

Ancon Homes (NSW) Pty Ltd | **ANCON**

WHS Management Plan

Construction Project ▶ ▶



Project Name

Project Address

Client's Name



SAFETY



WHS Management Plan ►►

(Incorporating Emergency Management Plan)

Developed By:

HIA Senior Safety Advisor Dennis
Meyn

Dated:

28th March 2024

Date Last Revised:

28th March 2024

Notice



SAFETY

This *HIA Safety* document has been carefully prepared to reflect acceptable WHS practices and applicable laws. However, it is intended to be generic and may not be suitable for your particular work. You should make your own assessment of its applicability and suitability for your particular work. It is your responsibility to ensure that you use safe work practices at all time. HIA accepts no responsibility for any injury, loss, or damage suffered arising from or in purported reliance on this document. As WHS laws and requirements may vary from State to State and Territory, this document has no application to work outside New South Wales.

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Introduction

This WHS Management Plan has been prepared by Ancon Homes (NSW) Pty Ltd being the Principal Contractor for this construction project valued at \$250,000 or over.

The WHS Management Plan includes:

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

Ancon Homes (NSW) Pty Ltd will so far as reasonably practicable ensure that:

- Each person who is carrying out construction work, before commencing work, is informed of the content of the WHS Management Plan and their right to inspect the plan.
- The WHS Management Plan is readily accessible to any person who is to carry out construction work on the project to which the plan is relevant.
- The WHS Management Plan is reviewed and where necessary revised and kept up to date, and that persons carrying out construction work are made aware of any revisions.
- A copy of the WHS Management Plan is retained until the project to which it relates is completed, or if an incident occurs, for at least 2 years after the incident.

Principal Contractor Information

Business Information

Particular	Details
Business Name	Ancon Homes (NSW) Pty Ltd
Business Address	Unit 2 / 5 McCormack Street, Arndell Park 2148
Business Phone	(02) 8886 1900
Business Fax	
Business Email	info@ancon.net.au
Business Web Address	www.ancon.net.au
ABN	85 142 188 341

Project Specific Information

Position / Role	Name	Contact Number
Principal Contractor / Director	Jason Commisso	0410 494 864
Construction Manager	Jason Commisso	0410 494 864
Site Supervisor	Darren Tanner	0409 048 237
Safety Manager	Andrew Smarrelli	0407 966 340
First Aider	Darren Tanner	0409 048 237
First Aider	Andrew Smarrelli	0407 966 340
Contract Administration	Luke Polglase	(02) 8886 1900

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

Project Description | Scope of Works

Emergency Contact Information

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

Emergency Contacts - General

Reference	Details	
Emergency Centre	Name	Hawkesbury District Health Service
	Address	2 Day St, Windsor NSW 2756
	Phone	(02) 4560 5555
	Operating Hours	24 Hour Emergency
Medical Centre	Name	Myhealth Box Hill NSW
	Address	Homestead Centre, 4 Terry Rd, Box Hill NSW 2765
	Phone	(02) 8608 2988
	Operating Hours	Normal Business Hours
Safety Manager	Name	Andrew Smarrelli
	Phone	0407 966 340
First Aider	Name/s	Darren Tanner / Andrew Smarrelli
	Phone/s	0409 048 237 / 0407 966 340

Project Address:

Emergency Contacts - Specialist

Reference	Details
Police Station - Riverstone	(02) 9838 2199
Poisons Information Centre	131 126
EPA Pollution Hotline	1300 130 327
Telstra	132 203
Dial Before You Dig	1100
Local Council - The Hills Shire	(02) 9843 0555
Electrical Emergency	13 13 88
Water Emergency	132 090
Gas Emergency	132 909
WHS Authority	13 10 50
HIA Safety	1300 650 620 0405 478 390

Policies ▶▶

Ancon Homes (NSW) Pty Ltd

Work Health and Safety Policy

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

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

Ancon Homes (NSW) Pty Ltd, through its senior management will endeavour to comply with all legislative and other requirements placed upon it and will encourage all workers to comply.

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

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

The success of our health and safety management depends on:

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

Jason Commisso

Director

Signature

28th March 2024

Date

Ancon Homes (NSW) Pty Ltd

Drug and Alcohol Policy

Ancon Homes (NSW) Pty Ltd is committed to providing a safe working environment and accordingly has adopted a drug and alcohol policy.

The policy endeavours to minimize hazards and risks that can arise from the consumption of drugs and alcohol in the workplace.

Whilst it is recognised that all persons engaged by Ancon Homes (NSW) Pty Ltd have a responsibility to meet their obligations, they also have a duty of care for their own safety & that of others. Should persons attend work under the influence of drugs or alcohol they will not have met this duty of care.

So that Ancon Homes (NSW) Pty Ltd can satisfy their duty of care, any person deemed to be under the influence of drugs or alcohol will not be permitted to attend or remain at work.

In situations where a person has attended work and deemed to be under the influence of drugs or alcohol a representative of Ancon Homes (NSW) Pty Ltd will arrange for transportation home for that person.

Assistance will also be offered to those persons where applicable.

THE CONSUMPTION OF ILLICIT DRUGS OR ALCOHOL AT THE WORKPLACE IS STRICTLY PROHIBITED

Any worker who fails to adhere to this policy will be subject to disciplinary action, dismissal or cancellation of contract.

Jason Commisso

Director

Signature

28th March 2024

Date

Ancon Homes (NSW) Pty Ltd

UV Protection Policy

The health and well-being of employees and sub-contractors is a priority issue for Ancon Homes (NSW) Pty Ltd.

Ancon Homes (NSW) Pty Ltd's acknowledges and recognises that skin cancer is a preventable disease and will actively promote, encourage and support skin protection in all work activities with which they are associated.

Where possible Ancon Homes (NSW) Pty Ltd will actively encourage all employees or sub-contractors to wear UV protective clothing.

This includes:

- Shirts or tops which have longer sleeves and a collar.
- Longer legged shorts where appropriate.
- Wide brimmed or legionnaire hats whenever practical.
- Eye protection tinted safety glasses.

Where possible Ancon Homes (NSW) Pty Ltd will also:

- Explore opportunities to redesign existing uniforms to be more UV protective.
- Actively encourage all employees to routinely apply broad spectrum water resistant 30+ sunscreen and stress the importance of regular re-application.
- Advise all workers, about the UV Protection Policy and encourage them to comply with it.

Jason Commisso

Director

Signature

28th March 2024

Date

Ancon Homes (NSW) Pty Ltd

Workplace Anti-Bullying Policy

Ancon Homes (NSW) Pty Ltd is committed to ensuring a work environment where everyone is treated with mutual respect. It is important for a productive and harmonious workplace that everyone is aware of the impact of their behaviour on others. Bullying in the workplace is inappropriate and unacceptable behaviour.

All employees have a legal responsibility to care for their own health & safety and that of co-workers, and therefore must treat others with respect and courtesy and not engage in acts which constitute bullying behaviour. Employees found to have either committed or condoned such behaviour in the workplace will be subject to disciplinary action which may include termination of employment.

Workplace bullying is repeated, unreasonable behaviour directed toward an employee or group of employees that creates a risk to health & safety. It includes but is not limited to behaviour such as:

- Verbal Abuse
- Intimidation & threats
- Unwelcome and or dangerous practices or practical jokes
- Outbursts of anger & aggression

Bullying is taken seriously by Ancon Homes (NSW) Pty Ltd, with reports of bullying being followed up promptly and investigated objectively and fairly.

Ancon Homes (NSW) Pty Ltd will ensure that any person who makes a complaint, any person accused of bullying, or any witnesses are not victimised.

Procedure

- If you are being bullied, or see others being bullied at work, report the matter to your supervisor, or if this is not possible, the director.
- Supervisors must report any bullying complaint to the director.
- The director will investigate the complaint or determine who the appropriate person is to investigate the complaint.
- The investigator must be someone who is impartial & trained to conduct investigations. This person may need to be sourced from outside the organisation.
- Investigation of the complaint of bullying will commence within 5 working days of the receipt of the complaint.
- Mediation may be a consideration in resolving the bullying complaint. This form of dispute resolution is only appropriate if the person making the complaint agrees.
- If the bullying complaint is substantiated, management will take appropriate action to prevent any further bullying from occurring.

Employees will receive training in relation to this policy and procedure.

Jason Commisso

Director

Signature

28th March 2024

Date

Ancon Homes (NSW) Pty Ltd

Environmental Policy

Ancon Homes (NSW) Pty Ltd recognises that it has a responsibility to avoid or minimise any adverse impact on the environment resulting from our business activities and are committed to delivering our services in an environmentally responsible manner.

Protecting the environment is everyone's responsibility including employees, contractors, and visitors.

The objectives of our Environmental Policy are to ensure reasonable measures are taken, so far as is reasonably practicable, to:

- Focus on prevention of pollution, waste minimisation and resource conservation as important considerations within our business processes;
- Adopt appropriate working practices that minimise the effects that work performed by Ancon Homes (NSW) Pty Ltd has on the environment by considering any potential impact to the environment during project planning and work activities;
- Involve our employees in the decision-making process through regular communication and consultation;
- Reduce and recycle waste materials wherever possible, and dispose of waste in an environmentally responsible manner;
- Educate our employees and contractors on their environmental responsibilities;
- Undertake regular reviews of our environmental performance with a view to continual improvement.

The success of our environmental management depends on:

- Planning of work activities with due consideration given to implementing environmental controls that are suitable to each given situation;
- Understanding the total work process and associated risks to the environment;
- Encouraging the work team to be committed to achieving responsible and sustainable environment work practices;
- Encouraging open and honest communication between our employees and contractors.

Jason Commisso

Director

Signature

28th March 2024

Date

Ancon Homes (NSW) Pty Ltd

Rehabilitation and Return to Work Policy

Ancon Homes (NSW) Pty Ltd strives to provide a safe workplace for our workers. Should a work related injury or illness be sustained we are committed to assisting in a return to normal duties in a safe and timely manner.

In the pursuit of this commitment we will endeavour to:

- Achieve a safe, healthy and incident free workplace.
- Adequately inform workers of their rights and responsibilities with regard to incident reporting and workers compensation requirements including rehabilitation & return to work.
- Commence management of the injury / illness as soon as possible after the event and in accordance with medical advice.
- Adopt the principal that returning to work as soon as possible after a workplace injury or illness is normal practice and an expectation.
- Provide suitable duties where practical and that they be meaningful, productive, safe and appropriate, with a view to return to normal, pre – injury duties.
- Establish lines of communication for our workers to consult on matters relating to their rehabilitation and return to work program; to provide support, opportunities for dispute and grievance resolution and to ensure it's on – going effectiveness.
- Treat the workers with equity and respect and to promote that participation in any rehabilitation and return to work initiatives are beneficial and will not disadvantage them in any way.
- Maintain confidentiality of workers' information during the injury management process.
- Provide and liaise with appropriate qualified personnel as applicable including workplace Rehabilitation & Return to Work Coordinators, accredited rehabilitation providers, insurers and medical practitioners.

Jason Commisso

Director

Signature

28th March 2024

Date

Ancon Homes (NSW) Pty Ltd

Working at Heights Management Policy

Ancon Homes (NSW) Pty Ltd recognises that it has a responsibility to prevent or reduce injuries or accidents resulting from the risk of falls or falling objects where a fall or falling object hazard from a height of 2 metres or more is identified.

Our responsibility includes protecting our employees, contractors, and visitors.

The objective of our Working at Heights Policy is to ensure that measures are taken, so far as is reasonably practicable, for:

- Safe access to heights for;
 - Elevated platforms
 - Mobile or fixed work platforms
 - Scaffold
 - Ladders
- Standards for the use of the above;
 - Work platforms will be a minimum of 2 planks (450mm) wide;
 - Mobile or fixed work platforms will be secured;
 - Scaffold over 4 metres will be erected by a qualified scaffolder and inspected every 30 days;
 - Ladders will be 120kg industrial rated and the use will include having 3 points of contact, securing at top or bottom and placed at an angle of 4:1 ratio
- Safety Precautions including;
 - Site specific Risk Assessment to be conducted prior to commencement of work;
 - Safe Work Method Statements (SWMS) are developed, reviewed and practically implemented before commencement of work;
 - Area is clear of obstruction and the ground is level;
 - Employees are trained in the use of access methods and standards for use;
 - Where safety harnesses are required, only qualified and competent persons are permitted to use any fall prevention or fall arrest equipment;
 - Checking for unprotected openings or voids;
 - All equipment will be checked regularly for faults or damage.

The success of our Working at Heights Policy depends on:

- Understanding the total work process and associated risks;
- Encouraging the work team to be committed to safe work practices;
- Encouraging open and honest communication between our employees and contractors.

Jason Commisso

Director

Signature

28th March 2024

Date

Ancon Homes (NSW) Pty Ltd

Noise Management Policy

Ancon Homes (NSW) Pty Ltd recognises that it has a responsibility to avoid or minimise any adverse impact on employees hearing during working hours.

Protecting the community from adverse impact of excessive noise will be managed responsibly and include pre-Risk assessment of the workplace and then decisions on the monitoring and management of that workplace.

The objectives of our Noise Management Policy are to ensure reasonable measures are taken, so far as is reasonably practicable, to:

- Limit noise exposure to our employees by monitoring that levels do not exceed the exposure standard;
- Adopt appropriate working practices that minimise the effects of noise exposure;
- Issue appropriate PPE to employees for use when exposure may be greater than the exposure standard;
- Educate our employees and contractors on noise exposure;
- Encourage all employees to be aware of others that may be exposed to excessive noise levels;
- Maintain compliance with our WHS obligations to employees.

The success of our Noise Management Policy depends on:

- Planning of work activities with due consideration given to noise levels that employees and the general community may be exposed to;
- Employee communication with each other on the worksite regarding noise levels;
- Encouraging the work team to be responsible for the use of PPE where there is a risk of the exposure standard being exceeded;
- Encouraging open and honest communication between our employees and contractors.

Jason Commisso

Director

Signature

28th March 2024

Date

Ancon Homes (NSW) Pty Ltd

Fatigue Management Policy

Ancon Homes (NSW) Pty Ltd recognises that it has a responsibility to avoid or minimise fatigue of all employees resulting from working more hours than the normal work day hours.

Protecting our employees from fatigue related illness is a priority and will be managed by those authorised to allocate work.

The objectives of our Fatigue Management Policy is to:

- Improve awareness of the risks of fatigue through monitoring of work hours for each employee;
- Training and communication about the health risks resulting from fatigue;
- Providing accommodation for overnight stays before and after shifts in remote areas;
- Encouraging employees to consult with management in regard to rosters that are unachievable in normal work hours;
- Ensuring that employees are given breaks (as per the appropriate award recommendations) that will maintain their need for sleep and time to relax;
- Ensuring that driving hours are not extended beyond a reasonable time span and that breaks from driving are taken every two hours;
- Maintain compliance with our WHS obligations to employees.

The success of our Fatigue Management Policy depends on:

- Employees taking responsibility for their health;
- Understanding the needs for sleep and breaks;
- Encouraging the work team to be aware of others who may display signs of fatigue;
- Open and honest communication between Ancon Homes (NSW) Pty Ltd and our employees and contractors;
- Knowledge of the warning signs of fatigue including;
 - Yawning
 - Tired eyes
 - Drowsiness
 - Micro sleeps
 - Oversteering
 - Lack of concentration
 - Straying out of lane

Jason Commisso

Director

Signature

28th March 2024

Date

Ancon Homes (NSW) Pty Ltd

Management and Supervision Policy

Ancon Homes (NSW) Pty Ltd is committed to provide Management and Supervision for the work processes.

Our Obligations and Responsibilities include:

- The Health and Safety of all employees;
- Ongoing monitoring of safety in all our workplaces;
- Provision of open channels for communication and consultation;
- Honest and clear decision making for the betterment of the organisation, its employees and customers;
- Provision of a work environment that encourages good employee behaviours and values.

Management and Supervision Policy will include;

- Training of employees in Ancon Homes (NSW) Pty Ltd's policies, procedures and safety system (Risk Assessment, SWMS, Standard Operating Procedures and appropriate forms and registers);
- Monitoring of all processes to ensure safety, economic and positive results;
- Continuing Communication with all employees geared to process improvement;
- Manager and Supervision accountability for directions and performance;
- Equal opportunity for every employee;
- No tolerance for discrimination of any kind;
- No Bullying or harassment;
- Performance expectations for work output and behaviours.

Jason Commisso

Director

Signature

28th March 2024

Date

General Requirements ▶▶

Control of the Site

Ancon Homes (NSW) Pty Ltd will remain in control of the construction site until it is handed back to the client. Only persons conducting work activities that have discussed the content or received a copy of this WHS Management Plan are to enter the site.

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

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

Maintenance and Review

Ancon Homes (NSW) Pty Ltd will ensure so far as reasonably practicable that this WHS Management Plan is reviewed and where necessary revised and kept up to date, and that persons carrying out construction work are made aware of any revisions.

A copy of this WHS Management Plan will be kept until the project to which it relates is completed, or if an incident occurs, for at least 2 years after the date of the incident.

Work Health and Safety Policy

Ancon Homes (NSW) Pty Ltd's commitment to WHS is outlined in their Work Health and Safety Policy which is located in the front section of this WHS Management Plan. It is also available as a stand-alone document in the WHS Management System.

Persons with Specific WHS Responsibilities

The following have specific responsibilities in connection with this project.

Names and contact details of those persons with specific responsibilities are contained in the front section of this WHS Management Plan.

Position / Role	Responsibilities
Principal Contractor / Director	<ul style="list-style-type: none"> Responsible for implementing policies and systems of Ancon Homes (NSW) Pty Ltd. Point of contact for WHS matters when the site supervisor is unavailable. Making relevant persons aware of the content of this WHS Management Plan before commencing work. Reviewing and keeping up to date this WHS Management Plan and advising relevant persons of any revisions.

Position / Role	Responsibilities
Site Supervisor	<ul style="list-style-type: none"> Responsible for implementing the Ancon Homes (NSW) Pty Ltd WHS Policies, procedures and site rules as set out by this WHS Management Plan. Specifically: <ul style="list-style-type: none"> Coordinate the safe interaction between other PCBU's. Prepare, monitor, maintain and make available this WHS Management Plan. Ensure Principal Contractor signage is posted and visible. Consult with employees and other PCBU's on any WHS matter that may affect them. Coordinate SWMS amendments as appropriate. Ensure all PCBU's and visitors receive relevant site safety information. Confirm other PCBU's provide site safety briefings to their workers. Supply and maintain the site first aid kit. (also refer 1st Aid personnel) Confirm other PCBU's and their employees have construction induction training. Responsible for implementing Ancon Homes (NSW) Pty Ltd's Emergency Management Plan.
PCBU	<ul style="list-style-type: none"> Responsibility for the Health and Safety of themselves, their own workers and those who may be affected by their work. Responsibility for following the WHS policies, procedures and site rules as outlined in Ancon Homes (NSW) Pty Ltd's WHS Management Plan. Specifically: <ul style="list-style-type: none"> Ensure workers are aware of this plan and are provided access to it. Prepare safe work method statements (SWMS) for all high risk construction work. Provide copy of SWMS to builder prior to work commencing. Induct employees into the SWMS. Ensure that high risk construction work is performed in accordance with the SWMS. Ensure that SWMS are modified if controls are not adequate.

Position / Role	Responsibilities
PCBU (cont.)	<ul style="list-style-type: none"> ○ Ensure site safety briefings are provided to employees before starting work. ○ Ensure all employees have construction induction training • Responsibility for following Ancon Homes (NSW) Pty Ltd's Emergency Management Plan.
Health and Safety Representative	<ul style="list-style-type: none"> • Report unsafe working conditions or unsafe working acts. • Participate in regular inspections of whole or part of the workplace. • Investigate or assist in the investigation of incidents. • Assist in emergency situations as required.
First Aid Personnel	<ul style="list-style-type: none"> • Render first aid as required. • Assist in emergency situations as required and in accordance with the Emergency management Plan • Maintain adequate first aid facilities and supplies. • Maintain first aid records.

Consultation, Cooperation and Co-Ordination

Genuine communication, with relevant parties including their workers and other PCBU's engaged by Ancon Homes (NSW) Pty Ltd is to be routinely incorporated into the execution of this construction project.

The following outlines some of the typical arrangements Ancon Homes (NSW) Pty Ltd may have established. Specific arrangements will vary from project to project depending upon its size and complexity:

Medium	Purpose	Responsibility
PCBU Engagement Letter	<ul style="list-style-type: none"> • To facilitate awareness of WHS Management Plan contents and requirements including site rules • To obtain PCBU required documentation 	<ul style="list-style-type: none"> • Principal Contractor • Contract Administrator
Site Induction	<ul style="list-style-type: none"> • For all new site personnel prior to commencement on site to advise of WHS requirements 	<ul style="list-style-type: none"> • Principal Contractor • Site Manager • Safety Manager
Health and safety Committee meetings	<ul style="list-style-type: none"> • Structured and formal meetings involving worker, management and PCBU representatives 	<ul style="list-style-type: none"> • Principal Contractor • Safety Manager

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

Managing WHS Incidents

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

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

As the Principal Contractor, Ancon Homes (NSW) Pty Ltd will ensure The Emergency Management Plan is readily available to all workers and is updated as required so that it remains effective.

General Construction and Site Specific Induction

Ancon Homes (NSW) Pty Ltd requires that all workers carrying out construction work must have a current general safety induction card.

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

PCBU's must also ensure that all persons engaged by them are provided with workplace health and safety training prior to commencing work (site-specific induction).

Safe Work Method Statements

Ancon Homes (NSW) Pty Ltd will ensure that before any high risk construction work is commenced on this project that a SWMS is prepared.

Where the work is being carried out by a PCBU other than Ancon Homes (NSW) Pty Ltd, the PCBU is required to provide a copy of the SWMS to Ancon Homes (NSW) Pty Ltd for review and assessment before they commencing the high risk work to which the SWMS relates.

Ancon Homes (NSW) Pty Ltd and the PCBU carrying out the work will ensure so far as reasonably practicable that the work which is the subject of the SWMS is carried out in accordance with the SWMS and that relevant workers have been inducted into the SWMS prior to commencement.

If the work is not being carried out in accordance with the SWMS, Ancon Homes (NSW) Pty Ltd will stop the work and only allow work to resume in a manner which complies with the SWMS.

Ancon Homes (NSW) Pty Ltd will ensure that SWMS relevant to the construction project are reviewed and if necessary revised if the nature of the work or the control measures change.

Ancon Homes (NSW) Pty Ltd will also ensure that all SMWS's relevant to this construction project are made available for inspection and readily accessible to any worker carrying out work on that construction project.

High Risk Construction Work

High Risk Construction Work includes construction work that:

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

Extent of the Site

Ancon Homes (NSW) Pty Ltd will endeavour to perform all work within the site boundaries.

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

If control measures are implemented due to the nature of a PCBU's work the cost of the implementing the controls will be borne by the PCBU. This applies if Ancon Homes (NSW) Pty Ltd makes the direction to implement a control measure.

Security of the Workplace

Ancon Homes (NSW) Pty Ltd will ensure so far as reasonably practicable that the workplace is secured from unauthorised access, having regards to the risks arising from unauthorised access, the likelihood of unauthorised access occurring and the extent to which it cannot be prevented and the hazards that need to be isolated.

As Ancon Homes (NSW) Pty Ltd may not always be on the construction site at all times when work is being undertaken, it is the responsibility of all workers to ensure that the site is secured each time they leave the site, and when work ceases. Workers are also required to ensure that the work area is left in such a way that it does not pose a risk to health and safety, should unauthorised access occur.

Any evidence of unauthorised access to the site must be reported to Ancon Homes (NSW) Pty Ltd as soon as possible.

Public and Visitor Safety

Members of the public are not permitted on site unless authorised by Ancon Homes (NSW) Pty Ltd.

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

Where the homeowner requires to access the site, Ancon Homes (NSW) Pty Ltd requires that they be accompanied by their nominated Building Supervisor or have received approval to do so following a written request.

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

Signage

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

Site specific signage will be installed so as to:

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

Excavation Work

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

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

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

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

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

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

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

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

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

Underground Services

Ancon Homes (NSW) Pty Ltd will take all reasonable steps to obtain current underground essential services information about the any of the areas requiring excavation before directing or allowing the excavation work to commence.

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

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

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

Ancon Homes (NSW) Pty Ltd will provide the information obtained to any person engaged by the person to carry out the excavation work.

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

Working at Heights

Ancon Homes (NSW) Pty Ltd will manage risks associated with a fall by a person from one level to another that is reasonably likely to cause injury to that or any other person.

Any PCBU's performing work above 2 metres must supply a SWMS to Ancon Homes (NSW) Pty Ltd before commencing work on site.

Ancon Homes (NSW) Pty Ltd will provide adequate physical fall protection, (for example: hanging bracket platforms, scaffolding, elevated work platforms) where a risk assessment identifies the need and where it is reasonably practicable to do so.

If a physical fall protection system is provided, workers are not permitted to alter the configuration of the system or dismantle the system in any way without prior approval from the Ancon Homes (NSW) Pty Ltd, or without consultation with the PCBU responsible for its erection.

If a PCBU requires additional fall protection in excess of that supplied by Ancon Homes (NSW) Pty Ltd such additional fall protection will be supplied by that PCBU at their own cost.

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

Falling Objects

Where there is a risk of falling objects during construction, a clear fall zone will be implemented around the area where the work is taking place.

In the event that a clear fall zone is not possible, the platform the working platform being used will have controls in place to prevent falling objects, for example, kickboards, mesh or hoarding, or the use of lanyards for loose tools and equipment.

Ladders

All ladders used at the workplace must be rated 'Industrial' with 120kg (minimum) load rating and be maintained in a sound working condition and be appropriate for the task to be undertaken.

Single and extension ladders must be secured at either the top or the bottom.

Persons using the ladder must have 3 points of contact at all times (i.e. 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g. gutter or wall frame).

Tools requiring two handed operation or a high degree of leverage force should not be used while on ladders.

Hot Works

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

Matters such as the presence of any combustible material and the need for a readily available fire extinguisher must be considered.

The use of a hot work permit system may also be required for certain operations.

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

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

Upon completion, the work area is to be inspected to identify any potential ignition sources remaining.

Hazardous Chemicals

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

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

A register of all SDS that have been supplied will be kept with this WHS Management Plan.

Safety data sheets should be reviewed for currency and not exceed 5 years of age.

Silica Dust

Crystalline silica is a natural mineral found in construction materials such as concrete, bricks, tiles, mortar and engineered stone.

Dust containing crystalline silica particles is commonly called silica dust.

It can be released when cutting, grinding, sanding, sawing, drilling, loading, transporting, dumping or simply disturbing materials that contain crystalline silica.

Persons are at risk from the inhalation of fine dusts containing crystalline silica (respirable crystalline silica - RCS) which can cause a respiratory disease known as silicosis.

To determine its presence in products or materials intended for use at the workplace, safety data sheets (SDS) will be obtained and reviewed.

Where the presence of crystalline silica is identified or suspected, it is not possible or practicable to eliminate the product's use and it is likely that exposure to dusts containing RCS will occur from the work to be undertaken, one or a combination of the following will be used to minimise the risk of exposure:

- Local Exhaust Ventilation (LEV)
- Respiratory protective equipment (RPE)
- Water suppression

In controlling the risk and to avoid disturbing the RCS dust, the use of compressed air, blowers or sweeping will be avoided.

Asbestos

Where asbestos is encountered or it is believed that asbestos may be present, work shall cease immediately and Ancon Homes (NSW) Pty Ltd notified who will arrange to have the material identified and safe removal arranged, if necessary.

Any asbestos removal or works shall only be carried out by suitably qualified persons, in accordance with the current relevant legislation. As construction work that involves, or is likely to involve, the disturbance of asbestos is classed as high risk construction work, a SWMS will be developed outlining suitable control measures.

Confined Spaces

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

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

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

Ancon Homes (NSW) Pty Ltd does not permit entry into a confined space without relevant workers having been provided with suitable and adequate information, training and instruction and a valid confined space entry permit being in place.

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

UV Protection and Heat Exposure

Ancon Homes (NSW) Pty Ltd will encourage all workers on site to wear adequate clothing such as shirts and hats, sunglasses and sunscreen to protect themselves from the effects of working while exposed to UV rays from the sun.

Ancon Homes (NSW) Pty Ltd UV Protection Policy forms part of this WHS Management System as a stand-alone document.

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

- Schedule heavy tasks for cooler periods of the day;
- Take frequent rest breaks in hot times of the day;
- Drink water frequently;
- Utilize shaded areas for meal and rest breaks;

- Work in the shade where possible;
- Rotate or share tasks that are exposed to heat or UV rays amongst several workers;
- Use mechanical assistance for physically demanding tasks;
- If taking certain medications follow doctor's advice before working in hot conditions; and
- Provide training in the identification of symptoms of health related illnesses.

Noise

Ancon Homes (NSW) Pty Ltd will manage risks to health and safety associated with exposure to noise.

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

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

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

Mobile Plant

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

All mobile powered plant should be used and maintained in accordance with the manufacturer's instructions and specifications.

The log books for each item of mobile plant must be kept up-to-date and the log book should be readily available upon request by Ancon Homes (NSW) Pty Ltd.

Instructions from licensed operators, with regard to the safe operation of their equipment, should be observed by all persons on site whilst the mobile plant is present.

All persons working on site whilst mobile plant is in use must be wearing an approved high visibility shirt or vest.

Lifting Equipment

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

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

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

Protrusions

Any hazardous protruding objects created as a result of a PCBU's work, for example starter bars, tie down bolts, copper pipes, stirrups, should be removed, capped, bent over or barricaded so that they do not pose a risk of injury to persons on site.

Licenses, Certifications and Permits

If any work activity, item of equipment or operation of mobile plant requires a license, certification or permit Ancon Homes (NSW) Pty Ltd requires the person undertaking that work or operating that equipment or plant to hold the relevant license, certification or permit prior to commencing work.

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

Amenities

Amenities such as toilets and drinking water will be provided on site by Ancon Homes (NSW) Pty Ltd.

The building under construction may be used to eat meals and provide shelter. Shelter may also be in the form of a workers vehicle.

All persons on site are to maintain good hygiene standards and clean up after themselves.

Ancon Homes (NSW) Pty Ltd is to be notified should amenities require attention (hygiene, consumables).

Site Cleanliness | Housekeeping

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

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

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

Ancon Homes (NSW) Pty Ltd should be notified as soon as is reasonably practicable if there is an issue with waste or material storage, (e.g. bin/cage is full or the site is untidy).

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

Drugs and Alcohol

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

Ancon Homes (NSW) Pty Ltd's Drugs and Alcohol Policy forms part of this WHS Management System as a stand-alone document.

Workplace Bullying

Ancon Homes (NSW) Pty Ltd will not tolerate any form of workplace bullying or harassment at the workplace.

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

Should this action not result in a positive outcome, the affected worker should immediately notify the relevant person.

Where a worker believes they have witnessed another worker being bullied, they encouraged to discuss the matter with the relevant person.

Smoking

Smoking is not permitted on site. Smoking is only permitted in designated areas and during break times, and it is the responsibility of the smoker to ensure that all butts and associated waste is disposed of appropriately and responsibly.

Personal Protective Equipment (PPE)

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

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

- Eye protection such as goggles, shield or glasses where there is a risk of a foreign object striking the eye;
- Ear protection such as ear muffs or plugs where equipment makes excessive noise; and / or
- Head protection such as a hard hat or helmet where there is a risk of injury to the head from a falling object or overhead moving plant.

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

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

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

Jewellery & Clothing

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

Hazardous Manual Tasks and Storage

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

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

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

Defective and Unsafe Equipment – Lockout / Tag-out

To prevent their inadvertent use, plant and equipment shall be isolated or taken out of service when either a fault or defect is found. Ancon Homes (NSW) Pty Ltd or the relevant PCBU is to be advised as soon as practicable.

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

This requirement applies to plant and equipment with or without an energy source.

Isolation or removal from service can involve either a lockout or tag-out device such as out of service tags, padlocks and lockout hasps.

Tools and Equipment

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

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

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

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

Compressed Air Tools

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

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

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

Electrical

Ancon Homes (NSW) Pty Ltd will supply electrical switchboards at the workplace with all final sub circuits RCD (residual current device) protected.

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

Multi-plug portable outlets will incorporate both over-current and RCD protection. Domestic power boards, "piggy-back" type plugs and double adapters will not be used. Similarly, extension leads are to be of an industrial type and not exceed permissible lengths.

Residual Current Device (RCD) Testing Requirements

1. Fixed (non-portable) RCD's associated with electrical switchboards require:
 - Push button testing every month
 - Operating time (RCD tester) every 12 months
2. Portable RCD's associated with multi-plug portable outlets require:
 - After connection to a socket or before connection of equipment, and at least once every day in use.
 - Operating time (RCD tester) every 3 months

The installation and fitting of electrical equipment is regarded as high risk activity. As such a SWMS will be required by any PCBU carrying out this type of work prior to commencement.

Lighting

General lighting will be supplied by Ancon Homes (NSW) Pty Ltd to illuminate access ways and common areas if a risk assessment identifies that this is required.

Any additional lighting required to perform specific tasks is to be provided by the PCBU responsible for that task.

Common Plant

Ancon Homes (NSW) Pty Ltd will provide common plant such as scaffold, void protection, power source (switchboard) and toilets for persons to use whilst on site.

Workers must not alter or interfere with any items of common plant without authorisation from the Ancon Homes (NSW) Pty Ltd or the plant owner.

If a worker becomes aware of any defects with any of the common plant they must immediately notify Ancon Homes (NSW) Pty Ltd and cease using the plant until the defect has been rectified.

Work Near Overhead Power Lines

Powerlines are a potential hazard to persons erecting or working from scaffolding and to mobile plant operators.

To minimise the risk of injury or death, Ancon Homes (NSW) Pty Ltd will ensure, so far as is reasonably practicable, that no person, plant or thing comes within an unsafe distance of any overhead electric line.

If it is not reasonably practicable to ensure the safe distance of a person, plant or thing from an overhead electric line, Ancon Homes (NSW) Pty Ltd will ensure that:

- A risk assessment is conducted in relation to the proposed work, and
- The control measures implemented are consistent with the risk assessment and any requirements of the electricity supply authority responsible for the electric line.
- As construction work that is carried out on or near energized electrical installations or services is classed as High Risk, this assessment may be in the form of a SWMS where the SWMS incorporates an assessment of the risk.
- Minimum safe approach distances are maintained in accordance with relevant industry Codes of Practice and Australian Standards.
- Where it is not possible for these safe distances to be maintained, the electrical utility will be contacted to discuss alternative arrangements, such as de-energising the powerlines.
- An onsite pre-commencement / toolbox meeting to discuss the risk assessment / SWMS will also occur so that all relevant persons understand the hazards, risks, control measures and their safety roles.

Structure Stability

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

Work on or Adjacent to Roads

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

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

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

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

Project Specific Safety Rules

All workers are required to adhere to the following project specific safety rules:

- All PCBU's and their workers must have current general construction induction evidence
- All rubbish to be placed in bins / cages.
- If an area is barricaded, all persons must avoid walking through the barricaded area.
- Work areas are to be kept clean and tidy at all times.
- No lighting of fires is permitted.
- No smoking is permitted whilst working. Smoking is only permitted in areas where there is no risk of fire and all cigarette butts and rubbish should be disposed of sensibly. Smoking is not permitted in enclosed areas.
- No alcohol or drugs are to be consumed at the workplace.
- No animals are permitted at the workplace
- No children are allowed at the workplace
- No fighting or aggressive behaviour will be tolerated.
- Personal protective equipment will be used in accordance with manufacturer's instructions, where directed by Ancon Homes (NSW) Pty Ltd, in accordance with site signage and only after appropriate training has been received in its use.
- All incidents, dangerous events, serious bodily injuries, near misses and work-caused illnesses must be reported to Ancon Homes (NSW) Pty Ltd
- All persons are to maintain site amenities in a clean, tidy and hygienic state.
- PCBU's must retain a copy of the SDS at the workplace for any hazardous chemicals being used at the workplace.
- All electrical equipment must have a current test and tag performed.
- All persons operating plant or performing an activity that requires an operator's license (e.g. scaffolding, excavator, etc.), are required to hold the appropriate license.

Emergency Management Plan ▶▶

Introduction

Ancon Homes (NSW) Pty Ltd has prepared this Emergency Management Plan for this particular workplace which covers the following matters in relation to emergency management:

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

As the Principal Contractor, Ancon Homes (NSW) Pty Ltd will ensure The Emergency Management Plan is readily available to all workers and is updated as required so that it remains effective.

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

Emergency Procedures

► Incident | Accident

1. Provide assistance as required to injured persons.
2. Do not move the injured person/s unless they are in a life threatening situation.
3. Notify any First Aid Personnel available at the workplace.
4. Contact the emergency services (ambulance, fire) or a doctor.
5. Contact Darren Tanner 0409 048 237.
6. Do not interfere with the scene of the incident.
7. Await further instructions (from Darren Tanner or emergency services).
8. Ancon Homes (NSW) Pty Ltd to contact the regulator if required.

► Fire | Emergency Evacuation

1. Attack the fire, if safe to do so, using the appropriate fire-fighting equipment.

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

2. Warn or rescue anyone in immediate danger if safe to do so
3. Contact Emergency Services by calling 000 or 112 (mobile)
4. Contact Ross Lauer 0414 890 860
5. Evacuate the workplace
6. Once outside the premises assemble at the designated muster point/s and await further instruction (from Ross Lauer or emergency services)
7. **DO NOT GO BACK ON THE SITE UNTIL AUTHORISED**

► Site Map

Emergency Evacuations

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

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

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

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

After Hours Emergencies

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

Evacuating Injured People with Disabilities

Workers should give immediate assistance to injured / disabled people and assist them out of the workplace after all other workers have commenced their evacuation.

Fire Emergencies

Fire Emergency Procedure

As the Principal Contractor, Ancon Homes (NSW) Pty Ltd requires that in the event of fire or the presence of smoke, no matter how minor it appears the following procedure must be followed:

1. Attack the fire, **if safe to do so**, using the appropriate fire-fighting equipment.

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

















































2. Warn or rescue anyone in immediate danger.
3. Contact emergency services by calling 000 or 112 (mobile) - 24hour service.
4. Contact the relevant person (supervisor, designated warden)
5. Evacuate the workplace
6. Once outside the premises assemble at the designated muster point/s and await further instruction

It is also important to remember:

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

Types of Fire Fighting Equipment

Ancon Homes (NSW) Pty Ltd will ensure so far as reasonably practicable that only the correct fire fighting equipment be used for the appropriate type of fire, as outlined in the table below:

	A Wood, Paper & Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Energised Electrical Equipment	F Cooking Oils & Fats	Notes: *Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires involving combustible metal(s) use only special purpose extinguishers - please seek expert advice. Comments: (Refer Appendix A of AS 2444)
 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Carbon Dioxide (CO₂)						Generally not suitable for outdoor fires. Suitable only for small fires.
 Water						Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
 Foam						Dangerous if used on energized electrical equipment.
 Wet Chemical						Dangerous if used on energized electrical equipment.
 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

Using Fire Extinguishers

Only people who have been trained should use a fire extinguisher, unless there is no alternative.

When using a fire extinguisher the following points should be remembered:

- Do not panic, keep calm and think.
- Warn everyone in the area of impending danger.
- Stay between the doorway and the fire.
- Use the right type of extinguisher (refer to label on extinguisher).
- Have others back you up with other extinguishers.
- Be certain you know how to use the extinguisher (refer table below).
- If in doubt – read the instructions.
- Ensure that the relevant person is notified that the extinguisher has been used.

HOW TO USE A FIRE EXTINGUISHER

Extinguishers come in a number of shapes and sizes. They all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

P	PULL THE PIN – Break seal and test extinguisher.
A	AIM AT BASE OF FIRE – Ensure you have a means of escape.
S	SQUEEZE THE OPERATING HANDLE – To operate extinguisher and discharge the agent.
S	SWEEP FROM SIDE TO SIDE – Completely extinguish the fire.

Incidents

Incident Procedure

In the event of an incident Ancon Homes (NSW) Pty Ltd requires that the following procedure be followed:

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

If required the WHS Authority will be notified.

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

Incident and First Aid Recording

All workers should immediately notify Ancon Homes (NSW) Pty Ltd of all injuries or incidents where a person is or could have been seriously injured.

All injuries or incidents of any kind should be recorded on the First Aid Treatment / Incident Register.

Notifiable Incidents

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

Contact numbers are listed in the front section of this Emergency Management Plan.

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

A copy of the WHS authority notification form can be located within the in the WHS Management System via:

- Main Directory | Workplace Health & Safety (Tools - General); or
- Main Directory | Workplace Health & Safety (Tools – Websites) via the WHS authority.

A copy of all completed forms must be forwarded to the relevant person and will be kept by Ancon Homes (NSW) Pty Ltd for a period of not less than 5 years from the day that notice of the incident is given to the WHS authority.

Notifiable Incidents Include:

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

Serious Injuries or Illnesses include:

Where the person requires:

- Immediate treatment as an in-patient in a hospital
- Immediate treatment for:
 - The amputation of any part of his or her body
 - A serious head injury
 - A serious eye injury
 - A serious burn
 - The separation of his or her skin from an underlying tissue (for example, de-gloving or scalping)
 - A spinal injury
 - The loss of a bodily function
 - Serious lacerations
 - Medical treatment within 48 hours of exposure to a substance

- Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
 - With micro-organisms; or
 - That involves providing treatment or care to a person;
 - That involves contact with human blood or body substances; or
 - That involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

Dangerous Incidents Include:

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

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

Preservation of Incident Sites

Where a notifiable incident has occurred, Ancon Homes (NSW) Pty Ltd will ensure so far as is reasonably practicable, that the workplace is not disturbed until an inspector arrives or at an earlier time that an inspector may direct.

This requirement does not however prevent Ancon Homes (NSW) Pty Ltd from taking any action:

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

Incident Investigation

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

Managing Medical Emergencies

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

1. Person Who Discovers the Casualty

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

2. Trained First Aid Personnel

- Treats casualty as required
- Records details of injured person and treatment administered
- Will telephone for an ambulance if required and provide assistance

Names and contact numbers are listed in the front section of this Emergency Management Plan.

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

First Aid

Ancon Homes (NSW) Pty Ltd will ensure so far as reasonably practicable that:

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

Ancon Homes (NSW) Pty Ltd will ensure that an adequate number of workers are trained to administer first aid at the workplace or that the workers have access to an adequate number of persons who have been trained to administer first aid.

All PCBU's engaged by the business will be required to provide their own first aid equipment and make arrangements for access to adequately trained staff to administer first aid.

Infectious Outbreaks

In the event of an infectious outbreak, Ancon Homes (NSW) Pty Ltd requires that the following procedure should be followed:

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

Confrontation and / or Trespass

Confrontation Procedures

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

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

Trespass Procedures

If a person is observed to be acting strangely or located in a part of the workplace restricted to authorised personnel only, Ancon Homes (NSW) Pty Ltd requires that the following procedure be followed:

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

Bomb Threat Procedures

If a bomb threat is received either in person or by phone or email, Ancon Homes (NSW) Pty Ltd requires that the following procedure be followed:

- If a bomb threat is received by telephone, do not disconnect the call, but observe as many details and complete the information on the bomb threat report form as soon as possible.
- If a bomb threat is received in the mail, retain the correspondence including any envelopes or packaging, and do not handle it excessively.
- If a bomb threat is received in person, follow the steps outlined above for confrontations and write down a description of the person as soon as possible.
- Notify the relevant person immediately of any bomb threat.
- Do not create panic by telling any other workers immediately.
- The relevant person will notify the Police (000). Follow their directions.
- If evacuation is required, follow the evacuation procedures however DO NOT take any personal items with you as these will need to be inspected as part of the search process.
- Searchers will check workplace systematically, so those who are familiar with the area may be asked for assistance in identifying whether items are out of place or unusual.

Suspicious Objects

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

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

Training and Competency

Ancon Homes (NSW) Pty Ltd will identify the training requirements of personnel with respect to the particular roles associated with a medical emergency as part of their on-going risk management process. Roles include but are not limited to:

- Incident Response:
 - First aiders
- Fire & Emergency Evacuation Response
 - Fire warden
 - Use of fire extinguishers
- Emergency Spill Response
 - Chemical awareness
 - Use of spill kits

Testing of Emergency Procedures

Ancon Homes (NSW) Pty Ltd shall undertake regular tests (minimum 2 per year) of the emergency procedures outlined in this Emergency Management Plan. Additional tests may occur where the need is identified due to a change in procedures, equipment or personnel.

Project Specific SWMS ▶▶

[illegible]

Tools ▶▶

Workplace Specific Induction Checklist

>>> Construction Project

PCBU:			
Site Address:	2 Aries Way, Box Hill NSW 2765		
Inductee Name:		Phone:	
Home Address:			
Post Code:		DOB:	
Next of Kin:		Contact No:	

Known Allergies Medical Conditions That May Affect Your Work				

Certificates of Competency Licences - Sighted	Expiry Date	Y	N	N/A
General Induction Training (White Card)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues Specific to this Site				
WHS Management Plan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Safety Rules Procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Management Plan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Specific Hazards Risk Control Measures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident Hazard Injury Reporting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amenities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Risk Construction Work Safe Work Method Statements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing Tagging		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Data Sheets		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE Requirements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I acknowledge having been inducted into the above mentioned site and had explained to me the topics above as indicated. I agree to comply with all conditions, site rules and requirements.

Person Being Inducted

Name:		Signature:		Date:	
-------	--	------------	--	-------	--

Inducted By

Name:		Signature:		Date:	
-------	--	------------	--	-------	--

- S.D.S. (Safety Data Sheet) should not be dated older than 5 years

[illegible]

Note: Scaffold inspection intervals are not to exceed 30 days

[illegible]

General Construction Induction Register (White Card)

[illegible]

Incident | Injury | Near Miss Report & Investigation Form

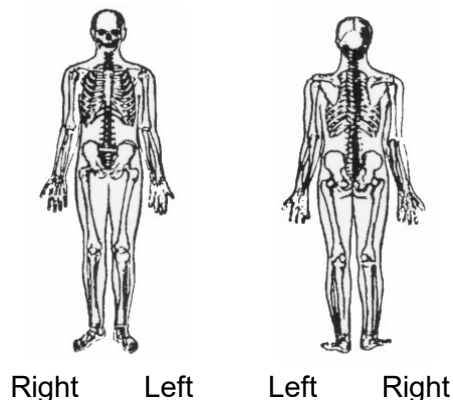
To be completed as soon as practicable after the event and provided to

Ancon Homes (NSW) Pty Ltd

Injured Persons Details	
Person's Name:	Contact No:
Address:	
Employment Details: <input type="checkbox"/> Self <input type="checkbox"/> Employee <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor	
Person Completing this Form	
Name:	Title:
Date:	Time:
Details of Incident Injury Near Miss	
Nature: <input type="checkbox"/> Incident <input type="checkbox"/> Injury <input type="checkbox"/> Near Miss	
Date of Incident:	Time of Incident:
Address of Incident:	
Date Reported:	Reported to:
Title:	Contact No:
Names of any Witnesses	
Name:	Contact No:
Address:	
Describe What Happened	
Workplace Conditions at the Time?	

Injury Details (if applicable)				
Nature of Injuries (if any):				
Part/s of Body Injured (if applicable):				
Treatment Received?	<input type="checkbox"/> 1 st Aid	<input type="checkbox"/> Doctor	<input type="checkbox"/> Hospital	<input type="checkbox"/> Ambulance

Please clearly mark on this diagram, the location of any injury/s



Other		
Was any Machinery or Scaffolding Involved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were any Photos Taken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

What Action was Taken Immediately After the Incident?

Can any Improvements be Made as a Result of this Occurrence?		
No	Details	Improvements Completed

Administration		
Will the Injury Result in Lost Time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will Workers Compensation be Claimed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has SafeWork NSW Been Informed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details:		

Person Completing this Form	
Signature:	Date:

Site Establishment / Pre-Commencement Checklist

>>> Construction Project

Project Location	
Project Name:	
Site Address: s	
Person Completing Checklist Date & Time	
Name:	Title:
Date:	Time:
Other Participants	
Name:	Title:
Name:	Title:

- Notes:**
- All questions are to be answered by marking the appropriate box with a cross (X)
 - Y | Yes N | No N/A | Not Applicable
 - A "No" answer requires action

Element Details	Y	N	N/A
1. General			
1. Have all the necessary permits and notices been obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have fencing and or security requirements been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have public access and protection requirements been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the potential effect on the health and safety of other persons or properties been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have the necessary signage requirements been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have suitable amenity requirements been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has safe access and egress to, from and through the workplace been provided for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has site specific documentation been prepared and available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have the frequency of site safety audits been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Existing Site Conditions			
1. Has a survey of the site been undertaken to determine if any hazardous building materials are present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the site soil been assessed for any contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have all underground services been located and identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Contractor Management			
1. Is there a process in place for monitoring contractor's safety performance and requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Element Details		Y	N	N/A
4. Emergency Preparedness				
1.	Has an Emergency Management Plan been developed for the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have particular first aid needs for the site been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are first aid kit/s available for use on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is a register for recording injuries available on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Electrical				
1.	Has the proximity of work in relation to power lines been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has adequate temporary power been provided and is it RCD protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the temporary power's RCD been tested and tests records available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the certificate of electrical safety ben provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Specific Hazards / Particular Issues				
1.	Have matters associated with trenching operations been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have plant / machinery requirements been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have traffic management issues on and around site been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have hazardous chemicals to be used on site been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have materials handling and placement risks due to identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Needed scaffolds or other temporary height access identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Any work environment issues that may affect worker safety identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Have environmental issues been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Any other specific hazards requiring control measures identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Actions Required / Comments				
No	Description of Item	Required Action	Priority Risk Rating (1 – 5)	Date Implemented (Closed out)

Person Completing this Checklist	
Signature:	Date:

Toolbox Meeting Record

Business Name:			
Location Site Address:			
Conducted by:		Date:	
Theme Topic (if applicable):		Time:	

Matters Discussed

No.	Details

Improvements

No.	Details

Persons Present

All attendees are required to sign

Name	Company	Contact Details	Signature

Permits | Certificates | Licences Register

PCBU Name	Persons Name	Description Reference Number	Expiry Date (if applicable)	Date Recorded	Person Making Entry & Signature

Worker Training Management

Employee Name	Employee Number	Position Title
▶	▶	▶

No	Nature of Training Undertaken (1 st Aid, Fire Warden, Manual Handling etc.)	Date Training Occurred	Certificate / Reference Number (if applicable)	Refresher Training	
				Required (X = Yes)	Date Required (if applicable)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Plant | Equipment Register

Equipment Description	Plant Registration & Serial Number (if applicable)	Operator's Licence (if applicable) (Yes = X)	Evidence of Maintenance (Yes = X)	Hazard ID, Risk Assessment Conducted? (Yes = X)	Daily Log Check Completed? (Yes = X)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First Aid Treatment | Incident Register

Entry Number	Injured Person's Name	Injured Persons Employer	Injury Reported to Whom	Trade / Occupation
	Person Completing this Record	Signature of Person Completing Record	Date of the Incident	Time of the Incident

What was being done at the time:	
Describe the injury or illness:	
Describe the treatment provided:	

Entry Number	Injured Person's Name	Injured Persons Employer	Injury Reported to Whom	Trade / Occupation
	Person Completing this Record	Signature of Person Completing Record	Date of the Incident	Time of the Incident

What you were doing at the time:	
Describe the injury or illness:	
Describe the treatment provided:	

Electrical Test & Tag Register

Item	Test Date	Re-Test Date	Tester's Name	Tester's Signature