Site SWMS & Risk Assessments

LifeStyle
CONSTRUCTIONS N.Q. PTY. LTD.
QBCC # 1121448

Principal Contractor	Lifestyle Constructions
Date Provided to PC	23/02/2024
Revision Due	23/02/2025
Project	QR Code: LSC-801791 New Office and Workshop
Construction Site Location / Address	351 Bayswater Road Garbutt QLD 4814
Person in charge of SWMS: Supervisor (Responsible for Implementing, Monitoring & Ensuring Compliance with SWMS)	Brad Gugliotti 0428 144 302
After Hours Contact	Jeff Sexton 0417 113 355

Purpose

The purpose of this document is to clearly identify the Hazards and Risks associated in both the high-risk work activities as well as the general construction site tasks. This SWMS must be kept and be available for inspection until the high-risk construction work to which the 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.

Evaluation

Evaluation of process effectiveness is carried out using internal audits and site safety inspections. This document in its entirety is relevant between the stated review dates, unless it has been identified that controls are potentially not effective, changes to the workplace has introduced new task(s), hazard(s)/risk(s) or in the event of a notifiable incident then SWMS will be reviewed and, if necessary, revised. Ultimately everyone is responsible for ensuring their duties are upheld with regards to safety in the workplace.

At the end of the SWMS there is a provision to add to or amend the SWMS, if these are used workers must notify Jeff Sexton as soon as practical to ensure the changes are implemented. Once the SWMS are amended and controls are acceptable for the specified hazards all workers must re-sign onto the SWMS to ensure they are made aware of the changes.

Doc Control Details

PCBU Name:	**LifeStyle Constructions NQ Pty Ltd**	**ABN:**	**42 123 581 206**	
PCBU Address:	**6 Fleming St, Aitkenvale QLD 4814**		**Contact Number:**	**0417 113 355**
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Consulted By	**Jeff Sexton & Erker Safety Pty Ltd**		**Approved By**	**Jeff Sexton**
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V1	SH	Document Creation	23/02/2024	23/02/2025

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1 Definitions:

High Risk Work (As defined by WH&S Qld):

Work carried out at a workplace deemed as high risk by WH&S Regulation 2011 (s291):

1. involves a risk of a person falling more than 2m; or
2. is carried out on a telecommunication tower; or
3. involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure; or
4. involves, or is likely to involve, the disturbance of asbestos; or
5. involves structural alterations or repairs that require temporary support to prevent collapse; or
6. is carried out in or near a confined space; or
7. is carried out in or nearby—
   (i) a shaft or trench with an excavated depth greater than 1.5m; or
   (ii) a tunnel; or
8. involves the use of explosives; or
9. is carried out on or near pressurised gas distribution mains or piping; or
10. is carried out on or near chemical, fuel, or refrigerant lines; or
11. is carried out on or near energised electrical installations or services; or
12. is carried out in an area that may have a contaminated or flammable atmosphere; or
13. involves tilt-up or precast concrete; or
14. is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
15. is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
16. is carried out in an area in which there are artificial extremes of temperature; or
17. is carried out in or near water or other liquid that involves a risk of drowning; or
18. involves diving work.

2 Legislation that relates to this Safe Work Method Statement

Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Electrical safety Act 2002
- Electrical Safety Regulation 2013

Current Codes of Practice – relevant to the task undertaken

https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice

- How to Manage Work Health and Safety Risks Code of Practice 2021
- Demolition Work Code of Practice 2021
- Hazardous Manual Tasks Code of Practice 2021
- Managing Respirable Crystalline Silica Dust Exposure in Construction and Manufacturing of Construction Elements Code of Practice 2022
- Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2021
- Managing Risks of Plant in the Workplace Code of Practice 2021
- Managing the Risk of Falls at Workplaces Code of Practice 2021
- Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2021
- Working Near Overhead and Underground Electric Lines – Electrical Safety Code of Practice 2020

3 PPE Requirements

PPE Requirements will be listed at the beginning of each activity with the recommended requirements using the below Pictograms:

Safety Glasses Medium Impact (Clear indoor use and tinted outdoor use.)

Safety footwear with a steel cap toe or composite toe.

Safety Gloves suitable for the task.

Ear Protection either Plugs or Muffs suitable to the task.

Hard Hat for all work where there is work overhead.

Hi Visibility Clothing, Reflective Tape is only recommended at nighttime.

Respiratory Protection (RPE), specific to the task & as shown on fit test certificate

Protective Clothing, long sleeves and long pants

Clear High impact visor

Wide brim hat or ring worn over Hard Hats.

Height Safety PPE specific to the task

4 Qualifications, Training Requirements

QBCC Licence – Builder - Low Rise, Joinery, Carpentry
EWP (Scissor Lift) – Competently Trained
EWP (Scisoosr Lift to Access Roof) - Competently Trained
HRWL – LF (Forklift)
Apprentice Training, if applicable
Industry White Card(s)
Supervision from Brad Gugliotti
Spotter for mobile plant, as required. Competently trained for the type of machinery with a full understanding of the tasks being conducted.

5 Hierarchy of Control Measures

Level 1	Level 2	Level 3
• Eliminate the Hazard	• Substitute the Hazard • Isolate the Hazard • Engineer the Hazard out	• Administration Controls • PPE

6 Parties responsible for implementation of Controls

Supervisor

Worker

Operator

Engineer

Management

Spotter

7 Risk Calculator

HOW TO USE THIS RISK TABLE
Step 1: Identify potential hazards.
Step 2: Decide what a possible **Consequence** could be.
Step 3: Decide **How Likely?** it is to happen
Step 4: Line up your choices in the table to get a number
Step 5: Use the Priority table to the right.

Appendix B - Risk Calculator

RISK RATING CALCULATOR			Likelihood		
Consequence What injury/damage could it cause?	**Rare - 3** Could only happen once in 25 years	**Unlikely - 2** Could happen, once in 5 years	**Possible - 1** Could happen each year	**Likely - 0** Could Happen more than once a year	**Almost Certain - 0** Could happen anytime
Catastrophic - 0 Multiple Fatalities	3	2	1	0	0
Major - 0 Death or serious disability	3	2	1	0	0
Moderate - 1 Long term illness or serious injury	4	3	2	1	1
Minor - 2 Medical attention & several days off work	5	4	3	2	2
Insignificant - 3 First aid needed	6	5	4	3	3

Risk Rating	Prioritisation
0, 1 or 2	**Action to rectify must be done immediately before work may commence**
3	**Consider control measure as necessary and implement further controls to reduce risk**
4, 5, 6	**Continue to use correct controls selected and maintain communication**

8 Workers Sign on and Consultation of SWMS

By signing the below I:

- **Acknowledge that I have had input into the development of the SWMS or have had opportunity to comment on the content**
- **Understand and agree to abide by all of the requirements stated within the SWMS**
- **Have appropriate certification, licences and/or training to competently undertake the task or, where permitted, will be directly supervised by persons with appropriate level of certification, licensing, training and competence**
- **Understand that where task changes or the controls stated are ineffective, that I will immediately notify my supervisor and cease work till the controls are modified and I re-sign an updated SWMS**

First & Last Name:	Signature:	Date:

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
1B. Working at Height – Working Around Edge Protection				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Working on a platform or structure with edge protection installed.	Hazard: Non-compliant edge protection **Risk: Personal injury**	1	• Edge protection must be erected according to the instructions of manufacturer, supplier, engineer, or competent person • All edge protection must be signed off by a competent person as complete and safe prior to any work occurring • The edge protection must be designed to withstand the impact of a fall against it	5
	Hazard: Fall from height **Risk: Personal injury**	1	• Edge protection will be erected on all sides of the working area. The base of the edge protection must be at least 1,200mm wide—900mm higher than that surface, it must have a mid-rail no greater than 450mm and a kickboard/toe board no greater than 250mm • All edge protection must have adequate secured access available	5
	Hazard: Falling objects **Risk: Personal injury**	1	• Tools and materials may not be leaned against edge protection	5
1C. Working at Height – Edge Restraint (Fall Restraint)				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Working on a structure where height safety PPE is used as the main control of falling	Hazard: Exposed edge/ fall from height, **Risk: Personal injury**	1	• The use of a harness system is PPE and is a lower hierarchy of control and should be avoided where possible, however, if this control measure is the only viable option, the following elements must be adhered to • Worker must be competent and has been trained in the safe and correct use of the system • The restraint system must control the person from reaching a position at which there is a risk of a fall • The harness must be connected by a lanyard to an anchorage or horizontal lifeline. It must be set up to prevent the wearer from reaching an unprotected edge. • The anchorage point must be certified to the number of persons connected to it • The anchorage point must be selected for the pitch of the roof, the number of persons that will be connected to anchorage point and in accordance with the manufacturer's specifications • The length of travel should not allow a pendulum whereby a person could fall from the edge	5

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk

			• Use an Australian Standards Approved (AS/NZS 5532) Fall Restraint System which has three components:
			  ○ Anchorage system (e.g., a 15kN for single user & 21kN for 2 persons)
			  ○ Connection system with ability to adjust length
			  ○ Harness with a rear attachment point.
			• A harness system should **not** be used:
			  ○ In a position where fall is possible either through or from an edge
			  ○ The slope of the roof is greater than15 degrees
			  ○ The type of surface may be fragile giving rise for a person to fall through the surface
			• In some circumstances it may be necessary to have an emergency retrieval plan for a person falling through or over the edge of work area and have practiced that plan	

1DA. Working at Height – Ladders				
PPE Recommended			**Persons responsible for maintaining controls**	

Performing construction work that involves a ladder	Hazard:
	Unstable ladder
	Risk:
	Injury / death
		1	**Single or Extension Ladders:**
			• The ladder must be set up on firm and stable ground
			• Ladder must:
			  ○ Be rated for industrial use
			  ○ Have a load rating of 120kg
			  ○ Be the correct height for task to avoid reaching or stretching
			  ○ Be no longer than:
			  ▪ Single ladder 6.1m
			  ▪ Extension ladders 7.5m
			  ▪ Extension ladder for electrical work 9.2m
			  ○ For electrical work be an approved non-conductive ladder
			  ○ Be maintained in a sound working condition and be appropriate for the task to be undertaken
			  ○ Not be used to support a weight greater than load rating
				5

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Hazard: Fall from height **Risk:** **Personal injury**	**1**	• Persons using the ladder has 3 points of contact always (i.e., 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g., gutter, wall frame) • A person's feet should not be higher than 900mm from the top of a ladder • If undertaking high risk work above 2m, single and extension ladders must be secured at the top, bottom, or both • A pre-start inspection of the ladder is performed • Tools requiring two handed operations, or a high degree of leverage force should not be used while on ladders	**5**
	Hazard: Falling objects **Risk:** **Personal injury**	**1**	**Platform Ladders** • Ensure ladder is rated weight of person and equipment tooling. Ensure ladder is set up on stable even surfaces. • All locking devices on the ladder are secure • Never work where your feet are positioned above the 2nd from top tread of the ladder.	**5**
	Hazard: Improper use of ladder **Risk:** **Personal injury**	**1**	**Platform Supported by Trestle Ladders** • The system (including planks) should be assembled according to the manufacturer's specifications using only compatible components • Trestle ladders must be secured to prevent movement • Edge protection must be erected along the complete outer edge of the platform • The distance between the platform edge and working face of the structure must be less than 225mm unless there is a guardrail or mid-rail installed • Planks must be at least: ○ 225mm wide for light work ○ 450mm wide if work is not light work	**5**
1DB. Working at Height – Scaffolds				
PPE Recommended			**Persons responsible for maintaining controls**	
Working in an area where scaffold is implemented	Hazard: Equipment failure /unstable platform **Risk:** **Injury / death**	**1**	**Scaffolds** • Scaffolding must be erected, altered, and dismantled by competent person(s) • Scaffolding over 4 metres must be erected, altered, and dismantled by person(s) with a scaffolding high risk work licence • Before use a competent person must inspect the scaffold and provide written confirmation that the scaffold has been completed with the appropriate rating	**5**

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk

			• Persons using the scaffolding must have training on the specific type of scaffolding they are using
			• Scaffolding to be of appropriate rating for work that it is being used for, i.e., light – medium – heavy duty
			• Mobile scaffolds:
			  ○ Workers to be trained in their use
			  ○ To be in good working order, serviced in date, pre-checked and operated by a competent/ licenced person
			  ○ To be supported on adjustable and lockable castors to ensure the scaffold is level and not able to move when locked
			  ○ Are to be no greater than 9m high or 3-times the smallest base dimension
			  ○ To be erected with adequate access provisions, edge protection and falling object protection
			  ○ To be accessed using an internal ladder, except for low height platforms where this is not reasonably practicable
			  ○ Before moving, remove all loose items	

	Hazard: Overhead power lines **Risk:** **Electric shock /electrocution**	1	• When setting up scaffolding an exclusion zone around power lines needs to be maintained • If not possible to establish an exclusion zone, then the scaffold installer must contact site supervisor and contact made with the power authority to undertake a risk assessment • The scaffolding installer **must not start** until permission is gained from the power company • The power authority's exclusion zone for scaffolding must be maintained • Trades should ensure that materials handled on the scaffold do not penetrate the exclusion zone of the power line	5
	Hazard: Falling objects **Risk:** **Personal injury**	1	• Scaffold system is to have adequate access provisions, edge protection and falling object protection • Trades to ensure there is a safe means of raising, lowering and storing tools, plant, materials and rubbish • Trades to ensure working decks are kept clear of excess tools, plant, materials and rubbish • Trades prior to accessing working deck to do a visual check of area for excess tools, plant materials or rubbish and if present remove or have items removed • Any hording installed on the scaffold should not be removed.	5
1DD. Working at Height - Use of an EWP (Scissor Lift)				
PPE Recommended			**Persons responsible for maintaining controls**	
Preparing to use scissor lift Assign a Spotter	Hazard: Pre-start not completed resulting in use of faulty machine	2	• Operator to be trained/instructed/competent in the safe operating procedures for that type of scissor lift, inexperienced operators are to be always supervised by an experienced person. • Flashing Lights are always on when machine is in use • Logbooks are in date and easily accessible	4

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Risk: **Personal injury**		• Exclusion zone established, depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater • Ensure correct operation of movement alarms, emergency stop controls and emergency lowering controls • Remove obstructions or reposition equipment • Do not continue if you cannot confirm the stability of the machine • Assign a Spotter to remain on the ground in visual contact with the operator. • Spotter to ensure any sensor type door openings (i.e. truck bay curtain door) are isolated prior to EWP moving towards/through the sensor **Spotter is responsible for:** • Monitoring activity from around the base of scissor lift • Aiding when the scissor lift makes any movements and keep area clean of obstructions • Activating emergency lowering mechanism if required • Maintaining exclusion zone (Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater) • Drop Zones • Signage to keep unauthorized person out • Isolating sensors on door openings	
Working from a scissor lift	Hazard: Fall from height **Risk:** **Personal injury**	2	• Operator must ensure operation is authorised and in accordance with SWMS • Carry out a prestart inspection, and include how to lower machine in an emergency • When unit is travelling: ○ Always use safe speed ○ Platform is at a safe level and for clear vision in direction EWP is travelling ○ Body is kept fully within the confines of the platform (If a worker leans outside of the handrail, a Harness attached to the labelled anchor point must be used to prevent the fall risk.) ○ Ensure gates of the cage remain closed. • Never jump or swing down from unit while it is elevated, except in an emergency • Always maintain 3 points of contact when exiting EWP • Do not carry loads on the handrails unless specified by manufacturer • Do not climb, sit, or stand on platform guard rails	**4**
Preparing job site	Hazard:	2	• Only those authorised may access site • Ensure the work area is barricaded and signed to allow adequate exclusion zone. Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater	**4**

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Unauthorised access **Risk:** **Collision with other workers or persons**		• Ensure relevant site personnel have been consulted and are familiar with the plan of work for scissor lift • Secure all loose objects. Use a lanyard where appropriate such as carrying hand tools. Maintain control of materials on the work platform. • When using a scissor lift for installing edge protection ensure: ○ Poles/rails are secured individually to scissor lift ○ Poles/rails are centrally located and evenly balanced ○ Poles/rails are untied one item at a time ○ Edge protection equipment must not exceed the SWL of the scissor lift ○ Any item that is stood up in the scissor lift meets the above requirements.	
Working from basket	Hazard: Fall from height **Risk:** **Personal injury**	1	• Ensure safety rails and self-closing gates are in place • Operators to be trained in the safe operation of that brand and type of machine • Workers to attach harness, if required, to certified anchor points, as per manufacturer's specifications • High visibility clothing to be worn • Never get between lift and an immoveable object. • Make sure there are no overhead obstructions or powerlines • If there is an emergency in any situation release the dead man switch	**4**
Rescue of Injured / distressed operator	Hazard: Stuck at height **Risk:** Distress injury i.e., health issue	1	• Clear area of all unnecessary persons. • Establish communication with operator if still conscious. • Where the normal upper control functions fail, the operator will use the upper auxiliary controls to lower the platform • If the operator is incapable of lowering the raised platform using the upper controls, an appointed person familiarised in the use of the 'ground' controls will lower the platform safely using the normal ground controls. • Where the normal ground controls fail, an appointed person familiarised in the use of the 'ground' controls will use the ground auxiliary controls to safely lower the platform. • If available, use 2nd EWP to retrieve the injured/distressed operator (in the basket). • Administer first aid if required. • Do no attempt to retrieve personnel if it is unsafe or other hazards exist.	**4**
Contact With Powerlines	Hazard: Contacting powerlines **Risk:** **Electrocution**	1	• Stay calm • Do not climb out of the machine, as it may be 'live' • Warn others to keep clear • Try to move the machine away from the powerlines, if possible • If there is a danger of fire, jump clear from the machine onto dry ground and move away from the machine. Do not step down.	**4**

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			• Stay near the machine until help arrives	
Machine shut down	Hazard: Incorrectly secured machine **Risk: Obstruction, Mechanical damage, Theft**	2	• Park equipment in designated area • Shut down machine as per manufacturer's specifications • Make sure work area if left neat and tidy - remove tools and equipment from the basket • Make sure EWP is secure against unauthorised entry. Plant to be locked and demobilized at end of day/when not in use with basket elevated and ground controls disabled.	4
1DE. Working at Height - Use of an EWP (Scissor Lift to access Roof)				
PPE Recommended			**Persons responsible for maintaining controls**	
Roof Access via Scissor Lift	Hazard: Contact with electricity, Fall from height, Falling Objects **Risk: Electrocution/ personal injury**	1	• Roof Access via scissor lift will only be considered if access via ladder or scaffolding stairs is impractical due to cost restraints or access restraints. • Any operators in control of the scissor lift shall have been deemed competent via yellow card or other means of training, e.g., high risk work licence to operate boom. **Scissor lift may be used for access in 2 scenarios:** **Scenario #1:** • No Edge Protection Installed: ○ All workers who will be accessing the roof will be additionally trained in working at heights. ○ Once the scissor lift has been situated so the gate can be aligned to the edge of the roof a gap of 150mm or less will be maintained. If practical the platform will be extended over the roof to essentially remove the "Gap". ○ If practical to do so the scissor lift will be either "strapped or clamped to the structure as well and the machine being turned off. ○ Workers will then access the roof via the gate and immediately attach their temporary anchor point as part of their height safety system. ○ Once anchor point is established the worker will attach the height safety system to the anchor point, as per manufacturer's specifications. (Adjustable rope system.) ○ Only when the height safety system "Fall Restraint" is properly set up can the worker grab tools and equipment to begin set tasks	4

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			○ Note: Care should always be taken to install a height safety system in a manner that it does not impede the work being undertaken, causing trips or slips. Systems should also be installed to prevent the worker from working in a "fall arrest" situation **Scenario #2:** • Edge Protection in Place: ○ If edge protection has been installed prior to work, by a competent installer, workers will not be required to use height safety harnesses ○ Scissor lift gate must be aligned to the gate of the edge protection ○ Once scissor lift is level to the platform a "Gap" of no more than 150mm or less will be controlled by strapping the scissor lift to the edge protection and turning off the scissor lift ○ Once the scissor lift is secured and turned off the gates may be opened to access the roof and work may commence ○ Care should always be taken when lowering the scissor lift: ▪ The straps should be removed to prevent damage to structure ▪ The opening or gate isn't left exposed to put workers remaining on the roof at risk of a fall.	

High Risk Work Activity: 3. Demolition				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
3A. Non-structural Demolition				
PPE Recommended			**Persons responsible for maintaining controls** 	
Plan to demo site structures	Hazard: Fall from height, falling objects, unknown services and structural stability, unexpected collapse, damage to services **Risk: Injury**	**1**	• If appointed, consult with the engineer/principal contractor/client where reasonably practicable, to obtain a written report specifying the hazards associated with the design and the structure in the planning stage of the demolition work • Specific hazards may be outlined in a demolition plan: ○ Asbestos containing materials ○ Lead in paint, old water pipes and other plumbing fittings, solders, etc	**4**
Public protection	Hazard: Falling objects, struck by plant **Risk:** **Injury**	**3**	• Wherever required, make sure the Principal Contractor has provided the following: ○ A heavy-duty scaffold that is fully sheeted with shade cloth & mesh. In accordance with Australian Standards. Only certified personnel can erect scaffolds ○ Signs installed at various locations on the barricades denoting: “Demolition in progress - Keep Out” • **Plant movement**: ○ Do not go beyond specified speed limits. ○ Make sure the flashing light/beeper is on. ○ Use a spotter wherever practical/available. ○ Ensure high visibility PPE is always worn. • Check the work area for other plant before commencing work/movement.	**5**
Strip out of fixtures & fittings and non-fixed items	Hazard: Work at height, manual handling sharp edges **Risk:** **Injury, lacerations, death**	**1**	• Use hand removal techniques for salvaging fixtures and fittings – use handheld tools and equipment. • During this initial work phase, make sure no load bearing components of the structure are demolished. • Wherever possible, provide access for workers above floor level by way of an approved internal staircase or a suitably restrained ladder. • Strictly follow all procedures for working at heights.	**4**

High Risk Work Activity: 11. Electricity				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
11H. Electrical - Operation Around Overhead Powerlines				
PPE Recommended			**Persons responsible for maintaining controls**	
Working in proximity to overhead powerlines	Hazard: Electric shock, explosion **Risk: Electric shock, death**	**1**	• Check for nearby power installations in proximity to workspace, e.g., overhead power attached to building (assume all electric lines are energised) • Contact energy provider for requirements for working near their assets • To obtain written Safety Advice (i.e. Ergon Energy Safety Advice on Working near Electric Lines) where it has been identified as being required, complete and submit or return by email the applicable Safety Advice Request Form which is accessible via the electricity entity website: https://www.ergon.com.au/network/safety/business-safety/the-outdoor-workplace/working-near-powerlines • Establish a minimum 3 metres exclusion zone from actual power source before work commences • A restricted access zone is to be established and sign posted in areas where larger plant must not enter (as per Safety Approach Distances - SAD). This area is only to be accessed by smaller plant which does not have the potential to enter SAD • No part of a worker, operating plant or vehicle should enter an exclusion zone while the overhead electric line is energised (live) • Spotter to be put in place with direct communication with operator • Spotter to provide immediate and direct notice/warning should equipment, tools, machinery, or personnel start to breach the exclusion zone • Stop the work immediately, if necessary, e.g., safety clearances compromised	**4**
Where vehicle may reach into the 3 metres **Exclusion Zone**	Hazard: Contact with electrical cable **Risk: Electrocution, fire**	**1**	• For works that have the potential to enter the exclusion zone, controls such as isolation of the line to remove energy (this will require liaison with the asset owner); use of smaller plant that does not have the ability to enter safety approach distances will be utilised • Spotter to be put in place with direct communication with operator • Ensure the mobile equipment and its attachment (design envelope) is positioned so that it is unable to penetrate the exclusion zone of the overhead power line. i.e. the mobile equipment and its attachment are not required during the work to swivel underneath or into the 3m exclusion zone • The mobile vehicle and any attachment in relation to the mobile vehicle when disposing/unloading of a load is positioned so that it does not penetrate the exclusion zone around the overhead power line	**4**

High Risk Work Activity: 11. Electricity				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Works more than 6.4m however design envelope could penetrate 3 metre **Exclusion Zone**	Hazard: Contact with electrical cable **Risk: Electrocution, fire**	**1**	• For works that have the potential to enter the exclusion zone, controls such as isolation of the line to remove energy (this will require liaison with the asset owner); use of smaller plant that does not have the ability to enter will be utilised • A restricted access zone is to be established and sign posted in areas where larger plant must not enter (as per Safety Approach Distances - SAD). This area is only to be accessed by smaller plant which does not have the potential to enter safety approach distances • Plant is not permitted within the Safe Approach Distance (SAD) as defined in the Electrical Safety Regulation or where they have the potential to encroach on the SAD (such as the boom of an excavator): ○ Up to 132kV - 3m ○ Up to 330kV - 6m ○ Over 330kV - 8m • Where the works to be undertaken are more than 6.4 metres from the electrical asset, however, if the design envelope of the vehicle and attachments (Hiab, boom, tip tray, excavator arm) may still reach into the 3 metres exclusion zone, the use of a spotter maybe omitted where all the following apply: ○ The works are designed and set so that no part of the vehicle and attached equipment or its load is required to come within 6.4m of the electrical assets e.g., working forward of the power lines or the vehicle is positioned where the attachment will not enter this zone ○ The operator agrees to this SWMS and abides by its requirements ○ A person is assigned responsibility to ensure compliance with the above	**4**
Works which may penetrate the 3 metres **Exclusion Zone** around the power line	Hazard: Contact with electrical cable **Risk: Electrocution, fire**	**1**	• For works that have the potential to enter the exclusion zone, controls such as isolation of the line to remove energy (this will require liaison with the asset owner); use of smaller plant that does not have the ability to safety approach distances • A restricted access zone is to be established and sign posted in areas where larger plant must not enter (as per Safety Approach Distances - SAD). This area is only to be accessed by smaller plant which does not have the potential to enter safety approach distances • Where operations cannot comply with the permit or works will require the vehicle equipment or load to penetrate the exclusion zone a spotter is to be engaged and contact made with the site supervisor prior to works commencing • No one is permitted to work within the 3 metres exclusion zone e.g. any height above the cable or 3 metres either side unless they: ○ Are given 'permission' to work by the asset owner and permit issued ○ Have first done a site-specific risk assessment; and ○ Have a trained spotter at the site • Permits to Work near Exclusion Zones:	**4**

High Risk Work Activity: 11. Electricity				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			○ A permit is issued by the relevant power authority when work may breach the exclusion zone ○ This permit will be located either on the site sign, sites meter box, toilet, or fence ○ The site sign will give guidance to trades as to whether a permit exists • Trades should review this permit & abide by the limitations placed by the power authority	
Use of spotter when required by SWMS or where works may penetrate the 3 metres **Exclusion Zone**	Hazard: Contact with electrical cable **Risk: Electrocution, Fire**	**1**	• Use of spotter when plant or cranes are in close proximity to power lines: ○ A spotter must be used when works may penetrate the 3 metres red exclusion zone ○ Such works require a Permit to Work from the local Power Supply Company • Spotters need to: ○ Be Competent ○ Have a full understanding of the machinery used, and task being undertaken	**4**

High Risk Work Activity: 12. Contaminated or Flammable Atmosphere				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
12A. Crystalline Silica - Wet Cutting & Wet Drilling				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Creation of crystalline silica dust through cutting, sawing, drilling, abrasion of cement type products, using wet methods	Hazard: Exposure to crystalline silica dust vapor in water **Risk: Respiratory diseases**	**1**	• No person at the workplace will be exposed to RCS at a level above the workplace exposure standard (WES). WES of RCS2 is 0.05 milligrams per cubic metre (mg/m3) averaged over an eight hour period as described on page 9 of Managing respirable crystalline silica dust exposure in construction and manufacturing of construction elements Code of Practice 2022 • Complete a pre-work risk assessment of the expected work activities to identify hazards that may pose risks, i.e. projectiles, noise, vibration, dust contact or entanglement with cutting equipment • Products which are containing or suspected to contain crystalline silica dust will be used in areas away from other workers with consideration to neighbors or adjacent buildings where the public could be affected • All workers to be adequately trained/competent for the tasks they perform including use of respiratory protection equipment (RPE) • Use tool equipped with integrated water delivery system that supplies water to cutting surface/blade/grinding surface • Operate and maintain tool in accordance with manufacturer's instructions to minimise dust emissions • All plant and equipment fitted safety devices to be in working order. Servicing up to date • **Wetting technique:** ○ Ensure enough water is available (hose tap mains water or reservoir). ○ Ensure equipment has been tested and tagged and the correct RCD is used, if applicable ○ Ensure water supply to tool is turned on and operational before starting tool ○ Ensure water supply is flowing to cutting area prior to blade making contact with material being worked on ○ Ensure spray guards are in place before commencing work ○ All users in vicinity will use RPE as the water vapor will contain crystalline silica. ○ As the cutting or drilling is being conducted careful consideration will be given as to where the wet slurry runs. ○ Ensure the slurry is captured and not put into drains ○ Scoop up slurry and either place in buckets or bins which are to be removed from site before slurry dries into a dust, re-wetting may be required depending on the task. ○ Rinse all equipment and tools post work to remove all silica • If possible, workers should change out of their work clothes at the site to prevent the spread of silica dust	**4**

High Risk Work Activity: 12. Contaminated or Flammable Atmosphere				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Designated wet cutting areas	Hazard: Exposure to crystalline silica dust **Risk: Respiratory diseases**	**1**	• **When cutting, grinding, or drilling in large quantities:** ○ An area will be chosen to hold a slurry inside a pit. Depending on the volume of slurry, pits can be 500mm deep, or less, by 500mm x 500mm square ○ A sheet of black builders' plastic will be placed on top of pit with an x cut into the center to allow the slurry to flow into the pit ○ A pallet may be used on top to keep the plastic from blowing away and allow a cutting bench or area for wet cutting to occur ○ Once work has been completed the area can be washed down and allowed to drain into pit ○ If the area will be used for a concrete slab the slurry will be appropriately covered up and filled over ○ If this method is not suitable the slurry will be scooped into a bucket and removed from site. • RPE will be required – P2 Respiratory at a minimum will be used, fit tested to each worker, see register for individual workers requirements • Persons in the area will also be asked to leave while the work is undergone	**4**
12B. Crystalline Silica - Dry Cutting & Dry Drilling with M Class Vacuum				
PPE Recommended			**Persons responsible for maintaining controls**	
Creation of crystalline silica dust through cutting, sawing, drilling, abrasion of cement type products, using dry cut and M or H Class vacuum method	Hazard: Exposure to crystalline silica dust vapor in water **Risk: Respiratory diseases**	**1**	• Uncontrolled dry cutting of materials that contain 1 per cent or more crystalline silica is prohibited • Use of any material with >1 per cent crystalline silica for abrasive blasting is prohibited • Products which contain or are suspected to contain crystalline silica, so far as is reasonably practicable, will be used, cut, sawed or sanded in areas away from other workers with consideration to neighbors or adjacent buildings where the public could be affected • No person at the workplace will be exposed to RCS at a level above the workplace exposure standard (WES). WES of RCS2 is 0.05 milligrams per cubic metre (mg/m3) averaged over an eight hour period as described on page 9 of Managing respirable crystalline silica dust exposure in construction and manufacturing of construction elements Code of Practice 2022 • All workers to be adequately trained/competent for the tasks they perform • Plant and equipment to be used in accordance with manufacturers recommendations/specifications • All plant and equipment to be fitted with on tool dust extraction and fitted safety devices and to be in working order with servicing up to date • **Dry cut with M or H Class vacuums technique:**	**4**

High Risk Work Activity: 12. Contaminated or Flammable Atmosphere				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			○ Tools which can be connected to an M or H Class vacuum only will be used ○ Hepa Bags will be used on all dry cutting to allow for ease of emptying vacuums ○ Continual maintenance and cleaning of M or H Class vacuums will occur on each bag change as per manufacturers recommendations/specifications ○ RPE will be used as the vacuum does not eliminate all crystalline silica in the air • If possible, workers should change out of their work clothes at the site to prevent the spread of silica dust	
Clean up of exposed silica dust	Hazard: Exposure to Silica Dust **Risk: Respiratory diseases**	**1**	• End of shift clean-up requires careful consideration as to the method used • Sweeping or use of dust blowers will be strictly prohibited as the ability to contain the silica dust is impractical • When M or H Class vacuums are used, PPE respirators are required. Cleaning vacuums with water and sponge also require use of PPE respirators • Tipping vacuum waste directly into bins is strictly prohibited. For this reason, Hepa bags will be chosen to aid in the cleanup process • Persons in the area will also be asked to leave while the work is undertaken • Where small use of dust pans and brushes are used RPE will always be worn	**4**
12C. Crystalline Silica - Mixing Materials Which Contain Silica Dust				
PPE Recommended			**Persons responsible for maintaining controls**	
Creation of crystalline silica dust through mixing materials	Hazard: Exposure to crystalline silica dust in air **Risk: Respiratory infection**	**1**	• No person at the workplace will be exposed to RCS at a level above the workplace exposure standard (WES). WES of RCS2 is 0.05 milligrams per cubic metre (mg/m3) averaged over an eight hour period as described on page 9 of Managing respirable crystalline silica dust exposure in construction and manufacturing of construction elements Code of Practice 2022 • Where crystalline silica containing products are to be mixed, careful consideration will be given as to the location where it will be mixed • Products which contain or are suspected to contain crystalline silica will be used in areas away from other workers with consideration to neighbors or adjacent buildings where the public could be affected • **Dry mixing with M Class vacuums technique:** ○ Attachments which can be connected to an M Class vacuum will be used as per manufacturers recommendations/specifications ○ Bucket attachments will be used where available to allow the vacuum to attach with ease during the pouring of materials to be mixed	**4**

High Risk Work Activity: 12. Contaminated or Flammable Atmosphere				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			○ Hepa Bags will be used on all dry mixing to allow for ease of emptying vacuums ○ Continual maintenance and cleaning of M Class vacuums will occur on each bag change as per manufacturers recommendations/specifications ○ PPE respiratory will be used as the vacuum does not eliminate all crystalline silica in the air • If possible, workers should change out of their work clothes at the site to prevent the spread of silica dust	
Clean up of exposed silica dust	Hazard: Exposure to Silica Dust **Risk: Respiratory infection**	**1**	• End of shift clean-up requires careful consideration as to the method used • Sweeping or use of dust blowers will be strictly prohibited as the ability to contain the silica dust is impractical • When M or H Class vacuums are used, PPE respirators are required. Cleaning vacuums with water and sponge also require use of PPE respirators • Tipping vacuum waste directly into bins is strictly prohibited. For this reason, Hepa bags will be chosen to aid in the cleanup process • Persons in the area will also be asked to leave while the work is undertaken • Where small use of dust pans and brushes are used PPE respirators will always be worn	**4**
12D. Crystalline Silica - Post Work Clean-up				
PPE Recommended			**Persons responsible for maintaining controls**	
Cleaning areas contaminated with crystalline silica dust	Hazard: Exposure to crystalline silica dust vapor in water **Risk: Respiratory infection**	**1**	• Where crystalline silica containing products have been used careful consideration must be given to neighbors or adjacent buildings where the public could be affected • **Cleanup using M or H Class Vacuums Technique:** ○ M or H Class Vacuums only will be used ○ Hepa Bags will be used to allow for ease of emptying vacuums ○ Continual maintenance and cleaning of M or H Class vacuums will occur on each bag change as per manufacturers recommendations/specifications • Where small use of dust pans and brushes are used PPE respirators will always be worn, extra care will be taken as to not stir up dust	**4**
Clean up of exposed crystalline silica dust	Hazard: Exposure to crystalline silica dust **Risk:**	**1**	• End of shift clean-up requires careful consideration as to the method used • Sweeping or use of dust blowers will be strictly prohibited as the ability to contain the silica dust is impractical • When M or H Class vacuums are used, PPE respirators are required. Cleaning vacuums with water and sponge also require use of PPE respirator. • Tipping vacuum waste directly into bins is strictly prohibited. For this reason, Hepa bags will be chosen to aid in the cleanup process	**4**

High Risk Work Activity: 12. Contaminated or Flammable Atmosphere				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Respiratory infection		• Persons in the area will also be asked to leave while the work is undertaken • If a wetting down method is used to control crystalline silica dust, then the slurry will be removed before it dries. While slurry is still wet scoop it into a bucket and seal bucket • Used filters will be vacuumed out with new clean ones. Once filters have been vacuumed and have no damage, they may be safely stored for use next time	
12E. Hazardous Substances Used Onsite				
PPE Recommended			**Persons responsible for maintaining controls**	
Hazardous substances used	Hazard: Untrained workers, inappropriate selection, access & egress, unknown substances **Risk: Personal injury**	**4**	• Ensure workers are trained in the safe use of the hazardous substances they are to handle • Before using hazardous substances, ensure SDS is current, read the SDS and comply with the requirements within • Make sure containers have clearly marked warning labels indicating the hazards of the substance • Where required, make sure exhaust ventilation is operational at the point where the substance is being used • Visual risk assessment will be conducted prior to commencing work activity • Choose the most suitable substance approved for the purpose with the least toxicity and risk • Screen the work area to protect workers and others from exposure, so far as is reasonably practicable • Use warning signs, barricaded or restrict access and provide an alternative route when required • Check and eliminate all potential sources of ignition (including spark producing switches, electrical equipment, open flames, pilot lights) within and near the work area • Identify and take specific precautions if using solvents in confined spaces such as wearing adequate RPE and providing ventilation • Only prepare enough chemical to do the job • Never decant chemicals into food or drinking containers • Never use chemicals that are in unmarked containers • Ensure spill kit available and follow manufacturer's instructions when managing spills • Always wash hands thoroughly after using hazardous substances and before eating, drinking, smoking or going to the toilet • All hazardous chemicals and their containers are to be disposed of as per SDS requirements	**5**
Hazardous substances	Hazard:	**3**	• No substances to be brought on site by subcontractors without notification provided to PC • Hazardous substances register and SDS to be readily available	**5**

High Risk Work Activity: 12. Contaminated or Flammable Atmosphere				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
brought to site by other trades	Unknown hazardous substances **Risk: Personal Injury**		• Discussion with other trades: If other trades are present on site, notify them of the hazardous substances being used obtain from them details of any hazardous substances they are using.	

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
15A. Concrete Pumping				
PPE Recommended			**Persons responsible for maintaining controls** 	
Concrete Pumping Operation	Hazard: Placing concrete & pumping **Risk: Personnel being struck by hoses or concrete. Truck tipping over. Electrocution**	**2**	• Ensure that no people, other than those workers directly involved in the concrete pumping operation, are in the operational safety zone (including concrete delivery drivers • Ensure no one stands on the hopper grille or beneath a raised boom • Ensure the end hose is fitted with a suitable stop or end cap if it is being manoeuvred over people • Ensure the hopper grill is in the closed position • Check that the pump flow rates match discharge rates of concrete delivery trucks • Pump and boom operator must be in constant, direct communication with the hose hand and must follow the directions given by the hose hand • All workers to be familiar with the equipment's emergency shutdown procedures • Ensure frequent inspection of the outrigger pad's integrity and look for possible loss of stability • The concrete placing boom should not be: ○ Raised or left extended when winds exceed the maximum safe wind speed for operation, specified by the manufacturer ○ Raised or left extended during an electrical or thunderstorm ○ Used as a crane. ○ Used to pump concrete with the rams in tension, unless designed for this purpose ○ Raised, lowered, or moved when there is insufficient light to do so safely • In addition, any truck-mounted placing boom should: ○ Have the earth safety chain deployed before operation • Not be raised from the travel position if under powerlines, unless complying with the exclusion zone rules.	4

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
15BA. Mobile Plant - Driving Work Vehicles Onsite				
PPE Recommended			**Persons responsible for maintaining controls** 	
Driving work vehicles onto site	Hazard: Traffic **Risk:** **Uncontrolled contact between vehicles and people**	**1**	• Driver is responsible for conducting prestart vehicle checks • Only licensed drivers are permitted to drive vehicles • Always drive according to road and weather conditions • Driver to be aware of site instructions and any specific hazards/risks that may be relevant • Flashing lights are always used on mobile plant and vehicles • Adherence to site safety plan, exclusion zones, communication, consultation. • Follow the site safety plan relating to traffic control safety • Increase awareness of pedestrians if works are adjacent to the existing footpath • All pedestrians to be diverted around work area	**5**

Mobilising on site	Hazard:
	Obstruction
	Unauthorised access
	Risk:
	Crush death
	Inadequate PPE
	Crushing
		2	• Do not work within 3m of live traffic unless:
			  ○ A Traffic Management Plan is in place
			  ○ A Traffic Control system is in place – under the direction of ticketed traffic controllers
			  ○ There is a safety barrier in place (such as concrete new jersey curbs), water filled Triton barriers and or a shadow vehicle
			• Remove obstructions or reposition equipment
			• Ground condition and slope must be assessed prior to loading/unloading
			• Do not continue if you cannot confirm the stability of the machinery
			• Only those authorised may access site
			• Ensure work area is barricaded and signed to allow adequate exclusion zones. Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater
			• High visibility clothing to be always worn
			• Transport driver shall be responsible for tie down of load and removing tie downs, straps etc
			• Maintain visual contact between plant operators and other personnel at all times. Spotters to be used where required for reversing operations, tight areas etc.
			• Avoid unloading/loading plant under power lines
				4

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Unloading of plant	Hazard: Plant and equipment falling off deck uneven ground **Risk:** **Damaged equipment, crush death**	**1**	• Qualified and competent operator to always unload vehicle • Align machinery with ramps prior to unloading • Using a spotter when reversing • Adjust ramps to suit wheel width • Use winch cable and remote where possible • Remove excess personnel from the work area • Always choose suitable surface to unload on level ground	**4**
Moving machinery around site	Hazard: Obstruction (Overhead, at ground level or underground), faulty equipment, plant tipping or rolling over **Risk:** **Crush death**	**1**	• Remove obstructions or reposition equipment • Do not continue if you cannot confirm the stability of the machinery • Check all electrical systems are operational • Check all warning systems and devices are operational • Only authorised personnel shall carry out maintenance checks • Only qualified person shall carry out repairs and maintenance • Check tyre tread and pressure are satisfactory (where applicable) • Provide tilt alarm system to advise operator of machine operating beyond safe working angles • Ensure the machine is an “outdoor rated” machine if operating where there is a risk of external wind • Operator is responsible to not exceed the safe working load and wind rating of the plant • Operator to be trained and competent in the safe operation of the plant	**5**
Stationary equipment	Hazard: Accidental movement of plant **Risk:** **Crush death**	**1**	• Ensure tools and equipment are stored appropriately • Ensure emergency stop switch is pushed in when equipment function completed and work to commence • Ensure shutdown procedures are followed as per the manufacture’s manual	**5**
Refueling with diesel or petrol	Hazard: Spills, exposure to hazardous substances **Risk:**	**1**	• Use a designated refuelling point where practical • Ensure machine is turned off before refuelling • Fire extinguisher to be available in mobile plant. Extinguisher to be maintained according to Australian Standard • and training in the correct use of extinguisher has been undertaken • Refuelling of portable containers must be done on the ground	**5**

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Fire, skin irritation, ground contamination		• All hot work or sources of ignition will be kept away while refuelling takes place • Appropriate size spill kits are to be available to implement if required • All workers will wash their hands and arms with water when finished handling diesel/petrol • Any contaminated clothing will be removed • All workers will read the Safety Data Sheet prior to use	
15BB. Working Near Onsite Mobile Plant				
PPE Recommended			**Persons responsible for maintaining controls**	

Working near onsite mobile plant. (Under or beside)	Hazard:
	Road traffic
	Risk:
	Contact between persons and vehicles
		2	• When establishing work areas consider mobile plant onsite has right of way
			• All personnel to have undergone site specific familiarisation
			• Erect any barriers & signage necessary to keep others safe and aware of the work being undertaken
			• Designated pedestrian routes to be established where required
			• Personnel not to enter the swing zone of equipment without positive communications with operator
			• Restrict access to work area. Ensure:
			  ○ Exclusion zones surrounding work area using barricades and signage is in place
			  ○ Any other workers within the exclusion zones are wearing PPE as required
			  ○ Communicate with onsite mobile plant operators to get an understanding of their tasks and areas they need to access as well as times they operate. Work in with onsite operators and ensure tools, equipment and work doesn't unnecessarily block their work areas or travel paths
			• When new workers come to site ensure they understand the movements of onsite mobile plant as it may not be consistent and start up without notice
			• Mobile phones or personal entertainment devices (PEDS) are not to be used while working around mobile plant. If necessary to use such a device, move to a safe area.
			• **Never work under a load being lifted by any type of crane.**
				5

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
15F. Mobile Plant - Forklift				
PPE Recommended 			**Persons responsible for maintaining controls** 	

Setting up to use Forklift	Hazard:
	Untrained or incompetent operators used
	Risk:
	Expose workers to being struck by plant movements causing death or serious bodily injury.
		1	• Ensure flashing lights or beacons/reversing beepers are functioning
			• All operators must hold an in date high risk forklift licence in Queensland
			• Operators are trained and competent to operate the type of forklift and attachments they are using
			• Operators are suitably experienced in the work they are to perform
			• All persons on site should attend toolbox talk (safety briefing) to receive update on:
			  ○ Exclusion zones for pedestrians
			  ○ Any hazards present on that day
			○ Communication methods and emergency procedures
			• All induction processes should include the principles of traffic and pedestrian flow plus a site map. Induction should especially reinforce the “traffic management rules”
			• Ensure operators:
			  ○ Using public roads have the appropriate driver’s licence
			  ○ Hold a valid high risk work licence for the type of industrial lift truck they are operating
			  ○ Are trained to operate the type of forklift and attachments they are using
			  ○ Are provided with information, training and instruction on the hazards, risks, and control measures relevant to the workplace
			• Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:
			  ○ Reporting procedures for incidents
			  ○ Correct use of equipment including operation and maintenance
			  ○ Use of supervision where required (e.g., new starters or new equipment)
			  ○ Supervisors, foremen etc. are suitably experienced in the type of work
			  ○ All workers are trained in this SWMS
			• Workers must be fit for work, e.g., no signs of fatigue, alcohol, or drugs
				4

Entering or exiting cab	Hazard: Slips, trips, falls **Riks:**		• Face the forklift whenever you mount and dismount the forklift • Maintain a three-point contact with the steps and with handholds (three-point contact can be both feet and one hand or both hands and one foot)	

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Personal injury		• Use provided steps/handholds when entering or exiting the cabin (see operations manual for instruction). • Never mount or dismount a moving forklift • Do not jump off the forklift • Do not carry tools or supplies when you try to mount / dismount • Do not use any controls as handholds when you enter / exit the operator compartment • Never leave operator seat with the engine running	
Assess onsite conditions	Hazard: Lack of a clear assessment **Risk:** **Personal injury, property damage**		• Operators must ensure: ○ There is suitable access/egress for all equipment required ○ The ground conditions for operation of equipment are stable and there are no uneven surfaces or drop offs ○ Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable) ○ Work not near power lines ○ The area of operation is not in close proximity to power lines ○ Other trades and/or equipment does not impact the area of operation ○ Exclusion zones are set up around the area of operation where there is pedestrian activity	
Working with other workers	Hazard: Untrained or incompetent operators used **Risk:** **Expose workers to being struck by plant movements causing death or serious bodily injury.**	**1**	• Establish an effective system of communication between forklift operator and ground workers before work commences • Relevant workers must be trained in the procedures involved prior to the work commencing • Ground workers are instructed not to approach forklift until the operator has agreed to their request to approach. • Ground workers are instructed on set distances to maintain from the forklift while in operation • Ground workers and forklift operators are aware of traffic management plan and exclusion zones • Ground workers are made familiar with the blind spots of the forklift • Forklift operator and ground workers are required to wear high-visibility clothing	**4**
Using attachments or implements	Hazard: Untrained or incompetent operators used **Risk:** **Expose workers to being struck by**	**1**	• Remove and attach as per manufacturer's instructions • Inspect quick-hitch device (if applicable) • Ensure attachment is on a flat, level surface • Ensure forklift designed for use of an attachment • Ensure plant maintained and in good working order • Ensure all locking pins are secured in place and marked with the following (manufacturer's name, make, model and serial number, quick hitch weight, maximum rated capacity.	**4**

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk

	plant movements causing death or serious bodily injury.		• If damage or faults detected, do not use. Follow tag-out/lock-out procedures and report to supervisor immediately
			• Operator to raise shaft slowly and test attachment is secured prior to use
			• Operator not to overload the capacity of attachment
			• Attachments kept in lowest working position possible
			• **Note**: If attachment is alternate brand – seek advice from manufacturer to ensure the different attachment does not affect the centre of balance.
			• When changing hydraulic attachments, wear gloves and eye protection:
			  ○ Turn plant off
			  ○ Release hydraulic pressure
			  ○ Cover quick connect with rag and disconnect
			  ○ Reconnect new attachment
			  ○ Check for proper hydraulic connection, hose routing and hose length
			  ○ Check for leaks
			• Only use compliant forklifts with a load capacity data plate that says a person lifting attachment may be used
			• Ensure forklift is fitted with a method to prevent free fall of the box/platform in the event of a hydraulic hose failure
			• Only to be used as specified by manufacturer	

15H. Working Around Cranes and Lifting Operations				
PPE Recommended			**Persons responsible for maintaining controls**	
Public protection, Staying clear of Other Workers and General awareness of activity	Hazard: Mobile Plant, Poor communication, Pedestrian traffic **Risk: Falling objects, Personal Injury to public or other workers**	**1**	• Exclusion zones surrounding work area to be established by crane operator • During the erection of any object via a crane, public/other workers will remain out of the designated lift area which is the area below or adjoining where persons could be struck by falling equipment / materials • Area is to be either barricaded or sign posted to prevent unauthorised entry • Safety helmets must be worn always when working in vicinity of loads being lifted • Workers will remain out of the lifting area and ensure no pedestrians or bystanders enter the area while the lifts are being conducted • The crane operator and rigger will always remain in control of the lift. In the event where workers may be required to assist in the placement of loads all workers involved will sign onto the Crane Operators SWMS and any additional hazards will be managed through that document. This SWMS does not cover these tasks.	**4**

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			• Take all directions from Crane Crew	

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Fixing Plaster Board				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Handling, installing and cutting plasterboard, including Eco 8 Complete	Hazard: Ingesting of plasterboard dust, sharp edges, awkward lifts **Risk: Respiratory irritation, musculoskeletal strains, cuts**	**3**	• All workers to be adequately trained/competent for the tasks they perform • Workers will ensure tools used to cut and secure plasterboard are correct for the task • Workers will ensure tools used are in good repair, e.g., dull blades changed for sharp ones • When using power tools for cutting, drilling and chasing RPE is required to reduce exposure to dust • If power tools are used, they should be fitted with an efficient and well maintained on tool dust extraction device with a HEPA M class filter • Cut, sand, drill or abrade product only in a controlled atmosphere - restrict access to area as necessary • Work areas should be well ventilated • Appropriate PPE will be used to manage the dust created when the product is cut • In some cases, further training on correct fitting of PPE will be obtained from the supplier of the product • With larger or awkward lifts, a 2-man buddy lift or assisted lifting device will be used • Dust should be removed by vacuum with a HEPA M class filter • Ensure dust bags are properly sealed and disposed of • Do not empty dust into open waste bins or areas must be in sealed bags • Always wash hands before smoking, eating, drinking or using the toilet • Wash contaminated clothing and other protective equipment before storing or re-using	4
Ladders – Under 2m				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Using Ladders	Hazard: Using Ladders **Risk: Falling**	3	• Tie offs, base support, gutter anchors, levelers to be considered • All ladders used on site will be rated 'Industrial' with 120kg (minimum) load rating • Persons using the ladder must have 3 points of contact always (i.e., 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g., gutter, wall frame) • Ladders are to be maintained in a sound working condition and be appropriate for the task to be undertaken • Tools requiring two handed operations, or a high degree of leverage force should not be used while on ladders • A ladder is not a work platform.	5

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Manual Handling				
PPE Recommended			**Persons responsible for maintaining controls**	

Manual Handling	Hazard: Locations of the loads and distances to be moved
	Risk: Musculoskeletal strain, Fatigue
		3	• Use mechanical handling equipment where possible
			• Correct lifting technics learnt in their construction induction will be used whenever a lift is required
			• **Preparation**: The first step in any lifting operation is preparation. Plan how you will carry out the lift and clear away any obstacles. By visualising the lift, you will automatically make your stomach muscles contract. These muscles brace your back and will significantly contribute to injury prevention
			• **Size up to load**: By moving the load sideways and forwards you will be able to ascertain whether it is within your capacity. Always imagine that the object you are about to lift is much heavier than it is
			• **Proper foot position**: As a general rule the front foot should be beside the object. The back foot should be slightly behind and be hip width from the front foot. This achieves a stable base and allows for even distribution of weight
			• **Proper hold**: Ideally with the proper hold the hands should be diagonally opposite for security and comfort. Use the full length of the fingers and where possible the palms to avoid fatigue
			• **Bend at the knees**: Bend your knees to get down to the load and use the legs to lift it. This way thigh and leg muscles are used, and these are the strongest part of your body (your back muscles are only for bracing)
			• **Straight back**: Keep your back as near to straight as possible, raise your head, keeping your chin in. This will keep your spine straight and enable you to see where you are going
			• **Keep the load close to you**: During the lift, keep the arms as straight as possible, and the elbows into the side. Don't change your grip while carrying and directly face the spot on which the load will rest. Never combine lifting with the twisting of your body. If you must turn, do it by moving your feet. Twisting causes the worst type of back injuries
			• **When a team lift is required, good communication will be used to co-ordinate the lift**: Whenever team lifting is used, it is essential to co-ordinate and carefully plan the lift. When organising a lift, ensure:
			  ○ An adequate number of employees are chosen to help in the lift.
			  ○ Team members are of similar height.
			  ○ One person is appointed "leader" of the team to perform the lift.
			  ○ There is enough area for the team members to maneuver as a group.
			  ○ Team members know their roles and responsibilities.
			  ○ Training in team lifting has been provided and the lift is rehearsed.
				5

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Painting - Prep				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Preparation, sanding and covering surfaces to begin painting interior walls.	Hazard: Plastic and matts on floors, Housekeeping, Poor atmosphere **Risk:** **Slips trips and falls,** **Asphyxiation,** **Dehydration,** **Electrocution**	**1**	• Site Cleanup - ensure the site is clean of rubbish that is not required • Ensure all plastic matting and covers are laid flat on ground to prevent a trip hazard • Workers will be provided with appropriate PPE • Workers to be provided with appropriate training • Ensure proper rest breaks are taken if temperatures begin to rise • Use of a tested in date RCD will always be used close to the tools.	**4**
Painting - Internal				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Preparation, dust removal and covering	Hazard: Untidy Work areas Other Trades **Risk:** **Cuts and abrasions,** **Dehydration**	**3**	• Ensure access is suitable before bringing tools to site (site walk around) • Remove rubbish and materials which may cause slips or trips • Talk to other trades onsite to ensure the work does not conflict with other activities • Conduct painting tasks	**5**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Painting - External				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Preparation, dirt removal and covering	Hazard: Uneven Ground Other Trades Exterior utilities Sun Exposure **Risk:** **Cuts and abrasions, Dehydration, skin cancer**	**1**	• Ensure access is suitable before bringing tools to site (site walk around) • Remove rubbish and materials which may cause slips or trips • Talk to other trades onsite to ensure the work does not conflict with other activities • Secure pipework and hanging utilities with a rag or material to prevent sharp edges from cutting while working around them • PPE along with Sun cream will be used while working in the sun.	**4**
Painting - Post Painting				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Cleanup and disposal of used materials and supplies	Hazard: Unnecessary mess, Environmental contamination **Risk:** **Slips, trips, and falls,** **Contamination of ground water**	**3**	• Clean up all used materials and dispose of in site bins • Communicate with site owner if site bins are not accessible available or full • Wash paint and materials away from storm water drains. Create a dam in suitable area to wash out, allow the paint slurry to dry so that it does not flow into the stormwater drains or roadway • Keep access points clean and free of clutter.	**5**
Power Activated Tools - Explosive & Gas				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Plan & prepare	Hazard:	**3**	• Ensure the work area is well lit	**4**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Poor planning, operator not competent **Risk:** **Puncture wound, sever injury**		• Work instructions, including plans, specifications, quality requirements and operational details, are obtained, confirmed, and applied from relevant information for planning and preparation • Safety requirements are followed in accordance with safety plans and policies • Signage and barricade requirements are identified and implemented • Plant, tools, and equipment selected to carry out tasks are consistent with job requirements, checked for serviceability, and any faults are rectified or reported prior to commencement • Use tool only as intended by manufacturer • Never point the tool at yourself or any bystander • Never press the muzzle of the tool against your hand or other part of body • Material quantity requirements are calculated in accordance with plans and specifications • Ensure services will not affect the work area. Check Plans or consult owner or authority • Materials appropriate to work application are identified, obtained, prepared, safely handled, and located ready for use • Environmental requirements are identified for the project in accordance with environmental plans and statutory and regulatory authority obligations are applied	
Set out Fasteners	Hazard: Not planned, operator not competent **Risk:** **damage building, sever injury, electrocution**	**3**	• Minimum distances for set out from edge of substrate material are adhered to in accordance with legislation, regulations, and codes of practice • Material is located and temporarily held or fixed into designed position according to detailed drawings • Ensure services are not near where work area will impact. Check Plans.	**4**
Use of Power Activated Tools	Hazard: Operator not competent **Risk:** **Puncture wound, sever injury, electrocution**	**3**	• Follow the steps listed in the crystalline silica component of this SWMS for specific controls of respirable crystalline silica • Tools are checked for operation according to manufacturer specifications • Fastener is selected according to requirements of job • Charge is selected to assessed requirements for material, base, and penetration • Attachments and accessories are installed to Tool in accordance with manufacturer specifications and safety requirements • Fastener and charge in tool are located to manufacturer specifications • Work from a secure stance and stay in balance at all times	**4**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			• Before using the tool, make sure that no one is standing behind or below the point where fasteners are • to be driven • Tool operation is carried out and fastener is fixed into place in accordance with manufacturer recommendations, legislation, regulations, and codes of practice • Never exceed the recommended maximum fastener driving rate (number of fastenings per hour) • Fastening penetration is checked and appropriate depth into material is applied • Power regulating device is adjusted for conditions • Misfire procedures are carried out according to manufacturer recommendations, legislation, regulations, and codes of practice i.e. o Keep the tool pressed against the working surface for 30 seconds. o If the cartridge still fails to fire, withdraw the tool from the working surface, taking care that it is not pointed towards your body or bystanders. o Manually advance the cartridge strip one cartridge. Use up the remaining cartridges on the strip. Remove the used cartridge strip and dispose of it in such a way that it can be neither reused nor misused • Never attempt to pry a cartridge from the magazine strip or the tool • Keep the arms flexed when the tool is fired (do not straighten the arms) • Never leave the loaded tool unattended • Temporary holding and fixings are removed without damage to material.	
Secure/ Storage of Equipment & Charges	Hazard: Equipment not secured or stored correctly **Risk: Damage to equipment, theft**	**4**	• Always unload the tool before beginning cleaning, servicing, or changing parts and before storage • Charges are stored in designated container in accordance with legislation, regulations and codes of practice and used charges are recorded • Unused fasteners, tool and attachments are stored in a carry case in line with manufacturer recommendations • Logbook is checked and maintenance recorded according to manufacturer recommendations.	**6**
Maintaining Equipment	Hazard: Equipment not maintained **Risk: Damaged equipment, sever injury, tools not**	**2**	• Work area is cleared, and materials disposed of, reused, or recycled in accordance with legislation, regulations, codes of practice and job specification • Tools and equipment are cleaned, checked, maintained, and stored in accordance with manufacturer recommendations and standard work practices • Any damage to equipment is reported immediately and tagged out of service.	**5**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	functioning correctly			
Sanding				
PPE Recommended 			**Persons responsible for maintaining controls** 	

Sanding a variety of materials	Hazard:
	Dust from: silica products, treated timber and cement
	Risk:
	Dust inhalation and Related illnesses.
		2	• Firstly, remove the task from the workplace by considering:
			  ○ Having product delivered pre-cut from supplier.
			  ○ Cutting product off site or away from other workers
			• If possible, product will be wet down, or a dust collection system used where applicable
			• Follow the steps listed in the crystalline silica component of this SWMS for specific controls of respirable crystalline silica
			• In areas where the above is not practical or available, RPE to be considered
				4

Temporary Barricade - Fencing				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Installing Temp Fence Panels	Hazard: Sharp Edges, Heavy objects, pinch points, collapse **Risk:** **Lacerations, Musculoskeletal Strains, crush injury**	**3**	• Ensure area has been made clear before beginning to install temp fence panels, • Generally, lay bases in areas required before panels • Always unload fence panels from the top one at a time. Never try to pull from the middle of the stack. • Ensure 2 persons are used to lift panels down and avoid dropping to prevent damage • Lay panels on ground before standing into place. • Ensure bases are at the ready and structurally the fence is sound before letting it free stand to ensure they do not fall. Use Braces or a triangle setup to lean on each other • Ensure a competent person who has knowledge of fence structure looks at job once complete to ensure the fence will stand soundly and will not fall over • Once the fence in secure and stable signage and banners may be erected.	**5**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Use of Hand and Power Tools				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Prestart check at site	Hazard: Site hazards may impair works **Risk: Personal injury**	**3**	• Undertake pre-site inspection verify conditions on site will enable works to be carried out in accordance with the SWMS. • Discuss site specific works with the Site Supervisor reviewing site signage, Safety Management Plan, for site specific hazards • Ensure all employees are made aware of any site specific hazards to works and these SWMS • Construction Inducted employees are only allowed to undertake construction works • Ensure all leads tagging & testing are up to date, if applicable	**5**
Use of drills, saws, planner, sander, hand tools	Hazard: Untrained workers **Risk: Personal injury**	**3**	• Workers are to use the right type and right size of tool for the job • Workers to follow the correct procedure for using every tool • Worker to check the condition of tool prior to use • Always carry pointed tools by your side with the points and heavy ends down • Never carry tools in your pockets • Keep cutting tools sharp and in good condition • Cut away from yourself when using chisels and other edged tools • Handle sharp-edged and pointed tools with care • Handles must have no sharp edges or areas that dig into the fingers or palm of the hand • Do not use tools which are loose or cracked • When power tools are used follow the manufacturer's instructions for the correct PPE to be worn and the safe use instructions • Workers to 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 if to use PPE • If an item of plant or equipment creates excessive noise, that is where you need to raise your voice to talk, wear appropriate hearing protection • If there is a risk of injury to the head by falling objects then wear hard hats	**5**
	Hazard: Contaminated atmosphere **Risk:**	**3**	• If worker doesn't know or suspects area being worked on may contain crystalline silica, then follow the steps listed in the crystalline silica component of this SWMS for specific controls of respirable crystalline silica • Assess whether to wet down areas to reduce dust emission from works conducted	**5**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Respiratory illness		• Where the risk of dust production, worker will wear appropriate PPE	
	Hazard: Flying debris **Risk:** **Personal injury**	**3**	• 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 • 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 • All persons performing work where there is a risk of a foreign object striking the eye, eye protection must be worn	**5**
	Hazard: Poorly maintained electrical tools **Risk:** **Electrocution**	**3**	• All corded tools will be tested and tagged in accordance with current legislation and conducted every **three months** on construction sites • All corded tools will be connected directly to an RCD switch box which is also inspected and tagged in accordance with current legislation	**5**
Powered tools with discs: grinders	Hazard: Incorrect disc or fragmented disc resulting in flying parts striking people **Risk:** **Personal injury**	**3**	• If worker doesn't know or suspects area being worked on may contain silica then follow the steps listed in the crystalline silica component of this SWMS for specific controls of respirable crystalline silica • Grinders will always be inspected before use • If a cutting or grinding disk has been left on, carefully inspect disc prior to use • If damage to disc is noted, swap out for a new one • Never change any type of disk on a grinder without unplugging or removing battery • Checking for dead is also essential to prevent accidental operation during disk change • Never over tighten disk as this may also damage them • Guards are always manditory on a grinder. If the guard is in the way, the grinder is the wrong tool for the job • Do not remove guards for any reason while grinder is in use	**4**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Use of Trestle and Planks				
PPE Recommended			**Persons responsible for maintaining controls** 	
Working on trestles 2m or greater	Hazard: Working at heights **Risk: Falling**	**3**	• Installation from work platforms 2 metres or above should only be performed off 2 planks (450mm) • Work performed from work platform 3 metres or above will be fitted with suitable edge protection • Materials should not be stored on the work platform • To avoid pivoting planks should be lashed or clamped • A visual inspection will be undertaken to check to see if the platform is suitable for the work activity prior to use • The height of the work platform should not exceed 5 metres	**4**
Working on trestles 2m or less	Hazard: Working at heights **Risk: Falling**	**3**	• If working below 2 metres maintain a clear fall zone of at least 1.5 metres free from excessive rubbish, materials, and other hazards • If a clear fall zone of 1.5 metres cannot be achieved and the risk of falling is high, suitable edge protection should be installed to the platform	**5**
Working in Hot/ Humid Environments (Excess 30°or +60% Humidity)				
PPE Recommended			**Persons responsible for maintaining controls** 	

Working in excessively hot environments or during a heat wave (i.e., working on open fields, concrete structures, etc.	Hazard: Heat and high humidity on the body, Radiant heat, High humidity, Hot objects, or Strenuous physical activity **Risk: Heat stress, Dehydration, Headaches, Nausea**	**2**	• Extended working hours, excessive heat and more strenuous activities will be carefully monitored
			• Have in place emergency procedures for heat stress
			• Supervisors to consider:
			  ○ Length of shifts - depends on physical and mental load of the work
			  ○ Previous hours and days worked
			  ○ Type of work being performed
			  ○ Level of physical and/or mental effort required to complete tasks
			  ○ Time of the day when the work is being performed.
			  ○ Rotating workers
			• Supervisors to implement, as far as is reasonably practicable:
			  ○ Increased supervision/monitoring of workers and regular communication with them
			  ○ Work to be carried out under shade/portable shade structure
			  ○ Increased work to rest ratio i.e., 1 hour work to 15 minutes, minimum, rest period
			  ○ Buddy system where workers keep an eye on each other for signs of heat effects
				4

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			○ Where possible schedule work for early morning, late afternoon or at night ○ Utilize 5 min hydration breaks away from sun and work ▪ Hydration Stop: Is a controlled break facilitated by the supervisor or safety rep to bring the work crew together and re-hydrate, (water, sqwincher or hydrolytes.) will be used. This is not a normal break as the sole purpose of this is to re-hydrate • Shaded or cool area(s) for rest breaks with good ventilation - use fans if needed	
Hot/ Humid environments - Emergency Response Procedures	Hazard: Unidentified heat stress or exhausted worker **Risk: Dehydration, Collapse, Permanent disability, Death**	**1**	• Workers will: ○ Look after each other and ensure that there is drinking water, co-workers are taking breaks and not showing signs of heat stress ○ Ensure they have plenty of cool water to drink - not icy water ○ Use electrolyte icy blocks if not contra indicated ○ Take regular rest breaks in shade • If a worker shows symptoms: ○ Remove the worker from the heat or work area ○ Loosen their clothing, remove PPE including shirts and masks ○ Have them rest in a cool, well-ventilated area ○ Encourage them to drink cool (not cold) fluids ○ If symptoms do not reduce quickly, seek medical help immediately • As far as is reasonably practicable, sites to have available ice towels (i.e., esky, ice, water, and towels) as part of a first aid response. Ice towels have been shown to be an effective cooling method for heat related illness • To relieve acute symptoms, such as painful muscular cramps, hydrolytes may be used in the single serve • **DRSABCD** – Implement basic first aid • **See site First Aiders** • Each day ensure workers know who the onsite first aiders are	**4**
Working With Lasers				
PPE Recommended			**Persons responsible for maintaining controls**	
Using Class 1, 2, 3 3B restricted lasers	Hazard: Exposure to lasers **Risk: Eye injuries**	**4**	• Users trained in safe lases use in accordance with AS 2397 (Safe use of lasers in the building and construction industry) • Use Class 1 laser where possible • Erect laser warning signs if pedestrians are in proximity • Isolate persons from laser beam if possible	**6**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			• Ensure the laser is not set up at eye level • If using the laser above ground, use a beam stop • Do not stare directly into beam • Avoid specular reflection (laser beam shining off metal surfaces.) • If working close to beam use appropriate safety glasses rated (ANSI Z136 and CE Certified Laser Safety Glasses) • Continually monitor the work.	
End of Shift				
PPE Recommended			**Persons responsible for maintaining controls**	
Clean up and re-packing.	Hazard: Loading vehicle **Risk: Muscular strains**	**3**	• When cleaning up and repacking good manual handling techniques will be used, e.g., such as bending the knees and not the back, team lifts where possible and avoid carrying very heavy items	**5**
Leaving Site	Hazard: Environmental **Risk: Environmental damage**	**4**	• When leaving site, make sure to take away any of the left-over materials • When cleaning ensure that all environmentally sensitive products are disposed of correctly • Any leftover hazardous substances will be taken off site and disposed at the correct facility	**5**

Site Risk Assessments – Additional Tasks or Activities to be Added				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Additional Tasks to Add to Job				
Task 1:	Hazard: **Risk:**	**0-6**	What did you do to make it safe?	**4-6**
Task 2:	Hazard: **Risk:**	**0-6**	What did you do to make it safe?	**4-6**
Task 3:	Hazard: **Risk:**	**0-6**	What did you do to make it safe?	**4-6**

Workplace Health, Safety & Environmental Management Plan (WHS&E)

New Shed

1 Purpose

The purpose of this WHS&E Management Plan is to establish and maintain an effective health safety and environmental management system. LifeStyle Constructions NQ Pty Ltd is committed in establishing a structured approach to workplace health, safety and environmental management.

This WHS&E Management Plan will assist LifeStyle Constructions NQ Pty Ltd in meeting its obligations in accordance with applicable legislation.

This WHS&E Plan applies to all LifeStyle Constructions NQ Pty Ltd officers, workers as well as other persons at risk from work carried out at LifeStyle Constructions NQ Pty Ltd workplaces.

LifeStyle Constructions NQ Pty Ltd will:

- Make this plan available to all workers and contractors on the project and ensure they have the opportunity to read, understand, clarify and ask questions
- Review the plan regularly throughout the project and make any revisions known to those working on the project
- Promote and enhance the focus on safety and lead by example with evaluating, anticipating, minimising and controlling high risk activities. The success of WHS&E performance depends upon the combined capability and contribution of all personnel, and LifeStyle Constructions NQ Pty Ltd promotes a highly visible, supportive and positive safety leadership style.

Evaluation of process effectiveness is carried out using Internal audits and site Safety Inspections.

Doc Control Details

Document Name	**New Shed WHS&E Mgt Plan LSC00 V1 Feb 24**			
Document Code	**LSC00**			
Document Owner	**LifeStyle Constructions NQ Pty Ltd**		**Maintained By**	**Erker Safety Pty Ltd**
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Table of Contents

2 Scope of Project

New Office and Workshop works to be undertaken and Significant hazards, risks identified and work methods to be implemented for this project will be managed by, New Shed SWMS LSC05 V1 Feb 24

3 Construction Site Contacts and WHS Responsibilities

People with Specific WHS Responsibilities

Name	Position	Phone Number	Brief Description of WHS Responsibilities
Jeff Sexton	Principal Contractor/ Director	07 4728 2226	Responsible for implementing policies and systems of LifeStyle Constructions NQ Pty Ltd. Point of contact for WHS matters when the site supervisor is unavailable.
Jeff Sexton	Site Supervisor	0417 113 355	Responsible for implementing the LifeStyle Constructions NQ Pty Ltd WHS Policies, procedures and site rules as set out by this WHS&E Management Handbook.
Erker Safety Pty Ltd	Safety Contact	0429 155 541	Responsible for implementing the Workplace Health Systems, act as a point of guidance on safety matters for LifeStyle Constructions NQ Pty Ltd and conduct regular site safety inspections. Responsible for updating the WHS policies, procedures and site rules as outlined in this WHS&E Management Handbook by LifeStyle Constructions NQ Pty Ltd.

Arrangements for WHS Consultation and Co-ordination

Item	Responsible Person	
	Supervisor	PCBU
Coordinate the safe interaction between PCBUs working on the site.	✓	
Prepare, monitor, maintain & make available this WHS&E Management Handbook		✓
Monitor and make available this WHS&E Management Handbook	✓	
Consult with all workers on any WHS matter that may affect them.	✓	✓
Coordinate SWMS amendments, as appropriate.	✓	✓
Ensure all workers and visitors receive relevant site safety information.	✓	✓
Confirm PCBUs give site safety briefings to their workers.	✓	✓
Ensure all contractors engaged are prequalified through Erker Safety Pty Ltd.	✓	✓
Confirm all workers have construction induction training	✓	✓
Confirm PCBUs give site safety briefings to their workers.	✓	✓
Ensure workers are aware of this plan and are provided access to it.	✓	✓

4 WHS&E Policy and Organisation Responsibilities

Workplace Health, Safety and Environmental (WHS&E) Policy

The Statement of Commitment and the Implementation of Policy Commitment provide the overarching direction LifeStyle Constructions NQ Pty Ltd will follow in pursuit of workplace health, safety, and environmental outcomes.

Statement of Commitment

LifeStyle Constructions NQ Pty Ltd is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety, environment and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the Work Health and Safety Act 2011 (the Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards so far as is reasonably practicable.

This WHS&E Management Plan and LifeStyle Constructions NQ Pty Ltd WHS&E Policies and Procedures set out the safety arrangements and principles which are to be observed by LifeStyle Constructions NQ Pty Ltd and its workers to ensure compliance with WHS and Environmental Legislation and to provide appropriate mechanisms for continuing consultation and management of WHS&E matters.

Implementation of Policy Commitment

LifeStyle Constructions NQ Pty Ltd is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers (employees, contractors, labour hire workers, outworkers, apprentices, students or volunteers) while they are at work, and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations. This will be achieved by:

- Providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment
- Ensuring that workplaces under the control of LifeStyle Constructions NQ Pty Ltd are safe, without risk to health, and have safe means of access and egress
- Routinely consulting to maintain effective and co-operative relationships between LifeStyle Constructions NQ Pty Ltd and its workers, and with other duty holders, on health and safety matters in the workplace; and
- Reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.

Responsibilities

Company

LifeStyle Constructions NQ Pty Ltd, being the PCBU, must so far as is reasonably practicable:

- Ensure the health and safety of its workers and others in our workplace
- Ensure the health and safety of other persons is not put at risk from work carried out as part of its operations
- Provide and maintain a work environment that is without risks to health and safety
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Provide a suitable injury management and return to work program
- Ensure the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for the welfare of workers
- Provide information, training, instruction and supervision
- Monitor the health of workers and the conditions of our workplaces
- Recording and notifying Workplace Health & Safety QLD / Electrical Safety Office, of any notifiable incidents arising out of the conduct of the business or undertaking
- Ensuring authorisations are in place for any high risk work or plant
- Consulting so far as reasonably practicable with other PCBUs or persons who have a duty regarding a work health, safety, or environmental matter

- Consulting so far as reasonably practicable with workers, their representatives and Health and Safety Representatives on work health and safety matters.

The Directors and Officers

The directors/officers, are responsible for ensuring that LifeStyle Constructions NQ Pty Ltd complies with any duty or obligation under the WHS Act. This is achieved by these officers exercising due diligence, which means they must, as far as is reasonably practicable:

- Acquire and keep an up-to-date knowledge of work health and safety matters
- Gain an understanding of LifeStyle Constructions NQ Pty Ltd operations and the hazards and risks involved
- Ensure that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
- Ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way
- Ensure that LifeStyle Constructions NQ Pty Ltd has, and implements, processes for complying with its WHS&E duties and obligations
- Ensure a suitable injury management and return to work program is in place
- Verify the provision and use of the resources and processes listed above.

Supervisor

The supervisor is responsible for ensuring that LifeStyle Constructions NQ Pty Ltd WHS&E policies and procedures are implemented in the workplace and/or systems of work under their control. As an integral part of their normal duties, the supervisor will, as far as is reasonably practicable:

- Foster a strong work health and safety culture where worker input is valued
- Actively follow agreed safety practices and model positive attitudes towards health and safety matters
- Arrange for workers to be instructed in healthy and safe systems of work and procedures and supervise the practice of safe working procedures
- Support the identification of hazards and risks and the management of these. This includes notifying management of all incidents, hazardous situations, dangerous occurrences or immediate risks to health and safety of any workers
- Ensure that all workers are informed of this policy
- Undertake consultation with all supervisors and workers on change that may affect their health and safety
- Communicate WHS&E matters to the management team
- Demonstrating a commitment to good health and safety performance by:
    - talking about safety at regular meetings
    - ensuring safe work procedures are followed
    - assessing task risk and not allowing an activity to continue until it can be controlled adequately
- Promoting and implementing the LifeStyle Constructions NQ Pty Ltd Workplace Health, Safety and Environment Plan
- Proactively manage other duty holders (e.g. contractors), when required.

Workers

Workers must take reasonable care for their own health and safety while they are at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given by the supervisor, as well as co-operating with any reasonable LifeStyle Constructions NQ Pty Ltd policy or procedure which relates to workplace health, safety, and environment. On a day-to-day basis, this includes:

- To the extent of the worker's control or influence over working conditions and methods, take reasonable care to work safely
- Making sure that the work area is safe when leaving it
- Make proper use of all appropriate safeguards, safety devices and personal protective equipment
- Follow agreed safe working practices and rules
- Report all known hazards, accidents, and incidents, as soon as possible, to supervisor.

If any worker believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their manager.

It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose the worker to a serious risk to their health or safety. The Act requires workers who cease work to notify the relevant supervisor/manager that they have ceased unsafe work as soon as practicable after doing so. It also requires workers to remain available to carry out 'suitable alternative work'. This would not however require workers to remain at any place that poses a serious risk to their health or safety.

Contractors

Contractors, sub-contractors, and self-employed persons are defined as "workers" under WHS and Environmental Legislation if they carry out work in any capacity for LifeStyle Constructions NQ Pty Ltd. They are required to:

- Comply with the requirements of the WHS and Environmental Legislation
- Have in place any work health, safety and environmental policies and programs required under State or Territory safety legislation
- Consult with LifeStyle Constructions NQ Pty Ltd about safety matters and comply with LifeStyle Constructions NQ Pty Ltd policies
- Work safely and to include the safety of LifeStyle Constructions NQ Pty Ltd staff and visitors in their safety plans.

Visitors

Visitors and other persons to LifeStyle Constructions NQ Pty Ltd also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include to:

- Take reasonable care for their own health and safety and for the health and safety of other persons
- Comply with, so far as they are reasonably able, all reasonable safety directions provided by LifeStyle Constructions NQ Pty Ltd staff
- Report all safety related incidents to LifeStyle Constructions NQ Pty Ltd staff
- Not enter any restricted area without authorisation or escort
- Not bring or consume alcohol or illegal drugs at LifeStyle Constructions NQ Pty Ltd workplaces
- Not wilfully or recklessly interfere with LifeStyle Constructions NQ Pty Ltd property.

5 Consultation and Communication Arrangements

LifeStyle Constructions NQ Pty Ltd will consult with all interested stakeholders to ensure, as far as is reasonably practicable, that the work environment is without risks to health and safety.

Open communication between LifeStyle Constructions NQ Pty Ltd / directors / supervisors / workers /contractors / visitors is important to ensuring a safe workplace. Therefore, LifeStyle Constructions NQ Pty Ltd encourages, as far as is reasonably practicable, interested stakeholders to:

- Ask questions relating to WHS&E
- Bring up safety concerns
- Make recommendations regarding WHS&E

- Give regular feedback
- Become involved in evaluation of safety issues
- Participate in any WHS&E related problem-solving process.

It is important that workers help shape decisions about WHS&E particularly when:

- Identifying hazards and assessing risks
- Making decisions about ways to eliminate or minimise those hazards or risks
- Proposing business changes that may affect the health and safety of workers
- Purchasing of new equipment or substances
- Developing or changing job tasks or safety procedures.

All workers are encouraged to raise any work health, safety, and environmental concerns they may have with their supervisor/manager and/or health and safety representative. If the issue identified remains unresolved, it should be raised directly with the management team.

Health and Safety Representatives (HSR)

HSRs are elected by members of a work group to represent the interests of that work group and to raise any issues with employer.

Under the Work Health Safety Act 2011 a HSR has the ability to exercise certain powers and functions, they can choose when to exercise them. The WHS Act does not impose mandatory obligations or duties on HSRs to use their powers or carry out the functions of a HSR.

HSRs

- Cannot exercise their powers under Legislation unless they are trained
- Are not liable for acts or omissions that are undertaken in good faith
- Are not entitled to personal or medical information about a worker without their consent unless that information is of a general form that does not identify workers specifically.

Health and Safety Committee

Health and Safety Committees provide the forum for the constructive discussion of measures to assure health and safety in the workplace. At LifeStyle Constructions NQ Pty Ltd the Health and Safety Committee will meet regularly and:

- Facilitate co-operation between the PCBU and workers in the instigation, development and implementation of WHS&E policies and procedures.
- Assist in developing standards, rules and procedures relating to health and safety.
- Consult with workers regarding their WHS&E concerns
- Consult with management regarding worker WHS&E concerns including change that may influence WHS&E more broadly.
- Ensure the conduct of regular workplace inspections.

Minutes of the latest Health, Safety and Environment Committee meeting will be made available for all workers to review.

WHS&E Issue Resolution

Wherever possible, any WHS&E concerns will be resolved through consultation between workers, their representatives and/or their supervisor/manager. If the concern cannot be resolved, then it can be referred to the management team. Ultimately any issue remaining unresolved may be referred to the Directors. Where the issue remains unresolved the default procedure for issue resolution set out in WHS and Environmental Legislation must be followed.

6 Training

LifeStyle Constructions NQ Pty Ltd is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS&E obligations. WHS&E training is a fundamental requirement for LifeStyle Constructions NQ Pty Ltd to achieve a safe workplace. The WHS&E training needs for LifeStyle Constructions NQ Pty Ltd will be determined in consultation with supervisors and workers, as well as through review of the Incident Register, however it can be generally categorised into three kinds:

Generic WHS&E Training—skills and knowledge which is commonly required, e.g. induction training, WHS&E risk management training, evacuation procedures.

Risk Specific WHS&E Training—training required for those persons conducting activities with a specific risk to health and safety or a verification activity, e.g. first aid training, hazardous substances training, manual tasks training, confined spaces training, working from heights.

Task Specific WHS&E Training—skills and licensing which are required depending on the specific hazards and risk, e.g. any farm equipment operation, high risk work licenses such as for driving forklifts, cranes.

LifeStyle Constructions NQ Pty Ltd workers entering an operational construction zone will be required to have a General Construction Induction Card (white card). Supervisors will monitor that workers have obtained the appropriate training and received a white card prior to undertaking work activities on an operational construction zone.

LifeStyle Constructions NQ Pty Ltd will conduct a training needs analysis and arrange for appropriate WHS&E training to be undertaken by workers as required.

Where required, LifeStyle Constructions NQ Pty Ltd workers are to demonstrate their competencies to perform required tasks safely.

Tasks with a high risk for injury, a separate documented assessment of a person's competency may be undertaken.

As a guide, competency assessments should be signed and dated by the assessor and contain the following elements:

- Task or equipment description
- Information on licenses held (or other relevant qualifications)
- A checklist containing the essential competencies that were demonstrated, and
- Comments or confirmation that the competency was met.

LifeStyle Constructions NQ Pty Ltd is committed to developing a suite of competencies to deal with all safety sensitive work tasks.

Documentation for Training

Training records shall be maintained as evidence of training delivery and assessment of competence.

7 Induction

General Induction for Staff

All new supervisors and workers are required to be provided with WHS&E information regarding the workplace as part of their overall induction and introduction to LifeStyle Constructions NQ Pty Ltd. The WHS&E induction should be in conjunction with the general induction training program for workers to ensure that all

new workers are aware of the WHS&E systems, policies, and procedures in place within LifeStyle Constructions NQ Pty Ltd.

The supervisor must ensure a WHS&E induction is provided on the worker's first day. If the supervisor is not available, he or she should organise for a replacement to conduct the induction. The supervisor must ensure that all WHS&E issues are covered.

Site Induction – Staff and Subcontractors
Prior to commencing work activities onsite all staff and subcontractors will complete a Project Site Specific Induction as required by the principal contractor.

All staff and subcontractors must sign in when entering project site.

Induction for Visitors
All visitors to attend to onsite office and should be provided with a safety briefing (Attachment 2) prior to entering the LifeStyle Constructions NQ Pty Ltd premises. At a minimum, all visitors must sign in and should be advised of onsite emergency procedures and location of facilities.

8 Contractor Management:

Contractors also known as trade contractors or PCBU.

LifeStyle Constructions NQ Pty Ltd is committed to ensuring that all workers under its control, including contractors and subcontractors have a safe and healthy environment in which to perform their duties.

Contractors are likely to be workers employed by LifeStyle Constructions NQ Pty Ltd to undertake a specific task; various site construction tasks recognised under the QBCC, the delivery/pickup of goods, tradespeople undertaking repair or maintenance work within the workplace. To achieve this objective, it is recognised that contractors need to be:

- Suitably experienced to perform the tasks
- In possession of all necessary licenses, permits, registrations, SWMS and insurance required to perform the works safely and in compliance with appropriate regulations
- Notified of any potential hazards associated with the location or use of the area where the works are to be carried out
- Made aware of Emergency Procedures
- If the work will involve high risk tasks, have a completed detailed SWMS.

All contractors must abide by LifeStyle Constructions NQ Pty Ltd WHS&E requirements which will be advised of them before engagement.

9 General Site Rules

- All PCBUs and their workers need to be aware of the contents, understand and have access to the current WHS&E Management Handbook.
- All PCBUs and their workers must be inducted.
- No access is permitted to the site unless LifeStyle Constructions NQ Pty Ltd has been informed.
- Do not enter the barricaded area unless authorised to do so.
- Where Personal Protective Equipment (PPE) is being used:
    - Equipment must be worn and used in accordance with manufacturer's instructions, as directed by LifeStyle Constructions NQ Pty Ltd and according to site signage.

    - PCBU is responsible to provide their workers with training and supervision to ensure the proper fit and use of the PPE.
    - Respiratory Fit Test Certificate must be provided if Respiratory Protection Equipment (RPE) is being used.
- PCBUs are to have first aid kits available in their vehicles whenever working on site.
- No alcohol or drugs (other than prescription drugs) are to be consumed on this site.
- No smoking allowed on site
- No open fires and/or lighting of fires allowed on site.
- No fighting, bullying, harassment or aggressive behaviour by anyone on this site.
- Work areas are to be kept clean and tidy and rubbish to be placed in bins/cages.
- Persons must leave site amenities in a clean, tidy and hygienic state after use – notify LifeStyle Constructions NQ Pty Ltd if facilities are unhygienic.
- All injuries, work-related illnesses, incidents and near misses must be reported to LifeStyle Constructions NQ Pty Ltd immediately.
- LifeStyle Constructions NQ Pty Ltd requires any person undertaking operation of a plant or an activity that requires an operator's licence to hold a valid and relevant licence at all times.
- PCBUs must ensure that a Safe Work Method Statement (SWMS) is in a readily available location for the duration of the high-risk construction work and for at least 2 years after a notifiable incident occurs.
- PCBUs must ensure a copy of all relevant Safety Data Sheets (SDS's) are readily available while on site.
- PCBUs must ensure that all electrical equipment brought onto site has been tested and tagged within the last 3 months
- Animals are not allowed on site.
- Children are not allowed on site.

10 Risk Assessment & Management

The purpose of any WHS&E risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented to protect workers, contractors and visitors from risks to their health, safety and welfare. Control measures for WHS&E hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- Elimination (removal of the hazard)
- Substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one within is not hazardous)
- Isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- Engineering (e.g. guarding on machinery)
- Administrative (e.g. provision of training, policies and procedures, signage)
- Personal protective equipment (e.g. use of hearing, eye protection, high visibility vests).

Outcomes of risk assessments will be documented, and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS&E incident or a change of process or requirement. Current risk assessments will ensure that LifeStyle Constructions NQ Pty Ltd achieves the goal of eliminating or minimising the risk workers may be exposed to. The list of LifeStyle Constructions NQ Pty Ltd policies and procedures in place to manage workplace risk include:

- Construction Site EMP
- Safe Work Method Statements
- Incident Register
- Site Safety Inspection/ Toolbox Register
- Training Needs Analysis (TNA)

Documentation for Risk Assessment

The documentation required for a WHS&E risk assessment will depend on the operation or activity being assessed. The appropriate WHS&E Risk Assessment Form must be used when undertaking a risk assessment of the various activities of LifeStyle Constructions NQ Pty Ltd.

Risk Management

WHS&E risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for supervisors, workers, visitors, and contractors at LifeStyle Constructions NQ Pty Ltd. As required by WHS and Environmental Legislation, LifeStyle Constructions NQ Pty Ltd has adopted a risk management approach to underpin its WHS&E Management System. This approach involves all supervisors and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the risks associated with their specific work environment. Risk management strategies used by LifeStyle Constructions NQ Pty Ltd include:

- Regular site inspections of the LifeStyle Constructions NQ Pty Ltd construction sites
- Comprehensive SWMS detailing all WHS&E risks associated with the operation and activities of LifeStyle Constructions NQ Pty Ltd
- Documented WHS&E policies and procedures
- Risk assessments of newly purchased equipment
- Risk assessments for any change to work processes
- Hazard, injury, incident reporting procedures
- Incident investigations

The Risk Management Process

WHS&E risk management should be undertaken for all activities where there is the potential for harm including:

- Before activities commence;
- Before the introduction of new equipment, procedures or processes;
- When equipment, procedures or processes are modified.

STEP 1: Identify the Hazard

A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for identifying all threats which are 'inherent in the job'. Tasks can include, but may not be limited to using tools, hazardous chemicals, demolition, lifting/moving items and working at heights.

STEP 2: Assess the Risk

Assessing the risk from a hazard determines its significance. Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between? Some of the things to think about include:

- how often is the task undertaken?
- how frequently are people near the hazard
- how many people are near the hazard at a time
- has an incident happened before?
- have there been any 'near misses'

Use the table below to determine how significant the risk is.

Where a manager, worker, contractor, or visitor to the workplace identifies a hazard, LifeStyle Constructions NQ Pty Ltd requires that it is eliminated or reduced in consultation with the relevant stakeholders.

- Step 1: identify the potential hazards

- Step 2: identify what a possible consequence could be
- Step 3: decide how likely it is to happen
- Step 4: come to a designated number
- Step 5: Use the Priority table

HOW TO USE THIS RISK TABLE
Step 1: Identify potential hazards.
Step 2: Decide what a possible **Consequence** could be.
Step 3: Decide **How Likely?** it is to happen
Step 4: Line up your choices in the table to get a number
Step 5: Use the Priority table to the right.

Appendix B - Risk Calculator

RISK RATING CALCULATOR			Likelihood		
Consequence What injury/damage could it cause?	**Rare - 3** Could only happen once in 25 years	**Unlikely - 2** Could happen, once in 5 years	**Possible - 1** Could happen each year	**Likely - 0** Could Happen more than once a year	**Almost Certain - 0** Could happen anytime
Catastrophic - 0 Multiple Fatalities	3	2	1	0	0
Major - 0 Death or serious disability	3	2	1	0	0
Moderate - 1 Long term illness or serious injury	4	3	2	1	1
Minor - 2 Medical attention & several days off work	5	4	3	2	2
Insignificant - 3 First aid needed	6	5	4	3	3

STEP 3: Risk priority score

Identifies the necessary action and response.

Risk Rating	Prioritisation
0, 1 or 2	**Action to rectify must be done immediately before work may commence**
3	**Consider control measure, implement further controls to reduce risk**
4, 5, 6	**Continue to use correct controls and maintain communication**

STEP 4: Control the hazard

Control the hazards—the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes, or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

Hierarchy of control strategies (in order of preference):

- Eliminate the hazard; remove the equipment from use, dispose of unwanted chemicals
- Substitute; use a non-hazardous chemical, use a different machine that can do the same task
- Isolation; contain noisy machinery within a booth
- Engineering controls; design equipment differently, providing lifting devices to minimise manual tasks
- Administrative processes; task variation, job rotation, training
- Personal protective equipment; gloves, hearing protection, eye protection

STEP 5: Review the Process

Continuously review to monitor and improve control measures and find safer ways of doing things.

11 Incident Reporting: Hazard/Near Miss/Accident/Injury Reporting

How to Report a Hazard/Near Miss/Accident/Injury:

Incident reporting requires that all incidents are documented, and reported immediately on the day of occurrence.

All supervisors and workers including contractors are required to complete an incident form (Attachment 1) if a hazard/near miss/accident/injury occurs, and:

- Advise the supervisor of the incident
- For recording purposes complete an Incident Report Form
- Complete the relevant sections of the form giving details of the incident. The form should be completed even when an injury has not occurred, that is, in the event of a near miss
- All hard copy forms should be signed by the relevant parties
- The supervisor or their delegate must record all injuries on the Incident Register
- Internal reporting of any a hazard/near miss/accident/injury should occur is separate from reporting of notifiable incidents to Workplace Health and Safety Queensland / Electrical Safety Office / QBCC.

Reporting of Notifiable Incidents

Any serious incidents must be notified immediately to the supervisor. After becoming aware that any such incident has occurred, it is the supervisor's responsibility to report 'notifiable incidents' to LifeStyle Constructions NQ Pty Ltd by the fastest possible means, either:

- Phone: LifeStyle Constructions NQ Pty Ltd 07 4728 2226
- Email: admin@lifestyleconstructionsnq.com.au; reception@lifestyleconstructionsnq.com.au

LifeStyle Constructions NQ Pty Ltd requires that immediate notification is followed up, within 48 hours, in writing by completing an Incident Report Form and forwarding it to LifeStyle Constructions NQ Pty Ltd, 6 Fleming St, Aitkenvale QLD 4814

LifeStyle Constructions NQ Pty Ltd must immediately report notifiable incidents to WHSQ / Electrical Safety Office/ QBCC on the approved form. A copy of forms are available from the WHSQ or QBCC website at:
https://ols.workcoverqld.com.au/ols/public/incident/registration.wc
https://qbccrs.au1.qualtrics.com/jfe/form/SV_1WSo0P50ycZ5tTT

If the incident involves a death, immediate notification is required by calling WHSQ on 1300 362 128.

A copy of all completed forms must be forwarded to the principal contractor and will be kept by the business.

Notifiable incidents include:

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident; or
- A serious electrical incident: or
- A dangerous electrical event.

Notification of safety incidents on a site must be reported to QBCC. These include:

- A notifiable incident (an incident that either exposes a person to risk of serious injury or illness, or is an incident that results in the death or serious injury or illness of a person) occurs on the site
- A person on any site where they are carrying out building work fails to comply with a notice or injunction issued under the Work Health and Safety Act 2011 (Part 10) or the Electrical Safety Act 2002 (Part 11A).

QBCC can be notified by:

- Phone: 139 333
- Online form

12 WHS&E Record Keeping

LifeStyle Constructions NQ Pty Ltd must retain all work health and safety and workers compensation documents (as per requirements under Work Health and Safety Act (QLD) (the Act) and the Work Health and Safety Regulation 2011 (Regulations). These documents are required to be kept in safe storage accessible only to authorised personnel in accordance with the Privacy Amendment (Enhancing Privacy Protection).

13 Purchasing

Prior to purchasing any goods or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as machinery, tools, furniture, chemicals, as well as contracted services such as maintenance.

14 Control & Security of the Site

LifeStyle Constructions NQ Pty Ltd will remain in control of the construction site until the site is handed back to the client. Only persons conducting work activities that have discussed the content or received a copy of this WHS&E Management Plan are to enter the site.

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

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

LifeStyle Constructions NQ Pty Ltd will ensure so far as reasonably practicable that the workplace is secured from unauthorised access. Any evidence of unauthorised access to the site must be reported to LifeStyle Constructions NQ Pty Ltd as soon as possible.

Confrontation and/or Trespassing

Confrontation Procedures

If you are confronted by a threatening person or a person trespasses onto the site/building, you should follow the steps below:

- Remain calm
- Call for assistance
- Keep out of reach of the aggressor
- Do not antagonize the aggressor
- Observe the aggressor's behaviours and take notes of appearance
- Report the incident to LifeStyle Constructions NQ Pty Ltd

Trespass Procedures

If a person is observed to be acting strangely or located in a part of the workplace restricted to authorised personal only, LifeStyle Constructions NQ Pty Ltd requires that the following procedure be followed:

- Obtain assistance from other workers or notify site supervisor of the situation
- Never challenge someone if you are unsure or alone
- In incidents of trespass, if safe to do so, casually approach the person and ask if you can assist
- If unsafe to approach the person, remove yourself from the situation.

15 Extent of the Site

All work is to be performed inside the boundaries of the site.

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

If control measures are implemented due to the nature of a PCBUs work, the cost of the implementing the controls will be borne by the PCBU. This also applies if the LifeStyle Constructions NQ Pty Ltd makes the direction to implement a control measure.

16 Signage

LifeStyle Constructions NQ Pty Ltd will ensure site signs are installed that:

- Show LifeStyle Constructions NQ Pty Ltd name and telephone numbers (including an afterhours telephone number)
- Show the location of the site office for the project if any
- Are clearly visible from the outside of the workplace, or the work area of the workplace where the construction project is being undertaken.

17 Site Cleanliness/ House Cleaning

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.

If there is an issue with the bins/ cages and/or material storage, (e.g. bin/cage is full, or the site is untidy) LifeStyle Constructions NQ Pty Ltd should be notified as soon as is reasonably practicable.

If any PCBUs 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.

18 Amenities

Amenities such as toilets and drinking water will be provided on site by LifeStyle Constructions NQ Pty Ltd.

- The building under construction may be used to eat meals and provide shelter. Shelter may also be in the form of a worker's vehicle
- All persons on site are to maintain good hygiene standards and clean up after themselves
- If the amenities need attention (e.g. cleanliness or unfit for use), the worker must notify LifeStyle Constructions NQ Pty Ltd.

19 Lighting

LifeStyle Constructions NQ Pty Ltd will supply general lighting to access ways and common areas if a risk assessment identifies that this is required.

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

20 General Safety Induction Card

LifeStyle Constructions NQ Pty Ltd requires that all workers carrying out construction work must have a current general safety induction card. All workers will be required to provide evidence of this, prior to commencing construction work, in the form of a card or where a card has not been issued, a statement of attainment. The business will record the details of this evidence on the Training Needs Analysis (TNA) or equivalent.

21 Blue Card

LifeStyle Constructions NQ Pty Ltd requires all workers that will be working in a regulated child-related environment to have a current blue card. All workers will be required to provide evidence of this prior to commencing work.

22 Safe Work Method Statements

A person conducting a business or undertaking (PCBU) undertaking any high risk work on a construction project is required under the Work Health and Safety Regulation 2011 to:

- Ensure that SWMS is prepared before the proposed work starts
- Ensure that the high risk construction work is carried out in accordance with the SWMS
- Ensure that a copy of the SWMS is given to the principal contractor before the work starts
- Ensure that a SWMS is reviewed and revised if necessary.

The SWMS must be kept and be available for inspection until at least the high risk construction work is completed and if a SWMS is revised, all versions should be kept.

If a notifiable incident occurs relating to high risk construction work referenced in the SWMS, then the SWMS must be kept for at least 2 years from the occurrence of the notifiable incident. If the construction work at the workplace has ceased within that period, then the PCBU should keep the SWMS readily available for inspection.

23 Site Safety Inspections

LifeStyle Constructions NQ Pty Ltd is required by WHS and Environmental Legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards. To ensure a safe and healthy workplace, the supervisor/ safety advisor / management / health and safety representatives (HSRs) should undertake site safety inspections of the construction sites regularly and at any other times as required.

If any hazards are identified through the site safety inspection, controls must be implemented to ensure that the risk to health and safety is eliminated or minimised.

In addition to these regular site safety inspections, all supervisors should also conduct weekly hazard inspections of their work sites in conjunction with HSRs. Any hazards noted during these inspections should immediately be reported to the supervisor and appropriate remedial action taken.

All hazard inspection documentation should be filed by the supervisor.

24 Common Plant

LifeStyle Constructions NQ Pty Ltd will provide common plant such as scaffold, void protection, power source (switchboard) and toilets for persons to use while on site.

Workers must not alter or interfere with any items of common plant without authorisation from LifeStyle Constructions NQ Pty Ltd or the plant owner.

If a worker becomes aware of any defects with any of the common plant, they must immediately notify LifeStyle Constructions NQ Pty Ltd and cease using the plant until the defect has been rectified

25 Specific WHS&E Requirements

Asbestos Related Work

If there is uncertainty as to whether asbestos is present or used in a certain activity at the workplace, the PCBU must assume asbestos is present and treat the activity as asbestos-related work or arrange for a sample to be analysed to determine if asbestos is present.

If asbestos is identified or assumed to be present, it is essential that the asbestos register be obtained and a decision made as to whether work can be done without disturbing the asbestos.

Any areas of a workplace that contain asbestos, including plant, equipment and components, should be signposted with warning signs to ensure the asbestos is not unknowingly disturbed without the correct precautions being taken.

If asbestos is determined or assumed to be present, the PCBU carrying out the work must inform the Principal Contractor, stop work and follow instructions provided by the Principal Contractor.

When undertaking asbestos-related work activities, the PCBU must ensure that the work is only performed in accordance with the following requirements (as per How to manage and control asbestos in the workplace Code of Practice 2021):

- Any worker undertaking asbestos-related work must be informed of the health risks of exposure to asbestos
- A competent person carries out air monitoring of the work area where asbestos-related work is being carried out if there is uncertainty as to whether the exposure standard is likely to be xceeded
- Any asbestos that may be encountered by workers undertaking asbestos-related work must be identified, and if it is not possible to identify, it must be assumed asbestos is present
- The area in which asbestos-related work is undertaken is separate from the rest of the workplace, so far as is possible
- The asbestos work area must be signed and barricaded to ensure that other workers do not enter the area
- Facilities must be provided to allow for the decontamination of workers, equipment and the items worked upon
- Anything removed from the work area must be decontaminated before it is removed from the work area
- If material contaminated with asbestos is to be removed from the work area, it must be sealed within a container, which is decontaminated and labelled in accordance with the UNECE Globally Harmonized System of Classification and Labelling of Chemicals, (GHS) to indicate the presence of the asbestos and disposed of at a licensed waste disposal facility as soon as is practicable
- If PPE used in asbestos-related work is to be removed from the work area for disposal, it also must be sealed within a container, which is decontaminated and labelled in accordance with the GHS to indicate the presence of the asbestos and disposed of at a licensed waste disposal facility as soon as reasonably practicable.

Confined Spaces

All confined spaces access will be strictly controlled. Entry requires the issue of a confined spaces permit on each occasion. No worker or contractor will be issued a permit to work in any confined space on the site unless they are trained and supervised. When working in a confined space a trained bystander must always be present.

Drugs and Alcohol

LifeStyle Constructions NQ Pty Ltd maintains the right to refuse work to any worker or contractor who, in the opinion of management, is in an unfit state to perform their work in a safe manner.

To assist in these requirements, LifeStyle Constructions NQ Pty Ltd workers, contractors and visitors shall observe that:

- No alcohol may be consumed or permitted on property at any time
- No illegal drugs shall be consumed or permitted on property at any time or under any circumstance
- If, in the opinion of management, a worker is unfit to work safely, they will be sent/taken home
- Workers who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned.

Electrical

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties.

All electrical equipment must be protected from damage, used safely and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include combinations of testing and recording and connection to safety switches.

Regular inspection and testing of in-service electrical equipment by a competent person is a way to ensure this safety duty is met. WHS and Environmental Legislation requires that electrical equipment is inspected and tested in accordance with AS/NZS 3760-2010 In-service safety inspection and testing of electrical equipment. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

Residual Current Devices

The fitting of Residual Current Devices (RCD) on certain equipment can considerably reduce the risk of electrocution. An RCD (also known as a safety switch) works by detecting a current leakage. When RCD detects this current leakage, it turns the power off almost immediately. Whilst an electric shock may still be received, the duration will be shortened reducing the risk of serious injury.

Specific regulations and requirements apply to the use of portable RCDs on construction and demolition sites. All portable RCDs shall be tested before each use by operation of the test button and must be "trip time" tested every 3 months by a competent person.

Testing Frequency

The frequency of inspections as outlined in Section 2 of AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment. The Australian standard includes a table that sets out testing and inspection intervals for various types of equipment, e.g. 3 months for equipment that is high use, high risk, or hire equipment.

In addition to the regular testing and inspection, the standard specifies that electrical equipment is to be inspected and tested:

- Before return to service after a repair or servicing, which could have affected the electrical safety of the equipment, and
- Before return to service from a second-hand sale, to ensure equipment is safe.

Trade Contractors Electrical Equipment

All PCBUs will supply their own leads, power tools, RCD blocks and electrical equipment. They will also ensure that:

- Items are tested and tagged every 3 months. Test records must be made readily available for inspection.
- Only one lead may be used from *power source* – (Generator or mains switchboard), to tool.
- The distance between the *power source* and tool must never exceed 30m.
- Domestic power boards and double adapters are not permitted to be used on site.
- The installation and fitting of electrical equipment is regarded as high-risk activity, therefore any PCBU carrying out this type of work must prepare a SWMS prior to commencing work.

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. 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 meters 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).

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 near 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

Falling Objects & Structure Safety

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.

If 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.

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

Hazardous Substances and Dangerous Goods

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable and dangerous goods. Dangerous goods are hazardous substances that are also explosive or flammable in nature with storage required that is fit for purpose.

All PCBUs bringing hazardous substances onto site will have readily available for inspection by LifeStyle Constructions NQ Pty Ltd with a copy of their:

- Hazardous Substance Register
- Relevant and current Safety Data Sheets (SDS)
- Risk assessment for each hazardous substance (if requested)

It is the responsibility of the PCBU to:

- Keep a copy of Hazardous Substances Register and relevant SDS on site
- Ensure all workers using a hazardous substance must be deemed competent and must follow the requirements of the SDS with regard to safe handling, use and wearing of appropriate PPE
- Adhere to all instructions for storage, handling and disposal as per the relevant SDS
- Have an appropriate chemical spill clean-up kit on site in case of spillage. The PCBU must ensure that the clean-up kit is appropriate for the volume and type of chemicals used and that at least one person on the site at any time is trained to clean up a spill.

Hot Works

If a worker is carrying out hot works (e.g. welding, cutting, bronzing) at the site, all combustible material must be removed from the work area and a fire extinguisher must be readily available. The PCBU responsible for the work must also complete a SWMS and provide it to LifeStyle Constructions NQ Pty Ltd prior to commencing work.

After the completion of the hot works, the work area must be inspected to ensure no fire hazards exist.

Ladders, Planks & Trestles

All ladders, planks & trestles used on site must be rated 'Industrial' with 120kg (minimum) load rating. Ladders, planks & trestles are to be maintained in a sound working condition and be appropriate for the task to be undertaken.

Metal ladders should never be used when dealing with electricity. Always choose a non-conductive ladder made of wood or fiberglass

Single and extension ladders must be secured at either the top or the bottom. Planks must be either strapped or clamped to trestles.

Persons using the ladder must always have 3 points of contact (e.g. 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.

At no time are domestic ladders, planks, or trestles to be used unless they are clearly stated as an 'Industrial rated'. If ladders, planks, or trestles have no identification they will be deemed as domestic use and are required to be removed from site as soon as possible.

Licenses, Certifications and Permits

If any work activity, item of equipment or operation of mobile plant requires a license, certification or permit, LifeStyle Constructions NQ 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.

All workers must have their relevant license, certification or permit available for inspection always whilst on site.

Lifting Equipment

The use of lifting equipment is movement of mobile plant, and the requirements outlined above in this WHS&E 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. Intervals for inspecting and tagging of lifting gear, by a competent person is:

- Synthetic slings at least once every 3 months
- Winches, blocks and Hoists once every 12 months
- Chain slings and shackles at least once every 12 months.

In addition to the above required inspections, part of the daily prestart check is that a visual inspection be carried out on all lifting equipment prior to **each use.**

If the operator of a vehicle loading crane is shifting a load from the truck to the ground or from the ground to the truck, there is no requirement for the operator to hold a dogging licence. This is because this activity is covered in the unit of competency that must be successfully completed prior to obtaining a Vehicle Loading Crane licence and if the crane is of a smaller capacity than which warrants a licence, then it is an activity that the PCBU must ensure the operator is competent to perform.

If the operator of a vehicle loading crane is shifting a load anywhere other than from the truck to the ground, or from the ground to the truck e.g. shifting trusses from the truck and placing them directly onto the top of a house frame, the operator must hold a dogging licence as this constitutes dogging work.

Manual Tasks

All workers are encouraged to use good manual task 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 site 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 that material or equipment is 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.

Mobile Plant

Any PCBU's using mobile powered plant (e.g. mobile cranes, excavators, forklifts, elevated work platforms, etc.) are required to supply a Safe Work Method Statement to LifeStyle Constructions NQ 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 operator's manual, up to date logbook, maintenance regime and risk and hazard assessment for each item of mobile plant must be readily available upon request by LifeStyle Constructions NQ Pty Ltd.

Plant prestart inspection form/checklist to be completed prior to commencement of shift and prestart form/checklist be readily available upon request.

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

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

Noise

LifeStyle Constructions NQ Pty Ltd will ensure that the noise a worker is exposed to does not exceed the exposure standard (85dbz).

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

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

Personal Protective Equipment

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
- Head protection such as a hard hat or helmet where there is a risk of injury to the head from a falling object or overhead moving plant
- Hi Vis Clothing when mobile equipment is being used onsite
- Closed in Foot protection shall be used always.

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.

Protrusions

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

Respirable Crystalline Silica (RCS)

Respirable crystalline silica (RCS) can be generated and released into the air during tasks that involve high-energy processing, such as: cutting, grinding, sawing, drilling, scabbing, crushing.

PCBU Responsibilities:

- Consider the risks of dust exposure before work starts to ensure appropriate actions are taken to limit the amount of dust generated during work tasks
- Make sure that nobody at the workplace is exposed to respirable crystalline silica (RCS) at a level higher than the workplace exposure standard (WES) as outlined on page 9 of Managing respirable crystalline silica dust exposure in construction and manufacturing of construction elements Code of Practice 2022
- Provide all workers that are involved in tasks that make or disturb RCS with the information, training and or supervision needed to do the job safely
- Provide a SWMS to Principal Contractor for any high-risk work that will be carried out in an area that may have an atmosphere contaminated with RCS
- Not allow workers to undertake uncontrolled dry cutting or processing of materials that contain 1 per cent or more crystalline silica
- Ensure tried and tested dust control methods that prevent silica dust from being generated or being released into the air, including water suppression and on tool dust extraction are used
- Respiratory protective equipment (RPE) is required if the higher order dust controls used to manage RCS exposure are not able to reduce exposure to below the workplace exposure standard.
- Ensure RPE is used or worn by the worker, so far as is reasonably practicable, and that
- Workers have been fit tested for RPE that is a suitable size, fit and reasonably comfortable for the worker
- RPE is suitable having regard to the nature of the work and any hazard associated with the work
- Workers are clean-shaven
- Provide health monitoring to at-risk workers, with clearly defined triggers for testing based on level of risk
- Use exposure data from air monitoring to check dust controls are effective
- Cease work activities, until controls are reviewed, if dust suppression is not effective and /or if suspected dust exposure to RCS is at a level higher than the workplace exposure standard.

Workers Responsibilities:

- Take reasonable care for their own health and safety
- Use or wear RPE in accordance with any information, training or reasonable instruction given by the PCBU
- Be clean-shaven to wear RPE
- Use equipment with dust suppression systems i.e. integrated water delivery system, integrated dust collection system, exhaust ventilation, shrouds
- Only use vacuum rated to either M or H class
- Cease work activities, until controls are reviewed, if dust suppression is not effective

Tools and Equipment

All workers must be trained in the safe use of tools and equipment they are operating on site. Workers must 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. If a fault or defect is found, tool or equipment should be withdrawn immediately from service and have a label attached warning against further use. As soon as possible arrangements should be made for such equipment to be disposed of, destroyed, or repaired by an authorised repair agent or competent person. As soon as practicable report to LifeStyle Constructions NQ Pty Ltd or relevant PCBU that a defective tool or plant has been identified and corrective action taken .

If a tool or item of equipment is unfit for use, an out of service tag should be fitted to the tool or equipment in a prominent position near the controls. If the equipment can be inadvertently started the worker should lock the equipment with the fitted isolation device or their own lockable device to ensure that it is not inadvertently started.

Underground Services

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

LifeStyle Constructions NQ 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.

Dial Before You Dig offers a single point of contact to request information about the infrastructure networks at the planned project site. Lodge an enquiry at Dial Before You Dig by:

- Online via the Dial Before You Dig website www.1100.com.au
- Mobile website or iPhone app
- By phone call 1100 (toll free, during business hours).

It is important **NOT** to proceed until you have received the relevant information from all asset owners affected by your project.

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.

LifeStyle Constructions NQ Pty Ltd when 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.

Mobile crane operators will ensure that there is sufficient room to deploy the outriggers away from excavations, shoring, trenches, buried utilities and foundations.

UV Protection and Heat Exposure

Ultraviolet radiation (UV) exposure can cause sunburn, skin and eye damage and skin cancer. LifeStyle Constructions NQ 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.

LifeStyle Constructions NQ Pty Ltd also encourages workers to follow the below points 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 doctors' advice before working in hot conditions
- Provide training in the identification of symptoms of health-related illnesses.

Work Near Overhead Powerlines

Electrical Safety Regulation requires that before carrying out any work at a workplace where there is a risk of any person, plant or thing encroaching the exclusion zone of overhead electric lines, the person, worker or PCBU is required to ensure that the potential hazards are identified, a risk assessment conducted and the necessary control measures implemented to minimise electrical safety risks to ensure the safety of all workers and other persons at the workplace.

Exclusion zones extend in all directions. The exclusion zone will vary depending on the:

- Voltage of the line
- Whether the line is insulated or bare
- The level of competence, training and authorisation of the person carrying out the work.

Generally, exclusion zones are (as per Ergon Energy):

- 3 metres for voltages up to 132kV
- 6 metres for voltages up to 330kV

Where a risk assessment has been conducted and it has been identified that exclusion zones from overhead electric lines cannot be maintained, the person, worker or PCBU is then required to contact Electricity Entity and request written Safety Advice. The person, worker or PCBU shall be required to maintain exclusion zones until such times as the Electricity Entity has provided written Safety Advice.

A person, worker or PCBU would not be required to contact the Electricity Entity and request a written Safety Advice where their risk assessment and implemented control measures ensure that exclusion zones from overhead electric lines will be maintained throughout performance of work to be undertaken at a particular site.

No part of a worker, operating plant or vehicle should enter an exclusion zone while the overhead electric line is energised (live).

To obtain written Safety Advice where it has been identified as being required, complete and submit or return by email the applicable Safety Advice Request Form which is accessible via the electricity entity website: https://www.ergon.com.au/network/safety/business-safety/the-outdoor-workplace/working-near-powerlines

Additional details and fact sheets on Electricity Entity requirements for working near overhead electric lines are located on the following internet site: https://www.ergon.com.au/network/safety/business-safety/the-outdoor-workplace/working-near-powerlines

Work On or Adjacent to Roads

Any work that impedes either vehicular or pedestrian traffic must be controlled using a traffic management plan. The PCBU undertaking the work on or adjacent to the road must comply with all local council or state requirements for traffic management on the road including obtaining any relevant permits or using workers with specialized training.

Refer to Queensland Government Department of Transport and Main Roads for specific information i.e. safety principals concerning work zones, barricade and channelizing devices, need for traffic control plans, etc. https://www.tmr.qld.gov.au/business-industry/business-with-us/traffic-management.

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

Working Alone

The risk of injury or harm for people who work alone may be increased because of difficulty contacting emergency services when they are required. Emergency situations may arise because of the sudden onset of a medical condition, accidental work-related injury or disease, attack by an animal, exposure to the elements, or by becoming stranded without food or water.

The consequences of an incident arising when working alone may be very serious so LifeStyle Constructions NQ Pty Ltd supervisors and workers shall implement the following for each alone work task:

- Telephone LifeStyle Constructions NQ Pty Ltd on arrival and departure at a remote work site
- Have in place a trip itinerary for extended trips and adhere to the itinerary
- Pre-trip agreement on departure and arrival times and accommodation arrangements
- For travel in remote areas an emergency location beacon should be carried in the vehicle
- Pre-arranged mobile/satellite phone calls at scheduled times
- Appropriate first aid kit
- Enough water for emergency purposes.

Working at Heights

Any PCBU's performing work where there is a risk in falling from one level to another where a reasonable injury could be sustained, must supply a SWMS to LifeStyle Constructions NQ Pty Ltd before commencing work on site.

LifeStyle Constructions NQ Pty Ltd will provide adequate physical fall protection, (e.g. hanging bracket platforms, scaffolding, elevated work platforms) where a risk assessment identifies the need and where it is reasonably practicable to do so.

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

If a PCBU requires additional fall protection other than what has been supplied by LifeStyle Constructions NQ 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.

26 Psychosocial / Mental Health

LifeStyle Constructions NQ Pty Ltd recognizes that workplace factors can contribute to psychological health. While it is understood that a certain amount of stress is inherent in work, LifeStyle Constructions NQ Pty Ltd aspires to a work environment where continuous improvement in work practices and processes address psychological safety and support mental health. When psychosocial health is compromised it may restrict a person's ability to:

- Be in certain types of environments
- Concentrate
- Have enough stamina to complete tasks
- Cope with time pressures and multiple tasks
- Interact with others
- Understand constructive feedback

- Manage stress.

Everyone at work has a responsibility for health and safety, both physical and psychological.
LifeStyle Constructions NQ Pty Ltd has a duty of care that all individuals are fit for work. When reporting for work, all individuals must be fit for work, including being medically and mentally fit as well as properly rested, to ensure that they can perform their duties in a safe and efficient manner.

It's important to talk about stressors and risks that you believe are or could be affecting your mental health with a manager or other appropriate person at your place of work. Discussions about sensitive or personal issues will be private and confidential, and will not be shared with anyone else, unless you give permission to share this information. If a mental health condition has impacted your ability to perform in your role, talk to your employer about whether they can make changes to your job or support you during your recovery.

LifeStyle Constructions NQ Pty Ltd recognises that bullying, violence, threat of violence, abuse, fatigue, stress, illness and the effects of alcohol and drugs can all potentially impair an individual's physical and psychological performance within the workplace posing significant work health and safety issues.

Bullying / Harassment / Violence / Threat of Violence / Abuse

Workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers, that creates a risk to health and safety.

Violence at work is any incident in which a person is abused, threatened, or assaulted in circumstances relating to their work.

Workplace harassment is a form of discrimination. The Equal Employment Opportunity Commission (EEOC) defines harassment as unwelcome verbal or physical behaviour that is based on race, colour, religion, sex (including pregnancy), gender/gender identity, nationality, age, physical or mental disability, or genetic information.

Bullying, harassment, violence, threat of violence or abuse of any form will not be tolerated at LifeStyle Constructions NQ Pty Ltd. LifeStyle Constructions NQ Pty Ltd undertakes to investigate complaints formally made and will act to resolve the complaint, so far as is reasonably practicable. If the complaint is found to be valid, action may include any combination of the following:

- Asking for an apology
- Creating an agreement with the offender that will stop the behaviour of concern
- Conciliation/mediation conducted by an independent/impartial third party to seek a mutually acceptable solution
- Disciplinary action in the form of verbal, written or final warning or dismissal
- All violence will be reported to the police.

In determining the action to be taken, the following factors will be considered:

- Severity and frequency of the behaviour
- Whether there have been previous incidents or prior warnings.

As a worker, you will:

- Behave in a way that promotes a work environment free from any form of bullying, harassment, violence, threat of violence and abuse
- Familiarise yourself with available workplace support options and specialist referral services

- Actively participate in bullying, harassment, violence and abuse related learning and development activities such as online awareness raising programs (except where it may negatively impact their wellbeing).

LifeStyle Constructions NQ Pty Ltd will:

- Promote values and behaviour to ensure a work environment free from any form of bullying, harassment, violence, threat of violence and abuse
- Take prompt and appropriate action to support employee affected by bullying, harassment, violence, threat of violence or abuse
- Assist employees to source available support options

Fatigue

It's more than feeling tired and drowsy – fatigue is a state of mental and/or physical exhaustion that reduces the ability to work safely and effectively. Fatigue can be caused by factors that may be work related, non-work related or a combination of both and can build up over time. Fatigue impacts alertness, which may lead to mistakes and an increase in incidents and injuries. The effects of fatigue can be short or long term.
Fatigue management is a shared responsibility between management and workers, as it involves factors both inside and outside of work.

LifeStyle Constructions NQ Pty Ltd will use a risk management approach to manage fatigue, following the four-step risk management process.

Stress

Work-related stress not only affects workers' productivity, but it can also affect their physical and emotional health. Work-related stress is a psychosocial hazard that describes the response of a worker who feels that their work demands aren't matched to their knowledge and abilities or the resources that they have available to do the work. This response can be physical, mental or emotional. Feeling stressed at work for long periods of time can cause physiological and/or psychological illnesses and impact health behaviours.

Stress can also be caused by environmental factors such as:

- Noise
- Temperature and humidity
- Lighting
- Vibration
- Air quality
- Cramped spaces
- Unguarded plant and equipment
- Hazardous manual tasks.

Workload

You may be more likely to develop a mental health condition if you're always working long hours or your job is very demanding.

It is important to talk to your manager, supervisor, someone from the health and safety team or another person at your place of work that you feel comfortable with.

Conflict with a Colleague

There are two types of conflicts that can happen at a place of work:

- When people's ideas, decisions or actions about the job are not the same
- When two people just don't get along.

Talk to:

- Your manager or supervisor
- LifeStyle Constructions NQ Pty LtdExternal employee assistance program
- A support person
- Your doctor or psychologist.

Exposure to a Traumatic Incident or Event

Almost everyone who witnesses or experiences a traumatic event will be emotionally affected, and there are many different ways people respond. Symptoms after an event can happen immediately or even some time afterwards.

For support following a traumatic event or critical incident contact:

- Your manager or supervisor
- A health and safety representative
- A support person at work
- External employee assistance program
- Your doctor or treating health professional.

27 Infectious Outbreaks

In the event of an infectious outbreak, LifeStyle Constructions NQ Pty Ltd requires that the following procedure should be followed:

- All infected person or persons may be sent home and may 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 and follow directives.

For the latest advice, information and resources, go to www.health.gov.au.

The phone number of your state or territory public health agency is available at: www.health.gov.au/state-territory-contacts

If you have concerns about your health, speak to your doctor.

28 Emergency Management

Emergency management for LifeStyle Constructions NQ Pty Ltdand covers the following in relation to information, procedures and effective responses:

Emergency procedures include:

- An effective response to an emergency
- Evacuation procedures
- Notifying emergency service organisations at the earliest opportunity
- Medical treatment assistance and
- Effective communication between the people authorised by the business to co-ordinate the emergency response and all persons in the workplace
- Testing of the emergency procedures including the frequency of testing

LifeStyle Constructions NQ Pty Ltd requires that the emergency procedures as outlined in this emergency management section will be tested at the site if it is identified that testing is required due to a change in the procedure, equipment or personnel, and if it is reasonably practicable to do so.

LifeStyle Constructions NQ Pty Ltd will maintain the emergency management procedures for the workplace so that they remain effective.

Emergency Contact Numbers

Ambulance **Police** **Fire Service**	000 or 112 (from Mobile)	
Emergency Centre	Name	Townsville University Hospital
	Address	100 Angus Smith Drive, Douglas
	Phone	07 4433 1111
	Operating Hours	24 hours
Site Safety Contact	Name	Erker Safety Pty Ltd
	Phone	0429 155 541
LifeStyle Constructions NQ Pty Ltd Supervisor	Name	Jeff Sexton
	Phone	0417 113 355

Specialist Emergency Contacts

Police Station	Non-life threatening: (07) 4759 9777
Poisons Information Centre	13 11 26
EPA Pollution Hotline	1300 130 372
Telstra	13 22 03
Local Council	13 48 10 (24 Hours)
Electrical Emergency	13 16 70
Water Emergency	13 48 10 (24 hours)
Gas Emergency	1800 808 526
WHSQ	1300 362 128
QBCC	139 333

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 points at the workplace until they receive further instructions from the business 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

LifeStyle Constructions NQ 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:

- Rescue anyone in immediate danger
- Raise the alarm
- Inform emergency services by calling 000 (24hour service) or 112 (from mobile phone)
- Prepare for evacuation
- Attack the fire, **<u>if safe to do so,</u>** using the appropriate firefighting equipment
- Once away from the workplace, assemble at a pre-designated location
- Remain at assembly area till advised all clear by Emergency Services/Area Warden

It is also important to remember:

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

All fire emergency equipment, such as horns, sirens and fire extinguishers, will be tested by an approved provider every 12 months

Types of Fire Fighting Equipment

LifeStyle Constructions NQ Pty Ltd requires that only the correct firefighting equipment be used for the appropriate type of fire, as outlined in the diagram and table below:

YES / NO — TYPE OF EXTINGUISHER Colour scheme - AS 1841.1 (Pre 1997 / Post 1997)	A Wood, Paper & Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Energised Electrical Equipment	F Cooking Oils & Fats	COMMENTS: Refer Appendix B of AS 2444
Powder ABE	✓	✓	✓	✓	✗	Special Powders are available specifically for various types of metal fires. Seek expert advice.
Powder BE	✗	✓	✓	✓	✓	Special Powders are available specifically for various types of metal fires. Seek expert advice.
Carbon Dioxide (CO_2)	* LIMITED	* LIMITED	✗	✓	✗	Generally not suitable for outdoor fires. Suitable only for small fires.
Water	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
Foam ***	✓	✓	✗	✗	* LIMITED	Dangerous if used on energized electrical equipment.
Wet Chemical	✓	✗	✗	✗	✓	Dangerous if used on energized electrical equipment.
Vaporising Liquid	✓	* LIMITED	* LIMITED	✓	✗	Check the characteristics of the specific extinguishant.
Fire Blanket	✗	✗	✗	✗	✓	Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
Fire Hose Reel	✓	✗	✗	✗	✗	Ensure you maintain a path of egress between you and the nearest exit.

* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability.
*** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

NOTE: Class D fires (involving combustible metal(s) use only special purpose extinguishers and seek expert advice.

Power Line Emergencies

- Try not to panic. Remain calm and stay in the vehicle. Don't risk being electrocuted by attempting to leave the machine/vehicle
- Advise anyone near the incident site to stay at least eight metres away from the machine/vehicle or any fallen power lines
- Contact the local electricity supply authority to switch the power off
- Call 000 to report the life-threatening situation.
- If you're not going to create another hazard to yourself or others, try to break the vehicle's contact with the power line
- If you must leave the vehicle because of a fire or other life-threatening situation, jump clear to ensure that you don't have contact with the vehicle and the ground at the same time. When you jump clear, ensure that you land with your feet together and then continue to jump or shuffle with your feet together until you are at least eight metres clear of the vehicle, power lines or anything in contact with the vehicle or power lines.
- Untrained or unequipped persons should not attempt to rescue a person who has received an electric shock.

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:

- Person who discovers casualty:
  - Prevents unauthorised treatment or unnecessary movement of casualty; and
  - Immediately contact the trained first aid personnel.
  - If the person is unconscious, not breathing or bleeding badly, you should call an ambulance immediately.
- Trained first aid personnel:
  - Treats casualty as required
  - Records details of injured person and treatment administered
  - Telephone for an ambulance if required and continue to offer first aid. If worker is refusing offers of an ambulance (which is their right) then a workplace representative needs to accompany/drive worker if further medical attention is required. A worker must not drive themselves or family take them.

The names and direct telephone numbers of trained first aid personnel can be found in the "Emergency Contact Details" found within this Emergency Management.

In all instances LifeStyle Constructions NQ Pty Ltd must be notified and an incident report may be required to be completed.

Bomb Threat Procedures

If a bomb threat is received either in person or by phone or email, LifeStyle Constructions NQ Pty Ltd requires that the following procedure be followed:

- If a bomb threat is received by telephone, do not disconnect the call, but observe as many details and complete the information on the bomb threat report as soon as possible (refer to attached list)
- If a bomb threat is received in the mail, retain the correspondence including any envelopes or packaging, and do not over handle it
- If a bomb threat is received in person, follow the steps outlined above for "Confrontations" and write down a description of the person as soon as possible
- Notify the principal contractor immediately of any bomb threat
- Do not create panic by telling any other workers immediately
- The principal contractor will notify the Police (000) and follow their directions
- If evacuation is required, follow the general evacuation procedures, however, DO NOT take any personal items with you as these will need to be inspected as part of the search process.

Searchers will check workplace systematically, so those who are familiar with the area may be asked for assistance in identifying whether items are out of place or unusual.

29 First Aid

LifeStyle Constructions NQ Pty Ltd has in place the following first aid procedures, as required by First Aid in the Workplace Code of Practice

- The appointment and training of First Aid Officers (FAO)
- The provision of first aid kits within the workplace
- Clear signage with the name of the FAO and the location of the first aid kits
- The provision of a suitable first aid kit in all LifeStyle Constructions NQ Pty Ltd vehicles.

It is the FAO's responsibility to ensure that the contents of all first aid kits are maintained.

First Aid Officer Training:

- The minimum level of training for a FAO is the Senior First Aid Certificate (or equivalent)
- First aid refresher training should be undertaken every three years, however CPR component needs to be updated annually.

First Aid Officer Responsibilities:

- The FAO is approved to render first aid assistance in the workplace
- The FAO should ensure that they do not administer first aid services beyond their level of training
- A record of any first aid treatment given should be kept by the FAO and reported to the supervisor on a regular basis to assist with reviewing first aid arrangements.

Contact details for LifeStyle Constructions NQ Pty Ltd FAOs are displayed at all sites.

30 Environmental Responsibilities and Management

Responsibilities

Environmental management applies to all personnel (staff, contractors and subcontractors). Objectives and control measures are provided to minimise adverse effects on the environment and to ensure compliance with legal and other requirements.

The success of environmental management relies on clear and unambiguous assignment of accountability to key positions within LifeStyle Constructions NQ Pty Ltd.

Management:

- The overall responsibility for environmental sustainability rests with management.
- Management responsibilities include:
  - Ensuring that all environmental policies and procedures are implemented
  - Complying with all relevant environmental legislation and adhere to regulatory standards at local, national and international levels as required
  - Ensure a risk-based monitoring and management system is implemented as required
  - Ensuring we act in a socially responsible manner regarding the management of our people, our communities and resources
  - Encouraging consultation and co-operation between management, employees and stakeholders in matters which may affect or impact on the environment
  - Providing adequate resources to meet these environmental commitments
  - Having vision and foresight for emerging trends in environmental issues regarding land development activities, resource management, ecological and heritage values.

Project Manager:

- Develops and reviews workplace health, safety and environmental plans
- Accountable for safe operation of the work site
- Monitors, implements, and ensures compliance with the Environmental Management Plan - oversees day to day environmental matters
- Provides advise to LifeStyle Constructions NQ Pty Ltd management and supervisors
- Manages inspections and periodic audits of the worksite to monitor Environmental performance and to identify and implement improvement strategies
- Ensures subcontractor compliance with approved safe systems of work and ensures systems in place to demonstrate compliance
- Conducts toolbox meetings to discuss Environmental issues with employees and to identify areas for improvement
- Report all incidents to LifeStyle Constructions NQ Pty Ltd and other relevant stakeholders.

Site Supervisor:

- Accountable for setting up the worksite to ensure that all activities can be conducted in a safe manner for persons working on site, visitors and members of the public
- Ensures environmental management plan is implemented on site
- Ensures workers on site are aware of environmental responsibilities
- Conducts visual daily site inspections to ensure procedures are being followed
- Documents inspections and takes immediate and effective action to correct reported or observed breaches
- Ensures all incidents are reported to the project manager as soon as possible
- Ensures that all personnel working on site are competent to carry out assigned tasks by checking evidence and by observing work practices.

Employees:

- Must always work in a safe manner and immediately report all incidents, hazards or near misses to the site supervisor
- Takes reasonable steps to seek information on the environmental working requirements of the project
- Ensure following all health, safety and environmental policies and procedures
- Actively participates in safety discussions at pre-start and toolbox meetings
- Take part in onsite audits when required
- Always act in a socially responsible manner encouraging an environmentally friendly workplace.

Subcontractors / Subcontractor Employees:

- Must always work in a safe manner and immediately report all incidents, hazards or near misses to the site supervisor
- Takes reasonable steps to seek information on the environmental working requirements of the project
- Always co-operate with project management in ensuring compliance with company and client health, safety and environmental policies and procedures and statutory requirements
- Subcontractors undertaking high risk work activities on the project shall have SWMS in place prior to commencing work.

Management

Air Quality

LifeStyle Constructions NQ Pty Ltd will minimise the emission of dust to the environment and loss of soil from the environment. Dust can be both a visual annoyance from dust accumulation and a health risk to

surrounding residents/businesses. Emissions from machines impact on the quality of the atmosphere. Chemical odours can be a smell annoyance and can be an inhalation health risk. Air quality will be considered as part of the scope of works on all projects.

Control Measures:

Fumes:

- Machines are maintained and serviced regularly to the manufacturer's specifications
- Vehicles, plant & machinery to be fitted with appropriate emission control equipment
- Daily prestart checks to be undertaken
- Engines are not to be left running needlessly.

Dust:

- Site speed limits to be always adhered to
- Avoid or reduce dust generating activities (e.g. excavation, etc) during extremely dry and windy conditions
- If dust cannot be controlled, then dust suppression measures to be implemented such as watering exposed areas when visible dust is observed or applying a dust suppressing agent.

Odours:

- Paints, solvents and other substances with a strong odour will be stored correctly and used in a way that meets workplace health and safety and environmental standards
- Refuelling of machines will be done in a location away from nearby residents/businesses.

Noise and Vibration

LifeStyle Constructions NQ Pty Ltd will prevent or minimize impact of noise on nearby residents/businesses during the construction work. Noise can inconvenience nearby residents/businesses.

Control Measures:

- Site speed limits to be always adhered to
- Noise emissions are to be in accordance with Australian Standard AS2436 and work hours will comply with Environmental Protection (Noise) Policy (2019), Standards and Local Council bylaws
- The times of operation of the machines is critical to the comfort of surrounding residents and only emergency work or unobtrusive work is to be conducted outside the hours of 6.30am-6.30pm Monday to Friday
- Site supervisor will need to approve if noisy operation is to continue outside allotted work hours and nearby resident and local council to be advised
- Vehicles, plant & machinery are to be maintained and serviced regularly to ensure are running efficiently.

Erosion & Sediment Control

LifeStyle Constructions NQ Pty Ltd will protect open drains and natural drainage lines from sedimentation deposits by minimising soil movement and transportation of sediments during construction.

Sediments may be lost as part of runoff from site which would impact on both the site and the area where the sediment is eventually deposited. Dirty water can impact on aquatic life and can cause a decline in ecosystem health.

Control Measures:

- Land clearance should be kept to a minimum
- Avoid, if possible, clearing areas of highly erodible soils and steep slopes as these will be prone to wind and water erosion
- As required, cleared areas shall have a dust suppressing agent applied to them
- Vehicles to use well-marked and graded access roads
- Use small levees to divert clean stormwater away from areas of site where soil is exposed

- As required, install silt fencing or sedimentation basins/tanks/ponds to allow stormwater drainage to exit site
- All excavated material should be temporarily stockpiled on the high side of trench
- Where practicable, all trenches should be backfilled at the end of working day
- If required areas should be rehabilitated progressively to reduce the potential for sediments to flow into waterways
- Unless necessary machine activity to be kept away from drainage lines or kept to a minimum
- Where practicable, construction plant and machinery are to remain within the construction site till contract finalised thus limiting the transfer of mud and weeds from site.

Construction Waste Management

LifeStyle Constructions NQ Pty Ltd will minimise generation of solid wastes from construction and to dispose of this waste appropriately. LifeStyle Constructions NQ Pty Ltd will ensure waste is being managed on site and that where practical separated for recycling.

Control Measures:

- Recycle waste materials – educate and erect signs
- Solid wastes to be placed in designated disposal containers and areas
- Work areas should be maintained in a tidy condition
- All waste to be collected regularly – not allowed to build up
- Waste should not be burnt or buried on site
- Waste vegetation should be chipped/mulched onsite and reused or appropriately disposed of
- Weeds are to be disposed of offsite in designated disposal facilities
- Wastes should be recycled where possible or disposed to approved landfills
- When removing waste from site it should be covered
- Covered bins to be provided to prevent scavenging fauna and birds.
- Recycled construction materials should be used where possible
- General site clean-up is the responsibility of the Principal Contractor.

Hydrocarbon and Hazardous Chemical Substances

LifeStyle Constructions NQ Pty Ltd will ensure that chemicals and hydrocarbon are stored and handled to prevent the contamination to environment, groundwater, or soil. Spillage will be investigated, and steps taken to ensure the possibility of recurrence are low.

Control Measures:

- As practicable, minimise hazardous chemicals and hydrocarbon brought to / stored onsite
- If necessary to store hydrocarbon and other hazardous materials onsite they will be in appropriately bunded structures away from creeks and drainage lines
- Monitor that register and safety data sheets (SDS) for hazardous chemicals and hydrocarbon are available on site and are accessible to personnel responsible for using the hazardous substances
- Ensure spill kits are available on site and if a spill does occur immediate action is taken
- Ensure fuelling operations are performed in a safe and correct manner
- No plant maintenance to be carried out on site
- Site supervisor will complete daily visual monitoring for signs of spills or release of hazardous substances on site
- In the event of a spill, remedial work will be performed to restore disturbed area(s) and to clean up and neutralise spillages.

Vegetation Clearing

LifeStyle Constructions NQ Pty Ltd will prevent unauthorised clearing of vegetation and conservation of significant vegetation.

Control Measures:

- Prior to clearing works vegetation to be cleared has been surveyed, adequately marked and all workers have been made aware of protected vegetation
- LifeStyle Constructions NQ Pty Ltd's, will only clear the designated vegetation, 'no go zones' will be barricaded off and all vehicles / machines prevented from entering
- All site personnel are to be aware of where the project boundaries are
- Cleared vegetation not to be pushed or dumped on vegetation to be retained.

Fauna Management

LifeStyle Constructions NQ Pty Ltd will minimise direct impacts on wildlife by protecting native fauna from being trapped, injured or killed.

Control Measures:

- All open trenches should be inspected prior to commencement of work each day for trapped fauna
- If wildlife is identified, then trees shall not be cleared until wildlife has safely left the area.
- Site workers do not touch or relocate fauna
- Feeding of native animals is discouraged
- If snakes are sighted, site supervisor should be contacted immediately
- Professionals are contacted for all spotting and relocation activities related to fauna
- Any native fauna encountered shall not be disturbed and a small buffer zone established until authorities give clearance
- If injured or dead fauna are found during the works. Site supervisor should be contacted immediately.

Cultural Heritage

LifeStyle Constructions NQ Pty Ltd will take all reasonable and practical measures to ensure the preservation of any potential artifacts and areas of cultural heritage.

Control Measures:

If any sign of potential artifacts is discovered the following action will happen:

- Construction will stop immediately
- The identified area will be isolated
- Site supervisor and project manager will be notified
- No further work will be undertaken until the relevant authorities give clearance.
- If necessary, full co-operation will be given to relevant authorities during the stop work period and work will not commence until clearance is given.

Pest and Weed Management

LifeStyle Constructions NQ Pty Ltd will take all reasonable and practical measures to ensure that the spread of invasive species of pests and plants are not transported into unaffected areas due to construction works.

Control Measures:

- Prior to commencing work onsite, construction equipment and trucks shall be free of soil and plant material
- Machinery and plant will be cleaned of soil and plant prior to entering and leaving the site
- Any fill brought into the site will be certified weed and dieback free or obtained from a source which has been assessed for dieback risk and is categorised low risk.

Acid Sulphate Soils

LifeStyle Constructions NQ Pty Ltd will ensure that Acid Sulphate Soils are identified and treated to prevent impact on the environment.

Control Measures:

- If suspected Acid Sulphate Soils are discovered during earthworks, site supervisor and project manager are to be notified and works should cease until further investigation is undertaken to confirm presence of Acid Sulphate Soils

- If confirmed that Acid Sulphate Soils are present then an Acid Sulphate Soil Management Plan is to be developed, approved and implemented prior to recommencing works.

31 Complaints Management

All complaints to be dealt with using principles of fairness and objectivity. Anonymous complaints can be made, however, ability to investigate them may be limited. LifeStyle Constructions NQ Pty Ltd will maintain a complaints log.

32 Definitions

Definitions

WHS&E Documentation

Typical documents include plans, policies, procedures, guidelines, and forms that define the system.

Controlled document or record

Any document for which distribution and status are required to be kept current by the issuer to ensure that authorised holders or users have the most up to date version available.

Person Conducting a Business or Undertaking (PCBU)

A PCBU has the primary duty of care to ensure, so far as is reasonably practicable:

- the health and safety of its workers while they are at work, and
- that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU.
- LifeStyle Constructions NQ Pty Ltd is a PCBU.

Officer

It is an officer's duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under the WHS and Environmental Legislation.

- The Members of the Board for LifeStyle Constructions NQ Pty Ltd will usually be Officers under WHS and Environmental Legislation.
- The supervisor may be an Officer under WHS and Environmental Legislation

Note: A person is an Officer under the WHS and Environmental Legislation only if they "make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or who has the capacity to affect significantly the corporation's financial standing". Whether a person is an Officer or not under WHS and Environmental Legislation will depend on the facts of the situation.

Worker

Previously known as 'employee'.

The term worker includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers.

Health and Safety Representative (HSR)

A worker elected by members of their work group to represent them in health and safety matters.

Other persons

Includes any visitors.

Notifiable incident

'Notifiable incidents' include the following:

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident; or
- A serious electrical incident: or
- Dangerous electrical event.

A Dangerous Incident

A 'dangerous incident' means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire, or uncontrolled escape of gas or steam.

First Aid

First Aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

First Aid Officer

Is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

Hazard

Anything which has the potential to cause injury or illness.

Risk

A WHS&E risk is the chance of someone becoming injured or ill because of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.

Risk Control

WHS&E risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

33 Legislation Sources

Work Health and Safety Act 2011
https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws

Work Health and Safety Regulation 2011
https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws

Electrical Safety Act 2002
https://www.legislation.qld.gov.au/view/html/inforce/current/act-2002-042

Electrical Safety Regulation 2013
https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2013-0213

Environmental Protection Act 1994
https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-1994-062

Environmental Protection Regulation 2019
https://www.legislation.qld.gov.au/view/pdf/inforce/2019-09-01/sl-2019-0155

Aboriginal Cultural Heritage Act 2003
https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-079

Torres Strait Islander Cultural Heritage Act 2003
https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-080

Current Work Health and Safety Codes of Practice
https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice

Australian Standards
https://www.standards.org.au/search-for-a-standard

Attachment 1 – Incident Form

Incident Form Part A. Worker to Complete

Return to Safety Contact

Type of Incident	**Accident** ☐	**Injury** ☐	**Electricity Involved** ☐
	Hazard ☐	**Near Miss** ☐	
Date of Incident	Click or tap to enter a date.	**Time of Incident**	: AM / PM
Incident Address			
Date Reported	Click or tap to enter a date.	**Reported To**	
Was Machinery or Scaffolding Involved?		**Yes** ☐ **or NO** ☐	

Main Person in Incident	
Name:	**Contact No.**
DOB	**Home Address**
Statement: Describe what happened	
Signature:	**Date:** Click or tap to enter a date.
Describe injury and to what body part (e.g. fracture to left arm, laceration to left thumb)	
Describe immediate action taken and type of first aid provided (e.g. bandages, saline wash, splint)	

Witness Details (If Applicable)	
Name:	**Contact No.**
Statement: Describe what happened	
Signature:	**Date:** Click or tap to enter a date.

Incident Form Part B. Management to complete

Will Incident result in lost time? YES ☐ NO ☐ N/A ☐

Will workers compensation be claimed? YES ☐ NO ☐ N/A ☐

Has WorkCover been informed? YES ☐ NO ☐ N/A ☐

PH:1300 362 128 or https://ols.workcoverqld.com.au/ols/public/claim/lodgement.wc

Has WH&S QLD been informed? YES ☐ NO ☐ N/A ☐

PH:1300 362 128 or https://ols.workcoverqld.com.au/ols/public/incident/registration.wc

Has Electrical Safety Office been informed? YES ☐ NO ☐ N/A ☐

PH:1300 362 128 or https://ols.workcoverqld.com.au/ols/public/incident/registration.wc

Has QBCC been informed? YES ☐ NO ☐ N/A ☐

PH: 139 333 or https://qbccrs.au1.qualtrics.com/jfe/form/SV_1WSo0P50ycZ5tTT

Corrective Actions - To be Completed by Supervisor	
What needs to happen to ensure that similar incidents do not occur or to minimise the risk from the hazard	**Person Responsible**
Sign Off - May be Completed at a Later Date From Report	
Date SWMS Reviewed: Click or tap to enter a date.	**Date of Toolbox Talk:**Click or tap to enter a date.
Name of Person Conducting Toolbox talk:	

Manager / Supervisor Sign Off	
Name:	**Contact No.**
Signature:	**Date:**

Supporting Photos

Attachment 2: WHS&E Safety Briefing

Welcome to LifeStyle Constructions NQ Pty Ltd safety briefing.

LifeStyle Constructions NQ Pty Ltd is committed to ensuring the health and safety of our supervisors, workers, contractors, and all other visitors.

For your safety and the safety of others, it is a condition of entry to this Worksite that you take a few minutes to read this briefing.

General Safety Information

- All visitors are required to report to the main office on arrival.
- Observe any posted speed and parking restrictions.
- Obey all safety signs and barricades.
- Violent, threatening, or other unacceptable behaviour is not tolerated.
- Smoking, alcohol, and illegal drugs are not permitted on LifeStyle Constructions NQ Pty Ltd sites.
- Weapons, including knives, are not permitted on LifeStyle Constructions NQ Pty Ltd sites.
- Visitors and contractors intending to bring dangerous goods and/or hazardous substances onto the worksite must advise LifeStyle Constructions NQ Pty Ltd prior to entering the site, provide register and have readily available SDS.
- All hazards, incidents and injuries must be reported to LifeStyle Constructions NQ Pty Ltd. Injuries will be recorded in the Incident Register. First Aid treatment is available on site.

Emergency Procedures

In a life-threatening emergency DIAL 000 For Fire, Police and Ambulance. In all cases advise a staff member. Follow directions of LifeStyle Constructions NQ Pty Ltd staff in the event of an evacuation.

Evacuation Procedures

When the evacuation alarm sounds:

- Evacuate the building and proceed to the assembly area identified on the site map.
- Remain in the assembly area until advised otherwise.

Contractors

All contractors are to report to the main office to:

- Indicate the location and duration of the job
- Sign in/ out of LifeStyle Constructions NQ Pty Ltd Visitor Register
- Advise of the status of the job before leaving the site
- Remove all job and personal rubbish

Additionally, the contractor may be required to:

- Produce a copy of their Safety Management Plan, including use of personal protective equipment and controls for site specific hazards, including signage and removal of job and personal rubbish
- Produce Workcover & Public Liability Insurance documentation before work is commenced
- Present evidence of tasks requiring specific training or licenses
- Hazardous Substance Register
- Electrical Test and Tag Register
- QBCC Licence
- Provide proof of general industry construction card (Blue or White Cards)
- Sign induction letter
- Site Induction

Emergency Contacts & Site Rules

INCIDENT PROCEDURE

In the event of an incident LifeStyle Constructions NQ Pty Ltd requires the following procedure be followed:

1. Apply First Aid as required to any injured persons.
2. Make the area safe so others do not get injured.
3. Call emergency services (ambulance) or go to nearest medical center for treatment.
   If worker is refusing offers of an ambulance (which is their right) then a workplace representative needs to accompany/drive worker if further medical attention is required.
   A worker must not drive themselves or family take them.
4. Contact Jeff Sexton from LifeStyle Constructions NQ Pty Ltd on 0417 113 355.
5. Take photos of incident and complete an incident report.
6. Send both photos and incident report to LifeStyle Constructions NQ Pty Ltd & Erker Safety Pty Ltd.

EMERGENCY CONTACT NUMBERS

EMERGENCY CENTRE	
Townsville University Hospital	100 Angus Smith Drive, Douglas 07 4433 1111 (24 hours)
SAFETY CONTACT	
Erker Safety Pty Ltd	0429 155 541
LifeStyle Constructions NQ Pty Ltd Supervisor	
Jeff Sexton	0417 113 355
SPECIALIST EMERGENCY CONTACTS	
AMBULANCE	000
POLICE STATION	000 Non-life threatening 07 4759 9777
POISONS INFORMATION CENTRE	13 11 26
EPA POLLUTION HOTLINE	1300 130 372
LOCAL COUNCIL	13 48 10 (24 Hours)
ELECTRICAL EMERGENCY	13 16 70
WATER EMERGENCY	13 48 10 (24 hours)
GAS EMERGENCY	1800 808 526
WHS AUTHORITY	1300 362 128

GENERAL SITE RULES

- All PCBUs and their workers need to be aware of the contents and have access to the current Workplace Health, Safety & Environmental Management Plan (WHS&E). If you do not have access to LifeStyle Constructions NQ Pty Ltd current WHS&E Management Plan please make contact with Erker Safety Pty Ltd on 0429 155 541 to arrange a copy before entering site.
- All PCBUs and their workers must be inducted.
- A PCBU or worker conducting construction work must hold a general construction induction card (white card).
- No visitor access is permitted to the site unless LifeStyle Constructions NQ Pty Ltd has been informed.
- Do not enter a barricaded area unless authorised to do so.
- Personal Protective Equipment (PPE):
  - Equipment must be worn and used in accordance with manufacturer's instructions, as directed by LifeStyle Constructions NQ Pty Ltd and according to site signage.
  - PCBU is responsible to provide their workers with training and supervision to ensure the proper fit and use of the PPE.
- PCBUs are to have first aid kits available in their vehicles whenever working on site.
- No alcohol or drugs (other than own prescription drugs) are to be consumed on this site.
- No open fires and/or lighting of fires allowed on site.
- No smoking allowed on site.
- No fighting, bullying, harassment or aggressive behaviour allowed by anyone on this site.
- Work areas are to be kept clean and tidy and rubbish to be placed in bins/cages.
- Persons must leave site amenities in a clean, tidy and hygienic state after use. Notify LifeStyle Constructions NQ Pty Ltd if facilities are unhygienic.
- All injuries, work-related illnesses, incidents and near misses must be reported to LifeStyle Constructions NQ Pty Ltd immediately.
- Persons conducting an activity requiring a 'High Risk Work Licence' must hold a valid and relevant 'High Risk Work licence'.
- PCBUs must ensure that a Safe Work Method Statement (SWMS) is in a readily available location for the duration of the high risk construction work and for at least 2 years after a notifiable incident occurs.
- PCBUs must ensure a copy of Hazardous Substances Register and all relevant Safety Data Sheets (SDS's) are readily available while on site.
- PCBUs must ensure that all electrical equipment brought onto site has been tested and tagged within the last 3 months.
- Animals are not allowed on site.
- Children are not allowed on site.