

Homes by CMA
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Dear Contractors

WHS Management Plan for Construction Sites

PCBU's Working on Site for Homes by CMA

To assist you and your business we have attached a copy of our typical WHS Management Plan (WHS.M.P.) which will be used on all construction projects valued at \$250,000 or over where Homes by CMA are the Principal Contractor.

Please note that this plan is **GENERIC ONLY**. It does not contain any site specific information. Where a WHS.M.P. is required, it will contain **SITE SPECIFIC** information relevant to the particular project and will be available for inspection throughout the course of the construction work.

You and your workers are required to read the attached plan carefully prior to commencing any work for us. If you do not fully understand any of its content or have any questions, please direct your enquiries to Homes by CMA, on 07 3188 9322.

To verify your acceptance of the WHS.M.P., an Induction Letter has been attached. By signing and returning this letter to us, you agree to comply with the conditions and site rules it contains.

For us to allow you, your workers or PCBU's engaged by you to undertake work on Homes by CMA's construction sites, the following information should be forwarded (electronically preferred) to us as soon as possible.

- Signed Induction letter (only if you accept it).
- Verification that you and your workers have a current General Construction Induction Card.
- A copy of:
 - o Any licences for prescribed occupations.
 - o Certificates of currency for insurances (Public Liability and Work Cover).
 - o Any Safe Work Method Statements for any High Risk Construction Work to be undertaken.
 - o The Hazardous Chemicals Register.
- Confirmation that a first aid kit meeting the relevant requirements will be provided on site.
- Evidence of electrical testing and tagging.
- The name & contact details of the person in your organization who can assist with WHS related matters.

If you require assistance in the production of this material, please contact HIA Safety Services on 1300 650 620, or Kurt Ebert directly on 0406 429 521.

We request this information in order to protect both parties and to comply with current WHS legislation.

Thank you for your cooperation.

Yours faithfully

Christopher Baptista

Homes by CMA

Induction Letter

Please complete the following and place a cross (X) where completed / acknowledged.

This information is required prior to commencement on Homes by CMA's sites.

Contractor's Business Name:

I,

(Print your name clearly)

- ☐ Have read and understand the Homes by CMA's WHS Management Plan, in its entirety and agree to comply with all conditions, site rules and requirements as stated therein when on site.
- ☐ Verify that all workers / Contractor's engaged by me who will be performing work on Homes by CMA's sites have successfully completed the relevant General Construction Induction.
Have attached a copy of:
 - ☐ Licences for prescribed occupations
 - ☐ Certificates of currency for insurances:
 - Public Liability
 - Work Cover
 - Personal Sickness & Accident Insurance (Only if Sole Trader)
 - ☐ and completed Attachment A - Insurance Information Sheet
 - ☐ Safe Work Method Statements for any High Risk Construction Work that myself, my workers or Contractor's engaged by me will be undertaking
 - ☐ Hazardous Chemicals Register
 - ☐ Confirmation that current testing and tagging of electrical equipment will be maintained
- ☐ Confirm that a first aid kit satisfying the relevant requirements will be provided on site.
- ☐ Acknowledge that I will be responsible for payment of any fines or costs incurred as a result of failing to comply with my safety obligations.

I ☐ have | ☐ have not contacted Homes by CMA or HIA Safety Services to clarify any information contained in the WHS Management Plan.

Signature:

Date:

Attachment A - Insurance Information

In addition to providing copies of certificates of currency, please also complete the following and include with your reply to Homes by CMA.

General Information	
Business Name:	
ABN:	
Licence #. (If applicable)	
Public Liability Insurance	
Insurance Company:	
Policy #:	
Amount insured:	
Expiry Date:	
Workers Compensation Insurance	
Insurance Company:	
Policy #:	
Expiry Date:	
Personal Sickness & Accident Insurance	
Insurance Company:	
Policy #:	
Expiry Date:	

Homes by CMA



WHS Management Plan

Construction Project ▶ ▶ ▶



Project Name

Will Vary from Site to Site

Project Address

Will Vary from Site to Site

Client's Name

Will Vary from Site to Site



**safety
services**



WHS Management Plan ►►

(Incorporating Emergency Management Plan)

Developed By:

May Vary from Site to Site

Dated:

Will Vary from Site to Site

Date Last Revised:

May Vary from Site to Site

Notice



**safety
services**

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

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Introduction

This WHS Management Plan has been prepared by Homes by CMA being the Principal Contractor for this construction project valued at \$250,000 or over.

The WHS Management Plan includes:

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

Homes by CMA will so far as reasonably practicable ensure that:

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

Principal Contractor Information

Business Information

Particular	Details
Business Name	Homes by CMA
Business Address	Unit 2 / 1 Wills St, North Lakes QLD 4509
Business Phone	07 3188 9322
Business Fax	
Business Email	reception@homesbycma.com.au
Business Web Address	www.homesbycma.com.au
ABN	96 135 434 605

Project Specific Information

Position / Role	Name	Contact Number
Principal Contractor / Director	Christopher Baptista	0401 511 873
Construction Manager	Will Vary from Site to Site	-
Site Supervisor	Will Vary from Site to Site	-
Site Foreman	Will Vary from Site to Site	-
Safety Advisor	Will Vary from Site to Site	-
Administration	Clare	07 3188 9322

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

Project Description | Scope of Works

Will Vary from Site to Site

Emergency Contact Information

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

Emergency Contacts - General

Reference	Details	
Emergency Centre	Name	Will Vary from Site to Site
	Address	
	Phone	
	Operating Hours	
Medical Centre	Name	
	Address	
	Phone	
	Operating Hours	
Safety	Name	
	Phone	
First Aid	Name/s	
	Phone/s	
Other	Name	
	Phone	
Project Address:		Will Vary from Site to Site

Emergency Contacts - Specialist

Reference	Details
Police Station	Will Vary from Site to Site
Poisons Information Centre	13 11 26
EPA Pollution Hotline	1300 130 372
Telstra	13 22 03
Optus	13 13 44
Local Council	1300 242 686
Dial Before You Dig	1100
Electrical Emergency	13 19 62
Water Emergency	13 74 68
Gas Emergency	1800 808 526
WHS Authority	1300 369 915
HIA Safety Services	1300 650 620 0406 429 521

Policies ▶▶

SAMPLE

Homes by CMA

Work Health and Safety Policy

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

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

Homes by CMA, through its senior management will endeavour to comply with all legislative and other requirements placed upon it and will encourage all workers to comply.

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

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

The success of our health and safety management depends on:

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

Christopher Baptista

Director

Signature

August, 2015

Date

General Requirements ▶▶

Control of the Site

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

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

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

Maintenance and Review

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

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

Work Health and Safety Policy

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

Persons with Specific WHS Responsibilities

The following have specific responsibilities in connection with this project.

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

Position / Role	Responsibilities
Principal Contractor / Director	- Responsible for implementing policies and systems of Homes by CMA. - Point of contact for WHS matters when the site supervisor is unavailable. - Making relevant persons aware of the content of this WHS Management Plan before commencing work. - Reviewing and keeping up to date this WHS Management Plan and advising relevant persons of any revisions.

Position / Role	Responsibilities
Site Supervisor	- Responsible for implementing the Homes by CMA WHS Policies, procedures and site rules as set out by this WHS Management Plan. Specifically: - Coordinate the safe interaction between other PCBU's. - Prepare, monitor, maintain and make available this WHS Management Plan. - Ensure Principal Contractor signage is posted and visible. - Consult with employees and other PCBU's on any WHS matter that may affect them. - Coordinate SWMS amendments as appropriate. - Ensure all PCBU's and visitors receive relevant site safety information. - Confirm other PCBU's provide site safety briefings to their workers. - Supply and maintain the site first aid kit. (also refer 1st Aid personnel) - Confirm other PCBU's and their employees have construction induction training. - Responsible for implementing Homes by CMA's Emergency Management Plan.
PCBU	- Responsibility for the Health and Safety of themselves, their own workers and those who may be affected by their work. - Responsibility for following the WHS policies, procedures and site rules as outlined in Homes by CMA's WHS Management Plan. Specifically: - Ensure workers are aware of this plan and are provided access to it. - Prepare safe work method statements (SWMS) for all high risk construction work. - Provide copy of SWMS to builder prior to work commencing. - Induct employees into the SWMS. - Ensure that high risk construction work is performed in accordance with the SWMS. - Ensure that SWMS are modified if controls are not adequate.

Position / Role	Responsibilities
PCBU (cont.)	- o Ensure site safety briefings are provided to employees before starting work. - o Ensure all employees have construction induction training • Responsibility for following Homes by CMA's Emergency Management Plan.
Health and Safety Representative	• Report unsafe working conditions or unsafe working acts. • Participate in regular inspections of whole or part of the workplace. • Investigate or assist in the investigation of incidents. • Assist in emergency situations as required.
First Aid Personnel	• Render first aid as required. • Assist in emergency situations as required and in accordance with the Emergency management Plan • Maintain adequate first aid facilities and supplies. • Maintain first aid records.

Consultation, Cooperation and Co-Ordination

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

The following outlines some of the typical arrangements Homes by CMA may have established. Specific arrangements will vary from project to project depending upon its size and complexity:

Medium	Purpose	Responsibility
PCBU Engagement Letter	• To facilitate awareness of WHS Management Plan contents and requirements including site rules • To obtain PCBU required documentation	• Principal Contractor • Site Manager
Site Induction	• For all new site personnel prior to commencement on site to advise of WHS requirements	• Principal Contractor • Site Manager
Health and safety Committee meetings	• Structured and formal meetings involving worker, management and PCBU representatives	• Principal Contractor • Site Manager
Toolbox Meetings	• Structured, semi-formal training, information & awareness sessions for workers and PCBU's	• Site Manager • PCBU's

Medium	Purpose	Responsibility
Safety Bulletins	Targeted WHS awareness and information material	- Principal Contractor - Site Manager
WHS Reviews	As part of the monitoring, review and continual improvement process	- Site Manager - Director
Site Meetings	Face-to-face communications both on and off site with PCBU's	- Site Manager - Principal Contractor
Training	To increase awareness of WHS issues for workers and PCBU's	Site Manager
Workplace Inspections	Promote awareness of WHS procedures among workers and PCBU's via continual and casual conversations.	- Site Manager - Health and Safety Representative
Non formal General Communication	To facilitate open door policy for general discussion of WHS issues and continual improvement	All workers and PCBU's
Incident / Hazard and Near Miss Reporting	To capture incident details & implement improvements	- Site Manager - All workers and PCBU's
SWMS Development and Review	To facilitate involvement in the development and understanding of relevant SWMS	All workers and PCBU's

Managing WHS Incidents

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

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

As the Principal Contractor, Homes by CMA will ensure the Emergency Management Plan is readily available to all workers and is updated as required so that it remains effective.

General Construction and Site Specific Induction

Homes by CMA requires that all workers carrying out construction work must have a current general safety induction card.

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

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

Safe Work Method Statements

Homes by CMA will ensure that before any high risk construction work is commenced on this project that a SWMS is prepared.

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

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

If the work is not being carried out in accordance with the SWMS, Homes by CMA will stop the work and only allow work to resume in a manner which complies with the SWMS.

Homes by CMA will ensure that SWMS relevant to the construction project are reviewed and if necessary revised if the nature of the work or the control measures change.

Homes by CMA will also ensure that all SMWS's relevant to this construction project are made available for inspection and readily accessible to any worker carrying out work on that construction project.

High Risk Construction Work

High Risk Construction Work includes construction work that:

- Involves a risk of a person falling 2.0 meters or more; or
- Is carried out on a telecommunications tower; or
- Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
- Involves, or is likely to involve, the disturbance of asbestos; or
- Involves structural alterations or repairs that require temporary support to prevent collapse; or
- Is carried out in or near a confined space; or
- Is carried out in or near-
 - o a shaft or trench with an excavated depth greater than 1.5m; or
 - o a tunnel; or

- Involves the use of explosives; or
- Is carried out on or near pressurised gas distribution mains or piping; or is carried out on or near chemical, fuel or refrigerant lines; or
- Is carried out on or near energized electrical installations or services; or
- Is carried out in an area that may have a contaminated or flammable atmosphere; or
- Involves tilt-up or precast concrete; or
- Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- Is carried out in an area in which there are artificial extremes of temperature; or
- Is carried out in or near water or other liquid that involves a risk of drowning; or
- Involves diving work.

Extent of the Site

Homes by CMA will endeavour to perform all work within the site boundaries.

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

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

Security of the Workplace

Homes by CMA will remain in control and contractual possession of the construction project until possession is handed back to the client.

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

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

Any evidence of unauthorised access to the site must be reported to Homes by CMA as soon as possible.

Public and Visitor Safety

Members of the public are not permitted on site unless authorised by Homes by CMA.

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

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

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

Signage

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

Site specific signage will be installed so as to:

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

Excavation Work

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

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

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

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

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

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

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

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

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

Underground Services

Homes by CMA will take all reasonable steps to obtain current underground essential services information about the any of the areas requiring excavation before directing or allowing the excavation work to commence.

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

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

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

Homes by CMA will provide the information obtained to any person engaged by the person to carry out the excavation work.

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

Working at Heights

Homes by CMA will manage risks associated with a fall by a person from one level to another that is reasonably likely to cause injury to that or any other person.

Any PCBU's performing work above 2 metres must supply a SWMS to Homes by CMA before commencing work on site.

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

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

If a PCBU requires additional fall protection in excess of that supplied by Homes by CMA such additional fall protection will be supplied by that PCBU at their own cost.

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

Falling Objects

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

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

Ladders

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

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

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

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

Hot Works

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

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

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

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

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

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

Hazardous Chemicals

All PCBU's using hazardous chemicals at the workplace will supply Homes by CMA with a copy of their hazardous chemicals register, including any relevant current Safety Data Sheets (SDS) prior to the commencement of work.

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

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

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

Asbestos

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

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

Confined Spaces

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

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

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

Homes by CMA does not permit entry into a confined space without relevant workers having been provided with suitable and adequate information, training and instruction and a valid confined space entry permit being in place.

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

UV Protection and Heat Exposure

Homes by CMA 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.

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

- Schedule heavy tasks for cooler periods of the day;
- Take frequent rest breaks in hot times of the day;
- Drink water frequently;
- Utilize shaded areas for meal and rest breaks;
- Work in the shade where possible;
- Rotate or share tasks that are exposed to heat or UV rays amongst several workers;
- Use mechanical assistance for physically demanding tasks;
- If taking certain medications follow doctor's advice before working in hot conditions; and
- Provide training in the identification of symptoms of health related illnesses.

Noise

Homes by CMA will manage risks to health and safety associated with exposure to noise.

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

If a worker is frequently required by 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 will provide audiometric testing for the worker within 3 months of the worker commencing work and at least every 2 years thereafter whilst still engaged by Homes by CMA.

Mobile Plant

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

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

The log books for each item of mobile plant must be kept up-to-date and the log book should be readily available upon request by Homes by CMA.

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

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

Lifting Equipment

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

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

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

Protrusions

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

Licenses, Certifications and Permits

If any work activity, item of equipment or operation of mobile plant requires a license, certification or permit Homes by CMA requires the person undertaking that work or operating that equipment or plant to hold the relevant license, certification or permit prior to commencing work.

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

Amenities

Amenities such as toilets and drinking water will be provided on site by Homes by CMA.

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

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

Homes by CMA is to be notified should amenities require attention (hygiene, consumables).

Site Cleanliness | Housekeeping

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

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

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

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

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

Drugs and Alcohol

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

Workplace Bullying

Homes by CMA will not tolerate any form of workplace bullying or harassment at the workplace.

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

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

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

Smoking

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

Personal Protective Equipment (PPE)

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

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

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

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

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

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

Jewellery & Clothing

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

Hazardous Manual Tasks and Storage

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

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

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

Defective and Unsafe Equipment – Lockout / Tag-out

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

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

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

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

Tools and Equipment

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

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

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

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

Compressed Air Tools

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

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

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

Electrical

Homes by CMA will supply electrical switchboards at the workplace with all final sub circuits RCD (residual current device) protected.

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

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

Residual Current Device (RCD) Testing Requirements

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

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

Work Near Overhead Power Lines

Work is not permitted within "No Go Zones" of overhead power lines, being 1.0 meters when tiger tailed, unless the electrical supply authority has granted special conditional permission in writing.

If the lines are insulated and the insulation has been inspected by an electrician, permission the work may be carried out up to 1 metre from the insulated power.

Lighting

General lighting will be supplied by Homes by CMA to illuminate access ways and common areas if a risk assessment identifies that this is required.

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

Common Plant

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

Workers must not alter or interfere with any items of common plant without authorisation from the Homes by CMA or the plant owner.

If a worker becomes aware of any defects with any of the common plant they must immediately notify Homes by CMA and cease using the plant until the defect has been rectified.

Structure Stability

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

Work on or Adjacent to Roads

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

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

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

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

Project Specific Safety Rules

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

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

Emergency Management Plan ▶▶

Introduction

Homes by CMA has prepared this Emergency Management Plan for this particular workplace which covers the following matters in relation to emergency management:

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

As the Principal Contractor, Homes by CMA will ensure The Emergency Management Plan is readily available to all workers and is updated as required so that it remains effective.

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

Emergency Procedures

► Incident | Accident

1. Provide assistance as required to injured persons.
2. Do not move the injured person/s unless they are in a life threatening situation.
3. Notify any First Aid Personnel available at the workplace.
4. Contact the emergency services (ambulance, fire) or a doctor.
5. Contact [Enter person's name & contact details].
6. Do not interfere with the scene of the incident.
7. Await further instructions (from [Enter person's name] or emergency service).
8. Homes by CMA to contact the regulator if required.

► Fire | Emergency Evacuation

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

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

2. Warn or rescue anyone in immediate danger if safe to do so
3. Contact Emergency Services by calling 000 or 112 (mobile)
4. Contact [Enter relevant person's name & contact details]
5. Evacuate the workplace
6. Once outside the premises assemble at the designated muster point/s and await further instruction (from [Enter person's name] or emergency services)
7. **DO NOT GO BACK ON THE SITE UNTIL AUTHORISED**

► Site Map

Will Vary from Site To Site

Emergency Evacuations

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

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

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

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

After Hours Emergencies

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

Evacuating Injured People with Disabilities

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

Fire Emergencies

Fire Emergency Procedure

As the Principal Contractor, Homes by CMA requires that in the event of fire or the presence of smoke, no matter how minor it appears the following procedure must be followed:

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

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

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

It is also important to remember:

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

Types of Fire Fighting Equipment

Homes by CMA will ensure so far as reasonably practicable that only the correct fire fighting equipment be used for the appropriate type of fire, as outlined in the table below:

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

Using Fire Extinguishers

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

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

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

HOW TO USE A FIRE EXTINGUISHER

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

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

Incidents

Incident Procedure

In the event of an incident Homes by CMA requires that the following procedure be followed:

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

If required the WHS Authority will be notified.

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

Incident and First Aid Recording

All workers should immediately notify Homes by CMA of all injuries or incidents where a person is or could have been seriously injured.

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

Notifiable Incidents

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

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

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

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

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

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

Notifiable Incidents Include:

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

Serious Injuries or Illnesses include:

Where the person requires:

- Immediate treatment as an in-patient in a hospital
- Immediate treatment for:
 - o The amputation of any part of his or her body
 - o A serious head injury
 - o A serious eye injury
 - o A serious burn
 - o The separation of his or her skin from an underlying tissue (for example, de-gloving or scalping)
 - o A spinal injury

- o The loss of a bodily function
 - o Serious lacerations
 - o Medical treatment within 48 hours of exposure to a substance
- Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
 - o With micro-organisms; or
 - o That involves providing treatment or care to a person;
 - o That involves contact with human blood or body substances; or
 - o That involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

Dangerous Incidents Include:

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

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas or steam
- An uncontrolled escape of a pressurised substance
- An electric shock that is not a serious electrical incident or a dangerous electrical event
- The fall or release from a height of any plant, substance or thing
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use under a regulation
- The collapse or partial collapse of a structure
- The collapse or failure of an excavation or of any shoring supporting an excavation
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel
- The interruption of the main system of ventilation in an underground excavation or tunnel
- Any other event prescribed under a regulation

Preservation of Incident Sites

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

This requirement does not however prevent Homes by CMA from taking any action:

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

Incident Investigation

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

Managing Medical Emergencies

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

1. Person Who Discovers the Casualty

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

2. Trained First Aid Personnel

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

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

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

First Aid

Homes by CMA will ensure so far as reasonably practicable that:

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

Homes by CMA will ensure that an adequate number of workers are trained to administer first aid at the workplace or that the workers have access to an adequate number of persons who have been trained to administer first aid.

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

Infectious Outbreaks

In the event of an infectious outbreak, Homes by CMA requires that the following procedure should be followed:

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

Confrontation and / or Trespass

Confrontation Procedures

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

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

Trespass Procedures

If a person is observed to be acting strangely or located in a part of the workplace restricted to authorised personal only, Homes by CMA requires that the following procedure be followed:

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

Bomb Threat Procedures

If a bomb threat is received either in person or by phone or email, Homes by CMA requires that the following procedure be followed:

- If a bomb threat is received by telephone, do not disconnect the call, but observe as many details and complete the information on the bomb threat report form as soon as possible.

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

Suspicious Objects

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

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

Training and Competency

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

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

Testing of Emergency Procedures

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