Site SWMS & Risk Assessments

QR Code	APN-934668
Principal Contractor	All Plumbing NQ
Date Provided to PC	17/04/2024
Revision Due	17/04/2025
Project	Renew Water in Ground Water Service
Construction Site Location / Address	Discovery Parks Townsville 10 University Road Wulguru QLD 4811
Person Responsible for implementing SWMS onsite	Dayle Faint 0413 697 886
After Hours Contact	Barry Davies 0409 753 229

1 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.

2 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 Barry Davies 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.

3 Doc Control Details

PCBU Name:	**All Plumbing NQ**	**ABN:**	**11169623125**	
PCBU Address:	**35 Fleming Street, Aitkenvale QLD, Australia**		**Contact Number:**	**0409 753 229**
Document Name	**Stage 1 Water Feed Upgrade SWMS APN05 V1 Apr 24**			
Document Code	**APN05**			
Document Owner	**All Plumbing NQ**		**Maintained By**	**Erker Safety Pty Ltd**
Consulted By	**Barry Davies & Erker Safety Pty Ltd**		**Approved By**	**Barry Davies**
Created By	**Erker Safety Pty Ltd**		**Date Created**	**17/04/2024**
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V1	KO	Document Creation	17/04/2024	17/04/2025

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4 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.

5 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
- Excavation 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 Plant in the Workplace Code of Practice 2021
- Traffic Management for Construction or Maintenance Work Code of Practice 2008
- Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2021

6 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

7 Qualifications, Training Requirements

QBCC Licence – Plumbing and Drainage
Track Excavator / Slew Excavator or Skid-Steer – Competently Trained
Apprentice Training, if applicable
Industry White Card(s)
Supervision from Dayle Faint
Spotter for mobile plant, as required. Competently trained for the type of machinery with a full understanding of the tasks being conducted.

8 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

9 Parties responsible for implementation of Controls

Supervisor

Worker

Operator

Engineer

Management

Spotter

10 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**

11 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: 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	4

High Risk Work Activity: 12. Contaminated or Flammable Atmosphere				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk

			• **Dry cut with M or H Class vacuums technique:**
			  ○ 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	**4**

High Risk Work Activity: 12. Contaminated or Flammable Atmosphere				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			○ Bucket attachments will be used where available to allow the vacuum to attach with ease during the pouring of materials to be mixed ○ 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	Hazard:	**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	**4**

High Risk Work Activity: 12. Contaminated or Flammable Atmosphere				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
crystalline silica dust	Exposure to crystalline silica dust **Risk: Respiratory infection**		• 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 • 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	

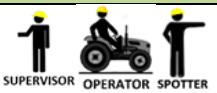
High Risk Work Activity: 14. Working near a roadway				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
14A. Working on or Near a Roadway				
PPE Recommended			**Persons responsible for maintaining controls**	
Working on or near a roadway	Hazard: Road traffic **Risk: Contact between persons and vehicles**	**2**	• If setting up roadside, comply with State road rules, local laws and permits - keep the disruption to traffic at a minimum • Effective reliable communications must be available on site • Erect any barriers & signage necessary to keep others safe and aware • Ensure vehicle travel paths are clearly identified • If pedestrian access impacted ensure: ○ Safe pedestrian access is always provided past the work areas - must comply with MUTCD3 ○ Alternative pedestrian safe laneways are clearly marked ○ If necessary, alternative pedestrian footpath includes ramps • Ensure any control device does not become a potential hazard and does not obstruct permanent road signage • 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 ○ Traffic control is in place - standby person (or spotter) should be allocated and used if required • If required, contact a traffic management company to supply a traffic management plan and licensed traffic management personnel	**5**
Ongoing monitoring and inspections	Hazard: Road traffic **Risk: Struck by vehicle**	**2**	• Conduct risk assessments regularly during the work task/project • Hold daily prestart toolbox meetings to discuss changes to the workplace and identification of any new hazards/risks	**5**

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**

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
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
15C. Mobile Plant - Track Excavator/Slew Excavator or Skid-Steer				
PPE Recommended			**Persons responsible for maintaining controls**	

Use of track excavator, slew excavator or skid-steer on site	Hazard: Untrained or incompetent operators used **Risk: Personnel struck/crushed by excavator or attachments**	**1**	• Flashing Lights are always on when machine is in use
			• Logbooks are in date and easily accessible
			• Exclusion zones established. Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater
			• Operators to be certificate holders for that plant
			• Ensure correct operation of movement alarms on excavator
			• Where possible exclude personnel from the swing area of the machine
			• Arrange for a worker to act as a spotter
			• Spotter to maintain a safe distance from the machine, making sure the operator can see spotter
			• The operator is always to be aware of spotter's location and maintain a safe distance
			• Workers to wear PPE as outlined
			• Workers to be aware of plant movements
			• Workers to have eye contact with operator when working close by
			• All reasonable steps will be taken to obtain current underground essential services information about any of the areas requiring excavation before directing or allowing the excavation work to commence.
			• If required, contact Dial Before You Dig to request information about the infrastructure networks at the planned project site
			  ○ 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)
				4

Use of attachments	Hazard: Attachments wear or damage	1	• Inspect attachments for wear, damage, or loose or missing parts • Ensure that attachments are securely fitted, and safety pins or clips fitted • Check arms and connections for excessive wear • Inspect hoses and connections for splits, bulges, leaks or fractures • Test all hydraulic operations before applying load • Check rams, hoses and connections for splits, leaks or fractures	4

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			• Test operation by raising and lowering attachment	
Operation of machine	Hazard: Overturning / Stability **Risk:** **Personal injury**		• Do not travel at speeds which may cause control to be lost over bumps, etc. • Avoid driving over obstacles, ditches, drains, etc which could affect control • Do not attempt to lift load in excess of working load limit of loader • Reduce speed when travelling with load on front attachment • Carry load close to ground and racked back for stability and visibility • Do not raise load until ready to deposit	
15D. Mobile Plant - Earthwork Operations				
PPE Recommended			**Persons responsible for maintaining controls**	

Preparation	Hazard: Inadequate planning
	Risk:
	Crush injuries, plant rollover, equipment damage
		1	• Conduct a site recon
			• Identify people, equipment, PPE, potential hazards, and safety controls prior to commencement of works
			• Identifying potential interactions/interfaces with other work crews and communicating any issues with them
			• All reasonable steps will be taken to obtain current underground essential services information about any of the areas requiring excavation before directing or allowing the excavation work to commence.
			• If required contact Dial Before You Dig to request information about the infrastructure networks at the planned project site
			  ○ 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).
				5

Pre check machinery/site conditions	Hazard: Oil and grease spillage damages to equipment **Risk:** **Equipment failure**	**1**	• Conduct pre-start on all machinery at start of shift and after an event where the operator suspects the machine may have been compromised, e.g., put in water, misused by another operator • 3-point contact to enter/exit machine • Clean up spill. • Daily inspection of site prior to commencement of work	**5**

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Performing excavation and trenching work	Hazard: Reducing the stability of nearby structure **Risk: Structural collapse, asphyxiation, crush injuries**	**1**	• No work is to take place adjacent to a building or structure such that it may undermine or make unstable the building or structure • A geotechnical engineer is to be engaged to determine (in writing) whether the excavation would reduce the stability of any nearby structures • Controls specified by the engineer to prevent a person's exposure to collapse or partial collapse of the structure are to be implemented and maintained • Machine positioned level or where this cannot be achieved near level at an incline not exceeding the manufacturer's recommendations. • Operator to ensure seat belt worn where fitted as part of manufacturers specification • Check the strength and adequacy of the ground – consider rises and falls, existing or recently backfilled trenches • Machines to be only operated by certified persons • Do not carry others on machine and machine only driven from operators' seat • Machines operated and maintained in accordance with manufacturer's instructions • Unauthorised persons kept away from the mobile plant • Underground services to be identified prior to works commencing • Area clearly marked and barricaded where necessary to make safe from other traffic • Traffic Safety Management Plan to be adhered to • Machine not to be left unattended. Disengage controls, apply the park brake, switch off engine and remove key when not in use	**4**
Vehicles or generators being used near a trench or excavation	Hazard: Inhalation of carbon monoxide **Risk: Asphyxiation, death**	**1**	• Where there is the risk of inhalation of carbon monoxide or other impurity of the air, due to a person being in a trench / excavation, a confined space entry permit is to be used and air monitoring performed • No person is to be in the trench when an excavator is in operation and there is the risk of inhalation of carbon monoxide • Petrol driven machinery is not to be in or near trenches	**5**
Workers inside trench working	Hazard: Worker collapse or injury preventing	**2**	• Workers will never work alone in trenches where risk(s) dictate the access to be hindered for one person to exit quickly • Where practical steps will be constructed in the earth	**4**

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	normal exiting via ladder **Risk:** **Unable to obtain first aid quickly, unable to exit excavation**		• Where it is not practical to construct earth steps multiple workers will be always required with a minimum of 2 personnel in the area • A stretcher will be made available with a 4-man lift required to remove a person from the excavation • Once the Worker has been removed normal First Aid Treatment will apply	

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
Plumbing				
PPE Recommended			**Persons responsible for maintaining controls**	
Fitting pipes	Hazard: Personnel being struck or cut by sharp edges **Risk: Loud Noises, Electrocution. Cuts/abrasions**	**2**	• Ensure pipes are not LIVE before ever cutting or connecting (Earth Pipes if required.) • If not sure earth both sides of pipe before cutting • Ensure that no people, other than those workers directly involved in the plumbing operation, are in the area • All workers to be familiar with the tools • All guards used for grinders	4

Dismantle Removal of old Pipes	Hazard: Incorrect procedure followed **Risk: Personal injury Cut/abrasions**	**2**	• Visual inspection
			• Plumbing should be inspected prior to dismantling
			• Check for unacceptable:
			  ○ Warping
			  ○ Cracks
			  ○ Live Power
			  ○ Snakes or other animals
				4

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**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
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: Respiratory illness**	**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 • Where the risk of dust production, worker will wear appropriate PPE	**5**
	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**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	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**
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,**	**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	**4**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Headaches, Nausea		○ 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 ○ 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**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
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)

Stage 1 Water Feed Upgrade – Discovery Parks Townsville

1 Purpose

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

This WHS&E Management Plan will assist All Plumbing NQ in meeting its obligations in accordance with applicable legislation.

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

All Plumbing NQ 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 All Plumbing NQ 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	**Stage 1 Wtr Feed Upgrade WHS&E Mgt Plan APN00 V1 Apr 24**			
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2 Scope of Project

This WHS&E Management Plan applies to in ground plumbing works being undertaken by All Plumbing NQ. Significant hazards, risks identified and work methods to be implemented for any project will be managed by Stage 1 Water Feed Upgrade SWMS.

3 Construction Site Contacts and WHS Responsibilities

People with Specific WHS Responsibilities

Name	Position	Phone Number	Brief Description of WHS Responsibilities
Barry Davies	Principal Contractor/ Director	07 4774 0300	Responsible for implementing policies and systems of All Plumbing NQ. Point of contact for WHS matters when the site supervisor is unavailable.
Dayle Faint	Site Supervisor	0413 697 886	Responsible for implementing the All Plumbing NQ WHS Policies, procedures and site rules as set out by this WHS&E Management Handbook.
Erker Safety Pty Ltd	Safety Contact	07 4422 3878	Responsible for implementing the Workplace Health Systems, act as a point of guidance on safety matters for All Plumbing NQ 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 All Plumbing NQ.

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 All Plumbing NQ will follow in pursuit of workplace health, safety, and environmental outcomes.

Statement of Commitment

All Plumbing NQ 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 All Plumbing NQ WHS&E Policies and Procedures set out the safety arrangements and principles which are to be observed by All Plumbing NQ 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

All Plumbing NQ 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 All Plumbing NQ are safe, without risk to health, and have safe means of access and egress
- Routinely consulting to maintain effective and co-operative relationships between All Plumbing NQ 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

All Plumbing NQ, 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 All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ. 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 All Plumbing NQ about safety matters and comply with All Plumbing NQ policies
- Work safely and to include the safety of All Plumbing NQ staff and visitors in their safety plans.

Visitors

Visitors and other persons to All Plumbing NQ 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 All Plumbing NQ staff
- Report all safety related incidents to All Plumbing NQ staff
- Not enter any restricted area without authorisation or escort
- Not bring or consume alcohol or illegal drugs at All Plumbing NQ workplaces
- Not wilfully or recklessly interfere with All Plumbing NQ property.

5 Consultation and Communication Arrangements

All Plumbing NQ 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 All Plumbing NQ / directors / supervisors / workers /contractors / visitors is important to ensuring a safe workplace. Therefore, All Plumbing NQ 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 All Plumbing NQ 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

All Plumbing NQ 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 All Plumbing NQ to achieve a safe workplace. The WHS&E training needs for All Plumbing NQ 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.

All Plumbing NQ 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.

All Plumbing NQ will conduct a training needs analysis and arrange for appropriate WHS&E training to be undertaken by workers as required.

Where required, All Plumbing NQ 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.

All Plumbing NQ 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 All Plumbing NQ. 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 All Plumbing NQ.

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 All Plumbing NQ 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.

All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ if facilities are unhygienic.

- All injuries, work-related illnesses, incidents and near misses must be reported to All Plumbing NQ immediately.
- All Plumbing NQ 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 All Plumbing NQ achieves the goal of eliminating or minimising the risk workers may be exposed to. The list of All Plumbing NQ 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 All Plumbing NQ.

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 All Plumbing NQ. As required by WHS and Environmental Legislation, All Plumbing NQ 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 All Plumbing NQ include:

- Regular site inspections of the All Plumbing NQ construction sites
- Comprehensive SWMS detailing all WHS&E risks associated with the operation and activities of All Plumbing NQ
- 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, All Plumbing NQ 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	Appendix B - Risk Calculator					
	RISK RATING CALCULATOR			**Likelihood**		
Step 1: Identify potential hazards.	**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
Step 2: Decide what a possible **Consequence** could be.	**Catastrophic - 0** Multiple Fatalities	3	2	1	0	0
	Major - 0 Death or serious disability	3	2	1	0	0
Step 3: Decide **How Likely?** it is to happen	**Moderate - 1** Long term illness or serious injury	4	3	2	1	1
Step 4: Line up your choices in the table to get a number	**Minor - 2** Medical attention & several days off work	5	4	3	2	2
Step 5: Use the Priority table to the right.	**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 All Plumbing NQ by the fastest possible means, either:

- Phone: All Plumbing NQ 07 4774 0300
- Email: admin@allplumbingnq.com.au

All Plumbing NQ requires that immediate notification is followed up, within 48 hours, in writing by completing an Incident Report Form and forwarding it to All Plumbing NQ, 35 Fleming Street, Aitkenvale QLD, Australia

All Plumbing NQ 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

All Plumbing NQ 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

All Plumbing NQ 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.

All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ

Trespass Procedures

If a person is observed to be acting strangely or located in a part of the workplace restricted to authorised personal only, All Plumbing NQ 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 All Plumbing NQ makes the direction to implement a control measure.

16 Signage

All Plumbing NQ will ensure site signs are installed that:

- Show All Plumbing NQ 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) All Plumbing NQ 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 All Plumbing NQ.

- 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 All Plumbing NQ.

19 Lighting

All Plumbing NQ 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

All Plumbing NQ 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

All Plumbing NQ 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) providing 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 SWMS is signed by workers undertaking the high risk work activities as described in the SWMS
- 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 signed 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 signed 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

All Plumbing NQ 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

All Plumbing NQ 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 All Plumbing NQ or the plant owner.

If a worker becomes aware of any defects with any of the common plant, they must immediately notify All Plumbing NQ 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

All Plumbing NQ 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, All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ 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, All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ.

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

All Plumbing NQ 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 All Plumbing NQ 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.

All Plumbing NQ 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.

All Plumbing NQ 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. All Plumbing NQ 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.

All Plumbing NQ 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 All Plumbing NQ supervisors and workers shall implement the following for each alone work task:

- Telephone All Plumbing NQ 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 All Plumbing NQ before commencing work on site.

All Plumbing NQ 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 All Plumbing NQ, or without consultation with the PCBU responsible for its erection.

If a PCBU requires additional fall protection other than what has been supplied by All Plumbing NQ, 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

All Plumbing NQ recognizes that workplace factors can contribute to psychological health. While it is understood that a certain amount of stress is inherent in work, All Plumbing NQ 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.

All Plumbing NQ 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.

All Plumbing NQ 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 All Plumbing NQ. All Plumbing NQ 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).

All Plumbing NQ 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.

All Plumbing NQ 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
- All Plumbing NQExternal 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, All Plumbing NQ 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 All Plumbing NQand 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

All Plumbing NQ 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.

All Plumbing NQ 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	07 4422 3878
All Plumbing NQ Supervisor	Name	Barry Davies
	Phone	0409 753 229

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

All Plumbing NQ 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

All Plumbing NQ 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 All Plumbing NQ 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, All Plumbing NQ 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

All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ.

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 All Plumbing NQ 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 All Plumbing NQ 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

All Plumbing NQ 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

All Plumbing NQ 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

All Plumbing NQ 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

All Plumbing NQ will minimise generation of solid wastes from construction and to dispose of this waste appropriately. All Plumbing NQ 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

All Plumbing NQ 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

All Plumbing NQ 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
- All Plumbing NQ'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

All Plumbing NQ 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

All Plumbing NQ 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

All Plumbing NQ 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

All Plumbing NQ 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. All Plumbing NQ 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.
- All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ safety briefing.

All Plumbing NQ 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 All Plumbing NQ sites.
- Weapons, including knives, are not permitted on All Plumbing NQ sites.
- Visitors and contractors intending to bring dangerous goods and/or hazardous substances onto the worksite must advise All Plumbing NQ prior to entering the site, provide register and have readily available SDS.
- All hazards, incidents and injuries must be reported to All Plumbing NQ. 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 All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ 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 Barry Davies from All Plumbing NQ on 0409 753 229.
5. Take photos of incident and complete an incident report.
6. Send both photos and incident report to All Plumbing NQ & 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	07 4422 3878
All Plumbing NQ Supervisor	
Barry Davies	0409 753 229
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 All Plumbing NQ current WHS&E Management Plan please make contact with Erker Safety Pty Ltd on 07 4422 3878 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 All Plumbing NQ 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 All Plumbing NQ 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 All Plumbing NQ if facilities are unhygienic.
- All injuries, work-related illnesses, incidents and near misses must be reported to All Plumbing NQ 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.