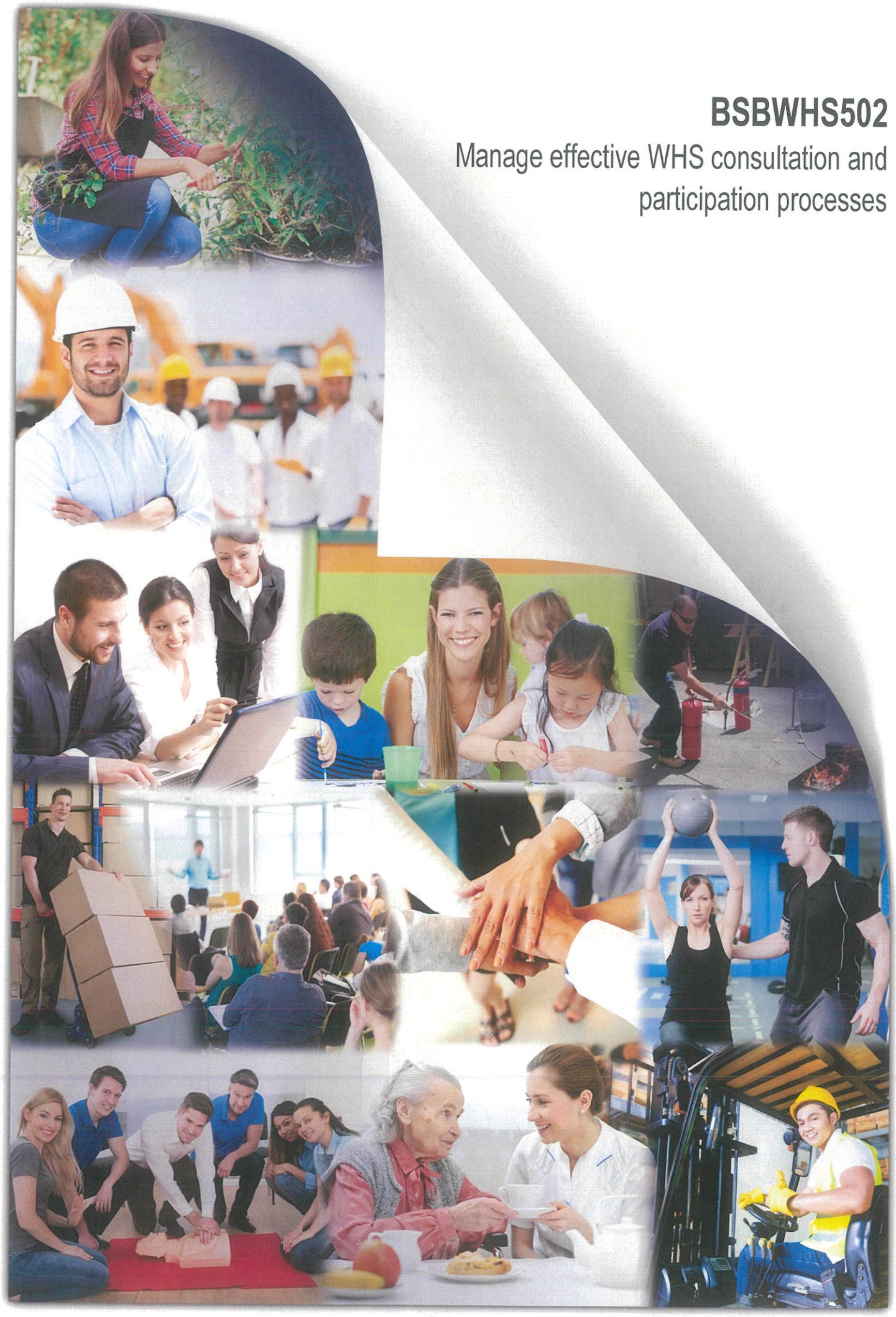

BSBWHS502

Manage effective WHS consultation and participation processes

ASSESSMENT FOR BSBWHS502

Student name	Allan Beeching
Date of assessment submission	23/11/17 Click here to enter a date.

Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
  - **A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below)
  - **Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
  - **Practical task:** You will be required to have an observer attest to your knowledge and skills and sign a report to this effect.
- At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.
- At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
1. WHS consultation and participation requirements	• Workbook response (below)
2. Review and develop existing WHS consultation and participation processes	• Workbook response (below)
3. Supporting, monitoring and evaluating WHS consultation and participation	• Workbook response (below)

ACTIVITIES

For the following activities, name a workplace that you wish to examine.

Name of workplace	

ACTIVITY 1

Four (4) individuals and parties who may be involved in WHS consultation and participation processes in your nominated workplace are PCBUs (or their officers), workers, inspectors, entry permit holders.

a) Explain the roles, duties, rights and responsibilities of these parties regarding:
   - Consultation, representation and participation
   - Discriminatory, coercive and misleading conduct

b) Identify the legislative and organisational documents (i.e. Act, Regulation, Codes of practice, standards, guidance material, policies, procedures and systems) which outline these roles, duties, rights and responsibilities
   - Identify where these documents can be accessed

Consultation, representation and participation
PCBUs
Workers
Inspectors
Entry permit holders
Documents which outline roles, duties, rights and responsibilities

Discriminatory, coercive and misleading conduct
Documents which outline roles, duties, rights and responsibilities

Outcome for Activity 1	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

ELEMENT ONE

ACTIVITY ONE

Outline Roles and responsibilities of the following as stated below;

PCBU-PCBU must be reasonably practicable to consult with all personnel on sites who conduct works on projects run by PCB, who are likely to be affected by any concerns regards to matter relating to Work Health and Safety, convey and share all information with all personnel on sites.

Workers-Usually elect a Health and safety representative to communicate any positives or concerns through to PCBU as a spokesperson for the workers/site personnel in regards to any Health and Safety, and then communicate information back to workers/site personnel. Accompany Work Place Inspectorates regards to Incidents, and potentially issue a PINS Notice.

Inspectors-Are a Third Party governing Body, in regards to inspecting PCBU incidents and concerns for compliance utilizing ACT and REGS, Codes or Practice, and Australian standards for referencing. Issuing Notices for either Improvements, or Prohibition Notices Incident/Event depicting.

Entry Permit Holders-Consult as also a Third Party in relation to the health and Wellbeing of the workers regards to protection of benefits and pay.

Documents which outline roles, duties, rights and responsibilities-Work place Health and Safety Act 2011 Part 5 Consultation, representation and participation.

Discriminatory, coercive and misleading conduct- A person must not engage in discriminatory conduct for any prohibited reason.

Documents that outline roles, duties, rights and responsibilities
Work Place health and Safety act 2011.

Access workplace sources of OHS Data

Listed below are the sources of workplace information required for systematic management of OHS and for legal compliance.

Type Of Information	Who hold the information Where is it held?	Why is the information required
Incident Investigation	Construction Safety Manager/Site Safety Advisor Investigation reports in Safety office.	Legal Compliance Risk Management Hazard Identification Corrective Action
Incident Reports	Construction Safety Manager/Site Safety Advisor Investigation reports in Safety office.	Legal Compliance Risk Management Hazard Identification Corrective Action
Principle hazard management Plan	Team Leader –Project Manager-Construction Safety Manager/Site Safety Advisor. Reports kept in Safety Office, and on drive folders.	Legal Compliance Monitoring (Task Observation)
Risk Management Process	Construction Safety Manager/Site Safety Advisor Reports in Safety office	Legal Compliance Monitoring
Inspections	Construction Safety Manager/Site Safety Advisor Reports in Safety office	Legal Compliance Risk Management Hazard Identification Monitoring (Task Observation)
Audits	Construction Safety Manager/Site Safety Advisor Reports in Safety office	Legal Compliance Risk Management Hazard Identification Monitoring (Task Observation)
Emergency management	Emergency Response Coordinator Emergency Response Coordinator Office	Legal Compliance Risk Management Hazard Identification
Permit Systems	Construction Supervisor Permit to Work Book Supervisors Office Reports in Safety Office	Legal Compliance Risk Management
Task Observations	Construction Supervisor Supervisors Office Reports in Safety Office	Legal Compliance Risk Management Monitoring (Task Observation)
Safe Operating	Construction Supervisor	Legal Compliance

Procedures (SOP's)	Supervisor Office Construction Safety Manager/Site Safety Advisor Safety Office/Head Office	Risk Management Hazard Identification
Safe Work Method Statements (SWMS)	Supervisor Construction Safety Manager/Site Safety Advisor Supervisor Office Safety Office/Head Office	Legal Compliance Risk Management Hazard Identification
Risk Assessment	Supervisors Supervisor Office	Legal Compliance Risk Management Hazard Identification Monitoring (Task Observation)
JSEA's	Safety Advisors, Supervisors Safety and Site Office	Legal Compliance Risk Management Hazard Identification
SDS (Safety Data Sheets)	Site Safety Advisor Safety Office/Head Office	Legal Compliance Risk Management Hazard Identification
Workplace Rehabilitation	Workplace Coordinator Head Office Admin	Legal Compliance Monitoring
Fatigue Management	Construction Safety Manager/Site Safety Advisor Safety Office/Head Office	Monitoring
ESH Reports	Safety Manager/Site Safety Advisor Safety Office/Head Office	Legal Compliance Monitoring
Meeting Minutes	Crib Room Site Notice Board Filed in Safety Office/Head Office	Legal Compliance Monitoring
Safety Alerts	Lunch Room Site Notice Board Filed in Safety Office/Head Office	Monitoring Hazard Identification
Safety Briefs	Lunch Room Site Notice Board Filed in Safety Office/Head Office	Monitoring Hazard Identification
Safety Statistics	Lunch Room Site Notice Board Filed in Safety Office/Head Office	Legal Compliance Monitoring
ESH Registers	Safety Manager/Site Safety Advisor Safety Office	Legal Compliance Monitoring

ACTIVITY 2

Identify one (1) WHS consultation and participation process that exists in your workplace.

a) Identify individuals/parties to be involved in reviewing the process and identifying improvements
   - How would feedback from these individuals/parties be collected?

b) Undertake a review of its effectiveness
   - Compare it with the requirements identified in Activity 1
   - Identify factors that may impact on the process. Consider the impact of:
     - Workers with specific needs and limitations (e.g. cultural background and diversity, low language, literacy and numeracy levels)
     - Structure and organisation of the workforce (i.e. part time vs casual vs contract workers; shift rosters; geographical location)
     - Workplace culture relating to gender and alcohol/drug use

c) Identify specific areas for improvement and opportunities to enhance the process
   - Justify the appropriateness of such improvements and outline how they will integrate with existing WHS systems

d) Outline how such improvements will be implemented in the form of an action plan.
   - Identify resourcing requirements, allocate roles and responsibilities, and training needs required for implementation.
   - Prioritise tasks and specify timelines for implementation.

Name of WHS consultation and participation process
Individual/parties involved in review
Review outcomes
Areas for improvement and opportunities for extending process
Action plan

Outcome for Activity 2	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

ACTIVITY TWO

Name of WHS consultation and participation process- Construction Safety Manager, Site Safety Advisor, Professionals within field of activity, Site Personnel within task, and HSR representative.

Collected by- All personnel within process utilising relevant Codes of Practice and Australian Standards associated with Task, also review of provided START Card, review of attached associated SWMS, review of Task Observation done as a collective to identify process and potential changes with Task.

Identifying concerns and impacts of delivery of change that needs to be communicated to personnel involved within Task, by utilising such things as Power Point demonstrations- Toolbox Talks-Visual Demonstrations-Perhaps requirement for Interrupters-Training sessions of SWMS changes and all personnel signing off on process with full understanding.

Individual/Parties involved in review- Review of hand rail removal process during Glass Façade install, utilising as shown in relevant parties above, also in provision of utilising as stated above regards to a signed understanding of changes and further development of process within SWMS.

Areas for Improvement and Opportunities for extending process-Basis of Action plan as stated below

ACTION PLAN

1. Review process of Install of Glazing following provided SWMS.
2. Identify process has needs regards to dismantle and removal of Hand Rails, not Identified with in SWMS.
3. Produced START Card to capture potential risks and control mitigation, associated with the removal aspect of the process. (Hand Rail removal)
4. Complete Task Observation with relevant personnel associated within the Task, utilise form to write down identified short comings with the process.
5. Attach **START Card** with **Task Observation** and also **SWMS** produce Report identifying deficiencies within SWMS and request from both Site Safety Advisor-Company Safety Manager- and Subcontractor Safety Manager and set up meeting request via email requesting meeting be held to upheld a further review process of all relevant documentation associated with Task.
6. All relevant parties associated with changes then agree to levels of communication that will be utilised to educate the work force of any changes. **As stated above within delivery Impacts.**

7. All relevant members of the changes prior to the Task commencing must sign into process by SWMS change and have an understanding of new processes. (Sites Specific)
8. All Documentation provided within Change is to be sent to Safety Manager to be then produced to Corporate Safety to perhaps review of company Safety Plan change, then communicate all document amendments to Site Safety Advisors, for WHS Plan update, and further review and communication.

Access External Sources of OHS Information

Glyphosate chemical comparison

Each Section score out of ten then total to give over all index score	Information relevance to the workplace	Score	MSDS Available	Score	Workplace Hazards Identified	Score	Program Speed Program Ease of use	Score	Total
Search engine - Google	Engine well laid out easy to follow	7	Analysis was available not full MSDS data	3	Was there however large amount of information to wade through to get an answer	5	Speed normal program relatively easy to use – well laid out	6	21
Search engine – alltheweb.com	Review document was provided – had to read all of document to gain specific information	6	No	0	Fact sheet provided giving reasonable information	6	Program response was fast – easy to use	6	18
Subject Directory Yahoo	Information was there lay out of site poor	4	No	0	Fact sheet was in place – human hazards identified	6	Program response normal – didn't like program layout	4	14
Subject Directory Infomine.ucr.edu	Information was there - easy to read and access	5	Analysis was available not full MSDS data	3	Human effects identified – exposure levels and amounts not easy to find	5	Layout good easy to use	6	19
Metasearch Vivisimo	Referred to clusty site which gave full review and good information	8	Analysis was available not full MSDS data	3	Good fact sheet easy to read	8	Fast easy to use	9	28

Metasearch ixquick	**Graded section easy to reference good information**	**7**	**Analysis was available not full MSDS data**	**3**	**Information was poor quality**	**3**	**Normal**	**4**	**17**
Aust Site Sensis	**Basic info page available – referred to second site which was hard to use**	**2**	**No**	**0**	**Poor info hard to access**	**3**	**Disjointed process**	**3**	**8**
Aust Site anzwers	**One search referred to clusty site which was good- second search provided different information and layout**	**2**	**No**	**0**	**All treats clearly outlined**	**9**	**Fast easy to use well aid out for reference**	**8**	**19**

Recommendation

The above results show the scoring reflects the Meta search engine Vivisimo as being the preferred option however Google for me was a one stop shop with no referrals.

The issue I have with meta search engines is obtaining the same information on a consistent basis.

So in this case my vote goes to Google Search Engine.

End Report.

ACTIVITY 3

Refer to the process improvements developed in Activity 2. Consider the following:

a) Apart from training, what other advice and support might be offered during the implementation of these improvements?
   - Who would need such advice and support?
   - Who might you consult to assist with providing such advice and support?

b) How would you monitor evaluate the success of each improved process?
   - Identify the criteria used for the evaluation (i.e. positive performance indicators).
   - What type of information will you gather? Who will be required to gather this information?

c) Identify two (2) potential barriers to the implementation and effectiveness of the improved processes
   - Identify measures that could be implemented to remove these barriers.
   - Identify resourcing requirements, allocate roles and responsibilities, and training needs required for implementation of these measures.
   - Prioritise tasks and specify timelines for implementation of these measures.

Advice and support
Evaluating success of improvements
Addressing potential barriers

Outcome for Activity 3	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

Allan Beeching Assessment – BSBWHS502 Activity 3 – Consultation and participation processes, Effectiveness.

DIPLOMA OF OCCUPATIONAL HEALTH AND SAFETY

ELEMENT ONE

ACTIVITY THREE

Evaluate information for accuracy, currency and relevance.

Advice and Support- Utilise potential external sources to offer **Demonstrations/Seminar training sessions.** To promote positive effects.

Evaluating success of Improvements- Review of Positive **Performance Indicators or** "PPI'S", review of Incident notifications and utilise **Task Observations for Continual Improvement.**

Addressing potential Barriers- One Barrier may be Language/Cultural, was of overcoming such Barriers could be Interpreters and learning an understanding of cultural diversity and perhaps sourcing alternative trainers to assist in the delivery.
Second Barrier- may be numerous and Literacy deficiencies, review of class and accommodate training needs and requirements. (Group sessions-Power Point delivery-Pairing of Classmates to assist in delivery)

MEMORANDUM

From: Allan Beeching

Date: 15-11-2017 To: Brooks Harrison

Subject: WHS performance indicators

With regard to the above subject matter I would like consideration be given to expanding the process associated measurement of our safety performance.

LTI/D's are used traditionally in the work place to measure OHS performance. Whist this process demonstrates how an incident has occurred the process fails to provide a system of management to actually prevent the incident form occurring in the first instance. This process is therefore deemed as a negative measure of WHS performance.

To allow for a proactive and positive measure of OHS performance it is essential we provide the organisation with indicators that measure the processes of safety management that assist with the prevention of incident occurrence. These indicators are known as Positive Performance Indicators or ***"PPI'S".***

Allan Beeching Assessment – BSBWHS502 Activity 3 – Consultation and participation processes, Effectiveness.

To implement this process I suggest we start with a simple process of ensuring we provide a system of management that is relevant to the work activities undertaken and to ensure we have accurate and valid information to measure.

I offer the following PPI's for consideration to implemented into the workplace for trial and review.

Safety Commitment

1. Scheduled Safe Act observations to be completed by Supervision.
    a. Two Task Observations per week to be completed by each supervisor. 20% of Task Observations are to include a member of the workforce.
    b. Data to be handed into safety department for collation.
2. Hazard identification process to be implemented. This is to be a proactive process with close out of hazards to be conducted immediately recognition occurs. All employees to be issued with a hazard identification book. Data to be handed into safety department for collation.
3. Introduction of a safety committee be considered to assist the organisation with the monitoring the safety process associated with managing daily work scope. The committee should meet on a monthly basis and will provide workplace evaluation of current and suggested processes. Data to be handed into safety department for collation.

There are numerous PPI's that we can examine for future implementation however, to allow for a smooth transition of this process into the workplace I believe the above items are achievable in terms of what we need to achieve and, will result in a positive and integrated approach to safety management within the workplace.

Regards,

Allan Beeching
Site Safety Advisor

QUIZ

QUESTIONS	CORRECT
1. Which of the following matters are addressed within the *Work Health and Safety Act 2011* (Qld)? Select all that apply. ☑ Health and safety duties ☑ Consultation, representation and participation ☑ Tips for communication ☑ Discriminatory, coercive and misleading conduct ☑ Workplace entry by WHS entry permit holders	☐
2. Which of the following are types of WHS consultation and participation processes? Select all that apply. ☑ Health and safety committees ☑ Internal involvement in inspections and audits ☑ Team meetings ☑ Planning committees	☐
3. Which of the following individuals and parties may be involved (directly or indirectly) with WHS consultation and participation processes and their outcomes? Select all that apply. ☑ Health and safety committees ☑ Managers and supervisors ☑ PCBUs or their officers ☑ Workers	☐
4. Which of the following systems need to be considered when implementing changes to WHS consultation and participation processes? Select all that apply. ☑ WHS policy procedures, processes and systems ☑ Accounting ☑ Human resources ☑ Management	☐
5. Which of the following may constitute barriers to the implementation and effectiveness of WHS consultation and participation processes? Select all that apply. ☑ Consultation meetings being too long and boring ☑ Language, literacy and numeracy levels of the workforce ☑ Workplace culture ☑ Having separate work sites	☐

Outcome for Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

PRACTICAL TASK

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated or real.

TASKS		VERIFIED
A.	Consult with others, in writing and verbally, about a WHS consultation and participation process: • Review the process against legislative and organisational requirements	☐
B.	Consult with others, in writing and verbally, to develop improvements to WHS consultation and participation process: • Consider the factors that may impact on implementation of improvements • Ensure that existing organisational systems are considered • Develop an action plan for implementation of improvements, considering resources, responsibilities, timelines and training needs	☐
C.	Support implementation of improvements: • Provide advice and support to individuals and parties • Develop and undertake evaluation process in consultation with individuals and parties • Analyse and evaluate information collected about implemented improvements • Consult with individuals and parties in developing an action plan to support necessary changes	☐
D.	Play an active role in verbal interactions, using questioning and active listening to seek opinions and information.	☐
E.	Present processes undertaken in an electronic report format, using correct vocabulary, grammar and register.	☐

Name of observer	
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☐ Other (specify):
Phone number of observer	
Email address of observer	
Signature of observer	
Date	Click here to enter a date.
Comments	

Outcome for Practical Task	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

HUTCHINSON BUILDERS
Established 1912

Task Observation

HB-HSEQ-F-052
Version: 4

1. Observers – *(at least 1 subcontractor representative)*

Observers Name	Position/Role	Signature
1. Allan Beeching	Leading Hand	
2. BROOKS HARRISON	H3 WORKER	
3. CENNY NINYETTE.	TDI SAFETY	

2. Observation Details

Date: 23-11-17 **Time:** 11.45am

Number of Persons observed: 3 **Company being observed:** TDI

Project Name: SKYTOWER.

Location of Observation: L57

Activity Observed: REMOVAL OF HAND RAILS

Has a SWMS / Risk Assessment been conducted for the task observed? ○ Yes ☑ No

SWMS/JSA Title: INSTALLATION OF WINDOWS

Have the workers been inducted and signed into the SWMS/JSA? ☑ Yes ○ No

Does this observation relate to one or more High Risk Activity Events? (Can be multiple selected)

- ☐ Mobile Equipment
- ☑ Power Tools
- ☑ Working at Height
- ☐ Lifting and Cranes
- ☐ Confined Spaces
- ☐ Hazardous Materials

Does the SWMS/JSA adequately describe the sequence of basic job steps? ○ Yes ☑ No

Are the controls on the SWMS adequate to control the risks identified, & are they being followed? ☑ Yes ○ No

Were there and additional risks identified? ☑ Yes ○ No

Comment: PROCESS FOR REMOVAL OF HANDRAIL

3. Observation Actions

Safe Behaviours Observed	Discussions / Feedback
SHOULD LIFTS	POSITIVE'.
CORRECT PPE	
EXCLUSION ZONES	

At risk Conditions/ Behaviours Observed	Discussion / Feedback
PROCESS FOR REMOVAL OF HAND RAILS NOT IDENTIFIED	NEED SWMS AMENDMENT

Further Action (if Required) *Corrective Actions*

To	What	By When
TDI	SWMS PROCESS REVIEW	ASAP.

TONY DALTON INSTALLATIONS ABN 39263845032 PH 0427775472	FORM **RISK ASSESSMENT & ENVIRONMENTAL SAFE WORK METHOD STATEMENT**			
	Project : SKYTOWER – 222 MARGARET STREET	**Builder : HUTCHINSON BUILDERS**	**No:**	001

All persons involved in the works must have the SWMS explained and COMMUNICATED to them and signed prior to start of works.

SH&EWMS Details

Brief Description of Work Activity: Installation of Windows, Doors and Glazing (High Risk Activity) movement of powered plant, Work at Heights

Location: 222 Margaret Street, Brisbane **Date :** 30/09/16

Employer/Contractor: TONY DALTON INSTALLATIONS **ABN:** 39263845032

Personnel Responsible for Monitoring this Activity: Project Manager: **Supervisor:** Tony Dalton

Codes of Practice / Standards Consulted: These must be complied with.
WH&S Act 2011 and WH&S Regulation 2011, Qld Electrical Safety Act 2002; Regulation 2013 & Codes of Practise 2010; Hazardous Manual Tasks CoP 2011; How to Manage WH&S Risks CoP 2011; Managing Noise & Preventing Hearing Loss at work CoP 2011; Environmental Protection Act 1994; AS3012 Electrical Installations, Scaffolding CoP 2009; Managing Risks of Hazardous Chemicals in the Workplace CoP. 2013; Managing Risks of Plant in the Workplace CoP. 2013

Personnel Qualifications Required for this Activity: Skilled Tradesmen Glazers/fixers
Relevant states certification for task being undertaken or plant being operated: Elevated Work Platform

Specific Training Required for this Activity:
All personnel to have completed a Site Induction. Must be trained in this SWMS and have all relevant certification for this task. Safe Working at Heights

This SWMS was prepared taking into account all relevant matters, including: project circumstances that may affect the way in which the high risk construction work is carried out; and the Project Safety Management Plan.

Resources			
Skills Personnel Involved	**Plant and Equipment Used**		**Material Used**
	Personal Protective Equipment	PPE – Safety Glasses, Ear Muffs,	Solvents,
TSSS Tony Dalton Fixers/glazers	240volt Electric power tools	Safety Helmet & Sun rim, Safety Shoes, Face	Glass / Aluminium
	Hand tools	Shield, Safety Gloves.	Sealants
	Electrical equipment	Mobile Scaffolding, Scissor Lift	
	Cordless Drill & screw Gun	Platform Ladder,	
	Height Safety Equipment (Safety Harness)		

Identify Hazards			
☑Deliveries	☑Cutting	☑House keeping	☐
☑Manual Handling	☑Power supplies-RCD	☐Cranes	☐
☐Height Safety	☑Noise	☐Lifting equipment	☐
☑Scaffolding	☑PPE	☑Barricading	☐
☐Lazer levels	☑Material Safety Data Sheet's	☑Environmental Protection	☐
☐Powder activated tool	☐Weather	☐ Hot Works (flashers)	☐
☑Operator Competencies	☑Material & Personal Falling	☐	☐

Permits in Use			
Permit:	**Number:**	**Permit:**	**Number:**

Additional – PPE / Emergency Equipment / Environment Equipment Required
As per site requirements, first aid kit

Review and Monitoring Process: SWMS will be reviewed with workers & relevant persons & consulted through EHS Daily checks and pre-starts / toolbox talks & worker feedback to ensure the work is being carried out to the statement & corrective action will be noted which is then passed to the Supervisor/Foreman to carry out remedial work for close out & add into new revision.

REVIEWS:

Review No:	1	2	3	4	5	6	7	8
Name & Initials	T.D							
Date:	25/11/16							

Personnel consulted on development of SH&EWMS:

Name	Signature	Name	Signature
Stephen Ninness			
Tony Dalton			

Acknowledgement* *All signatures must be obtained prior to the commencement of work. Obtain signatures in the order indicated.

The hierarchy of controls needs to be considered when identifying control measures. The highest level of control should be implemented wherever reasonably practicable.

1. **Safety Coordinator** Signature: Date:
2. **Project Manager** Signature: Date:
3. **TSSS Tony Dalton Site Supervisor** Tony Dalton Signature: Date: 29.11.16
4. **TSSS Tony Dalton Safety Representative** Sean Dalton Signature: Date:
5. **P. C. Safety Manager / Coordinator** Signature: Date:

Emergency Procedures	• TDI personnel will follow all site emergency procedures as covered in site specific induction • If worker is involved in high risk injury (crushed) access injury contact site first Aid office – call 000 or mobile 112 for an ambulance urgently – reassure victim – first aider to apply first aid until emergency servicers arrive.	All workers Supervisor

Job Step No:	Job Steps List tasks to perform/activities in sequence.	Hazards/Risks Against each task list hazards that could cause injury.	Risk Score	Risk Control Measure List control measures in order of HOC to eliminate or minimise risk.	Residual Risk Score	Responsibilities / Sign Off Name the person responsible to implement and monitor compliance with the SWMS.
Step 1	Prepare to carry out work on site (Including all inductions/Training Pre-starts)	• Have all Personnel received appropriate training or instruction to carry out work	H13	• Site induction and tool box meeting. • No workers will enter a construction site area if affected by alcohol or drugs. ***ZERO ALCOHOL – ZERO DRUGS Environment***: • Provide training and instruction as per this SWMS on hazards in carrying out the work before proceeding. • Personnel to be trained & licensed to operate plant (cranes, Scissor Lift ext.) • Verification of Competency for Operator • Plant Hazard Assessment & Daily Log-Books to be required.	L5	Supervisor
		• Workers not working to tasks in SWMS	H13	• Work procedures to be monitored under supervision • Tool Box meeting and Workers to be Consultation of their obligations towards safety	M6	Supervisor
		• Control Measures not working • New risks not identified	H13	• Review control measures and consult with workers when risks are identified and put controls in place. • Tool Box meeting and Consultation with workers • When working outside the tasks of the SWMS, a risk assessment must be prepared prior to task commencing and workers trained & inducted into SWMS and signed.	H10	Supervisor
		• Contractor & staff awareness & understanding of applicable Legislation	H14	• Tool Box meeting and Workers to be Consultation of their obligations towards safety	L3	All Workers Supervisor

Step 1		• Lack of communication of risks and their controls to workers, staff, etc. • New work procedures	M9	• Communicate via SWMS • Communicate at site inductions, pre-starts and toolbox meetings. • Revised new work procedures to be communicated to all workers. • Workers to be signed into new work procedures before starting work.	L3	All Workers Supervisor
		• Site environment • (noise, Dust, waste materials)	H13	• Have good housekeeping remove all aluminium & glass waste for recycling. • All timber & packing material to be sent back for reuse. • To minimise noise on site only work in construction hours. • Dispose of rubbish in bins supplied on site. (Daily clean ups)	L3	All Workers Supervisor
		• Cuts lacerations & bruising	H17	• Wear the right PPE for the equipment being used (Safety Glasses, Gauntlets, Safety Gloves, Safety Helmet, Safety Boots, Ear Muffs or plugs)	M9	All Workers Supervisor
		• Hearing loss from noise exposure.	H13	• Hearing protection (Ear Muffs\Ear Plugs) is to be worn when exposed to noise and when operating Radial Arm Saw when cutting Aluminium.	L5	
		• Eye or face injury from flying objects, dust, cutting	E18	• Use clear glasses whilst working inside building and tinted outside (To be worn at all times.) • Face Mask to be worn when drilling overhead into concrete or any other areas of risks of breathing in dust when working tasks. • Double eye protection when using Radial Arm Saw when cutting Aluminium.	H10	
		• Exposure to hazards from poor fitting or unsuitable or faulty PPE	H13	• Properly fit PPE – Goggles must be a snug fit all round. PPE should be secure but not uncomfortably tight. • Properly maintain PPE – Keep it clean & hygienic. Inspect PPE before each use – replace broken or PPE in poor condition. • Always ensure PPE is manufacture to Australian Standards (it will be stamped on the item & is your guarantee of effective protection).	L3	All Workers Supervisor

Step 2	Use of Electrical Power Tools (Drill, Hammer Drill, Radial Arm Saw)	• Plant Breakdown • Electricity (shock)	E21	• Electrical equipment to be tested and tagged every 3 Month by licence Electrician and recorded in a register of electrical test. • Equipment in good condition. (Daily Checks) • Check for damage/defects/exposed wiring ect. • Ensure all guards are fitted correctly and maintained. • Leads will be in good condition, leads with internal twisting must not be used.(Check before use) • All power supplies are to be protected by a RCD All unit. • Leads are to be suspended by insulated hooks off the floor or run in areas where they will not be tripped over, trodden on or driven over, etc. • Battery tools to be used to eliminate electrical risks. • Workers competent in safe operation of power tools. • Tools or leads found faulty shall be removed from duty immediately. • Double adaptors, piggy-back units and domestic type multi-outlet devices are not permitted on site	H10	All Workers Supervisor
		• Cuts lacerations & bruising	H17	• Wear the right PPE for the equipment being used (Safety Glasses, Gauntlets, Safety Gloves, Safety Helmet, Safety Boots, Ear Muffs or plugs)	M9	All Workers Supervisor
		• Hearing loss from noise exposure.	H13	• Hearing protection (Ear Muffs\Ear Plugs) is to be worn when exposed to noise and when operating Radial Arm Saw when cutting Aluminium.	L5	
		• Eye or face injury from flying objects, dust, cutting	E18	• Use clear glasses whilst working inside building and tinted outside (To be worn at all times.) • Face Mask to be worn when drilling overhead into concrete or any other areas of risks of breathing in dust when working tasks. • Double eye protection when using Radial Arm Saw when cutting Aluminium.	H10	

Step 3	Manual Handling / Team Manual Handling	• Back/Neck injuries, Strains and breaks	H13	• Use mechanical assistance (or multiple persons) i.e. Cranes, Forklifts, Walkie Reach or Trolleys for heavy loads.	H10	All Workers Supervisor
				• Manual handling risks and controls to be conducted in toolbox meetings.		
				• Heavier loads have a team lift to prevent back strain.**(Don't ignore Back Pain)**		
				• Locate material close to job for installation/glazing.		
				• Before lifting do some body stretches.		
				• Keep the load as close to the body as possible during all lifting and carrying procedures.		
				• Avoid lifting with the back fully bent.		
				• Avoid lifting from a position where it is necessary to twist or bend sideways to place the load.		
				• Avoid lifting after prolonged periods with the back bent.		
				• Check the workplace environment, such as whether slopes or stairs have to be negotiated when carrying loads, or whether access ways are cluttered.		
				• Be aware that hot and humid conditions as heat adds to the load on a worker when physically demanding manual tasks are being done.(Dehydrated – drink plenty of water)		
				• Cold conditions can decrease work capacity with muscle and body cooling (protective clothing can also limit work capacity and mobility due to its bulk)		
				• Elimination of team lifting is to occur through hierarchy of controls.		
		• Untidy housekeeping uneven angulating ground conditions.	H13	• Working area to be clean of all rubbish & material.	M9	All Workers Supervisor
				• Clean up on a continuous basis		
				• Stack all materials clear of access and walkways.		

Step 4	Delivery of Windows & Doors Note – contact Site for delivery arrangements Tower Crane to lift to loading Bay	• Driving	H13	• Delivery Induction. (Driver to complete Driver Induction) • Driver to be given directions and contact for delivery. • Delivery to be done early in the morning & coordinated with site foreman.	L5	Truck Driver Supervisor
		• Personnel struck by reversing or moving vehicle / moving plant / during material transfer	E18	• Traffic control to ensure that people are clear of tower/mobile crane/delivery zone whilst delivery vehicles entering/leaving transfer zone. • Have a spotter when positioning truck.	H14	Truck Driver Supervisor
		• Load falling	H13	• Position truck as close as possible to unloading area. • Access platform to access truck • Ensure load is secure before releasing straps. • Have exclusion zones appropriately signed with barricade tags applied also.	H10	Truck Driver Supervisor
		• Manual Handling • Back/Neck injuries, Strains and breaks	H13	• **Follow Step 3** – manual Handling	H10	All workers Supervisor
Step 5	Measure openings & cut Subsill, Head & Jambs with Drop Saw	• Electricity (shock)	E18	• **Follow Step 2** – Use of Electrical Power Tools	H10	Supervisor
		• Mobile Scaffolding • Falling objects	H13	• Mobile Scaffolding to access window head. • **Follow SWMS 002** Mobile Scaffolding	M6	All workers Supervisor
		• Material /tools falling	H13	• Work behind Trailing screens • If exposed floor edge barricade working area below and have signs danger workers above. • All tools have safety lanyards attached for fall restraint.	M6	Supervisor
		• Material & workers falling when exposed to floor edge	E18	• All tools & equipment to have safety Lanyards. • Barricade installation area & have Danger KEEP OUT signs. • Follow – **Use of Height Safety Equipment** • Harness must be worn when working on exposed floor edge using Rope Grab set up in restraint at all times. ***Note – Set up so Worker will work in fall restraint at all times***	H14	Supervisor Workers
		• Noise • Eye injury • Cuts lacerations & bruising.	H13	• Wear the right PPE for the equipment used (Safety Gloves, Safety Glasses, Ear Muffs, Safety Shoes, Safety Helmet) **Follow Step 1** • Barricade working area and have signage Danger Keep Out. • When grinding Double Eye protection – Safety Glasses & High Impact Face Shield.	M6	All Workers Supervisor

Step 6	Drill/screw & fit Subsill, Head & Jambs to window opening & seal	• Electricity (shock)	E18	• **Follow Step 2** – Use of Electrical Power Tools	H10	Supervisor All workers
		• Refer to SWMS Mobile Scaffolding • Falling objects	H13	• Mobile Scaffolding to access window head. • **Follow SWMS 002** Mobile Scaffolding	M6	All workers Supervisor
		• Fumes • Non Hazardous Sikaflex Pro 795 Silicone Sealant	M8	• Sealant to be used in accordance with MSDS, this information to be forward to site first aid • Wear appropriate PPE. • Work in a ventilated area • Worker to observe working environment so not to injure him self	L3	All workers Supervisor
		• Material /tools falling	E18	• Work behind Trailing screens • If exposed floor edge barricade working area below and have signs danger workers above. • All tools have safety lanyards attached for fall restraint.	H10	All workers Supervisor
		• Material & workers falling when exposed to floor edge	E18	• All tools & equipment to have safety Lanyards. • Barricade installation area & have Danger KEEP OUT signs. • Follow – **Use of Height Safety Equipment** • Harness must be worn when working on exposed floor edge using Rope Grab set up in restraint at all times. ***Note – Set up so Worker will work in fall restraint at all times***	H14	Supervisor Workers
Step 7	Lift & fit Door Or Window unit into Subframe & plumb then secure into place	• Manual Handling • Back/Neck injuries, Strains and breaks	H13	• Working area to be clean of all rubbish & material. • Heavier loads have a team lift to prevent back strains. • Use mechanical devices where possible Trolley etc. or assistance with the task. • **Follow Step 3**– manual Handling	H10	All workers Supervisor
		• Falls from Height • Material /tools falling	E18	• Perimeter of building to have Scaffolding to Eliminate falls • No worker to rectify site scaffolding • All tools have safety lanyards attached for fall restraint.	H10	All Workers Supervisor Safety Representative
		• Material & workers falling when exposed to floor edge	E18	• All tools & equipment to have safety Lanyards. • Barricade installation area & have Danger KEEP OUT signs. • Follow – **Use of Height Safety Equipment** • Harness must be worn when working on exposed floor edge using Rope Grab set up in restraint at all times. ***Note – Set up so Worker will work in fall restraint at all times***	H14	Supervisor Workers

Step 8	Glazing of frames. Team lift glass into frame & place on rubber blocks, even glass penetration into pocket of frame & insert wedge rubber on both sides of glass to secure & seal.	• Manual Handling • Back/Neck injuries, sprains, Strains and breaks	H13	• Glass to be delivered on trolleys & positioned close to job for glazing. • **Follow Step 3** – manual Handling	H10	All workers Supervisor
		• Untidy housekeeping uneven angulating ground conditions.	H13	• Working area to be clean of all rubbish & material. • Clean up on a continuous basis • Stack all materials clear of access and walkways, barricade off if necessary	M9	All workers Supervisor
		• Cuts lacerations & bruising	H13	• Wear PPE – Gloves & Gauntlets & all site PPE requirements. **Follow task 1**	M6	All workers Supervisor
		• Falls from height when using ladders • Only Use Platform ladders to perform tasks.	E18	• All ladders are to be inspected before use • All ladders are to be of nonconductive construction when working around live installations. • Ladders are to be footed on firm ground & secured/held. • Step/platform ladders are to be fully open and locked, obey warnings on the maximum work height. • No work to be carried out above a 1m fall height without fall protection. • Maintain three points of contact at all times. • Where practicable platform ladders, Mobile Scaffolding or EWP's are to be used. • Never work on platform ladders or step ladders within 3m of the edge of an elevated working area where the fall is>1.om.	H10	All workers Supervisor
Step 9	Trade clean remove any stickers, sealant, marks & clean work area.	• Untidy housekeeping uneven angulating ground conditions.	H13	• Environment: Have good housekeeping remove all aluminium & glass waste for recycling • Dispose of rubbish in appropriate recycle bins supplied on site	M9	All workers Supervisor
		• Hazardous Substance White Spirits Methylated Spirits Mineral Turps	M8	• Follow appropriate MSDS for cleaning fluid • Workers trained in use of substance	L3	All workers Supervisor

Table 1: Qualitative Impact Table

CONSEQUENCES		OHS SAFETY EXAMPLE	ENVIRONMENTAL IMPACT EXAMPLE	BUSINESS IMPACT EXAMPLE
Insignificant	1	First aid reportable no treatment required, Near Miss.	On site reversible	Loss of ½ day from project
Minor	2	First aid treatment	On site irreversible	Loss of 1 day from project resulting in modification to the program.
Moderate	3	Medical Treatment required (MTI)	Off site reversible	Loss 1 week.
Major	4	Lost Time Injury (LTI), Disabling Injury (DI), MTI resulting in restriction of duties.	Off site irreversible	Loss of 1 month or intellectual property.
Catastrophic	5	Fatality, Permanent Disability, loss of production capability	Major incident	Total failure of the project.

Table 2: Likelihood Table

			RISK SCORES: CONSEQUENCE				
			INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
A	ALMOST CERTAIN	Is expected to occur in most circumstances.	H 11	H 16	E 20	E 23	E 25
B	LIKELY	Will probably occur in most circumstances.	M 7	H 12	H 17	E 21	E 24
C	POSSIBLE	Might occur at sometime.	L 4	M 8	H 13	E 18	E22
D	UNLIKELY	More likely not to occur under normal circumstances.	L 2	L 5	M 9	H 14	E 19
E	RARE	May occur in exceptional circumstances.	L 1	L 3	M 6	H 10	H 11

E = Extreme Risk (18-25) H = High Risk (10-17) M = Medium Risk (6-9) L = Low Risk (1-5)

CONTROL METHOD	DESCRIPTION
Elimination	Eliminate a hazardous substance or a process that is not required for a system of work.
Substitution	Substitute a hazardous substance or a process for a less hazardous material or process. **The risk assessment process must be completed for the substituted process or material.**
Isolation	Enclosing or isolating a hazard such as a toxic substance, plant or process from persons, to eliminate or reduce the risk of injury or disease.
Engineering	Changing process, equipment or tools, for example: Machine guards and machine operation controls; Ventilation to remove chemical fumes and dusts, and using wetting down techniques to minimise dust levels; Changing layout of work levels to minimise bending and twisting during manual handling.
Administrative	Changing work procedures to reduce exposure to existing hazards, for example: Reducing exposure hazards by job rotation; Limiting the number of employees exposed to the hazard by limiting access to hazardous areas.
Personal Protective Equipment (PPE)	Devices and clothing which provide individual persons with some protection from hazards. An effective personal protective clothing and equipment system requires considerable effort by the employer to ensure that: Proper protective devices are selected; Employees are individually fitted; Proper instruction on the need for and use of, personal protective clothing and equipment is provided, standards are enforced. And an effective system of cleaning and maintenance is devised.

HUTCHINSON BUILDERS
Established 1912

SKYTOWER SAFETY CARD

Date: 23-11-14	Emergency Radio Channel: 1 SITE.
Foreman Printed Name: JIMMY LEECH	Eyewash Locations: FIRST AID.
Leading Hand Signature:	Weather Conditions: SUNNY.
Area/Elevation L48	Evacuation Point: FRONT OF SALES OFFICE
Company Name: TDI	Wind Direction: SW
Task/Job Description: REMOVAL OF HANDRAILS.	

Basic Steps

1. CLEAR ALL EXCESS MATERIALS AWAY FROM
2. EDGE
3. SET UP FALL ARREST SYSTEMS
4. REMOVE HAND RAILS
5.
6. STACK AND STORE HANDRAILS ASIDE.
7.
8. CLEAN OUT AREA REVEW HOUSEKEEPING
9.
10.

Inherent and Potential Risks – Job, Tools, etc.	Preventative Measures / Safe Job Procedures
1. TRIP HAZARDS	1. CLEAN OUT AREA.
2. DROPPED OBJECTS.	2. USE OF LANYARDS
3.	3.
4. POOR HOUSEKEEPING	4. ENSURE BIN PROVIDED
5.	5. PRIOR TO START
6.	6.
7. POOR CHOICE OF	7. INSPECT ALL WORKING
8. TOOLS AND	8. ANCILLARY EQUIP PRIOR
9. EQUIPMENT.	9. TO USE, ENSURE ALL
10.	10. CURRENT TEST TAG
11.	11.
12.	12.

Area Hazards:

OTHER PERSONNEL USING ELECTRIC PALLET TROLLEYS IN AREA.

MANUAL HANDLING REVIEW OF GROUP LIFTS

HUTCHINSON BUILDERS
Established 1912

Sky Tower Safety Card - HAZARD CHECKLIST REVIEW

All items checked below shall be addressed on the front of this document

Task Hazards		Health Hazards		Weather	
Tool Hazards (Pinch, Cut, Burn, Strike, Etc)	☑	Heat Stress	☐	Rain	☐
Condition of Hoses, Cords and Leads	☑	Cold Stress	☐	Lightning	☐
Lifting and Carrying Materials (No Manual Lifting Over 23kg (50 lbs)	☑	High Noise (>85DB)	☐	High Winds	☐
Condition of Rigging	☐	Chemicals	☐	Fog	☐
Potential for Tools to Fall	☑	Silica Exposure (Concrete Cutting/Grout)	☐		
Work Access/Egress	☐	Welding, Burning, Grinding-Coated Materials	☐	LIGHT WIND	✓
Body Position (Lifting, Stooping, Bending)	☑	Biological (Insects, Rodents, Snakes, Etc)	☐		
Overexertion	☑				

Hazard Control Measures Note: All inspections are before use or before starting work in the area

PPE		Permits		Inspection		Environmental	
Hard Hat With Goggles	☐	Confined Space	☐	Rigging/Taglines	☐	Spill Kits	☐
Hearing Protection	☐	Excavation/Wall Penetration	☐	Ladder	☐	Containment	☐
Safety Glasses	☑	Grid-mesh Removal	☐	Hoses/Cords	☐	Waste/Disposal	☑
Face Shield	☐	Energized Electrical Work	☐	RCD	☐	Dewatering	☐
Respirator	☐	LOTO, Walk Down/Try/Test	☐	Harness/Lanyards	☑	Dust Control	☑
Fall Protection	☑	Blasting	☐	Tools	☑		
Gloves (Chemical)	☐	Hot Work Permit	☐	Housekeeping	☑		
Gloves (Abrasion/Cut/Resistant)	☑	Manbasket	☐	Fire Extinguisher	☐		
Safety Toe Boots	☑			Scaffold Inspection	☐		
Fall Protection		**Fall Prevention**		**Chemicals**		**RE-START**	
100% Tie-Off Required	☑	Guard Rails	☑	MSDS	☐	Change to Task	☐
Lifelines Installed/Inspected	☐	Ladder Selection	☐	Emergency Eye Wash	☐	Change to Crew	☐
Harness/Lanyard Inspected	☑	Floor Holes Covered/Labeled	☐	Containers Labeled	☐	Change to Weather	☐
Anchorage Points Identified	☑	Rescue Plan	☑	Bunding	☐	Change to Equip	☐
Other	☐					Incident Occurred	☐

Working at Heights Measure Note: All inspections are before use or before starting work in the area

Tie-Off		Containment		Rigging	
Tool Lanyard Used/Secured	☑	Netting/Fire Blankets Installed as Needed	☐	Carabineers/Locking Hooks Used to Lift	☑
Tool in Tool Belt Secured or Canvas Bags Used	☑	Canvas Bags Used Not to Exceed 23kg (50 lbs)	☐	Canvas Bags	☑
Material to be Installed Lashed/Secured	☑	Protect Areas Below (Signage, Barricades, etc)	☑	Wheel Wells/Ropes to Raise Material are Inspected for Excessive Wear	☐
Lashing for Materials is of Needed Strength	☑	Toe Boards Installed Without Gaps	☐		
Scaffolding		No Gaps Between Deck and Toe Board	☐		
Scaffold Platforms are Free from Debris	☐	Protect All Objects from Falling Through Grating/Mesh	☐		

Was anyone injured or did an unplanned incident occur yesterday?	Yes ☐	No	☐
If Yes, was it reported to Foreman, Leading Hand, or the Safety personnel?	Yes ☐	No	☐

I Agree to Comply With All Requirements Indicated on this Safety Card.		RE-START - I Have Reviewed Our Task and Checked for Work Area Changes.	
Print name	**Sign**	**Print Name**	**Sign**
Allan Beeching			
BROOK HUNTSON			

Leading Hand Name:	**Sign:**	**Leading Hand Name:**	**Sign:**
Crew Reviewer:	**Sign:**		
Measurement Observer Name:		**Score:**	

Comments:
COMMUNICATE IN PRE-START. (EXCLUSION ZONES.)