained of areas of my responsibility and rectify items which need attention.
6. Work with members of the OHS&R Team (i.e. Workplace Health and Safety Representatives, Workplace Health and Safety Officers, and Safety Committee Members) in ensuring a commitment to working safely.
7. Assist in the provision of relevant OHS&R information, instructions and supervision to workers on the project.
8. Ensure compliance with any lawful instruction given to me to ensure a safe and healthy worksite.

As a Convic Skate Parks- Employee, I agree to adhere to the health and safety procedures as outlined in Convic Skate Parks' OHS&R Management system, and I acknowledge receipt of and understand the aforementioned responsibilities.

Signature: _____

Dated: _____



PLANT & EQUIPMENT REGISTER

PROJECT: Avalon Beach PROJECT NO: _____

PLANT DESCRIPTION	USER ON SITE (Name of Employer or Self Employer Person)	REGO. OR APPROVAL NUMBER (If Applicable)	OPERATORS NAME	OPERATORS LICENCE NUMBER (If Applicable)	LOG BOOK LOCATION (If Applicable)



ELECTRICAL EQUIPMENT REGISTER

PROJECT:

PROJECT NO:

PLANT DESCRIPTION	USER ON SITE (Name of Employer or Self Employer Person)	OWNER	TEST TAG ✓ OR ✕	TEST DATE



HAZARDOUS SUBSTANCE REGISTER

PROJECT: _____ PROJECT NO: _____ PAGE: _____ of _____

PRODUCT	MANUFACTURER OR SUPPLIER	APPROXIMATE QUANTITY	USER ON SITE (Name of Employer or Self Employer Person)	MSDS PROVIDED Yes / No & Date

INDUCTION TRAINING RECORD FORM

Employer: _____

Employer Contact: _____ Phone: _____

Employer Address: _____

Employee Surname: _____ Given Names: _____

Address: _____

Date of Birth: _____

Position Held: _____

Trade Qualifications: _____

I was "General
Induction" Trained By: _____ Date: _____

My employer provided a WM Statement or
Safety Plan Induction: Yes ☐ No ☐ If Yes Date: _____

In an emergency, contact: _____ On Phone No: _____

Any Medical Conditions (eg: allergic to penicillin, asthmatic, etc):

Details: _____

Certificates of Competency:

Type: _____	Cert / Permit / Lic No: _____
Type: _____	Cert / Permit / Lic No: _____
Type: _____	Cert / Permit / Lic No: _____
Type: _____	Cert / Permit / Lic No: _____
Type: _____	Cert / Permit / Lic No: _____

I confirm that I have read and understand my employer's site specific health and safety documentation in relation to this project and that I have received safety induction training specifically required for this project. I will follow safety instructions from Convic Skate Parks Pty Ltd personnel and understand that I may be denied access to the project if I breach the safety provisions of this site. I acknowledge that all the above information is correct.

Employee Signature: _____ Date: _____

Received by Convic Skate Parks Aust.: _____ Date: _____

INDUCTION REGISTER

NAME	GENERAL INDUCTION DATE	COMPANY INDUCTION DATE	FIRST AIDER ✓ OR ✕	H&S REP/OFFICER ✓ OR ✕	OTHER LICENCES, PERMITS, CERTIFICATES OF COMPETENCY, TRAINING COURSES, ETC. Including Apprentice's details where relevant

NAME	GENERAL INDUCTION DATE	COMPANY INDUCTION DATE	FIRST AIDER ✓ OR ✕	H&S REP/OFFICER ✓ OR ✕	OTHER LICENCES, PERMITS, CERTIFICATES OF COMPETENCY, TRAINING COURSES, ETC. Including Apprentice's details where relevant

Note:

- Certification/license numbers are to be recorded under the relevant headings where applicable.
- As many details as possible are to be recorded against each person's name particularly in the Final Column.

SUBCONTRACTOR REGISTER

COMPANY NAME	GENERAL INDUCTION DATE	NO OF STAFF ONSITE	WORK METHOD STATEMENT ✓ OR *	RISK ASSESSMENTS FOR PLANT ✓ OR *	OTHER LICENCES, PERMITS, CERTIFICATES OF COMPETENCY, TRAINING COURSES, ETC. Including Apprentice's details where relevant

Note:

- Certification/license numbers are to be recorded under the relevant headings where applicable.
- As many details as possible are to be recorded against each person's name particularly in the Final Column.



COMPANY NAME	GENERAL INDUCTION DATE	NO OF STAFF ONSITE	WORK METHOD STATEMENT ✓ OR ✗	RISK ASSESSMENTS FOR PLANT ✓ OR ✗	OTHER LICENCES, PERMITS, CERTIFICATES OF COMPETENCY, TRAINING COURSES, ETC. Including Apprentice's details where relevant