YARRIAMBIACK SHIRE COUNCIL

OCCUPATIONAL HEALTH and SAFETY PROJECT MANAGEMENT PLAN

PROJECT NAME	
LOCATION	
DATE	

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 2007, Worksafe Codes of Practice and AS/NZS Standards & Guidance notes.

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

Contents

Contents (Cont)

Contents (Cont)

Terminology

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. 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..
Incident reporting *Near miss, hazard & Incident reports*	Depending on the nature of the incident, the following organisations may require you to submit an Incident Report. Eg. Worksafe, YSC, Energy Safe Victoria, EPA, DELWP, GWM Water etc.
Job Safety Analysis (JSA)	*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.
Non - Friable Asbestos	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.

Terminology (Cont)

OHS Project Management Plan	A Plan that clearly defines and sets the Health & Safety required standard on site for the Principal Project Manager, Principal Contractor, Subcontractors, Tradesmen and Workers (*includes volunteers*). A Plan that aligns with the legislative requirements of the OHS Act 2004, OHS Regulations 2007 and Worksafe Codes of Practice. 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. A copy is to be maintained on site and available for all persons who may wish to read it.
Principal Contractor	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.
Principal Project Manager.	The Principal Project Manager is Yarriambiack Shire Councils Representative. Responsible for the overall management of the project from start to finish. Will works closely with the Community Representative and Principal Contractor to ensure • project quality control is maintained, • that the project runs on time and on budget. • And that OHS standards are maintained at a high standard in accordance with the OHS legislation.
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 permit 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)	A SWMS is a document that sets out the **high risk construction work activities** 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. **SWMS's are a mandatory requirement when carrying out high risk work.**
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	Depending on the nature of the project, numerous inspectors may visit the site during the course of the project. These may include: Worksafe, Environmental Protection Authority, YSC Building Surveyor, Building, Plumbing and Electrical Inspectors, YSC Public Health Officer, YSC Health & Safety Officer/s, Environmental Officers and DELWP compliance officer.

Terminology (Cont)

Standard Operating Procedures (SOP's)	Standard Operating Procedures (*SOP's*) help maximise safety and operational efficiency in a business. An SOP 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. 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. Typical subcontractors may be an electrician, plumber, plasterer, plant operator, bricklayer, surveyor, landscaper etc. Subcontractors should be registered as a business with their own insurance policies.
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	Volunteers are most likely to be members of a club or group undertaking volunteer work on the site. Under the OHS Act 2004 volunteers are classified as workers and must abide by the OHS Project Management Plan, Site Safety Rules. Volunteers have the same OHS rights as those on site.
We	Can Include the Principal Project Manager, Principal Contractor & Community Representative (*decision makers*) and may include Subcontractors, Tradesmen and Workers on site.
Workers	Employees of the Principle Contractor or Subcontractor. They can also be a Community Representative (*Volunteer*) 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
Other	

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.

INSERT ANY OTHER REQUIREMENTS.

Principal Contractor Details

Business name:	
Address:	
Contact person:	
Work phone:	
Mobile phone:	
Fax:	
Email:	
ABN:	
Contract licence number:	
Principal Contractors signature:	

Names of Designated Health & Safety Representatives on site

Name	Position	Employer

Contact Details of Persons linked to the Project Eg. Engineer, Arcitect, Consultant.

Client Name	Position	Address	Contact Number

Scope of Works

Project Name Description	
Location of the Project	
Proposed Start Date	
Proposed Finish Date	

Roles and Responsibilities

Principal Project Manager (*Council Representative overseeing the management of this project*)

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 Principle Project Manager*).
- appointing a Temporary Project Manager to manage the project on their behalf (*if temporally unavailable*) to oversee the management of the project. Ensuring the persons 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 incidents to Worksafe are reported promptly, the WorkSafe Incident Form is filled out and the site preserved. That all documentation is made available for to 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.

INSERT ANY OTHER RESPONSIBILITIES FOR THE PRINCIPAL PROJECT MANAGER

Principal Contractor (*Main contractor engaging tradesmen & subcontractors*)

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 of 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 persons 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.
- 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're about to perform. That's If they don't 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 (*Eg. scaffolding, rigging, forklift operation, crane and hoist operations*) have the appropriate High Risk Licence on their person. Ensuring licence numbers are to be recorded and maintained on site.
- maintaining a Daily Site Attendance Register (*sign in sheet*) and always knowing who's 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 incidents to Worksafe are reported promptly, the WorkSafe Incident Form is filled out and the site preserved. That all documentation is made available for to 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're 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 tool box 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.

INSERT ANY OTHER RESPONSIBILITIES FOR THE PRINCIPAL CONTRACTOR

Subcontractors, Tradesmen and Workers

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.
- holding a Construction Induction Card (*White Card*).
- having the correct licences 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 accident.
- attend all on site Tool Box meetings when they occur.

INSERT ANY OTHER RESPONSIBILITIES FOR THE EMPLOYEES NOTED ABOVE

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 accompanied by a person with a CID at all times while on the site as a visitor.
You will not be allowed to work on site unless you have a CID.

General Occupational Health and Safety (OHS) Information.

Relevant Legislation	Tick If Applicable
OHS Act 2004	
OHS Regulations 2007	
OHS Amendment Regulations 2014	
INSERT OTHER LEGISLATION AS REQUIRED SPECIFIC TO THE PROJECT OR WORK SITE	

Relevant Compliance Codes *Available from the Worksafe Website*	Tick If Applicable
Managing asbestos in the workplace 2008	
Removing asbestos in the workplace 2008	
First Aid in the workplace 2008	
Confined spaces 2009	
Communicating OHS across languages 2008	
Workplace amenities and work environment 2008	
Prevention of Falls in General Construction 2008	

Relevant Code of Practice *Available from theWorksafe Website*	Tick If Applicable
Safety Precautions in Trench Operations 8	
Building and Construction Workplaces 13	
Demolition 14	
Demolition (*Amendment No 1*) 14	
Plant 19	
Plant (*Amendment No 1*) 23	
Manual Handling 25	
Prevention of Falls in Housing Construction 29	

Other Standards or Guidance Notes. *Available from the Worksafe Website or Energy Safe Victoria Websites*	Tick If Applicable
Building Regulations 2006	
Plumbing Regulations 2008	
Back to Basics. Planning for Safety (*Worksafe*)	
Health & Safety Coordination Plan (*Worksafe*)	
Planning for Safety – Trade ready Worksheet (*Worksafe*)	
Job Safety Analysis (*Worksafe*)	
Working safely in the General Construction Industry (*Worksafe Handbook for the Construction Regulation*)	
Site Safety: Where do I fit into the picture? (*Worksafe*)	
New Safety Rules for construction Work. (*Worksafe*)	
Basic steps to preventing falls from heights. (*Worksafe*)	
High Risk Licences (*Mandatory Worksafe Requirements*)	
Asbestos Handbook for workplaces (*Worksafe*)	
Framework for undertaking work near overhead and underground assets (Worksafe)	

Other Standards or Guidance Notes. (Cont) *Available from the Worksafe Web site or Energy Safe Victoria Websites*	Tick If Applicable
Dial Before you Dig Four P's of safe excavation (*Dial Before you Dig*)	
No Go Zones Working near Overhead and Underground Assets (*Energy Safe Victoria*)	
Guide to Scaffolding near Service Lines (*Energy Safe Victoria*)	
General requirements to act as a spotter with plant and equipment that is working in the vicinity of overhead electrical assets (*Energy Safe Victoria*)	
Back to Basics Site Housekeeping (*Worksafe*)	
Isolating Plant (*Worksafe Guidance Notes*)	
Checklist for Isolating Plant (*Worksafe*)	
Lock Out Tag Out (*Worksafe*)	
Test & Tag (*Electrical Testing Colour Codes for Victoria*)	
YSC Incident & Hazard Forms (*YSC*)	
Incident Notification Forms (*Worksafe*)	
Other	
INSERT ANY OTHER STANDARDS OR GUIDANCE NOTES SPECIFIC TO THE WORK SITE.	

Council Policies and Forms relating to Construction Projects

Council OHS Policies *Available from the Principal Project Officer*	Tick If Applicable
Hot Work Policy 2013	
Manual Handling Policy 2014	
OHS Policy 2012	
Personal Protective Equipment & Clothing Policy 2015	
Incident Forms	
Hazard Forms	
Other	
INSERT ANY OTHER POLICIES RELEVANT TO THE PROJECT	

Principal Contractor and Subcontractor Insurance

Note:

- The Principal Contractor and Subcontractor engaged to perform work for Yarriambiack Shire Council require a **Public Liability Insurance** level of $20,000,000. (*Twenty Million Dollars*).
- 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.**

Contractor Business Name……

Insurance Type	Insurance Company	Policy Number	Expiry Date
Public Liability			
WorkCover			
Plant			

Subcontractor Business Name……

Insurance Type	Insurance Company	Policy Number	Expiry Date
Public Liability			
Work cover			
Plant			

Subcontractor Business Name……

Insurance Type	Insurance Company	Policy Number	Expiry Date
Public Liability			
Work cover			
Plant			

Subcontractor Business Name……

Insurance Type	Insurance Company	Policy Number	Expiry Date
Public Liability			
Work cover			
Plant			

Risk Management

Identifying Hazards and Managing Risks

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.

INSERT ANY OTHER STEPS IF NECESSARY

We will also Identify Risks:

- by what the project is about and how the work is to be performed.
- by 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.
- when new information 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. These are:

1. **Eliminate** any risk to health or safety associated with construction work.
2. **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** persons from the hazard, such as barricading, fencing or guard railing, or
    - **Using engineering controls**, such as mechanical or electrical devices.
3. **Use administrative controls**, such as changing the way the work is done.
4. **Provide appropriate personal protective equipment.**

High Risk Construction Work

(*Refer to the List of High Risk Construction Work. (Page 17*)

- Prior to work commencing onsite, High Risk activities for this project will be identified by the Principal Project Manager, Principle 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 to the Principal Contractor 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 arrive 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 the Types of High Risk Construction Work

(*OHS Regulations 2007 Part 5.1.3. What is High Risk Construction Work?*)

HIGH RISK WORK ON SITE	Tick if applicable to the project site ✓	Trade/Contractor/Workers responsible to fill out and submit the SWMS to the Principal Contractor & Principle Project Manager
Asbestos Removal or Disturbance		
Working at heights of more than 2 metres		
Demolition (*eg demolition of a load bearing wall)*		
Trenching of shafts deeper than 1.5 metres (Eg. Pipe laying, foundations etc)		
Temporary supports for structural alterations (Eg. Accro props, house jacks, timber props etc)		
Electrical Installations or Services		*Electrical Contractor*
Powered mobile plant (Eg, construction plant, trucks, forklifts, delivery vans etc**).**		
Tilt–Up or Precast concrete		
Confined spaces. (eg ceilings, pits, tanks etc)		
Roads or railways in use by traffic		
Water/liquids that pose a drowning risk (Eg. working over or close to water, on footbridges, weirs etc.)		
Telecommunication towers		
Pressured gas distribution mains or piping.		
Artificial temperature extremes		
Contaminated or flammable atmosphere (Eg. renovations around fuel/oil drums, underground fuel tanks etc)		
Tunnels		
Explosives		
Diving. (*Eg. Scuba diving and winterising swimming pools, repairs to the pool underwater*)		
Chemical, fuel or refrigerant lines		

List of the Licences Required for High Risk Work

The following work performed (*as noted below*) requires the person to have a High Risk Licence.
(*A requirement under OHS Regulations 2007 Schedule 3, Parts 1, 2 & 3*)

Types of High Risk Licences required by those working on site

Licence Type	Operation/Works	Tick if applicable to the project site ✓	Trade/Contractor/Workers responsible to fill out and submit the SWMS to the Principal Contractor & Principle Project Manager
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)		
	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		
Pressure Equipment Operation (*Rarely see this performed on construction sites these days*)	Basic Boiler Operation Intermediate Boiler Operation Advanced Boiler Operation Turbine Operation Reciprocating steam engine operation		

List of Persons on Site using their High Risk Licence.

Licence Holders Name	Type of Licence	Expiry Date

Asbestos

Due to the high 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 removalists.

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 licence 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** licence-holders are permitted to remove both friable and non-friable asbestos.
- **Class B** licence-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 persons 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.

Emergency and Incident Response

Note. The Emergency Contact List for the work site is located at the back of this document.

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
- will display emergency procedures in the site office or other visible location on site
- will check to ensure a First Aid Kit is on site and up to date at all times
- will check that the fire extinguishers on site have been tested and other fire suppression equipment on site is operational

INSERT ANYTHING ELSE RELEVANT TO YOUR PLAN.

Emergency Procedures

In the event of a Fire or Similar Emergency Evacuation:

- Stop work immediately and vacate the workplace
- 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

INSERT ANYTHING ELSE RELEVANT TO YOUR PLAN.

Emergency Meeting Point

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

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 say 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 Principle Project Manager will notify Worksafe, Councils Safety Officer/s & the sites OHS Representative (if any0Depending on the nature and severity of the injury the Principle 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 Principle Contractor will submit an **YSC Incident Notification Report** to the Principle Project **Manager who in turn will insure i**t 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 to Energysafe 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 (*Eg asbestos*) then the Environmental Protection Authority (*EPA*) will need to be notified

Notifiable Incidents to Worksafe.

The Occupational Health and Safety Act 2004 requires you to:

1. Notify Worksafe immediately on **132 360** to obtain a 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

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–
   1. the amputation of any part of his or her body
   2. a serious head injury
   3. a serious eye injury
   4. the separation of his or her skin from underlying tissue (such as degloving or scalping)
   5. electric shock
   6. a spinal injury
   7. the loss of a bodily function
   8. serious lacerations

(e) any other injury to a person or other consequences prescribed by the regulations

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 -

1. 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
2. The collapse or failure of an excavation or of any shoring supporting an excavation
3. The collapse or partial collapse of any part of a building or structure
4. An implosion, explosion or fire
5. the escape, spillage or leakage of any substance including dangerous goods as defined in the Dangerous Goods Act 1985
6. The fall or release from a height of any plant, substance or object
   (a) the interruption of the main system of ventilation
7. 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.

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.

First Aid

- The Principle 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 Number

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 Principle Project Manager immediately. In all other circumstances (*eg minor incident*) notify the Principal Contractor as soon as practicable.

INSERT ANY OTHER REQUIREMENTS.

On site Inductions

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/smoko 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 fire station.

INSERT ANY OTHER REQUIREMENTS.

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 on a daily basis

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 have a Construction Induction Card (*white card*) on their person at all times
- 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 Licences for all high risk work and maintain a register of trade licences 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

INSERT ANY OTHERS.

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

INSERT ANY OTHERS.

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

INSERT ANY OTHERS.

Disciplinary 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, persons on site can be immediately dismissed or removed from the site without notice (*eg. 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 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

INSERT ANY OTHERS.

Site Security

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

- 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, 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 on 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

INSERT ANY OTHER SIGNAGE YOU INTEND TO USE.

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

Personal Protective Equipment (*PPE*)

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.

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 reasonably 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, so far as is reasonably practicable.

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*)

Note

- 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
- take reasonable care of PPE

INSERT ANY OTHER REQUIREMENTS

Managing Construction Hazards Specified in the Regulations

Falls from Heights

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.

INSERT ANY OTHER REQUIREMENTS.

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

- 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 2008

INSERT ANY OTHER REQUIREMENTS.

Falling Objects

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.

Demolition Work

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 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

- pot-hole (*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

INSERT ANY OTHER REQUIREMENTS.

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;

- *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. Eg: **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 distributers main.
- an existing switchboard permanently installed at 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 to 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)

- 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.
- 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

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 licence or competency ticked

INSERT ANY OTHER REQUIREMENTS.

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

The Principal Contractor will ensure:

- that scaffolding is erected by a scaffolder with a High Risk Licence
- that before the scaffold is used, the scaffolder with a High Risk Licence has advised (*in writing*) that it is safe
- that scaffolding is inspected by a scaffolder with a High Risk Licence:
    - Before use of 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 Licence before use of the scaffold is resumed

Contractors, Subcontractors, Tradesman and Workers must:

- not use incomplete scaffolding
- report any scaffolding issues to the Principal Contractor
- comply with the directions of any tags attached to the scaffold

INSERT ANY OTHER REQUIREMENTS.

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.

INSERT ANY OTHER PROPOSED CONTROL MEASURE/S

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

INSERT ANY OTHER REQUIREMENTS.

Manual Handling

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

INSERT ANY OTHER REQUIREMENTS.

Slips, Trips and Falls

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 manholes, pits, platforms & roofs have the correct barricades installed or are covered with solid sheets

INSERT ANY OTHER REQUIREMENTS.

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:

- 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

INSERT ANY OTHER REQUIREMENTS.

Sun Safety

All persons on site should:

- wear adequate clothing (*eg hats*) and other protection methods (*eg sunscreen*) 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

INSERT ANY OTHER REQUIREMENTS

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 the 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

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:

- 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 the space.
- Know the attendants role.
- Be prepared for rescues.
- Use good lighting.
- Plan for emergencies.
- Emphasise constant communication.

Other Construction Hazards Specific to Your Site.

TEMPLATES

and

FORMS

EMERGENCY CONTACT NUMBERS

AMBULANCE **POLICE** **COUNTRY FIRE AUTHORITY**	**000**

Work Site Property Name and Address		
Work Site Map Grid Reference. Use Emergency + App on your phone to record the Grid Reference.		
Title/Business	**Contact Name**	**Mob No/ Ph No**
Principal Project Manager (*Council Representative overseeing the project*)		
Principal Contractor (*Main Contractor on site overseeing subcontractors and workers)*		
Warracknabeal Council Office (*Reception Area*)		5398 0100
WorkSafe (*Reportable Incidents*)		132 360
WorkSafe Enquiry Line. (*If unsure if it is a reportable incident or other WorkSafe enquiries*)		1800 136 089
24hr Police Station Location - **Horsham**		5382 9200
Nearest Police Station Location		
Nearest CFA station Location & Number		
State Emergency Service (*Storm & Flood Damage*)		132 500
Telstra (*If urgent*)		180 22 44
Powercor		132 412
GWM Water		1300 659 961
Energy Safe Victoria (*Electrical Incidents*)		1800 000 922
Department of Economic Development, Jobs, Transport and Resources (DEDJTR) ***Mine or Quarry Incidents.*** **Earth Resources**		0419 597 010
VicRoads (*Reporting Road Hazards*)		13 11 70
Gas		136 707
Poisons Information Centre		13 11 26
Environmental Protection Authority. Reporting pollution & spills.(EPA) (*24-Hours*)		1300 372 842
Emergency App's for your phone (*Free***)** **Emergency +** (*supplies emergency numbers, map, grid ref location, address*) **First Aid +** (*Red cross. List of injuries and how to deal with them plus more*) **Fire Ready** (*CFA fire and other emergency reports in your area*)		

SITE SAFETY RULES	**Applicable to this site.** Please tick
Workers upon entering the worksite must undergo an ***Onsite Induction*** 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 ***Personal Protective Equipment*** (PPE) applicable to the site and as noted by the Principle Contractor. Safety boots/shoes. ✓.. Safety vests, shirt, jumper or coat. ✓, safety glasses/goggles... Hearing protection.... safety helmet.....	✓
Workers on site must carry with them their ***Construction Induction Card*** (*White card*) and any other licences / tickets as required for the work they're performing.	✓.
Safe Work Method Statements (*SWMS*) must be filled out and submitted to the Principal Contractor prior to performing ***High Risk Work.***	✓
Workers constructing or demolishing scaffolding, involved in crane and hoists operations or forklift truck operation must be licensed and have on their person a ***High Risk Work Licence.***	
Asbestos found on site must be ***reported to the Principal Contractor*** and work is to stop in the immediate area where the asbestos has been found. The Principal Contractor will arrange to have the asbestos ***cleaned up immediately*** by a licensed contractor before work commences again. **This is High Risk Work and requires a Safe Work Method Statement.**	
All ***visitors*** to the site including delivery drivers must ***report to the Principal Contractor*** and if intending to walk around the site they must undergo an onsite induction.	
Workers must ***maintain good housekeeping practices*** and ensure their work area is cleaned up regularly to minimise injury from slips, trips and falls.	
Workers must ***stay clear of moving plant.***	
Hard hats must be worn when ***working alongside moving plant,*** during **demolition or part demolition work** and when ***working below workers*** who are working above you. The site may be deemed a hard hat site where the hat **must be worn at all times.**	
Hot Work Permits are to be filled out when hot work is to be performed on site. **Fire suppression equipment** and a ***Fire Spotter to be provided*** as required on the Hot Work Permit.	
Serious breaches of Health and Safety 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.	
You **must comply with the orders given to you by all Inspectors visiting the site** in relation to Health & Safety, Site Safety Rules, the OHS Management Plan and Building Regulations.	✓
Add further rules specific to the site as required	

DAILY SITE ATTENDANCE SHEET (Please Print Details and Sign)					
Date of Entry	**Name**	**Business Name/Employers Business Name**	**Have you been inducted on site Tick if Yes**	**Construction Induction Card Number(White card)**	**Signature**

Date of Entry	Name	Business Name/Employers Business Name	Have you been inducted on site Tick if Yes	Construction Induction Card Number(White card)	Signature

Date of Entry	Name	Business Name/Employers Business Name	Have you been inducted on site Tick if Yes	Construction Induction Card Number(White card)	Signature

SAFE WORK METHOD STATEMENTS (SWMS) Mandatory for High Risk Construction Work

This SWMS is a Site-Specific Statement that must be prepared by those performing the High Risk Work before any Construction Work starts.

Person Responsible for ensuring compliance with this SWMS:		**Date:**	
		Location:	
High-Risk Work Task:			

What are the Work Tasks involved in performing the High Risk Work?	What are the Hazards and Risks involved in performing the High Risk work?	How will you manager and control the Hazards and Risks while performing the High Risk Work? (Describe the Control Measures and how they will be used)
Think about the Worksite and each stage of the High Risk Task including preparation of the site and clean-up.		

Steps for filling out the SWMS

1. Discuss with the workers the High Risk Task, the stages within the task and what safety control measures you intend to put in place prior to starting work.
2. In the '**What are the Work Tasks Involved'** column, list each work tasks in sequence and how they will be carried out.
3. In the '**What are the Hazards and Risks**' column, list the hazards and risks for each work task.
4. In the '**How will you manage and control the Hazards and Risks'** column, select the hazard or risk and then work through the **Control Levels** 1 – 4 from top to bottom. (*as noted below*) Choose a control measure (*and how it is to be used*) that is as close to level 1 as is reasonably practicable.

Control Levels

1. **Eliminate** any risk to health or safety associated with construction work
2. **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** persons from the hazard, such as barricading, fencing or guard railing, or
   - **Using engineering controls**, such as mechanical or electrical devices
3. **Use administrative controls**, such as changing the way the work is done
4. **Provide appropriate personal protective equipment**
5. Ensure all those performing the high-risk work participate in developing the SWMS. Brief each team member on this SWMS before commencing work. Ensure the team knows that work is to stop immediately if the SWMS is not being followed.
6. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team.
7. Retain this SWMS for the duration of the high-risk construction work. Copies to be given to the Principal Contractor and Principal Project Manager.

MINOR INJURIES LIST

Date of Injury	Persons Name	Describe the Injury Type	Business Name or Employers Business Name

ATTACHMENTS

Key Documentation to be Attached to the OHS Project Management Plan or Kept on File.

Not all of the documentation listed below will be required for your specific site or project.

Documentation (As required for each individual project)	**Tick** **Yes or No**
Planning Permit (as required by YSC Planning Officer. Refer to the YSC Website under planning)	
Project **Drawings & Plans** (as required by YSC Building Dept. Refer to the YSC Website under building)	
Engineers **Computations** (as required by YSC Building Dept. Refer to the YSC Website under building)	
Results of the **Dial Before you Dig Documentation**	
Site Plan or **Aerial Photograph** of the site	
Photographs of the site including identified Safety Risks	
Consultants Professional Indemnity Insurance. (Engineers, architects, draftsman, surveyors, etc)	
Proof of **Contractor & Subcontractor Insurance** (*Eg. Cover notes for Public Liability, Workcover Insurance*)	
Proof of **Plant Maintenance Records.** (*In particular where plant use poses a high risk to workers on site*).	
Proof that **Plant and Vehicles on site are registered**. (*Plant & vehicles able to be driven on the road*)	
Copies of **Safe Work Method Statements** (SWMS) for the High Risk Work to be performed. (*Eg. Working at Heights, Electrical, Demolition, Asbestos etc*)	
Traffic Management Plans	
YSC **Policies specific to the work site.**	
YSC **Incident Form**	
YSC **Hazard Form**	
Worksafe Incident Form	
List of the **names** of those on site **with White Cards** and their White Card numbers	
List of **names** of those on site **with High Risk Licences** and their licence numbers..	
Emergency Contact Numbers specific for your work site.	
Site Safety Rules specific for your work site	
Daily Site Attendance Sheet	
Minor Injuries Register	
Other	

Document Review

Developed (Draft) for trial.	26/07/2016	Barry Sullivan	Risk & Safety Officer.
Reviewed (Proof read)	1/08/2016	Helen Pollard	Customer Service/Admin Officer
Reviewed (Proof read. Changes made)	19/08/2017	Barry Sullivan	Risk & Safety Officer.
Reviewed (Proof read)	15/9/2016	Belinda Penny	Customer Service/Admin Officer
Reviewed and upgraded.	29/10/2016	Barry Sullivan	Risk & Safety Officer
Reviewed and upgraded	31/10/2016	Barry Sullivan	Risk & Safety Officer
Reviewed and upgraded.	03/11/2016	Barry Sullivan	Risk & Safety Officer