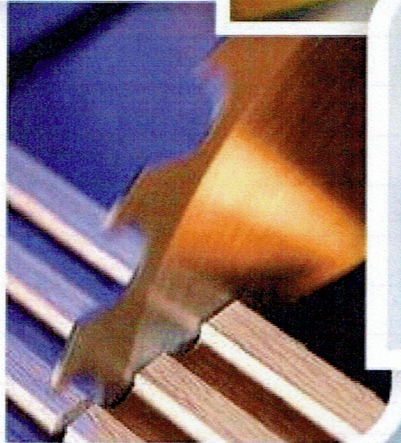


Homes by CMA



Site Safety Plan

All Workers to Read Understand and
Sign ► ►



Project Name:

Address: Lot 282 Stewart Rd, Albany Creek QLD 4035

[illegible]

Principal Contractor Information

Business Information

Particular	Details
Business Name	Homes by CMA
Business Address	41 Flinders Parade, 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	0401 511 873
Construction Manager	Joshua Reed	0409 764 939
Site Supervisor	Joshua Reed	0409 764 939
Site Foreman		
Safety Advisor		
Administration	Joelene Turner	07 3188 9324

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 Contacts - Specialist

Reference	Details
Police Station	(07) 3716 4000
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

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.



Project Specific Safety Rules

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



► Site Map



Location Marker



Fire Extinguisher



First Aid Kit



Muster Point



Emergency Exit



Exit Route

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?



Site Establishment / Pre-Commencement Checklist

>>> Construction Project

Project Location	
Project Name:	Lot 282 Stewart Road, Albany creek
Site Address:	As above

Person Completing Checklist Date & Time	
Name:	Gordon Pirret
Title:	Site Supervisor
Date:	7/2/20
Time:	8:10 am

Other Participants	
Name:	Jarrod Toomey
Title:	Electrician
Name:	Tim Dillion
Title:	Plumber

- 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? <i>In use</i>	☐	☐	☒
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 been 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)
2	Site Fencing	installed at slab stage	2	11/2/20
1	Power lines	Contact Energex for	5	10/2/20
		Brief shutdown for		
		concrete pump access		
		egress		

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