



# OCCUPATIONAL HEALTH AND SAFETY PROJECT MANAGEMENT PLAN

*Version 2*

*Approved by Chief Executive Officer*

*21 February 2022*

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## Occupational Health and Safety Project Management Plan

*Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.*

<b>Project Name</b>	
<b>Location</b>	
<b>Date</b>	

I have read and clearly understood this document, filled out the details required in the document relating to this specific work site (noted above) and agree to abide by the health and safety requirements specified in the Occupational Health & Safety Project Management Plan, the OHS Act 2004, OHS Regulations 2017, Worksafe Codes of Practice and AS/NZS Standards & Guidance notes.

I also agree to adhere to, wherever possible, the policies and procedures of the Yarriambiack Shire Council, including but not limited to those listed in Section 5 of this document.

REPRESENTATIVE	SIGNATURE	DATE
Principal Project Manager (YSC (Yarriambiack Shire Council) Project Officer overseeing the project).		
Principal Contractor (Main contractor and overseer of subcontractors, tradesmen & workers on site.)		
Community Representative (Club or Group Representative)		

## 1 DEFINITIONS

Active Construction Site	Site where works have commenced. All Health & Safety standards apply as per the OHS Project Management Plan.
Community Representative	Representative or spokesperson for a club or organisation where the work is to be performed. Works closely with the Principal Project Manager.
Consultant	Person engaged by the Principal Project Manager to provide a consultancy service to the project. Examples of consultants could be Surveyors, Design/Civil/Structural/Hydraulic Engineers, Architects etc.
DEDJTR	Department of Economic Development, Jobs, Transport and Resources. Responsible for regional development, mining & resources, agriculture & fisheries to name some of their role.
DELWP	Department of Environment, Land, Water and Planning. Responsible for local government, planning, energy, property & land titles to name some of their role.
Friable Asbestos	Asbestos material that (when dry) is in powder form or may be crushed or pulverised into a powder form by hand pressure. This material poses a high risk of exposing people to airborne asbestos fibres, illness, and death.
Hazard	Anything in the workplace that has the potential to harm people. This can include objects, machinery, dangerous chemicals, fatigue, or the way work is done.
Hierarchy of Control	List of control measures, in priority order, that can be used to eliminate exposure to the hazard.
Hot Work Permit.	A Hot Work Permit is a requirement where there is a possibility of a fire occurring on site as a result of the work performed. The permit highlights the resources needed to prevent a fire occurring. Permit books are held by certain council staff and can be issued to the Principal Contractor or Subcontractors as required.
Incident	Is an unplanned, undesired event that hinders completion of a task and may cause injury, illness or property damage or a combination of all three.
Inactive Construction Site	Site where works have not commenced on site.

<p>Incident reporting – Near miss, hazards &amp; incident reports.</p>	<p>Depending on the nature of the incident, the following organisations may require you to submit an Incident Report. E.g., Worksafe, YSC, Energy Safe Victoria, EPA, DELWP, GWM Water etc.</p>
<p>Job Safety Analysis (JSA)</p>	<p>A JSA simply means looking at the work task and considering what is the safest way to complete it. It is a way of becoming aware of the hazards involved in doing the job and taking action to prevent an injury.</p>
<p>Non-Friable Asbestos</p>	<p>Asbestos fibres which are bonded by cement, vinyl, resin, or other similar material. If damaged, broken or drilled, fibres will be released into the atmosphere.</p>
<p>OHS Project Management Plan</p>	<p>A Plan that clearly defines and sets the Health &amp; Safety required standard on site for the Principal Project Manager, Principal Contractor, Subcontractors, Tradesmen and Workers (includes volunteers).</p> <p>A Plan that aligns with the legislative requirements of the OHS Act 2004, OHS Regulations 2007 and Worksafe Codes of Practice.</p> <p>The Plan is to be read, clearly understood, and signed off by the Principal Project Manager, Principal Contractor and Community Representative prior to work commencing on site.</p> <p>A copy is to be maintained on site and available for all persons who may wish to read it.</p>
<p>Principal Contractor</p>	<p>The Contractor engaged by the Principal Project Manager or Community Representative to perform the majority of the work, including engaging and supervising Subcontractors, Tradesmen and Workers.</p>
<p>Principal Project Manager</p>	<p>The Principal Project Manager is Yarriambiack Shire Councils Representative. Responsible for the overall management of the project from start to finish.</p> <p>Will works closely with the Community Representative and Principal Contractor to ensure</p> <ul style="list-style-type: none"> <li>• project quality control is maintained,</li> <li>• that the project runs on time and on budget.</li> <li>• And that OHS standards are maintained at a high standard in accordance with the OHS legislation.</li> </ul>

Permits	Most projects will require a series of approved permits prior to work starting on site. These may include but are not restricted to planning permit, building permit, hot work permit, road reserve works permit, asset protection permits etc.
Residual-current device (RCD)	An RCD or residual-current circuit breaker (RCCB) is a device to quickly disconnect current to prevent serious harm from an ongoing electric shock.
Safe Work Method Statements (SWMS)	<p>A SWMS is a document that sets out the <b>high-risk construction work activities</b> to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.</p> <p><b>SWMSs (SAFE WORK METHOD STATEMENTS) (Safe Work Method Statement) are a mandatory requirement when carrying out high risk work.</b></p>
Site Supervisor	Appointed by the Principal Contractor to oversee construction work in the absence of the Principal Contractor. When overseeing the works the Site Supervisor has the same role and responsibilities as the Principal Contractor. On large projects the Site Supervisor may be employed to assist the Principal Contractor in managing the project.
Site Inspector	<p>Depending on the nature of the project, numerous inspectors may visit the site during the course of the project.</p> <p>These may include: Worksafe, Environmental Protection Authority, YSC Building Surveyor, Building, Plumbing and Electrical Inspectors, YSC Public Health Officer, YSC People &amp; Safety Officer/s, Environmental Officers and DELWP compliance officer.</p>
Standard Operating Procedures (SOP's)	Standard Operating Procedures (SOP's) help maximise safety and operational efficiency in a business. An SOP (Standard Operating Procedure) is a procedure specific to your operation that describes the activities necessary to complete tasks in accordance with industry regulations, provincial laws or even just your own standards.
Subcontractor	A Subcontractor is a specialist in a particular trade or field of work and takes a portion of the contract from the Principal Contractor.

	<p>Subcontractors are usually engaged and managed by the Principal Contractor with the same health and safety rules and responsibilities applying to them as they do to the Principal Contractor.</p> <p>Typical subcontractors may be an electrician, plumber, plasterer, plantoperator, bricklayer, surveyor, landscaper etc.</p> <p>Subcontractors should be registered as a business with their own insurance policies.</p>
Tradesmen	A skilled manual worker that could be an employee of the Principal Contractor or subcontractor or could be the Principal Contractor or subcontractor themselves.
Volunteers	<p>Volunteers are most likely to be members of a club or group undertaking volunteer work on the site.</p> <p>Under the OHS Act 2004 volunteers are classified as workers and must abide by the OHS Project Management Plan, Site Safety Rules.</p> <p>Volunteers have the same OHS rights as those on site.</p>
We	Can Include the Principal Project Manager, Principal Contractor & Community Representative ( <i>decision makers</i> ) and may include Subcontractors, Tradesmen and Workers on site.
Workers	Employees of the Principal Contractor or Subcontractor. They can also be a Community Representative ( <i>Volunteer</i> ) or Council Employees working on site.
Temporary Principal Project Manager / Site Supervisor.	If in the event the Principal Project Manager is on leave, off sick or for some legitimate reason unable to oversee the management of the Principal Project Manager can appoint a Temporary Site Supervisor to fill in for them. The Temporary Site Supervisor will perform hold the same role and have the same responsibilities as the Principal Project Manager.
YSC	Yarriambiack Shire Council

## 2 Project Information

### Management and Review

This OHS Project Management Plan has been developed to outline an approach to managing Occupational Health & Safety at a project site.

We will:

- make this plan available to all Tradesmen, Subcontractors and Workers on this project and ensure they have the opportunity to read, understand, clarify, and ask questions.
- keep a copy of the OHS Project Management Plan on site so it is readily available for the duration of the project.
- review the Plan regularly throughout this project and make any revisions known to those working on the project.
- make this plan available to the community group or organisation representative.
- Make this plan available to the YSC People and Safety Officer.

### Principal Contractor Details

<b>Business name:</b>	
<b>Address:</b>	
<b>Contact person:</b>	
<b>Work phone:</b>	
<b>Mobile phone:</b>	
<b>Fax:</b>	
<b>Email:</b>	
<b>ABN:</b>	
<b>Principal Contractors signature:</b>	

### Names and Designated Health and Safety Representatives on Site

Name	Position	Employer



### Contact Details of Persons linked to Project

This is to include Engineer, Architect, Consultant etc.

Client Name	Position	Employer	Contact Number

### Scope of Works

<b>Project Name and/or Contract Number</b>	
<b>Project Location</b>	
<b>Proposed Start Date</b>	
<b>Proposed Finish Date</b>	

## 3 COVID-19 Vaccination Status

As Project Manager, I confirm that all contractors and sub-contractors on site are vaccinated in accordance with the COVID-19 Ministerial Directions of the Victorian Government.

I understand that it is my responsibility to ensure compliance with this requirement.

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

## 4 Roles and Responsibilities

The Principal **Project Manager** of this project is responsible for:

- ensuring the OHS Project Management Plan has been understood by all parties and has been signed off by the Principal Contractor, Community Representative and themselves (the Principal Project Manager).
- appointing a Temporary Project Manager to manage the project on their behalf (if temporarily unavailable) to oversee the management of the project. Ensuring the person chosen clearly understands and enforces the OHS Project Management Plan and the Site Safety Rules.
- encouraging those working on site to report Health & Safety issues immediately and have them fixed promptly.
- maintaining strong and open communication amongst all persons on site. Talking regularly with the Principal Contractor on site about site safety.
- inspecting Health & Safety documentation when visiting the site to ensure its current. Ensuring the Principal Contractor is performing their role by maintaining a copy of all Health & Safety documentation. That the documentation is up to date and available to inspect at all times.
- knowing the OHS Project Management Plan and making sure the Principal Contractor sticks to it.
- ensuring all persons on site performing work related duties have on their person a Construction Induction Card (White Card) and that their construction induction card is recorded on the Site Attendance Form.
- being contactable and making sure the Principal Contractor and Community Representative have your mobile phone number.
- identifying hazards when on site and informing the Principal Contractor to address the hazards.
- ensuring the Principal Contractor issues, you with a copy of permits, Site Attendance Sheets, Safety Site Meetings, Incidents and Hazard Reports and up to date copies of SWMS's.
- ensuring reportable incidents are reported promptly to Worksafe, the WorkSafe Incident Form is filled out and the site preserved. That all documentation is made available to the council's Safety Officer and Worksafe Inspector when they arrive on site
- maintaining detailed copies of all health & safety documentation from the Principal Contractor. The documentation being made available for Safety Officers and Worksafe Inspectors to inspect on site at any time.

The **Principal Contractor** of this project is responsible for:

- ensuring all persons on site are fully aware of the OHS Project Management Plan, Site Safety Rules and abide by them.
- identifying and observing all the health & safety legislative requirements for the work site.
- ensuring all workers prior to commencing work on site have a Construction Induction Card (White Card) on their person.
- maintaining a list of people working on site and their Construction Induction Card Number.
- ensuring all persons on site have undergone an on-site induction and have walked around the site to discuss any safety requirements.

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- ensuring that all works are conducted on site in a manner with safety as a priority
- developing task planning to perform all work safely by participating in the planning and design stages of trade activities.
- identifying OHS training required for an activity if workers are not trained or experienced to perform the task.
- ensuring workers undertake identified OHS training specific to the task they are about to perform. If they do not have the experience to perform the task.
- investigating Incident and Hazard reports and ensuring that corrective actions are undertaken as soon as possible.
- resolving disputes on site relating to health and recording activities such as workplace bullying, skylarking etc.
- knowing what the work crews are up to at all times.
- paying specific attention to the supervision and onsite training of young or inexperienced workers.
- ensuring Safe Work Method Statements (SWMS) are in place prior to commencing High Risk Construction Work and making sure the SWMS is specific to the task being performed.
- ensuring persons performing High Risk Work (E.g., scaffolding, rigging, forklift operation, crane, and hoist operations) have the appropriate High-Risk License on their person. Ensuring license numbers are to be recorded and maintained on site.
- maintaining a Daily Site Attendance Register (sign in sheet) and always knowing who is on the site.
- conducting and recording regular safety site inspections and reporting any hazards or breaches of the Regulations / Codes of Practice to the relevant Subcontractor, Tradesman or Worker on site. Taking action to address safety hazards and breaches.
- talking regularly with workers on site about site health and safety.
- Ensuring reportable incidents are reported promptly to Worksafe, the WorkSafe Incident Form is filled out and the site preserved. That all documentation is made available to the council's Safety Officer and Worksafe Inspector when they arrive on site.
- ensuring when an incident occurs on site, that the Principal Project Manager is informed immediately.
- if appointing a Site Supervisor to manage the project on your behalf while you are not on site. Ensuring the Site Supervisor chosen knows the OHS Project Management Plan and the Site Safety Rules.
- ensuring that Tradesman, Subcontractors and Workers maintain a clean, tidy, and safe site ready for each trade before they arrive. (Housekeeping)
- assisting in rehabilitation and return to work initiatives for their employees if injured on site.
- maintaining all Health & Safety documentation for Safety Officers and Worksafe Inspectors to inspect on site at any time.
- attending toolbox meetings on site but not necessarily run them. These could be run by a worker appointed as a Health & Safety Rep on site for the period of the project.
- Always ensure site security.

**Subcontractors, Tradesmen and Workers** are responsible for:

- identifying all High-Risk Construction Work associated with their activities and ensuring Safe Work Method Statements (SWMS) are developed and implemented prior to commencing work activities.
- complying with this OHS Project Management Plan and site Safety Rules.
- complying with directions given to them by the Principal Contractor or Site Supervisor (Principal Contractor representative).
- undertaking a site-specific induction before starting work and signing off that they have completed this induction.
- ensuring the tradesmen and workers under your supervisor have undertaken site specific inductions and have had their details recorded.
- ensuring they have the correct tools and equipment, and these are in a serviceable condition for the task. (Including Testing and Tagging of equipment)
- holding a Construction Induction Card (White Card).
- having the correct licenses and tickets to perform their job.
- wearing the correct Personal Protective Equipment (PPE) as noted on the Site Rules.
- cleaning up as they go and maintaining good site housekeeping.
- reporting hazards and incidents to the Principal Contractor or Site Supervisor immediately.
- filling out Near Miss, Hazard & Incident Reports as they occur to them or for a work colleague who is unable to record the details as a result of the incident.
- attend all on site Toolbox meetings when they occur.
- Ensure they have required qualifications and/or training before completing High-Risk tasks.

All staff attending sites must follow the current Ministerial Directions from the Victorian Government regarding COVID-19. Any person who while on site develop symptoms of COVID- 19 must notify the Principal Contractor and leave the site immediately.

### People with Specific Roles and Responsibilities

Council Employees including persons from the community who enter the site must sign in and adhere to the OHS Project Management Plan and site Safety Rules. This will include such people as the Building Inspector, Building Surveyor, Health Inspector, Structural / Civil Engineers, Town Planner, YSC Technical Officers, Consultants etc.

If a person entering the site for a visit does not have a Construction Induction Card (CID) they will be required to be always accompanied by a person with a CID while on the site as a visitor.

**You will not be allowed to work on site unless you have a CID.**

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## 5 General Occupational Health and Safety Information

Relevant Legislation	Tick If Applicable
OHS Act 2004	
OHS Regulations 2017	

Relevant Compliance Codes <i>Available from the Worksafe Website</i>	Tick If Applicable
Managing asbestos in the workplace December 2019	
Removing asbestos in the workplace December 2019	
First Aid in the workplace November 2021	
Confined Spaces Health and Safety Guide December 2019	
Communicating OHS across languages Health and Safety Guide June 2017	
Compliance code Facilities in Construction Edition 1 March 2018	
Prevention of Falls in General Construction December 2019	

Relevant Code of Practice <i>Available from the Worksafe Website</i>	Tick If Applicable
Safety Precautions in Trench Operations / Excavation December 2019	
Building and Construction Workplaces/ Facilities in Construction March 2018	
Demolition Edition 2 December 2019	
Plant Edition 2 December 2019	
Manual Handling Edition 2 December 2019	
Prevention of Falls in Housing Construction Edition 2 December 2019	

Other Standards or Guidance Notes. <i>Available from the Worksafe Website or Energy Safe Victoria Websites</i>	Tick If Applicable
Building Regulations 2018	
Plumbing Regulations 2018	
Planning for Safety Checklist ( <i>Worksafe</i> )	
Health & Safety Coordination Plan Template ( <i>Worksafe</i> )	
Planning for Safety on Construction sites ( <i>Worksafe</i> )	
Job Safety Analysis ( <i>Worksafe</i> )	
Working safely in the General Construction Industry ( <i>Worksafe Handbook for the Construction Regulation</i> )	
Site Safety: Where do I fit into the picture? Poster ( <i>Worksafe</i> )	
High Risk Licenses, updated 2017 ( <i>Mandatory Worksafe Requirements</i> )	
Asbestos Handbook for workplaces 2008 ( <i>Worksafe</i> )	
Using powered mobile plant near overhead assets May 2018 ( <i>Worksafe</i> )	
Dial Before you Dig 5 Ps of safe site practice. ( <i>Dial Before you Dig</i> )	
No Go Zones Working near Overhead and Underground Assets ( <i>Energy Safe Victoria</i> )	
Guide to Scaffolding near Service Lines ( <i>Energy Safe Victoria</i> )	
General requirements to act as a spotter with plant and equipment that is working in the vicinity of overhead electrical assets ( <i>Energy Safe Victoria</i> )	
Site Housekeeping for Safety ( <i>Worksafe</i> )	

<b>Other Standards or Guidance Notes.</b> <i>Available from the Worksafe Website or Energy Safe Victoria Websites</i>	<b>Tick If Applicable</b>
Safe Isolation of Machinery: Pocket Checklist ( <i>Worksafe</i> )	
Isolate, de-energize, Lock Out and Tag Out Plant ( <i>Worksafe</i> )	
Test & Tag ( <i>Electrical Testing Colour Codes for Victoria</i> ) (ETU Victoria)	
YSC Incident & Hazard Forms ( <i>YSC</i> )	
Incident Notification Forms ( <i>Worksafe</i> )	

<b>Council OHS Policies and Guidelines</b> <i>Available from the Principal Project Officer</i>	<b>Tick If Applicable</b>
Occupational Health and Safety Policy and Guidelines Manual	
Occupational Health, Safety and Wellbeing Guidelines Manual	
Fit for Work Policy and Procedure	
Supplier Code of Conduct	
Human Resource Policy and Guideline Manual	
YSC Incident & Hazard Forms ( <i>YSC</i> )	

## 6 Principal Contractor and Subcontractor Insurance

The Principal Contractor and Subcontractor engaged to perform work for Yarriambiack Shire Council are required to hold insurance in accordance with the specifications of the contract, or in accordance with Council's Procurement Policy and Procurement Management Manual.

The Principal Contractor, Subcontractors who employ Tradesman and Workers on site are required to have **Workcover Insurance**.

**Mobile plant/vehicles** on site are to be **insured, registered, and regularly serviced**.

<b>Insurance Type</b>	<b>Confirm YSC Record</b>	<b>Expiry Date</b>
Public Liability	YES INITIALS	
Work Cover	YES INITIALS	
Professional Indemnity	YES INITIALS	
Product	YES INITIALS	
Motor Vehicle Insurance	YES INITIALS	
Other	YES INITIALS	

**Principal Contractor Declaration that they have captured Sub-contractor Insurance and Qualification and/or Licences**

I,  Project Manager declare that I

have on record and sighted all sub-contractors engaged in the project's insurance, licences and/or qualifications applicable to the contract and/or project.

<b>Signature</b>		<b>Date</b>	
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## 7 Risk Management

### Identifying Hazards and Managing Risks

(Ref: YSC Occupational Health and Safety Guidelines – Hazard Management and Risk Assessment pg.26)

Those on site will systematically identify Hazards and Assess Risks before the project starts by using the hierarchy of control in conjunction with:

- developing Safe Work Method Statements (SWMS) to control risks associated with High-Risk Construction Work.

Risks will also be Identified by:

- reviewing what the project is about and how the systems of work to be performed.
- identifying the tasks to be performed on the work site by subcontractors and workers.
- when new tasks are to be performed or where there are variations to the project construction.
- Assessing latest information when it is received about tasks, procedures, equipment, or chemicals.

All Hazards identified throughout the project must be reported immediately to the Principal Contractor.

The Principal Contractor will inform those on site of any Risk Management Procedures and ensure they understand the risk on site.

### Hierarchy of Control

When identifying all risks, SWMS's will follow the Hierarchy of Control, as listed below, Eliminate any risk to health or safety associated with construction work.

Reduce the risk to health or safety by any one or any combination of the following:

- Substituting a new activity, procedure, plant, process, or substance.
- Isolating people from hazards, such as barricading, fencing or guard railing, or
- Using engineering controls, such as mechanical or electrical devices.

Use administrative controls, such as changing the way the work is done.

Provide appropriate personal protective equipment (PPE) to all staff.



## 8 High Risk Construction Work

(Ref: YSC Occupational Health and Safety Guidelines –Prevention of Falls pg.21)

(Ref: YSC Occupational Health and Safety Guidelines – Hazard Management and Risk Assessment. Pg26)

- Prior to work commencing onsite, High-Risk activities for this project will be identified by the Principal Project Manager, Principal Contractor and Community Representative.
- Safe Work Method Statements (SWMS) will be provided by the Principal Contractor if they intend to perform the work for each of the High-Risk Construction Work activities.
- Where High-Risk Work is being performed by a Subcontractor (electrician, roofing plumber, scaffolder, painter, plasterer working above 2 metres, etc.) the Subcontractor will supply the Principal Contractor with a SWMS prior to commencing High-Risk Work.
- The Principal Contractor or Subcontractor will develop a SWMS for any additional High-Risk Work that is to be introduced or identified during the project.

Safe Work Method Statements (SWMS) must be:

- Developed on site and clearly understood by subcontractors, tradesmen and workers performing the task.
- Should be site specific and relate to the job being performed.
- Should not be a generic SWMS already filled out.

Copies of all Safe Work Method Statements (SWMS) must be:

- Maintained on site were the subcontractors, tradesmen and workers can read them.
- Maintained on site in the event a Safety Officer or Worksafe Inspector arrives to conduct a Safety Inspection.
- Held by the Principal Project Officer (Copies).
- Held by the Principal Contractor (Copies).

Safe Work Method Statements (SWMS) will be reviewed when:

- There is a need to change the method of carrying out the High-Risk construction work.
- A risk has been identified that is not included and managed within a SWMS.



**List of Types of High-Risk Construction Work**

HIGH RISK WORK ON SITE	Tick if applicable to the project site	Trade/Contractor/Workers responsible to fillout and submit the SWMS to the Principal Contractor & Principal Project Manager
<b>Asbestos Removal or Disturbance</b>		
<b>Working at heights of more than 2 metres</b>		
<b>Demolition</b> (e.g., demolition of a load bearing wall)		
<b>Trenching of shafts deeper than 1.5 metres</b> (e.g., Pipe laying, foundations etc.)		
<b>Temporary support for structural alterations</b> (e.g., Acro props, house jacks, timber props etc.)		
<b>Electrical Installations or Services</b>		
<b>Powered mobile plant</b> (E.g., construction plant, trucks, forklifts, delivery vans etc.).		
<b>Tilt-Up or Precast concrete</b>		
<b>Confined spaces.</b> (e.g., ceilings, pits, tanks etc.)		
<b>Roads or railways in use by traffic</b>		
<b>Water/liquids that pose a drowning risk</b> (e.g., working over or close to water, on footbridges, weirs etc.)		
<b>Telecommunication towers</b>		
<b>Pressured gas distribution mains or piping.</b>		
<b>Artificial temperature extremes</b>		
<b>Contaminated or flammable atmosphere</b> (e.g., renovations around fuel/oil drums, underground fuel tanks etc.)		
<b>Tunnels</b>		
<b>Explosives</b>		

HIGH RISK WORK ON SITE	Tick if applicable to the project site	Trade/Contractor/Workers responsible to fillout and submit the SWMS to the Principal Contractor & Principal Project Manager
Diving. (e.g., Scuba diving and winterising swimming pools, repairs to the pool underwater)		
Chemical, fuel, or refrigerant lines		
Asbestos Removal or Disturbance		
Working at heights of 2 metres or greater		

### Types of High-Risk Licences Required

License Type	Operation/Works	Tick if applicable to project	SWMS Sighted
Scaffolding and Rigging	Basic Scaffolding		
	Intermediate Scaffolding		
	Advanced Scaffolding		
	Basic Rigging		
	Intermediate Rigging		
	Advanced Rigging		
	Dogging		
Forklift Operation	Forklift Truck Operation		
	Order-picker Forklift truck operation		
Crane & Hoist Operation	Tower crane operation		
	Derrick crane operation		
	Portable Boom crane operation		
	Bridge & Gantry crane operation		
	Vehicle Loading crane operation		
	Non-slew mobile crane operation		
	Slewing mobile crane operation (Up to 20 tonnes)		
	Slewing mobile crane operation (Up to 60 tonnes)		
	Slewing mobile crane operation (Up to 100 tonnes)		
	Slewing mobile crane (open/over 100 tonnes)		

License Type	Operation/Works	Tick if applicable to project	SWMS Sighted
	Self-erected tower crane operation		
	Boom-type elevated work platform operation		
	Materials hoist (cantilever platform) operation		
	Hoist (personnel & materials) operation		
	Concrete placing boom operation		
	Winder operation		
<b>Pressure Equipment Operation</b> ( <i>Rarely see this performed on construction sites these days</i> )	Basic Boiler Operation Intermediate Boiler Operation Advanced Boiler Operation Turbine Operation Reciprocating steam engine operation		

### List of Persons on Site Using High Risk Licence

Licence Holder Name	Type of Licence	Expiry Date

## 9 Asbestos

(Ref: YSC Occupational Health and Safety Guidelines – Hazard Management and Risk Assessment. Pg26)

Due to the excessive cost of removing and disposing of asbestos, it is highly recommended that the Principal Project Manager and Community Representative conduct a thorough inspection of the site to identify any asbestos present.

Identification should be done prior to applying for funding to allow for the cost of removal. Asbestos removal is a High-Risk task and should only be removed and disposed of by a licensed asbestos removalist.

If there are any doubts that asbestos may be on site then, an Occupational Hygienist or Licensed Asbestos Removalist should be engaged to conduct an inspection and provide a report.

If asbestos is found on site; then it must be removed, and the site thoroughly cleaned up prior to any persons commencing work on site.

Under Victorian law, an employer or self-employed person can conduct a limited amount of asbestos removal work without a license if:

- The asbestos containing material is non-friable; and

- The area of asbestos-containing material to be removed does not exceed 10 square metres in total: and
- The total time asbestos removal work is performed in any period of seven days does not exceed one hour (this period is the cumulative total time the asbestos removal work is carried out by all employees over a period of seven days).

All other non-friable asbestos and all friable asbestos must always be removed by a Licensed Asbestos Removalist

#### Types of Asbestos Removal Licenses

There are two types of licenses for asbestos removal – Class A and Class B

- Class A license-holders are permitted to remove both friable and non-friable asbestos.
- Class B license-holders are only permitted to remove non-friable asbestos.

Therefore, the Principal Project Manager and Principal Contractor will ensure that:

- all asbestos will be removed from the site and the site cleaned up prior to all persons commencing work on site.
- all people on site must understand the procedures for asbestos removal and disposal.
- all workers are to be trained in and use the appropriate personal protective equipment (PPE)
- only licensed asbestos removalists are to be used to remove asbestos where the quantity exceeds 10 square metres or is friable
- the correct signage and controls are in place before any removal of asbestos commences
- the asbestos is wrapped and disposed of correctly to a registered EPA waste site.

## 10 Emergency and Incident Response

(Ref: YSC Occupational Health and Safety Guidelines – Incident and Accident Reporting and Investigation pg.11) (Ref: YSC Occupational Health and Safety Policy and Manual)

### 10.1 Emergency Preparedness

To ensure we are prepared for an emergency on site we:

- as part of the onsite induction will show all Tradesman, Subcontractors and Workers the Emergency Evacuation Point/s
- Ensure all Tradesman, Subcontractors, Workers and Visitors have signed in so in an emergency the Wardens are aware of who is on site.
- Ensure there is always an appointed Chief Warden/Warden on site
- will display emergency procedures in the site office or other visible location on site
- will check to ensure a First Aid Kit is always on site and up to date
- will check that the fire extinguishers on site have been tested and other fire suppression equipment on site is operational
- Ensure all Tradesman, Subcontractors, Workers and Visitors are made aware of the Emergency Meeting Point location.

### 10.2 Emergency Procedures

In the event of a Fire or Similar Emergency Evacuation:

- Stop work immediately and vacate the workplace

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- Assist anyone in the workplace who may not be familiar with the evacuation procedures
- Call emergency services on 000 from a mobile phone. Emergency phone numbers will be displayed in the site office or on site at a suitable location
- If unsure of your exact location use the EMERGENCY + App on your phone or iPad
- Tradesman, Subcontractors or Workers are to notify the Principal Contractor immediately
- Assemble in the nominated Emergency Evacuation Points until you receive further instructions from the Principal Contractor or Emergency Services Personnel

### 10.3 Emergency Meeting Point

- Ensure there is an aerial map or site plan of the work site area
- The Emergency Evacuation Point is located at:

### 10.4 Incident Procedures

If an Incident occurs at the work site, the procedure is:

- The Principal Project Manager or Principal Contractor is to be informed immediately.
- Do not interfere with the scene of the incident. Preserve the site unless Worksafe says otherwise
- Notify Councils Safety Officer/s who will in turn visit the site of the incident.
- If the Principal Project Manager is not a Departmental Manager, then the Departmental Manager is to be informed as soon as possible.
- Depending on the nature and severity of the injury, the Principal Contractor or Principal Project Manager will notify Worksafe, Councils Safety Officer/s & the sites OHS Representative if any, depending on the nature and severity of the injury the Principal Contractor or Principal Project Manager will complete the Worksafe Incident Notification Form and submit the form to Worksafe ASAP. A copy to be given to a Councils safety officer for the site.
- The Principal Contractor will submit an YSC Incident Notification Report to the Principal Project Manager who in turn will insure it is filled out correctly and handed over to Councils designated safety officer for the site.
- Copies of the YSC Incident Notification Report and Worksafe Incident Notification Form must be kept by the Principal Project Manager and Principal Contractor.
- If the incident involves an electrical incident, electric shock, burns, property damage due to electricity, an **Electrical Incident Report Form** must be filled out and lodged at Energy Safe Victoria. *(If possible, have the onsite electrical subcontractor fill the report out for you.)*
- If the incident involves a chemical spill or the illegal removal and disposal of waste from a project site (*E.g., asbestos*) then the Environmental Protection Authority (*EPA*) will need to be notified

### 10.5 Notifiable Incident to Worksafe

The Occupational Health and Safety Act 2004 requires you to:

1. Notify Worksafe immediately on 132 360 to obtain Reference No.
2. Complete the Incident Notification Form and send it to Worksafe within 48 hours.
3. Keep a copy of the form for at least 5 years

## 10.6 Incidents Requiring Notification to WorkSafe

Compliance with the Occupational Health and Safety Act 2004 requires an employer or self-employed person to notify Worksafe immediately after becoming aware of an incident at a workplace which results in:

- a) the death of any person
- b) a person requiring medical treatment within 48 hours of exposure to a substance
- c) a person requiring immediate treatment as an in-patient in a hospital
- d) a person requiring immediate medical treatment for.
  - the amputation of any part of his or her body
  - a serious head injury
  - A serious eye injury
  - the separation of his or her skin from underlying tissue (such as degloving or scalping)
  - electric shock
  - a spinal injury
  - the loss of a bodily function
  - serious lacerations
- e) any other injury to a person or other consequences prescribed by the regulations

## 10.7 Notice of an Incident that Exposes a Person to Risk

The employer or self-employed person must notify Worksafe immediately after becoming aware of an incident at a workplace which exposes a person in the immediate vicinity to an immediate risk to the person's health and safety through:

- a) The collapse, overturning, failure or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered
- b) The collapse or failure of an excavation or of any shoring supporting an excavation
- c) The collapse or partial collapse of any part of a building or structure
- d) An implosion, explosion, or fire
- e) the escape, spillage or leakage of any substance including dangerous goods as defined in the Dangerous Goods Act 1985
- f) The fall or release from a height of any plant, substance, or object; the interruption of the main system of ventilation
- g) Any other event or circumstance prescribed by the regulations

Notifiable incidents in quarries must be reported to the Area Manager of the Department of Economic Development, Jobs, Transport and Resources (DEDJTR). In addition to the notification, the employer must provide a written record of the incident to Worksafe within 48 hours.

## 10.8 Site Preservation after an Incident

The site must not be disturbed until:

- a) Worksafe Inspector arrives,
  - or until directed by a Workplace Inspector except to protect the health and safety of a person.
  - or to provide aid to an injured person involved in the incident.

- or to take essential action to make the site safe or to prevent a further incident.

## 11 First Aid

(Ref: YSC Occupational Health and Safety Guidelines – First Aid pg.18)

- The Principal Contractor will supply adequate First Aid equipment, which will be available to all those on site.
- The First- Aid Kit will be located
- If anyone becomes aware that an item of First Aid is out of stock or out of date, they are to notify the Principal Contractor immediately.
- Minor injuries should be recorded in a Minor Injuries Book located with the First Aid Kit.
- First Aid should be (where possible) administered by a person trained in first aid.

Those holding a First Aid Certificate on site are:

Name	Mobile

In the event a person is injured on site, then a person (preferably with First Aid Certificate) should:

- stabilise the person and administer First Aid.
- identify their precise location and if possible, know your grid reference. Ref to **EMERGENCY + App.**
- phone for an ambulance (depending on the extent of the injuries)
- If emergency services are called, notify the Principal Contractor and Principal Project Manager immediately. In all other circumstances (e.g., minor incident) notify the Principal Contractor as soon as practicable.
- Have someone meet Ambulance near the site to direct them to the incident.

## 12 On Site Inductions

(Ref: YSC Occupational Health and Safety Guidelines – Hazard Management and Risk Assessment. Pg26)

The Principal Contractor will work closely with subcontractors, tradesmen, and workers on site to ensure a **Site-Specific Induction** is provided for all workers before starting work.

This induction must outline:

- the expectations outlined in this OHS Management Plan
- the Site Safety Rules. (PPE etc.)
- the emergency evacuation point/s
- nearest toilet/washroom, lunchroom/break room facilities location.
- any site-specific hazards

- high risk construction work activities
- location of first aid facilities
- list of emergency services contact list indicating
- site location & grid reference (use **Emergency + app** on site to display grid reference)
- nearest hospital
- nearest ambulance
- nearest CFA (Country Fire Authority) fire station.

The Principal Project Manager along with the Community Representative will:

- ensure that the Principal Contractor is licensed, insured, qualified and competent to manage the project, subcontractors, and workers daily.

The Principal Contractor will:

- ensure that the workers used on site are qualified, trained, and competent to perform the work to be carried out.
- ensure all workers always have a Construction Induction Card (white card) on their person.
- ensure all workers complete an on-site induction prior to commencing work and that their names are recorded on completion of their induction.
- ensure workers are trained to deal with any risks associated with the work and understand the control measures in place.
- ensure on-site training and supervision is provided when required.
- organise external training for specific tasks when required.
- seek High Risk Licenses for all high-risk work and maintain a register of trade licenses required on the site.
- communicate with other contractors to ensure their workers are appropriately trained and competent.

### Consultation and Communication

Consultation with all Subcontractors, Tradesmen and Workers on OHS Issues for this project:

- At toolbox meetings where anyone can raise health & safety issues for discussion
- Informally during the planning of activities or the development of Safe Work Method Statements
- When changes to workplace arrangements could affect the health and safety of workers
- During investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring

Consultation with Subcontractors, Tradesmen and Suppliers on OHS issues associated with any products or services provided for the contract:

- During the negotiation phase before agreeing on the work requirements
- Before starting any contractor operations
- When any changes to workplace arrangements occur that could affect the health and safety of workers or affect their work procedures

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- Introduction of new plant or equipment

### Communication

We will ensure all Subcontractors, Tradesmen and Workers are aware of OHS requirements by providing them with this OHS Project Management Plan & the Site Safety Rules before starting work on the project. Contractors and Subcontractors are expected to make their Tradesman & Workers aware of all OHS requirements.

We will communicate relevant OHS information to everyone involved in this project by:

- Induction
- Pre-work meetings
- Toolbox meetings
- Incident reports and outcomes
- Distributing safety alerts or guidance material about industry specific hazards/incidents

### Disciplinary Procedures

(Ref: YSC Fit for Work Policy and Procedures)

If anyone does not comply with the requirements of the OHS Management Plan and Site Safety Rules the following will apply:

- First violation: verbal warning by the Principal Contractor. The Principal Project Manager informed
- Second violation: written notification by the Principal Contractor. The Principal Project Manager informed
- Third violation: complete removal/suspension from the project by the Principal Contractor and the Principal Project Manager informed.

The Principal Project Manager has the authority to follow the same procedures if the Principal Contractor is in breach of the OHS Management Plan and Site Safety Rules.

For a serious breach of safety, people on site can be immediately dismissed or removed from the site without notice (e.g., threatening, or aggressive behaviour, physical violence, verbal abuse, workplace bullying, skylarking) Depending on the seriousness of the violence (physical violence) the Incident may be reported to the Police.

A Principal Contractors contract can be terminated if in the event he ignores the First & Second violation and receives the Third Violation.

### Site Safety Procedures

Note: Site Safety Rules are located at the back of this document and must be available to all workers on site to read. The Site Safety Rules are part of the Site Induction Process.

### Site Amenities

- Toilets and drinking water are to be provided on site or at facilities close to the site
- All workers are to have good hygiene standards and clean up after themselves
- No smoking will be allowed on site
- Workers on site will abide by Yarriambiack Shire Council's Drug and Alcohol Policy
- Shelter and somewhere to eat your lunch will be provided (where possible) on larger projects with multiple workers

### Site Security

The Principal Contractor will, as far as reasonably practicable, secure the site by:

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- keeping the building/construction site secure during the project
- erecting a security fence to prevent unauthorised access
- locking gates to the site outside normal hours of operation
- barricading or fencing off open trenches, pits, footings, and places where the public may injure themselves when entering the site.
- ensuring the club/organisation has stored away valuable items prior to renovations starting.
- not allow visitors or children to walk around the site without being escorted by a person authorised to be on site.

Workers and contractors are expected to keep the site secure. For example, by closing or locking gates, securing tools, building material, plant, and equipment.

On larger sites where building materials, plant and tools are left on site, consideration should be given to employing a security business to monitor the site at night or on weekends.

### Site Signage

At a minimum, the following signs will be displayed at the entrance to the site:

- The Principal Contractor's name, contact details and after-hours telephone number
- A sign indicating the site office
- Danger; Construction Site; Unauthorised Persons Keep Out signage
- A sign showing what Personal Protective Equipment (PPE) must be worn on site.
- Visitors report to the Site Office or to the Principal Contractor sign
- A sign indicating the First Aid Station or First Aid Kit location
- Signage indicating if any hazardous materials or dangerous chemicals are on site.

All signage will be clearly visible from outside the construction work site area.

### Personal Protective Equipment (PPE)

(Ref: YSC Occupational Health and Safety Guidelines – PPE pg.3)

The Principal Contractor and subcontractors will provide personal protective equipment (PPE) to their employees on site. Community Service Workers/Visitors to the site may choose to borrow from YSC vests and hard hats but safety footwear, gloves, protective gloves, and wet weather gear will need to be provided by the community group for their volunteers on site.

All Contractors, Sub- Contractors, Visitors and Community Support Workers who attend the construction site, must follow the YSC Occupation Health and Safety Guidelines – Personal Protective Equipment and Clothing and wear Long Sleeved Shirts and Long Pants.

The business or community group providing the PPE must ensure that the PPE is:

- suitable for the nature of the work and any hazard associated with the work
- a suitable size and fit and comfortable for the worker to use or wear
- maintained, repaired, or replaced so that it continues to minimise risk to the worker

who uses it by:

- clean and hygienic.
- in good working order.
- it is used or worn by the worker, as far as is reasonably practicable.

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The business or community group supplying the PPE must also:

- provide workers with information, training, and instruction in the proper use, wearing, storage and maintenance of PPE
- ensure that people at the workplace (such as volunteers, community representatives' suppliers) are appropriately provided with PPE to wear. (Safety boots are the responsibility of the person to supply).
- Persons intending to enter the site who are not wearing the appropriate PPE will be refused entry.
- Safety shoes/boots are a mandatory PPE for all persons on site.

Workers must:

- follow all instructions to wear and use PPE correctly
- Take reasonable care of PPE
- Store PPE correctly

### **Managing Construction Hazards Specified in the Regulations Falls from Heights**

(Ref: YSC Occupational Health and Safety Guidelines – Prevention of Falls pg.21)

The Principal Contractor, Subcontractors, Tradesmen and Workers will manage risks associated with falls from heights by:

- ensuring that where practicable, any work involving the risk of a fall is undertaken on the ground or on a solid construction (such as an elevated work platform)

Where this is not practicable, by:

- providing a fall prevention device such as secure fencing, edge protection, working platforms and/or covers
- providing a work positioning system such as plant or a structure (other than a temporary work platform) that enables a person to be positioned and safely supported
- providing a fall arrest system such as a safety harness system. Workers should be trained in emergency procedures for fall arrest systems prior to commencing work on site.
- refer to the Worksafe Compliance Code: Prevention of Falls in General Construction 2019.

When undertaking work involving the Risk of a Fall from Height, workers on site must:

- Be qualified to perform work at heights
- follow all instructions
- work with a buddy when using a ladder
- only use approved work platforms
- refer to the Worksafe Compliance Code: Prevention of Falls in General Construction 2018.

### **Falling Objects**

(Ref: YSC Occupational Health and Safety Guidelines – Hazard Management and Risk Assessment. Pg26)

The Principal Contractor and Subcontractors will provide adequate protection against the risk of falling objects through the use of control measures such as barrier screen, toe-boards and by storing and stacking materials safely.

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## Demolition Work

(Ref: YSC Occupational Health and Safety Guidelines – Hazard Management and Risk Assessment. Pg26)

Demolition work can involve:

- the complete or partial removal of a building or structure
- the removal of internal load bearing walls or structures
- gutting out a building
- demolition of brick or concrete walls, roofs, bridges, towers etc.

If demolition work is to be carried out

- A Building Permit is to be submitted to Yarriambiack Shire Council
- No work is to be undertaken until the permit has been approved
- The work site must be inspected for traces of asbestos
- All Asbestos will be removed from the site prior to the main work commencing by Contractors, Subcontractors, Tradesman and Workers.
- A Safe Work Method Statement (SWMS) must be submitted with the Building Permit to the Council for demolition works and asbestos removal or disturbance. Both are classified as High-Risk Work activities

## Excavation Work /Trenching

Anyone undertaking excavation work must not start work unless they have:

- completed a Dial Before You Dig application prior to the project starting and review the Dial Before you Dig documentation before work commences
- have some knowledge of the history of the site. Review old site plans (if available) and investigated if there are any unrecorded pipelines, cables (electrical, telephone) pits or underground septic or fuel tanks
- found out about any underground services (from the Dial before you Did Information) that may affect work progress before starting work
- implemented control measures to avoid direct or unplanned contact with underground services
- pothole (dig by hand or vacuum excavate) to expose existing services before any mechanical excavation work starts near the services
- cease work if there is a likelihood of an explosion from underground services/assets or you have located an underground asset
- refer to the Worksafe Compliance Code: Safety Precautions in Trench Operations / Excavation December 2019

Any issues must be reported to the Principal Contractor

Safe Work Method Statements (SWMS) are a requirement for trenches of at least 1.5 metres deep. Trenching at this depth is classed as High-Risk Work. Workers must be familiar with and implement the control measures in the SWMS such as shoring and trench battering.

Working near Overhead or Underground Essential Services

The Principal Contractor, Subcontractors, Tradesmen and Workers will ensure, where reasonably practical, that that no-one comes within an unsafe distance of an overhead or underground power line.

All persons on site must read and adhere to.

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o WorkSafe’s Framework for Undertaking Work near Overhead and Underground Assets and the Guide to the No Go Zones.

Refer to the Dial Before you Dig Information you received on the site. If you have any queries do not hesitate to contact the relevant authorities noted in your Dial Before you Dig documentation.

If maintaining a safe distance is not reasonably practical, you will:

- assess the risk associated with the proposed work
- implement control measures consistent with the risk assessment
- contact and consult with the local essential service provided. E.g.: Powercor.

For excavation work near underground essential services:

- Take all reasonable steps to obtain current underground essential services information through Dial Before You Dig and potholing before directing or allowing the excavation work to start
- Provide this information to any person engaged to carry out the excavation work
- Consider this information when carrying out, directing, or allowing the carrying out of the excavation work
- Ensure this information is available for inspection by Inspectors visiting the site.
- Use a Safety Observer (Spotter) when excavating near underground services.
- Lock-out/tag-out electrical services at the source prior to starting excavation work.

## Electrical

Power supplied to the site must only come from:

- an electricity distributor main.
- an existing switchboard permanently installed on the premises.
- a compliant low voltage generator.
- a compliant inverter.

Switchboards, Distribution Boards must:

- be of robust construction and materials capable of withstanding damage from the weather and other environmental and site influences.
- be securely attached to a post, pole, wall, or other structure unless it is of a stable freestanding design able to withstand external forces likely to be present.
- incorporate suitable support and protection for flexible cords and cables and prevent mechanical strain on the cable connections inside the board.
- protect all live parts at all times.
- be individually distinguished by numbers, letters, or a combination of both (where multiple boards are present).
- Wiring should be colour coded in accordance with AS/NZS 3012 Electrical Installation– Construction & Demolition sites.

## Electrical (Other)

(Ref: YSC Occupational Health and Safety Guidelines – Safety Inspection and Testing of Electrical Equipment pg.36)

- Construction site cords must be rated heavy duty.
- Avoid confusion with individual earthing conductors. Green sheathed flexible power cords must not be used on site.

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- Flexible cords must be either protected by a suitable enclosure or barrier (flexible or rigid conduit) or located where they are not subjected to mechanical damage, damage by liquids or high temperature. (Elevated on stands or hung from nonconductive support brackets)
- Contractors & Subcontractors will maintain an in-service inspection and test regime (Test & Tag) for all portable electrical leads, tools, and earth leakage devices.
- The Principal Contractor, Subcontractors, Tradesmen and Workers will ensure that after the equipment has been inspected and tested, it will be fitted with a durable, non-reusable, non-metallic tag. The tag will include the name of the person or company who performed the test and the test and the re-test date.
- Maintain records of all inspections, tests, repairs, and faults related to all electrical equipment. This will be recorded in the tool owners Test and Tag Register.
- Residual Current Devices (RCD's) and portable equipment must be inspected, tested, and tagged every 3 months.
- Workers must conduct an RCD push button test after connection to a socket and before connection to equipment at least once a day.
- Subcontractors, Tradesmen and Workers must report any damaged electrical equipment to the Principal Contractor. It will be removed from service and either repaired or replaced and subsequently inspected and tested as required.
- New electrical equipment must be recorded in the register and subjected to the in-service testing regime within the first 3 months of service.

## Plant

(Ref: YSC Occupational Health and Safety Guidelines – Plant Management and Safety pg.25)

To ensure all plant used complies with the requirements of the OHS Regulations:

- Only use plant for the purpose for which it was designed
- Use all health and safety features and warning devices on the plant
- Follow all information, training and instruction provided
- Guarding must be permanently fixed and not allowed to be removed
- No person other than the operator may ride on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator
- Plant must only be operated by an operator with an up to date and appropriate license or competency ticked
- Plant must be inspected for damage before use

The Principal Contractors and Subcontractors will ensure that plant on site:

- is regularly maintained, inspected, and tested by a relevant competent person
- has a warning device that will warn people who may be at risk from the movement of the plant
- that lifts or suspends loads is specifically designed to lift or suspend that load
- has a service record, recorded in the service book and available for Inspection

## Scaffolding

(Ref: YSC Occupational Health and Safety Guidelines – Hazard Management and Risk Assessment. Pg26)

The Principal Contractor will ensure:

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- that scaffolding is erected by a scaffolder with a High-Risk License
- that before the scaffold is used, the scaffolder with a High-Risk License has advised (in writing) that it is safe
- that scaffolding is inspected by a scaffolder with a High-Risk License:
  - Before using the scaffold
  - After an incident has occurs that may have affected the stability of the scaffold
  - After repairs of the scaffold and before it is used again
  - At least every 30 days.
- that, if an inspection indicates that the scaffolding or its supporting structure creates a risk to health or safety:
  - That any necessary repairs, alterations, and additions will be made or carried out
  - That the scaffold and its supporting structure will be inspected again by a scaffolder with a High-Risk License before use of the scaffold is resumed.

Contractors, Subcontractors, Tradesman and Workers must:

- not use incomplete or damaged scaffolding
- report any scaffolding issues to the Principal Contractor
- comply with the directions of any tags attached to the scaffold
- Ensure scaffolding is positioned on a stable, firm, and level base.

The Principal Contractor will prevent unauthorised access to the scaffold by:

- removing ladders where there is no site fencing
- installing signage warning people not to access the scaffold
- installing site fencing to minimise unauthorised entry to the site.

### **Managing other Construction Hazards Ladder Safety**

Managing hazards associated with ladders by:

- using ladders according to the manufacturer’s instructions
- only allowing one person at a time on a ladder
- performing all work from a ladder while facing the ladder
- not setting up ladders on scaffolds or elevated work platforms to gain extra height
- lashing the ladder to the roof if using the ladder as access to and from the roof
- Conducting inspection of ladders before use
- Ensure anyone working above 2 metres has completed a certified Working at Heights course.

### **Manual Handling**

(Ref: YSC Occupational Health and Safety Guidelines – Manual Handling pg.43)

Managing hazards associated with manual handling by:

- ensuring all users follow good manual handling practices
- assessing the risk of manual handling
- providing mechanical lifting aids where applicable
- Reinforce correct manual handling techniques at Toolbox meetings and/or via Worksafe posters on site

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## Slips, Trips and Falls

(Ref: YSC Occupational Health and Safety Guidelines – Hazard Management and Risk Assessment. Pg26)

Manage hazards associated with slips, trips, and falls by:

- maintaining good housekeeping practices on site
- checking and reporting hazards that could cause someone to slip, trip or fall
- ensuring Subcontractors, Tradesmen and Workers clean up after themselves at the end of the day or when they have completed their work task
- supplying skip bins or waste storage areas away from where workers are working
- installing signage to indicate caution where slip, trip and fall hazards exist
- ensuring utility access holes, pits, platforms & roofs have the correct barricades installed or are covered with solid sheets

## Hand Operated and Power Tool Use

Managing hazards of hand operated and power tool use by:

- regularly checking all tools to ensure they are in a safe working order
- recording all electrical tools in a Test & Tag register
- testing and tagging electrical tools every 3 months
- communicating any issues identified with power tools to workers through toolbox meetings
- ensuring the operator is competent in using the tool
- supplying standard operating procedures (SOP's) detailing how to use the tool.

Before using power tools all workers must ensure:

- The worker is trained in the use of the power tool
- electrical connections are secure
- electricity supply is through an RCD
- safety guards are in position
- The machine is switched off before activating the electricity supply
- appropriate PPE is used as required by manufacturer's guidelines or as guided by the Principal Contractor
- workers must report any issues with power tools to the Principal Contractor
- unsafe tools will be tagged out and removed from service

## Sun Safety

(Ref: YSC Occupational Health and Safety Guidelines – Protection of Workers from Ultraviolet Radiation pg.8)

All Contractors, Sub- Contractors, Visitors and Community Support Workers who attend the construction site, must follow the YSC Occupation Health and Safety Guidelines – Personal Protective Equipment and Clothing and wear Long Sleeved Shirts, Long Pants and Broad Brimmed Hats.

All persons on site should:

- wear adequate clothing (e.g., hats with a broad brim, long-sleeved collared work shirts and long pants) and other protection methods (e.g., sunscreen & eye

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protection) to protect themselves from the effects of working while exposed to UV rays

- manage working in the sun to avoid dehydration and heat stress related illnesses (early starts where possible)

### **Road Closures, Partial Road Closures or Working Close to Roads**

There may be times when the project may require.

- Storing material alongside a road
- Working beside the road.
- Closing part of the road to traffic
- Excavating under or beside a road; or
- Holding a public function (parked vehicles/plant) which may cause partial blockage of roadways

To maintain public safety when working close to or on a roadway, a Traffic Management Plan (TMP) will need to be developed for Shire and VicRoads roadways. Speed restriction, signage type and distance between signs will need to be recorded on the plan.

Contact should be made with the YSC Technical Officers for advice or contact the VicRoads office to determine if you need to have a Traffic Management Plan drawn up. Stop & Go persons may need to be employed to manage traffic flow along the roadway.

### **Confined Spaces**

(Ref: YSC Occupational Health and Safety Guidelines – Hazard Management and Risk Assessment. Pg26)

Confined spaces are spaces that have limited or restricted means of entry and exit and may contain harmful atmospheres or stored substances that pose a risk to employees working in them. For example: drains, building cavities (under the floor/in the roof cavities, silos, pits etc.)

Working in Confined Spaces:

- Any worker, Sub- Contractor or Tradesperson involved with Working in Confined Spaces must have completed the required competencies before commencing any confined spaces work.
- Complete a SWMS prior to commencing work in the confined space. Working in confined spaces is classified as High-Risk Work.
- Monitor the atmosphere.
- Eliminate or control hazards.
- Ventilate the space.
- Use the correct PPE.
- Isolate space.
- Know the attendant's role.
- Be prepared for rescues.
- Use good lighting.
- Plan for emergencies.
- Emphasise constant communication.

Other Construction Hazards Specific to Your Site

OHS Project Management Plan	This Document is Uncontrolled when Printed	Responsible Officer: Director Business Strategy and Performance	
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### 13 Dial Before You Dig

It is the responsibility of the Contractor to ensure that a dial before you dig has been undertaken and all services have been located prior to performing the works.

<b>EMERGENCY CONTACT NUMBERS</b>		
<b>AMBULANCE</b>  <b>POLICE</b>  <b>COUNTRY FIRE AUTHORITY</b>	<b>000</b>	
<b>Work Site</b> Property Name and Address		
<b>Work Site Map Grid Reference.</b> Use Emergency + App on your phone to record the Grid Reference.		
Title/Business	Contact Name	Mob No/ Ph No
<b>Principal Project Manager</b> <i>(Council Representative overseeing the project)</i>		
<b>Principal Contractor</b> <i>(Main Contractor on site overseeing subcontractors and workers)</i>		
<b>Warracknabeal Council Office</b> <i>(Reception Area)</i>		5398 0100
<b>WorkSafe</b> <i>(Reportable Incidents)</i>		132 360
<b>WorkSafe Enquiry Line.</b> <i>(If unsure if it is a reportable incident or other WorkSafe enquiries)</i>		1800 136 089
<b>24hr Police Station</b> Location - <b>Horsham</b>		5382 9200
<b>Nearest Police Station</b> Location		
<b>Nearest CFA station</b> Location & Number		
<b>State Emergency Service</b> <i>(Storm &amp; Flood Damage)</i>		132 500
<b>Telstra</b> <i>(If urgent)</i>		180 22 44
<b>Powercor</b>		132 412
<b>GWM Water</b>		1300 659 961
<b>Energy Safe Victoria</b> <i>(Electrical Incidents)</i>		1800 000 922
Department of Economic Development, Jobs, Transport and Resources (DEDJTR) <b>Mine            or Quarry Incidents. Earth Resources</b>		0419 597 010
<b>VicRoads</b> <i>(Reporting Road Hazards)</i>		13 11 70
<b>Gas</b>		136 707
<b>Poisons Information Centre</b>		13 11 26
<b>Environmental Protection Authority.</b> Reporting pollution & spills. (EPA) <i>(24-Hours)</i>		1300 372 842

<p><b><u>Emergency App's for your phone (Free)</u></b>  <b>Emergency +</b> (<i>supplies emergency numbers, map, grid ref location, address</i>)  <b>First Aid +</b> (<i>Red cross. List of injuries and how to deal with them plus more</i>)  <b>Fire Ready</b> (<i>CFA fire and other emergency reports in your area</i>)</p>		
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<b>SITE SAFETY RULES</b>	<b>Applicable to this site.</b> Please tick
Workers upon entering the worksite must undergo an <b>Onsite Induction</b> prior to starting work or when inspecting the site. Safety risk must be pointed out to the worker during the induction.	
Workers entering the site must wear the appropriate <b>Personal Protective Equipment</b> (PPE) applicable to the site and as noted by the Principal Contractor. Safety boots/shoes. <input type="checkbox"/> .. Safety vests, shirt, jumper, or coat. <input type="checkbox"/> , safety glasses/goggles...Hearing protection.... safety helmet.....	
Workers on site must carry with them their <b>Construction Induction Card (White card)</b> and any other licenses / tickets as required for the work they are performing.	
<b>Safe Work Method Statements (SWMS)</b> must be filled out and submitted to the Principal Contractor prior to performing <b>High Risk Work</b> .	
Workers constructing or demolishing scaffolding, involved in crane and hoists operations or forklift truck operations must be licensed and have a High-Risk Work License on their person.	
<b>Asbestos found on site</b> must be <b>reported to the Principal Contractor</b> and work is to stop in the immediate area where the asbestos has been found. The Principal Contractor will arrange to have the asbestos <b>cleaned up immediately</b> by a licensed contractor before work commences again. <b>This is High Risk Work and requires a Safe Work Method Statement.</b>	
All <b>visitors</b> to the site, including delivery drivers, must <b>report to the Principal Contractor</b> and if intending to walk around the site they must undergo an onsite induction.	
Workers must <b>maintain good housekeeping practices</b> and ensure their work area is cleaned up regularly to minimize injury from slips, trips and falls.	
Workers must <b>stay clear of moving plant</b> .	
<b>Hard hats must be worn</b> when <b>working alongside moving plant</b> , during <b>demolition or part demolition work</b> and when <b>working below workers</b> who are working above you. The site may be deemed a hard hat site where the hat <b>must be worn at all times</b> .	
<b>Hot Work Permits</b> are to be filled out when hot work is to be performed on site. <b>Firesuppression equipment</b> and a <b>Fire Spotter to be provided</b> as required on the Hot Work Permit. (Ref: YSC Occupational Health and Safety Guidelines – Hot Work Permit System pg.47)	
<b>Serious breaches of Health and Safety</b> on site may involve the person being dismissed from the work site. Physical violence to a person/s on site could result in a report to Police. (Ref: YSC Fit for Work Policy and Procedures)	

<b>SITE SAFETY RULES</b>	<b>Applicable to this site.</b> Please tick
You <b>must comply with the orders given to you by all Inspectors visiting the site</b> in relation to Health & Safety, Site Safety Rules, the OHS Management Plan and Building Regulations.	<input type="checkbox"/>
<i>Add further rules specific to the site as required</i>	

## CEO Approved Policy

<b>Adopted:</b>	3 November 2016	Ray Campling, CEO	
<b>Reviewed:</b>	21 February 2022	Tammy Smith, Acting CEO	