**<Insert name of business>**

**Work Health and Safety (WHS) Management Plan**

**<Insert name of project>**

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1. Project information
   1. Management and review

This WHS Management Plan outlines our approach to managing work health and safety (WHS) at the <INSERT NAME OF PROJECT> at <INSERT ADDRESS>.

We will:

* manage and review your plan throughout the project
* make the plan available throughout the project
* ensure everyone working on your project is aware of the plan, and any changes to the plan
* <INSERT ANY OTHER REQUIREMENTS>.
  1. Principal contractor details

|  |  |
| --- | --- |
| Business name: |  |
| Address: |  |
| Contact person: |  |
| Work phone: |  |
| Mobile phone: |  |
| Fax: |  |
| Email: |  |
| ABN: |  |
| Contract licence number: |  |
| Principal contractor signature: |  |

* 1. Details of persons at workplace with WHS responsibilities

|  |  |  |
| --- | --- | --- |
| Name | Position | WHS responsibilities |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Other contact details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client name | Address | Contact number | Position | WHS responsibilities |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other relevant contacts | Address | Contact number |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. Scope of work

|  |  |
| --- | --- |
| Description of project: |  |
| Location of project: |  |
| Start and finish dates: |  |

1. Roles and responsibilities
   1. Principal contractor

The principal contractor of this project is responsible for:

* preparing, updating and implementing this 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
* identifying all high risk construction work associated with their activities and ensuring safe work method statements are developed and implemented
* assisting in rehabilitation and return to work initiatives
* dispute resolution
* <INSERT ANY OTHER RESPONSIBILITIES FOR THE PRINCIPAL CONTRACTOR>.
  1. Contractors

Contractors who are engaged for this project are responsible for:

* fulfilling the duties of PCBU for their own operations
* identifying all high risk construction work associated with their activities and ensuring safe work method statements are developed and implemented
* complying with the duties of a worker (see section 2.3)
* following all safety policies and procedures and site rules
* complying with this Plan
* complying with any direction given to them by the principal contactor
* undertaking site-specific induction before starting work and signing off that they have completed this induction
* ensuring the workers they engage also undertake the site specific induction.
* ensuring they have the correct tools and equipment and these are in a serviceable condition for the task
* <INSERT ANY OTHER RESPONSIBILITIES FOR CONTRACTORS>.
  1. Workers

All workers on this project (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
* <INSERT ANY OTHER RESPONSIBILITIES FOR WORKERS>.
  1. People with specific WHS roles and responsibilities

<List the names of those with specific WHS roles and their specific responsibilities>

1. General WHS information
   1. Legislation

|  |  |
| --- | --- |
| Relevant legislation | Tick if applicable |
| Work Health and Safety Act 2012 | ✓ |
| Work Health and Safety Regulations 2012 | ✓ |
| <INSERT ANY OTHER RELEVANT LEGISLATION> |  |

* 1. Codes of practice

These are the codes of practice available at time of publication. It is the responsibility of the principal contractor to be aware of the latest available codes at worksafe.tas.gov.au

|  |  |
| --- | --- |
| Relevant Codes of Practice | Tick if applicable |
| Abrasive blasting |  |
| Confined spaces |  |
| Construction work |  |
| Demolition work |  |
| Excavation work |  |
| First aid in the workplace |  |
| Hazardous manual tasks |  |
| How to manage and control asbestos in the workplace |  |
| How to manage work health and safety risks |  |
| How to safely remove asbestos |  |
| Labelling of workplace hazardous chemicals |  |
| Managing electrical risks in the workplace |  |
| Managing noise and preventing hearing loss at work |  |
| Managing the risk of hazardous chemicals in the workplace |  |
| Managing the risks of falls at workplace |  |
| Managing the risks of falls in housing construction |  |
| Managing the risks of plant in the workplace |  |
| Managing the risks of respirable crystalline silica from engineered stone in the workplace |  |
| Managing the work environment and facilities |  |
| Preparation of safety data sheets for hazardous chemicals |  |
| Safe design of structures |  |
| Safe use of reinforced plastics |  |
| Spray painting and powder coating |  |
| Welding processes |  |
| Work health and safety consultation, cooperation and coordination |  |
| <INSERT ANY OTHER RELEVANT CODES OF PRACTICE> |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Standards and other guidance | Tick if applicable |
| *AS3012:2010 –* Electrical installations – construction and demolition sites | ✓ |
| <INSERT ANY RELEVANT STANDARDS |  |

* 1. WHS policy

<INSERT YOUR WORK HEALTH AND SAFETY POLICY HERE (REFER TO SAMPLE POLICY TEMPLATE IN PART B)>

* 1. Other policies

<INSERT ANY OTHER POLICIES HERE>

* 1. Insurances

|  |  |  |  |
| --- | --- | --- | --- |
| Insurance type | Company | Policy number | Expiry date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Risk management
   1. Identifying hazards and managing risks

We will identify all hazards and manage the risks by using the hierarchy of control (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
* <INSERT ANY OTHER STEPS IF NECESSARY>

We will do this at the start of the project and also:

* before we buy any new equipment or chemicals, or re-order those already used
* when changing a work task or procedure, or introducing a new task
* when we get new information about tasks, procedures, equipment or chemicals.

We will consult with our workers and contractors throughout this process and ensure they are trained in risk management (see section 7).

* 1. Hierarchy of control

We will control all risks we identify by applying the hierarchy of controls:

* 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.

1. High risk construction work
   1. High risk construction work activities

We have identified the following high risk construction work activities for this project. A Safe Work Method Statement (SWMS) has been developed for each. We will also develop SWMSs for high risk work we identify or introduce during our project.

|  |  |
| --- | --- |
| High risk construction work activity | SWMS developed and attached Yes/No |
|  |  |
|  |  |
|  |  |

See Section 10 of this Plan for all SWMSs.

We will review the SWMS where:

* there is a need to change the scope of work of the method of carrying out the high risk construction work
* a risk has been identified that is not included and managed within a SWMS.
  1. Licences for high risk work

We require workers to be licenced to undertake high risk work.

|  |  |  |
| --- | --- | --- |
| Licence holder name | Type of licence | Expiry date |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. 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 removed 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.

1. Emergency and incident response
   1. Emergency preparedness

To ensure we are prepared for an emergency we:

* show all workers and contractors the emergency meeting 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 at the beginning of the project and every six months after that
* <INSERT ANYTHING ELSE RELEVANT TO YOUR PLAN>.

Emergency procedure

In the event of a fire or similar emergency evacuation:

* stop work immediately and vacate the workplace
* help 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
* <INSERT ANYTHING ELSE RELEVANT TO YOUR PLAN>.

Emergency meeting point

Our emergency meeting point is <INSERT EMERGENCY MEETING POINT>.

Emergency contact list for the site

Our emergency contact list is provided at the end of this section.

<COMPLETE THE DETAILS ON THE SAMPLE EMERGENCY LIST AT THE END OF THIS SECTION>

We maintain emergency contact details for all workers on our sign-in register <DELETE IF NOT RELEVANT>.

* 1. 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 WorkSafe Tasmania (see 6.3).

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

* 1. Notifiable incidents

We will report the following incidents to WorkSafe Tasmania:

* the death of a person
* an incident requiring hospitalisation
* a serious injury or illness of a person (as defined in section 6.3 of the Safety in Construction guide).

In the event of such an occurrence:

* notify the principal contractor who must notify WorkSafe by the quickest means possible. This usually means calling WorkSafe on 1300 366 322, and then following up by lodging the online form at worksafe.tas.gov.au
* do not disturb the site until given clearance by the principal contractor who will take advice from WorkSafe
* the principal contractor will confirm the reporting requirements required by WorkSafe and Tasmania Police
* the principal contractor shall only give permission to disturb the site when notified by WorkSafe that a formal investigation is not required
* if a formal investigation is required, the principal contractor will secure the site
* <INSERT ANY OTHER REQUIREMENTS>.
  1. First aid

We will supply adequate first aid equipment, which will be available <LIST WHERE THESE WILL BE FOUND>.

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 <INSERT NAME/S>.

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.
* <INSERT ANY OTHER REQUIREMENTS >.

|  |
| --- |
| **EME****RGENCY 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:**  **WorkSafe Tasmania:** 1300 366 322  **Professional Association:**  **Union:** |
| **INTERNAL INFORMATION**  **Principal contractor:**  **Contact details:**  **Site supervisor:**  **Contact details:** |

1. Induction and training
   1. Worker induction

We will ensure that all workers have successfully completed general construction induction training.

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

This induction will outline:

* the expectations outlined in this WHS Management Plan, including all policies and procedures
* the emergency meeting point
* the site rules
* the facilities for meal breaks, handwashing and toilets
* any site-specific hazards
* high risk construction work activities
* <INSERT ANY OTHER REQUIREMENTS>.
  1. Worker training

We will:

* ensure workers are trained and competent to undertake the work they do
* ensure workers are trained to deal with any risks associated with the work and understand the control measures in place
* ensure all workers have successfully completed general construction induction training
* ensure on-site training and supervision is provided
* organise external training for specific tasks if required
* seek high risk licences for all high risk construction work activities and maintain a register of licences
* communicate with other contractors to ensure their workers are appropriately trained and competent
* <INSERT ANY OTHER REQUIREMENTS >.

1. Consultation and communication
   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
* <INSERT ANY OTHERS>.

We will 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
* <INSERT ANY OTHERS>.
  1. Communication

We will ensure our workers and contractors are aware of WHS requirements by providing them with this 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:

* inductions
* toolbox meetings
* incident reports and outcomes
* sharing safety alerts and guidance material about industry-specific hazards/incidents
* <INSERT ANY OTHERS>.
  1. Disciplinary procedures

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

* first violation: verbal warning
* second violation: written warning
* third violation: complete removal or suspension from the project.

If the worker is a contractor’s worker, we will notify the contractor of the disciplinary action taken.

For a serious breach of safety, workers can be immediately removed or suspended from the project.

1. Site safety procedures
   1. Site rules

<INSERT YOUR SITE RULES HERE>

A copy of the site rules will be displayed in the site office.

* 1. Site amenities

Toilets, drinking water, eating facilities, washing facilities, soap, hand sanitiser, and paper towelling (and bins for used items) will be provided on site and kept in good working order, clean and accessible.

All workers are to have good hygiene standards and clean up after themselves.

<DESCRIBE WHERE YOU EXPECT WORKERS TO SHELTER AND EAT MEALS>.

<INSERT ANY OTHER REQUIREMENTS>.

* 1. Site security

We will, so far as reasonably practicable, secure the site from unauthorised access 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
* < INSERT ANY OTHERS >.

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

* 1. 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.

We will also display <INSERT ANY OTHER SIGNAGE YOU INTEND TO USE>.

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

* 1. 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 work being done and any hazard associated with the work
* a suitable size and fit and reasonably comfortable for the worker who is to use/wear it
* maintained, repaired or replaced so it continues to reduce risk to the worker who uses/wears it, including by ensuring it is clean and hygienic, it is in good working order, and it is used or worn by the worker, so far as is reasonably practicable
* <INSERT ANY OTHER REQUIREMENTS >.

The person supplying the PPE must also:

* give workers the information, training and instruction they need to properly use/wear, store and maintain the PPE
* ensure that anyone else at the workplace (such as visitors) is provided with appropriate PPE to use/wear as required
* <INSERT ANY OTHER REQUIREMENTS >.

Workers must:

* follow all instructions to wear/use, store and maintain PPE
* take reasonable care of PPE
* <INSERT ANY OTHER REQUIREMENTS>.
  1. Managing construction hazards specified in the Regulations

Listed in alphabetical order.

Demolition work

We <EXPECT/DO NOT EXPECR> to undertake demolition work for this project. We will submit a demolition work notification form to WorkSafe Tasmania on <DD/MM/YYYY> to meet our requirement to advise WorkSafe at least five days before the project starts.

Dust, fumes and airborne contaminants, including silica

We have identified the tasks on this project that generate dust, fumes and other airborne contaminants are <welding (which can generate fumes and other substances), grinding metals (toxic metal dust or fumes) and grinding/cutting natural and engineered or composite stone (silica dust)>.

We will:

* manage the risks associated with these tasks
* communicate our control measures to all workers and other PCBUs on the worksite
* make sure no one at this workplace is exposed to a substance or mixture in an airborne concentration that exceeds the exposure standard for that substance or mixture
* ensure air monitoring is carried out to determine the airborne concentration of a substance or mixture at the workplace that an exposure standard applies to.

<We have prepared a Safe Work Method Statement for work producing silica dust. This is at the end of this Plan.>

Electrical

We will comply with AS3012—2019 Electrical installations – construction and demolition sites as follows.

Power supplied to the site will only come from:

* an electricity distributer’s main
* an existing switchboard permanently installed at the premises
* a compliant low voltage generator
* a compliant inverter.

Switchboards and distribution boards will:

* 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
* be individually distinguished by numbers, letters or a combination of both (where multiple boards are present).

All live parts will be effectively protected at all times.

Flexible cords used on construction sites will be rated heavy duty.

To avoid confusion with individual earthing conductors, green sheathed flexible power cords will not be used on site.

We will maintain an in-service inspection and test regime for all portable electrical leads, tools and earth leakage devices. After the equipment has been inspected and tested, it must be fitted with a durable, non-reusable, non-metallic tag. The tag must include the name of the person or company who performed the test and the test and re-test date.

We will keep records of all inspections, tests, repairs and faults related to all electrical equipment in a testing and tagging register. New electrical equipment will be recorded in the register and subjected to the in-service testing regime within the first 3 months of service.

We will ensure our cords do not exceed the maximum length as stated below:

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

Excavation work/trenching

A Safe Work Method Statements (SWMS) will be prepared for:

* work trenches 1.5 metres or more deep, or dug by powered mobile equipment
* any work close to underground pressurised gas distribution mains or piping (chemical, fuel or refrigerant lines) and energised electrical installations.

Any person undertaking excavation work must:

* find out about any underground services that may be affected by their works, before starting work
* implement control measures to avoid contact with underground services
* pot-hole dig (by hand) to expose existing services before any mechanical excavation near the services.

All sides of the trench will be adequately supported to reduce the risk of anyone being injured as a result of the trench collapsing. Control measures could include one or more of:

* shoring by shielding or other comparable means
* benching
* battering.

Our control measures will take into account:

* the nature of the excavation
* the nature of the excavation work, including the range of possible methods of carrying out the work
* the means of entry into and exit from the excavation, if applicable.

Our emergency procedures will identify how we will manage the risk of someone:

* falling into an excavation
* being trapped by the collapse of an excavation
* being struck by a falling object while working in an excavation
* being exposed to an airborne contaminant while working in an excavation.

Falling objects

Where practical, we will reduce the risks associated with objects falling onto someone by:

* providing a safe barrier
* providing a safe means of raising and lowering objects
* creating an exclusion zone that people are prohibited form entering
* scheduling work tasks so workers are not working beneath other work
* ensuring thorough housekeeping on high levels of the construction.

If this isn’t reasonably practical, then we will reduce the risk of an object falling on someone by adequately providing a safe system of work by:

* preventing an object from falling freely (most preferred option)
* providing a system to arrest the fall of a falling object (least preferred option).

Falls from heights

Where we have a risk of falling 2 metres or more, we will prepare a Safe Work Method Statement.

For any risk of falls from a height of less than 2 metres, we will manage the risks associated with falls in the workplace by ensuring, where practical, that any work that involves the risk of a fall is done on the ground or on a solid construction.

If it’s not reasonably practicable to achieve this, we will provide and maintain a safe system of work by including a fall prevention device, such as a combination of a secure fence, edge protection, working platform and covers.

If it’s not reasonably practicable to provide this, we will provide a work positioning system: any plant or structure, other than temporary work platform, that enables a person to be positioned and safely supported.

If it’s not reasonably practicable to provide any of these, we will consider the lowest order of control, providing a fall arrest safety system (a fall arrest harness and lanyards). In this case, we will:

* establish an emergency procedure that has been tested to ensure it is effective
* provide training/instruction to the workers who will be using the fall arrest safety system or carrying out the emergency procedures.

Overhead or underground essential services

We will ensure, where reasonably practical, that no-one comes within an unsafe distance of an overhead or underground essential service 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
* get written authority from the electrical supply authority.

For work near overhead power lines up to and including 133kV:

* work is not permitted within 3 metres of overhead power lines
* we will 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, we will ensure there is an authorised observer who is trained by the service provider (TasNetworks).

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

* work is not permitted within 8 metres of overhead power lines
* we will 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, we will ensure there is a safety observer.

For excavation work near underground essential services, see excavation work in this section.

Plant

We will ensure that we will comply with all of the requirements of the WHS Regulations relating to plant, including maintaining plant in a safe condition in accordance with the manufacturer’s instructions. We will also take all reasonable steps to ensure:

* plant is used only for the purpose it was designed
* all health and safety features and warning devices are used
* appropriate information, training and instruction is provided to workers
* guarding is securely fixed and is not allowed to be removed while plant is in operation
* maintenance, inspections and testing are carried out by a competent person
* no one other than the operator rides on the plant unless they are provided with a level of protection that is equivalent to that provided to the operator
* <INSERT ANY OTHER REQUIREMENTS>.

We will also manage risks associated with:

* the plant overturning
* things falling on the operator of the plant
* the operator being thrown from the plant
* the plant colliding with any person or thing.

Scaffolds

We will ensure that if the height of the scaffold is 4 metres or more, it:

* is installed and inspected by a competent person with a high risk work licence
* is not used unless that competent person has provided written confirmation that the scaffold has been correctly constructed.

We will ensure that the scaffold and its supporting structure are inspected by a competent person:

* before the scaffold is re-used after an incident occurs that could affect its stability
* before the scaffold is re-used after repairs
* at least every 30 days.

If an inspection finds a scaffold or its supporting structure creates a risk to health or safety, we will must work with the supplier to ensure that:

* any necessary repairs, alterations and additions are made or carried out
* the scaffold is inspected again by a competent person before use of it resumes.

We will prevent any unauthorised access to the scaffold while it is incomplete or unattended by:

* installing locked gates
* using danger tags or other warning signs
* <INSERT ANY OTHER PROPOSED CONTROL MEASURE/S>
  1. Managing other construction hazards

Bullying

We will manage the risks associated with bullying by:

* identifying its presence or potential
* putting control measures in place to prevent or manage it
* putting planning, resources and systems in place: for example, policies, procedures, consultation and training
* <INSERT ANY OTHER REQUIREMENTS >.

Hand operated and power tool use

We will manage the risks associated with 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
* tagging and removing from service any unsafe tools
* communicating any issues identified with power tools to workers through a toolbox meeting.

Before using power tools, workers will 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
* <INSERT ANY OTHER REQUIREMENTS >.

Workers must report any issues with power tools to the principal contractor.

Ladder safety

We will manage the risks associated with ladders by:

* using ladders according to the manufacturer’s instructions
* using ladders only as a way of getting to and from a location/workspace
* allowing only one person at a time on a ladder
* requiring all work from a ladder to be done while facing the ladder
* not allowing ladders to be set up on scaffolds or elevated work platforms to gain extra height
* restricting the use of ladders as a work platform where possible: instead, use alternatives such as elevated work platforms, scaffolding and scissor lifts, and mobile work platforms
* securing the ladder at the top and/or base
* having another worker ‘foot’ the ladder to help ensure its stability when another worker is climbing on it
* <INSERT ANY OTHER REQUIREMENTS >.

Manual tasks

We will manage the risks associated with manual handling by:

* using a checklist to identify and assess hazardous manual tasks
* requiring workers to follow safe lifting/manual handling techniques and practices such as buddy lifting systems; and incorporating this requirement into our site rules
* providing mechanical lifting aids where applicable
* providing workers with appropriate training, information and supervision
* <INSERT ANY OTHER REQUIREMENTS >.

Slips, trips and falls

We will manage the risks 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
* <INSERT ANY OTHER REQUIREMENTS>.

Sun safety

We will manage the risks associated with working in the sun by requiring workers to:

* wear adequate clothing (for example hats) and other protection methods (such as sunscreen) to protect themselves from the effects of UV ray exposure
* take adequate rest breaks out of direct sunlight and consume enough water to avoid heat stress-related illnesses
* <INSERT ANY OTHER REQUIREMENTS >.

Traffic management

We will manage the risks associated with general vehicles (cars and trucks) moving on or around your worksite and on nearby public roads.

Traffic controls will be installed/managed according to AS1742.3—2019 Manual of uniform traffic control devices – Traffic control for works on roads.

We will ensure workers involved in traffic control understand the requirements of this standard; and be appropriately trained and hold relevant qualifications.

* Anyone undertaking traffic management activities will have satisfactorily completed the Training.gov.au training package unit ‘Implement Traffic Management Plan’ or equivalent.
* In addition to the above qualification, if manual traffic control is required, it will be performed by those who have also satisfactorily completed the Training.gov.au training package ‘Control Traffic with a Stop/Slow Bat’ or equivalent.
* As a minimum, traffic management plans will be drawn up and certified by a person who has satisfactorily completed the appropriate training in developing guidance plans. The two training packages listed above are not considered sufficient training for drawing up and certifying traffic management plans.

We will ensure traffic control arrangements are as simple and predictable as possible, that devices are correctly installed, and that the measures applied match the road environment and work activities being carried out.

Any other construction hazards

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

<Insert name of hazard>

<INSERT YOUR REQUIREMENTS >

<Insert name of hazard>

<INSERT YOUR REQUIREMENTS >

1. Safe Work Method Statements (SWMS)

This section of the Plan includes our completed Safe Work Method Statements for all high risk construction activities.