



Site Health & Safety Rules

1. WORK SITE OWNER

Cape Cod as the Principal Contractor and the representative Construction Supervisor 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. SITE ENTRY CONDITIONS

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. SITE SECURITY

Designated Site Security Measures are the responsibility of all site personnel and must be maintained at all times - this includes securing locks, fences, ramp barricades and prohibiting access as applicable.

4. AUTHORITY TO WORK

Prior to the commencement of any work, all personnel (including Cape Cod staff, sub-contractors and their workers) must:

- a)** Be registered and inducted to the site on the SAFEWORKSITE
- b)** Sign in to the SAFEWORKSITE and complete the site check in inspection and form
- c)** Ensure they are familiar with and have reviewed the Site Specific Risk Assessment, any SWMS as applicable to their task(s), the site Asbestos Register and relevant project plans and

documentation as required

- d)** Have successfully completed General Construction Induction Training and ensure their White Card or equivalent proof is uploaded to the SafeWorkSite
- e)** Ensure they possess the required competency, licensing and skills to complete their assigned task(s) and scope of work
- f)** Be fit for work and not adversely affected by fatigue, any substances or conditions (including illness and injury) that impact on their ability to conduct their tasks or remain on site without risk to themselves or others

5. INCIDENTS, HAZARDS, INJURIES & COMPLAINTS

All hazards, incidents, injuries and complaints regardless of severity are to be immediately reported to the Construction Site Supervisor and registered on the SAFEWORKSITE.

6. HOUSEKEEPING

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. SAFE WORK METHOD STATEMENTS

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.

8. SCAFFOLDS

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. EQUIPMENT

All equipment and machinery are to be suitably maintained and in good working order, regularly inspected and appropriate to the task it is being used for.

With regard to all portable electrical equipment, including power tools, flexible cords, cord extension sets (extension leads) and portable socket outlet assemblies and portable RCDs:

- a)** Must be tested and inspected by a competent person according to the methods in AS/NZS 3760 and in a period not exceeding three months. For new equipment, prior to the initial introduction it must be inspected for obvious damage before being placed into service.
- b)** Compliant equipment and equipment new to service must be fitted with a durable non-metallic tag that clearly states the inspection details
- c)** Must be used in conjunction with a RCD protected portable socket-outlet assembly, that:
- complies with AS/NZS 3190 and be of class H (should be marked with these requirements)
 - has an overload protective device, RCD and plugs intended for connection of low-voltage socket-outlet
 - has a flexible cable feeding the PSOA and must be the heavy duty sheathed type, not longer than two metres.
- d)** Non-compliant equipment must be withdrawn from service immediately and labelled with suitable warning against further use. If sent for repairs, it must be re-tested once returned to site.

10. PERSONAL PROTECTIVE EQUIPMENT

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. WORK AT HEIGHTS

The need to work at height is to be eliminate wherever possible. 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. FITNESS FOR WORK

Personnel are not to be affected by alcohol, illicit drugs or other substances whilst on this site. Such substances are not permitted or 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. CONDUCT

Workplace Violence – including intimidation, physical and verbal assaults, threats, bullying, harassment and discrimination will not be tolerated. Offenders may be permanently excluded from Cape Cod sites at Cape Cod's discretion.

14. SMOKING (INCLUDING VAPING)

Smoking and vaping is prohibited whilst working. Smoking and vaping is only permitted outside in accordance with applicable governing laws.

15. HAZARDOUS SUBSTANCES & SAFETY DATA SHEETS

All PCBU's and workers using hazardous substances at the site must obtain and keep a copy of the Safety Data Sheet (SDS) for the substance and notify Cape Cod for registration of the substance on the SAFEWORKSITE.