****

**WORKPLACE HEALTH & SAFETY MANAGEMENT PLAN**

**For:** XXX

**Client:** XXX

**Contract Number:** XXX

**Job Number:** XXX

**Copy Number:** 1

***Controlled Document / ~~Uncontrolled Document~~***

***This plan is to be reviewed at the following intervals (check as required):***

[ ]  Every six months, [ ]  Annually, [ ]  As deemed necessary by safety inspection

**Revision Date Details Approved by**

A XXX For approval Ian Loccisano

**Distribution:**

1. Australian Turf Management 2.

3. 4.

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ORGANISATIONAL DETAILS

**PCBU Name:**  Australian Turf Management

**PCBU ABN:** 60 743 312 168

**PCBU Address:** Lot 3, Redlynch Connector Road, Redlynch 4870

 P.O. Box 196, Bungalow, Cairns 4870

**Principal Contractor Name:** XXX

**Principal Contractor ABN:** XXX

**Principal Contractor Address:** XXX

**Construction Site Address:** XXX

**Scope of Work:**

The main components of work described for this Contract include:

* Procurement and delivery of all materials necessary to perform the work
* Construction set out including the location of all existing services
* Establishment and disestablishment of the work site
* Environmental management of the work site
* XXX

**Date of Commencement:** XXX **Duration:** XXX

**Retention of the Plan:** To be retained for the duration of the project or in the event of a notifiable incident, for a period of at least two years.

**Safety Consultant:** Civil Consultants Queensland Pty Ltd

**Project Manager:**  Ian Loccisano

**Safety Representative:**  XXX

**Subcontractors: Trade:**

Civil Consultants Queensland P/L Safety & environmental consultant

XXX

Company Safety Policy

Australian Turf Management believes that the provision of safe working conditions, adequate training and safe work procedures are an integral part of the work environment. Safety is not only part of the company’s goal; it is a statutory requirement of the current Workplace Health and Safety Act, Regulation, Codes of Practice and the Electrical Safety Act, Regulation and the Code of Practice for Working near Exposed Live Electrical Parts. Both the company and the legislation reinforce the principle that everyone has a duty for the safety of themselves and all other persons at the workplace as well as the general public.

Management has a duty to:

* Use teamwork and consultation for health and safety purposes
* Provide adequate training and supervision
* Provide hazard control systems for all activities

Employees and others have a dutyto:

* Adhere to the hazard control systems
* Work safely and not endanger themselves or others
* Co-operate in the implementation of the company’s safety systems

All employees have a duty to their employer, themselves, their family, their fellow workers and the community to perform their duties in a safe manner and in accordance with recognised safe work practices. Employees have the closest contact with the job and play an important role in the company’s workplace health and safety program.

Approved: Ian Loccisano

Signed:

Position: Director

Date: 22/05/2012

RESPONSIBILITIES MATRIX

* **Company Director/Project Manager** – Approval of company safety systems, general overview of safety, ensure materials ordered, plant used & subcontractors engaged meet the relevant safety standards, implementation of the WHS Management Plan, accident/incident reporting, conduct weekly safety inspections, plant inspections/fault reporting, conduct site specific safety inductions, delegation of duties in his absence
* **Safety Consultant** – Compile WHS Management plan and provide support for project personnel with regards safety
* **Safety Representative (if elected)** – Assist in conducting safety inspections, accident/incident investigations and liaise between workers and management
* **Employees** – Conduct tasks safely/follow work method statements, correct use of PPE, correct use of equipment, report accident/incidents, report plant faults
* **Subcontractor** – Conduct tasks safely/follow work method statements, correct use of PPE, correct use of equipment, report accident/incidents, report plant faults

CONSULTATIVE PROCESS

Australian Turf Management considers consultation between management and workers to be a vital component of Workplace Health and Safety. Workplace consultation and cooperation is part of good management. It is also a means by which employers, employees and elected representatives of employees work together to improve their work environment and make it safer for all. The requirements are detailed in the Workplace Health and Safety Act 2011 (WHS) Part 5.

The WHS Act places a duty on persons conducting a business or undertaking to consult with workers regarding OHS issues, with the aim to reduce workplace injuries by identifying hazards and controlling the associated risks.

**Australian Turf Management uses the following procedures / checklists as part of the consultative process:**

* Tool Box Talks.
* Review of Safe Work Method Statements with relevant work group before any activity commences.
* Site Safety Inspection Checklists.
* Training for plant and machinery operators.
* Manage OHS issues raised by employees.

Where a work group requires it, a safety representative is to be elected by the workers. Australian Turf Management undertakes to provide the elected safety representative with the appropriate training for the representative to carry out his duties in accordance with the WHS Act Sections 68 and 69.

Australian Turf Management will, so far as is reasonably practicable, consult, cooperate and coordinate with other duty holders on activities with all other persons who have a duty in relation to the same matter.

A separate management document entitled “WHS Consultation, Cooperation and Coordination” exists and can be referenced for additional information on this matter.

Approved: Ian Loccisano

Signed:

Position: Director

Date: 22/05/2012

HAZARDOUS SUBSTANCE REGISTER

**PRODUCT NAME MAX QUANTITY LOCATION**

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It is a requirement by WHS Regulation that a register of hazardous substances is kept on site and that Material Safety Data Sheets for those substances are available to users of the products.

The MSDS are contained in a separate folder entitled “MATERIAL SAFETY DATA SHEETS”.

MSDS have an expiry date of 5 years from the date of issue by the manufacturer and must be replaced by that date.

GENERAL SAFETY REQUIREMENTS

**[x]  Check if required**

**Induction training will include:**

**[x]**  Company safety inductions

**[x]**  Site specific safety inductions and register kept on site

**[x]**  Rescue methods in the event of an emergency

***[x]*** Safe Work Method Statements for nominated high risk activities

**[x]**  Sufficient training, instruction and supervision in the safe conduct of all work

Other …………………………………………………………………………………………

**In case of emergency:**

**[ ]**  A mobile telephone with all emergency numbers displayed will be on site

**[x]**  There will be adequate provision of first aid on site

**[ ]**  Rescue procedures will be in place for confined space entry

**[ ]** Rescue procedures will be in place for a trench collapse

**[ ]** Evacuation procedures will be in place in case of fire

**[ ]** Two-way radio or mobile phone communication for remote and isolated work

Other …………………………………………………………………………………………

**Public protection will be by way of:**

**[ ]** Barricades around hazards within the site

**[ ]** Construction fencing around the contractor area

**[ ]**  Traffic management plan

**[ ]**  Warning/prohibition signs

**[ ]** Public access ways

Other …………………………………………………………………………………………

**Firefighting equipment will include:**

**[ ]** Water mains

**[ ]** Water truck

[ ]  Portable fire extinguishers

Other …………………………………………………………………………………………

**Warning sign will be in place and will include:**

**[ ]** Construction Site - No Unauthorized Access

**[ ]** Traffic management signage

**[ ]** Excavation signs

**[ ]** Confined space entry signs

**[ ]** Laser signs

**[ ]** Overhead power signs

Other …………………………………………………………………………………………

GENERAL SAFETY REQUIREMENTS (CONTINUED)

**[x]  Check if required**

**Portable electrical equipment:**

**[ ]** Tools and leads will be tested and tagged every three months

**[ ]** Tools and leads will be protected by residual current devices

**[ ]** Power boards with individual switches and overload protection will be used

**[ ]** Double adaptors and piggy back plugs are not used

Other …………………………………………………………………………………………

**Certification by a geotechnical engineer:**

**[ ]** Where a person is required to enter a trench which has not been benched, battered or

 shored

**[ ]** A building that requires structural support due to its proximity to an excavation or trench

**Protective equipment to be worn in particular work activities:**

**[ ]** Safety helmets where there is a risk of being struck on the head

**[ ]** Sun hats when working outdoors where safety helmets are not required

**[x]** Safety footwear at all times

**[ ]** Hearing protection when operating or working near noisy plant

**[ ]** Eye protection when cutting, grinding or as required by a MSDS & SWMS

**[ ]** Gloves as required by a MSDS & SWMS

**[ ]** Sun cream when working outdoors as required

**[ ]** Long sleeve shirts when working outdoors

**[x]** High visibility clothing when working on-ground near plant/traffic

**[ ]** Specific PPE as detailed in confined space entry permits

**Other:** …………………………………………………………………………………………

**Lighting required will be:**

**[x]** Natural

**[ ]** Flood

**[ ]** Task specific

**Monitor & review**

Daily inspections of height safety and confined space entry equipment will be carried out prior to use of the equipment. Weekly safety inspections will be conducted by the site supervisor and recorded on the Safety Checklist included in this document. Monitoring of high risk activities is to be conducted as indicated in the relevant Safe Work Method Statements.

SAFE WORK METHOD STATEMENTS

In accordance with the Queensland Workplace Health and Safety Regulation 2011, Safe Work Method Statements are required for high risk construction work as per Section 291 “Meaning of High Risk Construction Work” as follows:

* Involves a risk of a person falling more than 2 metres.
* Is carried out on a telecommunication tower.
* Involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure.
* Involves or is likely to involve, the disturbance of asbestos.
* Involves structural alterations or repairs that require temporary support to prevent collapse.
* Is carried out in or near a confined space.
* Is carried out in or near:
* A shaft or trench with an excavated depth greater than 1.5 metres.
* A tunnel.
* Involves the use of explosives.
* Is carried out on or near pressurized gas distribution mains or piping.
* Is carried out on or near chemical, fuel or refrigerant lines.
* Is carried out on or near energized electrical installations or services.
* Is carried out in an area that may have a contaminated or flammable atmosphere.
* Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
* Is carried out in an area at a workplace in which there is any movement of powered mobile plant.
* Is carried out in an area in which there are artificial extremes of temperature.
* Is carried out in or near water or other liquid that involves a risk of drowning.
* Involves diving work.

**SWMS No. Description Check if required**

01 Clearing and Felling Timber [ ]

02 Coastal Waterfront Work [ ]

03 Confined Space Work [ ]

04 Crane Use [ ]

05 Cutting and Grinding With Power Tools [ ]

06 Demolition Work under Supervision of Demolisher [ ]

07 Earthmoving Equipment Movement [ ]

08 Fresh Water Work [ ]

09 Handling Asbestos Containing Material [ ]

**SWMS No. Description Check if required**

10 Heat Stress [ ]

11 Heights Greater Than 2.0m – Edge Protection [ ]

12 Heights Greater Than 2.0m – Fall Arrest off a Ladder [ ]

13 Heights Greater Than 2.0m – Harness & Drop Line [ ]

14 Heights Greater Than 2.0m – Harness & Static Line [ ]

15 Heights Greater Than 2.0m – Harness, Tripod & Hand Winch [ ]

16 Heights Greater Than 2.0m – Ladder [ ]

17 Heights Greater Than 2.0m – Scaffold [ ]

18 Load Shifting Equipment in Crane Mode [ ]

19 Locate and Protect Communication Cable [ ]

20 Locate and Protect Gas Mains or Piping [ ]

21 Locate and Protect Underground Power Cable [ ]

22 Locate and Protect Sewer Mains [ ]

23 Locate and Protect Water Mains [ ]

24 Trench Greater Than 1.5m Deep [ ]

25 Work in a Contaminated/Flammable Atmosphere [ ]

26 Work on or Adjacent to a Railway [ ]

27 Work on or Adjacent to a Road [ ]

28 Work on or Near Energised Electrical Installations [ ]

Safe Work Method Statements are contained in a separate folder entitled “SAFE WORK METHOD STATEMENTS”.

EMERGENCY PROCEDURES IN CASE OF AN ACCIDENT

**1. ASSESS THE SITUATION** **&** **DETERMINE:**

* That the accident site is safe to enter.
* Who is involved in the accident?
* What the extent/nature of the injuries are including victim/s conscious or not.
* Determine equipment that may be required to release victim/s if trapped.
* Pass the information onto the person communicating with the emergency services.

**2. ADVISE EMERGENCY SERVICES**

Information to be given information:

* Location of accident.
* Directions on how to get to the accident site.
* Number of persons involved in the accident.
* Extent and nature of injury, including victim(s) conscious or not.
* Risk of fire or spillage of flammable materials.
* Rescue equipment that may be required.

Once emergency services have been contacted the following are to be advised.

* Safety Representative (where applicable)
* Company Director/Project Manager
* Principal Contractor
1. **MAKE SITE SAFE AND APPLY FIRST AID**

The principal rule as practiced by all front line emergency service personnel is **D.R.A.B.C.**

### **D - DANGER**

The major principal of First Aid is **SAFETY FIRST** - both for the patient and the First Aider/Rescue Team. Where there is danger, remove the cause of danger from the patient. Only move the patient if in danger from fire, road traffic, drowning and the like.

**R - RESPONSE**

Assess the patient for response to determine if conscious - Place your hand in the patients hand, ask for his/her name and give a simple command “open your eyes”, “squeeze my hand, let it go”. If no response the patient is unconscious.

This being the case and if lying on his/her back, the patients tongue and soft palate may block entry of air to the lungs. An unconscious patient must be gently turned onto their side, with not twisting, rotating or forward movement of the head. Where possible, have an assistant support the head when moving an injured person.

**A - AIRWAY**

Check the patient’s mouth for visible foreign material and clear if necessary. Remove loose dentures, firmly fitting dentures should be left in position.

**B - BREATHING**

Check to see if the patient is breathing - watch for movement of the lower chest and abdomen, listen and feel for escape of air from the nose and mouth. If the patient is not breathing, commence Expired Air Resuscitation (EAR), if trained to do so.

**C - CIRCULATION**

Check to see if the patient has a pulse. Feel the patient’s temple or wrists. If no pulse, commence Cardiopulmonary Resuscitation (CPR), if trained to do so.

**PLEASE NOTE**. Once you have commenced CPR you cannot cease performing resuscitation. You must continue until medical assistance arrives.

1. **PROCEDURES IN CASE OF FIRE**

In all cases of fire, do not attempt to extinguish unless safe to do so and call 000 for assistance.

In the case of a machine fire the following should be adopted;

* Lower all attachments to the ground and shut the machine down
* Turn off the ignition key and master switch if safe to do so. Do not attempt to disconnect battery terminals as resultant sparks may cause an explosion
* Call for the fire brigade
* Do not open engine covers as air will fuel the fire
* If another machine is available try to smother the fire with dirt
* Evacuate if unsafe

In the case of grass or bush fires, evacuate to a safe distance preferably downwind of the fire front.

EMERGENCY TELEPHONE NUMBERS

**000** IS THE EMERGENCY PHONE NUMBER.

**112** IS THE ALTERNATIVE EMERGENCY NUMBER FOR MOBILE PHONES ONLY.

***AMBULANCE***

Non Emergency Transport & All Stations 131 233

***POLICE***

 Cairns 4030 7000

 Smithfield 4057 1900

***FIRE BRIGADE***

Cairns 4042 5400

Smithfield 4038 2844

***STATE EMERGENCY SERVICES DISTRICT OFFICE – 4039 8255***

***POISONS INFORMATION CENTRE – 131 126***

#### *DIVISION WORKPLACE HEALTH & SAFETY – 1300 369 915*

The decision to call the Division of WH&S will be made by management.

***ELECTRICAL SAFETY OFFICE – 1300 650 662***

The decision to call the Electrical safety Office will be made by management.

***ERGON ENERGY (LIFE THREATENING EMERGENCIES ONLY) – 131 670***

# SITE RULES

**Accidents**.

All accidents and near miss incidents must be reported to the site supervisor immediately.

**Amenities.**

In this contract amenities such as wash facilities, toilets and eating areas are supplied by the principal contractor.

**Asbestos.**

Not applicable to this contract.

**Certificates, Licences & General Safety Induction Card**.

Must be available for inspection at any time.

**Collection, Storage and Disposal of Waste Materials.**

Waste materials are as per the Environmental Management Plan which includes provision of an industrial garbage bins for construction waste and a domestic garbage bin for domestic type waste. The bins are to be emptied weekly.

**Common Plant Provided.**

Under this contract common plant is provided and maintained by the principal contractor.

**Competency of Plant Operators.**

Operators of plant that were formerly required to hold WHS Certification now need to be deemed competent. Evidence of appropriate training and instruction for the type of plant they are to operate could include:

* A Statement of Attainment or other nationally recognised qualification.
* Evidence of training completed at an industry training school.
* On-the-job training conducted by an experienced competent person.
* Current relevant experience as provided in a reference from an employer.

**Confined Spaces.**

Not applicable to this contract.

**Defective Equipment/Unsafe Conditions**.

Report to the site supervisor immediately.

**Demolition Work.**

Not applicable to this contract.

**Disciplinary Action**.

One verbal warning will be issued, repeat offenders will be removed from site.

**Drugs and Alcohol**.

Recreational drugs and alcohol are banned from site. Inform the site supervisor if you are taking prescription medication which may impair your ability to perform your work in a safe manner.

**Electrical Equipment**.

All electrical equipment must be tagged, leads no longer than 30 metres in length and Residual Current Devices used. Multi-outlet power boards must have a switch for each outlet and an overload circuit breaker. Portable generators are to be earthed. Double adaptors and piggy back plugs are not to be used.

**Emergencies**.

Mobile phones and/or company radios are to be used to contact emergency services / head office / principal contractor.

**Emergency Contacts.**

All emergencies – 000

First Aid Officer – XXX

Safety Representative – XXX

Safety Consultant – Eddie Wickham 0417 768 655

Supervisor – Ian Loccisano 0415 351 880

**Excavations and Underground Services.**

For work in excavations which includes under ground services the following applies:

* All hazards have been identified and provisions made to manage the associated risks.
* Safe work method statements have been prepared.
* Current “Dial Before You Dig” (DBYD) information has been obtained.
* The DBYD information is provided to all relevant workers and an “Permit to Dig” has been completed.

**First Aid and Fire Extinguishers.**

Report all first aid treatments and if you empty a fire extinguisher. First Aid kits are located in company vehicles and site store and fire extinguishers are located in the site store.

**Hazardous Chemicals.**

No hazardous chemicals can be brought onto site without prior approval. A MSDS is to be provided for each hazardous chemical and a risk assessment conducted for its use.

**Hours of Work**.

Start and finish times are 7.00 am to 5.30 pm Monday to Friday and 7.00 am to 1.00 pm on Saturdays. If access is required outside of normal working hours, authority is to be obtained from the site supervisor. Regular smoko/lunch breaks are to be taken.

**Licenses.**

High risk work which requires a high risk work licence is not applicable to this project.

**Personal Protective Equipment**.

The following must be worn:

* Steel capped safety boots.
* Long sleeved shirts and 30+ sunscreen.
* Safety glasses and hearing protection when cutting, grinding or drilling.
* Safety helmets when working in a trench greater than 1.5m deep, clearing timber and near suspended loads.

**Points of Entry and Exit.**

For this contract points of entry and exit are as per the principal contractors WHS Management Plan.

**Plant.**

The following requirements apply to the safe use and storage of plant:

* All hazards have been identified and provisions made in the prepared SWMS to manage the risks.
* Unauthorised alterations or interference to plant is is prevented so far as is reasonably practicable.
* Plant is used for the purpose for which it was designed and in accordance with the operators manual.
* Plant is secured against unauthorised access or use when left unattended.
* Plant is left in a state, that as far as is reasonably practicable, that does not create a risk to health and safety of any person.
* Plant is maintained, inspected and tested by a competent person and records maintained. Daily inspections are conducted and recorded by the operator in a Daily Checklist and annual inspections are conducted by a mechanic and recorded in an Annual Report.
* The movement of powered mobile plant is covered in the relevant SWMS.

No registerable plant is contained on this project.

**Public Access and Workplace Security.**

The site is within school grounds and as such is to be fenced off with a minimum of red / orange safety barrier netting erected to a minimum of 1.0 metres high and maintained to a minimum of 800 mm high. Signs indicating “Field Closed” are to be erected at regular intervals around the site.

**Safety Barricades, Signs and Flagging**.

Barricades, signs and flagging must be installed as required and maintained at all times.

**Safety Inspections.**

Regular site safety inspections will be carried out.

**Safety Representative.**

The safety representative for the project is XXX

**Scaffolding.**

Not relevant to this contract.

**Site Hazards**.

Check each work area before you commence work each day. A Hazard Report form is available in the Standard Forms folder for reporting hazards that have not yet been identified. The site supervisor will inform you of all known site hazards during this induction.

**Safe Work Method Statements**.

Safe Work Method Statements are required to be provided by relevant persons in the following circumstances (but not necessarily limed to) at this site:

* Involves a risk of a person falling more than 2 metres.
* Is carried out on a telecommunication tower.
* Involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure.
* Involves or is likely to involve, the disturbance of asbestos.
* Involves structural alterations or repairs that require temporary support to prevent collapse.
* Is carried out in or near a confined space.
* Is carried out in or near:
* A shaft or trench with an excavated depth greater than 1.5 metres.
* A tunnel.
* Involves the use of explosives.
* Is carried out on or near pressurized gas distribution mains or piping.
* Is carried out on or near chemical, fuel or refrigerant lines.
* Is carried out on or near energized electrical installations or services.
* Is carried out in an area that may have a contaminated or flammable atmosphere.
* Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
* Is carried out in an area at a workplace in which there is any movement of powered mobile plant.
* Is carried out in an area in which there are artificial extremes of temperature.
* Is carried out in or near water or other liquid that involves a risk of drowning.
* Involves diving work.

SWMS are to be reviewed by the work group before commencing the activity and if necessary amended to reflect the site conditions. The acknowledgement of having reviewed and received instruction of the SWMS is to be recorded in the Standard Form “Pre-start Safety and Environmental Analysis”.

Safe Work Method Statements must available on site and be followed. Retention of the SWMS is for the duration of the project, or in the event of an incident, for a period of at least two years.

**Traffic Management.**

Traffic management is not applicable to this contract.

**Work on or Near Energised Electrical Installations.**

Not applicable to this contract.

STANDARD FORMS

**Form Description Requirement**

Confined Space Entry – Risk Assessment **[ ]**

Confined Space Entry Permit **[ ]**

Electrical Equipment Register **[ ]**

Ergon Safety Advice Request **[ ]**

First Aid Record Form **[ ]**

Hazard Report **[ ]**

Incident Report Form **[ ]**

Hired-In Plant Register **[ ]**

Lifting Gear Register **[ ]**

Employee/Contractor Personal Details Form **[ ]**

Permit to Excavate **[ ]**

Plant Inspection Checklist – Daily **[ ]**

Plant Inspection Report – Annual **[ ]**

Pre-Start Safety & Environmental Analysis **[ ]**

QLD DBYD Request **[ ]**

Record of Injury or Illness **[ ]**

Risk Assessment & Risk Priority Chart **[ ]**

Risk Assessment Register **[ ]**

Site Safety Checklist **[ ]**

Site Safety Induction (Receipt) **[ ]**

Tool Box Talk Record **[ ]**

Standard forms are contained in a separate folder entitled “STANDARD FORMS”.