



# **Project Safety and Environmental Management Plan**

**2020**

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## 1. Introduction

The detail of the Coates Signco WHS&E Management System is contained in the Coates Signco WHS&E Management System and the Project Workplace Health Safety & Environment Plan. The Project Safety and Environment Management Plan (PSEMP) only addresses the issues that are likely to be encountered while carrying out work at sites where Coates Signco has control of Part or All of the site. The Coates Signco Project Safety and Environment Management Plan has been developed to be compliant with all company, state and federal legislative codes of practice, as well as 4801:2001 Occupational Health and Safety Management systems and ISO 14000:2004 Environmental Management Systems Requirements.

### 1.1. Overview

This PSEMP has been developed and is consistent with the following State Legislation, Regulations, National and State Codes of Practice, as well as International and Australian Standards:

NSW Work Health and Safety Act 2011  
NSW Workplace Injury Management Act 1998  
NSW Workers Compensation Act 1987  
NSW Protection of the Environment Act 1991  
NSW Work Health and Safety Regulation 2017  
NSW Workers Compensation Regulation 2016  
NSW Protection of the Environment (General) Regulation 2009

ComLaw  
Commonwealth Work Health and Safety Act 2011  
Commonwealth Work Health and Safety Regulations 2011

ISO 9001:2008 Quality Management System  
ISO 14001:2004 Environmental Management System  
AS 4801:2001 Occupational Health & Safety Management System  
ISO 31001:2009 Risk Management System  
ISO 45001 Occupational Health & Safety Management 2018  
OSHA 18000 Occupational Health & Safety Management 2007

National Standard for Construction Work  
National Standard for Licensing Persons Performing High risk work  
National Code of Practice for the Construction Industry  
National Code of Practice for the Prevention of Falls in General Construction  
National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work  
National Code of Practice Induction for Construction Work  
National Code of Practice for Noise Management and Protection of Hearing at Work  
National Code of Practice for the Storage and Handling of Dangerous Goods  
National Code of Practice for the Control of Workplace Hazardous Substances

#### State Codes of practice

NSW COP - How to Manage Work Health & Safety Risks  
NSW COP - Safe Design of Structures  
NSW COP - Management the Risk of Falls in the Workplace  
NSW COP - Managing Noise & Preventing Hearing Loss  
NSW COP - Managing the Work Environment & Facilities  
NSW COP - Managing Electrical Risk

NSW COP - Managing Risks of Hazardous Chemicals in the Workplace  
NSW COP - Managing Risks of Plant in the Workplace  
NSW COP - Construction Work  
NSW COP - First Aid in the Workplace  
NSW COP - Hazardous Manual Tasks  
NSW COP - Work Health & Safety Consultation

#### Australian Standards

AS/NZS 1269 Occupational noise management  
AS/NZS 1270 Acoustics - Hearing protectors  
AS/NZS 1337 Eye protection for Industrial Applications  
AS/NZS 1336 Eye and face protection - Guidelines  
AS/NZS 1337 Eye protectors for industrial applications  
AS/NZS 1554 Structural Steel Welding  
AS/NZS 1715 Respiratory protective devices  
AS/NZS 1892 Portable Ladders  
AS/NZS 2161 Occupational protective gloves  
AS/NZS 2210 Occupational protective footwear  
AS/NZS 3000 Electrical Wiring

AS/NZS 1418 Cranes, hoists and winches - Mobile elevating work platforms  
AS/NZS 1800 Occupational protective helmets Selection, care and use  
AS/NZS 1891 Industrial fall arrest systems and devices  
AS/NZS 2550 Cranes, hoists and winches – Safe Use  
AS/NZS 2604 Sunscreen products  
AS/NZS 3760 In-Service Safety Inspection and Testing of Electrical Equipment  
AS/NZS 4576 Guidelines for Scaffolding

**1.2. Applicable Safe Work Method Statements**

- ☐ SWMS 01 - Knuckle Boom EWP - Over 11m - Non-Construction Site
- ☐ SWMS 02 - Knuckle Boom EWP - Over 11m - Construction Site
- ☐ SWMS 03 - Knuckle Boom EWP - Under 11m - Non-Construction Site
- ☐ SWMS 04 - Knuckle Boom EWP - Under 11m - Construction Site
- ☐ SWMS 05 - Mobile Scaffolding - Under 4m - Non-Construction Site
- ☐ SWMS 06 - Mobile Scaffolding - Under 4m - Construction Site
- ☐ SWMS 07 - Scissor Lift EWP - Over 11m - Non-Construction Site
- ☐ SWMS 08 - Scissor Lift EWP - Over 11m - Construction Site
- ☐ SWMS 09 - Scissor Lift EWP - Under 11m - Non-Construction Site
- ☐ SWMS 10 - Scissor Lift EWP - Under 11m - Construction Site
- ☐ SWMS 11 - Hot Works
- ☐ SWMS 12 - Non-Illuminated - Illuminated Sign - Removal and Installation
- ☐ SWMS 13 - Non-Illuminated - Illuminated Sign - Removal and Installation + EWP
- ☐ SWMS 14 - Illuminated + Non-Illuminated Sign - Installation - Using Crane + EWP
- ☐ SWMS 15 - New - Non-Illuminated - Illuminated Sign - Installation
- ☐ SWMS 16 - New - Non-Illuminated - Illuminated Sign using an EWP
- ☐ SWMS 17 - Site Audit
- ☐ SWMS 18 - Working on Roofs
- ☐ SWMS 19 - New - Pylon Installation + EWP + Crane
- ☐ SWMS 20 - Pylon Foundation Construction
- ☐ SWMS 21 - Repairs and Maintenance to Signage
- ☐ SWMS 22 - Repairs and Maintenance to Signage using an EWP
- ☐ SWMS 23 - Vinyl Signage Installation and Removal
- ☐ SWMS 24 - New - Non-Illuminated/Illuminated Sign - Installation - at Height

## 2 Company details

**Coates Signco Pty Ltd.**

**ABN: 61 131 100 046**

Branch	Postal Address	Phone No.	Email
Sydney	36 Doody St, Alexandria NSW 2015	(02) 9699 3122	safety@signco.com

Position	Name	Contact Number
General Manager	Tom Chapman	(02) 9699 3122
National Compliance Manager	Glenn Hain	0432 934 280

## 3 Plan Authorisation

I have reviewed the Project Safety and Environment Management Plan (PSEMP) along with the associated Safe Work Method Statements and I am satisfied that these documents are consistent with the requirements of Coates Signco WHS&E Management System as well as Coates Signco's Policies and Procedures and that they meet all of the Coates Signco's Safety and Environmental obligations and requirements.

I approve the use of this plan and authorise the Project Manager to use this plan and any associated paperwork including any records created. This includes any alterations required by site-based risk assessments and controlled by the risk assessment process used by the Coates Signco.



Glenn Hain  
National Compliance Manager

Date 04<sup>th</sup> May 2020

## 4 Scope of works

The work that Coates Signco has been engaged to undertake is the Installation including but not limited to the

<input type="checkbox"/>	Design	<input type="checkbox"/>	Alteration
<input type="checkbox"/>	Supply	<input type="checkbox"/>	Repair
<input type="checkbox"/>	Installation	<input type="checkbox"/>	Servicing of
<input type="checkbox"/>	Signs	<input type="checkbox"/>	Free Standing Structures
<input type="checkbox"/>	Project Management	<input type="checkbox"/>	Fit Out
<input type="checkbox"/>	Building Maintenance	<input type="checkbox"/>	

Of signage and other works on

<input type="checkbox"/>	A construction site
<input type="checkbox"/>	At an operating Facility
<input type="checkbox"/>	The Roof / Parapets of an existing structure
<input type="checkbox"/>	The Exterior Walls
<input type="checkbox"/>	The Interior Walls
<input type="checkbox"/>	Under Awning
<input type="checkbox"/>	Ceilings
<input type="checkbox"/>	
<input type="checkbox"/>	

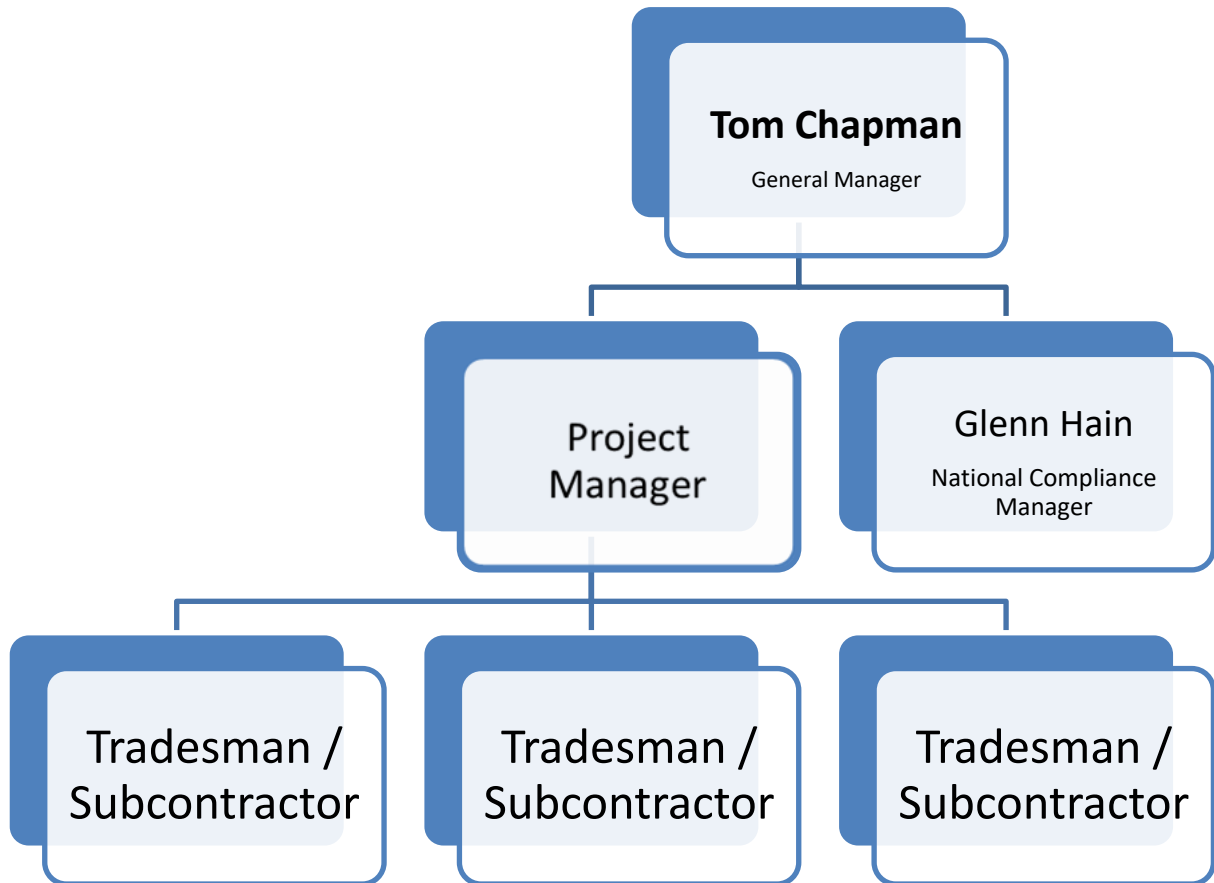
The details of which are contained within the contract

## 5 Project Objectives

To deliver the work agreed to under the contract to the standard specified in the contract within the specified timeframe while:

- Ensuring that any incident accident or non-conformance is appropriately reported, investigated and actioned in a timely fashion.
- Meeting or exceeding all of the Clients, the Site, and the Regulatory WHS&E requirements.

## 6. Coates Signco Organisation Chart



## **7. Policies Statements**

### **7.1 EHS&IM Policy**



Coates Group Policy and Procedures Document

### **Work Health Safety and Environmental Management Policy**

#### **Policy Statement**

Coates Signco Pty Ltd (The Company) is a successful organization that prides itself on its Work Health & Safety, Environmental and Injury (WHSE & IM) performance and Management. The Company requires best practice in all matters relating to Work Health Safety and the Environment. The Work Health Safety and Environmental Management Policy has been developed to assist in maintaining the health, safety and well-being of its workers and the environment, as an integral part of all business operations. All works shall be undertaken using sensible planning and programming to ensure as far as reasonably practical risk to workers and the environment is minimized.

#### **Policy scope**

Coates Signco Pty Ltd requires all workers to comply with this policy and the procedures and directions that support it. The scope of this policy extends to include the business conducted by the company and its workers on other sites.

#### **Policy Implementation**

Coates Signco Pty Ltd will continually develop and enforce policies, procedures and practices in line with the current Work Health Safety, Injury management (WHS & IM) and Environmental legislation to assist and maintain the health safety and welfare of all workers and the environmental. It is the policy of the company to ensure that all risks are identified, assessed and controlled in accordance with the WHS Regulation 2011 and other relevant legislation. The company will continually review and update their WHS&E systems in line with the company policy of continual improvement. WHS&E Site Project Management Plans will be developed for all major projects and Safe Work Method Statements will be developed for all high-risk activities.

#### **WHSE & IM Objectives**

- Ø To provide a safe place of work for all workers during the course of our activities.
- Ø To maintain compliance with applicable WHS&E statutory requirements.
- Ø To co-operate with statutory and non-statutory bodies concerning WHSE & IM.
- Ø To ensure that all workers of the company are aware of the importance of conformance with statutory requirements and company policy.
- Ø Undertake a consultative approach to all WHS&E issues.
- Ø To minimize accidents and incidents
- Ø Avoid damage of vehicles plant and equipment
- Ø Ensure all workers undertake the relevant training programs required for their line of work
- Ø Maintain good relations with injured workers through a good willed, accommodating and streamlined approach to their rehabilitation.



## WHSE & IM Program

- Ø Implement and maintain a Work Health Safety & Environment management system comprising policies and procedures.
- Ø Provide ongoing training for all workers of the company.
- Ø Conduct a periodic program of audits to verify the effective implementation of the WHS&E system.
- Ø Continually review the performance of the WHS&E system to ensure its continuing suitability and effectiveness.
- Ø The cooperation of all workers is required as a contribution to health, safety and environmental compliance and the implementation of this policy.

## WHS&E Consultation Policy

The WHS&E consultation policy statement has been developed to support this policy and details the requirement for consultation between PCBU's and workers. The policy statement has been developed to facilitate participation from all in the workplace to ensure that the objectives of this policy are met.

The WHS&E policy shall be communicated to all workers by –

- Displaying copies on notice boards etc.
- Providing copies of the policy in all 'site specific' WHS&E Management Plans *and*
- Including the policy in the company inductions for all workers.

## Policy Endorsement

**This policy is endorsed by the General Manager ANZ of Coates Signco Pty Ltd**

**Signed:**



**Tom Chapman**

**Date: 01/05/2020**

**Review date: 28/02/2021**

## 7.2 Quality Management Policy



### QUALITY MANAGEMENT POLICY

#### OBJECTIVE

Coates Signco Pty Ltd (The Company) aims to continuously provide all of our customers with a quality service that is in line with the requirements of ISO 9001 that not only meets our customer's expectations but exceeds them and to continually update and improve our procedures to keep up with the latest Industry Practices and the most current ISO 9001 Guidelines.

#### APPLICATION

This policy applies to all, employees and contractors of as well as suppliers of material to, at any the company's office, warehouse, workshop, or worksite.

#### POLICY STATEMENT

Coates Signco Pty Ltd aim's is to ensure complete customer satisfaction regarding our contractual requirements in relation to the Installation, Inspection and Ongoing Servicing of signs for commercial, private and public sector entities.

It is the company's aim to manage the growth of our contracts and client base in a manner that maintains our stability and reputation with our existing customers while allowing for the development of new clients and opportunities.

The success of our Quality Management Policy will be assured by management's commitment to facilitate the highest levels of staff training, supervision and onsite management as well as actively engaging all the company's personnel in the continual development of our Quality Management Manual. That works towards sustainable and improved quality by understanding and meeting our legal obligations and our customer's expectations.

The company's management implements site specific management and reporting procedures to ensure that services are delivered that meet our Workplace Health and Safety, Environmental and Quality obligations, These procedures also ensure that our level of service delivery is not only maintained, but a culture of continual improvement is maintained in order to provide our customers with consistent and uniform standard of service that exceeds there expectation.

The company's reporting procedures encourages its customers to have input into the quality of the finished product and service. They also facilitate reasonable access to senior personnel in order to facilitate positive change.

**This policy is endorsed by the General Manager ANZ of Coates Signco Pty Ltd**

Signed:



**Tom Chapman**

Date: 01/05/2020

Review date: 28/02/2021

## **8. Roles and responsibilities**

### **Senior Management Team**

- Set annual WHS&E targets, objectives and goals for the business and for individual managers. These targets are to include lead and lag indicators. Monitor progress and take action when performance falls short of targets.
- Provide sufficient resources to support the various WHS&E functions within the business and include provision for these in annual budgets.
- Ensure WHS&E Standards and Procedures are implemented across the business to comply with regulatory and Coates Signco corporate requirements.
- Set WHS&E Goals for each division (KPI's)

### **Project Manager**

- Have the authority and responsibility to co-ordinate and liaises with clients and designers, external authorities or other relevant parties to ensure that the requirements of the contract are fulfilled
- Prepare, review and monitor throughout project life the program and schedule including overseeing the identification, assessment management and monitoring of WHS and environmental hazards and the effectiveness of the controls measures being used.
- Ensure Coates Signco is compliant with all local legal requirements
- Has prime responsibility for reviewing the Site Safety and Environmental Management Plan as well as associated SWMS and SOP's. Ensuring that they address all foreseeable hazards as well as any site or client specific requirements.
- Ensure that Contractors and/or Sub contractors carrying out work for or on behalf of Coates Signco fully comply with all Coates Signco Safety Practices and Procedures or have a safety system in place which meets with the requirement of Coates Signco.
- Ensure that all workers on site hold a general construction industry induction card and are inducted into the relevant parts of the Site Safety and Environmental Management Plan and relevant SOPs and SWMS they will use
- Act as the main liaison point for all safety issues affecting Coates Signco personnel on site and the client.
- Ensure that procedures are in place to identify workplace health and safety hazards and environmental hazards, assess the hazard, consider the risks (Likelihood and Consequence) of the hazards and select the most appropriate risk controls to prevent injury to employees, contractors or others. This includes harm to the environment as well.
- Ensure that sufficient and appropriate resources (Training/Tools/Safety Equipment/Manpower) are made available so that Leading Hands, Tradespersons, Employees, Apprentice, and Trades Assistants as well Young and Inexperienced Workers can carry out the tasks allocated to them safely and efficiently in accordance with the signed SOPs and SWMS.
- Through personal involvement, support WHS&E communication and Toolbox meetings to promote employee involvement in the Safety within the Coates Signco.
- Conduct site inspections to monitor compliance with WHS&E requirements and take action when non compliances are found. Track implementation of corrective actions until closure where it's a Coates Signco employee, Issue Non-conformance notifications for Subcontractors.

- Ensure all NCR found during the Inspection and Test Program are noted investigated and corrected.
- Ensure employees report all incidents immediately, conduct incident investigations to identify root causes and appropriate corrective actions to prevent a recurrence.
- Ensure that site specific SWMS and risk assessments as required are carried out on the prescribed forms. Records of the assessments to be kept in the project folder.

### **Leading Hand**

- Ensure and assist in maintaining a healthy and safe workplace, and an environment that is free as far as practical from hazards wherever work is being performed by complying with the requirements outlined in Coates Signco WHS&E policies, procedures, SOPs and SWMS.
- Follow any reasonable directions given by your supervisors and or site safety personnel.
- Ensure others under you control and yourself use the correct Tools and equipment for each task. In the manner they were designed to be used after checking that they are in good order and have been inspected and tested as required.
- Ensure all staff under their control hold the required licences/tickets for any equipment/ task they are required to undertake
- Identify potential hazards and assess the risks of the hazards prior to commencing any task as well as assisting other under your control do the same.
- Take action to control the risk where practical or report to their supervisor where the hazard is beyond your control or expertise to control.
- Supervisors and Leading Hands have the authority to take control of a situation affecting health and safety if they are the most senior person available or the supervisor or Leading Hand deems the hazard possess an immediate risk.
- Ensure that all incidents are reported immediately to your supervisor, even if considered minor.
- Provide input, when required, to incident investigations and, if necessary, cooperate with return to work plans following an injury.
- Provide adequate supervision and instruction to any Trades Persons Employees, Apprentices, Trades Assistants or Young or Inexperienced workers under your direction. This includes ensuring that they follow all the control measures outlined in the SOP or SWMS as well as wear all PPE required for the task.
- Participate in the SWMS preparation and review process.
- Sign off and on as required and agree to comply with any site specific requirements.

**Trades Persons and Technicians are to:**

- Operate within the professional rules and procedures of their specific trade.
- Assist in maintaining a healthy and safe workplace, and an environment that is free as far as practical from hazards wherever work is being performed by complying with the requirements outlined in Coates Signco WHS&E policies, procedures, SOP's and SWMS.
- Review the relevant Safety Plan/s, SOP and SWMS for the task you are undertaking and follow the processes outlined including wearing all PPE identified.
- Follow any reasonable directions given by your supervisors and or site safety personnel.
- Use the correct Tools and equipment for each task. In the manner they were designed to be used after checking that they are in good order and have been inspected and tested as required.
- Not undertake a task or operate equipment for which you do not hold the required licence or ticket.
- Identify potential hazards and assess the risks of the hazards prior to commencing any task.
- Take action to control the risk where practical or report to their supervisor where the hazard is beyond the individuals' control or expertise to control.
- Tradespersons have the authority to take control of a situation affecting health and safety if they are the most senior person available or the Tradesperson deems the hazard possess an immediate risk.
- Report all incidents immediately to your supervisor, even if considered minor.
- Provide input, when required, to incident investigations and, if necessary, cooperate with return to work plans following an injury.
- Provide adequate supervision and instruction to any Apprentices, Trades Assistants or Young or Inexperienced workers under your direction. This includes ensuring that they follow all the control measures outlined in the SOP or SWMS as well as wear all PPE required for the task.
- Participate in the SWMS preparation and review process.
- Sign off and on as required and agree to comply with any site specific requirements.

## **Employees**

- Assist in maintaining a healthy and safe workplace, and an environment that is free as far as practical from hazards wherever work is being performed by complying with the requirements outlined in Coates Signco WHS&E policies, procedures SOP's and SWMS.
- Follow any reasonable directions given by your supervisors and or site safety personnel.
- Review the SOP/SWMS for the task you are undertaking and follow the processes outlined including wearing all PPE identified.
- To use the correct tools and equipment for each task. In the way they were designed to be used after checking that they are in good order and have been inspected and tested as required.
- Not undertake a task or operate equipment for which you do not hold the required licence or ticket.
- Identify potential hazards and assess the risks of the hazards prior to commencing a job. Take action to control the risk where practical or report to the supervisor where the risk is beyond the individuals' control or expertise.
- Report all incidents immediately to your supervisor, even if considered minor.
- Provide input when required to incident investigations and, if necessary, cooperate with return to work plans following an injury.
- Provide adequate supervision and instruction to any Apprentices, Trades Assistants or Young or Inexperienced workers under your direction. This includes ensuring that they follow all the control measures outlined in the SOP or SWMS as well as wear all PPE required for the task.
- Participate in the SWMS preparation and review process.
- Sign off and on as required and agree to comply with any site specific requirements.

**Apprentice/Trainees/Trades Assistant/Young and Inexperienced Workers:**

- Assist in maintaining a healthy and safe workplace, and an environment that is free as far as practical from hazards wherever work is being performed by complying with the requirements outlined in Coates Signco WHS&E policies, procedures SOP's and SWMS.
- Review the SOP/SWMS for the task you are undertaking and follow the processes outlined including wearing all PPE identified.
- Follow any reasonable directions given by your supervisors and or site safety personnel.
- Use the correct Tools and equipment for each task. In the way they were designed to be used after checking that they are in good order and have been inspected and tested as required.
- Not undertake a task or operate equipment for which you do not hold the required licence or ticket.
- Identify potential hazards and assess the risks of the hazards prior to commencing a job. Take action to control the risk where practical or report to the supervisor where the risk is beyond the individuals' control or expertise.
- Report all incidents immediately to your supervisor, even if considered minor.
- Provide input when required to incident investigations and, if necessary, cooperate with return to work plans following an injury.
- Sign off and on as required and agree to comply with any site-specific requirements.
- Not undertake any task they do not fully understand or think that may be dangerous. If in doubt contact the Trades Person who is supervising, you.



**Contractors:**

- Must have completed a Subcontractors Agreement with Coates Signco.
- Must have provided Coates Signco with copies of their Certificates of Currency for Workers Compensation Public liability and where appropriate Professional Indemnity.
- Assist in maintaining a healthy and safe workplace, and an environment free from harm wherever work is being performed by complying with Coates Signco WHSE program or where approved, their own company's WHS&E procedures and by using the correct Tools and equipment for the job.
- Identify potential hazards and assess the risks of the hazards prior to commencing a job. Take action to control the risk where practical or report to the supervisor where the risk is beyond the individuals' control or expertise.
- Report any incident involving their staff to Coates Signco Project Manager immediately they become aware of the incident.
- Ensure all of their staff hold the relevant tickets for any machinery they operate
- Ensure that their employees are competent in the tasks being assigned to them
- Ensure all their employees are inducted into Site where applicable and that they obey all site rules.
- Ensure all their employees are inducted into the SWMS or SOP for the task being carried out and that their employees comply with all requirements outlined therein.
- Where practical and safe to do so, make any hazard safe immediately.

The above provides an outline of the roles and responsibility of those involved in directly carrying out tasks for Coates Signco.

Coates Signco has defined and document the accountability of all roles within its business and these are communicated to staff through inductions and information sessions.



## **9. PROCEDURE & SAFETY PLAN IMPLEMENTATION**

### **9.1 Site Specific Inductions**

When required, before commencing work for the Client on any site, a site-specific induction shall be attended by all supervisors, employees and any contractors who will be working onsite for Coates Signco. These records will be kept by the Coates Signco and will record the date and details of any site-specific inductions.

### **9.2 Pre-Start Safety Talks**

Prestart risk assessments are to be carried out prior to commencing work onsite. Attachment 1. Should the assessment indicate the need for any special precautions or equipment & materials not addressed within the SWMS or available on site, then the Technician/Tradesperson shall contact their supervisor or the Project Manager to receive additional instructions prior to commencing such works. This may include the alteration of SWMS, SOP and or other procedures, or the provision of specialized equipment.

If it is deemed necessary Coates Signco Management will workers onsite to hold prestart meeting each morning which all workers working for Coates Signco, who are onsite must attending.

### **9.3 Tool Box Talks**

Where Coates Signco staff are onsite for an extended period a Toolbox meeting shall be conducted at least monthly with all workers available to attend. These meetings are informal and open discussions between the Project Manager and/or the WHS&E Manager and the employees about relevant concerns they may have about Health and Safety, Environmental, and or Quality matters.

The Project Manager shall take all necessary action required to resolve any issued raised including notifying the Client if action that is required by them to rectify an identified hazard. Toolbox meetings are documented using a Toolbox meeting report form attachment 3.

### **9.4 Emergency Procedures**

Workers carrying out work for the Coates Signco will comply with the Clients emergency procedures as outlined during the site induction. All workers know that all injuries/incidents must be reported on the day on the incident, contact details for this project Section 1. While all of our Site boxes and Vehicles should carry First aid kits, First aid facilities shall be provided by the Client for use when and if required.

### **9.5 Permits to Work**

Coates Signco does not use a Permit to Work System for routine tasks. However, Coates Signco does have a Hot Works Permit for use as and when required. Attachment 4.

## **9.6 Supervision & Enforcement**

At all times, Coates Signco will be taking a responsible attitude towards supervision and enforcement of our safety requirements. Disciplinary action will be taken whenever required and will be handled by senior management in line with the Coates Signco Counseling and Disciplinary Policy and associated Procedures.

## **9.7 WHS&E Communication and WHS&E Committees**

Where a project is scheduled to run for longer than a month the Project Manager will organize for a WHS Meeting where all Coates Signco workers onsite will attend. Where a WHSR have been elected they will also be involved in WHS&E matters. Coates Signco Personnel will report on, all urgent issues to their supervisor or the site contact and the Coates Signco Contacts listed in Section 1, who will take the appropriate actions, this may include notifying the Client if corrective action is required by them.

The method Coates Signco uses for internal WHS&E communication is by the method chosen by the workgroup and is by either WHS&E Committee or by communication by other means.

## **9.8 Plant & Machinery**

The inspection and maintenance history of each item of plant and equipment is documented in the Logbook.

Coates Signco ensures control measures are implemented and documented for all plant and equipment, including its operation. The effect of plant and equipment on the workplace is considered and documented in the Safe Work Method Statement. Pre-start checks, schedule of maintenance are documented in plant logbooks. These are made available to relevant parties on request.

Fault reports are notified to the Project Manager.

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

## **9.9 Site Inspections**

The Coates Signco Management / Project Manager conduct and documented random site inspections, using the company Site Inspection Checklist. Through this process Coates Signco can verify compliance with minimum control requirements. Coates Signco Management use these inspections and client feedback to monitor Health Safety, Environmental and Quality performance by documenting their own Quality and Environmental Health & Safety Inspections.

Whenever a Non-Conformance is observed or reported it is to be recorded on a Coates Signco Site Audit Form Attachment 5 with the date the Non-Conformance is to be rectified by and, who, is responsible for ensuring it is corrected.

The Non-Conformance is to be noted on the next TWO Coates Signco Site Audit forms to ensure corrective actions taken are suitable and effective

### **9.10 Due Diligence**

The project manager and senior management will regularly carry out observations of employees checking how the task is being undertaken to ensure that it is in line with the Documented SWMS. During these observations the suitability of the controls are to be reviewed to see if there is a safer way to undertake the task. These reviews will also confirm PPE usage and suitability.

### **9.11 Document Control**

The Project Manager will ensure that Safety Plans are up to date, and any amendments mentioned are attached. Any older versions of SWMS, SOP, Risk Assessments, Drawings or other out of date paperwork must be either removed or filed away after being clearly marked "SUPERSEDED" The original document must remain available until practical completion of the work involving the Coates Signco. A copy of all superseded pages will be kept for record purposes.

COPY

NO.

Location DATE ISSUED BY REVISION

These will be kept in the Superseded Docs in the Project folder

### **9.12 Hazardous Substances**

Project Managers prior to commencement is to ensure that the site has been deemed Asbestos free or that according to the Asbestos Register NO Asbestos will be disturbed by the proposed work

MSDSs for all Hazardous and or Dangerous Substances brought on to a Clients Site shall be stored in the project folder. Copies shall be provided to the Site Contact on request.

All workers shall refer to the MSDS Sheet if they are unsure on the correct PPE requirements or the procedures for the transport and safe handling and usage of a substance

All substances shall be transported in accordance with the MSDS Sheet

All substances stored on site shall be stored in accordance with the MSDS sheet

All substances shall be used in accordance with the MSDS sheet

All Hazardous waste will be disposed of in the appropriate manner

### **9.13 Lock Out, Tag Out Procedure**

Coates Signco has developed a Lock Out, Tag Out, Procedure that is suitable for the tasks that occur on site controlled by the Coates Signco See Attachment 6

### **9.14 Electrical Safety**

Coates Signco has in place electrical safety procedures including the testing and maintenance of electrical equipment and installations. The use and maintenance of Residual Current Devices is mandatory in all workplaces.

Before commencing work on or in the vicinity of an active service that may pose a safety hazard, all such services shall be isolated by a competent person with an out of service or danger tag being applied by each worker working on or near the system.

### **9.15 Personal Protective Equipment**

Coates Signco has undertaken the appropriate assessments of its activities and has identified the general and specific Personal Protective Equipment (PPE) that is required. All workers should have been trained in the Selection, Fitting, Care Use, and the limitations of the PPE they are using.

### **9.16 Height Safety**

Coates Signco employs a Working at Heights Hierarchic of Controls (Attachment 2) for workers to apply whilst undertaking work at any height above the ground or slab.

The Coates Signco Working at Heights Hierarchic of Controls considers the risks involved with doing the task and assures that the most appropriate height equipment is used to undertake the task in as safe as practical manner.

### **9.17 Risk Management**

Coates Signco has developed a system of Safe Work Method Statements and Standard Operating Procedures along with Risk Assessments and Hazard Alerts which are utilized to ensure the safety of workers carrying out work on Coates Signco Project. These are available to anyone who has not got their own.

Additional Hazard Controls will be developed if site-specific hazards are identified at the commencement of work, Change of Location or following an incident or as deemed required that are not already adequately controlled.

Illustrated is the Coates Signco's Assessment Template

Consequences	Likelihood Probability		
	Unlikely Could Happen but only in exceptional circumstances	Moderate Could Happen Occasionally	Likely Has happened Could happen at any time
<b>Low</b> Potential to cause a person to require First Aid Damage <\$1000	1	2	4
<b>Medium</b> Temporary Disability Medical Treatment Damage <\$10000	3	5	7
<b>High</b> Potential death Permanent Disability Damage <\$100000	6	8	9

- Where a risk is assessed as being in the green zone,
  - The work can precede using normal working precautions.
- Where a risk is assessed as being in the orange zone,
  - The work should not proceed until the proposed working system has been reviewed. This included considering how the work will be done and ensuring that those undertaking the work have the appropriate capability, access to the right Tools and equipment, and adequate control over the working environment to ensure a safe outcome.
- Where a risk is assessed as being in the red zone,
  - The work should not proceed until a formal risk assessment in relation to the specific site and details of the task involved has been undertaken and the appropriate control measures have been communicated to all workers involved in undertaking task and the site supervisor/project manager.

**The Project Safety Plan & SWMS & SOP's will be regularly reviewed particularly at, the start of a new contract, a change of relevant Legislation, After a serious Incident or on request of an employee or concerned party.**

### Hierarchy of Controls

Coates Signco believes that the Hazard control process is one of the most critical steps of the risk management process. As this is the process of identifying the hazards and the instituting of appropriate control measures that will be used to control the identified hazard by either reducing the Risk or reducing the consequences. There are a number of risk control strategies that can be followed. A comprehensive and effective control strategy often includes a combination of control measures and mechanisms. No hard and fast rules can be given here as the most effective control measure mix will be determined by the situation prevailing at the time.

Elimination of the hazard is always the preferred method.

Coates Signco will consult with Coates Signco workers and and/or their representatives in the development of a range of controls to minimise a risk and/or consequence.

In developing the controls each of the following that is available will be considered in the following order, until the risk is reduced as far as is reasonably practicable:

1. Eliminate the hazard completely
2. Substitute the thing giving rise to the risk with something that gives rise to a lesser risk.
3. Isolate the thing giving rise to the risk from anyone otherwise put at risk.
4. Minimise the risk by engineering means.
5. Minimise the risk by administrative means including procedures for safe work practices and associated training.
6. Ensure personal protective and safety equipment is used.
7. Review of the process to ensure that
  - a. The Control is effective and
  - b. That no NEW hazards have been created.

It is essential to recognize than no control is 100% effective therefore part of the Coates Signco's WHS Management system includes a regular inspection program to check that the right Hazard Control Mix is in place and working.

Any suggested changes to the controls has to be developed in consultation with those involved and where there is a significant change the branch Safety committee may be consulted and or the National WHS&E Manager

### **9.18 Fitness, Skills & Competencies**

Due to the nature of the work undertaken by Coates Signco, usually No ongoing Health Monitoring needs to be undertaken.

Coates Signco will take all reasonable steps to ensure that all workers are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

Coates Signco Project Managers ensure that all workers onsite have undertaken the Construction Industry General Induction, Site specific Induction, as well as any specific work activity induction and or training as needed.

Project Managers are required to monitor the need for ongoing training of workers. Any worker's identified as lacking the skill in a task they are the required to do will be either provide appropriate training prior to the commencement of the task or their employer will be contract to ensure that they are appropriate training prior to the commencement of the task.

## **9.19 Working in Areas Open to The Public**

Due to the nature of the work undertaken by Coates Signco, we are often required to work in areas that are open to the public.

Skoup Group will ensure that all reasonably practical steps are taken to reduce the risk to members of the public.

If the task will take less than 10 minutes and not block more than 50% of the pathway.

- Work areas are to be isolated by Witches Hats and Barrier Tape
- A safe path of no less than 1.2m width is to be maintained around work areas. The pathway is to be free of trip hazards and be suitable to be traversed by persons with mobility and vision issues

Whenever the task will take longer than 10 minutes or block more than 50% of the pathway a suitably qualified person is to be engaged to prepare and submit a Traffic Management Plan.

- All work areas are to be isolated by Witches Hats and Barrier Tape.
- A safe path of no less than 1.2m width is to be maintained around work areas. The pathway is to be free of trip hazards and be suitable to be traversed by persons with mobility and vision issues.
- When working in areas that are controlled by the local council or within a road reserve a Traffic Management Plan is to be developed by a suitably qualified person and submitted for approval prior to work commencing.
- Where there is the possibility of encountering young or intoxicated persons the work area is to be isolated with 1.2m high bollards and adjustable solid barriers and a person is to be positioned to prevent none authorized person from entering the work area.



## **9.20 Working on Roads and Within the Road Reserve**

Due to the nature of the work undertaken by Coates Signco, we are often required to work on roads and within the road reserve.

Coates Signco will ensure that all reasonably practical steps are taken to reduce the impact on Traffic Flow.

If the task will take less than 10 minutes and is contained within a single lane. Work can be carried out by protecting the work area with a vehicle other than the EWP.

Whenever the task will take longer than 10 minutes and or cannot be contained within a single lane. A suitably qualified person is to be engaged to develop and lodge Traffic Management Plan. This may involve getting approval from Main Roads department and or State Transit.

## **10. Safe Work Method Statements (SWMS)**

SWMS are produced for all work activities identified as having a health or safety risks, SWMS identify the measures to be used to manage those risks. Particular attention has been paid to work activities with a high safety risk (for example: working at heights, with or near hazardous substances, in tunnels or confined spaces, with cranes, compressed air, lasers or in deep excavations.)

Coates Signco SWMS have been developed to fully comply with the requirements of current Legislation, Codes of Practice and Australian Standards as listed in Section 1.

Page 2 of each SWMS lists the Legislation, Codes of Practice and Australian Standards that may apply to it.

These can be made available to subcontractor upon request.

## **11. Emergencies, Incidents and Accidents Emergencies**

As the Coates Signco only has control of part of the site all workers are to acquaint themselves with the location of the First Aid facilities, Emergency assemble point and the site emergency procedures.

All workers know to report incidents immediately to Coates Signco Mangers whose contact details are listed in in Section 1.

All incidents are recorded on the Incident Report Form See Attachment 7



## **11.1 Injury and incident investigation**

**INJURIES** - All injuries are to be reported to the Coates Signco Managers whose contact details are listed in Section 1. Once reported complete an incident report found in Attachment 7

Where the injury requires medical attention off site call an ambulance by dialling 000

**INCIDENT INVESTIGATIONS** - Coates Signco completes an Incident Investigation Report for ALL incidents involving near misses, property/plant damage or injury or harm to the environment.

Copies of Incident Reports are provided to the client upon request

**NOTIFIABLE INCIDENTS** - Coates Signco reports all reportable incidents to the relevant Authority. Where such an incident has occurred, Coates Signco Manager will consider whether the site needs to be preserved for investigation by the relevant Authorities and let reporting individual know by phone or email.

**RECORD KEEPING** - Coates Signco keeps records of incidents, Incident investigation and other records as required by statutory requirements.

## 12. Coates Signco Site Safety Rules

All Coates Signco employees, contractors and visitors: will comply with the following condition upon entry to a Clients premises

- ✓ Be of neat and tidy appearance in an approved uniform
- ✓ It is the responsibility of every person entering the site to obey the site specific safety rules and procedures and to be involved in the prevention accidents.
- ✓ All personnel on site must obey the directions of the Site Supervisor in relation to safe.
- ✓ Follow advice given by the Safety Work Group or Safety Committee member, Site Management, and Supervisors.
- ✓ Report potentially dangerous situations or conditions.
- ✓ Alert fellow workers if you see them neglect safety.
- ✓ Watch and advise young or inexperienced fellow workers.
- ✓ All incidents, injuries and emergency situations must be reported to the site contact before leaving site and the Coates Signco Project Manager as soon as practical.
- ✓ Workers must wear correct PPE (as per work method statements, material safety data sheets or manufacturer's recommendations) during specific work activities.
- ✓ All rubbish is to be placed in the appropriate bin or removed from site.
- ✓ Work areas to be kept clean and access ways free from hazards at all times.
- ✓ No alcohol or illegal drugs permitted on site.
- ✓ Any person affected by alcohol or drugs will not be tolerated and are not to attempt to access client site.
- ✓ Toilets are to be used and good hygiene is to be adhered to at all times.
- ✓ MSDS Sheets are to be available for all Hazardous substances taken onto a client's site
- ✓ All personnel are to be trained in the plant and equipment being used. This includes holding certificates and licenses as required.
- ✓ No person without specific approval is to alter or remove any plant, equipment or safety device on site. This includes scaffolds, handrails, barricades, signage, guards, etc.
- ✓ Electrical equipment including leads are to be inspected and tagged at intervals of 3 month and maintained in locations where they are not likely to be damaged or create a trip hazard.
- ✓ As far as practical all Leads, Hoses and other material are to be kept out of walkways
- ✓ Work above a height that would result in serious injury requires 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.

### Breaches of Safety by Individuals

Breaches of safety by individuals will be handled in line with the Coates Signco's Disciplinary Policy which can lead to:

- Warning Letters
- Training
- Removal from Site
- Suspension
- Dismissal
- Cancellation of contract of engagement
- Removal from Coates Signco's Contractors Register

## **13. Inductions Training and Consultation**

### **13.1 Workplace health safety and Environmental training**

Coates Signco management and staff are aware of the importance of the safety and environmental aspects of the work we undertake. Training programs used by Coates Signco integrate quality, safety and environment compliance required by the task. This training is usually provided within our regular Toolbox training which covers issues related to Task, SWMS, SOP and Incident related training. Coates Signco training and awareness programs are designed to ensure that the skills and knowledge are provided at the point at which proficiency is required.

Sessions include:

- Company specific induction (based on the Safety at Coates Signco Induction Booklet),
- General Construction Industry Induction,
- Task and procedure training,
- Site specific inductions
- Specific issues Toolbox talks and
- Incident based training.

Coates Signco is also aware of the need to have a consistent approach to safety as far as practical from one site to another. All Coates Signco workers on site have attended specific training in the task required on the job. When requested by the Client, all Coates Signco workers who attend site will have undertaken a site-specific induction.

### **13.2 Consultation and Communication**

Coates Signco understands Workforce participation in planning and managing WHS&E improvements is an effective means of tapping into the knowledge of employees and service providers about their activities and the ways in which WHS&E management and performance can be improved. Coates Signco will cooperate with all reasonable site consultative mechanisms. Site consultation and liaison between service providers is a site management responsibility. The selection process and support of a site OHS representative will be in accordance with Coates Signco Policies and Procedures. Coates Signco will manage consultation and communication with workers under our direct control. Coates Signco will not respond negatively to any reasonable request. However, Coates Signco is required to ensure the safety of those that may be affected by our work.

The Project Manager or their nominee will be the main point of contact on safety issues.

Coates Signco uses a combination of consultation through daily communication between managers and workers and Toolbox talks for specific topics to communicate OHS on site.

## **14. Workers Compensation and Rehabilitation**

Coates Signco has workers compensation insurance for all employees and monitors the insurance cover for all subcontractors. Details of the policy are provided to clients on request and are provided to all employees at induction. The contact details for return to work and case management issues are displayed at our office and are provided to employees following an incident.

Coates Signco is committed to providing all necessary resources for the establishment of an integrated rehabilitation program for all employees, and to ensuring that any sick or injured employee enters the occupation rehabilitation process as soon as possible in a manner consistent with medical judgement. Coates Signco is committed to ensuring that participation in a rehabilitation program will not, of itself, prejudice an injured or ill employee and expects all employees to co-operate with our rehabilitation efforts. Coates Signco seeks client and site management's cooperation in providing suitable working environments of workers on return to work plans.

Coates Signco is committed to the creation of a workplace climate that supports workplace-based rehabilitation and to ensuring that a safe return to work as soon as possible by an injured or ill employee is a normal practice and expectation.

When a return to work is not possible, Coates Signco is committed to ensuring that various agencies assist the injured or ill employee return to a meaningful and fulfilling role within the community.

Coates Signco is committed to consulting with employees and their representatives to ensure that the rehabilitation program operates effectively.

Coates Signco uses both internal and external rehabilitation officers and providers. These are available to assist in the rehabilitation of those employees who suffer workplace injury or illness and are managed by the National Return to Work manager.

## **15. Waste Minimisation and Recycling**

To minimise the impact on the environment Coates Signco will look at recycling any material to be disposed of before considering putting it in landfill. This includes communicating with the client of the cost associated with alternate means of disposal.

## **15.1 Working in Environmentally Sensitive Areas**

Coates Signco ensures that its employees are aware of the issues when working in an Environmentally Sensitive area.

Coates Signco employees must consult with the client on the best way to minimize the environmental impacts on the sensitive areas.

When Coates Signco staff assess an area, they are to, as far as reasonably practical, put in place suitable control measures to protect the environment from inadvertent damage. This includes any reasonable request from the client.

Should a Coates Signco worker come across a possible Historical or Culturally Sensitive or Significant Artifact or an Endangered Plant or Animal in the area they are working they will contact the client, or the National WHS&E Manager for direction, prior to disturbing it, or immediately on discovery.

## **15.2 Waste Disposal**

All waste generated on site is to be segregated into:

- General Waste – is to be either placed in the waste bins supplied (by the client or Coates Signco), or taken offsite to be disposed of at an appropriate location.
- Clean Landfill – is to be either placed in the waste bins supplied (by the client or Coates Signco), or taken offsite to be disposed of at an appropriate location.
- Recyclable material - is to be segregated and placed in the waste bins supplied (by the client or Coates Signco), or taken offsite to be disposed of or if possible recycled.
- Contaminated Landfill - is to be either placed in the waste bins supplied (by the client or Coates Signco), or taken offsite to be disposed of at an appropriate location. Coates Signco is to ensure that procedures are in place to ensure that it is transported in an appropriate manner (Load fully covered etc.)
- Hazardous Waste – is to be removed from site and disposed of at an approved disposal location.

## **15.3 Preservation of Natural Resources**

Coates Signco Management will wherever practical, suggest the use of material sourced from environmentally sustainable practices.

## **16. Attachments**

Registers are progressively completed as the contract proceeds. Electrical test and tag register is not available until Contract Starts because it would be invalid and or out of date. The Test and tag register is developed three monthly and is available on request if deemed appropriate. For the same reason the plant register is only completed when plant is brought onto site. There is no minor or hand tool register.

- Attachment 1. - Risk Assessment/Hazard Alert
- Attachment 2. - Coates Signco Working at Heights Hierarchy of Controls
- Attachment 3. - Tool Box Talks
- Attachment 4. - Hot Works Permit
- Attachment 5. - Site Audit Form
- Attachment 6. - Lock Out, Tag Out, Procedure
- Attachment 7. - Accident/incident Report
- Attachment 8. - MSDS
- Attachment 9. - SWMS
- Attachment 10. - PPE Register
- Attachment 11. - Skills Register
- Attachment 12. - Plant Lifting and Fire Equipment Register
- Attachment 13. - Electrical Register
- Attachment 14. - Project Risk Assessment
- Attachment 15. - Sign Off Sheet

## Attachment 1 Risk Assessment / Hazard Alert

### Risk Assessment / Hazard Alert

<b>Date:</b> _____ <b>Time:</b> _____		
Completed By: _____		Signature: _____
Site Address: _____		
Where on Site: _____		
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Sprain Strain	<input type="checkbox"/> Hazardous Chemicals
<input type="checkbox"/> Restricted Access	<input type="checkbox"/> Electricity	<input type="checkbox"/> Noise/Dust/Fumes
<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Plant or Equipment
<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Isolation	<input type="checkbox"/> Tools or Material
<input type="checkbox"/> Slip Trips Falls	<input type="checkbox"/> Ergonomics	<input type="checkbox"/> Ladders
<input type="checkbox"/> Asbestos/SMF	<input type="checkbox"/> Vehicles	<input type="checkbox"/> Vehicular Traffic
<input type="checkbox"/> Access	<input type="checkbox"/> Pedestrians	<input type="checkbox"/> Other - Specify
<b>Brief description of hazard:</b> <div style="height: 40px; border: 1px solid black;"></div>		<b>Risk Score</b> <div style="height: 40px; border: 1px solid black;"></div>
<b>Control Measures Implemented</b> <div style="height: 40px; border: 1px solid black;"></div>		
<b>Referred to</b> <b>Name &amp; Position</b> _____ <b>Date</b> _____		
<b>Manager/Supervisors Comments or Actions</b> <div style="height: 40px; border: 1px solid black;"></div>		

<b>Date:</b> _____ <b>Time:</b> _____		
Completed By: _____		Signature: _____
Site Address: _____		
Where on Site: _____		
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Sprain Strain	<input type="checkbox"/> Hazardous Chemicals
<input type="checkbox"/> Restricted Access	<input type="checkbox"/> Electricity	<input type="checkbox"/> Noise/Dust/Fumes
<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Plant or Equipment
<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Isolation	<input type="checkbox"/> Tools or Material
<input type="checkbox"/> Slip Trips Falls	<input type="checkbox"/> Ergonomics	<input type="checkbox"/> Ladders
<input type="checkbox"/> Asbestos/SMF	<input type="checkbox"/> Vehicles	<input type="checkbox"/> Vehicular Traffic
<input type="checkbox"/> Access	<input type="checkbox"/> Pedestrians	<input type="checkbox"/> Other - Specify
<b>Brief description of hazard:</b> <div style="height: 40px; border: 1px solid black;"></div>		<b>Risk Score</b> <div style="height: 40px; border: 1px solid black;"></div>
<b>Control Measures Implemented</b> <div style="height: 40px; border: 1px solid black;"></div>		
<b>Referred to</b> <b>Name &amp; Position</b> _____ <b>Date</b> _____		
<b>Manager/Supervisors Comments or Actions</b> <div style="height: 40px; border: 1px solid black;"></div>		

Consequences	Likelihood Probability		
	Unlikely <small>Could Happen but only in exceptional circumstances</small>	Moderate <small>Could Happen Occasionally</small>	Likely <small>Has happened Could happen at any time</small>
<b>Low</b> <small>Potential to cause a person to require First Aid Damage &lt;\$1000</small>	1	2	4
<b>Medium</b> <small>Temporary Disability Medical Treatment Damage &lt;\$10000</small>	3	5	7
<b>High</b> <small>Potential death Permanent Disability Damage &lt;\$100000</small>	6	8	9

## Attachment 1 Risk Assessment / Hazard Alert

### Risk Assessment / Hazard Alert

<b>Date:</b>	<b>Time</b>		
Completed By:		Signature:	
Site Address:			
Where on Site:			
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Sprain Strain	<input type="checkbox"/> Hazardous Chemicals	
<input type="checkbox"/> Restricted Access	<input type="checkbox"/> Electricity	<input type="checkbox"/> Noise/Dust/Fumes	
<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Plant or Equipment	
<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Isolation	<input type="checkbox"/> Tools or Material	
<input type="checkbox"/> Slip Trips Falls	<input type="checkbox"/> Ergonomics	<input type="checkbox"/> Ladders	
<input type="checkbox"/> Asbestos/SMF	<input type="checkbox"/> Vehicles	<input type="checkbox"/> Vehicular Traffic	
<input type="checkbox"/> Access	<input type="checkbox"/> Pedestrians	<input type="checkbox"/> Other - Specify	
<b>Brief description of hazard:</b>		<b>Risk Score</b>	
<b>Control Measures Implemented</b>			
<b>Referred to Name &amp; Position</b>		<b>Date</b>	
<b>Manager/Supervisors Comments or Actions</b>			

<b>Date:</b>	<b>Time</b>		
Completed By:		Signature:	
Site Address:			
Where on Site:			
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Sprain Strain	<input type="checkbox"/> Hazardous Chemicals	
<input type="checkbox"/> Restricted Access	<input type="checkbox"/> Electricity	<input type="checkbox"/> Noise/Dust/Fumes	
<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Plant or Equipment	
<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Isolation	<input type="checkbox"/> Tools or Material	
<input type="checkbox"/> Slip Trips Falls	<input type="checkbox"/> Ergonomics	<input type="checkbox"/> Ladders	
<input type="checkbox"/> Asbestos/SMF	<input type="checkbox"/> Vehicles	<input type="checkbox"/> Vehicular Traffic	
<input type="checkbox"/> Access	<input type="checkbox"/> Pedestrians	<input type="checkbox"/> Other - Specify	
<b>Brief description of hazard:</b>		<b>Risk Score</b>	
<b>Control Measures Implemented</b>			
<b>Referred to Name &amp; Position</b>		<b>Date</b>	
<b>Manager/Supervisors Comments or Actions</b>			

Consequences	Likelihood Probability		
	Unlikely Could Happen but only in exceptional circumstances	Moderate Could Happen Occasionally	Likely Has happened Could happen at any time
<b>Low</b> Potential to cause a person to require First Aid Damage <\$1000	1	2	4
<b>Medium</b> Temporary Disability Medical Treatment Damage <\$10000	3	5	7
<b>High</b> Potential death Permanent Disability Damage <\$100000	6	8	9



## Attachment 2 Hierarchy of Controls for Working at Heights

<b>Hierarchic of Controls for Working at Heights</b>		<b>Date:</b>
<b>Job</b>		<b>Location</b>
<b>Received By:</b>	<b>Signature:</b>	

<b>Can the Task be done safely while standing on the Ground or Floor with or without extension tools</b>	<b>Yes →</b>	<b>Do the task while standing on the Ground or Floor</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Does using a Motorized Scissor Lift allow for the work to be done safely and is it practical with or without extension tools</b>	<b>Yes →</b>	<b>Do the task from motorised Scissor Lift</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Is it practical to have the obstruction Removed</b>	<b>Yes →</b>	<b>Do the task from motorised Scissor Lift after obstruction removed</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Does using Fixed or Mobile Scaffolding allow for the work to be done safely and is it practical with or without extension tools</b>	<b>Yes →</b>	<b>Do the task from Mobile Scaffolding</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Is it practical to have the obstruction Removed</b>	<b>Yes →</b>	<b>Do the task from Fixed or Mobile Scaffolding after obstruction removed</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Does using Platform Ladder allow for the work to be done safely and is it practical with or without extension tools</b>	<b>Yes →</b>	<b>Do the task from Platform Ladder</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Is it practical to have the obstruction Removed</b>	<b>Yes →</b>	<b>Do the task from Platform Ladder after obstruction removed</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Does using Step Ladders allow for the work to be done safely and is it practical</b>	<b>Yes →</b>	<b>Do the task from Step Ladder</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Contact Your Manager or Skope Contacts listed in Section 1</b>		

## Attachment 2 Hierarchy of Controls for Working at Heights

<b>Hierarchic of Controls for Working at Heights</b>		<b>Date:</b>
<b>Job</b>		<b>Location</b>
<b>Received By:</b>	<b>Signature:</b>	

<b>Can the Task be done safely while standing on the Ground or Floor with or without extension tools</b>	<b>Yes →</b>	<b>Do the task while standing on the Ground or Floor</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Does using a Motorized Scissor Lift allow for the work to be done safely and is it practical with or without extension tools</b>	<b>Yes →</b>	<b>Do the task from motorised Scissor Lift</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Is it practical to have the obstruction Removed</b>	<b>Yes →</b>	<b>Do the task from motorised Scissor Lift after obstruction removed</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Does using Fixed or Mobile Scaffolding allow for the work to be done safely and is it practical with or without extension tools</b>	<b>Yes →</b>	<b>Do the task from Mobile Scaffolding</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Is it practical to have the obstruction Removed</b>	<b>Yes →</b>	<b>Do the task from Fixed or Mobile Scaffolding after obstruction removed</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Does using Platform Ladder allow for the work to be done safely and is it practical with or without extension tools</b>	<b>Yes →</b>	<b>Do the task from Platform Ladder</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Is it practical to have the obstruction Removed</b>	<b>Yes →</b>	<b>Do the task from Platform Ladder after obstruction removed</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Does using Step Ladders allow for the work to be done safely and is it practical</b>	<b>Yes →</b>	<b>Do the task from Step Ladder</b>
↓		
<b>No – Give Reason</b>		
↓		
<b>Contact Your Manager or Skope Contacts listed in Section 1</b>		


## Attachment 2 Hierarchy of Controls for Working at Heights

<b>Hierarchy of Controls for Working at Heights</b>		<b>Date:</b>
<b>Job</b>		<b>Location</b>
<b>Received By:</b>	<b>Signature:</b>	


  

Can the Task be done safely while standing on the Ground or Floor with or without extension tools	Yes →	Do the task while standing on the Ground or Floor
↓		
No – Give Reason		
↓		
Does using a Motorized Scissor Lift allow for the work to be done safely and is it practical with or without extension tools	Yes →	Do the task from motorised Scissor Lift
↓		
No – Give Reason		
↓		
Is it practical to have the obstruction Removed	Yes →	Do the task from motorised Scissor Lift after obstruction removed
↓		
No – Give Reason		
↓		
Does using Fixed or Mobile Scaffolding allow for the work to be done safely and is it practical with or without extension tools	Yes →	Do the task from Mobile Scaffolding
↓		
No – Give Reason		
↓		
Is it practical to have the obstruction Removed	Yes →	Do the task from Fixed or Mobile Scaffolding after obstruction removed
↓		
No – Give Reason		
↓		
Does using Platform Ladder allow for the work to be done safely and is it practical with or without extension tools	Yes →	Do the task from Platform Ladder
↓		
No – Give Reason		
↓		
Is it practical to have the obstruction Removed	Yes →	Do the task from Platform Ladder after obstruction removed
↓		
No – Give Reason		
↓		
Does using Step Ladders allow for the work to be done safely and is it practical	Yes →	Do the task from Step Ladder
↓		
No – Give Reason		
↓		
Contact Your Manager or Slope Contacts listed in Section 1		

**Attachment 3 Tool Box Talk**

 <b>coates</b>	<b>Pre-Start Tool Box Talk</b>		
	<b>Workplace</b>		
	<b>Date</b>		
<b>Supervisor/presenter:</b>			
<b>Subject:</b>		<b>Duration:</b>	
Persons Present			
<b>Print Name</b>	<b>Signature</b>	<b>Print Name</b>	<b>Signature</b>
<b>POTENTIAL SITE HAZARDS</b>			
<input type="checkbox"/>	Certified operators	<input type="checkbox"/>	Relevant PPE
<input type="checkbox"/>	Barricading	<input type="checkbox"/>	Work at Heights
<input type="checkbox"/>	Manual handling	<input type="checkbox"/>	Sun / Skin Protection
<input type="checkbox"/>	Pedestrian/Machine Traffic	<input type="checkbox"/>	House Keeping
<input type="checkbox"/>	Electrical Tools and Equip	<input type="checkbox"/>	Plant & Equip working in area
<input type="checkbox"/>	Environmental Protection	<input type="checkbox"/>	Installed Services
<input type="checkbox"/>	Penetrations	<input type="checkbox"/>	Loading and Unloading Materials
<input type="checkbox"/>		<input type="checkbox"/>	Asbestos
<input type="checkbox"/>		<input type="checkbox"/>	Hazardous Chemical
<input type="checkbox"/>		<input type="checkbox"/>	Plant & Equipment Operation
<input type="checkbox"/>		<input type="checkbox"/>	Sprain / Strain
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<b>Site cultural Rules</b>			
• Safety is number one			
• Everyone is responsible for working safely			
• We look after our work mates as if they are family			
• We check for hazards before we start work			
• We report all hazards, Incidents and near misses			
<b>Additional Controls Required</b>			
<b>Work Area</b>	<b>Additional Controls Required</b>		

**Attachment 3 Tool Box Talk**

 <b>coates</b>	<b>Record of Tool Box Talk</b>		
	<b>Workplace</b>		
	<b>Date</b>		
<b>Supervisor/presenter:</b>			
<b>Subject:</b>		<b>Duration:</b>	
Persons Present			
<b>Print Name</b>	<b>Signature</b>	<b>Print Name</b>	<b>Signature</b>
<b>Comments &amp; points raised:</b>			
<b>Safety Concerns:</b>			
<b>Corrective Action</b>	<b>Action by</b>	<b>Action Complete</b>	
		<b>Sign off</b>	<b>Date</b>

## Attachment 4 Hot Works Permit

### Hot Work Permit Sign Off Sheet

Location (area / building / floor) .....

What hot work does this permit cover? .....

What equipment is to be used? .....

Checklist	Yes	No	N/A
Verify that No Hot Work is being carried out on Foam Sandwich Panels (FSP)?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drains, pits and depressions have been checked, isolated and sealed?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible materials has been removed from the work area or made safe?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tanks, valves, vents and pipelines have been blanked off or effectively isolated?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate Ventilation?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spark / flash screens are in place (Must be used when working near FSP panels)?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaks from valve / pump glands, flanges etc have been controlled?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressure relief valves have been vented to safe areas?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contaminated ground has been covered?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire equipment checked and laid out?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
If working outside ensure there are NO Fire Bans in effect?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire watch required (60 minutes after completion of work) has been organised?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind direction satisfactory for hot work to be done?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product movements have been stopped in the hot work area?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site of hot work been isolated / roped off?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
All wall and floor openings sealed?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot work equipment is in good repair?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustibles on other side of wall have been moved away?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction is non-combustible and without combustible coverings?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the supervisor of area been informed of the intended work?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has QA been informed of the intended work (mandatory requirement for any Hot Work on or in Production Building)?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional controls enacted.....

This permit is valid from ..... am / pm on ..... / ..... / ..... to ..... am / pm on ..... / ..... / .....

Name of employee / contractor performing the work: .....

Permit received by: Name ..... Signature .....

Person in charge of work: Name ..... Signature .....

Permit returned / cancelled by: Name ..... Signature .....

Fire Watch checks All Ok at 5 Min Y / N 10 min Y / N 15 min Y / N 30 min Y / N 45 Min Y / N 60 Min Y / N

The work-site has been inspected by me at the expiry / cancellation of this HOT WORK PERMIT and declared SAFE for normal operations to resume.

Responsible officer: Name ..... Signature .....

Permit / Work Activity reviewed by: Name ..... Signature ..... Date ...../...../.....

## Attachment 4 Hot Works Permit

### Hot Work Permit Sign Off Sheet

Location (area / building / floor) .....

What hot work does this permit cover? .....

What equipment is to be used? .....

Checklist	Yes	No	N/A
Verify that No Hot Work is being carried out on Foam Sandwich Panels (FSP)?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drains, pits and depressions have been checked, isolated and sealed?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible materials has been removed from the work area or made safe?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tanks, valves, vents and pipelines have been blanked off or effectively isolated?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate Ventilation?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spark / flash screens are in place (Must be used when working near FSP panels)?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leaks from valve / pump glands, flanges etc have been controlled?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressure relief valves have been vented to safe areas?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contaminated ground has been covered?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire equipment checked and laid out?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
If working outside ensure there are NO Fire Bans in effect?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire watch required (60 minutes after completion of work) has been organised?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind direction satisfactory for hot work to be done?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product movements have been stopped in the hot work area?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site of hot work been isolated / roped off?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
All wall and floor openings sealed?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot work equipment is in good repair?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustibles on other side of wall have been moved away?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction is non-combustible and without combustible coverings?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the supervisor of area been informed of the intended work?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has QA been informed of the intended work (mandatory requirement for any Hot Work on or in Production Building)?	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional controls enacted .....

This permit is valid from ..... am / pm on ..... / ..... / ..... to ..... am / pm on ..... / ..... / .....

Name of employee / contractor performing the work: .....

Permit received by: Name ..... Signature .....

Person in charge of work: Name ..... Signature .....

Permit returned / cancelled by: Name ..... Signature .....

Fire Watch checks All Ok at 5 Min Y / N 10 min Y / N 15 min Y / N 30 min Y / N 45 Min Y / N 60 Min Y / N

The work-site has been inspected by me at the expiry / cancellation of this HOT WORK PERMIT and declared SAFE for normal operations to resume.

Responsible officer: Name ..... Signature .....

Permit / Work Activity reviewed by: Name ..... Signature ..... Date ..... / ..... / .....

## Attachment 5 Site Audit Forms

Project Name/Location: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Signature: \_\_\_\_\_

During the inspection, record all non-conformances on appropriate check sheet.

Record summary of Non-conformances and Corrective Actions.

If required raise formal Non-conformances and Corrective Actions form.

If **High Risk**, stop work immediately, rectify hazard or unsafe practice or condition.

Item #	Non-conformance	Risk	Corrective Action	By Whom	Due date

\*NCR Risk: H - High    M - Medium    L – Low

Site Supervisor / Project Officer: \_\_\_\_\_

Signature: \_\_\_\_\_



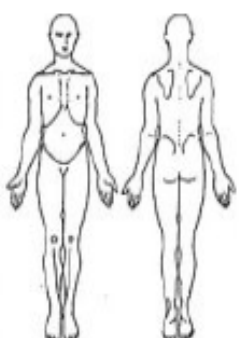
Item	Compliance			Comments
	Yes	No	N/A	
1. Administration and Record				
Project WHS Management Plan				
Site Specific Safety Management Plan and Revised Scope of Works on site				
Safe Work Method Statements (SWMS) for all activities on site				
Emergency/first aid procedures in place				
Induction records.				
Hazardous Substance Register				
Material Safety Data Sheets on site and accessible (MSDS)				
Incident reports (undertaken, evaluated and actioned )				
Training records				
Toolbox Meeting records available				
2. First Aid Facilities				
First Aid Kit, labelled and adequately stocked				
List of First Aiders on site				
3. Worker Awareness				
Workers aware of location of first aid kit				
Workers aware of emergency procedures				
Attended a Site Safety induction				
Consulted & trained in SWMS				
4. Fire Precaution				
Adequate fire extinguisher on site and in date				
Emergency procedures in place				
Housekeeping & control of combustibles				
5. Personal Protection Equipment				
Footwear				
High Visibility Clothing				
Gloves				
Hard Hat				
Eye Protection				
Hearing Protection				
Sun protection				
Sun protection				
6 On site storage				

Item	Compliance			Comments
	Yes	No	N/A	
Storage areas secured (if necessary)				
Hazardous goods storage (if necessary)				
Good housekeeping and storage				
<b>7. Electrical</b>				
Earth leakage protection provided				
Leads and plugs in good condition tested& tagged				
<b>8 Lighting</b>				
Adequate electric illumination				
Adequate natural lighting				
<b>9 Safeguarding of Work Areas/Access</b>				
Perimeter safety barricades/hoarding				
Secured access				
Penetrations, sign posted and guarded				
<b>10 Manual Handling Mechanical Aids</b>				
Mechanical handling equipment available				
<b>11 Machinery and Hand Tool</b>				
Guards provided				
Safe working methods documented				
Correct switch				
Good condition				
Suitably installed and trained operators				
<b>12 Fatigue</b>				
Workers hours worked confirmed				
Workers roster system checked (prior/ongoing hours)				
Workers self-assessment confirmed				

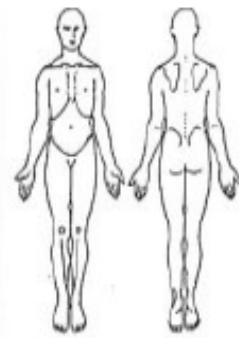
**Attachment 6 LOCK OUT TAG OUT PROCEDURE**

1. Identify all power sources and isolate them.
  - a. In the case of electrical equipment,
    - i. Whole of circuit isolation is preferred to Unit isolation
    - ii. Unit isolation is preferred to Partial isolation
    - iii. Partial isolation is that last option
    - iv. TESTING is the only work authorised to be done on Live Circuits
  - b. In the case of Pumps and Generator - Fuel driven
    - i. Refer to Manual and Engage Brake
  - c. In the case of Water Systems
    - i. Turn Water to building off and drain system is preferred to Turning of Isolation Valve/s
    - ii. Turning of Isolation Valve/s and Drain Section
    - iii. TESTING is the only work authorised to be done on charged system.
2. Lock or otherwise secure all isolating points using personal padlocks, multi-padlock and or danger tags – Each person working on the system is to attach a padlock and or a danger tag
3. If using Personal Padlocks or Multi Lock System one danger tag must be attached stating the following information about the onsite supervisors/leading;
  - a. Name
  - b. Mobile Number
  - c. Date,
  - d. Time,
  - e. Reason for isolation and
  - f. Your signature.
4. If only using danger tags each danger tag must state the following about the person who applied the danger tag;
  - a. Their Name
  - b. Their Mobile Number
  - c. Date,
  - d. Time,
  - e. Reason for isolation and
  - f. Your signature.
5. Once work has been completed each person is to remove the personal padlocks, and or danger tag that they attached. Last person to remove Padlock or Danger Tag is to remove Multi Lock device  
**NO EMPLOYEE IS TO REMOVE ANOTHER PERSON PADLOCK OR DANGER TAG.**

## Attachment 7 Incident Report

<b>INCIDENT REPORT FORM</b>																									
<b>This form must be completed in full immediately after an incident has occurred by the persons involved and their supervisor or manager.</b>			FORM NO:																						
<b>Copy to Management – within 2 work days of the incident occurring.</b>																									
<b>PART "A" – PERSONNEL DETAILS</b> (injured person, person involved in, or name of person reporting non injury or damage incident)																									
Surname:		Given Names: Male <input type="checkbox"/> Female <input type="checkbox"/>																							
Address:		Tel. (H)	Tel. (W)																						
Occupation:		Date of Birth:	Employ. Date:																						
Division: State:		Emp status:	Time in current job:																						
Job:		Location:																							
		Supervisor:																							
<b>PART "B" – INCIDENT DETAILS</b>																									
Client/Site name:		Date/Time of incident:																							
Incident site name and address:		Time:																							
		Date reported:	Time reported:																						
Where on site:		Reported to:																							
Main task being performed at the time of incident:		Incident Classification:																							
		Critical	Treatment of injury:																						
		Major	No injury																						
		Serious	First Aid																						
		Minor	Medical treatment																						
Type of Incident (Check all that apply):		Returned to work																							
Safety: <input type="checkbox"/> Environmental: <input type="checkbox"/> Damage: <input type="checkbox"/>		Did not return to work																							
		Tick which applies																							
Incident Category: Fatality / Amputation / Lost Time / Medical Treatment / First Aid / Property Damage / Dangerous Occurrence / Spill / Vehicle Accident																									
Brief description of incident:																									
Attach as many additional sheets as required to explain exactly what happened just before and at the time of the incident																									
Nature of Injury/Damage: Trivial/Minor/Significant/Major/Serious		Mechanism/Cause of Injury/Damage:																							
Part of body injured: R <input type="checkbox"/> L <input type="checkbox"/>		Agency of Injury/Damage:																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Abdomen</td><td>Head</td></tr> <tr><td>Ankles</td><td>Hips</td></tr> <tr><td>Arms</td><td>Internal</td></tr> <tr><td>Back</td><td>Knees</td></tr> <tr><td>Chest</td><td>Legs</td></tr> <tr><td>Ears</td><td>Neck</td></tr> <tr><td>Eyes</td><td>Toes</td></tr> <tr><td>Feet</td><td>Shoulder</td></tr> <tr><td>Fingers</td><td>Multiple</td></tr> <tr><td>Groin</td><td>Other</td></tr> <tr><td>Hands</td><td>Unknown</td></tr> </table>		Abdomen	Head	Ankles	Hips	Arms	Internal	Back	Knees	Chest	Legs	Ears	Neck	Eyes	Toes	Feet	Shoulder	Fingers	Multiple	Groin	Other	Hands	Unknown	(If injured mark injured body part/s)  	
Abdomen	Head																								
Ankles	Hips																								
Arms	Internal																								
Back	Knees																								
Chest	Legs																								
Ears	Neck																								
Eyes	Toes																								
Feet	Shoulder																								
Fingers	Multiple																								
Groin	Other																								
Hands	Unknown																								
		Brief description of injury or damage, if any:																							
By my signature below I confirm that the information I have given is correct. I also give consent that should the incident result in me requiring medical treatment that my treating doctor, employer, insurer, rehabilitation providers, Worksafe and any other medical practitioners involved in my treatment or assessment may exchange information as required to fulfill their function and/or legal obligations.																									
Employee Signature:		Date:																							
Project Manager																									
Name:		Signature:																							
Regional Manager:-		Date:																							
Name:		Signature:																							
National QA/WHSE Managers:		Date:																							
Name:		Signature:																							
		Date:																							

## Attachment 7 Incident Report

<b>INCIDENT REPORT FORM</b>																									
<b>This form must be completed in full immediately after an incident has occurred by the persons involved and their supervisor or manager.</b>			<b>FORM NO:</b>																						
<b>Copy to Management – within 2 work days of the incident occurring.</b>																									
<b>PART "A" – PERSONNEL DETAILS (injured person, person involved in, or name of person reporting non injury or damage incident)</b>																									
Surname:		Given Names: Male <input type="checkbox"/> Female <input type="checkbox"/>																							
Address:		Tel. (H)	Tel. (W)																						
Occupation:		Date of Birth:	Employ. Date:																						
Division: State:		Emp status:	Time in current job:																						
Job:		Location:																							
		Supervisor:																							
<b>PART "B" – INCIDENT DETAILS</b>																									
Client/Site name:		Date/Time of incident:																							
Incident site name and address:		Time:																							
		Date reported:	Time reported:																						
		Reported to:																							
Where on site:		Incident Classification:	Treatment of injury:																						
		Critical	No injury																						
Main task being performed at the time of incident:		Major	First Aid																						
		Serious	Medical treatment																						
Type of Incident (Check all that apply):		Minor	Returned to work																						
Safety: <input type="checkbox"/> Environmental: <input type="checkbox"/> Damage: <input type="checkbox"/>		Tick which applies	Did not return to work																						
Incident Category: Fatality / Amputation / Lost Time / Medical Treatment / First Aid / Property Damage / Dangerous Occurrence / Spill / Vehicle Accident																									
Brief description of incident:																									
Attach as many additional sheets as required to explain exactly what happened just before and at the time of the incident																									
Nature of Injury/Damage: Trivial/Minor/Significant/Major/Serious		Mechanism/Cause of Injury/Damage:	Agency of Injury/Damage:																						
Part of body injured: R <input type="checkbox"/> L <input type="checkbox"/>		Brief description of injury or damage, if any:																							
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Abdomen	Head																								
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Employee Signature:		Date:																							
Project Manager																									
Name:		Signature:	Date:																						
Regional Manager:-																									
Name:		Signature:	Date:																						
National QA/WHSE Managers:																									
Name:		Signature:	Date:																						

## **Attachment 8 MSDS Sheets**

## **Attachment 9 Safe Work Method Statements**

### Attachment 10 PPE Register

Name	Date	Contact Number	By Signing you indicate that you have been issued with the items ticked below. That they are in good condition and will be used when required								
			Hard Hat	Safety Boots	Safety Glasses	Gloves	Clothing High Visibility	Hearing Protection	Respirator		



### Attachment 11 Skills Register

Name	Role	Mobile Number	Construction Induction number	Licence / Ticket / Competence (Include Number)	Expiry Date (if applicable)

**Attachment 11 Skills Register**

Name	Role	Mobile Number	Construction Induction number	Licence / Ticket / Competence (Include Number)	Expiry Date (if applicable)

### Attachment 12 Plant Lifting & Fire Register

Plant Type	Serial No. / Registration No.	Make / Model	Registration with Authority Required? Y/N	Authority Registration Expiry Date (if applicable)	Date last service or maintenance record available	Required Maintenance Frequency	Alteration Details Y / N / NA	Date on Site	Logbook Available

**Attachment 13 Electrical Register**

Project:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Testing and Tagging frequency is as required by State / Territory Legislation / Codes of Practice / Australian Standards

Equipment Description	Plant or Serial No.	Date of Insp/test	Results and/or trip current (less 30mA) for Earth Leakage Device	Date of next inspection/test	Electrician's / qualified persons Signature	License No.
<b>Electrical item</b>		<b>Frequency of inspection/test (in accordance with local legislation)</b>				
Tools & leads		3 Monthly		High Risk Work - Hazardous Environments – Construction Sites		Monthly
Sub-board & RDC - Earth leakage device		Trip tested daily Tested & Tagged 3 monthly;		High Risk Work - Hazardous Environments – Construction Sites		Monthly

## Attachment 14 Project Risk Assessment

Hazards arising from the contracted/agreed work activities. These hazards are addressed within the Safe Work Method Statement(s).

Wokplace Health and Safety			
<input type="checkbox"/>	Access & egress	<input type="checkbox"/>	Confined/enclosed spaces
<input type="checkbox"/>	Coring/chasing	<input type="checkbox"/>	Dangerous Goods (Oxy/other)
<input type="checkbox"/>	Demolition/dismantling	<input type="checkbox"/>	Electricity (power tools/other)
<input type="checkbox"/>	Explosive/pneumatic power tools	<input type="checkbox"/>	Fatigue (shift work/hours of work)
<input type="checkbox"/>	Formwork erection/dismantling	<input type="checkbox"/>	Fire/explosion
<input type="checkbox"/>	Fumes/gas	<input type="checkbox"/>	Hazardous substances
<input type="checkbox"/>	Flying/falling objects/debris	<input type="checkbox"/>	Height & falls
<input type="checkbox"/>	Hazardous material	<input type="checkbox"/>	Hot/cold working environment
<input type="checkbox"/>	Hot work (cutting/welding/grinding)	<input type="checkbox"/>	Lasers
<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Manual handling (lifting or twisting)
<input type="checkbox"/>	Machine/equipment guarding	<input type="checkbox"/>	Moving plant/traffic
<input type="checkbox"/>	Materials handling (crane/forklift/other)	<input type="checkbox"/>	Plant & equipment operation
<input type="checkbox"/>	Noise (hearing)	<input type="checkbox"/>	Structural alterations/support
<input type="checkbox"/>	Public (pedestrians/other)	<input type="checkbox"/>	Services (underground/overhead)
<input type="checkbox"/>	Subsidence	<input type="checkbox"/>	Ultra Violet Light (sunlight)
<input type="checkbox"/>	Trenching/excavation	<input type="checkbox"/>	Other.....
<input type="checkbox"/>	Work near/over water	<input type="checkbox"/>	Other.....
<input type="checkbox"/>	Young workers/unskilled labour	<input type="checkbox"/>	Other.....
<input type="checkbox"/>	Biological/bacteria	<input type="checkbox"/>	Other.....

Environment			
<input type="checkbox"/>	Air quality (dust/emissions)	<input type="checkbox"/>	Bulk excavation/spoil
<input type="checkbox"/>	Concrete or paint wastes	<input type="checkbox"/>	Contaminated soil/water
<input type="checkbox"/>	Dewatering/pump out	<input type="checkbox"/>	Habitats (protected flora/fauna)
<input type="checkbox"/>	Heritage & Archaeology	<input type="checkbox"/>	Noise or vibration
<input type="checkbox"/>	Noisy work (neighbourhood)	<input type="checkbox"/>	Spills & response
<input type="checkbox"/>	Slurry or other discharges	<input type="checkbox"/>	Traffic & parking
<input type="checkbox"/>	Waste hazardous (paint sludge, synthetic min fibre, asbestos/other)	<input type="checkbox"/>	Dangerous Goods/Hazardous Substances (use/storage/spills)
<input type="checkbox"/>	Stormwater/sediment control	<input type="checkbox"/>	Other.....
<input type="checkbox"/>	Waste disposal	<input type="checkbox"/>	Other.....

**Attachment 15 Sign Off Sheets**

ID	Name	Signed	Date	Company	Contact Number
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