

Hard Yards Maintenance Services Pty Ltd
Work Health and Safety (WHS) Management Plan

Contents

1	Project information	3
1.1	Management and review	3
1.2	Principal contractor details	3
1.3	Details of persons at workplace with WHS responsibilities	3
1.4	Other contact details	4
1.5	Scope of work	4
2	Roles and responsibilities	5
2.1	Hard Yards MS	5
2.2	Contractors	5
2.3	Workers	6
3	General WHS information	7
3.1	Legislation	7
3.2	WHS policy	7
3.3	Other policies	7
4	Risk management	8
4.1	Identifying hazards and managing risks	8
4.2	Hierarchy of control	8
5	High risk work	9
5.1	High risk work	9
5.2	Licences for high risk work	9
6	Emergency and incident response	10
6.1	Emergency preparedness	10
6.2	Incident procedure	10
6.3	First aid	10
7	Induction and training	13
7.1	Worker induction	13
7.2	Worker training	13
8	Consultation and communication	14
8.1	Consultation	14
8.2	Communication	14
8.3	Disciplinary procedures	14
9	Site safety procedures	15
9.1	Site amenities	15
9.2	Site security	15
9.3	Personal protective equipment	15
9.4	Managing hazards specified in the Regulations	16
	Falls from heights	16
	Falling objects	16
	Excavation work/trenching	17
	Work near overhead or underground essential services	17
	Plant	18
	Scaffolds	18
9.5	Managing other hazards	19

Ladder safety	19
Manual handling.....	19
Slips, trips and falls	19
Hand operated and power tool use.....	19
Sun safety	20

10. High Risk Work licence Records

1 General information

1.1 Management and review

This WHS Management Plan has been developed to outline our approach to managing work health and safety (WHS) at Hard Yards Maintenance Services.

We will:

- make this plan available to all workers and contractors on our projects and ensure they have the opportunity to read, understand, clarify and ask questions
- keep a copy of the WHS Management Plan readily available at each work site.
- review the plan regularly and make any revisions known to those working for Hard Yards.

1.2 Principal contractor details

Business name:	Hard Yards Maintenance Services
Address:	Shed 3/ 5 Thomas lane Moranbah QLD 4744
Contact person 1	Joshua Kelly
Work phone:	0456071512
Mobile phone:	0456071512
Email:	hardyards.ms@gmail.com
Contact person 2	Jodi Kelly
Mobile phone:	0477052294
ABN:	85 605 725 059
Principal contractor signature:	

1.3 Details of persons at workplace with WHS responsibilities

Name	Position	Contact number
Joshua Kelly	Director	0456071512

1.4 Other contact details

Client name	Address	Contact number	Position	WHS responsibilities
Other relevant contacts	Address	Contact number		

1.5 Scope of work

Tree Work/ Vegetation Control
Pest Management
Machine Operators
General Labour Hire

2 Roles and responsibilities

2.1 Hard Yards Maintenance Services Pty Ltd.

Hard Yards is responsible for:

- preparing, updating and implementing this WHS Management Plan, including all associated procedures
- identifying and observing all legal WHS requirements
- ensuring that all works are conducted in a manner without risk to workers
- planning to do all work safely
- participating in the planning and design stages of trade activities
- identifying WHS training required for an activity
- ensuring workers undertake identified WHS training
- communicating and consulting with workers
- investigating hazard reports and ensuring that corrective actions are undertaken
- assisting in rehabilitation and return to work initiatives
- dispute resolution

2.2 Contractors

Contractors who are engaged by Hard Yards are responsible for:

- identifying all high risk work associated with their activities and ensuring safe work method statements are developed and implemented
- complying with the duties as listed under 'Workers' (see 2.3)
- following all safety policies and procedures and site rules
- complying with this WHS Management Plan
- complying with any direction given to them by Hard Yards.
- undertaking site-specific induction before starting work and signing off that they have completed this induction
- ensuring the workers they engage undertake site specific training.
- ensuring they have the correct tools and equipment and these are in a serviceable condition for the task

2.3 Workers

All workers of Hard Yards (including those employed by contractors) are responsible for:

- taking reasonable care of their own health and safety
- taking reasonable care that their conduct does not adversely affect others
- complying with instruction, so far as they are reasonably able
- cooperating with reasonable notified policies or procedures

3 General WHS information

3.1 Legislation

Relevant legislation	Tick if applicable
<i>Work Health and Safety Act 2012</i>	<input checked="" type="checkbox"/>
<i>Work Health and Safety Regulations 2012</i>	<input checked="" type="checkbox"/>
<i>Coal Mining Safety and Health Act 1999</i>	<input checked="" type="checkbox"/>
<i>Coal Mining Safety and Health Regulation 2001</i>	<input checked="" type="checkbox"/>

3.2 WHS policy

Safe work method statements

3.3 Other policies/ Documents.

JSEAs. MSDS.

4 Risk management

4.1 Identifying hazards and managing risks

We will systematically identify hazards and assess risks before each job starts by using the hierarchy of control (see 4.2) in conjunction with:

- developing Safe Work Method Statements (SWMS) to control risks associated with any activities performed by Hard Yards.
- using a risk management tool to control general work place 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 job must be reported immediately to the site supervisor.

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 work activitys.

5.1 High risk work

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

High risk work activity	Safe Work Method Statement developed Yes/No
Pest Management	yes
Tree work	yes
Work at heights	yes
Confined Space	yes

We will collect and file completed SWMS, which form part of this WHS Management Plan.

We will review the SWMS 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 a SWMS.

5.2 Licences for high risk work

See High Risk Licences (section 10)

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
- check and mark fire extinguishers six-monthly.

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. Other emergency numbers are on display in the site office (if applicable)
- notify the Manager
- assemble in the nominated assembly points until you receive further instructions from the Manager or emergency services personnel

Emergency meeting point

Our emergency meeting point is at the front gate, or where directed by your supervisor if not at the Hard Yards depot.

Emergency contact list for the site

Our emergency contact list is provided overleaf.

Hard Yards maintains emergency contact details for its employees.

6.2 Incident procedure

If an incident occurs at the workplace the procedure is:

- immediately notify supervisor
- do not interfere with the scene of the incident
- depending on the nature and severity of the injury, Hard Yards will notify the relevant authority

Hard Yards may record details of the incident and will ensure any remedial action is taken.

6.3 First aid

- We will supply adequate first aid equipment, which will be available on all Hard Yards worksites.
- If anyone becomes aware that an item of first aid is out of stock or out of date, they are to notify the Manager immediately

- First aid should be administered by trained first aid personnel.

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 manager immediately. In all other circumstances notify the manager as soon as practicable.

EMERGENCY CONTACT NUMBERS

AMBULANCE

POLICE

FIRE SERVICE

000 or 555 (mobile)

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

EMERGENCY CENTRE

Name: Moranbah Hospital

Address: 124-146 Mills Avenue Moranbah QLD 4744

Phone: 07 49414600

Operating hours: 24 hrs

LOCAL INFORMATION

Police Station: 07 49416200

Poisons Information Centre: 13 11 26

Local Council: 1300 472227

Electrical Emergency: 13 16 70

Dial before you dig: 1100

Gas Emergency: 1800 808 526

Water Emergency: 13 23 64

INTERNAL INFORMATION

Hard Yards: Joshua Kelly

Contact details: 0456071512

7 Induction and training

7.1 Worker induction

Hard Yards will 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 work activities

7.2 Worker training

Hard Yards 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:

- 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:

- during the negotiation phase before agreeing on the work requirements
- before starting any 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. Contractors are expected to make their workers aware of all WHS requirements.

We will communicate relevant WHS information to everyone involved by:

- induction
- pre-shift 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 all Hard Yards work sites.

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 amenities

- Toilets and drinking water will be provided on site.
- All workers are to have good hygiene standards and clean up after themselves.
- A clean hygienic Smoko/Crib area will be provided at each work area.

9.2 Site security

Hard Yards will, so far as reasonably practicable, secure its sites 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.

9.3 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

9.4 Managing 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/spotter 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.

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 Hard Yards Manager.

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 3 metres of overhead power lines
- Hard Yards (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 8 metres of overhead power lines
- Hard Yards (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.

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 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 4 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 their Supervisor
- 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

9.5 Managing other hazards

Ladder safety

We will manage hazards associated with ladders by:

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

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 3 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

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

Sun safety

All persons on site should:

- wear adequate clothing (eg hats) and other protection methods (eg 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

10. High Risk work Licences

RIIWHS202D Enter and work in confined Space.

RIIWHS204D Work safely at heights.

RIIHAN301A Operate EWP

TLIF2080C Safely access the Rail corridor

FPIFGM3212 Fell trees Manually (chainsaw ticket)

PMT2004542614 QLD Pest Management Technician Licence