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1. OVERVIEW

1.1 WHS Management Plan Purpose and Management

This Work Health and Safety (WHS) Management Plan describes the site safety strategy, methods, controls and requirements for the safe, compliant, and quality execution of the project. All workers (including sub-contractors) are subject to and shall conform to the requirements of this WHS Management Plan.

As the Principal Contractor, Cape Cod will:

- Make this plan available to all workers on this project and ensure they have the opportunity to read, understand and clarify its content
- Maintain a copy of the WHS Management Plan readily available on the SAFEWORKSITE for the duration of the project
- Review the plan at least annually or as required throughout this project and make any revisions known to those working on the project

2. ROLES AND RESPONSIBILITIES

(A person may be subject to more than one role and the related responsibilities due by those roles)

2.1 Principal Contractor

Cape Cod is responsible as the Principal Contractor to ensure those involved in the design of the building or structure, including external design consultants, Draftspersons, Engineers, and any other persons making decisions for incorporation into a design that may affect the health or safety of persons who construct, use or carry out other activities in relation to the structure:

- Identify reasonably foreseeable hazards associated with the design of a structure
- Determine design solutions for reasonably foreseeable hazards that may occur as the structure is built, used, maintained, repaired, refurbished or modified, demolished or dismantled and disposed or recycled.
- Comply with legislation, building codes and council requirements related to the design
- Communicate, record and transfer key information about identified hazards and action taken or required to control risks from the design phase to those involved in later stages of the project lifecycle.

Prior to and during construction – as the Principal Contractor of this project, Cape Cod is responsible for:

- Preparing, updating, and implementing this WHS Management Plan, including all associated procedures
- Identifying and observing all legal WHS requirements
- Ensuring the construction work is planned and managed in a way that eliminates or minimizes health and safety risks so far as is reasonably practicable
- Monitoring contractor compliance against WHS legislative requirements and Cape Cod procedures and facilitating contractor self-evaluation and improvement plans
- Obtaining the applicable Safe Work Method Statements from Contractors prior to the commencement of high-risk construction work
- Providing for feedback systems for communicating and consulting with workers

- Ensuring systems and resources required to enact this WHS Management Plan are developed, implemented, and maintained
- Dispute resolution

2.2 Construction Site Supervisor

- Support Cape Cod to fulfil its duties as Principal Contractor and actively monitor project specific safety during site visits
- Ensure planning and scheduling of trade activities are sequenced appropriately to mitigate work health and safety risks
- Ensure the Principal Contractor and Certifier details and contact information are displayed at each project
- Incorporate Work Health and Safety considerations into all aspects of their management of the project
- Demonstrate commitment to work health and safety through participation of formal and informal discussions, workplace visits and inspections etc
- Initiate preventative and corrective actions to address safety issues within area of responsibility
- Ensure all workers are inducted to the SAFEWORKSITE and have logged on at each shift and each site
- Ensure a SWMS has been supplied and accepted via the SAFEWORKSITE for all High-Risk Construction Work prior to the commencement of that work
- Ensure the provision of adequate facilities for workers, including toilets, drinking water, washing facilities and eating facilities and that those facilities are maintained in good working order and are clean, safe and accessible

2.3 WHS & HR Manager

Cape Cod's WHS & HR Manager is responsible for:

- Acting as the point of contact for WHS matters when the Site Supervisor is unavailable or as otherwise required
- Providing WHS mentoring and support to Contractors and Workers on Cape Cod sites
- Conducting Site Specific Risk Assessments and ensuring availability on the SAFEWORKSITE
- Monitoring and advisement of WHS legislation and statutory requirements
- Assisting the Project Supervisor to investigate WHS issues and implement corrective actions
- Reviewing and accepting Safe Work Method Statements on the SAFEWORKSITE
- Conducting formal WHS Site Inspections of the site
- Leading incident investigations
- Reporting of WHS statistics and performance

2.4 Contractor PCBU's

Contractors who are engaged for this project are responsible for:

- Fulfilling the legal duties of PCBU for their own operations
- Ensuring safe systems of work are established and applied to all work carried out

- Identifying all high-risk construction work associated with their activities and ensuring safe work method statements are developed in consultation with workers, supplied to Cape Cod via the SAFEWORKSITE, implemented and complied with
- Ensuring specific operating procedures, safety processes and servicing/maintenance/inspection are in place for all equipment, including mobile plant
- Complying with the duties as listed under 'Workers' (see 2.4)
- Following and promoting all safety policies, procedures and site rules
- Complying with this WHS Management Plan
- Complying with any reasonable direction given to them by the Principal Contactor, Cape Cod
- Ensuring all incidents, hazards, near misses and injuries regardless of severity are reported to Cape Cod and investigated
- Provide all contractor qualifying information as required on the SAFEWORKSITE
- Providing site-specific task information to all workers prior to them commencing work
- Ensuring the Workers they engage are provided with adequate information, training (including licences and formal competencies), instruction and supervision with regard to their tasks within the scope of contracted works
- Hold toolbox talks to discuss hazards pertinent to the job at hand and inform the measures required to mitigate those hazards.
- Ensuring the correct tools, Personal Protective Equipment (PPE) and equipment are appropriate to the task and that these are maintained and in a serviceable condition for the task, including electrical test & tagging requirements
- Provide details of any hazardous substances that are brought to site

2.5 Workers (including Contractor workers)

All workers on this project (including those employed by contractors) are responsible for:

- Taking reasonable care of their own health and safety and the health and safety of others
- Complying with any reasonable instruction, policies and procedures of the employer (or other PCBU) and Principal Contractor and their representatives
- Performing all work in a safe manner
- Developing, familiarizing and complying with any relevant safe work method statements prior to undertaking High Risk Construction Work
- Reporting all hazards, incidents and near misses immediately to the site Construction Supervisor and on the SAFEWORKSITE
- "Logging on" via the SAFEWORKSITE prior to the commencement of work at each site and each shift; and performing pre and post-work inspections
- Use appropriate safety equipment to perform specific job functions including personal protective equipment (PPE)
- Ensuring they have and maintain the required competencies and licences required to undertake their tasks

2.6 Visitors

Visitors to the site, including Clients:

- Must abide by the site safety rules and be escorted in Construction areas by an inducted and authorised member of the project team at all times
- Are not permitted to climb or access scaffolding or staircase void systems
- Are required to wear enclosed footwear and follow any reasonable direction from the escorting representative

3. ARRANGEMENTS FOR CONSULTATION, COOPERATION AND COORDINATION

Open communication, cooperation and coordination between all those involved in the project is required to ensure a safe and effective workplace. All stakeholders are encouraged to:

- Bring up any safety concerns
- Make recommendations regarding work health and safety items
- Ask questions relating to WHS
- Participate in any WHS related problem-solving processes

The table below details the specific means for this:

SAFETY ISSUES and CONCERNS		
ITEM	WHO IS RESPONSIBLE?	ARRANGEMENTS & TOOLS
Identify, raise, discuss and address safety issues	EVERYONE	Safety issues should be alerted to and discussed with those who may be affected, as well as escalated to the appropriate Supervisor. Where possible and safe to do so, attempts should be made to make the issue immediately safe.
Formally report hazards	EVERYONE	All safety hazards regardless of level of risk must be escalated to the site Construction Supervisor and formally reported on the SAFEWORKSITE
Review safety issues and hazards	Cape Cod Supervisors / Contractor Supervisors	Safety issues must be reviewed and discussed with those potentially affected to ensure the risk is understood and dealt with appropriately. Notes must be detailed on the SAFEWORKSITE as required.
Ensure actions are taken to correct and/or prevent safety issues	Cape Cod Supervisors	To be recorded and assigned through the SAFEWORKSITE
Review safety issues and actions to ensure effectiveness	WHS & HR Manager	SAFEWORKSITE record to be reviewed and either resolved or followed up for further action
WHS Dispute Resolution	Cape Cod Supervisors / Contractor Supervisors / WHS & HR Manager	Any WHS issues should first be reported to the Construction Site Supervisor. If the issue cannot be resolved, the matter should be reported to the WHS & HR Manager. If the matter still cannot be resolved, an inspector from SafeWork

		NSW may be invited to assist in the resolution of the safety issue
SAFETY DISCUSSIONS and TRAINING		
EXAMPLE	WHO IS RESPONSIBLE?	ARRANGEMENTS & TOOLS
Proactively hold safety-based discussions to share information and train workers	Cape Cod Supervisors WHS & HR Manager Contractor PCBU's and Leading Hands	Toolbox talks may be held informally, though a formal record of a toolbox talk is required to be generated and distributed via the SAFEWORKSITE at the following frequency: 2/month – WHS & HR Manager 1/month – Cape Cod Supervisors 1/quarter – Contractor PCBUs/Leading Hands
Participate in safety discussions and training	EVERYONE	All stakeholders are to participate and contribute to safety discussions and training. All Toolbox talks formally assigned through the SAFEWORKSITE must be read and acknowledged by each assignee.

4. MANAGING INCIDENTS

4.1 INCIDENT INVESTIGATION & REPORTING

- a) Emergency Procedures are provided for in 6. Emergency Management of this WHS Management Plan
- b) The Construction Site Supervisor shall ensure that all incidents (including near misses, damage and Public Liability issues), injuries and illnesses occurring in or around the site, involving project personnel, workers/subcontractors, visitors or passers-by are reported on the SAFEWORKSITE regardless of severity.
- c) In the event of the death of a person or serious bodily injury, or a dangerous incident as defined in 4.2 c), the Construction Site Supervisor shall notify the WHS & HR Manager immediately by phone
- d) All incidents that may result in a workers' compensation claim being lodged shall be notified to the company's insurer within 48 hours
- e) An incident investigation will be led by the WHS & HR Manager as per the SAFEWORKSITE incident form, including review and re-evaluation of procedures and work practices following any incident. Refer WHS-24-01 Incident Management, Reporting, Investigation & Corrective Actions Procedure.

4.2 NOTIFIABLE INCIDENTS

The WHS & HR Manager shall notify SafeWork NSW immediately after becoming aware and consult with relevant Contractor PCBU.

- a) Incidents that require notification to SafeWork NSW are:
 - The death of a person; or
 - A serious injury or illness of a person; or
 - A dangerous incident.
- b) **Serious injury or illness of a person** means an injury or illness requiring the person to have:
 - Immediate treatment as an in-patient in a hospital; or
 - Immediate treatment for:
 - The amputation of any part of his or her body; or
 - A serious head injury; or
 - A serious eye injury; or
 - A serious burn; or
 - The separation of his or her skin from an underlying tissue (such as degloving or scalping); or
 - A spinal injury; or
 - The loss of a bodily function; or
 - Serious lacerations; or
 - Medical treatment within 48 hours of exposure to a substance.
- c) A **dangerous incident** means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
 - An uncontrolled escape, spillage or leakage of a substance; or
 - An uncontrolled implosion, explosion or fire; or
 - An uncontrolled escape of gas or steam; or

- An uncontrolled escape of a pressurised substance; or
- Electric shock; or
- The fall or release from a height of any plant, substance or thing; or
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- The collapse or partial collapse of a structure; or
- The collapse or failure of an excavation or of any shoring supporting an excavation; or
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- The interruption of the main system of ventilation in an underground excavation or tunnel.

5. GENERAL SITE MANAGEMENT

5.1 Site Start Up

- a) A Safety in Design Audit shall take place in the planning stages prior to the job start to identify and address any site-specific safety risks and site requirements
- b) The Construction Site Supervisor shall conduct a preconstruction meeting with the Client in preparation for construction to inform and confirm details pertinent to the safe and efficient operation of the site
- c) The Construction Site Supervisor is to ensure the site is established in accordance with Cape Cod procedures, standard design details and WHS legislation and Codes of Practice

5.2 Amenities

- a) The Construction Site Manager shall ensure appropriate amenities are provided for workers on site
- b) The Construction Site Manager is responsible to ensure amenities are maintained and are clean, safe and accessible at all times

5.3 First Aid

- a) The Construction Site Supervisor is required to keep and maintain an adequately stocked and readily available First Aid Kit at all times
- b) All Contractors are required to keep and maintain an adequately stocked and readily available First Aid Kit at all times
- c) Site requirements for training to administer First Aid is required to be assessed as part of the Site-Specific Risk Assessment, having regard to the nature of the work and hazards, the size and location of the site, and the number and composition of the workers and others at the site

5.4 Supervision

- a) The Construction Site Supervisor is to ensure that the project layout and subsequent site construction activities is maintained to allow for persons to enter and exit and to move about without risk to health and safety, both under normal working conditions and in an emergency
- b) At a minimum, the Construction Site Supervisor is required to routinely attend the site 3 times per week for general purposes, including monitoring site safety
- c) The Construction Site Supervisor is required to ensure additional site presence whilst high-risk activities are taking place, in response to safety concerns or as otherwise required
- d) A formal WHS Inspection is to be conducted by the WHS & HR Manager at least monthly for general monitoring of site safety and conditions
- e) Additional WHS Inspections are to be conducted by the WHS & HR Manager having regard to risk level, safety incidents and consultation with workers
- f) The Site Manager shall ensure that all safety and environmental notices or concerns raised by other parties including but not limited to SafeWork NSW, unions, client representative, consultants, neighbours, Councils, are immediately forwarded to the Construction Manager and WHS & HR Manager and recorded on the SAFEWORKSITE

6. EMERGENCY MANAGEMENT

- a) In the event of an emergency, the provision of First Aid/medical assistance and preservation of life are to take all precedence over all other matters
- b) Emergency Service Organisations are to be notified at the earliest opportunity by calling 000; the Construction Site Supervisor is to be notified by phone at the next earliest available opportunity
- c) If safe and necessary to do so following assessment, immediate health and safety risks should be addressed to make areas safe
- d) Should evacuation be required, all workers are to take the nearest safe means of exit and muster at the front of the site beside the driveway or at the footpath, ensuring access for emergency personnel is not obstructed
- e) The Construction Site Supervisor shall review the site roster as per the SAFEWORKSITE planner and ensure all project personnel and others (such as the Client) are accounted for
- f) The Construction Site Supervisor shall ensure that all workers on site are made aware of site emergency evacuation procedures.
- g) The Construction Site Supervisor is to inform the WHS & HR Manager by phone at the next earliest opportunity following all urgent matters relating to the emergency situation are actioned or confirmed

7. SITE SPECIFIC HEALTH & SAFETY RULES

1. Cape Cod as the Principal Contractor will remain in control of the construction site until it is handed back to the Client. Only persons conducting work activities and authorised by Cape Cod are to enter the site, with exemption to emergency personnel and those with legislative authority to access.
2. All project personnel, representatives and visitors *must*:
 - a) Be authorised by Cape Cod to enter the construction site
 - b) Comply with the WHS Management Plan
 - c) Comply with all reasonable direction from Cape Cod and its representatives or any PCBU on site
 - d) Take reasonable care for their own health & safety and that of others
3. Designated Site Security Measures must be maintained at all times and is the responsibility of all site personnel.
4. Prior to the commencement of any work, all project personnel (including Cape Cod staff, sub-contractors and their workers) *must*:
 - a) Be registered and inducted on the SAFEWORKSITE
 - b) Sign in to the SAFEWORKSITE and complete the site check in inspection and form
 - c) Ensure they are familiar with the location and contents of the Site-Specific Risk Assessment, any SWMS as applicable to their task(s), the site Asbestos Register and relevant project plans and documentation
 - d) Ensure they possess the required competency, licensing (where applicable) and skills to complete their assigned task(s)
5. A Safe Work Method Statement (SWMS) must be submitted to Cape Cod via the SAFEWORKSITE for all High-Risk Construction Work, prior to the commencement of the work.
6. Work areas and amenities must be kept clean, tidy and hygienic at all times, ensuring the use of designated waste disposal areas and toilet facilities.
7. All hazards, incidents, injuries and complaints regardless of severity are to be immediately reported to the Construction Site Supervisor and registered on the SAFEWORKSITE.
8. Scaffolds are not to be altered under any circumstances unless prior authorisation has been given by the Construction Site Supervisor; Scaffolds where the risk of a person or object falling is more than 4 metres must only be erected, altered or dismantled by a licensed scaffolder under any circumstance
9. All equipment and machinery are to be suitably maintained, regularly inspected (including test & tag requirements where applicable) and appropriate to the task it is being used for
10. Appropriate Personal Protective Equipment is to be used for tasks in accordance with manufacturer's instructions, where directed by Cape Cod or other PCBU and in accordance with site and equipment signage.
11. Where work at heights is required, Fall-prevention devices are to be prioritized.
Fall-Arrest systems (such as harnesses, anchor points & catch platforms) are not to be used in any circumstance without prior authorisation from Cape Cod's WHS & HR Manager or Managing Director

12. No illegal drugs or other substances are permitted on site or are to be consumed on site. Use of prescription medication that may impair performance must be reported to the Construction Site Supervisor to make assessment on.
13. Violence – including intimidation, physical and verbal assaults, threats, bullying, harassment and discrimination will not be tolerated
14. Smoking and vaping is prohibited whilst working. Smoking and vaping is only permitted outside in accordance with applicable governing laws.
15. All Hazardous Substances must be notified to Cape Cod and a valid copy of the product Safety Data Sheet provided for registration on the SAFEWORKSITE

8. GENERAL WHS INFORMATION

8.1 Legislation

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2017](#)

AS/NZS 3012: 2010 Electrical installations – construction and demolition sites AS/NZS 3012 (mandatory standard by clause 163 of WHS Regulation)

8.2 Codes of Practice

[Construction Work Code of Practice - August 2019](#)

[Demolition Work Code of Practice - August 2019](#)

[Excavation Work Code of Practice - January 2020](#)

[First Aid in the Workplace Code of Practice - January 2020](#)

[Formwork Code of Practice - March 2021](#)

[Hazardous Manual Tasks Code of Practice - August 2019](#)

[How to Manage and Control Asbestos in the Workplace Code of Practice - August 2019](#)

[How to Manage Work Health and Safety Risks Code of Practice - August 2019](#)

[How to Safely Remove Asbestos Code of Practice - August 2019](#)

[Managing Electrical Risks in the Workplace Code of Practice - August 2019](#)

[Managing noise and Preventing hearing Loss at work Code of Practice - August 2019](#)

[Managing Psychosocial hazards at work Code of Practice – March 2021](#)

[Managing the Risk of Falls Code of Practice – August 2019](#)

[Managing the Risk of Falls in Housing Construction Code of Practice – August 2019](#)

[Managing the risks of Respirable Crystalline Silica from Engineered Stone in the Workplace - February 2022-workplace-COP.pdf](#)

[Managing Risks of Hazardous Chemicals in the Workplace Code of Practice - August 2019](#)

[Managing the Risks of Plant in the Workplace Code of Practice - August 2019](#)

[Managing the Work Environment and Facilities Code of Practice - August 2019](#)

[Safe Design of Structures Code of Practice - August 2019](#)

[Spray Painting and Powder Coating Code of Practice - August 2019](#)

[Welding Processes Code of Practice - August 2019](#)

[Work Health and Safety Consultation, Cooperation and Coordination Code of Practice - August 2019](#)

8.3 Policies

WHS-1.0-01 Work Health & Safety Policy

WHS-1.0-02 Injury Management & Return-to-Work Policy