

Homes by CMA



Site Safety Plan

All Workers to Read Understand and Sign ▶ ▶



Project Name:



[illegible]



Principal Contractor Information

Business Information

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

Project Specific Information

Position / Role	Name	Contact Number
Principal Contractor / Director	Chris Baptista	
Construction Manager		
Site Supervisor	Rik Chetcuti	07 3123 2864
Site Foreman		
Safety Advisor		
Administration	Lisa Pyne	

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

Project Description | Scope of Works

New Home Construction



Emergency Contact Information

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

Emergency Contacts - General

Reference	Details	
Emergency Centre	Name	Caboolture Hospital
	Address	McKean Street, Caboolture
	Phone	(07) 5433 8888
	Operating Hours	24h emergency
Medical Centre	Name	Burpengary Morayfield Hub Medical Center
	Address	Shop 20, Corner Buckley & Uhlmann Road
	Phone	(07) 5433 1500
	Operating Hours	Mon-Fri 8:00-5:30
Safety	Name	HIA Safety Services
	Phone	1300 650 620
Project Address:	Lot 830 Daydream St, Burpengary East 4505	



Emergency Contacts - Specialist

Reference	Details
Police Station	(07) 3491 2444
Poisons Information Centre	13 11 26
EPA Pollution Hotline	1300 130 372
Telstra	13 22 03
Optus	13 13 44
Dial Before You Dig	1100
Local Council	07 3205 0555 (Moreton Bay)
Electrical Emergency	13 19 62
Water Emergency	13 74 68
Gas Emergency	1800 808 526
WHS Authority	1300 369 915
HIA Safety Services	1300 650 620 0406 429 521

Persons with Specific WHS Responsibilities

The following have specific responsibilities in connection with this project.

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

Position / Role	Responsibilities
Principal Contractor / Director	- Responsible for implementing policies and systems of Homes by CMA. - Point of contact for WHS matters when the site supervisor is unavailable. - Making relevant persons aware of the content of this WHS Management Plan before commencing work. - Reviewing and keeping up to date this WHS Management Plan and advising relevant persons of any revisions.
Position / Role	Responsibilities
Site Supervisor	- Responsible for implementing the Homes by CMA WHS Policies, procedures and site rules as set out by this WHS Management Plan. Specifically: - Coordinate the safe interaction between other PCBU's. - Prepare, monitor, maintain and make available this WHS Management Plan. - Ensure Principal Contractor signage is posted and visible. - Consult with employees and other PCBU's on any WHS matter that may affect them. - Coordinate SWMS amendments as appropriate. - Ensure all PCBU's and visitors receive relevant site safety information. - Confirm other PCBU's provide site safety briefings to their workers. - Supply and maintain the site first aid kit. (also refer 1st Aid personnel) - Confirm other PCBU's and their employees have construction induction training. - Responsible for implementing Homes by CMA's Emergency Management Plan.

Contractors	• Responsibility for the Health and Safety of themselves, their own workers and those who may be affected by their work. • Responsibility for following the WHS policies, procedures and site rules as outlined in Homes by CMA's WHS Management Plan. Specifically: ○ Ensure workers are aware of this plan and are provided access to it. ○ Prepare safe work method statements (SWMS) for all high risk construction work. ○ Provide copy of SWMS to builder prior to work commencing. ○ Induct employees into the SWMS. ○ Ensure that high risk construction work is performed in accordance with the SWMS. ○ Ensure that SWMS are modified if controls are not adequate. ○ Ensure site safety briefings are provided to employees before starting work. ○ Ensure all employees have construction induction training • Responsibility for following Homes by CMA's Emergency Management Plan.
Position / Role	Responsibilities
First Aid Personnel	• Render first aid as required. • Assist in emergency situations as required and in accordance with the Emergency management Plan • Maintain adequate first aid facilities and supplies. • Maintain first aid records.

Consultation, Cooperation and Co-Ordination

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

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

Medium	Purpose	Responsibility
Contractor Engagement Letter	- To facilitate awareness of WHS Management Plan contents and requirements including site rules - To obtain Contractor required documentation	- Principal Contractor - Site Manager
Site Induction	For all new site personnel prior to commencement on site to advise of WHS requirements	- Principal Contractor - Site Manager
Toolbox Meetings	Structured, semi-formal training, information & awareness sessions for workers and Contractor's	- Site Manager - Contractor's
Safety Bulletins	Targeted WHS awareness and information material	- Principal Contractor - Site Manager
WHS Reviews	As part of the monitoring, review and continual improvement process	- Site Manager - Director
Site Meetings	Face-to-face communications both on and off site with Contractor's	- Site Manager - Principal Contractor
Medium	Purpose	Responsibility
Training	To increase awareness of WHS issues for workers and Contractor's	Site Manager
Workplace Inspections	Promote awareness of WHS procedures among workers and Contractor's via continual and casual conversations.	- Site Manager - Safety Representative
Non formal General Communication	To facilitate open door policy for general discussion of WHS issues and continual improvement	All workers and Contractor's
Incident / Hazard and Near Miss Reporting	To capture incident details & implement improvements	- Site Manager - All workers and Contractor's
SWMS Development and Review	To facilitate involvement in the development and understanding of relevant SWMS	All workers and Contractor's



Project Specific Safety Rules

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



Emergency Procedures

► Incident | Accident

1. Provide assistance as required to injured persons.
2. Do not move the injured person/s unless they are in a life threatening situation.
3. Notify any First Aid Personnel available at the workplace.
4. Contact the emergency services (ambulance, fire) or a doctor.
5. Contact **Sam Radich on 0455 514 588**.
6. Do not interfere with the scene of the incident.
7. Await further instructions (from **Sam Radich** or emergency service).
8. Homes by CMA to contact the regulator if required.

► Fire | Emergency Evacuation

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

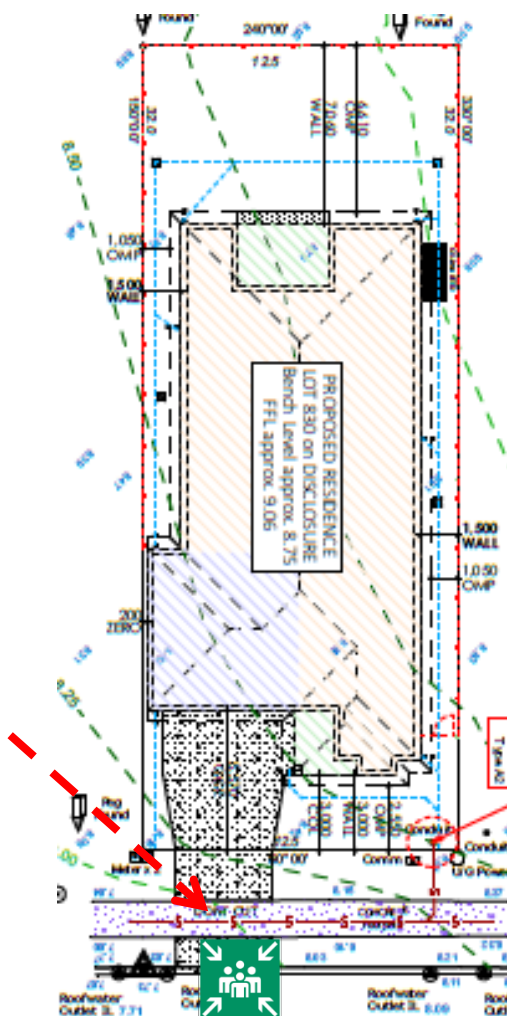
If you are unable to extinguish the fire or it is not safe to do so:

2. Warn or rescue anyone in immediate danger if safe to do so
3. Contact Emergency Services by calling 000 or 112 (mobile)
4. Contact **Sam Radich on 0455 514 588**
5. Evacuate the workplace
6. Once outside the premises assemble at the designated muster point/s and await further instruction (from **Sam Radich** or emergency services)
7. **DO NOT GO BACK ON THE SITE UNTIL AUTHORISED**

The diagram illustrates the placement of safety signs in a room. It shows a rectangular room with a door on the right wall. The signs are placed as follows:

- YOU ARE HERE** (red square) is placed on the top left wall.
- Location Marker** (white rectangle) is placed on the top left wall, below the red square.
- Fire Extinguisher** (red square) is placed on the left wall.
- Fire Extinguisher** (white rectangle) is placed on the left wall, below the red square.
- First Aid Kit** (green square) is placed on the bottom left wall.
- First Aid Kit** (white rectangle) is placed on the bottom left wall, below the green square.
- Muster Point** (green square) is placed on the top right wall.
- Emergency Exit** (green square) is placed on the right wall, below the Muster Point sign.
- Exit Route** (red arrow) is placed on the bottom right wall, pointing towards the door.

Site Map



Incident | Injury | Near Miss Report & Investigation Form

To be completed as soon as practicable after the event and provided to

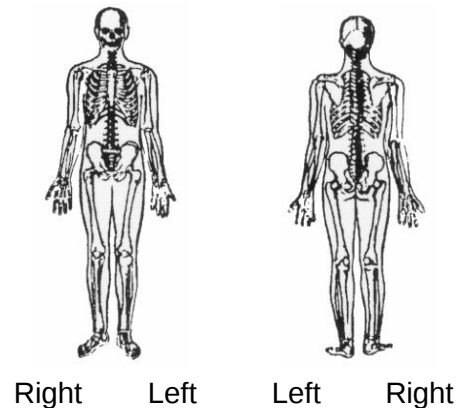
Homes by CMA

Injured Persons Details	
Person's Name:	Contact No:
Address:	
Employment Details: ☐ Self ☐ Employee ☐ Visitor ☐ Contractor	
Person Completing this Form	
Name:	Title:
Date:	Time:
Details of Incident Injury Near Miss	
Nature: ☐ Incident ☐ Injury ☐ Near Miss	
Date of Incident:	Time of Incident:
Address of Incident:	
Date Reported:	Reported to:
Title:	Contact No:
Names of any Witnesses	
Name:	Contact No:
Address:	
Describe What Happened	
Workplace Conditions at the Time?	



Injury Details (if applicable)			
Nature of Injuries (if any):			
Part/s of Body Injured (if applicable):			
Treatment Received?	☐ 1 st Aid	☐ Doctor	☐ Hospital ☐ Ambulance

Please clearly mark on this diagram, the location of any injury/s



Other	
Was any Machinery or Scaffolding Involved?	☐ Yes ☐ No
Were any Photos Taken?	☐ Yes ☐ No

What Action was Taken Immediately After the Incident?

Can any Improvements be Made as a Result of this Occurrence?		
No	Details	Improvements Completed

Administration	
Will the Injury Result in Lost Time?	☐ Yes ☐ No
Will Workers Compensation be Claimed?	☐ Yes ☐ No
Has Workplace Health and Safety Queensland Been Informed?	☐ Yes ☐ No
Details:	

Person Completing this Form	
Signature:	Date:



Site Establishment / Pre-Commencement Checklist

>>> Construction Project

Project Location	
Project Name:	
Site Address:	

Person Completing Checklist Date & Time	
Name:	Title:
Date:	Time:

Other Participants	
Name:	Title:
Name:	Title:

- Notes:**
- All questions are to be answered by marking the appropriate box with a cross (X)
 - Y | Yes N | No N/A | Not Applicable
 - A "No" answer requires action

Element Details	Y	N	N/A
1. General			
1. Have all the necessary permits and notices been obtained?	☐	☐	☐
2. Have fencing and or security requirements been determined?	☐	☐	☐
3. Have public access and protection requirements been assessed?	☐	☐	☐
4. Has the potential effect on the health and safety of other persons or properties been considered?	☐	☐	☐
5. Have the necessary signage requirements been determined?	☐	☐	☐
6. Have suitable amenity requirements been determined?	☐	☐	☐
7. Has safe access and egress to, from and through the workplace been provided for?	☐	☐	☐
8. Has site specific documentation been prepared and available for use?	☐	☐	☐
9. Have the frequency of site safety audits been established?	☐	☐	☐
2. Existing Site Conditions			
1. Has a survey of the site been undertaken to determine if any hazardous building materials are present?	☐	☐	☐
2. Has the site soil been assessed for any contamination?	☐	☐	☐
3. Have all underground services been located and identified?	☐	☐	☐
3. Contractor Management			
1. Is there a process in place for monitoring contractor's safety performance and requirements	☐	☐	☐
4. Emergency Preparedness			
1. Has an Emergency Management Plan been developed for the site?	☐	☐	☐



Element Details		Y	N	N/A
2.	Have particular first aid needs for the site been assessed?	☐	☐	☐
3.	Are first aid kit/s available for use on site?	☐	☐	☐
4.	Is a register for recording injuries available on site?	☐	☐	☐
5.	Electrical			
1.	Has the proximity of work in relation to power lines been established?	☐	☐	☐
2.	Has adequate temporary power been provided and is it RCD protected?	☐	☐	☐
3.	Has the temporary power's RCD been tested and tests records available?	☐	☐	☐
4.	Has the certificate of electrical safety ben provided?	☐	☐	☐
6.	Specific Hazards / Particular Issues			
1.	Have matters associated with trenching operations been assessed?	☐	☐	☐
2.	Have plant / machinery requirements been identified?	☐	☐	☐
3.	Have traffic management issues on and around site been evaluated?	☐	☐	☐
4.	Have hazardous chemicals to be used on site been identified?	☐	☐	☐
5.	Have materials handling and placement risks due to identified	☐	☐	☐
6.	Needed scaffolds or other temporary height access identified	☐	☐	☐
7.	Any work environment issues that may affect worker safety identified	☐	☐	☐
8.	Have environmental issues been considered?	☐	☐	☐
9.	Any other specific hazards requiring control measures identified	☐	☐	☐

Actions Required / Comments				
No	Description of Item	Required Action	Priority Risk Rating (1 – 5)	Date Implemented (Closed out)

Person Completing this Checklist	
Signature:	Date:



Toolbox Meeting Record

Business Name:			
Location Site Address:			
Conducted by:		Date:	
Theme Topic (if applicable):		Time:	

Matters Discussed	
No.	Details

Improvements	
No.	Details

Persons Present

All attendees are required to sign

Name	Company	Contact Details	Signature

Toolbox Meeting Record

Business Name:			
Location Site Address:			
Conducted by:		Date:	
Theme Topic (if applicable):		Time:	

Matters Discussed	
No.	Details

Improvements	
No.	Details

Persons Present			
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Toolbox Meeting Record

Business Name:			
Location Site Address:			
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Theme Topic (if applicable):		Time:	

Matters Discussed	
No.	Details

Improvements	
No.	Details

Persons Present			
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All attendees are required to sign

Name	Company	Contact Details	Signature

MAKING SPACE ON SITE:

Homes By CMA Guideline To Manage COVID-19 On New Housing Sites



In line with national work, health and safety requirements and the current health and safety obligations to meet COVID-19 working arrangements, the residential (domestic) building industry commits to making space on site to minimise the risk of exposure to COVID-19.

Builders and trade contractors will adopt the following principles on residential (domestic) building sites:

1 Ensure the Government's social distancing criteria are met at all times by:

- Limiting access to any building site to essential workers involved in activity on the given day
- Adopting the 1.5 metre social distancing requirement at all times
- Applying the 1 person per 4 square metre rule for work being undertaken in enclosed or internal spaces
- Limiting any external visitors or third parties (e.g. building inspections) to be by exception and at a time when no one else is on site apart from the builder and/or site supervisor
- Providing all necessary clear work zones and work stations for dedicated tasks
- Supporting workers to travel alone in company or private vehicles to and from site

2 Ensure the Government's self-isolation rules are met at all times by:

- Keeping any person displaying cold, flu or similar symptoms away from sites until the symptoms have passed or a negative test is provided to the site supervisor
- Enforcing the 14 day self-isolation policy for anyone returning from overseas or from interstate
- Keeping any person who has been in close contact and required to self-isolate off site
- Keeping any person who has been tested for COVID-19 off site until they have a clear result

3 Ensure adequate hygiene facilities are provided on site for all workers by:

- Providing adequate cleaning products and facilities for all workers on site
- Implementing regular handwashing schedules
- Regularly (at least daily) cleaning and disinfecting of any common areas
- Cleaning any shared tools/plant before and after each use
- Increasing ventilation for building sites where internal work is being undertaken

4 Ensure all workers have access to appropriate safety equipment by:

- Providing access to personal protective equipment that does not need to be shared including gloves, safety masks and eye protection appropriate to the work being performed
- Ensuring all contractors entering the site have their own personal protective equipment appropriate for the work they are undertaking

5 Manage project scheduling to minimise overlaps and numbers of people on site by:

- Ensuring where face masks are required to be worn, that all people are wearing face masks on site
- Scheduling sub-trades and work to minimise people on site and have designated work zones away from other workers performing different tasks
- Maintaining a daily record of persons on site using a tool such as the HIA Site Manager QR Code or written site register
- Scheduling/staggering break times for workers i.e. lunch and morning break to avoid on-site gatherings during these times

6 Facilitate contactless deliveries, payments and travelling out of peak times by:

- Going contactless as far as practicable with orders and site deliveries
- Maintaining work sites operation times to allow workers to travel to and from site in off peak times

7 Facilitate site inductions and updates on latest Government requirements by:

- Encourage all workers entering the site to download the COVIDSafe app to allow easy contact tracing should a person later be identified as having the virus
- Ensuring all persons, prior to entering the site, complete a COVID-19 site induction using a non-contact induction tool e.g. using HIA's SafeScan QR Code available online
- Conducting regular 'tool box' discussions to enable workers to stay informed on risks and hazards including specifically about latest Government COVID-19 updates
- Developing an action plan for how the site will be managed should a person enter the site with the virus or advise the site supervisor that they have been in close contact
- Providing advice to all workers about the action plan that will be implemented should a person enter the site with the virus or advise the site supervisor that they have been in close contact

8 Managing the customer (home owner) by:

- Confirming before entering a work site that nobody else will be on site that has been overseas, is showing symptoms or has the virus
- Communicating with home owners on all necessary decisions, variations and work scheduling using phone or electronic means

Thank You For Your Cooperation
Homes By CMA Management

Version 5 – 23 July 2020 © Housing Industry Association

HANDOVER SIGN OFF

41 Flinders Parade, North Lakes,
Queensland, 4509

p 07 3188 9324

f 07 3188 9326

e admin@homesbycma.com.au

w homesbycma.com.au

PROPERTY: **LOT 830**

OWNERS NAME:

CMA REPRESENTATIVE: Rik Chetcuti

DATE:

We agree we have received the below information that is in accordance to the products supplied. These documents contain vital information pertaining to the product **warranties** and **regular maintenance requirements**: CONTAINED ON USB



Items list, please note some might not be applicable to your home as this is a generic list:

- **Important:** 12 Month Maintenance Inspection Sheet
- **Important:** A Guide to Preventing Structural Damage
- **Important:** CSIRO
- Bradnams Warranty and Care & Maintenance (7 Year Warranty*)
- Colorbond Care (Up to 30 Year Warranty*)
- Dulux Paint Care & Maintenance (Texture Bagging)
- Electrolux Warranty
- Westinghouse Cooktop (2 Year Warranty*)
- Chef Rangehood (2 Year Warranty*)
- Westinghouse Dishwasher (2 Year Warranty*)
- Westinghouse Oven User Manual (2 Year Warranty*)
- Maintain Floor Waste (Do not use harsh chemicals on chrome plated items)
- Rinnai Hot Water System
- Owners Guide to Installation of Gas Water Heater – Double/Double Storey
- Hume Doors & Timber – Care & Maintenance
- Polytec – Doors and Panels Care (7 Year Warranty*)
- Garage Door Warranty
- Air Conditioning Manual
- Solver Paint Product Information (Internal & External Paint)
- Stone Top Care & Maintenance
- National Tiles – Tile Care
- Turf Care

For any further information in relation to warranties and products please contact our office
On (07) 3188 9324. **Thank you for building with HOMES by CMA!**

Owner Signature

Date

Owner Signature

Date





HAND OVER CHECKLIST

Job Name: 830	Date:
1. CMA final check completed	Yes
2. Plumbing final completed	Yes
3. Certifier final completed	Yes
4. Final Payment & Variations paid for	Yes
5. Termite Certificate Inc Home Owner Acknowledgement form	Yes
6. Garage Door remote & 2 portable remotes with clips	Yes
7. Air Conditioning Remote	Yes
8. Product brochures for the following items (where applicable) i. Hot water system ii. Garage Door (Stoddarts & Centurion) iii. Bradnams iv. Dishwasher v. Microwave vi. Oven vii. Air Conditioning viii. Fixtures and Fittings ix. Kordon Termite Brochure x. Floor waste maintenance	Yes
9. Window Lock Keys	Yes
10. Sliding Door & Security Screen keys	Yes
11. Garage Internal Door Keys	Yes
12. Letterbox keys	Yes
13. Entrance Door keys/Barrel	Yes
14. Tell us About Your Self Checklist	Yes

Home Owner Acknowledgement of the Termite Protection System for

NEW SINGLE STOREY HOME

(type of works, eg. new dwelling/extension/decking)

at LOT 524 APEX STREET GRIFFIN QLD 4503

(site address)

Lot N°: 524

Plan N°: SP 288193

I/We GURPREET SINGH & YOGEEA BURUMDAYAL

being the owners/purchasers of the above described property, acknowledge that I/we have been fully counselled by the licensed contractor named below, in relation to:

- The termite management system for the above described building work;
- The durability features of the described system;
- The requirements for an ongoing inspection programme and maintenance responsibilities;

and that;

the agreed system of protection for this building work is: KORDON PHYSICAL

BARRIER TO THE PENETRATIONS (PIPES) AND CAMILLERI RETICULATION TO FULL PERIMETER

(description/type of system as shown on durability notice)

I/We have received the following documentation, being: ALL CERTIFICATES

REGARDING BOTH SYSTEMS AND CONTACT NUMBER FOR ANNUAL INSPECTIONS

(one or more of the following:

system details/public information brochures/AS3660.1 certificate/durability notice on building)

Signature/s: _____ Date: _____

I/We CHRIS BAPTISTA on behalf of HOMES BY CMA Licence N°: 15083505

confirm having provided the abovenamed with counselling and documentation as described herein.

Signature/s:  _____ Date: 4/5/2021

SUPPLEMENTARY HOME OWNER ACKNOWLEDGMENT FORM FOR THE **TERMITE PROTECTION SYSTEM**

41 Flinders Parade, North Lakes,
Queensland, 4509

p 07 3188 9324

f 07 3188 9326

e admin@homesbycma.com.au

w homesbycma.com.au

ADDRESS: 830

LOT NO:

I/WE

ACKNOWLEDGE – The chemical barrier (*Kordon physical barrier to the penetrations (pipes) and Camilleri reticulation to full perimeter*) that has been installed to the property will become **void if:**

- Addition or removal of treated soil against the home.
- Removal of already installed or installing gardens or turfing against your home.
- Any structural or non structural items that may be erected or installed against the home or within the tolerated treatment zone.
- Disruption of barrier in any shape or form were to occur. Examples can be, but not limited to; pets, excessive weather erosion, external construction.

The re-treatment and continuous care will become the responsibility of the homeowner which includes costs that will incur for this.

AS such CMA homes recommend that the chemical barrier is repumped following landscaping or disruption to the ground in any form which is at the cost of the home owner. For any specific questions or queries about this, please contact our pest control company *Stevie Redback Pest Control 1300 665 665*.

Signature/s: _____

Date: _____

I/We Chris Baptista on Behalf of Homes by CMA

Licence No: 15083505

Signature:



Date: 24/5/2021

