KLASS PROJECTS

Building & Project Management

Health & Safety Co-ordination Plan

Revision 01

Dated June 2016

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Introduction

Klass Projects safety plan for 'construction sites' contains the key workplace health and safety obligations that apply to workers under the Victorian Occupational Health & Safety (OH&S) legislation for construction work. It is devised with guidance material from WorkSafe Victoria.

Purpose:

The aim of this health & safety co-ordination plan is to eliminate all incidents and accidents in the workplace.
Klass Projects will achieve the following functions on all construction sites:

- Manage the risks to the health & safety of all subcontractors and anyone else affected by their work.
- Eliminate, reduce or control any risks as much as possible and regularly review all safety measures implemented.
- Request Safe Work Method Statements (SWMS) prior to commencing any high risk construction work.
- Ensure that all work identified in an SWMS is carried out in accordance with that SWMS.
- Perform site inductions and OH&S training for workers before commencing work.
- Make this health & safety co-ordination plan available on site for inspection by all workers including new workers.

Klass Projects is committed to making and maintaining a safe work environment for all workers including subcontractors, temporary and casual workers, visitors and members of the general public. Establishing safe work practices and safety awareness is promoted at all times. Klass Projects will fully comply with all legal workplace health & safety and environmental responsibilities and will take steps to ensure that the safety performance of workers is of a high standard. Unsafe performance and behaviour will not be tolerated.

This safety plan will be maintained and updated by Klass Projects. It does not attempt to cover all situations or to cover all OH&S requirements. It is intended to inform workers of general OH&S considerations applicable to all construction sites. In recognition of the importance of this document, the policies are authorised and approved by Management by signing below.

Steven Koehrer

Michelle Koehrer

The controlling authority will be the Director/Site supervisor.

Steven Koehrer	0409 409 125
Michelle Koehrer	0400 053 607

This document also forms part of the **Induction**. All workers are required to have read and understood the requirements of this document and to acknowledge this by signing where indicated on the **Induction Form** prior to starting work on site.

Occupational Health & Safety (OH&S) Policy

Purpose:

The aim of this safety policy is to achieve a consistently high standard of safety performance in the workplace and to fulfil all statutory obligations. Klass Projects recognises its responsibilities to provide a safe and healthy work environment for workers, clients, visitors and the public. It is part of the business of Klass Projects to supply suitable amenities, to prohibit certain activities and to ensure the appropriate welfare of all personnel.

Klass Projects will:

- Establish and maintain OH&S controls, meeting all legislative requirements & regulations.
- Ensure compliance with legislative requirements and current industrial standards.
- Review overall OH&S performance.
- Participate in the resolution of safety issues.
- Demonstrate commitment to OH&S through participation in workplace discussions and regular safety walks.
- Examine workplace for presence of hazards and take appropriate action if hazards found.
- Liaise with workers about any workplace changes which have an OH&S issue.
- Induct all workers and provide regular training as needed to perform jobs safely.
- Assist rehabilitation of injured workers with supporting advice from a medical doctor.
- Review the OH&S policy every year to ensure it contains the most up to date information.
- Follow procedures for reporting and recording of workplace incidents, injuries or illnesses.
- Review incidents/injuries and check that corrective actions are carried out.
- Adhere to legislative requirements in regards to safety inspections and audits.
- Provide safety signs.

Workers will:

- Abide by all OH&S guidelines.
- Complete site induction before working on site regarding OH&S safety, access, security, parking, site evacuation plan, location of first aid kit, safety symbols etc.
- Participate in training as required.
- Participate in workplace discussions.
- Follow procedures for reporting of incidents, injuries or illnesses.
- Discuss key points of OH&S policy to raise awareness.
- Highlight potential situations and possible solutions to minimise OH&S risks.
- Take reasonable care, be observant of others and treat others with respect & courtesy.
- Be mindful of distractions and distracting others.
- Not compromise personal health and safety by making other requirements more important.
- Not wilfully or recklessly interfere with or misuse anything provided in the interests of OH&S.
- Consider OH&S a crucial role in the workplace.
- Not use methods of work to save time which may reduce the level of safety in the workplace.
- Take time to predict risks that apply to likely situations and immediately report risks that have the potential to impact work areas.
- Pay attention to 'young workers' because they lack experience and may not be familiar with all OH&S issues and workplace procedures.
- Consider the needs of people with disabilities who enter the workplace.
- Obey all warning signs.
- Subcontractors must submit their own health & safety management plan (outlining potential hazards and risks in relation to their type of work).
- Provide proof that they have completed a general OH&S construction induction for the industry (white/red card)

General Site Safety Instructions:

- Workers must be aware of specific areas of work activities where safety equipment and/or personal protective clothing must be worn. Workers are expected to provide their own personal protective clothing and equipment i.e. hard hats, safety glasses, earmuffs, reflective vests etc. and to wear or use them when required. Appropriate footwear must be worn at all times.

- Follow instructions or manufacturer's/supplier's information relating to the safe operation of plant, machinery, tools or equipment.

- Workers must make sure all work is carried out in accordance with OH&S regulations. Workers are responsible for applying risk management principles and practices in their work areas.

- Any scaffolding or other access equipment must be inspected to ensure that it is in full compliance and maintained in accordance with OH&S regulations.

- Scaffold to have hand rails, guard rails and kickboards. Access by way of steps or ladder only. Fully planked decks only. Scaffold must not be overloaded.

- Materials or substances brought onto a Klass Projects building site which may have any health, fire or explosion risk must be transported, stored and used in accordance with OH&S and environmental regulations.

- All equipment, tools and plant brought onto a Klass Projects building site must be properly maintained, work well, with any guards/safety devices in place. Power tools must be tested and tagged by a qualified, 'competent' person and meet OH&S regulations.

- Building site must be secured after hours. Hoardings, barricades, construction tape and safety signs must be erected and maintained. If a perimeter site fence is in use, access points to the site are to be secured.

- If an area is barricaded, all workers must avoid walking through the barricaded area.

- Workers must keep their work areas safe and clean with leftover materials and unused equipment removed and cleared as work proceeds. Work areas must be cleared and secured when they are not attended.

- All work is to be performed inside the boundaries of the site, not on the footpath. All materials must be stored inside the boundaries of the site, not on the footpath and be kept clear of access ways.

General Site Safety Instructions (Continued):

- Walkways, emergency exits and access to fire extinguishers must be kept unobstructed.

- If any worker works alone, appropriate precautions must be taken, included in SWMS and must be implemented.

- Site-seers and children are not permitted on site.

- Do not run. Walking is safer.

- Any incident that results in injury or illness to a person, or property damage or loss, must be reported on an **Incident Report Form**. *See Incident & Hazard Reporting Policy.*

- Any incident that had the potential (a near miss) to cause injury or illness to a person, or property damage or loss, must be reported on an **Incident Report Form**. *See Incident & Hazard Reporting Policy.*

- Any condition that has the potential to cause an incident or near miss must be reported on a **Hazard Report Form**. *See Incident & Hazard Reporting Policy.*

- **The main factor in accident prevention is adopting safe work methods and conforming to all safety regulations:**
    - **For minor health & safety breaches** workers will be given verbal direction indicating what the issue is, what needs to occur and the level of safety expected.
    - **For major health & safety breaches** or situations where there is imminent risk to a worker or other person, the worker will stop work and be issued with a **Non-Conformance Notice**, detailing the issue and controls expected. Work will restart when safety controls have been implemented.
    - Klass Projects reserves the right to ask any worker who is performing unsafe work to leave the site immediately.

Consider the following safety issues at all times:

- Tripping hazards i.e. hoses, timber, pipes etc.
- Slippery walkways and floors.
- Storing materials appropriately.
- Leaking water or other liquids.
- Blocked entrances or exits.
- Equipment overheating or malfunctioning.
- Guards and safety devices in place.
- Shutting off machinery before cleaning, walking away, fixing etc.
- Covering or barricading open pits or trenches.
- Managing traffic when working or moving materials within a common area.
- Electrical safety: *See Electrical Safety Policy for more information.*
    - Turn off electrical equipment when not in use.
    - Working near electrical cables.
    - Location of underground and overhead cables, mains and existing live services.
    - Protection of leads (on lead stands) and from sharp objects.
    - Exposure of leads to wet surfaces/keep electrical equipment dry.
- Working at heights using the correct safety equipment and barricading off areas beneath workers.
- Falls prevention. Use guard rails, temporary work platforms, scaffolding etc. correctly. Use safety harness and anchorage points (if provided) when working at heights. All voids must be covered with a sturdy material capable of withstanding tools, materials or persons falling through.
- Providing a fall clear zone where there is a risk of falling objects, or else, the perimeter scaffold must have kick boards to control falling objects.
- Use correct manual handling/lifting techniques. *See Manual Handling Policy for more information.*
- When working with hazardous substances adhere to all safety protocols.
- Operating noisy machinery. Use hearing protection.
- Working outside. Use sunscreen, wear a hat and drink sufficient water.
- For general work, which creates airborne contaminants, wear eye protection and dust mask/respirator. Minimise dust on site where possible. Use appropriate dust extraction equipment/collection and adequate ventilation.
- When handling demolished materials, remove, cover or bend over sharp pieces and use sturdy gloves and shoes.
- Fatigue, as it reduces concentration and skill level.
- Plant operating nearby.
- While works are being undertaken, make sure works are secured in a way that does not affect the stability of the structure. The structure must remain stable and secure from collapse at all times.
- Excessive usage of vibrating tools such as jack hammers and drills.
- Adequate lighting. Use portable task lighting as required ensuring good lighting levels.
- If you are taking medication that causes drowsiness that may interfere with your ability to do safe work, talk it over with the Site supervisor.

Incident & Hazard Reporting Policy

Incident & Near Miss Reporting:

This policy describes how an Incident or Near Miss in the workplace is reported.

A report is required for an **Incident** that results in injury or illness to a person or damage or loss to property.

A report is required for a **Near Miss** that had the potential to cause injury or illness to a person or damage or loss to property.

Advice is to be submitted to the Site supervisor on an **Incident Report Form**.

- High consequence incidents must be reported immediately. Other incidents must be reported in writing within 24 hours.
- Report all incidents irrespective of how trivial they may seem at the time.
- Klass Projects will provide written confirmation to an injured worker that they have received notification of the injury or illness via an Incident Report.
- If serious injury or damage to property occurs, the area must be left 'as is' and barricaded off. This does not apply where interference is necessary to aid or revive any worker involved in an accident or to prevent further injury to persons or property. Where interference is necessary, the site must be secured and left 'as is' as soon as reasonably possible after this has occurred.
- An Incident Report must be completed if a workplace incident results in environmental damage.

Hazard Reporting:

This policy describes how a Hazard in the workplace is reported.

A **Hazard** is anything that has the potential to cause injury or illness to a person or damage or loss to property. A hazard can be related to a physical state or a work procedure. The **Hazard Report Form** is for recording any health and safety issues other than personal injury or illness.

- Life- threatening hazards should be reported immediately to the Site supervisor.
- Less serious hazards require completion of a **Hazard Report Form**.

Workers are asked to report hazardous conditions as they notice them. This ensures that risks are assessed, appropriate corrective action is taken and records are kept. Hazard reporting minimises the likelihood of an accident or injury in the workplace.

EMERGENCY AND FIRST AID PROCEDURES

IN CASE OF **ACCIDENT, ILLNESS, INJURY, FIRE** OR OTHER **EMERGENCY**, DIAL **000** AND GIVE FULL DETAILS.

These procedures provide guidelines for dealing with emergency situations and first aid.

Medical Emergency:

If a Medical emergency occurs:

- Dial 000.
- Request an ambulance.
- Give the exact location including nearby road/intersection. Remain calm and think before acting.
- Check for any life-threatening situation and control it if safe to do (remove source of danger, stabilise area, arrange traffic control, restrict unauthorised entry etc.).
- Remain with the injured person, provide first aid and support. *See first aid procedure.*
- Do not move the injured person unless they are in a life-threatening situation.
- Record details of the incident.

Fire Emergency:

If a Fire emergency occurs:

- Dial 000.
- Request emergency services.
- Give the exact location including nearby road/intersection. Remain calm and think before acting.
- Do not shout 'FIRE'. Inform others in the area and direct to evacuate. *See evacuation plan.*
- Assist any person in immediate danger. Do not put yourself at risk.
- Do not attempt to fight fire unless properly trained. Do not put yourself at risk.
- Use a fire extinguisher to extinguish small fires. Different types of extinguishers are for different types of fires - know the difference. Look at the identification discs that indicate the type of fire for which each appliance is best suited.
- If fire is in a building, try to contain it by closing doors and windows. Do not put yourself at risk.
- Evacuate area taking all personnel and do not re-enter fire area.
- Ensure no one enters evacuated area.
- Record details of the incident.

EMERGENCY PROCEDURES (CONTINUED)

Evacuation Procedure:

During an evacuation:

- If the fire alarm/horn sounds, listen for any announcements and commence evacuation.
- Proceed directly to the designated assembly area outside the building, as shown on **Emergency Evacuation Plan**. Evacuate in an orderly manner.
- Workers must report to Site supervisor to ensure that all personnel have cleared the area and are accounted for.
- If safe to do so, secure dangerous equipment before leaving.
- Leave the building via the EXIT doors or stairs. Do not block exits and exit routes.
- Do NOT use lifts.
- If the building is multi-storey, do NOT panic if evacuation down stairs is slow.
- Remain at the assembly area until advised by Health & Safety Representative or Site supervisor. Do NOT return to the building until authorised to do so.

If Damage to Services occurs:

'Services' means any gas, water, sewerage, electrical, communication or other service such as chemical and fuel lines supplied to or adjacent to site.

- Remain calm and think before acting.
- Isolate service at meter point if it is safe to do so. No person should put themselves or others at risk by trying to make temporary repairs.
- If required, contact the appropriate Service Authority for repair of damaged services.
- Follow procedures for **Medical/Fire/Evacuation emergency**.
- Immediately advise all personnel and property owners in area of danger.
- Record details of the incident.

EMERGENCY PROCEDURES (CONTINUED)

First Aid Procedure:

- Workers are required to have their own first aid kit on residential sites.
- An adequately stocked first aid kit is available on large construction sites.
- Be aware of the designated place made available to treat an injured or ill worker, client, visitor or member of the public.
- For minor injury, the person may be treated with onsite first aid supplies.
- For more serious injury, call an ambulance or take the person to a hospital or medical doctor. *See Emergency Contact Numbers.*
- Record details of the incident.
- Any cut, laceration, abrasion or puncture requires immediate treatment to stop bleeding. Puncture wounds are potential danger spots for tetanus infection so keep them clean and covered.
- Spills of blood or body fluids should be cleaned with a recognised disinfectant. Gloves should be worn for handling blood spills.
- Workers should be familiar with basic first aid treatment.

All workers on site must familiarize themselves with the surroundings and pay attention to site specific safety, the local environment and emergency and evacuation procedures.

Accidents happen without warning; most are caused by lack of knowledge and negligence.

In the event of an emergency, workers must try to communicate effectively. DO NOT panic.

Klass Projects are required to notify WorkSafe on 13 23 60 of any death, serious injury or any dangerous incident that could have led to death or serious injury. The Police will also be notified.

EMERGENCY CONTACT NUMBERS

Police, Fire Service or Ambulance **000**

Non-Emergency Police **13 14 44**

Victoria State Emergency Services **13 25 00**
Contact for flood, storm and earthquake

Poisons Information Centre (24Hours) **13 11 26**

EPA Pollution Hotline ..... **(03) 9695 2777**

WorkSafe - Serious Workplace Emergencies **13 23 60**

Gas Leak & Emergencies:

- **Multinet Gas** **132 691**
  Covers inner & outer east Melbourne, the Yarra Ranges and South Gippsland
- **Australian Gas Networks** **1800 427 532**
  Covers north & south-eastern Melbourne and northern and eastern Victoria
- **SPAusNet** **136 707**
  Covers central & western Victoria

Electrical:

- **General Electrical Emergencies** **1800 000 922**
- **Power Failure:**
  - **Citipower** **13 12 80**
    Supplies Melbourne CBD & inner Melbourne
  - **SP Ausnet** **13 17 99**
    Supplies eastern metropolitan Melbourne & eastern regional Victoria
  - **United Energy** **13 20 99**
    Supplies south-east Melbourne & the Mornington Peninsula
  - **Powercor** **13 24 12**
    Supplies central & western Victoria as well as Melbourne's western suburbs
  - **Jemena** **13 16 26**
    Supplies north-west Melbourne

Water & Sewerage Emergencies:

- **Yarra Valley Water** **13 27 62**
  Covers northern & eastern suburbs of Melbourne…Yarra River catchment area of Melbourne
- **South East Water** **13 28 12**
  Covers south-east of Melbourne from Port Melbourne to Portsea & 30km east of Pakenham
- **City West Water** **13 26 42**
  Covers Melbourne CBD and its inner & western suburbs

RACV Roadside Assist **13 11 11**
Accidental Towing **13 11 76**
Telstra (Damage to Telstra Equipment) **13 22 03**

EMERGENCY CONTACT NUMBERS (Continued)

Internal Information:

Director: Steven **0409 409 125**

Site Supervisor: Steven **0409 409 125**

Health & Safety Representative: Michelle **0400 053 607**

Hospitals:

St Vincent's Hospital, Fitzroy **9288 2211**

The Alfred Hospital, Prahran **9076 2000**

Angliss Hospital, Upper Ferntree Gully **1300 342 255**

Austin Hospital, Heidelberg **9496 5000**

Box Hill Hospital, Box Hill **1300 342 255**

Dandenong Hospital, Dandenong **9554 1000**

Eye & Ear Hospital, East Melbourne **9929 8666**

Frankston Hospital, Frankston **9784 7777**

Maroondah Hospital, Ringwood East **1300 342 255**

Monash Medical Centre, Clayton **9594 6666**

Moorabbin Hospital, Bentleigh East **9928 8111**

Sandringham Hospital, Sandringham **9076 1000**

Sunshine Hospital, St Albans **8345 1333**

The Northern Hospital, Epping **8405 8000**

The Royal Melbourne Hospital, Parkville **9342 7000**

Footscray Hospital, Footscray **8345 6666**

Williamstown Hospital, Williamstown **9393 0100**

Code of Conduct Policy

Purpose:

This policy aims to provide workers with an understanding of Klass Projects standards and expectations of appropriate behaviour.

- Workers must maintain the highest standards of professional behaviour in dealings with other workers, clients, suppliers, visitors and the general public.
- Behaviour which is threatening to other workers, clients, public, etc. or damaging to Klass Projects reputation constitutes unacceptable behaviour.
- Given the wide cultural differences of workers, clients, public, etc., personal behaviour must be considerate and moderate to avoid giving offense. Everyone must be treated with respect.
- Comments, jokes, stories etc. that may be taken as bad-mannered, sexist, or in any way insensitive to another person's sex, race, beliefs, age, religion or way of life must be avoided.
- Personal interests must not conflict with responsibilities as a worker or with the business interests of Klass Projects.

The following constitutes unacceptable behaviour:

- Failure to follow Klass Projects policies and procedures.
- Misuse or unauthorised use of Klass Projects property.
- Posting offensive notices on Klass Projects construction sites.
- Preventing or hindering another worker from working.
- Wasting time or materials.
- Entering a construction site in a condition incapable of working properly or safely.
- Consumption of illicit drugs or alcohol on a construction site without authorisation.
- Use of abusive or offensive language.
- Theft or wilful destruction of Klass Projects property or that of other workers.
- Harassment or discrimination of any kind.
- Actions which deliberately or recklessly injure another worker or put the health or safety of another worker at risk.
- Physical assault or threat of physical assault.
- Deliberate acts or omissions which jeopardise quality or safety.
- Access of any inappropriate or lewd material through the internet on Klass Projects equipment or sending or receiving lewd emails etc.
- Playing loud music about the workplace.
- Littering. Use the proper waste area for food scraps and other rubbish.
- Not using the amenities provided. Amenities must remain in a clean state.
- Driving at an unsafe speed or inconsiderate manner within the site limits or nearby.
- Lighting of fires.
- Smoking.
- Bringing firearms or weapons on site.
- Graffitiing and vandalism.
- Being disrespectful of work by others. No boots on finished surfaces. Use drop sheets to protect finished surfaces.

Harassment, Discrimination and Bullying Policy

Klass Projects will not tolerate any forms of offensive behaviour, particularly harassment, discrimination and bullying. Any behaviour that offends, humiliates, intimidates or undermines a person is unacceptable. These are offences under the OH&S Act.

Examples include:

- Being sworn at.
- Being threatened with violence.
- Having personal effects damaged.
- Treating a worker unfavourably due to age, sexual orientation, race, religion, physical features etc.
- Asking personal questions.
- Sexual innuendo, crude conversations and jokes.
- Coercion.
- Intentional pranks.

Smoke Fee Policy

Given the health risks of smoking, Klass Projects is committed to providing a smoke free workplace. Smoking is permitted in designated smoking areas only. Smoking is prohibited in all buildings, doorways, within 15m of dangerous goods storage and other enclosed structures.

Drug and Alcohol Policy

Workers are not permitted to present themselves on a Klass Projects construction site under the influence of alcohol or any other illicit drug. The possession, ingestion, distribution, inhalation or injection of alcohol or illegal, non-prescribed drugs is strictly prohibited.

Hazardous Substances/Dangerous Goods Policy

Hazardous substances have the potential to harm an individual's health and may be in the form of a solid, liquid or gas. They can react with other materials to cause injury to a worker or damage property or plant and in the course of operations, may produce dust, fumes and smoke etc. Exposure can cause immediate and long term health consequences. The level of risk of a substance is determined by its form, concentration and toxicity etc. as well as how the substance is used or handled. A hazardous substance can be identified by a warning such as 'POISON', 'DANGEROUS POISON', or 'HAZARDOUS' on the label. Unsafe use and handling of hazardous substances can cause cancer, poisoning and diseases of certain organs such as the skin, lungs, liver, kidneys and nervous system.

Examples of hazardous materials include:

- Toxins such as lead in lead based paint.
- Silica dust (repeated exposure harmful) contained in materials such as cement & concrete, masonry, sand & soil and asphalt. Causes lung disease.
- Corrosives such as sulphuric acid used for removing rust, hydrochloric acid used for cleaning brickwork and caustic soda used as paint stripper. Corrosives burn and damage body tissue (eyes, skin & lungs).
- Irritants such as ammonia used for cleaning.
- Carcinogens (cancer causing) such as benzene found in petrol based products, paints & adhesives or asbestos found in materials such as vinyl floor tiles, cement roof sheeting & wall lining.
- Biological products, for example, fungal (mould causing respiratory infection) and bacterial (bird droppings causing lung infection; psittacosis).
- Flammables such as petrol, kerosene and LPG. These must be kept away from any ignition source, sources of heat and smoking.
- Ozone depleting substances, for example, old refrigerants containing CFCs.

General instructions for hazardous substances/dangerous goods:

- All hazardous substances and dangerous goods entering a Klass Projects construction site must be entered into the **Hazardous Substances/Dangerous Goods Register** before use.
- All hazardous substances must be stored in their original containers with labels intact and readable at all times.
- Store all flammable or combustible liquids and gases in a well ventilated, cool place free from sources of ignition.
- Use of hazardous substances/dangerous goods must be in accordance with the manufacturer's specifications, instructions and Material Safety Data Sheets.

General instructions for hazardous substances/dangerous goods (Continued):

- No waste liquids are to be poured into storm water or sewer drains or onto the ground.
- No eating, drinking and smoking in contaminated areas.
- Personal protective equipment including overalls, aprons, gloves, chemical resistant glasses, face shields and respirators must be worn at all times when working with or around hazardous substances/dangerous goods.
- After working with or near hazardous substances/dangerous goods, thoroughly wash hands.
- Identify location of first aid kit as eye wash or burn aid etc. may be required.
- Identify location of dry chemical extinguisher.
- In the case of flammable materials, no obvious heat sources are to be operated in the same area.
- Material Safety Data Sheets
    - A Material Safety Data Sheet (MSDS) is a document from the manufacturer or importing supplier that provides health and safety information about products, substances or chemicals that are classified as hazardous substances or dangerous goods. A MSDS provides the following information:
        - Product name and physical and chemical properties.
        - In what way the product affects health and routes of exposure.
        - Safe handling and use.
        - First aid and emergency procedures.
        - Storing product safely and disposing of product safely.
        - Environmental precautions.
    - Workers, clients and occupiers of premises etc. must have access to current MSDS and understand how to respond to daily exposure as well as first aid or emergency situations.
    - All safety procedures listed on the MSDS must be followed and included in **SWMS**.
    - No hazardous substances/dangerous goods are to be brought to the workplace without a current MSDS.
- Every worker has a 'duty of care' to the environment. Workers need to take all reasonable steps to prevent pollution and protect the environment.

Working at Heights Policy

The construction of buildings and demolition works often requires tradespeople to work at heights. Falls from heights can leave workers with permanent and debilitating injuries such as fractures, spinal cord injury, concussion and brain damage. The risk of serious injury or death from a fall is greater when working at heights over two metres. The risks associated with working at heights are often increased by access and mobility restrictions. Workers must observe the Occupational Health & Safety (Prevention of Falls) Regulations. Scaffolding, the use of elevated work platforms, etc. are all subject to legal requirements that must be observed and must be integrated into SWMS. Check daily that all scaffolding is configured correctly, that guard rails comply and that it is not altered or removed. Only trained operatives are allowed to erect, alter or dismantle scaffolding or mobile towers.

It is important to properly cover or securely barricade all voids - floor and roof penetrations, lift shaft entrances and doorways where staircases are to be installed or removed. Use temporary flooring, timber sheeting, an industrial safety net or similar.

Fall Hazards include:

- Working on a fragile, slippery or potentially unstable surface.
- Working on a sloping surface on which it is difficult to maintain balance.
- Working close to an unprotected edge.
- Working close to a hole, shaft or pit that is of sufficient dimensions to allow a person to fall into.
- Working on any equipment or structure being constructed, inspected, tested, maintained, repaired or cleaned.

Use of Ladder:

- Use a platform ladder with a large and stable work surface where possible.
- Ladder must be rated industrial with a minimum of 120kg load rating.
- Place ladder evenly on a firm, non-slip surface and secure it to a support (top and/or bottom). Or, have another worker 'support/foot' the ladder. Ladder should be placed at 75 degrees to the horizontal.
- Regularly inspect ladder for damage. Ladder must be in a sound working condition and appropriate for the task to be undertaken.
- Keep three points of contact when ascending, descending or standing on a ladder.
- Workers must not -
    - Stand higher than the second tread below the top plate of any ladder.
    - Use ladder when using tools requiring force or operation with two hands.
    - Use ladder to work over other people.

Subcontractors who need to work at 2m or above must provide an **SWMS** and provide any additional fall prevention devices not already provided by Klass Projects.

Excavation and Trenching Policy

An excavation includes any man-made cut, deep bulk excavation, trench, shaft, tunnel etc. made by earth removal.

The most significant risks of working in or near an excavation or trench are:

- Striking underground services such as gas pipes, electricity & telecommunications cables, sewerage, water mains etc.
- Leaking services.
- Collapse of earth or rock.
- Falls from one level to another.
- Mobile plant rollover; working too close to the edge.
- Hazardous atmospheres.
- Possibility of flooding from any water source e.g. storm water drains, heavy rain etc.

An **SWMS** must be prepared for high risk excavation work in accordance with OH&S regulations.

These factors must be considered when planning works:

- Ground conditions.
- Stability of adjacent structures.
- Static loads near excavation e.g. buildings, stock piles.
- Ground vibration e.g. traffic, mobile plant, drilling.
- Undermining of adjacent or nearby roads, footpaths, buildings, trees etc.
- Water stored in ground or near work area.
- Location of services.
- Intersecting old service excavations.
- Telephone and electricity supply poles.
- Risks to health and safety from past dumping of chemicals or rubbish.

General Excavation and Trenching Rules:

- Warning signs and barricades must be erected around excavations/trenches to prevent access to work area. All trenches 1m deep or greater need a 900mm high barricade erected.
- Excavations/trenches should be covered or back filled as soon as possible.
- Trenches 1.5m deep or more need a protective system, such as shored, battered or a trench shield, unless the excavation is entirely stable rock. All timber used in ground support should be at least F8 grade hardwood.
- Trenches 2m deep or more need a protective system designed by an engineer (a geotechnical report).
- Make sure industrial grade portable ladders are used to gain access to excavation floor.
- Look for sources that might affect trench stability e.g. heavy equipment nearby.
- Keep excavated soil (spoil) and other materials 0.6m away from trench edges.
- Know where underground services are located before digging (Dial Before You Dig). Do not rely solely on site plans and drawings as these are sometimes not accurate or complete. Seek assistance from the local services and distribution companies. If unclear, perform X-ray/radar detection survey and/or dig by hand to expose existing services prior to any mechanical excavation near the services.
- Determine soil type before excavation.
- Inspect open excavations regularly, especially following rain (for water saturation of soil) or high temperatures (for soil drying out).
- Test for atmospheric hazards such as low oxygen, fumes, toxic gases etc. where trenches are more than 1.5m. Use a gas detector.
- Never allow anyone to work alone in a trench or shaft unless there is another person close by.
- Workers in or around trenches must wear safety helmets.
- If a trench runs across sloping ground, spoil should be placed on the downhill side of excavation.
- Predetermine placement of spoil if not being used for backfill.
- Excavations are to be kept dry. Water softens ground and increases likelihood of collapse. Use a ‘de-watering system’ for excavations open for long periods of time.

Confined Spaces Policy

Confined spaces pose dangers because they are not usually designed to be areas where people work. They can be below or above ground.

A confined space includes any enclosed or partially enclosed space such as a vat, tank, pipe, duct, flue, silo, container, underground sewer, well, shaft, trench, tunnel, drain pit or roof space. A confined space has a restricted entry or exit and is physically restrictive when working.

The risks associated with working in a confined space include:

- Hazardous airborne contaminants such as toxic fumes from welding, adhesives, paint, exhaust fumes from engines and dust.
- Oxygen deficiency.
- Engulfment by water or stored materials such as sand etc.
- Fire or explosion due to working near flammable substances.
- Excessive noise.
- Extreme temperatures.
- Poor lighting.
- Complications with manual handling, protrusions, entanglement, slips and falls.
- Rescue of an ill or injured worker is more difficult.
- Electrical hazards such as shocks and burns and electricity in wet areas.
- Lack of handrails.
- Infection.
- Anxiety/claustrophobia.
- Animals such as snakes and rats.

Klass Projects must manage the risks associated with confined spaces by eliminating or minimising hazards as much as possible. Before a worker enters a confined space, an **SWMS** must be prepared including safety and communication systems, signage details, specific controls etc. The procedures for working in confined spaces are stringent and should only be carried out by competent persons due to the hazardous nature of the work. The Work Health and Safety Regulations 2012 state that a competent person is a “person who has acquired through training, qualification or experience the knowledge and skills to carry out the task”. The Australian Standard for confined space (AS2865 -1995) states that all personnel required to enter a confined space should be trained in First Aid, including Cardio-Pulmonary Resuscitation.

Electrical Safety Policy

Electrical hazards may cause electrocution, shocks or burns and can arise from cables, transformers, capacitors, relays, exposed terminals and wet surfaces where electrical circuits and electrically powered plant are used. Electrical risks also include fire that may result from an electrical fault and toxic gases that may be released from burning associated with electrical equipment. Electric shocks may also lead to falls from ladders, scaffolds etc. or muscle spasms, palpitations, nausea, unconsciousness or contact burns.

Electrical Hazards Checklist:

- Check that electrical equipment is turned off when not in use.
- Make sure electrical equipment is kept dry. Do not use power tools in the rain or while standing on wet ground.
- Check that leads are not lying in mud or water or in areas where they can be damaged or may cause tripping risks. Use stable lead stands and lead hooks and do not allow leads to be wrapped around scaffolds.
- Extension cords must be 10 Amps, heavy duty sheath type and no longer than 32m.
- Do not join extension cords together.
- Make sure all electrically powered tools and leads are functioning adequately. Have an electrician/competent person inspect and tag them when they are first brought on site. Tools or leads that are not fully operational must be removed from service and repaired or replaced. Never perform temporary repairs.
- Broken plugs, sockets or switches or frayed or damaged leads are not to be used.
- Check location of underground and overhead cables, mains and existing live services and take care when working near them.
- Work is not permitted within 'No Go Zones'. These are defined distances for safety clearances surrounding overhead powerlines. Visit 'Energy safe Victoria' for more information. If the lines are insulated and the insulation has been inspected by an electrician, written permission can be sought from the electrical supply authority to work within the 'No Go Zone'.
- All circuits including portable generators must be earthed and protected by Residual Current Devices (RCDs).
- Double adapters are not suitable for use on building sites. Check that multi-plug portable outlet devices have over-current protection and safety switches wired into them (RCDs) to provide protection from shock and electrocution. They must be suitable for outside use.
- A clearance of at least 1.2m to the front of the switchboard must be maintained.
- Make sure plant and temporary structures are a safe distance from powerlines.
- Take note of signage warning of areas containing electrical hazards.
- Don't overload power outlets.
- Use non-conductive ladders, tools, equipment, clothing and footwear.
- Report any electrical hazard or unsafe equipment immediately.

For all tasks involving interaction with electricity, an **SWMS** must be provided.

First Aid for Electric Shock

Signs & Symptoms:

- Unconsciousness.
- Difficulties in breathing or no breathing at all.
- A weak, erratic pulse or no pulse at all.
- Burns, particularly where the electricity entered and left the body.
- Sudden onset of cardiac arrest.

What to do:

- Do not touch the victim if they are in contact with live conductors.
- If possible, disconnect the power source.
- If possible, remove the patient from the electricity supply without directly touching them, using a non-conductive dry material such as a broom handle.
- Relocate victim to a safe environment.
- Call 000 for medical emergency.
- If required, commence and maintain resuscitation until arrival of emergency services.
- Cool burns under running water.
- Prevent infection by covering burns with a loose & light non-stick dressing.

Personal Protective Equipment (PPE) Policy

PPE is anything used or worn by workers to minimise risk to health & safety and includes a wide range of clothing and safety equipment. PPE includes boots, face masks, hard hats, ear plugs, respirators, gloves, safety harnesses, high visibility clothing, sunscreen etc.

PPE must be:

- Suitable for the type of work and any risk associated.
- The right fit and comfortable to wear.
- Maintained, repaired or replaced when necessary.
- Used or worn by workers whenever possible.

All workers are required to use PPE safely and correctly.

Manual Handling Policy

Manual handling is any activity requiring effort to lift, move, push, pull, carry, hold or restrain any object. Poor manual handling practice is one of the most common causes of injury.

All workers are to use the correct manual handling and lifting techniques.

- Use mechanical assistance where possible.
- Use two people to lift heavy or awkward goods.
- Handle heavy objects close to the body. Avoid a long reach out to pick up an object.
- Lift slowly, smoothly and without jerking.
- Bend your knees, retain a flat back and use your thigh muscles to lift.
- No worker should attempt to lift any object that they are not comfortable with.
- Where possible, larger loads should be broken down into smaller loads.
- All lifting gear must have a current inspection tag (within 12 months).

Mobile and Powered Plant Policy

This policy is designed to protect workers against risks to health and safety arising from plant and systems of work associated with plant. Some common types of plant include forklifts, cranes, bobcats, excavators, boom lifts, generators, explosive power tools, pressure equipment, scaffolds and brick hoists.

The term plant covers machinery and equipment that processes material by way of action that:

- Cuts, drills, punches or grinds.
- Hammers or joins.
- Mixes.
- Lifts or moves material or people.

All mobile and powered plant used on a Klass Projects site must be entered into the **Plant & Equipment Register.**

Machinery/plant requiring registration on site will include the following:

- All equipment for mechanical powered lifting.
- All equipment requiring a licence to operate.
- All equipment that is driver operated.

Types of serious injuries caused by plant include:

- Amputation of limbs.
- Crush injuries.
- Fractures sustained from falls from plant.
- Electrocution.
- Burns and scalds.

OH&S regulations require that workers who operate or use high risk plant must be licensed with WorkSafe Victoria. High risk plant such as tower cranes and mast climbing work platforms need to be registered with WorkSafe Victoria. Where workers require specific training for operating plant, certification must be produced.
Workers who operate plant should be competent so they don't put themselves or others at risk.

General Plant Rules:

- All plant must be inspected and maintained with the relevant standards or manufacturer's recommendations. All inspections and/or maintenance must be documented in the **Plant & Equipment Register.**
- To correctly operate plant, all operating manuals and instructional material provided by the manufacturer must be followed.
- With mobile plant, ensure fluid levels and pressures are correct and brakes are functioning properly.
- Only use plant for the purpose for which it was designed unless the proposed use does not increase the risk to health and safety. Prevent unauthorised alterations to or interference with plant.
- Workers must ensure, so far as reasonably practicable, that when plant is not in use, it is left in a state that does not create a risk for any person. Provide guarding and barriers around equipment. Use warning signs, markers or flags. Park plant on a flat surface if possible and remove keys.
- Secure mobile plant against movement before dismounting – set parking brake and lower attachments to the ground.
- Workers must not operate plant with safety devices removed. If a worker identifies that safety devices are missing or damaged on an item of plant or equipment they must cease work. Damaged plant should be withdrawn from service until any risks to health and safety have been controlled.
- Consider the following hazards associated with plant:
    - Mobility of plant including the size of the area in which plant is used, the slope or evenness of the ground, the proximity of other workers, pedestrians and nearby property.
    - Moving parts of plant.
    - Operating plant close to an embankment.
    - Load-carrying capacity of plant and stability of loads.
    - Reversing plant and driving plant too fast for conditions. Operators must know stopping distances and regulate speed accordingly.
    - Operating plant near underground or overhead electric cables.
    - Operator protection, operator fatigue, carrying out repetitive tasks and restricted view of operator.
    - Harmful emissions, fluids or gas created by plant.
    - Electricity, noise, radiation, friction, vibration, fire, explosion, moisture, dust and hot or cold parts created by plant.

General Plant Rules (Continued):

- Ensure that control measures such as guards and warning devices are regularly inspected and tested. Warning devices should be used where there is a likelihood of moving plant colliding with other plant or workers in the vicinity of plant. Warning devices include:
    - Reverse or forward beepers.
    - Flashing lights.
    - Air horns.
    - Sensing devices to warn operator of a person to rear of plant.
- Identify designated delivery, access and turning areas for plant.
- Implement safe working distances from plant.
- Use spotters/safety observers to control traffic movement. Know the hand signals used on site.
- Under no circumstances is a person to ride on any piece of equipment unless he/she is properly occupying a seat designed for such a purpose.
- Make sure you have eye contact with the operator before you cross the path of his/her machine. Never assume you are seen – be certain.
- Work is not permitted within 'No Go Zones'. These are defined distances for safety clearances surrounding overhead powerlines. Visit 'Energy safe Victoria' for more information on operating plant near powerlines. If the lines are insulated and the insulation has been inspected by an electrician, written permission can be sought from the electrical supply authority to work within the 'No Go Zone'.
- Most work with moving plant is defined as high risk and an **SWMS** is required prior to commencing work on site.

Subcontractor Management Policy

Subcontractors need to fulfil certain requirements before commencing work on site. These include:

- Participate in a site induction.
- Confirm trade licences or qualifications.
- Submit OH&S and environmental plans.
- Prepare and submit SWMS for high risk activities.
- Confirm registration with relevant authorities such as VBA and ESV.
- Have appropriate insurance policies including:
    - Work Cover.
    - Public Liability.
    - Contract Works (Loss or Damage)
    - Mobile Plant.

Subcontractor details will be entered into a **Subcontractor Register**. Klass Projects will regularly review this information to ensure that it is current and up to date.

Induction

All subcontractors are required to complete a site-specific induction prior to commencing works on site.

Klass Projects aims to protect workers from the hazards associated with construction work. A site induction provides workers with an awareness and understanding of common hazards on site and how they should be managed. Its primary purpose is to inform the subcontractor of:

- The subcontractor's obligations.
- Existing site hazards, conditions and amenities.
- Policies, procedures and rules.
- Restrictions regarding noise, working hours and parking etc.
- Any site-specific training needs.
- Incident & hazard reporting and emergency procedures.
- Safe work procedures, high risk construction work activities and SWMS.

Klass Projects plan, manage, conduct and supervise all work in compliance with legislation and best practice. Workers must have a clear understanding of their responsibilities. An **Induction Form** will be completed as the inductee is going through the induction process. Each item will be checked off once training and understanding of each item has been achieved. This form must be signed by the Site supervisor and the subcontractor. Subcontractors are encouraged to ask questions about their responsibilities and seek clarification of any issues.

PLEASE NOTE: NO INDUCTION, NO ENTRY WILL APPLY.

Risk Assessments and Safe Work Method Statements (SWMS)

Before undertaking any work, workers must assess the risks associated with the work and implement appropriate risk control measures. An SWMS is required for high risk construction work activities, but not for 'work of a minor nature'. If the work does not involve any risks to anyone, an SWMS does not have to be prepared. Upon request, workers must supply Klass Projects with a written SWMS that highlights the job hazards and the risk control measures to be implemented to control the hazards. For annual/generic type work, an annual SWMS is deemed appropriate. All workers involved in carrying out work stated in the SWMS must be consulted, and have read, understood and signed the SWMS. Subcontractors must keep SWMS with them while on site.

Safe Work Method Statements (SWMS) are statements that:

- Describe how the work is carried out.
- Identify the work activities that have safety and environmental risks.
- State what the safety and environmental risks are.
- Describe the control measures that will be applied to the work activities and how they will be implemented in a safe and environmentally sound way.
- Outline the legislation, standards and codes to be complied with.
- Include a description of the equipment used in the work, the qualifications of the worker doing the work and the training required to do the work in a safe and environmentally sound manner.

Some of the mandatory activities that require an SWMS:

- Working with or near high voltage power.
- Activities that involve risk of electrocution such as working near energised electrical installations or services.
- Working at heights above 2m.
- Working within confined spaces.
- Demolition of a load bearing part of a structure or the demolition of any part of a structure that is likely to affect its physical integrity.
- Removal or disturbance of asbestos.
- Working in trenches, tunnels or shafts deeper than 1.5m.
- Work which includes structural alterations or repairs to a structure that requires temporary support to prevent collapse.
- Working near a road, railway or other traffic corridor that is in use by traffic other than pedestrians.

Some of the mandatory activities that require an SWMS (Continued):

- Working in an area where there is any movement of powered mobile plant.
- Working near pressurised gas distribution mains or piping.
- Building or demolition work involving tilt up or precast concrete.
- Using a hazardous substance.

Preparing an SWMS is part of the planning of the work. Workers are required to perform works in accordance with SWMS. Klass Projects will ensure that workers have the skills to complete the work and that the work is completed as documented in the SWMS. SWMS will be reviewed when the work changes, when there is a change of workers or after an appropriate length of time.

Certain types of work require a licence including high risk work, demolition work and asbestos removal & clearance. Work Safe Victoria is the work health & safety regulator responsible for issuing licences. Some high risk activities that require a licence include scaffolding, the use of cranes, boom type elevating platforms and rigging. For more information on whether or not a licence is needed, view the **table of high risk work licences and classes of high risk work** on the Safe Work Australia website.

Job Safety Analysis (JSA)

A Job Safety Analysis or Risk Assessment is often performed prior to developing an SWMS. The information from the JSA (i.e. the steps of the work activity & the hazards of each step) is transferred onto the SWMS in a clear and concise way. The step by step instructions on how to safely perform the work activity including equipment required and PPE to be worn are also transferred onto the SWMS.

Conclusion

Effective safety consultation is an essential part of managing health and safety at work. Klass Projects is committed to sharing information about matters that are relevant to workers' health and safety, identifying hazards and making decisions on how to control these hazards. Workers are encouraged to express their views about how to address particular safety matters.

Subcontractors will be consulted about health and safety on site, over the phone, via email, site induction and meetings etc.

This Health & Safety Co-ordination Plan has been developed to clarify and emphasise the occupational health & safety policies of Klass Projects.

Standard Forms

1. Site Induction Form
2. Non-Conformance Notice
3. Incident Report Form
4. Hazard Report Form
5. Hazardous Substances/Dangerous Goods Register
6. Plant & Equipment Register
7. Subcontractor Registration Form
8. Job Safety Analysis (JSA) Worksheet
9. Safe Work Method Statement (SWMS) Template