

Bay Building Services



WHSE Management Plan

Construction Project ▶ ▶



Sample: Generic Sample

WHS Management Plan ▶▶

(Incorporating Emergency and Environment Management Plan)

Developed By:	Chris Munday Bay Building Services
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Dated:	20/07/2017
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Date Last Revised:	20/07/2017
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Copies of pages within this document may need to be displayed where a page has “COPY OF THIS PAGE TO BE DISPLAYED” written on it for all jobs valued at \$250,000 or more it must be displayed onsite. Numbers are hyperlinked to the relevant pages

Introduction

This WHS Management Plan has been prepared by Bay Building Services and applied to all sites where Bay Building Services is the Principle Contractor. A site specific safety plan will be available onsite for all jobs valued at \$100,000 and over.

The WHS Management Plan includes:

- The names, positions and health and safety responsibilities of all persons at the construction workplace, whose roles involve specific health and safety responsibilities in connection with that project.
- Arrangements with other relevant parties for consultation, co-operation and co-ordination of activities at the construction workplace.
- Any project specific safety rules.
- Arrangements for informing people of the project specific safety rules.
- Arrangements for the collection and any assessment, monitoring and review of SWMS.
- An Emergency Management Plan outlining the arrangements for managing incidents and other emergencies.

Bay Building Services will so far as reasonably practicable ensure that:

- Each person who is carrying out construction work, before commencing work, is informed of the content of the WHS Management Plan and their right to inspect the plan.
- The WHS Management Plan is readily accessible to any person who is to carry out construction work on the project to which the plan is relevant.
- The WHS Management Plan is reviewed and where necessary revised and kept up to date, and that persons carrying out construction work are made aware of any revisions.
- A copy of the WHS Management Plan and all other relevant safety documentation is retained until the project to which it relates is completed then an electronic copy is to be kept in the job folder.

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Abbreviations

WHS:	Work Health and Safety
HSR:	Health and Safety Representative
PCBU:	Person Conducting a Business or Undertaking.
SDS:	Safety Data Sheet (previously MSDS - Material Safety Data Sheet)
PPE:	Personal Protective Equipment

Definitions

Person Conducting a Business or Undertaking (PCBU)

Is a person conducting a business or undertaking alone or with others, whether not for profit or gain. A PCBU can be a sole trader, a partnership, company, unincorporated association or government department of public authority.

Worker

Is an employee, contractor, subcontractor, outworker, apprentice and trainee, work experience student, volunteer and PCBU who are individuals if they perform work for Bay Building Services.

Reasonably Practicable

Means what could reasonably be done at a particular time to ensure health and safety measures were in place. In determining what is reasonably practicable there is a requirement to weigh up all relevant matters including:

- The likelihood of a hazard or risk occurring.
- The degree of harm that would result if the hazard or risk occurred.

Persons in a Supervisory Role

A supervisor is a person in the first line [management](#) who [monitors](#) and regulates workers in their [performance](#) of assigned or delegated [tasks](#).

The names given to this position can vary depending upon the nature of the business. Titles of persons with supervisory responsibilities can include supervisor, leading hand, team leader, manager, coordinator, superintendent and foreperson. Their specific WHS responsibilities are best defined and clarified not necessarily by their title, but by their responsibility statement.

Officer

Is an officer within the meaning of section 9 of the Corporations Act 2001 (Cth) other than a partner in a partnership. Broadly, an officer is a person who makes, or participates in making, decisions that affect the whole or a substantial part, of the organisation's activities.

- What the person concerned knows, or ought to reasonably know about the hazard or risk and ways of eliminating or minimizing it.
- The availability of suitable ways to eliminate or minimise the hazard or risk.
- The cost of eliminating or minimizing the hazards.

Principal Contractor Information

Business Information

Particular	Details
Business Name	Bay Building Services
Business Address	16 North Drive , Bentleigh East
Business Phone	1300 766 216
Business Email	info@baybuilding.com.au
Business Web Address	www.baybuildinggroup.com.au
ABN	34 101 675 530

Project Specific Information

Position / Role	Name	Contact Number
Principal Contractor	Bay Building Services	1300 766 216
Regional Manager		
Site Supervisor	Craig Buckle	0425 832 536

Note: Refer to the Emergency Management Plan for detailed information regarding emergency procedures, contact information and personnel.

Project Description | Scope of Works

Please see attached scope of works

Policies

Policy: 300 Work Health & Safety

The Business's Work Health and Safety Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered in all aspects of the business.

People are our most important asset and health and safety in the workplace is everyone's responsibility with every person being of equal priority, including members of the public.

The Business, through its senior management will endeavour to comply with all legislative and other requirements placed upon it and will encourage all workers to comply.

The objectives of this Work Health and Safety Policy are to ensure that the business, at all levels, so far as is reasonably practicable:

- Continually strives to achieve a safer workplace.
- Considers health and safety in project planning and work activities.
- Involves all workers in the decision-making processes through regular communication, consultation and training.
- Encourages workers to undertake a continuous program of education and learning to identify and control hazards in the workplace through a continuous risk management program.
- Takes action to eliminate or control potential accidents / incidents.
- Provides effective injury management and rehabilitation for all injured employees.
- Promotes and rewards positive WHS activity.

The success of our health and safety management depends on:

- Appropriate planning of work activities with due consideration given to implementing control measures that are suitable to each given situation.
- All persons involved in the business or affected by the carrying out of our business understanding the total work process and associated WHS risks.
- Continual encouragement of all workers to be committed to achieving our objectives.

Open and honest communication between all parties involved in our business, or that will be affected by the carrying out of our business.

General Rules & Requirements

Control of the Work Area or Site

Bay Building Services will remain in control of the work area or construction site until it is handed back to the client. Only persons conducting work activities that have discussed the content or received a copy of this WHS Management Plan or the Site Specific Plan are to enter the work area or site.

It is the responsibility of any other PCBU to ensure that any workers engaged by them are aware of this WHS Management Plan and that they are adequately supervised.

All PCBUs are responsible for WHS in their respective work areas and they have a responsibility to ensure that their work is carried out by workers who are competent and have been trained appropriately and have the skills to perform the task.

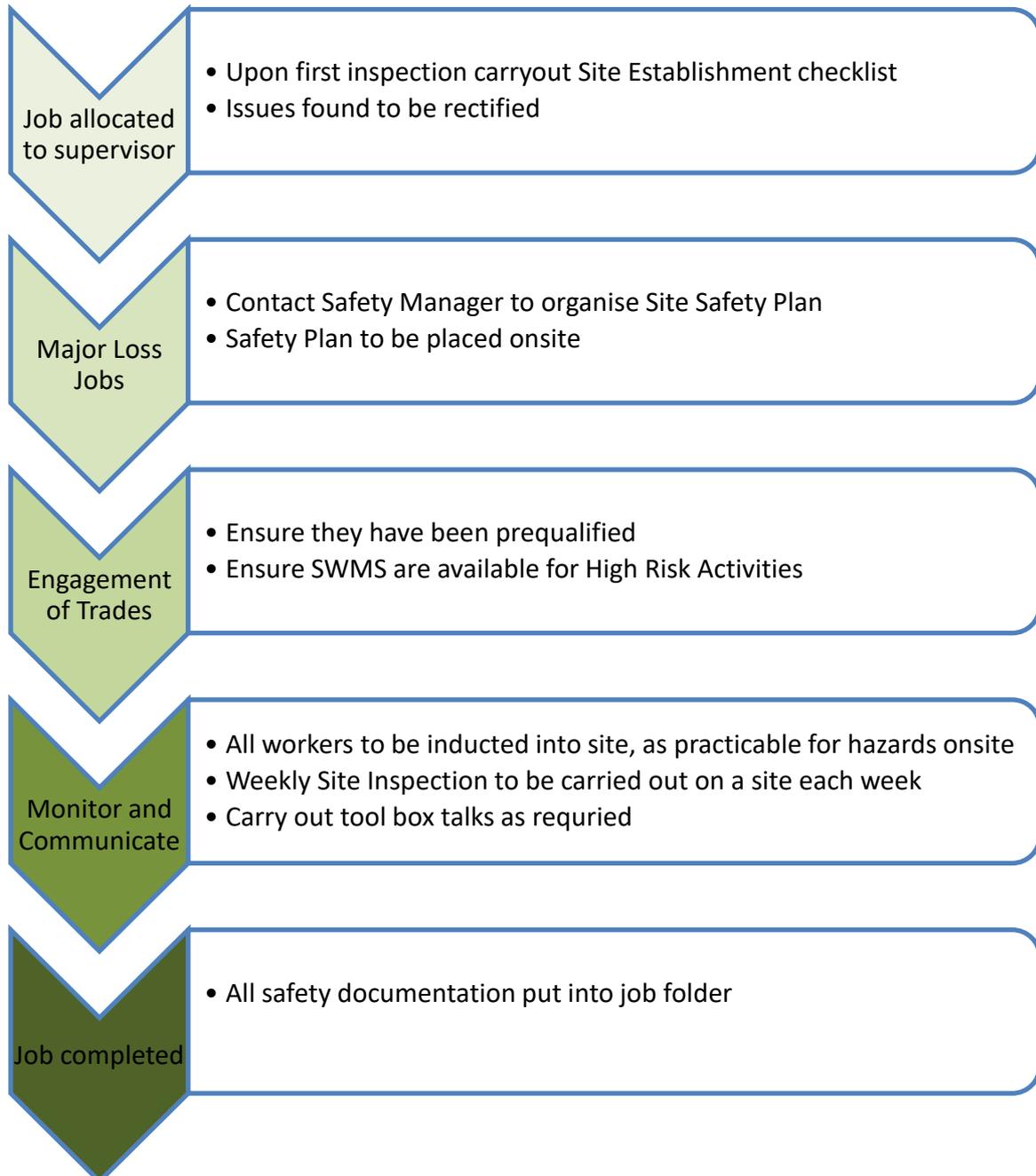
Maintenance and Review

Bay Building Services will ensure so far as reasonably practicable that this WHS Management Plan is reviewed and where necessary revised and kept up to date, and that persons carrying out construction work are made aware of any revisions.

A site specific versions of this WHS Management Plan will be permanently kept in the relevant job folder.

Contractors will also, where necessary, be required to amend their Safe Work Method Statements to reflect any changes to suit each site as required.

Jobs Safety Flow Chart



Workplace Address: (insert Address)

Persons with Specific WHS Responsibilities

Position / Role	Responsibilities Copy of this page to be displayed on site
Principal Contractor / Director Bay Building Services 1300 766 216	<ul style="list-style-type: none"> • Responsible for implementing policies and systems of Bay Building Services. • Point of contact for WHS matters when the site supervisor is unavailable. • Making relevant persons aware of the content of this WHS Management Plan before commencing work. • Reviewing and keeping up to date this WHS Management Plan and advising relevant persons of any revisions.
Site Supervisor (supervisors name) (supervisors number)	<ul style="list-style-type: none"> • Responsible for implementing Bay Building Services WHS Policies, procedures and site rules as set out by this WHS Management Plan. Specifically: <ul style="list-style-type: none"> ○ Coordinate the safe interaction between other PCBU's. ○ Prepare, monitor, maintain and make available this WHS Management Plan. ○ Ensure Principal Contractor signage is posted and visible. ○ Consult with employees and other PCBU's on any WHS matter that may affect them. ○ Coordinate SWMS amendments as appropriate. ○ Ensure all PCBU's and visitors receive relevant site safety information. ○ Confirm other PCBU's provide site safety briefings to their workers. ○ Confirm First Aid requirements are met ○ Confirm other PCBU's and their employees have construction induction training. • Responsible for implementing the Bay Building Services' Emergency Management Plan.

Position / Role	Responsibilities Copy of this page to be displayed on site	
PCBU Various	<ul style="list-style-type: none"> • Responsibility for the health and safety of themselves, their own workers and those who may be affected by their work. • Provide evidence of any Worker Health and Workplace Surveillance (e.g. audiometric testing) • Make arrangements for first aid, all PCBU's will carry their own suitable first aid kit. • Responsibility for following the WHS policies, procedures and site rules as outlined in the Bay Building Services' WHS Management Plan. Specifically: <ul style="list-style-type: none"> ○ Ensure workers are aware of this plan and are provided access to it. ○ Prepare safe work method statements (SWMS) for all high risk construction work. ○ Provide copy of SWMS to builder prior to work commencing. ○ Induct employees into the SWMS. 	
Health and Safety Representative	<ul style="list-style-type: none"> • Report unsafe working conditions or unsafe working acts • Participate in regular inspections of whole or part of the workplace 	<ul style="list-style-type: none"> • Investigate or assist in incidents investigations • Assist in emergency situations as required
First Aid Personnel	<ul style="list-style-type: none"> • Render first aid as required • Assist in emergency situations as required and in accordance with the emergency procedures 	<ul style="list-style-type: none"> • Maintain adequate first aid facilities and supplies. • Maintain first aid records

Arrangements for Managing Health and Safety Incidents

Site Supervisor	<ul style="list-style-type: none"> • Post relevant site specific emergency contact numbers • Record all site related health and safety incidents and illnesses. • Attend site for all notifiable incidents and conduct an investigation 	
PCBU	<ul style="list-style-type: none"> • Report all notifiable site related health and safety incidents / illnesses to the local safety regulator • Responsible for implementing the emergency procedures 	
First Aid Personnel	<ul style="list-style-type: none"> • As soon as safe to do so report all site related health and safety incidents/illnesses to Bay Building Services • Report all notifiable site related health and safety incidents / illnesses to the local safety regulator 	
First Aid Personnel	<ul style="list-style-type: none"> • Ensure that they have a suitable first aid kit available for their workers and any other contractors that they engage • Depending on the nature of the incident, stop work, cordon off and secure the incident area 	
First Aid Personnel	<ul style="list-style-type: none"> • Render first aid as required • Assist in emergency situations as required and in accordance with the emergency procedures 	<ul style="list-style-type: none"> • Maintain adequate first aid facilities and supplies • Maintain first aid records

Project Specific Safety Rules **Copy of this page to be displayed on site**

- | | |
|--|---|
| <ul style="list-style-type: none"> • Site operating hours are between 7 am – 6pm. Outside of these hours with supervisors permission | <ul style="list-style-type: none"> • No persons are to enter this site unless prior arrangements have been made with Bay Building Services |
| <ul style="list-style-type: none"> • If an area is barricaded, all persons must avoid walking through the barricaded area. | <ul style="list-style-type: none"> • All Contractors and their workers must have current construction induction training evidence. All workers to notify site supervisor upon arrival for induction |
| <ul style="list-style-type: none"> • All persons are to maintain site amenities in a clean, tidy and hygienic state. | <ul style="list-style-type: none"> • All persons operating plant or performing an activity that requires an operator's license (e.g. scaffolding, excavator, etc.), are required to hold the appropriate license. |
| <ul style="list-style-type: none"> • No lighting of fires is permitted. • Work areas are to be kept clean and tidy at all times. | <ul style="list-style-type: none"> • No smoking is permitted whilst working. Smoking is only permitted in areas where there is no risk of fire and all cigarette butts and rubbish should be disposed of sensibly. Smoking is not permitted in enclosed areas. |
| <ul style="list-style-type: none"> • No animals are permitted at the workplace. • All rubbish to be placed in bins / cages. | <ul style="list-style-type: none"> • All incidents, dangerous events, serious bodily injuries, near misses, and work-caused illnesses must be reported immediately to Bay Building Services. |
| <ul style="list-style-type: none"> • No children are allowed at the workplace. | <ul style="list-style-type: none"> • No fighting or aggressive behaviour will be tolerated. |
| <ul style="list-style-type: none"> • No alcohol or drugs are to be consumed at the workplace. Workers are not to attend site affected in any way by drugs or alcohol. | <ul style="list-style-type: none"> • Personal Protective Equipment will be used in accordance with manufacturer's instructions, where directed by Bay Building Services, in accordance with site signage and only after appropriate training has been received in its use. |
| <ul style="list-style-type: none"> • All electrical equipment must have a current test and tag performed. No double adaptors or domestic power boards and leads to be used on site. | <ul style="list-style-type: none"> • Bay Building Services are to be advised of any un-controlled workplace hazards. Any un-controlled hazards of a serious nature are to be reported immediately and rectified if safe to do so and if within the competency of the individual. |
| <ul style="list-style-type: none"> • Report any hazard or risk to health and safety to the site supervisor. | <ul style="list-style-type: none"> • PCBU must retain a copy of the SDS at the workplace for any hazardous chemicals being used at the workplace. Copies must be provided at time of induction |
| <ul style="list-style-type: none"> • | |

Consultation, Cooperation and Co-Ordination

Genuine communication, with relevant parties including their workers and other PCBU's engaged by Bay Building Services is to be routinely incorporated into the execution of this construction project.

The following outlines some of the typical arrangements Bay Building Services may have established. Specific arrangements will vary from project to project depending upon its size and complexity:

Medium	Purpose	Responsibility
PCBU Engagement Letter	<ul style="list-style-type: none"> To facilitate awareness of WHS Management Plan contents and requirements including site rules To obtain PCBU required documentation 	<ul style="list-style-type: none"> Principal Contractor Site Manager
Site Induction	<ul style="list-style-type: none"> For all new site personnel prior to commencement on site to advise of WHS requirements 	<ul style="list-style-type: none"> Principal Contractor Site Manager
Toolbox Meetings	<ul style="list-style-type: none"> Structured, semi-formal training, information & awareness sessions for workers and PCBU's 	<ul style="list-style-type: none"> Site Manager PCBU's
Safety Bulletins	<ul style="list-style-type: none"> Targeted WHS awareness and information material 	<ul style="list-style-type: none"> Principal Contractor Site Manager
WHS Reviews	<ul style="list-style-type: none"> As part of the monitoring, review and continual improvement process 	<ul style="list-style-type: none"> Site Manager BBG Management
Site Meetings	<ul style="list-style-type: none"> Face-to-face communications both on and off site with PCBU's 	<ul style="list-style-type: none"> Site Manager Principal Contractor
Training	<ul style="list-style-type: none"> To increase awareness of WHS issues for workers and PCBU's 	<ul style="list-style-type: none"> Site Manager
Workplace Inspections	<ul style="list-style-type: none"> Promote awareness of WHS procedures among workers and PCBU's via continual and casual conversations. 	<ul style="list-style-type: none"> Site Manager Management
Non formal General Communication	<ul style="list-style-type: none"> To facilitate open door policy for general discussion of WHS issues and continual improvement 	<ul style="list-style-type: none"> All workers and PCBU's
Incident / Hazard and Near Miss Reporting	<ul style="list-style-type: none"> To capture incident details & implement improvements 	<ul style="list-style-type: none"> Site Manager All workers and PCBU's
SWMS Development and Review	<ul style="list-style-type: none"> To facilitate involvement in the development and understanding of relevant SWMS 	<ul style="list-style-type: none"> All workers and PCBU's

Drugs, Alcohol and Fitness for Work

Alcohol and / or drugs are not permitted in the workplace. Failure to observe this requirement will result in disciplinary action. Any worker taking prescription medication that may affect their own safety or the safety of others (e.g. drowsiness, slower response time) is to advise their relevant supervisor prior to commencing work.

All workers must attend site “Fit for Work” those who are found to be under the influence of drugs and/or alcohol or those whose ability to work safely is compromised by being unfit for work will be directed to leave site and suitable arrangements made for the person to return home.

The Bay Building Services' Drugs and Alcohol Policy forms part of this WHS Management System as a stand-alone document and is available on request.

Smoking

Smoking is not permitted on site. Smoking is only permitted in designated areas and during break times, and it is the responsibility of the smoker to ensure that all butts and associated waste is disposed of appropriately and responsibly. Workers are reminded that in most cases the construction site is someone's home or business.

NO SMOKING IS PERMITTED WITHIN BUILDINGS

Workplace Bullying

Bay Building Services will not tolerate any form of workplace bullying or harassment at the workplace.

Should any worker feel intimidated, bullied or unjustly treated by another worker, they should make it known to the perpetrator that their behaviour is not tolerable.

Should this action not result in a positive outcome, the affected worker should immediately notify the site supervisor. The site supervisor will consult the HR and/or Safety Manager about the issue.

Where a worker believes they have witnessed another worker being bullied, they are encouraged to discuss the matter with the site supervisor.

Managing WHS Incidents

This WHS Management Plan includes an Emergency Management Plan for this particular workplace which covers the following matters in relation to emergency management:

- Emergency procedures including:
 - An effective response to an emergency;
 - Evacuation procedures;
 - Notifying emergency service organisation's at the earliest opportunity; and
 - Medical treatment assistance; and effective communication between the people authorised by Bay Building Services to co-ordinate the emergency response and all persons at the workplace.
- Testing of the emergency procedures including the frequency of testing; and
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

As the Principal Contractor, Bay Building Services will ensure The Emergency Management Plan is readily available to all workers and is updated as required so that it remains effective.

Site Control - Work Area Control – Site Induction

All workers attending site will be given site specific information relating to the risks present. How this is undertaken will be determined by an assessment of the hazards and risks present. Workers will be informed prior to attending site how inductions will be undertaken for site.

Compliance will be monitored by the site supervisor, where areas of noncompliance are found, work will be stopped and action/s taken to correct the issue.

General Construction Safety Induction

Bay Building Services requires that all workers carrying out construction work must have a current general safety induction card (White, Red or Blue Card).

All workers will be required to provide evidence of this prior to commencing construction work, in the form of a card or where a card has not been issued, a statement of attainment. Records of the details of this evidence will be maintained.

PCBU's must also ensure that all persons engaged by them have completed a general safety induction course.

Owner/Occupiers

Where possible work will be arranged for when the premises are not occupied if this is not possible and the owners/occupiers are still there, workers will:

- Advise the persons of the work area and the need to stay out of the area.
- Ensure all drop sheets are taped down across walk ways
- Leads and hoses to be kept clear of access ways, if this is not possible covered to prevent damage and to prevent a tripping hazard.
- Separate the work area from the rest of the premises by shutting doors, barricading, sheeting or other possible control that is identified.
- **When the owner/occupier needs to access the area, work will cease and they will be escorted through the area.**

When work is being carried out in occupied homes or places, tools, equipment, materials and waste are to be stored in designated areas. These areas will be barricaded where possible and the owners/occupiers made aware of the work areas and advised to stay out of the affected area/s.

Public and Visitor Safety

Members of the public are not permitted on site unless authorised by the Bay Building Services.

Bay Building Services will undertake a risk assessment of hazards to members of the public and where that assessment identifies a high risk, control measures will be implemented to eliminate, minimise or control the risk. Where necessary, appropriate site signage will be erected prior to the commencement of construction work. When a site is left unattended, contractors are responsible for securing or removing any hazards associated with their work prior to leaving the site. If a perimeter site fence is in use, access points to the site are to be secured when leaving the site.

Where the homeowner (if the building is not currently occupied) requires to access the site, Bay Building Services requires that they be accompanied by their nominated Building Supervisor or have received approval to do so following a written request.

- In particular instances, it may be required that these people are accompanied by a supervisor or equivalently authorised person.

Extent of the Site

Bay Building Services will endeavour to perform all work within the site/work area boundaries.

If however it becomes necessary to undertake work in areas outside the boundaries of the work area or site, a risk assessment shall be carried out and if there is a risk to the health and safety of any persons (including members of the public), appropriate control measures will be implemented.

The designated work area and type of work must be discussed with the owner/occupier prior to works commencing especially if they are still living in the building. If the designated area is to change during the task the owners/occupiers must be notified of the change.

If control measures are implemented due to the nature of a PCBU's work the cost of implementing the controls will be borne by the PCBU. This may apply if Bay Building Services makes the direction to implement a control measure.

Security of the Workplace

Bay Building Services will ensure so far as reasonably practicable that the workplace is secured from unauthorised access, having regards to the risks arising from unauthorised access, the likelihood of unauthorised access occurring and the extent to which it cannot be prevented and the hazards that need to be isolated.

All PCBU's and Workers must ensure that the site is secured when they leave site; the site cannot be left unsecured if it is unattended, this does not apply if the owner/occupier is onsite at the time. If the site cannot be secured the site supervisor must be notified immediately.

Any evidence of unauthorised access to the site must be reported to Bay Building Services as soon as possible.

The site must be left in a safe manner irrespective of the site being secured.

Amenities

Amenities such as toilets and drinking water will be provided on site by the Bay Building Services where it is reasonably practicable to do so, or a suitable alternative discussed with all PCBU's and Workers. The building under construction may be used to eat meals and provide shelter. Shelter may also be in the form of a workers vehicle. All persons on site are to maintain good hygiene standards and clean up after themselves.

Bay Building Services is to be notified should amenities under Bay Building Services control require attention (hygiene, consumables).

Licenses, Certifications and Permits

If any work activity, item of equipment or operation of mobile plant requires a license, certification or permit, Bay Building Services requires the person undertaking that work or operating that equipment or plant to hold the relevant license, certification or permit prior to commencing work.

It is the responsibility of the PCBU responsible for the work activity, equipment or mobile plant to ensure that the workers carrying out the work have the appropriate license, certification or permit and that they are available for inspection at all times whilst on site

Site Cleanliness | Housekeeping

Rubbish bins / cages will be placed on the site for disposal of building waste and will be emptied when necessary.

Where bin or cages have not been allocated a suitable area onsite may be allocated to store waste, PCBU's may also be required to remove waste with them when they leave site.

All workers must not leave waste in any undesignated areas on the site and must place all waste materials in the rubbish bins / cages provided.

Where a recycling initiative is in place, waste is to be deposited into the appropriate containers as marked.

Tools, materials and waste must be stored in designated or suitable areas. Pathways and access ways must be kept clear at all times. All tripping hazards are to be removed or covered. Where practicable work areas (eg. Drop saw set up and other cutting) are to be set up outside in a safe area.

Bay Building Services should be notified as soon as is reasonably practicable if there is an issue with waste or material storage, (e.g. bin/cage is full or the site is untidy).

If any PCBU's fail to manage their waste appropriately and leave the site in an untidy, unclean or unsafe manner, they may be required to pay the cost of clean-up, rectification and/or removal.

Safe Work Method Statements

Bay Building Services will ensure that before any high risk construction work is commenced on this project that a SWMS is prepared.

Where the work is being carried out by a PCBU other than Bay Building Services, the PCBU is required to provide a copy of the SWMS to Bay Building Services for review and assessment before commencing the high risk work to which the SWMS relates.

Bay Building Services and the PCBU carrying out the work will ensure so far as reasonably practicable that the work which is the subject of the SWMS is carried out in accordance with the SWMS and that relevant workers have been inducted into the SWMS prior to commencement.

If the work is not being carried out in accordance with the SWMS, Bay Building Services will stop the work and only allow work to resume in a manner which complies with the SWMS.

Bay Building Services will ensure that SWMS relevant to the construction project are reviewed and if necessary revised if the nature of the work or the control measures change.

Bay Building Services will also ensure that all SWMS's relevant to this construction project are made available for inspection and readily accessible to any worker carrying out work on that construction project.

All SWMS will be kept in the relevant job folder permanently.

Preparing a SWMS

When preparing a SWMS, the following must be taken into account:

- the circumstance at the workplace that may affect the way in which the high risk construction work is carried out
- on a construction project, the safety management plan prepared by the principal contractor.

The SWMS must:

- identify the work that is high risk construction work
- specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards
- describe the measures to be implemented to control the risks
- describe how the control measures are to be implemented, monitored and reviewed.

A SWMS should also include the following information:

- the name of the person conducting a business or undertaking, their address and ABN (if they have one)

- details of the person(s) responsible for ensuring implementation, monitoring and compliance with the SWMS
- if the work is being carried out at a construction project:
- the name of the principal contractor
- the address where the high risk construction work will be carried out
- the date the SWMS was prepared and the date it was provided to the principal contractor
- the review date (if any).

A SWMS may also include the names of workers that have been consulted on the content of the SWMS, the date the consultation occurred and the signature of each worker acknowledging their participation in this consultation and the opportunity to discuss the proposed measures (all workers undertaking the high risk construction activity should be signed onto the SWMS with, name, signature and date).

The content of a SWMS should provide clear direction on the control measures to be implemented. There should be no statements that require a decision to be made by supervisors or workers. For example, the statement 'use appropriate PPE' does not detail the control measures. The control measures should be clearly specified for example: using a grinder to cut mesh, instead of 'use appropriate PPE', use the statement 'safety glasses and ear protection must be used'.

Workers and/or their health and safety representatives (if any) should be consulted in the preparation of the SWMS. If there are no workers engaged at the planning stage, consultation should occur with workers when the SWMS is first made available to workers, for example during workplace-specific training or a toolbox talk, and when it is reviewed.

A generic SWMS may be prepared and used for those work activities that are carried out on a regular basis. The content of this type of SWMS may be refined over a number of years and include consultation with workers and contractors and other employers. Prior to each new activity however, the SWMS must be reviewed and revised to ensure it applies to the high risk construction work and the actual workplace.

High Risk Construction Work

High Risk Construction Work includes but not limited to construction work that:

- Involves a risk of a person falling 2.0 meters or more; or
- Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
- Involves, or is likely to involve, the disturbance of asbestos; or
- Involves structural alterations or repairs that require temporary support to prevent collapse; or
- Is carried out in or near a confined space; or
- Is carried out in or near-
 - a shaft or trench with an excavated depth greater than 1.5m; or
- Is carried out on or near pressurised gas distribution mains or piping; or is carried out on or near chemical, fuel or refrigerant lines; or
- Is carried out on or near energized electrical installations or services; or
- Is carried out in an area that may have a contaminated or flammable atmosphere; or
- Involves tilt-up or precast concrete; or
- Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or

- Is carried out in an area in which there are artificial extremes of temperature; or
- Is carried out in or near water or other liquid that involves a risk of drowning; or
- Where Bay Building Services requests one.

Hazard and Risk Reporting

If workers find a hazard to the health and safety of any person, they are required to correct the issue or make the area safe if they are safely able to do so and it is within their capabilities. If it is not within the workers capability to correct the issue, they are to prevent access to the area and contact the site supervisor via phone immediately, if the site supervisor is not contactable the nearest Bay Building office is to be contacted.

Signage

Bay Building Services shall display appropriate warning signs at the workplace where there is a particular hazardous process occurring or where specific personal protective equipment is required. Signage of an informative or educational nature (i.e. speed limit signs, evacuation / first aid procedures) may also be displayed. Signs will be displayed so as to be clearly visible to persons approaching the area where the work is being undertaken.

Site specific signage will be installed so as to:

- Display the Bay Building Services' name and telephone numbers (including an afterhours telephone number);
- Display the location of the site office for the project if any; and
- Be clearly visible from the outside of the workplace, or the work area of the workplace the construction project is being undertaken.

A builder's sign must be displayed as per state requirements.

PBCU's are also required to erect suitable signage in appropriate areas if their works require it.

Structure Stability

All workers are to ensure that their works are secured in a way that does not adversely affect the stability of the overall structure of the project.

Access to, or work on any structurally damaged structure will only be carried out after an engineer's report has been issued with instruction on how to proceed.

If an area does not look safe do not enter and contact the site supervisor.

Personal Protective Equipment (PPE)

All workers carrying out work on the site are required to wear appropriate protective footwear and clothing.

All workers should the use of the following items of PPE in the following situations:

- Eye protection such as goggles, shield or glasses where there is a risk of a foreign object striking the eye;
- Ear protection such as ear muffs or plugs where equipment makes excessive noise; and / or
- Head protection such as a hard hat or helmet where there is a risk of injury to the head from a falling object or overhead moving plant.
- Safety boots with a safety toe cap, made from suitable material for the hazards present must be worn at all times, unless otherwise discussed with workers
- Suitable clothing must also been worn to protect workers from injury or exposure to environment of processes.

Designated signage may also be in place requiring particular PPE to be worn where the risk has been identified. These must be complied with.

All workers operating plant equipment or power tools must follow the manufacturer's instructions in the use of correct PPE during its operation.

All workers must be competent in the use of the PPE and the PCBU must undertake a risk assessment to demonstrate why the PPE was chosen as a control measure. The PCBU must be able to produce a copy of the risk assessment and training records upon request.

Jewelry & Clothing

Workers are not to wear jewellery or clothing that poses a risk to themselves or others or that may become entangled in any plant or equipment. Consideration to the manner in which hair is worn must also be given for the same reason. Where provided, uniforms are required to be worn at all times.

Suitable work attire is to be worn by all workers at all times when attending Bay Building Services sites.

UV Protection and Heat Exposure

Bay Building Services will encourage all workers on site to wear adequate clothing such as shirts (with collar and sleeves, hats, sunglasses (tinted safety glasses) and sunscreen to protect themselves from the effects of working while exposed to UV rays from the sun.

The Bay Building Services' UV Protection Policy forms part of this WHS Management System as a stand-alone document and can be supplied upon request.

Workers will also be encouraged to do the following in order to reduce the risk of exposure to heat (causing heat stress):

- Schedule heavy tasks for cooler periods of the day;
- Take frequent rest breaks in hot times of the day;
- Drink water frequently;
- Utilize shaded areas for meal and rest breaks;
- Work in the shade where possible;
- Rotate or share tasks that are exposed to heat or UV rays amongst several workers;
- Use mechanical assistance for physically demanding tasks;
- If taking certain medications follow doctor's advice before working in hot conditions; and
- Provided training in the identification of symptoms of heat related illnesses.

PCBU's are encouraged to promote sun safety while working on Bay Building Sites.

Workers found to not be wearing shirts onsite will be instructed to put a shirt on, if this cannot or will not be complied with the worker will be instructed to leave site.

Excavation Work

Excavation work means the excavation, fill, or part fill of a trench, tunnel or shaft.

A PCBU carrying out excavation work must manage risks associated with that work. In particular where an excavation includes such risks as:

- A person falling into an excavation;
- A person being trapped by the collapse of an excavation;
- A person working in an excavation being struck by a falling thing;
- A person working in an excavation being exposed to an airborne contaminant.

- A person coming into unwanted contact with underground services.

For all excavations greater than 1.5 metres deep, the PCBU responsible for the work must prepare a SWMS prior to commencing the work.

Excavations greater than 1.5m deep should be either benched, battered, shored or have a geographical report undertaken prior to working in or around the trench.

A trench at least 1.5m deep must, so far as is reasonably practicable, be secured from unauthorised access (including inadvertent entry).

In order to restrict access to an excavation the PCBU responsible for the excavation is required to erect a barricade or hoarding at least 900mm high around the excavation, unless it is not practicable to do so or it is not likely for people to be in the vicinity of the excavation.

A barricade means a self-supporting fence, or a self-supporting series of continuous plastic, concrete or other solid barriers.

If a trench is more than 1.5m deep at the workplace access to and from the trench should be by ladder/s. The PCBU undertaking the excavation work should ensure that at least 1 ladder giving access to and from the trench is installed in every 9m of the length of the trench in that part of the trench where a person will be.

Holes/excavations where possible will be securely covered or back filled when workers have left site, if this is not possible the area must be fenced even if within a fenced site.

Underground Services

Bay Building Services will take all reasonable steps to obtain current underground essential services information about the areas requiring excavation before directing or allowing the excavation work to commence.

Underground essential services means: essential services that use pipes, cables or other associated plant located underground.

The information that is required to be collected in relation to the underground essential services includes information about:

- the essential services that may be affected by the excavation;
- the location, including the depth, of any pipes, cables or other plant associated with the affected essential services;
- Any conditions on the proposed excavation work.

Bay Building Services will provide the information obtained to any PCBU engaged to carry out the excavation work.

Any PCBU who is given information about underground essential services must have regard to the information in carrying out or directing or allowing the carrying out of the excavation work.

All PCBU's are required to carefully determine the location of underground services by hand digging or other suitable non-destructive methods prior to any mechanical excavation near the services. Where possible, services will be isolated prior to any attempts are undertaken to locate the service/s. Non-conductive tools, such as plastic/fibreglass handled shovels will be used to locate services. Once located the area will be suitable marked to show the location of the services, method used to mark the services location will be discussed between site supervisors and workers on site.

A diagram showing the placement of underground services must be onsite at all times, and the location discussed with all persons performing work onsite.

Working at Heights

Bay Building Services will manage risks associated with a fall by a person from one level to another that is reasonably likely to cause injury to that or any other person.

Any PCBU's performing work above 2 metres must supply a SWMS to Bay Building Services before commencing work on site.

Bay Building Services will ensure that adequate physical fall protection is in place, (for example: hanging bracket platforms, scaffolding, elevated work platforms) where a risk assessment identifies the need and where it is reasonably practicable to do so. This fall protection may be supplied by Bay Building Services or by other PCBU's and will be determined on a job to job basis.

If a physical fall protection system is provided, workers are not permitted to alter the configuration of the system or dismantle the system in any way without prior approval from Bay Building Services, or without consultation with the PCBU responsible for its erection.

If a PCBU requires additional fall protection in excess of that supplied by Bay Building Services, the PCBU is to contact Bay Building Services to discuss. The cost of any additional fall protection maybe the responsibility of the PCBU.

Any additional fall protection provided by a PCBU must comply with all relevant legislation, codes of practice and standards, in its erection, alteration, dismantling and performance.

Falling Objects

Where there is a risk of falling objects during construction, , the working platform being used will have controls in place to prevent falling objects, for example, kickboards, mesh or hoarding, or the use of lanyards for loose tools and equipment. A clear fall zone will be implemented around the area where the work is taking place.

In the event that a clear fall zone is not possible additional controls must be implemented taking into account site conditions, control/s must be listed in the relevant SWMS for the task.

Ladders

All ladders and working platforms used at any workplace must:

- Be rated 'Industrial' (not domestic rated) with 120kg (minimum) load rating and be maintained in a sound working condition and be appropriate for the task to be undertaken.
- Be secured against movement at either the top or the bottom.
- Be used while maintaining 3 points of contact at all times (i.e. 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g. gutter or wall frame).
- Not be used to undertake tasks or use tools that require two handed operation or a high degree of leverage force.

Hot Works

If hot works such as welding, cutting or bronzing are to be carried out at the site, reasonably foreseeable hazards that could give rise to risks to health and safety must be identified and any risks controlled.

When carrying out hot works:

- All combustible materials that can be removed must be from the affected area.
- Where materials cannot be moved they must be covered where possible with fire blankets or other fire retardant material.
- Where any hot works are carried out a fire extinguisher must be available onsite in addition to other suitable forms of control
- Upon completion, carry out post inspection to identify any potential ignition sources remaining.

The use of a hot work permit system may also be required for certain operations this will be determined by the site supervisor or Bay Building Services representative.

Where oxy-acetylene is to be used, bottles are to be stored in a well-ventilated area, be secured in an upright position and be fitted with dual flashback arrestors. Only appropriate means are to be used to ignite the gas. Disposable cigarette lighters are not to be used at any time.

Local authorities may need to be consulted with respect to any applicable restrictions or permits should work need to be undertaken on days of total fire bans. Where issued, permit requirements will be strictly adhered to.

Hazardous Chemicals

All PCBUs using hazardous chemicals at the workplace will supply Bay Building Services with a copy of their hazardous chemicals register, including any relevant current Safety Data Sheets (SDS) prior to the commencement of work.

It is the responsibility of the PCBU to keep a copy of relevant SDS at the workplace, follow the particular requirements of the SDS, and train relevant persons in the correct use of the chemical.

A register of all SDS that have been supplied will be kept on file.

Safety Data Sheets must be reviewed for currency and not exceed 5 years of age.

Contaminated Environments

If workers are required to enter the contaminated area (biological waste, mould, gases etc.) all workers must wear suitable PPE for the risk involved. A risk assessment will be undertaken on site by a competent person to determine the PPE required. Only trained and competent persons are to undertake the task.

If during the course of the task contamination is found, work must stop and the site supervisor contacted, the site supervisor will direct workers on an appropriate course of action.

A SWMS must be in place prior to work commencing for work in areas that are contaminated.

Asbestos

Where asbestos is encountered or it is believed that asbestos may be present, work shall cease immediately and Bay Building Services notified. The site supervisor will arrange to have the material identified and the safe removal of any asbestos arranged, if necessary.

Bay Building Services requires any Asbestos related works to be carried out by a Licenced Asbestos removalist.

As construction work that involves, or is likely to involve, the disturbance of asbestos is classed as high risk construction work, a SWMS will be developed by the relevant PCBU outlining suitable control measures.

Mould

Where mould has been pre-identified prior to workers attending site all workers are to follow the PPE requirements for that site. If during works workers uncover mould they are to stop works leave the area and contact the site supervisor immediately.

The site supervisor once notified of mould being present onsite will contact a suitable hygienist to arranging testing on the area as soon as practicable. The supervisor will also instruct the workers in a suitable way to enclose the affected area e.g. Removed plaster board wall exposing mould; workers to get suitable PPE replace plaster sheeting, or get plastic and seal off area etc.

The supervisor will also be required to notify the tenants/owners of this discovery and be kept up to date.

Confined Spaces

A confined space is determined by the hazards associated with a particular set of circumstances and not just because work is performed in a small space.

They are defined as an enclosed or partially enclosed space that:

- Is not designed or intended primarily to be occupied by a person; and
- Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- Is or is likely to be a risk to health and safety from:
 - An atmosphere that does not have a safe oxygen level, or
 - Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
 - Harmful concentrations of any airborne contaminants, or engulfment.

Bay Building Services does not permit entry into a confined space without relevant workers having been provided with suitable and adequate information, training and instruction and a valid confined space entry permit being in place.

Work in confined spaces shall be carried out in accordance with the current relevant legislation and as construction work that is carried out in or near a confined space is classed as high risk construction work, a SWMS will be required outlining suitable control measures.

Noise

Bay Building Services will manage risks to health and safety associated with exposure to noise.

All PCBU's will ensure that the noise that a worker is exposed to does not exceed the exposure standard (85dbz) for noise.

If a worker is frequently required to undertake work that may expose them to noise greater than that of the exposure standard, the worker will be required to wear personal protective equipment to control this risk.

If a worker is provided with personal protective equipment to control noise exposure above the exposure standards, the PCBU must provide audiometric testing for the worker within 3 months of the worker commencing work and at least every 2 years thereafter whilst still engaged by the PCBU.

Mobile Plant

Any PCBU's using mobile powered plant (e.g. mobile cranes, excavators, fork lifts, elevated work platforms, etc.) are required to supply a SWMS to Bay Building Services prior to the commencement of works.

- All mobile powered plant should be used and maintained in accordance with the manufacturer's instructions and specifications.
- The log books for each item of mobile plant must be kept up-to-date and the log book should be readily available upon request by Bay Building Services.
- Instructions from licensed operators, with regard to the safe operation of their equipment, should be observed by all persons on site whilst the mobile plant is present.
- All persons on site whilst mobile plant is in use must be wearing an approved high visibility shirt or vest.

Lifting Equipment

The use of lifting equipment is considered to be the movement of mobile plant, and the requirements outlined above in this WHS Management Plan in relation to mobile plant must be followed.

All lifting gear being used on site must have a current inspection tag, displaying an inspection date within the last 12 months.

A worker with a crane chaser's or dogman's certification must be present whilst loads are being slung and lifted.

Loads must never be lifted over persons, when needed;

- The lift area will be barricaded off to prevent unauthorised access to the area, and/or
- A spotter used to warn and prevent persons from entering the area

Protrusions

Any hazardous protruding objects created as a result of a PCBU's task, for example starter bars, tie down bolts, copper pipes, stirrups, should be removed, capped, bent over or barricaded so that they do not pose a risk of injury to persons on site. This must be carried out on a continual basis and not just at the end of the task.

Hazardous Manual Tasks and Storage

All workers are encouraged to use good manual handling techniques. Where materials are too heavy or awkward for one person to lift, more than one person or a mechanical lifting device should be used to assist with the lift.

Material or equipment delivered to the workplace should be placed as close as possible to where it is to be used. It is the responsibility of the PCBU arranging the delivery of materials or equipment, to ensure that the items are stored appropriately, to avoid risk to health and safety, damage from adverse weather and theft or unauthorised use.

All materials must be stored inside the boundaries of the site, not on the footpath and be kept clear of access ways.

Site bins if supplied will be placed as close as possible to the work area.

Tools and Equipment

All workers must be trained in the safe use of tools and equipment they are operating on site.

Workers are required to follow manufacturer's instructions in the correct use of guarding and safety features for tools and equipment being operated. Guarding must not be removed to perform any work activity.

All tools and equipment are to be inspected prior to use for any faults or defects. Any items found to be faulty or defective shall be isolated or taken out of service so as to prevent their inadvertent use.

Unless designed to operate automatically and with suitable control measures in place and / or without operator attendance, tools and equipment are not to be left running without the operator present.

Compressed Air Tools

Compressed air tools are not to be misused and are only to be used for the designed tasks with appropriate couplings including safety clips to prevent accidental separation during use.

The air jet must never be aimed in the direction of a person and defective equipment must never be used.

All compressed air equipment is to be used in accordance with the manufacturer's instructions and only after the employee has undertaken the appropriate training.

Defective and Unsafe Equipment – Lockout / Tag-Out

To prevent their inadvertent use, plant and equipment must be isolated or taken out of service when either a fault or defect is found and reported to Bay Building Services or the relevant PCBU as soon as practicable.

When plant and equipment is being serviced or undergoing maintenance similar control measures must also be employed.

Plant and equipment can fall into two categories: those with an energy source and those without.

Hazardous energy sources include electrical, thermal, chemical, pneumatic, hydraulic, mechanical, and gravitational.

All sources of energy have the potential to unexpectedly start-up, energize, or release and need to be identified and locked, blocked, or released before servicing or maintenance is performed.

Situations involving items without an energy source could include a step ladder with damage rungs and a safety harnesses with a broken karabiner.

Situations involving items with an energy source include a circular saw with a guard that does not return and a fixed table saw requiring scheduled maintenance to replace the drive belts.

Methods employed for isolation or removal from service generally involve lockout or tag-out devices such as out of service tags, padlocks and lockout hasps. These are often used in combination and can facilitate the use of multiple padlocks. Workers are to contact their supervisor and follow the procedure for the safe lock out/tag out for that item.

Electrical

Bay Building Services All PCBU's will supply their own leads, power tools and electrical equipment and ensure that these items are tested and tagged at regular 3 monthly intervals. Test records will be maintained and be readily available upon request.

Multi-plug portable outlets will incorporate

- both over-current and RCD protection, and
- not have a lead longer than 2m, and
- have a protection standard equal to or greater than IP33.

Domestic power boards, "piggy-back" type plugs and double adapters will not be used. Similarly, extension leads are to be of an industrial type and not exceed permissible lengths.

RCD's will be tested and tagged as required by local regulations The push button test must be carried out on the portable RCD every day prior to use. If found not to be working, the item must be tagged out of service and removed from site.

Where the work site is an existing home and the installed RCD has not been tested, the portable RCD will be plugged into the power outlet first then leads and equipment running out of this.

When required Bay Building Services will supply electrical switch boards at the workplace in suitable locations.

Electrical Hazards

Prior to cutting into any wall or other surface, workers are instructed to locate any electrical cables in the area (eg cutting out section of plaster, hammer a small hole first to confirm no electrical cables are behind the area that is to be cut.). If demolishing walls or sections of the structure ensure that the power has been disconnected to that area by a licenced electrician. If you are not sure or feel that something is unsafe, workers are to stop work and contact the site supervisor immediately and discuss.

Working Near Overhead Power Lines

Work is not permitted within Electrical “No Go Zones” without a permit being obtained from a relevant authority prior to works commencing. The permit will outline the steps and conditions required to undertake the task safely.

If you cannot comply with the “NO GO ZONE” safety procedures, then NO WORK must be undertaken without specific permission from the relevant electrical supply authority.

Lighting

Bay Building Services Where lighting levels are not of a suitable level to undertake work safely, or are too low to safely entry or exit site, Bay Building Services will ensure that suitable lighting is provided. This lighting may be supplied by Bay Building Services or by the PCBU onsite undertaking the task, this will be decided on a job by job basis.

Common Plant

Bay Building Services may provide common plant such as scaffold, void protection, power source (switchboard) and toilets for persons to use whilst on site.

Workers must not alter or interfere with any items of common plant without authorisation from Bay Building Services or the plant owner.

If a worker becomes aware of any defects with any of the common plant they must immediately notify Bay Building Services and cease using the plant until the defect has been rectified.

Work on or Adjacent to Vehicular Trafficable Areas

Work that is carried out on, in or adjacent to a vehicular trafficable area is defined as high risk construction work and requires the development of a SWMS.

Furthermore, any work that impedes either vehicular or pedestrian traffic must be controlled by the use of a traffic management plan.

The PCBU undertaking the work on or adjacent to the road must comply with all local council or state requirements for traffic management on the particular road including obtaining any relevant permits or using workers with specialised training.

Any workers required to work on or adjacent to any roadway, should take all reasonable safety precautions to eliminate or minimise the risks.

Pedestrian Walkways and Access Ways

Where work will be carried out in/on or effect public walkways or access ways suitable controls must be put in place to protect pedestrians and exclude them from the work area. Where required a footpath occupation (or similar) permit must be obtained from the relevant local authority and all its conditions complied with. Where this will involve pedestrian being directed into vehicular trafficable areas, traffic management must be in place.

Emergency Management Section

Introduction

Bay Building Services has prepared this Emergency Management Plan for this particular workplace which covers the following matters in relation to emergency management:

- Emergency procedures including;
 - An effective response to an emergency;
 - Evacuation procedures;
 - Notifying emergency service organisations at the earliest opportunity; and
 - Medical treatment assistance; and effective communication between the person authorised by the business to co-ordinate the emergency response and all persons at the workplace.
- Testing of the emergency procedures including the frequency of testing; and
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

As the Principal Contractor, Bay Building Services will ensure The Emergency Management Plan is readily available to all workers and is updated as required so that it remains effective.

Contact information including contact persons, medical facilities and phone numbers are located in the front section of this WHS Management Plan.

Emergency Contact Information

AMBULANCE	POLICE	FIRE
000 OR 112 (mobile)		
*Both numbers are accessible whilst mobile key pads are locked.		

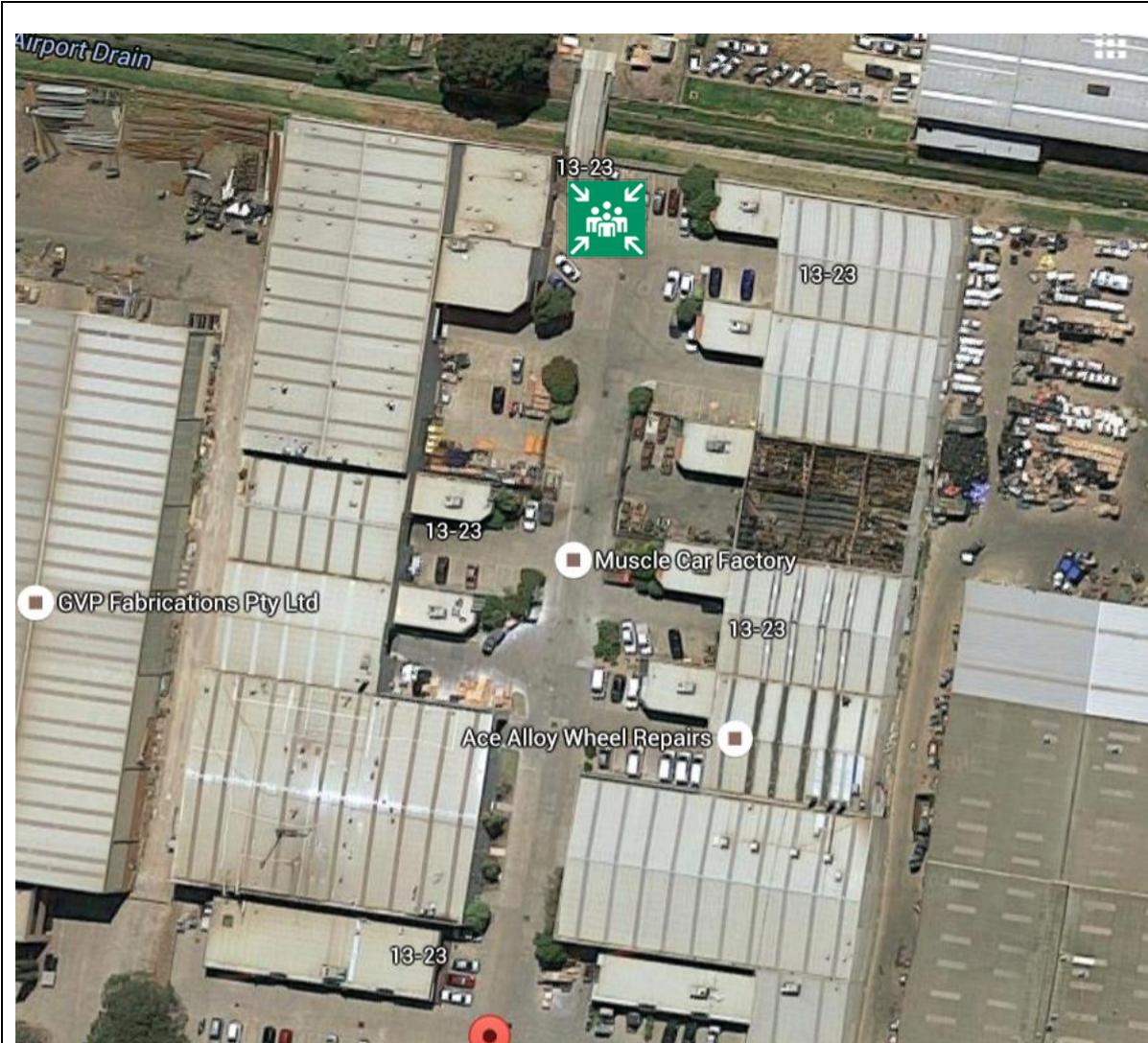
Emergency Contacts - General

Reference	Details	
Emergency Centre	Name	Sandringham Hospital
	Address	193 Bluff Rd, Sandringham VIC 3191
	Phone	9076 1000
	Operating Hours	24
Medical Centre Is available for first aid needs	Name	Mordialloc medical centre
	Address	554 Main St, Mordialloc VIC 3195
	Phone	9587 6311
	Operating Hours	8-6
Site supervisor	Name	Craig Buckle
	Phone	0425 832 536
First Aider	TBC	

Project Address: 13-23 Japaddy st, Mordialloc

Emergency Procedures

Site Map **Copy of this page to be displayed on site**



Muster Point

All workers are reminded that if the work place is an occupied home they are required to warn and evacuate the owners/occupiers of the building.

► **Incident | Accident**

1. Provide assistance as required to injured persons.
2. Do not move the injured person/s unless they are in a life threatening situation.
3. Notify any First Aid Personnel available at the workplace.
4. Contact the emergency services (ambulance, fire) or a doctor.
5. Contact Bay Building Services.
6. Do not interfere with the scene of the incident.
7. Wait further instructions (from Bay Building Services or emergency service).
8. Bay Building Services to contact the regulator if required.

► **Fire | Emergency Evacuation**

1. Warn or rescue anyone in immediate danger if safe to do so
2. Attack the fire, if safe to do so, using the appropriate fire-fighting equipment.
If you are unable to extinguish the fire or it is not safe to do so:
3. Contact Emergency Services by calling 000 or 112 (mobile)
4. Evacuate the workplace
5. Contact Bay Building Services
6. Once outside the premises assemble at the designated muster point/s and await further instruction from Bay Building Services or emergency services
7. **DO NOT GO BACK ON THE SITE UNTIL AUTHORISED**
8. Bay Building Services to contact the regulator if required.

Emergency Evacuations

In the event of an emergency evacuation, all workers are to cease carrying out their work and vacate the workplace immediately, following the process outlined in the emergency plan for that workplace.

If there are any other persons present within the workplace who may not be familiar with evacuation procedures, workers are to assist these persons in evacuating.

All persons are required to assemble in the nominated muster point/s at the workplace until they receive further instructions from the relevant person or emergency services personnel.

In the event of a fire all persons should follow the Fire Emergency Procedure outlined in this section of the system.

After Hours Emergencies

If any workers are working at the workplace outside ordinary work hours, it is their responsibility to notify the emergency services and evacuate the workplace in the event of an emergency.

Evacuating Injured People, People Who Require Assistance

Workers should give immediate assistance to injured persons or others who require assistance, and assist them out of the premises after all other workers have commenced their evacuation.

Fire Emergencies

Fire Emergency Procedure

As the Principal Contractor, Bay Building Services requires that in the event of fire or the presence of smoke, no matter how minor it appears the following procedure must be followed:

1. Warn or rescue anyone in immediate danger.
2. Attack the fire, **if safe to do so**, using the appropriate fire-fighting equipment.

If you are unable to extinguish the fire or it is not safe to do so:

3. Contact emergency services by calling 000 or 112 (mobile) - 24hour service.
4. Contact the relevant person (supervisor and designated site contact if any)
5. Evacuate the workplace
6. Once outside the premises assemble at the designated muster point/s and await further instruction. Do not reenter the building until advised to

by the emergency services or Bay Building Services

It is also important to remember:

- To avoid panic and leave the workplace in an orderly manner.
- If your or another person's clothes catch fire you should (or get the person to):
 - **STOP** where you are, do not run
 - **DROP** to the floor
 - **ROLL** to smother the flames
- Bay Building Services If confronted by heavy volumes of smoke, crawl to safety (the clear air is near the floor).
- Follow the instructions of the relevant person or emergency service personnel.

Confrontation and / or Trespass

Confrontation Procedures

If you are confronted by a threatening person or a person trespasses into the building you should follow the steps below:

1. Remain calm.
2. Call for assistance.
3. Keep out of reach of the aggressor.
4. Do not antagonize the aggressor.
5. Observe the aggressors behaviors and take notes of appearance.
6. Report the incident to the relevant person.

All persons should keep their phone on them at all times if meeting with a client or other representative phones may need to be put on silent.

Trespass Procedures

As Bay Building Services work takes place in other persons homes or business, if a person is observed to be acting strangely or located onsite when they are not entitled to be i, Bay Building Services requires that the following procedure be followed:

1. Obtain assistance from other workers or notify the relevant person of the situation.
2. Never challenge someone if you are unsure or alone.
3. In instances of trespass, if safe to do so, casually approach the person and ask if you can assist.
4. If unsafe or you feel unsafe to approach the person, remove yourself from the situation.

Suspicious Objects

If suspicious objects are found in the workplace, Bay Building Services requires that the following procedure be followed:

- Do not touch, tilt or tamper with the item and notify the relevant person. The relevant person will notify emergency services and evacuate the area if required.
- If the decision to evacuate is made, workers and visitors should not remove their personal belongings. This will facilitate the identification of suspect objects.

First Aid

Bay Building Services will ensure so far as reasonably practicable that:

- First aid equipment is provided for the workplace; and
- That each worker at the workplace has access to the equipment; and
- Access to facilities to administer first aid.

Unless otherwise advised all PCBU's engaged by Bay Building Services will be required to provide their own first aid equipment and make arrangements for access to adequately trained staff to administer first aid.

Infectious Outbreaks

In the event of an infectious outbreak, Bay Building Services requires that the following procedure should be followed:

- All infected persons or persons who have been in contact with an infected person may be sent home and will be required to remain at home until they can provide a medical certificate saying they are no longer infectious.
- Any person who may have had contact with an infected person is to seek medical advice as soon as possible, and if infected, remain at home until a medical clearance has been given.

Incidents

Incident Procedure

In the event of an incident Bay Building Services requires that the following procedure be followed:

1. Provide assistance as required to any injured persons.
2. Do not move the injured person/s unless they are in a life threatening situation.
3. Notify any First Aid Personnel available at the workplace
4. Call the emergency services (ambulance, fire) or a doctor.
5. Contact Bay Building Services.
6. Do not interfere with the scene of an incident.
7. Await further instructions from emergency services.

If required the WHS Authority will be notified.

If a worker is involved in a motor vehicle accident in the course of their work the same procedure above must be followed. If there are any other parties involved in the accident the worker should obtain the other party's names, address, phone number, registration number and insurance company details.

Incident and First Aid Recording

All workers must immediately notify Bay Building Services of all injuries or incidents where a person is or could have been seriously injured.

An Incident report form must be completed for injuries, incidents or near misses and forwarded to the relevant state OHS email address on the same day as the issue where practicable. Where medical treatment is required or if the issue is “Notifiable” the Safety Manager must be notified As Soon As Possible.

All injuries, incidents or near misses of any kind will be recorded on the First Aid Treatment / Incident Register.

Notifiable Incidents

Where an incident is “notifiable” (refer definitions below) Bay Building Services will report them to the WHS authority by the fastest possible means as soon as becoming aware of their occurrence. This may be by phone or in writing which includes facsimile, email or other electronic means.

Written notification will also be provided to the WHS authority within 48 hours of the requirement being made where directed by the regulator.

A copy of all completed forms must be forwarded to the relevant person and will be kept by Bay Building Services for a period of not less than 5 years from the day that notice of the incident is given to the WHS authority.

Notifiable Incidents Include:

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident

Serious Injuries or Illnesses include:

Where the person requires:

- Immediate treatment as an in-patient in a hospital
- Immediate treatment for:
 - The amputation of any part of his or her body
 - A serious head injury
 - A serious eye injury
 - A serious burn
 - The separation of his or her skin from an underlying tissue (for example, de-gloving or scalping)
 - A spinal injury
- The loss of a bodily function
- Serious lacerations
- Medical treatment within 48 hours of exposure to a substance
- Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
 - With micro-organisms; or
 - That involves providing treatment or care to a person;
 - That involves contact with human blood or body substances; or

- That involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

Dangerous Incidents Include:

A workplace incident that exposes a worker or any other person to a serious health or safety risk emanating from an immediate or imminent exposure to—

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas or steam
- An uncontrolled escape of a pressurised substance
- Electric shock
- The fall or release from a height of any plant, substance or thing
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use under a regulation
- The collapse or partial collapse of a structure
- The collapse or failure of an excavation or of any shoring supporting an excavation
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel
- The interruption of the main system of ventilation in an underground excavation or tunnel
- Any other event prescribed under a regulation

Preservation of Incident Sites

Where a notifiable incident has occurred, Bay Building Services will ensure so far as is reasonably practicable, that the workplace is not disturbed until an inspector arrives or at an earlier time that an inspector may direct.

This requirement does not however prevent Bay Building Services from taking any action:

- To assist an injured person
- To remove a deceased person
- That is essential to make the site safe or to reduce the risk of a further notifiable incident
- That is associated with a police investigation
- For which an inspector or the regulator has given permission

When a site must be altered the following where practicable will be followed

- Document what was changed within the area
- Photos taken before and after to show to the regulator if requested and to keep on record

Incident Investigation

In addition to Bay Building Services maintaining records of notifiable incidents and first aid treatments, an incident investigation will be undertaken and a report completed. This is so that factors that contributed to the event are understood and where identified, improvements can be introduced to reduce the likelihood of a recurrence. In determining and implementing recommended improvements, consultation with relevant personnel will occur.

Managing Medical Emergencies

If a person is injured or becomes ill whilst at the workplace, the following procedures should be carried out by the relevant person:

1. Person Who Discovers the Casualty

- Prevents unauthorised treatment or unnecessary movement of casualty
- Immediately contact the trained first aid personnel
- If the person is unconscious, not-breathing or bleeding badly, you should call an ambulance immediately
- Contact Bay Building Services as soon as practicable

2. Trained First Aid Personnel

- Treats casualty as required
- Records details of injured person and treatment administered
- Will telephone for an ambulance if required and provide assistance
- Contact Bay Building Services as soon as practicable

Names and contact numbers are listed in this Emergency Management Plan.

Where a workplace incident occurs at another business's premises, the relevant person must be notified in all instances and an incident report completed where required.

PLANT INDUCTION FORM

Site Address: 13-23 Japaddy st, Mordialloc

Subcontractor: _____

Item of Plant: _____

Plant Number: _____

Serial Number: _____

- | 1 | RISK REGISTER | TICK |
|---|--|--------------------------|
| | A Risk Register is to be presented for each item of plant. It should identify general hazards relating to the use of the machine, e.g. entanglement, crushing, striking, electrical etc. The checklist should also detail the means of controlling that hazard. | <input type="checkbox"/> |
| | 2 LOG BOOK | |
| | A current log book for the purpose of recording daily safety pre-start checks must be maintained. This will be subject to random inspection. | <input type="checkbox"/> |
| | 3 MAINTENANCE RECORDS | |
| | The maintenance details should note the most recent inspection and who conducted that inspection. It should also describe any repair work carried out on the plant. Most importantly, there should be no outstanding items noted for repairs. All repairs should have been completed and signed off by the mechanic. | <input type="checkbox"/> |
| | 4 OPERATOR'S MANUAL | |
| | An operator's manual relevant to each item of plant stored on that item of plant. | <input type="checkbox"/> |
| | 5 PLANT REGISTRATION | |
| | Concrete placing pumps, Cranes exceeding 10 tonnes SWL, Building Maintenance Units | <input type="checkbox"/> |
| | 6 OPERATOR CERTIFICATION | |
| | Copy of Operator's certification to use the item of plant. Where no statutory certification is required, demonstrate the operator has received training on the item of plant they will use on site. | <input type="checkbox"/> |
| | 7 NOISE LEVEL – OPERATIONAL | |
| | A manufacturer's statement of the noise levels emitted by the item of plant in operating condition or a field test as appropriate | <input type="checkbox"/> |
| | 8 SWMS | |
| | A SWMS must be provided to outline the hazards and control measures relating to working with the item of plant. | <input type="checkbox"/> |

Additional Copies Of This Page May Need To Be Printed.

SITE SPECIFIC SAFETY INDUCTION

Site Address	13-23 Japaddy st		
Name		Date of Induction	
Phone		Date Of Birth	
Company Name			
Company Phone			
Trade/Task to be Undertaken			
Next Of Kin and Relationship to			
Next of Kin Contact No			
Known Allergies or Medical Conditions That May Affect Your Work			

LICENCE / CARD	NUMBER	EXPIRY DATE
CONSTRUCTION INDUSTRY INDUCTION CARD		N/A

	YES	NO	N/A or Other Comments
Safety Co-Ordination Plan			
Site Safety Rules			
Emergency Contact Numbers			
Emergency Assembly points			
Arrangements For First Aid			
Reporting Hazards, Injuries and Incidents			
Site Access / Security			
Housekeeping			
Provide copies Of Safe Work Method Statements			Signed and understood?
Provide copies Of Material Safety Data Sheets (MSDS)			
Testing & Tagging			
<i>Other Site Specific Safety Issues: (Asbestos, Under Ground Services, Incomplete Scaffold, etc)</i>			

If in doubt about any of the above, Contact Bay Building Services on 1300 766 216 prior to commencing work.

I, acknowledge that I have been inducted into the above mentioned site, and I agree to comply with all conditions, site rules and requirements stated in the induction and the Construction Safety Co-Ordination Plan when working on site.

Signature of Inductee			
Person Providing Induction (print)		Signature	

Additional Copies Of This Page Will Need To Be Printed.

Hazardous Exposure to Environment and Stormwater Due to Poor Housekeeping Practices

- The entrance to the site will be clear at all times. Equipment and materials will not be left on the footpath.
- Signs will be displayed at the site entrance indicating:
 - the principal contractor's name and address;
 - that clear access must be maintained; and
 - mandatory personal protective equipment requirements which apply to the site:
- A rubbish skip for all general construction rubbish and waste materials will be provided and emptied and replaced when full;
- Construction workers are to ensure that all rubbish is to be put into the skip before leaving the site each day and site fencing is maintained including closure of the gate;
- Excess material and equipment is not to be stored on scaffolding or within the access ways of the house;
- Materials and plant will be safely stored within the boundary fence and next to the entry gate. Site fencing will be installed to prevent loose materials escaping the site
- Site supervisor will monitor housekeeping practices;
- Housekeeping information will be given to subcontractors at pre-work meetings/discussions.
- Following assessment of the site a silt barrier will be installed to prevent run off
- Crush rock will be installed to assist in the prevention of run off occurring from site. The crush rock will be put into place in the driveway area to prevent run off from escaping the job site. Where councils require a wooden cross over is to be installed in order to comply with council requirement.
- Once guttering has been installed these will be temporary connected to storm water via the use of the disposable plastic tubing
- Soil is to be removed immediately from site at the various stages of construction that require soil to be excavated (site cut, beams, storm/sewer plumbing) and at site cleans. Where soil can not be immediately removed it will be stored in such a position that it will be accessible to the earthmoving equipment (e.g. bobcat), upslope behind the sediment control, kept within the confines of the property, and not on the crush rock driveway
- Sand is to be called only in quantity's sufficient for the works to be performed (ie. reducing the quantities of sand kept at site and possible escape from site). The sand is to be located in a bunded area of the property when sufficient room is provided for this purpose. Where there is insufficient room the sand is to be stored upon the crush rock located near to the garage and drive prevent any sand to be washed into the stormwater.
- Mud is to be controlled via the installation of crush rock on the cross over. Where councils require a wooden cross over is to be installed in order to comply with council requirement. All trades are responsible to ensure that mud does not escape the construction site via keeping to the crush rock drive, remove mud from tyres prior to leaving site, and clean road of mud via brush and return to site (do not use a hose).
- Wash and cleaning of equipment including discharge from concrete pours are not occur on site. These activities are the responsibility of the contractor and to occur in an area compliant with council by-laws (at your own premises or another). Where minor washing of tools is to occur at site the tools and equipment are to be brushed first (removing excess) and washed in an area away from the drive and stormwater (all washing must be kept within the confines of the job site).
- Painters are to dispose of used paint tools (rollers etc) within a sealable bag and taken from site by the contractor. When cleaning paint tools contractors are to use one container to wash the brush and another to rinse it. Let the first container stand overnight to let solids settle. Then pour out the water on to the ground if it is not too dirty and put settled solids in a bin.
- Other hazardous containers and materials are not to be cleaned nor disposed of at site and the contractor is required to remove such items from site at the completion of their work.

Noise Control

- a. Works will occur within the gazetted times issued by the local council and EPA. Where works are intended to occur outside of these times contact is to be made with the Site Supervisor
- b. As per the EPA guidelines construction equipment and audible vehicle noise is prohibited within these times unless approval has been obtained (further guidance can be obtained from the EPA Noise control guidelines):

Single Dwelling Residential Projects in Residential Zones:

8pm – 7 am Monday to Friday

8pm – 9 am Saturdays, Sundays, and public holidays

Large Residential Projects (Multi-Site and Multi-Dwelling) in non-residential zones:

6 pm – 7 am weekdays

1 pm – 7 am Saturday

Large Residential Projects (Multi-Site and Multi-Dwelling) in residential zones:

6 pm – 7 am weekdays

1 pm – 9 am Saturday