

HEALTH AND SAFETY COORDINATION PLAN - EPPING



PROJECT DETAILS

Site Details: Epping Market, 315 Cooper St, Epping

Works: Holding period (26 August 2013 – 1 January 2014)

Site Owner: Melbourne Market Authority

Site Possession Date: 26 August 2013

PURPOSE AND SCOPE

The purpose of this document is to outline the health and safety processes for the management of the Epping site until the facility management contractor commences. The scope of this document is limited to the holding period and excludes the tenant fit out and warehousing development stages.

RESPONSIBILITIES

Due to the various stages of works required on the site, the following is an outline of the roles and responsibilities for the management of the site.

MMA'S RESPONSIBILITIES (Principle Contractor)

It is the responsibility of the MMA Asset Manager to manage the facility in a manner that will protect the health and safety of team members, contractors, visitors and the public.

The MMA Asset Manager shall:

- display a sign with the relevant contact details prior to works commencing
- maintain, communicate and make readily available this Health and Safety Coordination Plan to MMA employees, contractors and anyone inspecting the site
- develop, maintain and communicate relevant site rules
- ensure relevant inductions are conducted for MMA employees and contractors
- ensure all necessary improvement reports are completed and that the Chief Operating Officer and Risk Governance and Environment Manager are notified immediately of any WorkSafe notifiable incident or dangerous occurrence

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CONTRACTORS RESPONSIBILITIES

All contractors engaged by the MMA shall adhere to the health and safety requirements and standards set out by the MMA.

Contractors have a responsibility to work safely on site at all times and not endanger the safety of their employees, visitors, other contractors, public or any of MMA's employees at any time.

Contractors shall:

- undertake a safe work method statement for any task considered to be high risk construction works
- ensure their employees/contractors are aware of and comply with all of MMA's health and safety requirements and standards
- ensure adequate supervision is undertaken and their employees/sub-contractors receive appropriate training/instruction to carry out the tasks safely
- report injuries and incidents to the MMA Asset Manager
- ensure employees/sub-contractors under their control have the necessary skills and are appropriately trained and licensed
- ensure health and safety information is made available to all employees and sub-contractors
- undertake relevant inductions and on the job training for all employees and contractors

GENERAL RESPONSIBILITIES

All personnel on site are required to carry out their duties safely and follow all health and safety policies and procedures, safe work method statements, risk assessments and written and verbal instructions from the MMA Asset Manager, wardens and their relevant supervisors at all times.

All personnel on site have a responsibility to work safely at all times and not endanger the safety of visitors, other contractors, public or any of MMA's employees at any time.

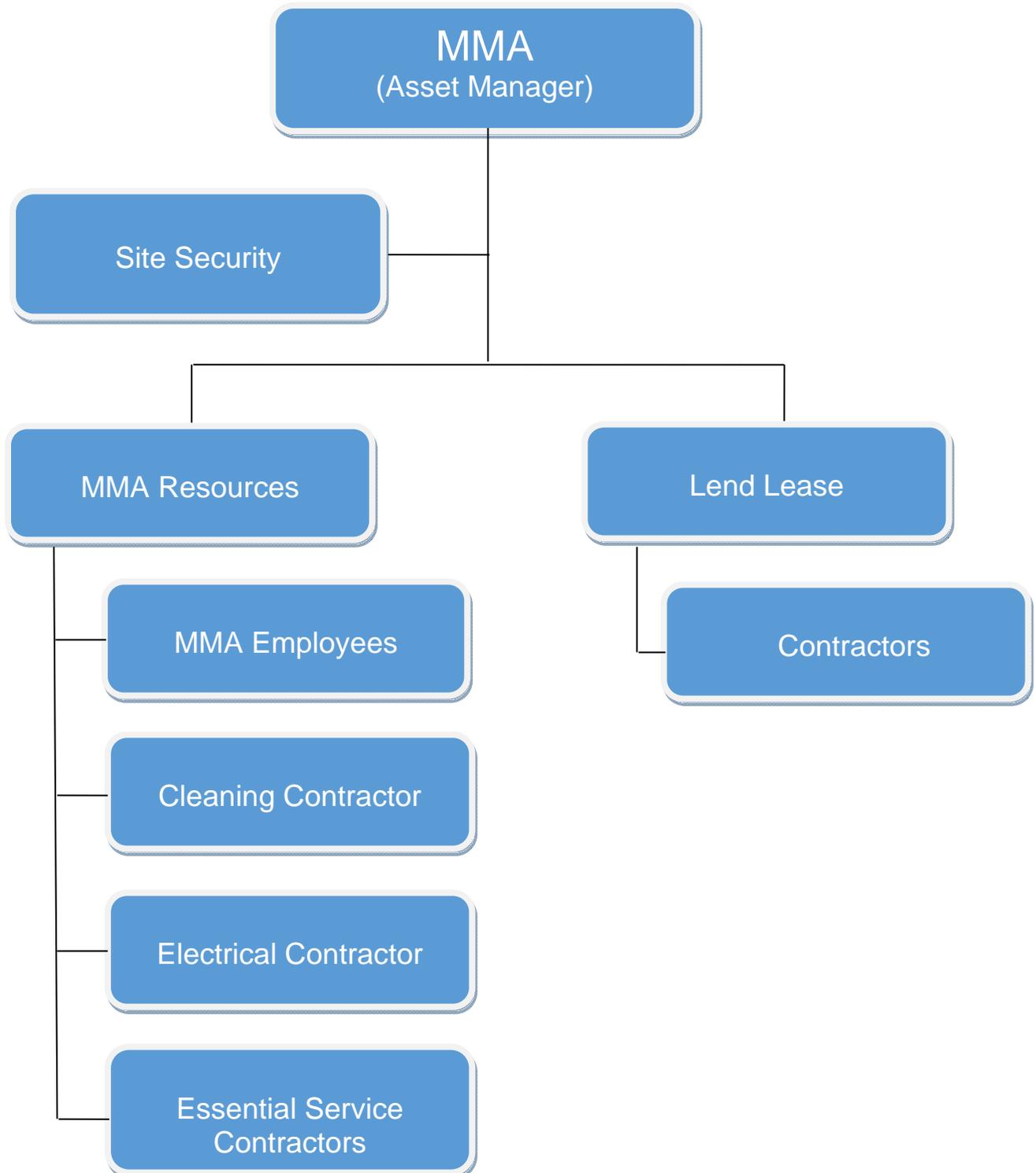
All personnel on site shall report all significant hazards, incidents or unsafe working conditions immediately and shall assist in any investigations as required.

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SITE REPORTING LINES



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SITE SPECIFIC HAZARDS

As most of the construction activity has already been completed and scope of this document is limited to the holding period, it is not foreseen that there will be a requirement to access confined spaces or the roof of the facilities.

The following table is a high level analysis of the high risk construction hazards applicable to the works being completed on site during the holding period.

Expected hazards	Present
Falling more than 2 meters	Yes
Work on telecommunications towers	No
Demolition	No
Asbestos	No
Structural alterations	No
Access to confined spaces	No
Trenching or shaft deeper than 1.5m	No
Use of explosives	No
Mobile plant	Yes
Construction of precast concrete	Yes

TRAINING

The relevant MMA manager is responsible for ensuring all MMA employees are appropriately trained and competent for the works the team members are completing.

The MMA Asset Manager shall ensure as far as reasonably practicable, that all contractors have the appropriate licenses, certificates of competency or permits, prior to commencement.

Contractors shall ensure that their employees and subcontractors:

- are appropriately trained and competent for the works they are completing
- have the appropriate licenses, certificates of competency or permits, prior to commencement

INDUCTION

The MMA Asset Manager shall ensure MMA employees and contractors are inducted on to the site using the Epping site induction presentation and site induction register.

It is the contractor's responsibility to ensure that all employees and sub-contractors are inducted into the contractors system of work using an appropriate induction register.

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Stakeholder	Site Induction	Construction Industry Induction Card (or statement of attainment)
MMA employees undertaking work in the administration office	Required	Not required – Access to designated Construction areas is not permitted unless as a visitor
MMA employee undertaking physical work on the site	Required	Required
Contractors	Required	Required
Visitors to the site	Not required if they are accompanied	Not required if they are accompanied by a person who has been inducted and hold a valid Construction Industry Induction Card
People who are temporarily at the site (delivery drivers)	Not required, strict direction to be provided on arrival to site	Permitted on site without an induction or a Construction Industry Induction Card for a time reasonably to make their delivery

SAFE WORK METHOD STATEMENTS (SWMS) AND PERMIT TO WORK

Before any high risk construction works (or tasks identified by the MMA Asset Manager) commence, each contractor must ensure that a safe work method statement (SWMS) is prepared for their employees and contractors.

The employer must ensure the SWMS is maintained and communicated to their employees and contractors. It is also the responsibility of contractors to ensure their employees and contractors are complying with the SWMS and have complied with the permit to work requirements.

The MMA asset manager shall ensure a SWMS is completed for any MMA employees completing high risk construction works and any permit to work requirements are adhered to.

HEALTH AND SAFETY CONSULTATION

The MMA shall ensure that a consultation process exists for MMA employees and contractors on health and safety matters in accordance with the Occupational Health and Safety Act 2004.

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SITE MEETINGS

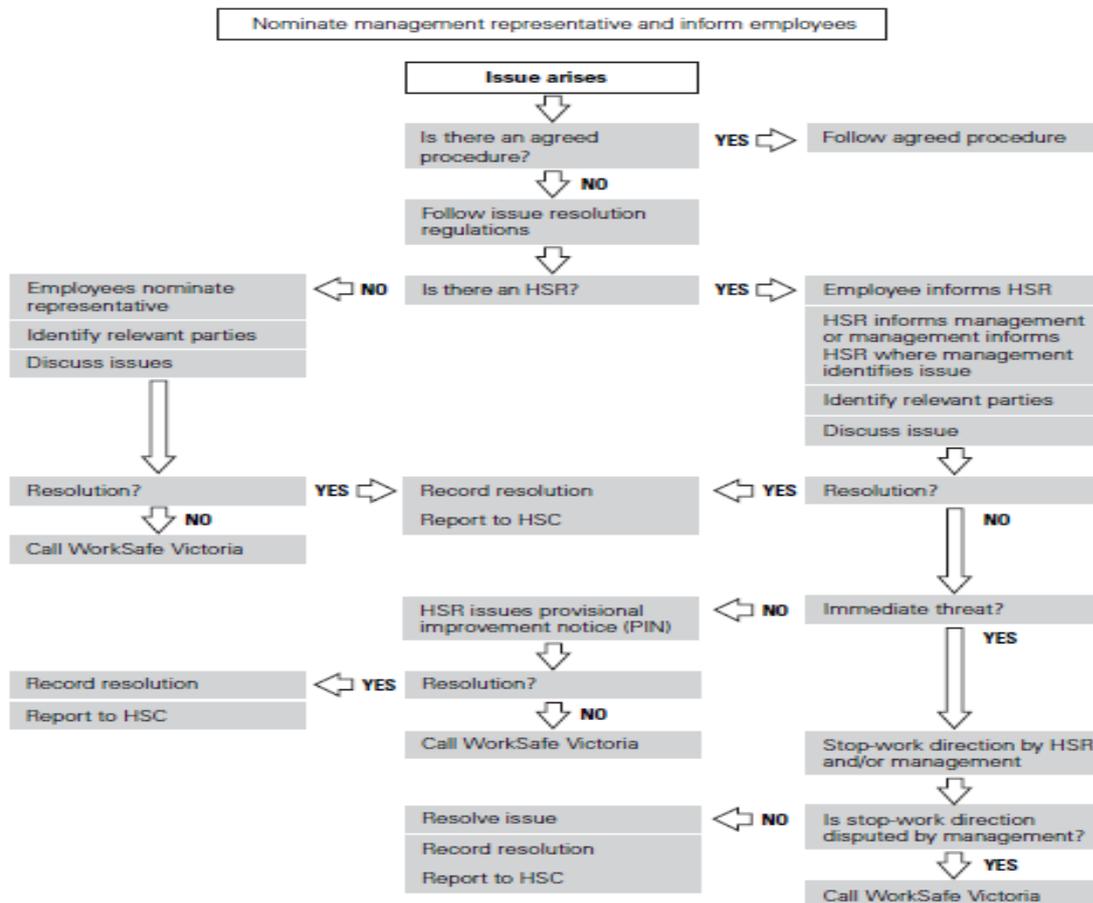
The MMA asset manager shall ensure that MMA employees and contractors have an opportunity to meet regarding Health and Safety.

Frequency	Record	Responsible	Distribution List
As required based on the works schedule	QMS-FOR 6.2 Minutes Template	MMA Asset Manager	Attendees of site meeting minutes
	QMS-FOR 6.3 Action Sheet	MMA Asset Manager	Attendees of site meeting minutes

ISSUE RESOLUTION

Where an issue cannot be resolved, WorkSafe's issue resolution policy shall be followed to resolve the issue. The Asset Manager has been designated as the MMA employer's representative.

ISSUE RESOLUTION PROCEDURE FLOW CHART



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HEALTH AND SAFETY REPORTING

All personnel on site are required to report hazards, injuries, incidents and near misses. The following table is an overview of the documentation that can be used to report health and safety and issues.

Issue/Improvement	Record	Responsible	Related Procedure
Hazard, accident, incident, near miss or compliant	QMS-FOR-7.1 Customer Feedback Form	Visitor/Customer	QMS-PRO-0.7 Customer Feedback and Improvement Reporting
Hazard, accident, incident, near miss or compliant	QMS-FOR-7.2 Improvement Request Form	MMA employee	
Hazard, accident, incident, near miss or compliant	In the absence of a Contractors report form use QMS-FOR-7.3 Supplier Improvement Request Form	Supplier/contractor	
Investigation/follow up	QMS-FOR-7.4 Action Report Form	MMA Asset Manager	

Employees of contractor/subcontractor shall report all issues to the head Contractor within the work area using the contractor's management systems.

Contractor shall manage the reporting of incidents and health and safety issues within their own work area and report the findings to the Asset Manager in accordance with the following:

Incident Type	Verbal Notification to Asset Manager	Written Notification to Asset Manager
Serious Injury, WorkSafe Notifiable Incident	As soon as possible	Within 48hrs
Loss Time Injury/property damage/significant hazard	Within 1 hour	Within 48hrs
First Aid injury	Within 1 working day	Within 7 working days
Report only injury/significant hazard that the contractor is unable to control	N/A	Within 7 working days

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WORKSAFE NOTIFIABLE INCIDENT

Where a Serious Incident or Dangerous Occurrence (defined under Occupational Health and Safety Regulations 2007) is reported to the MMA Asset Manager or Risk Governance and Environment Manager shall notify WorkSafe Victoria by phone immediately upon receiving the relevant information concerning the incident. The completed improvement report and relevant investigation report shall be provided to WorkSafe within 48 hours.

The MMA Asset Manager (or contractor in the MMA Asset Managers absence) shall take control of all Notifiable Incidents and shall ensure:

- the scene of the accident or incident is not disturbed
- the details of the accident or incident are fully documented
- The MMA is represented during any investigation undertaken by WorkSafe and liaise with their representatives

HEALTH AND SAFETY PERFORMANCE MONITORING

The health and safety performance of the site shall be monitored for its implementation and effectiveness of the Health and Safety Coordination Plan. The Risk Governance and Environment Manager shall monitor the following statistics:

- number of hazards reported
- status of corrective actions
- number of injuries and incidents
- number of worksite inspections completed

The MMA Asset Manager shall discuss and review the Health and Safety Performance with MMA employees and contractors at the site meetings.

EMERGENCY & FIRST AID

EMERGENCY PROCEDURES

The MMA has developed an emergency procedure for the site. This document outlines the process for all emergencies on site and the appropriate resources and training to be provided to emergency personnel.

Item	Record	Responsible	Related Procedure
Site Specific Emergency Procedure	Emergency Procedures	MMA Asset Manager	QMS-PRO-14 Emergency Planning

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Location of muster points and relevant contact details	Emergency Maps	MMA Asset Manager	QMS-PRO-14 Emergency Planning
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FIRST AID

The MMA is responsible for providing and maintaining First Aid which meets the needs of the MMA employees and MMA visitors coming on to the site. The location of the MMA first aid kits will be detailed on the emergency evacuation plan.

The Risk Governance and Environment Manager shall engage a supplier to regularly service the MMA's first aid kits.

Contractors are responsible for assessing their own First Aid requirements and providing their own suitable First Aid Kits and administering First Aid Kits to their personnel.

Item	Record	Responsible	Related Procedure
First Aid kit	First Aid Risk Assessment	Risk Governance and Environment Manager	QMS-PRO-14 Emergency Planning

SITE ACCESS

Access to the site will be controlled by the MMA to prevent unauthorized entry via perimeter fencing, boom gates and security personnel.

Where work is deemed to be construction work, Contractors shall ensure the area is clearly sign posted and with accessed controlled to prevent any unauthorized entry. Contractors working within these designated construction areas are responsible for developing and implementing appropriate procedures to minimise the risk associated with the works.

PERSONAL PROTECTIVE EQUIPMENT

The MMA will provide personal protective equipment to MMA employees and visitors that are appropriate to hazards present on site.

Contractors are responsible for providing personal protective equipment to their own employees and sub-contractors.

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HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

The MMA Asset Manager shall ensure a register of all hazardous substances and dangerous goods stored and used within the administration area is maintained and that safety data sheets are available to all users of the product.

Contractors shall maintain a register for all hazardous substances and dangerous goods used within their designated work areas and ensure safety data sheets are available.

Item	Record	Responsible	Related Procedure
Dangerous Goods and Hazardous substances	Hazardous and Dangerous Goods Registers/Safety Data Sheets located in the MMA administration building	MMA Asset Manager	QMS-PRO-15 Dangerous Goods and Hazardous substances

WORKPLACE INSPECTIONS

Over and above the daily supervision processes, the MMA Asset Manager shall perform random workplace inspections to confirm compliance and non-conformance to various health and safety related issues.

Frequency	Record	Responsible	Follow up mechanism	Related Procedure
Monthly	Workplace Inspection Checklist	MMA Asset Manager	Improvement Request	QMS-PRO-07 Customer Feedback and Improvement Reporting

Where significant improvements are identified with a contractor, the contractor shall respond in writing to the concern.

RELATED DOCUMENTS

- Epping Market Site Induction
- Epping Market Site Rules
- Epping Market Operations Plan
- Epping Market Emergency Contact List

REFERENCES

- Work Health and Safety Policy
- Occupational Health and Safety Act 2007
- Occupational Health and Safety Regulations 2007
- Worksafe's Working safely in general construction

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