

## WHS Management Plan – Residential Construction



Perry Homes

Project No: **10876**

Project Address: **Lot 112, 30 Campbell Parade, ARMIDALE NSW 2350**

# WHS Management Plan

## (Incorporating Emergency Management Plan)

<b>Developed By:</b>	Perry Homes (Aust.) Pty Ltd
<b>Dated:</b>	19 February 2025
<b>Date Last Revised:</b>	21 June 2024
<b>Next Revision Date:</b>	21 June 2025

## Introduction

This WHS Management Plan has been prepared by Perry Homes (Aust.) 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.

Perry Homes (Aust.) 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.

**References – Workplace Health and safety Regulations 2017**

# Principal Contractor Information

## Business Information

Particular	Details
<b>Business Name</b>	Perry Homes (Aust.) Pty Ltd
<b>Business Address</b>	49 Minjungbal Drive, Tweed Heads South NSW 2486
<b>Business Phone</b>	(07) 5569 9400
<b>Business Fax</b>	(07) 5523 2884
<b>Business Email</b>	safety@perryhomes.com.au
<b>Business Web Address</b>	www.perryhomes.com.au
<b>ABN</b>	53 090 866 630

## Project Specific Information

Position / Role	Name	Contact Number
<b>Principal Contractor / Director</b>	David Perry	(07) 5569 9400
<b>Area Construction Manager</b>	Greg Stocks	[ACMPPhone]
<b>Site Supervisor</b>	Lindsay Frizell	0408 209 667
<b>Safety Advisor</b>	John Abdallah	0413 446 772
<b>Administration</b>	Ricky Zietlow	(07) 5569 9400

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

## Project Description | Scope of Works

New Dwelling

# Emergency Contact Information

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

## Emergency Contacts - General

Reference	Details	
<b>Emergency Centre</b>	<b>Name</b>	Armidale Private Hospital
	<b>Address</b>	226 Rusden St, Armidale NSW 2350
	<b>Phone</b>	(02) 6771 4000
	<b>Operating Hours</b>	24 Hour Emergency
<b>Medical Centre</b>	<b>Name</b>	Faulkner Street Medical Practice
	<b>Address</b>	145 Faulkner St, Armidale NSW 2350
	<b>Phone</b>	(02) 6772 2355
	<b>Operating Hours</b>	Normal Business Hours
<b>Safety</b>	<b>Name</b>	John Abdallah
	<b>Phone</b>	0413 446 772

**Project Address:**

Lot 112, 30 Campbell Parade, ARMIDALE NSW 2350

## Emergency Contacts - Specialist

Reference	Details
<b>Police Station – Armidale Police Station</b>	96-98 Faulkner St, Armidale NSW 2350 (02) 6771 0699
<b>Poisons Information Centre</b>	131 126
<b>EPA Pollution Hotline</b>	1300 130 327
<b>Telstra</b>	132 203
<b>Dial Before You Dig</b>	1100
<b>Local Council – Armidale Regional Council</b>	135 Rusden Street, Armidale NSW 2350 1300 136 833
<b>Electrical Emergency</b>	13 13 88
<b>Gas Emergency</b>	132 909
<b>SafeWork NSW</b>	13 10 50
<b>Workplace Health &amp; Safety - QLD</b>	1300 362 128
<b>HIA Safety Services</b>	1300 650 620

## Induction Register

THIS INFORMATION MUST BE AVAILABLE ON SITE AT ALL TIMES

**PROJECT: [Lot 112, 30 Campbell Parade, ARMIDALE NSW 2350]**

Full Name	WH&S General Induction	Trade/Activity	Company	Induction Date (this site)	Signature

**By signing this induction register, you are confirming that you have read and understood the content of this Safety Management Plan and will abide by all policies and procedures.**

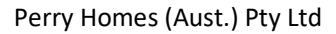
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Perry Homes (Aust.) Pty Ltd

DOC002 WHS Management System Plan – Residential Construction

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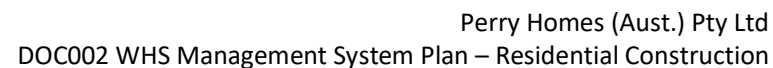
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**PROJECT NAME: [Lot 112, 30 Campbell Parade, ARMIDALE NSW 2350]**

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# Policies ▶▶

# Perry Homes (Aust.) Pty Ltd

## Work Health and Safety Policy

The Perry Homes (Aust.) Pty Ltd 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.

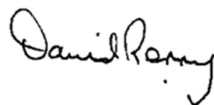
Perry Homes (Aust.) Pty Ltd, through its senior management will endeavour to comply with all legislative and other requirements placed upon it and will encourage all workers to comply.

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 system 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.



**David Perry**

Director

Signature

# Perry Homes (Aust.) Pty Ltd

## Drug and Alcohol Policy

Perry Homes (Aust.) Pty Ltd has a duty of care to provide a safe working environment and accordingly has adopted a drug and alcohol policy.

The policy endeavours to minimize the potential for drugs and alcohol to contribute to work-related injury.

Whilst it is recognised that all persons engaged by Perry Homes (Aust.) 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 Perry Homes (Aust.) 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 Perry Homes (Aust.) Pty Ltd will arrange for transportation home for that person.

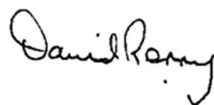
Assistance will also be offered to those persons where applicable.

### **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.

References - [Safework NSW \(Alcohol and Other Drugs in the workplace guide 2016\)](#)

- [WHS Queensland \(Framework for Alcohol & Drug management in the workplace guide 2012\)](#)



**David Perry**

Director

Signature



# Perry Homes (Aust.) Pty Ltd

## UV Protection Policy

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

Perry Homes (Aust.) 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 Perry Homes (Aust.) 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 Perry Homes (Aust.) 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.

**References- Australian/New Zealand Standard 4399:1996 "Clothing"**



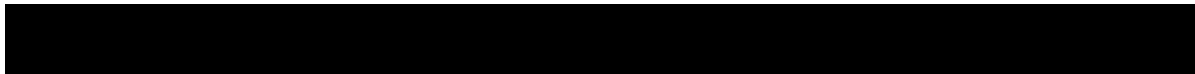
**David Perry**

Director

Signature



# General Requirements ▶▶



## Control of the Site

Perry Homes (Aust.) 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 PCBU's to ensure that any workers engaged by them are aware of this WHS Management Plan and that they are adequately supervised.

All PCBU's 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, have been trained appropriately and have the skills to perform the task.

## Maintenance and Review

Perry Homes (Aust.) Pty Ltd will ensure that document control procedures and document version control procedures are adhered to review document control measures related to this WHS Management Plan on an annual basis

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

Perry Homes (Aust.) 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 and the WHS Emergency Management Plan.

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

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

Position / Role	Responsibilities
<b>Area Manager/ Site Supervisor</b>	<ul style="list-style-type: none"> <li>• Report unsafe working conditions or unsafe work acts.</li> <li>• Participate in regular inspections of whole or part of the workplace.</li> <li>• Investigate or assist in the investigation of incidents.</li> <li>• Assist in emergency situations as required.</li> </ul>
<b>First Aid Personnel</b>	<ul style="list-style-type: none"> <li>• Render first aid as required.</li> <li>• Assist in emergency situations as required and in accordance with the Emergency management Plan</li> <li>• Maintain adequate first aid facilities and supplies.</li> <li>• Maintain first aid records.</li> </ul>

## Consultation, Cooperation and Co-Ordination

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

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

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

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

## 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 Perry Homes (Aust.) 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.

Perry Homes (Aust.) 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

Perry Homes (Aust.) 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 and at any time during construction work. Evidence can be provided 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).

**References- WHS Regulations 2017**

## Safe Work Method Statements

Perry Homes (Aust.) 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 Perry Homes (Aust.) Pty Ltd, the PCBU is required to provide a copy of the SWMS to Perry Homes (Aust.) Pty Ltd for review and assessment before they commencing the high risk work to which the SWMS relates.

Perry Homes (Aust.) 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, Perry Homes (Aust.) Pty Ltd will stop the work and only allow work to resume in a manner, which complies with the SWMS.

Perry Homes (Aust.) 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.

Perry Homes (Aust.) 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:

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

## Extent of the Site

Perry Homes (Aust.) 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 Perry Homes (Aust.) Pty Ltd makes the direction to implement a control measure.



## Security of the Workplace

Perry Homes (Aust.) Pty Ltd will remain in control and contractual possession of the construction project until possession is handed back to the client.

Perry Homes (Aust.) 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. Temporary fencing will be erected on the external boundary of the site preventing entry.

As Perry Homes (Aust.) 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 Perry Homes (Aust.) Pty Ltd as soon as possible.

**References - WHS Regulations 2011 Chapter 6, Section 298**

## Public and Visitor Safety

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

Perry Homes (Aust.) 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, Perry Homes (Aust.) 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

Perry Homes (Aust.) 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 Perry Homes (Aust.) 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

Perry Homes (Aust.) 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.

Perry Homes (Aust.) 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

Perry Homes (Aust.) 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 Perry Homes (Aust.) Pty Ltd before commencing work on site.

Perry Homes (Aust.) 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 in any way. The company that provided the system is the only person who has the authority to alter the system.

If a PCBU requires additional fall protection in excess of that supplied by Perry Homes (Aust.) 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

A person conducting a business or undertaking that carries out welding activities must eliminate risks arising from welding, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

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 PCBU's using hazardous chemicals at the workplace will supply Perry Homes (Aust.) 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.

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

## Asbestos

Where asbestos is encountered or it is believed that asbestos may be present, work shall cease immediately and Perry Homes (Aust.) 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.

Perry Homes (Aust.) 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

Perry Homes (Aust.) 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.

Perry Homes (Aust.) Pty Ltd's 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.

**References – Perry Homes (Aust.) Pty Ltd UV Protection Policy – Stand Alone Policy**

## Noise

Perry Homes (Aust.) 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 Perry Homes (Aust.) 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 Perry Homes (Aust.) 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 Perry Homes (Aust.) 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 Perry Homes (Aust.) 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 Perry Homes (Aust.) 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.

Perry Homes (Aust.) 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. Perry Homes (Aust.) 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.

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

- **Perry Homes (Aust.) Pty Ltd Drug & Alcohol Policy – Stand Alone Policy**

## Workplace Bullying

Perry Homes (Aust.) 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 at the workplace.

## 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 hardhat 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. Perry Homes (Aust) 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 contractor has undertaken the appropriate training by the Contractor PCBU.

## Electrical

Perry Homes (Aust.) 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 are not to 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.

## Work around 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, Perry Homes (Aust.) 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, the contractor conducting the works 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.
- 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.
- 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.

## Lighting

General lighting will be supplied by Perry Homes (Aust.) 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 Contractor PCBU responsible for that task.

## Common Plant

Perry Homes (Aust.) 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. The company that provided the system is the only person who has the authority to alter the system.

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

## Work on or Adjacent to Roads

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.

Work that is carried out on, in or adjacent to a road is defined as high risk construction work and requires Traffic Control and the development of a SWMS. Traffic Control SWMS along with a Traffic Control Plan will accompany this Site Specific Management Plan. Only accredited, licensed Traffic Controllers are to conduct Traffic Control. Site Supervisor is to check the status of Traffic Controllers Licenses prior to work beginning.

A Pedestrian walkway must be provided at all times that provides a clear path of travel. Signs must be displayed so as to be clearly visible to persons approaching the area where the work is being undertaken. Visual aids (e.g. Bollards, Witches Hats and Caution Tape) can also be used.

Contractors must complete a Site Specific Risk Assessment prior to the commencement of works to identify hazards (e.g. potholes, gravel/uneven surfaces, wheel ruts and adequacy of lighting). Work practices must reflect the Risk Assessment. The Site Supervisor must approve the Risk Assessment prior to works beginning. When a site is left unattended, contractors are responsible for securing or removing any hazards associated with their work prior to leaving the site.

Deliveries must be co-ordinated by the Site Supervisor to ensure traffic control has been established prior to arrival. Vehicle delivery drivers must ensure Traffic Control and appropriate site signage is in place prior to the delivery of goods.

## Erosion and Sediment Control

Undertake Erosion and Sediment control measures generally in accordance with the Healthy waters code of the Local City Plan and ensure:

1. Sediment control structures e.g.: a sediment fence is placed at the base of all materials imported on site to mitigate sediment run-off.
2. A perimeter bund and/or diversion drain is constructed around the disturbed areas to prevent any outside clean storm water from mixing with polluted/contaminated storm water.
3. All polluted/contaminated water from the site, including dewatering discharge, is treated to achieve the water quality objectives prior to discharging from the site.
4. Inspections for erosion and sediment control measures occur daily in accordance with current company policies and procedures.

## Dust

Workers and employers need to recognise ALL hazards in the workplace including those that can cause disease such as silica dust. We all must properly understand the risks construction dust can pose to workers health, then ensure any exposure is managed appropriately.

All cutting, drilling, machining etc. of crystalline silica containing materials on Perry Homes construction sites must use appropriate and recognised control measures for the specific task being undertaken.

Some examples are:

- Use of wet dust suppression techniques
- Local vacuum & on-tool dust extraction
- Use of respiratory PPE (\*\*correctly fitted)

## 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 and sign the Site Specific Safety Plan induction register on site. All rubbish to be placed in bins / cages.
- If an area is barricaded, all persons must avoid walking through the barricaded area.
- A Pedestrian walkway must be provided at all times that provides a clear path of travel
- Work areas are to be kept clean and tidy at all times.
- No lighting of fires is permitted.
- No smoking is permitted at the workplace.
- 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, in accordance with site signage and only after appropriate training by the Contractor PCBU has been received in its use.
- All incidents, dangerous events, serious bodily injuries, near misses and work-caused illnesses must be reported to Perry Homes (Aust.) Pty Ltd
- All persons are to maintain site amenities in a clean, tidy and hygienic state.
- PCBUs 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.
- Sediment Control must be checked daily to stop sediment run-off



# Emergency Management Plan ▶▶

## Introduction

Perry Homes (Aust.) Pty Ltd has prepared this Emergency Management Plan for this particular workplace which identifies hazards and their risks with appropriate procedures 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, Perry Homes (Aust.) 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. Remove any person(s) from the immediate danger zone if safe to do so.
2. Ensure immediate notification of Emergency Services has occurred.
3. Provide assistance as required to injured persons until emergency services arrive.
4. Do not interfere with the scene of the incident.
5. Notify Perry Homes Management
6. Await further instructions from emergency services.
7. Perry Homes (Aust.) Pty Ltd to contact the regulator if required.
8. Investigation to begin with Scene and Site photographs.
9. Media - Perry Homes employees are not to talk to media.

## ► Fire | Emergency Evacuation

1. Remove any person(s) from the immediate danger zone if safe to do so.
2. Ensure immediate notification of Emergency Services has occurred.
3. Suitably trained staff to respond to the fire if they believe it is safe to do so through personal risk judgement.
4. Ensure a controlled and coordinated approach to evacuation from the workplace.
5. Ensure all persons are accounted for and reported to Emergency Services.
6. Notify Perry Homes Management
7. Await further instructions from Emergency Services
8. Investigation to begin with Scene and Site photographs.
9. Media - Perry Homes employees are not to talk to media.

Should an emergency evacuation occur, please assemble off site, away from entry gates, at front.

Alternative assembly area: .....

## 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 assembly area 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, Perry Homes (Aust.) 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. Remove any person(s) from the immediate danger zone if safe to do so.
2. Ensure immediate notification of Emergency Services has occurred.
3. Suitably trained staff to respond to the fire if they believe it is safe to do so through personal risk judgement.
4. Ensure a controlled and coordinated approach to evacuation from the workplace.
5. Ensure all persons are accounted for and reported to Emergency Services.
6. Await further instructions from Emergency Services

It is also important to remember:

- To avoid panic and leave the workplace in an orderly manner.
- 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

Perry Homes (Aust.) Pty Ltd will ensure so far as reasonably practicable that only the correct fire fighting equipment be used for the appropriate type of fire.

## 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:

- Select the appropriate extinguisher for the type of fire
- Pull pin from squeeze handle
- Test extinguisher by squeezing handles briefly
- Approach fire aiming nozzle at base of fire
- Squeeze handles and operate extinguisher in a sweeping motion

## Incidents

### Incident Procedure

In the event of an incident Perry Homes (Aust.) Pty Ltd requires that the following procedure be followed:

1. Remove any person(s) from the immediate danger zone if safe to do so.
2. Ensure immediate notification of Emergency Services has occurred.
3. Provide assistance as required to injured persons until emergency services arrive.
4. Do not interfere with the scene of the incident.
5. Await further instructions from emergency services.
6. Perry Homes (Aust.) Pty Ltd to contact the regulator if required.

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 Perry Homes (Aust.) 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) Perry Homes (Aust.) 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 document.

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 Perry Homes (Aust.) 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, Perry Homes (Aust.) 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.

Investigation processes from Police, Coroner, Fire and Workplace Health and Safety personnel involves on-site personnel, staff members and occupants being interviewed often shortly after the event has occurred to minimise the ability to corrupt evidence and memory.

This requirement does not however prevent Perry Homes (Aust.) Pty Ltd from taking any action:

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

## Incident Investigation

In addition to Perry Homes (Aust.) 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
- Will telephone for an ambulance if required and provide assistance
- Records details of injured person and treatment administered

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

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, Perry Homes (Aust.) 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. Ensure immediate notification to the relevant Police and Emergency Services has occurred.
3. Keep out of reach and do not antagonize the aggressor.
4. Ensure relevant information is provided to the attending Police and Emergency Services to assist in their role.
5. Ensure appropriate information is recorded about the situation and reported to the legislated authority (Police, Fire service, Workplace Health and Safety) in the required timeframe.

### Trespass Procedures

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

1. Ensure immediate notification to the relevant Police and Emergency Services has occurred.
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

The purpose of this procedure is to:

1. Ensure that suitably trained staff within the premises removes any person/s from the immediate danger zone to a coordinated area outside;
2. Ensure immediate notification to the relevant Emergency Services has occurred;
3. Ensure a controlled and coordinated approach to marshalling and a staged or full evacuation occurs;
4. Ensure all person/s are accounted for and reported to the emergency services;
5. Ensure relevant information is provided to the attending Emergency Services to assist in their role of locating and diffusing the bomb;
6. Ensure appropriate information is recorded about the situation and reported to the legislated authority (Police, Fire Service, Workplace Health and Safety) in the required timeframes.

## Actions to Follow

### Written Threat:

1. Keep the document and any other items that are associated with the written threat, such as envelope or container;
2. Cease all unnecessary handling of these items, including the letter in an effort to retain any possible fingerprints, handwriting, print type, paper and postmarks;
3. Place all items into a plastic envelope/sleeve to preserve the items.

### Telephone Threat:

1. The person receiving the bomb threat must not hang up to assist with call tracing;
2. It is important to treat the call as a real threat.

Upon receipt of a threat the person responsible must be notified and carry out an evaluation of the threat. This is likely to be carried out with the most senior management member of staff.

## Suspicious Objects

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

### Suspicious Package/Object

1. Notify the appropriate Manager of the package and determine if it should be deemed a threat;
2. Deem the package a threat if no plausible circumstances exist for the package to be where it is;
3. Keep the area clear of occupants immediately upon deeming the package a threat.

Upon receipt of a threat the person responsible must be notified and carry out an evaluation of the threat. This is likely to be carried out with the most senior management member of staff.

## Training and Competency

Perry Homes (Aust.) 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



# Project Specific SWMS ▶▶



## Safe Work Method Statement

NOTE: Work must be performed in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept.

If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

<b>Perry Homes (Aust.) Pty Ltd</b>		Principal Contractor (PC)	<b>Perry Homes (Aust.) Pty Ltd</b>
Works Manager: Contact phone:	<b>David Perry (07) 5569 9400</b>	Date SWMS provided to PC:	Current date <sup>15</sup>
Work activity:	Construction of Residential	Workplace location:	Lot 112, 30 Campbell Parade,
High risk construction work:	<input checked="" type="checkbox"/> Risk of a person falling more than 2 metres ( <i>Note: in some jurisdictions this is 3m</i> ) <input checked="" type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Work on a telecommunication tower <input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Demolition of load-bearing structure <input type="checkbox"/> Work in or near a confined space
	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel <input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Use of explosives <input checked="" type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work on or near pressurised gas mains or piping <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere
	<input type="checkbox"/> Tilt-up or precast concrete elements <input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than <input checked="" type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant <input type="checkbox"/> Diving work

Person responsible for ensuring compliance with SWMS:	John Abdallah	Date SWMS received:	Current Date2
What measures are in place to ensure compliance with the			
Person responsible for reviewing SWMS control measures:	Site Supervisor3	Date SWMS received by reviewer:	Current Date1
How will the SWMS control measures be reviewed?	<p>Visual monitoring of control measures will be undertaken and reviewed if circumstances change.</p> <p>The SWMS will be amended if there is a change in the activity.</p>		
Review date:	June 2024	Reviewer's signature:	Supervisor



**Perry** Homes

Perry Homes (Aust.) Pty Ltd

DOC002 WHS Management System Plan – Residential Construction



## Personal Protective Equipment (PPE) Requirements ▶



Other | Additional PPE Requirements

Subcontractors Responsibility: Mandatory PPE to be worn when required.

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
<b>1.0 Arrival at Site. Unloading and Set-Up.</b>					
<b>1.1</b>	Unload Vehicle	• Sprains and strains	<b>3</b>	• Planning, Consultation, Adherence to Manual Handling Techniques <ul style="list-style-type: none"> <li>○ When unloading the vehicle we will ensure that we are as close as possible to the area where the equipment will be set up. If required we will seek out assistance in unloading heavy items, however our normal work does not include heavy items.</li> <li>○ We will use sensible manual handling techniques making sure our backs are straight and bending with the knees.</li> </ul>	<b>5</b>
		• Slips, trips and falls	<b>3</b>	• Planning and Consultation <ul style="list-style-type: none"> <li>○ Before carrying any items we will walk the area from the vehicle to the work site and ensure that there are no hazards in the way.</li> </ul>	<b>5</b>
		• Electrical hazards	<b>1</b>	• Risk Assessment, Planning and Consultation <ul style="list-style-type: none"> <li>○ Before commencing any work in the roof we will consider whether live electrical wiring is a hazard.</li> </ul>	<b>5</b>
		• Fire			

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Unload vehicle (cont.)		1	<ul style="list-style-type: none"> <li>○ If live electrical wiring is a hazard we will consider cutting the house power and using an independent power source such as generator or neighbours power.</li> <li>○ We will walk through the premises with the owner to identify the location of all down lights and other ceiling accessories.</li> <li>○ We will record the location and type and then make the necessary precautions when laying the insulation. As a default we will leave a clearance of 50mm from incandescent lights and 200mm from halogen lights including 50mm for any transformer, unless the lights are fitted with a suitable fire rated enclosure.</li> </ul>	5
<b>2.0 Other Hazards</b>					
2.1	Other Hazards	<ul style="list-style-type: none"> <li>• Any / various</li> </ul>	3	<ul style="list-style-type: none"> <li>• Pre Start Meeting and Hazard Identification               <ul style="list-style-type: none"> <li>○ Before commencing work on any site we will conduct a brief pre start meeting.</li> <li>○ We will look for any pre-existing site hazards.</li> <li>○ Should a hazard be identified we will do a risk assessment and develop suitable control measures.</li> </ul> </li> </ul>	5
<b>3.0 General Construction</b>					
3.1	Use of Hand and Power Tools	<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Lacerations and abrasions</li> <li>• Eye and hearing damage</li> </ul>	3	<ul style="list-style-type: none"> <li>• Safety Glasses, Ear Protection and RCD.               <ul style="list-style-type: none"> <li>○ Guards on tools and equipment will be maintained and working effectively before being used on site. Guarding on tools will not be removed to perform any work activity.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Use of Hand and Power Tools (Cont.)		3	<ul style="list-style-type: none"><li>○ All tools and equipment will be inspected prior to work activity for any faults or defects. If a fault or defect is found the item will be removed from services, and reported to the supervisor as soon as practicable.</li><li>○ All persons performing work where there is a risk of a foreign object striking the eye will be required to wear eye protection.</li><li>○ If a tool or item of equipment creates excessive noise, requiring persons to raise their voice to talk, appropriate hearing protection will be worn.</li><li>○ If there is a risk of injury to the head by falling objects then hard hats will be worn.</li><li>○ When plant, equipment or power tools are used, manufacturer's instructions will be followed for the correct PPE to be worn and the safe instructions for use.</li><li>○ Personnel will be competent in the use of the PPE required to be worn.</li><li>○ Risk assessments will be undertaken prior to use of PPE to determine whether the PPE is the most appropriate control measure to manage the risk.</li></ul>	5
4.0 General					
4.1	Sweeping	<ul style="list-style-type: none"><li>• Dust</li></ul>	3	<ul style="list-style-type: none"><li>• Dust Mask, Eye Protection, Wet Down Area<ul style="list-style-type: none"><li>○ We will assess whether to wet down areas to reduce dust emission form works conducted. Where the risk of dust production is high, worker will wear appropriate PPE</li></ul></li></ul>	5
		<ul style="list-style-type: none"><li>• Repetitive manual handling injury</li></ul>	3	<ul style="list-style-type: none"><li>• Training Consultation &amp; Supervision<ul style="list-style-type: none"><li>○ Frequent job rotation</li><li>○ Avoid twisting</li><li>○ Correct posture at all times</li><li>○ Use electric floor sweeper where possible</li></ul></li></ul>	5
5.0 Manual Handling					

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
5.1	Manual Handling / Locations of the Loads & Distances to be Moved	<ul style="list-style-type: none"> <li>Back, shoulder strain</li> <li>Fatigue</li> </ul>	3	<ul style="list-style-type: none"> <li>Training Consultation &amp; Supervision               <ul style="list-style-type: none"> <li>Use mechanical handling equipment</li> <li>Team lifting</li> <li>Modify work place layout so materials will not be carried long distances</li> <li>Ensure clear access and egress</li> </ul> </li> </ul>	5
<b>6.0 Asbestos Removal</b>					
6.1	Sheeting & Guttering	<ul style="list-style-type: none"> <li>Asbestos related diseases</li> </ul>	1	<ul style="list-style-type: none"> <li>Monitoring, Supervision, Training, PPE, Specialised Equipment.               <ul style="list-style-type: none"> <li>All workers directly involved with the removal and or handling of asbestos will hold a general industry safety induction card and any relevant asbestos removal certificates / licences required by the regulatory body.</li> <li>Only workers directly involved with the removal will be present in the area where the removal is taking place.</li> <li>Signage and barriers will be erected if other persons are present. All workers involved in the removal will wear P2 disposable respirators (masks) and disposable coveralls.</li> </ul> </li> </ul>	4

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Sheeting & Guttering (cont.)		3	<ul style="list-style-type: none"> <li>○ All asbestos sheeting and gutters will be removed in full pieces where possible. Nails will be punched and screws removed, along with any trims holding the sheets in position.</li> <li>○ Power tools will not be used on the sheeting or gutters and no cutting will take place.</li> <li>○ External sheeting and gutters will be wet down prior to removal. Roof sheeting will not be wet down prior to removal as it will create a slip hazard and put the workers at risk of an injury. Any internal sheeting will already be sealed by existing paint, wetting down would be of no benefit and would cause damage to the floors and ceilings.</li> <li>○ Once the internal sheeting is removed the area will be vacuumed with an industrial vacuum fitted with a HEPA filter. The vacuum bags will also be placed in the 200 micro metre polythene bags and disposed of. On completion of the decontamination the area will be able to be accessed by persons who were not directly involved with the removal.</li> <li>○ Workers will wash any exposed parts of their body i.e. face and hands before stopping for morning tea or lunch to eat and before leaving site.</li> </ul>	4
6.2	Bonded Or Friable Asbestos In Excess of 10 Sq. Metres.	<ul style="list-style-type: none"> <li>• Inhalation of asbestos fibres</li> </ul>	1	<ul style="list-style-type: none"> <li>• Monitoring, Supervision, training, PPE, Specialised Equipment.               <ul style="list-style-type: none"> <li>○ A competent person will supervise the asbestos removal work at all times whilst the work is being undertaken.</li> </ul> </li> </ul>	4

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Bonded Or Friable Asbestos In Excess of 10 Sq. Metres.(Cont.)		1	<ul style="list-style-type: none"> <li>○ All workers will hold a general induction card. Only workers directly involved with the removal will be present in the area where the removal is taking place. Signage and barriers will be erected if other persons are present. All workers involved in the removal will wear P2 disposable respirators (masks) and disposable coveralls and gloves.</li> <li>○ The ACM will be removed using wet methods and contained within an enclosed area.</li> <li>○ All ventilation and air-conditioning Networks servicing the ACM area will be closed down for the duration of the work and all vents sealed to prevent entry of airborne asbestos fibres into ducts.</li> <li>○ After work ceases all ventilation filters for recirculated air will be replaced.</li> <li>○ We will take care not to allow asbestos fibres to escape via pipe or conduit holes.</li> <li>○ We shall establish a negative pressure work area for the removal of the ACM and this area will be set up in accordance with the provisions of the Code of Practice for the Safe removal of Asbestos 2nd edition. [NOHSC:2002(2005)]</li> <li>○ We will only use grinding or abrading tools where no other alternative is available and only after a written risk assessment has been undertaken.</li> <li>○ We will set up and use an on-site decontamination unit.</li> <li>○ Laundering of contaminated protective clothing in workers' homes will not be permitted.</li> <li>○ On completion of the work a competent person, other than the works supervisor, will conduct a site clearance and will issue a clearance certificate.</li> </ul>	4

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
<b>7.0 Use Hazardous Chemicals</b>					
7.1	Construction Substances	<ul style="list-style-type: none"> <li>• Poisoning</li> <li>• Inhalation</li> <li>• Absorption</li> <li>• Diseases</li> </ul>	4	<ul style="list-style-type: none"> <li>• Respirators, Eye Wear, Gloves, Protective Clothing               <ul style="list-style-type: none"> <li>○ Before using hazardous substances we will read the SDS and comply with the requirements within. In most cases our work is out doors and will be in a well-ventilated area. Risk assessments will be conducted both prior to and after using a hazardous substance.</li> </ul> </li> </ul>	5
			3	<ul style="list-style-type: none"> <li>• Discussion with Other Trades.               <ul style="list-style-type: none"> <li>○ If other trades are present on site we will notify them of the hazardous substances we are using and obtain from them details of any substances they are using.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
<b>8.0 Where a Person Could Fall Through a Framed Structure</b>					
8.1	Working Near a Void	<ul style="list-style-type: none"> <li>Uncontrolled fall through a framed structure</li> </ul>	1	<ul style="list-style-type: none"> <li>Floor sheeting, Barricades, signage, no go zones, edge protection               <ul style="list-style-type: none"> <li>Where there is potential for an uncontrolled fall:                   <ul style="list-style-type: none"> <li>Spacings between members that are fixed into place and used to support our weight (e.g. bearers and joists) are not more than 600mm centres.</li> <li>Use temporary sheeting to form a platform on the members (e.g. bearers/joists).</li> <li>Lay the floor sheets adjacent to an internal or external access point to provide initial protection and then proceed to lay the sheets using a safe method to prevent workers from falling.</li> <li>If a worker is required to work within close proximity to an external edge:                       <ul style="list-style-type: none"> <li>The workers body is positioned over the partly secured sheet to avoid over-reaching, or</li> <li>A suitable platform is used, or</li> <li>Edge protection is installed.</li> </ul> </li> <li>Use temporary sheeting to form a platform across open stairwells/other voids.</li> <li>Make sure the location of the materials to be used is close to the work activity.</li> </ul> </li> </ul> </li> </ul> <p><b>Walking on the external top plate will not be permitted</b></p>	4



No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
<b>9.0 Installation of Walls, Decks and Hand Rails</b>					
<b>9.1</b>	Installing 2nd Level Floor Joists	<ul style="list-style-type: none"> <li>Falling</li> </ul>	<b>2</b>	<ul style="list-style-type: none"> <li>The installation of the 2nd level floor joists will be carried out from the floor below. Any working platform used for this purpose will have suitable edge protection where required, to manage any fall risk.</li> </ul>	<b>4</b>
<b>9.2</b>	Installing 2nd Level Floor Sheeting	<ul style="list-style-type: none"> <li>Falling</li> </ul>	<b>2</b>	<ul style="list-style-type: none"> <li>Scaffolding ,Edge Protection               <ul style="list-style-type: none"> <li>Flooring will be laid to ground and upper floors at the earliest opportunity in order to construct a solid work area for the construction and /or erection of wall frames.</li> <li>Stairwells and voids will be protected prior to floor laying.</li> <li>The laying of floor sheets will begin adjacent to an internal or external access point which provides initial fall protection. Laying of sheets will then proceed using a safe work procedure that prevents workers from falling over the edge</li> <li>Physical fall prevention by way of perimeter scaffolding or guard railing will be used to provide edge protection to manage any fall risk.</li> </ul> </li> </ul>	<b>3</b>
<b>9.3</b>	Installation of Walls on 2nd Level or Above	<ul style="list-style-type: none"> <li>Falling</li> </ul>	<b>1</b>	<ul style="list-style-type: none"> <li>Scaffolding ,Edge Protection               <ul style="list-style-type: none"> <li>Once sheet flooring has been laid and openings have been guarded, work on wall framing will commence. Where the potential fall height for persons constructing or erecting wall frames is 2 metres or more, edge protection will be provided.</li> <li>Window or door openings in external wall frames will be fitted with guardrails prior to raising the frame.</li> <li>All braces and fixings will be prepared prior to raising the frames. Access to the floor will be restricted to only those workers erecting the wall frames.</li> </ul> </li> </ul>	<b>3</b>

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
9.4	Stair Voids	<ul style="list-style-type: none"> <li>Falling</li> </ul>	1	<ul style="list-style-type: none"> <li>Scaffolding ,Edge Protection, Void Covering               <ul style="list-style-type: none"> <li>The internal stair void will have either temporary hand rails installed or be covered with a void protection working platform.</li> <li>Where persons may be required to work above the void, (roof framing) covering of the void will be undertaken to manage the risk of a person falling from above, through the open void.</li> <li>The void covering will be adequate for the anticipated loads that may be encountered and be secured to prevent accidental dislodgment or removal.</li> </ul> </li> </ul>	3
<b>10.0 Roof Truss Erection</b>					
10.1	Where a Person Could Fall Through a Framed Structure	<ul style="list-style-type: none"> <li>Falling</li> </ul>	1	<ul style="list-style-type: none"> <li>Spacings, Temporary Sheeting, Platforms, Edge Protection.</li> <li>Where there is potential for an uncontrolled fall:               <ul style="list-style-type: none"> <li>Spacings between members that are fixed into place and used to support a workers weight (e.g. bearers and joists) will not exceed 600mm centres.</li> <li>Use of a temporary sheeting to form a platform on the members (e.g. bearers/joists).</li> <li>Laying the floor sheets adjacent to an internal or external access point to provide initial protection and then proceed to lay the sheets using a safe method to prevent workers from falling.</li> </ul> </li> </ul>	4

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Where a Person Could Fall Through a Framed Structure (Cont.)		1	<ul style="list-style-type: none"> <li>○ If a worker is required to work within close proximity to an external edge: <ul style="list-style-type: none"> <li>▪ The workers body is positioned over the partly secured sheet to avoid over-reaching, or</li> <li>▪ A suitable platform is used, or</li> <li>▪ Edge protection will be installed.</li> </ul> </li> <li>○ Use of temporary sheeting to form a platform across open stairwells / other voids.</li> <li>○ Making sure the location of the materials to be used is close to the work activity.</li> </ul> <p><b>Walking on the external top plate will not be permitted</b></p>	5
10.2	Erection Process, Plan the Work	<ul style="list-style-type: none"> <li>• Falling</li> <li>• Falling objects</li> </ul>	2	<ul style="list-style-type: none"> <li>• Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders.</li> <li>• Ensure that: <ul style="list-style-type: none"> <li>○ Floor sheeting is complete and covers all areas below roofing activities, including stair voids, and is clear of all off-cuts, debris etc.</li> <li>○ Note: If stair void is not covered with floor sheeting, other arrangements will be made to arrest potential falls from the truss erection activities into the void</li> <li>○ All wall frames are secured and fully nailed off and adequately braced with permanent and temporary bracing to take all loads imposed during truss erection, including stockpiling trusses on top of walls.</li> <li>○ Access to and from the floor area below the roof is clear of all debris and materials. Where ladders or ramps are used they must be properly set up and secured.</li> <li>○ Barricades and signage are positioned to delineate 'no-go-zones' below the truss installation activities, warning of potential falling objects and prohibiting access during installation activities</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
10.3	Erect Work Platforms	<ul style="list-style-type: none"> <li>Falling</li> <li>Falling objects</li> </ul>	1	<ul style="list-style-type: none"> <li>Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. <ul style="list-style-type: none"> <li>Platforms may be erected on trestles or scaffolding or other systems. <ul style="list-style-type: none"> <li>Erect work platform inside of perimeter truss bearing walls, two planks wide (min 450mm) and 1200mm below top plate (height may be adjusted to provide a suitable working position for the truss/plate connection and allow comfortable “ducking under” bottom chord of trusses)</li> <li>Erect work platforms at mid span (or below panel points on top chord). Ensure that height is adequate to allow installer to work at top chord to position longitudinal ties near the top chord panel points and incorporate suitable fall protection where the risk assessments identifies the need.</li> <li>Platform should be two planks wide (min 450 mm) and adequately supported along its length to avoid collapse and “bounce”</li> <li>Where the scaffold or trestle ladder is used for the working platform and a person could fall a distance of 2.0 meters or more, fall protection (handrails) will be fitted. The need for handrails below 2.0m will be based upon a risk assessment.</li> </ul> </li> </ul> </li> </ul>	3
10.4	Mark Position of Trusses on Top Plates	<ul style="list-style-type: none"> <li>Falling</li> <li>Falling objects</li> </ul>	1	<ul style="list-style-type: none"> <li>Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. <ul style="list-style-type: none"> <li>Working from platform at load bearing perimeter walls, mark position of all trusses.</li> </ul> </li> </ul>	3
10.5	Load Trusses on to Wall Frames	<ul style="list-style-type: none"> <li>Falling</li> <li>Falling objects</li> </ul>	2	<ul style="list-style-type: none"> <li>Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. <ul style="list-style-type: none"> <li>Trusses should be stock piled by crane onto the top plates which have been additionally braced to carry the extra temporary load. Work should be planned so that trusses are arranged in sequence (as required by the manufacturer’s instructions) to minimise manual handling during standing.</li> </ul> </li> </ul>	3

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
10.6	Standing Trusses	<ul style="list-style-type: none"> <li>Falling</li> <li>Falling objects</li> </ul>	2	<ul style="list-style-type: none"> <li>Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. <ul style="list-style-type: none"> <li>Trusses should be taken from the stock pile and carried to their positions by each of the installers working from their respective work platforms. The standing process should proceed from the furthest point on the roof working back towards the stock pile. This will minimise 'ducking under' trusses which have already been erected.</li> <li>The first truss must be securely braced, straight and plumb at the panel points on the top and bottom chords. The accuracy and security of the placement of the first truss will govern the accuracy and security of the subsequent trusses. Manufacturer's tolerance requirements for straightness must be complied with.</li> <li>The standing operation should proceed ensuring each truss is securely fixed in position with fixings secured at each panel point on the top and bottom chords. The temporary fixings may consist of temporary or permanent longitudinal ties or proprietary brand spacers.</li> </ul> </li> </ul>	3

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Standing trusses (cont.)		2	<ul style="list-style-type: none"> <li>Where apex of trusses cannot be reached from existing work platforms, another platform (2 planks – min 450mm wide) will be erected at a suitable working height from the apex to allow a longitudinal tie to be fixed along the full run of trusses at the apex. The platform may be erected by securing a bearer to web members at approx. 1800mm centres. Work for this platform must be done from a temporary platform erected on the bottom chord of the installed and secured trusses.</li> <li>As the platform below the apex will still present a potential fall risk, the longitudinal tie being attached will assist in acting as an effective guardrail.</li> <li>This platform and the previously constructed platforms must be used for the installation of speed bracing.</li> <li>Note: the longitudinal tie at the apex should be solid timber to provide adequate compressive strength to give full effect to the function of the diagonal speed bracing. If truss erection includes roof battens, the roof battens will provide this strength. Otherwise, the roof must be made adequate to withstand wind loads and future construction loads of following trades.</li> </ul>	3
10.7	Install Ancillary Items	<ul style="list-style-type: none"> <li>Falling</li> <li>Falling objects</li> </ul>	2	<ul style="list-style-type: none"> <li>Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. <ul style="list-style-type: none"> <li>Install all ties, noggings, trimming, framing brackets and tie-downs. All work in this operation must be carried out from the working platforms or off step ladders from the floor.</li> </ul> </li> </ul>	3
10.8	Remove Work Platforms	<ul style="list-style-type: none"> <li>Falling</li> <li>Falling objects</li> </ul>	2	<ul style="list-style-type: none"> <li>Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. <ul style="list-style-type: none"> <li>Remove work platforms in the reverse order that they were erected, working from step ladders from the floor below.</li> </ul> </li> </ul>	4

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
<b>11.0 Mobile Plant</b>					
11.1	Levelling / Lifting / Site Preparation	<ul style="list-style-type: none"> <li>Uncontrolled contact between plant and persons on site</li> </ul>	2	<ul style="list-style-type: none"> <li>Licences, Barricades, High Visibility Clothing               <ul style="list-style-type: none"> <li>All plant onsite will be approved by the principal contractor.</li> <li>The operator of the mobile will be correctly licensed to operate the machine.</li> <li>All personal in the work area will wear High Vis clothing or vests.</li> <li>A “spotter” may be used in conjunction with operator where there is a risk identified.</li> <li>The site will be secured with a barricade or other measure to limit access to the site.</li> <li>Whilst the plant is being operated in reverse a visual watch technique must be used by the operator.</li> <li>The mobile plant will be fitted with a reversing beeper.</li> <li>Other control options that may be used, dependent upon identified risks include:                   <ul style="list-style-type: none"> <li>Use of plant with flashing lights</li> <li>Use of plant with reversing cameras and /or sensors</li> </ul> </li> <li>A pre-start check will be carried out each day on the machine and recorded.</li> </ul> </li> </ul>	5
11.2	Refuelling Mobile Plant	<ul style="list-style-type: none"> <li>Handling Diesel               <ul style="list-style-type: none"> <li>Fumes,</li> <li>Skin contact</li> </ul> </li> </ul>	4	<ul style="list-style-type: none"> <li>Ventilation, Water               <ul style="list-style-type: none"> <li>Refuelling will be carried out in a well-ventilated area, to avoid breathing in the fuel vapour. All workers will wash their hands and arms with water, prior to eating and drinking and when finished handling the diesel.</li> <li>Any contaminated clothing will be removed. All workers will read the safety data sheet (SDS) prior to use.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
<b>12.0 Working Close to a Body of Water</b>					
12.1	General Work Activities	<ul style="list-style-type: none"> <li>Possible drowning</li> </ul>	3	<ul style="list-style-type: none"> <li>Void Protection / Barricade               <ul style="list-style-type: none"> <li>Workers are able to swim.</li> <li>Where practical, void protection systems will be used.</li> <li>Barricades will be erected where possible</li> <li>Man-made structures (e.g. pools) with the potential to hold water will be visually monitored and controls applied where required. (e.g.) water pumping will be used to remove water.</li> <li>In situations where there is an identified risk, other control options may be employed. (use of buoyancy equipment and working in pairs)</li> </ul> </li> </ul>	5
<b>13.0 Working in a Trench Greater Than 1.5 Meters</b>					
13.1	Installation of Piping and Foundations	<ul style="list-style-type: none"> <li>Uncontrolled collapse</li> <li>Persons falling into an open excavation</li> </ul>	2	<ul style="list-style-type: none"> <li>Shoring / Benching               <ul style="list-style-type: none"> <li>To prevent collapse of the trench use a shoring system against all sides of the trench that protects by shielding. The shoring system will comply with applicable standards and manufacturers requirements. The shoring will be checked daily to ensure its continued effectiveness.</li> <li>To prevent collapse of the trench apply benching to all sides of the trench at an angle of no steeper than 45 degrees to the horizontal. When a trench is benched, the vertical trench side, below the benched portion, will not exceed 1.5 metres in height. The benching will be checked at least daily to ensure its continued effectiveness.</li> </ul> </li> </ul>	5



No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Installation of Piping and Foundations (Cont.)		2	<ul style="list-style-type: none"> <li>○ A geo-technical engineer will: <ul style="list-style-type: none"> <li>▪ Approve in writing that all the sides of the trench are safe from collapse</li> <li>▪ State in writing how long the approval lasts if there is no stated natural occurrence that could affect the stability of the trench</li> <li>▪ State in writing the natural occurrence that could affect the stability of the trench</li> </ul> </li> <li>○ The requirements of the geo-technical engineer will be followed</li> <li>○ Trenches and excavations will be backfilled as soon as practicable. Where this is not possible, suitable measures will be taken to prevent persons accidentally falling into the excavation. Any barriers used will be erected approximately 1.5 metres back from the excavation unless of a solid construction (concrete for example)</li> </ul>	5
<b>14.0 Installation of Fascia and Guttering Using a Temporary Work Platform</b>					
14.1	Working at Heights	<ul style="list-style-type: none"> <li>• Falling</li> </ul>	3	<ul style="list-style-type: none"> <li>• Temporary Work Platforms <ul style="list-style-type: none"> <li>○ Fascia and gutter installation from work platforms will only be performed from 2 planks (min 450mm wide)</li> <li>○ Where a risk assessment identifies the need, suitable edge protection will be fitted</li> <li>○ Materials should not be stored on the work platform and to avoid pivoting they should be lashed or clamped.</li> <li>○ A visual inspection will be undertaken to check to see if the platform is suitable for the work activity prior to use.</li> </ul> </li> </ul>	4

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
<b>15.0 Working at Heights</b>					
15.1	General Construction Activities	<ul style="list-style-type: none"> <li>Falling</li> </ul>	1	<ul style="list-style-type: none"> <li>Scaffolding               <ul style="list-style-type: none"> <li>Top, mid rail and toe board will be installed where a fall of 2 metres or more is possible or a risk assessment has deemed it necessary. Falls of less than 2.0 meters will be subject to a risk assessment.</li> <li>If the internal (working side) has a gap of 225 mm or more edge protection will be considered necessary on this side also.</li> <li>For trades (e.g.: bricklayers) a full 5 board wide (approx. 1000mm) heavy duty rated working platform will be used</li> <li>If there is a risk of tools or construction materials falling an exclusion zone will be erected, this will consist of barricades and signage be used and tools will be tied off.</li> <li>The scaffolding will be erected, maintained and regularly inspected by a licensed, competent person at intervals not exceeding 30 days.</li> <li>When using mobile scaffold the height of the scaffold must not exceed 3 times the minimum base dimension.</li> </ul> </li> </ul>	4
<b>16.0 Bricklaying at Height</b>					
16.1	Using Scaffolding or Mobile Scaffolding	<ul style="list-style-type: none"> <li>Falling</li> </ul>	1	<ul style="list-style-type: none"> <li>When working at height heavy duty scaffolding will be used.               <ul style="list-style-type: none"> <li>Work will take place on a scaffold constructed by a competent person when the scaffold is below 4 metres and by a licensed scaffolder when 4 metres or above.</li> <li>Bricklaying will be carried out on a full 5 board wide (approx. 1000mm) heavy duty rated working platform</li> <li>Top, mid rail and toe board will be installed where a fall of 2 metres or more is possible or a risk assessment has deemed it necessary.</li> <li>Use of mobile scaffolds will be minimal due to their light duty loading constraints.</li> </ul> </li> </ul>	4

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
16.2	Storing Materials on Scaffolding	<ul style="list-style-type: none"><li>Collapse</li></ul>	2	<ul style="list-style-type: none"><li>Control of Materials Distribution<ul style="list-style-type: none"><li>Bricks and other materials used the in building process will be evenly distributed on the scaffold and any unavoidable concentrated loads placed directly over / adjacent to structural supports such as standards, transoms and ledgers</li><li>The maximum weight on one scaffolding bay will be 675kg and no more than 200kg in a concentrated spot.</li></ul></li></ul>	4
		<ul style="list-style-type: none"><li>Slips, Trips and Falls</li></ul>	3	<ul style="list-style-type: none"><li>Control of Materials Distribution<ul style="list-style-type: none"><li>When materials are stored on a heavy duty scaffold a minimum clear platform width of 450mm must be kept.</li></ul></li></ul>	5
17.0 Construction / Repair Work					
17.1	Working In a Confined Space	<ul style="list-style-type: none"><li>Dangerous atmosphere</li><li>Engulfment</li></ul>	3	<ul style="list-style-type: none"><li>Monitoring, Training, PPE<ul style="list-style-type: none"><li>Use a system involving monitoring the air quality to protect the person working in a confined space:<ul style="list-style-type: none"><li>Prior to entering a confined space, check the oxygen levels are within the acceptable range and that atmospheric contaminants are below the relevant exposure standards,</li><li>Keep a record of any person entering a confined space,</li><li>Put emergency evacuation procedures in place before starting work,</li><li>Monitor the proper use of PPE (where required),</li><li>Consider heat stress and remove people where excessive,</li><li>Use people that are appropriately trained and able to work safely in confined space.</li></ul></li></ul></li></ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Working in a confined space (cont.)		3	<ul style="list-style-type: none"> <li>○ Use a system involving the use of personal protective equipment (PPE) to protect the person working in a confined space. <ul style="list-style-type: none"> <li>▪ Use appropriate PPE including breathing apparatus and provide a stand-by person for the duration of the work where oxygen and contaminant levels are not within the acceptable range or are above the relevant exposure standards.</li> <li>▪ Provide a written risk assessment detailing the work to be performed in the confined space and the person directly responsible for this work</li> <li>▪ Keep a record of any person entering a confined space</li> <li>▪ Put emergency evacuation procedures in place before starting work</li> <li>▪ Monitor the work to ensure PPE is being used properly</li> <li>▪ Consider heat stress and remove people where excessive</li> <li>▪ Train workers in the safe use of hazardous substances in accordance with a material safety data sheet (SDS), and</li> <li>▪ Use people that have been trained to work in a confined space and are medically able to work safely in a confined space.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
<b>18.0 General Construction</b>					
<b>18.1</b>	Using Ladders	<ul style="list-style-type: none"> <li>Falling</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>Tie Offs, Base Support, Gutter Anchors, Levellers               <ul style="list-style-type: none"> <li>All ladders used on site will be rated 'Industrial' with 120kg (minimum) load rating.</li> <li>Single and extension ladders must be secured at the top, bottom or both.</li> <li>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, wall frame).</li> <li>Ladders are to be maintained in a sound working condition and be appropriate for the task to be undertaken.</li> <li>Tools requiring two handed operation or a high degree of leverage force should not be used while on ladders.</li> <li>Ladders are not to be used as a work platform.</li> </ul> </li> </ul>	<b>5</b>
<b>18.2</b>	Using Power Tools	<ul style="list-style-type: none"> <li>Electrocution</li> <li>Lacerations, abrasions</li> <li>Eye and hearing damage</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>Safety Glasses, Ear Protection, RCD.               <ul style="list-style-type: none"> <li>Guards on tools and equipment will be maintained and working effectively before being used on site. Guarding on tools will not be removed to perform any work activity.</li> <li>All tools and equipment will be inspected prior to work activity for any faults or defects. If a fault or defect is found the item will be removed from services, and reported to the supervisor as soon as practicable.</li> </ul> </li> </ul>	<b>5</b>

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Using Power Tools (Cont.)		3	<ul style="list-style-type: none"> <li>○ All persons performing work where there is a risk of a foreign object striking the eye, should consider wearing eye protection. If an item of plant or equipment creates excessive noise, that is where you need to raise your voice to talk, we will wear appropriate hearing protection and if there is a risk of injury to the head by falling objects then we will wear hard hats.</li> <li>○ When we use plant, equipment or power tools we will also follow the manufacturer's instructions for the correct PPE to be worn and the safe use instructions. We will be competent in the use of the PPE and risk assessments must be undertaken prior to using PPE to show that the hierarchy of control was used in determining whether or not to use PPE.</li> </ul>	5
<b>19.0 Mobile Plant and Vehicles</b>					
19.1	Working on or Near a Roadway	<ul style="list-style-type: none"> <li>• Uncontrolled contact between vehicles and people (workers or pedestrians)</li> <li>• Property damage</li> <li>• Deliveries</li> </ul>	1	<ul style="list-style-type: none"> <li>• Traffic Management Plan, Trained Personnel, PPE               <ul style="list-style-type: none"> <li>○ Development and implementation of a Traffic Management Plan (outsourced) and provision of licenced traffic management personnel.</li> <li>○ Traffic disruption to be kept to a minimum.</li> <li>○ Increased awareness of pedestrians, when works are in close proximity to the footpath and/or roadway.</li> <li>○ A pedestrian walkway must be provided at all times that provides a clear path of travel.</li> <li>○ All pedestrians to be diverted around work area using appropriate, clearly visible signage and control barriers.</li> <li>○ Contractors will conduct a Site Specific Risk Assessment prior to the commencement of works to identify hazards</li> <li>○ All personnel working in vicinity of moving vehicles will be required to wear high visibility apparel</li> <li>○ Traffic Control must be established prior to any deliveries to site.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
<b>20.0</b>	<b>Clean-Up and Re-Packing</b>				
<b>20.1</b>	Loading Vehicle	<ul style="list-style-type: none"> <li>Sprains and strains</li> <li>Slips, trips and falls</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>Adhere to Site Rules, Manual Handling Techniques               <ul style="list-style-type: none"> <li>When cleaning up and re packing we will practise good manual handling techniques such as bending the knees and not the back, team lifts where possible and avoid carrying very heavy items.</li> </ul> </li> </ul>	<b>5</b>
<b>21.0</b>	<b>Leaving Site</b>				
<b>21.1</b>	Environmental	<ul style="list-style-type: none"> <li>Environmental damage</li> </ul>	<b>4</b>	<ul style="list-style-type: none"> <li>Adhere to SDS for disposal               <ul style="list-style-type: none"> <li>When leaving site we will make sure that we take away any of the left over insulation. When cleaning we will ensure that all environmentally sensitive products are disposed of correctly. Any left-over hazardous substances will be taken off site and disposed at the correct facility.</li> </ul> </li> </ul>	<b>5</b>

### Persons Involved in the Activity ▶

I have read, understood and will comply with the requirements of this Safe Work Method Statement

Name	Company   Employer	Signature	Date

### Site Specific Hazards ▶

List here any site specific hazards & risks (including control measures) that are additional to this SWMS

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)