WEDDIN SHIRE COUNCIL

Document No 16.8.2

WHS MANAGEMENT PLAN

Adopted: 21 September 2017

History

Version	OHS Committee	Council
Origina l Revised Revised		May 2001 September 2003 September 2007 August 2010
Version	**WHS Committee**	**Council**
16.8.1	Endorsed 5 November 2012	Adopted 20 December 2012

WSC WHS

I certify that I have been given a copy of the WSC WHS Plan and have read and understood its contents.

Name: .....

Signature:

Date: .....

DEFINITIONS – DUTIES OF CARE

Businesses – A person conducting a business or undertaking **(PCBU)** has an absolute duty to take all reasonably practicable steps to ensure the health and safety of workers and other persons impacted by the business or undertaking. **Reasonably practicable steps** means those available ways of eliminating or minimising the risk of injury after having considered a number of relevant matters together, such as the likelihood and severity of the risk and the means to control it, weighed against the costs associated with eliminating or minimising the risk. A PCBU whose activities include the management or control of workplaces, fixtures, fittings and plant must ensure, so far as is reasonably practicable, that the workplace and anything arising out of it are without risks to health and safety.

Officers – An officer of a PCBU has a positive duty to exercise 'due diligence' to ensure that the PCBU complies with its safety obligations. Officers must be proactive and owe a continuous duty to ensure compliance. **Due Diligence** means an officer must acquire and keep up-to-date knowledge of work, health and safety matters and ensure the PCBU has, and implements, processes for complying with the PCBU's obligations. The standard of care required relates to the position and influence of the officer within the PCBU. **Officer** means a director or person who makes or participates in the decision making of the business or who has the capacity to significantly affect the business' financial standing eg senior or operational management.

Workers – A worker (including councillors) has a duty to take reasonable care for their own health and safety while at work and also to take reasonable care so that their conduct does not adversely affect the health and safety of other persons at the workplace. **Reasonable care** is proportionate to the level of control a worker is able to exercise over his or her work activities in a work environment. Workers must comply with reasonable directions and instructions as well as cooperate with any reasonable policy or procedure of the PCBU.

Visitors – Visitors must take reasonable care for their own health and safety at the workplace and take reasonable care that their conduct does not adversely affect the health and safety of others at the workplace. Visitors must comply, so far as they reasonably are able to, with any reasonable instructions given by the PCBU.

Volunteers – A volunteer cannot be prosecuted for a failure to comply with a health and safety duty, other than in their capacity as a worker or visitor at the workplace. A volunteer means a person who is acting on a voluntary basis, irrespective of whether the person receives payment for out-of-pocket expenses.

Volunteer Associations – are excluded from the definition of a PCBU for the purposes of the Act. These associations are groups of volunteers working together for one or more community purposes where none of the volunteers, whether alone or jointly, employ any person to carry out work for the association.

Unincorporated Associations – are excluded from the operation of the Act and cannot commit an offence. Nevertheless, an officer or worker of an unincorporated association can still be liable under the Act, unless they are a volunteer.

Designers, manufacturers, importers, suppliers – A person who designs, imports, supplies, installs, constructs or commissions or manufactures plant, substances or structures must ensure, so far as is reasonably practicable, that the plant, substance or structure is without risk to health and safety of persons including those who use the plant, substance or structure for its primary intended purpose as well as those persons involved in carrying out other reasonably foreseeable activities related to the intended purpose such as storage, decommissioning, dismantling, demolition or disposal.

Notification of Incidents – A PCBU must report immediately to the regulator any workplace incident that involves the death of a person, serious illness or injury, or exposure to a serious risk to a person's health or safety. In most cases, a person with control of a workplace must ensure, so far as is reasonably practicable, that the site of the incident is not disturbed until the inspector arrives or as otherwise directed by an inspector. Records of such workplace incidents must be maintained for at least 5 years. Notification must be by telephone or in writing in approved form.

CONSULTATION – HEALTH AND SAFETY COMMITTEES/REPRESENTATIVES

Consultation with other duty holders – A PCBU must consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter. A PCBU is required to work together with other duty holders in a proactive and reciprocal way so that all risks associated with the activity that they have some involvement in are eliminated or minimised as far as is reasonably practicable. Relevant factors include (i) who else has influence and control in the work activity; (ii) how do duty holders each affect work health and safety in relation to that activity; (iii) where do work activities interact and what impact do they have; (iii) what information should be shared; and (iv) what action is needed to be taken to work together with the other duty holders.

Consultation with workers – A PCBU must consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by health and safety matters. **'Workers'** include employees, apprentices, contractors, sub-contractors and volunteers. Consultation must be effective, in respect of certain occasions (eg. when identifying hazards and assessing risks arising from work). Consultation with workers who are represented by a health and safety representative, must involve that representative. Consultation requires: (i) relevant work health and safety information to be shared with workers; (ii) a reasonable opportunity for workers to express their views; (iii) workers are given a reasonable opportunity to contribute to the decision making process relating to the health and safety matter; (iv) the workers' views are taken into account; and (v) workers are advised of the outcome of any consultation in a timely manner.

Reasonably practicable means consultation to the extent that is reasonable in the particular circumstances. This will depend on factors such as (i) the size and structure of the business, (ii) the nature of the work that is carried out, (iii) the nature of the particular decision, including the urgency to take action; (iv) the work arrangements such as shift work and/or remote work; and (v) the characteristics of workers, including languages spoken and literacy levels. The more likely that the hazard may cause serious harm, the more extensive your consultation should be. Consultation is only required with those workers directly affected by the health and safety matter.

Safety Committees – A PCBU must establish a health and safety committee within two months of being requested to do so by: (i) a HSR for a work group or (ii) five or more workers at that workplace or (iii) if prescribed by the regulations. A PCBU may also establish a committee on its own initiative. The committee may be agreed between the PCBU and the workers however, at least half of the members must be workers who are not nominated by the PCBU and the committee can have one or more HSR.

The committee must meet at least once every three months and at any reasonable time at the request of at least half of the members. The committee must be granted access to information that the PCBU has relating to workplace hazards and the health and safety of the workers. Unless the worker has consented, the committee must not be permitted to access any personal or medical information of the worker unless the information does not identify the worker or lead to their identification.

Health and Safety Representatives (HSR) – An HSR is entitled to represent workers in safety matters, monitor the measures taken by the PCBU, investigate complaints relating to safety, and enquire into anything that appears to be a risk to health or safety. **Powers:** An HSR may: (i) inspect the workplace or any part of the workplace after giving the PCBU reasonable notice, or immediately without notice if an incident involves serious risks to the health and safety of any person; (ii) accompany an inspector during an inspection; (iii) be present at an interview concerning safety with an inspector and a worker (with consent); (iv) request that a health and safety committee be established; and (v) request the assistance of any person, including a union, whenever necessary. HSR's have the **power to direct any unsafe work to cease.** This is limited to directing workers in their own work group unless the HSR for another work group is unavailable and there is a serious risk to health or safety or a member of that group asks for their assistance. HSR's may also issue provisional improvement notices (PIN). HSR's may not exercise these latter two powers unless they have the requisite approved training. A PIN can be reviewed by an inspector.

Issue Resolution – If a dispute or issue about work health and safety arises and it is not resolved after discussion between the parties, the parties must make reasonable efforts to achieve a timely, final and effective resolution of the issue in accordance with the agreed procedure or, if none, the default procedure in the regulations. If the issue remains unresolved, a party may ask the regulator to appoint an inspector to attend the workplace to assist in resolving the issue.

HSR Appointment – If a worker requests the PCBU to facilitate the conduct of an election to appoint HSR's then the PCBU must facilitate the determination of one or more work groups. A work group is generally determined by negotiation and agreement between the PCBU and the workers who will form the work group. Negotiations in relation to work groups must be commenced within 14 days of a request for elections. The PCBU must notify workers of the outcome of the negotiations as soon as practicable and, if there is a failure of negotiation, any person can request an inspector to attend and resolve the deadlock.

Election of HSRs – A worker is eligible to be elected if he/she is a member of the work group, unless disqualified. The workers in a work group may determine how an election of an HSR is to be conducted and the PCBU must provide any resources, facilities and assistance that are reasonably necessary or prescribed to enable elections to be conducted. All workers in a work group are entitled to vote. An election is not required if the number of candidates equal the number of vacancies. An HSR holds office for three years unless they resign, cease to be a worker in the work group, or are disqualified or removed by the majority of the work group members. Deputy HSRs may also be elected or appointed.

PCBU Duties – A PCBU must (i) consult on safety matters with any HSR; (ii) allow any HSR to have access to information relating to health and safety, (iii) allow the HSR to be present in interviews; (iv) provide any resources, facilities and assistance that is reasonably necessary; (v) allow a person assisting an HSR to have access to the workplace; (vi) permit an HSR to accompany an inspector and allow an HSR to spend such time as is reasonably necessary to exercise their powers and functions.

Training – PCBU's must train HSRs in courses approved by the regulator at the cost to the PCBU if the HSR requests training. They must allow HSRs time to attend training and must pay the HSR their normal pay during any time off to attend the course.

UNION RIGHT OF ENTRY

Entry regarding Suspected Contravention – A union official or employee may be a Work Health and Safety (WHS) entry permit holder. A permit holder may enter a workplace, without prior notice, to inquire into a suspected contravention. The suspicion must be reasonably held by the permit holder before entering the workplace. A permit holder must also hold a valid permit under the Fair Work Act.

Powers – A permit holder may do any of the following:

- Inspect anything relative to the suspected breach
- Consult with relevant workers about the suspected breach
- Require the PCBU to allow inspection and make copies of any documents directly relevant to the suspected breach (other than employee records or records held by a third party, without prior notice)
- Warn any person of a serious risk to their health or safety.

Restrictions – A permit holder must provide written notice of the entry and suspected contravention as soon as reasonably practicable after entering the workplace unless it would defeat the purpose of the visit or unreasonably delay them. Notice is required to be given to make copies of employee records and documents that are not held by the PCBU of at least 24 hours and not more than 14 days, before the proposed entry.

Entry to Consult and Advise Workers – A permit holder may enter a workplace to consult with and advise relevant workers who wish to participate in discussions about work health and safety matters. Notice must be given during usual business hours at least of 24 hours and not more than 14 days before the proposed entry. A valid permit under the Fair Work Act is also required.

Restrictions – Production of the permit and photographic identification must be provided on request. Entry must be during usual business hours and the permit holder may only enter the area of the workplace where the relevant workers carry out work or where their health and safety is directly affected. A permit holder must comply with any reasonable request by the PCBU to comply with a work health and safety requirement.

PCBU Duties to Permit holders – The PCBU must comply with the request to provide documents unless it would contravene a law and, a failure or refusal to do so is an offence unless the PCBU can show that they had a reasonable excuse for not complying, such as a belief that to provide access would contravene another law. A person must not unreasonably refuse or delay entry into a workplace if the permit holder is entitled to enter. A person must not intentionally and unreasonably hinder or obstruct a permit holder who is exercising a right of entry or any other right.

INVESTIGATIONS

Powers on Entry – An inspector can enter any workplace at any time with or without consent of the person with management or control of the workplace. Notice must be given as soon as practicable after entering the workplace to the PCBU, person with management or control of the workplace and HSR. An inspector can inspect, examine and make enquiries and can conduct various tests and analyses. An inspector can require any person to assist him or her in the exercise of their compliance duties as long as it is reasonable. A person may not refuse reasonable help without a reasonable excuse. An inspector may issue a search warrant and seize evidence. An inspector can require a person to tell him or her who has custody of documents and may require their production. An inspector may require a person to answer any questions subject to an appropriate warning and legal professional privilege being claimed.

Improvement Notice – If an inspector reasonably believes a person is contravening the Act an Improvement Notice to take remedial action can be issued. The Notice must set out the grounds for the inspector's decision and how the law has been breached. A date for compliance must be included allowing a reasonable time. The Notice must be complied with or an extension of time sought or review requested.

Prohibition Notice – If an inspector reasonably believes an activity is occurring involving a serious risk to health or safety, or may occur, a Prohibition Notice maybe issued to stop or prevent the activity. The Notice takes effect immediately and continues to operate – subject to review – until an inspector is satisfied that the matters have been remedied. Directions may be given orally but then confirmed in writing. The basis for the belief of the inspector must be included in the Notice. It is an offence to fail or refuse to comply irrespective of any reasonable excuse.

Non-disturbance Notice – An inspector may issue a Non-disturbance Notice if the inspector reasonably believes it is necessary to ensure non-disturbance of a site to facilitate the exercise of his or her compliance powers. The Notice cannot operate for longer than seven days. A person must comply with the Notice unless there is a reasonable excuse.

General Powers – The regulator can serve a written notice on a person requiring information or documents to be produced or attendance at an interview with the regulator. A notice to attend an interview with the regulator cannot be issued unless the regulator has taken all reasonable steps to first obtain the information by seeking written information and documents.

Answering questions – A person may not refuse or fail to comply with answering a question or providing information to the inspector without a reasonable excuse. The risk of self-incrimination is not a reasonable excuse.

No right to claim privilege against self-incrimination – There is no right to claim the privilege against self incrimination, so long as the person is provided with a caution by the inspector.

Legal Privilege applies – The right to refuse to provide information subject to legal professional privilege remains available under the Act.

REVIEW OF DECISIONS

General – Eligible persons can apply to have a number of decisions made under the Act reviewed, either internally (if made by an inspector) and/or externally (if made or taken to have been made by the regulator), within the prescribed time limits (14 days in the majority of circumstances). Reviewable decisions include but are not limited to the decision to issue an improvement, prohibition and non-disturbance notices and the decision on review of a provisional improvement notice. The internal reviewer must make the decision to vary, confirm or set aside and substitute the decision, as soon as reasonably practicable and within 14 days of receipt of an application (unless further information is required). Generally, an application for review automatically stays the operation of the decision.

Review of decision to issue improvement notice – An application for an internal review of a decision to issue an improvement notice must be made within the period specified in the notice for compliance or within 14 days of the day the person became aware of the decision, whichever is the lesser.

Review of decision to issue a prohibition notice – An application for an internal review of a decision to issue a prohibition notice must be made within 14 days of the day the person became aware of the Notice. The application does not automatically stay the operation of the decision. However the reviewer may stay the operation on their own initiative or by application.

Review of decision to issue a non-disturbance notice – An application for an internal review of a decision to issue a non-disturbance notice must be made within 14 days of the day the person became aware of the Notice. The application does not automatically stay the operation of the decision. However the reviewer may stay the operation on their own initiative or by application.

Licensing and Qualifications – Workplaces, plant or substance and work or classes of work may be required to be authorised by a licence, permit, registration or other authority. Failure to obtain the necessary authorisation before engaging in certain conduct (eg using unauthorised plant or substances) or directing or allowing a worker to engage in that conduct is an offence.
It is also an offence for a person to carry out work at a workplace, or for a PCBU to direct or allow a person to carry out work at a workplace, if the person does not have the necessary qualifications or experience or if the work is not carried out under the supervision of a person who has the necessary qualifications and experience.

OFFENCES

Category 1 – It is an offence under the Act to recklessly engage in conduct that exposes an individual to a risk of death or serious injury or illness, without reasonable excuse. The maximum penalties are: $300,000 or five years imprisonment or both for an individual; $600,000 or five years imprisonment or both for a PCBU or an officer of a PCBU; and $3,000,000 for a body corporate.

Category 2 – It is an offence under the Act to fail to comply with a health and safety duty owed, exposing an individual to a risk of death or serious injury or illness. There is no requirement for recklessness. The maximum penalties are: $150,000 for an individual; $300,000 for a PCBU or an officer of a PCBU; and $1,500,000 for a body corporate.

Category 3 – It is an offence under the Act to fail to comply with a health and safety duty owed. The maximum penalties are: $50,000 for an individual, $100,000 for a PCBU or an officer of a PCBU; and $500,000 for a body corporate.

False and Misleading Information – It is an offence under the Act for a person to give information that the person knows is false or misleading, or to omit any matter or thing without which the information is misleading. It is also an offence to produce a document that the person knows to be false or misleading.

Discriminatory, Coercive and Misleading Conduct – It is an offence to hinder or obstruct an inspector, impersonate an inspector or assault, threaten or intimidate an inspector. It is an offence for a person to engage in discriminatory conduct (actions that detrimentally alter or affect a worker) for a prohibited reason (including a person being an HSR or assisting an HSR or raising health and safety issues).

Legal Proceedings – The regulator, an authorised inspector or the DPP can bring proceedings for offences within two years after the offence first comes to the notice of the regulator or within one year after a finding in a coronial or official inquiry, whichever is the later. In relation to a Category 1 offence, the time limit does not apply if fresh evidence is discovered and it was not reasonably discoverable during the limitation period.
The DPP can review the regulator's decision not to prosecute Category 1 or 2 offences on request of any person subject to time limits. The regulator must provide a copy of the DPP advice and any written reasons declining to prosecute to that person. In NSW, a union can commence a prosecution of category 1 and 2 offences if the regulator declines to follow the advice of the DPP.

WORK HEALTH SAFETY CONSULTATION POLICY

WEDDIN SHIRE COUNCIL COMMITMENT

Weddin Shire Council is committed to protecting the health and safety of the officers, workers, visitors, volunteers, volunteer associations, unincorporated associations, designers, manufacturers, importers and suppliers. Injury and illness is needless, costly and preventable. Weddin Shire Council will consult our workers in implementing safety practices and systems that will ensure the health, safety and welfare of our employees and visitors. Employee involvement at all levels is critical for ensuring a safe workplace.

A WHS Committee and WHS Representatives have been established to promote safety and health in the workplace.

HEALTH SAFETY REPRESENTATIVE (HSR)

The HSR are responsible for raising specific health and safety issues that arise in relation to the workers in their workgroup. Workers should raise WHS issues directly with the HSR. Where the HSR cannot resolve a WHS issue, it will be referred to the officer.

WORK HEALTH SAFETY COMMITTEE

The WHS Committee will assist with the development and monitoring of safe work practices and system, and discuss issues that affect the health, safety and welfare of all employees at Weddin Shire Council. Weddin Shire Council will respond to WHS Committee recommendations within a time frame agreed by the Committee and Weddin Shire Council, set according to the particular issue and its complexity.

HOW EMPLOYEES WILL BE CONSULTED ABOUT WORK HEALTH SAFETY

When a WHS issue is raised either by Weddin Shire Council, officers, workers, visitors, volunteers, volunteer associations, unincorporated associations, designers, manufacturers, importers and suppliers, WHS Committee, the HSR will consult members of their workgroup. The HSR will also feed back to their work group the outcomes of WHS Committee meetings.

Workers should draw to the attention of their officer or HSR any health and safety concerns that they have about the workplace so the issue can be promptly addressed.

REVIEW OF CONSULTATION ARRANGEMENTS

It has been agreed by Weddin Shire Council and their workers that these WHS consultation arrangements will be monitored and reviewed on an on-going basis to ensure that consultation with all workers is effective and that all safety issues are being addressed.

Passed by WHS Committee on 5 November 2012
Adopted by Weddin Shire Council on 20 December 2012

T V LOBB
GENERAL MANAGER

WEDDIN SHIRE COUNCIL WHS POLICY – NOVEMBER 2012

GENERAL POLICY

The WHS of all persons employed by Weddin Shire Council and those visiting Weddin Shire Council, is considered to be of the utmost importance. Resources, in line with the importance attached to WHS will be made available to comply with all relevant WHS legislation to ensure that the workplace is safe and without risk to health.

PCBU'S RESPONSIBILITY

The promotion and maintenance of WHS is mainly the responsibility of the PCBU. The PCBU at all levels is required to contribute to the health and safety of all persons in the workplace.

WHS CONSULTATION POLICY STATEMENT

The WHS Consultation Policy Statement has been developed to support this policy and details the requirements for consultation between officers and workers. This policy statement is made to facilitate participation from all in the workplace to ensure that the objectives of this policy are met.

WHS PROGRAMS

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of WHS including:

- WHS training and education
- work design, workplace design and standard work methods
- changes to work methods and practice, including those associated with technological change
- safety rules, including penalties
- emergency procedures and drills
- provision of WHS equipment, services and facilities
- workplace inspections and evaluations
- reporting and recording of incidents, accidents, injuries and illnesses
- provision of information to employees and
- contractors and sub-contractors

SPECIFIC RESPONSIBILITIES

(a) Officers

Officers are required to ensure that this WHS policy and programs are effectively implemented in their areas of control.

Officers are responsible and will be held accountable for taking all practical measures to ensure that the workplace under their control is safe and without risks to health and that the behaviours of all persons in the workplace is safe and without risks to health. The officer is responsible for detecting and correcting any unsafe or unhealthy conditions or behaviour.

(b) Workers
All employees are required to cooperate with the WHS policy and programs to ensure their own health and safety and take responsible care for the health and safety of others in the workplace (including workers).

(c) Visitors
A visitor must take reasonable care for their own health and safety at the workplace and take reasonable care that their conduct does not adversely affect the health and safety of others at the workplace. Visitors must comply, so far as they reasonably are able to, with any reasonable instructions given by the PCBU.

(d) Volunteers
A volunteer cannot be prosecuted for a failure to comply with a health and safety duty, other than in their capacity as a worker or visitor at the workplace. A volunteer means a person who is acting on a voluntary basis, irrespective of whether the person receives payment for out-of-pocket expenses.

(e) Volunteer Associations
The Volunteer Associations are excluded from the definition of a PCBU for the purposes of the Act. These associations are groups of volunteers working together for one or more community purposes where none of the volunteers, whether alone or jointly, employ any person to carry out work for the association.

(f) Unincorporated Associations
Unincorporated Associations are excluded from the operation of the Act and cannot commit an offence. Nevertheless, an officer or worker of an unincorporated association can still be liable under the Act, unless they are a volunteer.

(g) Designers, Manufacturers, Importers, Suppliers
A person who designs, imports, supplies, installs, constructs or commissions or manufactures plant, substances or structures must ensure, so far as is reasonably practicable, that the plant, substance or structure is without risk to health and safety of persons including those who use the plant, substance or structure for its primary intended purpose as well as those persons involved in carrying out other reasonably foreseeable activities related to the intended purpose such as storage, decommissioning, dismantling, demolition or disposal.

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T V LOBB
GENERAL MANAGER

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Contents

Annexures

1. MANAGEMENT RESPONSIBILITY

General

Weddin Shire Council is committed to providing a safe working environment for all those working for or on behalf of the Council.

Council shall:

- provide and maintain equipment and systems of work that are safe and without risks to health
- make arrangements for ensuring the safe use, handling, storage and transport of equipment and substances
- provide, instruction, training and supervision necessary to ensure the health and safety of all workers
- maintain places of work under their control in a safe condition and provide and maintain safe entrances and exits
- make available adequate information about research and relevant tests of substances used at the place of work

Management Responsibility

Council recognises the need to accept responsibility for the safety and health of its employees in their work situation. Council will:

1. provide a safe and healthy working environment including safe working systems and safe plant and appliances
2. provide suitable protective clothing and equipment
3. provide appropriate and adequate accident prevention techniques

General Manager (PCBU)

The General Manager shall ensure that Council policies and management plans include appropriate provisions for the implementation of Council's WHS objectives and responsibilities.

The General Manager shall ensure that adequate human, technical and financial resources are allocated to deal with WHS matters. The General Manager shall ensure that systems are in places that communicate WHS management systems and plans to staff.

The General Manager shall determine what actions are to be taken by managers and others after an incident or accident, including reports and details of where reports are to be sent.
In the event of an accident or injury the General Manager will be responsible for informing the next of kin.

The General Manager will work in conjunction with the Director Engineering to determine the investigative procedures to be followed to assess the cause of incidents and accidents and to identify corrective actions to prevent recurrences.

The General Manager shall supervise the injury management and rehabilitation of injured employees. The General Manager shall be responsible for approving the position descriptions and duty statements for injured employees.

Director Engineering (Officer)

The Director Engineering shall ensure that all Council activities include appropriate WHS provisions and that planning undertaken for all council activities includes planning for WHS.

The Director Engineering shall determine how Council will check that work areas, work methods, materials, plant and equipment comply with safety legislation, regulations, standards and codes.

The Director Engineering is charged with acquiring information on WHS and communicating it to all staff through the designated communication channels.

The Director Engineering shall be charged with the investigation of WHS incidents and shall prepare reports on such incidents for consideration by the General Manager and Council.

The Director Engineering will work in conjunction with the General Manager to determine investigative procedures to be followed to assess the cause of incidents and accidents and to identify corrective actions to prevent recurrences.

The Director Engineering shall develop position descriptions and duty statements for injured workers and shall monitor the progress of those workers during their rehabilitation period.

The Director Engineering shall also be responsible for ensuring that all staff participate in the necessary training to enable them to undertake their work safely and to comply under the Work Health and Safety legislation, regulations, standards and codes. Specifically the Director Engineering shall ensure that WHS training is conducted including induction training, activity (task) training and refresher training.

The Director Engineering shall be responsible for ensuring that workplace safety committees are operational and complying with all relevant legislation and regulations.

Assistant Engineer / Assets and Maintenance Engineer (Worker)

The Assistant Engineer / Assets and Maintenance Engineer shall be responsible for ensuring that all WHS provisions are met for each project. The Assistant Engineer / Assets and Maintenance Engineer shall also ensure that all subcontractors engaged to work on Council projects comply with Council provisions for WHS.

The Assistant Engineer / Assets and Maintenance Engineer shall ensure that all required inspections and checks have been undertaken to ensure that work areas, work methods, materials, plant and equipment complies with safety legislation, regulations, standards and codes.

The Assistant Engineer / Assets and Maintenance Engineer shall determine how Council will quarantine unsafe work areas, materials, plant and equipment.

The Assistant Engineer / Assets and Maintenance Engineer will develop emergency procedures for each project and determine how these will be implemented.

The Assistant Engineer / Assets and Maintenance Engineer and Director Engineering will work together with the designers of a project to ensure that due consideration is given to WHS issues in the design process. Where further design work is carried out or changes in a project force a review and alteration of the original designs the Assistant Engineer / Assets and Maintenance Engineer and Ganger will be consulted with regard to the WHS issues relating to the proposed changes.

Overseer

The Overseer shall observe and apply all rules, regulations and accident prevention functions pertaining to Council activities.

The Overseer is responsible for ensuring that workplace environments are kept safe and that safe work methods are followed by employees and contractors.

The Overseer shall ensure that unsafe work areas, materials, plant and equipment have been appropriately quarantined.

The Overseer shall ensure that all employees and contractors are aware of emergency procedures and how these will be implemented.

The Overseer shall carry out prompt investigation of all accidents that result in or could have resulted in either injury to persons or damage to property so that remedial action may be effected promptly

The Overseer shall ensure that all employees under their control receive adequate instruction for the safe and efficient performance of their duties.

The Overseer shall ensure where necessary, the issue and correct use of personal protective equipment as required.

Ganger

The Ganger shall observe and apply all rules, regulations and accident prevention functions pertaining to Council activities

The Ganger shall correct unsafe or unhealthy acts or conditions in areas under their control to the full extent of their authority. When a necessary correction is outside their authority, they shall refer the matter to the Overseer

The Ganger shall consider it an integral part of their duties to carry out regular inspections to ensure that safe working conditions and methods are maintained.

The Ganger shall ensure that all employees under their control receive adequate instruction for the safe and efficient performance of their duties

The Ganger shall ensure that employees correctly use personal protective equipment.

2. SUBCONTRACTING AND PURCHASING

The Subcontractor shall, as a minimum requirement, maintain and demonstrate compliance with:

- all the duties of an employer as specified in the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011.

The Subcontractor shall comply with all occupational health and safety policies, procedures or measures implemented or adopted by Council.

The Subcontractor as a condition of the contract is required to develop and implement Site-specific Safety Management Plans or Safe Work Method Statements as per the specifications contained in the *Section 2 Annexure*.

The only exception being where the Subcontractor's work will be wholly supervised by Council in which case only Safe Work Method Statements will be required

Subcontractors will be required to outline their site WHS training procedure as part of their Site Specific Safety Management Plan.

The Subcontractor shall comply with any and all directions of the Assistant Engineer / Asset and Maintenance Engineer, Overseer, and/or Ganger relating to this specification

Where necessary, the Assistant Engineer / Asset and Maintenance Engineer shall obtain from the RMS Superintendent the required approval to engage a subcontractor

Subcontractor Training

All Subcontractors and their employees will have undertaken induction training that meets the requirements of the *Construction Safety Amendment Regulation (1998*)

All Subcontractors and their employees will have undertaken General Construction Industry Induction training and Work Activity-based (task) Induction training accredited by WorkCover on an in-house basis.

Where Subcontractor's staff have not completed the required Construction Induction Training they will not be permitted to work on a Council work site.

Induction and Monitoring of Subcontractors

Subcontractors engaged on the site will be subject to the same WHS site induction requirements as those for Council personnel.

The Ganger / Overseer shall induct all Subcontractors onto the construction site. No subcontractor shall be permitted to work on the site unless they have attended the site induction.

During the site induction the Ganger shall acquaint Subcontractors with the Project WHS policy, site specific safety rules, site emergency procedures as well as highlighting specific hazards that may be encountered by subcontractors while they are working on the site.

Subcontractors who are to operate plant and equipment that requires a licence or certificate for operation, must show either the Overseer or the Ganger the relevant licence or certificate before commencing to operate the plant or equipment.

In the event of any inconsistency, the Contractor will comply with such procedures or measures that produce a higher level of health and safety.

The Overseer and Ganger will monitor the performance of subcontractors on the site. Any behaviour or activity which does not conform with the subcontractor's own Site Specific Safety Management Plan or the requirements of the Council's WHS Management Plan will be immediately brought to the attention of subcontractors and corrective action requested. The Overseer and the Ganger will monitor the effectiveness of corrective action.

Subcontractors will comply with all Hold Points imposed on the project by RMS Superintendent or the Superintendent's representative.

The Assistant Engineer / Asset and Maintenance Engineer, Overseer and Ganger will hold meetings with subcontractors on site at least once every month during which any performance or WHS concerns shall be raised.

Contractor's Obligation with respect to Plant and Equipment

The Contractor must ensure that plant is safe and without risk to health and safety when properly used. All plant and equipment used must comply with the Plant Requirements listed in the *Section 1 Annexure*.

The Ganger may inspect any plant or equipment that the Contractor brings on to the site for compliance with the plant requirements defined in 1-7 below.

The Contractor must:

1. have any relevant certificates, licences and permits that are required by the WorkCover Authority of NSW, or any other relevant Standard, and make them available to the Supervisor on request

2. maintain the plant and equipment in accordance with the manufacturer's standards

3. maintain records of inspections (those conducted daily and for other purposes), service, cleaning and/or maintenance and make these available to the Gangers on request

4. ensure that all work performed in the inspection, servicing, cleaning and/or maintenance of plant is performed by competent persons

5. provide adequate information about the plant to ensure its safe use

6. identify potential hazards associated with the use of plant and equipment, and assess and control risks associated with the use of plant and equipment

7. ensure that all employees and subcontractors who are required to use or operate plant or equipment are appropriately licensed or certified and have received the necessary training to operate the particular item and/or perform particular tasks

8. remove any piece of plant or equipment when directed by the WHS Ganger or WorkCover

9. make available any piece of plant or equipment when directed by the Supervisor or WorkCover for inspection.

Contractor's Obligation with regard to Hazardous Chemicals

Where a subcontractor is to use a hazardous substance that contractor must supply evidence that the staff member undertaking that work is appropriately qualified and licensed.

Preferred Suppliers and Subcontractors

Where suppliers of materials, equipment and plant, and subcontractors, consistently perform to the WHS standards required by Council they will be added to a list of preferred suppliers and subcontractors kept by the Assistant Engineer / Asset and Maintenance Engineer. This list must be consulted when purchasing, hiring and subcontracting decisions are being made.

Safety Audits

The Director Engineering shall prepare a schedule of regular comprehensive safety audits (on Form Saf 01) to verify that health and safety management and controls are effective. He shall arrange for safety audits to be carried out as per the schedule by suitably qualified personnel.

Safety audits shall include subcontractor compliance with specified safety requirements and surveillance programs of the subcontractors' safety documentation, to be carried out by the Contractor (Director Engineering).

The Director Engineering and Assets and Maintenance Engineer shall promptly review safety audit reports. They shall take appropriate action where a potential safety problem has been identified and monitor whether the action is effective.

Forms
Form Saf 01
(See Section 1 Annexure)

3. PROCESS CONTROL

Through appropriate process control Council will identify the WHS risks involved in a project and then plan work to control those risks. It also covers ancillary measures such as temporary works, emergency procedures, plant maintenance and protective measures.

Identification and Assessment of WHS Hazards

The Assistant Engineer / Assets and Maintenance Engineer, in consultation with the Director Engineering, shall at the outset of each project determine the types of work to be undertaken on the project and shall identify those activities which need to be documented in the form of safe work method statements. This assessment will take into account the high-risk activities, a list of activities that involve risk are included in the *Section 2 Annexure.*

In undertaking this process the Assistant Engineer / Assets and Maintenance Engineer shall also determine the personnel and equipment required for the effective and safe completion of each construction activity.

Preparation of Site Specific Management Plans and Safe Work Method Statements

The Assistant Engineer / Assets and Maintenance Engineer, in consultation with the Overseer and the Ganger, shall develop Site Specific Management Plans and Safe Work Method Statements for each project based on their analysis and assessment of the hazards on each site.

Identifying and Assessing Site Risks and Hazards

The risk management process involves three fundamental stages

1. hazard identification
2. risk assessment
3. risk control

Health and safety hazards can be identified in a number of ways, including:

1. incidents and accidents experienced in the past on similar work
2. incidents and accidents experienced in the work site
3. observation of work activity
4. notifications and complaints from staff
5. discussions at meetings

Once hazards have been identified a risk assessment must be carried out on them to determine the severity of risk that each hazard presents. A Risk Assessment Matrix is included in the *Section 2 Annexure.*

The results of the risk assessment must be used to determine what control measures will be taken in order to eliminate the risk, or at least reduce its severity. The following hierarchy of control should be referred to in determining the control measures to be undertaken.

Hierarchy of Control	
Elimination	Get rid of the hazard out of the workplace
Substitution	Use something less hazardous in place of the identified hazard e.g. use water based chemicals rather than solvent based ones
Isolation	Put in place barriers to shield or isolate the hazard e.g guards on machines, enclosures for noisy machinery
Engineering Controls	Put into place a system to counteract the hazard e.g. install an exhaust ventilation system to extract dangerous fumes or dust
Administrative Controls	Put into place work routines that reduce the time people are around the hazard.
Personal Protective Clothing	Give people protective equipment and clothing that they have to wear while near the hazard e.g. ear plugs or face masks

High Risk Situations

Work processes or situations which involved a heightened level of risk must be identified by the Director Engineering, Assistant Engineer / Assets and Maintenance Engineer, Overseer and Ganger.

Where these are identified Safe Work Method Statements and Site Inspection Lists for these risks must be developed. These must be issued to relevant staff and conformance with them must be monitored by the Ganger and Overseer. Where problems arise in implementing safety procedures these must be conveyed to the Ganger for action.

Induction of Workers on the Site

The Overseer and the Ganger shall make sure that all persons working on the site are aware of the identified hazards and that safe work method statements have been provided to all appropriate personnel.

A copy of the Site Safety Rules is to be explained to all persons during the induction and they are to be provided with a copy of those rules. A sample of a Site Safety Rule Handout is included in the *Section 2 Annexure.*

Visitors to the Council Work Sites

All visitors to any Council work site are required to report immediately to the site office. Where no site office is evident, the visitor is to wait on the perimeter of the site until they can be conducted to the Overseer or Ganger by a council employee who is inducted to the site.

The Site Safety Rules will be explained to the visitor and where appropriate a copy of the rule will be provided to the visitor. The visitor will be made aware of all identified hazards at the site and shall follow the directions of the Overseer and Ganger.

Where a visitor to the site fails to comply with requested WHS procedures then that visitor will be advised that they must remove themselves from the site immediately.

Monitoring Safe Work Practices

The Ganger and the Overseer, shall monitor on a day to day basis that work activities identified as being of risk are carried out according to the requirements of the relevant safe work methods statement.

Emergency and First Aid Procedures

First Aid

The Ganger will establish and maintain first aid kits at convenient locations in the work site. Kits will also be available in all Council vehicles. The Ganger will keep a register of staff that hold first aid qualifications.

The Ganger will also establish whether any subcontractor staff has first aid qualifications and their names shall be added to the site register for the duration of time they remain on site.

The Ganger will use the site induction to inform all persons coming onto the site of the first aid provisions.

Emergency Communications

If an emergency occurs site management must be notified as quickly as possible. Site management must then notify the Assistant Engineer / Assets and Maintenance Engineer if he/she is not currently on site.

Copies of the contact phone numbers for the Assistant Engineer / Assets and Maintenance Engineer, Overseer and Ganger along with emergency services numbers will be kept in a prominent position in both the site office and the staff amenities area.

Numbers will also be included in the Site Safety Rules that are handed to workers on induction and visitors to the site.

Fire Protection

All work sites will be provided with emergency fire fighting equipment. This will consist of:

- a minimum of one 9kg multi-class dry chemical extinguisher for each site building
- in areas where fuels or other flammable liquids are stored and handled both AFFF and 9 kg chemical extinguishers will be provided
- for areas with electrical installations a dry chemical CO_2 will be provided
- vehicles will be fitted with a 1kg dry chemical extinguisher. Mobile plant will be fitted with a 2kg dry chemical extinguisher

Fire extinguishers will be checked on a fortnightly basis by the Ganger.

Fire Prevention

The fuel store will have a sign that reads: *"Turn off Motors. No Smoking"*

Good housekeeping practices will be enforced to prevent the build up of flammable material. The Ganger will check the fuel store on a fortnightly basis to ensure that this occurs.

Firebreaks will be established around the site compound to reduce threat from bushfires. In this zone and around the compound buildings grass cover will be regularly cut to reduce risk.

No fires will be lit when fire restrictions are in

force. ***Emergency Evacuation***

At the commencement of all projects a designated assembly point for evacuation will be identified. The assembly point will be advised to workers and visitors during induction and will be listed in the Site Safety Rules.

If evacuation is necessary this will be ordered by the Assistant Engineer / Assets and Maintenance Engineer, or by the next available management representative.

If evacuation is ordered staff will move quickly and in an orderly manner to a designated assembly point. The Overseer or Ganger will conduct a roll call to ensure all persons are accounted for, staff and visitors. No-one will return to the site until an all clear order has been issued by the management representative in charge.

All staff will receive training in emergency evacuation procedures during their site induction training.

The Director Engineering, Assistant Engineer / Assets and Maintenance Engineer and Overseer shall determine a schedule for testing emergency procedures. This will be consistent with the production requirements of the site, but held at least on a six monthly basis. The outcomes of this testing will be examined and improvements made to procedures, if required.

Injury Management and Rehabilitation

The Director Engineering shall develop position descriptions and duty statements for injured workers and shall monitor the progress of those workers during their rehabilitation period.

Site management and supervisory personnel will co-operate to encourage an early and safe return to work by injured or ill workers. The Director Engineering in conjunction with the Assistant Engineer / Assets and Maintenance Engineer and Overseer will identify appropriate tasks for the rehabilitating worker to undertake at the workplace.

The Assistant Engineer / Assets and Maintenance Engineer and Overseer will be responsible for compliance on individual projects with the current Council Rehabilitation Policy which aims to provide effective and timely rehabilitation of injured personnel so they can regain the fullest physical, mental, social, vocational and economic potential consistent with medical opinion.

References

Maintenance Procedure Manual Section 13: Site Safety Assessment and Control
Maintenance Procedure Manual Section 13A: Hazard Identification and Control

Hazard Identification and Control Forms

Check List S1

(See Section 2 Annexure)

4. INSPECTION AND TESTING

Council's inspection and testing program shall monitor the work environment, equipment, processes and incoming products and materials. The Director Engineering is responsible for the preparation and authorisation of a WHS inspection and testing plan as well as ensuring that testing and inspection is carried out to verify WHS performance requirements are met.

The Director Engineering, in consultation with the Assistant Engineer / Assets and Maintenance Engineer will where necessary engage suitably qualified persons or organisations to carry out inspection and testing. Where Council staff assist in the process, those staff must be appropriately trained to carry out that role.

The Director Engineering, Assistant Engineer / Assets and Maintenance Engineer and Overseer will be responsible for the timely implementation of any corrective actions identified as a result of inspection and testing activity.

Inspection and Testing Checklists

Inspection and testing checklists will be developed by the Director Engineering in consultation with the Assistant Engineer / Assets and Maintenance Engineer. Where appropriate the checklists will be based on checklists already prepared and successfully implemented by Council. Checklists will be adapted to reflect the known specific circumstances of each project and project worksite.

Inspection and testing checklists will be used to guide and to document the process. They will be a basis for implementation of corrective actions identified as a result of the inspection and testing activities. An Inspection and Testing Checklist is included in the *Section 3 Annexure.*

Deficiencies found during Inspection and Testing

Where Inspection and Testing shows up deficiencies then corrective action must be taken. A further inspection of the specific problem area/s will take place within a timeframe specified by the Inspector. An Inspection Report Form is to be completed at the second inspection to indicate that the appropriate corrective action has taken place, the form is included in the *Section 3 Annexure.*

The Director Engineering shall keep a record of the corrective actions initiated for each incident, accident or near miss. Copies of these records will be provided to the Assistant Engineer / Assets and Maintenance Engineer and the Ganger.

Records of Inspection and Testing

When an inspection or test has been completed satisfactorily then the checklists will be signed off by those persons who have carried out the inspection and testing. The checklists shall be kept as part of WHS records.

Copies of the completed inspection and testing checklists will be retained by the Director Engineering and the Assistant Engineer / Assets and Maintenance Engineer.

The Director Engineering shall keep a record of the corrective actions initiated for each incident, accident or near miss. Copies of these records will be provided to the Assistant Engineer / Assets and Maintenance Engineer and the Ganger.

Activity Areas for Inspection and Testing

Inspection and testing activities will, as a minimum, cover the following areas:

- materials, products and equipment brought onto the site
- the work site environment
- work methods
- access and exits
- protective measures
- adherence to safe working rules
- electrical installation and equipment
- plant and equipment

- ***Incoming Materials Products and Equipment***

The Assistant Engineer / Assets and Maintenance Engineer, Overseer and Ganger will arrange for the testing of incoming products which are crucial to the activities of the project. This will include raw materials, precast units, grates and frames and steel reinforcements.

The Overseer and Ganger will review manufacturer/supplier documentation accompanying materials, products and equipment entering the work site to ensure items are clearly and accurately described and that any necessary information and instructions on the use of the supplies or equipment has been provided and that all items comply with the WHS requirement of Council's Project WHS Management Plan.

- ***Workplace Environment***

Inspection and testing of the work environment must progressively cover every corner of the work site. A large number of issues will be addressed as part of this activity they include:

- exposure to noise
- hazardous substances
- UV radiation
- plant and vehicle movement on the site
- working at height and around falsework
- working in excavations
- working over water
- any other hazard that has been identified as being specific to a project or work site and therefore appears in the Project WHS Management Plan

- ***Access and Exits***

Issues relating to the movement of people and machinery are critical where work is carried out in a confined space or in excavations. Access to the site and exit from the site must be inspected and tested to ensure that neither activities increases the risk of working on a particular site.

Work that is conducted near passing traffic will also be inspected to ensure that it meets WITS requirements and that work is not being carried out in a manner which increases the risk to workers on the site.

- ***Safe Work Practices***

Inspection and testing must also establish that safe work practices which have been documented for work activities known to involve risk are being followed by all personnel on the project. The suitability and effectiveness of these safe work practices will also be assessed.

- ***Protective Measures***

Inspection and testing will also examine the adherence on the site of protective measures such as hearing conservation, wearing of PPE, use of protection against UV radiation and insect bites, smoke free policy and policy on alcohol and other drugs.

- ***Electrical Safety***

Inspection and testing of electrical installations and equipment on site, will be conducted by a qualified and licensed electrician

- ***Plant and Equipment***

The Overseer or Ganger will check plant and equipment before it is accepted onto a site. The inspection and testing program will examine plant and equipment maintenance records, the qualifications of those operating plant and equipment and will conduct visual inspections of plant and equipment to ensure it is in good working order.

All plant and equipment must conform to the specifications set out in the *Section 1 Annexure*

Plant Operation

The appropriate certificate of competency is required to operate the following plant or carry out the following tasks.

- Traffic control (Traffic controller Certificate/Introduction to Work Site Traffic Control Certificate)
- Loader (including front end loader)
- Backhoe
- Excavator

- Forklift (National Licence to perform High Risk Work)
- Power crane driver (National Licence to perform High Risk Work)
- Dogman or crane chaser (National Licence to perform High Risk Work)
- Concrete boom pump
- Power hoist driver (National Licence to perform High Risk Work)
- Scaffolding (National Licence to perform High Risk Work)
- Rigging work (National Licence to perform High Risk Work)
- Explosive-powered tools
- Powderman
- Falsework and formwork
- Diver
- Confined space entry

Persons operating any of these machines, or involved in any of these processes, must hold the appropriate certificate of competency or a learner's permit and work under the supervision of a competent person.

The Overseer shall inspect hired plant with the operator, before using the hired plant on site. Form Plant 03 shall be filled in to record this safety check.

Plant operators shall carry out a start-up check before using plant each day, and record the check on Form Plant 01. The Overseer shall forward these forms for each plant item to the Assets and Maintenance Engineer.

UNSAFE PLANT SHALL NOT BE OPERATED.

Site Safety Inspections

The purpose of site safety inspections is to regularly check for any potential workplace hazards, including:

- condition of work area and accessway
- personal safety measures actually being used by work crews
- receipt and storage of hazardous substances
- stacking materials securely so they won't fall, roll or deteriorate
- whether work crews are implementing appropriate safety measures and following safe work methods, with particular attention to manual handling
- adequacy of lighting and ventilation, when appropriate

Form WHS-07 is a checklist for regular site safety inspections and equipment safety and noise checks. This is used to monitor that a safe working environment is being maintained.

The Overseer shall use visual means such as red tags or barriers to clearly designate any unsafe areas and prevent unauthorised entry.

The Overseer shall carry out safety inspections at the frequency agreed with the Assets and Maintenance Engineer and act on any safety deficiencies detected. He shall note actions on the checklists and file checklists with the project quality records.

The Assets and Maintenance Engineer shall arrange for safety inspections of equipment to be carried out in conjunction with site safety inspections to check that:

- hoses, slings, ropes, electric leads etc are not showing signs of wear
- safety guards etc are intact
- equipment is operating properly and below maximum noise level

Equipment safety inspections shall be recorded on the Site Safety Checklist and filed as part of the quality records.

References

Maintenance Procedure Manual Section 15: Plant Maintenance

Forms

Form WHS-07 Site Safety Checklist
Form WHS-08 Monthly Safety Review Checklist – Use Inspection Checklist
Form Plant 01 Plant Start-up Check
Form Plant 03 Hired Plant and Operator Checklist

(See Section 3 Annexure Section)

5. CONTROL OF WHS ISSUES

Council deems it the responsibility of every employee, regardless of their position within the organisation, to report unsafe work practices or unsafe work conditions.

Where hazards are identified that relate to the control of products, materials, equipment or work practices on a Council work site then a rehabilitation program will be put into place immediately to deal with that hazard.

All site personnel are responsible for promptly reporting unsafe work practices or unsafe work conditions (including incidents/accidents and near misses) to the Overseer or Ganger.

The Overseer or Ganger receiving a report of unsafe work practices or unsafe work conditions shall record the information and move promptly to correct the situation if they are able to do so. If this is beyond their authority then the situation must be immediately reported to the Assistant Engineer / Assets and Maintenance Engineer who will be responsible for correcting it.

The Ganger must report all incidents and accidents that occur on a Council work site to the Overseer and the Assistant Engineer / Assets and Maintenance Engineer. The Assistant Engineer / Asset and Maintenance shall report incidents and accidents to the Director Engineering, for recording on the Council records.

The Assistant Engineer / Assets and Maintenance Engineer will be responsible for compliance on individual projects with the current Council Rehabilitation Policy which aims to provide effective and timely rehabilitation of injured personnel so they can regain the fullest physical, mental, social, vocational and economic potential consistent with medical opinion.

Recording and Reporting of Accidents and Incidents

Unsafe work conditions and unsafe work practices can be identified as a result of incidents and accidents on the site and through the occurrence of “near misses”, which act as an earlier warning. For this reason it is critical that all personnel and supervisors record and report these occurrences so that corrective action can be taken quickly. This is done using Council’s approved Incident/Accident Reporting Form.

At site induction training all personnel will be informed of their responsibility for reporting unsafe work practices and unsafe work conditions. Incident/Accident Reporting Forms are made available to all personnel.

Corrective Action following an Incident or Accident

In the first instance the Overseer in conjunction with the Ganger, should institute corrective action following an incident/accident or the reporting of unsafe work practices and unsafe work conditions.

Where an issue cannot be dealt with at this level then it should be passed for resolution to the Director Engineering in order to identify and implement the most appropriate solution.

Notification of Accidents and Incidents

The Ganger shall notify the Director Engineering of the following:

- a lost time injury
- the issue of a breach notice, prohibition/improvement notice, on the spot fine or directive by staff of the WorkCover Authority
- an interview by a WorkCover inspector of Council staff or a subcontractor in respect of an alleged breach

Incident/Accident Reporting and Investigation

All incidents – those which cause accidents, injuries or property damage and also those which are near misses – must be reported on the Incident / Accident Report. The Director Engineering shall ensure that copies of the Report form are readily available at the construction site for any employee to fill in, if needed.

When an incident or accident is reported, the Assets and Maintenance Engineer and Overseer are required to investigate it promptly (with WHS Committee representative, when appropriate) to:

a) verify the facts
b) evaluate the cause(s) of the incident or accident

The results of the investigation shall be recorded on the second page of the Incident / Accident Report Form and forwarded promptly to the Director Engineering together with any non-conformance reports or corrective/preventative action notifications.

The Assets and Maintenance Engineer and Overseer shall take prompt action to minimise the immediate risk to workers and other people. They shall discuss longer-term safety measures with the Director Engineering and implement agreed action.

The Overseer shall arrange for any injuries to be recorded in the councils Register of Injuries and the Director Corporate Services shall send a WorkCover Accident Report to WorkCover, as required. If an accident has occurred which has resulted in the death of a person or serious bodily injury, the Director Engineering shall notify WorkCover as soon as possible by phone or other practicable means.

Where the Contractor is required under Section 76 and 87 of the NSW WHS Act (2011) and Part 12.1 of the NSW WHS Regulation 2011 to give a notice to WorkCover of an incident occurring during the performance of Services, then at the same time a copy must also be given to the Principals Representative.

Workers' Compensation and Rehabilitation

Where a lost time injury has occurred the persons involved shall be given the appropriate Worker's Compensation Claim Form and the provisions of the Council's Rehabilitation Policy must be followed. It is the responsibility of the Director Engineering to monitor the worker's progress through the compensation and rehabilitation process and to provide co-ordination between management, the workforce, the treating doctor, rehabilitation providers and the injured worker. Council's rehabilitation policy is to be made available to site personnel, if requested.

Site management and supervisory personnel will co-operate to encourage an early and safe return to work by injured or ill workers. The Director Engineering in conjunction with the Assistant Engineer / Assets and Maintenance Engineer and Overseer will identify appropriate tasks for the rehabilitating worker to undertake at the workplace.

The Assistant Engineer / Assets and Maintenance Engineer will ensure that the provisions of the Workplace Injury Management and Workers' Compensation Act are displayed at the work site.

Forms

WSC Employees Incident / Accident
Report Project WHS Performance Report

(See Section 4 Annexure)

6. CORRECTIVE ACTION

Council is committed to ensuring that WHS issues are appropriately addressed and that effective steps are taken to correct any deficiencies that may be identified:

- through a site inspection, audit or investigation or
- as a result of an accident, incident or "near miss" that could lead to, or has led to an injury of a worker, subcontractor or visitor to a work site.

WHS issues must be appropriately addressed to avoid them recurring and shall as a minimum comply with the requirements outlined in the NSW Government guidelines for corrective action. If the Contractor fails to comply with its safety obligations under the Contract, including failure to:

a) Comply with, and to ensure compliance by Subcontractors with, any requirements of the Specification involving WHS issues; or
b) Act promptly by identifying, isolating and correcting issues when safety system controls are observed not to be effective by the Contractor, the Principals Representative, or by any statutory authority having jurisdiction over the Services,

A HOLD POINT may apply.

Hold Point

Process held: Verification of corrective action

Submission: Verification that the failure has been remedied and measures have been implemented to prevent recurrence

Identifying and Implementing Corrective Actions

The Director Engineering and the Assistant Engineer / Assets and Maintenance Engineer, in consultation with the site management staff, will be responsible for identifying appropriate corrective action that should be taken in each circumstance.

Corrective action can be initiated in response to a number of activities, which include:

- risk assessment of work activities
- internal or external non-conformance report
- accident/incident reports or investigations
- comment and complaint from site personnel
- WHS inspection and audit reports
- analysis of workers' compensation claims
- review of a Project WHS Management Plan

The Assistant Engineer / Assets and Maintenance Engineer, Overseer and Ganger will be responsible for implementing corrective actions at the work site. The Assistant Engineer / Assets and Maintenance Engineer will be required to sign off on Corrective Action Requests (CARs) to attest that corrective action has been implemented.

Accident Investigations

The Director Engineering shall be charged with the investigation of WITS incidents and shall prepare reports on such incidents for consideration by the General Manager and Council.

The Director Engineering will work in conjunction with the General Manager to determine investigative procedures to be followed to assess the cause of incidents and accidents and to identify corrective actions to prevent recurrences.

Monitoring Corrective Actions

The Overseer and Ganger will be responsible for monitoring that corrective actions are proving effective. Where a corrective action has not proved to be effective this will be referred to the Assistant Engineer / Assets and Maintenance Engineer who in consultation with the WITS will determine appropriate alternative corrective actions.

Recording of Corrective Actions

The Director Engineering shall keep a record of the corrective actions initiated for each incident, accident or near miss. Copies of these records will be provided to the Assistant Engineer / Assets and Maintenance Engineer and the Ganger.

The Director Engineering will review the corrective actions that are applied during the course of the project.

References

Maintenance Procedures Manual Section 4: Keeping Project Quality Records
Maintenance Procedures Manual Section 10: Corrective and Preventative Action

Forms

Corrective Action Report Form

(See Section 5 Annexure)

7. HANDLING, STORAGE, PACKAGING AND DELIVERY

Council will have in place procedures that ensure the safe handling, storage, packaging and delivery of products. The procedures shall prevent risk of injury and illness and will comply with legislative and standard requirements.

Materials and Manual Handling

All manual and materials handling will be carried out according to Council's Manual Handling Guidelines and Handling Hazardous Chemicals Guidelines; these are contained in the *Section 6 Annexure.*

All personnel working on the site will be briefed on these policies and procedures during site induction training. The Ganger will regularly assess manual handling issues that arise and will devise and implement control responses where these are necessary.

Storage, Labeling and Use of Hazardous Substances

The delivery, storage and handling of hazardous substances on the site will be carried out in accordance with Council's Hazardous Substances Policy and Procedure. All personnel working on the site will be briefed on this policy and procedure during site induction training.

The Overseer and Ganger will undertake regular reviews to ensure this policy and procedures are being complied with on site.

Hazardous Substances Registers

The Ganger will maintain the site hazardous substances register and will also be responsible for maintaining the Material Safety Data Sheets (MSDS).

In addition the Ganger will also be responsible for maintaining a register of workers who are appropriately qualified and licensed to handle hazardous substances. Staff who are not appropriately qualified and licensed will not be permitted to handle hazardous substances.

Where a subcontractor is to use a hazardous substance that contractor must supply evidence that the staff member undertaking that work is appropriately qualified and licensed.

Staff Training – Hazardous Substances

Where no staff member is appropriately qualified the Ganger will consult with the Director Engineering to arrange for appropriate training and certification of a staff member prior to use of the substance/s.

Plant and Equipment

The Ganger will ensure that suitably qualified persons will only operate cranes, loaders and other lifting devices. He will regularly inspect lifting slings and ropes and will dispose of any which are frayed, damaged or contaminated with oil. The Ganger will regularly inspect hydraulic hose lines.

The Overseer and Ganger will make sure that all people using plant and equipment on site, which requires the operator be certified, will hold the appropriate and current certification or license to operate the plant or equipment. The Ganger with site induction records will hold photocopies of the certificates and licences.

All persons operating plant and equipment which requires certification will carry their certificates and licences with them at all times while working on the site.

All new equipment and plant entering the site will be assessed to ensure that it meets health and safety standards as outlined in the *Section 1 Annexure.*

Worksite Storage Requirements

All materials, supplies, plant and equipment will be stored in an appropriate manner at each project work site. As a guide the following will occur:

- bulk materials, such as aggregates and sands, shall be stored on clean, firm and level ground, in separate stockpiles or bins to avoid mixing or contamination
- Steel reinforcements shall be supported clear of the ground and when stored for long periods shall be kept in a waterproof shelter
- Timber shall be stored on cleared level ground and when stored for long periods shall be supported above the ground and kept under waterproof shelter
- Fuels and explosives will be stored according to regulatory requirements
- Products subject to degradation, or which may be affected by wet weather, are to be stored under shelter
- Products with limited shelf life will be inspected periodically. If the shelf life has expired the product must not be used in the works and must be appropriately disposed of. If the product must be disposed of Council's Director of Environmental Services should be contacted for advice on the most appropriate methods of disposal.

References

Manual Handling Guidelines *(See Section 6 Annexure)*
Handling Hazardous Chemicals Guidelines *(See Section 6 Annexure)*

8. TRAINING

Council makes an undertaking to ensure that all of its staff receive appropriate and timely WHS training which reflects the needs and demands of the work they will undertake.

The Director Engineering shall be responsible for ensuring that all staff participate in the necessary training to enable them to undertake their work safely and to comply under the Occupational Health and Safety legislation, regulations, standards and codes. Specifically the Director Engineering shall ensure that WHS training is conducted including induction training, activity (task) training and refresher training.

Safety Training and Induction

When staffing projects, the Assets and Maintenance Engineer shall assess what additional qualifications and/or safety training are required to carry out each activity, for inclusion in the project Training Plan and in site inductions. This shall include any training for personnel to perform first aid, safety representative and rehabilitation co-ordinator duties as applicable.

General Induction of New Council Employees

- Issue Safety Handbook
- Explain that the Handbook covers general safety responsibilities which everyone must follow
- Get employee to read Safety Handbook, answer any questions from employee, then ask employee to sign and hand back the Certification Sheet for the Safety Handbook
- Explain accident and emergency procedures (see Form WHS-02)
- Explain procedure for reporting incidents and accidents (see Incident/Accident Form)
- Explain how Council's WHS Committee operates
- Explain Council policy regarding drugs and alcohol

Site Orientation – by Overseer

- Briefly describe what work is in progress and the site layout (see Form WHS-04)
- Indicate restricted access areas
- Point out safety warning signs in use (see Form WHS-05)
- Explain first aid arrangements
- Explain the importance of keeping the site as a safe work place. Cover items such as driving on site, fencing and ladders, leads and tools, maintaining site in clean and tidy condition
- Explain daily pre-start checks for plant (see Form Plant 01)
- Point out any high-risk construction activities where safe work procedures apply, eg excavation, scaffolding, confined spaces, blasting, crane operation etc
- Hold up **Site Safety Rules**. Emphasise that safety is **everyone's** business and that the Council requires care and co-operation by all

Work Safety Briefings – arranged by Overseer

- Instruct personnel regarding specific safety procedures and responsibilities at toolbox meetings before starting each construction process. This instruction shall focus on how to comply with each Job Safety Analysis Checklist and Safe Work Instruction. Records of work process safety briefings shall be kept on Form Stf 03.

Identifying Training Needs

The Assistant Engineer / Assets and Maintenance Engineer, Overseer and Ganger are responsible for identifying the skill levels required to undertake specific tasks within a project. The skills required will be listed within the Project WHS Management Plan.

The Overseer and the Ganger are responsible for checking that each employee has the required skill level and training to carry out their work. Where training needs are identified the Director Engineering will be notified and appropriate training arranged for the staff concerned.

Construction Induction Training

All council employees will undergo induction training that meets the requirements of the *Construction Safety Amendment Regulation (1998*).

All staff will undertake General Construction Industry Induction training and Work Activity-based (task) Induction training accredited by WorkCover on an in-house basis as well as site specific induction training.

Where council staff have not completed the required Construction Induction Training they will not be permitted to work on a Council work site.

In addition staff will undertake refresher training as it falls due. The Director Engineering will monitor the need for refresher training and will arrange for that training as and when it falls due.

Site Induction

All persons wishing to enter a Council site, whether to commence work or for other purposes, will undergo an appropriate induction before doing so. The Ganger will be responsible for providing induction training.

Every person that undergoes site induction shall sign off on the Site Induction Training Sheet to indicate that they have undertaken the training. The Ganger is responsible for maintaining records of who has undergone the training and will forward a copy of the completed induction training forms to the Director Engineering for record keeping purposes.

In general site induction will outline the following:

- The project WHS policy and objectives
- Project WHS procedures
- Site safety rules

- Significant hazards present on the site, including vehicle movement/traffic management (on site &/or on public road) operation of mobile plant including cranes, working at height, materials/manual handling hazardous substances and sun protection
- Emergency and evacuation procedures

Emergency Procedures Training

All staff, subcontractors and visitors to the site will receive training in emergency procedures as part of their Site Induction Training.

Training Records Maintenance

The overall maintenance of records of training is the responsibility of the Director Engineering. The Director Engineering will keep accurate and up-to-date records of all WHS training undertaken by all levels of staff within Council.

The Director Engineering will monitor the need for refresher training and will arrange for that training as and when it falls due.

The Ganger will maintain site induction training records and provide copies of these to the Director Engineering to update the Council training records.

Circulation of WHS Information On Site

The Ganger will regularly circulate WHS information on the site in the form of posters, pamphlets and minutes form meetings that consider WHS issues.

Forms

Form WHS-02
Form WHS-04
Form WHS-05
Form Stf 03

(See Section 7 Annexure)

9. WHS RECORDS

The Director Engineering shall ensure that records are kept that clearly show:

- training undertaken by individual workers, the dates training was undertaken, the qualifications attained and the date at which refresher training is due to occur
- accident and incident statistics which include information on time lost from the workplace, frequency and duration rates of incidents. Records kept will be in keeping with *AS1885.1 Workplace Injury and Disease Recording Standard*

The Director Engineering will be responsible for establishing a system that provides for the storage and retrieval of both general Council WHS records and specific project WHS records for a period of seven years. Where there exists a statutory requirement for a longer period of storage and retrieval for particular records the Director Engineering will ensure that these statutory requirements are met.

The Assistant Engineer / Assets and Maintenance Engineer with the assistance of the Ganger will establish at the site office a system for the collection, indexing, filing and storage of WHS records.
At the conclusion of each project WHS records will be forwarded to the Director Engineering for filing and storage.

Storage of Records

All documentation specifically relating to Council's WHS will be stored and maintained so that they are easily retrievable and secure from damage or loss. Records will be stored for a minimum of seven years unless there is a statutory requirement for a longer period of storage.

All WHS records relating to specific projects will be forwarded to the Director Engineering on completion of the project for filing and storage.

WHS records will be stored in either hard copy or secure electronic format. The method of storage is to be determined by the Director Engineering in consultation with Council's General Manager.

WHS records will include the following:

- site inspection and test reports
- audit reports
- internal review reports
- reports of incidents and accidents
- minutes of WHS consultations
- incident analyses
- accident statistics
- corrective action reports
- induction and training records
- particulars of qualifications held by individuals
- design reviews
- employee injury management records
- records of dangerous goods/hazardous substances held on site (registers, MSDS etc.)

- individual competencies, licenses and certificates held by Council personnel
- safety equipment records
- lists of preferred suppliers

Provision will be made for holding certain personal/confidential records. These will include records relating to pre-employment medicals, worker's compensation documents and details relating to rehabilitation. Storage and retrieval of these documents will be the responsibility of the Director Engineering.

Access to Records by RMS and WorkCover

The Director Engineering, Assistant Engineer / Assets and Maintenance Engineer, Overseer and Ganger will make available all relevant records to the RMS's Superintendent or the Superintendent's representative upon request. The same access will be available to accredited representatives of the WorkCover Authority.

10. DESIGN

When design work is undertaken for a project, Council will ensure that appropriate consideration is given to WHS issues.

The Assistant Engineer / Assets and Maintenance Engineer and Director Engineering will work together with the designers of the project to ensure that due consideration is given to WHS issues in the design process. Where further design work is carried out or changes in the project force a review and/or alteration of the original designs the Assistant Engineer / Assets and Maintenance Engineer and Ganger will be consulted with regard to the WHS issues relating to the proposed changes.

If Weddin Shire Council is responsible for design work for a project, the Assets and Maintenance Engineer shall liaise with the Design and Assets Manager to ensure that appropriate safeguards are incorporated in the detailed design to mitigate safety requirements and risks such as:

- Construction/erection methods and site constraints
- How demolition would be done if removal was needed in the foreseeable future
- Geotechnical/ground stability issues
- Presence of underground or overhead services
- Compliance with WHS regulations during construction or operation

Design Reviews

Where further design work is carried out or changes in a project force a review of original designs the Assistant Engineer / Assets and Maintenance Engineer and the Ganger will meet with designers to discuss relevant health and safety issues.

The Assistant Engineer / Assets and Maintenance Engineer and the Ganger will alert designers to hazards present on the project or any site specific features that must be considered in design work. These hazards could have become obvious from injury and incident data or by observation.

Where possible, design review meetings that specifically address the WHS issues of a changed design should be held on site so that designers can become acquainted with the physical set up of the site and the characteristics of the work being carried out.

The Assistant Engineer / Assets and Maintenance Engineer will discuss any new design or design changes with the Ganger and the Overseer obtaining their agreement before the new designs or design changes are implemented.

Assessing and Controlling WHS Risks to Workers

Where hazards are identified in a Design Review, designers working with the Assistant Engineer / Assets and Maintenance Engineer and Ganger must assess the level of risk of the hazard utilising the Risk Assessment Matrix *(as outlined in the Section 1 Annexure)* and should then find the most appropriate way of addressing the hazard/s as part of developing the design.

Design options relating to WHS issues will be included in design documentation for the guidance of site personnel.

Maintaining Records of Design Review Meetings

It is the responsibility of the Assistant Engineer / Assets and Maintenance Engineer to maintain records of all meetings held with designers to discuss the WHS issues associated with changes to designs or new designs.

Records of the meetings are to be held in the site office for the duration of the project and at the project's conclusion will be forwarded to the Director Engineering. A copy of all meeting records will be forwarded to the Director Engineering for their information during the life of the project.

The Director Engineering will review the meeting notes to ensure that all issues relating to the WHS of the project are taken into consideration as well as Council's WHS policies and procedures.

11. INTERNAL WHS REVIEWS

Council will undertake yearly reviews (or more often should it be deemed necessary) of the Corporate WHS Management System to assess how effectively it is working.

It is the responsibility of the Director Engineering to undertake yearly reviews and to report on the outcomes of the reviews to Council's General Manager.

Council may choose to have the review undertaken by an external, independent party. Where Council elects to use an independent person, that person must provide evidence that they hold the appropriate qualifications and experience to undertake the review.

Monthly Project Review

The Director Engineering shall conduct a monthly project review with the Assets and Maintenance Engineer, using checklist form WHS-08. They shall also review action on any incidents/accidents from last month and identify any high-risk activities, which will need safety monitoring next month. The Assets and Maintenance Engineer shall record this review on form WHS-09.

Outcomes of the Review

Where the review identifies shortcomings in the System it will be the responsibility of the Director Engineering to make appropriate changes and where necessary formulate recommendations to Council in order to resolve those deficiencies.

All reviews will be appropriately documented and the outcomes of the reviews along with the actions that have taken place as a result will be held on file for reference during later reviews.

Monitoring the Effectiveness of Corrective Action

Where deficiencies in the System have been identified and corrective action taken, that action will be reviewed within three months of its introduction to ensure that it has been effective.

It will be the responsibility of the Director Engineering to undertake this review and a report must be prepared for the General Manager with regard to the effectiveness of the corrective action.

WHSProject Management Reviews

These reviews are the responsibility of the Assistant Engineer / Assets and Maintenance Engineer and Ganger and will be carried out on site in accordance with an established schedule. The schedule is to be determined at the outset of the project in consultation with the Director Engineering.

Outcomes of the internal review process are to be reviewed by the Assistant Engineer / Assets and Maintenance Engineer and the Ganger.

Subcontracting and Purchasing

Reviews of the arrangements in place for subcontracting and purchasing will take place at regular intervals during the life of a project. Intervals for reviews are to be determined at the outset of the project and will reflect the length and complexity of the project.

Where deficiencies are found in the arrangements it will be the responsibility of the Assistant Engineer / Assets and Maintenance Engineer to discuss matters with the relevant subcontractor or supplier and to put into place corrective action which resolves the issue.

Where a subcontractor or supplier fails to comply with a request for corrective action that supplier or subcontractor may be asked to leave the site.

Documentation of Reviews

All reviews, whether at the Corporate or Project level will be thoroughly documented. Records of reviews will be held on file and will be referred to when subsequent reviews are held as a benchmark of previous performance.

The outcomes of reviews will be reported to all appropriate staff. At the Corporate level reports will be forwarded to the General Manager and Assistant Engineer / Assets and Maintenance Engineer. At the Project level reports will be forwarded to the General Manager, Assistant Engineer / Assets and Maintenance Engineer, Overseer and Ganger.

Forms

Form WHS-08
Form WHS-09

(See Section 3 Annexure)

WHS
Management Plan
Annexures

Section 1
Subcontracting & Purchasing Annexure

- Plant Requirements
- Minimum Plant Requirements
- Form Saf 01

PLANT REQUIREMENTS

All plant must comply with the requirements set out below.

SAFETY STANDARDS

These standards have been adapted from the *Construction Safety Act*, the *Occupational Health and Safety Act* and various Australian standards to suit the Council's requirements.

Neutral Start

Neutral start switches must operate on all transmissions other than manual gearboxes fitted with a mechanical type clutch.

Excavators and skid steer loaders are exempt from the normal type of neutral start switch. However, all original type safety/hydraulic locks must operate correctly and travel levers must self-centre to the neutral position.

Service Brakes

Brake components must be fully operational and free from any defects. Air tanks must be free of contamination.

Plant fitted with steel drums or a combination of steel drums/rubber tyres or tracks, while on the maximum operation gradient specified by the manufacturer, must be capable of stopping as shown in the table below:

Plant operating mass	Stopping distance from 5km/h
Less than 5400 kg	1.2 metres
5400 kg to 13600 kg	1.5 metres
Greater than 13600 kg	1.9 metres

Plant fitted with rubber tyres, while on the maximum operating gradient specified by the manufacturer must be capable of stopping as shown in the table below:

Plant operating mass	Stopping distance from 30km/h
Up to 2500 kg	9 metres
Greater than 2500 kg	14 metres

Where it is not possible to test the brakes of load-carrying plant in a loaded condition eg water tankers and dump trunks, this plant may be subjected to a brake test in a loaded condition at a time agreed with the Subcontractor.

- **Park Brake**

Implement-type plant the park brake must be capable of holding the plant item on an incline:
- Of 15%, ie approximately 1 in 7, or 9 degrees for wheeled plant or
- 25%, ie 1 in 4, or 14 degrees for rollers.

On hydro-statically drive plant a fail-safe braking system is preferred to other types of braking systems.

For truck-mounted plant the emergency brake must meet the following minimum braking standing.

Plant operating mass	Stopping distance from 30km/h
Up to 2500 kg	22 metres
Greater than 2500 kg	34 metres

- **Emergency Stop Devices**

Emergency stops must be prominent, clearly and durably labelled and easily accessible to the operator. Handles, bars or push buttons must be coloured red. These devices must not be affected by any electrical malfunction.

- **ROPS/FOPS**

The *Construction Safety Act*, regulation 134A requires all plant manufactured after 1 July 1989 to be fitted with a roll-over protective structure (ROPS) or a falling-object protective structure (ROPS/FOPS) complying with AS 2294 or equivalent. The following plant is exempt from these requirements:
- Steel rollers used solely on asphalt work
- Hydraulic excavators, power shovels, draglines and paving plant
- Plant of less than 700kg and more than 100 000kg
- Plant with a ROPS/FOPS, and other plant built prior to 1 July 1989 with a structure that is claimed to be ROPS/FOPS, must have a **visible certification/identification plate** fitted with to the ROPS/FOPS showing:
  - Name and address of the manufacturer of the structure
  - Identification number or serial number of the structure, if any
  - Make, model and maximum mass of the plant for which it is designed
  - The relevant Standard with which the structure complies

- **Seat Belts**

Any plant fitted with a roll-over protective structure must be fitted with seat belts conforming with one of the following Standards:
- Australian Standard - AS 2664
- Society of Automotive Engineers – SAE J386
- International Standard – ISO 6683

Each seat belt assembly or part assembly shall be permanently and legibly marked with the following:

- The manufacturer's name and trademark
- Date of manufacturer by month and year
- Manufacturer's identification code (relevant standard)

Regulation 134A of the *Construction Safety Act* also requires plant manufactured after June 1989 to have a sign in the operator's compartment warning of the possibility of a rollover hazard and advising the operator to wear the seat belt.

Reverse of Travel Alarm

All plant must be fitted with a reversing alarm, which is automatically activated when reverse gear is selected. The alarm must be mounted with unobstructed 'vision' to the rear of the plant.

Excavators and other plant with restricted operator vision in both forward and reverse directions must be fitted with a travel alarm, which operates in both directions. Alternatively, two alarms may be fitted.

The alarm's output must vary in response to changes in the surrounding noise level eg "Smart Alarm", and be **clearly audible** above the noise level of the plant. The alarm's base noise level shall be not less then 87 dB (A) measured at a distance of 1 metre.

Compulsory Signs

Minimum compulsory sign requirements are summarised below.

Hearing Protection

Any plant with noise level above 85 dB (A) must be fitted with two 225mm hearing protection signs, one each side, and one 50 mm hearing protection sign fitted to the operator's console.

Safe Working Loads

Safe working loads must be distinctively labelled on all backhoes, excavators and loaders that are used for lifting loads.

Electrical hazard warning

Plant whose height can alter whilst working must have an Electrical Hazard Warning notice fitted.

Roll over hazard – seat belt warning

All plant fitted with a ROPS canopy must have a safety sign warning that a roll over hazard exists and requiring the operator to wear the seat belt

- **Articulation joint crush zone**

- **Hydraulic steering**

Plant with hydraulic steering must have a sign warning of the impoRMSnce of maintaining hydraulic fluid level

- **Confined space**

Plant with confined space, eg water tankers, must have a sign fitted near the entry point to the confined space.

- **Dual control**

- **Left hand drive**

- **Water-filled tyres**

Plant with water-filled tyres must have a warning sign adjacent to each tyre.

- **Quick Hitch**

All hydraulic quick hitches must be fitted with an approved mechanical lock or alternatively be given a type approval from WorkCover for an exemption to the fitting of a mechanical lock pin (eg Essex).

Hitches must be identified with:
- A unique identification mark
- Manufacturer's name and model
- Maximum rated attachment capacity
- Mass of the hitch
- Lift point capacity (kg)

- **Machinery Grounds**

All rotating, moving or hot components must be fitted with an appropriate safety guard to prevent injury to any person.

- **Provision of information**

The contractor must ensure that relevant information on operating and emergency features of the plant is clearly displayed for the use of plant operators and inspectors and other persons affected by the operation of the plant.

REGISTRATION REQUIREMENTS

- **Registration/Unregistered Vehicle Permit**

All plant must be either fully registered or covered by an unregistered vehicle permit for the duration of the hire.

The appropriate registration label must be affixed in a secure, visible location. All old labels must be removed.

- **Equipment**

As per plant requirements shown in this annexure.

These requirements are in accordance with those in the RMS publication "Plant Vehicles – Registration Options".

- **Windscreen Wipers**

Plant having a windscreen must have an operative windscreen wiper, which effectively clears the screen directly in front of the operator and gives an adequate view in front of the plant. Wipers fitted to other windows must also operate effectively.

- **Lights and reflectors**

The requirements for lights and reflectors are shown in the plant requirements in this Annexure.

Plant required to work at night must have suitable and efficient lights, including headlights or worklights.

- **Reflective tape**

Dozers and excavators, which do not have rear reflectors and all rollers, must be fitted with side and rear reflective tape. Requirements for other plant are shown in the Minimum Plant Requirements table in this Annexure.

. **Material**

The tape must be red and yellow with a retro-reflective surface. Photometric performance and durability must comply with Class 2, AS/NZS 1906.

 Size

The total surface area of reflective tape must be at least 0.32 square metres, eg 150mm by 2100mm.

- **Installation**

The tape must be evenly applied to the rear and sides of the plant. Tape must not be applied to the front of the plant.

Where practical the lower edge of the tape shall be between 400mm and 1500mm from the ground, with the outmost edge less than 150mm from the corners of the plant.

- **Horn**

All plant must be equipped with a clearly audible horn. Exhaust whistles, compression whistles, sirens or alternating tone horns are not acceptable.

- **Amber beacon**

Plant must have at least one amber beacon, which is **wired through the ignition switch** and is active whenever the plant is travelling or operating on the job site. The beacon shall be mounted as near as possible to the top for the plant, and be clearly visible in normal daylight at a distance of 200 metres in all directions. The beacon shall be either a rotating type (minimum 55 watt) or flashing xenon type.

- **Rear Vision Mirrors**

All plant items must be fitted with rear vision mirrors that provide adequate rear vision on both sides of the plant.

GENERAL REQUIREMENTS

- **Mechanical**

  - **Leaks**

The engine, transmission, driveline and hydraulics must not have any leaks, which allow oil or fuel to drip on the road surface, or on exhaust system or on brake components. Steering and brake systems must be free from leaks. Catch trays or tanks to contain leaks are unacceptable.

- **Engine**

Must start easily and provide sufficient power. Frequent jump-starting is dangerous and unacceptable.

- **Cooling System**

Must provide efficient cooling for all climatic conditions. Add drive belts and hoses must be free from deterioration and/or leaks.

- **Exhaust System**

Must be free from leaks and be securely mounted.

- **Exhaust Smoke**

Plant must not emit visible smoke for continuous periods of more than 10 seconds *(Clean Air Act 1981)*.

- **Transmission and Final Drive**

Must operate to the manufacturer's specifications and be free of leaks.

Manual gearboxes coupled to hydrostatic drives must be locked in gear to prevent accidental gear selection.

- **Hydraulics**

All hydraulic functions must respond quickly and smoothly, and be free from leaks and hydraulic creep. Time for the hydraulics to 'warm up' must be within manufacturer's specifications.

Plant used as a crane with a safe working load greater than 3000kg must be fitted with anti-drop valves.

Chassis

- **Chassis/Frame**

Must be free from cracks, advanced rust, missing or loose bolts, sharp edges or protrusions that could cause personal injury.

- **Body/Cabin/Steps and Handrails**

Must be free from cracks, advanced rust, missing or loose bolts, sharp edges or protrusions that could cause personal injury. All doors, door locks and latches must be secure and functional.

Plant with fully enclosed cabins that have no opening windows must have an operational air conditioner fitted.

Steps and handrails must be as originally manufactured.

- **Windows**

The windscreen and all other windows must be free from defects, which impairs visibility. All glass must be an approved safety type.

- **Suspension**

Suspension components must not be broken, loose, cracked, cut, missing or modified. All nuts, bolts and locking devices must be in place and secure. The maximum allowable free play in any suspension component is 3mm.

- **Steering**

Suspension components must not be broken, loose, cracked, cut, missing or modified. All nuts, bolts and locking devices must be in place and secure. The maximum allowable free play in any suspension component is 3mm. Rotational free play at the steering wheel must not exceed 100mm.

The steering must operate smoothly in both directions. The operation of the steering, from lock to lock, on plant with full hydraulic steering is to be checked at approximately half-maximum engine speed.

- **Tyres**

Must be free from deep cuts, bulges, exposed cords or other signs of carcass failure. Traction tyres must provide adequate grip. Tyres must be the correct type, load rating and size to suit the wheel rims.

- **Tracks**

Tracks must be in good condition and must provide sufficient

traction. **Miscellaneous**

Controls

All controls must:
- Be secure
- Function correctly and be free of excessive wear
- Perform as designed, and
- Be permanently and clearly labelled to indicate the direction of the movement.

- **Seat**

The operator's seat must be in good condition, secure and must not affect the operator's ability to operate the plant.

- **Work attachments/Tools**

All attachments shall be securely mounted, free from cracks; leaks or any defects and be in good working order.

- **Articulation Joints**

Clearance in the articulation joint must be within the manufacturer's specifications. There must also be a means of locking the articulation joint.

- **Electrical System**

All electrical equipment must operate as intended by the manufacturer. Electrical wiring and connections, both inside and outside the plant, must be secure and free from any damage or corrosion. Insulation must not be chafed or exposed to excessive heat.

The battery must be securely mounted and free from any cracks or leaks.
Loose connections, which could cause arcing, are unacceptable.

- **Plant security**

Parts of the plant which are critical to its operation and which are subject to vandalism must be adequately protected, eg engine covers, console covers and appropriate locking devices.

- **Noise Level**

Noise emissions from plant must be less than 5 dB (A) above the manufacturer's original specifications. Contractors with plant not meeting this requirement will be instructed to take necessary action to comply. All noise attenuation devices must be maintained in good working condition. Noise levels for those staff operating plant must not exceed 85 dB (A) over an eight hour period as measured according to the method described in AS 2012.2.

LIFTING REQUIREMENTS

Plant which may be used as cranes eg backhoes, loaders and excavators, having components used for lifting, eg hoods and lugs that do not have a manufacturer's ID and SWL will, at the discretion of the Overseer, require a Structural Engineer's certificate for these components.

MAJOR DEFECTS

Plant with any of the following defects will have its hire terminated:

- Defective neutral start switch
- Defective service, park or emergency brakes
- Defective seat belt or absence of a seat belt when ROPS is fitted
- Inoperative or inaudible reverse/travel alarm
- Mechanical lock pin not available or not fitted to the quick hitch
- Machinery guards not fitted
- No manual transmission lock
- Dangerous suspension, steering or tyres

Any other conditions which could impair the safe operation of the plant.

MINIMUM PLANT REQUIREMENTS

Plant item	Amber Rotating beacon	Brake lights & turn signals	Headlights, tail lights & clearance lights	Rear reflectors	Rear & side reflective tape	Rear vision mirror(s)	Horn	Reverse or Travel alarm	Neutral Start
Backhoe Loader	Yes	Yes	Yes[1]	Yes	No	Yes	Yes	Yes	Yes
Compactor	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes
Dozer	Yes	No	No	Yes	Yes[3]	Yes	Yes	Yes	Yes
Excavator	Yes	No	No	Yes	Yes[3]	Yes	Yes	Yes	Yes
Grader	Yes	Yes	Yes[1]	Yes	No	Yes	Yes	Yes	Yes
Loader	Yes	Yes	Yes[1]	Yes	No	Yes	Yes	Yes	Yes
Multi tyred roller	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes
Padfoot roller	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes
3 Point roller	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes
Paver	Yes	No	No	No	Yes[2]	Yes	Yes	Yes	Yes
Profiler	Yes	No	No	No	Yes[2]	Yes	Yes	Yes	Yes
Scraper	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes
Skid steer loader	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes
Smooth drum roller	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes
Tandem drum roller	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes
Tractor	Yes	Yes	Yes[1]	Yes	No	Yes	Yes	Yes	Yes
Water Tanker	Yes	Yes	Yes[1]	Yes	No	Yes	Yes	Yes	Yes
Truck	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Soil Stabiliser	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes

Notes applying to table:

[1] Only required if plant item is on full 24 hour registration
[2] If no rear reflectors, brake lights and turn signals
[3] If no rear reflectors

WEDDIN SHIRE COUNCIL **Plant Safety Assessment Checklist**

Plant Item: **Work Location:**

	Hazard/Cause	Risk Class	Control Measure	Inspected by/on	Comment
1.	Potential for injury due to entanglement, crushing, trapping, cutting, abrasion etc				
2.	Risk from noise, vibration, fire, explosion, gases, dust, temperature, hot parts, etc				
3.	Loss of load, unintended ejection of workpieces, jamming etc.				
4.	Loss of capability to lift and move materials or people, suitability of secondary back-up system to support load				
5.	Guarding devices and communication systems				
6.	Potential for plant rollover or for falling objects				
7.	Access and egress for normal operation, emergencies and maintenance				

Foreseeable uses for which plant is not suitable:

Environmental conditions and terrain in which plant should not be used:

Class 1 Risk - death, permanent disability or major property damage
Class 2 Risk - temporary disability or minor property damage
Class 3 Risk - minor injury

*How can you reduce the **frequency** of contact with the hazard?*
*How can you reduce the **duration** of exposure to the hazard?*
*How can you reduce the **severity** of the hazard?*

Issue No: 1 Sheet 1 of Approved by:..... Director Engineering Date:.....

Form Saf01 Page 1 of 1

Section 2
Process Control
Annexure

- Hazard Identification and Control Table
- Specifications for Site Specific Safety Management Plans
- Specifications for Safe Work Method Statements
- Risk Assessment Matrix
- Risk Assessment Form
- Specifications for Site Safety Rules
- Example Site Safety Rules
- Check Lists S1

HAZARD IDENTIFICATION AND CONTROL TABLE

The following table provides examples of control measures for a range of generic hazards. These examples are provided as a guide only and important site specific factors must also be considered. Note also that this table of examples does not include all possible hazards.

Hazard	Possible Cause	Control Measure
1. Traffic Hazards	1.1 Trucks entering, exiting a work site	Use of traffic signalmen Installation of temporary traffic signals Use of safety signs
	1.2 Working in close proximity to roads	Speed restriction signs displayed and enforced Use of witches hats or temporary barriers to cordon off sections of road Closure of road Use of Safety Signs Speed restriction signs displayed and enforced
2. Manual Handling	2.1 Handling of aged or disabled people	Use of wheel chairs Use of lifting aids Imposed restrictions on certain activities Requirements for two person lifts Training of employees
	2.2 Use of heavy hand held tools eg grass slasher	Use of support harness Limits on duration of use
	2.3 Handling of heavy objects	Provide mechanical aids Redesign object or task
3. Contact with heat	3.1 Hot Materials	Provide appropriate protective clothing & training
	3.2 Fire in the workplace	Keep workplace clear of waste materials Issue of hot work permit Remove flammable materials or store correctly Provide adequate fire fighting equipment Employee fire fighting training Eliminate ignition sources from flammable atmospheres
	3.3 Exposure to sun	Provide protective clothing and sunscreen Reduce exposure time
4. Contact with Electricity	4.1 Faulty electric leads and tools	Tools and leads inspected and tagged
	4.2 No earth leakage detectors	Residual current devices in all circuits Residual current devices tested regularly
	4.3 Electric leads on ground	Electrical leads kept elevated and clear of work areas All electric leads kept dry
	4.4 Electrical leads in damp areas	All electric leads are kept insulated
	4.5 Electric leads tied to metal rails	Ensure permit to worksystem followed
	4.6 Plant not isolated	Lock-out and equipment tag procedure Location of services to be established
	4.7 Contract with underground or overhead cables	Overhead cables to be protected Services to be isolated with working in proximity Establish safe clearance distances
5. Exposure to Noise	5.1 Plant and equipment not silenced	Fit noise suppression to noisy plant and equipment
	5.2 Not wearing appropriate protection	All personnel to wear appropriate PPE (hearing protectors)
	5.3 Excessive exposure time to noisy areas	Regulate employee exposure to noise

6. Contact with High Pressure	6.1 Burst air lines 6.2 Hoses becoming uncoupled 6.3 Using compressed air to clean clothing 6.4 Improper handling of gas cylinders 6.5 Defective pressure gauges	Air hoses in good condition and regularly inspected All hose couplings fitted with pins or chains Prohibit and instruct employees on dangers Cylinders stored upright and secured All pressure gauges inspected regularly for defects
7. Contact with Chemicals	7.1 Incorrect handling procedures 7.2 Lack of information 7.3 Not wearing appropriate PPE 7.4 Incorrect storage 7.5 Elevated exposure levels	All employees trained in MSDS requirements Review Material Safety Data Sheet and assess risks All personnel provided with appropriate PPE Hazardous substances stored and labelled correctly Provide mechanical ventilation All personnel provided with appropriate PPE
8. Contact with Radiation	8.1 Exposure to arc welding 8.2 Not wearing appropriate PPE 8.3 Exposure during radiography operations 8.4 Exposure to lasers 8.5 Exposure to sun	Welding operations shielded All personnel wear appropriate PPE Correct procedures developed and followed Regular equipment check Follow documented safe work procedure for laser Provide protective clothing and sunscreen
9. Struck Against	9.1 Protruding objects in access routes 9.2 Not wearing appropriate PPE 9.3 Personnel running in the workplace	Protruding objects are removed or marked Provide appropriate PPE (hard hat, safety boots) Provide appropriate PPE and training Personnel exercise restraint and walk
10. Struck by Object	10.1 Objects falling from work platforms 10.2 Debris from grinding operations 10.3 Wind blown particles 10.4 Loads slung from cranes	All work platforms fitted with toe-boards Fence off areas below to prevent access Materials stacked securely All personnel wear appropriate PPE (hard hats) Secure loose objects to structure Personnel wear appropriate PPE Shield grinding operations All personnel wear appropriate PPE Loads not slung over personnel Taglines are used to prevent loads swinging Loads slung correctly
11. Fall from Height	11.1 No handrails 11.2 Working outside handrails 11.3 Floor penetrations not covered 11.4 Ladders not secured 11.5 Unsafe area	All work platforms have secure handrails Persons wear full fall arrest type harness All floor penetrations covered or barricaded All ladders secured to prevent movement Ladders to extend at least 1m above landings Tag and fence to prevent access
12. Slips and Falls	12.1 Access routes obstructed by materials 12.2 Leads and hoses across access routes 12.3 Slippery surfaces	All access routes kept clear of materials and debris All leads kept clear of ground or covered All surfaces used for access kept dry and in good condition Personnel wear appropriate safety footwear

	12.4 Safety footwear not appropriate 12.5 Poor visibility	Provide adequate lighting
13. Caught Between	13.1 Operating plant 13.2 Moving Plant 13.3 Moving loads 13.4 Loads tipping or swinging 13.5 Materials being positioned	Guarding of rotating plant and hand tools Safe work procedures to be followed Provide roll over cage protection Pre-start daily safety inspection Personnel kept clear when operating plant Fit reverse alarms to plant and check operation All personnel kept clear during crane operations Load slings properly secured Safe Work Procedures for moving heavy loads
14. Overstress	14.1 SWL exceeded during lifting operations 14.2 Sprains and strains	Compliance with SWL and radius charts on cranes All lifting gear checked regularly All personal trained in manual handling techniques
15. Ergonomic Hazards	15.1 Poor work posture 15.2 Use of excessive force 15.3 Repetitive movements	Workstation to conform with ergonomic standards Seating to conform with ergonomic standards Training of employees Provide adequate task lighting Provide mechanical aids Modify workplace design Modify task requirements Job rotation
16. Asbestos Hazards	16.1 Accidental disturbance or contact	Asbestos materials identified and labelled Asbestos materials removed from workplace Safe work procedures developed
17. Biological Hazards	17.1 Needlestick injury 17.2 Potential exposure to HIV, hepatitis 17.3 Potential exposure to Legionella bacteria	Provide appropriate waste disposal containers Provide employees with PPE Develop safe work procedures and train staff Develop safe work procedures and train staff Immunisation program Provide employees with PPE Implement microbial control procedures
18. Excavation/ Trenching	18.1 Collapse of earth 18.2 Fall into excavation 18.3 Asphyxiation 18.4 Inadequate access to excavation	Shoring to be provided in accordance with Code of Practice Shoring to be inspected regularly Provide barricades around excavation Provide exhaust ventilation and test atmosphere Provide safe access by steps or ladders
19. Plant Overturn	19.1 Crane overturn	Cranes to be set up on solid ground and away from edge of excavation Plant to be fitted with roll over cage protection Safe work procedures developed

SPECIFICATIONS FOR SITE SPECIFIC SAFETY MANAGEMENT PLANS

- All safety management plans must:
- Describe the way work is to be undertaken
- Identify the hazards associated with the work
- Describe the risk control measures to be used by the Subcontractor

Statement of Responsibilities

This section must provide the names of who will be responsible for the following activities:

- Identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken
- Compliance with WHS legislation, regulations, standards, codes and site specific safety rules
- Assessing and monitoring Subcontractor capabilities, and for ensuring that they meet all WHS requirements
- Managing the acquisition and communication of WHS information to manager, supervisors and others working on the site
- Maintaining first aid stocks
- Managing accident and emergency procedures
- Keeping WHS records
- Making sure the site safety rules are available and provided to those who work on or visit the site
- Displaying the site safety rules on notice boards and other suitable locations at the site

WHS Training

This section must specify the person who will be responsible for:

- Identifying the WHS training needs of workers on the site
- Making sure that appropriate training is carried out
- Making sure that all workers attend a general construction work health and safety induction training course before starting work
- Making sure that all workers attend adequate site specific induction and work activity safety training
- Conducting induction and safety training for everyone working on site
- Keeping appropriate WHS records of training

Incident Management

The section must specify the name of the person who will:

- Be available to prevent, prepare for, respond to and recover from incidents, both during and outside of normal working hours
- Ensure that procedures for contacting these persons are communicated to the appropriate people

SPECIFICATIONS FOR SAFE WORK METHOD STATEMENTS

Safe Work Method Statements must be:

- on Company letterhead
- signed and dated by a senior member of the management of the company

Safe Work Method Statements must include:

- a description of the work to be undertaken
- the foreseeable hazards associated with that work
- the step by step sequence that must be undertaken to complete the work
- what will be done to control hazards
- all precautions to be undertaken to protect health and safety
- all health and safety instructions to be given to employees involved with the work
- the names and qualifications of those who will supervise the work
- the names and qualifications of those who will inspect and approve work areas, work methods, protective measures, plant, equipment and power tools
- a description of the training that is provided to those involved with the work
- the names and qualifications of those responsible for training workers in the requirements of Safe Work Method Statements
- the names of those who will be or have been trained in the work activity described in the Safe Work Method Statement
- identification of health and safety related codes applicable to the work and where these are kept
- identification of the plant and equipment that will most likely be used on site
- details of the inspection and maintenance checks that will be or have been carried out on the equipment listed

RISK ASSESSMENT MATRIX

Consequences x Probability = Level of Risk

	Likelihood - How likely is it to happen and How often?			
Consequences – How bad is it likely to be?	**V**ery **L**ikely: *could happen at any time* **VL**	**L**ikely: *could happen at some time* **L**	**U**nlikely: could *happen, but rare* **U**	**V**ery **U**nlikely: could *happen, but probably never will* **VU**
Extreme - Kill or cause permanent disability or ill health **K**	**1**	**1**	**2**	**3**
Major - Long term illness or serious injury **S**	**1**	**2**	**3**	**4**
Moderate - Medical attention and several days off work **M**	**2**	**3**	**4**	**5**
Minor - First aid needed **F**	**3**	**4**	**5**	**6**

(Adapted from RMS resources)

1 = top priority: do something immediately
6 = low priority: do something when possible

RISK ASSESSMENT FORM − Example of Completed Form

Project: Repair of Pot Holes in Road – North Hwy b/w Johns Road and Smith Street turn off	**Project Manager:**
Site Supervisor:	**Project No:**
Telephone: **Fax:**	**Telephone:** **Fax:**
Project Timeframe Dates:	**Signature:** **Date:**

Specific Task/Activity	Potential Hazards/Consequences	Class of Risk	Control Measures
Occupation of work site Set up, during works, and final Inspections	Public vehicles hitting workers or equipment	1	Safety signage and traffic control procedures will conform with applicable regulations and codes or practice to ensure adequate safety and minimise inconvenience to traffic. This will include the use of safety signs (Beware Road Works Ahead) at least 500m before work area. Witches hats to divide off one lane. Plan work so that one side of road is repaired at a time. Flag men at either end of work area slowing traffic and communicating via hand held radios so that one way traffic is permitted in opposite lane. Wearing of bright reflective safety jackets by workmen.
Operation of plant – compactor ("whacker")	Crushing of feet	2	Wearing of safety footwear.
	Manual handling resulting in strain/back injury	2	Provide training in safe use of equipment prior to operation. Two-man lifts to lift and lower compactor from truck.
Operation of plant – compactor/ Jackhammer	Noise exposure	2	Employees to wear hearing protectors when operating plant.
Specific Task/Activity	**Potential Hazards/Consequences**	**Class of Risk**	**Control Measures**
Operation of compressor	Contact with high pressure	2	Hose couplings fitted with pins or chains. Hoses, couplings inspected as part of daily plant inspection
	Noise exposure	3	Noise control equipment fitted to compressor.
Handling and decanting fuels for compressor	Fire, eye splashes	2	No smoking, handling of fuels in well ventilated areas, fire extinguishers on hand, wearing of eye protection.
Transport of equipment	Equipment falling from truck causing traffic accidents	1	Proper use of ropes, chains and straps to adequately secure equipment on vehicle.
Handling of hot tar	Heat and chemical exposure	3	Use of protective clothing (gloves, overalls), ensure good hygiene and washing before lunch and at end of day.
Outside work – exposure to weather	Sunburn	3	Wearing of suitable clothing, hats and provision of sun cream.
General	General		Employees will be supplied with protective gloves and hard hats supervised by foreman. Daily safety inspection to be conducted by Site Supervisor and WHS Site Supervisor.

SPECIFICATIONS FOR SITE SAFETY RULES

The Safety Management Plan must also include the Safety Rules that apply to the site as well as the procedures to be used on the site.

Induction and Safety Training

Site safety rules should state that:

- all workers are required to attend general construction WHS induction training prior to commencing work on the site
- all workers are required to have completed appropriate site specific induction and site specific work activity safety training

Personal Protective Equipment

Site safety rules should state:

- how Council will ensure that appropriate PPE worn by all employees, agents and visitors

Access to the Site

Site safety rules should state:

- how Council will ensure that all entry, exit and movement of persons, equipment and vehicles to the site is by authorised persons only

Accident and Emergency Procedures

Site safety rules should state:

- how all persons on the site will be made aware of accident and emergency procedures
- how First Aid resources are identified
- who will administer First Aid

Safe Work Procedures

Site safety rules should state how Council will ensure that:

- appropriate and effective barricades, fencing and overhead protection will be used
- all work undertaken at a height is done so in accordance with relevant legislation, standards and codes
- all electrical work and equipment complies with the WorkCover NSW Code of Practice – Electrical Practice for Construction Work and construction and electrical safety legislation, regulations, standards and codes
- already existing electrical services and facilities are located, investigated and highlighted

EXAMPLE
GENERAL SITE SAFETY RULES

1 INTRODUCTION

Weddin Shire Council is committed to provide a work site on this project, which is, as much as is practicable, free from risks of injury and illness to all the workers engaged on the site. Weddin Shire Council is committed to the prevention of accidents and personal injury and to maintaining as high a standard of health and safety at the site as possible.

To help turn this commitment into reality a series of General Site Safety Rules have been developed to cover work activity and the behaviour of all people present on the site. Everyone coming onto the site will be told about these rules and will be expected to follow them. Anyone who does not follow these rules while on the site will open themselves to disciplinary action and to being removed from the site.

This section sets out those General Site Safety Rules.

2 SITE WHS INDUCTION

Every person will undertake site WHS induction training before being permitted to enter the site. This training will include familiarisation with these General Site Safety Rules.

Site WHS induction will cover the following topics:

- Introduction to the project
- Anticipated work program
- Individual work packages and work methods
- Significant hazards on the site
- Site Safety Rules
- Location of site office, facilities, phones and first aid resources
- Access to and from the site
- Emergency procedures

3 CARE OF INJURED PERSONS

No injured person should be moved or machinery cleared before medical aid arrives. The only exception is when there is danger of further injury if the person is not moved.

The following treatments should be given priority:

- Airway: Clear the person’s mouth and throat is these are blocked
- Breathing: Make sure the person is breathing. If they aren’t, give artificial respiration
- Circulation: Check for a pulse. If there isn’t a pulse give external heart massage. Control any severe external bleeding.

4 REPORTING INJURIES AND ACCIDENTS

Each occupational injury and illness must be reported, no matter how small or trivial it may appear at first. Reports should be made to the Ganger and the Overseer.

First aid facilities will be clearly signed and pointed out to each employee before commencing work.

Accidents involving damage to plant, equipment, vehicles or materials must be reported to your Ganger or the Overseer at once. Holding an immediate investigation may be crucial for the control of unsafe work conditions or practices.

5 PERSONAL CONDUCT

No one shall come to work under the influence of alcohol or other drugs. People affected by alcohol and other drugs in a work site are a hazard to themselves and others.

No unauthorised person will be allowed to bring alcoholic beverages or non-prescribed drugs onto the site.

Fighting on the job will not be permitted.

Urinating in places other than the toilet facilities will not be tolerated.

Horseplay, practical jokes or rowdiness will not be permitted.

Infringement of these rules may lead to dismissal.

6 PERSONAL PROTECTION

Wear clothing which is suitable for the job and keep it as clean as possible. Avoid wearing loose fitting or torn clothing, particularly near moving machinery.

Safety footwear conforming to the relevant Australian Standard must be worn at all times by all persons on the site.

Hard hats must be worn by all persons at all times they are in an area where there is a recognised danger of being struck by falling materials and the area has been designated and signed as a hard hat area.

Eye protection is compulsory in areas designated for its wear, or when using power or machinery tools and in the vicinity of electric arc welding.

Hearing protection must be worn in areas designated for its use, or when working with and around machinery and equipment where hearing protection is necessary. This includes jackhammers, grinding tools, explosive power tools, impact tools, pile driving.

Wear gloves when handling materials or substances, which could cause harm to your skin eg epoxies, concrete, bricks, wire cables and steelwork.

However, avoid wearing gloves near moving machinery.

Use filter masks or respirators as appropriate in dusty or fume-filled conditions.

Weddin Shire Council has an obligation to provide you with any personal protective equipment necessary for your safety; you are under an obligation to properly use the protection that is provided.

7 PERSONAL HYGIENE

Keep all crib huts and other facilities clean. Place all rubbish, particularly food scraps, in the bins provided.

Always use the sanitary facilities provided and keep them clean and tidy.

8 HOUSEKEEPING

Good housekeeping on the job is mandatory. All employees must do their part each day to keep the work area clean and tidy to promote safety and efficiency.

All tools and equipment must be locked away at the end of the day.

Materials must be kept stacked in designated areas.

All nails must be removed from timber.

Stairways, landings and access ways must be kept clear and unrestricted at all times.

Work areas must be kept free of trip hazards.

Oil or grease must be wiped up as soon as it is spilt. Cover the area with a suitable material to absorb any residue.

If materials have to project out make sure there is an easy to see warning sign on the projection.

9 MOVEMENT ON SITE

Use designated walkways wherever possible when travelling to and from your job site.

Do not leave your job without notifying your supervisor.

Beware of mobile plant, overhead cranes and motor vehicles while moving around the site.

Observe any ‘local’ safety requirements stipulated by way of signs.
Obey any instructions given by a Dogman or Rigger who is directing crane operations in your work area.

Only authorised personnel are allowed to enter and move around the site. Should some other person enter the site politely instruct them to go to the Site Office for any enquires.

10 WARNING SIGNS

Warning signs are there for your protection. Read them and follow their instructions.

Removal, shifting or destruction of any warning sign is forbidden without authorisation.

Should a warning sign be removed or destroyed notify your supervisor immediately and make sure the hazard covered by the sign is not left unprotected in the meantime.

Barricades, fencing and overhead protection is provided for the safety or workers and the public who are on or near the site. Make sure all barricades, fencing and overhead protection is kept in good order all the time.

11 VEHICLES AND EQUIPMENT

No person will drive or operate any vehicle, mobile or other equipment unless they have been properly trained and authorised to do so. Where necessary the appropriate certificate or license must be held.

Pre-start checks must be done on a daily basis or when taking over a vehicle or other equipment from another operator.

When transporting personnel, it is the driver's responsibility to ensure that each person is seated before moving off.

No person is to travel on the rear of a truck or utility.

Vehicles and equipment should always be parked on level ground with the handbrake applied.

Speed limits at the site must be obeyed.

WEDDIN SHIRE COUNCIL

Checklist S1 - Typical Construction Hazard Sources

The hazard sources listed in Table S1 have been identified as being commonly associated with construction activity for civil engineering projects.

Construction Activity	Hazards Sources	Applicable
Foundations	Blasting	Y/N
	Excavations	Y/N
	Confined spaces	Y/N
	Unauthorised entry	Y/N
Site establishment	Unauthorised entry	Y/N
	Tree felling	Y/N
Clearing	Blasting	Y/N
	Excavations	Y/N
	Electrical	Y/N
	Tree felling	Y/N
	Demolition	Y/N
	Unauthorised entry	Y/N
Earthworks	Blasting	Y/N
	Stability of excavations	Y/N
	Low visibility	Y/N
	Unauthorised entry	Y/N
Drainage	Blasting	Y/N
	Stability of excavated trench	Y/N
	Confined spaces	Y/N
	Manual handling	Y/N
Tensioned concrete	Electrical	Y/N
	Confined spaces	Y/N
	Hydraulic	Y/N
	Wires under stress	Y/N
	Hot substances	Y/N
Precast concrete	Electrical	Y/N
	Hydraulic	Y/N
	Hot substances	Y/N
Insitu work	Poor communications	Y/N

WEDDIN SHIRE COUNCIL

Checklist S1 - Typical Construction Hazard Sources

Construction Activity	Hazards Sources	Applicable
Erection	Electrical Poor communications	Y/N Y/N
Bridge furnishings	Electrical	Y/N
Traffic	Low visibility Public usage	Y/N Y/N
Minor structures	Electrical Excavations Confined spaces Bulk material handling Low visibility Poor communications Public usage	Y/N Y/N Y/N Y/N Y/N Y/N Y/N
Pavements (bitumen)	Hot substances Bulk material handling Low visibility Unauthorised entry Poor communications	Y/N Y/N Y/N Y/N Y/N
Pavements (flexible)	Hot substances Bulk material handling Low visibility Unauthorised entry Poor communications	Y/N Y/N Y/N Y/N Y/N
Pavements (concrete)	Bulk material handling Low visibility Unauthorised entry Poor communications	Y/N Y/N Y/N Y/N
Landscaping	Bulk material handling Public usage	Y/N Y/N

Section 3
Inspection and Testing
Annexure

- Inspection Checklist
- Inspection Report Form
- Form WHS-07 Site Safety Checklist
- Form WHS-08 Monthly Safety Review Checklist – Use Inspection Checklist
- Form WHS-09 Monthly Report
- Form Plant 01 Plant Start-up Check
- Form Plant 03 Hired Plant and Operator Checklist

INSPECTION CHECKLIST

Project Name: _____

Worksite Location:_____ Date:

Persons completing inspection: _____

Indicate in the following manner:

v Acceptable **x Not Acceptable** ***N/A*** **Not Applicable**

1. Health and Safety Systems	
1.1 WHS Policy displayed	
1.2 First aid book	
1.3 Induction Records	
1.4 Rehabilitation policy available	
1.5 Workplace inspection records	
1.6 Emergency procedures in place	
1.7 Training Records	
1.8 Documented safe work procedures	
1.9 Protected clothing and equipment records	
1.10 MSDS available	
1.11 Health and safety systems manual	
1.12 Management safety representative appointed	
1.13 Subcontractor risk assessment available	
1.14 Subcontractor site specific health and safety system available	
2. Housekeeping	
2.1 Work areas free from rubbish and obstructions	
2.2 Clear areas and egress in the workplace	
2.3 Surfaces safe and suitable	
2.4 Free from slip/trip hazards	
2.5 Floor openings covered	
2.6 Stock/material stored safely	
AISLES	
2.7 Unobstructed and clearly defined	
2.8 Adequate lighting	
2.9 Vision at corners	
2.10 Wide enough	
3. Electrical	
3.1 No broken plugs, sockets, switches	
3.2 No frayed or defective leads	
3.3 Power tools in good condition	
3.4 No work near exposed live electrical equipment	
3.5 Tools and leads inspected and tagged	
3.6 No strained leads	
3.7 No cable-trip hazards	
3.8 Switches/circuits identified	
3.9 Lock-out procedures/danger tags in place	
3.10 Earth leakage systems used	
3.11 Start/stop switches clearly identified	
3.12 Switchboards secured	
3.13 Appropriate fire fighting equipment	

4. Mobile Plant and Equipment	
4.1 Plant and equipment in good condition	
4.2 Daily safety inspection procedures/checklist	
4.3 Fault reporting/rectification system used	
4.4 Operators trained and licensed	
4.5 Warning and instructions displayed	
4.6 Warning lights operational	
4.7 Reversing alarm operational	
4.8 Satisfactory operating practices	
4.9 Fire extinguisher	
4.10 Tyres satisfactory	
4.11 SWL of lifting or carrying equipment displayed	
4.12 Certificates of competency sighted	
4.13 Trainee log books in use	
4.14 Plant keys and unattended plant kept secure	
5. Machinery and Workbenches	
5.1 Adequate work space	
5.2 Clean and tidy	
5.3 Free from excess oil and grease	
5.4 Adequately guarded	
5.5 Warnings or instructions displayed	
5.6 Emergency stops appropriately placed and clearly identifiable	
5.7 Operated safely and correctly	
WORKBENCHES	
5.8 Clear of rubbish	
5.9 Tools in proper place	
5.10 Duckboards or floor mats provided	
6. Hazardous Substances	
6.1 Chemical register developed	
6.2 Stored appropriately	
6.3 Containers labelled correctly	
6.4 Adequate ventilation/exhaust systems	
6.5 Protective clothing/equipment available/used	
6.6 Satisfactory personal hygiene practices	
6.7 Waste disposal procedures	
6.8 Material safety data sheets available	
6.9 Chemical handling procedures followed	
6.10 Appropriate emergency/first aid equipment – shower, eye bath, extinguishers	
6.11 Hazchem signing displayed	
7. Welding	
7.1 Only trained personnel permitted to weld	
7.2 Gas bottles securely fixed to trolley	
7.3 Welding fumes well ventilated	
7.4 Fire extinguisher near work area	
7.5 Only flint guns used to light torch	
7.6 Flash back spark arresters fitted	
7.7 Vision screens used for electric welding	
7.8 LPG bottles within 10 year stamp	
7.9 PPE provided and worn	
7.10 Hot Work Permit system used	

8. Excavations	
8.1 Shoring in place & in sound condition for all trenches more than 1.5m	
8.2 Excavation well secured	
8.3 Signage displayed	
8.4 Banks battered correctly and spoil away from edge	
8.5 Sufficient clear areas and safe access around excavation	
8.6 Separate access and egress points from excavation	
8.7 Safe work procedure in place	
9. Prevention of Falls	
9.1 All work platforms have secure handrails, midrails, toeboards, guarding or fence panels	
9.2 Fall arrest systems maintained and used as required	
9.3 Harness and lanyard or belts provided	
9.4 All floor penetrations covered or barricaded	
9.5 Unsafe areas signposted and fenced	
9.6 Safe work procedure in place	
10. Stairs, steps and landings	
10.1 No worn or broken steps, rungs or styles	
10.2 Handrails in good repair	
10.3 Clear of obstructions	
10.4 Adequate lighting	
10.5 Emergency lighting	
10.6 Non-slip treatments/treads in good condition	
10.7 Kick plates where required	
10.8 Clear of debris and spills	
10.9 Used correctly	
11. Ladders	
11.1 Ladders in good condition	
11.2 Ladders not used to support planks for working platforms	
11.3 Correct angle to structure 1:4	
11.4 Extended 1.0 metre above top landing	
11.5 Straight or extension ladders securely fixed at top	
11.6 Metal ladders not used near live exposed electrical equipment	
12. Scaffolding	
12.1 Employees trained and records maintained	
12.2 Scaffold design complies with AS 1576 and is certified	
12.3 Safe and suitable access and egress to scaffold	
12.4 Handover certificates recorded	
12.5 Records of inspections maintained	
12.6 Repair and maintenance details held on site	
13. Personal Protection	
13.1 Employees provided with PPE	
13.2 Employees trained in the use of PPE	
13.3 PPE being worn by employees	
13.4 Regular maintenance checks performed on PPE	
13.5 Sun cream and sunglasses provided	
13.6 Correct signage at access points	
13.7 Hard hat areas correctly sign posted	
13.8 Hard available to visitors on site	
13.9 Hard hats are within the life span set out by AS 1800	
14. Safety Clothing	
14.1 Safety footwear appropriate to the job is worn	
14.2 High visibility clothing is worn	
14.3 Clothing is in good condition	

15. Manual Handling	
15.1 Mechanical aids provided and used	
15.2 Safe work procedures in place	
15.3 Manual handling risk assessment performed	
15.4 Manual handling controls implemented	
16. Workplace Ergonomics	
16.1 Workstation and seating design acceptable	
16.2 Ergonomic factors considered in work layout and task design	
16.3 Use of excessive force and repetitive movements minimised	
16.4 Appropriate training provided	
17. Material Handling and Storage	
17.1 Construction site storage areas established	
17.2 Stacks stable	
17.3 Heights correct	
17.4 Sufficient space for moving stock	
17.5 Material stored in racks/bins	
17.6 Shelves free of rubbish	
17.7 Access around stacks and racks clear	
17.8 Drums checked	
17.9 Pallets in good repair	
17.10 Heavier items stored low	
17.11 No danger of falling objects	
17.12 No sharp edges	
17.13 Safe means of accessing high shelves	
17.14 Racks clear of lights/sprinklers	
17.15 Bunding and containment provided and operational	
18. Confined Spaces	
18.1 Risk assessment undertaken	
18.2 Communication and rescue plan in place	
18.3 Safety equipment in good working condition	
18.4 Suitable training provided to employees	
18.5 Confined Space permit used	
18.6 All confined spaces identified and appropriately signposted	
19. Traffic Control	
19.1 Appropriate traffic control plan available	
19.2 The plan is correctly implemented	
19.3 Signage and devices erected according to the traffic control plan	
19.4 Traffic controllers trained and their tickets sighted	
19.5 High visibility clothing is worn	
19.6 All side road access to worksite controlled	
19.7 Daily records of sign arrangements kept	
20. Lasers	
20.1 Operator has laser operator licence	
20.2 Signage displayed	
20.3 Laser not used in a manner to endanger other persons	
21. Demolition	
21.1 Risk assessment undertaken in advance	
21.2 Access prevented to demolition area	
21.3 Overhead protection in place	
21.4 Protection of general public	
21.5 Safe work procedure in place	
21.6 Comply with WorkCover demolition licensing requirements	

22. Public Protection	
22.1 Appropriate barricades, fencing, hoarding, gantry secure and in place	
22.2 Signage in place	
22.3 Suitable lighting for public access	
22.4 Footpaths clean and free from debris	
22.5 Dust and noise controls in place	
22.6 Site access controlled	
22.7 Traffic control procedures in place	
22.8 Public complaints actioned	
23. Amenities	
23.1 Washrooms clean	
23.2 Toilets clean	
23.3 Lockers clean	
23.4 Meal rooms clean and tidy	
23.5 Rubbish bins available – covered	
23.6 Drinking water supplied	
23.7 Amenities comply with Construction (Amenities and Training) Regulation 1998	
24. First Aid	
24.1 Cabinets and contents clean and orderly	
24.2 Stocks meet requirements	
24.3 First aiders names displayed	
24.4 Qualified first aider(s)	
24.5 Record of treatment and of supplies dispensed	
25. Lighting	
25.1 Adequate and free from glare	
25.2 Lighting clean and efficient	
25.3 Windows clean	
25.4 No flicking or inoperable lights	
25.5 Emergency lighting system	
26. Fire Control	
26.1 Extinguishers in place	
26.2 Fire fighting equipment serviced/tagged	
26.3 Appropriate signing of extinguishers	
26.4 Extinguishers appropriate to hazard	
26.5 Emergency exit signage	
26.6 Exit doors easily opened from inside	
26.7 Exit path ways clear of obstruction	
26.8 Alarm/communication system – adequate	
26.9 Smoking/naked flame restrictions observed	
26.10 Minimum quantities of flammables at workstation	
26.11 Flammable storage procedures	
26.12 Emergency personnel identified and trained	
26.13 Emergency procedures documented – issued	
26.14 Emergency telephone numbers displayed	
26.15 Alarms tested	
26.16 Trial evacuations conducted	
26.17 Personnel trained in use of fire fighting equipment	

Signed: _____ Date:

INSPECTION REPORT FORM

Project Name: ..... Site Location: .....

Project Number: ..... Prepared by: .....

Project Manager: ..... Date:.....

Item No	Control Measure	Compliance (Y/N)	Action Required (Y/N)

Comments on items Requiring Action:

WEDDIN SHIRE COUNCIL *Engineering Department*

Site Safety Checklist

Site Location: **Overseer:**

Note: Overseer to complete checklist: *every day / Monday AM / Friday PM.*
Rectify all defects immediately and document action taken.

ITEM	SITE AREA	YES	NO	COMMENTS & ACTIONS
a.	Are warning signs needed? Are they in place?			
b.	Are barricades/fences needed around work areas, trenches and floor openings? Are they in place and secure?			
c.	Is there clear access/egress on the work site?			
d.	Are excavations correctly shored, benched or battered?			
e.	Are dust control measures working effectively?			
f.	Are erosion/siltation control measures in place and working effectively?			
g.	Is footpath protection needed? Is it in place and effective?			
h.	Where is the nearest telephone in case of an emergency?	***	***	Mobile:

ITEM	PLANT AND EQUIPMENT	YES	NO	COMMENTS & ACTIONS
a.	Are guards fitted to machines/tools on site?			
b.	Are electrical leads and plugs in good condition and tagged?			
c.	Are electrical extension leads off the ground?			
d.	Is servicing of plant and equipment up to date?			
e.	Are oxyacetylene hoses and valves in good order?			

WEDDIN SHIRE COUNCIL *Engineering Department*

Site Safety Checklist

Site Location: **Overseer:**

ITEM PERSONAL SAFETY AND HOUSEKEEPING	YES	NO	COMMENTS & ACTIONS
a. Are Safety Helmets being worn by all? - What is the level of compliance? - List group(s) not wearing helmets and action taken	circle ...	circle ...	100% 75% 50% less than 25%
b. Are Safety Boots being worn? - What is the level of compliance? - List group(s) not wearing safety boots and action taken	circle ...	circle ...	100% 75% 50% less than 25%
c. Is high visibility clothing being worn by all? - What is the level of compliance? - List group(s) not wearing high visibility clothing and action taken	circle ...	circle ...	100% 75% 50% less than 25%
d. Are personnel wearing hearing protection whilst doing or near noisy work?			
e. Are personnel taking appropriate UV protection measures?			
f. Is there a fully stocked first aid box on site?			
g. Have all site personnel received safety induction and been issued with a Safety Handbook?			Name(s) for induction:
h. Are safety glasses or face shields worn when there is a risk of splashes from chemicals or corrosives, or grit in the eye from dust or flying objects?			
i. Are all employees observing prohibition of alcohol/drugs on site? - List action taken if any non-observances	circle ...	circle ...	100% 75% 50% less than 25%
j. Are materials properly stacked and separated from work areas?			
k. Is site tidy and rubbish removed?			
l. Are MSDS available for all hazardous substances currently on site?			

General comments about this site (including follow up action) : _____

_____

_____

_____

Overseer ..... SIGNATURE & DATE

WEDDIN SHIRE COUNCIL *Engineering Department*

WHS MONTHLY REPORT

Contract Name:.....	Month:.....
Contract Number:.....	Prepared by:.....
	Date:.....

Performance Indicators

Indicator	Current Month	Monthly Average	Total
Number of lost time injuries			
Working days lost due to injury			
Number of first aid treatments			
Number of hazard inspections conducted			

Status of Injured Personnel and Property Damage

Name/Item	Injury/Damage	Date of Incident	Days Lost		Return to Work	
			Current Month	Total	Forecast	Actual
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	....	.....	.....
.....	.....	.....	.....		.....	.....
	....	....	.....		.....	

WHS Corrective Actions

Nature of Corrective Action	Risk Class	Status		Comments
		Open	Closed	
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....		.....
.....	.....			

Outcomes of WHS audits/inspections

Comments/Outcomes:

.....

.....

.....

Comments on WHS Performance

Director Engineering: .....

.....

.....

.....

WEDDIN SHIRE COUNCIL *Engineering Department*

Plant Start-Up Check

Plant/Equipment: **Week Starting:**

ITEM	MON	TUES	WED	THUR	FRI	SAT	REMARKS
WATER, FAN BELTS, HOSES							
OIL AND LEAKS							
HYDRAULIC OIL LEVEL							
BATTERIES							
TYRE WEAR AND PRESSURE							
BRAKES AND CLUTCH							
LIFTING GEAR AND EQUIPMENT							
INSPECT FOR LOOSE OR BROKEN PARTS							
LIGHTS & LENSES							
FIRE EXTINGUISHER							
CAB CLEAN & TIDY							
OPERATOR'S INITIALS							

REVIEW BY ASSETS AND MAINTENANCE ENGINEER

Inspection needed? YES ☐ DONE ☐

List any Maintenance/Repairs needed: Completed on:

_____ Assets and Maintenance Engineer_____ (Date)

WEDDIN SHIRE COUNCIL ***Engineering Department***

Hired Plant and Operator Checklist

This form must be completed and signed by the operator before commencing work on site.

	YES	NO
1. Is plant being serviced and maintained on a regular basis, and are safety checks being carried out daily?	☐	☐
2. Does operator have a certificate of competency or a licence to operate the plant?	☐ YES	☐ NO
3. Has operator been instructed in the site safety rules emergency procedures and site orientation ?	☐ YES	☐ NO
4. Has a visual check been conducted on the plant/ machinery with Council's Overseer	☐ YES	☐ NO

If any of the above questions are answered with a "NO" the plant and operator must not commence work on site until the problem is rectified.

COMPANY NAME: .....

Plant: : .....

Operator's Name: ..... Signature: .....

Operators Ticket No: ..... Date: .....

TO BE FILLED OUT BY WEDDIN SHIRE COUNCIL OVERSEER

Details checked by: ..... Signature: .....

Comments: .....

.....

.....

.....

.....

Section 4
Control of WHS Issues
Annexure

- WSC Employees Incident / Accident Report
- Project WHS Performance Report

WEDDIN SHIRE COUNCIL

EMPLOYEES INCIDENT/ACCIDENT REPORT

1. DATE OF INCIDENT: ..... TIME: ..... AM/PM
2. PLACE OF INCIDENT: .....

   Description of Job: .....

   .....
3. PERSONAL INJURY:

   NAME: .....

   SECTION OR GANG: .....

   NATURE OF INJURY: .....

   NATURE OF TREATMENT REQUIRED: ☐ First Aid ☐ Taken to Doctor

   ☐ Taken to Hospital ☐ Sent Home ☐ Returned to Work
4. DESCRIPTION OF ACCIDENT:

   How did it happen? .....

   .....

   .....

   .....

   .....
5. PLANT, MACHINERY OR TOOLS INVOLVED: .....

   .....
6. EXTENT OF DAMAGE TO VEHICLE (Give Details) PLANT NO.: .....

   .....

   .....

   .....
7. DAMAGE TO ANY OTHER PROPERTY: .....

   .....

   .....
8. SIGNATURE/S OF PERSON/S INVOLVED: .....

   .....

   DATE: .....

SUPERVISOR'S INCIDENT/ACCIDENT INVESTIGATION REPORT
(To be completed by Direct Supervisor, Ganger, Foreman, Overseer, Engineer)

1. WHAT WERE THE SITE CONDITIONS LIKE AT THE TIME?

☐ Poor Light ☐ Good Light ☐ Dusty ☐ Dry ☐ Raining ☐ Muddy
☐ Foggy ☐ Hot ☐ Cold ☐ Windy

2. WHAT CAUSED THE INCIDENT TO OCCUR?
(Here give major reasons, in your opinion for the cause of the incident).

(a) UNSAFE ACT (detail) .....

.....

(b) UNSAFE CONDITIONS (detail) .....

.....

(c) EQUIPMENT MALFUNCTION (detail) .....

.....

(d) OTHER .....

.....

3. WHAT ACTION HAVE YOU TAKEN? .....

.....

.....

4. WHAT FURTHER ACTION WILL YOU TAKE? .....

.....

.....

5. RECOMMENDATION TO GENERAL MANAGER TO PREVENT FURTHER SIMILAR INCIDENTS:

.....

.....

.....

6. SIGNATURE OF SUPERVISOR: ..... DATE: .....

SAFETY COMMITTEE'S RECOMMENDATION: .....

.....

.....

.....

PROJECT WHS PERFORMANCE REPORT

Project Name:.....	Report for the month of: .....
Project Number:	Prepared by: .....
Assistant Engineer / Asset and Maintenance Engineer.....	Date: .....

Performance Indicators

Indicator	Current Month	Monthly Average	Total
Number of lost time injuries			
Working days lost due to injury			
Number of hazard inspections conducted			

Status of Injured Personnel and Property Damage

Name/Item	Injury/Damage	Date of Incident	Days Lost		Return to Work	
			Current Month	Total	Forecast	Actual

WHS Corrective Actions

Nature of Corrective Action	Risk Class	Status		Comments
		Open	Closed	

Outcomes of WHS audits/inspections

Comments/Outcomes:

Comments on WHS Performance

Site Manager:

Project Manager:

Section 5
Corrective Action
Annexure

- Corrective Action Request Form

CORRECTIVE ACTION REPORT

Project Name:	**Inspector Name:**
Assistant Engineer / Asset and Maintenance Engineer:	
Overseer:	
Telephone: **Fax:**	**Telephone:** **Fax:**
	Signature: **Date:**

Details of Non Conformance	Action Required	Completion Date	Verification of Completion

C o m m e n t s : ……

……

……

Section 6
Handling, Storage, Packaging and Delivery
Annexure

- Manual Handling Guidelines
- Handling Hazardous Chemicals Guidelines

MANUAL HANDLING GUIDELINES

Introduction

Manual handling injuries constitute the major cause of occupational health problems reported to management. The most common type of injuries reported are to the hands and back. Back injuries are those most likely to cause serious and permanent disability to workers. It is in the interests of the employees to take all necessary steps to avoid injuries to themselves and to their fellow workers.

Employees should not only exercise common sense and care in their own actions, they should emphasis such virtues in the actions of their fellow workers.

Set out below are some simple methods, whereby an employee can minimise the risk of back injury to themselves.

Definition

Manual handling means any activity requiring the use of force exerted by a person to life, lower, push, pull, cut, carry or otherwise move, hold or restrain any person, animal or object.

This includes carrying and lifting objects, working on objects overhead, driving in or removing pegs, driving, repetitive tasks such as painting or any similar task.

A hazard is anything that can cause harm to an employee

Programme

To ensure a safe workplace, management, with the assistance of employees, will conduct an ongoing program of –

- Risk assessment and review
- Job modification and redesign, including introducing mechanical lifting devices as appropriate
- Training in manual handling

Risk Assessment

To safely carry out any manual handling procedure, requires a person to make a risk assessment. This is not as fancy as it sounds; most of us do it every time we do something. Firstly –

- What is your workplace like, is it a confined space, is the lighting adequate, are the workplaces open or cluttered, is it possible to move freely, are workbenches and floors firm or slippery, are there any hot surfaces or exposed sharp edges or projections.
- Do you need to carry out the action, can it be avoided, can it be done better, can it be done another way or done by a machine, can the object to be worked on be better placed somewhere else.
- Plan your action, if lifting, how heavy is the object, what are its dimensions, how far do I have to move it – vertically, horizontally – can I get help, human or mechanical.
- Plan your route, is my view of the route open or closed, what is the shortest direction, is there any cross traffic, are there any steps or ramps or obstacles.
- How often do you have to repeat the action over what time period.

- Do I have the right protective clothing and footwear on, if not where can I get it, does it include eye and ear protection.

A Safe Workplace

Employees should actively help in checking and where necessary redesigning their workplace to increase their own and fellow worker's safety.

General Rules for Lifting

Much manual handling involves lifting. Before and when you lift, remember these rules –

Plan your lift – how heavy is the object, what are its dimensions, how far do I have to move it – vertically, horizontally, can I get help, human or mechanical, is my view of the route open or closed, is the route flat and smooth, up or down, how often do I have to lift, can I lift it?

Stand close to the object – with your feet apart for balance.

Bend your knees:

- Squat down and grasp the object firmly, keep your back straight, tighten your tummy muscles
- *Lift slowly*, by straightening your legs, avoid jerky actions
- *Do not bend sideways*
- Move slowly and carefully
- *Do not twist your back*, move your legs to change direction
- When *placing the object down*, bend your knees always keeping your back straight.

Other rules for Manual Handling

As well as the rules listed above, remember:

- *Push don't pull*, whenever you can, this puts less strain on your back, gives you twice as much power and allows you to see where you are going.
- *Avoid bending down*, if you must hold your back straight, place a hand on your knee or desk or bed when bending from a seated position.
- *When reaching for objects*, do not reach above shoulder height, test their weight be tipping one corner, avoid stretching or twisting, only use an approved ladder to reach a high shelf.

Reporting

As with other workplace injuries, all manual-handling injuries should be reported as quickly as possible. When reporting an incident to a supervisor or manager, discuss the reasons for the accident and ways the accident can be avoided in future.

HANDLING HAZARDOUS CHEMICALS GUIDELINES

Chemical Spills Procedures

- Under all circumstances, notify Supervising Engineer.
- Council staff are to obey and operate under the directions of police or fire brigade at the scene.
- Council staff are to treat all spills as toxic and dangerous unless notified otherwise by expert authorities and are not to endanger themselves under any circumstances.
- Place signs, lights and barricades at a safe distance to keep people and vehicles clear.
- Sand is to be provided, under safe circumstances.
- Materials are to be loaded and carted, ONLY after both the Environment Protection Authority (EPA) and fire brigade rule that the area is safe for clearing operations without staff using any protective equipment or clothing.
- Chemical wastes are to be disposed of, according to EPA advice. They are NOT to be buried in roadside reserves.
- Long-term hazardous material is not to be disposed of within the Shire or buried at any Council landfill site. Disposal of this material will be at the direction of the EPA and to the cost of the carrier, owner or manufacturer.

Spray Operations

WARNING – most pesticides and herbicides can be absorbed into the body, either by swallowing, inhalation or skin contact. All pesticides and herbicides are toxic to some extent and the following precautions must be observed when using these chemicals:

- All pesticides and herbicides to be stored in a locked shed with adequate ventilation.
- All operators to wear protective clothing and check the personal protective matrix
- Read the label for information on correct mixture, precautions and first aid procedures to be taken. Open containers carefully in a well-ventilated area.
- When mixing a paddle should be used to mix concentrates, bare hands must never be used. Mixing should be carried out in open to ensure maximum ventilation. Mixing to be carried out up wind of chemicals.
- Exercise extreme care to avoid spray drift. Do not spray on days when the wind speeds are in excess of 20 knots (moving large tree branches).
- Care to be taken to avoid damaging desired trees and plants when spraying along unfenced lands and near crops.
- Revolving lights on top of vehicle are to be operated when spraying near or on public roads. “Weed Control” signs to be clearly displayed when spraying.
- Never clear nozzles by blowing or sucking.
- The spraying unit is to be thoroughly cleaned prior to changing chemicals.
- Hands to be washed before eating and smoking. Clothing to be washed frequently to avoid absorption through the skin. Wash rubber boots and gloves before taking them off.
- Empty pesticide drums and containers to be cleaned thoroughly and returned to the supplier for recycling.
- All leaks are to be repaired as soon as possible.

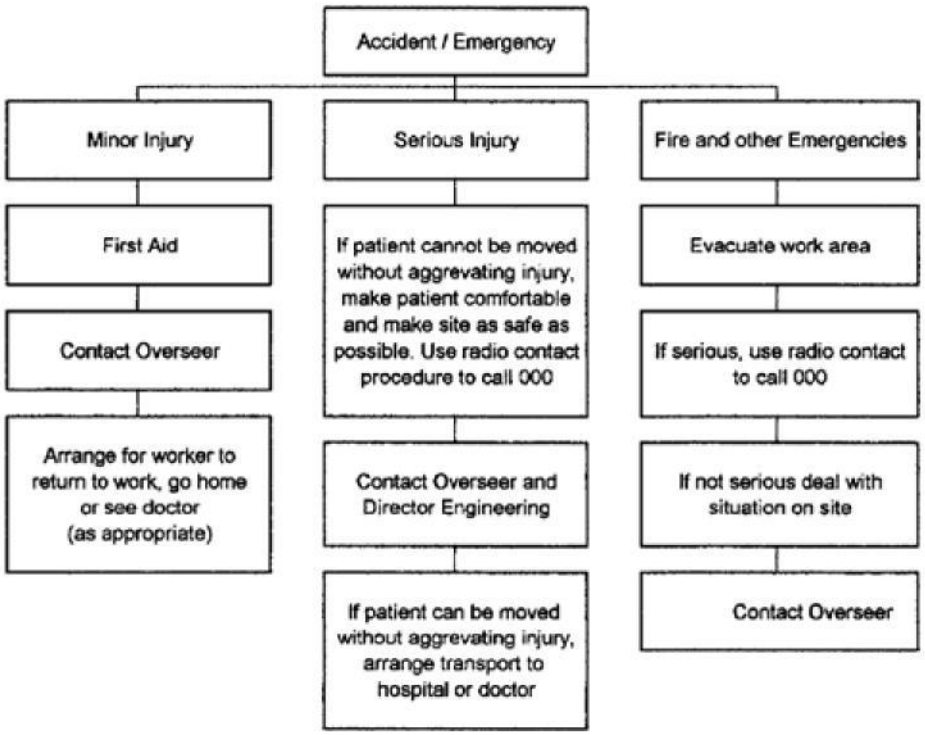
Section 7
Training
Annexure

- Form WHS-02
- Form WHS-04
- Form WHS-05
- Form Stf 03

WEDDIN SHIRE COUNCIL *Engineering Department*

Accident and Emergency Procedures

Project:



Form HS-02

WEDDIN SHIRE COUNCIL *Engineering Department*

Site Layout

Project:

(Sketch the layout of the construction site, showing the location of telephones, first aid, fire extinguishers, storage areas for dangerous goods, etc).

WEDDIN SHIRE COUNCIL *Engineering Department*

Safety Warning Signs

Safety warning signs in use on the project are shown below.

Details of where and when they are erected are also shown.

WEDDIN SHIRE COUNCIL *Engineering Department*

TOOLBOX MEETING RECORD

WORKPLACE LOCATION:		
SUPERVISOR/PRESENTER:		DATE:
SUBJECT:		RECORDED BY:
PERSON PRESENT (PRINT NAMES)	OCCUPATION	DO YOU UNDERSTAND ALL ISSUES RAISED (SIGNATURE)
COMMENTS AND POINTS RAISED		