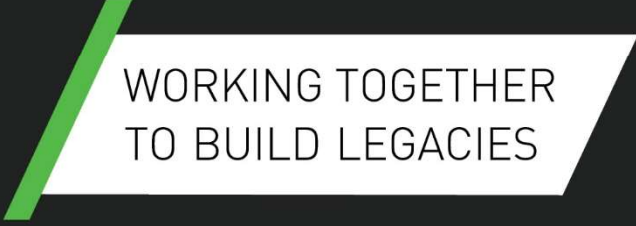


WHS Management Plan

WC OHS 002

Revision 018

20th of September
2022

A white rectangular box with a green diagonal line on the left side, containing the tagline "WORKING TOGETHER TO BUILD LEGACIES" in black, sans-serif, all caps font.

WORKING TOGETHER
TO BUILD LEGACIES

Contents

1. WHS Management	7
1.1 WHS Management Manual	7
1.2 WHS Management Plan	7
1.3 Legal Requirements Register	8
2. Hazard / Risk Register.....	9
2.1 Hazard / Risk Register Continued	23
3. Risk Assessment.....	24
3.1 Supporting Documents	24
4. Safe Work Method Statement Register	25
4.1 Supporting Documents.....	26
5. Site Safety Rules.....	27
5.1 Site Entry Requirements	27
5.2 Prestart	27
5.3 Safe Work Method Statements.....	27
5.4 Personal Protection Equipment	27
5.4.1 Head Protection.....	27
5.4.2 High Visibility	27
5.4.3 Eye Protection	27
5.4.4 Hearing Protection	28
5.4.5 Respiratory Protection.....	28
5.4.6 Foot Protection.....	28
5.4.7 Hand Protection	28
5.4.8 Sun Protection.....	28
5.5 Alcohol and Drugs.....	28
5.6 Amenities	29
5.7 Plant Operation.....	29
5.8 Electrical.....	29
5.9 House Keeping	29
5.10 Interference with Safety Measures.....	30
5.11 Safety Incidents	30
5.12 Ladders	30
5.13 Grinders.....	30
5.14 Scaffolding.....	30

5.15 Site Specific Rules	30
6. Common Plant	32
7. Hazardous Substance and Dangerous Goods Register.....	33
8. Emergency Response Plan.....	34
8.1 Supporting Documents	34
9. Evacuation Plan.....	35
9.1 Supporting Documents	35
10. Site Diary	36
11. Weekly Safety and Environmental Site Inspection.....	37
12. Site Induction	38
12.1 Supporting Documents	38
13. Incident Investigation Report	39
13.1 Supporting Documents	39
14. Incident Notification.....	40
14.1 Supporting Documents	40
15. Hazard Report Form	41
15.1 Supporting Documents	41
16. Daily Pre-start Minutes	42
16.1 Supporting Documents	42
17. Toolbox Talk Minutes.....	43
17.1 Supporting Documents.....	43
18. Safety Interactions	44
19. Critical Control Verification Inspection.....	45
20. HSE Planning Tool.....	46
21. Task Observations.....	47
22. Emergency Drill Evaluation.....	48
22.1 Supporting Documents	48
23. Site Personnel Sign In.....	49
24. Consultation, Co-Operation and Co-Ordination	50
24.1 Supporting Documents	50
25. Statement of Responsibilities.....	51
26. OHS Training	53
26.1 WHS Management Plan Training	53
26.2 Safe Work Method Statement Training	53
26.3 Recognition of Contract Partner's Competency	53
26.4 Supporting Documents	53
27. Incident Management	55

28. Mobile Plant.....	56
28.1 Mandatory Mobile Plant Inspections.....	56
28.2 Supporting Documents.....	57
29. High Risk Work.....	58
29.1 High-Risk Construction Work.....	59
30. Electrical.....	60
30.1 Electrical Equipment Lock Out.....	60
30.2 Electrical Isolation.....	60
30.3 Supporting Documents.....	60
31. Work Permit Systems.....	61
32. Management Systems Policy.....	62

Project Name: Mackay Northern Beaches State School

Client:	The State of Queensland through the Director General Department of Education
Address of construction work:	30 Rosewood Drive Rural View 4740
Principal Contractor:	Woollam Constructions
Address of Principal Contractor:	36 East Gordon Street, Mackay
Principal Contractor ABN:	94 009 676 064
Workplace Health and Safety Committee:	NA
Safety Representative:	NA
Regional HSE Advisor:	Rodney Simonsen
Nominated QBCC Supervisor:	Peter Lando
Expected start date:	20-9-2022
Expected duration:	30 weeks
Type of construction work:	Design & Construction of New Learning Spaces – Infill Block S and Refurb Blocks Q & H & Minor Refurbishment of Block D consisting of: • Decanting & re-establishment works with the school. • Structural Block work demolition to Block Q, Minor Demolition & strip out works elsewhere. • Minor Site preparation and excavation work for Covered Areas • Trenching for storm water alterations and sewerage for new Grease Trap. • Cutting & chasing existing concrete floors for new services. • Reinforced Concrete (RC) Bored Piers external coloured concrete to covered areas • Internal topping slabs, RC hobs & infill concrete works for services • Mobile Scaffolding & Elevator Platform Works (no static scaffold requirements) • Structural steelwork to Covered Areas, Blocks S, Q & H.

- Roof sheeting and associated roof plumbing & stormwater alterations to covered areas & Downpipe alterations to Block S.
- Brick Veneer external walls with internal steel frames.
- Prefinished CFC claddings on steel framing
- Aluminium framed windows and doors with sunscreens
- Fire Rating Cladding to Structural Steelwork to Block Q.
- Internal ceilings & partitions including associated Insulation, suspended grid ceilings, infill works & making good.
- Cabinetwork, joinery, white boards & pinboards.
- Operable Walls, doors, frames & hardware
- Carpet, Vinyl & Epoxy Floorcoverings.
- Painting both internal and external including feature vinyl graphics to Block D.
- Installation of plumbing & LPG services, fixtures, and fittings.
- Relocation of Existing Fire Hydrant.
- Installation of electrical services including upgrading or alterations to existing switchboards, dry fire system, AV system, security system & data/communications system.
- New fire extinguishers & blankets.
- Installation of mechanical services and fittings including connection to existing chilled water system.
- Installation of Specialist Equipment which will be supplied by Principal.
- External landscaping & making good

Principal Contractor Project Manager (sign):

Cameron Robinson



Date:

20/9/2022

1. WHS Management

1.1 WHS Management Manual

It is a generic document outlining the WHS Measure Woollam implements as a business. A hard copy of the document will be included with the develop of each WHS Management Plan.

1.2 WHS Management Plan

The WHS Management Plan is a generic document that is amended according to the site-specific health and safety requirements of each construction project.

A copy of the WHS Management Plan will be sent to all contracted Contract Partners prior to them mobilising to site for their review. All workers will be informed of the contents of the WHS Management Plan during their site-specific induction. All amendments to the plan, during the project construction, shall be communicated to all workers at the next available Pre-start Meeting.

A review of the WHS Management Plan will be conducted by the respective Regional HSE Coordinator when they are conducting a Site Review. The Site Review will be conducted at least six (6) times during a calendar year and will be recorded in Procore utilising the Site Review Checklist.

Amendments to the Workplace Health and Safety Management Plan including all relevant details will be recorded on the Table below.

Please insert the WHS Management Manual

Amendments Record	
Revision Date	Revision Details

1.3 Legal Requirements Register

The Legal Requirements Register, below, is to be completed by the Regional HSE Coordinator during the Project Start Up Meeting to identify the health and safety legislation, codes of practice and Australian standards relevant for the scope of works for this project. (Remove non-relevant documents from table below)

Queensland WH&S Act 2011	NSW WH&S Act 2017
Queensland WH&S Regulation 2011	Induction for Construction Work – National CoP
Environmental Protection Act and Regulation	Hazardous Manual Tasks CoP
Electrical Safety Act 2002 (Qld)	How to Manage and Control Asbestos in the Workplace CoP
Electrical Safety Legislation 2002 (Qld)	Work Health and Safety Consultation, Co-operation and Co-ordination CoP
Electrical Safety CoP 2010 – Working near overhead and underground services (Qld)	How to Manage Work Health & Safety Risks CoP
Electrical Safety CoP 2013 – Managing Electrical Risks in the Workplace (Qld)	Managing the Risks of Hazardous Chemicals in the Workplace CoP
Electrical Safety CoP 2010 – Works (Qld)	Managing Noise & Preventing Hearing Loss CoP
Managing Electrical Risks at the Workplace CoP (NSW)	First Aid in the Workplace CoP
Work Near Overhead Power Lines CoP (NSW)	Managing the Risks of Plant in the Workplace CoP
Managing the risk of falls at Workplaces CoP	Demolition Work CoP
Managing the Work Environment & Facilities CoP	Safe Design of Structures CoP
Confined Spaces CoP	AS/NZS 3000 Electrical Installations
Excavation Work CoP	AS/NZS 3012 Electrical Installations- Construction & Demolition Sites
Scaffolding CoP (Qld)	AS/NZS 1576.1 Scaffolding – General Requirements
Mobile Crane CoP (Qld)	AS/NZS 4576.1995 Guidelines for Scaffolding
Steel Construction CoP (Qld)	AS/NZS 1873.1 Power-Actuated Hand-Held Fastening Tools
Children and Young Workers CoP (Qld)	AS/NZS 2550.1 Cranes, Hoists & Winches – Safe Use – General Requirements
Traffic Management for Construction or Maintenance Work CoP (Qld)	AS 2550.10 Cranes, Hoists & Winches – Safe Use – Mobile EWP
AS/NZS 3760 In-Service Safety Inspection & testing of Electrical Equipment	AS 2601 The Demolition of Structures

2. Hazard / Risk Register

The following is a generic list of the Hazards / Risks Woollam Constructions has identified arising from the contracted/ agreed work activities from previous similar projects. These hazards are risk rated, and controls implemented in the Safe Work Method Statements for this Project, which are reviewed at least annually, and during the preparation of the WHS Management Plan.

During the Project Start Up Meeting site specific controls will be added and generic hazards/risks or proposed control measures that are not relevant will be removed. Controls should only be added to the site-specific controls list if they are to be used.

Site Managers/Leading hands are encouraged to consult the risk register to assist with controls to be implemented and to amend, alter and add to the risk register if new site-specific hazards/risks are identified. The Risk Register will be reviewed during Site Reviews for effectiveness. Any changes to the Risk Register including design changes should be communicated to the workers via a Daily Pre-Start/Toolbox Talk.

Occupational Health and Safety

HAZARD / RISK	RISK RATING	PROPOSED CONTROL MEASURES	IMPLEMENTATION	RESIDUAL RISK RATE	MONITOR / REVIEW
☒ Workplace Facilities/Amenities	2	- The facilities/amenities planned for the project will consider: - the nature of the work - the hazards at the workplace - the size and location of the workplace, and - the number and gender breakdown of workers - Woollam Constructions' site staff will ensure the implementation and maintenance of these facilities/amenities - All workers are expected and required to keep their work areas and amenity areas clean and tidy. All rubbish should be cleaned regularly - Woollam Constructions will ensure that cooled water bubblers and toilets are readily available on all multi-level sites - Where Woollam Constructions has constructed a Prototype Room, this will be used as a first aid room	- Site Manager - Workers	3	- Daily inspections - Maintenance as required
☒ Access and egress:	2	- Erect signage at all points of entry - Erect perimeter fence and gates - Ensure all visitors report to site office - Restrict access to site - Ensure pipes/conduits/steel reinforcement in traffic areas are appropriately identified to prevent slips trips and falls	Workers	3	- Daily inspections - Maintenance as required
☒ Site Security	2	- Adequate Perimeter fence to be erected around the perimeter of work area - Appropriate site signage to be erected to perimeter fence - All access gates to remain closed and locked at the conclusion of each day to prevent unauthorised access	Site Manager	3	Daily inspection

Occupational Health and Safety

		• All building entry points to be secured and locked at the conclusion of each day to prevent unauthorised access. • Site amenities (Site Office and Lunchroom) to be locked at the conclusion of each day			
☑ Coring / chasing:	2	• Work Permit to be completed and approved if drilling into existing structures • Barricade work area • Ensure PPE is worn • Inspection of equipment • Correct routing of power leads • Competent workers • Engage an external cable locating contractor to check location and isolation of existing services • Comply to SWMS	• Site Manager • Competent workers	3	• Work Permit • Safety Interactions • Task Observations •
☑ Demolition/ dismantling:	1	• Use of external qualified experience Contract Partner • The Licenced Demolition Contract Partner must notify the relevant authorities at least five (5) days prior to commencing any licensed demolition work • Ensure correct barricading and signage • Ensure compliance to SWMS • Daily pre-prestart talks to inform other workers of days activities • Toolbox talk between demolition workers	• Specialist Contract Partner	2	• Safety Interactions • Task Observations • Daily inspections • Daily Pre-starts • Toolbox Talks
☑ Explosive / pneumatic power tools:	1	• Inspection of equipment prior to use • Competent operator • Correct PPE • Restrict access to work area • Ensure compliance to SWMS	• Workers	2	• Safety Interactions • Task observations
☑ Formwork erection/ dismantling:	2	• Remember the "Just in Time" lean principle – only bring materials to site as they are required (early deliveries will often create additional hazards) • Inspection of equipment prior to use • Correct PPE • Formwork Plan should be provided prior commencing erection • Components from different formwork systems should not be mixed unless approved by an engineer • Engineer to inspect and sign off on formwork prior to loading or pouring • Engineer to sign off on reinforcement steel prior to pouring • Stripping procedures to be planned and documented prior to undertaking any stripping of the formwork • Exclusion zones and barricades to be erected during stripping/dismantling • Compliance to SWMS	• Competent worker	3	• Safety Interactions • Task observations • Daily inspection
☑ Fumes / gas:	1	• Ensure correct and appropriate PPE is worn • Ensure atmospheric monitoring is conducted as stipulated in SWMS • Ensure adequate and appropriate ventilation of work area • Ensure full compliance to SWMS or Risk Assessment • Erect barricading to isolate work area if required • Ensure signage is erected	• Workers • Site Manager	2	• Safety Interactions • Task observations • Daily inspection •
☑ Falling / flying objects / debris:	2	• Erect Drop Zone during demolition/dismantling • Barricading and exclusion zones	• Workers	3	• Task observations • Daily inspection

Occupational Health and Safety

		• Ensure kickboards, brick guards, uni mesh or other appropriate barriers are in place in particular for all multi-level projects • Pre-start talks to warn other workers			• Pre-start talks
□ Asbestos:	1	• Refer to Asbestos register prior to undertaking any demolition • Contact Regional HSE Coordinator if asbestos is identified in the asbestos register or suspicious materials are identified • Regional Compliance Advisor to send materials to a NATA accredited laboratory for testing • Ensure all materials imported, in particular from China, are asbestos free. Arrange for testing for any suspicious materials • A site-specific Asbestos Removal Control Plan (ARCP) and SWMS must be developed and approved prior to commencement • The Licenced Asbestos Removalist must notify the relevant authorities at least five (5) days prior to commencing any licensed asbestos work • Competent and trained workers only to remove asbestos • Appropriate PPE (P2 Mask, disposable coveralls) to be worn at all times • Full compliance to SWMS/ARCP • Engage external contractor if required • Clearance Certificate must be provided by a licensed Asbestos Assessor/Independent Hygienist • Air Monitoring must be conducted by an Independent hygienist for friable asbestos removal or if requested by the client	• Workers • Site Manager • Regional HSE Coordinator • External Contractor • Licensed Asbestos Assessor • Independent Hygienist	2	• Safety Interactions • Safety Interactions • Task observations • Daily inspection • Clearance Certificate • Air Monitoring (if required)
☑ Hot work cutting / welding / grinding including use of Oxy/Acetylene:	2	• Work Permit to be completed and approved • Inspection of equipment prior to use • Flash arrestors to be fitted to gas cylinders • Fire extinguisher to be readily available • Competent persons • Correct PPE • Barricade work area and direction of sparks • Adopt good housekeeping practices	• Workers	3	• Work Permit • Safety Interactions • Task observations • Daily inspection
☑ Light gauge steel products	1	• Ensure all workers required to work with light gauge steel are competent to do so • Ensure all workers wear appropriate hand protection (gloves) • Adopt good housekeeping practices	• Workers	2	• Safety Interactions • Task Observations • Daily Inspection
☑ Lighting:	2	• Ensure adequate lighting • Full compliance to SWMS • Ensure electrical lighting is tested and tagged	• Workers	3	• Safety Interactions • Daily inspection
☑ Machine / equipment guarding:	1	• Visually inspect all machine guards prior to use • If guards are not in place, tag out machine immediately and notify supervisor • Full compliance to SWMS	• Workers	2	• Task observations • Daily inspection • Pre-start checks
☑ Materials handling (Crane / Forklift / Other)	1	• Mobile plant checklist to be completed • Prestart checks and logbooks completed where applicable • Ongoing maintenance records are provided	• Crane Contractor • Competent operator	2	• Safety Interactions • Task observations

Occupational Health and Safety

		- Lifting plans must be developed and provided in accordance with relevant Australian legislation, codes of practice and Australian standards. The lifting plan shall take into account: - Ground conditions including stability - Size and weight of lift - Sequence of lift - Crane lifting position - Rigging and lifting equipment must be inspected and maintained in accordance with the manufacturer's specifications and all relevant legislation, codes of practices and Australian Standards - Rigging and lifting equipment register to be provided and maintained by relevant Contract Partner - Competent and licensed crane operator and licensed dogman - Licensed forklift operator - Correct PPE			- Daily inspection - Mobile Plant Checklist - Pre-start and logbooks
☒ Noise (Hearing)	2	- Correct PPE – earmuffs, ear plugs if exposure is above 85dB for an eight-hour period or if 140dB in a single instance - Implement regular intervals / breaks - Audiometric testing and surveillance for workers required to regularly wear PPE	Workers	3	- Safety Interactions - Task observations - Testing Surveillance
☒ Public Protection (Pedestrians / Other)	1	- Erect signage at all points of entry - Erect appropriate perimeter fence and gates - Appropriate traffic management plan to be implemented where construction work impacts adjacent footpaths or the like	Workers	2	- Daily inspections - Maintenance as required
☒ Subsidence	2	- Erect barricade of work area - Ensure barricading includes destination of subsidence - Erect safety signage - Conduct Toolbox Talk to communicate issue - Amend SWMS to include control measures - Conduct monitoring as required	- Site Manager - Workers	2	- Safety Interactions - Task observations - Daily inspection
☒ Trenching / excavations	1	- Work permit to be completed and approved - Exclusion Zones / Barricading of areas to prevent access - Battering / benching or shoring if required - Where shoring is to be utilised as a control, the shoring system is to be: - Designed by a qualified engineer - Detailed on up-to-date drawings/plans - Installed by competent persons and verified as correctly installed in accordance with the drawing/plan prior to use - Authorised and signed off by a qualified engineer where changes to the design or installed system are made - Where excavation is greater than 1.5 metres and benching/battering/shoring is not practical, a geo technical engineer inspection and signed certification which includes information on weather conditions and re-inspection intervals will be acceptable - Ensure that the risks associated with building structures/materials/foundations have been identified and assessed and where required controlled - Ensure the excavation is regularly inspected by a person who is familiar with the requirements of the geotechnical report to monitor the effectiveness of controls - Ensure that the risks associated with mobile plant working in and around excavations have been controlled appropriately - Ensure safe access and egress	- Site Manager - Workers - Competent operators	2	- Work Permit - Safety Interactions - Task observations - Daily inspection

Occupational Health and Safety

		- Erect signage and temporary fence if excavations to remain open - Ensure that where there is a risk of falling into the excavation that appropriate controls such as exclusion zones, fencing/barricading and signage are erected			
☐ Work near / over water	1	- Contact Regional HSE Advisor - Full compliance to Risk Assessment - Full compliance to SWMS	Site Manager	2	- Safety Interactions - Task observations - Daily inspection
☒ Confined / enclosed spaces	1	- Work Permit to be completed and approved - Ensure correct PPE is worn - Barricade/temporary fencing to be used to cordon off area to be worked in - Ensure correct safety signage is erected at access points - Access to area only to competent workers involved in task - Ensure the use of a spotter always whilst working in confined spaces - Use forced and/or extraction ventilation methods - Rescue Plan must be developed, and all workers must be trained in its implementation - Air monitoring is to be carried out at the start of each shift and after each break to ensure airborne concentration of a substance/mixture does not exceed relevant exposure standards or if monitoring is necessary to determine if there is a risk to health	- Site Manager - Workers	2	- Work Permit - Safety Interactions - Task observations - Daily inspection
☒ Electricity (Power tools / Power lines / Other)	1	- Ensure all electrical equipment and leads have current test and tag - Inspection of equipment prior to use - Check guards are installed - Maintain Mandatory clearances – High Voltage – 6m and Low Voltage - 3m - If possible, arrange for overhead powerlines to be de-energised or relocated away from work area before work starts - Arrange for electrical entity to install flags or indicators on overhead power lines as visual markers, or use paint to mark the position of the power poles or underground services as well as the correct exclusion zone distance - Ensure the WC OHS 053 Electrical Isolation Checklist is completed prior to the following activities being undertaken - Isolation/de-energisation/re-energisation - Lock out and tag of electrical isolations - Working on energised electrical parts - Ensure Residual Current Devices are fitted to all construction wiring and portable generators - Ensure portable generators have appropriate earthing mechanisms - Ensure all temporary power boards are installed by a licensed electrician and comply with the requirements set out in AS/NZS 3012:2010 - Ensure all electrical leads are less than 30 metres and protected from damage and liquids at all times - Wherever practical leads should be elevated off the ground - Ensure that electrical systems installed for use during construction works are inspected and certified as correctly installed prior to use in accordance with relevant legislation, codes of practice and Australian standards. Evidence of these	- Workers - Electricians	3	- Safety Interactions - Task observations - Daily inspection - WC OHS 053 Electrical Isolation Checklist

Occupational Health and Safety

		inspections will be recorded on the WC OHS 053 Electrical Isolation Checklist completed by a licensed electrician.			
☒ Services underground / overhead	1	• Dial before you Dig • Spotter required for machinery if working near overhead services. Maintain Mandatory clearances – High Voltage – 6m and Low Voltage - 3m - contact Electrical Service Provider if required or unsure • Engage cable locating contractor to locate active services • When working near identified service: ◦ Pothole to actively locate the service ◦ Use vacuum excavation or hand digging ◦ Ensure that where excavators are used they only use flat bladed buckets and are supervised by a competent spotter • Ensure safe systems of work have been developed for all above ground and underground services taking into account: ◦ identification and location of services; ◦ management of works adjacent to services; and ◦ any necessary liaison with the asset owner. • If unable to avoid working near overhead or underground service, ensure that neither the height nor reach of the vehicles and equipment can cause any part of them to enter an exclusion zone (1 metre for all underground services)	• Site Foreman • External Cable Locating Contractor	3	• Safety Interactions • Task observations • Daily inspection
☒ Fatigue (Shift work / hours of work) / Dehydration	2	• Schedule work to times that may be less affected by high temperatures • If extreme heat conditions are encountered, 10-minute breaks will be allocated every hour. • Wear a hat/hard hat brim • Wear cotton or natural fibre work clothes • Control individual factors that may cause dehydration such as poor diet, vomiting, diarrhoea or alcohol and caffeine consumption. • Rotate heavy manual work with other employees • Limit personal exertion during the hottest part of the day.	• Site Manager • Workers	3	• Safety Interactions • Task observations • Daily inspection
☒ Fire / explosion	2	• Ensure air horns are available to signify the need for an evacuation • Remove flammable materials from work area • Limit access to work area • Check all electrical tools/leads for test and tag • Have correct fire extinguishers at site where work is being conducted • Ensure good housekeeping is maintained	• Site Manager • Workers	3	• Safety Interactions • Task observations • Daily inspection
☒ Dangerous goods / hazardous substances (Use / Storage)	2	• Ensure all Hazardous Subs have a SDS • Ensure correct storage and labelling • Use adequate PPE	• Workers	3	• Safety Interactions • Task observations • Daily inspection • Air Monitoring (if required)
☒ Respirable Crystalline Silica Dust – concrete, blocks, bricks, fibre cement sheets		• Ensure wet saws are used when cutting Concrete, Bricks and blocks to limit dust. • Wear, as a minimum, a P2 respirator (fit tested) to limit exposure to any dust • Never Dry cut any Concrete, Bricks or Blocks. • Respirator must also be worn when wet cutting	• Site Manager • Workers		• Safety Interactions • Task Observations • Fit test register

Occupational Health and Safety

		• Use Dust Extraction devices fitted to power tools and a "H" or "M" class vacuum • Refer to Safety Data Sheet for further advice. Note: All persons that are to undertake any work that requires a respirator to be worn must have been fit tested Evidence this has been completed and a register be provided and maintained.			
☒ Working at heights and falls	1	• Work Permit to be completed and approved if at risk of falling 1.8 or more • Risk Assess all work at heights • Ensure the work area has clear and unobstructed access and egress • Undertake work on the ground or solid construction if possible • Decide on an appropriate fall prevention device • Use scaffold, mobile scaffold, platform ladders or EWP's if possible • Working platforms must be a minimum of 450mm wide • Ladders are meant as a means of access and egress and not meant as a work platform • If using fall arrest system as a control the following requirements must be met: ○ Emergency Rescue Plan which includes consideration of other controls that were unable to be implemented must be included in the SWMS ○ Workers must be trained in the use of the harness system and height safety equipment ○ Workers must be trained in the emergency rescue plan ○ A harness and height safety equipment register be provided ○ Ensure all harness points are installed and maintained appropriately • Where a fall restraint/fall arrest system is being used on site: ○ Workers have been trained in the use of such equipment ○ There is a maintenance and inspection schedule for the equipment ○ Attachment points are designed and certified by a qualified person ○ Attachment points are installed and regularly inspected by a person trained, with evidence provided, in the manufacturers' specifications • Full compliance to SWMS	• Workers	3	• Work Permit • Task observations • Daily inspection
☒ Scaffold	1	• Scaffold including scaffold access points: ○ Must be erected by a competent person ○ Must be installed and constructed having regard to the information provided by the designer, manufacturer, importer or supplier of the plant, or a competent person ○ Must be accompanied by a relevant scaffold plan developed by a person who has completed as a minimum, the National Unit of Competency CPCCLSF3001A – Intermediate Scaffold ○ Must be authorised and signed off by a person who has completed as a minimum, the National Unit of Competency CPCCLSF3001A – Intermediate Scaffold, when changes to the installation design are required ○ Over 4 metres must be erected by a licensed person ○ Must have a handover certificate	• Workers • Licensed Scaffolder	3	• Work Permit • Task observations • Daily inspection • Handover certificates

Occupational Health and Safety

		○ Must have monthly inspections by an appropriately licensed person and weekly inspections by a person familiar with the scaffold plan for the project ○ Incomplete or unattended scaffold should be restricted appropriately to ensure there is no unauthorised access ○ Scaffold not in use will be left in such a way that it does not pose a risk to any person ○ All tests, inspections, maintenance, commissioning, decommissioning, dismantling, and alteration of scaffolding to be stored or used at the workplace will be recorded ○ Ensure an exclusion zone is in place around each area that the scaffold is being dismantled ○ Dismantle the scaffold in 1m sections, allowing handrails to stay in place at all times ○ Ensure that there are full decks to work off while dismantling the scaffold			
☒ Edge Protection	1	• Where edge protection is required, Woollam will ensure that safe systems have been developed for the: ○ Erection and dismantling of the edge protection systems ○ Prevention of persons falling ○ Management of potential falling objects ○ Management of penetrations • Edge Protection systems will be: ○ Designed by a qualified designer ○ Detailed on an up-to-date drawings/plans ○ Authorised and signed off by a qualified designer when changes to the design or implemented system are required ○ Installed by a competent person ○ Verified to ensure the system is correctly installed in accordance with relevant legislation, codes and standards, manufacturers' requirements and relevant drawings/plans	• Workers	3	• Work Permit • Task observations • Daily inspection
☒ Hot / cold working environment	2	• Ensure adequate supply of potable water available on site • Ensure an adequate intake of water to prevent dehydration for both Hot and Cold temperatures • Ensure suitable clothing is worn at all times • Programme work activities to limit exposure to extreme temperatures	• Site Manager • Workers	3	• Safety Interactions • Task observations • Daily inspection
☒ Lasers	2	• Ensure only competent operators use lasers • Class 3 (B) and Class (4) must not be used on construction sites • Class 3 (A) and Class 3 (B) Restricted must not be used with theodolites and dumpy levels • Class 3 (B) Restricted lasers should not be used in dimly lit areas • Class of laser is displayed on the laser and are generally Class 2 if other classes are identified on site contact Regional HSE Coordinator	• Site Manager • Workers	3	• Safety Interactions • Task observations • Daily inspection

Occupational Health and Safety

☑ Manual handling (Lifting or Twisting)	2	- Assess the risks of the relevant task in relation to WHS Reg. S60 (SWMS). Wherever possible avoid: - Repetitive movements - Sustained or awkward postures - Repetitive or sustained forces - If repetitive manual handling tasks are encountered, appropriate rest breaks must be allocated - If tasks which involve high or sudden forces or vibration are encountered, consider a different system of work eg mechanical aides (plant) or job rotation - Use mechanical aides wherever practicable - Avoid repetitive lifting of materials between floors - Use team lifts where required - Adopt correct lifting techniques (Bend your knees and not your back, Keep the load as close to you as possible)	Workers	3	- Safety Interactions - Task observations
☑ Mobile plant operation	1	- Competent persons only to operate mobile plant and licensed operators only where required – see section 28 for licensing requirements - All plant operators are required to remain fit for work including by having a zero-blood alcohol reading - High visibility clothing - Mobile Plant checklist to be completed by operators - Prestart checks and logbooks completed where applicable - Ensure systems of work are established for the operation of mobile plant taking into account: - the Original Equipment Manufacturers manual; - outcomes from the plant risk assessment; - site specific requirements; and - the need for ROPS and FOPS - Plant will only be used for the purpose for which it was designed, or - Where plant will be used for a purpose other than that for which it was designed, the proposed use does not increase the risk to health or safety as assessed by a competent person - Plant that is not in use will be left in a state that does not create a risk to the health or safety of any person - Operators must ensure all work where there is a risk of falling has been adequately controlled including by: - Ensuring all workers using boom type EWPs wear appropriate harnesses and can provide evidence they have been trained in the use of these harnesses - Never standing on the handrails of a scissor lift	Competent persons	3	- Safety Interactions - Task observations - Daily inspection
☑ Structural alterations / support / Temporary Structures	2	- Conduct Daily Pre-Start Talk with all site personnel prior to commencement - Engage Structural Engineer to provide structural support plan - Ensure supports are in place according to plans prior to commencement - Where a structural alterations/support are required, Woollam will ensure that safe systems have been developed for the: - Erection and dismantling of the structural support systems and temporary structures - Prevention of persons falling - Management of potential falling - Management of penetrations - Structural support systems will be: - Designed by a qualified designer	- Site Manager - Workers	3	- Safety Interactions - Task observations - Daily inspection - Daily Pre-starts

Occupational Health and Safety

		- o Detailed on an up-to-date drawings/plans - o Authorised and signed off by a qualified designer when changes to the design or implemented system are required - o Installed by a competent person - o Included processes to verify the system is correctly installed in accordance with relevant legislation, codes and standards, manufacturers' requirements and relevant drawings/plans • Existing building structures, materials and foundations have been assessed and appropriate controls implemented prior to starting any alterations to the structure or construction of temporary structures • Ensure strict adherence to SWMS • Erect safety signage in work area • Erect barricade if required • Limit access to work area to employees involved in task only • Ensure correct PPE is provided and worn			
☐ Tilt Panel Erection	1	• Tilt panels provided with engineered certification prior to pouring including lifting points • Lifting plan to be provided prior to erecting panels. Lifting plan to consider: - o Sequence - o Panel weight - o Final panel location • Propping requirements and layout to be provided prior to erection • Woollam to ensure props are installed in accordance with propping requirements • Panel erection to be undertaken by competent and appropriately licensed (crane operator /dog man) workers	• Site Manager • Crane Operator • Dog Man • Competent Workers	2	• Safety Interactions • SWMS
☒ Health Surveillance	1	• If any of the following products is likely to be used on site, then workers conducting that task are required to be monitored using the WC OHS 036 Health Monitoring Program as a guide: - o Acrylonitrile - o Cadmium - o Crystalline Silica - o MOCA - o Polycyclic aromatic hydrocarbons (PAH) - o Arsenic - o Chromium - o Isocyanates - o Organophosphate pesticides - o Vinyl Chloride - o Benzene - o Creosote - o Mercury - o Pentachlorophenol (PCP) - o Thallium - o Lead	• Site Manager • HSE Manager • Regional HSE Coordinator	3	• Health Monitoring Program
☒ Ultraviolet Light (Sunlight)	2	• Ensure correct PPE is provided including 30+ sunscreen	• Workers	3	• Safety Interactions • Task observations
☒ Young workers / unskilled labour	2	• Maintain as much supervision as practicable • Program tasks to suit skill set of workers • Ensure tasks are explained adequately and information is effectively communicated • Minimize exposure to high risk activities	• Site Manager • Workers	3	• Safety Interactions • Task observations • Daily inspection
☒ Violence / Harassment	2	• Immediately remove from site any workers acting violently or harassing other workers • Notify Site Managers of incidents that may have a potentially violent outcome	• Site Manager • Workers	3	• Safety Interactions • Task observations

Occupational Health and Safety

		Program work activities of workers that have a history of violent tendencies or harassing behaviour, to ensure limited interaction with other workers with similar history			Daily inspection
☑ Workplace Stress	2	- Notify Site Managers of incidents that may have a potentially to create undue stress to someone - If a person is identified as being extremely stressed, the Site Manager is to contact the Project Manager or Regional Compliance Advisor - Ensure contact details for Employee Assistance Program (EAP) provider, Drake Workwise, are displayed on site - Compliance Manager to offer contact details of external counsellors - Minimize exposure to high-risk activities	- Site Manager - Workers	3	- Safety Interactions - Task observations - Daily inspection
☑ Biological / bacteria	2	- Strict adherence to SWMS is required - Engage external specialists if unsure of biological or bacterial matter - Engage external specialists to conduct task - Ensure adequate PPE is provided and worn - Refer to SDS if practicable	- Site Manager - Workers - External specialists	3	- Safety Interactions - Task observations - Daily inspection
☑ First Aid equipment & treatment		- Ensure a first aid kit of relevant size and type for the type of work being performed and the number of people on site at one time. - Ensure there is sufficient competent first aid providers are always available on site. - Ensure the location nearest medical treatment is added to the Emergency Response Plan	Site Manager		Daily inspection
☑ Client Occupation	1	- Regular meeting with client to be undertaken - Client Emergency Evacuation procedures to be communicated to construction workers including emergency contact details - Daily Pre-starts Talks to highlight any interaction between client and construction workers - Program works to have minimal effect on client wherever possible - Limit Deliveries and movement of Contractors around school grounds during school hrs. - Ensure the WC OHS 053 Electrical Isolation Checklist is completed prior to the following activities being undertaken - Isolation/de-energisation/re-energisation - Lock out and tag of electrical isolations - Working near energised electrical parts	Site Manager	3	- Safety Interactions - Daily Pre-starts - Meetings with client - WC OHS 053 Electrical Isolation Checklist
☑ Traffic and Plant Movement around site	1	- Daily Pre-starts to be undertaken to inform workers of the tasks being undertaken and the hazards involved - All workers moving vehicles or plant around site will be licensed appropriately - Plant inspections/logbooks to be completed where required - Direct all persons moving vehicles or plant around site to report to office initially - A traffic movement plan to be developed taking into account: - Anticipated volumes of mobile plant on site - Mobile plant access and movement - Worker/Pedestrian access and movement - Speed limitations - Requirement for exclusion zones and spotters - Traffic Management Plan (TMP) for work to be undertaken on roadways, road reserves and general public trafficable areas	- Site Manager - Plant operators - Workers - Traffic Management Consultant	2	- Daily Pre-starts - Plant inspections/logbooks - Traffic Management Plan - SWMS

Occupational Health and Safety

		- Where a TMP is required, Woollam will ensure that the TMP is prepared: - By a qualified and licensed person - In accordance with all relevant legislation, codes and standards - To include details around the methodology implementation and removal of traffic control devices - With approval from the relevant regulatory authority prior to implementation - Where a TMP is required, Woollam will ensure that the TMP is implemented: - In accordance with the TMP - By qualified and licensed persons - Regularly monitored for tampering and vandalism by completing checklists in line with their documented process or by completing the Woollam "Traffic Management Plan Weekly Checklist" - Reviewed for accuracy as the project develops			
☑ Concrete Pump	2	- Ticketed persons only to operate concrete pump and licensed operators only where required – see section 28 for licensing requirements - High visibility clothing - Mobile Plant checklist and or risk assessment to be completed and followed by operators. - Prestart checks and logbooks completed where applicable - Ensure systems of work are established for the operation of mobile plant taking into account: - the Original Equipment Manufacturers manual; - outcomes from the plant risk assessment; - site specific requirements; and - the need for ROPS and FOPS - Pipeline inspection reports - Annual boom inspection - Maintenance records - Plant will only be used for the purpose for which it was designed, or - Plant that is not in use will be left in a state that does not create a risk to the health or safety of any person - Ensure that the plant is set up on stable ground that is able to withstand the outrigger load on suitable dunnage. - Ensure all guards are fitted and serviceable. - Operators must follow the manufacturers manual and there SWMS.	- Pump Operator - Line Hand	3	- Daily Pre-starts - Plant inspections/ logbooks - Concrete pumping CoP

Occupational Health and Safety

Covid-19	2	- Health Assessment must be completed correctly by all workers and visitors to site on entry. - If a worker answers yes during the Health Assessment: - The Site Manager must obtain all personal details and contact details before leaving site. - The worker must have an approved COVID Test (Rapid Antigen Test/Polymerase Chain Reaction) and isolate until the results are received. - If the worker is a close contact of a confirmed positive COVID case then they must isolate for a minimum of seven days and follow all requirements set out by the local health authority - If the worker returns a positive test, they must contact the relevant Site Manager and local health authority and follow all instructions and requirements - Workers who have been required to isolate (positive COVID test or close contact with COVID symptoms), must comply with the relevant state requirements (7-day isolation and negative RAT test on Day 6 and COVID symptom free) - Close Contacts will <u>not</u> be required to quarantine so long as they - Get tested immediately upon developing any COVID 19 symptoms - Do not have COVID Symptoms - Test negative every second day for a week from the becoming a close contact (day 0, 2, 4 and 6) - Wear a mask outside the home for 7 days - Do not visit vulnerable settings (hospitals, residential aged care facilities, disability accommodation services, corrective services facilities and detention centres) for 7 days - Let their employer know they are a close contact and work from home if possible - You are not a close contact in you have had COVID 19 in the last 12 weeks Cleaning and Hygiene: - Hand sanitiser/soap must be available in all site offices, lunchrooms, meeting rooms amenities and any other place on site where workers will be required to sign anything or are likely to congregate. - Increased cleaning with disinfectant, should be undertaken in each common area. - Individual work groups must clean with disinfectant prior to leaving lunchroom. (Posters displayed to outline minimum cleaning requirements. - Woollam to clean amenities, door handles, and pens designated for common use on a regular basis (at least three times a day) Communication: - Display "hand wash posters" in all areas where hand sanitisers/ soap is located. - Display latest Government Health alerts in prominent location(s) on site Site Layout: - Tables and desks in all offices, lunchrooms and meeting rooms to be as per current government health alerts	Site Manager/ Foreman	3	- Site Manager/ Foreman/ Regional HSE Coordinator - Safety Interactions - Covid-19 HSE Requirements Inspection (Procore)
--	---	---	---	---	--

Occupational Health and Safety

- | | | | | |
|--|---|--|--|--|
| | <ul style="list-style-type: none"> ○ Chairs only provided to align with social distancing measures ○ Consult with workers to stagger smoko and lunch into work groups <p>• Pre-Start:</p> <ul style="list-style-type: none"> ○ Undertake prestart outside, if possible, to ensure all workers maintain social distancing as per current government health alerts ○ Open all doors in offices, meeting rooms, lunchroom and amenities (not cubicles in toilets) ○ Consider gazebos to provide additional shelter for meetings and lunchrooms ○ A cloud-based software system may be used to eliminate paperwork at Site Inductions and Pre-start Meetings <p>• Vaccinations:</p> <ul style="list-style-type: none"> ○ Based on the current public health orders, it will be an inherent requirement of the role for Woollam employees whilst performing work on the nominated workplaces ie all public and private healthcare facilities including hospitals, aged care and disability to provide proof of COVID-19 vaccination ○ Any Woollam staff member or contract partner (current or future) required to work in a nominated facility must provide proof of COVID-19 vaccination | | | |
|--|---|--|--|--|

2.1 Hazard / Risk Register Continued

The following Risk Calculator will be used to Risk Rate the identified Hazard / Risks for the Project and the Residual Risk Rating after Control Measures have been implemented.

Likelihood or Frequency	Consequence Severity				
	Low (No Injury)	Minor (First Aid)	Moderate (Medical Treatment Injury)	Major (Lost Time Injury)	Critical (Fatality)
Almost Certain	2 Medium	2 Medium	1 High	1 High	1 High
Likely	2 Medium	2 Medium	2 Medium	1 High	1 High
Possible	3 Low	2 Medium	2 Medium	1 High	1 High
Unlikely	3 Low	3 Low	2 Medium	2 Medium	1 High
Rare	3 Low	3 Low	2 Medium	2 Medium	2 Medium

1 High - does the hazard have the potential to kill or permanently disable you?

2 Medium - does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?

3 Low - does the hazard have the potential to cause a minor injury which would not disable you?

Control measures shall be selected according to the hierarchy of controls. In order of preference, these are:

1. **Elimination** - completely remove the hazard, or risk of exposure to the hazard. e.g. removal of a noisy machine from an otherwise quiet area or removing the need for stressful actions and movements by redesigning the work area or workflow.
2. **Substitution** – replacing one substance or activity with a less hazardous one. e.g. using a non-flammable solvent in the place of a flammable one or replacing an unstable machine with a stable one.
3. **Isolation** - can the hazard be isolated from the worker or the worker from the hazard?
4. **Engineering** – control the risk through engineering controls such as using enclosures, guarding, local exhaust ventilation, or automation. e.g. installing guards on machinery
5. **Administration** - policies and procedures for safe work practices e.g. Procedures to be followed for use of hazardous chemicals or processes, and lockout procedures.
6. **Personal Protective Equipment** – PPE should only be used where other measures are not practicable. e.g. respirators, ear plugs.

3. Risk Assessment

The hazards and risks related to projects undertaken by Woollam Constructions will be assessed by the Project Manager or his delegate in conjunction with the Regional HSE Advisor or his delegate and recorded in Section 2 Risk Register of the WHS Management Plan for each Project. The Occupational Health and Safety Management Manual will also identify legislative criteria relevant to the hazards and risks and relevant to the State in which the project is located.

If required, the Site Manager, in consultation with the Regional HSE Coordinator, shall conduct a formal risk assessment of any task, and shall record the results on the WC OHS 028 Risk Assessment. When conducting this risk assessment, it will take in the likelihood and consequence of injury, illness and injury occurring and reference any available information on the hazard including records of incidents, illnesses and disease. Some reference areas would include the safety statistics spreadsheets on the server and relevant authorities' websites.

Identified risks will be reduced to **So Far As Reasonably Practicable (SFARP)** by the application of control measures.

SFARP should not be above Moderate.

In the event of a task having a level of risk, where no matter what controls are put in place, it still remains a **High Risk**, practical risk control priorities such as, Work Permits, increased inspections or supervision will be implemented.

Recommended control measures identified from the Risk Assessment, will be implemented in the form of Safe Work Method Statements.

3.1 Supporting Documents

WC OHS 028 Risk Assessment

4. Safe Work Method Statement Register

The following is a list of Woollam Constructions' Safe Work Method Statements. A cross in the corresponding box will indicate it is required on this particular project:

High Risk Construction Work SWMS	Req'd	SWMS	Req'd
Working at Heights	X	General Site Work	X
Demolition and Structural Alterations	X	General Internal Carpentry	X
Friable Asbestos Removal		General External Carpentry	X
Non-friable Asbestos Removal		General Concrete Work	X
Trenching and Excavation work	X	Respirable Silica Dust	X
Pre-cast and Tilt up Concrete Erection			
Working with or Near Mobile Plant	X		

All Safe Work Method Statements submitted by Contract Partners shall be reviewed by Woollam Constructions for adequacy and recorded on the online Safe Work Method Statement Checklist. A completed copy of the Safe Work Method Statement Checklist will be kept electronically as evidence of review.

If there are deficiencies listed on the Safe Work Method Statement Checklist, the Safe Work Method Statement shall be returned to the Contract Partner, and the Contract Partner shall make the required changes to the Safe Work Method Statement prior to commencing work.

Any alterations or amendments to a Safe Work Method Statement must be communicated to the relevant employees by Woollam Constructions or the relevant Contract Partner via a Daily Prestart Meeting and recorded on the relevant SWMS and Daily Prestart Talk form.

Contract Partner's SWMS will be filed either in hard copy on site, electronically in the relevant project online portal or both. In the event of a notifiable incident, then this WHSMP, and any relevant SWMS, will be retained for a minimum period of two years.

PROJECT NAME:		Northern Beaches State High School	
NUMBER	CONTRACTOR	DATE	COMMENTS
1			
2			
3			

PROJECT NAME:		Northern Beaches State High School	
4			
5			
6			
7			
8			
9			
10			

4.1 Supporting Documents

WC OHS 004 (a-k) Safe Work Method Statement

Safe Work Method Statement Checklist (electronic document)

5. Site Safety Rules

Any safety non-compliance regarding the Employees or Contract Partners workplace, work activities, plant and equipment, non-compliance to their Safe Work Method Statements, or non-compliance to Woollam Constructions Site Safety Rules will adversely affect the Employees and Contract Partners continuation of work with Woollam Constructions.

- First warning will be verbal, name registered, and Hazard Report issued;
- Second warning will be re-induction to site for the worker and supervisor. This will include retraining in SWMS. A Second Breach will be issued.
- Third warning a Hazard Report issued, and Woollam Constructions will ask the employee / Contract Partner to show cause within 24 hours, as to why the employee / Contract Partner should not be removed from site.

5.1 Site Entry Requirements

- All workers must present a General Safety Induction Card. No worker will be able to conduct site works without a General Induction Card.
- All visitors and workers must report to the site office, sign in and be escorted at all times
- Workers are required to park their personal vehicles as instructed by the Site Manager/Site HSE Advisor, failure to do so a first warning will be issued.
- All Contract Partners and workers to sign in on the cloud-based software system
- Where a workers numbers board has been deemed required, Contract Partner workers numbers to be updated daily.

5.2 Prestart

Prestart meetings are to be attended every morning by all Contract Partners and Contract Partners Supervisor. Special high risk prestart to be attended by supervisors on site to ensure all workers are aware of up-and-coming high-risk tasks e.g. post tensioning, crane lifts, confined spaces etc. All workers to sign prestart as part of the sign in / sign out procedure.

5.3 Safe Work Method Statements

Once the Site Manager/ HSE Advisor has approved the Contract Partners Safe Work Method Statement, the Contract Partner will comply with their Safe Work Method Statement, the Principal Contractors WHS Management Plan and the Site Safety Rules at all times. Review of SWMS to be conducted quarterly or as per site requirements.

5.4 Personal Protection Equipment

5.4.1 Head Protection

- The wearing of hard hats is mandatory at all times whilst on site.

5.4.2 High Visibility

- The wearing of high visibility long sleeved shirts is mandatory. Visitors are required to wear long sleeved shirts and Hi-Vis vest to be worn at all times whilst on site.

5.4.3 Eye Protection

- Eye protection is to be worn where there is any possibility of objects entering the eye.
- Welding masks must be worn when using any welding equipment.

- Appropriate welding shields to be installed to protect all other workers on site where appropriate.
- Oxy goggles to be worn when using gas cutting equipment.

5.4.4 Hearing Protection

- Protection is required to be worn where the noise levels exceed exposure standards for noise (Laeq,8h of 85dB(A) or an Lc, peak of 140dB(C)).

5.4.5 Respiratory Protection

- Respiratory Protection must be worn any time there is cutting or grinding of fibrous materials including silica containing products.
- Respiratory protection must be used in accordance with the relevant SDS for the substance being used at the time.
- All dust generating activities are prohibited.
- A fit test register must be provided by the Contract Partners for all workers using RPE as a control.
- Engineering controls, mechanical extract or water suppression is required for all dust generated activities. Workers conducting task and workers working in the vicinity must wear appropriate RPE. Workers not requiring RPE whilst using an engineering control must produce a hygienist report identifying the engineering controls are sufficient.
- Vacuums with H & M filters to be used instead of sweeping and bags to be disposed of correctly.
- Wet down of high traffic areas with water to suppress dust.

5.4.6 Foot Protection

- All workers are required to wear safety boots at all times they are on site. Boots must have a construction that carries above the ankle, consists of a leather upper and laces for support.
- Visitors approved by the Site Manager may wear only enclosed footwear and must always be escorted by an inducted person.

5.4.7 Hand Protection

- Suitable hand protection must be carried on your body at all times. Gloves must be worn when conducting manual tasks and/or as per the approved SWMS.
- Appropriate gloves must be used in accordance with the relevant SDS for the substance being used at the time. SDS to be provided and maintained by Contract Partners.
- Gloves must be worn at all times when handling any light gauge steel framing products or sharp objects.

5.4.8 Sun Protection

- Long sleeved shirts must be worn at all times and Sun Block shall be worn on unprotected areas of skin as conditions require.
- Brims on hard hats are encouraged to be worn whilst working outdoors.

5.5 Alcohol and Drugs

- Random drug and alcohol testing are conducted on this project.
- No illegal substances or alcohol are permitted on the project site.
- Workers will not consume alcohol or drugs during working hours.
- Workers will be fit for work, and if prescription drugs are taken that may affect work safety, the Site Manager/HSE Advisor must be notified before the start of works.

5.6 Amenities

The following amenities will be provided for all workers:

- Toilets.
- Facilities for washing hands and face.
- Clean drinking water.
- Room or shelter where meals can be taken.
- Toilets must be used – urinating elsewhere is not permitted.

All workers are expected to help maintain the amenities in clean and tidy manner and report to the Site Manager/HSE Advisor if amenities require maintenance, repairs or moving

5.7 Plant Operation

- Only ticketed/competent persons shall operate plant on site. Competency needs to be ascertained by a Registered and qualified RTO.
- Operators of scissor lifts must be in possession of an appropriate qualification i.e. a yellow card to operate onsite.
- Contract Partners and workers shall supply the Site Manager/compliance officer with copies of Certificates of Competency or other relevant qualifications before starting work.
- Contract Partners shall supply the Site Manager/compliance officer with evidence that plant brought onto the site is safe for use before starting work.
- Plant Operators must complete the WC OHS 056 Mobile Plant Checklist before undertaking any tasks and an induction sticker issued to the plant operator to be placed on the plant.
- All mobile plant will have roll-over protection, operational warning lights, fire extinguishers and reversing alarms fitted and working.

5.8 Electrical

- All portable electrical equipment must be tested and tagged three monthly and maintained in a serviceable condition, this includes all site containers and offices where power is being used.
- Temporary power boards to be fixed securely to the ground or wall at all times.
- Double adapters and/or piggyback adapters of any kind are prohibited.
- Residual Current Devices (RCD) must be fitted to all construction wiring and portable generators.
- Portable generators must have appropriate earthing mechanisms and RCD protection.
- All temporary power boards must be installed by a licensed electrician and comply with the requirements set out in AS/NZS 3012:2010.
- A register must be kept and maintained on site for all RCD trip tests.
- Electrical leads must be tested, tagged, less than 30 metres and protected from damage and liquids at all times.
- Wherever practical leads should be elevated off the ground on insulated hooks or lead stands. Never wrap electrical cables around metal objects.
- Electrical contractors must complete the Electrical Isolation checklist prior to any electrical isolation.

5.9 House Keeping

- All access and egress to be kept clear of all materials including travel paths around and through the project.
- The work site shall be kept neat and tidy at all times.

- Employees and Contract Partners are to place their rubbish into the skip provided at the end of each day.
- Contract Partners may be back charged for removal of any rubbish left overnight.

5.10 Interference with Safety Measures

- The removal or alteration of hoardings, scaffold guardrails, edge protection, penetration covers, temporary power boards and other measures designed to protect against safety risks without the approval of the Site Manager is an offence and may be reported to State authorities.

5.11 Safety Incidents

- Employees and self-employed persons must notify the Site Manager/compliance officer of all incidents, injuries, illnesses, equipment damage and near misses immediately.
- The scene of any incident shall not be interfered with until the Site Manager/compliance officer or his delegate has provided authority to proceed.

5.12 Ladders

- Ladders on site are to be platform ladders as per the code of practice and AS1892. No milk crates or the like to be used as a platform to work off.
- Contract Partners using planks need to be 450mm wide and a handrail installed if working above 2m. Ladders need to be well maintained, industrial standard with a load rating of 120kg as a minimum.
- Ladders used for access and egress must be positioned 4:1 and secured top and bottom and extend 1m above stepping off point.
- Task specific activities requiring the use of step ladders will be considered upon receipt of an approved risk assessment.
- 600mm and 900mm A frame step ladders are not permitted on site.

5.13 Grinders

- No 9" grinders to be used on site.
- Whilst cutting metal with drop saws full face shields must be worn.

5.14 Scaffolding

- Only a licensed scaffolding is permitted to alter or adjust scaffolding onsite with permission from the licensed scaffolder who originally constructed the structure.
- All unauthorised adjustments of scaffold by an unlicensed person this includes removal of hop ups, kickboards and handrailing will result in immediate removal from site and may be reported to State authorities.
- All scaffolding is required to be constructed in a compliant manner and that is fit for purpose.

5.15 Site Specific Rules

- No smoking on school grounds.
- Not have discussions with students, even if the student is known by or is related to the Contractor or the Personnel, except for the purposes of giving a direction for the purposes of ensuring the safety of students.
- Not enter or use any student toilets.
- Not use foul or obscene language within the school grounds.

- No offensive clothing including no singlets.
- All workers required to remain in designated construction areas at all times.
- No parking on site unless prior authorisation has been approved.
- Workers to follow all instructions given regarding the existing facility's emergency evacuation and lock down procedures.
- Limited movement of Contractors around the School grounds during school times.
- No work to be undertaken without an authorised in date WAAP

6. Common Plant

Common Plant is plant that is provided by the Principal Contractor for use by any person at the workplace.

The use of common plant is only for workers that are appropriately competent for the relevant plant. The user of the plant must provide evidence of competence before operating the plant.

All plant must be maintained, inspected, checked and records kept according to the following register.

Plant found to be unsafe must be “locked out” according to the process in Section 29 Electrical Equipment Register. All unsafe plant must be reported to the Site Manager immediately to arrange for repairs.

Common plant provided for this project will be:

All Emergency Equipment identified in the Emergency Preparedness and Response Checklist should be added to this register.

Items of common plant	Maintenance and use of common plant
Amenities – Site Office, Lunchrooms, Toilets and Meeting Rooms	To be maintained as required, including the implementation of COVID controls, by Woollam Construction site staff
Site Fence	To be always maintained by Woollam Constructions Site Staff

Firefighting equipment		
EQUIPMENT TYPE	TEST DATE	DUE DATE

7. Hazardous Substance and Dangerous Goods Register

Hazardous Substances and Dangerous Goods must be listed in the Hazardous Substance and Dangerous Goods Register and an SDS must be provided to the Site Manager before they are brought onto site. A copy of the Hazardous Substance and Dangerous Goods Register and accompanying SDSs will always be kept in the Site Office and available to workers.

Contract Partners shall be responsible for providing an SDS and ensuring safe work methods are adhered to for all Hazardous Substances and Dangerous Goods required for completing their work activities.

Contract Partners shall be responsible for the safe storage and handling of their Hazardous Substances and Dangerous Goods.

Where a Hazardous Substance or Dangerous Good are to be used on the site by an employee of the Principal Contractor, Woollam Constructions will ensure the controls listed in the SDSs are implemented.

Product Name	Dangerous Good	Hazardous Substance	Quantity Held	MSDS Available	Storage Location

8. Emergency Response Plan

Woollam Constructions has identified the most likely potential emergency situations for construction activities. Generic situations and appropriate actions are recorded on the WC OHS 014 Emergency Response Plan.

The WC OHS 014 Emergency Response Plan will be displayed in prominent locations on site (site office and lunchroom).

Site Specific Emergency scenarios will be identified using the WC OHS 058 Emergency Preparedness and Response Checklist

Site Managers and other workers nominated as Emergency Coordinators will be required to undertake the WC OHS 103 Emergency Response Training and participate in development of the Emergency Preparedness and Response Checklist during the site establishment phase.

The Emergency Preparedness and Response Checklist shall formally assess the suitability, location and accessibility of emergency equipment and identify potential Emergency Scenarios. It shall also determine the first aid system, facilities and number of first aid providers, appropriate for the project and the organizational risks.

8.1 Supporting Documents

WC OHS 014 Emergency Response Plan

WC OHS 058 Emergency Preparedness and Response Checklist

9. Evacuation Plan

A copy of the Project Evacuation Plan will be recorded on the WC OHS 099 Emergency Evacuation Plan Template and will be displayed in a prominent location on site (site office and lunchroom) once the site has been established.

The evacuation will contain the following:

- Emergency Assembly Area
- First Aid
- Amenities
- Siren Location
- Fire Fighting Equipment

Employees and Contract Partners shall be informed of the Evacuation Plan for the Project, as part of the Site Induction Process, and evidence will be recorded on a cloud-based software system.

9.1 Supporting Documents

WC OHS 099 Emergency Evacuation Plan

10. Site Diary

The Site Diary for the project will be undertaken on a cloud-based software system each day by the Site Manager. The Site Diary will be used to record the following:

- Notes Register – the notes register is to record activities that could include but not be limited to:
 - Incidents;
 - Hired Plant information;
 - Activities and associated hazards on site;
- Weather conditions
- Timecard entry – a record of all Woollam Constructions' employees worked hours
- Man Hours Register – a record of all Contract Partner's worked hours

All completed Site Diaries will be filed, and can be accessed, through the relevant project online portal.

11. Weekly Safety and Environmental Site Inspection

The Site Inspection for the project will be undertaken on the cloud-based software system, Procore.

Weekly Safety Inspection – undertaken each week by the Site Manager on the inspection's portal of cloud-based software system. Using the template refer to each prompt and mark pass, fail or N/A. An observation will be created for any follow up actions required. Observations will be documented including a description of what action is required, who is to complete the action and when it must be completed. Once observations have been rectified to an approved and satisfactory standard that they should be closed out.

All completed Weekly Safety and Environmental Inspections will be filed, and can be accessed, through the relevant project online portal.

12. Site Induction

In accordance with relevant state legislation, Woollam Constructions shall ensure a person has attended General Construction Safety Induction Course and been given a Site-Specific Induction for the workplace before allowing the person to start construction work. In addition to the Site-specific induction, all workers are required to complete the Woollam Safety Induction prior to commencing work on site. Workers will be required to complete a Woollam Safety Induction every 18 months.

Evidence of the General Construction Safety Induction, the Woollam Safety Induction, the Site-Specific Induction and any applicable high-risk licence or letter of competency shall be recorded on a cloud-based software system (SignonSite)

Topics to be covered in the Site-Specific Induction include:

- Project details
- Project goals
- Top project risks
- Site entry requirements including PPE requirements
- Emergency evacuation and contact details
- Site specific information including working hours, delivery information and parking arrangements
- Woollam Way policy

Topics to be covered in the Woollam Safety Induction include:

- The Golden Rules
- Safe work method statements
- Working at heights
- Site Safety Rules
- Young workers
- Mental health
- Software systems
- Primary hazards
- Plant and equipment requirements
- Consultation
- Right of entry
- COVID 19 requirements

12.1 Supporting Documents

Site Induction Record (electronic form)

13. Incident Investigation Report

Incident investigations will be recorded on the Incident Investigation Report form on a cloud-based software system and notification will be in accordance with the WC OHS 013 Incident Notification Flowchart.

The Site Manager, in conjunction with the Regional HSE Coordinator, will ensure that investigations are conducted according to the WC OHS 051 Incident Investigation Procedure.

Corrective and Preventive measures will be introduced where appropriate and recorded along with prescribed timeframes, on the Incident Investigation Report on a cloud-based software system.

Incident Investigation Reports will be forwarded to the relevant people for action and follow up according to the WC OHS 013 Incident Notification Flowchart.

For notifiable incidents or where requested by the client, the Site Manager, in conjunction with the Regional HSE Coordinator, will complete an Incident Investigation Analysis.

All completed Incident Investigation Reports shall be kept on site or electronically until the completion of the Project and after the project, in line with the WC QA 018 Records Management Procedure.

13.1 Supporting Documents

Incident Investigation Report (electronic form)

WC OHS 013 Incident Investigation Flowchart

WC OHS 051 Incident Investigation Procedure

WC OHS 102 Incident Investigation Analysis

14. Incident Notification

Reporting is to be as per WC OHS 013 Incident Notification Flowchart.

The WC OHS 013 Incident Notification Flowchart is to be displayed in prominent locations around the site (site office and lunchroom)

Where there is a death of a person, a serious injury or illness of a person or a dangerous incident, the Regulatory Authority must be notified immediately after becoming aware of the incident. Notification can be by phone or in writing (email or online). Consult with the Project Manager, Regional Manager, HSE Manager or Regional HSE Coordinator for further advice prior to notifying authorities.

A copy of the Incident Investigation Report is to be forwarded to the Regional HSE Coordinator.

All completed Incident Investigation Reports shall be kept electronically until the completion of the Project.

14.1 Supporting Documents

WC OHS 013 Incident Investigation Flowchart

15. Hazard Report Form

Where a Contract Partner or Woollam Constructions' employee is found to be non-compliant in regard to their workplaces, work activities, plant and equipment, noncompliance to Safe Work Method Statements, or noncompliance to Woollam Constructions' Site Safety Rules then a Hazard Report will be issued to the offending worker on a cloud-based software system.

Where an Employee or Contract Partner has been issued with 3 Hazard Report forms on any one project, regarding the Employees or Contract Partners workplace, work activities, plant and equipment, noncompliance to their Safe Work Method Statements, or noncompliance to Woollam Constructions' Site Safety Rules, Woollam Constructions will ask the Employee or Contract Partner to show cause within 24 hours, as to why the Employee or Contract Partner should not be removed from site. Failing a response, which in the discretion of Woollam Constructions, properly addresses the matter of concern, and which addresses the Employees or Contract Partner's future compliance regarding the Employees or Contract Partners workplace, work activities, plant and equipment, Safe Work Method Statements, or Woollam Constructions' Site Safety Rules, Woollam Constructions may, in its discretion, remove the Employee or Contract Partner from the relevant site and suspend the Employees or Contract Partners re-entry to the site, until such time as the issues are, in the discretion of Woollam Constructions, properly addressed.

Any delay costs associated with an employee or Contract Partner being suspended from a Woollam Constructions' site will be recovered from that employee or Contract Partner.

All Hazard Report forms shall be sent to the HSE Manager who will ensure they are discussed during the HSE Leadership Meeting.

All completed Hazard Report forms shall be kept electronically.

15.1 Supporting Documents

WC OHS 006 Hazard Report Form

WC OHS 055 Hazard Reporting Procedure

16. Daily Pre-start Minutes

Daily Pre-start talks will be used as a means of involving and consulting with employees in order to obtain consultation on OHS issues and procedures to control risks. Issues arising out of Daily Pre-Start Meetings will be recorded on the WC OHS 098 Daily Pre-start Talk Minutes or on a cloud-based software system.

Issues raised during Daily Pre-Start Talk Meetings, that cannot be resolved at a Site Level, will be communicated to the Regional HSE Coordinator for resolution. If a resolution is not achieved, the Regional HSE Coordinator will raise the issues with the Manager HSE who will ensure it will be discussed during the Leadership Team Meeting for resolution. The results of the resolution at the Leadership Team Meeting will be communicated to the relevant Regional HSE Coordinators who in turn will notify the site where the issue was raised by the completing and participating in a toolbox talk with all workers to discuss the results. The Regional HSE Coordinator will ensure the issues raised are addressed in the prescribed timeframe.

Site Managers will conduct Daily Pre-Start Talks with employees and Contract Partners to communicate and discuss:

- The activities planned for the site
- The issues and hazards arising from those activities
- Details of work other than routine work being carried out
- Potential for any serious risk
- Likelihood of affecting members of the public or other non-employees
- Changes to the WHSMP including changes to the Risk Register
- General Site issues
- Issues raised by workers and team members

All completed Daily Pre-Start Talk Minutes records shall be kept on site or on the cloud based software system until the completion of the Project.

16.1 Supporting Documents

WC OHS 098 Daily Prestart Talk Minutes

17. Toolbox Talk Minutes

Woollam Constructions will utilize toolbox talks in two manners:

1. Pre-prepared toolbox talk templates are available on the intranet. There are twelve templates covering various issues and they are available for the Site Managers to use to convey a particular safety message. The following topics are covered by these templates:

- Manual Handling
- PPE
- Responsibilities
- Slips, Trips and Falls
- Scaffolding
- Snake bites
- Safe use of step ladders
- Housekeeping
- Fire Extinguishers
- Noise
- Working around mobile plant
- Chemical Spills
- Workplace Relations Information

Site Managers will present one toolbox talk per week and all workers on site including Contract Partners are expected to attend and sign the back page as evidence of attendance.

2. Toolbox talks will be undertaken prior to high-risk activities such as Tilt Panel Erection. These toolbox talks will be attended by all workers involved in that particular high-risk activity and will discuss the hazards, risks and controls to be used whilst undertaking the high-risk activity. The information discussed will be recorded on WC OHS 008 Toolbox Talk Minutes or on the Contract Partners Toolbox Talk form/template and all workers will sign as evidence of attendance. Once complete the Site Manager will gather the completed toolbox talk and keep on site until the completion of the Project.

The Toolbox Talk Minutes will be displayed in a prominent location on site (lunchroom) for other employees and Contract Partners to read when they arrive on site.

All completed Toolbox Talk Minutes shall be kept on site or electronically until the completion of the Project.

17.1 Supporting Documents

WC OHS 008 (a-m) Toolbox Talk Minutes

18. Safety Interactions

Safety Interactions will be completed by the Site Manager, or his delegate to increase the site conversations around safety, to identify safe work practices and to identify and correct unsafe work. This will be done using the inspections portal of a cloud-based software package.

When completing the Safety Interaction, the following points will be discussed:

- Is the work being completed safely?
- If the work is being completed safely, then:
 - Comment on the safe aspects of work
 - Ask if the worker has any safety concerns
- If the work is being completed unsafely, then:
 - Record the workers' name
 - Is there a safer way to complete the task? **If not**, then stop work and review SWMS
 - Record what the unsafe act/condition was

Safety Interactions will be completed in line with the Inspection Matrix.

All completed Safety Interactions can be accessed through the relevant project online portal.

19. Critical Control Verification Inspection

Critical Control Verification Inspections (CCVI) will be completed by the Site Manager, Site Foreman/Leading Hands and Site HSE Advisors (where applicable), to verify critical control measures for nominated high-risk activities have been implemented effectively. The controls to be verified will be detailed on the online template for each respective activity. The frequency of inspections will be in line with the Inspection Matrix.

When completing the CCVI, the following points should be followed:

- Identify which high risk activity is being undertaken
- Mark other activities as N/A
- Respond to each of the questions on the template for the relevant activity
- Where the nominated control is in place mark as pass and provide a photo or comment
- Where the nominated control is not in place, mark as fail and provide a photo or comment
- Where possible have the nominated control implemented immediately and record the corrective action
- Where the nominated controls are unable to be implemented immediately, please raise the issue through the online portal
- Where an issue has been raised on the online portal, ensure the issue has been rectified to an approved and satisfactory standard and then the issue should be closed out
- Once complete close the inspection out

All completed CCVIs will be filed, and can be accessed, through the relevant project online portal.

20. HSE Planning Tool

The HSE Planning Tool will be completed by the Regional HSE Coordinator in consultation with the Site Manager and Site HSE Advisors (where applicable), to identify high risk activities and discuss controls on a weekly basis. A record of the identified and risks and the intended controls will be kept on a cloud-based software system.

21. Task Observations

Task Observations will be completed by the Site Manager, Project Managers, relevant Contract Partners and an HSE Resource, where available, weekly, to monitor and evaluate the effectiveness of implemented control measures detailed on employee and Contract Partner Safe Work Method Statements. This will be done using the inspections portal of a cloud-based software package.

When completing the task observation, the following points should be considered:

- Has a SWMS Checklist been completed?
- Have all relevant workers signed the SWMS?
- Does the SWMS identify all hazards and appropriate controls?
- Are all high-risk activities being undertaken included in the SWMS?
- Are controls for all high-risk activities being undertaken included in the SWMS?
- Are all listed controls being implemented correctly?
- Are hazardous substances being used? Have current SDSs been provided for all hazardous substances?
- Is all Personal Protective Equipment (PPE) nominated in the SWMS being used correctly?
- Is the PPE in good condition?

Outcomes of the discussions with workers should be recorded.

Risks and opportunities (a more productive method to conduct a task etc.) should also be recorded.

An observation will be created for any follow up actions required. Observations will be documented including a description of what action is required, who is to complete the action and when it must be completed. Outstanding observations can be viewed on relevant project online portal. Once observations have been rectified to an approved and satisfactory standard that they should be closed out.

All completed Task Observations can be accessed through the relevant project online portal.

22. Emergency Drill Evaluation

An Emergency Drill of the site will be conducted at least once during the project or once every six months. They should be scheduled on site to ensure that they are scenario based and test a variety of potential emergency situations.

We will follow the School Evacuation process in an emergency this will be incorporate in the induction.

The drill will be analysed, and any follow up actions identified. These details will be recorded on the Emergency Drill Evaluation form on a cloud-based software system. Once all follow up actions are complete than the evaluator shall sign the evaluation form.

This form will be kept electronically.

22.1 Supporting Documents

Emergency Drill Evaluation (electronic document)

23. Site Personnel Sign In

All persons entering and exiting the site will sign in and sign out on a cloud-based software system.

The following information will be recorded:

- Name;
- Company;
- Date;
- Acceptance of Daily Pre-start
- Time in;
- Time out.

Sign in information will be filed, and can be accessed, through the relevant project online portal.

24. Consultation, Co-Operation and Co-Ordination

Under the current legislation there is no requirement to establish a safety representative or safety committee, unless:

- In relation to a health & safety representative – a request is made by a worker
- In relation to a health & safety committee – a request is made by 5 or more workers or a health & safety representative

At the beginning of the project Woollam Construction will assess the need for workgroups, safety representatives and/or safety committee based upon the size and associated risks of the project. If there is a requirement for a safety representative, workgroups will be formed, nomination will be requested, and an election will be arranged (if needed). The safety representative will be provided with the relevant training to perform this role.

The primary function of a Safety Committee is to assist cooperation between employer, principal contractor, and worker in developing and carrying out measures to ensure health and safety at a workplace. Workers will be consulted and given the opportunity to be involved with OHS issues and decisions.

All Safety Committee Meeting will be recorded on the WC OHS 012 Safety Committee Meeting Minutes.

Consultation occurs in reference to, but is not limited to the following topics discussed in Safety Committee meetings;

- Legislative Changes
- Objectives and Targets
- Training and education
- Reviewed / Amended Safe Work Method Statements
- Incidents
- Progress on Action Items
- Audits / Inspections
- Hazard Reports
- General Business

The Minutes from Safety Committee Meetings will be posted on Site Safety Notice boards for perusal by the workers at the workplace.

Issues raised during Toolbox Talks and Safety Committee Meetings, that cannot be resolved at a Site Level, will be communicated to the Regional HSE Coordinator for resolution. If a resolution is not achieved, the Regional HSE Coordinator will raise the issues with the Manager HSE who will ensure it will be discussed during the Leadership Team Meeting for resolution. The results of the resolution at the Leadership Team Meeting will be communicated to the relevant Regional HSE Coordinators who in turn will notify the site where the issue was raised by the completing and participating in a toolbox talk with all workers to discuss the results. The Regional HSE Coordinator will ensure the issues raised are addressed in the prescribed timeframe.

24.1 Supporting Documents

WC OHS 012 Safety Committee Meeting Minutes

25. Statement of Responsibilities

Activity	Responsible Person	Type of action and records
Hazard identification, assessment and control.	Project Manager – Cameron Robinson Site Manager – Clinton Carroll Site HSE Advisor - NA HSE Manager – Cameron Stewart Regional HSE Coordinator - Rod Simonsen	- Hazard Risk Register in WHS Management Plan - Hazard Report report
Compliance with State Legislation, Appropriate Standards, Codes of Practice and Site Safety Rules.	Project Manager – Cameron Robinson Site Manager - Clinton Carroll Site HSE Advisor - NA HSE Manager - Cameron Stewart Regional HSE Coordinator - Rod Simonsen	- Surveillance - Task Observation - Safety Interactions
Assessment of Contract Partners OHS capabilities and performance on the job.	Project Manager – Cameron Robinson Site Manager - Clinton Carroll Site HSE Advisor - NA HSE Manager - Cameron Stewart Regional HSE Coordinator - Rod Simonsen	- Review of Contract Partner's Safe Work Method Statements - Task Observations and Safety Interactions - Site Audits - Contract Partner Tender Interview
Workplace injury management and rehabilitation.	HSE Manager - TBA Regional HSE Coordinator - Rod Simonsen	- Register of Injuries - Medical Certificates and Workers' Compensation documents will be held at Regional Office
Consult and Communicate OHS&R information to all site personnel in the lead up to and during project.	Project Manager – Cameron Robinson Site Manager - Clinton Carroll Site HSE Advisor - NA HSE Manager - Cameron Stewart Regional HSE Coordinator - Rod Simonsen	- Site induction for all employees and Contract Partners - Toolbox talks and Daily Pre-start meetings - Safety Alerts - WHS Management Plan sent to Contract Partners
Provide general construction, work activity and site-specific induction training to all site personnel.	Site Manager - Clinton Carroll Site HSE Advisor - NA	Site induction for all Woollam Constructions' employees and Contract Partners

Activity	Responsible Person	Type of action and records
Provide first aid equipment and maintain first aid stocks.	Project Manager – Cameron Robinson Site Manager - Clinton Carroll Site HSE Advisor - NA HSE Manager - Cameron Stewart Regional HSE Coordinator - Rod Simonsen	- All Woollam Constructions' Sites have first aid kits - First Aid Providers' names and contact numbers posted in the crib room and site office - Contract Partners to provide name and contact details for their first aid providers
Manage accident and emergency procedures.	Site Manager - Clinton Carroll Site HSE Advisor - NA	- Site induction for all Woollam Constructions employees, Contract Partners and visitors. - Emergency Evacuation Drill - Registers updated regularly - Regular inspections of first aid kit contents
Making sure that the Site Safety Rules are available and provided to people who may work on or visit the site.	Project Manager – Cameron Robinson Site Manager - Clinton Carroll Site HSE Advisor - NA HSE Manager - Cameron Stewart Regional HSE Coordinator - Rod Simonsen	- Site Safety Rules developed for the Project - Site Safety Rules displayed in a prominent position on site (site office and lunchroom) - Discussed during Site Specific Induction
Managing communication between OH&S Workplace Committee (where applicable).	Site Manager - Clinton Carroll Site HSE Advisor - NA	- Establishment of OH&S Workplace Committee (if requested) - Minutes of OH&S Workplace Committee Meetings - Toolbox Talks
Providing the Woollam Construction Sub Contractors with the WHS Management Plan.	Contracts Administrator / Project Manager – Cameron Robinson/Jemma Robinson	Supplied to Contract Partners during the letting of contracts.
Preparing, maintaining and making accessible the register of hazardous substances.	Site Manager - Clinton Carroll Site HSE Advisor - NA Regional HSE Coordinator - Rod Simonsen	- Site Manager will make accessible in the site office. - Administration prepares and updates in conjunction with site foreman.
Ensuring that before starting work on site all personnel attend suitable induction training courses.	Site Manager - Clinton Carroll Site HSE Advisor - NA Regional HSE Advisor - Rod Simonsen	- Submissions of SWMS are checked for current training history. - Copies of general induction cards taken during induction - On site induction process requires proof of training
Incident Reporting.	Site Manager - Clinton Carroll Site HSE Advisor - NA Regional HSE Coordinator- Rod Simonsen	Incidents are to be investigated and recorded on the Incident Investigation Report and notification as per the Incident Notification Flowchart.

Activity	Responsible Person	Type of action and records
Site Access and Egress.	Site Manager - Clinton Carroll Site HSE Advisor - NA	The work site is to be secured and safe access and egress is to be developed and maintained
Keeping OHS Records.	Site Manager - Clinton Carroll Office Administrator – Pippa Turner	- Copies of SWMS, Induction, accident reports etc are kept on site - On completion of Project, OHS Records are archived as per Records Management Procedure

26. OHS Training

26.1 WHS Management Plan Training

Site Managers/Leading Hands will receive training in the use of this Management Plan using the WC OHS 096 WHSMP Training Program at the commencement of each project. Evidence will be recorded on the WC OHS 097 WHS Management Plan Training Program Questionnaire and saved in the WHS Management Plan for the Project.

26.2 Safe Work Method Statement Training

Supervisors, either Woollam or Contract Partners, will train their employees in the requirements of Safe Work Method Statements when they first enter the work site. Training will be evidenced by the inductees signing onto the Safe Work Method Statement for their respective tasks / work activities.

Any alterations or amendments to the Safe Work Method Statements will be communicated to the employees via a Toolbox Talk Meeting, and a copy of the revised Safe Work Method Statement will be posted on the site Safety Noticeboard for perusal by employees and Contract Partners.

Contract Partners will be required to review and where required amend their Safe Work Method Statements quarterly.

26.3 Recognition of Contract Partner's Competency

Woollam Constructions shall ensure all Contract Partners' workers produce satisfactory evidence as to the competency of the work they are expected to undertake, through the presentation of the certificates or letters of competencies, training logbooks and where applicable, licenses. These records will be recorded on a cloud-based software system.

26.4 Supporting Documents

WC OHS 096 WHSMP Training Program

WC OHS 097 WHSMP Training Questionnaire

27. Incident Management

The WC OHS 051 Incident Investigation Procedure will be followed for all incidents on this site. Incident investigations will be recorded on the Incident Investigation Report form.

Where there is a notifiable event, the death of the person, a serious injury or illness or a dangerous incident, that may require a notice to be sent to the applicable regulatory authority, consult with the Project Manager, General Manager and/or HSE Manager, who in turn will notify authorities and the in some cases the client.

Incident Investigation Reports will be forwarded to the Regional HSE Coordinator as per the Incident Investigation Procedure.

All completed Incident Investigation Reports shall be archived as per the WC QA 018 Records Management Procedure. In the event of a notifiable incident, then this WHSMP, and any relevant SWMS, will be retained for a minimum period of two years.

Project Contact	Name	24hr Contact Number
General Manager Construction	Chris Lucas	0400 962 962
Regional Manager	Peter Lando	0408 716 615
Project Manager	Cameron Robinson	0418 184 535
Site Manager	Clinton Carroll	0455 270 982
Site HSE Advisor	NA	NA
Regional HSE Coordinator	Rodney Simonsen	0421 169 251

28. Mobile Plant

Woollam Constructions shall ensure all mobile plant entering or performing work on a Woollam Constructions site, is safe to use, is being appropriately serviced and maintained in accordance with the Manufacturers recommendations, Australian Standards, Regulatory requirements and is fit for purpose.

Mobile Plant includes, but is not limited to;

- Cranes
- Elevated Work Platforms (EWP's)
- Scissor Lifts
- Skid Steer Loader
- Excavators / trenchers
- Graders
- Dozers
- Tractors
- Trucks
- Forklifts
- Backhoes
- Bobcats

Woollam Constructions will ensure that a Plant Risk Assessment and a Safe Work Method Statement is completed for each item of mobile plant prior to undertaking any activities on site. The Plant Risk Assessment and Safe Work Method Statement must cover the safe operating procedures for the plant including maintenance, service, inspection details and any commissioning on site prior to use.

The relevant Contract Partner must complete the Mobile Plant Checklist prior to equipment being used on site. Where any element of this checklist is not acceptable, the plant owner shall ensure rectification prior to the mobile plants' use on site. The completed Mobile Plant Checklist shall be saved as on a cloud-based software system.

Woollam Constructions shall ensure plant onsite is maintained by regularly reviewing the scheduled maintenance requirements documented on the Mobile Plant Checklist. If maintenance is undertaken whilst on site, then the Mobile Plant Checklist should be updated to include the next scheduled maintenance date. Further to this Woollam Constructions will inspect daily prestart checklists completed for each plant. In some cases, copies of these checklists will be kept with the plant operator's SMWS.

28.1 Mandatory Mobile Plant Inspections

Following is a list of required inspection and maintenance for specific items of Mobile Plant:

- Excavators/Backhoes/Skid Steer Loaders/Tractors/Graders
 - a) Daily checks of general conditions and maintenance – Competent Person – Logbook
 - b) Regular checks (at least every month) – Competent Person – Logbook/Written Report
- Concrete Pumps
 - a) Daily before commencement of work – Competent Person – Logbook
 - b) Weekly – Competent Person – Logbook
 - c) Monthly – Competent Person – Logbook
 - d) Three monthly – Competent Person – Logbook
 - e) Yearly – by an assessor – Written Report
 - f) Six yearly strip down – Professional engineer – fixed plate setting out details
 - g) Any repairs/replacements – recorded in logbook
 - h) Pipe thickness testing – Competent Person – Pipe logbook
- Mobile Cranes
 - a) Pre-operational inspection – Competent Person - Log book
 - b) Routine Inspection and maintenance (weekly, monthly, quarterly) – Competent Person – Written report
 - c) Annual Inspection – Competent Person – Annual Crane Safety Certificate
 - d) 10-year Major Inspection – Engineer – Crane Safety Certificate (10 year)

- Elevated Work Platforms – Scissor lifts, Boom lifts and Knuckle boom lifts
 - a) Daily Prestart – Competent Person – Logbook
 - b) Three Monthly Inspection – Competent Person – Logbook
 - c) Annual Inspection – Competent Person – Logbook

28.2 Supporting Documents

Mobile Plant Checklist (electronic document)

29. High Risk Work

Woollam Constructions shall not allow a worker to perform high risk work unless the worker has appropriate

- High risk work licence for that class of high-risk work (**refer: Schedule 3 WH&S Regulation and below**)
- Safe Work Method Statement

Workers operating, or performing the high-risk work, shall hold and record on the WC OHS 009 Site Induction Record the appropriate competency or qualification.

High Risk Work Minimum Requirements – all workers on a construction site must have a General Induction (Blue or White Card) or equivalent

Activity	Minimum Requirement	
Scaffolding – over four metres (At least one member of the erecting team to have a High-Risk Licence – SB, SI, SA)	High Risk Licence – SB	
Crane Operation	Tower Crane	High Risk Licence – CT
	Self-Erecting Tower Crane	High Risk Licence – CS
	Vehicle Loading Crane (Hi-ab)	High Risk Licence – CV
	Non-slewing Mobile Crane	High Risk Licence – CN
	Slewing Mobile Crane – up to 20T	High Risk Licence – C2
	Slewing Mobile Crane – up to 60T	High Risk Licence – C6
	Slewing Mobile Crane – up to 100T	High Risk Licence – C1
	Slewing Mobile Crane – over 100t	High Risk Licence – C0
	Dogging	High Risk Licence – DG
Rigging – required for all structural steel erection	High Risk Licence - RB	
Material Hoist	High Risk Licence – HM	
Personnel and Materials Hoist	High Risk Licence – HP	
Boom type elevating work platform – EWP over 11m	High Risk Licence – WP	
Concrete Placing Boom Pump	High Risk Licence – PB	
Forklift	High Risk Licence – LF	

Mobile Plant Operation – Excavators, Skid Steer Loaders, Backhoes, Dingoes, Rollers, Telescopic Handlers (if a jib or outriggers are being used than this is consider a non-slewing crane and a High-Risk Licence – CN is required), Piling Rigs, Scissor lifts

Any of the following:

- Previously issued High Risk Licence
- Relevant competency issued by a RTO

There are other High-Risk Licences, as defined in Schedule 3 of the WHS Regulations, but are not generally found on Woollam Constructions sites. These are as follows:

- Crane Operation – derrick crane **(CD)**, portal boom crane **(CP)**, bridge and gantry crane **(CB)**,
- Pressure Equipment Operation – standard boiler operation **(BS)**, advanced boiler operation **(BA)**, turbine operation **(TO)** and reciprocating steam engine **(ES)**
- Order picking forklift truck **(LO)**
- Reach stacker **(RS)**

29.1 High-Risk Construction Work

Under current legislation all High-Risk Construction Work activities require a Safe Work Method Statement. High Risk Construction Work is defined as work that:

- a) involves a risk of a person falling more than 2 metres, or
- b) is carried out on a telecommunication tower, or
- c) involves demolition of an element of a structure that is loadbearing or otherwise related to the physical integrity of the structure, or
- d) involves, or is likely to involve, the disturbance of asbestos, or
- e) involves structural alterations or repairs that require temporary support to prevent collapse, or
- f) is carried out in or near a confined space, or
- g) is carried out in or near:
 - i. a shaft or trench with an excavated depth greater than 1.5 metres, or
 - ii. a tunnel, or
- h) involves the use of explosives, or
- i) is carried out on or near pressurised gas distribution mains or piping, or
- j) is carried out on or near chemical, fuel or refrigerant lines, or
- k) is carried out on or near energised electrical installations or services, or
- l) is carried out in an area that may have a contaminated or flammable atmosphere, or
- m) involves tilt-up or precast concrete, or
- n) 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
- o) is carried out in an area at a workplace in which there is any movement of powered mobile plant, or
- p) is carried out in an area in which there are artificial extremes of temperature, or
- q) is carried out in or near water or other liquid that involves a risk of drowning, or
- r) involves diving work

30. Electrical

A register of equipment must be kept on site. This register may be kept on the follow WC OHS 095 Site Equipment Register or another similar register. Sub-Contractors are responsible for maintaining their own equipment, registers and must always have it available on site for inspection.

All equipment (including hand and power tool, safety harnesses and safety equipment) must be checked by a competent person before using to ensure they are safe and appropriate for the task being performed.

All electrical equipment which is intended to be used on this project shall be compliant with the requirements of AS/NZS 3012 Electrical Installations – construction and demolition sites.

Woollam Constructions shall ensure that electrical systems installed for use during construction works are inspected and certified as correctly installed prior to use in accordance with relevant legislation, codes of practice and Australian standards. Evidence of these inspections will be recorded on the WC OHS 053 Electrical Isolation Checklist completed by a licensed electrician.

Woollam Constructions shall ensure that emergency procedures are established specific to the electrical scope of works.

No electrical equipment is to be brought on to site unless it is tested and tagged by a competent person, in accordance with AS/NZS 3760 In-Service Safety Inspection & Testing of Electrical Equipment.

30.1 Electrical Equipment Lock Out

Any equipment found to be damaged or unsafe must be “locked out” using an out of service tag or signage or some other means of ensuring no one uses the faulty equipment.

The faulty/damaged/unsafe equipment must:

- Removed from service.
- Reported to the Site Manager (or their delegate) as soon as possible.
- Repaired or removed from site as soon as possible.
- If un-repairable, the equipment should be destroyed and disposed of appropriately.
- The relevant register altered.

Lock out tags or signage may only be removed by the Site Manager (or their delegate) after ensuring the equipment is again safe to use (advise from a competent person may be required).

30.2 Electrical Isolation

Electrical Contractors who are required to install, alter or repair electrical installations must complete the WC OHS 053 Electrical Isolation Checklist, including signing off on Section 4 or a similar signed off document and follow their lock out procedure described in their safe work method statement prior to undertaking these tasks.

Once the electrical isolation work is complete, the licensed electrical contractor will be required to sign off to confirm the electrical installation is safe and operable.

30.3 Supporting Documents

WC OHS 053 Electrical Isolation Checklist

31. Work Permit Systems

The requirement for, and frequency of, Work Permits at any particular project will be discussed during the Project Start Up Meeting. The Project Manager will make the final call on which Work Permits are required. The following table will nominate the work permits required and the frequency the work permits will be required to be completed:

Work Permit Title	Required (Y/N)	Frequency (Every day, weekly, change of tasks, at the start of works etc)
Confined space		
Excavation	Y	Start of Works
Hot works	Y	Daily
Penetrations – drilling through walls	Y	Start of Works
Working at heights	Y	Start of Works

Workers planning to undertake these tasks are required report to Site Management and identify which work permits will be required. Work Permits will be available on a cloud-based software system,

Upon completion of the activity, the worker will report back to the Site Office and sign off on the Work Permit. All completed document will be stored electronically.

32. Management Systems Policy



woollam
SINCE 1884

Woollam way

Woollam has a long proud history in construction. We are committed to maintaining the highest standard which gives us a reputation that is synonymous with quality and reliability. By working together with our clients and colleagues and promoting the principles of "best practice" we will provide our services in a safe, competitive, efficient, reliable and environmentally sustainable manner.

Wherever we operate we will:

- Aim to achieve our goal of zero harm to people and the environment;
- Develop and review measurable objectives and targets that promote continuous improvement of our environmental, quality, health and safety performance;
- Prevent pollution and minimise any adverse effects our operations may have on the environment;
- Promote a work culture that achieves corporate targets through work/life balance, safe behaviour, environmental awareness and use of quality systems;
- Comply with relevant legislation and regulations; Commonwealth, State, Territory or Public Health Orders and other requirements relevant to operations;
- Clearly document environmental, quality, health and safety roles and responsibilities and ensure that they are clearly communicated, understood and accepted;
- Ensure personnel and contractors have the necessary information, training, resources and supervision to meet regulatory and corporate requirements;
- Strive to understand our customers' needs, meet their requirements and aim for total customer satisfaction;
- Be honest, consistent and fair in our dealings with our clients, contractors and suppliers;
- We will demonstrate these commitments by meeting the requirements of ISO14001, ISO9001 and AS/NZS45001.

Craig Percival
Managing Director

1 September 2021

A TF Woollam & Son Pty Ltd Company
ABN 94 009 676 064
ACN 009 676 064

QBCC 1343
NSW 165793C
WA 101767

1300 WOOLLAM
woollam.com.au
info@woollam.com.au

WORKING TOGETHER
SETS US APART

woollam

CONSTRUCTIONS

CONTACT

1300 WOOLLAM

BRISBANE

71 Lytton Road
East Brisbane Qld 4169
PO Box 7154
East Brisbane Qld 4169

BALLINA

31 De Havilland Cres
Ballina NSW 2478
PO Box 5069
Ballina NSW 2478

GOLD COAST

Suite 103, 6/20 Lake Orr Dr
Varsity Lakes Qld 4227
PO Box 271
Varsity Lakes Qld 4227

TOOWOOMBA

58-62 Water Street
South Toowoomba Qld 4350
PO Box 1522
Toowoomba Qld 4350

ROCKHAMPTON

31 Quinn Street
Kawana Qld 4701
PO Box 5165 Red Hill,
Rockhampton Qld 4701

MACKAY

36 East Gordon St
Mackay Qld 4740
PO Box 1618
Mackay Qld 4740

TOWNSVILLE

Level 3, 167 Denham St
North Ward Qld 4810
PO Box 1572
Townsville Qld 4810



Proud Member



ISO 9001
QBCC LICENCE No. 1343
PQC REGISTRATION No. 00055 (LEVEL 3)
NSW CONTRACTOR LICENCE No. 165793C
WA BUILDING REGISTRATION No. 14180

ACN 009 676 064
ABN 94 009 676 064

A 'TF Woollam & Son Pty Ltd' Company