

THIS IS AN EXAMPLE OF A WORK METHOD STATEMENT

CONSTRUCTION WORK SITE WORK HEALTH AND SAFETY POLICY

Cape Cod Australia Pty Ltd's commitment towards the Health, Safety and Welfare of its "workers" and Contractors [PCBU] is of extreme importance within its operations. The Company recognises and accepts its responsibility towards ensuring the health, safety and welfare of all **Cape Cod Australia Pty Ltd's** "workers" and Contractors [PCBU's] engaged by **Cape Cod Australia Pty Ltd**.

Resources relative with the Company's emphasis towards Work Health and Safety [WHS] have, as far as *reasonably practicable*, been made available to provide and maintain as far as *reasonably practicable*, for the physical and psychological wellbeing of **Cape Cod Australia Pty Ltd's** "workers" and Contractors [PCBU's] engaged by **Cape Cod Australia Pty Ltd**.

The Management demonstrates through policy development that health and safety receives priority attention on a continual basis.

Managers and Supervisors are responsible as far as is *reasonably practicable* for the implementation and delivery of all matters dealing with the health and safety of "workers" and Contractors [PCBU's] under their control.

All "workers" and Contractors [PCBU's] are expected to demonstrate a willingness to embrace the concept of safe work practices and a safe working environment. "Workers" and Contractors [PCBU's] are required to work in a healthy and safe manner whilst discouraging others from working in an unsafe manner.

Education and training of all "workers" on work health and safety issues is considered to be a natural course of employment or Contract Agreement. All "workers" and Contractors [PCBU's] are encouraged to embrace this concept.

This Policy is an outline of the commitment that this Company places upon Work Health and Safety [WHS] within the workplace. The Policy also recognises that consultation with all our "workers" and commitment from all our "workers" concerned in the building process is necessary if the health and safety of all is to be achieved and maintained.



Managing Director / Construction Director

1 February 2012

Dated

2.0 MANAGEMENT RESPONSIBILITIES

2.1 CONSTRUCTION DIRECTOR / MANAGING DIRECTOR

- ◆ Ensures as far as is *reasonably practicable* that **Cape Cod Australia Pty Ltd's** Work Health and Safety [WHS] policy is implemented.
- ◆ Ensures consultation with the project designer about how to ensure that risks so far as is *reasonably practicable* arising from the design during construction are eliminated or minimised.
- ◆ Defines Contractor [PCBU] WHS policies and objectives.
- ◆ Defines responsibilities of personnel responsible and qualified for WHS matters.
- ◆ Identifies as far as is *reasonably practicable* systems of verification requirements and allocation of human, technical and financial resources adequate to meet those needs.
- ◆ Assesses as far as is *reasonably practicable* Contractor's [PCBU's] abilities to comply with WHS requirements.

2.2 CONSTRUCTION MANAGER

- ◆ Implements the site safety plan.
- ◆ Manages as far as is *reasonably practicable*, compliance with WHS legislation, Regulations, approved Codes of Practice, relevant Australian Standards, Industry Standards and material usage guidance.
- ◆ Acquires and disseminates WHS information.
- ◆ Reviews safe work method statements issued by Contractors [PCBU's] on site.
- ◆ Investigates incidents and accidents and through consultation with all *parties*, initiates corrective (preventative) actions.
- ◆ Assesses as far as is *reasonably practicable* a Contractors' [PCBU] ability to comply with WHS requirements.
- ◆ Plans and conducts safety training to ensure as far as is *reasonably practicable* that all "*workers*" receive site induction training and arranges for other health and safety on the job training as and when required.
- ◆ Develops and implements through consultation with all *parties*, emergency procedures.
- ◆ Encourages the involvement through consultation of all "*workers*" and Contractors [PCBU's] in achieving a safe and healthy work site by inviting input from "*workers*" and Contractors [PCBU's] on matters relating to work processes as well as to health and safety.
- ◆ Supports and assists with the rehabilitation of "*workers*" as far as is *reasonably practicable*, who have been injured at work, by encouraging their early return to normality through work based rehabilitation programmes.
- ◆ Ensures that a register is maintained of persons / "*workers*" receiving first-aid treatment.

2.3 CONSTRUCTION SUPERVISOR

- ◆ Ensures as far as is *reasonably practicable* compliance with work health and safe working policy and procedures on site.
- ◆ Ensures as far as is *reasonably practicable* that safe working practices and procedures are implemented and adhered to.
- ◆ Erects appropriate warning signage and barricades off unsafe work areas, materials, plant and equipment.
- ◆ Ensures as far as is *reasonably practicable* that plant and equipment is maintained in a safe condition, with guards and safety devices in place and a regular programme of maintenance is established.
- ◆ Through regular site inspections, identifies as far as *reasonably practicable* potential problems and hazards. When necessary, arranges assessment of possible hazards and through consultation with Contractors [PCBU] and “workers” institutes the agreed control measures.
- ◆ Encourages reporting of all incidents and mishaps as well as accidents and injuries. Ensures the appropriate forms are completed and investigate all reported events. Collates accident and injury statistics.
- ◆ Ensures as far as is *reasonably practicable* that “workers” and Contractors [PCBU’s] use appropriate approved personal protective equipment [PPE].
- ◆ Keeps a register of persons / “workers” receiving first aid treatment.
- ◆ Keeps other records as directed by the Construction Manager.

3.0 GENERAL SITE SAFETY REQUIREMENTS

3.1 GENERAL

It is a condition of entry to **Cape Cod Australia Pty Ltd’s** building sites that the following safety requirements are complied with.

- Only competent safety minded “workers” and Contractors [PCBU’s] with WorkCover NSW General Construction Induction Training are permitted on site. **WHS Regulation – Part 6.5 – Clauses 316 -327**
- **Cape Cod Australia Pty Ltd** ensures as far as is *reasonably practicable* that no person, plant or thing at the site comes within an unsafe distance of an overhead electrical or underground essential services
- **Cape Cod Australia Pty Ltd** ensures as far as is *reasonably practicable* that all Contractors [PCBU’s] have an effective communication system in place where their “workers” are required to work alone on site.
- **Cape Cod Australia Pty Ltd** ensures as far as is *reasonably practicable* that risks associated with falling objects are eliminated or minimised by preventing free fall of objects and arresting the free fall of any by appropriate barriers and a safe means of lowering objects.
- **Cape Cod Australia Pty Ltd** ensures as far as is *reasonably practicable* that a safe working site and control of materials is of prime importance with the Contractors [PCBU] and “workers” on site.

The storage of building materials requires consultation, forward planning and common sense and that the safe stability of the stored materials is paramount to work health and safety.

- **Cape Cod Australia Pty Ltd** ensures as far as is *reasonably practicable* that access to the site and work areas are kept clear at all times and that any material that encroaches upon a public roadway or footpath is appropriately barricaded. Removal of this material from a public roadway, footpath and passageway is a priority and is undertaken as far as is *reasonably practicable*.
- **Cape Cod Australia Pty Ltd** recognises that the placement of building waste and debris requires consultation, planning and that care is exercised as far as is *reasonably practicable* in confining the building debris to pre-designated waste storage areas.

Removal from the immediate work area of all building waste and debris to designated waste storage areas is undertaken daily by the Contractors [PCBU] and “workers” on site.

Storing of materials, building waste or loose roofing materials upon roof surfaces or scaffold work platforms is not permitted.

- During internal demolition, all building debris is removed progressively and all areas swept clean. Openings or excavated areas are boarded up or protected from unauthorised entry or falls.
- Appropriate warning signage is displayed in a prominent visible position and barricades are erected so as to prevent as far as is *reasonably practicable*, entry of persons not connected with the demolition activity into the work area.
- Food waste and empty drink containers are to be placed in **Cape Cod Australia Pty Ltd** provided garbage bins at the end of each day.

The Construction Supervisor is responsible for providing consultation and instructions as far as is *reasonably practicable* relating to safe material storage and building material control.

3.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

WHS Regulation – Part 3.2 - Division 5 Clauses 44 - 47

PPE must be appropriate for the activity; comply with the relevant Australian Standard and shall be worn at all times as and when is necessary.

All “workers” and Contractors [PCBU’s] are informed and trained on the use of the PPE.

All “workers” and Contractors [PCBU’s] are to have the following essential PPE.

3.2.1 HEAD PROTECTION

All Supervisors, “workers” and Contractors [PCBU’s] and associated visitors in the designated areas, wear safety helmets. These areas are appropriately warning signed and barricaded.

Any person [“worker”] working below erected scaffolding or elevators, that is at risk from falling objects wears an approved safety helmet.

3.2.2 FOOTWEAR

Suitable footwear is worn at all times on site. Bare feet, thongs, flimsy or unsuitable footwear is prohibited from site.

3.2.3 NOISE PROTECTION

WHS Regulation – Chapter 4 Part 4.1

Cape Cod Australia Pty Ltd's *“workers”* and Contractors [PCBU's], when working with percussion tools, or in environments that produce noise levels above the acceptable level, wear approved noise protection. Upon request from the Construction Supervisor, a set for each *“workers”* and Contractors [PCBU's] is provided for inspection and recording.

Where *“workers”* and Contractors [PCBU's] frequently need wear hearing protection because noise exceeds the exposure standard, audiometric testing is required for those *“workers”* inspection and recording.

3.2.4 SIGHT PROTECTION

Cape Cod Australia Pty Ltd's *“workers”* and Contractors [PCBU's], wear approved safety glasses when working with; hazardous materials including chemicals and solvents; percussion, drilling, grinding or cutting tools; asbestos or insulation; loose or flaky paints or dust. Approved sunglasses are worn when working outdoors in bright sunlight. Upon request from the Construction Supervisor, approved safety and sunglasses for each *“worker”* and Contractors [PCBU's] is provided for inspection and recording.

3.2.5 HAND PROTECTION

Cape Cod Australia Pty Ltd's *“workers”* and Contractors [PCBU's] wear suitable protective gloves for the work requirements. Heavy-duty quality gloves for acid brick cleaning, rubber household quality protective gloves for grouting and cement render work.

3.2.6 DUST PROTECTION

Cape Cod Australia Pty Ltd's *“workers”* and Contractors [PCBU's] wear an approved dust protection when sanding; concrete, brick or ceramic cutting; working in a dusty environment; installing or removing synthetic mineral fibre. Upon request from the Construction Supervisor, approved dust protection is provided for inspection and recording.

3.2.7 SUN PROTECTION

Cape Cod Australia Pty Ltd encourages those *“workers”* and Contractors [PCBU's] working outdoors to wear a long sleeved shirt and a protective broad brimmed hat to minimise exposure to the sun.

3.2.8 SUNSCREEN – INSECT REPELLENT

Cape Cod Australia Pty Ltd's *“workers”* and Contractors [PCBU's] are encouraged to apply, to manufacturers' recommendation, a sunscreen block-out lotion with a minimum 30+ factor to all exposed skin when working outdoors.

Insect repellent is used in areas of mosquito and sand fly infestation. Care is taken to apply to manufactures' recommendation.

3.3 GLASS CONTAINERS

Glass containers are not permitted on the site.

3.4 ALCOHOL / DRUG

The consumption of alcohol or use of recreational drugs is prohibited at ***all times*** on site.

3.5 INCIDENT REPORTING

All incidents / accidents are reported immediately to the Construction Supervisor along with any dangerous occurrence. Incident reporting complies with WorkCover NSW requirements.

The following procedure is applied by **Cape Cod Australia Pty Ltd**:

- 3.5.1 Once the Construction Supervisor is aware, or in the case of a phone call being received by the Office, notifying a Company Officer of an accident, the first steps are for the immediate well being of the injured. Has he / she received medical treatment? Depending upon the severity, has an ambulance been requested? It is of the utmost importance that the injured worker is treated promptly.
- 3.5.2 The Construction Supervisor responsible for the particular project is to as far as is *reasonably practicable* attend the site and prepares, to the best of the Construction Supervisor's knowledge, a fully detailed and accurate written report of the incident.
- 3.5.3 The Construction Supervisor is to contact the Construction Manager to convey the Construction Supervisor's verbal report and in the case of serious injury, speak with the Construction Director. The written report should be delivered to the Office within 48 hours of the occurrence.
- 3.5.4 In the event of a serious accident, that is, serious personal injury; scaffold or building collapse; such a site is to be secured by cordoning off, without disturbing the incident site, other than for stabilising as a necessary safety precaution assist and injured person or to assist with a Police investigation.

The same requirements are necessary if a fatality occurs.
- 3.5.5 The next-of-kin is to be advised of any serious accident / incident by the Construction Director / Managing Director as soon as is *reasonably practicable* and without undue delay.
- 3.5.6 The Construction Director / Managing Director is to notify WorkCover NSW as soon as is *reasonably practical* after becoming aware of the incident.

Once the written statement by the Construction Supervisor is provided, a full report of this incident / accident and subsequent notification is to be recorded within the Safety Register and in the Accident / Incident Register. Copies of Incident Records are kept for a period of five [5] years
- 3.5.7 The Company Secretary also notifies the Company's Insurance Company, in writing, for the record.

3.6 FIRST AID

WHS Regulation – Chapter 3 – Division 3 Clause 42

All **Cape Cod Australia Pty Ltd's** "workers" and Contractors [PCBU's] have onsite and within easy access, an approved first-aid kit. The first-aid kit complies with safety regulation requirements as a minimum standard. [Type B is the minimum standard.] The Contractors [PCBU's] first-aid kit is inspected monthly. A non-conformance notice is issued on-the-spot, requiring rectification within twenty four [24] hours. If not complied with a suspension of works order is issued to the PCBU.

All **Cape Cod Australia Pty Ltd's** Construction Supervisors ["workers"] and Contractors [PCBU's] are trained to administer first aid.

3.7 ELECTRICAL SAFETY

WHS Regulation – Part 4.7 – Divisions 2, 5, 6 and 7

All electrical fittings comply with the **Australian Standard AS/NZS3000: 2007**- Wiring Rules

- ◆ All temporary electrical fittings are fitted with an earth leakage protection device / residual current device including portable generators. No electrical equipment is used unless connected through a residual current device.
- ◆ All plant and equipment is tested, checked and tagged every three [3] months by a qualified Electrical Contractor in accordance with **Australian Standard AS/NZS 3012:2010** – Electrical Installations – Construction and demolition sites.
- ◆ All fittings to extension cords are either non-rewirable (moulded) or transparent.
- ◆ All leads and power cables are supported above the ground, work area or wet areas.
- ◆ Only approved portable multi-boards are used. No double adapters / piggyback plugs are used.
- ◆ Every Residual Current protection device [RCD] on site is tested three [3] monthly and subjected to a calibration test by a qualified Electrician every three [3] months.

3.8 SITE CLEANLINESS

The Site, as far as is *reasonably practicable*, is kept clean and tidy from rubbish and construction waste and other safety hazards. Rubbish and construction waste is cleaned up as far as is *reasonably practicable* [promptly] and placed in designated collection areas. Food and drink containers are placed in rubbish bins.

Cape Cod Australia Pty Ltd provides and maintains adequate accessible, clean and safe facilities for workers including toilets, drinking water, washing facilities and eating facilities.

3.9 EXCAVATION WORK

WHS Regulation – Chapter 6 – Part 6.3 Division 3 Clauses 304 -306

Cape Cod Australia Pty Ltd's "workers" and Contractors [PCBU's] are responsible, as far as *reasonably practicable* for ensuring any trenches or holes they create are made safe and are protected using suitable means. All excavations more than 1.5 metres deep are shored or battered and are provided with an appropriate warning barrier.

During all jack hammering using either electrical or pneumatic systems, the operator [*worker*] is protected from excessive noise. Quality noise protection complying with the relevant Australian Standards is worn at all times.

When excavating for drainage trenches, footings or the like, any trenching undertaken in material other than rock is shored against 'cave-in'.

Excavation under existing dwellings is carried out using safe practices in stabilising / supporting the structure; adjustable metal supports are used in conjunction with head and sole plates, special attention is exercised with existing electrical and gas services.

Exhaust gases are removed by an adequate air extraction process machine when excavation is being undertaken using "bobcats" or similar in confined areas.

3.10 ACCESS RAMPS

Access ramps do not exceed a gradient of 1 in 3. If a ramp exceeds 1 in 8, then cleats out of 25mm x 50mm are secured at a maximum of 450mm centres across the full face of the ramp deck.

The ramp for transporting material is, as far as *reasonably practicable*, a minimum of three [3] planks wide [675mm].

The structural support for the ramp is constructed on sole plates. The supports are braced in both directions. The vertical supports are a minimum of 100mm x 75mm, the plank ledger a minimum of 100mm x 75mm on edge, is securely fixed.

Metal handrails are secured to either side of the ramp for its full extent, commencing above 1.0 metre from the ground.

3.11 GUARD RAILS GENERAL

During construction and where the height exceeds four [4] metres above the ground, temporary stairwell and upper floor balcony, guard rails are fitted at the earliest practical stage and remain in position to all stairwells, upper floor balconies and open voids until the permanent handrails and or internal stairs are installed.

No **Cape Cod Australia Pty Ltd's** "workers" and Contractors [PCBU's] has the authority to remove these rails without the permission of the Construction Supervisor and only then for the purpose of elevating building materials, immediate reinstatement is required.

3.12 DECK AND BALCONY GUARDRAILS

During construction, all decks, balconies/patios and elevated walkways have temporary guardrails installed at the earliest practical stage. These guardrails remain in position up until the placement of permanent railings.

These protective rails are not removed without the written permission of the Construction Supervisor.

During the construction of platform floors, either in timber or concrete, the perimeter of the floor where the height exceeds four [4] metres above the ground has temporary edge protection for the full length of the hazard.

3.13 SAFE WORKING AT HEIGHT

WHS Regulation – Chapter 2 – Division 10 Clause 54-55

WHS Regulation – Chapter 5 – Part 5.1 Division 7 Sub Division 3

All work above 2.0 metres is undertaken from a fully completed scaffold.

A licensed Scaffolder erects, alters and dismantles scaffolding over four [4] metres in height **Cape Cod Australia Pty Ltd's** building sites.

All scaffolding with a working platform above 2.0 metres from the ground provided with a handrail, mid rail and toe board. [Australian Standard AS/NZS4576 - Guidelines for scaffolding].

During the construction of platform floors, either in timber or concrete, the perimeter of the floor where the height exceeds 4.0 metres above the ground has temporary edge protection for the full length of the hazard.

All roof work above 3.0 metres from the ground has either temporary roof edge protection or catch platform that is continuous for the full extent of the work. [Australian Standard AS/NZS4994]

All stairwells, atriums and voids are provided with temporary edge protection or are covered or sheeted over regardless of the fall height distance as soon as is *reasonably practicable* after the installation of the flooring.

Where it is *reasonably practicable*, pre-fabricated roof trusses to upper floor levels are placed on the wall top plates at the time of delivery.

Any person working below erected scaffolding that is at risk from falling objects must wear an approved safety helmet.

Step ladders are not to be used near the edge of an open floor, penetration or on scaffolding to gain extra height.

Metal scaffold erected within 4.0 metres of low to medium voltage electrical mains are insulated by the use of 'tiger tails' full insulation fitted by the local electricity authority prior to the erection of the scaffold.

Cape Cod Australia Pty Ltd's "workers" and Contractors [PCBU's] do not tamper with existing consumer electrical mains attached to barge or fascia boards intended to be relocated or renovated. Only a licensed Electrical Contractor [PCBU], in conjunction with the local electrical authority is permitted to relocate such mains and / or protect by insulation. Contravention of this policy will see the offender's Contract revoked immediately.

All erected scaffold is protected from possible damage by passing vehicular traffic by guardrails or fenders that are erected to minimise the risk.

When a crane is being used on scaffolded projects, care is taken so as not to have any unnecessary scaffold components within the vicinity, such as over length transoms. Evacuation of personnel from the scaffold whilst crane is in operation is considered upon its merit.

All scaffolds have access via a ladder that is secured at the top and protruding a minimum of 1.0 metre above the working platform. Ladder placement allows for an angle of no less than 1 in 4 with the base and head secured.

Scaffolds are constructed upon a firm base. Sole plates are used upon soil or on unstable base material. Scaffolds above 3.0 metres in height are securely tied to the building structure using scaffold tube and patent couplers. Working platforms are full width and continuous. Plank placement precludes any trip hazard or 'traps'. Toe boards are fitted to reduce the risk of falling objects.

Timber scaffold planks comply with Australian Standard AS1577. The following criteria are essential:

- No plank is to be less than 225mm in width.
- No plank is to be less than 38mm in thickness.

Each timber plank is end bound and has the following permanently legibly marked in lettering not less than 25mm high on edges of the plank – no more than 1.8 metres between brandings:

- Manufacturer's name or I.D.
- The Australian Standards
- Working load limit, in kilograms
- Permissible span in metres
- Advice on grading method "V" for visual of "M" for machine

During the life of the plank, the plank is removed from service if it develops splits, twists, fractures; saw or grinder cuts across its face or edge, oil spills or burns.

Planks may be reduced in lengths to remove imperfections. At no time can planks be painted other than end bands for identification.

3.14 CATHEDRAL CEILINGS or OPEN VOIDED CEILINGS

Mobile aluminium scaffolding, complete with a full working platform and handrails are used for internal ceiling linings that are over 4.0 metres from the floor. Wheels of the scaffold are locked when scaffolding is in use.

3.15 BRICK AND TILE ELEVATORS

Brick and tile elevators are safely placed and secured. A *competent* person only operates the equipment. Walking below an elevator in operation is prohibited.

Electrical powered equipment has a Residual Current Device (RCD) fitted.

Cape Cod Australia Pty Ltd ensures as far as is *reasonably practicable* that all Contractors [PCBU] plant is maintained, repaired inspected and if necessary test by a *competent* person and in accordance with manufacturer specifications. Contractors [PCBU] provide a copy of servicing and maintenance upon request.

3.16 PORTABLE LADDERS

Only industrial grade approved ladders [at least 120kg] are used on **Cape Cod Australia Pty Ltd's** building sites. [Australian Standard AS/NZS1892]

All ladders, when placed are to have an angle not less than 4:1 and are appropriately secured and tied off.

Ladders used in stairwells or as access to upper level work areas are securely footed and extend 1.0 metre above the landing or work surface, securely fixed to prevent slipping or sliding. Ladders used in these positions are removed at the end of each day of work or on the completion of the work.

Metal or wire reinforced ladders are not used where electrical hazards exist.

Step ladders are only used in the fully open position and all locking devices are secure.

Ladders are not used in very wet or windy conditions or next to traffic areas unless the working area is barricaded.

3.17 TRESTLE SCAFFOLDS

The working platform does not exceed 2.0 metres from the ground and has a platform width of 450mm [two [2] planks]. Trestle scaffolds may be used over 2.0 metres if guard railing is incorporated to prevent "workers from falling off the open side or end of the work platform.

3.18 LADDER BRACKET SCAFFOLDS

Single person working platform does not exceed 2.0 metres from the ground and with a horizontal distance of 2.4 meters or less between the brackets. Industrial grade ladders are used and the ladders are firmly footed on a level surface and secured against movement. Temporary barricades or other suitable controls are used to prevent traffic damage.

3.19 HAZARDOUS MANUAL TASKS

WHS Regulation – Chapter 4 Part 4.2

WHS Act 2011 Section 19 Clause 9

A *hazardous manual task* means: a task that requires a person to lift, lower, push, pull, carry or otherwise move materials or plant and equipment.

All **Cape Cod Australia Pty Ltd's** "workers" and Contractors [PCBU's] receive instruction in the use of safe lifting techniques and procedures.

The **Cape Cod Australia Pty Ltd's** Construction Supervisor undertakes a risk assessment jointly in consultation with the Contractor [PCBU] for difficult lifts or awkward positions and develops an agreed safe work method and procedure.

Cape Cod Australia Pty Ltd's "workers" and Contractors [PCBU's] remove and clear all work areas as far as is *reasonably practicable* of identified risks or hazards associated with manual handling tasks.

Cape Cod Australia Pty Ltd's Contractors [PCBU] provide adequate equipment and labour for safe material transfer and positioning.

4.0 FIRST AID / EMERGENCY PROCEDURES

Cape Cod Australia Pty Ltd's prepares in consultation with “workers” and Contractors [PCBU's], an emergency plan for the site.

All **Cape Cod Australia Pty Ltd's** “workers” and Contractors [PCBU's] are informed of the emergency procedures including rapid responses, evacuation procedures, notification procedure, medical assistance and communication procedures.

Should an accident / emergency happen on site, the Construction Supervisor or Construction Manager is notified immediately or telephone to **Cape Cod Australia Pty Ltd's** Head Office Receptionist on **02 9683 4444**.

Details required:

- ◆ Location of accident / emergency
- ◆ Type of injury / emergency
- ◆ Severity of injury / emergency
- ◆ Will the Authorities (i.e. ambulance) be required

All injuries are reported to the above for a record to be made in the Register of Injuries Book. Refer to Point 3.5 – Incident reporting above for procedure to be followed.

Whilst waiting for the Authorities, the injured person is not moved unless there is a higher risk of being injured.

5.0 SAFE WORK METHOD STATEMENTS

WHS Regulation – Chapter 6 Division 2 Clauses 299 - 303

Before *high risk construction work* commences the Construction Manager ensures that the Contractor [PCBU] undertaking the proposed work has prepared and submitted a Safe Work Method Statement for the proposed work. The SWMS must:

- Identify work that is high risk work
- Specify hazards and risks associated with that work
- Describe measures to control risks
- Describe how the risk control measures are to be implemented, monitored and reviewed.

The Contractor [PCBU] undertaking the proposed work must put into place arrangements ensuring that the proposed work is carried out in accordance with the Safe Work Method Statement. If the proposed work is not being carried out in accordance with the Safe Work Method Statement, the Construction Supervisor immediately stops the work and the work is only to re-commence when it is safe to do so and in accordance with the Safe Work Method Statement.

If a notifiable incident occurs in relation to the Safe Work Method Statement the Contractor [PCBU] is to keep the Safe Work Method Statement for at least two [2] years after the incident occurred.

6.0 INSPECTIONS AND TESTING

6.1 GENERAL SITE SAFETY INSPECTIONS

The Construction Supervisor using the **Cape Cod Australia Pty Ltd's** Site Safety Inspection Checklist (Form 2) carries out general site safety inspections on a regular basis.

6.2 PLANT AND EQUIPMENT

WHS Regulation – Chapter 5

All plant and equipment is inspected by a *competent* person, as far as is *reasonably practicable*, on a regular basis.

SCAFFOLDING

WHS Regulation – Chapter 3 Division 10 Clause 54 and 55

WHS Regulation – Chapter 5 Division 6 Clause 225

A *competent* person [“worker”] regularly inspects all scaffolding being used on each site and at a minimum every thirty [30] days.

6.4 ELECTRICAL EQUIPMENT

WHS Regulation – Part 4.7

All electrical installations and equipment are inspected, tested and tagged in accordance with the requirements of the accordance with **Australian Standard AS/NZS 3012:2010** – Electrical Installations – Construction and demolition sites.

6.5 CONCRETE PUMPS AND LINES

Prior to use on site, all concrete pumps and associated lines are inspected and tested in accordance with the requirements of the WorkCover NSW “Code of Practice for Concrete Pumping” by the Contractor [PCBU]. The Contractor [PCBU] upon request provides a copy of the maintenance service records.

6.6 HIRE EQUIPMENT

The Construction Supervisor or the Contractor [PCBU] using the equipment inspects all hire equipment at the time of delivery or prior to use on site.

The Hire Equipment Contractor [PCBU], upon request provides a copy of the maintenance service records for the hire equipment ensuring that the maintenance, repair, inspection and if necessary, testing of the plant is carried out by a *competent* person and in accordance with manufacturer specifications.

6.7 WHS MONTHLY REPORT

The **Cape Cod Australia Pty Ltd’s** WHS Monthly Report [Form 6] is a resource for the Construction Director in the auditing of **Cape Cod Australia Pty Ltd’s** building sites. The purpose of the report is to convey results of WHS performance to the Directors of **Cape Cod Australia Pty Ltd** as required under the **Work Health and Safety Act 2011**.

7.0 MATERIAL HANDLING – HAZARDOUS SUBSTANCES

7.1 DELIVERIES

Cape Cod Australia Pty. Ltd. requires notification prior to the delivery of any hazardous substances to their building sites. The following information is required at the time of notification:

- ◆ Type of goods and hazards
- ◆ Time of delivery
- ◆ Unloading location
- ◆ Method of unloading

7.2 DELIVERY OF HAZARDOUS SUBSTANCES

- ◆ Current Safety Data Sheets [SDS] are supplied to **Cape Cod Australia Pty Ltd** by the Supplier or Contractor [PCBU] prior to delivery or usage of the product to site.
- ◆ A current SDS accompanies all deliveries of hazardous substances to sites.
- ◆ Supplier or Contractor [PCBU] ensures as far as is *reasonably practicable* that all containers and packing are correctly labelled.

8.0 TRAINING

8.1 SITE INDUCTION

All **Cape Cod Australia Pty Ltd's** Contractors [PCBU's] and "workers" attend **Cape Cod Australia Pty Ltd's** site induction briefing session prior to commencing work on site for **Cape Cod Australia Pty Ltd**. The following is the site specific site induction briefing outline:

- ◆ Site layout
- ◆ Parking
- ◆ Tools and equipment check lead tagging, etc
- ◆ Location of construction waste storage areas
- ◆ Reporting
- ◆ Certification and licensing
- ◆ Safety requirements
- ◆ Non-English speaking persons
- ◆ Lifting techniques
- ◆ **NO** alcohol or drugs allowed at any time on site
- ◆ Site cleanliness including facilities provided
- ◆ Hazardous substances
- ◆ Deliveries
- ◆ Unloading
- ◆ Office procedures

9.0 CONTRACTOR [PCBU] RESPONSIBILITY

9.1 SAFETY PLAN

When submitting tenders or accepting work orders and prior to commencement onsite, all Contractors [PCBU's] submit a Safety Plan that is compatible with the **Cape Cod Australia Pty Ltd's** Site Safety Plan.

9.2 SAFE WORK METHOD STATEMENTS [SWMS]

WHS Regulation—Chapter 6 Division 2 Clauses 299 – 303

Before *high risk construction work* commences, the Construction Manager ensures that the Contractor [PCBU] undertaking the proposed work has prepared and submitted a Safe Work Method Statement [SWMS] for the proposed work.

The Contractor [PCBU] undertaking the proposed work must put into place control measures so as to ensure that the proposed work is carried out in accordance with the SWMS. If the proposed work is not being carried out in accordance with the SWMS, the Construction Supervisor immediately stops the work and the work is only to re-commence when it is safe to do so and in accordance with the SWMS.

The Contractor [PCBU] ensures that all "workers" are inducted into the SWMS and that the SWMS is signed off by all "workers".

10.0 HAZARDOUS CHEMICALS

10.1 GENERAL

Legislation to control the handling of hazardous chemicals used in the workplace is established under the **WHS Regulation 2011** - Chapter 7 Part 7.1. The following section outlines the procedures and systems that are adopted by **Cape Cod Australia Pty Ltd.**

10.2 DEFINITION OF HAZARDOUS SUBSTANCES

A substance / chemical, which has the potential, through being used at work, to harm the health or safety of persons [*“workers”*] in the workplace.

10.3 OBJECTIVES

The objectives of the Legislation to control the use of hazardous substances are:

- a) To minimise the risk of adverse health and safety effects due to exposure to hazardous substances / chemicals in the workplace.
- b) To ensure that hazardous substances / chemicals used at work are provided with labels and current Safety Data Sheets [SDS] are obtained. These should conform to the *Globally Harmonised System of Classification and Labelling of Chemicals*, Third revised edition, published by the United Nations as modified under Schedule 6 of the **WHS Regulation 2011**.
- c) To provide for the assessment and control of risks arising from exposure to hazardous substances / chemicals.
- d) To ensure that *“workers”* with potential to exposure to hazardous substances / chemicals used in the work activity are provided with information and training on the nature of hazards and means of assessing and controlling exposure to workplace hazardous substances / chemicals and that, where applicable, *“workers”* and workplace representatives have as far as is *reasonably practicable*, access to this information.
- e) To ensure that emergency services and other relevant public authorities have access to current relevant information on workplace hazardous substances / chemicals.

10.4 SAFETY DATA SHEETS [SDS]

- a) A SDS provides the information needed to allow the safe handling of hazardous substances used at work.
- b) SDS's in the recommended format is developed for all chemicals and substances supplied to site.
- c) **Cape Cod Australia Pty Ltd's** Contractors [PCBU's] obtains a current SDS from their Supplier for all hazardous substances used in the workplace. A Supplier provided SDS must never be altered.
- d) **Cape Cod Australia Pty Ltd's** Contractors [PCBU's] keep SDS's up to date and together in a convenient location at the Office.
- e) **Cape Cod** Australia Pty. Ltd. has access to current relating to the hazardous substances / chemicals used on their sites.
- f) **Cape Cod Australia Pty Ltd's** Contractors [PCBU's] ensure as far as *reasonably practicable* that their *“workers”* understand the significance of the information contained in the SDS.

10.5 REGISTERS AND INVENTORIES

WHS Regulation - Chapter 7 Part 7.1 Division 3.

There is a register or inventory providing a central listing of all hazardous substances that are used in the workplace.

Cape Cod Australia Pty Ltd's Contractors [PCBU's] keep a Register or inventory in the same place as SDS's at the work site that is accessible to "workers" of the Contractor [PCBU].

10.6 LABELS

WHS Regulation - Chapter 7, Part 7.1 - Division 2.

Cape Cod Australia Pty Ltd's Contractors [PCBU's] ensure as far as *reasonably practicable* that all containers of substances / chemicals supplied for use or handled on the work site are labelled to allow people to use the substances / chemicals safely. This includes containers into which chemicals are decanted unless the entire decanted chemical is to be used immediately.

10.7 CONTROL OF RISK

WHS Regulation - Chapter 7, Part 7.1 - Division 5.

An assessment is undertaken as far as *reasonably practicable* by the **Cape Cod Australia Pty Ltd's** Contractors [PCBU's] to evaluate the health and safety risks to their "workers" arising from the use of hazardous substances / chemicals in the workplace and to determine the measures necessary to control these risks.

The assessment records and includes:

- ◆ The identification of hazardous substances / chemicals in the workplace.
- ◆ The nature of the hazard to health and safety.
- ◆ The degree of risk to health and safety.
- ◆ The measures required controlling the exposure.
- ◆ Whether health surveillance is necessary.
- ◆ The induction and training required for "workers".

Not all hazardous substances at a workplace are chemicals; therefore, the assessment takes into account substances that are produced as a by-product of a process [e.g. dust, fumes, gases, etc.].

10.8 RISK CONTROL

WHS Regulation - Chapter 7, Part 7.1 - Division 5.

The purpose of control is to minimise as far as *reasonably practicable* exposure of "workers" to hazardous substances, thereby preventing adverse health effects, which could occur from such exposure.

Control of hazardous substances is achieved through progressive application of the following hierarchy of control measures:

- ◆ Elimination of hazardous substances from the workplace.
- ◆ Substitution by less hazardous substances.
- ◆ Isolation of the process to control the emission of hazardous substances.
- ◆ Mechanical or engineering control, including local exhaust ventilation for vapour, gases or particulate, to contain or minimise hazardous substances or processes.
- ◆ Adoption of safe work practices, including changes to work methods, which as far as is *reasonably practicable* "workers" exposure to hazardous substances.

- ◆ Where other effective means of controlling the hazard are not workable, suitable approved personal protective equipment will be provided which conforms to the relevant standard.

10.9 HEALTH MONITORING

WHS Regulation - Chapter 7 Part 7.1 - Division 6.

The purpose of monitoring is to derive a quantitative estimate identify changes in a “workers” health status because of exposure to certain substances. Monitoring is relevant to both assessment and control.

Monitoring involves the periodic and/or continuous sampling of workplace atmospheres of “workers”, to determine the risk of exposure to hazardous substances. Monitoring is relevant to assessment and control.

10.10 HEALTH SURVEILLANCE

The purpose of health surveillance is to ensure that the health of “workers” is maintained while working with hazardous substances [e.g. lead, silica dust, manganese, isocyanides, etc.].

Early adverse health effects from exposure to hazardous substances may be detected through health surveillance.

10.11 HEALTH MONITORING RECORDS

WHS Regulation - Chapter 7, Part 7.1- Division 6 - Clause 378.

All **Cape Cod Australia Pty Ltd’s** Contractors [PCBU’s] maintain “workers” of the Contractor [PCBU] records for a period of thirty [30] years. The retention of records for this period of time is necessary because some adverse health effects, such as cancers, may take a long time to develop.

Records include inventories of hazardous substances, results of workplace monitoring and “workers” health surveillance.

10.12 DUTIES OF “WORKER”

All **Cape Cod Australia Pty Ltd’s** Contractor’s [PCBU’s] “workers”, working with or near hazardous substances maintain safe work practices as far as *reasonably practicable* to maintain their health and safety.

Cape Cod Australia Pty Ltd’s Contractor’s [PCBU’s] “workers” use the control measures provided to minimise the risk of exposure to hazardous substances.

- ◆ Contractor [PCBU] provided personal protective equipment [PPE], as far as is *reasonably able*, uses or wears the equipment in accordance with any information, training or reasonable by the PCBU. The PPE is kept clean and maintained in an appropriate manner.
- ◆ Any damage or defects discovered by the “worker” in any control measure including personal protective equipment [PPE] is reported promptly to the Contractor [PCBU] by the “worker”.

Cape Cod Australia Pty Ltd’s Contractor’s [PCBU’s] “workers” practice a high standard of personal hygiene by washing thoroughly and removing all protective clothing before eating, drinking and smoking.

11.0 REMOVAL OF MATERIALS “THAT MAY” CONTAIN ASBESTOS [ACM] [ACD]

WHS Regulation - Chapter 8 - Asbestos - Clauses 419 – 529

Work Health and Safety Act 2011 - Section 19 Clause 9

11.1 GENERAL RESPONSIBILITY

WHS Regulation - Part 8.2

Cape Cod Australia Pty Ltd and the Contractor [PCBU] undertaking work on site ensures that:

- (a) *exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable, and*
- (b) *it not reasonably practical to eliminate airborne asbestos – exposure is minimised so far as is reasonably practicable*

To comply with the strict Work Health and Safety regulations governing the removal of building materials *that may* contain asbestos [ACM] and or [ACD], the following procedures are complied with:

All “workers” that carry out the removal of materials *that may* contain asbestos [ACM] and or [ACD], including the loading and transportation of such material, must be trained and hold certification relevant to the class of licensed asbestos removal work to be carried out by the “worker”.

Cape Cod Australia Pty Ltd and the licensed Asbestos Removalist [PCBU] must, so far as *reasonably practicable*, and before commencing the asbestos removal work, consult with and inform the following people about the asbestos removal work and when the work will commence, so as to eliminate or minimise the exposure of the risks associated with asbestos:

- The person who commissioned the asbestos removal work [Site Management]
- A person conducting a business or undertaking [PCBU] at the workplace [Contractors]
- The occupants of the domestic premises [Owner or Tenant]
- Anyone occupying premises in the immediate vicinity of the workplace [Neighbours]

11.2 PERSONAL PROTECTIVE EQUIPMENT [PPE]

WHS Regulation – Part 3.2 - Division 5 Clauses 44 - 47

The Contractor [PCBU] who directs the carrying out of the asbestos removal work provides the appropriate approved PPE to *workers* at the workplace. The *workers* must as far as is *reasonably practicable*, use and wear the equipment in accordance with any training, information or reasonable instruction by the PCBU.

11.3 WARNING SIGNAGE

Appropriate warning signage is displayed in a prominent visible position at the front of the site and barricades are erected so as to prevent as far as is *reasonably practicable*, entry of persons not connected with the asbestos removal activity into the work area.

11.4 METHOD OF REMOVAL

WHS Regulation - Part 8.7 Clauses 458 – 474

All work procedures are devised as far as is *reasonably practicable* to minimise the release of dust and fibres [ACD].

All unpainted asbestos sheeting is dampened and sealed prior to its removal to minimise the release of dust [ACD]. Sheets, as far as is *reasonably practicable*, are removed with a minimum of breakage using non powered hand tools. Once removed, all sheeting is either

stored within an approved heavy duty polythene sheet membrane envelope and is securely taped with an approved waterproof duct tape for on site protection or within a vehicle tray that is lined with an approved heavy polythene sheet. Asbestos pieces [ACM] are collected and dust [ACD] vacuumed up and are placed in approved heavy duty plastic bags that are clearly labelled “**asbestos waste**”. Excess water from the wetting process is contained within the work area.

Approved industrial vacuum cleaners are used to prevent the release of dust while the unit is being used. Household vacuum cleaners **are not** used even if the unit is fitted with a HEPA filter.

11.5 TRANSPORTATION – APPROVED DISPOSAL

The truck driver [“*worker*”] wears correct personal protective equipment [PPE] for the safe removal of the asbestos cement [ACM] or [ACD] from the site. The truck driver [“*worker*”] then proceeds to place an approved heavy polythene sheet within the vehicle, so as to allow the demolished material to be covered and taped for safe and proper transportation to an authorised licensed asbestos trade waste depot.

All products and materials that may contain asbestos [ACM] are removed from the site as soon as is *reasonably practicable*.

12.0 REMOVAL OF PAINTS “THAT MAY” CONTAIN LEAD

WHS Regulation - Chapter 7 Part 7.2

12.1 GENERAL

All work procedures are devised as far as is *reasonably practicable* to minimise the release of airborne dust.

12.2 WARNING SIGNS

Appropriate warning signage is displayed in a prominent visible position and barricades are erected so as to prevent as far as is *reasonably practicable*, entry of persons not connected with the paint removal activity into the work area.

12.3 PROTECTIVE COVERS

All areas are to be covered with drop sheeting. All residues are collected for disposal daily.

12.4 PERSONNEL PROTECTIVE EQUIPMENT

WHS Regulation – Part 3.2 - Division 5 Clauses 44 - 47

The Contractor [PCBU] who directs the carrying out of work provides the PPE to *workers* at the workplace. The *workers* must as far as is *reasonably practicable*, use and wear the equipment in accordance with any training, information or reasonable instruction by the PCBU.

12.5 WASTE REMOVAL

All residual dust and materials are vacuumed up and placed in an approved heavy duty plastic bags [containers] that are clearly labelled for proper disposal at an authorised licensed waste depot.

Approved industrial vacuum cleaners are used to prevent the release of dust while the unit is being used. Household vacuum cleaners **are not** used even if the unit is fitted with a HEPA filter.

13.0 **REMOVAL OF CEILING DUST “THAT MAY” CONTAIN LEAD**

WHS Regulation - Chapter 7 Part 7.2

13.1 **GENERAL**

All work procedures are devised as far as is *reasonably practicable* to minimise the release of airborne dust.

Ceiling voids are cleaned of accumulated dust before commencing any work involving partial or complete removal of ceiling linings.

13.2 **WARNING SIGNS**

Appropriate warning signage is displayed in a prominent visible position and barricades are erected so as to prevent as far as is *reasonably practicable*, entry of persons not connected with the ceiling dust removal activity into the work area.

13.3 **PROTECTIVE COVERS**

The property Owner is advised to clear or cover personal effects in adjoining living spaces. All areas are to be covered as far as is *reasonably practicable* with drop sheeting. All residues are vacuumed up and placed in an approved heavy duty plastic bag that is clearly marked approved for disposal.

13.4 **PERSONNEL PROTECTIVE EQUIPMENT**

WHS Regulation – Part 3.2 - Division 5 Clauses 44 - 47

The Contractor [PCBU] who directs the carrying out of work provides the PPE to *workers* at the workplace. The *workers* must as far as is *reasonably practicable*, use and wear the equipment in accordance with any training, information or reasonable instruction by the PCBU.

When working in ceiling voids containing ceiling dust, all *workers* wear approved personal protective and respiratory protective equipment.

13.5 **WASTE REMOVAL**

All dust within the ceiling space is vacuumed up and placed in an approved heavy duty plastic bags [containers] that are clearly labelled for proper disposal at an authorised licensed waste depot.

Approved industrial vacuum cleaners are used to prevent the release of dust while the unit is being used. Household vacuum cleaners **are not** used even if the unit is fitted with a HEPA filter.

14.0 **REMOVAL OF SYNTHETIC MINERAL FIBRE INSULATION [SMF]**

14.1 **GENERAL**

All work procedures are devised to as far as is *reasonably practicable* minimise the release of dust and fibres.

14.2 **WARNING SIGNS**

Appropriate warning signage is displayed in a prominent visible position so as to prevent as far as is *reasonably practicable*, entry of persons not connected with the Insulation removal activity into the work area.

14.3 **PROTECTIVE COVERS**

The property Owner is advised to clear or cover personal effects in adjoining living spaces. All areas are to be covered as far as is *reasonably practicable* with drop sheeting.

14.4 PERSONNEL PROTECTIVE EQUIPMENT

WHS Regulation – Part 3.2 - Division 5 Clauses 44 - 47

The Contractor [PCBU] who directs the carrying out of work provides the appropriate approved PPE to *workers* at the workplace. The *workers* must as far as is *reasonably practicable*, use and wear the PPE equipment in accordance with any training, information or reasonable instruction by the PCBU.

14.5 WASTE REMOVAL

All removed insulation and residue dust and fibres are vacuumed up and placed in an approved heavy duty plastic bags [containers] that are clearly labelled for proper disposal at an authorised licensed waste depot.

Approved industrial vacuum cleaners are used to prevent the release of dust and fibres while it is being used. Household vacuum cleaners are not used even if the unit is fitted with a HEPA filter.