

Safe design of structures	<input type="checkbox"/>
Spray painting and powder coating	<input type="checkbox"/>
Welding processes	<input type="checkbox"/>
Work health and safety consultation, cooperation and coordination	<input type="checkbox"/>

Other Standards or guidance	Tick if applicable
<INSERT ANY RELEVANT STANDARDS>	<input type="checkbox"/>

3.3 WHS policy

Sullivan Construction recognises the importance of workplace health and safety and values its employees (including permanent staff and subcontractors) as our most important asset. Sullivan Construction is dually committed to the safety and wellbeing of the community and environment in which we operate our business.

We are committed to ensuring we comply with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulations 2011* and applicable Codes of Practice and Australian Standards as far as possible.

The objective of our workplace health and safety policy is to, as much as is practicable:

- provide a safe, hazard-free workplace
- provide safe systems of work
- consider WHS in all project planning and day-to-day work activities
- identify, analyse and manage any risks that may arise in the workplace and which may pose injury, illness or damage to persons, property or the environment
- regularly review and refine WHS procedures in line with legislative changes
- enhance employees' understanding of WHS knowledge through education and training
- provide structure and documentation around WHS policies and procedures.

The success of Sullivan Construction's WHS management relies on:

- the commitment of all employees and customers to policy objectives
- the commitment of all employees to take reasonable care of the health and safety of themselves and others
- proper planning of day-to-day work activities around WHS guidelines
- effective risk management
- effective hazard reduction
- communication and consultation between employees and customers.

Charleston Banks is committed to fulfilling the objectives of this policy and expects the same of all employees and customers.

3.4 Other policies

Charleston Banks Environmental Policy

Charleston Banks is committed to minimising the impact our building and construction works have on the surrounding environment. We respect and uphold the legislation in place to protect the environment. Fostering a sustainable future is paramount in Charleston Banks's business decisions and work activities.

The objective of our environmental policy is, as much as is practicable:

- identify environmental risks and implement environmental management systems and best practice where appropriate
- continuously review and improve our processes in line with environmental legislation and Australian/international standards
- opt for sustainable building materials and a paperless environment in our administrative dealings
- minimise our environmental footprint and adverse impacts from our work activities
- ensure proper training of employees in environmental issues
- cultivate a culture of environmental awareness
- ensure good communication to employees regarding roles and responsibilities relating to environmental management in each project
- implementing waste, water and energy reduction measures throughout the design and construction phase of each project.

Charleston Banks is committed to fulfilling the objectives of this policy and expects the same of all employees and customers.

Charleston Banks Quality Policy

Charleston Banks is a construction company specialising in high-quality renovations and extensions of existing residential or commercial retail properties. Our company philosophy centres around fulfilling each customer's individual needs and creating long-lasting finishes. Quality is at the centre of everything we do and we achieve this through applying the following business practices:

- assessing and evaluating each project through the lens of workplace health and safety, environment and Australian/International standards
- planning and development of work systems and processes for each individual project
- regular review of objectives and KPIs for each project
- continual communication with the client to ensure needs are being met
- brainstorming of solutions to any problems or interruptions which may arise
- tight scheduling and budgeting
- good, communicative management of staff performance
- regular review of operations and processes
- attention to detail/product quality.

Charleston Banks is committed to fulfilling the objectives of this policy and expects the same of all employees, contractors and customers.

3.5 Insurances

Insurance type	Company	Policy number	Expiry date
Contract works			
Public and products liability			
Workers compensation/WorkCover			

4 Risk management

4.1 Identifying hazards and managing risks

We will systematically identify hazards and assess risks before the project starts by using the Hierarchy of Controls (see 4.2) in conjunction with:

- developing Safe Work Method Statements (SWMS) to control risks associated with high-risk construction work
- using a Risk Management Form to control general construction risks where necessary.

We will also identify risks:

- before we buy or re-order any chemicals
- when introducing a new task
- when new information is received about tasks, procedures, equipment or chemicals.

All hazards that are identified throughout the project must be reported immediately to the principal contractor.

We will inform our workers of our risk management procedures and ensure they are trained in risk management (see 7).

4.2 Hierarchy of control

We will control all risks we identify by applying the Hierarchy of Controls as follows:

- Eliminate
- Substitute
- Isolate
- Engineering controls
- Administrative controls
- Personal Protective Equipment.

Where possible, we will implement risk controls that are high in the order and will implement multiple controls where necessary.

5 High-risk construction work

5.1 Identification of high-risk construction work

We have identified the following high-risk activities for this project. A Safe Work Method Statement (SWMS) has been developed for each of the high-risk construction work activities. We will also develop SWMSs for any additional high-risk work that is introduced or identified during the project.

High-risk construction work activity	Safe Work Method Statement developed and attached Yes/No

We will collect and file completed SWMSs in Section 10, which forms part of this WHS Management Plan.

We will review the SWMSs where:

- there is a need to change the method of carrying out of the high-risk construction work
- a risk has been identified that is not included and managed within an SWMS.

5.2 Licences for high-risk work

We require workers to be licenced to undertake high-risk work. Our register of licence holders is below:

Licence holder name	Type of licence	Expiry date

5.3 Asbestos

The principal contractor will ensure:

- all workers understand our procedures for asbestos and follow the correct removal processes
- all workers are trained and use the appropriate personal protective equipment
- only licenced asbestos removalists are used to remove asbestos where the quantity to be remove exceeds the 10-square metre limit or is friable
- the correct signage and controls are in place before any removal of asbestos commences
- the asbestos is wrapped and disposed of correctly.

6 Emergency and incident response

6.1 Emergency preparedness

To ensure we are prepared for an emergency, we:

- show all workers and subcontractors the emergency point as part of their induction (this is included in our Induction Checklist)
- display emergency procedures in the site office or other visible location(s)
- check and mark fire extinguishers at the beginning of the project and six-monthly after that.

Emergency procedure

In the event of a fire or similar emergency evacuation:

- stop work immediately and vacate the workplace
- assist anyone in the workplace who may not be familiar with the evacuation procedures
- call emergency services on 000 or on 112 from a mobile phone. Other emergency numbers are on display in the site office (if applicable)
- notify the principal contractor
- assemble in the nominated assembly points until you receive further instructions from the principal contractor or emergency services personnel.

Emergency meeting point

Our emergency meeting point is [<INSERT EMERGENCY MEETING POINT>](#).

Emergency contact list for the site

Our emergency contact list is provided overleaf.

[<COMPLETE THE DETAILS ON THE SAMPLE EMERGENCY LIST ON PAGE 15>](#)

We maintain emergency contact details for all workers on our sign-in register.

6.2 Incident procedure

If an incident occurs at the workplace, the procedure is:

- immediately notify the principal contractor
- do not interfere with the scene of the incident
- depending on the nature and severity of the injury, the principal contractor will notify Workplace Standards (see 6.3).

The principal contractor may record details of the incident and will ensure any remedial action is taken.

6.3 Notifiable incidents

We will report the following incidents to Workplace Standards:

- a fatality
- an incident requiring hospitalisation

- a dangerous incident, which could have resulted in someone being killed, or suffering a serious bodily injury (see 6.3 of Part A for definition).

In the event of such an occurrence:

- notify the principal contractor who must notify Workplace Standards by the quickest means possible. The number for Workplace Standards is **1300 366 322** – this number is on the emergency contact list
- fax an **Incident Notification Form** to Workplace Standards as soon as possible following the incident (must be within 48 hours)
- do not disturb the site until given clearance by the principal contractor who will take advice from Workplace Standards
- the principal contractor will confirm the reporting requirements required by Workplace Standards and Police
- the principal contractor shall only give permission to disturb the site when notified by Workplace Standards that a formal investigation is not required
- if a formal investigation is required, the principal contractor will secure the site.

First aid

- We will supply adequate first aid equipment, which will be available on site via the principal contractor
- If anyone becomes aware that an item of first aid is out-of-stock or out-of-date, they are to notify the principal contractor immediately
- First aid should be administered by trained first aid personnel. These are Jake Sullivan and Rob Sullivan.

In the event of a person being injured, trained first aid personnel should:

- stabilise the person and administer first aid
- phone an ambulance (depending on the extent of the injuries)
- if emergency services are called, notify the principal contractor immediately. In all other circumstances, notify the principal contractor as soon as practicable.

EMERGENCY CONTACT NUMBERS

AMBULANCE

POLICE

FIRE SERVICE

000 or 112 (mobile)

(BOTH NUMBERS ARE ACCESSIBLE WHILE MOBILE KEY PADS ARE LOCKED)

EMERGENCY CENTRE

Name:

Address:

Phone:

Operating hours:

LOCAL INFORMATION

Police Station: 131 444

Poisons Information Centre:

Telstra:

Local Council:

Electrical Emergency:

Dial before you dig: 1100

Gas Emergency:

Water Emergency:

Workplace Standards: 1300 366 322

Professional Association:

Union:

INTERNAL INFORMATION

Principal contractor: Jake Sullivan

Contact details: 0415 895 400

Site supervisor: Fred Nguyen

Contact details: 0415 895 411

7 Induction and training

7.1 Worker induction

The principal contractor will work with other contractors to ensure a site-specific induction is provided for all workers before starting work.

This induction must outline:

- the expectations outlined in this WHS Management Plan, including all policies and procedures
- the emergency meeting point
- the site rules
- the facilities
- any site specific hazards
- high-risk construction work activities.

7.2 Worker training

The principal contractor will:

- ensure workers are trained and competent for the work to be carried out
- ensure workers are trained to deal with any risks associated with the work and understand the control measures in place
- ensure all workers have had relevant White Card training (or other appropriate training from another jurisdiction)
- ensure on-site training and supervision is provided
- organise external training for specific tasks where required
- seek high-risk licences for all high-risk work and maintain a register of licences
- communicate with other contractors to ensure their workers are appropriately trained and competent.

8 Consultation and communication

8.1 Consultation

We will consult with all workers and contractors on WHS 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
- during investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring

We will also consult with contractors and suppliers on WHS 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
- when any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures.

8.2 Communication

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

We will communicate relevant WHS information to everyone involved in this project by:

- induction
- pre-work meetings
- toolbox meetings
- incident reports and outcomes
- distributing safety alerts or guidance material about industry specific hazards/incidents.

8.3 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.

9 Site safety procedures

9.1 Site rules

Project name:

Site address:

Date commenced:

- Comply with reasonable direction from the principal contractor or any PCBU on site.
- Comply with the WHS Management Plan.
- All workers and contractors must complete a site safety induction prior to starting work.
- Do not enter barricaded areas without permission from the principal contractor.
- Keep work areas clean and tidy at all times.
- No smoking anywhere on site.
- No fighting, bullying or aggressive behaviour.
- Use personal protective equipment in accordance with manufacturer's instructions and where directed by the principal contractor and in accordance with site signage.
- Use sunscreen provided at site rest area.
- No illegal drugs or other substances are permitted on site or are to be consumed on site. If you are required to take strong prescription medication that warns against driving or using machinery, you must advise the principal contractor.
- Report any incidents, dangerous events, serious bodily injuries or work-caused illnesses to the principal contractor as soon as possible.
- Maintain all site amenities in a clean, tidy and hygienic state.
- Follow safe lifting procedures at all times.
- Place all rubbish in bins provided.

A copy of the site rules is displayed in the site office.

9.2 Site amenities

- Toilets and drinking water will be provided on site.
- All workers are to have good hygiene standards and clean up after themselves.
- An undercover area will be provided for workers to spend their allocated breaks.

9.3 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
- locking gates to the site outside normal hours of operation.

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

9.4 Site signage

At a minimum, we will display the following signs on the entrance to the site:

- the principal contractor's name, contact details and after-hours telephone number
- the location of the site office.

The principal contractor will also display:

- **<INSERT ANY OTHER SIGNAGE YOU INTEND TO USE>**.

All signage will be clearly visible from outside the work area where the construction project is being undertaken.

9.5 Personal protective equipment

We will provide the personal protective equipment (PPE) to workers at the workplace, unless the PPE has been provided by another contractor.

The person providing the PPE must ensure that the PPE is:

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

The person supplying the PPE must also:

- provide workers with information, training and instruction in the proper use, wearing, storage and maintenance of PPE
- ensure that any other person at the workplace (such as home owners, clients or inspectors) is appropriately provided with PPE to wear as required.

Workers must:

- follow all instructions to wear and use PPE
- take reasonable care of PPE.

9.6 Managing construction hazards specified in the Regulations

Falls from heights

We will manage the risks associated with falls from heights by:

- ensuring that where practicable, any work involving the risk of a fall is undertaken on the ground or on a solid construction (such as an elevated work platform)
- where this is not practicable, providing a fall prevention device such as secure fencing, edge protection, working platforms and/or covers
- where this is not practicable, providing a work positioning system such as plant or a structure (other than a temporary work platform) that enables a person to be positioned and safely supported

- where this is not practicable, providing a fall arrest system such as a safety harness system. Workers will be trained in emergency procedures for fall arrest systems.

When undertaking work involving the risk of a fall from height, workers must:

- follow all instructions
- work with a buddy when using a ladder
- only use approved work platforms.

Falling objects

Where practical, we will provide adequate protection against the risk of falling objects through the use of control measures such as barrier screen, 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.

Demolition work

We [<expect/do not expect>](#) to undertake demolition work for this project. We will submit a Demolition Work Notification Form to Workplace Standards on [<dd/mm/yyyy>](#) to meet our requirement to advise Workplace Standards at least five days before the project starts.

Excavation work/trenching

Anyone undertaking excavation work must not start work unless they have:

- found out about any underground services that may be affected by their works, before starting work
- implemented control measures to avoid direct or inadvertent contact with underground services
- pot-hole dug (by hand) to expose existing services before any mechanical excavation near the services.

Any issues must be reported to the principal contractor.

Safe Work Method Statements (SWMS) are included in this WHS plan for trenches of at least 1.5 metres. Workers must be familiar with and implement the control measures in the SWMS.

Work near overhead or underground essential services

We will ensure, where reasonably practical, that that no-one comes within an unsafe distance of an overhead or underground power line.

If maintaining a safe distance is not reasonably practical, we will:

- assess the risk associated with the proposed work
- implement control measures consistent with the risk assessment
- contact and consult with the local essential service provided.

For work near overhead power lines up to and including 132,000kV:

- work is not permitted within three metres of overhead power lines
- the principal contractor (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the 'no go' (exclusion) zone
- if using plant or equipment within 3 to 6.4 metres of overhead power lines, ensure you have a safety observer.

For work near overhead power lines of greater than 133kV:

- work is not permitted within eight metres of overhead power lines
- the principal contractor (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the 'no go' (exclusion) zone
- if using plant or equipment within 8 to 10 metres of overhead power lines, ensure you have a safety observer.

For excavation work near underground essential services:

- take all reasonable steps to obtain current underground essential services information before directing or allowing the excavation work to start
- provide this information to any person engaged to carry out the excavation work
- consider this information when carrying out, directing, or allowing the carrying out of the excavation work
- ensure this information is available for inspection.

Electrical

- Power supplied to the site must only come from:
 - an electricity distributors main
 - an existing switchboard permanently installed at the premises
 - a compliant low voltage generator
 - 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 (IP23 minimum rating)
 - 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'.
- To avoid confusion with individual earthing conductors, green-sheathed flexible power cords must not be used on site.
- Flexible cords 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).
- We will ensure our cords do not exceed the maximum length as stated in Table 1 of AS3012 below:

Rated current	Conductor size	Maximum length in metres
10amp	1.5mm	35
	2.5mm	60
	4.0mm	100
15/16 amp	1.5m	25
	2.5m	40
	4.0mm	65
20 amp	2.5mm	30
	4.0m	50
	6.0mm	75

- We will maintain an in-service inspection and test regime for all portable electrical leads, tools and earth leakage devices.

- We will ensure that after the equipment has been inspected and tested, it will be fitted with a durable, non-reusable, non-metallic tag. The tag will include the name of the person or company who performed the test and the test and re-test date(s).
- Records of all inspections, tests, repairs and faults related to all electrical equipment will be recorded in a testing and tagging register.
- Residual current devices (RCDs) and portable equipment must be inspected, tested and tagged every three 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 principal contractor. It will be removed from service and either repaired or replaced and subsequently inspected and tested as required.
- New electrical equipment must be recorded in the register and subjected to the in-service testing regime within the first three months of service.

Plant

To ensure all plant used complies with the requirements of the WHS Regulations:

- only use plant for the purpose for which it was designed
- 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 or operate the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator.

We will ensure that:

- all plant is regularly maintained, inspected and tested by a relevant competent person
- the plant has a warning device that will warn persons who may be at risk from the movement of the plant
- all plant that lifts or suspends loads is specifically designed to lift or suspend that load.

Scaffolds

We will ensure:

- that the scaffold is erected by a competent person (having regard for high-risk licence for above four metres)
- that before we use the scaffold, the competent person has advised (in writing) that it is safe
- that scaffolding is inspected by a competent person:
 - before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold
 - before use of the scaffold is resumed after repairs
 - at least every 30 days
- that, if an inspection indicates that any scaffold or its supporting structure creates a risk to health or safety:
 - any necessary repairs, alterations and additions will be made or carried out
 - the scaffold and its supporting structure will be inspected again by a competent person before use of the scaffold is resumed.

Workers must:

- not use incomplete scaffolding
- report any scaffolding issues to the principal contractor
- comply with the directions of any tags attached to the scaffold.

We will prevent unauthorised access to the scaffold by:

- removing ladders where there is no site fencing.

9.7 Managing other construction hazards

Ladder safety

We will manage hazards associated with ladders by:

- using ladders according to the manufacturer's instructions
- work with a buddy when using a ladder
- 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.

Manual handling

We will manage hazards associated with manual handling by:

- ensuring all users follow good manual handling practices
- assessing risk assessments
- providing mechanical lifting aids where applicable.

Slips, trips and falls

We will manage hazards associated with slips, trips and falls by:

- using a slips, trips and falls checklist as required
- checking for hazards that could cause someone to slip, trip or fall by doing a visual check
- ensuring workers keep the site tidy as part of the written site rules.

Hand-operated and power tool use

We 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 tag and testing register
- testing and tagging electrical tools every three months
- communicating any issues identified with power tools to workers through a toolbox meeting.

Before using power tools, workers must ensure:

- electrical connections are secure
- electricity supply is through an RCD
- safety guards are in position

- the machine is switched off before activating the electricity supply
- appropriate PPE is used as required by manufacturer's guidelines or as guided by the principal contractor.

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

Sun safety

All persons on site should:

- wear adequate clothing (e.g. hats) and other protection methods (e.g. sunscreen) to protect themselves from the effects of working while exposed to UV rays
- manage working in the sun to avoid dehydration and heat stress-related illnesses
- ensure they remain hydrated and take regular breaks in the undercover areas provided.

Any other construction hazards

<Insert name of hazard>

- <INSERT YOUR REQUIREMENTS HERE>

<Insert name of hazard>

- <INSERT YOUR REQUIREMENTS HERE>

<INSERT OR DELETE OTHER HAZARDS TO BE MANAGED AS REQUIRED>

10 Safe Work Method Statements (SWMS)

This section of our plan includes our completed Safe Work Method Statements for all high-risk construction work.

ORGANISATION DETAILS			
Principal Contractor:	Jake Sullivan	Contact number:	02 9589 5400
Project Manager or Supervisor:	Fred Nguyen	Contact number:	02 9589 5400
Other PCBUs:		Contact number:	
Person completing the SWMS:	Jake Sullivan	Contact number:	02 9589 5400
Position:	Principal Contractor/Company director	Reviewed by:	Rob Sullivan
Date prepared:		Review date:	
PROJECT DETAILS			
What is the scope of the work?			
Who else was consulted/involved in preparing this SWMS?			
What high-risk work activities are covered by this SWMS?			
References: Legislation, Australian Standards, Codes of Practice, MSDS and SOPs			
Plant and equipment involved in the scope of work			
What 'high-risk' licence class(es) will be required to do the work?			

Identify each task in order	Specify the hazards you have identified	What are the risks to health and safety?	Describe your control measures – list as many as possible.	Who is responsible for implementing and monitoring the controls?

This SWMS has been developed in consultation with, and has been read, understood and signed by, all workers undertaking the scope of works:

Print Name:	Signature:	Date: