CPCCBC4002A
MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION WORKPLACE
ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4002A Manage occupational health and safety in the building and construction workplace* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Tess Veldink

Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	**☐ Competent**	**☐ Not Yet Competent**

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

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THEORY EXAM INSTRUCTIONS

1. This exam will occur under standard assessment conditions.
    1. An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
2. Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
3. Please fill in the details below, providing your name, signature and date of assessment.
    1. Your signature acknowledges that this is your own work.
4. Assessors are to complete marking in pen of a different colour to the Participant.
5. If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
    1. If a Participant changes their response in writing, they must put their initials next to the written change.
    2. If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name	Tess Veldink
Participant signature	
Date	30/03/2021
Assessor name	
Assessor signature	
Date	Click here to enter a date.

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
28		☐	☐

ASSESSOR COMMENTS

Q1. **For each of the common building and construction jobs listed below, identify one (1) hazard specific to that job.**

Answer

Job	Risks
Construction equipment use (e.g. power tools, concrete mixers)	Electrocution
High risk construction equipment use (e.g. lasers, EPT)	Blinding
Crane use	Crushing
Demolition	Crushing
Formwork	Cuts
Scaffolding use	Fall from heights
Work at heights	Falling
Welding	Burns

☐

Q2. **Using the risk table below, determine the level of risk for each of the hazards identified in** Error! Reference source not found.**Identify how each risk level was determined, by identifying the likelihood and consequences of each hazard.**

Matrix	A: Death or permanent disability	B: Serious injury	C: Lost time injury	D: Casualty Treatment	E: First Aid
1: Very Likely	E	E	H	H	M
2: Likely	E	H	H	M	M
3: Possible	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Very Unlikely	M	M	L	L	L

E: Extreme	H: High	M: Medium	L: Low

Answer

Job	Level of risk
Construction equipment use (e.g. power tools, concrete mixers)	C5L
High risk construction equipment use (e.g. lasers, EPT)	C5L
Crane use	A5M
Demolition	A4H
Formwork	E5L
Scaffolding use	A3H
Work at heights	A3H

☐

Welding	D3M

Q3. **Identify an appropriate control measure for each of the hazards identified in** Error! Reference source not found.

Answer ☐

Job	Control measure
Construction equipment use (e.g. power tools, concrete mixers)	Ensure test and tag is in date, inspect the power tool before use
High risk construction equipment use (e.g. lasers, EPT)	Ensure to be wearing the correct PPE such as laser beam glasses
Crane use	Ensure to check and inspect all crane equipment before use and ensure there is a dogman
Demolition	Ensure site is inspected by an engineer
Formwork	Ensure to be wearing the correct PPE such as gloves and glasses
Scaffolding use	Ensure scaffold is built correctly with toe bars and mid-rails
Work at heights	Ensure all work at heights is done 2m from a live edge unless edge protection or PPE is provided

Welding	Ensure to wear the correct PPE including gloves, long sleeves and long pants, welding helmet

Q4. **True or False (Tick your response): Risk control options can come from both internal sources (e.g. policies and procedures) and external sources (e.g. codes and standards).**

Answer

☑	True
☐	False

☐

Q5. **Name two (2) workplace personnel you may speak to for safety advice.**

Answer

Key personnel – involved in WHS decision making
WHS specialists – experts in the specific WHS areas

☐

Q6. **Referring to the WHS Regulations, explain how the following documents contribute towards identifying hazards and risks in the workplace.**

Answer

Document	Description
Safe Work Method Statements	The primary purpose of a SWMS is to help supervisors, workers and any other persons at the workplace to understand the requirements that have been established to carry out the high risk construction work in a safe and healthy manner. The SWMS: sets out the work activities in logical sequences, identifies hazards, describes control measures. The aim of a SWMS is to: describe the activity or task to be undertaken, identify the resources, manpower and skills associated with the task, assess and select control measures (as appropriate), systematically plan the activity so it can be completed efficiently and effectively.

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Site Safety Plan / WHS Management Plan	A work health and safety (WHS) management plan can assist principal contractors to manage their workplace health and safety obligations. The principal contractor for a construction project must prepare a written WHS management plan for the workplace before work on the project commences. The plan must state: • the names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project • the arrangements in place, between any persons conducting a business or undertaking at the workplace where the construction project is being undertaken, for consultation, cooperation and the coordination of activities in relation to compliance with their duties • the arrangements in place for managing any work health and safety incidents that occur • any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules • the arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace.

Q7. **Identify two (2) advisory standards you might refer to safely undertake building and construction work and briefly summarise their requirements.**

Answer

Standard name	Requirements

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NCC volume 1	NCC Volume One primarily applies to Class 2 to 9 (multi-residential, commercial, industrial and public) buildings and structures. It contains clearly identified, non-mandatory explanatory information within the text to assist with interpretation of the requirements.
NCC volume 2	**NCC Volume** Two primarily applies to Class **1** (residential) and 10 (non-habitable) buildings and structures. It contains clearly identified, non-mandatory explanatory information within the text to assist with interpretation of the requirements.

Building and construction industry contracts require building legislation and the National Construction Code to be observed. Refer to these documents when responding to Q8. to Q10.

Q8. **Identify the requirements in the National Construction Code Volume 1 with regards to air pressurisation for fire-isolated exits. Identify the relevant section of the Code and the Australian Standard referenced.**

Answer

Code section(s)	Requirements and Standards
Service & equipment. Smoke detection & alarm systems – Spec E2.2a	Smoke detectors required to activate air pressurisation systems for fire-isolated exits and zone pressurisation systems must— (i) be installed in accordance with AS 1670.1; and (ii) have additional smoke detectors installed adjacent to each bank of lift landing doors set back horizontally from the door openings by a distance of not more than 3 m. (b) Smoke detectors required to activate— (i) automatic shutdown of air-handling systems in accordance with Table E2.2b; or (ii) a smoke exhaust system in accordance with Specification E2.2b, must— (iii) be spaced— (A) not more than 20 m apart and not more than 10 m from any wall, bulkhead or smoke curtain; and

☐

	(B) in enclosed malls and walkways in a Class 6 building not more than 15 m apart and not more than 7.5 m from any wall, bulkhead or curtain; and have a sensitivity— (A) in accordance with AS 1670.1 in areas other than a multi-storey walkway and mall in a Class 6 building; and (B) not exceeding 0.5% smoke obscuration per metre with compensation for external airborne contamination as necessary, in a multi-storey walkway and mall in a Class 6 building. (c) Smoke detectors provided to activate a smoke control system must— (i) (A) form part of a building fire or smoke detection system complying with AS 1670.1; or (B) be a separate dedicated system incorporating control and indicating equipment complying with AS 1670.1; and (ii) activate a building occupant warning system complying with Clause 7, except that smoke detectors provided solely to initiate automatic shutdown of air-handling systems in accordance with (b)(i) need not activate a building occupant warning system.

Q9. **Identify the requirements in the National Construction Code Volume 2 with regards to smoke alarms. Identify the relevant section of the Code and the Australian Standard referenced.**

Answer

Code section(s)	Requirements and Standards
Fire Safety Part 3.7.5 Smoke alarms and evacuation lighting – 3.7.5.2 Smoke alarm requirements	Smoke alarms must— (a) be located in— (i) Class 1a buildings in accordance with 3.7.5.3 and 3.7.5.5; and (ii) Class 1b buildings in accordance with 3.7.5.4 and 3.7.5.5. (b) comply with AS 3786, except that in a Class 10a private garage where the use of the area is likely to result in smoke alarms causing spurious signals, any other alarm deemed suitable in accordance with AS 1670.1 may be installed provided that smoke alarms complying with AS 3786 are installed elsewhere in the Class 1 building; and (c) be powered from the consumer mains source where a consumer mains source is supplied to the building; and (d) be interconnected where there is more than one alarm.

☐

Q10. **Name the building legislation (Act and Regulations) that apply within your jurisdiction.**

Answer

Queensland Building and **Construction** Commission Act 1991 (**Qld**) (QBCC Act)

☐

Q11. **Which of the following should be considered when developing a risk control plan? Tick all that apply.**

Answer

Choice	Possible Answers
☑	How and when controls will be implemented
☑	Evaluation processes for implemented controls
☑	Consultation with individuals and parties
☑	Responsibilities for implementation

☐

Q12. **True or False (Tick your response): If control measures do not adequately control risks, they must be revised.**

Answer

☑	True
☐	False

☐

Q13. **Which of the following are appropriate techniques, tools and processes for identifying hazards and risks? Tick all that apply.**

Answer

Choice	Possible Answers
☑	Workplace inspections
☐	Compensation claim information
☐	Safe Work Method Statements
☐	Information issued by WHS regulators

☐

Q14. **Which of the following can be used to assist with workplace inspections? Tick all that apply.**

Answer

Choice	Possible Answers
☑	Hazard and risk checklists
☑	Job Safety Analysis (JSA)
☐	Manifests and registers
☐	Surveys
☑	Workplace walk-through

☐

Q15. **Which of the following are limitations of using a generic hazard/risk assessment checklist? Tick all that apply.**

Answer

Choice	Possible Answers
☐	Specifics of the workplace are not considered
☑	Not all checklist points will be applicable
☐	Such checklists/processes must be completed on a computer
☐	You always have to purchase these checklists

☐

Q16. **Identify the applicable WHS Act in your jurisdiction. Identify its requirements for PCBUs with regards to identifying hazards and risks.**

Answer ☐

Act name and section(s)	Requirements
Guide to the Work Health and Safety Act 2011 QLD – Duty of officers section 27	It is the duty of an officer of a PCBU to exercise due diligence to ensure the PCBU complies with its health and safety duties and obligations. An officer may be charged with an offence under the WHS Act independently of any breach of duty by the PCBU. Due diligence includes personally taking reasonable steps to: • acquire and keep current information on work health and safety matters • understand the nature and operations of the business or undertaking and associated hazards and risks • ensure the PCBU has, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety • ensure the PCBU has appropriate processes to receive and consider information about incidents, hazards and risks, and to respond in a timely manner • ensure the PCBU has, and implements, processes for complying Guide to the *Work Health and Safety Act 2011* 11 with their duties and obligations (e.g. reports notifiable incidents, consults with workers, complies with notices, provides training and instruction and ensures HSRs receive training entitlements).

Q17. **Identify the applicable WHS Regulation in your jurisdiction. Identify its requirements for PCBUs with regards to identifying hazards and risks.**

Answer ☐

Regulation name and section(s)	Requirements
Work health and safety regulation 2011 – Chapter 3 general risk and workplace management	**Duty to identify hazards** A duty holder, in managing risks to health and safety, must identify reasonably foreseeable hazards that could give rise to risks to health and safety. **Managing risks to health and safety**

	A duty holder, in managing risks to health and safety, must: (a) eliminate risks to health and safety so far as is reasonably practicable; and (b) if it is not reasonably practicable to eliminate risks to health and safety — minimise those risks so far as is reasonably practicable. **Hierarchy of control measures** (1) This regulation applies if it is not reasonably practicable for a duty holder to eliminate risks to health and safety. (2) A duty holder, in minimising risks to health and safety, must implement risk control measures in accordance with this regulation. (3) The duty holder must minimise risks, so far as is reasonably practicable, by doing one or more of the following: (a) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) isolating the hazard from any person exposed to it; (c) implementing engineering controls. (4) If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. (5) If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.

Q18. **Identify a relevant policy in your organisation with regards to identifying hazards and risks and briefly describe its requirements.**

Answer

Policy name	Requirements
Usher Group - Workplace Heath & Safety Policy	Employees: You play an important role in creating and maintaining a safe working environment. As such, you have an obligation and a responsibility to: > conduct yourself in a manner that is appropriate, always exhibiting safe and healthy work practices; > be responsible for your own health and safety, ensuring you do not conduct yourself in a manner that may compromise the health and safety of others; > declare whether you suffer from a medical condition that may impact your ability to perform in your role; > undertake fitness for work assessments if inherent requirements of the job are unable to be performed; > follow all safe work method statements, safe travel practices, procedures, instructions and rules; > comply with legislation and law relating to workplace health and safety and follow all safe work practices, procedures, instructions and rules; > encourage others to work in a safe and healthy manner; and > uphold and familiarise yourself with the duties that apply to you within the Act.

Q19. **Identify the statutory requirements in your jurisdiction with regards to the completion of inspection reports.**

Answer

Legislation name and section(s)	Requirements
Work Heath & Safety Act 2011 - 103E Assessment Reports	The work health and safety officer must— prepare a report (an ***assessment report***) for the assessment carried out under section 103D(1); and if the assessment identifies any risks to health and safety arising from the work carried out as part of the conduct

	of the business or undertaking—include in the report recommendations about managing the risks. The work health and safety officer must, within 30 days after the assessment has been carried out, give a copy of the assessment report to— 1. (a) if the work health and safety officer is not the person conducting the business or undertaking—the person conducting the business or undertaking; and 2. (b) if there is a health and safety committee at the business or undertaking—the committee.

Q20. **Which of the following individuals and parties may require information about workplace hazards and proposed risk controls? Tick all that apply.**

Answer ☐

Choice	Possible Answers
☑	Health and Safety Committees
☑	PCBU
☑	All members of the public
☑	Workers

Q21. **Identify the requirements in the Code of Practice with regards to consulting parties when managing risks.**

Answer ☐

Legislation name and section(s)	Requirements
Work heath & safety consultation cooperation and coordination – WHS Act section 46	The WHS Act requires a PCBU to consult, cooperate and coordinate activities with all other persons who have a work health or safety duty in relation to the same matter, so far as is reasonably practicable. In these situations, each duty holder should exchange information to find out who is doing what and work together in a cooperative and coordinated way so risks are eliminated or minimised so far as is reasonably practicable.

	Examples of where a PCBU will have a health and safety duty include where: • the PCBU engages workers to carry out work • the PCBU directs or influences workers in carrying out work • other persons may be put at risk from work carried out in their business or undertaking • the PCBU manages or controls a workplace or the fixtures, fittings or plant at a workplace • the PBCU's business or undertaking involves designing, manufacturing, importing or supplying plant, substances or structures for use at a workplace • the PBCU's business or undertaking involves installing, constructing or commissioning plant or structures at a workplace.

Q22. **Identify the requirements in the Code of Practice with regards to consulting parties when developing procedures for communicating WHS policy and practice requirements.**

Answer

Legislation name and section(s)	Requirements
Work heath & safety consultation cooperation and coordination – WHS Act section 49 – Developing work heath and safety procedure	A procedure sets out the steps to be followed for work activities. You must consult with affected workers when developing procedures for: • consulting with workers on work health and safety • resolving work health and safety issues • monitoring workers' health and workplace conditions • providing information and training for workers. Procedures should be in writing to provide clarity and certainty at the workplace and assist in demonstrating compliance. They should clearly set out the role of health and safety representatives, both legislative and workplace specific, and other parties involved in the activity. The procedures should be easily accessible, for example by

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	placing them on noticeboards and intranet sites.

Q23. **Name three (3) parties who should consult to determine effective strategies for communicating WHS policy and practice.**

Answer

Management, Health & Safety committees and designated work groups

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Q24. **Name two (2) communication strategies that may be used in the building and construction industry.**

Answer

- Issued site specific instructions and signage
- Verbal communications

☐

Q25. **Name two (2) education programs that may be implemented in the building and construction industry.**

Answer

- General and site-specific induction training
- Other forms of specialist and targeted training

☐

Q26. **Fill in the blanks for the statement below:**

The 'How to manage work health and safety risks Code of Practice 2011' identifies that control measures are more effective when

training **is provided and when workers are**

consulted**.**

Answer ☐

Q27. **Explain why it is important to review the effectiveness of communications and educational programs.**

Answer

It may reduce the frequency and severity of workplace injury and disease, as employees gain knowledge and skills to perform their duties safely.

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Q28. **List three (3) methods for reviewing the effectiveness of communication and educational programs.**

Answer

1. Reviewing training materials for accuracy of content, currency and suitability
2. Conducting post-training surveys

3.Conducting regular reviews of training needs

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PRACTICAL ASSESSMENT INSTRUCTIONS

6. The following practical assessment will require the Participant to complete work related activities.
7. The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
8. Please fill in the details below – providing your name, signature and date of assessment.
    1. The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
9. The Assessor may substitute a Practical Task with an alternate task of equal value.
    1. Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Tess Veldink

Participant signature TVeldink

Date 30/03/2021

Assessor name

Assessor signature

Date Click here to enter a date.

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

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Practical Task 1 (2X)

Description of task:
On two (2) occasions, a suitable observer is to verify the participant's ability to conduct and report on a WHS risk analysis, including workplace inspection.

The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet.

Evidence to be submitted may include:
A copy of a Site Specific Safety Plan or Construction Safety Plan, including:
1. Copies of Risk Assessments completed on a project
2. Copies of Safety Work Method Statements used on a project
3. A copy a workplace safety inspection checklist that has been used on a project

The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:
Computer.

Assessment of task

Name of participant:	Tess Veldink
Name of observer:	Amanda Pennycook
Role of observer (Confirm suitability to sign)	Safety Manager
Email address of observer	Tess.v@ushergroup.com
Signature of observer:	
Date:	13/04/2021

When completing the task, did the participant:	**Tick if satisfactorily completed. Provide comments if left unticked.**	
	1st Occasion	**2nd Occasion**
Q29. Conduct a workplace inspection to evaluate construction site safety for the range of occupations in the workplace according to WHS legislation and company policies, including: 4. Identifying construction hazards and potential risk areas 5. Identifying and prioritising hazards 6. Identifying and prioritising risks	☑	☑
Q30. Seek expert advice as appropriate, including: 7. Advice from workplace personnel regarding the application of building codes and standards	☑	☑

8. Consulting with relevant parties regarding compliance with statutory requirements (including SWMS and site safety plans) 9. Consulting with appropriate personnel to determine effective strategies for communicating WHS policy.		
Q31. Complete an inspection report in accordance with best practice and statutory obligations: including: 10. Recommendations from findings 11. Required approaches to remediation	☑	☑
Q32. Implement agreed control measures in conjunction with relevant workplace personnel, implementing negotiation and conflict resolution skills, as necessary.	☑	☑
Q33. Monitor and review control measures, updating records with findings	☑	☑
Q34. Establish communication strategies and educational programs specific to the building and construction industry in accordance with statutory requirements and best practice.	☑	☑
Q35. Review the effectiveness of communication and educational programs, updating records with findings.	☑	☑
Q36. Effectively communicate using the following methods: 12. Verbally using language/concepts appropriate to cultural differences 13. Non-verbal communication	☑	☑

The Participant's performance was: ☑ Satisfactory ☐ Not Satisfactory

OBSERVER COMMENTS
This subject was about Health and Safety in the building and Construction Workplace. All the criteria's were discussed and two pieces of evidence was submitted for support each topic as occasion 1 and occasion 2. The evidence submitted included 2 x SWMS, Workplace health and safety policy from the Usher Group, 2 x internal audits, 2 x Site Management Plans and 2 x Hazard Identification Report Forms. All evidence was from Queensland Projects – Norfolk, Queen Street Village, Herston Quarter & 443 Queen Street. **Workplace inspection** The first thing discussed was the Usher Group policy this is to ensure that the team understood the requirements from the policy. A workplace inspection report was explained and the 3 main points of the report were mentioned. 2 x internal audits were referenced when discussing the 3 main point further. **Seek Expert Advice** The importance of getting expert advice when reporting risk and hazards was highlighted. Along with 2 x SWMS & 2 x Site Safety plans which comply with the statutory requirements. Risk management process communication and strategy was discussed to ensure it implemented as per the WHS legislation. **Inspection Report** The use of an inspection report was highlighted at the start and then was related back to the Usher Group Hazard Identification Report Form – 2 x form was submitted for evidence. These reports were discussed in detail. **Agreed Control Measures** The risk control process was touched on and explained that the process isn’t always practicable. Interim control measures were listed and related to the hazard identification reports, as this is something that can be implemented due to the nature of the reports. **Monitor and Review Control Measures** The monitoring of the implementation plan, the importance of tracking the control measures and revising the plan, in relation to the WHS act was discussed. **Communication Strategies** The benefits of communicating important information to employees was touched on and a section from the code of practise 2011 backed up the information given. **Effectiveness of Control Measures** Measuring the effectiveness of the control measure was lastly discussed, this can be done through multiple ways as listed in the practical document. **Effective communication** Effective communication was used through out using non-verbal communication such as email and using the correct terminology when discussing theory and concepts

Manage occupational health and safety in the building and construction workplace

To: Dion@ushergroup.com
From: Tess@ushergroup.com
Subject: Safety Documents for Usher Group

Workplace Inspection
Hi Dion,

Thank you for helping me with safety documents for our projects - Please see attached the Usher Group policy to familiarise yourself, this document is the bases to ensure the Usher Group is safe at work.

The first thing we are going to evaluate the workplace safety inspection reports from Norfolk Apartments in Burleigh and Queen St Village in Broadbeach. See attached 2 x Internal Audit - Construction Hazard Identification and Risk Assessments. There are 3 main in the reports as follows;

1. Identifying construction hazards and potential risk areas
2. Identifying and prioritising hazards
3. Identifying and prioritising risks

Occasion 1 - Norfolk

1. **Identifying construction hazards and potential risk areas**
   The different areas of the project are listed on the audit from 1 -19. From there, each heading has questions to be answered – these questions are to do with potential hazards/risks in that area. However, there are also headings non related to hazards and risks these heading include quality of work and administration. Each area is inspected by the Safety Representative with a risk classification, photos are submitted to prove the status of the area.

2. **Identifying and prioritising hazards**
   If a hazard is identified - a photo will be attached the question, the status will correspond and there will be notes that explain why

3. **Identifying and prioritising risks**
   If a risk is identified - a photo will be attached the question, the status will correspond and there will be notes that explain why

In the Norfolk audit all construction areas are deemed safe. If you look at 15.8, 15.9 you can see that these areas were rated no, and with comments. This is an example of what would happen if there was a hazard or risk found. this is what needs to happen to ensure it aligns with the Usher Policy and subdivison 6 - Obligations of person conducting business or undertaking to health and safety representatives

Occasion 2 – Queen Street Village

1. **Identifying construction hazards and potential risk areas**
   The different areas of the project are listed on the audit from 1 -19. From there, each heading has questions to be answered – these questions are to do with potential hazards/risks in that area. However, there are also headings non-related to hazards and risks these heading include quality of work and administration. Each area is inspected by the Safety Representative with a risk classification, photos are submitted to prove the status of the area.

2. **Identifying and prioritising hazards**
   If a hazard is identified - a photo will be attached the question, the status will correspond and there will be notes that explain why

3. **Identifying and prioritising risks**

If a risk is identified - a photo will be attached the question, the status will correspond and there will be notes that explain why

In this audit you can see that 7.1 & 7.3 were rated 'at risk' with notes and photos for prove, this is what needs to happen to ensure it aligns with the Usher Policy and subdivison 6 - Obligations of person conducting business or undertaking to health and safety representatives

Seek Expert Advice
Another area the Safety team work on is gathering expert advice when reporting risks and hazards on the construction sites. A decision might not be to come to by just looking at the SWMS & Site Safety Plans, which is why we ask for assistance for judgement from either;
Stakeholders - People/organisations who may be affected by or perceive themselves to be affected by an activity or decision.
Key personnel - Involved in WHS decision-making or affected by decisions
WHS specialists - those experts that have specialised in specific WHS areas
Technical advisers - people who provide specific technical knowledge or expertise and include: Engineers, Legal, health and emergency personnel's.

Please see attached SWMS & Site Safety Plans for Norfolk (occasion 1) and Queen Street Village (occasion 2).

Consultation with workplace parties in the hazard and risk management processes is important and is also required under the WHS legislation. A general rule is that those people or organisations who may be affected by activities or decisions are involved. Consultation with workplace personnel is important for achieving 'buy in' and ownership which is vital for effective implementation of risk and hazard registers.

Inspection Report
Inspection reports must be completed as they are an important risk management tool that can assist you to:
- Identify health and safety hazards (existing and potential)
- Assess policies and procedures – progress and impact
- Ensure staff from all levels are responsible for WHS
- Check workplaces to sight real work in practical risk management activities
- Recommend corrective actions using completed inspections (formal records)

At Usher we have a Hazard Identification Report Form which is used for existing hazards. It details the project information, the hazard, risks associated with the hazard, people affected, controls, risk rating and further action. Please see attached 2 x forms for Herston Quarter and 443 Queen Street (occasion 1 & 2)

Another type of inspection report would be internal audits for Norfolk and Queen Street Village. These reports have already been touched on previously but are an important risk management tool that have recommendations and remediations.

Agreed Control Measures
The risk control process is carried out between the relevant health and safety representative and employees. It is not always practicable to immediately implement the preferred measures and there may be a need to keep the process or activity going, which then requires you to implement interim control measures. Interim control measures can be in the form of:

- Administrative controls
- Personal Protective Equipment (PPE)
- A combination of administrative controls and PPE

Once a decision is made regarding a suitable risk control measure a plan should be developed, approved by the safety representative and implemented. The plan should identify; The actions required, A timetable for implementation, the people responsible for the implementation of the actions, engaging everyone involved/affected and Training and services.

Interim control measures need to be implemented at the Herston Quarter & 443 Queen Street projects (occasion 1 & 2). After the Hazard identification reports being filed.

Monitor and Review Control Measures
Once the implementation plan is confirmed the people responsible for implementing the actions must be briefed and must be monitored to ensure that it is completed on time and to plan. After implementation if the control measures do no adequately control the risk they must be revised also regular review of the risk management must be reviewed, due to changes in the WHS act.

Communication Strategies
There are many benefits to communicating information and providing educating and training within in the workplace. It may reduce the frequency and severity of workplace injury and disease, as employees gain knowledge and skills to perform their duties safely.

As outlined in the How to manage work health and safety risks Code of practice 2011 (Qld):
'Training, instruction and information must be provided in a form that can be understood by all workers. Information and instruction may also need to be provided to others who enter the workplace, such as customers or visitors.

Effectiveness of control measures
After everyone has been trained and educated, it is important to review them. Should communication and/or training have taken place and the WHS hazard and risk are unaffected they must be reviewed. Method of review may include;
- Evaluating training programs for effectiveness
- Ensuring employees have an adequate understanding
- Reviewing training materials for accuracy of content, currency and suitability
- Conducting post-training surveys
- Conducting regular reviews of training needs

Both project documents submitted (for occasions 1 & 2) need to follow the steps above to ensure control measures are monitored and effective for the construction industry along with clear communication. This is to align with the Queensland Act and Usher Health and Safety Policy. Without these steps being following hazards and risk could increase and put workers in harm.

Workplace Health and Safety Policy

PURPOSE

At Usher Group, we endeavour to provide a safe working environment that is compliant with the Work Health and Safety Act 2011 (QLD). This policy outlines the responsibilities of all team members and contractors in creating and maintaining a safe working environment. It's great to have fun at work;
however, we take a firm stance on workplace health and safety. Breach of this policy is considered to be serious and may result in legal and/or disciplinary action.

HAZARDS AND RISKS

Hazard: A hazard is anything in the workplace that has the potential to harm someone. Some examples may include poorly placed cords and wires, incorrect manual handling procedures, slippery floors, cleaning products, unsafe workplace behaviours and fatigue.

Risk: A risk is when it's possible that a hazard will cause harm. The level of risk will depend on factors such as how often the job is done, the number of people involved and how serious any injuries that result could be.

IDENTIFICATION

Usher Group maintain our commitment to a safe working environment by:

> routinely conducting assessments of the workplace in order to detect, assess accidents from occurring; and
> reducing the likelihood of the risk or hazard occurring and its severity, where we are unable to eliminate the risk entirely.

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

Employees: You play an important role in creating and maintaining a safe working environment. As such, you have an obligation and a responsibility to:

> conduct yourself in a manner that is appropriate, always exhibiting safe and healthy work practices;

- be responsible for your own health and safety, ensuring you do not conduct yourself in a manner that may compromise the health and safety of others;
- declare whether you suffer from a medical condition that may impact your ability to perform in your role;
- undertake fitness for work assessments if inherent requirements of the job are unable to be performed;
- follow all safe work method statements, safe travel practices, procedures, instructions and rules;
- comply with legislation and law relating to workplace health and safety and follow all safe work practices, procedures, instructions and rules;
- encourage others to work in a safe and healthy manner; and
- uphold and familiarise yourself with the duties that apply to you within the Act.

Managers:

If you are a manager, you have additional responsibilities to ensure a safe working environment. These include:

- treating all breaches of workplace health and safety standards seriously and taking appropriate action; and
- providing adequate information, instruction, training and supervision to enable your employees to perform their roles effectively and safely.

WORKPLACE INJURY AND COMPENSATION

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must immediately report any accident or injury to their supervisor and the human resources department so that the necessary paperwork may be completed.

All claims for compensation in respect of injury, disease or death sustained whilst at work or whilst travelling to or from work shall be dealt with in accordance with the Workers' Compensation legislation in force at the relevant time.

Employees who return to work after an absence will be required to submit a physician's statement detailing their fitness for their return to work. The Company reserves the right to have employees submit to a medical examination by a physician designated by the Company at no expense to the employee.

General Manager 12/6/2018

Stuart Ryan

BREACHES & REPORTING

- At Usher Group, everyone has a responsibility as part of their employment to adhere to this policy.
- If you observe a hazard or a risk in the workplace or are involved in a safety incident, you should report your concern to your manager, Safety Manager or HR Committee Member.
- Please refer to the Grievance Policy and/or the Performance Management Policy for further information on how a breach of this policy will be handled at Usher Group.

USHER GROUP INTERNAL AUDIT - Construction Hazard Identification and Risk Assessment Copy

272 HEDGES ave

Complete

Score	97.22%	Failed items	0	Actions	0

Usher Group Audit	272 HEDGES ave
Document No.	000037
Client / Site	Hutchinson builders
Conducted on	25th Feb, 2021 12:44 PM AEST
Prepared by	Paul Stathis
Location	Broadbeach

Personnel

Brad / Paul

Audit

97.22%

1. Working at Heights

100%

1.1. Fall risks of 2m or more? (including voids, pits, and trenches)	Safe
1.2. Lack of edge protection?	Safe
1.3. Unsafe or incomplete edge protection?	Safe

2. Plant and Equipment

100%

2.1. Unsafe or damaged plant/equipment? (including missing or damaged guards)	N/A
2.2. Incorrect plant /equipment for job? (e.g. grinding discs for cutting)	N/A
2.3. Unsafe or incompatible attachments used with plant/equipment?	N/A
2.4. Unlicensed operators?	Safe

Photo 1

2.5. Lack of safe work instructions?	N/A
2.6. Lack of training in safe operation, clean-up and maintenance?	Safe
2.7. Lack of inspection regime?	Safe

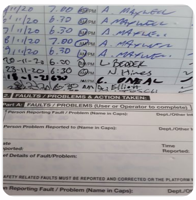


Photo 2

3. Scaffolds

71.43%

3.1. Unsafe or incomplete scaffold?	N/A
3.3. Lack of inspection protocol for scaffold?	N/A
3.4. Incompatible scaffold components? Unlabelled or do not meet AS?	N/A
3.5. Safe Work Load (SWL) exceeded? (tools, stored materials, number of persons)	N/A

3.6. Has the mobile scaffold erection been erected properly	N/A

4. Swing Stage/Abseil/EWP

71.43%

4.1 Are all workers tickets/Permits up to date and in folder? QLD/NSW	N/A
4.2 Have all checklists been filled out correctly?	N/A
4.3 Are all exclusion zones erected,locked and signage displayed correctly?	N/A
4.4 Status/Condition of swing stage - Add Comment	N/A
4.5 Unsuitable or inadequate communication equipment?	N/A

5. Harness and Equipment

5.1. Unsafe or damaged harness or equipment?	N/A
5.2. Incompatible hooks/equipment?	N/A
5.3. Unlabelled or does not meet AS?	N/A
5.4. Unsafe or uncertified anchor points?	N/A
5.5. Lack of inspection protocol for equipment?	N/A
5.6. Lack of or inadequate formal training for operators?	N/A

6 Ladders/Trestles

100%

6.1. Unsafe or damaged ladders?	Safe

Photo 3

6.2. Unsafe positioning of ladders?	Safe
6.3. Ladder not properly secured?	Safe
6.4. Ladder unsuitable for job? (e.g working on a balcony) not using a platform ladder.	Safe

7. Hazardous Manual Tasks

33.33%

7.1. Lack of identification hazardous manual tasks? (Safety Training and Manual Handling Handout in SMP)	At Risk

Not everyone has signed on to the hazardous register, will talk to Paul and get him to sort it out

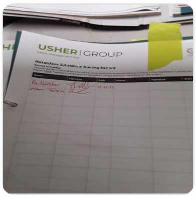


Photo 4

7.2. Inadequate risk controls? (examples: no job rotation, lighter loads, trolleys, lifting equipment, etc)	Safe
7.3. Lack of training in risk controls and safe lifting/ team lifting techniques?	At Risk

Not everyone has signed on to manuak handling register, will talk to Paul and get him to sort it out

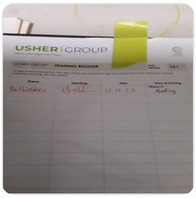


Photo 5

8. Hazardous Chemical (including fuel and oil)

100%

8.1. Unsafe storage (e.g Are all chemicals stored in a lockable metal tool box)	Safe

Photo 6

8.2. Incompatible chemicals stored near each other?	Safe
8.3. Inadequate spill containment equipment?	Safe

Photo 7

8.4. Safety Data Sheets not accessible on site and not in safety folder?	Safe
8.5. Lack of emergency procedures for injury/spills/fire etc?	Safe
8.6. Excessive quantities stored on site or in vehicles?	Safe
8.7. Insufficient ventilation?	Safe

8.8. Insufficient, or incorrect, PPE?	Safe
8.9. Unsuitable storage containers? (Are water and soft drink bottles being used to store chemicals?)	Safe
8.10. Is a hazardous substance list displayed on the outside of the site shed? (For emergency services in case of a split or fire)	Yes

Photo 8

9. Emergency Response

100%

9.1. Lack of, or no emergency plans for site, In SMP and site office/shed wall?	Safe

Photo 9

9.2. Emergency procedures not displayed at site?	Safe

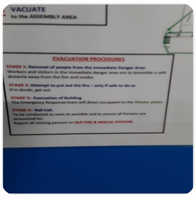


Photo 10

9.3. Lack of training and rehearsal of emergency plans?	Safe
9.4. Lack of, or inadequate first aid kits aid equipment for site?	Safe

Photo 11

9.5. Insufficient access to formally trained First Aiders?	Safe

Photo 12

10 Personal Protective Equipment

100%

10.1. Lack of or inadequate PPE	Yes
10.2. Lack of system to issue, inspect, replace and monitor PPE?	Yes
10.3. Are all Usher employees wearing the correct uniform and neatly presented?	Yes

Photo 13

Photo 14

11.Work Environment

100%

11.1.Lack of/or inadequate amenities? (toilets, wash areas, lunch rooms, etc)	Safe
11.2. Insufficient trade lighting?	Safe
11.3.Inadequate housekeeping?	Safe

12. Safety Representitives

100%

12.1. Is there a safety rep on site?

Paul Webb

25th Feb, 2021 2:13 PM AEST

12.2. Is the safety reps name on the site shed wall?	Yes

Photo 15

13. Electrical Hazards

100%

13.1. Unsafe electrical leads? (damaged, out of test date or untested)	Safe

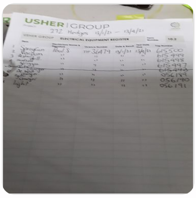


Photo 16

13.2. Lack of RCD protection?	Safe
13.3. Electrical register filled out in safety folder and up to date?	Yes

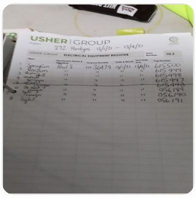


Photo 17

13.4. Contact with overhead electrical lines?	Safe
13.5. Overloading outlets?	Safe
13.6. Leads placed on the ground or on metal structures?	Safe
13.7. Electrical equipment near water?	Safe
13.8. Electrical equipment near flammables?	Safe
13.9. Electrical equipment near chemicals that could cause damage?	Safe
13.10. Electrical leads that may be damaged from contact with moving machinery parts?	Safe
13.11. Electrical leads on work surfaces?	Safe

14. Environmental Hazards

100%

14.1. Lack of/or inadequate Environmental Management plan (EMP)?	Safe
14.2. Have all relevant workers completed the fit test for respirators and dust masks?	Safe
14.3. Are the fit test certificates On site and available for inspection. Photo on phone acceptable	Yes

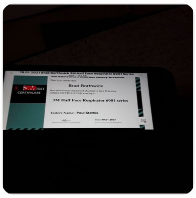


Photo 18

14.4. Lack of/or inadequate systems to prevent contaminants entering stormwater drains? — Safe

14.5.Lack of Environmental wash out facility on site? — Safe



Photo 19 Photo 20 Photo 21

15. Methodology and Quality of work

100%

15.1. Is the correct Usher methodology being undertaken on site? — Yes

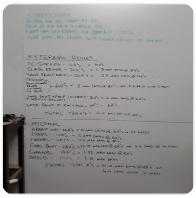


Photo 22

15.2. Is the quality of work to the high level of Usher standards. — Yes

15.3. Is the budget hours displayed on the site shed wall and up to date? — Yes

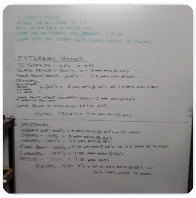


Photo 23

15.4. Are budget hours spent to date being monitored and tracked? — Yes

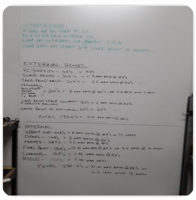


Photo 24

15.5. Are the ITP’s signed off and up to date? — Yes

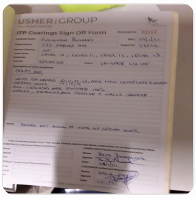
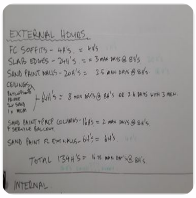


Photo 25

15.6. Are application targets on the wall?	Yes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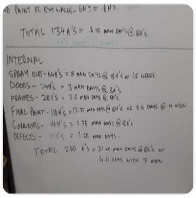
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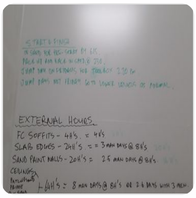
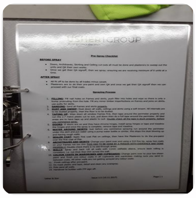


Photo 28

15.7. Are the TPO's on site and do all workers understand them?	Yes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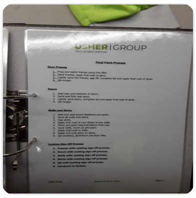
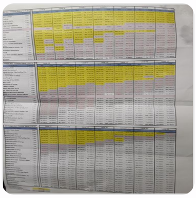


Photo 30

15.8. Is the client's program on site? When was the last revision? Is it behind program?	Yes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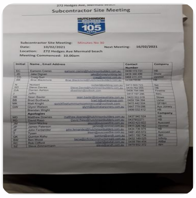
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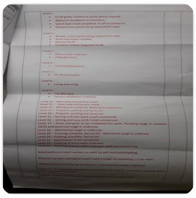
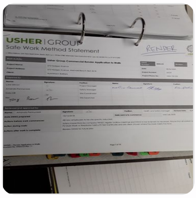


Photo 33

I5.9 Is the site programming book completed every Friday?	Yes
15.10 Are the site diaries being completed every Friday?	Yes
15.11 Are all employees aware of their target metres or items (doors/frames.)etc.	Yes
15.12 How many employees were asked?	3
15.13 How is the site moral?	Good
16. SWMS/SMP	100%
16.1. Lack of/or inadequate Site Safety Plan?	Safe
16.2. Failure to obtain permits. (WAH)	N/A

16.3. Lack of or inadequate induction for workers.	Safe
16.4. Lack of or inadequate SWMS on site.	Safe
16.5. Have all employees/managers signed the correct SWMS?	Yes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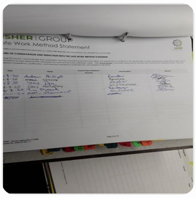
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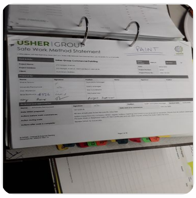
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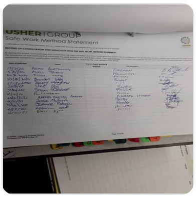


Photo 37

17. Administrative Procedures

100%

17.1. Lack of or inadequate supervisory arrangements?	Safe
17.2.Are all relevant tickets/ licences on site?	Yes


Photo 38

17.3. Are all tool boxes documented?	Yes

18. Apprentices

18.1 Is there apprentices on-site?	N/A
18.2 Is their workbook on-site?	N/A
18.3 Have they reached the desired level of competency for their core units?	N/A
18.4 Are their tasks being rotated? i.e. Learning different skillsets.	N/A
18.5 Has their supervisor completed the 3-month apprentice review?	N/A

19. Incident Notification

100%

19.1. Are injury registers being completed?	Yes

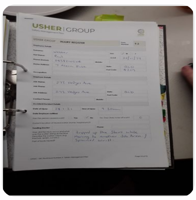


Photo 39

19.2. Are incident/accident forms being completed	Yes

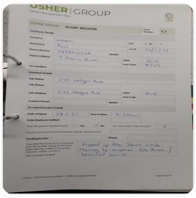


Photo 40

Sign off

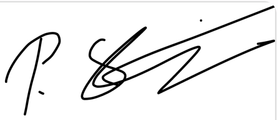
Supervisor Name

Brad Borthwick
25th Feb, 2021 2:24 PM AEST

Date and time

25th Feb, 2021 2:24 PM AEST

Safety Advisor sign off



Paul Stathis
25th Feb, 2021 2:24 PM AEST

Appendix

Photo 1

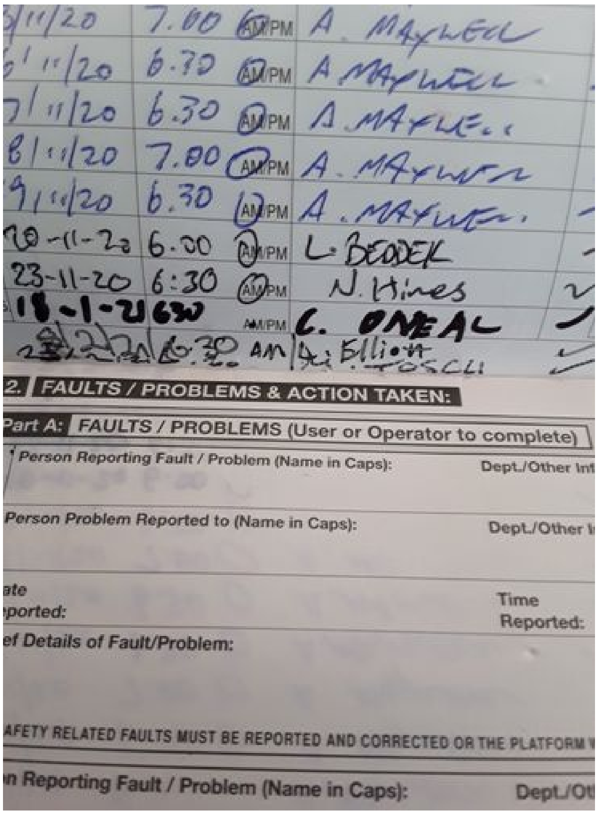
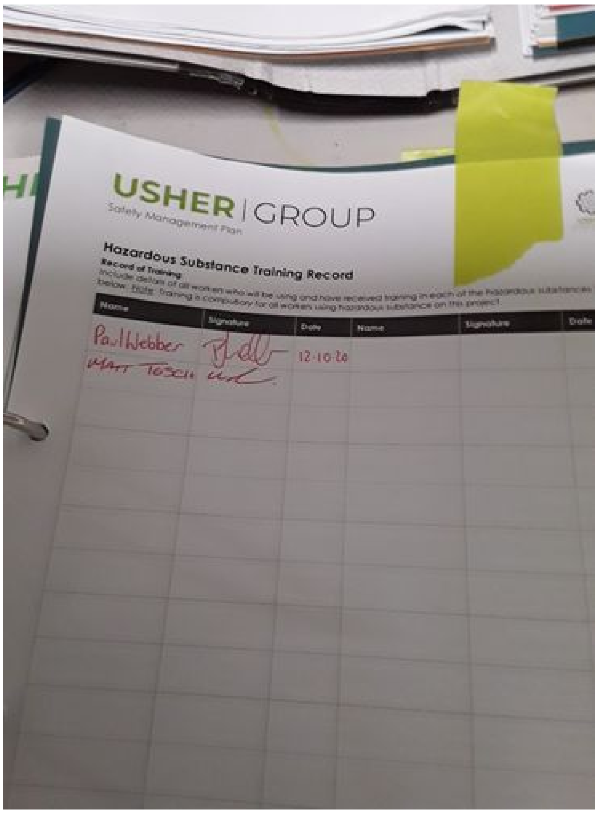


Photo 2

Photo 3



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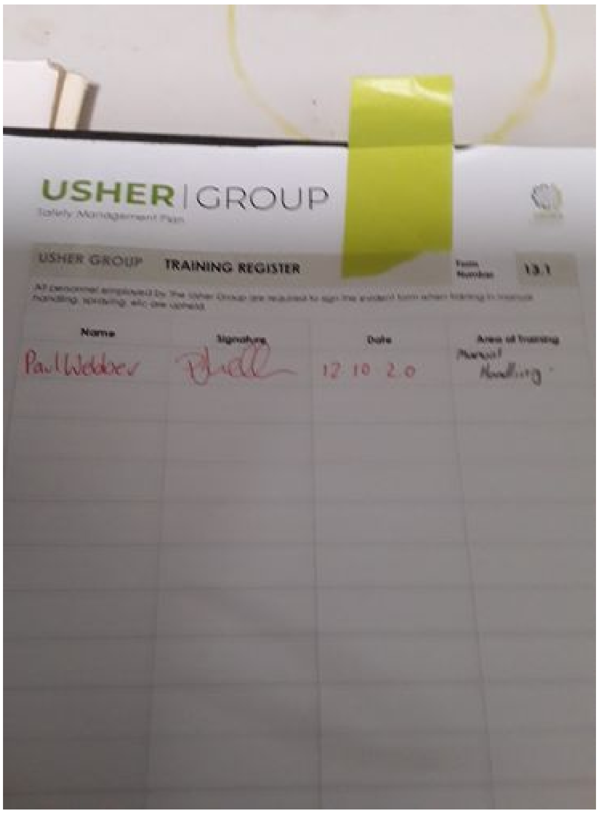

Photo 5

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Photo 7

Photo 8

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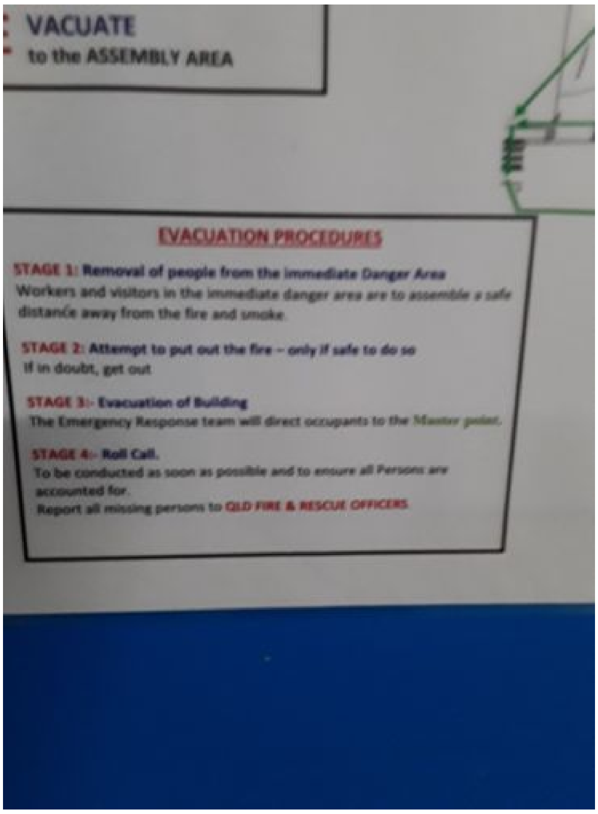


Photo 10

Photo 11

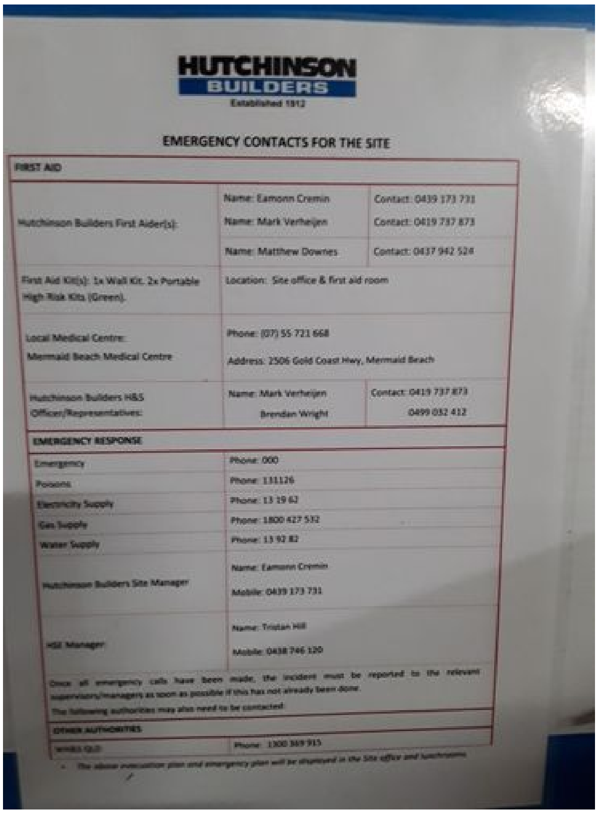
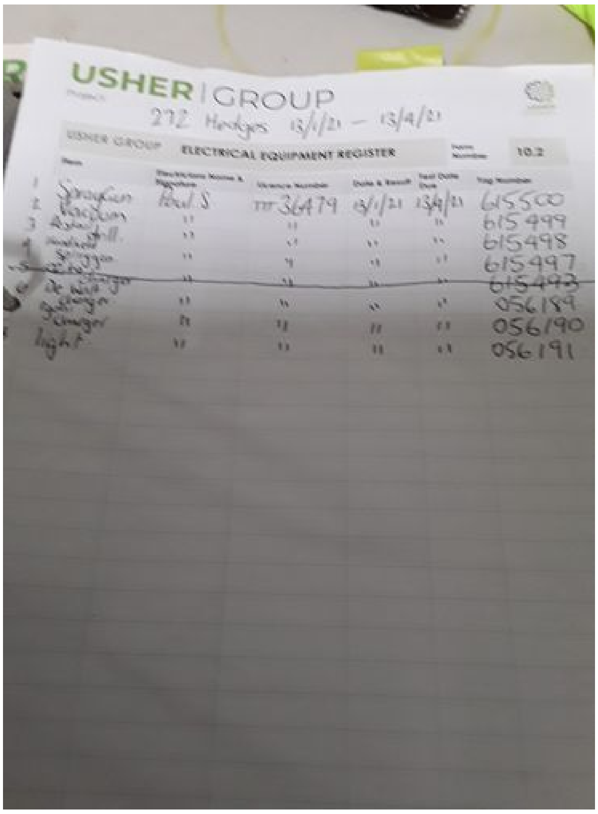


Photo 12

Photo 13

Photo 14

Photo 15



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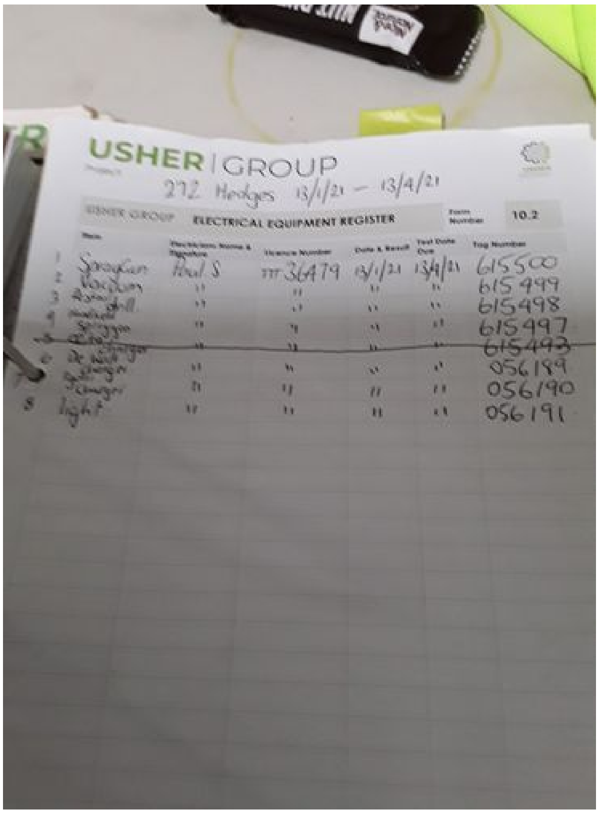

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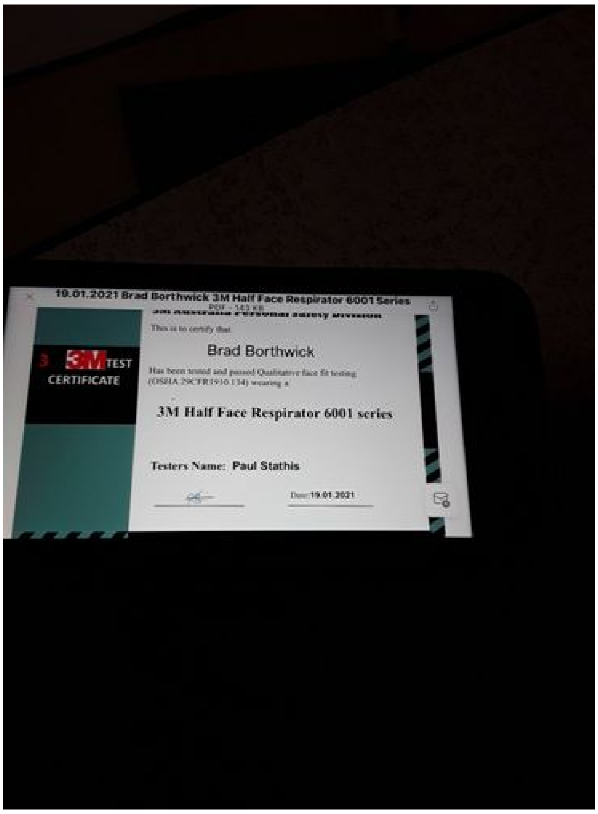
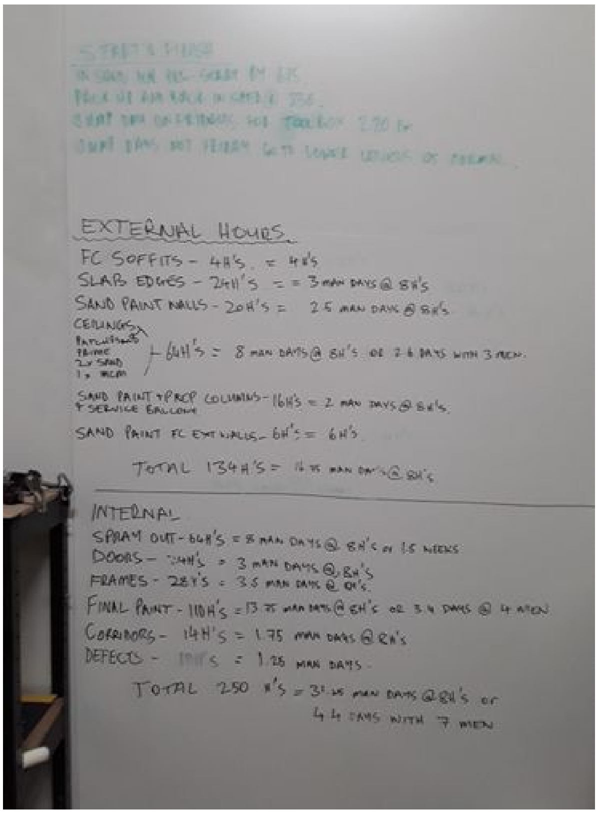


Photo 18

Photo 19

Photo 20

Photo 21



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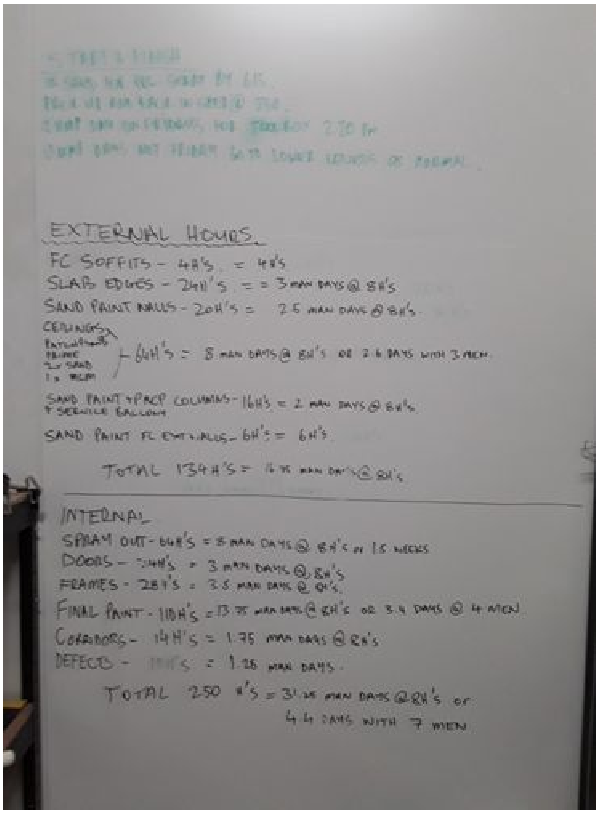

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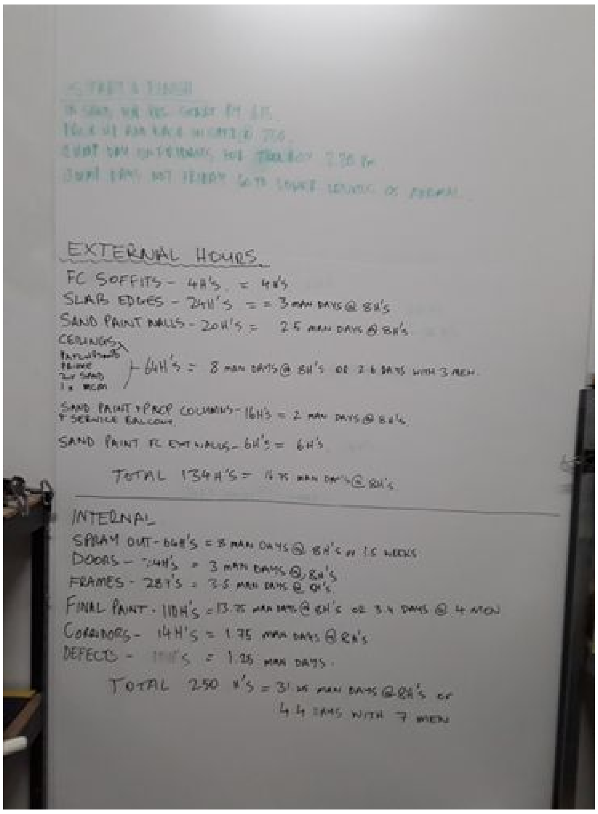

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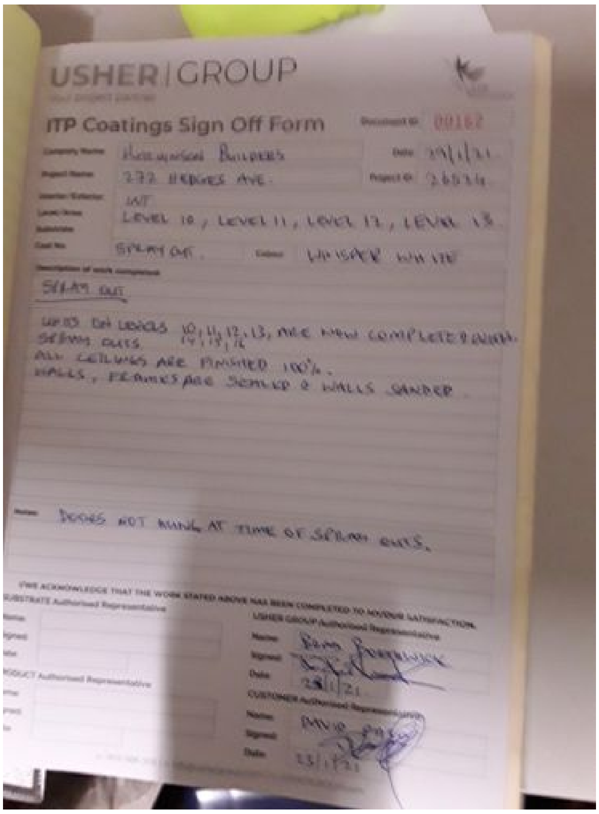

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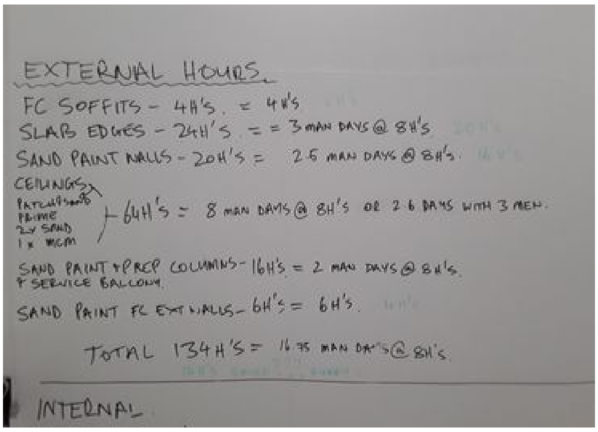
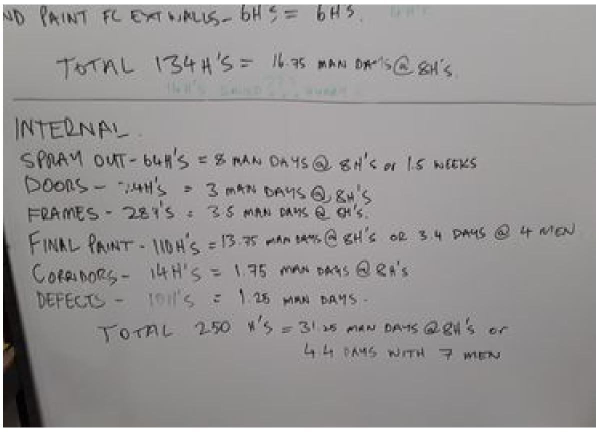


Photo 26



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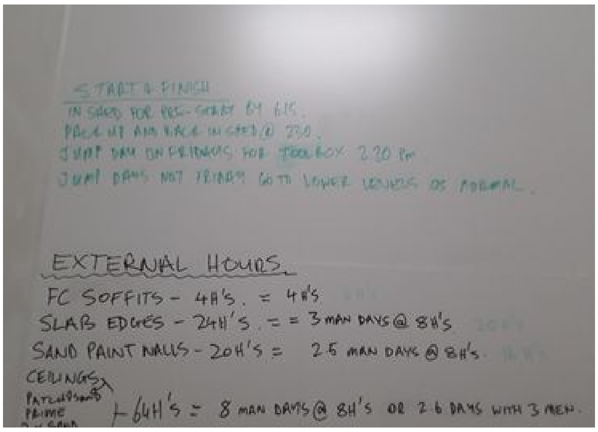

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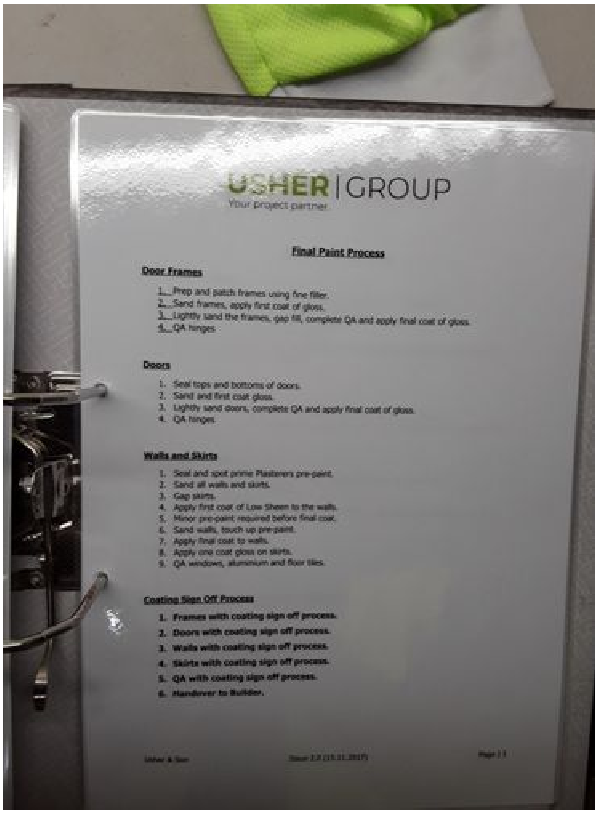
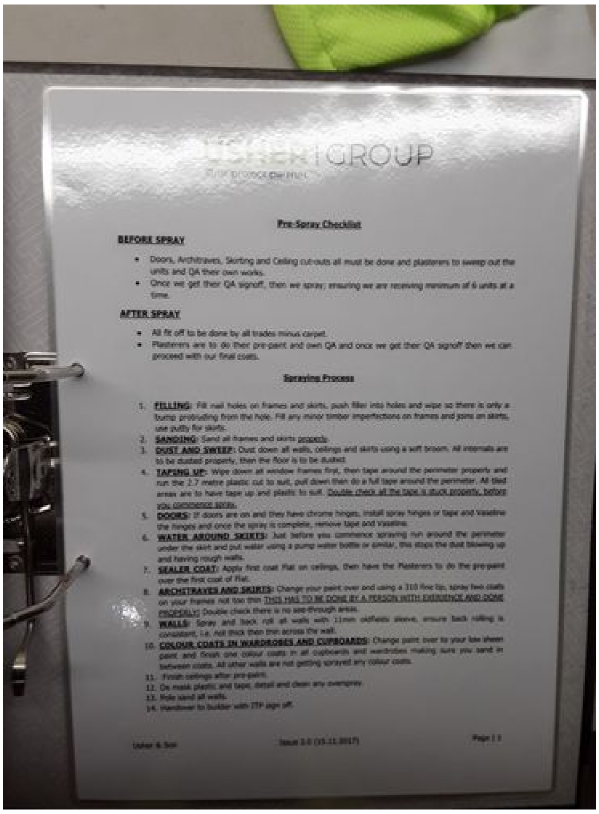


Photo 30



USHER | GROUP

Pre-Spray Checklist

BEFORE SPRAY

- Doors, Architraves, Skirting and Ceiling cut-outs all must be done and plasterers to sweep out the units and QA their own works.
- Once we get their QA signoff, then we spray; ensuring we are receiving minimum of 6 units at a time.

AFTER SPRAY

- All fit off to be done by all trades minus carpet.
- Plasterers are to do their pre-paint and own QA and once we get their QA signoff then we can proceed with our final coats.

Spraying Process

1. FILLING: Fill nail holes on frames and skirts, push filler into holes and wipe so there is only a bump protruding from the hole. Fill any minor timber imperfections on frames and joins on skirts, use putty for skirts.
2. SANDING: Sand all frames and skirts properly.
3. DUST AND SWEEP: Dust down all walls, ceilings and skirts using a soft broom. All internals are to be dusted properly, then the floor is to be dusted.
4. TAPING UP: Wipe down all window frames first, then tape around the perimeter properly and run the 2.7 metre plastic cut to suit, pull down then do a full tape around the perimeter. All tiled areas are to have tape up and plastic to suit. Double check all the tape is stuck properly, before you commence spray.
5. DOORS: If doors are on and they have chrome hinges, install spray hinges or tape and Vaseline the hinges and once the spray is complete, remove tape and Vaseline.
6. WATER AROUND SKIRTS: Just before you commence spraying run around the perimeter under the skirt and put water using a pump water bottle or similar, this stops the dust blowing up and having rough walls.
7. SEALER COAT: Apply first coat Flat on ceilings, then have the Plasterers to do the pre-paint over the first coat of Flat.
8. ARCHITRAVES AND SKIRTS: Change your paint over and using a 310 fine tip, spray two coats on your frames not too thin THIS HAS TO BE DONE BY A PERSON WITH EXPERIENCE AND DONE PROPERLY! Double check there is no see-through areas.
9. WALLS: Spray and back roll all walls with 11mm oldfields sleeve, ensure back rolling is consistent, i.e. not thick then thin across the wall.
10. COLOUR COATS IN WARDROBES AND CUPBOARDS: Change paint over to your low sheen paint and finish one colour coats in all cupboards and wardrobes making sure you sand in between coats. All other walls are not getting sprayed any colour coats.
11. Finish ceilings after pre-paint.
12. De mask plastic and tape, detail and clean any overspray.
13. Pole sand all walls.
14. Handover to builder with ITP sign off.

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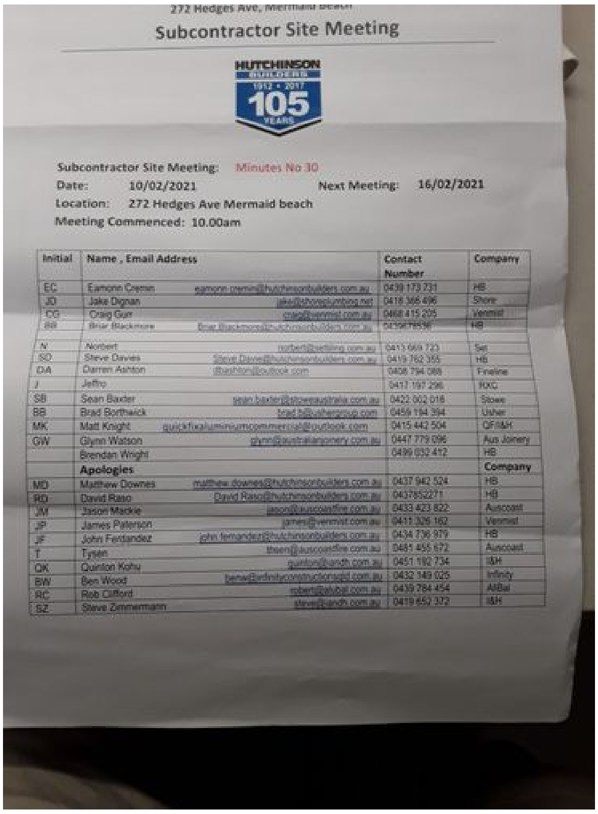
Photo 29



272 Hedges Ave, Mermaid Beach

Subcontractor Site Meeting

Subcontractor Site Meeting: Minutes No 30
Date: 10/02/2021 Next Meeting: 16/02/2021
Location: 272 Hedges Ave Mermaid beach
Meeting Commenced: 10.00am

Initial	Name , Email Address		Contact Number	Company
EC	Eamonn Cremin	eamonn.cremin@hutchinsonbuilders.com.au	0439 173 731	HB
JD	Jake Dignan	jake@shoreplumbing.net	0418 366 496	Shore
CG	Craig Gurr	craig@venmist.com.au	0468 415 205	Venmist
BB	Briar Blackmore	Briar.Blackmore@hutchinsonbuilders.com.au	0439678538	HB
N	Norbert	norbert@setliing.com.au	0413 669 723	Set
SD	Steve Davies	Steve.Davies@hutchinsonbuilders.com.au	0419 762 355	HB
DA	Darren Ashton	dbashton@outlook.com	0408 794 088	Fineline
J	Jeffro		0417 197 296	RXC
SB	Sean Baxter	sean.baxter@stoweaustralia.com.au	0422 002 018	Stowe
BB	Brad Borthwick	brad.b@ushergroup.com	0459 194 394	Usher
MK	Matt Knight	quickfixaluminiumcommercial@outlook.com	0415 442 504	QF/I&H
GW	Glynn Watson	glynn@australianjoinery.com.au	0447 779 096	Aus Joinery
	Brendan Wright		0499 032 412	HB
	Apologies			Company
MD	Matthew Downes	matthew.downes@hutchinsonbuilders.com.au	0437 942 524	HB
RD	David Raso	David.Raso@hutchinsonbuilders.com.au	0437852271	HB
JM	Jason Mackie	jason@auscoastfire.com.au	0433 423 822	Auscoast
JP	James Paterson	james@venmist.com.au	0411 326 162	Venmist
JF	John Ferdandez	john.fernandez@hutchinsonbuilders.com.au	0434 736 979	HB
T	Tysen	tlsen@auscoastfire.com.au	0481 455 672	Auscoast
QK	Quinton Kohu	quinton@iandh.com.au	0451 192 734	I&H
BW	Ben Wood	benw@infinityconstructionsqld.com.au	0432 149 025	Infinity
RC	Rob Clifford	robert@allubal.com.au	0439 784 454	AllBal
SZ	Steve Zimmermann	steve@iandh.com.au	0419 652 372	I&H

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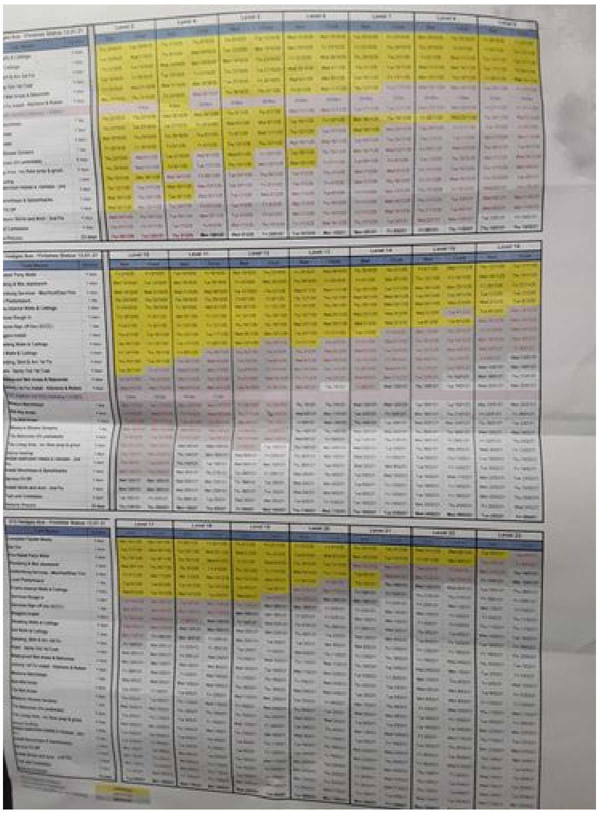

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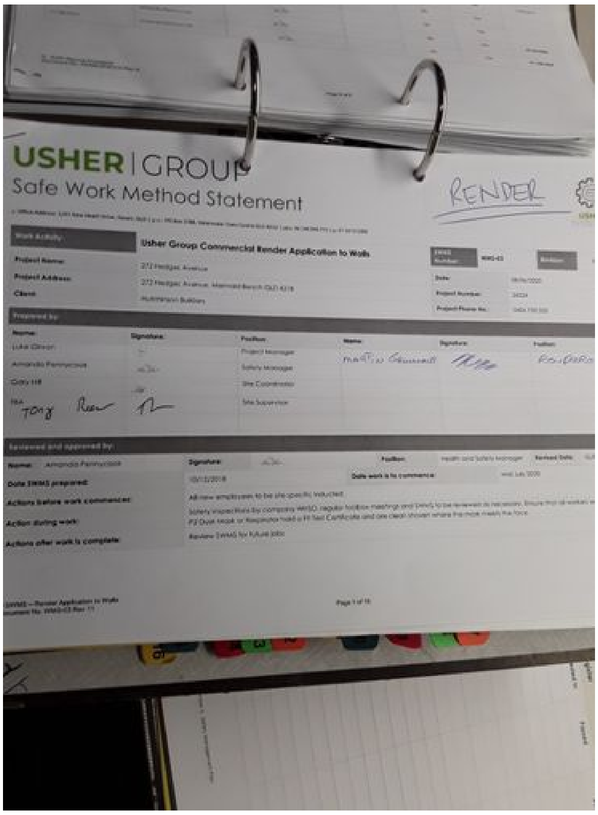

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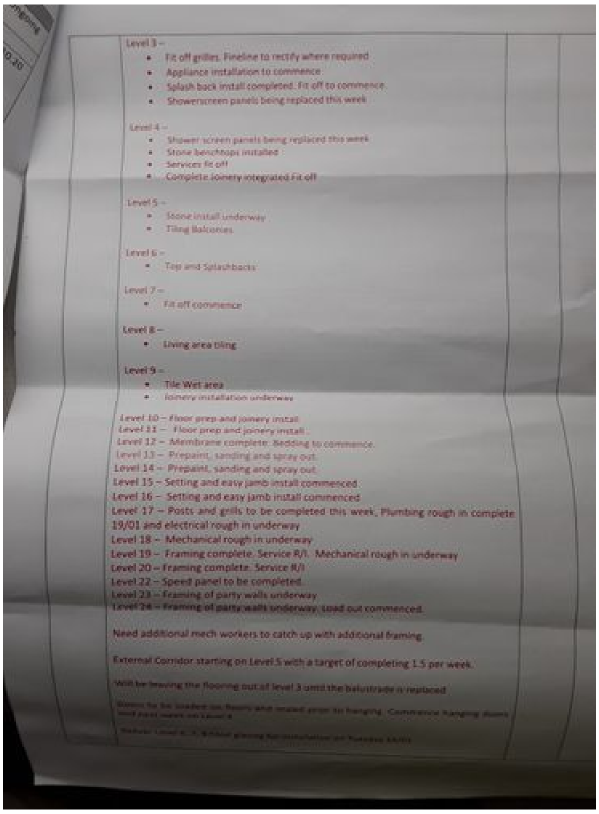


Level 3 –

- Fit off grilles. Fineline to rectify where required
- Appliance installation to commence
- Splash back install completed. Fit off to commence.
- Showerscreen panels being replaced this week

Level 4 –

- Shower screen panels being replaced this week
- Stone benchtops installed
- Services fit off
- Complete Joinery integrated Fit off

Level 5 –

- Stone install underway
- Tiling Balconies

Level 6 –

- Tile and Splashbacks

Level 7 –

- Fit off commence

Level 8 –

- Living area tiling

Level 9 –

- Tile Wet area
- Joinery installation underway

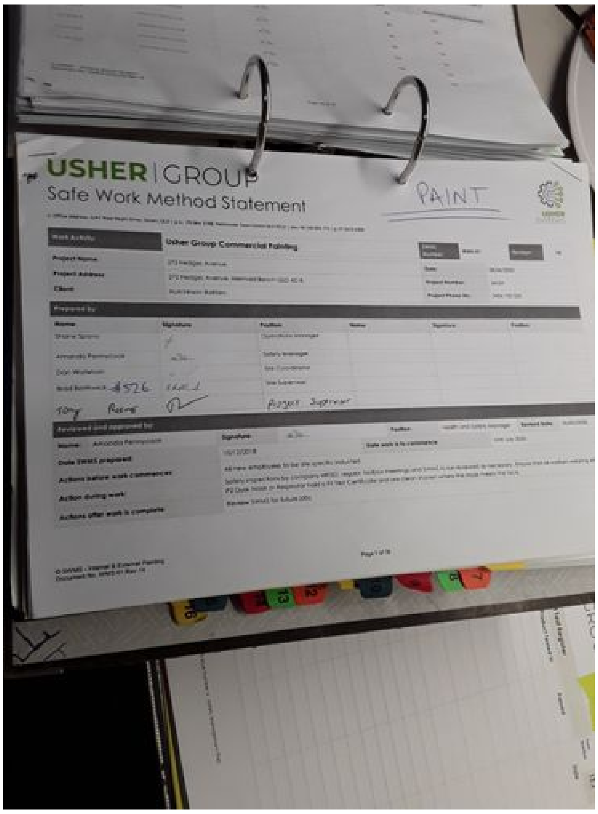
Level 10 – Floor prep and joinery install
Level 11 – Floor prep and joinery install
Level 12 – Membrane complete. Bedding to commence.
Level 13 – Prepaint, sanding and spray out
Level 14 – Prepaint, sanding and spray out
Level 15 – Setting and easy jamb install commenced
Level 16 – Setting and easy jamb install commenced
Level 17 – Posts and grills to be completed this week. Plumbing rough in complete 19/01 and electrical rough in underway
Level 18 – Mechanical rough in underway
Level 19 – Framing complete. Service R/I. Mechanical rough in underway
Level 20 – Framing complete. Service R/I
Level 22 – Speed panel to be completed.
Level 23 – Framing of party walls underway
Level 24 – Framing of party walls underway. Load out commenced.

Need additional mech workers to catch up with additional framing

External Corridor starting on Level 5 with a target of completing 1.5 per week.

Will be leaving the flooring out of level 3 until the balustrade is replaced

Photo 33



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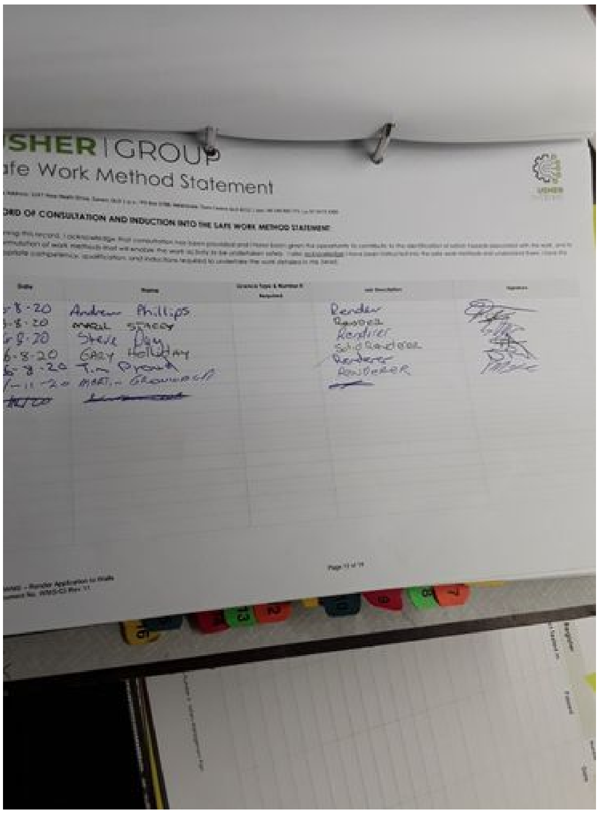
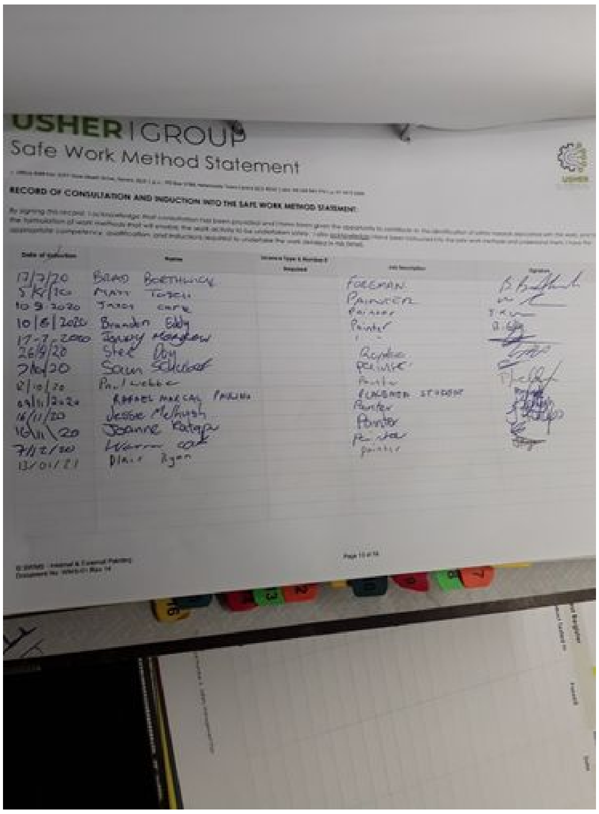


Photo 35

Photo 38



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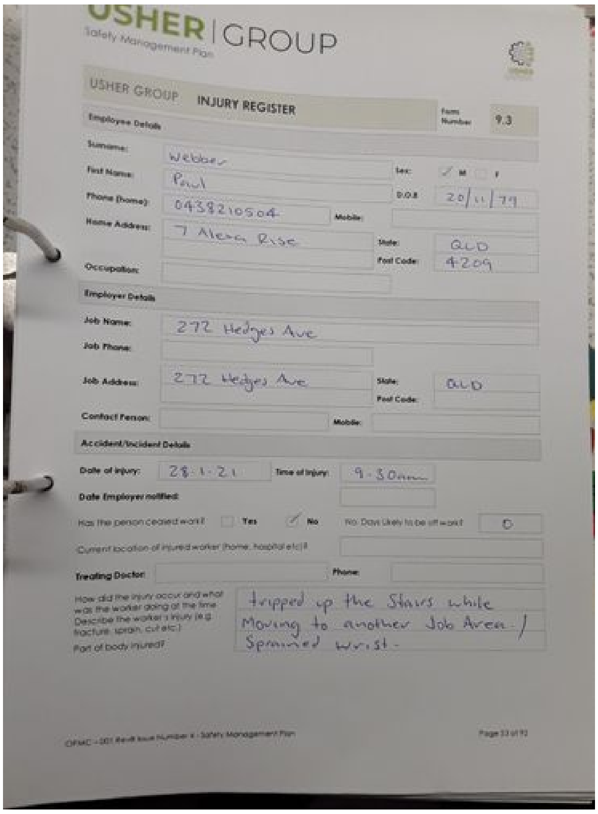

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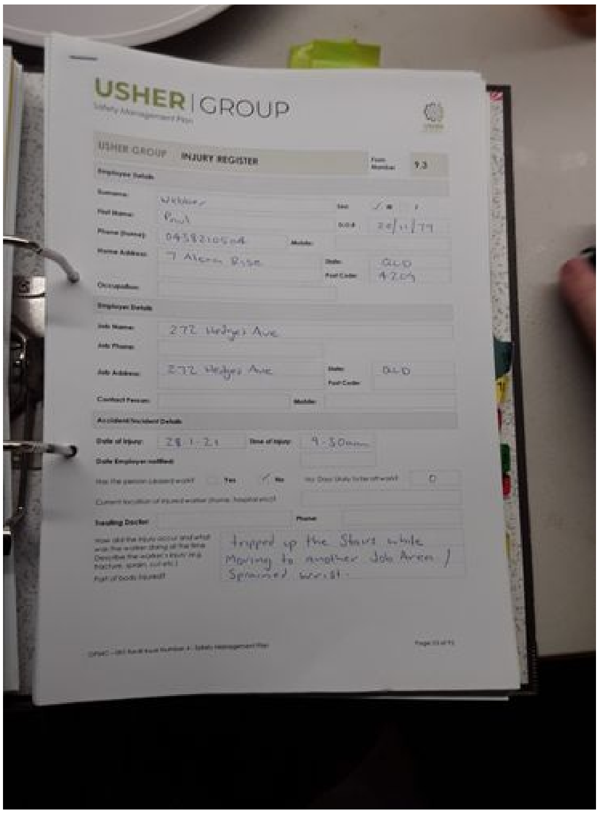


Photo 39

USHER GROUP INTERNAL AUDIT - Construction Hazard Identification and Risk Assessment Copy

Norfolk

Complete

Score	96.05%	Failed items	0	Actions	0

Usher Group Audit	Norfolk
Document No.	000040
Client / Site	Hutchinson builders
Conducted on	3rd Mar, 2021 12:38 PM AEST
Prepared by	Paul Stathis
Location	Burleigh

Personnel

Eddie / Steven

Audit

96.05%

1. Working at Heights

100%

1.1. Fall risks of 2m or more? (including voids, pits, and trenches)	Safe
1.2. Lack of edge protection?	Safe
1.3. Unsafe or incomplete edge protection?	Safe

2. Plant and Equipment

2.1. Unsafe or damaged plant/equipment? (including missing or damaged guards)	N/A
2.2. Incorrect plant /equipment for job? (e.g. grinding discs for cutting)	N/A
2.3. Unsafe or incompatible attachments used with plant/equipment?	N/A
2.4. Unlicensed operators?	N/A
2.5. Lack of safe work instructions?	N/A
2.6. Lack of training in safe operation, clean-up and maintenance?	N/A
2.7. Lack of inspection regime?	N/A

3. Scaffolds

100%

3.1. Unsafe or incomplete scaffold?	N/A
No more working off scaffolding as its been removed	
3.3. Lack of inspection protocol for scaffold?	N/A
3.4. Incompatible scaffold components? Unlabelled or do not meet AS?	N/A
3.5. Safe Work Load (SWL) exceeded? (tools, stored materials, number of persons)	N/A
3.6. Has the mobile scaffold erection been erected properly	N/A

4. Swing Stage/Abseil/EWP

100%

4.1 Are all workers tickets/Permits up to date and in folder? QLD/NSW	N/A
4.2 Have all checklists been filled out correctly?	N/A
4.3 Are all exclusion zones erected,locked and signage displayed correctly?	N/A
4.4 Status/Condition of swing stage - Add Comment	N/A

4.5 Unsuitable or inadequate communication equipment? — N/A

5. Harness and Equipment — 100%

5.1. Unsafe or damaged harness or equipment? — Safe


Photo 1


Photo 2

5.2. Incompatible hooks/equipment? — Safe

5.3. Unlabelled or does not meet AS? — Safe


Photo 3


Photo 4

5.4. Unsafe or uncertified anchor points? — Safe


Photo 5


Photo 6

5.5. Lack of inspection protocol for equipment? — Safe


Photo 7


Photo 8

5.6. Lack of or inadequate formal training for operators? — Safe

6 Ladders/Trestles — 100%

6.1. Unsafe or damaged ladders? — Safe

Photo 9

Photo 10

6.2. Unsafe positioning of ladders?

Safe

6.3. Ladder not properly secured?

Safe

6.4. Ladder unsuitable for job? (e.g working on a balcony) not using a platform ladder.

Safe

Photo 11

Photo 12

7. Hazardous Manual Tasks

100%

7.1. Lack of identification hazardous manual tasks? (Safety Training and Manual Handling Handout in SMP)

Safe

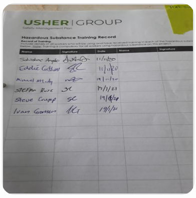


Photo 13

7.2. Inadequate risk controls? (examples: no job rotation, lighter loads, trolleys, lifting equipment, etc)

Safe

7.3. Lack of training in risk controls and safe lifting/ team lifting techniques?

Safe

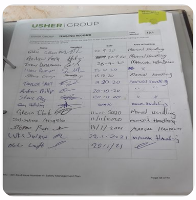


Photo 14

8. Hazardous Chemical (including fuel and oil)

100%

8.1. Unsafe storage (e.g Are all chemicals stored in a lockable metal tool box)

Safe

Photo 15

8.2. Incompatible chemicals stored near each other?	Safe
8.3. Inadequate spill containment equipment?	Safe

Photo 16

8.4. Safety Data Sheets not accessible on site and not in safety folder?	Safe

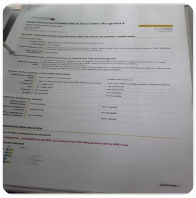


Photo 17

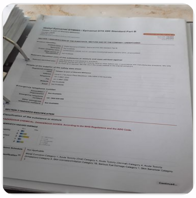


Photo 18

8.5. Lack of emergency procedures for injury/spills/fire etc?	Safe

Photo 19

Photo 20

Photo 21

8.6. Excessive quantities stored on site or in vehicles?	Safe
8.7. Insufficient ventilation?	Safe
8.8. Insufficient, or incorrect, PPE?	Safe
8.9. Unsuitable storage containers? (Are water and soft drink bottles being used to store chemicals?)	Safe
8.10. Is a hazardous substance list displayed on the outside of the site shed? (For emergency services in case of a split or fire)	Yes

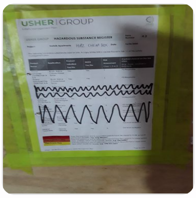


Photo 22

9. Emergency Response

100%

9.1. Lack of, or no emergency plans for site, In SMP and site office/shed wall?	Safe


Photo 23

9.2. Emergency procedures not displayed at site?	Safe
9.3. Lack of training and rehearsal of emergency plans?	Safe
9.4. Lack of, or inadequate first aid kits aid equipment for site?	Safe


Photo 24

9.5. Insufficient access to formally trained First Aiders?	Safe

Photo 25

10 Personal Protective Equipment

100%

10.1. Lack of or inadequate PPE	Yes
10.2. Lack of system to issue, inspect, replace and monitor PPE?	Yes
10.3. Are all Usher employees wearing the correct uniform and neatly presented?	Yes

11.Work Environment

100%

11.1.Lack of/or inadequate amenities? (toilets, wash areas, lunch rooms, etc)	Safe
11.2. Insufficient trade lighting?	Safe
11.3.Inadequate housekeeping?	Safe

12. Safety Representitives

100%

12.1. Is there a safety rep on site?

Steven Crump
3rd Mar, 2021 1:34 PM AEST

12.2. Is the safety reps name on the site shed wall?	Yes

Photo 26

13. Electrical Hazards

92.11%

13.1. Unsafe electrical leads? (damaged, out of test date or untested)	Safe

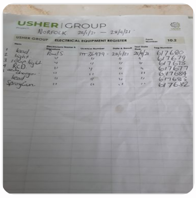


Photo 27

13.2. Lack of RCD protection?	Safe
13.3. Electrical register filled out in safety folder and up to date?	Yes

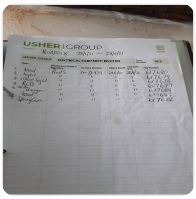


Photo 28

13.4. Contact with overhead electrical lines?	Safe

13.5. Overloading outlets?	Safe
13.6. Leads placed on the ground or on metal structures?	Safe
13.7. Electrical equipment near water?	Safe
13.8. Electrical equipment near flammables?	Safe
13.9. Electrical equipment near chemicals that could cause damage?	Safe
13.10. Electrical leads that may be damaged from contact with moving machinery parts?	Safe
13.11. Electrical leads on work surfaces?	Safe

14. Environmental Hazards

75%

14.1. Lack of/or inadequate Environmental Management plan (EMP)?	Safe
14.2. Have all relevant workers completed the fit test for respirators and dust masks?	Safe

14.3. Are the fit test certificates On site and available for inspection. Photo on phone acceptable


Photo 29


Photo 30

14.4. Lack of/or inadequate systems to prevent contaminants entering stormwater drains?	Safe
14.5.Lack of Environmental wash out facility on site?	Safe

15. Methodology and Quality of work

90.91%

15.1. Is the correct Usher methodology being undertaken on site?	Yes
15.2. Is the quality of work to the high level of Usher standards.	Yes
15.3. Is the budget hours displayed on the site shed wall and up to date?	Yes
15.4. Are budget hours spent to date being monitored and tracked?	Yes

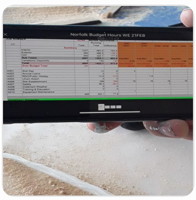


Photo 31

15.5. Are the ITP’s signed off and up to date?	Yes

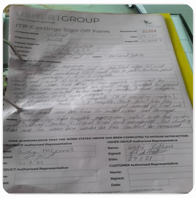


Photo 32

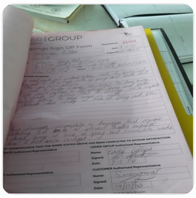


Photo 33

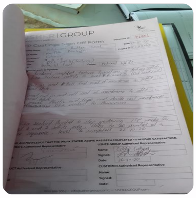


Photo 34

15.6. Are application targets on the wall?	Yes


Photo 35

15.7. Are the TPO’s on site and do all workers understand them?	Yes

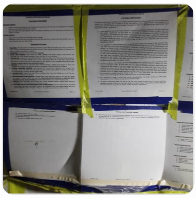


Photo 36

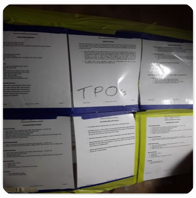


Photo 37

15.8. Is the client's program on site? When was the last revision? Is it behind program?	No

Hasnt been a subbies meeting for 3 or 4 weeks

I5.9 Is the site programming book completed every Friday?	No

Eddie hasnt filled out his site programming book

15.10 Are the site diaries being completed every Friday?	Yes
15.11 Are all employees aware of their target metres or items (doors/frames.)etc.	Yes
15.12 How many employees were asked?	2
15.13 How is the site moral?	Good
16. SWMS/SMP	100%
16.1. Lack of/or inadequate Site Safety Plan?	Safe
16.2. Failure to obtain permits. (WAH)	Safe

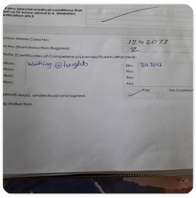
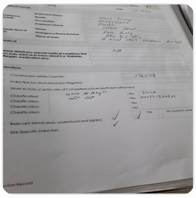



Photo 38 Photo 39

16.3. Lack of or inadequate induction for workers.	Safe

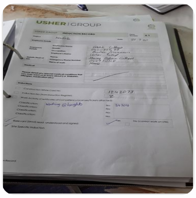
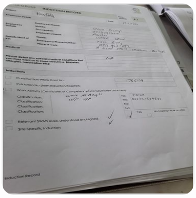



Photo 40 Photo 41

16.4. Lack of or inadequate SWMS on site.	Safe
16.5. Have all employees/managers signed the correct SWMS?	Yes

17. Administrative Procedures

100%

17.1. Lack of or inadequate supervisory arrangements?	Safe
17.2.Are all relevant tickets/ licences on site?	Yes
17.3. Are all tool boxes documented?	Yes

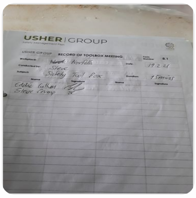
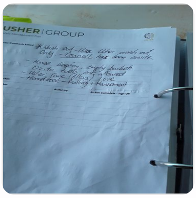
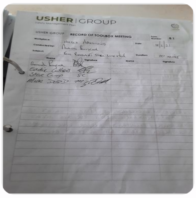
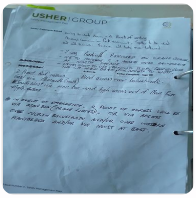





Photo 42 Photo 43 Photo 44 Photo 45

18. Apprentices

18.1 Is there apprentices on-site?	N/A
18.2 Is their workbook on-site?	N/A
18.3 Have they reached the desired level of competency for their core units?	N/A
18.4 Are their tasks being rotated? i.e. Learning different skillsets.	N/A
18.5 Has their supervisor completed the 3-month apprentice review?	N/A

19. Incident Notification

100%

19.1. Are injury registers being completed?	Yes

Photo 46

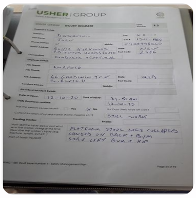


Photo 47

19.2. Are incident/accident forms being completed	Yes

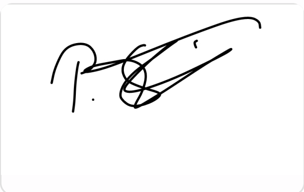
Sign off

Supervisor Name

Eddie Cuthers
3rd Mar, 2021 1:53 PM AEST

Date and time	3rd Mar, 2021 1:53 PM AEST

Safety Advisor sign off



Paul Stathis
3rd Mar, 2021 1:53 PM AEST

Appendix

Photo 1

Photo 2

Photo 3

Photo 4

Photo 5

Photo 6

Photo 7

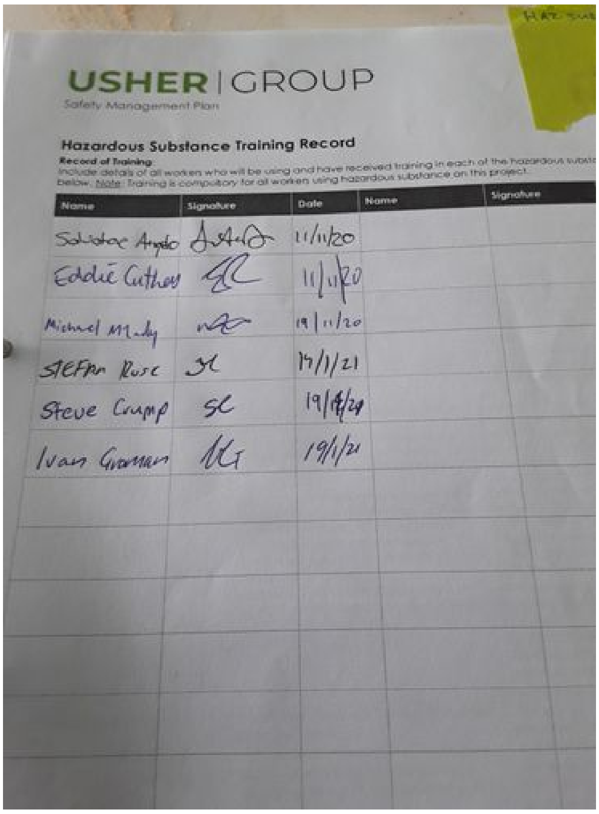
Photo 8

Photo 9

Photo 10

Photo 11

Photo 12



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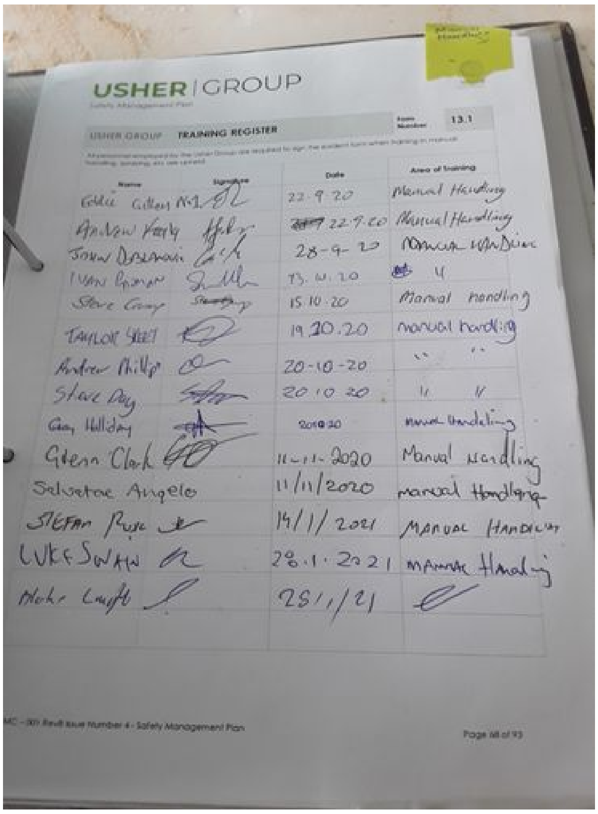
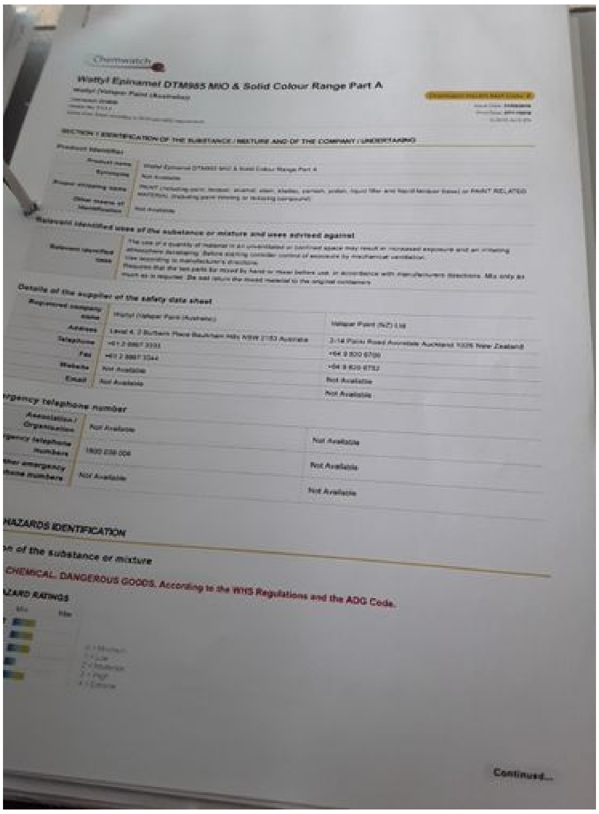


Photo 14

Photo 15

Photo 16



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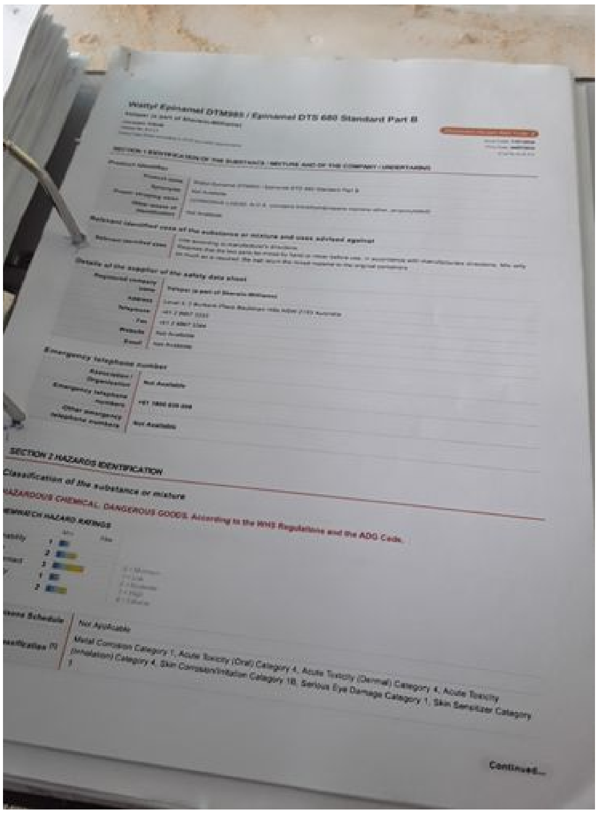

Photo 18

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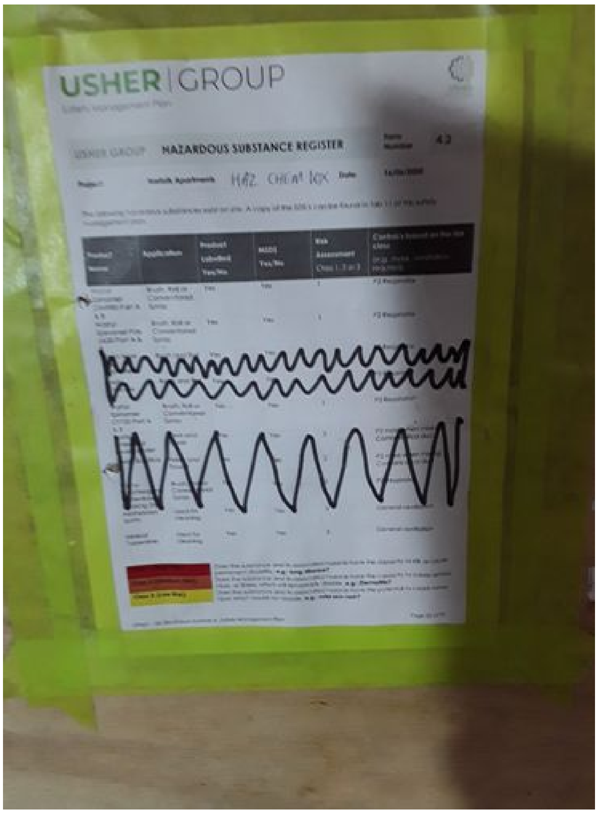
Photo 20

Photo 21



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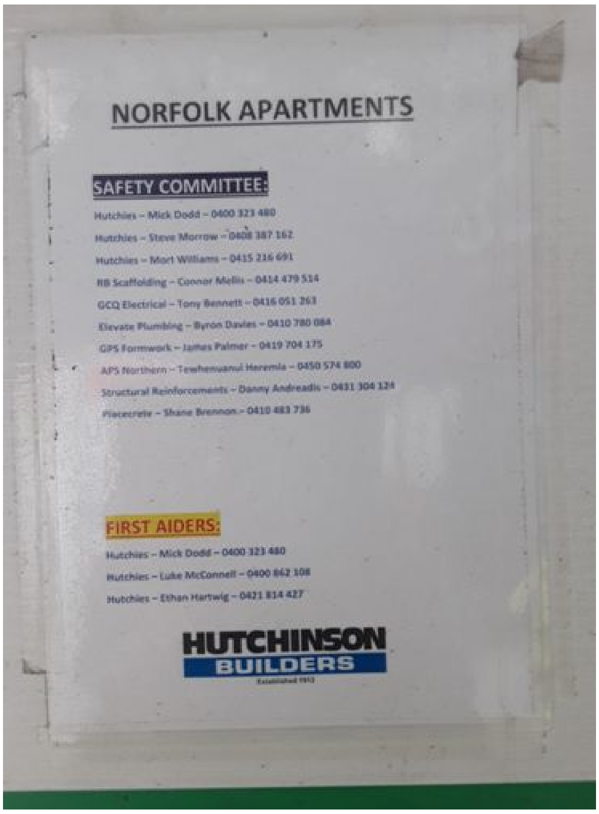

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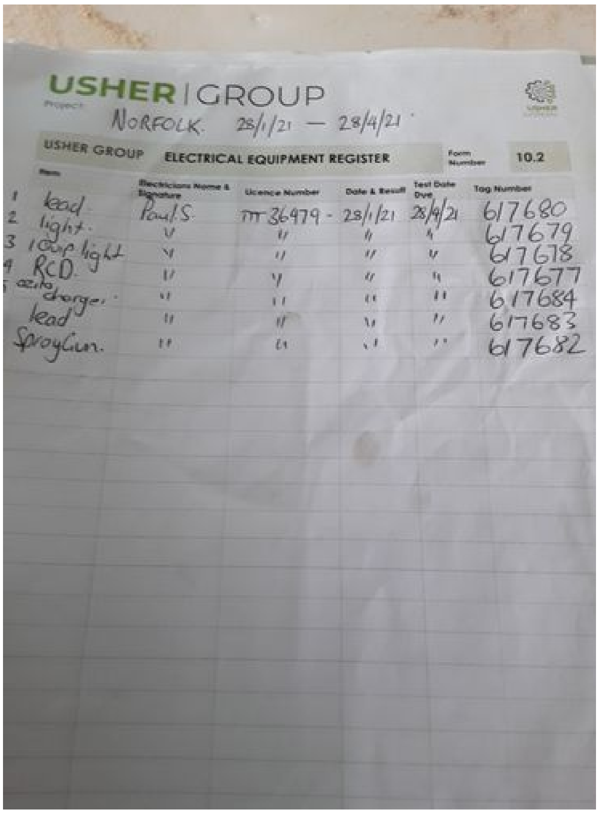

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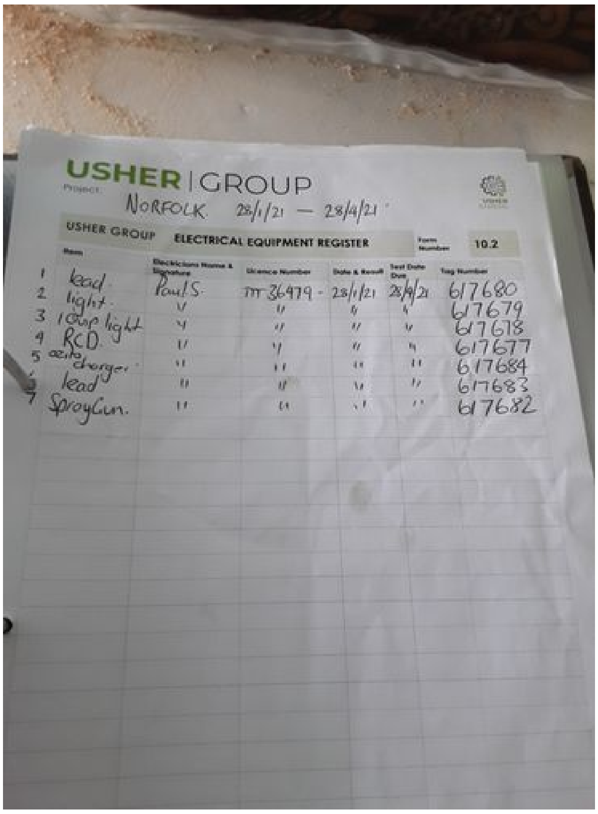

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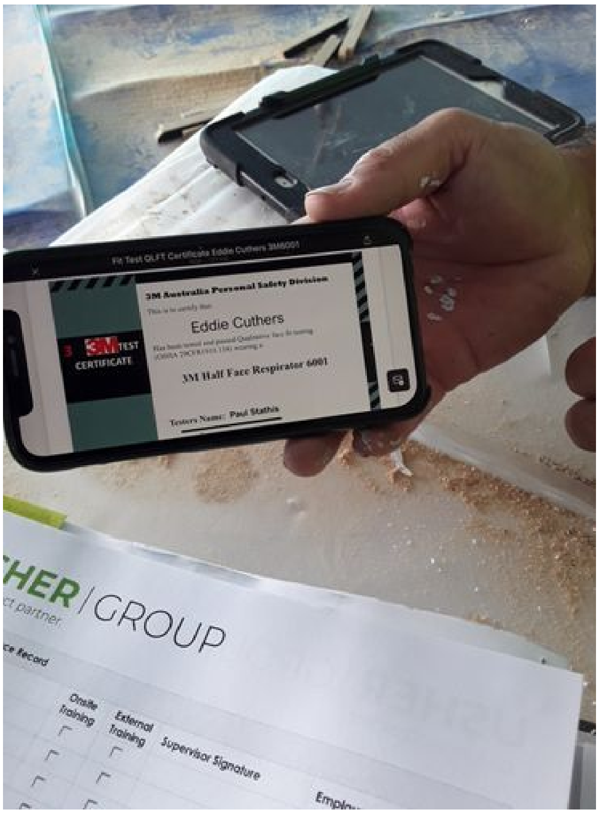

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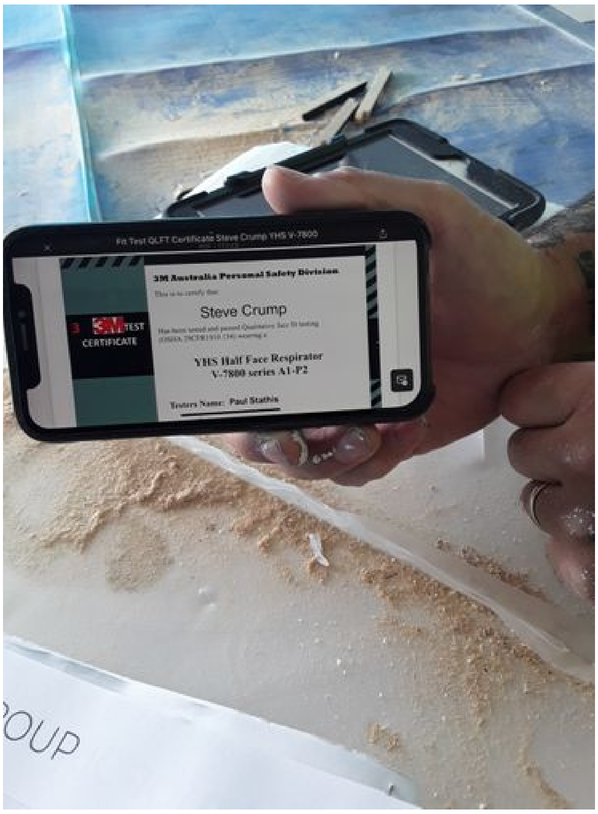

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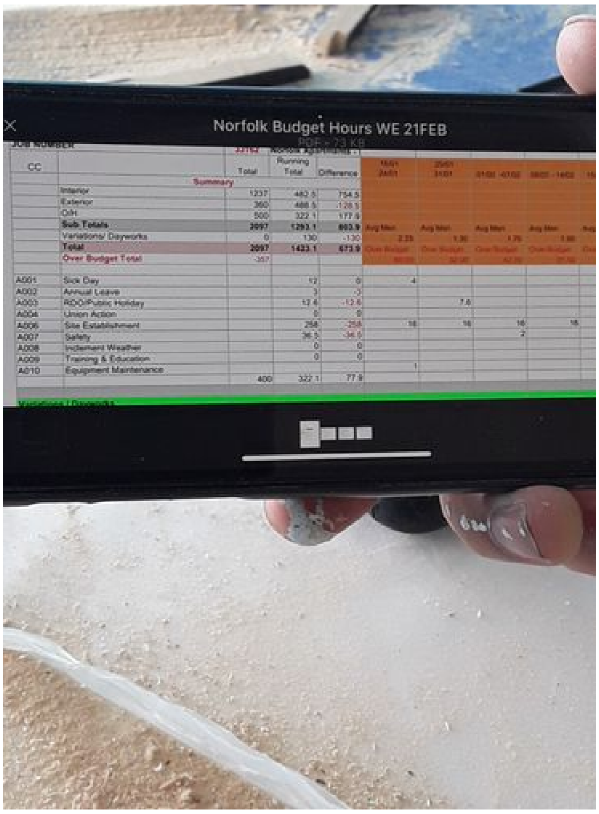

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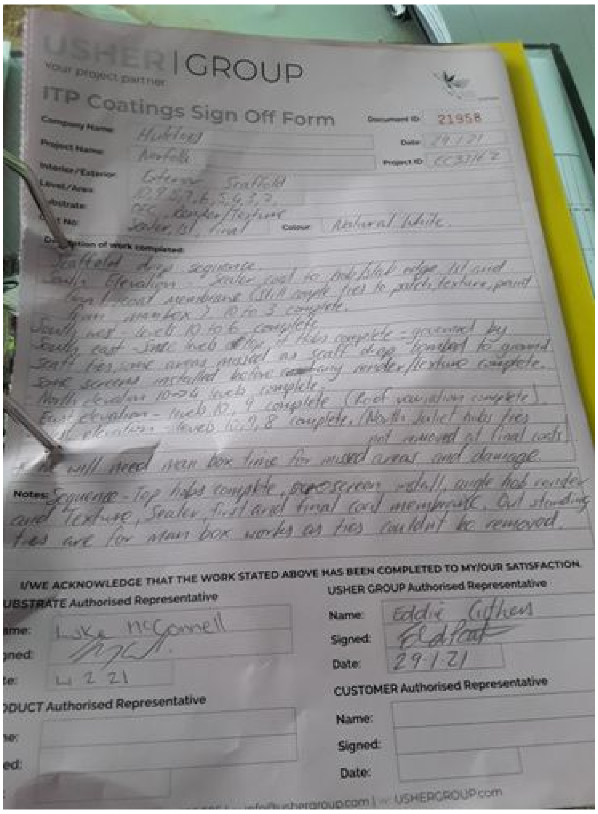

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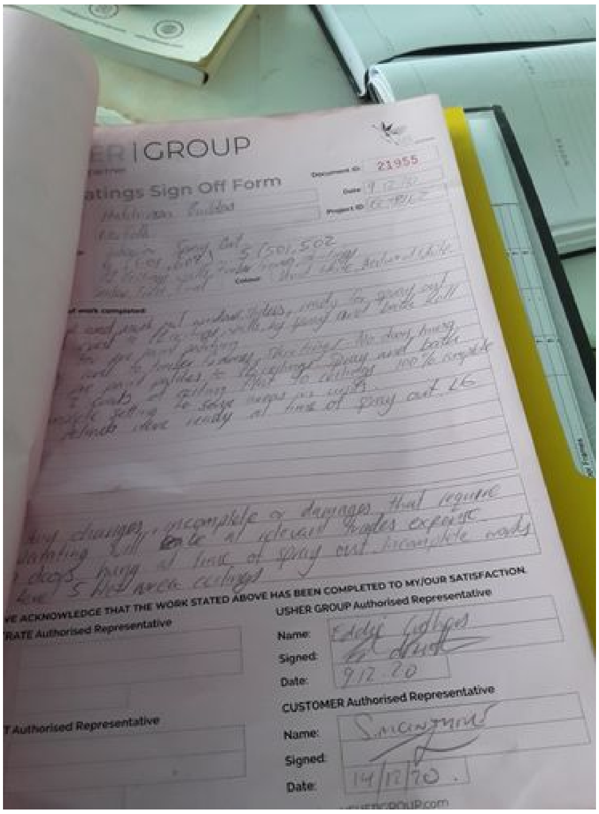

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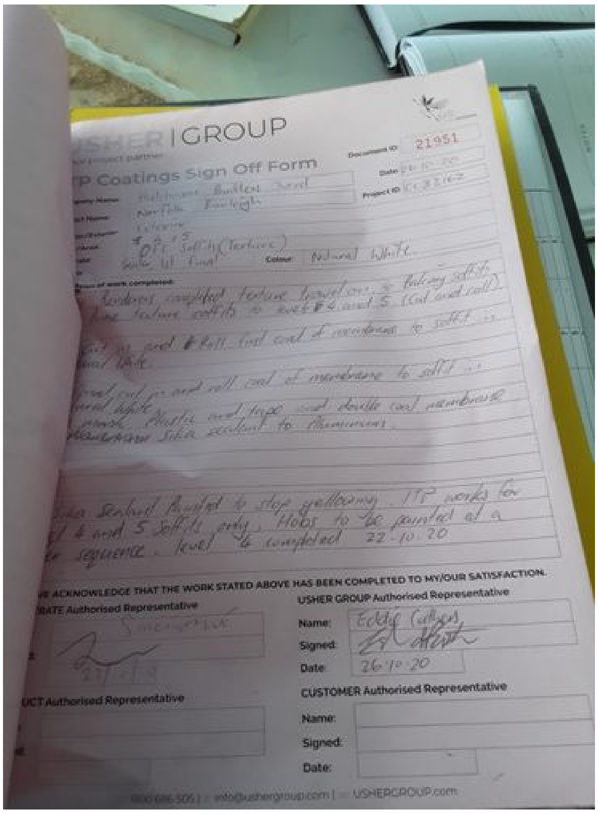

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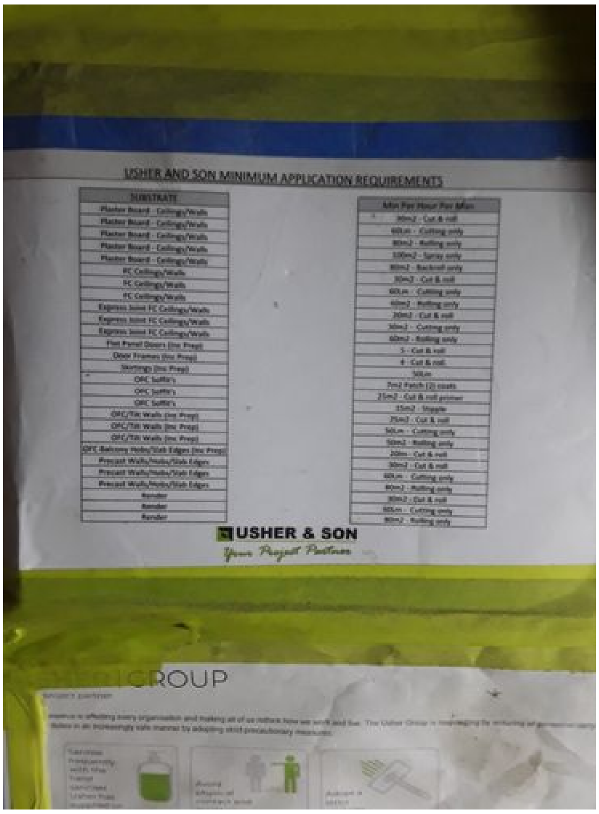

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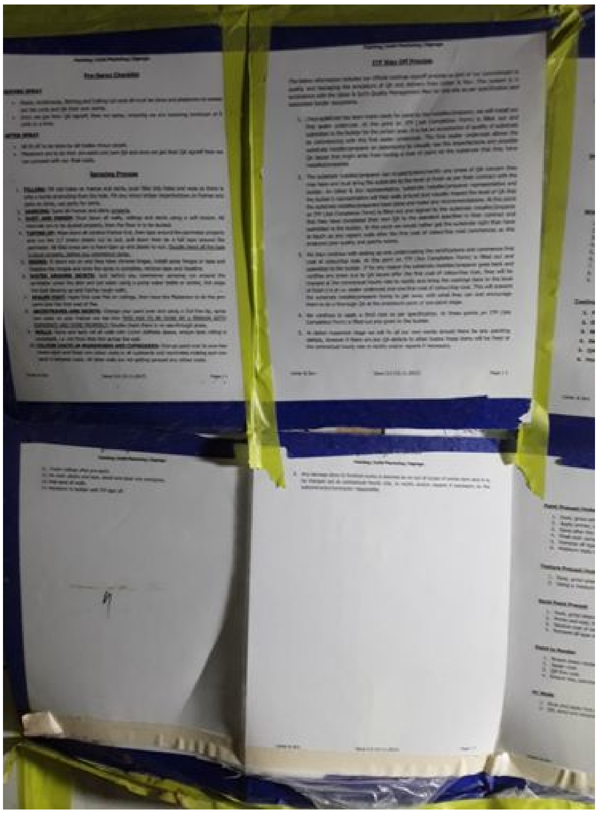

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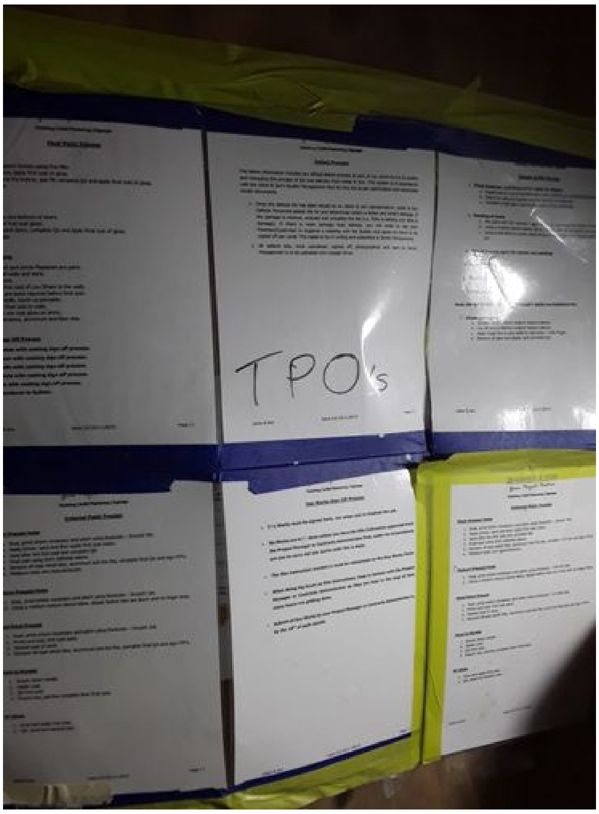

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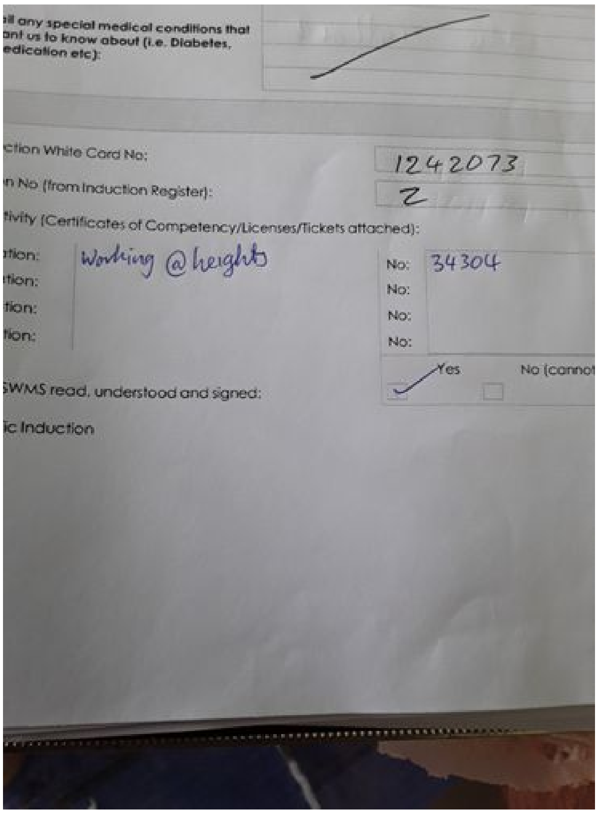

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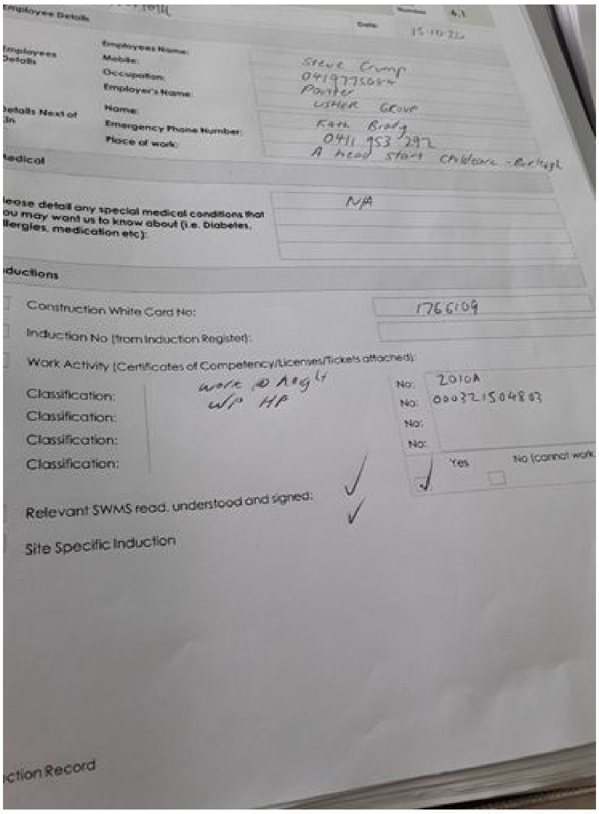

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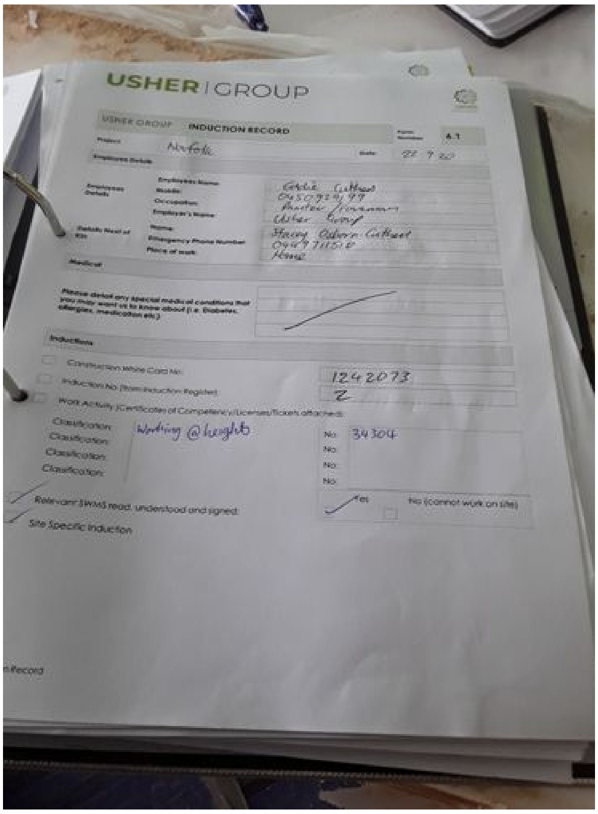

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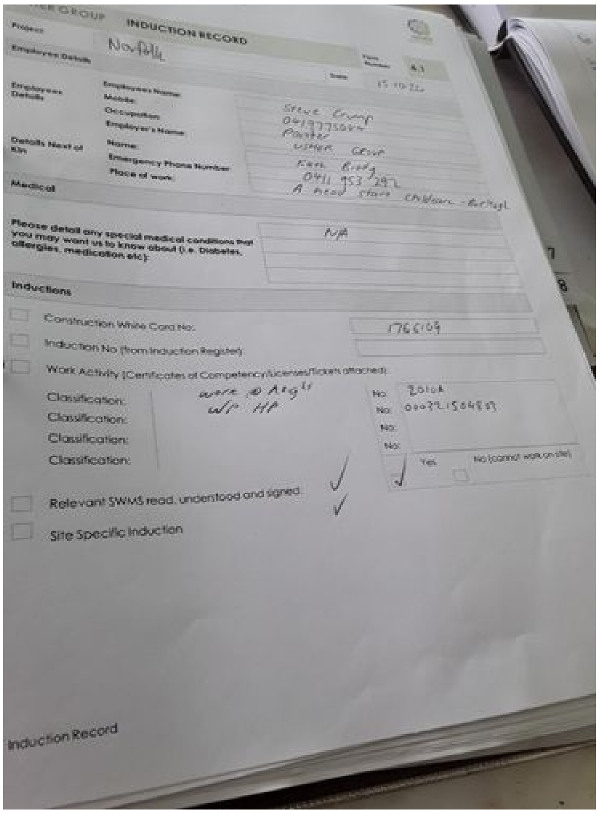

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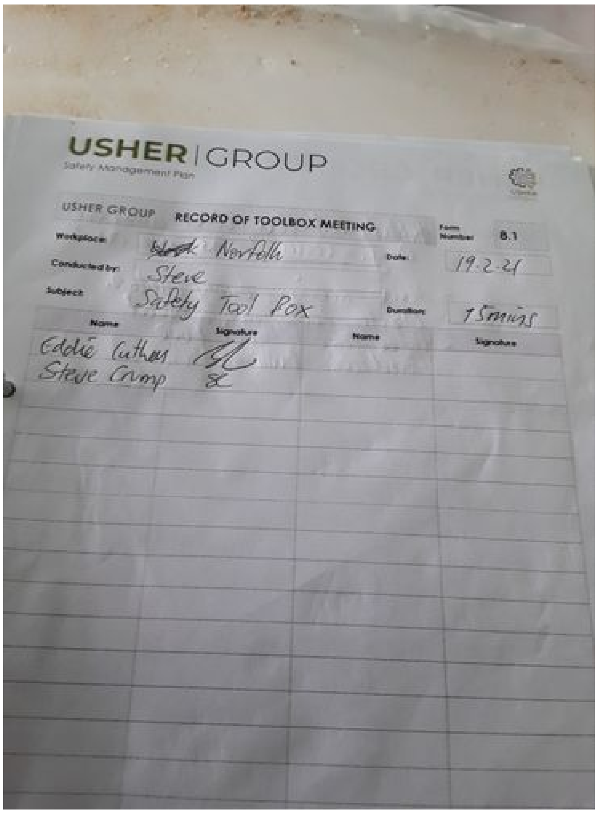

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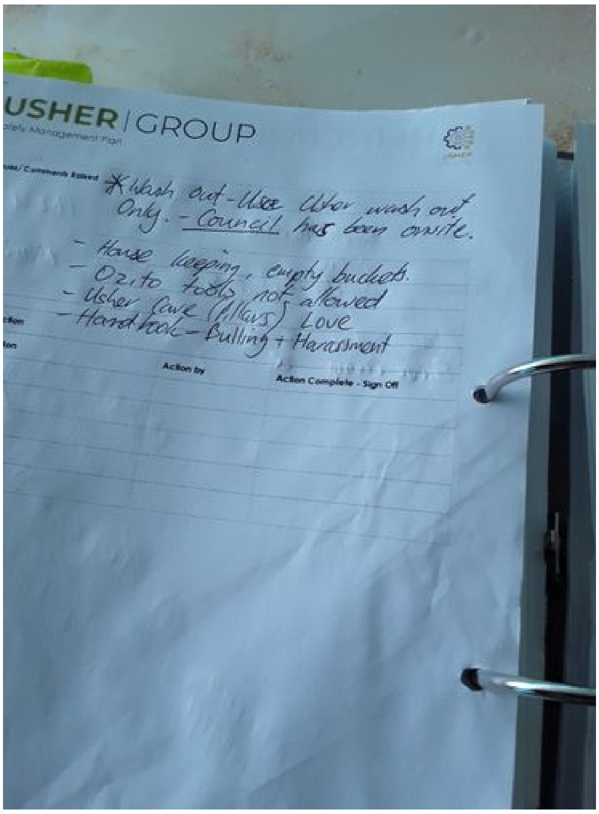

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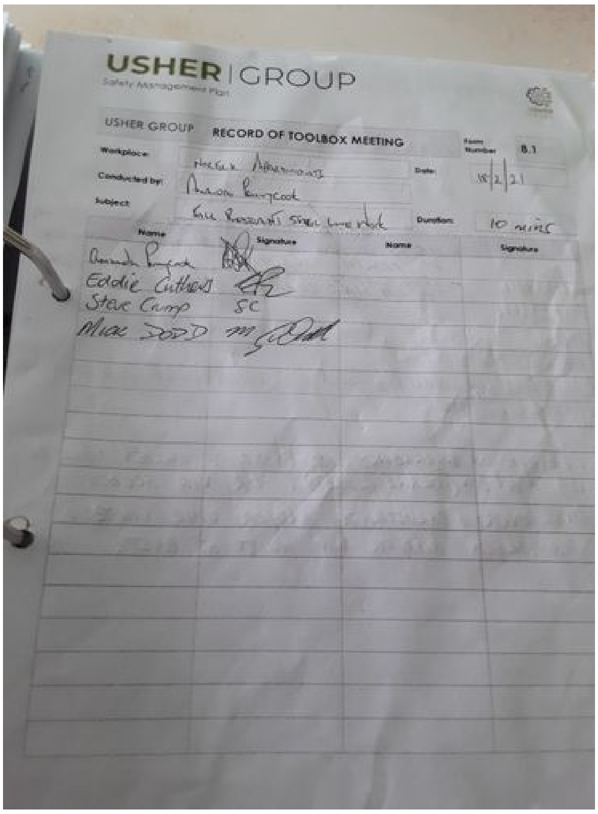

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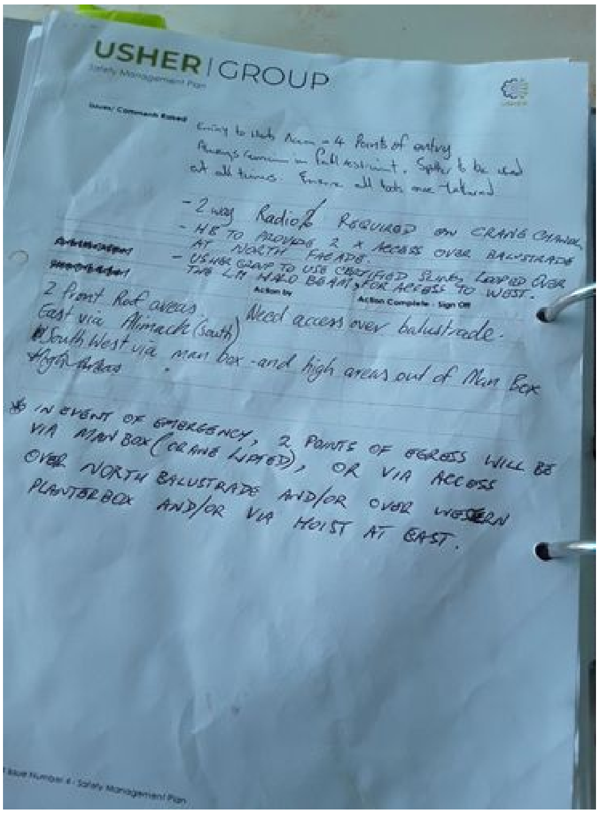

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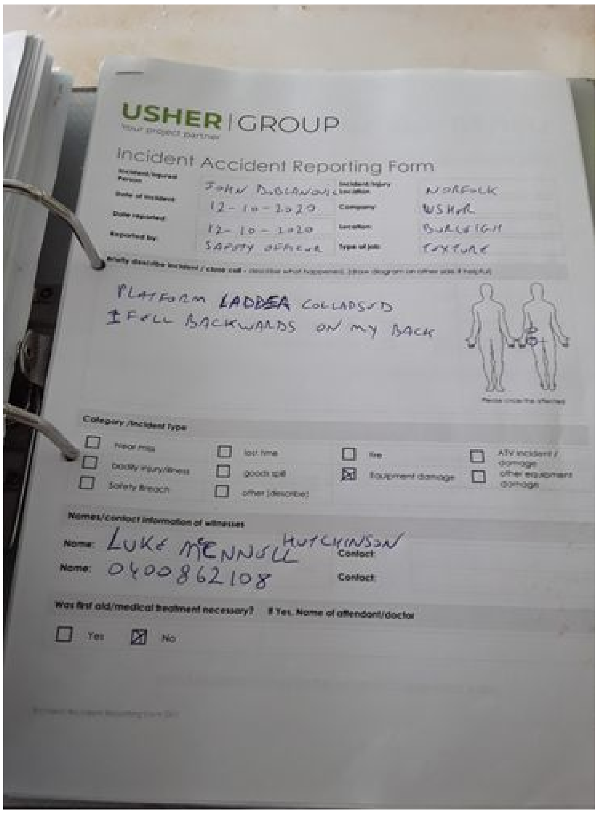

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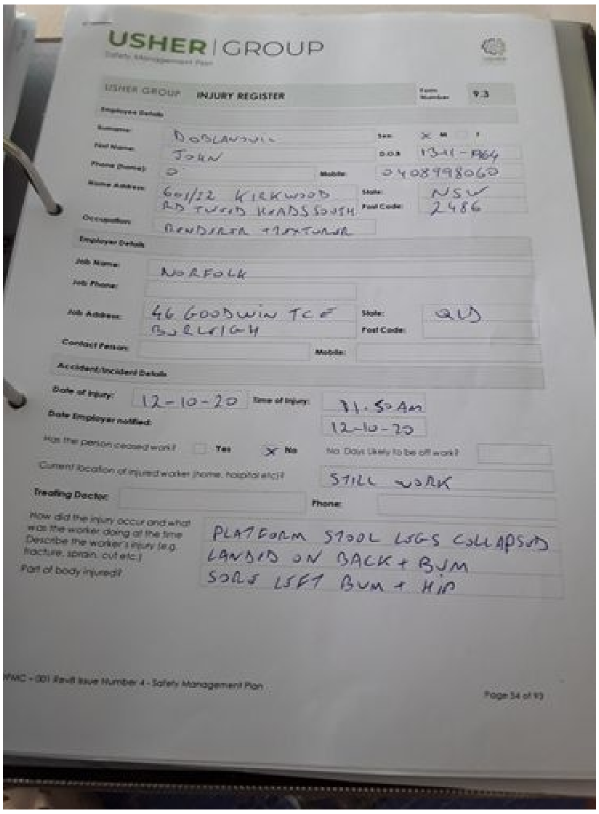

Photo 47

USHER | GROUP

Safe Work Method Statement

USHER SYSTEMS

a: Office Address: 1/47 New Heath Drive, Gaven, QLD | p.o.: PO Box 3788, Helensvale Town Centre QLD 4212 | abn: 17 156 165 801 | p: 07 5573 2300

Work Activity:	Usher Group Commercial Painting	SWMS Number:	WMS-01	Revision:	15

Project Name:	Norfolk Apartments	**Date:**	16/06/2020
Project Address:	46 Goodwin Terrace, Burleigh QLD 4220	**Project Number:**	33162
Client:	Hutchinson Builders	**Project Phone No.:**	0419 762 433

Prepared by:					
Name:	**Signature:**	**Position:**	**Name:**	**Signature:**	**Position:**
Shane Spano		Operations Manager			
Amanda Pennycook		Safety Manager			
Robert Flood		Site Coordinator			
TBA		Site Supervisor			

Reviewed and approved by:							
Name:	Amanda Pennycook	**Signature:**		**Position:**	Health and Safety Manager	**Revised Date:**	19/03/2021

Date SWMS prepared:	10/12/2018	**Date work is to commence:**	June 2020
Actions before work commences:	All new employees to be site specific inducted.		
Action during work:	Safety inspections by company WHSO, regular toolbox meetings and SWMS to be reviewed as necessary. Ensure that all workers wearing either a P2 Dusk Mask or Respirator hold a Fit Test Certificate and are clean shaven where the mask meets the face.		
Actions after work is complete:	Review SWMS for future jobs		

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Supervision:	Site Manager and WHSO to monitor work methods and review as required.
Plant and Equipment Required to Undertake this Task:	- Platform Ladders and Electrical Leads - Patching and Painting Tools
Maintenance and Pre-Start Checks Required: Inspection and Pre-Start Checks are to be carried out by a trained competent person:	- N/A
Training and instruction:	- Site Specific Induction - Induction into this WMS - Painting and Decorating Cert III - General Construction Induction - Ensure that all workers wearing either a P2 Dusk Mask or Respirator hold a Fit Test Certificate and are clean shaven where the mask meets the face.
Legislation, codes of practice, standards applicable:	**See Page 16**
Engineering details/certificates authority approval required:	Current set of drawings to be obtained from Principle Contractor
Permits: e.g. Confined Space, Hot Works etc:	Nil
Hazardous materials used onsite	This work method statement will set out the hazardous materials used onsite; these include: - Wattyl Epinamel DTM 985 Part A & B, Wattyl Poly U630 Part A & B, Wattyl Epinamel CF720 Part A & B, Wattyl Werathergard Water-Based Decking Stain, Baxta Maxi Cap Elastomeric and Baxta Concure, - Mineral Turpentine & Methylated Spirits
List of attachments: e.g. MSDS's etc	Baxta Material Safety Data Sheets to be held onsite for all products used onsite. Use of any new materials will be discussed at toolbox meetings.

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Select the Specific 'High Risk Construction Work' that will be Undertaken					
✓ **a**) involves a risk of a person falling more than 2 metres	○ **b**) is carried out on a telecommunication tower	○ **c**) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	○ **d**) involves, or is likely to involve the disturbance of asbestos	○ **e**) involves structural alterations or repairs that require temporary support to prevent collapsing	○ **f**) is carried out in or near a confined space
○ **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	○ **h**) involves the use of explosives	○ **i**) is carried out on or near pressurised has distribution mains or piping	○ **j**) is carried out on or near chemical, fuel or refrigerant lines	○ **k**) is carried out on or near energised electrical installations or services	○ **l**) is carried out in an area that may have a contaminated or flammable atmosphere
○ **m**) involves tilt-up or precast concrete elements	○ **n**) is carried out on, in or adjacent to a road, railway, shipping land or other traffic corridor that is in use by traffic, other than pedestrians	○ **o**) is carried out in an area, which involves any movement of powered mobile plant	○ **p**) is carried out in an area, which involves artificial extremes of temperatures	○ **q**) is carried out in or near water or other liquids, which involves a risk of drowning	○ **r**) involves diving work
Falling Objects more than 3 metres (Note: Whilst falling objects are not regulated as 'HRCW', the Usher Group requires the risks associated with falling objects from a height 3 metres or greater to be addressed in the SWMS. For objects at risk of falling less than 3 metres controls are still required but it is not necessary to document these in a SWMS).					

USHER | GROUP
Safe Work Method Statement

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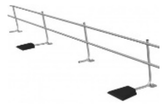
Personal Protective Equipment [PPE] required for SWMS work activity: Please check the box for required PPE

	Safety Glasses	✓		Hand Protection	✓		Face shield	☐		Dust Mask	☐	Other –Specify	☐
	Safety Footwear	✓		Hearing protection	☐		Safety Googles	✓		Protective clothing	✓	Other –Specify	☐
	Hi Visibility clothing	✓		Hard Hat	✓		Respiratory protection	✓		Fall Arrest	☐	Other -Specify	☐

Equipment required

 **Boom lift -EWP over 11mtr capacity** ☐	 **Boom lift -EWP under 11mtr capacity** ☐	 **Scissor lift-EWP Over 11mtr capacity** ☐	 **Scissor lift/vertical lift - EWP Under 11mtr capacity** ☐
 **Platform Ladder under 1 mtr working height** ☐	 **Aluminium Scaffold Under 4 mtr working height** ☐	 **Scaffold Over 4 mtr working height** ☐	 **Edge protection** ☐
 **Platform Ladder over 1mtr working height** ✓	 **Rung/ extension Ladder (Access only)** ☐	 **Step Ladders** ☐	 **Fall restraint/Fall Arrest Roof access** ☐
 **Diesel/petrol powered pressure washer** ☐	 **Electric powered pressure washer** ☐	 **Diesel/petrol powered High pressure airless paint sprayer** ☐	 **Electric High-pressure airless paint sprayer** ✓
 **Angle grinder** ☐	 **Electric drill** ☐	**Other: Specify** ☐	**Other: Specify** ☐

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Risk Matrix

Perform a risk assessment for each hazard identified by:

(i) Determining the consequences (refer Table 1)
(ii) Determining the probability of the event occurring (refer Table 2)
(iii) Apply the values obtained from Tables 1 & 2 to the Qualitive Risk Matrix (Table 3) to obtain the resultant Risk Score and Level.

Table 1 – Consequences

Level	Descriptor	Example Description	$$ Example
1	INSIGNIFICANT	No Injuries	Low Financial Loss <$500
2	MINOR	First aid treatment, on-site release immediately contained	Medium Financial Loss $500 - $5,000
3	MODERATE	Medical treatment, on-site release contained with outside assistance	High Financial Loss $5,000 - $25,000
4	MAJOR	Extensive injuries, loss of production, off-site release with no detrimental effects	Major Financial Loss $25,000 - $200,000
5	CATASTROPHIC	Death, toxic release off-site with detrimental effect	Huge Financial Loss >$200,000

Table 2 – Likelihood

All potential hazards must be considered including:

- Obvious hazards (ones that you can see)
- Concealed hazards (penetrations not covered)
- Developing hazards (storms predicted, fraying electrical cords, etc)
- Transient hazards (sudden surge of voltage)

Level	Descriptor	Example Description	Frequency
A	ALMOST CERTAIN	The event is expected to occur in most circumstances	More than once per year
B	LIKELY	The event will probably occur in most circumstances	At least once in 5 years
C	POSSIBLE	The event might occur at some time	At least once in 10 years
D	UNLIKELY	The event could occur at some time	At least once in 30 years
E	RARE	The event may occur only in exceptional circumstances	Less than once in 30 years

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Table 3 – Risk Level/Priority

Level	Consequences					Legend
Likelihood	1-Insignificant	2-Minor	3-Moderate	4-Major	5-Extreme	**E:** extreme risk; immediate action required **H:** high risk; senior management attention required **M:** moderate risk; management responsibility to be specified **L:** low risk; manage by routine procedures
A - Almost Certain (will most likely occur)	H-11	H-16	E-20	E-23	E-25	
B - Likely (will probably occur)	M-7	H-12	H-17	E-21	E-24	
C - Possible (may occur, has happened)	L-4	M-8	H-13	E-18	E-22	
D - Unlikely (most likely will not occur)	L-2	L-5	M-9	H-14	E-19	
E - Rare (has not occurred at Usher Group)	L-1	L-3	M-6	H-10	H-15	

Risk Matrix

E18-25	**Extreme Risk –** according to WHSQ, action that requires immediate action is: **a)** the death of a person; or **b)** a serious injury or illness; or **c)** a dangerous incident
H10-17	**High Risk –** Senior Management must be notified immediately
M6-9	**Moderate Risk –** consult risk control plans that have been implemented by management
L1-5	**Low Risk –** monitor and review

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Hazard Identification & Control Measures

Steps involved in completing the stated work activity, identifiable Hazards, and Control Measures are detailed below.

Item	WHAT ARE THE JOB STEPS (List steps in logical sequence & include materials, equipment etc.)	POTENTIAL HAZARDS (what may cause an injury/illness to occur)	L	C	R	HAZARD CONTROLS (What controls can be put in place to prevent an injury/illness)	WHO WILL ENSURE THAT THIS IS DONE	RESIDUAL RISK RATING L	C	R
PRE-START										
1	Arrival and pre-start work meeting each day	a) Slips, trips and falls b) Being unfamiliar with site assembly points, evacuation procedures, exits and site-specific conditions ***Personal Injury***	2	3	M6	a) All personnel must report to the Usher Group Site Manager when entering site in order to be escorted to the site office for a Site-Specific Induction. b) All employees must attend meeting to discuss work to be carried out for the day. c) Ensure all pathways and exits are kept clear.	Site Supervisor Usher Group Workers	1	3	L3
2	Arriving to the Usher Group Site Office	a) Unfamiliar with the Usher Group Safety Management Plan or Site and Safety Folder, Safety Rules and Risk Management ***Personal Injury***	2	3	M6	a) All workers must attend the site pre-start meeting with the Usher Group Supervisor in order to be inducted into the Usher Group Safety Management. b) All workers must sign in and out whenever they come and go from the site. c) The Usher Group Supervisor must complete the daily attendance register.	Site Supervisor Usher Group Workers	1	3	L3
3	Inspection of work area	a) Slips, trips and falls b) Unfamiliar site conditions ***Personal Injury***	2	2	L4	a) All trades should ensure that the work area is kept clean of debris/rubbish, leads are off the ground and the work area is free from obstruction	Site Supervisor Usher Group Workers	1	2	L2
4	Delivery of tools and materials to site	a) Unfamiliar site conditions b) Vehicles could strike a worker or another vehicle causing injury	3	3	M9	a) All vehicles entering or leaving site are to obey site rules regarding loading area access b) Use correct manual handling techniques, use a trolley where possible.	Site Supervisor Usher Group Workers	1	3	L3

		Personal Injury								
5	Unloading of vehicles Unload materials and tools for use on-site.	a) Incorrect manual handling techniques could cause sprain, strain or musculoskeletal disorders. ***Personal Injury***	3	3	M9	a) All workers unloading vehicles to ensure use of correct manual handling techniques to prevent sprain or strain type injuries by warming up, bending at the knees and keeping a straight back when lifting as per discussion during toolbox talks. b) Use a trolley or cart when items exceed personal lifting capacity. c) Use team lifting when items are too heavy for a worker's capacity.	Site Supervisor Usher Group Workers	1	3	L3
PREPARATION OF WORK AREA										
6	Moving and preparing tools and materials to the work area	a) Insufficient lighting b) Slips, trips and falls c) Blocking of access and egress ***Personal Injury***	3	3	M9	a) Ensure the work area has enough natural or artificial trade lighting before commencing any works. b) Ensure walkway to work area is free from any possible trip hazards.	Site Supervisor Usher Group Workers	1	3	L3
7	Exclusion Zones	a) Personnel entering dangerous areas b) Falling objects ***Personal Injury***	3	4	H12	a) Ensure exclusion zone has the correct barricading setup to restrict access to work area. b) Ensure correct signage is placed around work area informing personnel of the dangers at the work area.	Site Supervisor Usher Group Workers	1	4	L4
SCOPE OF WORKS										
8	Painting of internal or external surfaces	a) Incorrect use of hand tools b) Cuts and abrasions ***Personal Injury***	**2**	3	**M6**	a) Worker to be competent in the use of hand tools i.e. trade qualified or has requisite experience level to use hand tools. b) Inexperienced workers will be trained and supervised and provided with Class 3 Gloves by their Site Supervisor.	Site Supervisor Usher Group Workers	1	3	L3

9	Spray Painting	a) Lack of PPE b) Lung damage and/ or Asphyxiation ***Personnel Injury*** **Serious Injury/ death**	4	4	H16	a) Workers must wear P2 Respirators at ALL time whilst spraying. b) Signage must be put into place warning all personnel of the spraying that is in progress. c) Ensure exclusion zones are in place to restrict unauthorised workers from entering the spray area. d) Appropriate PPE must always be worn, i.e. Gloves (to avoid skin contact), Safety Glasses (to avoid eye contact) and Respirators (to avoid inhalation).	Site Supervisor Usher Group Workers	1	4	L4
HAZARDOUS SUBSTANCES										
10	Storage of Hazardous Substances	a) Fumes b) Fire c) Asphyxiation d) Burns e) Explosions ***Personnel Injury*** **Serious Injury/ death**	4	4	H16	a) Hazardous substances are to be stores in an approved bunded area. b) Storage area and containers are to be kept closed when not in use. c) All hazardous materials are to be correctly labelled. d) Ignition sources are to be kept well away from all hazardous materials. e) Ensure fire extinguishers are accessible and workers are competent in the use of them.	Site Supervisor Usher Group Workers	1	4	L4
11	Painting of Interior or Exterior Surfaces using hazardous substances	a) Fumes b) Fires c) Asphyxiation d) Burnes ***Personnel Injury*** **Serious Injury/ death**	4	4	H16	a) Low VOC paints are always to be used. b) Ensure the area is always well ventilated. c) All site personnel must be trained in the safe use of chemicals and hazardous substances prior to commencing onsite. They also must be trained in safe handling and emergency response procedures, as explicated in the	Site Supervisor Usher Group Workers	1	4	L4

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						attached SDS and First Aid Information.				
WORKING AT HEIGHT										
12	Painting of Internal or External Surfaces using a Platform Ladder	a) Fall from heights ***Personnel Injury***	4	4	H16	When using platform ladders make sure the following is upheld: a) Inspect ladder for damage b) Ensure the ladder is 'platform'. c) Ladder must be placed on a firm footing and clear of debris. d) Worker must always face the ladder. e) Ladder to be rated 120kg minimum f) DO NOT reach over ladder	Site Supervisor Usher Group Workers	1	4	L4
COMPLETION OF WORK AND WASTE REMOVAL										
13	Clean-up tools and work area	a) Incorrect contamination of washout ***Environmental Damage***	4	4	H16	a) all left over waste material and rubbish in skip bins provided. b) Clean tools by using a scrubbing brush and water. c) Ensure all leftover slurry is removed from buckets and placed into bins provided. d) Ensure all washing is done away from drains.	Site Supervisor Usher Group Workers	1	4	L4
14	Removal of waste, excess materials and tools	a) Blocking evacuation routes b) Trip hazards c) Sprains, strains and musculoskeletal disorders ***Personnel Injury***	4	4	H16	a) Ensure materials are stored in a fashion that will not impede on evacuation routes in the event of an emergency. b) Use wheelie bins to remove waste from site. c) Waste must be broken up as much as possible to reduce weight when removing it from site. d) Use trolleys or carts when moving items that exceed personal lifting capacity. e) Do not lift any items over personal capacity. f) Use team lifting when items are too heavy for a worker's capacity.	Site Supervisor Usher Group Workers	1	4	L4

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15	Disposal of waste	a) Incorrect waste management ***Environmental Damage***	3	3	M9	a) All materials must be disposed of in alignment with the PCBU and Usher Group Environmental Policy. b) Ensure waste is placed in appropriate bins provided.	Site Supervisor Usher Group Workers	1	3	L3
16	Emergency process	a) Incorrect emergency procedure ***Personnel Injury***	3	3	M9	a) In the event of an emergency, assess the situation, make the area safe and notify the Principal Contractor to initiate the Emergency Management Process, as described in the site induction.	Site Supervisor Usher Group Workers	1	3	L3
17	WMS monitoring and reviews	a) Incorrect work methodology ***Personnel Injury***	3	3	M9	a) Conduct weekly monitor and reviews (Toolbox Meetings) b) On site risk assessments must be completed and implemented. c) Monthly internal audits by the Usher Group must be upheld.	Site Supervisor Usher Group Workers	1	3	L3

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RECORD OF CONSULTATION AND INDUCTION INTO THE SAFE WORK METHOD STATEMENT:

By signing this record, I acknowledge that consultation has been provided and I have been given the opportunity to contribute to the identification of safety hazards associated with this work, and to the formulation of work methods that will enable the work activity to be undertaken safely. I also acknowledge I have been instructed into the safe work methods and understand them. I have the appropriate competency, qualification, and inductions required to undertake the work detailed in this SWMS.

Date of Induction	Name	Licence Type & Number if Required	Job Description	Signature

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Follow up date:		**By:**	

Notes:	1. The WMS must be prepared for all specific to Project High Risk Construction Work, including the project environment considering the specific work activities, work-crew, plant, equipment and materials. 2. The workers and supervisors involved in carrying out the work activity must be consulted in identifying the safety hazards and risks to assist in determining the safe work methods. 3. Any significant change to the work process or sequence or to the type of plant or materials used is to trigger a review of this SWMS as is any LTI/MTI, Near Miss, Safety breach or Notice served by a Regulator. 4. Changes are not to be made to the work methods prescribed in this WMS without first consulting with the specific work team. Changes are to be documented, reviewed and approved before instructing the workers involved into the changes. 5. PCBU's HRCW WMS will be reviewed against the specific project Hazard and Risk Register (Appendix 5 HSE Plan) by an Usher Group representative. 6. This HRCW WMS is to be reviewed and monitored to evaluate the effectiveness of controls as detailed in the specific project HSE Plan (i.e. periodic) 7. The HRCW WMS must be written so that it is comprehensible to those who read it (understood by the workgroup /demographic). Note: Emergency procedures may be required to undertake High Risk Construction Work. When applicable workers need to be inducted and trained into the specific Emergency procedures.

Roles & Responsibilities:

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The following explains the specific responsibilities for roles that are involved with the specific Work Activity explained in the SWMS.

Role	Responsibilities	Training and/or Qualifications Required
Site Project Manager	• Ensure that all procedures set out in SWMS are known and understood by all Painters prior to work commencing. • Ensure that all work is being carried out by competent and qualified personnel, and that they are following the correct procedures. • If the site Project Manager notices any hazards not identified in the SWMS, or are notified of any new hazards by another party, they must take immediate steps to ensure that the risk posed by this hazard is immediately identified and mitigated to an acceptable level, that the SWMS is updated as soon as practicable and that all Painters are made familiar with the new information.	• Construction Industry Induction Training
Employee and/or Contract Painters	• Must be familiar with the procedures set out in the SWMS and ensure that they follow these procedures. • If they notice any hazards not identified in the SWMS, they must report these to the Site Project Manager immediately and assist in identifying control measures.	• Construction Industry Induction Training • Usher Group Coatings Company Induction

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- *Work Health and Safety Act (Qld)* 2011
- *Work Health and Safety Regulation (Qld)* 2011
- *Environmental Protection Act* 1994
- Electrical Safety Code of Practice 2020
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- How to Prevent Falls at Work Code of Practice 2011
- s55 *Minimising Risks Associated with Falling Objects* WHSR 2011
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- Hazardous Manual Tasks Code of Practice 2021
- Dev 7 *Managing risk from Airborne Contaminants* WHSR 2011

Review Register:

Any changes to the SWMS must be acknowledged by dating and signing the following register. The Site Project Manager, Site Foreman, or Head Contractor is responsible for ensuring that this is signed after any changes or updates.

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29/06/2018	Amanda Pennycook		No	Yes
10/12/2018	Amanda Pennycook		No	Yes
13/03/2019	Amanda Pennycook		No	Yes
28/08/2019	Amanda Pennycook		No	Yes
16/10/2019	Amanda Pennycook		Yes	Yes
05/03/2020	Amanda Pennycook		No	Yes
19/03/2021	Amanda Pennycook		Yes	Yes

USHER | GROUP

Safe Work Method Statement

USHER SYSTEMS

Work Activity:	Usher Group Render Application to Block Walls, In Situ and Off Form Concrete	SWMS Number:	SWMS-022CQ	Rev 17

Project Name:	Queen Street Village Southport	**Date:**	Thursday, February 11th 2021
Project Address:	98 – 136 Queen Street Southport Queensland 4215	**Project Reference:**	41782
Client:	Hutchinson Builders Coolangatta	**Project Phone No.:**	0433 926 301 – Garry

USHER AND SON COATINGS (QLD) PTY LTD

a: U1 47 Newheath Drive Arundel, Queensland, 4214

p: 1800 686 505

e: info@ushergroup.com

abn: **17 156 165 801**

Prepared by:					
Name:	**Signature:**	**Position:**	**Name:**	**Signature:**	**Position:**
Luke Girvan		Project Manager			
Amanda Pennycook		Safety Manager			
Garry Hill		Site Coordinator			
		Site Supervisor			

Reviewed and approved by:							
Name:	Amanda Pennycook	**Signature:**		**Position:**	Health and Safety Manager	**Revised Date:**	9/03/2021
Date SWMS prepared:	10/12/2018			**Date work is to commence:**	February / March 2021		
Actions before work commences:	All new employees to be site specific inducted.						
Action during work:	Safety inspections by company WHSO, regular toolbox meetings and SWMS to be reviewed as necessary. Ensure that all workers wearing either a P2 Dusk Mask or Respirator hold a Fit Test Certificate and are clean shaven where the mask meets the face.						
Actions after work is complete:	Review SWMS for future jobs						

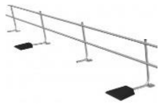
Supervision:	Site Manager and WHSO to monitor work methods and review as required.
Plant and Equipment Required to Undertake this Task:	- Mixing Drill - Rendering hand tools
Maintenance and Pre-Start Checks Required: Inspection and Pre-Start Checks are to be carried out by a trained competent person:	- Daily inspection on all electrical equipment
Training and instruction:	- Site Specific Induction - Induction into this WMS - Ensure that all workers wearing either a P2 Dusk Mask or Respirator hold a Fit Test Certificate and are clean shaven where the mask meets the face.
Legislation, codes of practice, standards applicable:	**See Page 16**
Engineering details/certificates authority approval required:	Current set of drawings to be obtained from Principal Contractor
Permits: e.g. Confined Space, Hot Works etc:	Nil
Hazardous materials used onsite	This work method statement will set out the hazardous materials used onsite; these include: - Baxta Baxstick - Baxta Screeded Level Render - Baxta Bond Keycote
List of attachments: e.g. MSDS's etc	Safety Data Sheets to be held onsite for all products used onsite. Use of any new materials will be discussed at toolbox meetings.

Select the Specific 'High Risk Construction Work' that will be Undertaken					
✓ **a**) involves a risk of a person falling more than 2 metres	○ **b**) is carried out on a telecommunication tower	○ **c**) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	○ **d**) involves, or is likely to involve the disturbance of asbestos	○ **e**) involves structural alterations or repairs that require temporary support to prevent collapsing	○ **f**) is carried out in or near a confined space
○ **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	○ **h**) involves the use of explosives	○ **i**) is carried out on or near pressurised has distribution mains or piping	○ **j**) is carried out on or near chemical, fuel or refrigerant lines	○ **k**) is carried out on or near energised electrical installations or services	○ **l**) is carried out in an area that may have a contaminated or flammable atmosphere
○ **m**) involves tilt-up or precast concrete elements	○ **n**) is carried out on, in or adjacent to a road, railway, shipping land or other traffic corridor that is in use by traffic, other than pedestrians	○ **o**) is carried out in an area, which involves any movement of powered mobile plant	○ **p**) is carried out in an area, which involves artificial extremes of temperatures	○ **q**) is carried out in or near water or other liquids, which involves a risk of drowning	○ **r**) involves diving work
Falling Objects more than 3 metres (Note: Whilst falling objects are not regulated as 'HRCW', the Usher Group requires the risks associated with falling objects from a height 3 metres or greater to be addressed in the SWMS. For objects at risk of falling less than 3 metres controls are still required but it is not necessary to document these in a SWMS).					

Protective Equipment [PPE] required for SWMS work activity: Please check the box for required PPE

Safety Glasses (Where spatter is likely)	✓	Hand Protection	☐	Face shield	☐	Dust Mask	☐	Other –Specify	☐
Safety Footwear	✓	Hearing protection	☐	Safety Googles (Where spatter is likely)	☐	Protective clothing (task specific)	☐	Other –Specify	☐
Hi Visibility clothing	✓	Hard Hat	✓	Respiratory protection (When mixing mud)	✓	Fall Arrest	☐	Other -Specify	☐

Equipment required

 **Boom lift -EWP over 11mtr capacity** ☐	 **Boom lift -EWP under 11mtr capacity** ☐	 **Scissor lift-EWP Over 11mtr capacity** ☐	 **Scissor lift/vertical lift - EWP Under 11mtr capacity** ☐
 **Platform Ladder under 1 mtr working height** ✓	 **Aluminium Scaffold Under 4 mtr working height** ✓	 **Fixed Scaffold** ✓	 **Edge protection** ☐
 **Platform Ladder over 1mtr working height (if required)** ✓	 **Rung/ extension Ladder (Access only)** ☐	 **Step Ladders** ☐	 **Fall restraint/Fall Arrest Roof access** ☐
 **Diesel/petrol powered pressure washer** ☐	 **Electric powered pressure washer** ☐	 **Rendering Tools** ✓	 **Mixing Drill** ✓
 **Angle grinder** ☐	 **Electric drill** ☐	**Other: Specify** ☐	**Other: Specify** ☐

Risk Matrix

Perform a risk assessment for each hazard identified by:

(i) Determining the consequences (refer Table 1)
(ii) Determining the probability of the event occurring (refer Table 2)
(iii) Apply the values obtained from Tables 1 & 2 to the Qualitive Risk Matrix (Table 3) to obtain the resultant Risk Score and Level.

Table 1 – Consequences

Level	Descriptor	Example Description	$$ Example
1	INSIGNIFICANT	No Injuries	Low Financial Loss $2000
2	MINOR	First aid treatment, on-site release immediately contained	Medium Financial Loss $500 - $5000
3	MODERATE	Medical treatment, on-site release contained with outside assistance	High Financial Loss $5000 - $25000
4	MAJOR	Extensive injuries, loss of production, off-site release with no detrimental effects	Major Financial Loss $25000 - $200000
5	CATASTROPHIC	Death, toxic release off-site with detrimental effect	Huge Financial Loss >$200000

Table 2 – Likelihood

All potential hazards must be considered including:

- Obvious hazards (ones that you can see)
- Concealed hazards (penetrations not covered)
- Developing hazards (storms predicted, fraying electrical cords, etc)
- Transient hazards (sudden surge of voltage)

Level	Descriptor	Example Description	Frequency
A	ALMOST CERTAIN	The event is expected to occur in most circumstances	More than once per year
B	LIKELY	The event will probably occur in most circumstances	At least once in 5 years
C	POSSIBLE	The event might occur at some time	At least once in 10 years
D	UNLIKELY	The event could occur at some time	At least once in 30 years
E	RARE	The event may occur only in exceptional circumstances	Less than once in 30 years

Table 3 – Risk Level/Priority

Level	Consequences					Legend
Likelihood	1-Insignificant	2-Minor	3-Moderate	4-Major	5-Extreme	**E:** extreme risk; immediate action required **H:** high risk; senior management attention required **M:** moderate risk; management responsibility to be specified **L:** low risk; manage by routine procedures
A - Almost Certain (will most likely occur)	H-11	H-16	E-20	E-23	E-25	
B - Likely (will probably occur)	M-7	H-12	H-17	E-21	E-24	
C - Possible (may occur, has happened)	L-4	M-8	H-13	E-18	E-22	
D - Unlikely (most likely will not occur)	L-2	L-5	M-9	H-14	E-19	
E - Rare (has not occurred at Usher Group)	L-1	L-3	M-6	H-10	H-15	

Risk Matrix

E18-25	**Extreme Risk –** according to WHSQ, action that requires immediate action is: **a)** the death of a person; or **b)** a serious injury or illness; or **c)** a dangerous incident
H10-17	**High Risk –** Senior Management must be notified immediately
M6-9	**Moderate Risk –** consult risk control plans that have been implemented by management
L1-5	**Low Risk –** monitor and review

Hazard Identification & Control Measures

Steps involved in completing the stated work activity, identifiable Hazards, and Control Measures are detailed below.

Item	WHAT ARE THE BASIC STEPS (List steps in logical sequence & include materials, equipment etc.)	POTENTIAL HAZARDS (what may cause an injury/illness to occur)	L	C	R	HAZARD CONTROLS (What controls can be put in place to prevent an injury/illness)	WHO WILL ENSURE THAT THIS IS DONE	RESIDUAL RISK L	RESIDUAL RISK C	RESIDUAL RISK R
PRE-START										
1	Arrival and pre-Start work meeting each day	a) Slips, trips and falls b) Being unfamiliar with site assembly points, evacuation procedures, exits and site-specific conditions ***Personal Injury***	2	3	M6	a) All personnel must report to the Usher Group Site Manager when entering site in order to be escorted to the site office for a Site-Specific Induction. b) All employees must attend meeting to discuss work to be carried out for the day. c) Ensure all pathways and exits are kept clear.	Site Supervisor Usher Group Workers	1	3	L3
2	Arriving to the Usher Group Site Office	a) Unfamiliar with the Usher Group Safety Management Plan or Site and Safety Folder, Safety Rules and Risk Management ***Personal Injury***	2	3	M6	a) All workers must attend the site pre-start meeting with the Usher Group Supervisor in order to be inducted into the Usher Group Safety Management Plan or Site and Safety Folder. b) All workers must sign in and out whenever they come and go from the site. c) The Usher Group Supervisor must complete the daily attendance register.	Site Supervisor Usher Group Workers	1	3	L3
3	Inspection of work area	a) Slips, trips and falls b) Unfamiliar site conditions ***Personal Injury***	3	3	M9	a) All trades should ensure that the work area is kept clean of debris/rubbish, leads are off the ground and the work area is free from obstruction	Site Supervisor Usher Group Workers	1	3	L3

4	Delivery of tools and materials to site	a) Unfamiliar site conditions b) Vehicles could strike a worker or another vehicle causing injury ***Personal Injury***	3	3	M9	a) Designated parking areas must be used b) All vehicles entering or leaving site are to obey site rules regarding loading area access.	Site Supervisor Usher Group Workers	1	3	L3
5	Unloading of vehicles Unload materials and tools for use on-site.	a) Incorrect manual handling techniques could cause sprain, strain or musculoskeletal disorders. ***Personal Injury***	3	3	M9	a) All workers unloading vehicles to ensure use of correct manual handling techniques to prevent sprain or strain type injuries by warming up, bending at the knees and keeping a straight back when lifting as per discussion during toolbox talks. b) Use a trolley or cart when items exceed personal lifting capacity. c) Use team lifting when items are too heavy for a worker's capacity.	Site Supervisor Usher Group Workers	1	3	L3
PREPARATION OF WORK AREA										
6	Moving and preparing tools and materials to the work area	a) Insufficient lighting b) Slips, trips and falls c) Blocking of access and egress ***Personal Injury***	3	3	M9	a) Ensure the work area has enough natural or artificial trade lighting before commencing any works. b) Ensure walkway to work area is free from any possible trip hazards.	Site Supervisor Usher Group Workers	1	3	L3
7	Exclusion Zones	a) Personnel entering dangerous areas b) Falling objects ***Personal Injury***	2	3	M6	a) Ensure exclusion zone has the correct barricading setup to restrict access to work area. b) Ensure correct signage is placed around work area informing personnel of the dangers at the work area.	Site Supervisor Usher Group Workers	1	3	L3

SCOPE OF WORKS										
8	Preparation of work area – wash down walls to remove dust/ dirt from surfaces	a) Respiratory illnesses b) Workers may inhale airborne particles ***Personal Injury***	3	4	H12	a) Ensure the correct PPE is used, including: at minimum a P2 dusk mask, gloves and safety goggles during preparation. All workers must be cleaned shaven where the mask meets the face. a)	Site Supervisor Usher Group Workers	1	4	L4
9	Application of render by a hawk and trowel	a) Cuts and abrasions ***Personal injury***	3	3	M9	a) Ensure all workers are familiar with and trained in the safe use of hand tools	Site Supervisor Usher Group Workers	1	3	L3
10	Working in areas where dusts containing respirable silica are present	a) Crystalline Silica Exposure b) Lung latency and/ or damage (Chronic Bronchitis, COP, Silicosis, Lung Cancer, etc) ***Personnel Injury*** **Serious Injury/ death**	4	4	H16	b) All workers must be cleaned shaven where the mask meets the face. c) Ensure grinders are fitted with H" class dust extractors. d) Workers must always wear P2 Respirators or Dust Masks (to avoid inhalation) and Safety Glasses (to avoid eye contact) whilst grinding. e) All workers must be fit tested for their Dust Masks and Respirators and hold the appropriate certificate. f) Signage must be in place warning all personnel of the grinding in progress. g) Ensure exclusion zones are in place to restrict unauthorised workers from entering.	Site Supervisor Usher Group Workers	1	4	L4
11	Working off height access equipment (Fixed and Mobile Scaffolds)	a) Fall from height ***Personnel Injury*** **Serious Injury/ death**	4	4	H16	a) Mobile scaffold over four (4) metres must be erected by a ticketed scaffolder. b) Only ticketed scaffolders may alter, adjust or move any components including planks of the scaffold c) A pre-start plant inspection must be carried out. d) Work platform with appropriate load bearing capacity for materials must be used.	Site Supervisor Usher Group Workers	1	4	L4

						e) Ensure work platforms have appropriate guardrails f) Ensure entry to the scaffold is only upheld through a ladder within the scaffold construction. g) Keep the scaffold, access and egresses clear.				
12	Working from platform ladders	a) Fall from heights ***Personnel Injury***	4	4	H16	a) When using platform ladders make sure the following is upheld: - Inspect ladder for damage - Ensure the ladder is 'platform'. - Ladder must be placed on a firm footing and clear of debris. - Worker must always face the ladder. - Ladder to be rated 120kg minimum DO NOT reach over ladder	Site Supervisor Usher Group Workers	1	4	L4
13	Working at a height of 3 metres or more	a) Falling objects	3	3	H9	a) All tools, buckets and materials must be stored at least 2m back from an edge unless tethered and a hard hat is worn.	Site Supervisor Usher Group Workers	1	3	L3
COMPLETION OF WORKS AND WASTE REMOVAL										
14	Clean-up tools and work area	a) Incorrect contamination of washout ***Environmental Damage***	4	4	H16	a) Place all left over waste material and rubbish in skip bins provided. b) Clean tools by using a scrubbing brush and water. c) Ensure all leftover slurry is removed from buckets and placed into bins provided. d) Ensure all washing is done away from drains.	Site Supervisor Usher Group Workers	1	4	L4
15	Removal of waste, excess materials and tools	a) Blocking evacuation routes b) Trip hazards c) Sprains, strains and musculoskeletal disorders	3	4	H12	a) Ensure materials are stored in a fashion that will not impede on evacuation routes in the event of an emergency. b) Use wheelie bins to remove waste from site.	Site Supervisor Usher Group Workers	1	4	L4

		Personal Injury				c) Waste must be broken up as much as possible to reduce weight when removing it from site. d) Use trolleys or carts when moving items that exceed personal lifting capacity. e) Do not lift any items over personal capacity. f) Use team lifting when items are too heavy for a worker's capacity.				
16	Disposal of waster	a) Incorrect waste management ***Environmental Damage***	3	4	H12	a) All materials must be disposed of in alignment with the PCBU and Usher Group Environmental Policy. Ensure waste is placed in appropriate bins provided.	Site Supervisor Usher Group Workers	1	4	L4
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Employee and/or Contract Renderers	• Must be familiar with the procedures set out in the SWMS and ensure that they follow these procedures. • If they notice any hazards not identified in the SWMS, they must report these to the Site Project Manager immediately and assist in identifying control measures.	• Construction Industry Induction Training • Usher Group Company Induction

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05/03/2020	Amanda Pennycook			**No**	**Yes**	
01/08/2020	Amanda Pennycook			**No**	**Yes**	
14/01/2021	Amanda Pennycook			**Yes**	**Yes**	**14/01/2021**
09/03/2021	Amanda Pennycook			**Yes**	**Yes**	**Updated COP's**

USHER | GROUP

USHER SYSTEMS

SAFETY MANAGEMENT PLAN

Queen Street Village Southport

Hutchinson Builders Coolangatta

Reference No.: 41782

p: 1800 686 505 | a: U1 47 Newheath Drive, Arundel 4214 QLD | e: info@ushergroup.com | w: ushergroup.com.au

Safety Folder Tab Template

- Cover page of document
- Table of contents
- Project details

1st Tab	ORGANISATIONAL CHART / EMPLOYEE DETAILS

- Organisational Chart
- Sheet with all your employees registered (make sure there is at least two copies of this sheet on a large project

2nd Tab	ROLES & RESPONSIBILITIES

- Roles & Responsibilities

3rd Tab	RISK ASSESSMENTS

- Risk Assessment (explains how to fill out the form)
- Risk Assessment Form (3.1)
- Site Safety Inspection Form (3.2)

4th Tab	HAZARD REPORTING

- Hazard Reporting and Hazard Substance Register (explains how to fill out the forms)
- Hazard Report Log (4.1)
- Hazard Substance Assessment Form (4.2) (check all the SDS's in the folder normally on the first or second page it will nominate if the product is hazardous if so, add it to this list)
- Hazardous Substance Risk Register (4.3)

5th Tab	WORK METHOD STATEMENTS & ENVIRONMENTAL POLICY

- Safe Work Method Statement Register (5.1)
- Environmental and Waste Management

6th Tab	WH&S INDUCTION

- Induction Procedure Form (explains how to fill out the forms and who is allowed to hold inductions all managers must ensure this all done correctly)
- Induction Record (6.1)
- Site Induction Register Form (6.2) (all company personnel must be registered on this form)
- Site Induction Agenda (procedure) (6.3)
- Young Workers Safety Induction Checklist (Any worker under the age 24) (6.4)

7th Tab	SAFETY RULES

- Site Safety Rules (7.1)

8th Tab	TOOLBOX

- Toolbox Meeting Recording Forms (8.1) (make sure you have many copies of these forms and do the toolbox meeting talks every week)
- WH&S Procedure (8.2)
- WH&S Consultation Statement (8.3)
- Daily Prestart Meeting (8.4)

9th Tab	INCIDENT MANAGEMENT

- Incident Management
- Emergency Response Procedures (9.1)
- Site Evacuation Plan (9.2)
- Injury Register Form (9.3)
- Accident/Dangerous Incident Investigation Report (9.4)
- Rehabilitation and Return to Work Coordinator (9.5)

10th Tab	PLANT & EQUIPMENT

- Plant & Equipment Risk Assessment Form
- Plant ID Register (10.1)
- Electrical Equipment Register (10.2)
- Harness Register (10.3)
- PPE Register (10.4)

11th Tab	DOCUMENT CONTROL

- Document Control (record of all forms in folder make sure you record that the version has changed in the record of revision on the bottom of the page)

12th Tab	TRAINING REGISTERS

- Usher Group Training Register (This is a simple sign off page to show that employees have read the training manuals/SDS etc. some sites will require a sign off for things such as manual handling, the safe use of a spray gun, erection of mobile scaffolding etc.)
- Fit Test Register (13.2)

13th Tab	INTER COMPANY AUDITS AND REVIEWS

- This is where all copies of the internal audits will be kept.

14th Tab	SAFETY TRAINING MANUAL

- Safety Training Manual
- Manual Handling Handout

15th Tab	COMPANY POLICY STATEMENTS

- Leadership
- Anti-Discrimination and EEO
- Health and Safety
- Bullying and Sexual Harassment
- Environmental
- Risk Management
- Quality
- Workplace Rehabilitation
- Conduct

USHER GROUP
WORKPLACE HEALTH SAFETY MANAGEMENT PLAN

Principle:	**Usher Group Pty Ltd** ABN: 17 156 165 801		
Principle Address:	1/ 47 Newheath Drive Arundel, QLD, 4214		
Principle Phone:	Telephone No: - (07) 5572 3200 Facsimile No: - (07) 5573 2300		
Location of workplace:	98-136 Queen Street, Southport Queensland 4215		
Scope of work:	Application of Paint and Render to interior and exterior of the build.		
Duration:	This plan will remain in force for a period of 24 months from 10 of December 2018 or until a significant change occurs which will require the plan to be reviewed prior to the expiry date OR For a specific Site/Project, in which case the plan will only remain in force for the period of the Project Start Date: February / March 2021 Completion Date: TBA		
Signature: **Company HSE Manager**		**Date:**	12.02.2021
		Rev:	Revision 9 - Issue Number 4

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5.1 Safe Work Method Statements
5.2 Safe Work Method Statement Register
6.1 Induction Record.
6.2 Induction Register
6.3 Site Induction Agenda (Procedure)
6.4 Young Workers Induction
7.1 Site Safety Rules
8.1 Record of Toolbox Meeting
8.2 WH&S Procedure
8.3 WH&S Consultation Statement
8.4 Daily Prestart Meeting
9.1 Emergency Response Procedure.
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10.3 Harness Register
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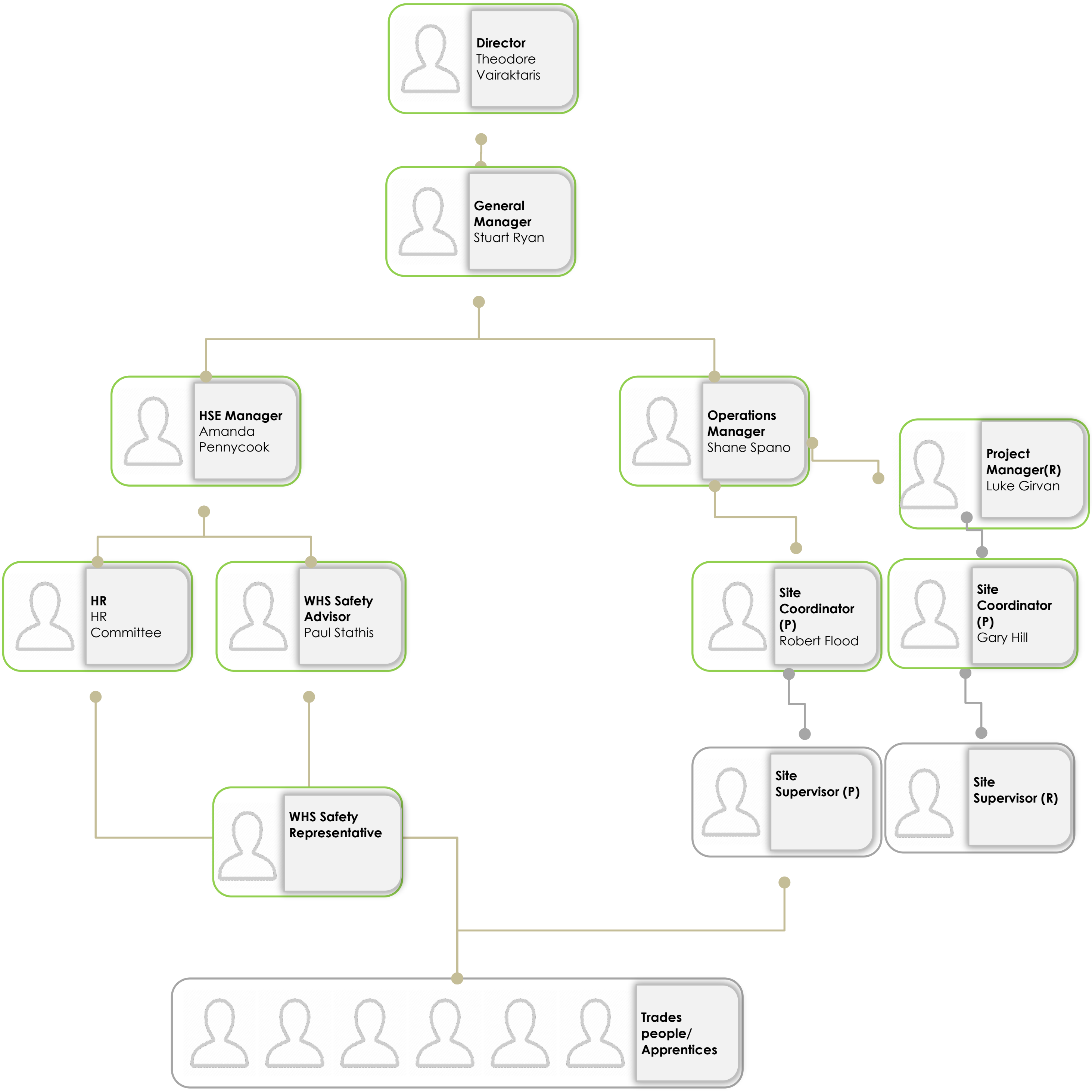
PROJECT DETAILS

This document sets out the safety management strategy to be adopted by **Usher Group** as the Subcontractor for works undertaken at Queen Street Village Southport from February to **TBC** or end of contract, whichever is the latter.

CONTACT DETAILS

Company:	**Usher Group Pty Ltd** **ABN: 17 156 165 801**
Registered business address:	**1/ 47 Newheath Drive, Arundel, 4214**
Email:	**admin@ushergroup.com**
Phone:	(07) 55 732 300
Fax:	(07) 55 732 400
Director:	**Theodore Vairaktaris**
Phone:	07 55 732 300
After hours	0412 924 144
General Manager:	**Stuart Ryan**
Phone:	0432 174 014
HSE Manager:	**Amanda Pennycook**
Phone:	0478 144 426
Principle Contractor:	**Hutchinson Builders Coolangatta**
Site Address:	98 – 136 Queen Street Southport Queensland 4215

ORGANISATIONAL CHART



USHER GROUP EMPLOYEE DETAILS

Date	Employee	Phone	Email

ROLES AND RESPONSIBILITIES

Usher Group will ensure health and safety forms an integral part of every manager and supervisors' position. The key roles and responsibilities of our managers and supervisors, regarding safety on site, are outlined below.

The General Manager, Safety Manager & the Project Manager are responsible for Workplace Health Safety (WHS) on all Usher Group projects and their duties include:

- Defining the WHS&R responsibilities for key position holders in the organisation.
- Implementing the company WHS&R procedures.
- Managing compliance with WHS&R legislation, regulations, standards and codes.
- Ensuring all staff are adequately trained in WHS&R.

Stuart Ryan
General Manager Date: 12.02.2021

Amanda Pennycook
HSE Manager Date: 12.02.2021

Rehabilitation and return to work coordination are managed by **Amanda Pennycook** OHSA 22475

HSE MANAGER

WHS responsibilities on this site include:

- Undertaking a Risk Assessment of all major activities prior to work commencing on site and determining which activities require Safe Work Method Statements to be developed by either **Usher Group** or a Subcontractor.
- Developing site specific safety plans and safety rules.
- Identifying safety training needs for Usher Group employees.
- Ensuring the workplace abides with WHS legislative requirements.
- Disseminating WHS information to personnel.
- Ensuring safe equipment and plant is provided and maintained.
- Facilitating an agreed method of consultation with employees.
- Investigating all accidents and ensuring that corrective actions are undertaken.
- Reviewing Safe Work Method Statements issued by sub-contractors.
- Assessing of sub-contractors' abilities to comply with corrective and/or preventative control measures.
- Developing and implementing emergency procedures.
- Stimulating a high level of safety awareness at all times.
- Preparing and participating in safety meetings and safety programs.
- Reporting all accidents/incidents/near misses to the relevant bodies.
- Ensuring the Site Manager and Site Supervisors are trained in WH&S and are aware of their responsibilities as outlined below.
- Ensuring valid certificates of currency (for Workers Compensation) are provided by all subcontractors prior to commencing work on site.
- Supporting and assisting with the rehabilitation of employees who have been injured at work, by encouraging their early return to normality through work-based rehabilitation programs.

Amanda Pennycook
HSE Manager

Date: 12.02.2021

MANAGERS

WHS&R responsibilities on this site include:

- Leading by example and promoting WH&S at every opportunity.
- Insisting on correct and safe work practices at all times.
- Assisting the Manager and/or Subcontractors in the identification and preparation of safe work procedures.
- Monitoring employees and contractor's compliance with safe work methods (controls) and the site safety rules.
- Providing advice and assistance on WH&S to all workers on site.
- Assisting the Manager in identifying employees that require WHS training.
- Assisting the Manager in ensuring current WH&S and other relevant legislative requirements are met in the workplace.
- Carrying out regular site safety inspections and ensuring that any corrective actions identified are actioned in the required time frame.
- Completing accident and hazard reports as required.
- Conducting site inductions, toolbox talks and team briefings (as required).
- Ensuring all plant and equipment on site is maintained in a safe condition, with guards and safety devices in place.
- Maintaining an up to date WHS Site Plan, including all Registers (Elec, Haz substances etc).

Shane Spano
Operations Manager (P)

Date: 12.02.2021

Luke Girvan
Project Manager (R)

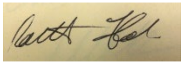
Date: 12.02.2021

COORDINATORS & SUPERVISOR(S)

All Foreman, Sub-Foreman, Leading Hands WHS&R responsibilities include:

- Leading by example and promoting WH&S at every opportunity.
- Supervising and ensuring compliance with safe work procedures.
- Undertaking regular inspections of Plant and Equipment, ensuring they are maintained in a safe condition with guards and safety devices in place.
- Stimulating a high level of safety awareness at all times and encouraging input from people on matters relating to safe work processes and health and safety.
- Communicating safety performance to the Site Manager.
- Ensuring First Aid is readily available to all persons under their supervision and that any staff requiring First Aid treatment complete the Injury Register.

Robert Flood



Site Coordinator **Date:** 12.02.2021

Garry Hill

Site Coordinator **Date:** 12.02.2021

(P)

(R)

Site Supervisor **Date:**

Safety Representative **Date:**

RISK MANAGEMENT

Risk Assessment

Usher Group (in accordance with the QLD WHS Act) will identify the potential hazards of all proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk. These controls must be reviewed and monitored by **Usher Group** on a regular basis. Risk Assessments will be undertaken on all activities that follow the sequence of work, as well as on any plant and hazardous substances likely to be used or found in the workplace.

The Manager will use **Form 3.1** to undertake an initial Risk Assessment prior to work commencing on site. All activities identified as having either a Class One or Two risk, are to have those risks recorded and detailed on a Safe Work Method Statement **(Form 5.1 @ Annex A).** Class Three risks will be minimised as far as possible but will not be recorded on a SWMS.

Usher Group HSE Manager is to review all SWMS produced by **subcontractors** prior to allowing them to commence work on site. The checks to be made regarding SWMS are detailed in Section Six of this Site Safety Plan.

Site Safety Inspections and Audits

Ongoing Risk Assessments (after the job commences) are to be undertaken by the Site Manager/Safety advisors and safety committee utilising the **Site Safety Inspection Form 3.2.** Site Safety Inspections should be conducted daily by either the **Site Manager and/or WHS advisors, Committee/Representatives**.

iAuditor monthly audits completed by Safety Advisors details and audits are to be kept in Tab 14 of the Usher Group Safety Plan.

Follow-up Checks

The Safety Advisor and/or Site Manager are to ensure that all hazards identified during the **Site Safety Inspection and iAuditor** are rectified ASAP.

Risk Classification

For each potential workplace hazard identified, a Risk Class will be determined by referring to the categories below:

Class 1: (High Risk):	Does the hazard have the potential to kill, or permanently disable you?
Class 2: (Medium Risk):	Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?
Class 3: (Low Risk):	Does the hazard have the potential to cause a minor injury which would not disable you?

The higher the Risk Class, the more extensive the controls to be provided.

Usher Group Risk Assessment WMS Register	Form Number	3.1

Project:	**Queen Street Village Southport**		
Completed by:	**Amanda Pennycook**	**Date:**	**12.02.2021**

Major Work Activity	Potential Hazard	Risk Class	SWMS Required	SWMS No. and Date Produced
Patch and Paint to internal and external of build	Involves a risk of a person falling more than 2 metres	1	Yes	SWMS - 021CQ Rev. 15 27/01/2021
Application of Render to external block walls	Involves a risk of a person falling more than 2 metres	1	Yes	SWMS – 022CQ Rev 16 14/01/2021
Operation of EWP/Boom lift	Involves a risk of a person falling more than 2 metres	1	Yes	SWMS – 023CQ Rev 13 27/01/2021

Class 1: (High Risk):	Does the hazard have the potential to kill, or permanently disable you?
Class 2: (Medium Risk):	Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?
Class 3: (Low Risk):	Does the hazard have the potential to cause a minor injury which would not disable you?

USHER GROUP SITE SAFETY INSPECTION	Form Number	3.2

Project:			
Conducted by:		**Follow up check by:**	

Serial	Location	Unsafe Condition / Activity	Risk Class	Corrective Action (to rectify Unsafe condition / Activity)	Follow Up Check

Class 1: (High Risk):	Does the hazard have the potential to kill, or permanently disable you?
Class 2: (Medium Risk):	Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?
Class 3: (Low Risk):	Does the hazard have the potential to cause a minor injury which would not disable you?

HAZARDOUS REPORTING & HAZARDOUS SUBSTANCES

Hazard Reporting Procedure

Usher Group will encourage all workers to **report** hazards immediately. All workers are to be informed during site induction that hazards can be reported verbally to either the Site Manager or any WHS Representative/Committee member (where they exist). All hazards brought to the Site Manager's attention are to be recorded on the **Hazard Reporting Log (Form 4.1)**. The Safety Manager will investigate all reported hazards and where necessary, either eliminate or control the hazard. Where this cannot be done immediately, corrective action is to be documented on Form 4.1 and followed through within the appropriate timeframes:

Class 1: (High Risk):	Within 24 hours
Class 2: (Medium Risk):	Within 2 days
Class 3: (Low Risk):	5 working days

Corrective actions will be signed off when completed. The Manager is to ensure that corrective action is undertaken within the appropriate time frames.

Usher Group Manager is to ensure that all WHS Representatives/Committee members have been trained to complete the Hazard Report Log.

Hazardous Substances

The Site Manager is responsible for ensuring no hazardous substances are brought on site without a Material Safety Data Sheet (MSDS) being lodged and the substances details recorded in the Hazardous Substance Register (Form 4.2). Subcontractors are to list in their Safe Work Method Statements all Hazardous substances they intend to use on site and provide a copy of the relevant MSDS.

Usher Group will ensure the following additional rules regarding the use and storage of hazardous substances on site are covered during site induction and adhered to on site by all employees and contractors.

- All hazardous substances are to be stored and used in accordance with the relevant MSDS.
- All hazardous substances are to be stored in their original containers with
  a readable intact label in place at all times.
- All hazardous substances can only be stored in a bunded area designated by **Usher Group.**
- All workers must be provided with adequate information, training and PPE
  prior to working with any hazardous substances on site.

USHER GROUP	HAZARD REPORT LOG	Form Number	4.1

Project:

Serial	Date	Unsafe Condition / Activity Reported	By Whom	Risk Class	Recommended Action

Class 1: (High Risk):	Does the hazard have the potential to kill, or permanently disable you?
Class 2: (Medium Risk):	Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?
Class 3: (Low Risk):	Does the hazard have the potential to cause a minor injury which would not disable you?

Risk Assessment and Controls

Appropriate control measures **MUST** be put in place to eliminate the risk, where this is not practical, the identified risk must be minimised. Control measures must be chosen from the highest possible level in the following hierarchy.

- Firstly, try to Eliminate the risk.
- Secondly if this is not possible prevent or minimise exposure by:
  - Substituting a less hazardous substance
  - Isolating the hazardous substance from the person, or the person from the substance.
  - Redesigning the equipment or work process so the work can be done differently.
- Thirdly where exposure cannot be minimised and as a last resort:

  Introduce Administrative Controls such as safe work procedures or instruction.
- Use Personal Protective Equipment as the final barrier between people and the substance
  - Introduce Administrative Controls such as safe work procedures or instruction.
  - Use Personal Protective Equipment as the final barrier between people and the substance.

Likelihood

Level	Descriptor	Definition	Indicative frequency
A	Almost certain	Is expected to occur in most circumstances	80-99%
B	Likely	Will probably occur in most circumstances	60-79%
C	Possible	Might occur at some time	40-59%
D	Unlikely	Could occur at some time	20-39%
E	Rare	May occur in only exceptional circumstances	1-19%

Table to determine overall level of risk

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Extreme
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Moderate	Moderate

USHER GROUP	HAZARDOUS SUBSTANCE REGISTER	Form Number	4.2
Project:	**Queen Street Village Southport**	**Date:**	12.02.2021

The following hazardous substances exist on site. A copy of the SDS's can be found in Tab 11 of this safety management plan.

Product Name	Application	Product Labelled Yes/No	MSDS Yes/No	Risk Assessment Class 1, 2 or 3	Control/s based on the risk class (e.g.; mask, ventilation required)
Baxta Maxi Cap Elastomeric	Paint	Yes	Yes	3	P2 Dust Mask
Baxta Baxstick	Cement Patching	Yes	Yes	1	P2 Dust Mask
Baxta Keycote	Adhesive Cement Render	Yes	Yes	1	P2 Dust Mask
Baxta Screeded Level Render	Cement Render	Yes	Yes	1	P2 Dust Mask
Baxta Concrete Solvent Primer	Primer	Yes	Yes	2	P2 Dust Mask
Baxta Concure	Concrete Sealer	Yes	Yes	2	P2 Ventilation
Baxta ProTrade	Paint	Yes	Yes	3	P2 Ventilation
Wattyl Poly U750 Part A	Paint	Yes	Yes	2	P2 Ventilation
Wattyl Poly U750 Part B	Paint	Yes	Yes	2	P2 Ventilation
Wattyl Epinamel DTM 985 Part A	Paint	Yes	Yes	2	P2 Ventilation
Wattyl Epinamel DTM 985 Part B	Paint	Yes	Yes	2	P2 Ventilation
Mineral Turpentine	Cleaning product	Yes	Yes	3	General ventilation
Methylated Spirits	Cleaning product	Yes	Yes	3	General ventilation

Class 1: (High Risk):	Does the substance and its associated hazards have the capacity to kill, or cause permanent disability, **e.g.: lung disease?**
Class 2: (Medium Risk):	Does the substance and its associated hazards have the capacity to cause serious injury, or illness, which will temporarily disable, **e.g.: Dermatitis?**
Class 3: (Low Risk):	Does the substance and its associated hazards have the potential to cause minor injury which would not disable, **e.g.: mild skin rash?**

Hazardous Substance Training Record

Record of Training:
Include details of all workers who will be using and have received training in each of the hazardous substances listed below. Note: Training is *compulsory* for all workers using hazardous substance on this project.

Name	Signature	Date	Name	Signature	Date

First Aid Information

Hazardous Substance	Health Hazard Information	First Aid Information
Baxta Maxi Cap Elastomeric	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: If fumes or combustion products are inhaled remove from contaminated area. Apply artificial respiration if necessary. Seek medical assistance. Skin Contact: Immediately remove all contaminated clothing, including footwear. Flush skin and hair with running water. Seek medical attention if irritation persists. Eye Contact: Wash out immediately with fresh running water. Ensure complete irrigation of the eye by keeping eyelids apart. Seek medical attention. Ingestion: If swallowed do NOT induce vomiting. Observe the patient carefully and seek medical advice if vomiting occurs.
Baxta Baxstick	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposure – avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Skin Contact: For gross contamination, immediately drench with water and remove clothing. Continue to flush skin and hair with plenty of water. Seek medical assistance if the skin burns or blisters. Eye Contact: If in eyes, hold eyelids apart and flush the eyes continuously with running water. Continue flushing until medical assistance is obtained. Ingestion: Rinse mouth with water. If swallowed, do NOT induce vomiting. Seek medical advice.
Baxta Keycote	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposure – avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Skin Contact: For gross contamination, immediately drench with water and remove clothing. Continue to flush skin and hair with plenty of water. Seek medical assistance if the skin burns or blisters. Eye Contact: If in eyes, hold eyelids apart and flush the eyes continuously with running water. Continue flushing until medical assistance is obtained. Ingestion: Rinse mouth with water. If swallowed, do NOT induce vomiting. Seek medical advice.

Baxta Screeded Level Render	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposure – avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Skin Contact: For gross contamination, immediately drench with water and remove clothing. Continue to flush skin and hair with plenty of water. Seek medical assistance if the skin burns or blisters. Eye Contact: If in eyes, hold eyelids apart and flush the eyes continuously with running water. Continue flushing until medical assistance is obtained. Ingestion: Rinse mouth with water. If swallowed, do NOT induce vomiting. Seek medical advice.
Baxta Concrete Solvent Primer	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposure – avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Skin Contact: For gross contamination, immediately drench with water and remove clothing. Continue to flush skin and hair with plenty of water. Seek medical assistance if the skin burns or blisters. Eye Contact: If in eyes, hold eyelids apart and flush the eyes continuously with running water. Continue flushing until medical assistance is obtained. Ingestion: Rinse mouth with water. If swallowed, do NOT induce vomiting. Seek medical advice.
Baxta Concure	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposure – avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Skin Contact: For gross contamination, immediately drench with water and remove clothing. Continue to flush skin and hair with plenty of water. Seek medical assistance if the skin burns or blisters. Eye Contact: If in eyes, hold eyelids apart and flush the eyes continuously with running water. Continue flushing until medical assistance is obtained. Ingestion: Rinse mouth with water. If swallowed, do NOT induce vomiting. Seek medical advice.
Baxta ProTrade	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised.	Inhalation: Remove victim from exposure – avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Skin Contact: For gross contamination, immediately drench with water and remove clothing. Continue to flush skin and hair with plenty of water. Seek medical assistance if the skin burns or blisters.

	Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Eye Contact: If in eyes, hold eyelids apart and flush the eyes continuously with running water. Continue flushing until medical assistance is obtained. Ingestion: Rinse mouth with water. If swallowed, do NOT induce vomiting. Seek medical advice.
Wattyl Poly U750 Part A	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposure – avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Skin Contact: For gross contamination, immediately drench with water and remove clothing. Continue to flush skin and hair with plenty of water. Seek medical assistance if the skin burns or blisters. Eye Contact: If in eyes, hold eyelids apart and flush the eyes continuously with running water. Continue flushing until medical assistance is obtained. Ingestion: Rinse mouth with water. If swallowed, do NOT induce vomiting. Seek medical advice.
Wattyl Poly U750 Part B	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposure – avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Skin Contact: For gross contamination, immediately drench with water and remove clothing. Continue to flush skin and hair with plenty of water. Seek medical assistance if the skin burns or blisters. Eye Contact: If in eyes, hold eyelids apart and flush the eyes continuously with running water. Continue flushing until medical assistance is obtained. Ingestion: Rinse mouth with water. If swallowed, do NOT induce vomiting. Seek medical advice.
Wattyl Epinamel DTM 985 Part A	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposure – avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Skin Contact: For gross contamination, immediately drench with water and remove clothing. Continue to flush skin and hair with plenty of water. Seek medical assistance if the skin burns or blisters. Eye Contact: If in eyes, hold eyelids apart and flush the eyes continuously with running water. Continue flushing until medical assistance is obtained. Ingestion: Rinse mouth with water. If swallowed, do NOT induce vomiting. Seek medical advice.
Wattyl Epinamel DTM 985 Part B	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well	Inhalation: Remove victim from exposure – avoid becoming a casualty. Remove contaminated clothing and loosen remaining

	ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	clothing. Skin Contact: For gross contamination, immediately drench with water and remove clothing. Continue to flush skin and hair with plenty of water. Seek medical assistance if the skin burns or blisters. Eye Contact: If in eyes, hold eyelids apart and flush the eyes continuously with running water. Continue flushing until medical assistance is obtained. Ingestion: Rinse mouth with water. If swallowed, do NOT induce vomiting. Seek medical advice.
Mineral Turpentine	Inhalation: May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposed area and seek immediate medical advice. Skin Contact: Wash skin with soapy water for 15 minutes. Eye Contact: Hold eyes open and flush with water continuously for 15 minutes. Ingestion: Immediately rinse mouth with water. Do not induce vomiting, if vomiting occurs give further water. Seek medical advice
Methylated Spirits	Inhalation: May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposed area and seek immediate medical advice. Skin Contact: Wash skin with soapy water for 15 minutes. Eye Contact: Hold eyes open and flush with water continuously for 15 minutes. Ingestion: Immediately rinse mouth with water. Do not induce vomiting, if vomiting occurs give further water. Seek medical advice

HAZARD IDENTIFICATION REPORT FORM

Ref: 12/08/2020 Version: 1

Project Details

Project Name:			
Conducted by:		**In Attendance:**	
Location of hazard:		**Date:**	

Hazard Detail

What is the hazard?	
What are the risks associated with the hazard?	
People/person who may be affected by the hazard:	
What has already been done to control the hazard?	*(Note: leave this section blank if nothing has been done)*
Initial risk rating:	☐ low ☐ moderate ☐ high ☐ critical ☐ catastrophic *(Note: further action needs to be taken if the initial risk rating for the hazard is higher than "low")*
What further action needs to be taken?	*(e.g. provide training, review of safe work procedure, provide manual task equipment, etc…)*
By when (date):	
Initial risk rating:	☐ low ☐ moderate ☐ high ☐ critical ☐ catastrophic *(Note: the residual risk rating should be "low" at this stage, if this is not the case, think of a more effective way to control the hazard)*

Completion date:		**Completed by:**	

Risk Assessment Levels

LOW	MODERATE	HIGH	CRITICAL	CATASTROPHIC
Potential to cause minor injury or first aid treatment	Potential to cause reversible hospitalised injury	Potential to cause serious recoverable injury	Potential to cause partial disability or temporary disability	Immediate danger of death or permanent disability

SAFE WORK METHOD STATEMENTS

Procedure

A Safe Work Method Statement (SWMS) breaks a work activity into logical steps and lists the typical hazards associated with each of these job steps, the risk (likelihood and consequence) of each occurring and records how to eliminate or control the risk to the workers safety. **Usher Group** will use the SWMS Performa enclosed as **Form 6.1** (contained at Appendix A).

SWMS are developed for all medium to high risk activities identified in the Risk Assessment (using Form 4.1 from Section Four of this WHS Plan). Where possible, the SWMS should be produced by the sub-contractor undertaking the work, however, where this does not occur, **Usher Group** will be required to develop a SWMS for them.

A copy of all completed SWMS will be kept in this WH&S Plan.

Evaluation of Safe Work Method Statements

Usher Group Manager is responsible for reviewing all generic Safe Work Method Statements submitted by subcontractors at tender. Where job steps or site conditions change from those planned, the Manager is responsible for ensuring all SWMS are updated (i.e. made site specific) prior to work commencing on site.

When reviewing SWMS, the Controls identified should be as high as practical in the "Hierarchy of Controls" guide shown below.

Hierarchy of Controls

1	**Eliminate the hazard completely**	e.g. Remove the risk of electrocution by using air & battery tools.
2	**Substitute the Materials or the Equipment**	e.g. Use Platform ladders instead of ladders to reduce the risks of fall from height.
3	**Isolate people from the hazard**	e.g. Use effective edge protection to protect workers from falls.
4	**Engineer work practices**	e.g. Rotate workers through repetitive tasks.
5	**Administration**	e.g. Tool Box Meetings, training.
6	**PPE**	e.g. Wear a respirator when spraying

N.B. - In some cases a combination of control measures will need to be used.

Where practicable, **Usher Group** and its subcontractors will use Form 5.1 (at Appendix A) as a template for the development of SWMS. The Manager is to ensure all of the following is covered in the Subcontractor's SWMS:

- The project name and the name of the Subcontractor?
- A description of the work activity or task to be undertaken?
- The date the SWMS was developed.
- The name and signature of the person who developed the SWMS?
- The job steps involved in doing the work?
- The potential hazards associated with each job step?
- The Risk Class for each Hazard?
- The controls to be used to either eliminate or minimise the potential hazards identified? (Check they are as high as possible on the 'Hierarchy of Controls' guide).
- The name of the person/s responsible for ensuring that the control/s are in place?
- Number of employees required to safely undertake the work?

- Occupations/Trades/Skills of workers undertaking the work?
- Qualifications/Licenses of workers required to undertake the work?
- Training completed or required by workers to undertake the work?
- List of all Plant (static and mobile) to be used on site and details of frequency of maintenance checks?
- List of all equipment (power tools, electrical leads etc.) to be used on site and details of frequency of maintenance checks?
- List of all PPE required for the task?
- List of all hazardous substances they intend using with relevant MSDS attached?
- Listing the relevant Codes of Practice (if available) relevant to the work to be undertaken?
- A section that records the names and signatures of all employees that will need to follow the SWMS?

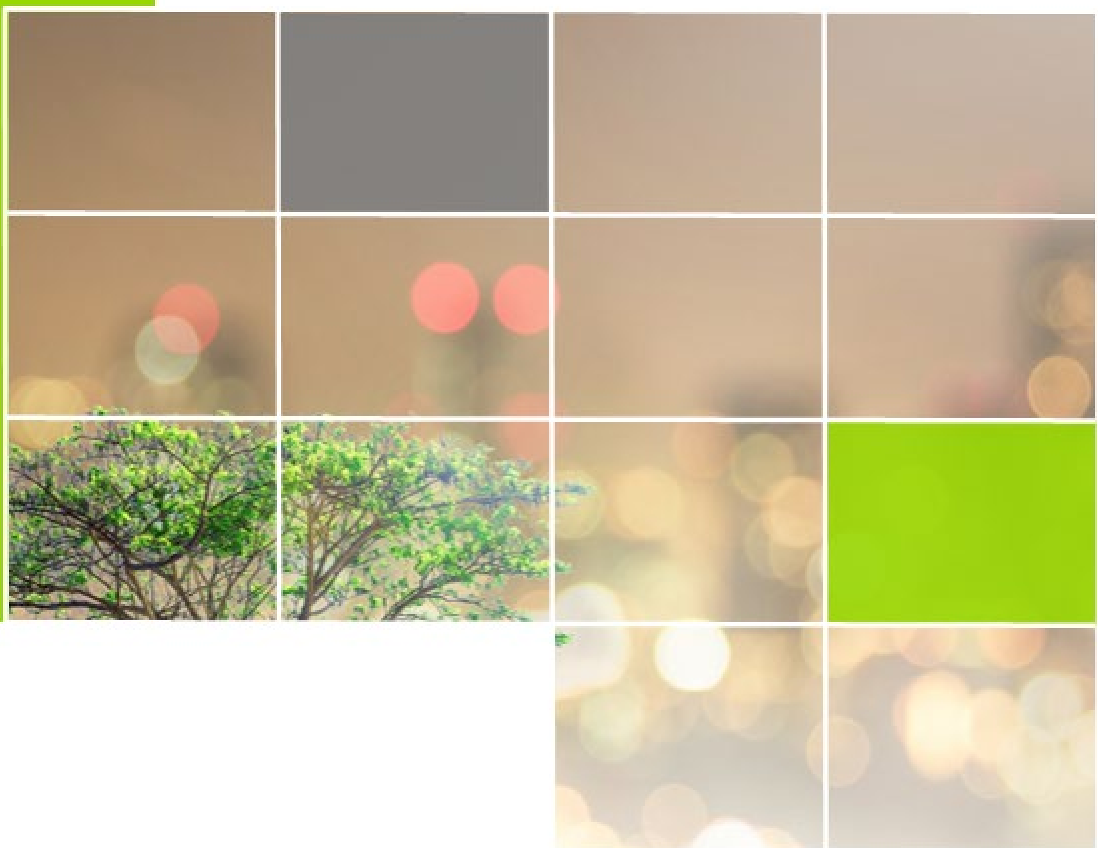
In addition to the above, the Manager must ensure that all hazards identified in the Risk Assessment (using **Form 4.1** from Section Four of this WHS Plan) have been identified within the sub-contractors SWMS.

Monitoring of SWMS

Usher Group Site Manager is responsible for ensuring that all employees and subcontractors have read and understood their relevant SWMS prior to commencing work on site. The Site Manager is also responsible for conducting regular reviews of SWMS whilst work takes place on site to ensure employees and subcontractors are adhering to the risk controls identified in their SWMS. All SWMS to be reviewed after an incident, at the request of the PCBU or when the task method changes.

USHER GROUP Safe Work Method Statement Register	Form Number	5.1
SWMS Title	**Revision Number**	**Date**

USHER | GROUP
Your project partner.



ENVIRONMENTAL MANGEMENT PLAN

USHER GROUP
ENVIRONMENT MANAGEMENT PLAN

Principle:	**Usher Group Pty Ltd** ABN: 17 156 165 801		
Principle Address:	1/ 47 Newheath Drive Arundel, QLD, 4214		
Principle Phone:	Telephone No: - (07) 5572 3200 Facsimile No: - (07) 5573 2300		
Location of workplace:	98 – 136 Queen Street Southport Queensland 4215		
Scope of work:	Paint and Render application to interior and exterior of the build.		
Duration:	This plan will remain in force for a period of 24 months from 10th of December 2018 or until a significant change occurs which will require the plan to be reviewed prior to the expiry date OR For a specific Site/Project, in which case the plan will only remain in force for the period of the Project Start Date: February / March 2021 Completion Date: TBA		
Signature: **Company HSE Manager**		**Date:**	12.02.2021
		Rev:	Revision 9 - Issue Number 4

ENVIRONMENTAL KEY ROLES & RESPONSIBILITIES

HSE Manager

Ensuring compliance with environmental legislation.

Develop and implement environmental management systems, policies and procedures to continually improve the impact of Usher Groupon the environment.

Audit, analyse, collate and report environmental performance data to all employees.

Ensuring senior management is kept up to date with relevant changes in environmental legislation and initiatives.

Amanda Pennycook

Company HSE Manager

Managers and Supervisors

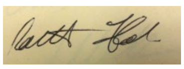
Will implement and maintain Usher Group Environmental policies and procedures onsite.

Ensure employees are trained in their environmental responsibilities as applicable to their work.

Promote and encourage environmental awareness to all employees.

Ensure resources are available to implement environmental policies and procedures (ensure an Envirowash is on every onsite).

Purchase non-hazardous product alternatives where possible



Robert Flood
Site Coordinator

Garry Hill
Site Coordinator

Employees

Follow Usher Group Environmental procedures and risk management.

Identify and manage environmental risks associated with their work activities.

Be aware of the Usher Group Environmental procedures onsite.

Provide feedback on new or existing procedures and policies

Management Procedures for storing and waste management of paint products

Solvent Management – Management of contaminated solvents

- All solvent based chemicals will be stored in a bunded lockable flame proof cabinet or toolbox
- Keep containers lids tightly closed when not in use
- Keep well away from oxidising agents, sources of ignition and away from direct sunlight
- Always keep in containers made of the same material as the supply container.
- Have appropriate fire extinguishers available near the storage area

Management of contaminated solvents

- Clean (uncontaminated) Mineral Turpentine
- Clean (uncontaminated) Mineral Turpentine will be retained for reuse.
- Mineral Turpentine contaminated with enamel paint will be disposed of by one of the following means:
    - By allowing the contaminated Turps to stand, the residue will sink to the bottom, after which, the clean turps (in the top layer in the container) can be drained off and reused, while the contaminated bottom layer will be allowed to stand unsealed until dry and disposed of (with its container) – off site.
- Removal from site to a recognised trade waste treatment plant.
- Clean (uncontaminated) thinners
- Clean (uncontaminated) thinners will be retained for re-use.
- Thinners contaminated with paint
- Thinners contaminated with paint shall be treated in the same ways as contaminated turps.
- Solvent Management - Management of contaminated wash water
- Clean (uncontaminated) water
- Clean (uncontaminated) water will be retained for reuse, or disposed of to normal drainage or to natural ground away from the works
- Water contaminated with water-based paints
- Water contaminated with water-based paints will be disposed of by one of the following means:
    - Where the total volume is small and the site conditions allow, the contaminated water may be disposed of by pouring it onto natural ground where the waste water cannot discharge into a drain or watercourse.
    - By the addition of a flocculating agent in accordance with the manufacturer's instructions, after which the clean water may be disposed of to drainage or natural ground and the settled residue will be allowed to dry and be disposed of (with its container) – off site.
    - Removal from site to a recognised trade waste treatment plant.

Disposal of Excess Paints and Containers

- **Excess Paints - Water Based Paints (Acrylics and PVA's)**
  - Excess paint can be collected in a sealed commercial drum with a tap. As required, the paint can be REUSED as an undercoat etc. or disposed of in accordance with Company procedures.
  - If waste paint is <5% of the total volume of the original paint can, then it can be evaporated off and disposed to landfill as a solid (as the quantity is insignificant).
- **Excess Paints - Oil Based Paints (Enamels and Varnishes)**
  - Excess paint can be collected in a sealed commercial drum with a tap. As required, the paint can be REUSED as an undercoat etc. or disposed of in accordance with Company procedures.
  - If waste paint is <5% of the total volume of the original paint can, then it can be evaporated off and disposed to landfill as a solid (as the quantity is insignificant).
- **Excess Paints - Epoxy Based Paints and Coatings**
  - Part A and Part B, if not mixed, will be used as required with no excess resulting;
  - The hardened mixed solid can be disposed of at landfill.
- **Excess Paints - Zinc and Lead Based Paints (Kill Rust/White Knight)**
  - Excess paint can be collected in a sealed commercial drum with a tap and disposed of in accordance with Company procedures.
  - If waste paint is <5% of the total volume of the original paint can, then it can be evaporated off and disposed as a Regulated Waste to a Licensed Waste Contractor.
- **Containers**
  - Excess paints, of any type, will not be disposed of on-site. Empty drained cans must be brushed out and then wiped out with a rag. This rag and can are allowed to dry and are then placed into a skip bin at the depot for disposal to a disposal facility as designated by the Company.

Equipment Clean – up

Water Based Paints (Acrylics and PVA's)

The cleaning of brushes, rollers, spray equipment, etc. that have been used with water-based paints will be carried out using an envirowash system that converts paint washout into clean water and inert solid waste.

- Adding Flocculant to the water and stirring. Flocculation will start immediately
- Settlement time should be left overnight for best results
- The clean waste water will rise to the top to be discharged into sewer outlet.
- The sludge will be transferred to buckets to dry and can be disclosed of into general industrial waste bins.

N.B.
Equipment contaminated by water-based paints shall not be cleaned under a tap or where sullied water can escape. If equipment requires more thorough cleaning that the Envirowash method allows, this activity will be carried out off-site or where trade waste treatment facilities are available.

Oil Based Paints (Enamels and Varnishes) / Epoxy Based Paints and Coatings

- Any excess paint should be initially removed with newspaper or rags.
- Two containers of clean solvent are then prepared.
- The first container shall be used for the substantial removal of paint to a point where the equipment is no more contaminated than the solvent.
- The equipment will then be transferred to the second container for a second clean. This process is repeated with successive containers having progressively lower levels of contamination, until a final rinse is appropriate.
- The equipment will then be transferred to the final container for a final clean.
- The solvent resulting from this process shall then be disposed of as described under – SOLVENT MANAGEMENT. See pg. 27.

N.B.

- Further cleaning shall be carried out off-site.
- Rags, newspapers, etc. used for cleaning purposes may be disposed of in a site bin where that use complies with the builder's environmental work plan. Otherwise rags, newspapers, etc. used for cleaning shall be removed from site.

Emergency procedures for water-based paint spills

Gloves and goggles should be worn for clean-up.

Stop the leak and contain the spill. Block the path of the spillage to stormwater drainage and waterways using spill kits booms or sandbags provided.

Once the spillage has been contained and treated with "the Spill kit or other absorbent material, use a shovel or dustpan to put into hard waste bin.

Flammable liquid spills

Immediately shut off any sources of ignition, such as pilot lights. Increase ventilation by opening doors and windows.

Evacuate the area of all personnel not directly involved in the clean-up.

Wear personal protection equipment such as solvent resistant gloves, goggles and air-purifying respirators (minor spills might not require a respirator).

Block the path of the spillage to stormwater drainage and waterways using spill kits booms or sandbags provided.

Once the spillage has been contained and treated with "the Spill kit or other absorbent material, use a spark-free shovel or dustpan to load into properly labelled containers or drums and seal for disposal.
This material must be treated as hazardous waste under EPA regulations.

If contamination of sewers or waterways has occurred advise WHSQ.

All spills are to be reported to site Manager and Safety advisor to be recorded into the Usher Group incident recording form.

Follow the reporting procedure of the PCBU.

WHS INDUCTION

Procedure:

Usher Group will ensure nobody commences work on site until the following is confirmed:

- **They have completed the WHS Company Induction Training at the Usher Group office.**
- They have received a Work Activity WHS induction (including understanding and signing off on Safe Work Method Statements).
- They complete a Site Specific WHS Induction (including understanding and signing off on the company's Site Safety Rules).
- They have read and understood the Safety Training Manual.

Induction Record

All workers must meet the above three minimum WHS induction training requirements before they can commence work on site. The Site Manager is to ensure that all workers intending to work on site have met these requirements via the completion of an Individual Induction Record **(Form 6.1)** and the Induction Register **(Form 6.2)**.

Site Safety Rule

Usher Group Safety Manager and Site Manager are to liaise prior to the project commencing to produce Site specific Safety Rules (i.e. review and update **Forms 6.3**). The Safety rules specific to this project are contained in **Form 6.3**.

Site Induction Agenda

All Site Inductions are to be carried out in accordance with the Site Induction Agenda contained at **Form 7.4**.

Usher Group employees that have been trained and authorised to give Site Inductions on this site are:

Name	Position
Theodore Vairaktaris	Director
Stuart Ryan	General Manager
Shane Spano	Operations Manager
Robert Flood	Site Coordinator
	Site Supervisor
Luke Girvan	Project Manager - Solid Plastering
Garry Hill	Site Coordinator
	Site Supervisor
Amanda Pennycook	HSE Manager
Paul Stathis	Safety Advisor
	Safety Representative

Induction Record

Project:		**Date:**	

Employee Details		
Employee Details	**Employees Name:**	
	Mobile:	
	Occupation:	
	Employees Name:	
Next of Kin Details	**Name:**	
	Emergency Phone number:	
	Place of work:	
Medical		
Please detail any special medical conditions that you may want us to know about (i.e. Diabetes, allergies, medication etc.):		
Inductions		

- ☐ **Construction White Card No.:**
- ☐ **Induction No. (from Induction Register):**
- ☐ **Work Activity (Certificates of Competency/Licenses/Tickets attached):**

Classification:		No:	
Classification:		No:	
Classification:		No:	
Classification:		No:	

- ☐ **Relevant SWMS rea, understood & signed:** ☐ **Yes** ☐ **No (cannot work on site)**
- ☐ **Site Specific Induction**

Activity	Signature
1. Site Safety Rules Explained (form 7.3)	
2. Accident Procedure Advised (form 9.1)	
3. Evacuation Procedure Advised (form 9.2)	
4. Company Policy/Procedures Advised (i.e. Haz. Substances/elec. etc.)	

I hereby agree to adhere to the policies outlined during the work place induction and will comply with any reasonable instruction given by workplace management or their representatives

Signature: **Date:**

Site specific induction conducted by:

Name:

How did the injury occur and what was the worker doing at the time Describe the worker's injury (e.g. fracture, sprain, cut etc.)	
Part of body injured	

Follow Up Action

Treatment given/action taken:		
Accident investigation undertaken?	☐	☐
Workcover notified?	☐	☐
Insurer notified?	☐	☐

Person completing this form:		**Position:**	
Signature:		**Phone:**	
Date:			

Issues/Comments Raised	

Corrective Action		
Description	**Action by**	**Action complete – sign off**

USHER GROUP INDUCTION REGISTER		Form Number	6.2
Induction No.	**Name**	**Training/Qualifications**	**Induction Record (form 6.1) Completed Y/N**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Induction No.	Name	Training/Qualifications	Induction Record (form 6.1) Completed Y/N
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

Induction No.	Name	Training/Qualifications	Induction Record (form 6.1) Completed Y/N
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			
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59			
60			

USHER GROUP – **SITE INDUCTION AGENDA** (PROCEDURE)	Form Number	**6.3**

Project:		**Date:**	

- Introduce yourself.
- If inducting an **employee/subcontractor,** ensure they have read and understood their Safe Work Method Statement (SWMS) and signed it to acknowledge they understand it and will abide by the controls identified in the SWMS.
- If inducting an employee/subcontractor, ensure they have a WH&S General Induction Number and if so, have them complete the Induction Record (Form 6.1).
- Failure to provide a signed SWMS and WH&S General Induction Number will result in the induction being terminated until such time as they can comply. They cannot commence work on site.
- Explain the site entry conditions and the hours of work allowed under the DA or other conditions.
- Explain briefly what the site details are.
- Briefly outline company policy details (particularly regarding the use of hazardous substances, plant, equipment, electrical etc). (SEE TAB 2)
- Ensure
- Ensure the hazardous substance training register has been completed and signed by all employees
- Advise who the First Aiders are and how to contact them.
- Go through the Emergency Procedures for both minor and major accidents.
- Explain the Evacuation Procedure.
- Point out using the site plan where the first aid and emergency meeting points are.
- Explain the Site Safety Rules. (SEE TAB7)
- Inform them of any major hazards close to or surrounding their work site.
- Identify the traffic and environmental management plans (if applicable).
- Make them aware of any unusual site-specific issues/hazards they should know about.
- Ensure all workers being inducted have read the manual handling and training manual.

Young Workers Safety Induction

Name:			
Position:		**Date of commencement:**	
Location:			
Person conducting induction:			

	Induction Task	Yes	No	If No, why?
1	Explain work tasks	☐	☐	
2	Tour of Sections	☐	☐	
3	**Explain:**	☐	☐	
	WHS Policy	☐	☐	
	Duty of care employer and employee	☐	☐	
	Consultation; WHS Committee & WHS Representatives	☐	☐	
	Safe work procedures and instructions	☐	☐	
	Issue Resolution procedure	☐	☐	
	Hazard reporting procedure	☐	☐	
	Injury/Incident reporting procedure	☐	☐	
	Injury management policy and guidelines	☐	☐	
	Emergency procedures	☐	☐	
	Manual handling procedures	☐	☐	
	Hazardous substances procedures	☐	☐	
	Machinery safety procedures	☐	☐	
	Working from heights procedures	☐	☐	
	Slips and trips prevention	☐	☐	
	Electrical safety	☐	☐	

4	**Explain:**	☐	☐	
	Permit to work	☐	☐	
	Eye Protection	☐	☐	
	Hand Protection	☐	☐	
	Foot Protection	☐	☐	
	Hearing Protection	☐	☐	
	Vehicle Safety	☐	☐	
	Safety procedures for working on the side of the road	☐	☐	
	Procedures for good housekeeping	☐	☐	
	Safety signage	☐	☐	
	Procedures for working outside such as skin protection & heat stress	☐	☐	
	Smoke free workplace	☐	☐	
	Alcohol & other drugs at the workplace	☐	☐	
	Compensation claims process and rehabilitation	☐	☐	
5	Provide personal protective equipment, tools as required	☐	☐	
6	Schedule of follow-up training	☐	☐	

Name of Supervisor:		**Date:**	
Signature:			

Name of new employee:		**Date:**	
Signature:			

USHER GROUP SITE SAFETY RULES	Form Number	7.1

It is a condition of working on this site, to observe the following site safety rules:

- Hard hats to be worn by all employees, visitors, staff/subcontractors and suppliers.
- High visibility vests/shirts are always to be worn
- All construction workers are to wear safety boots
- Only trained persons are to operate machinery.
- No alcohol or drugs are allowed on site.
- Appropriate PPE must be worn as indicated in Safe Work Method Statements, Safety Data Sheets (SDS) or signage.
- Report any unsafe conditions or practices to your supervisor or safety representative immediately.
- Keep your work area clean and free of waste materials.
- Act safely always.
- Know your emergency and site evacuation procedures.
- Always refer to the relevant SDS when using hazardous substances or chemicals.

USHER GROUP	RECORD OF TOOLBOX MEETING	Form Number	8.1

Workplace:		**Date:**	
Conducted by:			
Subject:		**Duration:**	

Name	Signature	Name	Signature

Issues/ Comments Raised	

Corrective Action		
Corrective Action	Action by	Action Complete - Sign Off

USHER GROUP WH&S PROCEDURE	Form Number	8.2

Procedure:

At **Usher Group** we will consult with all workers on safety issues via one or more of the following forms of WHS consultation (as agreed to by **Usher Group** and workers).

1. An appointed or elected WHS Representative(s)

OR

2. Other agreed arrangements agreed to between Usher Group and our employees (i.e. Regular Toolbox meetings).

WHS Consultation Statement

The agreed form(s) of consultation to be employed on this site (as above) are to be summarised on **Form 8.3** and displayed in a prominent place on site.

Additional WHS Documentation to be displayed to Sub-contractors

In addition to the WHS Consultation Statement, the following documents are to be displayed in a prominent place on the site: Safety Policy, Emergency Procedures, Site Evacuation Plan and Site Safety Rules. If copies of any of the above documents (or any other part of the Site Safety Plan) are forwarded to Sub-Contractors (i.e. during tender time) the recipients are to be noted in the Distribution List contained within Section 12 of this Site Safety Plan.

The Manager is to make all sub-contractors aware (during tender time) of the three forms of WHS Consultative arrangements listed above and that a meeting will be held on site to determine the agreed form(s) of WHS consultation. The sub- contractor should also be informed that as a result of that meeting, they may be required to provide an employee representative as either an WHS Committee member or WHS Representative (who, if not already trained, will be required to undertake a four-day WHS Consultation course at the sub-contractor's cost).

USHER GROUP **WH&S CONSULTATION STATEMENT**	Form Number	8.3

At **Usher Group** we are committed to protecting the health, safety and welfare of all people that work on or visit our jobsite. We have clearly defined roles and responsibilities for all of our management staff to ensure that Safety is a major priority. We also recognise that non-management personnel play an equally important role with respect to safety.

At **Usher Group** we value the input of all workers about safety issues and have agreed to the Consultation methods outlined below. This will ensure workers can contribute to the making of decisions affecting their health, safety and welfare at work.

Issue Resolution Usher Group aim to provide fair and effective workplace representation, consultation and cooperation arrangements.

Parties in relation to an issue are limited to: persons conducting a business or undertaking (PCBUs) or their representative (or other PCBUs if the issue involves more than 1 business) health and safety representatives (HSRs) – where there are workers affected by the issue in a work group workers who are not in a work group that are affected by the issue – the worker/s or their representative ('representative' is defined in the WHS Act as 'HSR, a union representing the worker or any other person the worker authorises to represent them').

Where there is a health and safety matter, it is expected that parties will communicate, consult and cooperate to discuss the matter.

As a result of a Toolbox meeting held on site between **Usher Group** and our employees and representatives of Contractors and Subcontractors to be utilised on this site, the following methods of WHS Consultation were agreed to:

Toolbox meetings to be held EVERY WEEK
Persons responsible for holding the tool box meetings will be the Safety

Representative/Site Supervisor.

Our safety representative on Site will be:	

Emergency Response Procedure(s)

In the event of an emergency. Assess the situation make the area safe and notify PCBU's site management to initiate the emergency management process as described in the PCBU's site induction.

Usher Group Emergency Response Procedures (ERPs) for Accidents are detailed on **Form 9.1**. The Evacuation Plan for this site is detailed on **Form 9.2**. Both these forms are to be made site specific by the Manager and then displayed in a prominent place for all workers to see. Depending on the site, additional ERPs may be required (confined spaces, working over water etc.)

First Aid

	is our qualified First-Aid person. If he is not on-site, the First-Aid box is located in the Usher Group site shed.

Injury Reporting

All injuries will be reported to the Site Manager or a First Aid Officer as listed above. Injuries will be recorded in the Site Injury Register (**Form 9.3** or its equivalent). All serious incidents/injuries reported to WHSQ must be kept for a minimum of 5 years. A copy of the site injury register will be submitted to Site Manager and or Site Safety Advisor.

All fatalities or serious injuries (i.e. injuries likely to result in an absence from the workplace of 7 days or more, loss of consciousness, trapped in machinery etc.) and their circumstances must be reported to WHSQ immediately by phone on 1300 362 128 and in writing within 7 days using the online form at;

www.workcover.qld.gov.au

Serious Near Miss Incidents with no injury or illness but that are immediately life threatening must also be notified to WHSQ immediately on 1300 362 128 and in writing within 7 days using the online form.

Accident Investigation(s)

Usher Group will investigate all accidents and near miss incidents by close of business on the day in which they occur.

Investigations will be recorded on the Accident Investigation **Form 9.4** or its equivalent. Accidents/Incidents will be recorded by Site supervisor.

Accidents/Incidents will be investigated by the Site Manager and Safety Advisor.

Serious Accidents/Incidents will be reported to WHSQ by Safety Manager.

USHER GROUP	DAILY PRESTART MEETING	Form Number	8.4

Project:		**Date:**	
Subcontractor:			
Supervisors Name:		**No. of employees:**	

Safety concerns/Report from yesterday's work?	Supervisor

Changes to this site today (including client advice requirements)	Supervisor

Work Area(s) Today	**Activity in work area**

High risk construction work to be undertaken today			Supervisor/Worker
☐	Risk of falls from greater than 2 metres	☐	Work in or near shaft/trench with an excavated depth greater than 1.5m or in a tunnel
☐	Work on a telecommunications tower	☐	Work on or near pressurised gas pipes or mains
☐	Demolition of a load-bearing structure	☐	Work on or near chemical, fuel or refrigerant lines
☐	Likely to involve disturbing asbestos	☐	Work on or near energised electrical installations or services
☐	Work in confined spaces	☐	Temporary load-bearing support structures
☐	Work involving use of explosives	☐	Work on, in or adjacent to road, rail shipping or other major traffic corridor
☐	Work with tilt up or pre-cast concrete	☐	Work in an area with movement of powered mobile plant
☐	Diving work	☐	Work in or areas with artificial extremes of temperature
☐	Work in or near a drowning risk	☐	Work in an area with contaminated or flammable atmosphere

Significant Hazards Today	Controls NOT in Safe Work Method Statements

Consultation with other trades for todays activities (detail & discuss any issues resolve)	Supervisor

Emergency Response (Verify that resources for emergency response are available today e.g. plant, personnel)	Supervisor

BUILDING CODE 2016 (Discuss any Code breaches, Freedom of Association issues, Industrial action, Drugs & Alcohol, Union site entries, Reports to ABCC)	Supervisor

Work Permits or Isolations required for today's activities			Supervisor
☐ Confined space	☐ Roof Access	☐ Ground Works	☐ Hot Work
☐ Plant set up	☐ Strip Formwork	☐ Traffic Control	☐ Working at heights
☐ Exclusion Zone	☐ Demolition	☐ Service Isolation	☐ Cutting/Coring
☐ Other			
NOTE: If any of the above are required do not commence work until compliance is verified by PCBU site manager			

Are all workers fit for work today?	Yes ☐	☐ No

ATTENDEES The prestart meeting recorded on this form has been attended by the undersigned participants — Worker

Name	**Employer**	**Signature**

USHER GROUP	EMERGENCY RESPONSE PROCEDURES (ACCIDENTS/FIRE)	Form Number	9.1

Emergency Numbers

In the event of an emergency, the following telephone numbers apply:

Contact	Phone Number
Site	
General Manager	**0432 174 014 - Stuart Ryan**
Managers	**0430 644 124 - Shane Spano (P)/ 0422 398 991 - Luke Girvan (R)**
HSE Manager	**0478 144 426 - Amanda Pennycook**
WHS Safety Advisor	**0450 131 516 - Paul Stathis**
Site Coordinator	**0406 006 917 - Robert Flood (P)/ 0433 926 301 - Garry Hill (R)**
Site Supervisor	**(P)/ (R)**
Emergency Services	
Ambulance	000
Nearest Hospital	Gold Coast University Hospital
Fire	000
Police	000
Nearest Police Station	Southport Police Station
Other	See information on tank
Electricity	
Gas	See information on tank
Water	
Telstra	Dial Before You Dig: 1100; Faults: 13 22 03
Poisons Info Centre	**13 11 26**

Site Address

Nearest Cross St:	
Specific Entry Point:	

In case of serious accident/emergency:

All designated rescue/emergency personnel must attend a site-specific safety training session where they will review PCBU's emergency response procedures and receive instruction on alarms and assembly areas.

The designated crew who are to perform the rescue/emergency procedure must know how to use the equipment that is provided at the job site. They should review the rescue/emergency procedure every month.

- Attract assistance and if someone is injured, call for the First Aid Officer.
- Contact Site Manager who will coordinate Emergency Response, otherwise call 000 and inform them of the service required (Police/Fire/Ambulance).
- Provide address details as above and arrange to have someone meet the Emergency Services at the Site Entrance.
- If there is a fire, use the Fire Extinguishers to try and contain fire, if safe to do so.
- Stay with injured person(s) until help arrives. Do not move the injured person(s) unless there is a higher risk of them being injured.
- If necessary, commence evacuation as per the Evacuation procedure.

USHER GROUP SITE EVACUATION PLAN	Form Number	9.2

- To be developed specific to the site by the Manager.
- Include description of: device used to sound alarm, evacuation route, Assembly Area, Roll Call, Fire Wardens, etc.
- Diagram of site showing evacuation route, Assembly Area, First Aid kit location.

Ensure the site evacuation plan is displayed in a prominent place in the site shed

Injury Register

Employee Details				
Surname:		**Sex:**	☐ **M**	☐ **F**
First Name:		**D.O.B.**		
Phone (home):		**Mobile:**		
Address home:		**State:**		
		Post Code:		
Occupation:				

Project Details			
Job Name:			
Job Phone:			
Job Address:		**State:**	
		Post Code:	
Contact Person:		**Mobile:**	

Accident/Incident Details				
Date of injury:		**Time of injury**		am/pm
Date Employer notified:				
Has the person ceased work?	☐ Yes ☐ No	Number days likely to be of work?		
Current location of injured worker (home, hospital etc.?)				
Treating Doctor:		**Phone:**		

How did the injury occur and what was the worker doing at the time Describe the worker's injury (e.g. fracture, sprain, cut etc.)	
Part of body injured	

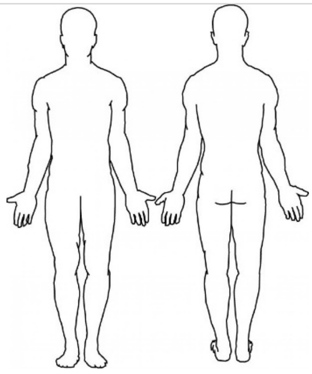
Follow Up Action		
Treatment given/action taken:		
Accident investigation undertaken?	☐	☐
Workcover notified?	☐	☐
Insurer notified?	☐	☐

Person completing this form:		**Position:**	
Signature:		**Phone:**	
Date:			

Incident Accident Reporting Form

Incident/Injured Person		**Incident/Injury Location**	
Date of incident:		**Company:**	
Date reported:		**Location:**	
Reported by:		**Type of job:**	

Briefly describe incident / close call - describe what happened, (draw diagram on other side if helpful)



Please circle the affected

Category /Incident Type

☐ Near miss	☐ lost time	☐ fire	☐ ATV incident / damage
☐ bodily injury/illness	☐ goods spill	☐ Equipment damage	☐ other equipment damage
☐ Safety Breach	☐ other (describe)		

Names/contact information of witnesses

Name:		**Contact:**	
Name:		**Contact:**	

Was first aid/medical treatment necessary?	**If Yes, Name of attendant/doctor**
☐ Yes ☐ No	

Describe the immediate and root cause of incident/Injury:

☑	Immediate cause(s)	☑	Root Cause(s)	Notes:
☐	Failure to follow safe work procedures	☐	Inadequate work planning, engineering, design	
☐	Improper use of equipment/tools/lockout	☐	Inadequate policies, procedures	
☐	Failure to warn or instruct	☐	Inadequate communications	
☐	Body motions – pushing, pulling repetition	☐	Inadequate supervision	
☐	Improper use of PPE	☐	Inadequate risk/hazard assessment	
☐	Inadequate awareness of surroundings	☐	Mental, physical stress/fatigue	
☐	Poor housekeeping	☐	Inadequate maintenance/inspections	
☐	Worksite conditions – weather congestion, layout, (circle)	☐	Inadequate physical abilities	

Describe corrective action(s) to be undertaken:

Person responsible for corrective action:			
Date action to be completed by:		**Date when action was completed:**	

Report and Actions reviewed by:

Name:		**Position:**	
Signature:		**Date:**	
Notes:			

SEND A COMPLETED COPY OF THIS REPORT TO YOUR DIRECT MANAGER

Diagram if required

USHER GROUP **REHABILITATION POLICY**	**Form Number**	

The Usher Group is committed to providing the opportunity for all employees to participate in occupational rehabilitation programs in order to resume their normal place in the workforce following injury or illness sustained in the workplace.

YOUR RETURN TO WORK COORDINATOR IS Amanda Pennycook 0478 144 426

Objectives

The Usher Group is committed to:

- Establishing a structured approach to rehabilitation services for all employees following work related illness, injury or disability.
- Assisting in an early, safe return to meaningful and productive work an injury or illness.
- Ensuring that rehabilitation commences at the time of injury or when treatment is first started whichever is the most practical.
- Ensuring that there is an early and accurate medical assessment and involvement of rehabilitation specialists, when needed to support the role of the treating medical practitioner.
- Ensuring that support is provided to the injured person and his or her family.
- Providing suitable alternate duties for an injured person, as an integral part of the rehabilitation process.
- Rehabilitation/incident forms will be kept on site for the duration of the project, and copies kept on file for 5 years.
- Consulting with employees to ensure that our rehabilitation programs operate effectively.
- Respecting the confidentiality of employees.

Early intervention with effective rehabilitation provides physical, psychological, social and financial benefits to employees, while minimising disruption to the workplace.

Stuart Ryan
General Manager

OHSA

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation
when an individual has completed one or more accredited units

This is a statement that

Amanda Pennycook

has attained

BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs

Issued:
16th September 2016

OHSA Occupational Health
Services Australia

National Provider No:	31092
Statement No:	27460
Student No:	OHSA 22475

Simon Phillips
Managing Director

NATIONALLY RECOGNISED TRAINING

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www.ohsa.com.au

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PLANT, EQUIPMENT & ELECTRICAL REGISTER

Plant

The **Usher Group** Site Manager will be responsible for ensuring the inspection and maintenance history of all plant (static and mobile) used on site by **Usher Group** employees is up to date. He will also ensure that all contractors and subcontractors ensure the same of their equipment prior to it being used on site. The Site Manager is to also carry out periodic checks of Contractor and Subcontractor maintenance records to ensure regular inspections and maintenance of Plant (in accordance with Designer or Manufacturers guidelines) on site is taking place. The initial check (prior to the Plant being used on site) and follow-up periodic checks are to be recorded on **Form 10.1**.

All **Usher Group** Contractors and Subcontractors must also indicate in their SWMS all plant and electrical equipment (i.e. Power tools) that they intend using on site.

Plant Risk Assessments

Usher Group will ensure a risk assessment **(Form 4.1)** takes place for all plant to be used on site. The assessment will include the identification of potential hazards, their level of risk and whether or not a Safe Work Method Statement needs to be produced. Where required, Safe Work Method Statements (Form 6.1) will be developed outlining what control measures will be employed to eliminate or minimise these risks to the health and safety of workers.

When undertaking risk assessments of plant, the following factors need to be considered:

- How the plant is designed to be used.
- The work environment (including operating conditions and any abnormal conditions).
- How it will be transported, installed, inspected, dismantled and stored.
- Accessibility for maintenance, adjustments, repairs, cleaning & use.
- Competencies required to safely operate the plant.

No item of plant will be brought onto site without a current service/maintenance record or registration where required (WHS Regulation for list of Plant that requires registration).

The above applies to all plant and equipment, either owned or hired.

Electrical Equipment

Usher Group will ensure that all electrical work on site is in accordance with the QLD Code of Practice titled 'Electrical Practices for Construction Work'. In the absence of a specific provision in this Code of Practice, conformance is to be in accordance with the Australian Standard AS-3000, Wiring Rules.

All **Usher Group** electrical equipment to be used on site must be listed in the Electrical Equipment Register, **Form 10.2**. Subcontractors are to provide an Electrical Equipment Register (Form 10.2 or equivalent) for all electrical equipment they intend using on site. All registers must be completed prior to commencement of the works and maintained for the duration of the works on site.

The Site Manager will ensure that all electrical leads, portable power tools, junction boxes and earth leakage devices have been tested and tagged by a licensed electrician and labelled with a current date tag before being used on site. Similarly, the Site Manager is to ensure that all electrical equipment on site is re-inspected, tested and tagged at monthly intervals and the results recorded on **Form 10.2** (or its equivalent for Sub-contractors).

The Site Manager is responsible for ensuring all Earth Leakage Devices (also known as Residual Current Devices) are trip tested monthly and calibrate tested quarterly (to ensure the trip current does not exceed 30mA).

Additional Electrical Rules to be covered during Site Inductions

Usher Group will ensure the following additional rules regarding the use of electrical equipment on site are covered during site induction and adhered to on site by all employees and contractors:

- Electrical equipment must always be connected to an Earth Leakage device .
- All electrical equipment used on site must have a current date tag, otherwise its use must stop until a currency of inspection can be provided or a new test conducted.
- Extension leads must never be joined together.
- All plugs and sockets must be non-wirable (moulded) or transparent.
- Where practicable, all electrical leads should be kept off the ground by using insulated lead stands or hangers.
- Electrical equipment must not be placed on, or near, wet areas unless the equipment is designed for a wet works purpose, i.e. pump.

Plant ID Register 10.1

Serial Number	Plant / Equipment	WorkCover Registration No. (if applicable)	Company	Maintenance / Inspection Records Reviewed (Date and Sign)

Electrical Equipment Register 10.2

Item	Electricians Name & Signature	Licence Number	Date & Result	Test Date Due	Tag Number

Harness Register 10.3

Workplace:	

Person Completing:		Date:	

Serial	Date: Entered Service	Date: Test Inspected	Date: Test Due	Pass	Fail	Action Taken as Failed	Signature of Competent Person

PPE Register 10.4

All personnel employed by Usher Group are provided with standard PPE which includes Hard Hat, Safety Boots, Eye Protection, Hand Protection and High Visibility Clothing. All of the aforementioned safety equipment complies to the Australian Safety Standards and are in good working condition.

Name of Recipient	Hard Hat	Safety Boots	Safety Glasses	Respirator	Gloves	Date	Signature of Recipient

DOCUMENT CONTROL

Procedure:

Usher Group Manager is responsible for developing and periodically reviewing this WHS Site Plan.

Filing

For smaller works, completed forms can be filed in the relevant section of this WHS Plan. For larger works, a suggested Filing system for completed forms is as follows:

File No.	Forms	
A. Induction	6.1.	Induction Record
	6.2	Induction Register
	6.3.	Site Induction Agenda (Procedure)
	6.4	Young Workers safety Induction Checklist
B. Risk Management	3.1.	Risk Assessment Form
	3.2.	Site Safety Inspection
	5.1.	Safe Work Method Statements
C. Incident Management	4.1.	Hazard Report Log
	9.1.	Emergency Response Procedure
	9.2.	Evacuation Plan
	9.3.	Register of Injury
	9.4.	Accident Investigation Report
D. Hazardous Substances	5.2.	Hazardous Substances Register (and MSDS)
E. Plant and Equipment	10.1	Plant ID Register
	10.2	Electrical Equipment (Inspection) Register
F. WHS Consultation	8.1.	Record of Toolbox Meeting
	8.3.	WHS Consultation Statement
		Policies

Record of Revision

Any revisions made to the WHS Plan are to be recorded below.

Revision	Date	Section	Page	Revision Details
4 Issue 2	6/9/16	D 5.2	19,20	Hazardous substance register
4 Issue 2	6/9/16	D 5.2	21	Hazardous substance training record
4 Issue 2	6/9/16	D 5.2	22,23	Hazardous substance First aid information
4 Issue 2	7/9/16	C 4.2	16-18	Hazardous substance risk assessment
5 Issue 3	9/1/17	All	All	Revision of Safety Management Plan
6 Issue 3	20/9/17	F		HR Policy handbook
7 Issue 4	16/10/17	All	All	Revised
8 Issue 4	9/3/18	All		
9 Issue 4	5/9/2019	All	All	Training Manual Silicosis

Training Register 12.1

All personnel employed by the Usher Group are required to sign the evident form when training in manual handling, spraying, etc are upheld.			
Name	**Signature**	**Date**	**Area of Training**

Skills & Competency Register

Project:			
Name:		**Date of birth:**	

Detail			
Site Induction No:		**Years' Experience:**	
Qualifications:			
Trade Licence:		**Trade Licence No:**	
HRW Licence Type:			
HRW Licence No:		**HRW Lic. Expiry date:**	
Industry Induction:		**Date of Issue:**	
WAH		**Scaffolding**	
First Aid		**VOC:**	
Traffic Control:		**Confined Space:**	

OTHER COMPETENCIES (List type of ticket held) Ticket must be attached to record

Tickets verified by:

Training & Experience Record				
Task	**Onsite Training**	**External Training**	**Supervisor Signature**	**Employee Signature**
HRCW SWMS	☐	☐		
Emergency Response	☐	☐		
EWP under 11 metres	☐	☐		
Fit testing for respirators	☐	☐		
Living up DB's & Sub circuits	☐	☐		
Lockout Procedure	☐	☐		
Manual handling	☐	☐		
MSDS training	☐	☐		
Working with electrical equipment and leads	☐	☐		
Operation of a swing stage	☐	☐		
Pulling Mains Procedure	☐	☐		
Rope Access Training	☐	☐		
Testing/Commissioning	☐	☐		
Use of EWP/Boom	☐	☐		
Use of Forklift	☐	☐		
Use of Grinder	☐	☐		
Use of Power tools	☐	☐		
Use of Pressure washer:	☐	☐		
Use of Spray gun	☐	☐		
Use of Welder	☐	☐		
WHS for Supervisors	☐	☐		
Working from a crane box	☐	☐		
Working on screens	☐	☐		
"Young Worker" Policy	☐	☐		

Additional Training Required:

Employee Development & Training Policy

PURPOSE

The Usher Group creates a culture of continuous professional development by encouraging and supporting all employees to seek opportunities to sharpen their professional skills. Employees, management, and HR should collaborate in fulfillment of this objective.

Management is mandated to constantly identify the development needs of their employees, which HR should facilitate, within the set company guidelines and processes discussed in this policy.

INTRODUCTION

The Usher Group aspires to be a learning organisation and is committed to developing a learning culture. Education and training are essential to ensure all employees are fully equipped to undertake their role. We aim to ensure that learning opportunities are provided to those who need them.

APPLICATION

This policy affects all employees of the company, permanent and casual.

Excluded from this policy are supplementary employees like contractors and consultants for the company.

EQUALITY

In applying this policy, the Usher Group will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act ; age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

SCOPE OF TRAINING AND DEVELOPMENT

The company generally supports the following employee training:

- Hands-on formal training for individuals and corporate.
- Employee coaching and mentoring.
- Conference participation by employees.
- Training on the job.
- Job shadowing.
- Job rotation.

To support the employee's training and development, the company can also subscribe to educational materials such as journals or newsletters, as long as they are professional and beneficial.

EMPLOYEE APPRAISALS

Employees will undergo an annual appraisal. The completion of the appraisal process enables individual learning and development needs to be prioritised and resources identified. Where development needs are identified, a personal development plan should be agreed between the employee and their supervisor/manager.

Manager will undertake a training needs analysis based on the outcome of the performance development plans.

MANDATORY TRAINING

Mandatory training is defined as training that is either required by legislation or deemed mandatory for the safe and efficient functioning of the organisation and/or the safety and wellbeing of individual members of employees. In order to comply with legislation, the Usher Group has statutory obligations in respect of training provision. It is essential that all employees complete and participate in this training to ensure their safety and well-being at work and also to ensure the safety and well-being of customer (where applicable), visitors and other employees is maintained.

It should be recognised that the profile of mandatory training will vary to some extent between individuals according to their role. Each individual's supervisor/manager or will advise on specificrequirements.

UNDERTAKING MANDATORY TRAINING

The principal method for delivering mandatory training will delivered in house or by an accredited RTO.

TRAINING & DEVELOPMENT NEEDS

Training and development needs may be identified through structured discussion between individuals and their managers, taking into account the needs of specific roles, other identified competencies and personal goals.

Where development needs are identified, a personal development plan should be agreed between the employee and their supervisor/manager as part of the appraisal process.

LEARNING & DEVELOPMENT FUNDING

The Usher Group is committed to providing funding and support for training that is needed to achieve and maintain individual, team and organisational priorities and objectives. Mandatory training will be fully supported; work-related training may be partially or fully funded and supported; where training is not associated with the work we undertake, this will not be funded but we will be flexible where possible as to working arrangements.

ROLES & RESPONSIBILITIES

It is the responsibility of supervisors/managers and individuals that training and development activities are completed appropriately within agreed timescales, are evaluated and recorded.

INDIVIDUAL

Each employee has a personal responsibility to participate actively in training to enable them to carry out their work effectively and efficiently. This involves:

- looking for and identifying their own training needs and discussing the development and implementation of an agreed development plan
- participating in development activities
- monitoring and evaluation of the plan and development activities
- spending time on their own self development.

SUPERVSIORS/MANAGERS

Supervisors/Managers have a key role in the training and development of their employees. They should ensure that their employees are trained to carry out their present job effectively and receive training to develop them for future opportunities.
This involves:

- conducting appraisals to identify the training, development and support needs of their employee
- ensuring plans are developed to help meet these needs
- providing on the job training where possible
- providing opportunities for personal development, for example by exploring new areas of work when appropriate
- reviewing, monitoring and evaluating development activities and their effectiveness
- identifying opportunities to practice new skills and demonstrate knowledge

APPLYING FOR TRAINING

Training requirements should be identified by employees and supervisors on an ongoing basis. This is an essential part of the Appraisal process. When training requirements are identified, approval of development activity should be authorised by the appropriate supervisors, on an ongoing basis.

An annual Training Needs Analysis will be completed following receipt of completed development plans. A database will be maintained to record training applications and decisions made. Monitoring of attendance will be an on-going process.

Application forms will be required for all training courses other than essential skills training and must identify how the training links to the individual's personal development plan and team and organisational objectives. All applications require manager and director level approval before being submitted.

All funding applications will be reviewed by the Supervisor/Manager. On approval, the applicant will be sent a purchase order number and will need this prior to attending/booking any events/courses. Employees should not pay for courses directly.

CONDITIONS

The employee should provide their manager with regular updates on their progress, attendance and achievement during the course. The employee must inform their manager of the following in writing as soon as possible of the following:

- The employee withdraws from the course, fails to sit an examination or complete other requirements of the training within the timescales specified by the provider

- Any extenuating circumstances that impact the employee's ability to meet the requirements of the course.
- The employee fails to submit or participate in the required academic or practical assignments and therefore fails the module/course as a result.

EVALUATION

All training and development will be monitored, recorded and evaluated to ensure that appropriate development activity has been undertaken. Evaluation information will be used to review and improve the quality of the development provision, to ensure that the financial commitment made by the Usher Group to develop its employees is well invested.

APPLICATION OF POLICY

Employees, who consider that the Policy is not being applied correctly should discuss this in the first instance with their supervisor. However, if they are still unhappy, they can raise the matter in accordance with Usher Groups Grievance Procedure.

MONITORING & REVIEW

The policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

BREACH OF POLICY

Unauthorised absence and/or the misuse of this policy & procedure will be managed under the Disciplinary Policy.

Appendix 1: Employee Training Register

USHER Training Academy	Employee Training Register	Doc No.: WSTN0007 Rev: 0 Date: 21/11/2019

Employees Name:		**Date:**	
Employees Position:		**Department:**	

Usher Induction: ☐ **Yes** ☐ **No**

Certifications/Qualifications

☐	Details:	
☐	Details:	
☐	Details:	

Tickets/License

☐ **Driver's License**	☐ **First Aid**	☐ **Construction Industry Card**
No.	No.	No.
Expiry:	Expiry:	Expiry:
☐ **Confined Space**	☐ **EWP (Below 11m)**	☐ **EWP (Above 11m)**
No.	No.	No.
Expiry:	Expiry:	Expiry:
☐ **Basic Rigging**	☐ **Advanced Rigging**	☐ **Advance Scaffold**
No.	No.	No.
Expiry:	Expiry:	Expiry:
☐ **Other**	☐ **Other**	☐ **Other**
No.	No.	No.
Expiry:	Expiry:	Expiry:

Additional Training Requirements/Notes

Fit Test Register 12.2

Name	Product Tested	Tested by	Date	Retest Date

3M Respiratory Qualitative Fit Test Training

Paul Stathis

Attended a 3M qualitative fit testing workshop on using the 3M™ Qualitative Fit Test Apparatus Kits, FT-30 & FT-10

Training Topics:

- Respirator and filter selection factors
- Capabilities and limitations of qualitative fit testing
- Preparation for conducting fit testing
- Fit test procedure
- Donning, doffing and self-fit check techniques
- Trouble shooting
- 3M respirator components and function
- Interpretation of results and documentation
- Inspection, care and maintenance of equipment

Date Issued: 18- 01 -2018

Training Facilitator: Daniel Pearson
3M Personal Safety Division

3M Science. Applied to Life.™

Distribution List

Controlled copies of this WHS Management plan have been issued to the following people:

No.	Recipient	Position	Issue Date
01			
02			
03			
04			
05			

Internal Audit

Controlled internal audits schedule:

No.	Recipient	Position	Date audited	Auditor/ Position	Audit Score
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					

SAFETY TRAINING MANUAL

Manual Handling

Usher Group manual handling procedures and systems will be applied on site in conjunction with Client procedures. All personnel will be trained and assessed as competent in the Usher Group training module – Manual Handling and Ergonomics.

In addition, all Usher Group employees will apply the following basic guidelines and principles provided in the training handbook 'Manual Handling': **- FATIGUE MANAGEMENT**

Usher Group will manage fatigue on the worksite in accordance with the fatigue management procedure. The strategies Usher Group will apply to manage fatigue include the following:

- Recruitment processes will endeavour to identify personnel that may have difficulties with working extended hours.
- Regular review of shift rosters, personnel and work practises in an effort to minimise potential exposure to fatigue.
- Ensure employees have the understanding and attitude necessary to manage their own fatigue.

Ensure all Usher Group managers, supervisors and leading hands have the knowledge, skills and willingness to actively monitor fatigue and take early and appropriate action when signs of fatigue are present within the workplace.

Heat Exposure

Usher Group heat exposure and heat stress management procedures and systems will be applied on site in conjunction with the Client's procedures.

Noise

Usher Group noise management and control procedures and systems will be applied on site in conjunction with the Client's procedures.

Site Cleaning & Housekeeping

Usher Group housekeeping procedures and systems will be applied on site in addition to the Client's procedures. All personnel on site will be trained and assessed as competent in the Usher Group training module - Housekeeping. Housekeeping and general site tidiness checks will be included as an integral part of the Usher Group daily pre-start checks and STOP audits, in addition to the monthly workplace condition inspections conducted on site.

Notwithstanding any other Usher Group or Client's housekeeping requirements, the following minimum standards will be applied on site:

- All work areas will be cleaned of debris and scrap material progressively and on an ongoing basis.
- Debris and scrap material from work areas will be placed in Client's designated areas/skips as required.
- Usher Group will notify the Client of any hazardous materials encountered (e.g. asbestos).
- Work areas and site areas will be left in a clean, tidy and safe state.
- Usher Group will ensure all amenities are maintained in a clean and hygienic state, provide refuse bins and ensure disposal so waste does not litter the workplace.

Site Visitors

Usher Group visitors to the site will always comply with Client's visitor entry procedures. This will include receiving a visitor's induction prior to entry to the site. On completion of the induction visitors will be provided with a visitor's pass and vest which must always be worn on site. Visitors will always be accompanied by approved person while on site. Visitors will be provided with and will wear the required personal protective equipment at all times.

Drugs & Alcohol

Usher Group drug and alcohol policies and procedures will be applied to the site in conjunction with relevant Client's requirements. Random drug and alcohol testing will be conducted in accordance with Usher Group requirements.

Usher Group personnel MUST NOT enter the site while under the influence of drugs and/or alcohol

Usher Group maintains a zero tolerance to Drugs & Alcohol in the workplace. Positive test results to drugs and alcohol may result in termination of employment.

Working at heights

Usher Group working at heights procedures and systems will be applied on the site in conjunction with Client's procedures – Working at Heights.

All work performed at heights will be undertaken in accordance with UAS and Client's procedures, and in accordance with statutory regulations and Codes of Practice.

Fall protection and fall restraint equipment will be used by a person during all work activities where there is a risk of injury or fall, regardless of the height.

A risk analysis will be completed to evaluate and identify the most suitable fall prevention and protection equipment available prior to any work commencing. Cordons and relevant signage will be installed to demarcate areas where there is a risk to personnel below the work area.

Fixed Barricading will be installed to prevent entry to an area where there is a risk of fall.

Monitoring of wind conditions by the Client will be undertaken if required, evaluating work conditions to ensure safety of personnel and integrity of scaffold.

Barricades & Cordons

Barricades and barriers will be erected in accordance with Usher Group procedures and systems in conjunction with Client's procedure.

Barricades and cordons will be erected where there is a danger of a person falling or being struck by falling objects, or where there is a danger of injury from equipment or processes.

All open hatches or exposed edges will be protected with a solid barricade built around them before any work commences in the area.

Usher Group leading hand in conjunction with the Client will ensure a site wide communication of the barricaded area to ensure Client and other contract Groups are aware of the works and the need to contact Usher Group site manager to ensure all work has stopped before entry to this barricaded area.

Confined spaces

Usher Group has not identified any confined spaces that we will be working as per the scope.

Crystalline Silica

Crystalline silica dust particles which are small enough to penetrate deep into the lung are termed respirable. Respirable crystalline silica may cause lung damage. The non-crystalline form of silica does not cause this kind of lung damage.

The primary route of crystalline silica entry into the body is through inhalation.

Airborne crystalline silica can bio-accumulate in the lungs and cause disease of the respiratory system. All grinders must have H class filters attached.

All workers must wear P2 dust masks or respirators when working in areas where dust is being disturbed.

All workers must be fit tested for respirators and dust masks.

Disputes & Discipline

Usher Group will not tolerate the non-adherence to statutory requirements, Client's procedures and rules by Usher Group employees or subcontractors. Usher Group personnel involved in any significant breaches will be suspended from the Client's site pending a full investigation.

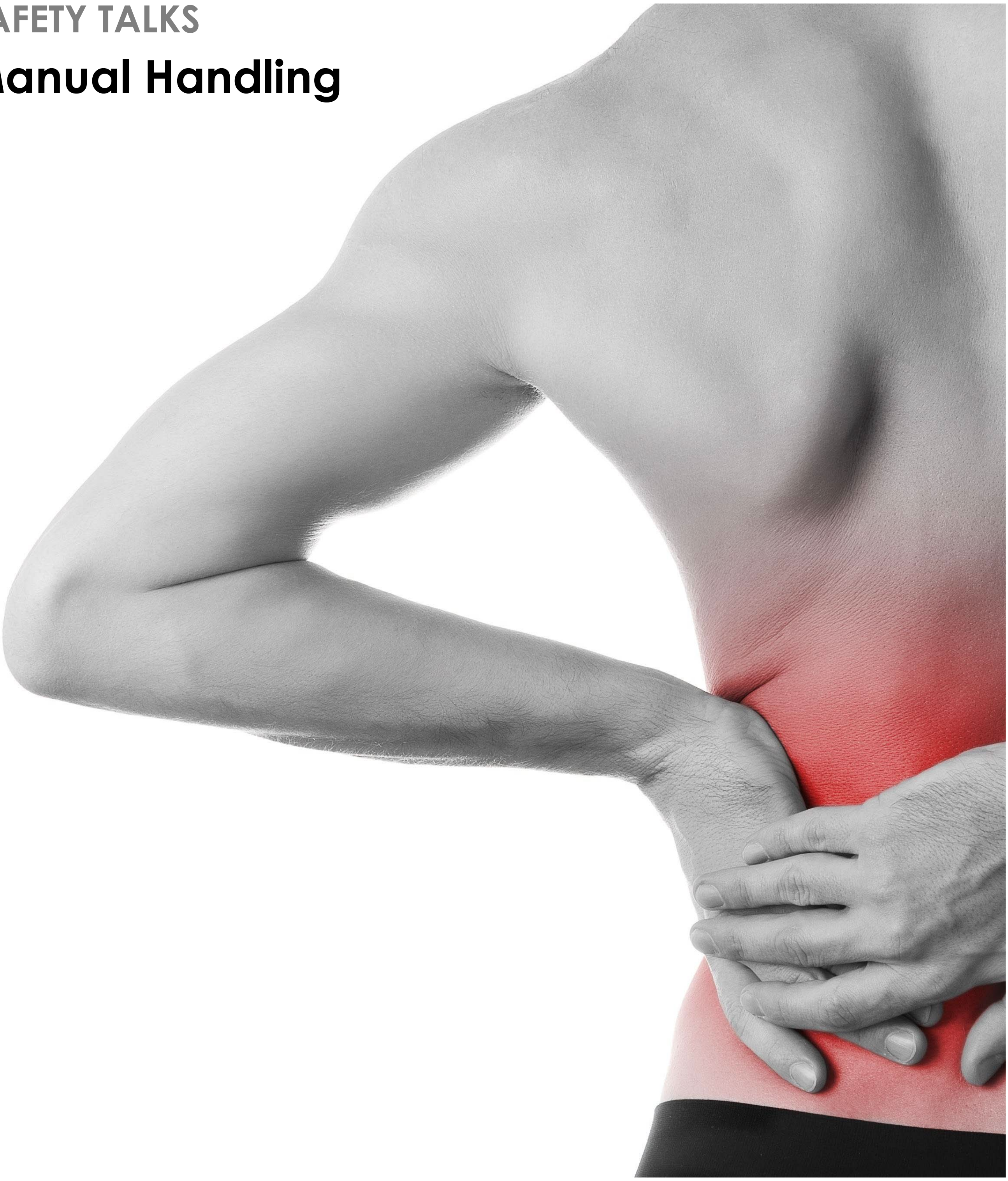
Corrective action and/or retraining will be implemented in accordance with Usher Group Disciplinary procedures.

Employees will be diligent of the following:

- Consumption of alcohol or the use of illegal drugs on site or being under the influence of these substances while on site.
- Smoking only permitted in designated areas.
- Failure to follow statutory, Usher Group or Client requirements regarding Workplace Health & Safety requirements, including repeated minor breaches.

SAFETY TALKS

Manual Handling



USHER GROUP	**MANUAL HANDLING**	**Sheet**	**1**

Manual handling is any task which involves people moving, handling or shifting materials and objects.

Lifting

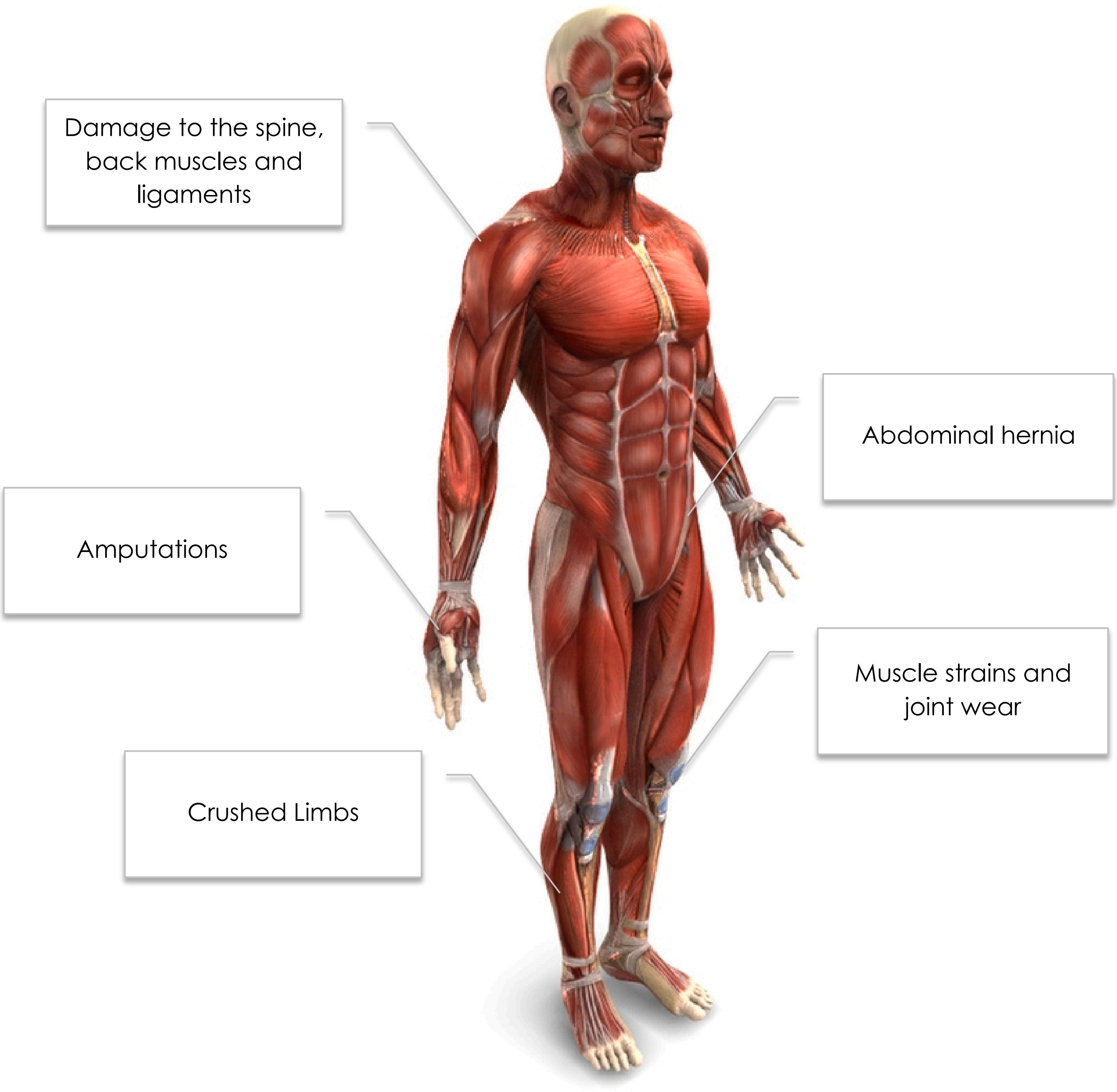
Putting down

Pushing

Pulling

Lifting

USHER GROUP	MANUAL HANDLING – TYPES OF INJURY	Sheet	2



USHER GROUP	MANUAL HANDLING – CAUSES OF INJURY	Sheet	3

OVEREXERTION	Handling a load beyond the body's capability
REPETATIVE ACTIONS	Continually repeating certain movements or maintaining a body position for long periods
POOR HOUSE KEEPING	Slips trips and falls
POOR WORKPLACE LAYOUT	Encourages unsafe work postures and unnecessary manual handling
INCORRECT TECHNIQUES	Incorrect body positions and movements

YOUR SAFETY PARTNER

USHER GROUP	**MANUAL HANDLING – MECHANICAL AIDS**	**Sheet**	**4**

Some of the mechanical aids you use to make manual handling easier include:

Hand trolley

Power tools

Wheel barrow

Power hand truck

Winch

Forklift

Overhead crane

USHER GROUP	MANUAL HANDLING – ARRANGE YOUR WORK PLACE	Sheet	5

- **Carry out work on waist height and trestles to prevent injury**
- **Store frequently used materials, equipment near your work area to minimise carrying and bending**
- **Keep frequently used tools at arm's reach to minimise stretching to prevent strains**
- **Prevent slips, trips and falls by keeping:**
  - **Floors and surfaces free of water, grease and tools**
  - **Keep aisle and walkways clear**

USHER GROUP	MANAUAL HANDLING – SAFE LIFTING	Sheet	6

SIZE UP THE LOAD	Make sure it's not too heavy, too large or unbalanced
ADOPT	A stable footing
BEND YOU KNEES **KEEP YOU BACK STRAIGHT**	Reach down on the load, keep your back straight as you lower your self
SLOWLY PUSH UP WITH YOUR LEGS	Keep you back straight
NEVER BEND	At the waist, always bend at the knees. It makes the job easier on your back

USHER GROUP	MANUAL HANDLING – CARRYING LOADS	Sheet	7

When carrying a load, you must

CLOSE TO YOUR BODY	Keep the load close to your body
NO MORE THAN WAIST HEIGHT	Keep the load at no more than waist height
SHORT STEPS	Take short steps

If the load is too heavy to lift and carry on your own:

MECHANICAL AID	Use a mechanical aid
ASSITANCE	Get someone else to assist

USHER GROUP	MANAUAL HANDLING – PUSHING & PULLING LOADS	Sheet	8

When pushing loads, you should:

FEET APART	Place your feet apart with one well behind the other
LEAN	Lean forward
GRADUALLY	Gradually apply your body weight
REAR FOOT	Thrust forward with you rear foot

When pulling loads, you should

FEET APART	Place your feet apart with one well behind the other
LEAN BACK	Lean back into the line of the pull
GRADUALLY	Gradually apply your body weight
THRUST	Thrust backward with your front foot

USHER GROUP	PERSONAL PROTECTIVE EQUIPMENT	Sheet	9

	**Safety glasses**	Protect eyes from general debris whilst hand sanding and painting water-based paints
	**Googles**	Protect eyes when sanding, grinding and using two pack paints
	**Face Visor**	Face & eye protection whilst pressure water washing
	**Dust Mask**	Respiratory protection for minor dust whilst hand sanding painted and unpainted surfaces.
	**Respirator**	Respiratory protection in cases of excessive dust and whilst using two pack paints
	**Gloves**	General hand protection whilst preparing painting surfaces, sanding and painting water-based paint.
	**Chemical Gloves**	Chemical hand protection. Good for paint solvents, two pack paints and cleaning agents
	**Hearing protection**	Hearing protection particularly when using power tools
	**Safety Helmet**	Head protection in environments where work is occurring above head.

LEADERSHIP
Policy Statement

Commitment	We achieve our objectives by providing every individual and team with a standard of Leadership consistent with a truly outstanding construction company.
Development	We expect leaders within the business are competent and confident in their abilities but are continuously learning.
Compliance	We ensure best practice leadership is demonstrated by leaders across the Usher group
Inclusion	We provide clear objectives, regular feedback and coaching that promotes high engagement across the organisation leading to truly remarkable results.
Prevention	We have strong leadership, which promotes engagement and high performance by providing clear expectations and a positive environment.
Success	We review performance and provide regular feedback so we all experience individual achievement and development and are unified as a team towards growth

Theodore Vatraktaris
Director

ANTI-DISCRIMINATION & EEO
Policy Statement

Commitment

We take a firm stance on discrimination and breach of our policy is considered to be serious and may result in legal and disciplinary action, including termination against the offending individual.

Development

We actively train our people to ensure our policy is known by our people and we make employment decision based on merit to support a discrimination-free workplace.

Compliance

We understand that discrimination is unlawful under the *Anti-Discrimination Act 1991* (Qld) in any work-related context including conferences, work functions, office parties and business trips.

Inclusion

We provide clear objectives, regular feedback and coaching that promotes high engagement across the organisation leading to truly remarkable results.

Prevention

If you feel you are (or observe someone else) being discriminated against, you should report your concern to your Manager or HR Committee Member.

Success

We recognise our success when we create a discrimination-free environment not only between each other but also between Clients or any other people who you may get to know us.

Theodore Vatraktaris
Director

HEALTH & SAFETY
Policy Statement

Commitment	We provide and maintain a health and safe work environment through promoting "Safety First".
Development	We build and maintain a strong safety culture through our safety committee; who are a valuable resource of competent personnel providing regular education and training.
Compliance	We maintain best practice systems that comply with or exceed all legislative and industry requirements.
Inclusion	We provide clear objectives, regular feedback and coaching that promotes high engagement across the organisation leading to truly remarkable results.
Prevention	We identify and eliminate, or manage, hazards to prevent accidents, incidents and redesign unsafe work practices.
Success	We regularly review and continually improve our health and safety management systems and performance.

Theodore Vairaktaris
Director

BULLYING & SEXUAL HARASSMENT
Policy Statement

Commitment

We take a firm stance on bullying and sexual harassment and breach of our policy is serious and may result in disciplinary and/ or legal action against the offending person.

Development

We actively train our people to ensure our policy is known by our people regarding behaviours that are considered unacceptable when it comes to workplace bullying and sexual harassment.

Compliance

We understand that bullying and sexual harassment are unlawful under discrimination and work health and safety legislation.

Prevention

If you feel you are (or observe someone else) being bullied, sexually harassed or victimised, you should report your concern to your manager or HR Committee Member for assistance in management or resolution of the complaint/ grievance.

Success

We understand that everyone has a part to play to creating an environment that is free from bullying and sexual harassment.

Theodore Vairaktaris
Director

ENVIRONMENTAL
Policy Statement

Commitment	We promote awareness of our impact on the environment and commitment to development and implementation of sustainable practice
Development	We understand our legal and social environmental responsibilities through education and training.
Compliance	We maintain best practice systems that comply with or exceed all legislative and industry requirements
Inclusion	We encourage a culture of environmental consciousness, compliance and action through proactive involvement
Prevention	We identify and eliminate, or manage, environmental hazards to reduce their impact and prevent incidents.
Success	We regularly review and continually improve our environmental management systems and performance.

Theodore Vairaktaris
Director

RISK MANAGEMENT
Policy Statement

Commitment	We are committed to ensuring that risk management is an integral part of our organisation and we will identify and assess the potential hazards of all proposed work.
Development	We are constantly monitoring, reviewing and evaluating our policies, processes, plans and initiatives for continuous improvement in our implementation of our risk management system.
Compliance	We will ensure to meet our obligations by providing core values and standards in line with all relevant standards and legislation.
Inclusion	We encourage participation from all workers to provide input about matters that affect them before any decisions are made.
Prevention	We provide information, training, consultation and data to ensure that all workers understand the purposes, objectives and principles to alleviate risk.
Success	We believe risk management is a step by step cycle continually performed and should be designed to engage all stakeholders.

Theodore Vairaktaris
Director

YOUR SAFETY PARTNER

USHER | GROUP

Your project partner.

QUALITY

Policy Statement

Commitment	We understand our client's needs and providing quality solutions, meeting or exceeding requirements and expectations.
Development	We recognise that our people define us and effective leadership, training and development builds our greatest asset; our people.
Compliance	We maintain best practice systems that comply with or exceed all legislative and industry requirements.
Inclusion	We promote effective communication both internally and externally and empower each other to create a rewarding team environment.
Prevention	A proactive and open approach to quality initiatives ensuring our clients are satisfied with all aspects of our projects.
Success	We recognise that Usher Group success, as the industry preferred project partner, is achieved through continually Improving our systems and performance.

Theodore Vairaktaris
Director

WORKPLACE REHABILITATION
Policy Statement

Commitment

We recognise that there are substantial benefits to be gained from rehabilitation principles and practices and we are committed to implementing them at this workplace.

Development

Ensuring Rehabilitation programmes are made available to injured or ill workers to facilitate their safe and early return to work

Compliance

Complying with legislative obligations with respect to the standard for rehabilitation

Inclusion

Ensuring all workers are aware, that in any event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.

Prevention

Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is stated as soon as possible in accordance with medical advice.

Success

We regularly review and continually improve our Rehabilitation policy and procedures to ensure it continues to meet legislative requirements and the needs of all parties

Theodore Vairaktaris
Director

CONDUCT
Policy Statement

Commitment	We give our time, expertise, enthusiasm and knowledge generously and are united in our communication with internal and external customers.
Development	We create an environment where all team members are encouraged to learn and grow. We contribute effectively by using our creative and innovative talents to benefit each other and the business.
Compliance	We make decisions that are in the best interest of the Usher and Son staff, business and brand, in line with policies and procedures.
Inclusion	We are friendly and approachable ensuring we all have an equal opportunity to speak. We are critical of ideas, not people.
Prevention	We have open and honest discussions in a professional manner. We speak to understand an issue and ensure a logical resolution.
Success	We strive for excellence and quality in what we do; if a job is worth doing, it is worth doing well

Theodore Vairaktaris
Director

USHER | GROUP

USHER SYSTEMS

SAFETY MANAGEMENT PLAN

Norfolk Apartments

Hutchinson Builders

Reference No.: 33163

p: 1800 686 505 | a: U1 47 Newheath Drive, Arundel 4214 QLD | e: info@ushergroup.com | w: ushergroup.com.au

Safety Folder Tab Template

- Cover page of document
- Table of contents
- Project details

1st Tab	**ORGANISATIONAL CHART / EMPLOYEE DETAILS**

- Organisational Chart
- Sheet with all your employees registered (make sure there is at least two copies of this sheet on a large project

2nd Tab	**ROLES & RESPONSIBILITIES**

- Roles & Responsibilities

3rd Tab	**RISK ASSESSMENTS**

- Risk Assessment (explains how to fill out the form)
- Risk Assessment Form (3.1)
- Site Safety Inspection Form (3.2)

4th Tab	**HAZARD REPORTING**

- Hazard Reporting and Hazard Substance Register (explains how to fill out the forms)
- Hazard Report Log (4.1)
- Hazard Substance Assessment Form (4.2) (check all the SDS's in the folder normally on the first or second page it will nominate if the product is hazardous if so, add it to this list)
- Hazardous Substance Risk Register (4.3)

5th Tab	**WORK METHOD STATEMENTS & ENVIRONMENTAL POLICY**

- Safe Work Method Statement Register (5.1)
- Environmental and Waste Management

6th Tab	WH&S INDUCTION

- Induction Procedure Form (explains how to fill out the forms and who is allowed to hold inductions all managers must ensure this all done correctly)
- Induction Record (6.1)
- Site Induction Register Form (6.2) (all company personnel must be registered on this form)
- Site Induction Agenda (procedure) (6.3)
- Young Workers Safety Induction Checklist (Any worker under the age 24) (6.4)

7th Tab	SAFETY RULES

- Site Safety Rules (7.1)

8th Tab	TOOLBOX

- Toolbox Meeting Recording Forms (8.1) (make sure you have many copies of these forms and do the toolbox meeting talks every week)
- WH&S Procedure (8.2)
- WH&S Consultation Statement (8.3)

9th Tab	INCIDENT MANAGEMENT

- Incident Management
- Emergency Response Procedures (9.1)
- Site Evacuation Plan (9.2)
- Injury Register Form (9.3)
- Accident/Dangerous Incident Investigation Report (9.4)
- Rehabilitation and Return to Work Coordinator (9.5)

10th Tab	PLANT & EQUIPMENT

- Plant & Equipment Risk Assessment Form
- Plant ID Register (10.1)
- Electrical Equipment Register (10.2)
- Harness Register (10.3)
- PPE Register (10.4)

11th Tab	MATERIAL DATA SHEETS

- Product SDS's to be kept here for reference by PCBU

12th Tab	DOCUMENT CONTROL

- Document Control (record of all forms in folder make sure you record that the version has changed in the record of revision on the bottom of the page)

13th Tab	TRAINING REGISTERS

- Usher Group Training Register (This is a simple sign off page to show that employees have read the training manuals/SDS etc. some sites will require a sign off for things such as manual handling, the safe use of a spray gun, erection of mobile scaffolding etc.)
- Fit Test Register (13.2)

14th Tab	INTER COMPANY AUDITS AND REVIEWS

- This is where all copies of the internal audits will be kept.

15th Tab	SAFETY TRAINING MANUAL

- Safety Training Manual
- Manual Handling Handout

16th Tab	COMPANY POLICY STATEMENTS

- Leadership
- Anti-Discrimination and EEO
- Health and Safety
- Bullying and Sexual Harassment
- Environmental
- Risk Management
- Quality
- Workplace Rehabilitation
- Conduct

USHER GROUP
WORKPLACE HEALTH SAFETY MANAGEMENT PLAN

Principle:	**Usher Group Pty Ltd** ABN: 17 156 165 801		
Principle Address:	1/ 47 Newheath Drive Arundel, QLD, 4214		
Principle Phone:	Telephone No: - (07) 5572 3200 Facsimile No: - (07) 5573 2300		
Location of workplace:	46 Goodwin Terrace, Burleigh QLD 4220		
Scope of work:	Paint and render application to the interior and exterior of the build		
Duration:	This plan will remain in force for a period of 24 months from 10 of December 2018 or until a significant change occurs which will require the plan to be reviewed prior to the expiry date OR For a specific Site/Project, in which case the plan will only remain in force for the period of the Project Start Date: June 2020 Completion Date:		
Signature: **Company HSE Manager**		**Date:**	16/06/2020
		Rev:	Revision 8 - Issue Number 4

TABLE OF CONTENTS

FORMS

(Located within relevant sections above)

3.1 Risk Assessment Form

3.2 Site Safety Inspection

4.1 Hazard Report Log

4.2 Hazardous Substances Assessment Form

4.3 Hazardous Substance Risk Register

5.1 (Blank) Safe Work Method Statement

5.2 Safe Work Method Statement Register

6.1 Induction Record.

6.2 Induction Register

6.3 Site Induction Agenda (Procedure)

6.4 Young Workers Induction

7.1 Site Safety Rules

8.1 Record of Toolbox Meeting

8.2 WH&S Procedure

8.3 WH&S Consultation Statement

9.1 Emergency Response Procedure.

9.2 Evacuation Plan.

9.3 Injury Register.

9.4 Accident Investigation Report

9.5 Rehabilitation Policy & Return to Work Coordinator

10.1 Plant ID Register

10.2 Electrical Register

10.3 Harness Register

10.4 PPE Register

13.1 Training Register

13.2 Fit Test Register

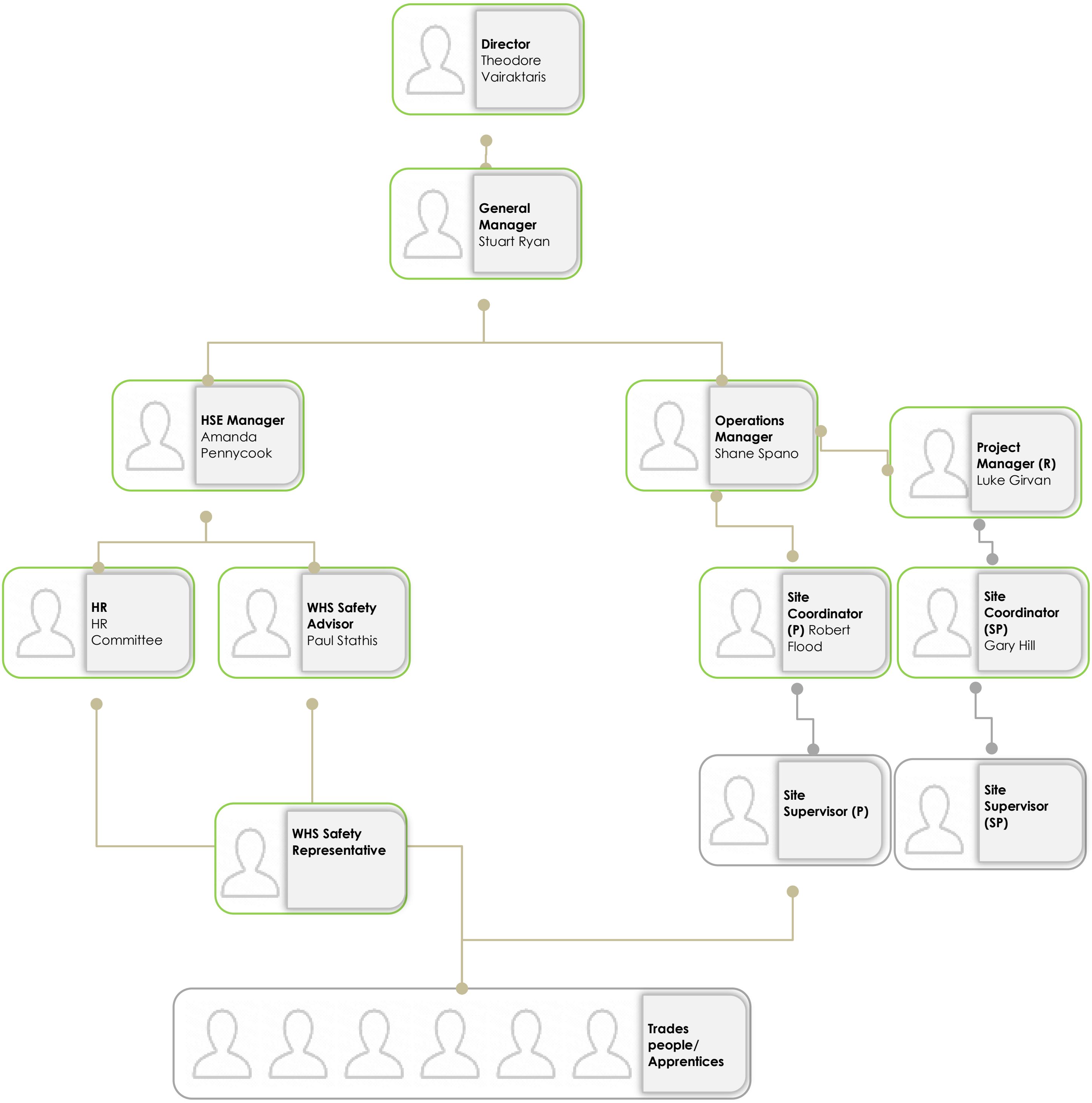
PROJECT DETAILS

This document sets out the safety management strategy to be adopted by **Usher Group** as the Subcontractor for works undertaken at Norfolk Apartments from June to **TBC** or end of contract, whichever is the latter.

CONTACT DETAILS

Company:	**Usher Group Pty Ltd** **ABN: 17 156 165 801**
Registered business address:	**1/ 47 Newheath Drive, Arundel, 4214**
Email:	**admin@ushergroup.com**
Phone:	(07) 55 732 300
Fax:	(07) 55 732 400
Director:	**Theodore Vairaktaris**
Phone:	07 55 732 300
After hours	0412 924 144
General Manager:	**Stuart Ryan**
Phone:	0432 174 014
HSE Manager:	**Amanda Pennycook**
Phone:	0478 144 426
Principle Contractor:	**Hutchinson Builders**
Site Address:	46 Goodwin Terrace, Burleigh QLD 4220

ORGANISATIONAL CHART



USHER GROUP EMPLOYEE DETAILS

Date	Employee	Phone	Email

ROLES AND RESPONSIBILITIES

Usher Group will ensure health and safety forms an integral part of every manager and supervisors' position. The key roles and responsibilities of our managers and supervisors, regarding safety on site, are outlined below.

The General Manager, Safety Manager & the Project Manager are responsible for Workplace Health Safety (WHS) on all Usher Group projects and their duties include:

- Defining the WHS&R responsibilities for key position holders in the organisation.
- Implementing the company WHS&R procedures.
- Managing compliance with WHS&R legislation, regulations, standards and codes.
- Ensuring all staff are adequately trained in WHS&R.

Stuart Ryan
General Manager Date: 16/06/2020

Amanda Pennycook
HSE Manager Date: 16/06/2020

Rehabilitation and return to work coordination are managed by **Amanda Pennycook** OHSA 22475

HSE MANAGER

WHS responsibilities on this site include:

- Undertaking a Risk Assessment of all major activities prior to work commencing on site and determining which activities require Safe Work Method Statements to be developed by either **Usher Group** or a Subcontractor.
- Developing site specific safety plans and safety rules.
- Identifying safety training needs for Usher Group employees.
- Ensuring the workplace abides with WHS legislative requirements.
- Disseminating WHS information to personnel.
- Ensuring safe equipment and plant is provided and maintained.
- Facilitating an agreed method of consultation with employees.
- Investigating all accidents and ensuring that corrective actions are undertaken.
- Reviewing Safe Work Method Statements issued by sub-contractors.
- Assessing of sub-contractors' abilities to comply with corrective and/or preventative control measures.
- Developing and implementing emergency procedures.
- Stimulating a high level of safety awareness always.
- Preparing and participating in safety meetings and safety programs.
- Reporting all accidents/incidents/near misses to the relevant bodies.
- Ensuring the Site Manager and Site Supervisors are trained in WH&S and are aware of their responsibilities as outlined below.
- Ensuring valid certificates of currency (for Workers Compensation) are provided by all subcontractors prior to commencing work on site.
- Supporting and assisting with the rehabilitation of employees who have been injured at work, by encouraging their early return to normality through work-based rehabilitation programs.

Amanda Pennycook
HSE Manager

Date: 16/06/2020

SITE COORDINATOR

WHS&R responsibilities on this site include:

- Leading by example and promoting WH&S at every opportunity.
- Insisting on correct and safe work practices at all times.
- Assisting the Manager and/or Subcontractors in the identification and preparation of safe work procedures.
- Monitoring employees and contractor's compliance with safe work methods (controls) and the site safety rules.
- Providing advice and assistance on WH&S to all workers on site.
- Assisting the Manager in identifying employees that require WHS training.
- Assisting the Manager in ensuring current WH&S and other relevant legislative requirements are met in the workplace.
- Carrying out regular site safety inspections and ensuring that any corrective actions identified are actioned in the required time frame.
- Completing accident and hazard reports as required.
- Conducting site inductions, toolbox talks and team briefings (as required).
- Ensuring all plant and equipment on site is maintained in a safe condition, with guards and safety devices in place.
- Maintaining an up to date WHS Site Plan, including all Registers (Elec, Haz substances etc).

Robert Flood
Site Coordinator (P) **Date:** 16/06/2020

Gary Hill
Site Coordinator (R) **Date:** 16/06/2020

SUPERVISOR(S)

All Foreman, Sub-Foreman, Leading Hands WHS&R responsibilities include:

- Leading by example and promoting WH&S at every opportunity.
- Supervising and ensuring compliance with safe work procedures.
- Undertaking regular inspections of Plant and Equipment, ensuring they are maintained in a safe condition with guards and safety devices in place.
- Stimulating a high level of safety awareness at all times and encouraging input from people on matters relating to safe work processes and health and safety.
- Communicating safety performance to the Site Manager.
- Ensuring First Aid is readily available to all persons under their supervision and that any staff requiring First Aid treatment complete the Injury Register.

(P)

(R)

Site Supervisor **Date:**

Safety Representative **Date:**

RISK MANAGEMENT

Risk Assessment

Usher Group (in accordance with the QLD WHS Act) will identify the potential hazards of all proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk. These controls must be reviewed and monitored by **Usher Group** on a regular basis. Risk Assessments will be undertaken on all activities that follow the sequence of work, as well as on any plant and hazardous substances likely to be used or found in the workplace.

The Manager will use **Form 3.1** to undertake an initial Risk Assessment prior to work commencing on site. All activities identified as having either a Class One or Two risk, are to have those risks recorded and detailed on a Safe Work Method Statement **(Form 5.1 @ Annex A).** Class Three risks will be minimised as far as possible, but will not be recorded on a SWMS.

Usher Group HSE Manager is to review all SWMS produced by **subcontractors** prior to allowing them to commence work on site. The checks to be made regarding SWMS are detailed in Section Six of this Site Safety Plan.

Site Safety Inspections and Audits

Ongoing Risk Assessments (after the job commences) are to be undertaken by the Site Manager/Safety advisors and safety committee utilising the **Site Safety Inspection Form 3.2.** Site Safety Inspections should be conducted daily by either the **Site Manager and/or WHS advisors, Committee/Representatives**.

iAuditor monthly audits completed by Safety Advisors details and audits are to be kept in Tab 14 of the Usher Group Safety Plan.

Follow-up Checks

The Safety Advisor and/or Site Manager are to ensure that all hazards identified during the **Site Safety Inspection and iAuditor** are rectified ASAP.

Risk Classification

For each potential workplace hazard identified, a Risk Class will be determined by referring to the categories below:

Class 1: (High Risk):	Does the hazard have the potential to kill, or permanently disable you?
Class 2: (Medium Risk):	Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?
Class 3: (Low Risk):	Does the hazard have the potential to cause a minor injury which would not disable you?

The higher the Risk Class, the more extensive the controls to be provided.

Usher Group Risk Assessment WMS Register	Form Number	3.1

Project:	**Norfolk Apartments**		
Completed by:	**Amanda Pennycook**	**Date:**	**16/06/2020**

Major Work Activity	Potential Hazard	Risk Class	SWMS Required	SWMS No. and Date Produced
Patch and Paint to internal and external of build	Involves a risk of a person falling more than 2 metres	1	Yes	SWMS-01 Rev. 14 05/03/2020
Render to internal and external walls	Is carried out in an area, which involves movement of powered mobile plant	1	Yes	SWMS-03 Rev. 11 05/03/2020

Class 1: (High Risk):	Does the hazard have the potential to kill, or permanently disable you?
Class 2: (Medium Risk):	Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?
Class 3: (Low Risk):	Does the hazard have the potential to cause a minor injury which would not disable you?

USHER GROUP	SITE SAFETY INSPECTION	Form Number	3.2

Project:			
Conducted by:		**Follow up check by:**	

Serial	Location	Unsafe Condition / Activity	Risk Class	Corrective Action (to rectify Unsafe condition / Activity)	Follow Up Check

Class 1: (High Risk):	Does the hazard have the potential to kill, or permanently disable you?
Class 2: (Medium Risk):	Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?
Class 3: (Low Risk):	Does the hazard have the potential to cause a minor injury which would not disable you?

HAZARDOUS REPORTING & HAZARDOUS SUBSTANCES

Hazard Reporting Procedure

Usher Group will encourage all workers to **report** hazards immediately. All workers are to be informed during site induction that hazards can be reported verbally to either the Site Manager or any WHS Representative/Committee member (where they exist). All hazards brought to the Site Manager's attention are to be recorded on the **Hazard Reporting Log (Form 4.1)**. The Safety Manager will investigate all reported hazards and where necessary, either eliminate or control the hazard. Where this cannot be done immediately, corrective action is to be documented on Form 4.1 and followed through within the appropriate timeframes:

Class 1: (High Risk):	Within 24 hours
Class 2: (Medium Risk):	Within 2 days
Class 3: (Low Risk):	5 working days

Corrective actions will be signed off when completed. The Manager is to ensure that corrective action is undertaken within the appropriate time frames.

Usher Group Manager is to ensure that all WHS Representatives/Committee members have been trained to complete the Hazard Report Log.

Hazardous Substances

The Site Manager is responsible for ensuring no hazardous substances are brought on site without a Material Safety Data Sheet (MSDS) being lodged and the substances details recorded in the Hazardous Substance Register (Form 4.2). Subcontractors are to list in their Safe Work Method Statements all Hazardous substances they intend to use on site and provide a copy of the relevant MSDS.

Usher Group will ensure the following additional rules regarding the use and storage of hazardous substances on site are covered during site induction and adhered to on site by all employees and contractors.

- All hazardous substances are to be stored and used in accordance with the relevant MSDS.
- All hazardous substances are to be stored in their original containers with a readable intact label in place at all times.
- All hazardous substances can only be stored in a bunded area designated by **Usher Group.**
- All workers must be provided with adequate information, training and PPE prior to working with any hazardous substances on site.

USHER GROUP HAZARD REPORT LOG	Form Number	4.1

Project:	

Serial	Date	Unsafe Condition / Activity Reported	By Whom	Risk Class	Recommended Action

Class 1: (High Risk):	Does the hazard have the potential to kill, or permanently disable you?
Class 2: (Medium Risk):	Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?
Class 3: (Low Risk):	Does the hazard have the potential to cause a minor injury which would not disable you?

USHER GROUP	HAZARDOUS SUBSTANCE RISK ASSESSMENT – PRODUCTS ON SITE	Form Number	4.2

Project:	

ASSESSMENT NUMBER			003
Hazchem code:			
Hazardous Identification			
Hazardous chemical:			
Dangerous Goods			
How Used:			
Location Used:		Used By:	Painters

Nature of Hazard:	☐ **Flammable**		
	☐ Toxic		
	☐ Corrosive		
	☐ Harmful		
	☐ Irritant		
	☐ Sensitiser (may cause allergic type skin or respiratory reaction)		
	☐ Carcinogenic (may cause cancer)		
	☐ Mutagenic (may cause mutations/ genetic change)		
	☐ Teratogenic (may cause birth defects)		
Other Hazards (Specify):			
Frequency and duration of use:			
Quantities Used (e.g. per shift):			
Monitoring:	Health surveillance is required:	☐ Yes	☐ No
	Air monitoring program required:	☐ Yes	☐ No
Could cause injury to/or via	☐ Eyes	☐ Skin	
	☐ Inhalation	☐ Ingestion/swallowing	
	☐ Injection	☐ Other	
Incompatible Materials:			

What control measures are in place or proposed:	Present	Recommended
Isolation		
Fume cupboard		
General		
Ventilation Natural		
Ventilation		
Other engineering controls		
Safe work methods (e.g. pumping instead of pouring)		
Reduce quantity and/or concentration		
Information (at least MSDS and label)		
Ongoing training (hazards, safe use, PPE, health surveillance if applicable)		
Personal protective equipment (list):)		
Other Measures:		
First aid supplies/equipment (e.g. safety shower)		
First aid training		
Evacuation plan, emergency plan and equipment required.		
First aid supplies/equipment (e.g. safety shower)		
Other Controls (Specify):	Exposure no more than 15 min 4 x day Keep away from sparks/flames	

Conclusion:		
☐	Risks not significant now and not likely to increase	Action required to reduce risks: (check adequacy of controls and whether any exposure routes are at risk)
☐	Risks significant but effectively controlled at the moment	
☐	Risks significant and not adequately controlled at the moment	
☐	Uncertain about risks; more detailed assessment required	☐ Yes
		☐ No

Assessment carried out by:		**Signature:**		**Date:**	
Assessment approved by (PCBU):		**Signature:**		**Date:**	

Next assessment due:	

Risk Assessment and Controls

Appropriate control measures **MUST** be put in place to eliminate the risk, where this is not practical, the identified risk must be minimised. Control measures must be chosen from the highest possible level in the following hierarchy.

- Firstly, try to Eliminate the risk.
- Secondly if this is not possible prevent or minimise exposure by:
  - Substituting a less hazardous substance
  - Isolating the hazardous substance from the person, or the person from the substance.
  - Redesigning the equipment or work process so the work can be done differently.
- Thirdly where exposure cannot be minimised and as a last resort:
  Introduce Administrative Controls such as safe work procedures or instruction.
- Use Personal Protective Equipment as the final barrier between people and the substance
  - Introduce Administrative Controls such as safe work procedures or instruction.
  - Use Personal Protective Equipment as the final barrier between people and the substance.

Likelihood

Level	Descriptor	Definition	Indicative frequency
A	Almost certain	Is expected to occur in most circumstances	80-99%
B	Likely	Will probably occur in most circumstances	60-79%
C	Possible	Might occur at some time	40-59%
D	Unlikely	Could occur at some time	20-39%
E	Rare	May occur in only exceptional circumstances	1-19%

Table to determine overall level of risk

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Extreme
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Moderate	Moderate

USHER GROUP	HAZARDOUS SUBSTANCE REGISTER	Form Number	4.2
Project:	**Norfolk Apartments**	**Date:**	**16/06/2020**

The following hazardous substances exist on site. A copy of the SDS's can be found in Tab 11 of this safety management plan.

Product Name	**Application**	**Product Labelled Yes/No**	**MSDS Yes/No**	**Risk Assessment** Class 1, 2 or 3	**Control/s based on the risk class** (e.g., mask, ventilation required)
Wattyl Epinamel DTM985 Part A & B	Brush, Roll or Conventional Spray	Yes	Yes	1	P2 Respirator
Wattyl Epinamel Poly U630 Part A & B	Brush, Roll or Conventional Spray	Yes	Yes	1	P2 Respirator
Baxta Maxi Cap Elastomeric	Brush and Roll	Yes	Yes	1	P2 Respirator
Baxta Concure	Brush and Roll	Yes	Yes	1	P2 Respirator
Wattyl Epinamel CF720 Part A & B	Brush, Roll or Conventional Spray	Yes	Yes	1	P2 Respirator
Baxta Screeded Level Render	Hawk and Trowel	Yes	Yes	2	P2 mask when mixing Contains silica dust
Baxta BaxStick	Hawk and Trowel	Yes	Yes	2	P2 mask when mixing Contains silica dust
Wattyl Weathergard Water-Based Decking Stain	Brush, Roll or Conventional Spray	Yes	Yes	2	P2 Respirator
Methylated Spirits	Used for cleaning	Yes	Yes	3	General ventilation
Mineral Turpentine	Used for cleaning	Yes	Yes	3	General ventilation

Class 1: (High Risk):	Does the substance and its associated hazards have the capacity to kill, or cause permanent disability, **e.g.: lung disease?**
Class 2: (Medium Risk):	Does the substance and its associated hazards have the capacity to cause serious injury, or illness, which will temporarily disable, **e.g.: Dermatitis?**
Class 3: (Low Risk):	Does the substance and its associated hazards have the potential to cause minor injury which would not disable, **e.g.: mild skin rash?**

Hazardous Substance Training Record

Record of Training:
Include details of all workers who will be using and have received training in each of the hazardous substances listed below. Note: Training is *compulsory* for all workers using hazardous substance on this project.

Name	Signature	Date	Name	Signature	Date

First Aid Information

Hazardous Substance	Health Hazard Information	First Aid Information
Wattyl Epinamel DTM985 Part A & B	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: If fumes or combustion products are inhaled remove from contaminated area. Apply artificial respiration if necessary. Seek medical assistance. Skin Contact: Immediately remove all contaminated clothing, including footwear. Flush skin and hair with running water. Seek medical attention if irritation persists. Eye Contact: Wash out immediately with fresh running water. Ensure complete irrigation of the eye by keeping eyelids apart. Seek medical attention. Ingestion: If swallowed do NOT induce vomiting. Observe the patient carefully and seek medical advice if vomiting occurs.
Wattyl Epinamel Poly U630 Part A & B	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: If fumes or combustion products are inhaled remove from contaminated area. Apply artificial respiration if necessary. Seek medical assistance. Skin Contact: Immediately remove all contaminated clothing, including footwear. Flush skin and hair with running water. Seek medical attention if irritation persists. Eye Contact: Wash out immediately with fresh running water. Ensure complete irrigation of the eye by keeping eyelids apart. Seek medical attention. Ingestion: If swallowed do NOT induce vomiting. Observe the patient carefully and seek medical advice if vomiting occurs.
Baxta Maxicap Elastomeric Paint	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim to fresh air and keep at rest in a position comfortable for breathing. Immediately seek medical attention. Skin Contact: Flush contaminated skin with plenty of water. Remove contaminated clothing and seek medical advice if irritation persist. Eye Contact: Immediately flush eyes with plenty of water. Remove any contact lenses. If irritation occurs, seek medical attention. Ingestion: Wash mouth out with water. DO NOT induce vomiting. Seek medical assistance.
Baxta Concure	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well	Inhalation: Move to fresh air. Give artificial respiration if necessary. Seek medical assistance. Skin Contact: Immediately remove all

	ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	contaminated clothing, including footwear. Flush skin and hair with running water. Seek medical assistance. Eye Contact: Immediately hold eyelids apart and flush the eye continuously with running water. Ensure complete irrigation and seek medical advice as a precaution. Ingestion: If swallowed DO NOT induce vomiting. Observe the patient carefully and seek medical advice.
Wattyl Epinamel CF720 Two Pack Water-Based Epoxy	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: If fumes or combustion products are inhaled remove from contaminated area. Other measures are usually necessary. Skin Contact: Immediately remove all contaminated clothing, including footwear. Flush skin and hair with running water. Seek medical advice in event of irritation. Eye Contact: Immediately hold eyelids apart and flush the eye continuously with running water. Seek medical attention. Ingestion: If swallowed DO NOT induce vomiting. Observe the patient carefully and seek medical advice.
Baxta Screeded Level Render	Inhalation: Wear a P2 Mask when mixing. This product may contain respirable crystalline silica which can cause irritation of nose, throat & lungs. Repeated inhalation may cause bronchitis, and/or silicosis. Skin Contact: Wear protective clothing to minimise skin contact. Prolonged or repeated contact can cause skin irritation. Eye Contact: Wear eye protection. Direct contact can cause eye irritation.	Inhalation: Move to fresh air. Give artificial respiration if necessary. Seek medical assistance. Skin Contact: Immediately remove all contaminated clothing, including footwear. Flush skin and hair with running water. Seek medical assistance. Eye Contact: Immediately hold eyelids apart and flush the eye continuously with running water. Ensure complete irrigation and seek medical advice as a precaution. Ingestion: If swallowed DO NOT induce vomiting. Observe the patient carefully and seek medical advice.
Baxta BaxStick	Inhalation: Wear a P2 Mask when mixing. This product may contain respirable crystalline silica which can cause irritation of nose, throat & lungs. Repeated inhalation may cause bronchitis, and/or silicosis. Skin Contact: Wear protective clothing to minimise skin contact. Prolonged or repeated contact can cause skin irritation. Eye Contact: Wear eye protection. Direct contact can cause eye irritation.	Inhalation: Move to fresh air. Give artificial respiration if necessary. Seek medical assistance. Skin Contact: Immediately remove all contaminated clothing, including footwear. Flush skin and hair with running water. Seek medical assistance. Eye Contact: Immediately hold eyelids apart and flush the eye continuously with running water. Ensure complete irrigation and seek medical advice as a precaution. Ingestion: If swallowed DO NOT induce vomiting. Observe the patient carefully and seek medical advice.

Wattyl Weathergard Water-Based Decking Stain	Inhalation: Wear a P2 Respirator when using the product. May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim to fresh air and keep at rest in a position comfortable for breathing. Immediately seek medical attention. Skin Contact: Flush contaminated skin with plenty of water. Remove contaminated clothing and seek medical advice if irritation persist. Eye Contact: Immediately flush eyes with plenty of water. Remove any contact lenses. If irritation occurs, seek medical attention. Ingestion: Wash mouth out with water. DO NOT induce vomiting. Seek medical assistance.
Methylated Spirits	Inhalation: May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposed area and seek immediate medical advice. Skin Contact: Wash skin with soapy water for 15 minutes. Eye Contact: Hold eyes open and flush with water continuously for 15 minutes. Ingestion: Immediately rinse mouth with water. Do not induce vomiting, if vomiting occurs give further water. Seek medical advice
Mineral Turpentine	Inhalation: May cause irritation to the respiratory system. Use only outdoors in well ventilated areas. Avoid breathing in vapours. Skin Contact: Prolonged or repeated contact can cause skin irritation. Wear protective clothing for PROLONGED USE. Rubber gloves are advised. Eye Contact: Direct contact can cause eye irritation. Ingestion: Can cause drunkenness or harmful central nervous system effects.	Inhalation: Remove victim from exposed area and seek immediate medical advice. Skin Contact: Wash skin with soapy water for 15 minutes. Eye Contact: Hold eyes open and flush with water continuously for 15 minutes. Ingestion: Immediately rinse mouth with water. Do not induce vomiting, if vomiting occurs give further water. Seek medical advice

SAFE WORK METHOD STATEMENTS

Procedure

A Safe Work Method Statement (SWMS) breaks a work activity into logical steps and lists the typical hazards associated with each of these job steps, the risk (likelihood and consequence) of each occurring and records how to eliminate or control the risk to the workers safety. **Usher Group** will use the SWMS Performa enclosed as **Form 6.1** (contained at Appendix A).

SWMS are developed for all medium to high risk activities identified in the Risk Assessment (using Form 4.1 from Section Four of this WHS Plan). Where possible, the SWMS should be produced by the sub-contractor undertaking the work, however, where this does not occur, **Usher Group** will be required to develop a SWMS for them.

A copy of all completed SWMS will be kept in this WH&S Plan.

Evaluation of Safe Work Method Statements

Usher Group Manager is responsible for reviewing all generic Safe Work Method Statements submitted by subcontractors at tender. Where job steps or site conditions change from those planned, the Manager is responsible for ensuring all SWMS are updated (i.e. made site specific) prior to work commencing on site.

When reviewing SWMS, the Controls identified should be as high as practical in the "Hierarchy of Controls" guide shown below.

Hierarchy of Controls

1	**Eliminate the hazard completely**	e.g. Remove the risk of electrocution by using air & battery tools.
2	**Substitute the Materials or the Equipment**	e.g. Use Platform ladders instead of ladders to reduce the risks of fall from height.
3	**Isolate people from the hazard**	e.g. Use effective edge protection to protect workers from falls.
4	**Engineer work practices**	e.g. Rotate workers through repetitive tasks.
5	**Administration**	e.g. Toolbox Meetings, training.
6	**PPE**	e.g. Wear a respirator when spraying

N.B. - In some cases a combination of control measures will need to be used.

Where practicable, **Usher Group** and its subcontractors will use Form 5.1 (at Appendix A) as a template for the development of SWMS. The Manager is to ensure all of the following is covered in the Subcontractor's SWMS:

- The project name and the name of the Subcontractor?
- A description of the work activity or task to be undertaken?
- The date the SWMS was developed.
- The name and signature of the person who developed the SWMS?
- The job steps involved in doing the work?
- The potential hazards associated with each job step?
- The Risk Class for each Hazard?
- The controls to be used to either eliminate or minimise the potential hazards identified? (Check they are as high as possible on the 'Hierarchy of Controls' guide).
- The name of the person/s responsible for ensuring that the control/s are in place?
- Number of employees required to safely undertake the work?
- Occupations/Trades/Skills of workers undertaking the work

- Qualifications/Licenses of workers required to undertake the work?
- Training completed or required by workers to undertake the work?
- List of all Plant (static and mobile) to be used on site and details of frequency of maintenance checks?
- List of all equipment (power tools, electrical leads etc.) to be used on site and details of frequency of maintenance checks?
- List of all PPE required for the task?
- List of all hazardous substances they intend using with relevant MSDS attached?
- Listing the relevant Codes of Practice (if available) relevant to the work to be undertaken?
- A section that records the names and signatures of all employees that will need to follow the SWMS?

In addition to the above, the Manager must ensure that all hazards identified in the Risk Assessment (using **Form 4.1** from Section Four of this WHS Plan) have been identified within the sub-contractors SWMS.

Monitoring of SWMS

Usher Group Site Manager is responsible for ensuring that all employees and subcontractors have read and understood their relevant SWMS prior to commencing work on site. The Site Manager is also responsible for conducting regular reviews of SWMS whilst work takes place on site to ensure employees and subcontractors are adhering to the risk controls identified in their SWMS. All SWMS to be reviewed after an incident, at the request of the PCBU or when the task method changes.

USHER GROUP	Safe Work Method Statement Register	Form Number	5.1

SWMS Title	Revision Number	Date

USHER GROUP
ENVIRONMENT MANAGEMENT PLAN

Principle:	**Usher Group Pty Ltd** ABN: 17 156 165 801		
Principle Address:	1/ 47 Newheath Drive Arundel, QLD, 4214		
Principle Phone:	Telephone No: - (07) 5572 3200 Facsimile No: - (07) 5573 2300		
Location of workplace:	46 Goodwin Terrace, Burleigh QLD 4220		
Scope of work:	Paint and render application to the interior and exterior of the build		
Duration:	This plan will remain in force for a period of 24 months from 10th of December 2018 or until a significant change occurs which will require the plan to be reviewed prior to the expiry date OR For a specific Site/Project, in which case the plan will only remain in force for the period of the Project Start Date: June 2020 Completion Date:		
Signature: **Company HSE Manager**		**Date:**	16/06/2020
		Rev:	Revision 8 - Issue Number 4

ENVIRONMENTAL KEY ROLES & RESPONSIBILITIES

HSE Manager

Ensuring compliance with environmental legislation.

Develop and implement environmental management systems, policies and procedures to continually improve the impact of Usher Groupon the environment.

Audit, analyse, collate and report environmental performance data to all employees.

Ensuring senior management is kept up to date with relevant changes in environmental legislation and initiatives.

Amanda Pennycook

Company HSE Manager

Managers and Supervisors

Will implement and maintain Usher Group Environmental policies and procedures onsite.

Ensure employees are trained in their environmental responsibilities as applicable to their work.

Promote and encourage environmental awareness to all employees.

Ensure resources are available to implement environmental policies and procedures (ensure an Envirowash is on every onsite).

Purchase non-hazardous product alternatives where possible

Robert Flood
Site Coordinator

Gary Hill
Site Coordinator

Employees

Follow Usher Group Environmental procedures and risk management.

Identify and manage environmental risks associated with their work activities.

Be aware of the Usher Group Environmental procedures onsite.

Provide feedback on new or existing procedures and policies

Management Procedures for storing and waste management of paint products

Solvent Management – Management of contaminated solvents

- All solvent based chemicals will be stored in a bunded lockable flame proof cabinet or toolbox
- Keep containers lids tightly closed when not in use
- Keep well away from oxidising agents, sources of ignition and away from direct sunlight
- Always keep in containers made of the same material as the supply container.
- Have appropriate fire extinguishers available near the storage area

Management of contaminated solvents

- Clean (uncontaminated) Mineral Turpentine
- Clean (uncontaminated) Mineral Turpentine will be retained for reuse.
- Mineral Turpentine contaminated with enamel paint will be disposed of by one of the following means:
  - By allowing the contaminated Turps to stand, the residue will sink to the bottom, after which, the clean turps (in the top layer in the container) can be drained off and reused, while the contaminated bottom layer will be allowed to stand unsealed until dry and disposed of (with its container) – off site.
- Removal from site to a recognised trade waste treatment plant.
- Clean (uncontaminated) thinners
- Clean (uncontaminated) thinners will be retained for re-use.
- Thinners contaminated with paint
- Thinners contaminated with paint shall be treated in the same ways as contaminated turps.
- Solvent Management - Management of contaminated wash water
- Clean (uncontaminated) water
- Clean (uncontaminated) water will be retained for reuse, or disposed of to normal drainage or to natural ground away from the works
- Water contaminated with water-based paints
- Water contaminated with water-based paints will be disposed of by one of the following means:
  - Where the total volume is small and the site conditions allow, the contaminated water may be disposed of by pouring it onto natural ground where the waste water cannot discharge into a drain or watercourse.
  - By the addition of a flocculating agent in accordance with the manufacturer's instructions, after which the clean water may be disposed of to drainage or natural ground and the settled residue will be allowed to dry and be disposed of (with its container) – off site.
  - Removal from site to a recognised trade waste treatment plant.

Disposal of Excess Paints and Containers

- **Excess Paints - Water Based Paints (Acrylics and PVA's)**
  - Excess paint can be collected in a sealed commercial drum with a tap. As required, the paint can be REUSED as an undercoat etc. or disposed of in accordance with Company procedures.
  - If waste paint is <5% of the total volume of the original paint can, then it can be evaporated off and disposed to landfill as a solid (as the quantity is insignificant).
- **Excess Paints - Oil Based Paints (Enamels and Varnishes)**
  - Excess paint can be collected in a sealed commercial drum with a tap. As required, the paint can be REUSED as an undercoat etc. or disposed of in accordance with Company procedures.
  - If waste paint is <5% of the total volume of the original paint can, then it can be evaporated off and disposed to landfill as a solid (as the quantity is insignificant).
- **Excess Paints - Epoxy Based Paints and Coatings**
  - Part A and Part B, if not mixed, will be used as required with no excess resulting;
  - The hardened mixed solid can be disposed of at landfill.
- **Excess Paints - Zinc and Lead Based Paints (Kill Rust/White Knight)**
  - Excess paint can be collected in a sealed commercial drum with a tap and disposed of in accordance with Company procedures.
  - If waste paint is <5% of the total volume of the original paint can, then it can be evaporated off and disposed as a Regulated Waste to a Licensed Waste Contractor.
- **Containers**
  - Excess paints, of any type, will not be disposed of on-site. Empty drained cans must be brushed out and then wiped out with a rag. This rag and can are allowed to dry and are then placed into a skip bin at the depot for disposal to a disposal facility as designated by the Company.

Equipment Clean – up

Water Based Paints (Acrylics and PVA's)

The cleaning of brushes, rollers, spray equipment, etc. that have been used with water-based paints will be carried out using an envirowash system that converts paint washout into clean water and inert solid waste.

- Adding Flocculant to the water and stirring. Flocculation will start immediately
- Settlement time should be left overnight for best results
- The clean waste water will rise to the top to be discharged into sewer outlet.
- The sludge will be transferred to buckets to dry and can be disclosed of into general industrial waste bins.

N.B.
Equipment contaminated by water-based paints shall not be cleaned under a tap or where sullied water can escape. If equipment requires more thorough cleaning that the Envirowash method allows, this activity will be carried out off-site or where trade waste treatment facilities are available.

Oil Based Paints (Enamels and Varnishes) / Epoxy Based Paints and Coatings

- Any excess paint should be initially removed with newspaper or rags.
- Two containers of clean solvent are then prepared.
- The first container shall be used for the substantial removal of paint to a point where the equipment is no more contaminated than the solvent.
- The equipment will then be transferred to the second container for a second clean. This process is repeated with successive containers having progressively lower levels of contamination, until a final rinse is appropriate.
- The equipment will then be transferred to the final container for a final clean.
- The solvent resulting from this process shall then be disposed of as described under – SOLVENT MANAGEMENT. See pg. 27.

N.B.

- Further cleaning shall be carried out off-site.
- Rags, newspapers, etc. used for cleaning purposes may be disposed of in a site bin where that use complies with the builder's environmental work plan. Otherwise rags, newspapers, etc. used for cleaning shall be removed from site.

Emergency procedures for water-based paint spills

Gloves and goggles should be worn for clean-up.

Stop the leak and contain the spill. Block the path of the spillage to stormwater drainage and waterways using spill kits booms or sandbags provided.

Once the spillage has been contained and treated with "the Spill kit or other absorbent material, use a shovel or dustpan to put into hard waste bin.

Flammable liquid spills

Immediately shut off any sources of ignition, such as pilot lights. Increase ventilation by opening doors and windows.

Evacuate the area of all personnel not directly involved in the clean-up.

Wear personal protection equipment such as solvent resistant gloves, goggles and air-purifying respirators (minor spills might not require a respirator).

Block the path of the spillage to stormwater drainage and waterways using spill kits booms or sandbags provided.

Once the spillage has been contained and treated with "the Spill kit or other absorbent material, use a spark-free shovel or dustpan to load into properly labelled containers or drums and seal for disposal.
This material must be treated as hazardous waste under EPA regulations.

If contamination of sewers or waterways has occurred advise WHSQ.

All spills are to be reported to site Manager and Safety advisor to be recorded into the Usher Group incident recording form.

Follow the reporting procedure of the PCBU.

WHS INDUCTION

Procedure:

Usher Group will ensure nobody commences work on site until the following is confirmed:

- **They have completed the WHS Company Induction Training at the Usher Group office.**
- They have received a Work Activity WHS induction (including understanding and signing off on Safe Work Method Statements).
- They complete a Site Specific WHS Induction (including understanding and signing off on the company's Site Safety Rules).
- They have read and understood the Safety Training Manual.

Induction Record

All workers must meet the above three minimum WHS induction training requirements before they can commence work on site. The Site Manager is to ensure that all workers intending to work on site have met these requirements via the completion of an Individual Induction Record **(Form 6.1)** and the Induction Register **(Form 6.2)**.

Site Safety Rule

Usher Group Safety Manager and Site Manager are to liaise prior to the project commencing to produce Site specific Safety Rules (i.e. review and update **Forms 6.3**). The Safety rules specific to this project are contained in **Form 6.3**.

Site Induction Agenda

All Site Inductions are to be carried out in accordance with the Site Induction Agenda contained at **Form 7.4**. **Usher Group** employees that have been trained and authorised to give Site Inductions on this site are:

Name	Position
Theodore Vairaktaris	Director
Stuart Ryan	General Manager
Shane Spano	Operations Manager
Robert Flood	Site Coordinator (P)
	Site Supervisor (P)
Luke Girvan	Project Manager - Solid Plastering
Gary Hill	Site Coordinator (SP)
	Site Supervisor (SP)
Amanda Pennycook	HSE Manager
Paul Stathis	Safety Advisor
	Safety Representative

USHER GROUP INDUCTION RECORD	Form Number	6.1

Project:		**Date:**	

Employee Details

Employees Details	**Employees Name:**	
	Mobile:	
	Occupation:	
	Employer's Name:	
Details Next of Kin	**Name:**	
	Emergency Phone Number:	
	Place of work:	

Medical

Please detail any special medical conditions that you may want us to know about (i.e. Diabetes, allergies, medication etc):	

Inductions

- ☐ Construction White Card No:
- ☐ Induction No (from Induction Register):
- ☐ Work Activity (Certificates of Competency/Licenses/Tickets attached):

Classification:		No:	
Classification:		No:	
Classification:		No:	
Classification:		No:	

- ☐ Relevant SWMS read, understood and signed: ☐ Yes ☐ No (cannot work on site)
- ☐ Site Specific Induction

Activity	Signature
1. Site Safety Rules Explained (Form 7.3)	
2. Accident Procedure Advised (Form 9.1)	
3. Evacuation Procedure Advised (Form 9.2)	
4. Company Policy/Procedures Advised (i.e. Haz. substances /elec. etc.)	

I hereby agree to adhere to the policies outlined during the work place induction and will comply with any reasonable instruction given by workplace management or their representatives.

Signature:		**Date:**	

Site Specific Induction conducted by:

Name:	

USHER GROUP	INDUCTION REGISTER	Form Number	6.2

Induction No.	Name	Training/Qualifications	Induction Record (form 6.1) Completed Y/N
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Induction No.	Name	Training/Qualifications	Induction Record (form 6.1) Completed Y/N
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

Induction No.	Name	Training/Qualifications	Induction Record (form 6.1) Completed Y/N
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			
51			
52			
53			
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59			
60			

USHER GROUP – **SITE INDUCTION AGENDA** (PROCEDURE)	**Form Number**	**6.3**

Project:		**Date:**	

- Introduce yourself.
- If inducting an **employee/subcontractor,** ensure they have read and understood their Safe Work Method Statement (SWMS) and signed it to acknowledge they understand it and will abide by the controls identified in the SWMS.
- If inducting an employee/subcontractor, ensure they have a WH&S General Induction Number and if so, have them complete the Induction Record (Form 6.1).
- Failure to provide a signed SWMS and WH&S General Induction Number will result in the induction being terminated until such time as they can comply. They cannot commence work on site.
- Explain the site entry conditions and the hours of work allowed under the DA or other conditions.
- Explain briefly what the site details are.
- Briefly outline company policy details (particularly regarding the use of hazardous substances, plant, equipment, electrical etc). (SEE TAB 2)
- Ensure
- Ensure the hazardous substance training register has been completed and signed by all employees
- Advise who the First Aiders are and how to contact them.
- Go through the Emergency Procedures for both minor and major accidents.
- Explain the Evacuation Procedure.
- Point out using the site plan where the first aid and emergency meeting points are.
- Explain the Site Safety Rules. (SEE TAB7)
- Inform them of any major hazards close to or surrounding their work site.
- Identify the traffic and environmental management plans (if applicable).
- Make them aware of any unusual site-specific issues/hazards they should know about.
- Ensure all workers being inducted have read the manual handling and training manual.

USHER GROUP	YOUNG WORKERS SAFETY INDUCTION (CHECKLIST)	Form Number	6.4

Name:			
Position		**Date of commencement:**	
Location:			
Person conducting induction:			

No.	Induction Task	YES	NO	If No, why?
1	Explain work tasks			
2	Tour of Sections			
3	**Explain:**			
	WHS Policy			
	Duty of care employer and employee			
	Consultation; WHS Committee & WHS Representatives			
	Safe work procedures and instructions			
	Issue Resolution procedure			
	Hazard reporting procedure			
	Injury/Incident reporting procedure			
	Injury management policy and guidelines			
	Emergency procedures			
	Manual handling procedures			
	Hazardous substances procedures			
	Machinery safety procedures			
	Working from heights procedures			
	Slips and trips prevention			
	Electrical safety			

4	**Explain:**			
	Permit to work			
	Eye Protection			
	Hand Protection			
	Foot Protection			
	Hearing Protection			
	Vehicle Safety			
	Safety procedures for working on the side of the road			
	Procedures for good housekeeping			
	Safety signage			
	Procedures for working outside such as skin protection & heat stress			
	Smoke free workplace			
	Alcohol & other drugs at the workplace			
	Compensation claims process and rehabilitation			
5	Provide personal protective equipment, tools as required			
6	Schedule of follow-up training			

Name of Supervisor:		**Date:**	
Signature:			

Name of new Employee:		**Date:**	
Signature:			

USHER GROUP SITE SAFETY RULES	Form Number	7.1

It is a condition of working on this site, to observe the following site safety rules:

- Hard hats to be worn by all visitors on all building projects at all times and by staff/subcontractors and suppliers as deemed necessary.
- High visibility vests/shirts are to be worn at all times in areas identified by signage.
- All construction workers are to wear safety boots/shoes.
- Only trained persons are to operate machinery.
- No alcohol or drugs are allowed on site.
- Appropriate PPE must be worn as indicated in Safe Work Method Statements, Safety Data Sheets (SDS) or signage.
- Report any unsafe conditions or practices to your supervisor or safety representative immediately.
- Keep your work area clean and free of waste materials.
- Act safely at all times.
- Know your emergency and site evacuation procedures.
- Always refer to the relevant SDS when using hazardous substances or chemicals.

USHER GROUP	RECORD OF TOOLBOX MEETING	Form Number	8.1

Workplace:		**Date:**	
Conducted by:			
Subject:		**Duration:**	

Name	Signature	Name	Signature

Issues/ Comments Raised	

Corrective Action		
Corrective Action	**Action by**	**Action Complete - Sign Off**

USHER GROUP WH&S PROCEDURE	Form Number	8.2

Procedure:

At **Usher Group** we will consult with all workers on safety issues via one or more of the following forms of WHS consultation (as agreed to by **Usher Group** and workers).

1. An appointed or elected WHS Representative(s)

OR

2. Other agreed arrangements agreed to between Usher Group and our employees (i.e. Regular Toolbox meetings).

WHS Consultation Statement

The agreed form(s) of consultation to be employed on this site (as above) are to be summarised on **Form 8.3** and displayed in a prominent place on site.

Additional WHS Documentation to be displayed to Sub-contractors

In addition to the WHS Consultation Statement, the following documents are to be displayed in a prominent place on the site: Safety Policy, Emergency Procedures, Site Evacuation Plan and Site Safety Rules. If copies of any of the above documents (or any other part of the Site Safety Plan) are forwarded to Sub-Contractors (i.e. during tender time) the recipients are to be noted in the Distribution List contained within Section 12 of this Site Safety Plan.

In particular, the Manager is to make all sub-contractors aware (during tender time) of the three forms of WHS Consultative arrangements listed above and that a meeting will be held on site to determine the agreed form(s) of WHS consultation. The sub- contractor should also be informed that as a result of that meeting, they may be required to provide an employee representative as either an WHS Committee member or WHS Representative (who, if not already trained, will be required to undertake a four-day WHS Consultation course at the sub-contractor's cost).

USHER GROUP **WH&S CONSULTATION STATEMENT**	Form Number	**8.3**

At **Usher Group** we are committed to protecting the health, safety and welfare of all people that work on or visit our jobsite. We have clearly defined roles and responsibilities for all of our management staff to ensure that Safety is a major priority. We also recognise that non-management personnel play an equally important role with respect to safety.

At **Usher Group** we value the input of all workers about safety issues and have agreed to the Consultation methods outlined below. This will ensure workers can contribute to the making of decisions affecting their health, safety and welfare at work.

Issue Resolution Usher Group aim to provide fair and effective workplace representation, consultation and cooperation arrangements.

Parties in relation to an issue are limited to: persons conducting a business or undertaking (PCBUs) or their representative (or other PCBUs if the issue involves more than 1 business) health and safety representatives (HSRs) – where there are workers affected by the issue in a work group workers who are not in a work group that are affected by the issue – the worker/s or their representative ('representative' is defined in the WHS Act as 'HSR, a union representing the worker or any other person the worker authorises to represent them').

Where there is a health and safety matter, it is expected that parties will communicate, consult and cooperate to discuss the matter.

As a result of a Toolbox meeting held on site between **Usher Group** and our employees and representatives of Contractors and Subcontractors to be utilised on this site, the following methods of WHS Consultation were agreed to:

Toolbox meetings to be held EVERY WEEK
Persons responsible for holding the toolbox meetings will be the Safety

Representative/Site Supervisor.

Our safety representative on Site will be:	

USHER GROUP INCIDENT MANAGEMENT

Emergency Response Procedure(s)

In the event of an emergency. Assess the situation make the area safe and notify PCBU's site management to initiate the emergency management process as described in the PCBU's site induction.

Usher Group Emergency Response Procedures (ERPs) for Accidents are detailed on **Form 9.1**. The Evacuation Plan for this site is detailed on **Form 9.2**. Both these forms are to be made site specific by the Manager and then displayed in a prominent place for all workers to see. Depending on the site, additional ERPs may be required (confined spaces, working over water etc.)

First Aid

	is our qualified First-Aid person. If he is not on-site, the First-Aid Kit is in the Usher Group site shed.

Injury Reporting

All injuries will be reported to the Site Manager or a First Aid Officer as listed above. Injuries will be recorded in the Site Injury Register (**Form 9.3** or its equivalent). All serious incidents/injuries reported to WHSQ must be kept for a minimum of 5 years. A copy of the site injury register will be submitted to Site Manager and or Site Safety Advisor.

All fatalities or serious injuries (i.e. injuries likely to result in an absence from the workplace of 7 days or more, loss of consciousness, trapped in machinery etc.) and their circumstances must be reported to WHSQ immediately by phone on 1300 362 128 and in writing within 7 days using the online form at;

www.workcover.qld.gov.au

Serious Near Miss Incidents with no injury or illness but that are immediately life threatening must also be notified to WHSQ immediately on 1300 362 128 and in writing within 7 days using the online form.

Accident Investigation(s)

Usher Group will investigate all accidents and near miss incidents by close of business on the day in which they occur.

Investigations will be recorded on the Accident Investigation **Form 9.4** or its equivalent. Accidents/Incidents will be recorded by Site supervisor.

Accidents/Incidents will be investigated by the Site Manager and Safety Advisor.

Serious Accidents/Incidents will be reported to WHSQ by Safety Manager.

USHER GROUP	EMERGENCY RESPONSE PROCEDURES (ACCIDENTS/FIRE)	Form Number	9.1

Emergency Numbers

In the event of an emergency, the following telephone numbers apply:

Contact	Phone Number
Site	46 Goodwin Terrace, Burleigh QLD 4220
General Manager	**0432 174 014 - Stuart Ryan**
Operations Manager	**0430 644 124 - Shane Spano (P)/ 0422 398 991 - Luke Girvan (R)**
Site Coordinator	**0406 006 917 - Robert Flood (P) / 0433 973 587 - Gary Hill (R)**
HSE Manager	**0478 144 426 - Amanda Pennycook**
WHS Safety Advisor	**0450 131 516 - Paul Stathis**
Site Supervisor	**(P)/ (R)**
Emergency Services	
Ambulance	000
Nearest Hospital	Sonic HealthPlus Southport/ Burleigh Heads Medical Centre
Fire	000
Police	000
Nearest Police Station	Burleigh Heads Police Station
Other	See information on tank
Electricity	
Gas	See information on tank
Water	
Telstra	Dial Before You Dig: 1100; Faults: 13 22 03
Poisons Info Centre	**13 11 26**

Site Address

Nearest Cross St:	
Specific Entry Point:	

In case of serious accident/emergency:

All designated rescue/emergency personnel must attend a site-specific safety training session where they will review PCBU's emergency response procedures and receive instruction on alarms and assembly areas.

The designated crew who are to perform the rescue/emergency procedure must know how to use the equipment that is provided at the job site. They should review the rescue/emergency procedure every month.

- Attract assistance and if someone is injured, call for the First Aid Officer.
- Contact Site Manager who will coordinate Emergency Response, otherwise call 000 and inform them of the service required (Police/Fire/Ambulance).
- Provide address details as above and arrange to have someone meet the Emergency Services at the Site Entrance.
- If there is a fire, use the Fire Extinguishers to try and contain fire, if safe to do so.
- Stay with injured person(s) until help arrives. Do not move the injured person(s) unless there is a higher risk of them being injured.
- If necessary, commence evacuation as per the Evacuation procedure.

USHER GROUP SITE EVACUATION PLAN	Form Number	9.2

- To be developed specific to the site by the Manager.
- Include description of: device used to sound alarm, evacuation route, Assembly Area, Roll Call, Fire Wardens, etc.
- Diagram of site showing evacuation route, Assembly Area, First Aid kit location.

Ensure the site evacuation plan is displayed in a prominent place in the site shed

USHER GROUP INJURY REGISTER	Form Number	9.3

Employee Details

Surname:		Sex:	☐ M ☐ F
First Name:		D.O.B	
Phone (home):		Mobile:	
Home Address:		State:	
		Post Code:	
Occupation:			

Employer Details

Job Name:			
Job Phone:			
Job Address:		State:	
		Post Code:	
Contact Person:		Mobile:	

Accident/Incident Details

Date of injury:		Time of Injury:	
Date Employer notified:			
Has the person ceased work? ☐ Yes ☐ No		No. Days Likely to be off work?	
Current location of injured worker (home, hospital etc)?			
Treating Doctor:		Phone:	
How did the injury occur and what was the worker doing at the time			
Describe the worker's injury (e.g. fracture, sprain, cut etc.)			
Part of body injured?			

Follow-Up Action				
Treatment given/Action taken:				
Accident Investigation undertaken?	☐	**Yes**	☐	**No**
Workcover notified?	☐	**Yes**	☐	**No**
Insurer notified?	☐	**Yes**	☐	**No**

Person completing this form:		**Position**	
Signature		**Phone:**	
Date:			

USHER GROUP	ACCIDENT/DANGEROUS INCIDENT INVESTIGATION REPORT	Form Number	9.4

Details

Reference Number:			
Project:			
Date of incident:		**Time of Incident:**	

Type of Accident/Dangerous Occurrence:

- ☐ **Injury**
- ☐ **Damage**
- ☐ **Near Miss**

Name of Persons Involved:	
Names of Witnesses:	

Observations

Describe clearly how the accident/dangerous incident occurred, including details of the extent of injuries and property damage as appropriate:	

Analysis

What acts, failures to act, or conditions contributed mostly to this accident/incident?	

Evaluation

Proposed Corrective Action.	

Signatures			
Investigating Officer's Name:		**Position**	
Signature		**Date:**	
WHS Committee/ Representative(s) Comments (if applicable)			
Investigating Officer's Name:		**Position**	
Signature		**Date:**	
Senior Management's Comments			
Investigating Officer's Name:		**Position**	
Signature		**Date:**	

Follow up			
Comments of Manager or Investigating Officer re: Completion of Corrective Action.			
Name:		**Position**	
Signature		**Date:**	

USHER GROUP **REHABILITATION POLICY**	**Form Number**	

The Usher Group is committed to providing the opportunity for all employees to participate in occupational rehabilitation programs in order to resume their normal place in the workforce following injury or illness sustained in the workplace.

YOUR RETURN TO WORK COORDINATOR IS Amanda Pennycook 0478 144 426

Objectives

The Usher Group is committed to:

- Establishing a structured approach to rehabilitation services for all employees following work related illness, injury or disability.
- Assisting in an early, safe return to meaningful and productive work an injury or illness.
- Ensuring that rehabilitation commences at the time of injury or when treatment is first started whichever is the most practical.
- Ensuring that there is an early and accurate medical assessment and involvement of rehabilitation specialists, when needed to support the role of the treating medical practitioner.
- Ensuring that support is provided to the injured person and his or her family.
- Providing suitable alternate duties for an injured person, as an integral part of the rehabilitation process.
- Rehabilitation/incident forms will be kept on site for the duration of the project, and copies kept on file for 5 years.
- Consulting with employees to ensure that our rehabilitation programs operate effectively.
- Respecting the confidentiality of employees.

Early intervention with effective rehabilitation provides physical, psychological, social and financial benefits to employees, while minimising disruption to the workplace.

Stuart Ryan
General Manager

OHSA

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation
when an individual has completed one or more accredited units

This is a statement that

Amanda Pennycook

has attained

BSBWHS407	Assist with claims management, rehabilitation and return-to-work programs

Issued:
16th September 2016

OHSA Occupational Health
Services Australia

National Provider No:	31092
Statement No:	27460
Student No:	OHSA 22475

Simon Phillips
Managing Director

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PLANT, EQUIPMENT & ELECTRICAL REGISTER

Plant

The **Usher Group** Site Manager will be responsible for ensuring the inspection and maintenance history of all plant (static and mobile) used on site by **Usher Group** employees is up to date. He will also ensure that all contractors and subcontractors ensure the same of their equipment prior to it being used on site. The Site Manager is to also carry out periodic checks of Contractor and Subcontractor maintenance records to ensure regular inspections and maintenance of Plant (in accordance with Designer or Manufacturers guidelines) on site is taking place. The initial check (prior to the Plant being used on site) and follow-up periodic checks are to be recorded on **Form 10.1**.

All **Usher Group** Contractors and Subcontractors must also indicate in their SWMS all plant and electrical equipment (i.e. Power tools) that they intend using on site.

Plant Risk Assessments

Usher Group will ensure a risk assessment **(Form 4.1)** takes place for all plant to be used on site. The assessment will include the identification of potential hazards, their level of risk and whether or not a Safe Work Method Statement needs to be produced. Where required, Safe Work Method Statements (Form 6.1) will be developed outlining what control measures will be employed to eliminate or minimise these risks to the health and safety of workers.

When undertaking risk assessments of plant, the following factors need to be considered:

- How the plant is designed to be used.
- The work environment (including operating conditions and any abnormal conditions).
- How it will be transported, installed, inspected, dismantled and stored.
- Accessibility for maintenance, adjustments, repairs, cleaning & use.
- Competencies required to safely operate the plant.

No item of plant will be brought onto site without a current service/maintenance record or registration where required (WHS Regulation for list of Plant that requires registration).

The above applies to all plant and equipment, either owned or hired.

Electrical Equipment

Usher Group will ensure that all electrical work on site is in accordance with the QLD Code of Practice titled 'Electrical Practices for Construction Work'. In the absence of a specific provision in this Code of Practice, conformance is to be in accordance with the Australian Standard AS-3000, Wiring Rules.

All **Usher Group** electrical equipment to be used on site must be listed in the Electrical Equipment Register, **Form 10.2**. Subcontractors are to provide an Electrical Equipment Register (Form 10.2 or equivalent) for all electrical equipment they intend using on site. All registers must be completed prior to commencement of the works and maintained for the duration of the works on site.

The Site Manager will ensure that all electrical leads, portable power tools, junction boxes and earth leakage devices have been tested and tagged by a licensed electrician and labelled with a current date tag before being used on site. Similarly, the Site Manager is to ensure that all electrical equipment on site is re-inspected, tested and tagged at monthly intervals and the results recorded on **Form 10.2** (or its equivalent for Sub-contractors).

The Site Manager is responsible for ensuring all Earth Leakage Devices (also known as Residual Current Devices) are trip tested monthly and calibrate tested quarterly (to ensure the trip current does not exceed 30mA).

Additional Electrical Rules to be covered during Site Inductions

Usher Group will ensure the following additional rules regarding the use of electrical equipment on site are covered during site induction and adhered to on site by all employees and contractors:

- Electrical equipment must be connected to an Earth Leakage device at all times.
- All electrical equipment used on site must have a current date tag, otherwise its use must stop until a currency of inspection can be provided or a new test conducted.
- Extension leads must never be joined together.
- All plugs and sockets must be non-wirable (moulded) or transparent.
- Where practicable, all electrical leads should be kept off the ground by using insulated lead stands or hangers.
- Electrical equipment must not be placed on, or near, wet areas unless the equipment is designed for a wet works purpose, i.e. pump.

USHER GROUP	PLANT ID REGISTER	Form Number	10.1

Serial Number	Plant / Equipment	WorkCover Registration No. (if applicable)	Company	Maintenance / Inspection Records Reviewed (Date and Sign)

USHER GROUP ELECTRICAL EQUIPMENT REGISTER	Form Number	10.2

Item	Electricians Name & Signature	Licence Number	Date & Result	Test Date Due	Tag Number

USHER GROUP	HARNESS REGISTER	Form Number	10.3

Workplace:			
Person Completing:		**Date:**	

Serial	Date: Entered Service	Date: Test Inspected	Date: Test Due	Pass	Fail	Action Taken as Failed	Signature of Competent Person

USHER GROUP PPE REGISTER	Form Number	10.4

All personnel employed by Usher Group are provided with standard PPE which includes Hard Hat, Safety Boots, Eye Protection, Hand Protection and High Visibility Clothing. All of the aforementioned safety equipment complies to the Australian Safety Standards and are in good working condition.

Name of Recipient	Hard Hat	Safety Boots	Safety Glasses	Respirator	Gloves	Date	Signature of Recipient

DOCUMENT CONTROL

Procedure:

Usher Group Manager is responsible for developing and periodically reviewing this WHS Site Plan.

Filing

For smaller works, completed forms can be filed in the relevant section of this WHS Plan. For larger works, a suggested Filing system for completed forms is as follows:

File No.	Forms	
A. Induction	6.1.	Induction Record
	6.2	Induction Register
	6.3.	Site Induction Agenda (Procedure)
	6.4	Young Workers safety Induction Checklist
B. Risk Management	3.1.	Risk Assessment Form
	3.2.	Site Safety Inspection
	5.1.	Safe Work Method Statements
C. Incident Management	4.1.	Hazard Report Log
	9.1.	Emergency Response Procedure
	9.2.	Evacuation Plan
	9.3.	Register of Injury
	9.4.	Accident Investigation Report
D. Hazardous Substances	5.2.	Hazardous Substances Register (and MSDS)
E. Plant and Equipment	10.1	Plant ID Register
	10.2	Electrical Equipment (Inspection) Register
F. WHS Consultation	8.1.	Record of Toolbox Meeting
	8.3.	WHS Consultation Statement
		Policies

Record of Revision

Any revisions made to the WHS Plan are to be recorded below.

Revision	Date	Section	Page	Revision Details
4 Issue 2	6/9/16	D 5.2	19,20	Hazardous substance register
4 Issue 2	6/9/16	D 5.2	21	Hazardous substance training record
4 Issue 2	6/9/16	D 5.2	22,23	Hazardous substance First aid information
4 Issue 2	7/9/16	C 4.2	16-18	Hazardous substance risk assessment
5 Issue 3	9/1/17	All	All	Revision of Safety Management Plan
6 Issue 3	20/9/17	F		HR Policy handbook
7 Issue 4	16/10/17	All	All	Biannual Review
8 Issue 4	9/3/18	All		
9 Issue 4	12/6/18		73	Training Manual Silicosis

USHER GROUP **TRAINING REGISTER**	Form Number	**13.1**

All personnel employed by the Usher Group are required to sign the evident form when training in manual handling, spraying, etc are upheld.

Name	Signature	Date	Area of Training

USHER GROUP	Fit Test Register	Form Number	13.2

Name	Product Tested In	Passed	Date

Distribution List

Controlled copies of this WHS Management plan have been issued to the following people:

No.	Recipient	Position	Issue Date
01			
02			
03			
04			
05			

Internal Audit

Controlled internal audits schedule:

No.	Recipient	Position	Date audited	Auditor/ Position	Audit Score
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					

SAFETY TRAINING MANUAL

Manual Handling

Usher Group manual handling procedures and systems will be applied on site in conjunction with Client procedures. All personnel will be trained and assessed as competent in the Usher Group training module – Manual Handling and Ergonomics.

In addition, all Usher Group employees will apply the following basic guidelines and principles provided in the training handbook 'Manual Handling': **- FATIGUE MANAGEMENT**

Usher Group will manage fatigue on the worksite in accordance with the fatigue management procedure. The strategies Usher Group will apply to manage fatigue include the following:

- Recruitment processes will endeavour to identify personnel that may have difficulties with working extended hours.
- Regular review of shift rosters, personnel and work practises in an effort to minimise potential exposure to fatigue.
- Ensure employees have the understanding and attitude necessary to manage their own fatigue.

Ensure all Usher Group managers, supervisors and leading hands have the knowledge, skills and willingness to actively monitor fatigue and take early and appropriate action when signs of fatigue are present within the workplace.

Heat Exposure

Usher Group heat exposure and heat stress management procedures and systems will be applied on site in conjunction with the Client's procedures.

Noise

Usher Group noise management and control procedures and systems will be applied on site in conjunction with the Client's procedures.

Site Cleaning & Housekeeping

Usher Group housekeeping procedures and systems will be applied on site in addition to the Client's procedures. All personnel on site will be trained and assessed as competent in the Usher Group training module - Housekeeping. Housekeeping and general site tidiness checks will be included as an integral part of the Usher Group daily pre-start checks and STOP audits, in addition to the monthly workplace condition inspections conducted on site.

Notwithstanding any other Usher Group or Client's housekeeping requirements, the following minimum standards will be applied on site:

- All work areas will be cleaned of debris and scrap material progressively and on an ongoing basis.
- Debris and scrap material from work areas will be placed in Client's designated areas/skips as required.
- Usher Group will notify the Client of any hazardous materials encountered (e.g. asbestos).
- Work areas and site areas will be left in a clean, tidy and safe state.
- Usher Group will ensure all amenities are maintained in a clean and hygienic state, provide refuse bins and ensure disposal so waste does not litter the workplace.

Site Visitors

Usher Group visitors to the site will comply with Client's visitor entry procedures at all times. This will include receiving a visitor's induction prior to entry to the site. On completion of the induction visitors will be provided with a visitor's pass and vest which must be worn at all times on site. Visitors will be accompanied by approved person at all times while on site. Visitors will be provided with, and will wear the required personal protective equipment at all times.

Drugs & Alcohol

Usher Group drug and alcohol policies and procedures will be applied to the site in conjunction with relevant Client's requirements. Random drug and alcohol testing will be conducted in accordance with Usher Group requirements.

Usher Group personnel MUST NOT enter the site while under the influence of drugs and/or alcohol

Usher Group maintains a zero tolerance to Drugs & Alcohol in the workplace. Positive test results to drugs and alcohol may result in termination of employment.

Working at heights

Usher Group working at heights procedures and systems will be applied on the site in conjunction with Client's procedures – Working at Heights.

All work performed at heights will be undertaken in accordance with UAS and Client's procedures, and in accordance with statutory regulations and Codes of Practice.

Fall protection and fall restraint equipment will be used by a person during all work activities where there is a risk of injury or fall, regardless of the height.

A risk analysis will be completed to evaluate and identify the most suitable fall prevention and protection equipment available prior to any work commencing. Cordons and relevant signage will be installed to demarcate areas where there is a risk to personnel below the work area.

Fixed Barricading will be installed to prevent entry to an area where there is a risk of fall.

Monitoring of wind conditions by the Client will be undertaken if required, evaluating work conditions to ensure safety of personnel and integrity of scaffold.

Barricades & Cordons

Barricades and barriers will be erected in accordance with Usher Group procedures and systems in conjunction with Client's procedure.

Barricades and cordons will be erected where there is a danger of a person falling or being struck by falling objects, or where there is a danger of injury from equipment or processes.

All open hatches or exposed edges will be protected with a solid barricade built around them before any work commences in the area.

Usher Group leading hand in conjunction with the Client will ensure a site wide communication of the barricaded area to ensure Client and other contract Groups are aware of the works and the need to contact Usher Group site manager to ensure all work has stopped before entry to this barricaded area.

Confined spaces

Usher Group has not identified any confined spaces that we will be working as per the scope.

Crystalline Silica

Crystalline silica dust particles which are small enough to penetrate deep into the lung are termed respirable. Respirable crystalline silica may cause lung damage. The non-crystalline form of silica does not cause this kind of lung damage.

The primary route of crystalline silica entry into the body is through inhalation.

Airborne crystalline silica can bio-accumulate in the lungs and cause disease of the respiratory system. All grinders must have H class filters attached.

All workers must wear P2 dust masks or respirators when working in areas where dust is being disturbed.

All workers must be fit tested for respirators and dust masks.

Disputes & Discipline

Usher Group will not tolerate the non-adherence to statutory requirements, Client's procedures and rules by Usher Group employees or subcontractors. Usher Group personnel involved in any significant breaches will be suspended from the Client's site pending a full investigation.

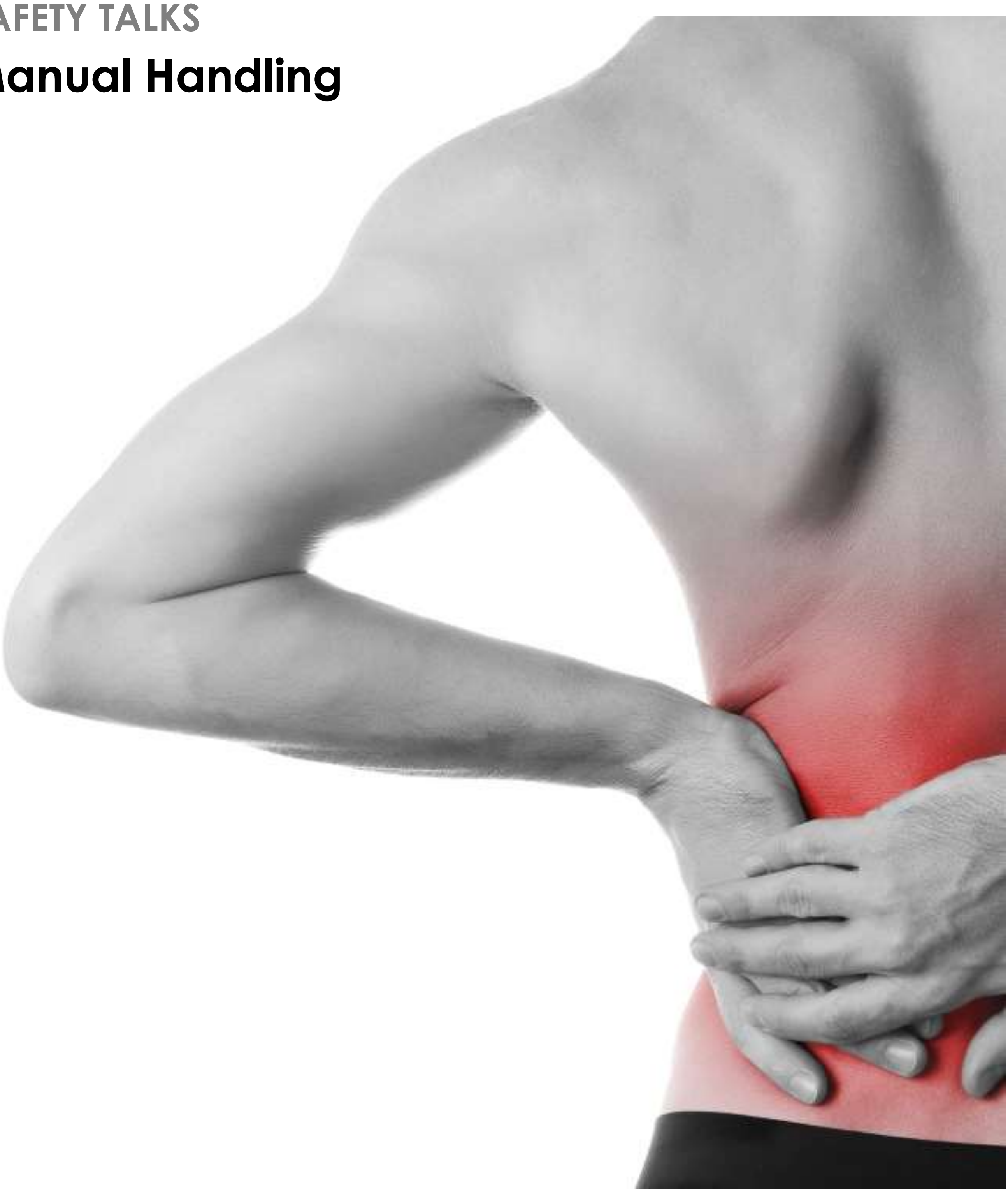
Corrective action and/or retraining will be implemented in accordance with Usher Group Disciplinary procedures.

Employees will be diligent of the following:

- Consumption of alcohol or the use of illegal drugs on site or being under the influence of these substances while on site.
- Smoking only permitted in designated areas.
- Failure to follow statutory, Usher Group or Client requirements regarding Workplace Health & Safety requirements, including repeated minor breaches.

SAFETY TALKS

Manual Handling



USHER GROUP MANUAL HANDLING	Sheet	1

Manual handling is any task which involves people moving, handling or shifting materials and objects.

Lifting

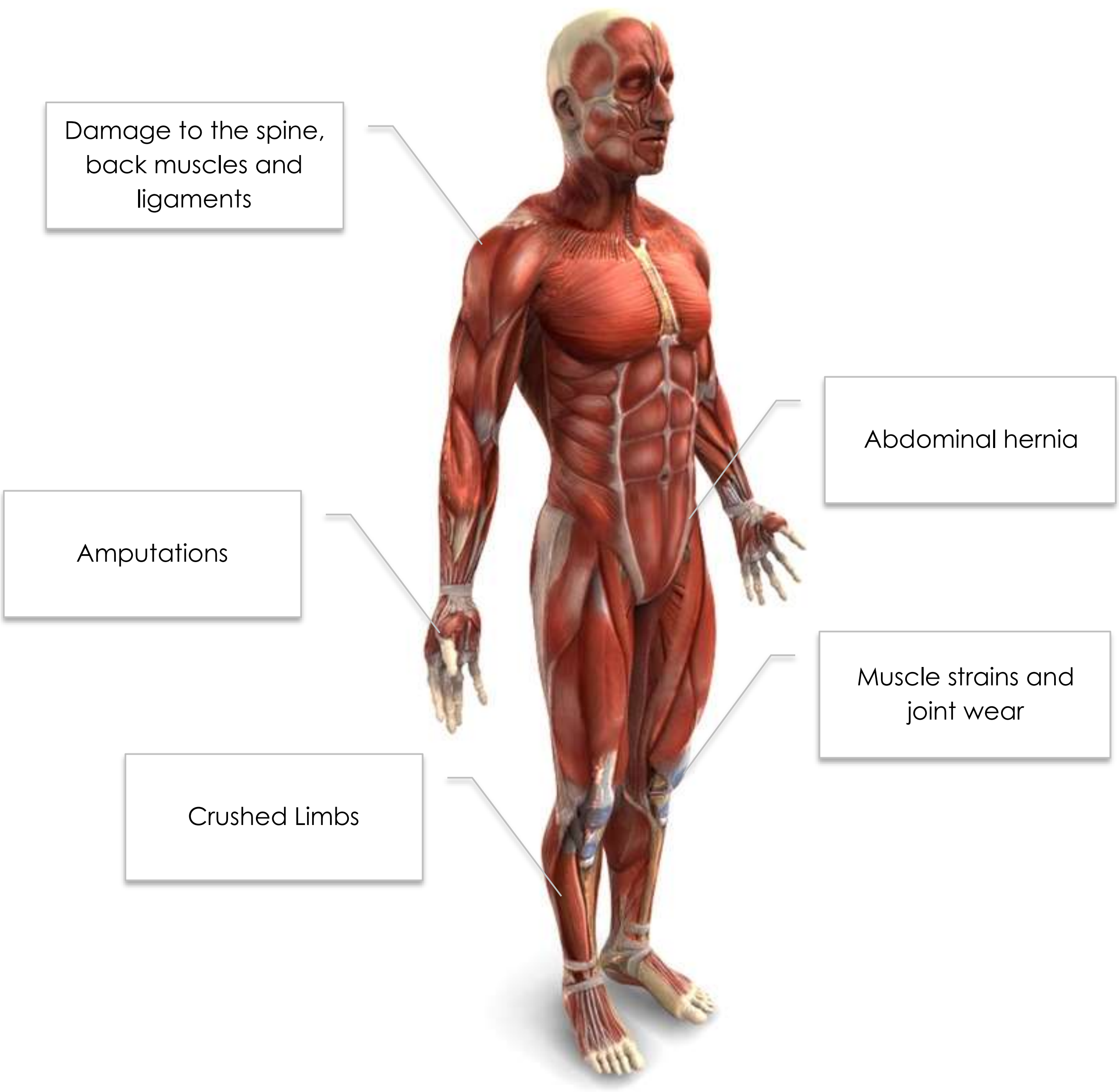
Putting down

Pushing

Pulling

Lifting

USHER GROUP	MANUAL HANDLING – TYPES OF INJURY	Sheet	2



USHER GROUP	MANUAL HANDLING – CAUSES OF INJURY	Sheet	3

OVEREXERTION	Handling a load beyond the body's capability
REPETATIVE ACTIONS	Continually repeating certain movements or maintaining a body position for long periods
POOR HOUSE KEEPING	Slips trips and falls
POOR WORKPLACE LAYOUT	Encourages unsafe work postures and unnecessary manual handling
INCORRECT TECHNIQUES	Incorrect body positions and movements

USHER GROUP	MANUAL HANDLING – MECHANICAL AIDS	Sheet	4

Some of the mechanical aids you use to make manual handling easier include:

Hand trolley

Power tools

Wheel barrow

Power hand truck

Winch

Forklift

Overhead crane

USHER GROUP	MANUAL HANDLING – ARRANGE YOUR WORK PLACE	Sheet	5

- **Carry out work on waist height and trestles to prevent injury**
- **Store frequently used materials, equipment near your work area to minimise carrying and bending**
- **Keep frequently used tools at arm's reach to minimise stretching to prevent strains**
- **Prevent slips, trips and falls by keeping:**
  - **Floors and surfaces free of water, grease and tools**
  - **Keep aisle and walkways clear**

USHER GROUP	MANAUAL HANDLING – SAFE LIFTING	Sheet	6

SIZE UP THE LOAD	Make sure it's not too heavy, too large or unbalanced
ADOPT	A stable footing
BEND YOU KNEES **KEEP YOU BACK STRAIGHT**	Reach down on the load, keep your back straight as you lower your self
SLOWLY PUSH UP WITH YOUR LEGS	Keep you back straight
NEVER BEND	At the waist, always bend at the knees. It makes the job easier on your back

USHER GROUP	MANUAL HANDLING – CARRYING LOADS	Sheet	7

When carrying a load, you must

CLOSE TO YOUR BODY	Keep the load close to your body
NO MORE THAN WAIST HEIGHT	Keep the load at no more than waist height
SHORT STEPS	Take short steps

If the load is too heavy to lift and carry on your own:

MECHANICAL AID	Use a mechanical aid
ASSITANCE	Get someone else to assist

USHER GROUP	MANAUAL HANDLING – PUSHING & PULLING LOADS	Sheet	8

When pushing loads, you should:

FEET APART	Place your feet apart with one well behind the other
LEAN	Lean forward
GRADUALLY	Gradually apply your body weight
REAR FOOT	Thrust forward with you rear foot

When pulling loads, you should

FEET APART	Place your feet apart with one well behind the other
LEAN BACK	Lean back into the line of the pull
GRADUALLY	Gradually apply your body weight
THRUST	Thrust backward with your front foot

USHER GROUP	PERSONAL PROTECTIVE EQUIPMENT	Sheet	9

	**Safety glasses**	Protect eyes from general debris whilst hand sanding and painting water-based paints
	**Googles**	Protect eyes when sanding, grinding and using two pack paints
	**Face Visor**	Face & eye protection whilst pressure water washing
	**Dust Mask**	Respiratory protection for minor dust whilst hand sanding painted and unpainted surfaces.
	**Respirator**	Respiratory protection in cases of excessive dust and whilst using two pack paints
	**Gloves**	General hand protection whilst preparing painting surfaces, sanding and painting water-based paint.
	**Chemical Gloves**	Chemical hand protection. Good for paint solvents, two pack paints and cleaning agents
	**Hearing protection**	Hearing protection particularly when using power tools
	**Safety Helmet**	Head protection in environments where work is occurring above head.

LEADERSHIP

Policy Statement

Commitment	We achieve our objectives by providing every individual and team with a standard of Leadership consistent with a truly outstanding construction company.
Development	We expect leaders within the business are competent and confident in their abilities but are continuously learning.
Compliance	We ensure best practice leadership is demonstrated by leaders across the Usher group
Inclusion	We provide clear objectives, regular feedback and coaching that promotes high engagement across the organisation leading to truly remarkable results.
Prevention	We have strong leadership, which promotes engagement and high performance by providing clear expectations and a positive environment.
Success	We review performance and provide regular feedback so we all experience individual achievement and development and are unified as a team towards growth

Theodore Vairaktaris
Director

ANTI-DISCRIMINATION & EEO

Policy Statement

Commitment	We take a firm stance on discrimination and breach of our policy is considered to be serious and may result in legal and disciplinary action, including termination against the offending individual.
Development	We actively train our people to ensure our policy is known by our people and we make employment decision based on merit to support a discrimination-free workplace.
Compliance	We understand that discrimination is unlawful under the *Anti-Discrimination Act 1991* (Qld) in any work-related context including conferences, work functions, office parties and business trips.
Inclusion	We provide clear objectives, regular feedback and coaching that promotes high engagement across the organisation leading to truly remarkable results.
Prevention	If you feel you are (or observe someone else) being discriminated against, you should report your concern to your Manager or HR Committee Member.
Success	We recognise our success when we create a discrimination-free environment not only between each other but also between Clients or any other people who you may get to know us.

Theodore Vatraktaris
Director

HEALTH & SAFETY
Policy Statement

Commitment	We provide and maintain a health and safe work environment through promoting "Safety First".
Development	We build and maintain a strong safety culture through our safety committee; who are a valuable resource of competent personnel providing regular education and training.
Compliance	We maintain best practice systems that comply with or exceed all legislative and industry requirements.
Inclusion	We provide clear objectives, regular feedback and coaching that promotes high engagement across the organisation leading to truly remarkable results.
Prevention	We identify and eliminate, or manage, hazards to prevent accidents, incidents and redesign unsafe work practices.
Success	We regularly review and continually improve our health and safety management systems and performance.

Theodore Vairaktaris
Director

BULLYING & SEXUAL HARASSMENT

Policy Statement

Commitment	We take a firm stance on bullying and sexual harassment and breach of our policy is considered to be serious and may result in disciplinary and/ or legal action against the offending person.
Development	We actively train our people to ensure our policy is known by our people regarding behaviours that are considered unacceptable when it comes to workplace bullying and sexual harassment.
Compliance	We understand that bullying and sexual harassment are unlawful under discrimination and work health and safety legislation.
Prevention	If you feel you are (or observe someone else) being bullied, sexually harassed or victimised, you should report your concern to your manager or HR Committee Member for assistance in management or resolution of the complaint/ grievance.
Success	We understand that everyone has a part to play to creating an environment that is free from bullying and sexual harassment.

Theodore Vatraktaris
Director

ENVIRONMENTAL
Policy Statement

Commitment	We promote awareness of our impact on the environment and commitment to development and implementation of sustainable practice
Development	We understand our legal and social environmental responsibilities through education and training.
Compliance	We maintain best practice systems that comply with or exceed all legislative and industry requirements
Inclusion	We encourage a culture of environmental consciousness, compliance and action through proactive involvement
Prevention	We identify and eliminate, or manage, environmental hazards to reduce their impact and prevent incidents.
Success	We regularly review and continually improve our environmental management systems and performance.

Theodore Vairaktaris
Director

RISK MANAGEMENT
Policy Statement

Commitment	We are committed to ensuring that risk management is an integral part of our organisation and we will identify and assess the potential hazards of all proposed work.
Development	We are constantly monitoring, reviewing and evaluating our policies, processes, plans and initiatives for continuous improvement in our implementation of our risk management system.
Compliance	We will ensure to meet our obligations by providing core values and standards in line with all relevant standards and legislation.
Inclusion	We encourage participation from all workers to provide input about matters that affect them before any decisions are made.
Prevention	We provide information, training, consultation and data to ensure that all workers understand the purposes, objectives and principles to alleviate risk.
Success	We believe risk management is a step by step cycle continually performed and should be designed to engage all stakeholders.

Theodore Vairaktaris
Director

QUALITY
Policy Statement

Commitment

We understand our client's needs and providing quality solutions, meeting or exceeding requirements and expectations.

Development

We recognise that our people define us and effective leadership, training and development builds our greatest asset; our people.

Compliance

We maintain best practice systems that comply with or exceed all legislative and industry requirements.

Inclusion

We promote effective communication both internally and externally and empower each other to create a rewarding team environment.

Prevention

A proactive and open approach to quality initiatives ensuring our clients are satisfied with all aspects of our projects.

Success

We recognise that Usher Group success, as the industry preferred project partner, is achieved through continually Improving our systems and performance.

Theodore Vairaktaris
Director

WORKPLACE REHABILITATION

Policy Statement

Commitment

We recognise that there are substantial benefits to be gained from rehabilitation principles and practices and we are committed to implementing them at this workplace.

Development

Ensuring Rehabilitation programmes are made available to injured or ill workers to facilitate their safe and early return to work

Compliance

Complying with legislative obligations with respect to the standard for rehabilitation

Inclusion

Ensuring all workers are aware, that in any event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.

Prevention

Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is stated as soon as possible in accordance with medical advice.

Success

We regularly review and continually improve our Rehabilitation policy and procedures to ensure it continues to meet legislative requirements and the needs of all parties

Theodore Vairaktaris
Director

CONDUCT
Policy Statement

Commitment	We give our time, expertise, enthusiasm and knowledge generously and are united in our communication with internal and external customers.
Development	We create an environment where all team members are encouraged to learn and grow. We contribute effectively by using our creative and innovative talents to benefit each other and the business.
Compliance	We make decisions that are in the best interest of the Usher and Son staff, business and brand, in line with policies and procedures.
Inclusion	We are friendly and approachable ensuring we all have an equal opportunity to speak. We are critical of ideas, not people.
Prevention	We have open and honest discussions in a professional manner. We speak to understand an issue and ensure a logical resolution.
Success	We strive for excellence and quality in what we do; if a job is worth doing, it is worth doing well

Theodore Vairaktaris
Director

USHER | GROUP
Your project partner.

HAZARD IDENTIFICATION REPORT FORM

Project Details

Ref: Version:001

Project Name: 443 QUEEN ST BRISBANE.

Conducted by: MARK PRATT **In Attendance:** 6.

Location of hazard: ~~[illegible]~~ HALLWAYS.

Date:

Hazard Detail

What is the hazard?

POOR LIGHTING

What are the risks associated with the hazard?

TRIPING

People/person who may be affected by the hazard:

EVERYONE.

What has already been done to control the hazard?

LIGHTING RECTIFIED

(Note: leave this section blank if nothing has been done)

Initial risk rating: ☑ low ☐ moderate ☐ high ☐ critical ☐ catastrophic

(Note: further action needs to be taken if the initial risk rating for the hazard is higher than "low")

What further action needs to be taken?

NONE.

(e.g. provide training, review of safe work procedure, provide manual task equipment, etc...)

By when (date):

Initial risk rating: ☑ low ☐ moderate ☐ high ☐ critical ☐ catastrophic

(Note: the residual risk rating should be "low" at this stage, if this is not the case, think of a more effective way to control the hazard)

Completion date: 8/1/21 **Completed by:** Mark Pratt

Risk Assessment Levels

LOW	MODERATE	HIGH	CRITICAL	CATASTROPHIC
Potential to cause minor injury or first aid	Potential to cause reversible hospitalised	Potential to cause serious recoverable injury	Potential to cause partial disability or temporary	Immediate danger of death or permanent

USHER | GROUP
Your project partner

HAZARD IDENTIFICATION REPORT FORM

Ref:D28 Version:002

Project Details

Project Name:	HERSTON QUARTER
Conducted by:	MATT BROUGHTON
In Attendance:	
Location of hazard:	R - WING NORTH
Date:	12-1-21

Hazard Detail

What is the hazard?
- INTRUDERS ENTERING SITE AFTER HOURS / SITE SECURITY

What are the risks associated with the hazard?
- EXCLUSION ZONES / SAFE GUARDS / PENO COVERS / SCAFFOLD MAY BE MOVED OR ALTERED IN THE PROCESS WITHOUT SITE PERSONEL BEING AWARE.

People/person who may be affected by the hazard:
WORKERS ON SITE

What has already been done to control the hazard?
AREAS ASSESSED FOR CHANGES. SITE SECURITY DOG FROM 5PM-5am
. PERIMETER FENCES FIXED IN

(Note: leave this section blank if nothing has been done)

Initial risk rating:
☑ low ☐ moderate ☐ high ☐ critical ☐ catastrophic

(Note: further action needs to be taken if the initial risk rating for the hazard is higher than "low")

What further action needs to be taken?
KEEP GEAR LOCKED UP & ASSESS WORK AREA EACH DAY PRIOR TO BEGGINING.

(e.g. provide training, review of safe work procedure, provide manual task equipment, etc...)

By when (date): –

Initial risk rating:
☐ low ☐ moderate ☐ high ☐ critical ☐ catastrophic

(Note: the residual risk rating should be "low" at this stage, if this is not the case, think of a more effective way to control the hazard)

Completion date: ON GOING **Completed by:** ALL ON SITE

Risk Assessment Levels

LOW	MODERATE	HIGH	CRITICAL	CATASTROPHIC
Potential to cause minor injury or first aid treatment	Potential to cause reversible hospitalised injury	Potential to cause serious recoverable injury	Potential to cause partial disability or temporary disability	Immediate danger of death or permanent disability