



PLAN NUMBER: CHRC-S-PL-01

EFFECTIVE DATE: SEE AUTHORISATION  
DATES

DEPARTMENT: Infrastructure and Utilities

UNIT: Road Construction

## PROJECT SAFETY PLAN (CONSTRUCTION)

|                         |                                                                                                                  |
|-------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Project Title:</b>   | <b>Transport Infrastructure Development Scheme (TIDS)<br/>Arcadia Valley Road, Arcadia Valley, Pave and Seal</b> |
| <b>Project Number:</b>  | <b>101919 (CHRC Pro/WO#)</b>                                                                                     |
| <b>Contract Number:</b> | <b>NA</b>                                                                                                        |

|                   |                                                  |
|-------------------|--------------------------------------------------|
| <b>Principal:</b> | <b>Central Highlands Regional Council (CHRC)</b> |
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|                                |                     |
|--------------------------------|---------------------|
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|                       |                      |
|-----------------------|----------------------|
| <b>Document No.</b>   | <b>CHRC-S-PL-01</b>  |
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| <b>Date of issue:</b> | <b>14/01/2024</b>    |

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## 1. INTRODUCTION

| Item No.   | Details                                          |                                                                                                                                                               |  |  |
|------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| PSPItem 1. | Principal developed contract and other documents | Contract Number and associated documents, standard specifications, annexures and project specific drawings.                                                   |  |  |
| PSPItem 2. | Project/Contract Scope                           | Pave and Seal – CH 65.630-69.84 Arcadia Valley Rd, Arcadia Valley.<br><br>Construction to provide full width pavement and sealing including drainage upgrade. |  |  |
| PSPItem 3. | Principal CHRC Project Team                      |                                                                                                                                                               |  |  |
|            | Position                                         | Name / Title                                                                                                                                                  |  |  |
|            | Contractor’s Representative                      | Brenton Judge, Coordinator Construction                                                                                                                       |  |  |
|            | Project Manager                                  | Dean Suhr- Project Manager Construction                                                                                                                       |  |  |
|            | Project Engineer                                 | NA                                                                                                                                                            |  |  |
|            | Contractor’s Quality Representative              | Adam Brimblecombe, Site Supervisor                                                                                                                            |  |  |
|            | Project Environmental Representative             | Dean Suhr- Project Manager Construction                                                                                                                       |  |  |
|            | Contractor’s Surveyor                            | NA                                                                                                                                                            |  |  |
|            | Works Supervisor                                 | James Flynn – Senior Supervisor/Inspector                                                                                                                     |  |  |
|            | Site Supervisor                                  | Adam Brimblecombe Supervisor                                                                                                                                  |  |  |
|            | Safety Officer                                   | Kim Willard – Safety Advisor<br><br>Colden Wills-Safety Representative                                                                                        |  |  |
|            | Project Costing Officer                          | Hayley Connolly – Project Costing Officer                                                                                                                     |  |  |
| PSPItem 4. | Project Timeframe                                | Jan 2024 -May 2024                                                                                                                                            |  |  |
| PSPItem 5. | Addresses for Correspondence                     |                                                                                                                                                               |  |  |
|            | CHRC Address                                     | PO Box 21, Emerald, QLD, 4270<br><br>Att: Brenton Judge                                                                                                       |  |  |

## 2. PURPOSE

To provide a risk-based plan to effectively manage specific construction risks identified in the project risk assessment and register.

The intent is to comply with the Queensland's Work Health and Safety Act 2011 and prevent injury or illness, caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances being used at a workplace.

The plan is to align with the requirements of the Council Safety Management System (SMS) policies & procedures.

### **3. PROJECT DETAILS**

#### **3.1. Project Scope and Description**

The project scope and description are provided by the comments and documents indicated in PSP Item 2.

### **4. SPECIFIC DUTIES**

#### **4.1. Principal Contractor**

The Principal Contractor of this project is responsible for:

- Preparing, updating and implementing this Construction Safety Management Plan, including all associated Council policies & procedures.
- Ensuring that a project risk assessment is completed, identifying all legal WHS requirements and hazards.
- Ensuring that Safe Work Method Statements (SWMS) have been developed for all identified high risk activities.
- Identifying WHS training required for an activity and ensuring that personnel involved in the activity have the required competencies.
- Ensuring that there is a suitable WHS Induction process in place.
- Ensuring all sub-contractors at the workplace have received a WHS induction and comply to the requirements of this Construction Safety Plan.
- Communicating and consulting with workers on WHS issues, including dispute resolution.
- Investigating hazard reports and ensuring that corrective actions are undertaken.
- Participating in the planning and design stages of construction activities.
- Managing the risks associated with storage, movement and disposal of Hazardous Chemicals, construction materials and waste at the workplace.
- Managing traffic in the vicinity of the workplace that may be affected by construction work.
- The use, maintenance and storage of plant in the workplace.
- Managing the risks associated with essential services at the workplace.
- Assisting in rehabilitation and return to work initiatives.

#### **4.2. Project Manager**

The Project Manager of this project is responsible for:

- Ensuring that work is carried out in accordance with this Construction Safety Management Plan and the relevant Safe Work Method Statements.
- Ensuring, so far as reasonably practicable, the workplace is secure from unauthorised access.
- Ensuring that all identified hazards are effectively controlled and monitored as part of an operational risk register.

- Ensuring that the Council Authority to Work process has been completed by the team, including requirements for high risk activities or activities requiring permits.
- Maintaining a system of hazard identification and management of workplace risks.
- Ensuring that all required Traffic Management Plans are in place.
- Ensuring that there is an effective consultation forum where WHS issues can be conveyed and discussed with the workforce.
- Ensuring that all incidents are reported and dealt with according to Council procedures.
- Investigating on-site accidents/incidents/injuries and ensuring all remedial actions are completed in a timely manner.
- Ensuring that all required WHS training is completed and all personnel have the required competencies to complete their tasks.
- Ensuring that all personnel at the workplace, including sub-contractors have completed a WHS Induction.
- Ensuring that adequate resources have been supplied for the task to be carried out safely.
- Conducting regular WHS inspections on site and developing action plans to deal with non-conformances.
- Developing and maintaining compliance registers for plant equipment & tooling, WHS equipment and hazardous chemicals.
- Ensuring there is an emergency response plan/procedure in place and that it is periodically reviewed and tested.

#### **4.3. Supervisors**

The Supervisor of this project is responsible for:

- Ensuring that work is carried out in accordance with this Construction Safety Management Plan and the relevant Safe Work Method Statements.
- Ensure that Council Authority to Work process has been completed by the team, including requirements for high risk activities or activities requiring permits.
- Maintaining a system of hazard identification and reporting of workplace risks.
- Ensuring that the requirements of any relevant Traffic Management plan have been met.
- Ensuring that all incidents are reported and dealt with according to Council procedures.
- Ensuring that all members of the team including sub-contractors have completed a WHS induction.
- Ensuring that all team members have completed all required WHS training and have the required competencies and authorisations to complete their tasks.
- Ensuring that PPE and clothing applicable to the job is used or worn by all staff under their supervision.
- Ensuring that all plant & equipment and tooling is compliant, fit for purpose and used safely.
- Ensuring that all hazardous chemicals are used, stored or disposed of in accordance with the relevant SDS.
- Managing the risks involved with maintaining essential services, particularly regarding excavation activities.
- Ensuring all required signage and barricading is in place.
- Conducting daily and monthly inspections on site and implementing corrective actions for non-conformances.
- Ensuring that all team members understand emergency response or evacuation plans.

#### **4.4. Workers**

A worker is any person who carries out work in any capacity for a business or undertaking. Workers include, but are not limited to, direct employees, apprentices, sub-contractors and employees of sub-contractors and labour hire companies.

The Workers on this project are responsible for:

- Ensuring that they take reasonable care for their own health and safety and do not adversely affect the health and safety of other persons.
- Complying with any reasonable instruction, ensuring that work is carried out in accordance with this Construction Safety Management Plan and the relevant Safe Work Method Statements.
- Ensuring that they have been part of the Council Authority to Work process before commencing work on a task, including requirements for high risk activities or activities requiring permits.
- Reporting of workplace hazards and ensuring areas are left safe.
- Reporting all incidents to their supervisor.
- Passing on any information that may affect the health and safety of others.
- Ensuring they have the required competencies and authorisations before undertaking any task.

#### **4.5. Other persons**

Other persons at the workplace, for example inspectors and visitors to the project including land owners and Principals must:

- Always sign on to a visitor register and be accompanied by an inducted member of the project.
- Must not engage in any activities considered to be work other than for consultancy or diagnostic purposes.
- Take reasonable care for their own health and safety and do not adversely affect the health and safety of other persons.
- Comply with any reasonable instruction.

### **5. RISK MANAGEMENT PROCESS**

Council's Risk Management System is based on AS/NZS ISO 31000:2018 Occupational Health and Safety. It reflects our belief that incidents are preventable through demonstrated leadership and the application of a systematic approach through our policy and system documents, safe operating procedures and safe work method statements

#### **5.1. Identifying Hazards**

Hazard identification is the first step in the hazard management process. It involves finding things and situations that could potentially cause harm to people and generally arise from the following aspects of work and their interaction:

- Physical work environment (e.g. working at height, unstable terrain, working in the heat)
- Equipment, materials and substances used (e.g. plant, vehicles, chemicals)
- Work tasks and how they are performed (e.g. working in a confined space, working at height)
- Work design and management (e.g. rosters)

A hazard which is not identified cannot be controlled so it is crucial that this step is as comprehensive as possible. Ideally, hazard identification will be conducted in close consultation with those performing the activity.

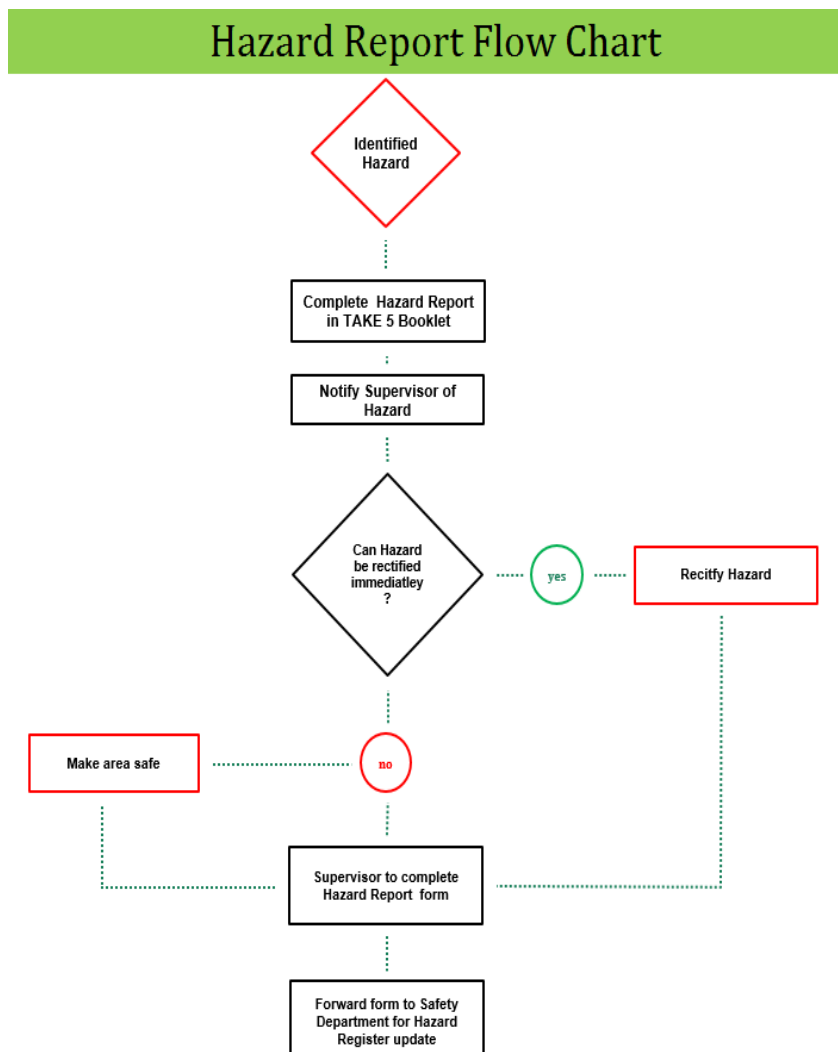
At council, hazards can be identified through several methods. The most common methods include hazard reports (initially documented in the individual Take 5 booklet), completing Council's Authority to Work process, Safe Work Method Statements, Permit to Work documents, hazard inspections, audits and investigations.

Other methods of hazard identification include reviewing the following information:

- legislation (Workplace Health and Safety Act and Work Health and Safety Regulation)
- Codes of Practice or other appropriate advisory of Australian standards
- Operational or project risk registers and assessments
- Health and Safety Committee items or discussions
- external safety alerts
- workplace surveys (e.g. asbestos)
- personal observations or complaints
- planning or design (including modification) of products, buildings or processes
- warning labels or signs (including laboratory entry or HAZCHEM placards)
- safety data sheets (SDS) (Chemwatch)
- manufacturer's manuals or instructions

### 5.1.1. Reporting a hazard

Once hazards have been identified, controlled and documented on the Hazard Report Form (within the Individual Take 5 booklet), the supervisor is to carry this forward onto a Hazard/Risk Report Form. On completion of all sections, the document is to be forwarded to the Safety and Wellness or project management team where the hazards/controls will be captured on projects Continuous Improvement Register. The identified hazard is then reviewed against the Project Risk Register to ensure that the risk arising from the hazard has been captured and effectively controlled.



## 5.2. Hazard Treatment

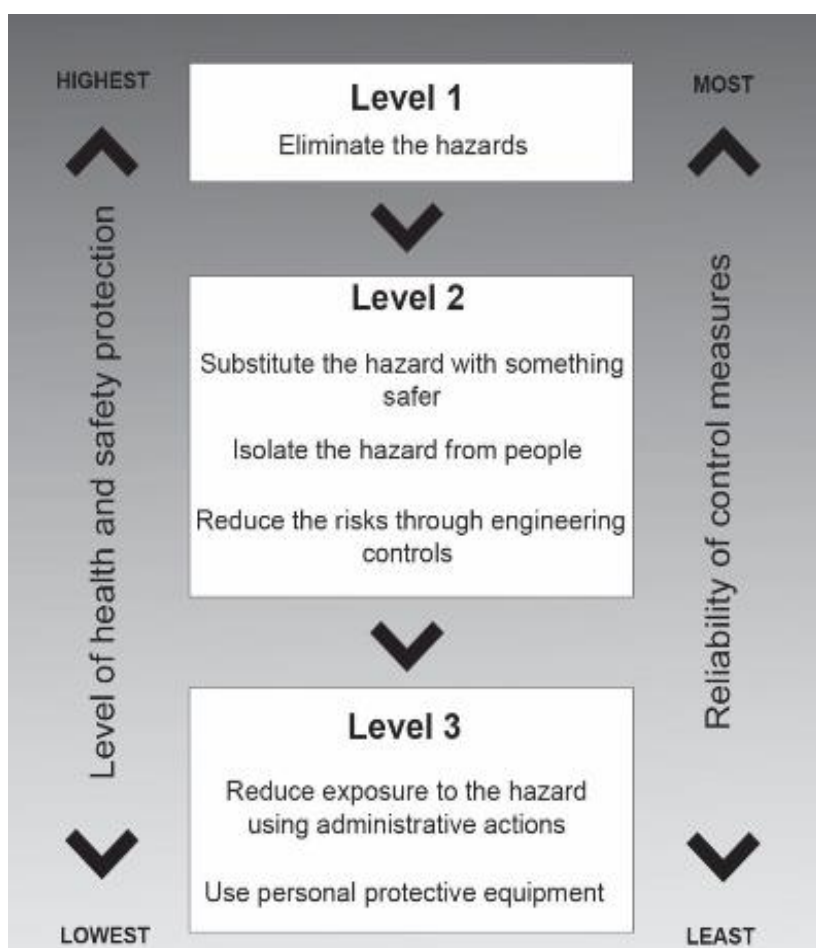
Hazard treatment involves identifying the range of options for treating unacceptable risks and assessing those options. Consideration must also be made as to the potential introduction of additional risks and the Hierarchy of Control.

Hazard treatment options may include:

- Avoiding the risk by deciding not to start or continue with the activity that gives rise to the hazard;
- accepting the risk in order to pursue an opportunity, providing the risk would be accepted to be as low as reasonably practical;
- sharing or transferring the risk to a third party or parties (e.g. insurer, contractor or other agency); or
- accepting the risk through documenting an authority to work via an Individual or Team Take 5, a Safe Work Method Statement or Permit to Work

### 5.2.1. Hazard Control Strategy

Controlling the risk is undertaken in a systematic way using the Hierarchy of Control (refer below). Elimination of risk is always the optimal control. Where elimination is not possible, work down the hierarchy of control. In some cases, a combination of controls may be necessary. Note that personal protective equipment must always be the last option, unless it is used in combination with other controls.



## 5.3. Authority to Work

The Council Authority to Work (ATW), is a task-based hazard management process that a worker must be part of prior to commencing work. This process uses a the "TAKE 5" methodology to identify and control hazards in the assigned tasks. The process will indicate the level of control required by directing the participant/s to either add additional controls or in the case high risk activities, reviewing a relevant Safe Work Method Statement and where necessary a Permit to Work.

It must be done at minimum, before the start of every shift or whenever the nature of the work changes to be outside the scope of the original assessment.

The completion of this process effectively gives the worker the authority to start work.

### 5.3.1. Team TAKE 5 (TT5)

The Council Team Take 5 (TT5), is a task-based hazard management tool that uses a generic checklist which prompt team members to consciously think through their task/s prior to commencing work.

Wherever possible, TT5 should be completed at the task or job site but can be completed away from the job site (e.g. pre-shift meeting) providing supervisor is confident that all conceivable hazards can be identified and controlled.

It is the responsibility of the task Supervisor to ensure all employees involved understand the content and control measures documented prior to sign-off.

#### ***Sign off signals an authority to work.***

If an employee presents for duty after the TT5 sign-off, it is the responsibility of the Supervisor to confirm their understanding and sign off prior to them commencing work.

#### **Additional controls**

If a hazard cannot be effectively controlled by utilising the pre-populated checkboxes, the hazard is to be recorded and controlled in Section 3 of the document. Before the task proceeds, control/s for the hazard must be:

- Considered appropriate and effective by all team members
- Readily available and implemented
- For certain activities a Permit to Work (PTW) will be required.

### 5.3.2. Individual TAKE 5 (IT5)

The individual Take 5 (IT5), is a task-based hazard management tool that uses a generic checklist which prompt employees to consciously think through their task/s prior to commencing work. An IT5 is required prior to commencing a task whereby a TT5 has not been initiated or whereby a task and/or conditions alter during a shift, e.g. change to equipment, procedures/processes, physical environment, someone new is assigned to the task, another hazard is encountered, or any other time you feel is appropriate.

Once the IT5 has been completed and there is no requirement to implement additional controls, this signals an authority to work. Note the authority to work only pertains to the employee who has completed the IT5. In the event that another employee is required to assist with the task, that employee will be required to complete their own IT5 or alternatively, a TT5 may be completed.

### 5.4. High Risk Activities

| Doc No.    | Document Name                                               | ECM No # |
|------------|-------------------------------------------------------------|----------|
| 3.10.20.15 | <a href="#">Excavation Activities</a>                       | #1272942 |
| 3.10.20.10 | <a href="#">Working above, in or near water</a>             | #831837  |
| 3.10.20.13 | <a href="#">Working around mobile plant &amp; equipment</a> | #862790  |

|            |                                                             |         |
|------------|-------------------------------------------------------------|---------|
| 3.10.20.04 | <a href="#">Working at heights, ladders &amp; platforms</a> | #831841 |
| 3.10.20.14 | <a href="#">Working on or adjacent to a road</a>            | #831836 |

#### 5.4.1. Safe Work Method Statements (SWMS) – see Annexure A

A Safe Work Method Statement is a written document that sets out the requirements for high-risk work activities. Due to the nature of the high-risk work, the risk assessment process must be applied in its entirety, e.g., identify the hazard, assess the risk, and control the risk (see steps below).

The content of a SWMS must be discussed with all employees involved in undertaking the work. Sign off and understanding and agreement of control measures is mandatory prior to work commencing.

There are instances where a job may require more than one SWMS. A SWMS is required for the following, but not limited to, high risk work:

- involves a risk of a person falling more than 2m.
- involves or is likely to involve, the disturbance of asbestos.
- is carried out in or near a confined space.
- is carried out in or near a shaft or trench with an excavated depth greater than 1.5m.
- is carried out on or near energised installations or services.
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
- is carried out in an area at a workplace in which there is any movement of powered mobile plant.

Note there are other instances where a SWMS is required. It is the responsibility of the Supervisor to ensure appropriate documentation is in place.

#### Assess the Risk

Following the identification of risks (most will be documented on the SWMS), the risk must be assessed. The level of risk is result of likelihood and consequence, i.e. the greater the consequences, the greater the risk. Similarly, the more likely the event, the greater the risk.

For task-based risk, the following unquantified calculators are used to assess likelihood and consequence:

| CODE | LIKELIHOOD     | QUALITATIVE DESCRIPTOR                                                                              | PROBABILITY OF OCCURRENCE |
|------|----------------|-----------------------------------------------------------------------------------------------------|---------------------------|
| 5    | Almost certain | Is expected to occur in most circumstances. Experience/Data strongly suggests it will happen.       | Greater than 95%          |
| 4    | Likely         | Will probably occur in most circumstances. Experience/Data suggests comparable events have occurred | 66% to 95%                |
| 3    | Possible       | Might occur at some time                                                                            | 36% to 65%                |
| 2    | Unlikely       | Could occur at some time, improbable under normal conditions.                                       | 5% to 35%                 |
| 1    | Rare           | Unforeseeable or may occur only in exceptional circumstances                                        | less than 5%              |

| CODE | CONSEQUENCES | PEOPLE |
|------|--------------|--------|
|------|--------------|--------|

|   |                      |                                                                                                                                                    |
|---|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Insignificant</b> | Incident only, no medical treatment required                                                                                                       |
| 2 | <b>Minor</b>         | Minor injuries treated by first aid, routine industrial issues                                                                                     |
| 3 | <b>Moderate</b>      | Serious injury requiring medical treatment, staff turnover slightly higher than 20%, one off industrial issues                                     |
| 4 | <b>Major</b>         | Life threatening injury or multiple serious injuries requiring hospitalisation, fatality, staff turnover well above 20%, ongoing industrial action |
| 5 | <b>Catastrophic</b>  | Multiple fatalities, sustained and serious industrial action, loss of multiple staff at once                                                       |

Plotting the likelihood and consequence on the risk matrix below provides the level of risk.

| LIKELIHOOD |                | CONSEQUENCE        |            |               |            |                   |
|------------|----------------|--------------------|------------|---------------|------------|-------------------|
|            |                | 1<br>Insignificant | 2<br>Minor | 3<br>Moderate | 4<br>Major | 5<br>Catastrophic |
| 5          | Almost certain | Medium             | Medium     | High          | Extreme    | Extreme           |
| 4          | Likely         | Medium             | Medium     | High          | Extreme    | Extreme           |
| 3          | Possible       | Low                | Medium     | Medium        | High       | Extreme           |
| 2          | Unlikely       | Low                | Low        | Medium        | Medium     | High              |
| 1          | Rare           | Low                | Low        | Low           | Medium     | Medium            |

### Control the risk

Controlling the risk is undertaken in a systematic way using the Hierarchy of Control (refer 5.2.1).

#### 5.4.2. Permit to Work (PTW)

A Permit to Work in conjunction with a task specific Safe Work Method Statement may also be required for certain activities.

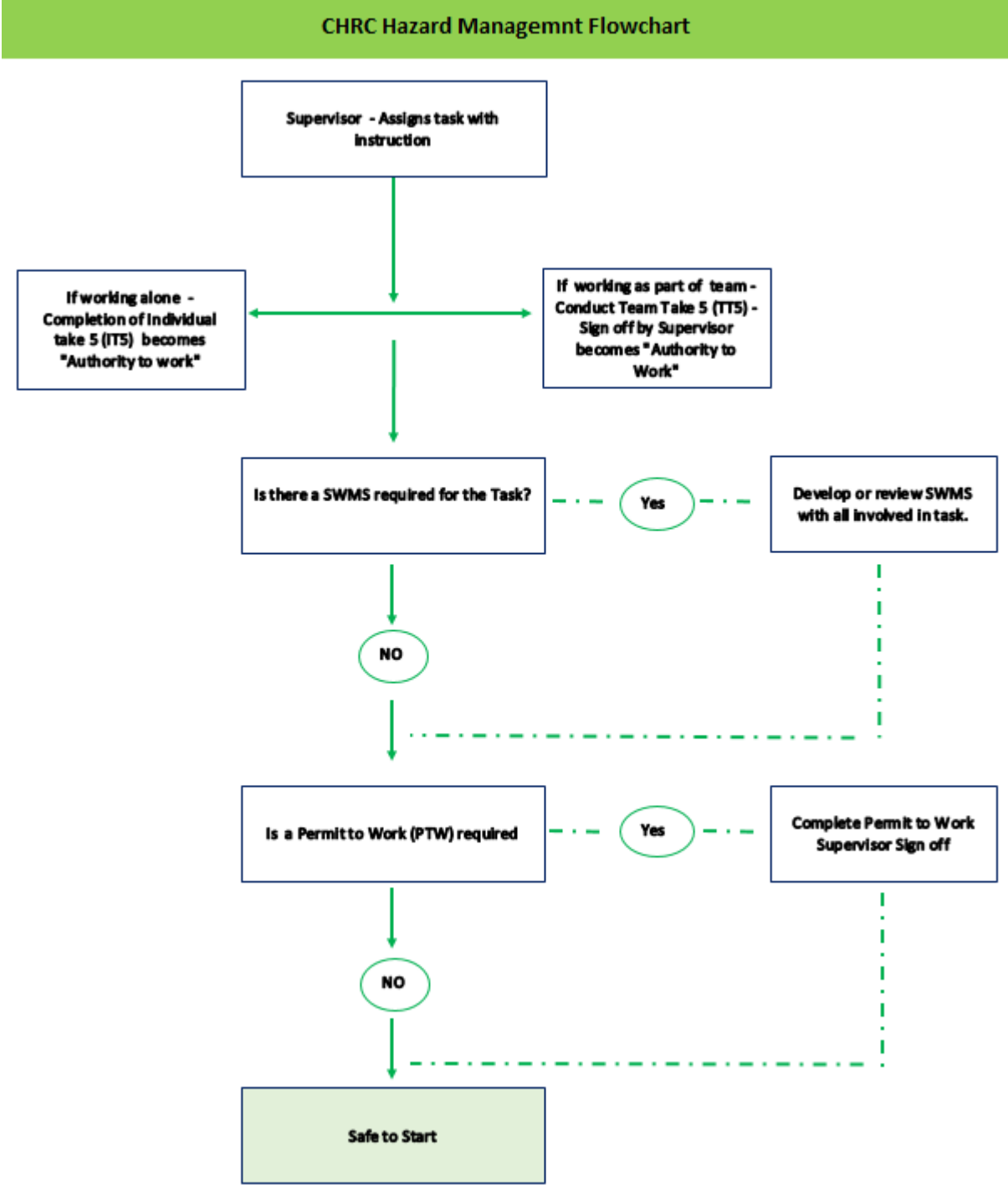
PTW will be required for tasks relating to:

- Excavation and trenching
- Confined spaces
- Work at heights, e.g. on a roof or in a ceiling space

Where works involve more than one of the above designated activities, more than one permit may be required.

A PTW contains a checklist of essential hazard control measures that must be implemented prior to the activity commencing. As with the Take 5s and Safe Work Method Statements, all personnel involved in the work must be made fully aware of the content of the PTW. Supervisory sign off is required for work to commence. A High-Risk Rescue Plan may be an additional requirement for the PTW.

5.5. Authority to Work Flowchart



## 5.6. Project Risk Register

Project specific register is to be developed and amended to reflect the hazards, risks and WHS aspects that are applicable to the project.

The project team will determine what risk is applicable to the project and add any other identified risk arising from the project risk assessment.

Once a risk within the register has been assessed and control measures implemented, the effectiveness and implementation level of the control measure needs to be determined. If a control measure is deemed not effective, then a risk treatment plan and a risk owner need to be established.

## 5.7. Monitoring and Reviewing Controls

Project Risk Registers are subject to a monthly review to ensure that risk analysis, responsibilities, and controls remain current, relevant, and effective. A review may occur inside this timeframe due to the outcome of an incident investigation, where something changes in the work environment (e.g. new plant or equipment) or new knowledge becomes available.

The person responsible for the task or activity being undertaken will be responsible for ensuring that all control measures are monitored for effectiveness. Where control measures are found to be ineffective or require improvement, rectification will be a matter of priority. Monitoring activities will include hazard inspections, hazard reports, reported incidents, audits and observations.

Where other specific monitoring activities are required, they will be outlined in the site-specific Risk Register, the relevant SWMS, or other Council policies or procedures.

## 5.8. Site Inspections

Council's Supervisor and other delegates from Council will conduct site inspections on a regular basis.

- The Supervisor is to ensure that daily inspections are conducted on all plant and machinery, fencing and barricading, worker's and contractor's work methods and their compliance with this Construction Safety Plan
- The Supervisor is to ensure that monthly hazard inspections are conducted on the entire site
- The Supervisor is to ensure that 3 monthly inspections are conducted on all electrical equipment and RCDs
- 6 monthly inspections of fire extinguishers and first aid kits

A schedule for the frequency and responsibility for WHS inspection is to be developed and monitored.

## 5.9. Contractor Management

Monitoring and supervising contractor Work Health and Safety performance is essential for the Work Health and Safety of all. While in no way reducing a Contractor's responsibility or liability as an employer for the Work Health and Safety of their employees, Central Highlands Regional Council must ensure that they meet their employer obligations to all employees working on their behalf. To meet these obligations Central Highlands Regional Council must undertake adequate monitoring and supervision of Contractors. Additional requirements include but are not limited to:

- Contractors, their agents and employees shall ensure that all work under their contract is performed in such a manner that no hazard, risk of injury or damage occurs to Council's employees or property. Contractors shall obey any reasonable safety direction given by Council.
- Sub-contractors shall (where applicable) conform to the Councils' Construction Safety plan and policies. Sub-contractors shall submit all relevant Safe Work Method Statements for review and assessment prior to commencing work on site.
- Sub-contractors will ensure that the correct machinery operating tickets are held and have completed all civil construction and site induction requirements. Sub-contractors shall provide a

copy of their certificate of competency relevant to the works being undertaken to the Project Manager/Overseer prior to commencing work.

- Where practicable the Contractor shall safely and securely fence work areas and limit access, to that area to relevant persons.

The engagement and management of Contractors or Sub-Contractors is carried out in accordance with Council's procedure 'Contract Management System'.

A register of contractors (and their employees') details and requirements is to be established and maintained.

## **6. INFORMATION, TRAINING, INSTRUCTION & SUPERVISION**

### **6.1. Inductions**

#### **6.1.1. CHRC Induction**

It is a requirement that all workers on the project complete the Council WHS Induction. This induction training program is to be completed through the SITE PASS online portal.

A council safety induction program is also available for contractors through the SITE PASS online portal. All contractors and their employees are to have completed the Council Safety Induction and uploaded relevant competencies for approval, before commencing work on any council site.

#### **6.1.2. Construction Induction**

All workers must attend a General Construction Safety Induction Training Course (CCPCOHS1001A) accredited under the Training and Employment Act 2000. Currently the General Construction Safety Blue Card (30215 QLD) is still accepted. Evidence in the form of an induction card is required before a worker can start construction work. A copy of this card is to be uploaded to the worker's SITE PASS profile. Workers must keep their white card available for inspection by an inspector.

A register of workers and their Construction card details is to be maintained on site.

#### **6.1.3. Site Specific Induction**

Workers, working on this construction project, are to receive Site Specific induction training so as they become aware of procedures, management and reporting arrangements, as well as other issues relevant to the specific workplace/s.

The Site-Specific Induction will include

- The content and requirements of this plan
- Hazards & control measures relevant to this site
- Location of known underground and essential services
- Workplace facilities including their location, use and maintenance
- Site specific safety documents, policies and plans (e.g. traffic management plans)
- Supervisory, consultation and reporting arrangements
- First aid provisions and emergency procedures

Visitors to site are always to be accompanied by an inducted member of the project and have the location of amenities, first aid provisions and evacuation points and procedures explained to them.

### **6.2. Specific WHS Training Requirements**

Council is responsible for identifying the roles and WHS competencies required to deliver the project and meet legislative requirements.

### 6.2.1. Training Needs Analysis

A Training Needs Analysis (TNA) is to be established to identify WHS competencies required for each role within the organization.

As part of the TNA process, the following areas should be considered:

- Past WHS incidents / injuries in the organisation.
- Types of risks involved in the particular job description.
- Mandatory training needs.
- Supervisory roles have competent knowledge of WHS legislation and WHS management principles and practices.
- Future development required.
- Health and safety representative training requirements

Managers and Supervisors will consider all aspects of the operation when reviewing training needs required to successfully deliver the project.

They are to ensure that all WHS training requirements have been identified in the TNA.

*Contractors will be responsible for ensuring that all WHS training requirements have been met as part of the engagement process.*

### 6.2.2. Equipment Competencies

The first preference is that every council employee provide a Registered Training Organisation (RTO) license, ticket, qualification or the like. This competency is to be specific to the plant or equipment they operate as part of their role on the project.

There may be cases where a candidate provides evidence of a previously held competency, or evidence of previous experience. This may be accepted if log books or previous employer references can be provided. This will be considered on a case by case basis and must be authorised by the Manager of Safety & Wellness

### 6.2.3. Verification of Competency (VOC)

The Verification of Competency (VOC) ensures that all employees are skilled and knowledgeable in the tasks undertaken in their role on the project.

It is a requirement that all Council employees on the project, undergo a VOC assessment for the equipment they operate. This assessment is to be conducted by an Authorised council assessor and approved by the Safety & Wellness manager.

Competencies/licenses and activities requiring Verification of Competency are to be determined on a risk-based basis. Only plant and equipment or activities deemed to be of high risk will be subject to the VOC process. (Outlined below)

| High Risk Work licences |                                                                   |
|-------------------------|-------------------------------------------------------------------|
| LF                      | Fork Lift                                                         |
| CN                      | Non-Slewing Mobile Crane (greater than 3 tonnes)                  |
| WP                      | Boom Type Elevating Work Platform (Boom length 11 metres or more) |
| CV                      | Vehicle Loading Crane (More than 10 metre tonne)                  |
| DG                      | Dogging                                                           |
| Earth Moving Equipment  |                                                                   |
| LL                      | Front End Loader                                                  |
| LS                      | Front End Loader of the Skid Steer Type                           |
| LB                      | Front End Loader/Backhoe                                          |
| LE                      | Excavator                                                         |

|                                    |                                                                     |
|------------------------------------|---------------------------------------------------------------------|
| LG                                 | Grader                                                              |
| <b>Small plant &amp; equipment</b> |                                                                     |
|                                    | Tractor/Slasher                                                     |
|                                    | Ride-on Mowers                                                      |
|                                    | Chainsaw/Pole Saw                                                   |
|                                    | Vehicle loading Crane (less than 10 metre tonne)                    |
|                                    | Boom Type Elevating Work Platform (Boom length less than 11 metres) |
| CB                                 | Bridge and Gantry Crane Operation                                   |

*Where there is requirement by legislation for a Queensland Government High Risk Work License (e.g. Forklift), then the candidate must supply a current High-Risk License specific to that competency before the VOC process can begin.*

#### **6.2.4. Other Training**

Working at Heights and Confined Space competencies are required to be refreshed by an RTO every two years. Council accepts the RTO's re-certification as verification of competence.

Other training may also be necessary to ensure workers have relevant information and instruction when undertaking a particular construction activity.

Other training identified is to be conducted as per the requirements of the Council WHS Training procedure.

#### **6.2.5. Training Matrix**

A register of completed training and competencies is to be established, maintained and be available to Supervisors and other team leaders.

### **6.3. Supervision**

The level of supervision required on the project is to be directly related with the level of risk associated with the activity. For an example a high-risk activity such as excavating near essential services, may require direct supervision. A lower risk task such as the operation of a water cart may only require intermittent supervision or the operator being able to contact the supervisor if required. Supervision is particularly important where workers are unfamiliar with the site or the nature of the work.

Supervisors should be suitably qualified and experienced to ensure that work is carried out in accordance with relevant SWMS and procedures.

## **7. CONSULTATION & COMMUNICATION**

### **7.1. Consultation**

Council will consult with all workers and contractors on Work Health and Safety issues for this project at toolbox meetings where anyone can raise issues for discussion, informally during the planning of activities or the development of Safe Work Method Statements, when changes to workplace arrangements could affect the health and safety of workers and during investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring.

Council will also consult with contractors and suppliers on Work Health and Safety issues associated with any products or services provided for the contract during the negotiation phase before agreeing on the work requirements, before starting any contractor operations and when any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures.

The Supervisor will be responsible for monitoring general work health and safety compliance on the project by:

- Consulting with the workers and contractors on site.
- Conducting a pre-start meeting before the work commences.
- Conducting regular toolbox talks and ensures sign off on the relevant form (Refer to WHS Schedule).
- Formally reviewing the Safe Work Method Statements.
- Monitor and maintain this Work Health and Safety Management Plan.
- Conduct, or delegate the responsibility to conduct regular site inspection as outlined. (Refer WHS Schedule)
- Investigate any accidents/incidents/injuries on site.

Council will ensure our workers and other contractors are aware of Work Health and Safety requirements by providing them with this Construction Safety Management Plan before starting work on the project. Contractors are expected to make their workers aware of all Work Health and Safety requirements.

#### **7.1.1. Health & Safety Representatives**

Council must alert their workers to their rights to be consulted and to elect health & safety representatives under legislation. Where health & safety representatives have been elected, they must always be included in any consultation that affects, or is likely to affect, the health and safety of members of their workgroup. The elected representative can represent the workers on the project without being a member of the project team but must be a member of the whole of council health & safety committee.

The whole of council health and safety committee is the forum for consultation on the management of health and safety across the whole workforce. It should consider the development, implementation and review of the policies and procedures associated with council's work health and safety system.

The primary function of the H&S Committee is to assist cooperation between Council and workers in developing and carrying out measures to ensure workplace health and safety at a workplace.

### **7.2. Communication**

Council will communicate relevant Work Health and Safety information and distributing safety alerts or guidance material about industry specific hazards/incidents to everyone involved in this project at the site-specific induction, at pre-work meetings and toolbox meetings. Council will ensure that every person working at the workplace has access to relevant and up to date information. This is achieved through regular toolbox talks.

#### **7.2.1. Toolbox talks**

Toolbox talks are a way to ensure all workers are participating in the consultation process and have an opportunity to discuss WHS issues.

As part of legislation, employers must provide employees the opportunity to regularly engage in health and safety discussions.

Regular toolbox meetings will alert workers to potential workplace hazards, prevent accidents, illnesses and prevent on-the-job injuries. It also nurtures a safety culture, involving workers in all aspects of workplace health and safety at an informal level, encouraging open communication.

### 7.2.2. Site notice boards

Safety notice boards are to be established in all work areas, ideally where team toolbox talks are conducted. E.g. depots and offices. The notice board will be used as a communication tool for the H&S Committee to disseminate information through to the workforce, with the elected area Health & Safety representatives being responsible for the upkeep of the contents displayed on the board.

The contents of the board is to be structured and is to display the following:

- Photo & contact details of the elected HSR's
- Photo and contact details of nominated first aiders for the area
- Council WHS Policy
- Return to Work information
- Minutes of latest H&S Committee meeting
- Minutes of recent toolbox talks
- Internal & external safety bulletins
- Monthly Safety Topic
- Monthly Health & Wellness Topic

### 7.3. Disciplinary Procedures

If anyone does not comply with the requirements of this Plan, the following will apply:

- **First violation:** verbal warning (and advise contractor if it involves their worker/s)
- **Second violation:** written notification (and advise contractor if it involves their worker/s)
- **Third violation:** complete removal/suspension from the project

For a serious breach of safety, workers can be immediately dismissed or removed from the site without notice. All disciplinary procedures will be in line with Council's disciplinary policy and procedures.

## 8. INCIDENT / EMERGENCY MANAGEMENT

### 8.1. Emergency Planning

To ensure we are prepared for an emergency, Council will show all workers and subcontractors the emergency evacuation point as part of their induction, display emergency procedures and emergency contact details in the site office or other visible location and mark the locations of fire extinguishers and first aid kits.

A register of fire extinguishers and first aid kits with their required inspection dates is to be established & maintained.

There is to be nominated emergency assembly areas on each construction site. These are to be clearly sign posted and the locations identified in the Emergency procedure. Emergency evacuation procedures and assembly areas will be explained to all staff in the site-specific induction.

A suitable method of raising an alarm in the event of an emergency is to be established as part of the project risk assessment and included as part of the site emergency procedures.

Emergency communications are provided by UHF and VHF Radio. There are a number of repeater towers across the Central Highlands with mobile radios located in supervisor vehicles and some plant and work trucks. Base sets are located in each base location.

Identified staff working in isolated areas have been issued with a TracerTrak device. In case of a medical emergency, roadside emergency or a breakdown, staff can use their device to alert Council of their situation. Staff can also use this system to notify base of their daily movements.

#### **8.1.1. Emergency Procedure**

In the event of an evacuation, e.g. chemical spill, fire, explosion etc. all staff are to proceed to a suitable assembly area as designated by the Supervisor:

- once the alarm is raised to evacuate the site, all staff are to move quickly, in an orderly manner to the designated assembly area. The supervisor will conduct a roll call to ensure everyone is safe. No one will return to the workplace until it is deemed safe to do so.
- call emergency services on 000 or on 112 from a mobile phone. Other emergency numbers are on display in the site office (if applicable).
- assemble in the nominated assembly points until you receive further instructions from the principal contractor or emergency services personnel.

Emergency evacuation drills will be conducted periodically, and a register of all personnel's emergency contact details is to be established and maintained.

#### **8.2. First Aid**

First aider numbers and requirements are to be identified as part of the project risk assessment. As part of the risk assessment process, consideration should be given to the nature of the work being undertaken and how often and for how long workers are exposed to potential hazards. In addition, take into account the size and layout of the workplace, the distance from the nearest first aid facility or medical facility and the number and distribution of the workers at various workplaces.

The requirements of Council's First Aid Procedure are to be adopted as part of this process.

Council will supply adequate first aid equipment, which will be available on site in various locations. This includes in supervisor's vehicles, various plant and in various job trucks. Remote worker first aid kits are available in supervisor's vehicles and in remote work camps.

A register of trained/appointed first aid personnel and equipment is to be established and maintained.

#### **8.3. Incident Reporting**

All employees and subcontractors have the responsibility to report every work-caused safety or health related incidents or near misses which occur on site to the Supervisor as soon as possible but not later than 12 hours after such occurrence.

The Supervisor shall also notify the Project Manager / Overseer immediately after becoming aware but not more than 12 hours after the occurrence.

A register of project incident reports and corrective actions is to be established and maintained.

##### **8.3.1. Notifiable Incidents**

Council will report the following incidents to Workplace Health and Safety Queensland:

- Including a fatality;

- An incident requiring hospitalisation as an inpatient and a dangerous incident, which could have resulted in someone being killed, or suffering a serious bodily injury.

In the event of such an occurrence:

- Notify the Safety & Wellness Coordinator who must notify Workplace Health and Safety Queensland by the quickest means possible.
- Do not disturb the site until given clearance by the Safety & Wellness Coordinator who will take advice from Workplace Health and Safety Queensland.
- The Safety & Wellness Coordinator shall only give permission to disturb the site when notified by Workplace Health and Safety Queensland that a formal investigation is not required.

#### **8.4. Incident Investigation**

All safety or health related incidents or near misses which occur on site shall be investigated by the Supervisor immediately or as soon as possible after the occurrence and findings recorded on the Council Incident Report Form.

Significant incidents, accidents and dangerous events will be investigated by management and depending on the circumstance, the Division of Workplace Health and Safety. The Supervisor shall assist the investigation team should further investigation be deemed necessary.

At the end of the investigation, a review will take place that includes management and the responsible Health & Safety Representative. The purpose of the review is to ensure that the investigation was conducted appropriately and to discuss outcomes and consequent remedial or mitigating actions.

All corrective actions are to be identified and monitored in the project Improvement Action Register.

### **9. GENERAL WORKPLACE MANAGEMENT ARRANGEMENTS**

#### **9.1. The Work Environment**

##### **9.1.1. Site Security**

The principal contractor will, so far as reasonably practicable, secure the site by:

- keeping the building secure during the project
- erecting a fence to prevent unauthorised access where applicable
- locking gates to the site outside normal hours of operation
- installing security lighting and surveillance cameras (where applicable)

Workers and contractors are expected to keep the site secure, for example by closing or locking gates.

##### **9.1.2. Signage & Barricading**

At a minimum, Council will display on the entrance to the site, signage which includes, contact details, after-hours telephone number and the location of the site office. Council will also, as a minimum, display on site, unauthorised entry signs, mandatory signage (footwear, hearing as a minimum) and hazardous chemical signs.

All signage, posts and star pickets must be removed at the end of construction works.

Fencing to deter public accessing the site (especially children) will be erected. Type of fencing and/or barricading which may be used includes but is not limited to perimeter fencing, hoarding, anti-gawking screens and barrier mesh.

The level of signage, barricading and fencing will be established during the project risk assessment and will consider level of security required, risk level of the work being conducted and location or remoteness of the site.

### **9.1.3. Public safety**

Council will ensure as far as is reasonably practicable to provide a work environment without risks to health and safety to the public. Public may include other road users, pedestrians and other persons.

- Residents must be advised of work prior to commencement.
- Staff and contractors must be advised of the requirement for the public to report to the site office.
- Alternate pedestrian walkways must be provided.
- Access to public residences is maintained.
- Clear signage is displayed.
- Use of suitable barricading, fencing or hoarding is to be implemented.

### **9.1.4. Traffic Management**

To ensure the safety of the general public while near work sites, Council shall ensure the activities at the workplace are safe and without risk to members of the public by:

- Restricting access by using traffic control, signs and barricading as required;
- Instructing employees to notify Supervisors if a member of the public is on the work site;
- Ensuring all safety guards to machinery conform to manufacturer's specifications;
- Promptly fixing faults for visual and audible alarms and maintaining records;
- Ensuring load restraints comply with legal limits;
- Reporting and assisting with the investigation of all accidents and non-injury incidents.

All plant is provided with safety features and warning devices to ensure safe movement of staff and provide an exclusion zone of the working area. Refer to Section Traffic Management Plan for the project requirements of the MUTCD Part 3 - Works on Roads. Project control refers to Safe Work Method Statement of Traffic Management.

The Supervisor is to ensure that daily inspections are conducted on traffic management plans, traffic controller/s, traffic lights, multi-message boards, signage and fencing and barricading where applicable.

### **9.1.5. Essential Services**

Council shall manage risks to health and safety associated with essential services at the workplace including services owned by other suppliers. Work around essential services will be managed to prevent damage or exposure to services including supply of gas, water, sewerage, telecommunications, electricity and similar services; or chemicals, fuel and refrigerant in pipes or lines.

Council shall, prior to commencement of works identify all essential services that may be affected by the project and put appropriate control plans in place to ensure their integrity.

This will include the following:

- using exclusion zones, use a supplier representative/consultant and use spotters where applicable as stated in the Safe Work Method Statements and Permits
- Where reasonably practical, that no-one comes within an unsafe distance of an overhead or underground power line.
- Where maintaining a safe distance is not reasonably practical, Council will assess the risk associated with the proposed work, implement control measures consistent with the risk assessment and contact and consult with the local essential service provided.
- For work near overhead power lines up to and including 132,000kV, Council shall always maintain an exclusion zone of 3 metres. Council (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the “no go” (exclusion) zone and, if using plant or equipment within 3 to 6.4 metres of overhead power lines, ensure a safety observer is utilised.
- For work near overhead power lines of greater than 133kV, Council shall always maintain an exclusion zone of 8 metres. Council (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the “no go” (exclusion) zone, and if using plant or equipment within 8 to 10 metres of overhead power lines, ensure a safety observer is utilised.

For excavation work near underground essential services, Council shall:

- take all reasonable steps to obtain current underground essential services information before directing or allowing excavation work to start
- Issue an excavation permit, and fully comply with the requirements.
- provide this information to any person engaged to carry out the excavation work
- Ensure this information is available for inspection.

#### **9.1.6. Site Amenities**

The required amenities will be established during the project risk assessment and will comply with the Council Workplace Amenities procedure.

A site plan is to be developed, outlining the locations of all required amenities:

- Amenities will be reasonably available as outlined in the Work Health and Safety Regulations 2011 for a workplace that is not a building (outdoor workplaces).
- Toilets and drinking water will be provided on site.
- All workers are to ensure amenities provided are maintained in a hygienic, safe and serviceable condition at all times. Regular inspections will be conducted by Supervisors and cleaning will be the responsibility of all staff.
- All toilet/shower facilities will be unisex. Sanitary disposal units, soap, paper towel and clean water will be provided, where deemed reasonably available.
- A room or sheltered area will be provided for a crib area, where deemed reasonably available.

#### **9.1.7. House Keeping**

The Supervisor will ensure there is:

- Appropriate, safe and clear entry to and exit from the workplace at all times.
- There is a safe system for collecting, storing and disposing of excess and waste materials at the workplace.

- That there is enough area in which to safely store materials or plant required for the construction of work.

All areas will be kept clean and tidy. All rubbish will be placed in bins provided or kept in bags in the job vehicles for transport to the Council's tip. This will be monitored on a weekly basis by the Supervisor and reviewed if necessary

## **9.2. Construction Hazards – (specified in WHS Regulations)**

### **9.2.1. Excavation & Trenching work**

Anyone undertaking excavation work must not start work unless they have identified any underground services that may be affected by their works. All workers must have implemented control measures to avoid direct or inadvertent contact with underground services and pot-hole dug (by hand) to expose existing services before any mechanical excavation commences near services. Any issues must be reported to the Supervisor.

Further controls, such as battering or benching, are to be in place should a person have to enter a trench more than 1.5 metres deep. Workers must be familiar with and implement all control measures listed in the Safe Work Method Statement, including completing an Authority to Work – Excavation Permit and a High-Risk Rescue Plan.

### **9.2.2. Electrical safety**

Power supplied to the site must only be supplied by an electricity distributor main, an existing switchboard permanently installed at the premises, a compliant low voltage generator or a compliant inverter.

Switchboards and distribution boards used on site must be:

- of robust construction and materials capable of withstanding damage from the weather and other environmental and site influences
- be securely attached to a post, pole, wall or other structure unless it is of a stable freestanding design able to withstand external forces likely to be present
- incorporate suitable support and protection for flexible cords and cables and prevent mechanical strain to the cable connections inside the board, protect all live parts at all times
- be individually distinguished by numbers, letters or a combination of both (where multiple boards are present).

Flexible cords used on construction sites must be rated heavy duty and must be either protected by a suitable enclosure or barrier (flexible or rigid conduit) or located where they are not subjected to mechanical damage, damage by liquids or high temperature (elevated on stands or hung from nonconductive support brackets).

Council will maintain an in-service inspection and test regime for/and:

- all portable electrical leads, tools and earth leakage devices.
- electrical equipment will be inspected and tested and will be fitted with a durable, non-reusable, non-metallic tag.
- Records of all inspections, tests, repairs and faults related to all electrical equipment will be recorded in a testing and tagging register.
- Council shall use RCDs and ensure portable equipment is inspected, tested and tagged every 3 months.

- Workers must conduct an RCD push button test after connection to a socket and before connection to equipment at least once a day.

Workers must report any damaged electrical equipment to the Supervisor. Damaged equipment will be removed from service and either repaired or replaced and subsequently inspected and tested as required. Electrical equipment must be recorded in a register and subjected to the in-service testing regime within the first 3 months of service.

### **9.2.3. Hazardous Chemicals and Dangerous Goods**

Hazardous chemicals are classified as a substance or mixture other than a research chemical, sample for analysis or waste product. Dangerous Goods also come under the banner hazardous chemicals when being stored at a work place under the prescribed quantities.

Hazardous chemicals shall be stored, handled and used safely to avoid serious injuries or fatalities. Chemicals used in the workplace need not be dangerous if used correctly & safely.

Council must ensure that no person at the workplace is exposed to a substance or mixture in an airborne concentration, that exceeds the exposure standard for the substance or mixture.

Council will manage risks to health and safety associated with an ignition source in a hazardous atmosphere at the workplace by ensuring that all flammable or combustible liquids, including waste liquids, in containers or in gas cylinders, whether empty or full are to be kept at the workplace, the substances are kept at the lowest practicable quantity for the workplace.

All hazardous chemicals brought on site are to be recorded in the Hazardous Substance Register and are to have an associated Safety Data Sheet (SDS). A hard copy of the SDS is to be kept on site. Electronic Safety Data Sheets and risk assessments are available on the Chem watch data base which council subscribes to.

All hazardous chemicals are to be:

- Selected and approved for use strictly according to the purposes outlined in SDS.
- Clearly labelled and in an approved container.
- Used according to requirements outlined in SDS, ensuring all required PPE is being used.
- Stored as per SDS in a way that will not cause harm to personnel or the environment.
- Disposed of in accordance with the associated Safety Data Sheets

Dangerous Goods will be transported and disposed of in accordance with associated the Safety Data Sheets and the Dangerous Goods Code of Australia.

A fit for purpose spill kit to be available on site in the event of a chemical spill

Council will provide instruction on Hazardous Chemicals as part of the Council WHS Induction and Safety Information Training programme.

Council will manage Hazardous Chemicals and Dangerous Goods in accordance with the Hazardous Chemicals and Dangerous Goods Management Procedure and Safe Work Method Statement – Hazardous Chemicals

### **9.2.4. Mobile Plant**

Council will maintain all plant to ensure it is safe for its intended purpose and that procedures for inspection and maintenance of plant are completed and recorded.

- Workers shall complete daily inspection checklists before commencing work on plant.
- Council will ensure that maintenance, inspection and testing of plant is carried out in accordance with the manufacturer's recommendations.
- Any breakdown of equipment will be reported to the workshop and tagged out of service.
- All plant used will comply with the requirements of the Work Health and Safety Regulations 2011
- Use all health and safety features and warning devices on plant,
- Follow all information, training and instruction provided
- Guarding must be permanently fixed and is not permitted to be removed
- No person other than the operator may ride on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator.

Council will ensure, so far as reasonably practicable, that plant that is not in use is left in a state that does not create a risk to the health or safety of any person and is secured. Where reasonably practicable, Council will provide a secure compound to secure all plant and equipment. Remote camps or Depots may also be used to secure plant and equipment.

#### **9.2.5. Manual Handling**

Council will manage hazards associated with manual handling by ensuring all users follow good manual handling practices and providing mechanical lifting aids where applicable.

Council will provide instruction on manual handling as part of the Council WHS Induction and Safety Information Training programme.

#### **9.2.6. Slips, Trips and Falls**

Council will manage hazards associated with slips, trips and falls by using the Authority to Work process to identify and control potential slip, trip situations. Workers are encouraged to continually check for hazards by conducting visual checks and ensuring the site is kept tidy as part of the council housekeeping regime.

#### **9.2.7. Hand Operated and Powered Tool Use**

Council will manage hazards of hand operated and power tool use by regularly checking all tools to ensure they are in a safe working order, recording all electrical tools in a testing and tagging register and arranging inspection by a competent person of electrical tools every 3 months.

Before using power tools, workers must ensure electrical connections are secure, electricity supply is via an RCD, safety guards are in position, the machine is switched off before activating the electricity supply, and appropriate PPE is used as required by manufacturer's guidelines or as guided by Council.

Workers must report any issues with power tools to the Supervisor. Unsafe tools will be tagged and removed from service.

Council workers are required to complete a "Small equipment & Hand Tooling" assessment as part of the verification of competency process.

#### **9.2.8. Personal Protective Equipment (PPE)**

Council must provide the personal protective equipment to workers at the workplace unless the personal protective equipment has been provided by another person conducting a business or undertaking.

Council shall ensure that PPE is suitable to the nature of the work and any hazard associated with the work. It shall be of a suitable size and fit and reasonably comfortable for the worker who is to use or wear it. PPE shall be maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it, including by ensuring that the equipment is clean and hygienic, in good working order and used or worn by the worker, so far as is reasonably practicable.

Council will provide instruction on the requirements of PPE as part of the Council WHS Induction and Safety Information Training programme.

Workers must wear mandatory minimum PPE, (including protective clothing, safety footwear, safety glasses, hearing protection, sunscreen and/or wide brim hat). Other PPE includes but is not limited to respirators and dust masks, gloves for handling chemicals and manual handling, hard hats with a wide brim, wet weather clothing, goggles, working at heights equipment and confined spaces equipment.

PPE will be managed in accordance with Council's PPE Management procedure.

#### **9.2.9. Sun Safety**

All workers on site shall wear minimum PPE & clothing (e.g. hats) and other protection methods (e.g. sunscreen) to protect themselves from the effects of working while exposed to UV rays. Working in the sun must also be managed to avoid dehydration and heat stress related illnesses and where possible shade areas be provided. Task rotation and times are to be considered when planning tasks with exposure to the sun and heat extremes.

#### **9.2.10. Working Alone**

Council shall manage risks to health and safety associated with remote and isolated workers by:

- Providing a system of work that includes effective communication with the worker
- Workers have access to at least 2 forms of communication
- Remote work camps have an active telephone land line available for use.

Where communication is limited due to lack of telephone or radio service, workers are issued with a TracerTrak device as mandatory PPE. In case of a medical emergency, roadside emergency or a breakdown, staff can use this device to alert Council of their situation. Workers can also use this system to notify base of their daily movements.

#### **9.2.11. Falls from Heights**

Council will manage the risks associated with falls from heights by minimising the risk of a fall by providing adequate protection against the risk.

Council provides and maintains safe systems of work, including the requirement to issue and comply with a Working at Heights Permit for any activity where there is a possibility to fall 2 metres or more. When undertaking work involving the risk of a fall from height, workers must:

- Have the required competencies to complete the work.
- Have the correct fall prevention and recovery equipment.
- Ensure all equipment has had the required compliance inspections.
- Only use approved work platforms.
- Have appropriate exclusion and drop zones in place.
- Reviewed the appropriate SWMS for the task and implemented the required controls.

- Have an authorised permit in place to cover the work.
- Ensure there is a High-Risk Rescue Plan in place and the adequate resources available to activate that plan.

A register of fall protection and rescue equipment and their inspection dates is to be established and maintained.

#### **9.2.12. Falling Objects**

Council will manage risks to health and safety associated with an object falling on a person if the falling object is reasonably likely to injure the person. Council, shall, where practical, provide adequate protection against the risk of falling objects using control measures such as barrier screens, toe-boards and by storing and stacking materials safely. Where this is not possible, a risk assessment must be undertaken, and appropriate control measures implemented to manage the risk of injuries from falling objects.

#### **9.2.13. Ladder Safety**

Council will manage hazards associated with ladder usage by:

- using ladders according to the manufacturer's instructions
- only allowing one person at a time on a ladder
- performing all work from a ladder while facing the ladder
- not setting up ladders on scaffolds or elevated work platforms to gain extra height
- Only use industrial rated ladders.

#### **9.2.14. Scaffolds**

Council will ensure that scaffolding is erected by a competent person (having regard for high risk licencing requirement for work above 4 metres). Before scaffolding is used a competent person must advise that it is safe and is inspected by a competent person.

Workers must not use incomplete scaffolding, report any scaffolding issues to the principal contractor and comply with the directions of any tags attached to the scaffold. Council will prevent unauthorised access to the scaffold by and removing ladders where there is no site fencing.

#### **9.2.15. Demolition Work**

We do not expect to undertake demolition work. Where required we will submit a demolition work notification form to Workplace Health & Safety Queensland to meet our requirement to advise Workplace Health and Safety Queensland at least five days before the project starts.

#### **9.2.16. Asbestos**

Council will ensure all workers understand procedures for asbestos, and follow correct removal processes, are trained and use the appropriate personal protective equipment. Only licenced asbestos removalists may be used to remove asbestos (bonded and friable) and correct signage and controls must be in place before any removal of asbestos commences. Council has developed Asbestos Management Plans for known asbestos locations.

### 9.2.17. Confined Spaces

Working within Confined Spaces is a recognised high-risk activity and strict adherence to all relevant safety systems, safe work method statements and permits must be followed.

The confined space definition as per AS2865 is as follows:

An enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following:

- An oxygen concentration outside the safe oxygen range;
- A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation;
- A concentration of flammable airborne contaminant that may cause injury from fire or explosion;
- Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning.

All work that takes place in a confined space is to be conducted as per the requirements outlined in the Council's confined space procedure ensuring that all workers involved in the activity have the required competencies and authorisations.

## 10. MONITOR AND REVIEW

Both the Construction Safety Management Plan and Safe Work Method Statements will be reviewed and amended as part of the initial project risk profile development (Project Risk Assessment) and where necessary throughout the lifetime of the project and afterwards at intervals of not more than yearly to ensure that the identified control measures are operating effectively. Amendments to this Construction Safety Management Plan may be required from time to time; relevant workers and HSR's will be issued with such amendments or re-issued with an updated Construction Safety Management Plan.

### 10.1. Record Keeping

A copy of this plan MUST be on site while work is being undertaken. On completion of the project, all project documents, including this plan shall be archived as per Local Government Record Keeping Guidelines.

This Construction Safety Management Plan will be amended where a change (such as changes to policies, procedures and legislation) and shall be made in accordance to Council's Record and Document Control procedure. All staff will be advised of details of the amendments via an Amendment Table within this document. All relevant workers and HSRs will be given electronic or hard copies of these amendments as they occur.

All project documents including this Construction Safety Management Plan and associated documents will be kept for the length of the project. Archiving will be in accordance with the Local Government Disposal Schedule and also be kept and retained as required in *Section 313 of the Work Health and Safety Regulation 2011*.

10.1. Review and Amendment Table

| Work Health and Safety Management Plan | Date       | Safe Work Method Statements | Date       |
|----------------------------------------|------------|-----------------------------|------------|
| Name of review Team Leader             |            | Name of review Team Leader  |            |
| Dean Suhr                              | 14/12/2023 | Dean Suhr                   | 14/12/2023 |
|                                        |            |                             |            |
|                                        |            |                             |            |
|                                        |            |                             |            |

|                                       |            |                                                      |            |
|---------------------------------------|------------|------------------------------------------------------|------------|
| <hr/> <b>Project Manager</b>          | <hr/> Date | <hr/> <b>Area Health &amp; Safety Representative</b> | <hr/> Date |
| <hr/> <b>Coordinator Construction</b> | <hr/> Date |                                                      |            |

# Appendix A      Safe Work Method Statements