



Safety Management System

Occupational Safety and Health

Management System -

Policies and Procedures

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1.0 Introduction

This manual and the procedures and policy's contained within it, are provided to ensure that in accordance with the company's duty of care and service obligations to our clients, that the minimum standards set out in the *WA Occupational Safety & Health Act 1984 & Regulations 1996*, are fully understood and complied with consistently by management at all levels, and maintained consistently by everyone at each place of work.

The manual will enable communication to all employees and sub-contractors about the company's commitment to occupational safety and health, clarify responsibilities and define policies & procedures, to assist in achieving our aim of accident free worksites.

Management, in consultation with our employees and sub-contractors, will formally review this manual every two years to ensure conformity with legislative requirements. Copies of the manual will be issued to each employee, sub-sub-contractor and be made available to our clients on request. These are official documents and will be maintained through the issue of updates as required.

The manual is an integral part of the company's safety and health program, which is designed to promote, educate, identify and control workplace safety, which takes into account workplace priorities and resources, while meeting the safety requirements and service delivery to our clients and statutory obligations.

This manual has adopted the Occupational Safety and Health Management System principles as detailed in ***AS/NZS 4804:2001 Occupational health and safety management system – General guidelines on principles, systems and supporting techniques.***

1.1 Definitions

For the purposes of this manual, and when referring to instructions and procedures relating to safety & health, the following listed definitions will apply where the terms are used:

Company

Company means One Construction (WA) Pty Ltd .

The Act

The Act means the Occupational Safety & Health Act (WA) 1984 as amended.

Regulations

Regulations means the Occupational Safety and Health Regulations (WA) 1996, as amended and may be referred to as “Reg”.

Australian Standards (AS)

Australian Standards are those standards as approved and published by Standards Association of Australia, and form a national benchmark for products and services.

Workplace

“Workplace” means a place whether or not in an aircraft, ship, vehicle, building, or other structure, where employees and sub-contractors or self-employed persons work or are likely to be in the course of their work.

Employer

“Employer” means a person by whom an employee is employed under a contract of employment and in relation to an apprentice or industrial trainee the person by whom the apprentice or industrial trainee is employed under an apprenticeship or industrial training agreement.

Employee

“Employee” means a person by whom work is done under a contract of employment or an apprentice or industrial trainee.

Accident

“Accident” means any occurrence, which has caused personal injury or damage to the organisation’s personnel or property.

Incident

“Incident” means any occurrence, including near misses, which may have caused personal or could have caused damage to the organisation’s personnel or property

Hazard

“Hazard” in relation to a person means anything that may result in injury to the person or harm to the health of a person.

Hazardous Substance

A “hazardous substance” means a substance entered in the *List of Designated Hazardous Substances [NOHSC: 1005 (1999)]*

High-risk Construction Work

Certain construction activities fall into the category of ‘High-risk’. The activities, defined in section 14.1, must be accompanied by a Safe Work Method Statement (JHA).

Material Safety Data Sheet (MSDS)

A MSDS is a document that describes the properties and use of a substance, health hazard information, precautions for use, and safe handling information.

Manual Handling

“Manual handling” means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or move, hold or restrain a person, animal or thing.

Practicable

“Practicable” means reasonably practical having regard, where the context permits, to-

- the severity of any potential injury or harm to health that may be involved, and the degree of risk of that injury or harm occurring;
- how much is known about the hazard and the ways of reducing, eliminating or controlling it; and
- the availability, suitability and costs of the safeguards.

Plant

“Plant” includes any machinery, equipment, appliance, implement, or tool and any component or fitting thereof or accessory thereto.

Risk

“Risk” in relation to any injury or harm, means the probability of that injury or harm occurring.

Personal Protective Clothing (PPE)

Personal Protective Equipment, (PPE), refers to clothing & equipment that complies to relevant Australian Standards, that is worn or used to protect from injury or harm.

Job Hazard Analysis (JHA)

Job Hazard Analysis (JHA) are a means of setting out the ways that hazards associated with a task will be managed on a site and the work methods that will be used. Also commonly referred to as a Safe Work Method Statement.

Hot Work

Hot work is defined as any operation involving open flames or producing heat and/or sparks. Hot Work includes, but is not limited to: Brazing, Torch Cutting, Grinding, Soldering, and Welding.

2.0 Occupational Safety & Health Policy

One Construction (WA) Pty Ltd is committed to ensuring the safety and health of its employees and sub-contractors. We will work safely in an environment, which promotes the health and well being of the individual.

One Construction (WA) Pty Ltd considers the safety and health of its employees and sub-contractors, site visitors, clients and members of the public to be of the utmost importance and therefore will allocate adequate resources to fulfil the aims of this policy.

In support of this policy, **management** accepts the responsibility for the prevention of accidents through the identification, assessment and elimination of workplace hazards and the promotion of safety and health awareness among its employees and sub-contractors.

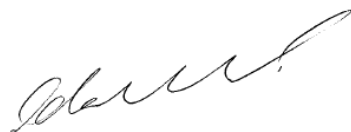
One Construction (WA) Pty Ltd will abide by all statutory Acts and Regulations as a minimum standard and strive to maintain a level of safety, which extends beyond the legal requirements.

Management's aim is to prevent accidents and personal injury by always maintaining a high standard of safe work practices. As a part of this process the company has established measurable objectives and targets as a part of our safety management system, to ensure continued improvement. It is our desire to promote a safe system of work culture within our organisation based upon:

- Safe work practices & systems of work,
- Safe plant and machinery,
- Information, training and supervision,
- Compliance with the Occupational Safety & Health Act, Regulations & relevant Codes of Practice,
- Consultation with employees and sub-contractors on all matters affecting personal safety,
- Monitoring and control of environmental factors in the workplace,
- Competent safety and first aid officers and first aid facilities, and
- Promotion of continuous improvement and review in the area of organisational occupational safety and health.

To achieve our aim all members of the One Construction (WA) Pty Ltd management team will be responsible for the implementation and promulgation of all company safety policies and procedures at site level. Employees and sub-contractors engaged by One Construction (WA) Pty Ltd will be expected to demonstrate a commitment and a willingness to embrace the concept of safe work practices and maintain a safe working environment.

This policy commits One Construction (WA) Pty Ltd to an Occupational Safety and Health Management System not only in compliance with legislation but also as an integral part of its total management philosophy. It shall be kept under continuous review and will be formally reviewed every two years by the company and its employees.



Adam Durell
Managing Director

2.1 Consultation and Communication

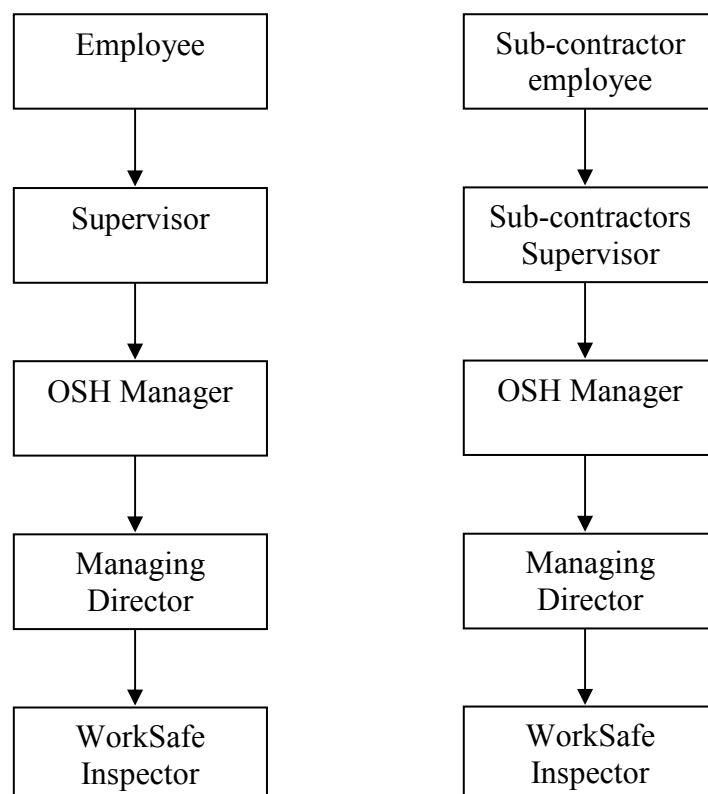
Consultation with all parties in the workplace is good management. The “team approach” has proven successful in opening up communication, improving productivity, commitment, morale and giving a sense of ownership at all levels. To promote consultation and communication, the following is to be undertaken:

- Employees and sub-contractors will be made aware of outcomes of any meetings that are safety orientated or contain information relevant to safety issues both formal and informal.
- Employees and sub-contractors will be made familiar with any Safety and Health Representatives at the workplace or site, where applicable.
- Minutes of meetings attended by employees and sub-contractors are maintained and are available on request.
- A person will be delegated to follow up any issues, or to undertake agreed action. Timeframes will be allocated, if appropriate.
- All reports of hazards will be investigated and risk control measures put in place.
- Regular Tool Box meetings will be held on request from the employees and sub-contractors or where deemed necessary.
- Safety Review Meetings will be held 4-6 weekly.

Relevant Acts, Regulations, Australian Standards, Codes of Practice, WorkSafe Brochures and other safety related information will be made readily available to all employees and sub-contractors upon request.

2.2 Issue Resolution Process

There will be some instances where safety requirements or issues will not be able to be resolved on the spot. In such cases, the issue resolution process will need to be followed. At each point, the issue would try to be resolved by the person or group on the chart. If the issue was not able to be resolved by that person, then it would be passed on to the next. The issue would need to be addressed in a timely manner, depending on the requirements to address the issue and the severity of potential hazard.



2.3 Customer and Public Safety

One Construction (WA) Pty Ltd acknowledge that as contractors, the company and its representatives have responsibilities not to expose other workers, clients and members of the public to danger.

In order to address its responsibilities, One Construction (WA) Pty Ltd will pre-plan each project to consider the impact of the proposed work(s) on workers in adjoining (or the same) premises and members of the general public.

One Construction (WA) Pty Ltd will implement hazard identification and risk assessment and control measures to ensure as far as practicable the safety of the public is maintained and in particular the following high priority issues will be addressed:

- **Noise and vibration levels** will be minimized so as not to cause harm or inconvenience to others in the vicinity of the workplace.
- **Dust, vapours or other hazardous substances** will be prevented from entering other workplaces and areas where members of the public are.
- **Plant and equipment** will be brought to site in good condition and will be guarded.
- **Floors and surfaces** will be maintained in a clean and unobstructed manner.
- **Excavations, holes and trenches** will be barricaded and signed appropriately.
- **Materials, tools and equipment** will be prevented from falling from upper levels on all projects.
- Barricades, fences and barriers will include site safety signage stating “**CONSTRUCTION SITE DO NOT ENTER**”.

The above policy is an outline of the commitment that One Construction (WA) Pty Ltd places upon the safety and health of customers, clients and members of the public and will be addressed in greater detail in *Appendix 1*.

2.4 Responsibilities

2.4.1 Employer's Responsibility

It is the responsibility of the employer to, as far as practicable:

- Provide and maintain the workplace, plant and systems of work so its employees, sub-contractors and visitors are not exposed to hazards.
- Provide appropriate information, instruction, training and supervision to enable you to work without being exposed to hazards.
- Consult and co-operate with employees and OS&H representatives.
- Provide appropriate personal protective equipment and instruction in its use where required.
- Make arrangements for the safe use, cleaning, maintenance and disposal of plant, equipment and substances.

Management accepts these responsibilities and will make every attempt to reduce the possibility of accidents, injuries and damage.

2.4.2 Employee's Responsibilities

General

The organisation's OS&H Policy, procedures have been developed specifically to provide you with a healthy and safe work environment and with safe systems of work.

Failure to follow our safety requirements may result in you or fellow workers being injured, damage to equipment or disruption of our processes.

Therefore, following all the health and safety rules, procedures and work practices is a non-negotiable requirement of your employment with this organisation which will enable you to work safely and improve your personal performance.

Specific

You are required by law to take reasonable care to:

- Ensure your own health and safety.
- Ensure that you do not adversely affect the health or safety of your fellow workers or any other person in the workplace through any act or omission.

In addition, you are required to co-operate with your employer in matters of health and safety and:

- Comply with the organisation's OS&H policy, procedures and rules
- Wear, use and look after personal protective equipment issued as instructed
- Maintain/care for personal protective clothing/equipment provided for your health and safety
- Report all personal injuries promptly
- Correcting hazards, and reporting those which you can't correct
- Co-operating with management on matters of OS&H
- Actively involving yourself in all OS&H programs and activities

Accidents, injury and damage can be eliminated or minimised by following laid-down procedures. Co-operation and communication between you and management are essential in achieving a healthy, safe and satisfying working environment.

2.4.3 Contractors/ Sub-contractors Responsibilities

In accordance with the company's Safety and Health Policy, it is the responsibility of each sub-contractor to ensure the work undertaken by their employee's is conducted in a safe manner. This means in accordance with the requirements of the *WA Occupational Safety and Health Act 1984* and *WA Occupational Safety and Health Regulations 1996*, and all relevant accepted industry codes of practice and Australian Standards.

The sub-contractor shall ensure that all their employees have been adequately trained and competent to carry out the work required of them.

The sub-contractor and their employees shall abide by all site safety requirements and any reasonable directive given to them by a senior staff member of the main contractor.

Sub-contractors' employees working on any site must also take action to prevent exposing others to any hazard created as a result of the work they are conducting.

The sub-contractor shall ensure that, where appropriate, their employees:

- Hold relevant qualifications – this includes ensuring all persons hold a valid **Safety Awareness Training Card (Blue Card)**
- Hold appropriate licenses (eg electrician, plumber)
- Hold a certificate of competency (eg crane driver, scaffold, forklift)
- Be registered (eg builder)

It is expected that all sub-contractors and trades will conduct JHAs for the tasks they carry out for One Construction (WA) Pty Ltd . We will assist in the development or review of these where possible and if required. One Construction (WA) Pty Ltd has an open door policy in all aspects of health & safety.

Should any accident, injury, near-miss or hazard occur whilst on-site it must be reported to the main contractor immediately to allow the appropriate investigation to be conducted.

2.5 Equity & Diversity

One Construction (WA) Pty Ltd is committed to providing a safe and healthy working environment free from all forms of discrimination and harassment. As part of this undertaking the company has produced guidelines below to assist staff in understanding their obligations and rights in relation to how they interact with other staff, engaged sub-contractors and clients, and what is acceptable conduct. This applies to all staff and includes employees, sub-contractors, and directors.

Discrimination occurs when:

- Assumptions are made about the characteristics of a person.
- Unreasonable conditions or requirements are set.
- There is less favourable treatment of a person based on prohibited grounds, such grounds include age, race, sex, disability, union membership, religious and political beliefs.

The intention of the person discriminating is irrelevant, it is the impact on the person discriminated against that has to be considered.

Harassment is any unwelcome conduct by a person, that another reasonable person would regard as undesirable or offensive. It includes sexual harassment but is much broader and applies to any form of harassment.

Harassment can include the following:

- Intrusive questions or insinuations about a person's private life.
- Uninvited physical contact or gestures
- Workplace bullying, intimidation or threats of any kind.
- Offensive gifts
- Offensive communications (letters, phone calls, emails)
- Sexual comments, jokes, innuendo or banter, crude conversation, sex based insults etc
- Unwelcome requests for sex.

2.6 Drugs & Alcohol

One Construction (WA) Pty Ltd has a commitment to providing and maintaining the highest standards of practicable safety to the workplace environment and recognises that alcohol or drug misuse will impair an individual's ability to perform work safely. It is the legal responsibility and policy of this company to protect its employees, sub-sub-contractors, assets, the community and those persons whom we have a responsibility to protect and the environment which it operates from hazards arising from drug and alcohol misuse within the workplace.

One Construction (WA) Pty Ltd mandates that the performance of its employees and those whom the company have a legal obligation to protect and provide a safe workplace, to be unimpaired by drug or alcohol misuse whilst on any worksite or when performing any work whilst representing the company.

Any person found to be in breach of this policy, after investigation, may be subject to disciplinary action and/or result in the termination of services with the company. If there is a situation where drug or alcohol misuse may contribute to potentially safety, legal or performance events, the company will act responsibly to protect its employees, sub-contractors, operations, clients, potential customers and the community in which it operates.

If you have a drug or alcohol related problem speak to a company representative about it - arrangements can be made for you to receive professional and confidential medical counselling.

Alcohol and non prescription drugs are prohibited on site.

3.0 Hazard Identification, Risk Assessment & Control of Risks

Hazard identification, risk assessment, implementing measures and employee awareness programs are essential steps in providing and maintaining a safe and healthy work environment.

One Construction (WA) Pty Ltd recognises that to ensure a safe workplace, risks must be reduced or controlled successfully.

To achieve this, hazards must be identified, their associated risks assessed and everything practicable done to control the risk. Dangerous conditions and practices must be eliminated, or at least controlled, through the management function.

The following procedures and practices will be followed to ensure One Construction (WA) Pty Ltd make every effort practically to reduce hazards and control risks in the workplace:

1. **Conduct a workplace inspection** using the checklist provided to establish beginning guideline (see *Appendix 6*);
2. **Identify hazards** to which a person at the workplace is likely to be exposed;
3. **Assess the risk** of injury or harm to a person resulting from each hazard, if any, identified below;
4. **Consider** the means by which the **risk may be reduced**;
5. Workplace inspection checklists will be reviewed on an annual basis and as new plant, equipment and materials are introduced into the company

See *Appendix 3* for a Risk Hazard Registry and *Appendix 4* for a sample Job Hazard Analysis.

3.0.1 Risk Assessment Chart

Risk Rating Table

LIKELIHOOD OF INJURY OR HARM TO HEALTH	CONSEQUENCES OF ANY INJURIES OR HARM TO HEALTH			
	Insignificant eg: no injuries	Moderate eg: firstaid/medical treatment	Major eg: extensive injuries	Catastrophic eg: fatalities
Very Likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Extreme = immediate action

3.1 Controlling Risks

Once hazards have been identified and a risk assessment carried out, action must be taken to control the risks.

Controlling risks goes further than simply supplying protective clothing and equipment. The use of protective clothing and equipment makes sure that in the event of an incident eg: a spill of a hazardous chemical, the incident does not result in an injury or harm to health. They do not prevent the incident itself from occurring. Protective clothing and equipment should always be the last choice, and only where it is not practicable to control the risk in any other way.

The preferred order of controls, often referred to as the hierarchy of controls, is as follows:

Eliminate the risk

This is the preferred control solution. It removes the risk from the workplace altogether, for example:

- Remove a noisy machine from an otherwise quiet area;
- Where a solvent has been used to remove oil from pressed parts coming out of a press, you remove the oil from the systems and you can eliminate the need for a solvent;

This is the preferred control solution, and should be chosen wherever practicable.

Substitute the risk

This is the second preferred control solution. It substitutes the risk with a less hazardous one, for example:

- Use a non-flammable solvent in place of a flammable one;
- Use a chemical in a paste form instead of dusty powders.

Isolate the risk

Isolating or separating the hazard or hazardous work practice from people not involved in the work or the general work areas, for example:

- Marking of hazardous areas;
- Installing screens or barriers.

Engineering Controls

Where a risk cannot be eliminated or substituted the next preferred solution is to use engineering controls such, for example:

- Modification of machinery, tools and equipment;
- Use enclosures, guarding, local exhaust ventilation, or automation.

Administrative Controls

The next preferred control solution is to introduce work practices which reduce the risk, for example:

- Reduce the period of exposure;
- Rotate jobs;
- Reduce the number of employees and sub-contractors exposed to the hazard;
- Provide training on the hazard;
- Introduce lock-out procedures.

Personal Protective Equipment and Clothing (PPE)

PPE should always be the last preferred solution for controlling risks. Even when PPE is used efforts should still continue to remove the safety and health risk using elimination, substitution, engineering and administrative controls in that order.

PPE can often be uncomfortable or restrict vision, hearing or movement. Because of the discomfort of some PPE it can be difficult to keep employees and sub-contractors using them. Because of this PPE should only be used where other measures are not practicable.

Where PPE is used it must:

- Be appropriate for the job
- Fit the operator correctly
- Be accompanied by training on its proper use
- Be clean and functional
- Be regularly serviced by appropriately trained staff.

Just as it is essential employees and sub-contractors participate in identifying and reporting hazards, so it is essential they cooperate with the measures taken by their employer to control risks.

3.2 Hazard Reporting

One Construction (WA) Pty Ltd recognises the importance of timely hazard reporting by everyone in the workplace, as a major component of the accident prevention program.

1. If any employee or sub-contractor identifies a safety or health hazard at their workplace and is unable to fix the problem, it must be reported immediately to the Supervisor. A Hazard Report Form must be completed as a part of this process (See *appendix 5*).
2. The Supervisor will conduct an investigation of the hazard and determine and apply suitable controls.
3. The control measures will be documented on the Hazard Report Form.
4. All Hazard Reports will be forwarded to the Manager and Safety and Health meetings for discussion.
5. Where necessary, the hazard identified will be incorporated in the workplace hazard inspection checklist. This is to ensure the corrective action taken is appropriate and effective.

See *Appendix 5* for Hazard Report Form template.

4.0 Emergency Preparedness and Response

It is important to have emergency and evacuation procedures in place, and to have them communicated to employees and sub-contractors. There are two areas covered in Emergency and Evacuation. The office environment and on construction sites. Office emergency and evacuation procedure is covered in its own procedural manual and is relatively set as it is a static environment. Site procedures are more fluid and will be covered specifically in site inductions (See *Appendix 9* for Safety Induction sheet and a copy of the Safety Induction Handbook).

In the event of an accident or emergency on site, the following procedure needs to be followed.

Accident/Emergency Procedure

In the case of an emergency evacuation, a car horn/siren will sound for twenty seconds and/or there will be a loud announcement of 'Danger, move to the muster point' repeated until personnel have moved emergency muster point. Employees and sub-contractors must assemble at the muster point, notify the Supervisor/ Builder or OSH Supervisor of their presence and await further instructions.

In case of an accident/emergency

- Assist the injured person to your level of first aid training
- Report to the emergency muster point if required
- Contact relevant authorities
- Notify builder immediately
- All trades must conform to their trades relevant safety requirements

Emergency evacuation procedure posters will be placed on One Construction (WA) Pty Ltd building sites (see *Appendix 11*), described in the Safety Handbook handed out to employees and sub-contractors, and explained in the site induction. A list of hospitals and relevant service providers, emergency services and other relevant contacts is provided in site induction handouts.

Emergency and Evacuation procedures will be reviewed annually and practiced twice per year with as many employees and sub-contractors as is possible.

Fire Drill

In the event of a fire at a site, personnel are to carry out the following actions.

- Help people in immediate danger
- Warn others by shouting "Fire, Fire, Fire", raise the alarm if not already sounding and telephone reception and/or Chief Warden
- Decide if you can put the fire out. If you are not sure, do not attempt to.
- Don't attempt to use a fire extinguisher if you have never been instructed on how to use one.
- If you can put out the fire then do so, if not proceed to evacuate the building.

Do not procrastinate: REMEMBER

- Fires spread rapidly;
- Fires produce thick black smoke that is difficult to see through and causes suffocation;
- The freshest air will always be near the floor;
- Move quickly. Do not run;
- Be decisive;
- Think for 10 to 30 seconds;
- Make a decision and follow that decision.

See *Appendix 11* for the onsite Emergency Procedure poster.

5.0 Equipment / Plant Specifications & Maintenance

One Construction (WA) Pty Ltd recognises the importance of workplace safety and health in its purchasing decisions.

Australian Standard and legislative requirements are specified within purchasing and tendering documents.

Safety and Health criteria within purchasing documentation include, but are not limited to, the following:

1. All incoming chemicals are required to be accompanied by the relevant Material Safety Data Sheet (MSDS), these show the correct usage, handling, protection and first-aid for this product;
2. All plant and equipment will be required to meet ergonomic considerations of the intended users;
3. Machinery will be maintained to ensure that it runs as quietly as possible;
4. All plant and equipment will be provided with sufficient guarding, labelling of controls and warnings signs, where appropriate.
5. A MSDS file will be used to store all MSDS in alphabetical order for easy reference by employees and sub-contractors.

6.0 Incident Reporting and Investigation

To prevent re-occurrences of incidents One Construction (WA) Pty Ltd encourages our employees and sub-contractors to report all incidents.

From the information gained off the report we can establish what caused the problem and prevent it from happening again.

- All accidents and incidents, ***including near-miss incidents***, are to be reported.
- Incident report forms are to be completed within 24 hours of the incident
- Assign an incident number for internal reference only.
- Accident investigations for serious incidents are to be undertaken, with recommendations from Management to prevent a re-occurrence.
- A follow system is in place including corrective actions issued by Management to a nominated person.
- Actions must be completed and noted on the Incident Report.
- Lost time injuries and any medical or first aid treatment received by employees and sub-contractors is recorded, on the Incident Report Form.
- WorkSafe and other relevant authorities are to be informed of all reportable accidents / incidents notifiable under the legislation.

Reporting on Incidents is to establish the cause of the incident NOT to assign blame.

See *Appendix 5* for Incident/Injury Report Form and Incident Investigation Form templates.

7.0 Injury Management System

One Construction (WA) Pty Ltd is committed to assisting employees and sub-contractors who have sustained a work related injury or impairment to access the best possible medical treatment and to provide suitable duties to facilitate a return to gainful employment with the process beginning at the earliest possible moment.

What you need to do as soon as an injury occurs:

- Report injury to your Supervisor
- Obtain a First Medical Certificate from a Medical Practitioner of your choice
- Complete a 2B Claim form and submit to One Construction (WA) Pty Ltd Injury Management Co-ordinator
- Participate in your return to work program

What One Construction (WA) Pty Ltd will do:

- Arrange first aid
- Arrange or escort you to your treating medical practitioner
- Provide you with an injury management kit, which includes the 2B Claim form
- Work with you to identify suitable duties and develop a return to work program
- In consultation with you, Patrick Shoemith (One Construction (WA) Pty Ltd Injury Management Co-ordinator) will amend your return to work program to accordance with your treating medical practitioner's recommendations.

See *Appendix 7* for One Construction (WA) Pty Ltd Return to Work Program template.

Injury Management Co-ordinator

Your key contact for assistance with managing your workplace injury is:

Patrick Shoemith – Supervisor OHS

Unit 4/45 Cedric Street, Stirling WA 6021

Telephone: 9207 2144 (Mobile 0402 404 727)

7.1 First Aid Treatment and Facilities

One Construction (WA) Pty Ltd will ensure sufficient first aid facilities or equipment is available for the type of work being performed and the number of all employees and sub-contractors.

We will maintain the contents and replenish supplies of all first aid kits in the workplace.

We will establish trained first aiders and publish in a visible location a list of the nominated first aiders.

All One Construction (WA) Pty Ltd employees and sub-contractors are required to carry personal first aid kits. Minor first aid treatments will be administered by qualified first aiders, or when not available, the most experienced first aider on site.

All incidents should be brought to the attention of the supervisor/builder immediately.

All incidents shall be recorded on an Incident Report and an assessment and review conducted.

Workplace Information:

Employer's Contact Person: Patrick Shoesmith

Telephone: 9207 2144 (Mobile 0402 404 727)

See *Appendix 5* for Incident/Injury Report Form and Incident Investigation Form templates.

7.2 Rehabilitation Policy

Providing appropriate and adequate rehabilitation assistance is essential to enable a quick and productive return to original duties once an injury has occurred.

It is important that all lost time injuries are managed, to ensure that employees and sub-contractors understand their value to the employer and the benefits of an early return to work.

The following Rehabilitation Policy and program reflects One Construction (WA) Pty Ltd commitment to rehabilitate injured employees if possible.

ONE CONSTRUCTION (WA) PTY LTD – REHABILITATION POLICY

It is the policy of One Construction (WA) Pty Ltd to make provision for the occupational rehabilitation of all employees who have sustained a work related illness, injury or disability.

In this context, rehabilitation is defined as:

“A managed process involving combined and coordinated use of medical, social, psychological, vocational and economic measures to achieve the highest level of function for persons who have sustained a work related illness, injury or disability”.

Early intervention with effective rehabilitation provides physical, psychological, social and financial benefits to employees and sub-contractors, while minimising disruption to work and reducing costs to the employer.

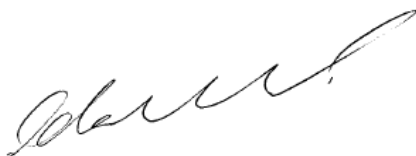
Objectives

- To establish a structured approach to rehabilitation services for all employees following work related illness, injury or disability.
- To develop and encourage the expectation that it is normal practice, following work related illness, injury or disability for persons to return to work as soon as practicable to appropriate employment.
- To commence the managed, safe and early return to meaningful, productive employment at the earliest possible time consistent with medical opinion.
- To appoint an employee as coordinator to oversee the workplace based rehabilitation program.
- To form a rehabilitation case team to achieve the desired objectives if necessary.

This Rehabilitation Policy is a written commitment by One Construction (WA) Pty Ltd to the welfare of its employees.

Adam Durell – Managing Director

Signed:



Date:

8.0 Safety and Health Promotion

One Construction (WA) Pty Ltd will actively promote safety throughout the company, in order to maximise safety awareness and to influence positively the behaviour and attitude towards safety of all personnel and clients.

The most effective form of promotion is the example shown by all Managers and Supervisors demonstrating their commitment to the Occupational Safety and Health Management System through consistent application of the safety management program.

Posters and brochures will be posted in prominent positions to highlight specific safety and health issues.

Safety talks will be used as a means of reinforcing safe work practices.

9.0 Training

One Construction (WA) Pty Ltd understands that the key to a safer work environment is the training of our employees.

All employees are inducted in One Construction (WA) Pty Ltd system of work, policies, objectives and procedures specific to their task prior to commencing work or moving into a new work environment.

1. All employees will be inducted in the specifics of the tasks they are required to complete.
2. Relevant records will be kept to ensure full coverage of specific, health and quality aspects.
3. Specific information and training in the correct use, storage and handling of all personal protective equipment and clothing required to be worn is given.
4. Guidelines for safe lifting are provided at the induction. Additional instruction will be given as part of the ongoing training program.
5. Additional training, under supervision, is conducted until it is deemed that the employee is competent to work in their allocated work environment.
6. Ensure that all employees and sub-contractors are placed under the direct supervision of an experienced operator for a probationary period, relevant to the level of tasks competency requirements.
7. Any training provided and any accreditation or licence received is registered and records maintained.
8. Employees and sub-contractors will be issued with a One Construction (WA) Pty Ltd safety handbook which outlines safety requirements when working for the organisation.

10.0 Audits and Inspections

The purpose of auditing established systems of work is to determine if unexpected deviations have occurred, to ascertain if changes are necessary to the policies and procedures or if new systems or procedures need to be developed. This will ensure the systems are appropriate and effective.

A monthly audit checklist will be completed to measure compliance with policies and procedures. The Supervisors will conduct the audit that will include:

- Examination of documents;
- Inspection of each workplace (*see Appendix 6*);
- Discussion with various parties.

An annual audit will be completed to measure compliance with policies and procedures. Either the Managers or a Consultant will conduct the audit.

The audit will include:

- Examination of documents;
- Observation of work practices;
- Physical inspection of each workplace; and
- Interviews as necessary.

Management will retain copies of all audits conducted

The Management meeting will examine the audit findings and where necessary, assign corrective actions.

11.0 Workplace Health & Safety Communications

One Construction (WA) Pty Ltd is aware of its responsibilities under the Act in relation to consultation.

It is part of all Managers duties to review the Safety and Health policy, plans and procedures on a regular basis to ensure that they are being adhered to and that they comply with legislative requirements.

Workplace consultation and cooperation is part of good management. It is also a means by which employers, employees and sub-contractors and elected representatives of employees and sub-contractors work together to improve their work environment and make it safer for all.

A company can benefit from its employees and sub-contractors knowledge, skills and experience by putting into place an effective consultation process.

All employees and sub-contractors receive a copy of the company's Workplace Safety and Health Policy. The Safety and Health Management System is available for all employees and sub-contractors.

Employees and sub-contractors are made aware of any Safety and Health Representatives on site, where applicable.

Staff meetings will be held on a regular basis to discuss safety, health, environmental, quality and productivity matters.

A person will be delegated for each work site to address any issues raised and where appropriate, time frames set for action.

The outcome of accident investigations are passed on to employees and sub-contractors.

12.0 Safe Working Procedures

There are a number of activities carried out in the workplace that are potentially hazardous. These activities are covered in the form of written procedures in this manual in order to reduce the likely hood of incidents or accidents occurring.

Safe work procedures will be reviewed regularly and when there are changes to the work environment or the type of equipment used. Once the safe work procedure is agreed and approved, all employees involved in performing the job will be trained in the procedure.

Safe work procedures covered in this plan include:

- Housekeeping
- Manual Handling
- Notices and Signs
- Personal Protective Equipment and Clothing
- Electrical Safety Requirements
- Dangerous Goods and Hazardous Substances
- Ultra-Violet Radiation
- Guarding of Machinery
- Use of Ladders
- Working at Height
- Fall Arrest Systems and Devices
- Scaffolding
- Isolation / Tag Out Procedures

Refer to *appendix 2* for details.

There are other activities that are covered further in the Safety Induction hand book. A copy of the safe work procedure will be kept available at all times.

Safe Work Procedures should not be confused with Safe Work Method Statements (JHAs). JHAs are designed to cover 'High-risk construction work', have a different template and are to be conducted prior to each activities. These are covered further in the manual.

13.0 Performance Measurement

Accident Statistics

The following summary of accident statistics will be collated and presented to the Management Meeting for discussion.

Statistic	2007/2008	2006/2007	2005/2006
Number of employees and sub-contractors	14	17	17
Lost Time Incidents (LTI)	0	0	0
Injury Index (severity rates)	0	0	0
Exposure Hours (hours worked)	10,320 (YTD)	24,128	24,128
Number of Lost Workdays	0	0	0

Definitions

LTI - Any injury that results in at least one full shift being lost at some time (not necessarily immediately) after the shift during which the injury occurred.

Injury Index – Number of working days lost per 1,000,000 hours worked.

Fatality – An injury that results in the death of a worker.

Exposure Hours – Number of hours worked by employees and sub-contractors during the year.

Number of Lost Workdays – Number of days injured or ill employees and sub-contractors were scheduled to work but could not. Note: AS 1885 specifies that 220 lost working days must be allocated to a fatality.

14.0 Safety Management Plan (OSH Management Plan)

As per recent WorkSafe requirements, One Construction (WA) Pty Ltd are required to provide a Safety Management Plan (SMP) for each site it is in control of. The SMP needs to cover the following –

- Hazards are identified, their risks assessed and methods of reducing risks are considered and recorded.
- An Occupational Health and Safety Management Plan prepared and kept up to date for each site. This plan identifies -
 - People on site with specific OH&S responsibilities and how they are co-ordinated
 - Describes OH&S Induction training that will take place
 - How OH&S incidents will be managed
 - Sets out site safety rules and how people will be informed of those rules
 - Include information that we have on
 - Identifying hazards
 - The risk of those hazards
 - How the hazards will be reduced
 - Safe work method statements (or JHAs) for the site.
- One Construction (WA) Pty Ltd must ensure that –
 - Each person doing construction work on site is given a copy
 - Amended plans are re-issued to relevant parties
 - A copy is available on site for all relevant parties until construction is complete

See *appendix 10* for a copy of One Construction (WA) Pty Ltd Safety Management Plan template.

14.1 Safe Work Method Statement

If 'high-risk' construction work is being carried out on site, the following must be adhered to -

- A safe work method statement must be developed by the sub-contractor before the work commences and these must be kept up to date on the work being carried out.
- All high risk work must be done in accordance to the JHA
- If the sub-contractor is unable to comply with the above, One Construction (WA) Pty Ltd will prepare the JHA.

If the main contractor is unable to comply with sub regulation (2), the main contractor must prepare the necessary safe work method statement or statements and keep it or them up-to-date.

Safe work method statements (also known as Job Safety Analyses or JSAs) for 'high-risk construction work' must, as far as practicable, set out:

- each high-risk construction work activity that either is or includes a hazard to which a person is likely to be exposed;
- the risk of injury or harm arising from those hazards;
- the safety measures to be implemented to reduce the risks, including control measures to be applied;
- a description of the equipment used in the work activity; and
- any qualifications and/or training required to enable people to do the work safely.

The safe work method statements must be given to the main contractor before the 'high-risk construction work' starts at the site, and must be kept up to date as the project progresses. High-risk activities are defined as follows, with the most relevant ones to our construction methods at the top.

- Construction work involving a risk of a person falling two metres or more;
- Construction work involving excavation to a depth of more than 1.5 metres;
- Construction work involving tilt-up or precast concrete;
- Construction work on or adjacent to roads or railways that are in use;
- Work on a construction site where there is movement of powered mobile plant;
- Construction work on or near energised electrical installations and lines (whether overhead or underground);
- Construction work involving demolition;
- Construction work involving removing or disturbing asbestos;
- Construction work involving alteration to a structure that requires the structure to be temporarily supported to prevent its collapse;
- Construction work on or near pressurised gas pipes (including distribution mains);
- Construction work in an area that may have a contaminated or flammable atmosphere;
- Construction work on telecommunications towers;
- Construction work involving a confined space;
- The construction of tunnels;
- Construction work involving the use of explosives;
- Construction work on or near chemical, fuel or refrigerant lines;
- Construction work in an area where there are artificial extremes of temperature;
- Construction work in, over or adjacent to water or other liquids if there is a risk of drowning;
- Construction work involving diving.

15.0 Appendices

Appendix 1 – Customers and Public Safety Policy

Procedures:

Floors, Surfaces, Excavations, Holes and Trenches

One Construction (WA) Pty Ltd will ensure the following standards when site works involving the above matters create hazards to members of the public and others.

- Display appropriate warning signs.
- Erect night-lights as required.
- Arrange for the re-direction traffic/persons as required.
- Arrange for backfilling to be carried out as possible after work(s) below ground have been completed.
- Housekeeping standards will be maintained to the highest levels with regular cleans-ups throughout the working day and at the end of each shift. Discarded rubbish will be placed in designated areas / bins.
- Penetrations and holes in floors will be securely covered with substantial material and safety signage fixed to the cover stating “**DO NOT REMOVE HOLE BELOW**” In new construction, penetrations and holes of a size greater than 200mm but less than 2m will have mesh running through the concrete and be signed as required by the regulations.
- Maintain vigilance when work breaks are taken to prevent unauthorized workplace entry by members of the public.
- Maintain fences and barricades to prevent unauthorized entry by members of the public.

Falling Materials and Debris

One Construction (WA) Pty Ltd will ensure the following standards when site works involving the above matters create hazards to members of the public and others.

- Establish procedures for all scaffolding in excess of 2 metres in height to incorporate toe boards and infill mesh.
- Advise and supervise to prevent persons throwing or dropping materials, gear or tools to or from elevated positions.
- Erect hoardings/barricades to prevent entry by non-site workers to areas where work at height is being performed.
- Use chutes or other suitable means for the discharge of debris/rubbish into bins/skips when necessary.
- As required erect fans/catch platforms to prevent materials etc, falling from height.

- Ensure industry standards are complied with when lifting materials by crane in public areas.
- Ensure overhead work areas, eg scaffolding roof areas etc, are maintained in a clean and clear state.
- In the event that the work involves exposing members of the public and others to potentially hazardous situations **special procedures** will be drawn up prior to the commencement of the work to minimize the risks involved. Eg: scheduling of work to minimize the risk(s) and conducting the work at times when members of the public and others are not in the vicinity.

Plant and Equipment

One Construction (WA) Pty Ltd will ensure the following standards when site works involving the above matters create hazards to members of the public and others.

Plant and equipment are an essential part of the plumbing, contracting and construction process and their movement around workplaces may simply by their presence create hazards for the public and others.

- Define work areas through the use of fences and barricades.
- Erect signage advising “KEEP OUT” etc.
- Ensure plant and equipment is in good working order and guarded.
- Ensure plant and equipment is isolated and de-energised at the end of each working day and stored/parked in a secure area, away from public access ways.
- As required use spotters when various plant is in use, eg crane work.
- Provide temporary by-pass provisions for pedestrians and/or traffic in the vicinity of the works as required.
- Ensure warning signs and lights are erected as required.

Plant operators are to provide either a certificate of competency or be assessed and competent by appropriate persons.

Plant must be checked and certified as being mechanically and operationally sound and conforming with all regulations.

Dust, Vibration and Noise

One Construction (WA) Pty Ltd will ensure the following standards when site works involving the above matters create hazards to members of the public and others.

Dust

- Erect barriers hoardings, shade cloth etc to prevent the movement of dust etc, to areas frequently used by members of the public or by staff in other workplaces.
- As deemed suitable, water sprays will be used to suppress dust movement.
- Asbestos dust exposure will require a **special** policy.

Vibration and Noise

- As deemed necessary, provide acoustic barriers.
- Erect suitable signs and barriers to prevent entry and to alert person(s) in the work vicinity of high noise levels.
- Consider the use of small engine machines.
- Consider the use of machines with reduced noise levels.
- Rescheduling of work to times when high noise levels will cause least disturbance and/or inconvenience to members of the public or other workers.

Invited and Uninvited Site Visitors

One Construction (WA) Pty Ltd will ensure the following standards when site works are carried out and where there is potential access to the work area by (invited and/or uninvited) personnel.

- Provide for substantial and total site fencing if required.
- Erect signs and warnings as appropriate at site access/egress points.
- Adopt a policy that all invited site visitors be accompanied by a staff member whilst on site.
- When working in close proximity to other workplaces or conducting work in other workplaces, ensure that all sub-contractors etc, are advised accordingly of access/egress points and any special safety requirements given the circumstances.
- Keep representatives of other adjacent/adjoining businesses apprised of construction safety matters that may affect them, their staff and customers due to the work being undertaken.

Appendix 2 - Safe Work Procedures

ANGLE GRINDERS

Angle grinders are one of the most dangerous tools found in the workplace. Most angle grinder injuries are from metal particles lodging in the operator's eye

However, the most serious injuries are caused when discs shatter sending pieces flying in all directions at high speed. Kick back, when the grinder is thrust back violently towards the operator, also causes serious injuries. Many injuries occur when fingers get caught between the disc and the guard plate.

Because angle grinders are designed for grinding and not cutting, the use of cutting discs with grinders exposes operators to even greater risks.

Personal Protective Equipment to be used with angle grinders:

- Safety glasses or wide vision goggles
- Ear plugs or muffs
- Gloves
- Safety boots with steel caps
- Overalls or other close fitting clothing
- Head protection against particles rebounding in a confined space

Operating Procedures to be followed:

Before starting work check that:

- The correct grinding disc is fitted and that it is designed for the handpiece being used and for the job to be done
- Correct flange and locking nut is in place and tight
- The guard covers half the disc between the operator and the spindle
- Large grinders are fitted with a handle
- Deadman switch operates and that the power cord and body are not cut or cracked
- The power circuit being used incorporates a residual current device (RCD)
- Nearby employees and sub-contractors have been instructed to keep at a safe distance

When working with an angle grinder:

- Use both hands to hold the grinder at all times
- The grinder is operated at about waist height
- The grinder is run up to speed before applying it to the work
- Keep the disc at a 15 to 30 degree angle to the work
- Never work so that the stream of sparks and particles from the disc flows forwards from you. This will mean that if the disc grabs or bites the resulting kickback will be towards your body. Direct the flow of sparks to one side
- Hold the disc against the work piece with minimum pressure so it doesn't dig in and kick back
- Don't bump the grinder on the work or let the disc hit anything whilst grinding
- Stop the grinder at regular intervals to give hands and arms a rest
- Never put a grinder down until the disc has stopped revolving
- When not in use disconnect power and place grinder on bench with disc facing upwards
- Remove plug from power point when changing discs

CHEMICALS AND SUBSTANCES

Some of the chemicals and substances used in your workplace can cause injury if not handled correctly. Industrial detergents, solvents, disinfectants and particularly kerosene can be harmful to the skin.

Correct protective equipment must be worn and a minimum requirement for this work is PPE as indicated in the MSDS.

Follow the safe handling and mixing instructions on containers and the instructions relating to the safe disposal of the material.

If you are not certain about the correct way to handle a chemical or substance read the label first, check the appropriate material safety data sheet (MSDS)

MATERIAL SAFETY DATA SHEETS (MSDS)

MSDS are filed in the site office and attached to the container, and a copy may be held at One Construction (WA) Pty Ltd office. Employees, sub-contractors and site supervisors must read the appropriate MSDS before any hazardous material is brought on site. If the material is to be used on site then a copy of the MSDS must be kept with the product or the person responsible for using the product.

The material is to be handled as per the MSDS guidelines and the appropriate PPE must be worn. All hazardous materials must be stored correctly, as agreed by the site supervisor.

If the site supervisor does not have the appropriate MSDS when a hazardous material is brought on site, the product must be put to one side until the supplier provides the MSDS.

COMPRESSED AIR

Compressed air must be used carefully as it can cause serious injury and in some cases death. It is possible for air to be forced through the skin tissue resulting in bubbles in the blood, which may cause heart stoppage or brain damage.

Do not:

- Disconnect air hoses before closing the supply valve - when the valve is closed release line pressure carefully.
- Direct a stream of air at your body or at another person.
- Use compressed air to cool yourself or dust off your clothes or hands.
- Control the flow of air by crimping the hose - use the valve.
- Indulge in practical jokes with compressed air.

If it is necessary to use compressed air to clean down machinery you must wear goggles, dust mask and gloves - warn nearby workers before you start cleaning down.

Only authorised people may use air tools.

Use only the correct type of hose and approved fittings for all air tools.

Air tools must only be powered by compressed air - never use any other compressed gas.

Do not apply compressed air to any sealed tank, drum or container unless it is a registered pressure vessel.

DANGER TAGS and OUT OF SERVICE TAGS

Every year people are injured in the workplace, sometimes fatally, when equipment or machinery they are working on is accidentally operated. Accidents like these can be avoided with correct locking out and tagging procedures.

What is locking out and tagging?

Locking out of equipment or machinery is the most effective way of preventing it becoming operational during maintenance. Its effectiveness lies in the "one key per lock, one lock per person" procedure.

If there is only one key per lock, the key has to be with the person carrying out the maintenance.

Where more than one person is working on equipment or machinery a multi-lock system should be followed, ensuring that each person has attached a "personal" lock to the equipment or machine's multi-lock switch.

All workplaces must have a system unless the equipment or machinery is fully inoperative and then disconnected from the energy source.

Essentially, there are two types of tag, the "DANGER" tag and the "OUT OF SERVICE" tag.



“Danger Tags”

Danger tags are used for a variety of hazards that may be involved in equipment and machinery maintenance, such as moving parts, electricity, steam, gas, liquid or toxic substances.

If any work is to be carried out on a particular piece of machinery or equipment and there is a possibility of somebody inadvertently turning it on, the person carrying out the work must personally fasten a red and black "DANGER" tag or lock to the main isolating switch or valve.

As with locking out, if more than one person is undertaking the work, each person must fit their own personal lock or tag to the machine. Each tag must be printed with the person's name and their section, and give the date and time it was attached to the switch or valve.

No one must operate a switch or valve that has been locked or tagged "DANGER" until the lock or tag has been removed, and only the person who attached the lock or tag is allowed to remove it.

"Out of Service" Tags

Yellow and black "OUT OF SERVICE" tags are to be used to prevent accidents or damage to machinery that is out of service for repairs or alterations.

These tags are used in the same way as "DANGER" tags, except that only a supervisor can remove an "OUT OF SERVICE" tag.

If possible, both tags AND locks shall be used. This will provide both visual and physical protection. As a further precaution, a portable sign can also be placed in front of the equipment or machine, or it can be cordoned off with a barrier or rope.

Once a locking-out and tagging system has been introduced, it must be strictly enforced. If the system is not always followed, it becomes ineffective and dangerous. Safety locks and tags are readily available from most distributors of industrial safety products.

Colour Coding

Australian Standard 1319 recommends specific colours for the marking of physical hazards and the identification of certain equipment in industry. Colours used are red, yellow, green and blue.

RED AND WHITE: Signifies danger and prohibition, fire protection equipment, stop buttons for electrical switches and emergency stop controls for machinery.

YELLOW AND BLACK: Signifies caution: draws attention to such hazards as unfastened or removed machinery guards.

GREEN AND WHITE: Denotes safety and location of safety or first aid equipment.

BLUE AND WHITE: Indicates a mandatory requirement for adhering to signage instructions.

SITE SIGNAGE

Safety signs are signs which are displayed in the workplace to:

- Prevent accidents
- Warn of health and safety hazards
- Point out where emergency equipment must be worn

Barricades and flagging will be used to identify hazardous areas and to prohibit entry eg. Personnel working ahead.

All safety signs and barricading must be followed.

ELECTRICAL EQUIPMENT

Electricity is dangerous and can kill - so don't meddle with it.

Only electricians are authorised to repair electrical equipment.

When working with or near electrical equipment:

- Always assume that electrical conductors are live.
- All electrical equipment must be inspected, tested and tagged prior to use – then quarterly.
- Residual current devices (earth leakage) must be used in conjunction with all portable tools.
- Report any frayed wires, damaged cables or faulty switches to your supervisor.
- When using an extension lead across a traffic area protect it from damage by placing boards on either side of the lead.
- Do not allow electric leads to lie in wet areas.
- Do not operate or use any electrical equipment, which has a danger or out of service tag attached.
- If you receive a shock, even a small one, you must report it to your supervisor immediately.
- Do not join multiple leads together.
- Use lead stands where required to keep leads off the ground.

EYE PROTECTION

You must always wear eye protection where the danger of flying particles, flash or splash hazards exist.

If anything enters your eye go to your first aider - do not try to remove it yourself and do not let a fellow worker try. Remember that you only have two eyes so look after them well.

Correct eye protection must be worn when:

- Welding and cutting - electric or oxy-acetylene.
- Chipping - steel, concrete, brick etc.
- Grinding and buffing.
- Riveting.
- Operating any metal working machine, lathe, saw, drill, etc.
- Operating any wood turning machine, lathe, saw, drill, etc.
- Operating any portable power tool.
- Operating any explosive power tool.
- Operating any compressed air tool.
- Using compressed air.
- Pouring any molten metal or substance.
- Using or handling any acid or caustic solution.
- Working sheet metal.
- Hammering occurs as part of any operation.
- There is a risk of airborne particles, sand, dust, etc.

When you are supervising these operations, you too, must wear the correct protection.

Look after your safety glasses, goggles and face-shield - do not put them lens down on any surface, as they will scratch. Keep them clean and in good condition for your own safety.

FIRE SAFETY

All One Construction (WA) Pty Ltd personnel will carry a fire extinguisher and other FFE where appropriate when on One Construction (WA) Pty Ltd sites.

Most fires have small beginnings and the best time to tackle a fire is when it is small. To do this you must know:

- How to raise the alarm if you discover a fire.
- Where extinguishers, hose reels, etc. Are located.
- How to use each type of extinguisher.
- What extinguisher to use on different types of fire.
- The location of your nearest emergency exit/s.
- Your assembly area.

Familiarise yourself with the emergency procedures and fire equipment.

Only fight a fire if safe to do so - you are not expected to put yourself at risk.

If a fire breaks out remember - stay calm and act.

Fire Prevention

The risk of fire is present in most work activities and everyone has a vital role to play in its prevention.

- Observe 'no smoking' signs.
- Don't accumulate rubbish. Keep work and storage areas clean and tidy.
- Put rubbish in the bins provided and empty regularly before they are full.
- Handle and store flammable liquids safely - keep naked lights and sparks away.
- Don't use sawdust to absorb oil spills or leaks - use sand or peat-sorb.
- Keep electrical fittings in good order.
- Avoid the use of adaptors and long or damaged power cables.
- If you are welding or cutting, clear the area of combustible material first. Keep an extinguisher handy. When you have finished work, check again.
- Keep fire extinguishers unobstructed and mounted on the wall.
- If you use an extinguisher take it to your supervisor afterwards who will arrange replacement - do not put it back on the wall.

GAS CYLINDERS

Gas cylinders have the potential to cause serious injury, damage, fire or explosion if not handled correctly.

- Only cylinders approved for use and carrying current test stamps shall be used.
- Use a trolley to move cylinders or get help. Do not lift or secure round the valve.
- Do not drop, drag or allow cylinders to strike each other. If the valve breaks off, the stored energy in the cylinder will turn it into an uncontrolled missile.
- Always consider cylinders as full and handle them carefully.
- Cylinders must be stored upright and chained in a well ventilated place.
- Do not store or leave cylinders by doorways as a passing vehicle may hit them.
- Prevent cylinders rolling about in the back of vehicles - secure them upright.
- Do not store cylinders in the same area as flammable substances, oil, grease, etc.
- Never use oil or grease on valves, hoses or attachments of oxygen cylinders, as there is a possibility of an explosion.
- Open cylinder valves slowly.
- Acetylene cylinders must always be stored and used in an upright position.

HAND PROTECTION

Hand injuries are one of the most common workplace accidents. Hands are exposed to more dangers than any other part of your body and as they are your livelihood look after them well and treat them with respect.

Always wear the correct gloves when handling:

- Rough, splinted or sharp objects.
- Steel and metal sheet.
- Acids, chemicals and solvents.

HEAD PROTECTION

You must observe the head protection signs by wearing a safety helmet in designated areas.

Helmets will be issued to employees and sub-contractors where necessary and you are responsible for looking after them. Make sure that the headband is adjusted to fit the head securely and comfortably. It is recommended that a chinstrap be also fitted.

Wear a helmet when working:

- On any construction site with compulsory helmet signs erected.
- With or near suspended loads.
- Under scaffolding, catwalks, gantries.
- In tunnels, trenches and confined spaces.
- Where there is a risk of head injury from falling objects.

Do not leave your helmet in the sun or on the back window shelf of your vehicle as sunlight (ultra violet) reacts with the helmet and after a time will weaken it.

If your helmet has been subjected to a severe impact or is badly damaged see your supervisor for a replacement.

HOT WEATHER

In hot weather drink sufficient water to replace the fluid you lose through sweating.

Drink, before you are thirsty, don't drink in excessively large quantities - it is better to drink smaller quantities more frequently.

Don't drink very cold water - it may cause cramps.

If you follow a normal balanced diet it is usually unnecessary to eat any extra salt.

Avoid alcohol and highly sugared drinks - cool water is best.

Dress sensibly, wear loose fitting, absorbent clothing - man made fibres should generally be avoided.

Cover-up, wear a hat and sunscreen lotion.

HOUSEKEEPING

You are responsible for keeping your work area clean and tidy as this will help you to work better and more safely. Tidying up and removal of scrap, waste and other unnecessary material should be carried out regularly.

In particular you should:

- Keep all access-ways, aisles, passages and stairs free of material.
- Wind up hoses leads and cables when not in use.
- Keep your tools together and hang them up or store them when not in use.
- Remove all combustible waste, scrap and off-cuts regularly and if necessary, sweep up.
- Use waste bins and empty them regularly - don't have to wait until they are full.
- Be careful with the storage of chemicals and flammable materials and take the correct precautions. Report any leaks or spills.
- Stack and store material safely. Insecure or over-stacked containers or materials represent a safety hazard.

HYGIENE AND CLEANLINESS

Personal hygiene is important not only to prevent the infection of wounds but also to prevent skin diseases or dermatitis through contact with harmful substances. Always wear the correct protective equipment and wash your hands after handling chemicals, before eating and after using the lavatory.

Keep your feet clean to avoid infections and dry them carefully after washing.

Wash your work clothes regularly and change them if they become very dirt or wet during a job.

Keep your crib room or canteen clean, put your rubbish in the bin and wash up.

Do not use strong detergents, kerosene or other solvents to clean your skin. Use a barrier cream first and use mild soap and hot water when the job is finished. Always use the toilet facilities with consideration for others.

LIFTING AND MANUAL HANDLING

Take care of your back as heavy, awkward or frequent lifting may cause muscle or back strain. Use your leg and thigh muscles for lifting because they are much stronger than your back.

Follow these simple rules for all lifting work:

1. Size up the job

Wear suitable clothing, footwear and hand protection as necessary. Remove any obstructions from the route you will travel. Make sure you have enough space in which to work.

2. Check the load.

Before lifting check out the weight first by gently lifting a corner. If you can't lift it easily call for assistance or mechanical aid. Know your comfortable lifting capacity and don't exceed it.

3. Foot position

Face the load and set your feet firmly about hip width apart, one foot slightly in front of the other.

4. Leg action

With your feet in position facing in the direction of travel, crouch down as close to the load as possible - do not squat right down as the effort to rise from this position is considerably increased.

5. Straight back

Keep your back as straight as possible - it may not be vertical but it should not be arched.

6. Firm grip

Tilt the load and slide your hand underneath - use your other hand to balance the load. Get a firm grip with the palm of your hands and the base of your fingers. Don't lift with your fingers. Wear gloves if necessary.

7. Lifting

Relax your arms and keep your elbows in. Lift with the thigh and leg muscles, pull the load in close to the body and straighten up. Lift smoothly, don't twist or jerk.

8. Moving Off

Face in the direction you want to go - check your route is clear.

9. Changing Direction

Change directions smoothly by turning your feet first - don't twist or jerk, keep the load close to your body.

10. Lowering

This is the same as lifting, but in reverse - back straight, load close in, use the leg and thigh muscles to lower the load.

11. High Lifts

If you have to lift above shoulder height do it in two stages. Lift to waist height, rest the load on a shelf or projection, change your grip, bend the knees slightly and finish the lift to the higher level.

Follow and practice these procedures for safer lifting with less effort.

If in doubt - get help

LIFTING GEAR

Keep all lifting gear (slings, chains, webbing, dogs, clamps, hooks etc.) in good condition.

Check equipment for defects before use - if in doubt do not use it - tag and advise your supervisor.

Use only equipment, which has been type tested and is marked with its safe working load. Do not exceed safe working loads of equipment. Do not knot or shorten chains, slings or webbing or lengthen them with bolts.

When lifting protect slings and webbing with packing between sharp surfaces.

When discarding unsafe slings, chains or webbing cut them into pieces to prevent re-use.

Only people with appropriate qualifications and competencies are permitted to use lifting equipment on site.

NOISE AND HEARING CONSERVATION

Regular exposure to excessive noise will cause permanent hearing loss. Noise also interferes with the ability to concentrate and therefore may be a direct cause of accidents.

If it is not possible to reduce workplace noise levels you must wear the supplied hearing protection and observe noise warning signs.

- Earplugs are available but you should change them regularly. Avoid getting oil, grease or dirt on them whilst inserting in the ear as this may cause ear infection.
- Hearing loss is permanent and irreversible - wear the right gear at the right time.

PERSONAL PROTECTIVE EQUIPMENT

A variety of PPE is provided to protect different parts of your body;

- HEAD Safety helmets
- EARS Ear muffs and plugs
- EYES Safety glasses, goggles, face shields, welding masks
- RESPIRATORY SYSTEM Various types of mask and respirators

The following items are to be worn on site:

- Safety footwear
- High visibility vest/clothing
- Minimum short sleeve collared shirt and shorts

The following items will be worn as directed by risk assessment:

- Safety glasses
- Hearing protection
- Safety harness
- Gloves
- Shade Brim

- Sunscreen
- Safety helmet
- Safety footwear (steel capped)

Personal Protective Equipment (PPE) is for your protection and must be worn as directed.

If in doubt about the use of any PPE, contact the Site Supervisor or OHS Manager immediately for instruction on its use.

PORTABLE POWER TOOLS

Always use the correct tool for the job.

Before use check the tool is not defective, that the controls operate correctly and the power cable and plugs are in good condition.

Avoid power cables causing trip hazards and coil them up after use and when returning the tool to stores.

Wear eye protection when using portable power tools.

RESPIRATORY PROTECTION

If you are exposed to nuisance or toxic dust, mist, fumes or vapours you must wear respiratory protection.

When handling chemicals always read the label first and follow the advice given.

Disposable masks canisters and filters should be changed regularly according to the manufacturer's instructions.

When wearing this type of protection make sure that the mask fits you properly and does not allow the entry of the dust, mist, fumes or vapour.

Look after your equipment - if it is not of a disposable type, clean and disinfect it regularly and store it so it is kept clean.

STORAGE

You must observe good housekeeping practices in all storage areas.

- Keep aisles, access ways and the floor clear at all times.
- Clear up any combustible rubbish, scrap and waste.
- Use waste bins provided and empty before they are full.
- Store materials, product, spares, equipment etc. Neatly.
- Use the racks, bins, shelves, etc. Provided.
- Do not over-stack.
- Depending upon the quantity involved, flammable liquids, solvents, thinners etc. should be kept in a designated flammable liquids area away from stores.

WORK AT HEIGHTS

Generally, fall protection should be provided for anyone who could fall 2.0 metres or more. However, if the type of work makes it difficult for a worker to be fully aware of the location of the platform edge, fall protection should be provided regardless of height. One Construction (WA) Pty Ltd requires its employees and sub-contractors to consider the following -

- Assess the risk and the likelihood of harm occurring and the severity of the harm should it occur.
- To protect persons from the risk of falling from height the following controls should be in place before any work commences:
 - Erecting a physical barrier
 - Providing personal fall protection
- As with all tasks and activities, all work from heights will comply with all relevant Acts, Regulations, Standards, Licences and Codes.

Remember that at any height a fall onto concrete can cause serious injury or death, even when working off stepladders.

SCAFFOLDING

All scaffolds should only be erected by competent persons with an appropriate level of training, whether a Certificate of Competency is required or not.

Scaffolding should only be worked off if it is:

- On a stable foundation with proper base plates and level.
- Complete, properly braced and tied to the supporting structure
- Not overloaded
- Fully planked and fitted with guard rails, mid-rails and toe-boards on the working deck wherever a person or material could fall more than 2 metres
- Fitted with a safe, secure stairway or ladder to access the working deck.

Defective or incomplete scaffolding must not be used and should be sign posted “**SCAFFOLD INCOMPLETE DO NOT USE**”

Additional requirements for mobile scaffolds:

- Mobile scaffolds should only be used on a hard, level surface
- The wheels of a mobile scaffold should be locked against any possible movement before using the scaffold
- No person should be on a mobile scaffold when it is being moved
- A mobile scaffold should not be located closer than 1 metre to any slab edge, penetration or other step down, unless a positive means to prevent it crossing that point, such as a fixed fence, rail or suitably high upturn, is in place.

LADDERS

Ladders are primarily a means of access, not a work platform and should only be used for light work where hand hold and stability can be maintained and only if it is not practicable to use other work platforms such as scaffolds or EWP.

When working on a ladder make sure that:

- It is an industrial grade ladder that meets AS 1891
- It is placed at a slope of 4:1
- It is on stable firm footing and secured top and bottom against movement
- Both hands are always free to ascend and descend
- All work is done facing the ladder
- Maintain three points of contact with the ladder
- Overreaching should be avoided
- Work should not be performed over another person
- No more than one person on the ladder at a time
- The ladder extends at least 900mm above landings or platforms.
- Metal ladders not used for live electrical work

FALL ARREST DEVICES

Where it is not practicable to provide other work at height systems, fall arrest systems and devices must be used.

Employees and sub-contractors must be trained in the correct use, storage, care and maintenance of fall arrest systems and devices.

All anchorages will be checked to ensure that they can support the load imposed if a person falls.

HOT WORK PERMIT

Ensure all work is carried out in accordance with AS 1674 and strictly as detailed on "Hot Work Permit". A Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks and must be completed by a Site Supervisor and posted at the site. Hot Work includes, but is not limited to: Brazing, Torch Cutting, Grinding, Soldering, and Welding.

If the required precautions cannot be met, Hot Work is not permitted.

See *Appendix 8* for Hot Works form.

Common Workplace Safety & Health Hazard Chart

Task	Occurrence	Hazard	OS&H Regulation 1996 / Code of Practice (CP)	Australian Standard	Corrective Action
Use of portable ladders	Exceeding safe height	Falls	Reg 3.26.	AS 1892 series	Extension or single ladders should be used as a means of access to or egress from a work area, not as a working platform. No person should stand on a ladder any higher than 900mm from the top of the ladder. Always consider use of EWP
Use of portable ladders	Over-reaching	Falls	CP Prevention of Falls		The ladder is the correct height for the task to avoid reaching or stretching. Keep the body centred between side rails at all times. Never over-reach
Use of portable ladders	Not Facing the ladder	Falls	CP Prevention of Falls		Perform all work facing the ladder. Always maintain 3 points of contact with the ladder
Use of portable ladders	More than one person on the ladder	Falls	CP Prevention of Falls		One person on ladder at all times
Use of portable electrical equipment	Extension leads and hand-held equipment not tagged	Electricity	Reg 3.59, 3.60, 3.61, 3.62 & 3.63	AS 3012	Only hand held electrical equipment and leads tagged in accordance with the AS 3012 to be used.
Use of portable electrical equipment.	Use of portable hand-held electrical equipment and leads without a Residual Current Device (RCD)	Electricity	Reg 3.60 (except construction sites), 3.61 (for construction sites)	AS 3012	All hand held electrical equipment is to be used with an approved RCD as per AS 3012
Use of portable electrical equipment	Extension leads on floor and subject to wet areas	Electricity / Falls			Keep extension leads clear of floor by using stands. Barricade all potential trip hazards.
Erection and use of Scaffolding	Correct erection of Scaffolding	Falls	Reg 3.67	AS 1576 Parts 1 to 6 AS 4576	All scaffolding to be erected according to AS 1576 series
Erection and use of scaffolding	Rubbish and materials near scaffolding	Falls	Reg 3.68	AS 4576	All rubbish band materials to be kept clear of scaffolding
Erection of scaffolding	Erection of incomplete scaffolding	Falls	Reg 3.70 & 3.71	AS 1576 AS 4576	All incomplete scaffolding is to have danger tags, warning signs or barricaded.
Evacuation Procedures	Personnel not site inducted		Reg 3.10		Ensure all personnel are inducted so as to know what to do in an emergency evacuation.

Task	Occurrence	Hazard	OS&H Regulation 1996 / Code of Practice (CP)	Australian Standard	Corrective Action
Housekeeping	Rubbish / materials left in aisles and exit paths	Falls	Reg 3.6 , 3.7. 3.8. , 3.17. & 3.18.		Ensure all rubbish and materials are disposed & stored correctly and not obstructing exit paths.
Movement of EWP (Scissor Lifts)	EWP not operated as per manufacturers instructions	Falls / Machinery Equipment	Reg 3.22		Ensure operators of EWP operate plant from controls at appropriate speed to minimise risk of injury to pedestrians.
Operation inside of EWP (Scissor Lifts)	Operators standing on cage of EWP	Falls / Machinery Equipment	Reg 4.37 & 4.53		Ensure that operators maintain both feet on base of platform at all times.
Use of Gas Cylinders	Gas cylinders not secured	Fire, Explosion, Falls & Manual Handling	Reg 3.27		All gas cylinders are to be appropriately secured and protected from damage and uncontrolled release of contents.
Use of Personal Protective Equipment (PPE)	Personnel not wearing PPE	Noise, Hazardous Substances, Radiation & Foreign Object Strike	Reg 3.32, 3.33, 3.34, 3.35, 3.36, 3.46 7 3.47	AS 1269, AS 1801, AS 1337, AS 1338, AS 2161, AS 2210, As 2604, AS 2375, AS 3765	Ensure Hazards are identified and PPE is worn at all times appropriate to the identified hazard and as detailed in Job Hazard Analysis (JHA)
Welding & allied process (Hot Work)	Conformance with "HOT WORK PERMIT"	Fire, Explosion & Radiation	Reg 3.95, 3.96 , 3.97 & 3.98	AS 1674	Ensure all work is carried out in accordance with AS 1674 and strictly as detailed on "Hot Work Permit"
Welding & allied process (Hot Work)	Supply of appropriate fire extinguisher	Fire, Explosion & Radiation	Reg 3.96	AS 1674	Ensure that sub-sub-contractor supplies appropriate fire extinguisher. Installed store fire extinguishers are not to be removed and used for welding standby.
Use of chemicals and hazardous substances	Use of chemicals and hazardous substances on sites without supply, reading and conforming with Material Safety Data Sheets (MSDS)	Hazardous Substances	Reg 5.3, 5.5, 5.6, 5.11, 5.12, 5.13 & 5.15		Ensure that sub-contractors are aware of responsibilities for providing and complying with MSDS and register the chemical and hazardous substance in the register.

Job Hazard Analysis (JHA)

Safety management is about reducing the risk of injury or harm for any person who may be affected by the work. This includes employers, sub-contractors, all workers, visitors and members of the public who may be at or near a work site. The work should be organised so that all of these people can carry out their usual activities safely.

Coordination

A JHA is one way of providing information to everyone involved in a particular task. It sets out the method that will be used and the way that hazards associated with the task will be managed on that site. JHAs also provide the information that is needed for principal sub-contractors and site supervisors to coordinate the work. They can refer to the JHAs to ensure that everyone is following the steps to be taken to complete the job safely.

Preparing for Work

JHAs are an important part of preparing for each job. JHAs should be completed before work begins. Each worker involved with the job should know what is in the JHAs for the work they are doing.

A JHA provides a written record of the way a particular task should be done. The JHA does not replace the information, instruction, training and supervision that are required to ensure the task is done that way.

Job Hazard Analysis is to be carried out when:

- ◆ An incident has occurred
- ◆ When statistical data indicates that a task is high risk
- ◆ OHS legislation requires it
- ◆ When a new job, equipment, or substance is introduced into the workplace

Job Hazard Analysis shall be reviewed annually to ensure that they remain relevant.

Once the safe work procedure is agreed and approved, all employees and sub-contractors involved in performing the job will be trained in the procedure.

A copy of the safe work procedure will be kept available at all times.

The safe work procedure will be reviewed regularly and when there are changes to the work environment or the type of equipment used.

INCIDENT / INJURY REPORT FORM

Details of person involved:					
Surname Name:		First Name:		D.O.B: / /	Sex: M / F
Address:				Postcode:	Phone:
Job/Trade Title:			Name of Supervisor:		
Witnesses Name:		Phone:	Witnesses Name:		Phone:
Description of Event:					
Date of Incident: / /		Time: am / pm	Was Incident Reported: Y / N Name:		
Location of Incident:			Plant/Equipment Involved in Incident:		
Task/Job being performed and what happened:					
Injury Details:					
Location of Injury (circle)			Nature of Injury (circle)		
Head	Shoulder/Upper Arm – R / L	Leg – R / L	Fracture	Open Wound	Laceration
Eye – R / L	Elbow/Lower Arm – R / L	Foot – R / L	Dislocation	Bruise	Amputation
Face	Wrist/Hand/Finger – R / L	Multiple	Sprain/Strain	Burns	Electric Shock
Ear – R / L	Trunk	Other	Internal	Multiple	Other
Neck	Lower Back		Superficial	Deafness	
Injury Description:					
Was Treatment Given: Y/N		First Aid: Y/N	Ambulance: Y/N	Doctor: Y/N	
Was person taken to Medical Facility or Hospital for Treatment: Y / N					
Name of Medical Facility / Hospital:					
Incident Details: (circle)					
Near Miss		LTI (Non Hospitalisation)	Equipment Damage	Fatality	
First Aid		LTI (Hospitalisation)	Fire	Flood	
Medical Treatment		Vehicle Incident	Environmental	Manual Handling	
Other (describe):					
Return to Work Details:		Full Duties: Y/N	Modified Duties: Y/N	Off Work: Y/N	
How did the Incident Occur: (Describe in detail)					
Was WorkSafe Notified: Y / N		Date Notified:	Time:	Report No:	
WorkSafe Notified By:			Inspector Name:		
Person Reporting Incident:					
Name:					
Signature:			Date:		

INCIDENT INVESTIGATION REPORT FORM

General Information:				
Investigation Number:		Date of Investigation:		Date of incident:
Location:			Postcode:	Phone:
Conducted By:		Phone:		
Person(s) Involved:				
Hazard Information:				
Description of Hazard:				
What was the Key Contributing Factor?				
People <input type="checkbox"/> Plant/equipment <input type="checkbox"/> Environment <input type="checkbox"/> Systems <input type="checkbox"/>				
People		Plant or Equipment		
Supervision <input type="checkbox"/> PPE not used <input type="checkbox"/> Training <input type="checkbox"/>		Size/weight <input type="checkbox"/> Design <input type="checkbox"/> Component Failure <input type="checkbox"/>		
Job Competency <input type="checkbox"/> Other <input type="checkbox"/> Specify:		Other <input type="checkbox"/> Specify:		
Environment		Systems		
Access <input type="checkbox"/> PPE selection & use <input type="checkbox"/> Lighting <input type="checkbox"/>		Procedures <input type="checkbox"/> Task allocation <input type="checkbox"/>		
Housekeeping <input type="checkbox"/> Other <input type="checkbox"/> Specify:		Maintenance <input type="checkbox"/> Workload <input type="checkbox"/> Other <input type="checkbox"/> Specify:		
Background Information				
Is there evidence of an injury or incident of a similar nature? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Type of injury or incident:			Number of injuries or incidents:	
Other relevant background information:				
Incident Analysis: (most accurate description of incident)				
Struck against <input type="checkbox"/>	Slip / Trip <input type="checkbox"/>	Overstress / Overload <input type="checkbox"/>	Others <input type="checkbox"/>	
Struck by <input type="checkbox"/>	Caught between or under <input type="checkbox"/>	Equipment failure <input type="checkbox"/>		
Fall from height <input type="checkbox"/>	Came into contact with <input type="checkbox"/>	Environmental release <input type="checkbox"/>		
If Others specify:				
Corrective Actions:				
The corrective actions to be taken from above causes:				
Corrective Action	By Whom	Due Date	Date Completed	Signature
Follow Up Of Corrective Actions: Supervisor				
I acknowledge that I have reviewed this Incident Investigation and the control measures are appropriate				
Name:		Date:		
Signature:		Date of Next Review:		
Managers Comments				
Managers Name:		Position:		
Signature:		Date:		

HAZARD REPORT FORM

General Information:				
Report Number:	Date:	Location:		
Originated By:		Phone:		
Occupation:	Company:			
Site Location of Hazard:				
Type of work being carried out:				
Project Manager:				
Hazard Information:				
Hazard was reported to:		Date:	Time:	
Detailed description of hazard:				
Assessment of Risk: (likely hood and severity of injury)				
Low <input type="checkbox"/> (V. Unlikely – First Aid treatment) Moderate <input type="checkbox"/> (Unlikely – Medical treatment / several days off work)				
High <input type="checkbox"/> (Likely – long term illness or serious injury) Extreme <input type="checkbox"/> (V. Likely – Death / permanent disability or illness)				
Corrective Actions:				
The corrective actions to be taken from above causes:				
Corrective Action	By Whom	Due Date	Date Completed	Signature
Follow Up Of Corrective Actions: Supervisor				
I acknowledge that I have reviewed this Incident Investigation and the control measures are appropriate				
Name:		Date:		
Signature:		Date of Next Review:		
Managers Comments				
Managers Name:		Position:		
Signature:		Date:		

WORKPLACE INSPECTION CHECKLIST

Workplace to be inspected by the Supervisor and where applicable, the Safety and Health Representative.

Conducted By:	Date:	Time:
Site Location:	Project:	
Contract Description:	OSH Representative:	
Signature on completion:		

Indicate in the following manner:

√ Acceptable ✗ Not Acceptable N/A Not Applicable

1. Housekeeping and work environment		
1.1	Is the housekeeping and cleanliness of the general area acceptable	
1.2	Work areas free from rubbish & obstructions	
1.3	Is access to disposal bin clear & safe	
1.4	Doorways and aisles clear	
1.5	Oily rags and other greasy materials kept in self closing cans	
1.6	Combustible cartons carefully stacked	
2. Floors		
2.1	Even surfaces	
2.2	Clean	
2.3	Slip resistant	
2.3	Free from slip/trip hazards	
2.4	Floor openings covered	
2.5	Stock material out of way	
2.6	Special attention to areas around machines	
2.7	Floor openings protected when not in use	
3. Machines		
3.1	Adequate work spaces	
3.2	Clean and tidy	
3.3	Adequately guarded	
3.4	Warning signs and instructions displayed	
3.5	Noise levels satisfactory	
3.6	Free from oil and grease	
3.7	Emergency stops appropriately identified	
4. Workbenches		
4.1	Clear of rubbish, tidy and uncluttered	
4.2	Tools not in use in correct storage place	
5. Windows		
5.1	Clean, admitting plenty of natural daylight	
5.2	No broken panels	
5.3	Ledges free of dust, tins or rubbish	
6. Stairs and landings		
6.1	Clean free of oil and grease	
6.2	Handrails in good repair	
6.3	Landing free of obstructions	
6.4	Adequate lighting	

7. Ladders and steps		
7.1	Stored in the correct location	
7.2	Rubber safety feet in place	
7.3	No broken or missing rungs or other defects	
7.4	Pitched to correct ration 4:1	
7.5	Extended minimum 900mm above landing	
8. Storage		
8.1	Adequate storage and convenient racks, bins	
8.2	Clear of traffic areas	
8.3	Shelves stable with good foundations	
9. Electrical		
9.1	Gear not in use properly stowed	
9.2	Portable equipment protected by RCD	
9.3	No broken plugs, sockets or switches	
9.4	No frayed or defective leads	
9.5	No uprooted leads over traffic/access ways	
9.6	Electrical cord inspected and current tag fitted	
9.7	Lock Out / Tag Out procedures implemented for electrical isolations	
9.8	Switchboards secured	
10. General lighting		
10.1	Adequate artificial lighting	
10.2	Good natural lighting	
10.3	Emergency lighting operable	
10.4	Lighting is steady	
11. Noise / Vibration		
11.1	Hearing protection available and worn	
11.2	Noise level doesn't interfere with alarm signals or other communication	
11.3	Shock absorbers in place to avoid unnecessary vibrations	
11.4	Noisy machinery labelled / signed	
12. Chemicals		
12.1	Chemicals stored appropriately	
12.2	Containers adequately labelled	
12.3	Have MSDS been obtained for all hazardous substances in use	
12.4	Have recommended control measures been put in place	
12.5	PPE available and in use	
12.6	Waste disposal procedures appropriate	
12.7	Adequate ventilation	
13. Welding		
13.1	Gas cylinders secured to trolley	
13.2	Adequate ventilation	
13.3	Only flint guns used to light torch	
13.4	Flash back spark arresters fitted	
13.5	PPE provided and worn	
13.6	Hot Work Permit system used	
13.7	Fire extinguisher near work area	

14. Excavations		
14.1	Shoring in place and in sound condition	
14.2	Excavation well secured	
14.3	Signage displayed	
14.4	Banks battered correctly and spoil away from edge	
14.5	Adequate access / egress from excavation	
15. Manual handling		
15.1	Mechanical aids provided and used	
15.2	Manual handling alternatives and control measures in place	
16. Hygiene		
16.1	Meal rooms regularly cleaned and tidy	
16.2	Adequate washing facilities, soap, towels etc.	
16.3	Toilet facilities cleaned and rubbish removed	
17. First Aid		
17.1	Cabinet and contents clean and orderly	
17.2	Stock meets requirements	
17.3	Emergency numbers displayed	
18. Fire / Emergency evacuation		
18.1	Extinguishers in place and recently serviced	
18.2	Signs indicating specific use of extinguishers	
18.3	Adequate directions towards fire exits	
18.4	Exit doors easily opened from inside	
18.5	Exits clear of obstructions	
18.6	Serviceable alarm system	
18.7	Sprinkler system operable	
18.8	Catwalks and ladders clear	
18.9	Emergency telephone numbers displayed	
18.10	Evacuation plan and assembly point in place	
18.11	Fire hydrants & hose reels clear and readily accessible	
19. Personal Protective Equipment		
19.1	PPE appropriate to work being carried out	
19.2	PPE being worn by all employees and sub-contractors	
19.3	Sunscreen, sunglasses and appropriate UV protection measures implemented	
19.4	Correct signage at access points	
20. Public protection		
20.1	Appropriate barricades, fences and hoardings in place	
20.2	Signage in place at access points	
20.3	Site access controlled	
20.4	Traffic control procedures in place	
20.5	Dust and noise control measures in place	
Comments:		

RETURN TO WORK PROGRAM TEMPLATE

RETURN TO WORK PROGRAM				
Worker Details				
Worker Name:	Claim No:			
Telephone (home):	Telephone (work):			
	Email:			
Position Title:	Section:			
Employer Details				
Employer/Business Name:				
Supervisor:	Telephone:			
	Email:			
Person co-ordinating return to work program:	Telephone:			
	Email:			
Insurer Details				
Name of Insurer:				
Contact person:	Telephone:			
	Email:			
Medical Details				
Name of Treating Medical Practitioner:				
Address:				
Telephone:	Email:			
Facsimile:				
Work Restrictions on the Current Medical Certificate (if any):				
.....				
.....				
.....				
Date of Review by Treating Medical Practitioner: / /				
Program Details				
Return to Work Goal				
<input type="checkbox"/>	Same Employer/Same Job	<input type="checkbox"/>	New Employer/New Job	
<input type="checkbox"/>	Same Employer/Modified Job	<input type="checkbox"/>	Other vocational rehabilitation options	
<input type="checkbox"/>	Same Employer/New Job			
Start Date: / /				
Review Date: / /				
Week	Date	Hrs of work	Duties	Restrictions

RETURN TO WORK PROGRAM continued.../2

Actions to be Completed to Enable the Injured Worker to Return to Work

Action	Person Responsible	Completion/ Review Date

Vocational Rehabilitation Details

Note: these details are only included if the worker, the employer and the treating medical practitioner have agreed to a referral to an approved vocational rehabilitation provider.

Name of Approved Vocational Rehabilitation Provider:

Telephone:

Email:

Date of Referral: ____ / ____ / ____

AGREEMENT BY PARTIES AT THE WORKPLACE:

I agree to the terms of this return to work program.

WORKER'S SIGNATURE:

Date: ____ / ____ / ____

EMPLOYER'S SIGNATURE:

Name of person signing on behalf of employer:

Position:

Date: ____ / ____ / ____

HOT WORK PERMIT PF220

(Hot Work is not permitted unless this form is completed and signed by Supervisor/Safety Officer and Head Office notified of hot works location.)

Name of person/company performing Hot Work: _____

Date of Work: _____ Permit No: _____
(Work Order Number)

Location of Work:

(be specific including building and room number)

Description of Work:

This permit is valid from _____ am/pm on ___/___/___ to _____ am/pm on ___/___/___

Special Precautions:

The work site has been inspected by me, I have arranged for the fire panel to be isolated and all other necessary precautions taken.

Name: _____ Signed: _____ Date: _____
(Person performing the work)

The fire alarm and panel has been isolated and the work site has been inspected by me, and declared safe for hot-work to proceed.

Name: _____ Signed: _____ Date: _____
(Responsible Officer)**FIRE WATCH** (if required)

Work site and all adjacent areas where sparks may have spread were inspected by me during, and for at least thirty (30) minutes after the work was completed and no fire conditions were noted. The fire panel has been de-isolated.

Name: _____ Signed: _____ Date: _____
(Fire Watcher)

The fire alarms and thermal/smoke detectors must be isolated before hot works commences.

Hot works commenced at _____ am/pm Hot works completed at _____ am/pm

* This form to be filed for review by Safety Officer. *

PRECAUTIONS CHECKLIST

GENERAL PRECAUTIONS

Yes No N/A

- | | | | |
|-------------------------------------------------------------------------------|-------|-------|-------|
| Are flammable and combustibles removed or protected? | _____ | _____ | _____ |
| Are available sprinklers, hose streams and extinguishers in service/operable? | _____ | _____ | _____ |
| Is floor swept clean and wet down where necessary? | _____ | _____ | _____ |
| Is arc flash shielding in place? | _____ | _____ | _____ |
| Is ventilation adequate? | _____ | _____ | _____ |
| Is hot-work equipment in good repair? | _____ | _____ | _____ |
| Is fire watch required? | _____ | _____ | _____ |
| Is fire panel isolated? (Checked with Supervisor) | _____ | _____ | _____ |
| Are smoke/thermal detectors isolated? (Checked with Security) | _____ | _____ | _____ |
| Has Safety Officer been informed of details of hot work? | _____ | _____ | _____ |

PRECAUTIONS WITHIN 12 METRES OF WORK

- | | | | |
|--------------------------------------------------------------|-------|-------|-------|
| Are combustible liquid, vapour, gasses removed or protected? | _____ | _____ | _____ |
| Are combustible floors protected? | _____ | _____ | _____ |
| Are flammable liquids, dust, lint removed or protected? | _____ | _____ | _____ |
| Is explosive atmosphere in area eliminated? | _____ | _____ | _____ |
| Are all wall and floor openings covered? | _____ | _____ | _____ |

WORK ON WALLS OR CEILINGS

- | | | | |
|----------------------------------------------------------------------------------|-------|-------|-------|
| Is construction non-combustible and without combustible coverings or insulation? | _____ | _____ | _____ |
| Are combustibles on the other side of wall or ceiling moved away? | _____ | _____ | _____ |
| Are fire resistant coverings under works to collect sparks? | _____ | _____ | _____ |

WORK ON ENCLOSED EQUIPMENT

- | | | | |
|-----------------------------------------------------|-------|-------|-------|
| Is enclosed equipment cleaned of all combustibles? | _____ | _____ | _____ |
| Are containers purged of flammable liquids/vapours? | _____ | _____ | _____ |

FIRE WATCHER

- | | | | |
|----------------------------------------------------------------------|-------|-------|-------|
| Is Fire Watcher required? | _____ | _____ | _____ |
| If required, has Fire Watcher been organised? | _____ | _____ | _____ |
| Is Fire Watcher trained in use of this equipment and sounding alarm? | _____ | _____ | _____ |
| Is Fire Watcher supplied with appropriate fire extinguisher? | _____ | _____ | _____ |
| Has fire panel been de-isolated? | _____ | _____ | _____ |

Other precautions taken:

****All questions are to be answered.****