



Because trust is a must.

ROSSDALE

HOMES

Work Health and Safety Management Plan

Project Address:

Site Supervisor:

Primary Contact:

Client:

Construction Commencement Date:

Office Contact Details : 08 84332000

Medical Emergency Ph No : 000



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The Work Health and Safety Management Plan (WHSMP) is to be used in conjunction with Rossdale Homes Work Health and Safety Management Systems.

1. DOCUMENT CONTROL

Proposals for amendment or addition to the contents of this document are to be made in consultation with Rossdale Homes Management and workers.

The implementation and management of changes to this document are the responsibility of Rossdale Homes.

Any changes made to this document will be recorded using the revision status review table and an updated copy will be issued to all relevant parties.

Rossdale Homes will review the WHSMP regularly to ensure legislative compliance.

1.1 Version Issue Revision No Date

Version No	Issue to	Revision Description	Date
1.0	Rossdale Homes	1 st issue	June 2013
2.0	Rossdale Homes	2 nd Issue	13 Aug 2013

2. DEFINITIONS

3.

2.1 PCBU

Meaning of person conducting a business or undertaking:

2.1.1 For the purposes of this Act, a person conducts a business or undertaking:

- (a) whether the person conducts the business or undertaking alone or with others; and
- (b) whether or not the business or undertaking is conducted for profit or gain.

2.2 Worker

2.2.1 A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a student gaining work experience; or
- (h) a volunteer; or
- (i) a person of a prescribed class

2.3 Officer under the WHS Act 2012

An officer is a broad term that applies to people who can make decisions that significantly affect a business or undertaking.

An officer can be:

- a director or secretary of a corporation
- any person who can make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation
- a person who has the capacity to affect significantly the corporation's financial standing
- a receiver, or receiver and manager, of the property of the corporation
- an administrator of a corporation
- an administrator of a deed of company arrangement executed by a corporation
- a liquidator of a corporation
- a trustee or other person administering a compromise or arrangement made between the corporation and someone else.

The Work Health and Safety Act 2012 uses the meaning of officer used in section nine of the Commonwealth Corporations Act 2001.

2.4 Documents

May comprise of hardcopy or electronic: plans, procedures, drawings, sketches, specifications, correspondence, forms and checklists etc.

2.5 Records

May comprise of any hardcopy or electronic documents in relation to the project.

2.6 Guidelines

Guidelines can be used as reference material to assist in developing project specific controls or to assist in the application of the CCF management code and systems.

2.7 “Work Health and Safety”, and the abbreviated form “WHS”

WHS are interchangeable with “occupational health and safety”, “OHS” and “OH&S” and refer to the health and safety of those at work, or those who may be affected by the carrying out of work and where the context permits, the preservation or protection of the health and safety of such people. However, the preferred term is the current “work health and safety” or “WHS”.

2.8 Reportable Notifiable, Serious and Dangerous Occurrence Incidents;

Notifiable incident means:

- (a) the death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident.

Serious injury or illness means:

- (a) immediate treatment as an in-patient in a hospital; or
- (b) immediate treatment for:
 - (i) The amputation of any part of his or her body; or
 - (ii) A serious head injury; or
 - (iii) A serious eye injury; or
 - (iv) A serious burn; or
 - (v) The separation of his or her skin from an underlying tissue (such as de-gloving or scalping); or
 - (vi) A spinal injury; or
 - (vii) The loss of a bodily function; or
 - (viii) Serious lacerations; or
- (c) medical treatment within 48 hours of exposure to a substance,
- (d) includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.
- (e) dangerous incident means;
 - (i) an uncontrolled escape, spillage or leakage of a substance; or
 - (ii) an uncontrolled implosion, explosion or fire; or

- (iii) an uncontrolled escape of gas or steam; or
- (iv) an uncontrolled escape of a pressurised substance; or
- (v) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed by the regulations,

2.9 High risk work means:

- (a) Scaffolding - basic, intermediate and advanced;
- (b) Rigging work - dogging; basic, intermediate and advanced rigging;
- (c) Crane and hoist operation - tower; self-erecting tower; derrick; portal boom; bridge and gantry; vehicle loading; non slewing mobile; slewing; materials hoist; personnel and materials hoist; boom-type elevating work platform; vehicle mounted concrete placing boom;
- (d) Forklift operation - forklift trucks; order-picking forklift trucks;
- (e) Pressure equipment operation - basic, intermediate and advanced boiler operation; turbine operation; reciprocating steam engine operation.

3 INTRODUCTION

This document sets out the WHS strategy to be adopted by Rossdale Homes and any contractors during the course of all works at the “Project Address”.

The document is not designed to replace any legislative Work Health and Safety requirements or safety conditions forming part of contractual terms of agreement, but will be used to provide verification of the actions of Rossdale Homes in relation to these requirements.

Rossdale Homes recognizes the enactment of the Work Health and Safety (WHS) Act and Regulations 2012 and acknowledges its current responsibilities and implementation into its WHS Management System and work methods.

This document and subsequent additions will be made available to all workers and contractors.

4 Company Profile

4.1 Company Details

Trading as:	Rossdale Homes
ACN/ABN:	51 103 482 775
Responsible Director:	Giles French
Address:	300 Glen Osmond Road Fullarton
Phone:	08 8433 2000
Fax:	08 8433 2097
E-mail:	rossdalehomes.com.au

4.2 Accountabilities and Responsibilities

The Responsible Director – Giles French will:

- Formally approve the Work Health and Safety Policies.
- Ultimately be accountable for work place health and safety for works conducted by Rossdale Homes.
- Sign-off on Work Health and Safety Management Plans.
- Participate in monthly safety and environment reviews with allocated members of the management team.
- Ensure adequate resources are made available to progress the safety within the organisation.
- Acquire and keep up-to date knowledge of work health safety legislation.
- Ensure that the resources and systems of the business or undertaking are adequate to comply with the duty of care required under relevant legislation.
- Ensure that delegations are working effectively.
- Formally review the expertise of supervisors or other person where the office relies on that person's expertise, that expertise must be verified and the reliance must be reasonable.
- Ensure engagement and leadership by officers in WHS management, better providing for sustainability and improvement in WHS performance.
- Verify that risks and hazards are being appropriately controlled and ensure processes are implemented to ensure WHS compliance.

The Responsible Director : **Giles French** **Signature:** _____

Operations Manager will be accountable for the safety of employees and contractors:

- Being accountable for work place health, safety and the environment.
- Acquiring and keeping up to date knowledge of WHS Laws.
- Persistent examination and care to ensure that the resources and systems of the business or undertaking are adequate to comply with the duty of care required under legislation.
- Ensuring the implementation of the WHS Management System.
- Communicate and implement new/revised safety and environment procedures to both management and employees as required
- Review where necessary all safety and environment documentation and recommend changes where appropriate.
- Ensuring that WHS is a standing agenda item at their monthly management meetings.
- Keeping WHS as a priority in all decisions, actions, and communications.
- Monitoring health and safety performance.
- Conducting a scheduled regular site safety audit.

Operations Manager: Bill Ktisti Signature: _____

Construction Manager & Supervisors and anyone supervising 1 or more employees or contractor/s will be responsible for the safety of the people reporting to them by:

- Keeping WHS as a top priority in all decisions actions and communications concerning their employees.
- Initiating actions to improve health and safety impact within area of responsibility.
- Conducting regular formal and informal safety discussions with employees, workplace visits and hazard inspections etc.
- Investigating all Medical Treated & Lost Time Injuries immediately and prepare reports where appropriate.
- Knowing the WHS requirements of the job performed by the people reporting to them and ensuring that they are appropriately instructed.
- Cooperating in return to work and rehabilitation process to ensure that an ill or injured employee is given full support.

Construction Manager: Rod Kevern Signature: _____

Supervisor (Name): _____

Signature: _____ Date: _____

All Workers (including contractors)

- Work in a safe manor without risk to themselves, others or the environment.
- Maintain safety awareness in all activities preventing injuries, illnesses and incidents
- Maintain good housekeeping in all work areas at all times
- Report to work, fit for duty without impairment from alcohol or drugs.
- Report the use of medications, which have an influence on your ability to perform your job.
- Look for opportunities to improve performance and actively participate in Work Health Safety improvement activities.
- Immediately report and document all work related injuries, illnesses and incidents.
- If ill or injured actively co-operate and participate in return to work programs.
- Will act on any identified hazards to reduce the risk of all accidents; including any hazards that may affect members of the public and the environment.
- Adhere to all Safe Work Method Statements (SWMS) or JSA / RA's in accordance with work instructions.
- Take reasonable care of themselves, others and the environment which may be affected by their actions.

First Aid Trained Personnel

- Ensure any injured worker, volunteer or visitor is provided with appropriate first aid as soon as possible.
- Ensure off-site medical treatment is obtained if required and that any injured person is accompanied by an Rossdale Homes member if practical.

Visitors

Must be arranged prior to visit by contacting the office on 84332000 and on arrival must report to the Supervisor or by phoning him on his mobile and be escorted at all times by an Rossdale Homes authorized representative.

Any site visitors must be appropriately dressed and covered footwear with PPS if required.

5 PROJECT INFORMATION

5.1 Scope of Works

The main construction activities taking place on the Project are:

- Construction of new dwelling(s).
- Services
- Driveway / Paving
- Retaining walls,
- Landscaping.

Cross (x) which is applicable

5.2 Project Contacts

Rossdale Homes

Name	Title	Contact Details
<i>(name)</i>	Site Supervisor	84332000
Rod Kevern	Construction Manager	84332039
Bill Ktisti	Operations Manager	84332025

Contractors

Company	Name	Title	Contact Details

5.3 Statement of Responsibilities

The following table outlines the responsibilities of nominated staff and/or subcontractors in relation to WHS management issues for this project.

Activity	Who is responsible?	Type of action and records
Identifying hazards, assess the risks associated with the work, and document the risk control measures to be taken; implementation of these measures.	Director Managers Supervisors	<ul style="list-style-type: none"> • Preparation of Risk Assessments. • Hazard Identification Checklist • Site Safety Inspection Checklist.
Manage compliance with WHS, workplace injury management and workers compensation legislation, regulations, standards and codes, Safe Work Method Statements, Site Safety Rules and legislation.	Director Operations Manager Construction Manager	<ul style="list-style-type: none"> • Monitoring – completion of Construction Work Site Check List
Assessing and monitoring the capability of service providers/subcontractors and verifying that they meet WHS management requirements. Monitor service providers'/contractors' compliance with site-specific safety management plan.	Director Operations Manager Construction Manager Director	<ul style="list-style-type: none"> • Completion of checklists e.g. Monitoring – completion of Construction Work Site Check List
Making sure that the Site Safety Documentation is accessible, displayed and available on the work site and provided to people who work on, or visit, the work site.	Site Supervisor	<ul style="list-style-type: none"> • Evidence of induction of people on site – Site Safety Induction Form Site Safety Rules
Providing Primary Contractors with a copy of this Site-specific Safety Management Plan and any updates.	Site Supervisors	<ul style="list-style-type: none"> • Induct and provide copy of this plan to contractors working on site
Managing WHS communication and consultation provisions in accordance with the regulatory and other requirements.	Operations Manager Construction Manager Site Supervisors	<ul style="list-style-type: none"> • Regular tool box / team meetings • Distribution of copies of Safety Memos
Conducting site-specific induction.	Site Supervisors	<ul style="list-style-type: none"> • Site-specific induction recorded on Training Record Form
Conducting specific work activity safety training and refresher training.	Site Supervisor	<ul style="list-style-type: none"> • Training Record
Making sure that before starting work on site, all staff and subcontractors have attended a WHS induction training course covering general construction work (have Construction / Induction card on site – “White Card”).	Operations Manager	Site-specific induction recorded on Site Safety Induction Form Includes requirement to check industry WHS induction card.

Activity	Who is responsible?	Type of action and records
Making sure that before starting work on site, all staff and subcontractors have undertaken specific work activity training.	Site Supervisor	Training records
Preparing, maintaining and making available the register of hazardous substances.	Site Supervisor	Hazardous Substances Register
Managing workplace injury management processes to suit procedures.	Site Supervisor	Liaise with Director
Maintaining first aid stocks and providing first aid.	Site Supervisor	Treatment recorded in injury treatment book
Managing illness/injury and emergency processes to suit procedures.	Site Supervisor	Follow incident procedures & emergency evacuation procedures
Reporting and investigating WHS illness / injury and incidents.	Operations Manager Construction Manager Site Supervisors	Follow incident procedures
Keeping WHS records including project relevant training records.	Operations Manager	All records to be returned to the office and filed on appropriate file

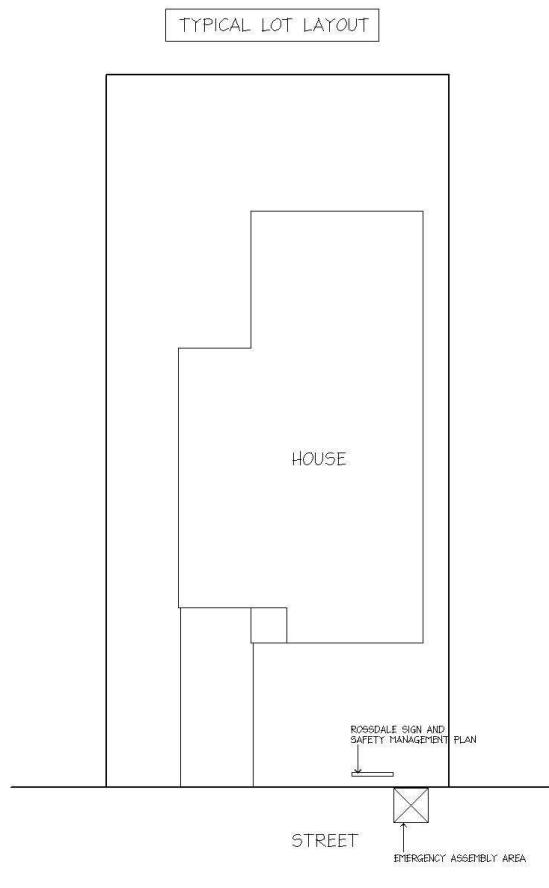
CROSS OUT or MODIFY THE FOLLOWING AS APPROPRIATE TO PROJECT		
Maintaining on site a register of all movements from the site of hazardous materials and disposal destination.	Site Supervisor	Record quantities & disposal destination. Obtain copy of tip dockets.
Using machinery and tools which minimise noise, air and water pollution.	Site Supervisor	Review when hiring & using machinery & tools
Using environmentally preferable products and materials where practical.	Site Supervisor	Review prior & when purchasing, but must meet contract requirements / specification
Recycling materials where possible and regularly removing waste or surplus materials, keeping area clear and tidy. Ensuring client waste bins are not used to store waste.	Site Supervisor	Monitoring - ensure compliance to primary contractor requirements and legislation.
Implementing work methods that protect waterways during the course of the works.	Operations Manager	Review work methods prior to commencing work. Monitoring by Site Controller or Construction Manager - completion of Construction Work Site Check List
Ensure the handling, using, isolating, removal and disposal of hazardous substances is in accordance with statutory requirements	Operations Manager	Risks & control measures to be documented in SWMS.

5.4 Site Specific Rules

5.4.1 Emergency Response/Assembly Point

The emergency evacuation procedure for the site is to be covered in the site induction.

All personnel must follow the reasonable directions of the Rossdale Homes Project Manager, including the site evacuation procedure



The emergency assembly area is located -...At front gates adjacent street kerb site sign

5.4.2 Emergency Response/Medical Treatment Plan

Emergency Medical Treatment

Metropolitan Hospitals

North

Calvary Wakefield Hospital
300 Wakefield Street Adelaide
Ph: 8222 4000

Modbury Public Hospital
Smart Road, Modbury
Ph: 8161 2000

Lyell McEwin Health Service
Haydown Road, Elizabeth Vale
Ph: 8182 9000

Central

Royal Adelaide Hospital
North Terrace, Adelaide
Ph: 8405 3333

South

Flinders Medical Centre
Flinders Drive, Bedford Park
Ph 82045511

Queen Elizabeth Hospital
Woodville South
Ph: 8222 6000

Other Hospitals

Regional Hospitals

North

Clare Hospital
Farrell Flat, Clare
Ph: 8842 6500

Gawler Health Service
21 Hutchinson Road, Gawler East
Ph: 8521 2000

Gumeracha Districts Soldier's Memorial
2 Albert Street, Gumeracha
Ph: 8209 9200

Walleroo Hospital
Irwin Street, Wallaroo
Ph: 8825 2146

South

Murray Bridge
Swanport Rd, Murray Bridge
Ph: 8535 6777

Mount Barker DSM Hospital
Wellington Road, Mt Barker
Ph: 8393 1777

Victor Harbor Pvte Hospital Inc.
Bay Road, Victor Harbor
Ph: 8552 0650

Employees and contractors are to report all incidents and injuries, no matter how minor, to their Supervisor immediately

5.4 .3 Personal Protective Equipment (PPE)

The PPE requirements for this site are:



Hi-visibility
Clothing
(as required)



Safety Boots
(as required)



Hard Hat
(as required)

Additional PPE may be required when working with plant and equipment. Refer to the task specific SWMS or risk assessments for further PPE requirements.

5.4.3 Site Induction

All Rossdale Homes persons entering the site, including Contractors, will complete the Site Induction.

Visitors must abide by the rules as detailed in section 4.2.

5.4.4 First aid Kits

A First aid kit is available from the Site Supervisor or any Contractor as they are required to have one available. Locations of kits are in company vehicles and / or in delegated areas of the site. Delegated areas may be chosen during toolbox talks.

6 GENERAL COMPLIANCE GUIDELINES

6.1 Introduction

Rossdale Homes will as far as reasonably practicable comply with the South Australian Work Health and Safety Act and the Regulations 2012.

This document is intended to comply with the requirements of the AS/NZS 4801:2001 Work Health and Safety Management Systems.

Documents in this plan include but are not limited to:

- Safe Work Method Statements (SWMS)
- Plant Risk Assessments (PRA)
- Safety Data Sheets (SDS)
- Hazardous Substance Register (HSR)
- Permits

6.2 Hazard and Risk Management

Risk is inherent in all Rossdale Homes functions. All Rossdale Homes personnel and contractors are responsible for managing the risks that relate to their particular area of work.

Rossdale Homes workers will report on-site hazards that cannot be safely corrected immediately by completing the Accident / Incident Report Form. Corrective actions will be signed off by the Site Supervisor when completed.

Contractors are to report hazards immediately to Rossdale Homes Site Supervisor.

Management of site hazards will be done using Rossdale Homes Risk Management Procedure.

Safe Work Method Statements (SWMS) must be in place for all high risk construction work (refer to appendix 2 – meaning of high risk construction work), as well as other relevant risk assessment documents (e.g. Plant Risk Assessments). These documents must be reviewed regularly to ensure any update to the work is included in the safety documents.

Any changes to safety documents must be communicated to workers and contractor before commencement or work.

Contractors are to notify Rossdale Homes of updates to SWMS or related safety documents and supply Rossdale Homes with a copy of that document.

6.3 Incident Reporting

All workers including contractors and visitors are responsible for reporting all incidents including near misses to the Rossdale Homes Site Supervisor, Construction Manager or Operations Manager.

Refer to Rossdale Homes Accident Incident and Corrective Actions Procedure for further details.

Persons who will be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from illness/injury and incidents				
	Name	Position	Contact Phone:	Contact Mobile:
First point of contact	(name)	Site Supervisor	08 84332000	
Second point of contact (back up)	Rod Kevern	Construction Manager	08 84332000	
Rossdale Homes Director	Giles French	Director	08 84332000	
ALL INCIDENTS/ACCIDENTS ARE TO BE REPORTED TO ONE OF THE ABOVE CONTACTS.				
In the event of an emergency, emergency services are to be contacted on “000”				
Work Cover / Safe Work Authorities: Ph: 1300 365 255				
Environmental Protection Authority (EPA) Ph: 131555 for environmental incidents				

In the event of a notifiable incident occurring, the relevant emergency services shall be notified immediately as well as the relevant legislative authority.

Under the WHS and Environmental legislation, Notifiable incident must be reported to that relevant authority within 24 hours.

Notifiable incident **MUST** be reported to your Site Supervisor, Construction Manager or Operations Manager as soon as possible so that appropriate measures can be taken.

*Any contact with the media, public or unions **MUST** be referred immediately to the Director of Rossdale Homes. It is important that workers and contractors **DO NOT** make any comments or statements to the media to protect your rights except to highlight that any enquiries must be referred to the Senior Management of Rossdale Homes.*

6.4 Competencies and Training

Only operators with appropriate licenses / certificates or recognised training are allowed to operate plant and equipment on site.

A copy of the certificates / licenses or training acknowledgement is to reviewed prior to allowing operators to commence work on site, and will be provided at the time of site induction.

Persons performing high risk work must hold a high risk licensed for the appropriate plant or equipment being operated.

6.5 Communication, Co-operation and Co-ordination

Rossdale Homes recognises the importance of communication, co-operation & co-ordination in the workplace. Rossdale Homes will conduct a prestart/toolbox talk each week, in which any workers on site at that time MUST attend. Toolbox talks will include, but are not limited to the following:

- Issues / concerns raised by workers, contractors or other relevant persons
- Week's work & changes to the works
- Test and Tag of Electrical tools and cables
- Scaffolding erection / work platforms and ladder compliance.
- Recap emergency evacuation procedures / First Aiders

Any issues that cannot be resolved during the toolbox meeting will be forwarded to the Rossdale Homes' Construction Manager for further investigation.

6.6 High Risk Works Requirements

Authorisation to work must be obtained from Rossdale Homes authorised representative prior to commencement of any:

- Working at heights
- Confined Space
- Isolation of Major Plant and Equipment
- Ground Breaking
- Hot Works
- High Risk Construction Work

Any permits or SWMS must be completed by the person who is going to conduct the work, however before commencement of work the permit or SWMS must be approved by Rossdale Homes Site Supervisor, Construction Manager, Operations Manager or Director.

All permits must be closed upon completion of the work and a copy given to Rossdale Homes Site Supervisor for filing.

6.7 Contractor WHS Plans

Based on the work to be undertaken, Contractors may be required to prepare and submit a WHS Plan outlining specific health and safety elements relevant to the Project.

Minimum requirements for a contractor WHS Plan includes but is not limited to the following:

- **Safe Work Method Statements (SWMS):**

Depending on the nature of the work, a SWMS or Job Safety Analysis (JSA) will be required for the works being undertaken. These documents are to be provided to Rossdale Homes Site Supervisor before commencement of any works.

- **Contractor WHS Representative:**

Each contractor will nominate an individual to act as the point of contact for liaison on health and safety matter.

- **Records and Documentation:**

The WHS Plan will include a list of records to be kept on site including plant records, worker qualifications/licenses, SWMS, JSA's, SDS's, registers (e.g. electrical, chemicals, chains and slings, etc.), inspections and incident records.

APPENDIX 1 – POLICIES

Work Health and Safety Policy

Rossdale Homes recognises the importance of providing all workers and persons who may be affected by the operation of the organisation with a safe and healthy work environment.

The management at Rossdale Homes is committed to the pursuit and ultimate sustainability of a Zero harm incident rate. To achieve this, management is committed to providing all appropriate resources, necessary tools and procedures to facilitate the success of this business objective.

Rossdale Homes will endeavour to:

- Comply with all relevant Work Health and Safety (WHS) Legislation, Codes of Practice and appropriate Standards.
- Hold all management, supervisors and workers accountable for the safe operation of this organisations activity.
- Provide and maintain specific safety and health systems designed to identify, assess and control hazards and risks associated with company activities.
- Eliminate identified hazards and risks where practical. Where elimination is not reasonably practicable, other appropriate control methods will be implemented.
- Actively promote consultation and involvement with all workers to promote a proactive approach to WHS within the company.
- Provide training, education, information and work instruction to enable workers to perform their work in a safe and healthy manner.
- Recognise the community's right to be informed about and be protected from aspects of our activities that could affect their wellbeing.
- Ensure that all contractors and sub-contractors engaged by this organisation comply with all health and safety systems requirements, rules, legislation or any other such protocol deemed necessary during their engagement.
- Ensure the monitoring and continual improvement of the WHS management system and audit periodically.

Work Health and Safety Procedure

1 Purpose:

The purpose of this procedure is to state Rossdale Homes commitment and intent to the Work Health and Safety (WHS) Legislation.

2 Scope

This procedure is applied to all areas of the business.

3 Definition:

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4 Procedure:

Rossdale Homes will ensure that all policies are displayed in prominent positions within the workplace.

Each policy will be signed and dated by the Managing Director of Rossdale Homes.

- WHS procedures shall be developed in consultation with workers encouraging participation to eliminate or control risks towards creating a healthy working environment.
- Ensure all risks to health and safety are identified, assessed and effectively controlled.
- Measurable objectives and targets to be established, relevant to Rossdale Homes activities.
- Ensure effective implementation and maintenance of the WHS program.

Workers shall attend a toolbox talk/safety discussion highlighting the intent behind any new policies.

Policies must be communicated to everyone working in and on behalf of the organisation.

All/any new workers shall attend an induction session centering round each of the policies.

Sufficient copies of the current policies are to be made available and provided on request by workers.

5 Review:

This procedure will be reviewed annually or earlier in the event of legislative, or Rossdale Homes changes, in consultation with workers.

6 References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination
December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

APPENDIX 2 – Forms

ACCIDENT / INCIDENT REPORT FORM

This form is to be completed for any incident involving Injury, Illness or for the reporting of workplace hazards or near misses involving persons, property or the environment.

Person Completing Form:

Supervisor <input type="checkbox"/>	Worker <input type="checkbox"/>	First Aider <input type="checkbox"/>	Other:
Full Name:			
Position/Job Title:		Contact Phone:	

Incident Type:

<input type="checkbox"/> Incident/Near Miss
<input type="checkbox"/> First Aid
<input type="checkbox"/> Medical Treatment
<input type="checkbox"/> Property Damage
<input type="checkbox"/> Environmental
<input type="checkbox"/> Other:

Incident Details:

Date of Incident:	Time of Incident:	Location:
-------------------	-------------------	-----------

Describe the Incident/Hazard/Near Miss:

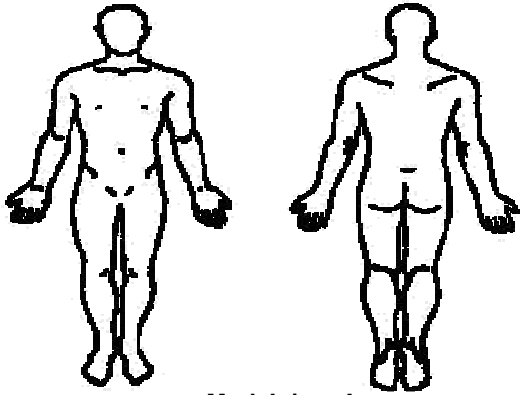
Injured Persons Details:

Full Name:	Position/Job Title:	
Date of Injury:	Time of Injury:	Hours Worked This Week:

Nature of Injury:

Sprain – Strain <input type="checkbox"/>	Laceration <input type="checkbox"/>	Foreign Body <input type="checkbox"/>	Bruise <input type="checkbox"/>	Burn <input type="checkbox"/>	Electric Shock <input type="checkbox"/>	Fracture <input type="checkbox"/>
Other (Give Details):						

Location of Injury:

Please provide details of injury: _____ _____ _____ _____ _____ _____ _____ _____	 <p style="text-align: center; margin-top: 10px;">Mark Injury Area</p>
---	--

Witness:

Full Name:	Position:	Contact No.:
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INCIDENT REPORT

This section is to be completed by the nominated supervisor and full report sent to

Supervisor Details:

Full Name:	Position/Job Title:
Contact No:	Email:

Please Provide Details as to What Happened?

Documents available for task being performed at time of incident:

Work Procedure <input type="checkbox"/>	SWMS <input type="checkbox"/>	Unknown <input type="checkbox"/>	Other: <input type="text"/>
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Possible Contributing Factors - Select all that may apply:

Lack of knowledge (Training) <input type="checkbox"/>	Comments:
Worker Placement <input type="checkbox"/>	
Not Enforcing Safe Work Practices <input type="checkbox"/>	
Engineering <input type="checkbox"/>	
Inadequate PPE Supplied <input type="checkbox"/>	
Supplied Inadequate/Inferior Equipment <input type="checkbox"/>	
Inadequate Feedback-Systems <input type="checkbox"/>	
Unsafe documented work methods <input type="checkbox"/>	

Recommended Corrective Action Plan

Please provide recommended corrective actions for the possible contributing factors you have identified³

Basic Cause	Corrective Action Description	Person Responsible	Target Completion Date

Incident Report Sent To:

Direct Manager <input type="checkbox"/>	Date Sent:
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FIRST AID KIT CHECKLIST

Name:		Date:	
Location:			
Minimum contents for First Aid Kits			
Item Standard	Standard Workplace Kit	Small Workplace Kit	QTY on hand
	Minimum Quantity		
The First Aid Instruction Booklet (issued by the appropriate government authority)	1	1	
Register of injuries (note book) and black pen	1	1	
Resuscitation Face Mask	1	-	
Resuscitation Face Mask or Face Shield	-	1	
DRABCD/CPR flow chart (clearly visible and accessible e.g. laminated chart or sticker)	1	1	
Disposable, powder-free latex gloves (NB: Latex-free gloves to be provided if any first aider is allergic to latex)	5 pairs	5 pairs	
Gauze Pieces 7.5cm x 7.5cm, sterile (5 pieces per pack)	5 packs	2 packs	
Saline (30mls sodium chloride 0.9%)	5	SBA	
Saline (15mls sodium chloride 0.9%)	SBA	4	
Wound cleaning wipe/swab (single 1% Cetrimide BP)	10	2	
Adhesive dressing strips (Packet of 50, individually wrapped)	1	1	
Splinter probes - sterile & disposable. (NB: used splinter probes must be safely disposed of via suitable sharps container)	10	5	
Tweezers Stainless Steel 12.5cm	1	1	
Antiseptic liquid, spray, powder or swab (e.g. povidone-iodine 10% solution)	1	1	
Non-adherent wound dressing/pad 5cm x 5cm (small)	6	3	
Non-adherent wound dressing/pad 7.5cm x 10cm (medium)	3	1	
Non-adherent wound dressing/pad 10cm x 10cm (large)	1	SBA	
Conforming cotton bandage, 5cm x 1.8m	3	1	
Conforming cotton bandage, 7.5cm x 1.8m	3	1	
Conforming cotton bandage, 10cm x 1.8m	1	SBA	
Scissors – stainless steel 12.5cm (blunt and sharp points)	1	1	
Alcohol swabs - single	10	4	
Non-stretch, hypoallergenic adhesive tape - 2.5cm wide roll	1	1	
Safety pins (packet of 12)	1	1	

Eye Module			
Contents		Minimum QTY	QTY on Hand
Eye Pad Single		4	
Eye Wash 15ml Salinaax		8	
Eye Spears pk2 Disposable		4	
Tape Paper 1.25cm x 5m Hypo		1	
Tissues Travel pk10		1	
Bag - Reseal 255 x 205mm		1	
Booklet SafeWork SA 1st Aid Kit		1	
BPC wound dressings No. 14, medium	1	1	
<i>BPC wound dressings No. 15, large</i>	1	SBA	
Plastic Bags - clip seal (set of small, medium and large)	1	1	
Triangular bandage (calico or cotton minimum width 90cm)	2	1	
Emergency Rescue Blanket (for shock or hypothermia)	1	SBA	
Eye pad (single use)	4	2	
Access to 20 minutes of clean running water or (if this is not available) hydro gel or cream – 3.5gm sachets	5	5	
Reusable or instant ice pack - choice depending on availability of freezer. (e.g. for treatment of soft tissue injuries and some stings)	1	SBA	

SBA: Should be added – if there is a reasonably foreseeable risk of the type of injury/illness the item is used to treat.

Burns Module		
Contents	Minimum QTY	QTY on Hand
Burn treatment instructions on 2 water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the Emergency Shower or water supply.	2	
Hydro gel 25g tube	1	
Hydro gel dressings	2	
Clean polythene sheets: - small	2	
- medium	2	
- large	1	
7.5cm cotton conforming bandage	1	
* Hydro gel is to be used only if an appropriate water supply is not available; or to place over burn after at least 20 minutes of water- cooling is complete.		

Remote Module		
Contents	Minimum QTY	QTY on Hand
Leaflet, First Aid - Remote Areas (issued by the WorkCover Corporation)	1	
Sunblock cream/Lotion SPF15+	1	
Independently wrapped antiseptic impregnated gauze dressings	6	
Disposable eye wash (holding at least 30ml)	6	
Heavy duty crepe bandages 7.5cm	3	
Disposable wound cleaning swabs (1% Cetrimide BP)	12	
Triangular bandages (minimum width 90mm)	4	
Independently wrapped combine dressings (20cm c 20cm)	2	
BPC wound dressings (No. 15)	2	
Aluminium sulphate 20% (e.g. Stingose) gel or other packs	2	
Disposable latex gloves	4-6 pairs	

First Aid Kit Stock Replacement Items Ordered By:

Date Ordered ___/___/_____ Date Items Due ___/___/_____

First Aid Kit Stock Items Replaced By:

Date Items Restocked ___/___/_____

CORRECTIVE ACTION REPORT

Project Number:	Project Title:		
Company:	Report Number:		
	Date:		
	Response Due Date:		
Non Conformance:			
Raised By:		Signature:	
Remedial Action: (Action to be taken to correct non-conformance)			
Due date for completion of remedial action:			
Person Responsible:		Signature:	
		Date:	
Corrective Action: (Action to be taken to prevent recurrence of non-conformance)			
Person Responsible:		Signature:	
		Date:	
Follow-up action and close-out record:			
Supervisor:		Signature:	
		Date:	

CONFINED SPACE ENTRY PERMIT

Location of work: _____

Description of work: _____

Control measures:

ISOLATION:

Space needs to be isolated from: _____

Location / method: _____

Water/gas/steam/chemicals: _____

Mechanical/electrical drives: _____

Auto fire extinguishing systems: _____

Hydraulic/electric/gas/power: _____

Sludge/deposits/wastes: _____

Locks and/or tags have been affixed to isolation points: Yes No

ATMOSPHERE:

The atmosphere in the confined space has been tested:

Result of tests:

Oxygen: _____%

Flammable gases: _____%LEL
 _____%LEL

Other gases: _____ppm (less than ppm)
 _____ppm (less than ppm)

Other airborne contaminants:

The conditions for entry are as marked below:

- 1. With supplied air breathing apparatus: Yes No
- 2. Without respiratory protection: Yes No
- 3. With escape unit: Yes No

HOT WORK:

Area clear of all combustibles including atmosphere: Yes No

Type of appropriate fire prevention equipment available:

Suitable access and exit: Yes No

Hot work is permitted: Yes No

PERSONAL PROTECTIVE EQUIPMENT:

The following safety equipment must be worn:

Type: _____

Respiratory protection: _____

Eye protection: _____

Harness/lifelines: _____

Hand protection: _____

Footwear: _____

Protective clothing: _____

Hearing protectors: _____

Safety helmet: _____

Communication equipment: _____

Other: _____

OTHER PRECAUTIONS:

Warning notices/barricades: Yes No

All persons have been trained: Yes No

Is continual air monitoring required: Yes No

EMERGENCY RESPONSE:

Procedures/Equipment:

STANDBY PERSON:

Standby personnel requirements:

AUTHORITY TO ENTER:

The control measures and precautions appropriate for the safe entry and execution of the work in the confined space have been implemented and persons required to work in the confined space have been advised of and understand the requirements of this written authority.

Signed (person in direct control):

Date: _____ Time: _____

This written authority is valid until:

Date: _____ Time: _____

Persons authorised to enter confined space:

I have been advised of and understand the control measures and precautions to be observed with the entry and work in the confined space.

Entry:			Exit:		
Name:	D	T	Name:	Da	Ti

WITHDRAWAL OF WRITTEN AUTHORITY:

All persons and equipment accounted for: Yes No

Equipment checked and stored correctly: Yes No

Signed (*person in direct control*): _____

Date: _____ Time: _____

Remarks or comments about the work: _____

NEW WORKER INDUCTION CHECKLIST

NEW WORKER DETAILS

Worker's Name:	
Employment Commencement Date:	
Position/Job:	
Copies of documentation provided: <i>(please tick appropriate box and attach copies to this form)</i>	
Licences	Training Certificates
Certificates of Competency	Other:
First Aid	Other:

INDUCTION DETAILS *(please tick the appropriate box as each subject is covered)*

DATE:			
SUBJECT	YES	NO	N/A
EMPLOYMENT CONDITIONS			
1. Job Description & Responsibilities			
2. Work Times & Meal Breaks			
3. Time Recording Procedures			
4. Leave Entitlements			
5. Notification of Sick Leave or Absences			
PAYROLL			
6. Rates of Pay & Allowances			
7. Pay Arrangements			
8. Taxation <i>(including completion of the required forms)</i>			
9. Superannuation <i>(including details of preferred superannuation provider)</i>			
ORIENTATION			
10. Work Area/s – <i>tools, machinery & equipment used for the job</i>			
11. Wash & Toilet Facilities			
12. Fresh Water & Lunch Facilities			
13. Location of the First Aid Kit			
14. Location of Emergency Exits & Fire Extinguishers			

INTRODUCTIONS	YES	NO	N / A
15. First Aiders Identified			
16. Office/Payroll Manager			
17. Co-workers			
HEALTH & SAFETY			
18. Roles & Responsibilities for Health and Safety			
19. Information on Hazards Present in Work Areas and Controls			
20. Health & Safety Consultation & Communication Processes			
21. Incident & Hazard Reporting Procedures <i>(including the location of forms that need to be completed)</i>			
22. Emergency Procedures			
23. Safe storage & Use of Personal Protective Equipment			
OTHER ISSUES			
24. Work Health and Safety Policy & Procedures			
25. Environmental Management & Procedures			
TRAINING			
27. On the Job Training in Safe Work Procedures			
28. First Aid, Fire Safety & Emergency Procedures Training			
29. Hazard Specific Training <i>e.g. manual handling</i>			
30. Training Specific to the Job <i>e.g. forklift operation</i>			

AUTHORISATION:

Manager: <i>(print name)</i>	Worker: <i>(print name)</i>
Signature:	Signature:
Date:	Date:

TOOL BOX TALK / JOB BRIEFING

Site:	Date:
Review of last Tool Box Talk	
Outstanding items	
Amended items	
Tasks Ahead:	

Discussion Points:		
	Hazards:	Controls:
1.		
2.		
3.		
4.		
5.		

Issues Raised by Workers:				
Raised by:	Concerns:	Actions to be Taken	Responsible:	Date of Action:

BY SIGNING THIS FORM IT CONFIRMS THAT YOU HAVE ATTENDED AND UNDERSTOOD THE TOPICS OF THE TOOLBOX TALK AND ANY CHANGES TO WORK PRACTICES:			
Worker in Attendance:	Signature:	Worker in Attendance:	Signature:

Plant Register



Project:

The plant listed below will be brought onto site and operated under our control. All inspection and maintenance records will as a minimum standard comply with the manufacturers recommendations or relevant Australian Standard where appropriate:

Plant Type:	Description/Asset: number: Item: Item number:	Make	Model:	Registration Number / Serial Number:	Authority Registration Expiry Date / Out of Service Date:	Inspection Date and Frequency:	Inspected by: (competent person)	Date on Site:
	Rossdale Homes WHS Management Plan			Issue 2 dated 13/08/13				

Training / Licence Register

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- C = Competent
- NYC = Not yet competent

If not yet competent, another date will need to be made to establish competency



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Risk Assessment Sheet

Des

Work Activity

RA

Date Prepared: Risk Assessment Team:

Review Date: Compiled by: Signature:

Likelihood	Consequence				
	Catastrophic	Major	Moderate	Minor	Insignificant
Almost Certain	1	1	1	2	2
Likely	1	1	2	2	3
Possible	1	1	2	3	4
Unlikely	1	2	3	4	4
Rare	3	2	3	4	4

Risk Score Rating		
1	Extreme	Immediate action, attention required
2	High	Reduce risk, attention required
3	Medium	Action plan, Manage risk
4	Low	Comply to routine procedures

Consequence	
Catastrophic	Death, Extensive environmental damage
Major	Serious Injury/Illness – permanent disability, Serious environmental damage
Moderate	Medical treatment required – casualty treatment, Minor environmental damage
Minor	First aid treatment only, no lost time, Negligible environmental damage
Insignificant	Will not result in injury or illness, No environmental damage

Likelihood	
Almost Certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might happen at some time
Unlikely	Could happen, but rarely
Rare	Has never occurred before

Identify Hazards

Consider energy source for hazard identification:

- Gravity** – Items falling, falls of people, uncontrolled movement (fall from structure, vehicle runaway, etc.)
- Chemical** – Solids, liquids, gases that burn/explode/affect people due to contact/inhalation or ingestion (other hazards such as spontaneous combustion, dust explosion, spill, and fire).
- Electrical** – Contact, induction, arcs. (Hazards such as inadvertent contact, faults arcing in a gaseous environment)
- Mechanical** – Caught in, hit by, collision (such as vehicle collision, caught by moving equipment, hit by moving machine, machine vibration)
- Pressure** – Release of air/gas, water/liquid, hydraulic or mechanical items under pressure (such as pneumatic/hydraulic failures, spring pressure release, and excessive noise)
- Radiant** – Radiation, hot or cold surfaces (such as radioactive materials, sunshine, overheated equipment)
- Bio-mechanical** – Overexertion, repetition, slip/trip causing injury illness (such as manual handling, poor housekeeping, poor access, poor work position)
- Biological** – Bio-hazards, micro-biological, viruses, bacteria, wildlife, animal bites, toxic vegetation.

Applicable Legislation and Codes of Practice:

- South Australian Work Health and Safety Act 2012
- South Australian Work Health and Safety Regulations 2012

Consider prompts with respect to people, environment, equipment and procedures

- People** – Ability, Alertness, Physiology, Roster, Training, unsafe acts, interaction between people.
- Environment** – Illumination, precipitation contamination, noise, temperature/humidity, wind/turbulence, vibration, acceleration/deceleration, radiation, work surface, electricity air pressure, wildlife.
- Equipment** – design, construction, operation, man machine interface, PPE, emergency response equipment
- Procedures** – Correctness, safety, availability of information, task specific, emergency provisions, controls.
- Organisation** – Culture, facilities communication, supervision, training, structure.

Training & Qualifications:

Considered Control Strategies:

- Elimination
- Substitution
- Engineering
- Administration
- PPE

Risk Assessment Sheet

Des

RA
















Work Activity

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RISK ASSESSMENT FORM

Please select any additional PPE requirements and ensure

DE

														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RA

Other:

Intentionally Left Blank