

Work Health and Safety Management Plan

(Site Specific Safety Plan)

General information

Project Name
3 Stoneyfell Court

Address	Company Name
3 Stoneyfell Court, Holland Park, QLD 4121	Renovare Mt Gravatt

Position	Name	Phone Number	Company	Email
Principal Contractor	Adam Town	+61 401 327 752		adam.town@renovare.com.au
Site Supervisor	Steele Tait	+61 43 6 800 949		steele.tait@renovare.com.au
WHS Manager				

Description of work

Project start date	Project end date	Type of work	Description of work
13 September 2021	17 December 2021 approx.	Alteration/Addition	Excavations, site works and retaining walls to build in under at 3 Stoneyfell Court Holland Park, inc extension of the front deck and minor alterations of the internal upper level walls.

Project start date	Project end date	Type of work	Description of work
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This Work Health and Safety Management Plan (WHSMP) must be available to view by anyone working on the project.

This plan must be reviewed if the work changes significantly.

All workers (employees and contractors) are responsible for their own safety, their own workers and those who may be affected by their work.

All visitors must be inducted into this site, or accompanied by an inducted or trained person while on site.

Roles and responsibilities

Principal contractor

The principal contractor is responsible for:

- establishing and displaying signage showing project details for the principal contractor
- preparing and implementing an WHSMP for the project, including all associated policies and procedures
- informing everyone about the WHSMP before starting work
- reviewing and revising the WHSMP to ensure it is always up to date
- obtaining a Safe Work Method Statement (SWMS) before starting any high risk construction work
- establishing any required facilities and amenities on site
- managing the risks associated with construction materials, waste, plant, traffic and essential services
- designated site safety contact when the site supervisor is unavailable or off site

Site supervisor

The site supervisor is responsible for:

- coordinating safe interaction between workers on site
- ensuring this WHSMP is available for viewing
- ensuring the principal contractor signage is visible
- consulting with workers on health and safety matters
- coordinating SWMS amendments
- ensuring contractors and visitors to the site receive the site safety induction
- confirming contractors have systems to provide site safety briefings to their workers
- confirming site first aid requirements are established and monitored

Work health and safety (WHS) manager

WHS Managers are responsible for:

- facilitating consultation between the principal contractor, site supervisor and any other person to manage health and safety risks
- participating in site reviews (where required)
- participating in incident investigations (where required)

Contractors

Contractors engaged by the principal contractor are responsible for:

- identifying high risk construction work associated with their activities and ensuring SWMSs are developed and implemented
- complying with the duties listed below under Workers
- adhering to all safety policies, procedures and site rules at all times on site
- complying with this WHSMP
- complying with any direction given to them by the principal contractor
- undertaking a site-specific induction before starting work and signing an acknowledgement that they have completed the induction

Workers

Workers are responsible for:

- taking reasonable care of their own health and safety while on site
- taking reasonable care to ensure their conduct does not adversely affect other people
- complying with all written and verbal instructions or directions on site
- undertaking a site-specific induction before starting work and signing an acknowledgement that they have completed the induction

Health and safety representative

Health and safety representatives are responsible for:

- participating in consultation between the principal contractor, site supervisor or any other person to manage health and safety risks
- participating in site inspections (where required)
- participating in incident investigations (where required)

High risk construction work

Before starting any high risk construction work (HRCW), a Safe Work Method Statement (SWMS) must be compiled and submitted to the principal contractor.

The SWMS must:

- identify the HRCW
- specify the HRCW's hazards and their health and safety risks
- describe measures to control the risks
- describe how the control measures are to be implemented, monitored and reviewed

The SWMS will be assessed by a competent person nominated by the principal contractor. The assessment will ensure all hazards and their associated risk controls have been identified.

HRCW undertaken on site shall be monitored periodically and the SWMS reviewed and updated as necessary.

The following high risk construction work must be identified and requires a Safe Work Method Statement (SWMS) before work commences:

- Work at height that involves a risk of a person falling more than two metres
- Work that involves tilt-up or precast concrete

Notifiable work

Certain hazardous work (eg asbestos removal, excavation works) requires notification to the safety regulator in your jurisdiction. This should be done before starting work.

Notification should be made in writing, or by using the safety regulator's notification form. Records of this notification should be kept with this WHSMP.

<https://www.safeworkaustralia.gov.au/>

Hazard ID and risk management

- We have identified the hazards and associated risks to health and safety. Where possible we will eliminate the risk. If we can't eliminate the risk, we will put in place controls to minimise them.
- The hazards and risk controls for this work will be discussed with workers, contractors and all visitors as part of their induction to the site.

All risk controls fall into two categories: **ELIMINATION** and **MINIMISATION**.

ELIMINATION involves removing the risk to health and safety from the work site. It is the most effective risk control and should always be prioritised.

MINIMISATION is used when a risk can not be eliminated. This is done using: substitution, isolation, engineering, administration and PPE.

These controls are explained below.

Hierarchy of controls

All risk controls are ranked in order of most effective (elimination) to least effective (PPE)

ELIMINATION	avoiding the sources of harm
SUBSTITUTION	use a less hazardous thing, substance or work practice
ISOLATION	separate people from the hazard
ENGINEERING	use physical control measures
ADMINISTRATION	use safe work methods, processes or procedures
PPE	use safety equipment to protect from harm

Known hazards/risks and controls

This section lists:

- each known or expected hazard
- the hazards' associated risks
- good practice controls to manage the risks

Required controls

The following controls shall be established at all times:

Controls	
Secure our work site from the public	ISOLATION
Apply the relevant legislation, guidelines or manufacturers instructions so far as reasonably practicable	ADMINISTRATION
Use a Hazard Board to list all current hazards, risks and controls on site	ADMINISTRATION
Ensure all contractors and employees are trained and competent in the task being carried out	ADMINISTRATION
Have appropriate emergency response procedures in place for the high risk construction works on site	ADMINISTRATION
Enforce that the required PPE is worn at all times	PPE

Known hazards	Risks created by known hazards	Risk controls that will be put in place when work commences	
Contractors and visitors	Visitors/children exposed to all work site hazards that could result in injury, illness or death	ELIMINATION ISOLATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION	No unsupervised children permitted on-site Secure perimeter fencing around the site Escort/supervise any visitors/contractors/clients on site Induct all visitors/contractors/clients to site All workers/contractors to sign in/out on entry and exit to the site Use Hazard Boards and induction to warn visitors of hazards
Outbreak of infection/illness	Exposure to large scale outbreaks of infectious diseases (or similar) which cause illness, health complications and in some cases death	ISOLATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION PPE	If anyone is unwell or travelled overseas recently they are not to enter site Follow physical interaction guidelines between workers e.g. through physical distancing, split shifts, staggered meal breaks, flexible working arrangements, separate vehicles Ensure adequate site facilities are available including toilets and handwashing Follow basic hygiene levels which includes: thorough hand washing and drying with soap and paper towels or sanitiser, not touching your face, sneezing or coughing into your elbow or tissue Carry out frequent cleaning of work surfaces with disinfectant (in particular high-touch surfaces) and equipment/tools Set up a contactless delivery or managed entry (inside and outside premises) Keep a record of all workers and visitors entering and leaving the site Do not share PPE and follow instructions to limit the spread of infection eg remove gloves inside out and dispose of correctly
Slips and trips	Exposure of workers and others to same level falls that could result in injury - eg breaks, cuts, abrasions, etc	ISOLATION ISOLATION ISOLATION ADMINISTRATION	Access ways and exits to remain clear of obstruction at all times Provide waste bins Store building materials in designated areas Promote high level housekeeping practices

Moving vehicles	Exposure of workers to being struck by vehicles that could result in injury or death - eg crush, breaks, cuts, abrasions, etc	ISOLATION ADMINISTRATION ISOLATION ADMINISTRATION ADMINISTRATION ADMINISTRATION	Provide designated loading/unloading areas on site Establish a site traffic management plan Use barriers to isolate mobile plant and pedestrians on site Active three metre exclusion zone around all mobile plant Use spotters during movement of mobile plant where visibility is restricted Ensure manufacturer's log books are completed before use and commercial driving laws are followed
Electricity and electrical appliances	Exposure of workers to electricity that could result in injury or death through electric shock or electrical burns	ISOLATION ENGINEERING ADMINISTRATION ADMINISTRATION ADMINISTRATION	Use Lock Out/Tag Out practices, including testing for 'dead' (where applicable) Use approved RCDs Equipment, leads and RCDs to be checked by a competent person All RCDs must be interval tested and tagged accordingly Power boards not to be used in series
Hand and power tools in use	Exposure of workers (through incorrect tool use, vibration or equipment failure) that could result in injury or death - eg serious laceration, puncture wounds, nerve damage, cuts and abrasions	ENGINEERING ADMINISTRATION ADMINISTRATION	Ensure guards remain in place at all times during operation Use the correct equipment for the task Ensure regular equipment checks and servicing
Lifting or manual handling materials and equipment	Exposure of workers to repetitive movement and body stressing that could result in illness or injury - eg musculoskeletal injuries, strains and sprains	SUBSTITUTION ADMINISTRATION ADMINISTRATION	Use mechanical aids - eg forklifts, pallet jack, etc Use correct lifting techniques and ask for help if needed Ensure staff are trained in manual handling
Noise	Exposure of workers to high noise levels (above 85dB) that could result in illness - eg hearing loss	ISOLATION ADMINISTRATION ADMINISTRATION PPE PPE	Ensure exclusion zones are in place and people kept clear Monitor noise levels on site Complete audiometric testing (two yearly) on workers exposed to noise in excess of 85dBA Wear hearing protection in designated hearing protection areas on site Ensure compliance of hearing protection usage

Dust	Exposure of workers to dust that could result in illness - eg lung disease	ENGINEERING ENGINEERING ENGINEERING ENGINEERING PPE ADMINISTRATION ADMINISTRATION	Local exhaust ventilation (LEV) fitted directly onto the tool consisting of several individual parts – the tool, captor hood, dust class M or H extraction unit and tubing On-tool water suppression to continuously to supply water Dampen down work areas to reduce dust disturbance Use dust class M or H vacuum cleaner or wet methods to clean dusty floors or surfaces Use respirator and ensure correct usage Monitor workers' health for exposure to dust Keep work areas tidy to reduce dust
Adverse weather conditions	Exposure of workers to weather elements resulting in injury or death	ELIMINATION ISOLATION PPE	Postpone all working at heights and lifting operations Secure tools, materials and equipment Wear clothing appropriate to the weather conditions
Ladders	Exposure of workers to falls from height that could result in injury or death	ELIMINATION ELIMINATION ELIMINATION ELIMINATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION	Consider if work can be undertaken from the ground using extension tools Consider if an elevating work platform such as a scissor lift, cherry picker, or a fixed or mobile work platform can be used Consider if scaffolding, including mobile, can be used Consider if a step platform can be used Use ladders for short duration work or access to the work area only Inspect ladders for defects before use Ensure regular maintenance checks by a competent person Set up ladder correctly with a 1:4 ratio, secure base and tie off top Secure top of the ladder by hooks, chains, ropes or other approved means Place ladder on level firm footing and lashed/clamped Do not work off the top two rungs/steps

Risk of fire	Exposure of workers to burns that could result in injury or death	ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION	Keep clear of combustibles when using tools All hot work to be conducted via permit only. The worker in direct control must ensure that one or more fire watch persons are present for the entire duration of the hot work Fire watch to conduct inspections of area for 60 minutes after completion of hot work. Periodic inspections to be conducted for an additional three hours after the 60 minute period Have fire extinguisher/s available and staff trained in use Ensure an emergency response plan is in place before starting work
Stacked/Stored materials	Exposure of workers to unstable materials that could result in injury or death - eg crush injuries	ISOLATION ISOLATION ADMINISTRATION ADMINISTRATION ADMINISTRATION	Contain building materials in designated storage areas Secure all stacked material appropriately Keep materials clear of access ways Use waste bin Ensure site is clean and tidy
Fatigue	Exposure of workers to long work hours that could result in injury or illness - eg lapse in concentration due to fatigue	ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION ENGINEERING ADMINISTRATION ADMINISTRATION	Monitor staff for signs of fatigue Ensure excessive shift lengths (eg 12 hours plus) and continuous work days without rest are kept to a minimum Reduce the time workers are required to perform physically and mentally demanding work Minimise work periods during extreme temperature Provide adequate facilities for rest and meal breaks Encourage regular breaks, in-take of fluids and food Encourage staff to inform you if they are taking medication that can cause drowsiness

Working alone	Exposure of isolated workers to risks that could result in injury or death - eg suspension trauma after a fall, vehicle crash and no one to raise alarm, etc	ELIMINATION ENGINEERING ADMINISTRATION ADMINISTRATION ADMINISTRATION ADMINISTRATION	Avoid working alone whenever possible Use automatic warning devices (eg panic alarms) Provide appropriate training and education to working alone Establish a check-in procedure and ensure regular contact is maintained with workers Establish ways to account for people (visually or verbally) while they are working Ensure higher risk tasks to be done when another worker can be present and provide help
Drugs and alcohol	Exposure of workers and others to intoxicated workers that could result in injury or death from poor concentration, carelessness, risk-taking behaviour and errors in judgement	ELIMINATION ADMINISTRATION ADMINISTRATION ADMINISTRATION	Remove any intoxicated workers from site Monitor workers for signs of impairment Develop a drug/alcohol policy and communicate to workers Discuss dangers of drug/alcohol use with workers, and encourage safe working practices
Animals	Exposure of workers to animals that could result in injury or illness - eg bites, disease	ELIMINATION ISOLATION ADMINISTRATION ADMINISTRATION	Ask clients/visitors to keep pets away from site If pets are present or brought to site they must be controlled at all times (eg dogs tied up) Keep clear of stray animals Call local animal control authority if concerned about animal's behaviour

Project specific hazards/risks

The section lists additional hazards and risks and confirms the controls for each task.

Where possible we will eliminate the risk to health and safety. If we can't eliminate the risk we will put in place controls to minimise by substitution, isolation, and implementing engineering controls. If the risk still remains it will be further minimised using administration controls and PPE.

At all times we will implement the following controls:

- Adhere to the relevant legislation, guidelines or manufacturers instructions
- Use a Hazard Board to list all current hazards, risks and controls on site
- Ensure all workers are trained and competent in the task being carried out
- Secure our site from the public
- Restrict persons under the age of 15 from accessing the site
- Ensure required PPE is worn at all times
- Have appropriate emergency procedures in place and a current SWMS for the high risk construction work (WHSMP) on site

Identified hazard	Risk created by hazard	Confirmation of task	Risk controls that will be put in place
Fall from one level to another - ie roof works, any work on scaffold or from an elevated work platform (EWP)	Exposure to the risk of a fall from one level to another which could result in injury or death	Work will be carried out at varying height levels on site	
Conducting demolition works	Moving plant, machinery and equipment resulting in injury, incident of death. Uncontrolled electricity contact resulting in injury, incident or death. Insecure loads or structure collapse causing falling objects resulting in injury, incident or death	There will be demolition works on site	
Working with Concrete	Exposure of workers to multiple risks that could result in injury, death - eg hazardous substances, moving vehicles, exploding pipes, falling	We will be working with concrete	

	objects, etc		
Identified hazard	Risk created by hazard	Confirmation of task	Risk controls that will be put in place
Carrying out any hot work (eg welding, grinding)	Exposure of workers to hot gasses that could result in injury or death - eg explosion and burns	We will be carrying out hot works	
Handling glass	Exposure of workers to broken glass that could result in injury or death - eg lacerations	We will be handling glass	
Hazardous Substances	Exposure of workers to hazardous substances that could result in injury, illness or death - eg toxic chemicals, corrosives, incompatible substances, etc	There will be hazardous substances on site	

Personal protection equipment (PPE)

All workers on this project are required to wear/use the following PPE (when required), during their work on our site. Training in its care, maintenance and use will be provided.

The PPE to be worn on this site (when required) is:

- Steel toe-cap shoes/boots
- Gloves
- Hi-vis clothing
- Eye protection
- Hearing protection
- Dust mask

Site reviews

Weekly site reviews will be conducted and recorded using the HazardCo App.

Records of site reviews will be kept and available for review via the HazardCo Hub. These reviews can be shared with workers as areas for improvement or discussed in toolbox meetings to learn from.

Toolbox meetings

Weekly toolbox meetings will be conducted and recorded using the HazardCo App.

All workers and contractors present on site during a toolbox meeting are expected to attend and are encouraged to provide input on safety matters.

To record attendance, use the HazardCo App to take a photo of attendees or enter their names in the App.

Training, licensing and other qualifications

Construction induction training

All workers carrying out any work on site are to have construction induction training and be the holder of a Construction Induction Card (white card), or other equivalent, recognised induction card.

Training needs will be identified and provided by the company or the individual contractor for all workers, including management, as necessary. This training will range from induction training, on-going health and safety training and any required specialist training.

Health and safety training

Where licensing, certification or other similar recognition of training is required, details of licensing or certification will be reviewed.

Site induction training

All workers on site are to complete a site induction prepared by the principal contractor.

All visitors to the site are to receive a basic site induction advising them of safety requirements that may affect them.

Refresher training

Refresher training (as required) will be provided to all workers to enable them to perform their tasks safely.

Contractors

Each contractor is expected to manage their own active health and safety management system. Contractor competence has been assessed or reviewed - ie they have the appropriate certification, licensing, qualifications and competency for the job they are undertaking.

Specialist contractors that will be asked to provide appropriate evidence include:

- Builders
- Carpenters
- Electrical contractors
- Electricians
- Plumbers
- Scaffolders
- Dogmen and riggers
- Crane operators
- Mobile concrete placing boom operators
- Forklift operators
- Tele-handler operators
- Hoist and EWP operators
- EWP operators
- Earthmoving equipment operators
- Welders
- Asbestos removalists

**Uncertified or unqualified trainees or apprentices must be under the direct supervision of a qualified person or supervisor.*

All contractors will be inducted into the site as outlined in our induction procedures.

Plant, machinery and equipment

All on site plant, machinery, equipment and their safety mechanisms will be in good working order.

Where applicable, operate and maintain machinery in accordance with licensing requirements, manufacturer's instructions or standard operating procedures.

Remove and tag out of service any equipment not in safe working order. Ensure maintenance is completed, or the equipment repaired by a competent person, before continued use.

All plant, machinery and equipment will hold records of pre-start, be checked regularly and have an available SWMS.

Work health and safety management plan acceptance

This document identifies hazards for the work we are undertaking and actively managing.

Risks may change according to these hazards and, as such, so may our controls. Changes will be documented and communicated appropriately.

This document outlines the minimum requirements for the appropriate risk controls. Where additional risk controls are required, supporting documentation (SWMS, etc) should be provided.

WHSMP prepared by:	
Adam Town	

Signature:	Date:

WHSMP reviewed by:	
Steele Tait	

Signature:	Date:

Safety Rules

The following rules are specific to this site and should be adhered to by all workers and contractors. Contact the **supervisor** for further questions or issues.

- | | |
|---|--|
| <ul style="list-style-type: none">■ All workers (employees and contractors) to comply with all safety requirements■ SWMS to be completed for all high risk construction work■ Licenses required for high risk work■ Report all incidents to the supervisor■ All workers to have white/red cards■ Safety signs are to be followed■ Excavations over 1.5 metres deep are to be notified, shored, shielded or battered■ Keep 4.6 metres from overhead power lines or follow No Go zone requirements■ Wear PPE when welding or gas cutting■ Fit flashback arrestors to gas hoses■ Keep two steps from the top of a stepladder and three steps from the top of a straight ladder■ Ladders to be secured at 1:4 pitch■ Ladders to be industrial and 120kg SWL■ Harnesses only used for minor work■ Provide fall protection■ Only licensed scaffolders to erect, alter or dismantle scaffolds over four metres high■ Don't remove guard rails or scaffold components unless authorised■ Mobile plant operators to have appropriate qualifications■ Mobile plant to have warning light and alarm, and service records | <ul style="list-style-type: none">■ Electrical leads to be tested and tagged every three months■ RCDs to be tested and tagged monthly■ Electrical leads to be up off the ground in a tidy manner■ 10 amp leads not to exceed 35 metres high■ Industrial multi-plug devices to be used■ Hi-vis vests worn around mobile plant■ All hazardous substances added to the register and provide access to SDS details■ Use vacuum and wear PPE if cutting MDF■ Use correct manual handling procedures■ Keep your work area clean and tidy■ Wear appropriate PPE at all times■ No harassment, bullying, discrimination, vandalism or bad behaviour■ No illegal drugs or alcohol on site■ Follow SunSmart clothing requirements■ No children or animals to be brought on site |
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Emergency Response Plan

In an emergency, notify the principal contractor, supervisor, first aider or health and safety representative (if applicable) immediately. Make the injured person/s comfortable and have them initially treated by a first aider.

All “notifiable incidents” will be notified to the safety regulator for this state immediately and the incident site preserved until an inspector arrives or directs otherwise. This does not prevent any action to help an injured person or make the site safe.

ACCIDENT PROCEDURES

- Shut down any plant, machinery or equipment.
- Provide first aid if someone is injured and stay with the injured person.
- Evacuate the site, move to the safe assembly area ONLY when safe to move.
- Dial 000 and ask for an ambulance.
- Arrange for someone to meet the ambulance at the front of the site.
- Report incident details to principal contractor, supervisor, health and safety coordinator or health and safety representative as advised.

Site supervisor:	Site supervisor contact number:
Steele Tait	+61 43 6 800 949

First aider:	First aider contact number:

Fire warden:	Fire warden contact number:

The first aid kit location is:	Fire fighting equipment details:
Available on Site	

The emergency signal is:	The safe assembly area/muster location is:

The nearest medical centre is:	Any additional emergency response procedures required:
Holland Park Family Medical Practice, 1000 Logan Road, call 3324 1677.	Ambulance: * If it's not an emergency, call 13 12 33 to ask for an 'ambulance'. Police: * If it's not an emergency, call Policelink on 13 14 44. Fire: * Camp Hill Fire Station , call 3395 4790.

Any additional high risk construction works (HRCW) emergency response:
Ambulance Phones: * In an emergency, call Triple Zero (000) and ask for 'ambulance'. Police: * In an emergency, call Triple Zero (000) and ask for 'police'. Fire: * Camp Hill Fire Station , call 3395 4790.

Site supervisor's emergency tasks
■ Contact emergency services on 000 if required - the nearest doctor and hospital is to be posted on site. ■ Arrange for any injured person to be transferred to the nearest doctor or hospital if required. ■ Isolate/preserve the incident scene and make safe. ■ Carry out an emergency evacuation if necessary. ■ Contact the principal contractor or the safety regulator and any other relevant authorities for serious incidents. ■ Complete all incident reports as required.