



SAFETY MANAGEMENT PLAN

FOR

RESIDENTIAL CONSTRUCTION SITES

DOCUMENT CONTROLLED BY: ROSS NORTH GROUP SAFETY MANAGEMENT SYSTEM			
REVISION	DATE ISSUED	AUTHORISED BY	COMMENT

CONTENTS

1.0 RESIDENTIAL CONSTRUCTION CONTACT DETAILS	3
2.0 EMERGENCY RESPONSE DETAILS	4
3.0 OCCUPATIONAL SAFETY & HEALTH RESPONSIBILITIES	5
Project Organisational Chart	7
3.1 OCCUPATIONAL SAFETY & HEALTH RESPONSIBILITIES	8
3.1.1 DIRECTOR-GENERAL MANAGER	8
3.1.2 SITE SUPERVISORS	8
4.0 Reference Documents	9
5. CONTROL OF THE SITE	10
5.1 Safety Awareness Training (SAT)	10
5.2 General Safety Induction	10
5.3 Extent of Site	10
6.0 PROJECT WORK and RISK ASSESSMENT	11
7.0 PROJECT CONSULTATION	11
8.0 PROJECT CONSULTATION ACTIVITIES	11
9.0 MONITORING PROJECT and PUBLIC SAFETY & HEALTH	12
10.0 SITE INSPECTIONS	13
11.0 PUBLIC PROTECTION and CONTROLS	14
12.0 PLANT and EQUIPMENT	15
13.0 WORKING AT HEIGHTS	17
14.0 MANUAL HANDLING and DELIVERIES	17
15.0 RESTRICTIONS ON WORKING NEAR OVERHEAD POWER LINES	18
16.0 SITE RULES and SAFE WORK PRACTICES	19
17.0 EMERGENCY PREPAREDNESS and RESPONSE	22
18.0 MONITORING and REVIEWING	22
19.0 APPENDICES	22
Safety Incident Notification:	23
Hazard alert form:	25
Construction Process - Risk Assessment and Safety Controls Matrix:	26
Safe Work Method Statement	34
Portable Electrical Equipment	39
Site Safety Inspection Checklist:	40

1.0 RESIDENTIAL CONSTRUCTION CONTACT DETAILS

ROSS NORTH GROUP Details:	
Business Name:	ROSS NORTH GROUP
Business Address:	5 Esplanade Mt Pleasant
Business Telephone:	9431 8000
Business Facsimile:	ROSS NORTH GROUP
ABN Number:	19 284 266 737
Contact Numbers:	
Principle Contractor:	ROSS NORTH GROUP
Building Manager	Mike Jinman
Contact Number	0411 866 773
Site Details:	
Site Address:	_____
Site Supervisor:	_____
MEDICAL ASSISTANCE	
FIRST AID: Contact Site Supervisor	
In Case of Emergency: Call 000	
General Safety Rules, Site Specific Hazards, Safe Work Method Statements, Site Specific Rules and Information and Control Measures	

2.0 EMERGENCY RESPONSE DETAILS

EMERGENCY RESPONSE DETAILS

FIRE - POLICE - AMBULANCE

000 OR 112 (from mobile)

Note: Once the emergency situation has been reported to emergency services, the incident must be reported to the site supervisor as soon as possible if this has not already been done. The following authorities/support organisations may also need to be contacted:

AUTHORITIES/ AGENCIES

WorkSafe WA (accident notification) 1800 678 198

Police (non-emergency) 131 444

DEC (pollution watch) 1300 784 782

Poisons Information Centre: 131 126

Electrical Emergency: 131 351

Gas Emergency: 131 352

Water Emergency: 131 375

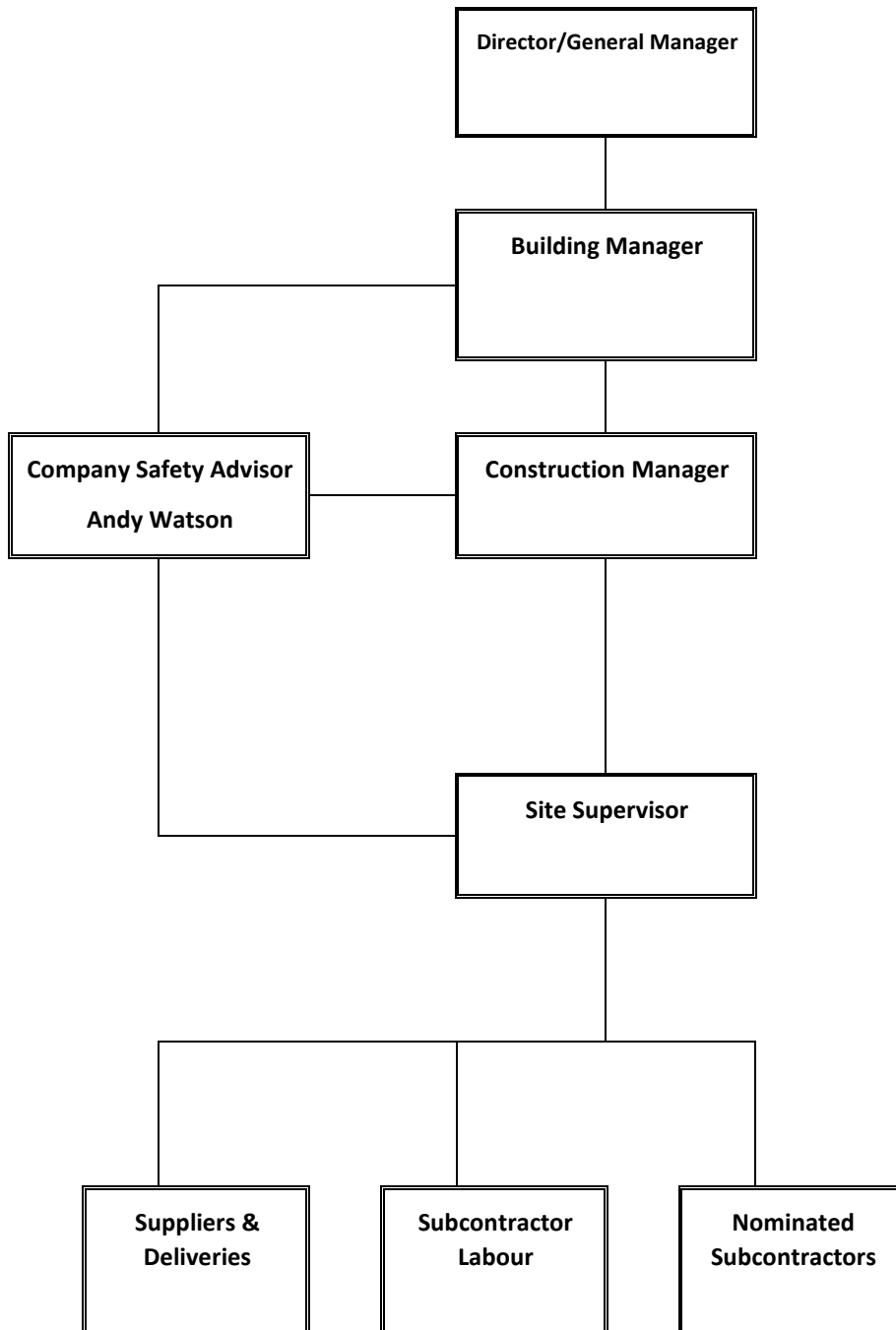
3.0 OCCUPATIONAL SAFETY & HEALTH RESPONSIBILITIES

Name	Position	Phone Number	Overview of OSH Responsibility
ROSS NORTH GROUP – Trent Jackson	General Manager	9431 8000	Company Director - ensure all OSH policies, systems and instructions are developed, implemented, and followed to ensure compliance.
Mike Jinman	Building Manager	9431 8000	Ensure site & supervisors are compliant with company OSH policies/plans/procedures Develop, implement, and review OSH policies/plans/procedures. Manage company compliance with OSH legislation.
	Site Supervisor		Ensure site & subcontractors are compliant with company OSH policies/plans/procedures
Specific OSH Responsibilities			Responsible Person
Coordinate the safe interaction between subcontractors working on site.			Site Supervisor
Prepare, monitor, maintain and make available the Site Safety Management Plan.			Building Manager
Ensure all subcontractors on site are aware of this plan and are provided access to it.			Site Supervisor/Building Manager
Ensure all signage is posted and visible.			Site Supervisor
Consult with employees and contractors on any OSH matter that may affect them.			Site Supervisor/Building Manager
Coordinate Safe Work Method Statements (SWMS/JSA) as appropriate.			Building Manager/Site Supervisor
Ensure all subcontractors and workers receive relevant site safety information.			Site Supervisor/Building Manager
Confirm subcontractors give safety briefings to their workers.			Site Supervisor/Building Manager
Confirm all subcontractors and their employees have undertaken the ROSS NORTH GROUP site induction			Site Supervisor
Ensure workers are aware of this plan and are provided access to it.			Subcontractor

Prepare Safe Work Method Statements (SWMS) for all construction work.	Subcontractor
Provide a copy of SWMS's to builder prior to commencing work.	Subcontractor
Include employees in developing SWMSs	Subcontractor
Ensure all construction work is performed in accordance with the SWMS.	Subcontractor
Ensure safety briefings are given to employees before starting work	Subcontractor
Ensure all employees have undertaken the construction safety awareness training (blue/white card).	Subcontractor
Managing OSH incidents.	Responsible Person
All OSH incidents & hazards which occur on site are reported to the site supervisor as soon as practicable.	Subcontractor
For all serious & dangerous incidents, stop work, cordon off & secure area - advise site supervisor.	Subcontractor
Provide first aid assistance, arrange transport/ambulance to medical centre.	Subcontractor/Site Supervisor
Post relevant emergency contact numbers for this site.	Site Supervisor
Record all health & safety incidents on site.	Subcontractor/Site Supervisor/ Building Manager
Attend site for all 'Notifiable' incidents.	Site Supervisor/Building Manager
Investigate all OSH accidents / incidents, consult with workers & provide recommendations.	Building Manager
Ensure all 'Notifiable' incidents have been reported to WorkSafe WA.	Building Manager

Role and Responsibilities
Project Organisational Chart

The organisation chart shows the reporting roles for occupational safety and health for ROSS NORTH GROUP personnel on this site and lists the key positions for the project. The key management responsibilities for occupational safety and health for the project are listed under the specific title of the position.



3.1 OCCUPATIONAL SAFETY & HEALTH RESPONSIBILITIES

The key management responsibilities and accountability for OH&SE on ROSS NORTH GROUP are listed below:

3.1.1 DIRECTOR-GENERAL MANAGER

The **DIRECTOR-GENERAL MANAGER** is responsible at the Project level for:

- Incorporating Health, Safety and Environmental in project planning.
- Implementing the OH&SE Management Plan.
- Ensuring compliance with legislative requirements.
- Reviewing reports from incidents, inspections, and audits.
- Ensuring that corrective actions are closed out.
- Leading and participating in safety meetings and programs.
- Ensuring safe plant and equipment is used on site.
- Reviewing the effectiveness of the project system for continual improvement.
- Make sure persons placed in supervisory positions are provided with suitable training to manage their OH&SE responsibilities; and
- **BUILDING MANAGER** to ensure that the Site Supervisors have provided the required OH&SE documents to subcontractors.

3.1.2 SITE SUPERVISORS

Responsible for compliance with the Project Safety Management Plan and Site OH&SE procedures including:

- Incorporating Health, Safety and Environmental in project planning.
- Implementing the OH&SE Management Plan.
- Ensuring compliance with legislative requirements.
- Reviewing reports from incidents, inspections, and audits.
- Addressing corrective actions.
- Leading and participating in safety meetings and programs.
- Ensuring safe plant and equipment is used on site.
- Conducting and maintaining records of site inductions.
- Reviewing the effectiveness of the project system for continual improvement.
- Providing OH&SE advice and assistance to the trade contractors.
- Facilitating Toolbox talks.
- Promoting safety awareness and ensuring safe work practices.
- Preparing monthly report; and
- Conducting site safety inspections and implementing effective controls.

4.0 REFERENCE DOCUMENTS

- [Occupational Health Safety Environment Management System](#)
- [Health Safety & Environment Risk Register](#)
[OH&SE 018 Risk Management Plan](#)

Acts

- **Occupational Safety and Health Act 1984**
- **Occupational Safety and Health Regulations 1996**
- [Dangerous Goods Safety Act 2004](#)
- [Environmental Protection Act 1986](#)
- [Litter Act 1979](#)
- [Waterways Conservation Act 1976](#)

Regulations

- [Occupational Safety and Health Regulations 1996](#)
- [Health \(Air-handling and Water Systems\) Regulations 1994](#)
- [Health \(Asbestos\) Regulations 1992](#)
- [Building Regulations 1989](#) (regulations 10, 24 to 31)
- [Electricity Regulations 1947](#)
- [Electricity \(Licensing\) Regulations 1991](#)
- [Dangerous Goods Safety Regulations \(General\) Regulations 2007](#)
- [Environmental Protection Regulations 1987](#)
- [Environmental Protection \(Noise\) Regulations 1997](#)
- [Litter Regulations 1981](#)
- [Waterways Conservation Regulations 1981](#)

Other Requirements

- Environmental Protection (Ozone Protection) Policy Approval Order 2000
- [AS/NZS 4801:2001 – OHS Management System](#)
- Building Code of Australia
- [WA Approved Codes of Practice](#)
- [National Standard for Construction Work \[NOHSC:1016\(2005\)\]](#)
- **Australian Standards (where referred to in regulations)**

5. CONTROL OF THE SITE

ROSS NORTH GROUP (Main Contractor) will remain in control of the construction site until the site is handed back to the client. Only persons conducting work activities and who have completed the ROSS NORTH GROUP Site Safety Inductions are to enter the site.

It is the responsibility of the subcontractors to ensure that their employees or other contractors engaged by them have read of this Site Safety Construction Management Plan.

All contractors are responsible for health and safety in their respective work areas and they have a responsibility to ensure that their work is carried out by persons who are competent and have been adequately trained and have the skills to perform the tasks.

5.1 SAFETY AWARENESS TRAINING (SAT)

Prior to commencing work on site, all persons must have successfully completed an approved Safety Awareness Training Course and obtained a training certificate known as a 'blue / white card'.

Contractors are to ensure that they and their employees have each successfully completed the Safety Awareness Training before commencing work on the site and that they each have their card available for inspection at all times whilst on site.

5.2 GENERAL SAFETY INDUCTION

Prior to commencing work on site, all persons must have completed the ROSS NORTH GROUP Induction form. This induction must be completed by subcontractors and their employees before they commence on all of our sites.

Subcontractors are to ensure that all their employees complete our induction before commencing work on our sites.

5.3 EXTENT OF SITE

All work is to be performed inside the boundaries of the site, NOT on the footpath where possible.

If working on the footpath is unavoidable, a risk assessment must be undertaken and if necessary – implement control measures to protect their own safety and the safety of the public.

At no time is building material to be left on the footpath, verge, or roadway unless approval has been obtained from the local authority.

6.0 PROJECT WORK AND RISK ASSESSMENT

The work will be contracted out to a number of preferred trades/ subcontractors. The subcontractors will be required to document and submit Safe Work Method Statements (SWMS) if they are to perform construction related activities on our sites.

7.0 PROJECT CONSULTATION

The Site Supervisor and Building Manager will be responsible for monitoring general health and safety compliance on the construction project and consulting with any new workers regarding OSH issues.

8.0 PROJECT CONSULTATION ACTIVITIES

The Site Supervisor will undertake the following duties on the construction site:

- Ensure toolbox meetings/ discussions are held by lead sub-contractor with their employees to discuss OSH project issues.
- Request and explain the Safe Work Method Statement expectations of ROSS NORTH GROUP
- Review Safe Work Method Statements, provide feedback and request additional information as required.
- Provide ROSS NORTH GROUP Safety Management Plan and associated documentation.
- Forward the plan or relevant sections to subcontractors doing work on the project.
- Undertake periodic, inspections of the site and subcontractor activities, and provide feedback and direction to subcontractors as required, and
- Respond to any query, incident/ injury, emergency report as forwarded by any worker on site or concerned member of the public.

9.0 MONITORING PROJECT AND PUBLIC SAFETY & HEALTH

Subcontractor Management

All subcontractors that are engaged by ROSS NORTH GROUP will need to fulfill the following minimum requirements when working on our controlled sites.

- a) Prepare and submit to ROSS NORTH GROUP Safe Work Method Statement & Risk Assessments for any high-risk tasks prior to commencing work on our sites.

The Safe Work Method Statement must include:

- each hazard a person is likely to be exposed to
 - the risk of injury or harm to a person resulting from any such hazard/s
 - the safety / control measures to be implemented to reduce the risk
 - a description of the equipment used in the work activity; and
 - the qualifications and training (if any) required for persons doing the work to do it safely
- b) Before work commences, the subcontractor must review their risk assessment and controls and review the safe work procedures relating to all required activities. The subcontractor must forward copies of all relevant Safe Work Procedures to ROSS NORTH GROUP Site Supervisor.
 - c) Make all reasonable additions to the Safe Work Procedures as requested by ROSS NORTH GROUP management representatives.
 - d) Contact ROSS NORTH GROUP immediately following any incident, injury, near miss, emergency or incident involving any person, including employer, self-employed person, worker, or member of the public.
 - e) Discuss with a ROSS NORTH GROUP representative any workplace activity or risk identified, unsatisfactorily controlled, or dealt with.
 - f) Do all activities and work in a safe and healthy manner at all times and in accordance with the requirements of the ROSS NORTH GROUP, subcontractor safe work procedures and state-based legislation and codes of practice.

ROSS NORTH GROUP will maintain a record of all subcontractors used for the scope of works on this site.

ROSS NORTH GROUP will undertake the following course of action for identified OSH issues:

- a) For any minor issues, the subcontractor will be given verbal direction indicating what the issue is, what needs to occur and the level/standard of safety the ROSS NORTH GROUP expects.
- b) For major OSH breaches or situations where there is imminent risk to a worker or other person, the subcontractor will stop work and be issued with a written warning detailing the issue and controls expected. Work will only restart when adequate safety controls have been implemented, and
- c) For ongoing health and safety non-compliance of a significant or high-risk nature subcontractors may be directed to cease work in accordance with a breach of the contract.
- d) All subcontractors OSH performance will be formally reviewed during site inspections and audited against the ROSS NORTH GROUP safety performance standards. Recommendations for improvement will be discussed with the relevant subcontractors to ensure improvements are implemented and understood.

Note: Any hazards that are not able to be controlled on site by the relevant subcontractor must be reported to the ROSS NORTH GROUP Supervisor immediately. If the risk to health and safety is deemed too great to continue work, the subcontractor must leave the site and complete a hazard report detailing the issues for discussion & resolution.

10.0 SITE INSPECTIONS

The site supervisor will conduct periodic site inspections to provide a means through which:

- a) ROSS NORTH GROUP can verify compliance with the Safety Management Plan, and
- b) Risk Control Methods specified by the subcontractors can be verified as being satisfactorily implemented and effective on the site.

The Site Supervisor and Building Manager will use random visits and general time spent on the site to monitor health and safety performance on an ongoing basis.

Note:

For any major hazards that are not able to be controlled on site, you must immediately report them to your Supervisor for action and remove yourself from the Hazard, you will cease work until the site is cleared as safe to work again by the Supervisor / Safety Manager.

11.0 PUBLIC PROTECTION AND CONTROLS

Members of the public are not permitted on site unless authorised by ROSS NORTH GROUP.

When a site is left unattended, it is the subcontractor or employee's responsibility to secure or remove any hazards associated with their work prior to leaving the site.

ROSS NORTH GROUP have identified that control measures must be implemented to exclude the public, particularly children, from being exposed to the construction site risks.

ROSS NORTH GROUP will aim to do the following:

- a) If possible, with regards to the site conditions and layout near schools, erect a suitable fence around the boundary of the property.
 - When fencing is used, it will be secure and supported to prevent it topping over or collapsing.
 - The site supervisor will monitor the condition and placement of the fence during site inspections.

- b) Clearly display safety signs on the boundary fence that describes the site as being a construction site, accessible to workers and authorised personnel only, i.e. **“Construction Site – Do Not Enter Authorised Personnel Only”**.

12.0 PLANT AND EQUIPMENT

ROSS NORTH GROUP will provide the following plant and equipment; except when directed to be supplied by contractor.

a) Fixed scaffolding & handrails will be secured around the perimeter of the house where required

- Scaffolding will be designed in accordance with AS/NZS: 1576 and AS/NZS 4576 and certified by a qualified engineer.
- A competent person will erect and dismantle the scaffold in accordance with the manufacturer's requirements. A certified scaffolder will erect and dismantle the scaffold if it exceeds 4.0m in height.
- Edge protection, including handrails, and brick guards, kick boards will be used where there is a risk of a person or material falling.

b) Electrical switchboard for the supply of electricity to the site

A licensed electrician will be contracted to supply a power pole and ensure safe supply of electricity on the site.

The switchboard, apart from being weatherproof and strongly constructed, will:

- be securely attached to a pole on site with coach screws, bolts or fixed in place with suitable clamps.
- be fitted with a push button residual current device (RCD) capable of tripping when required. The electrician will test the RCD during installation and the site supervisor will test it during regular documented workplace inspections.

The licensed electrical contractor will ensure that evidence of testing (stamp or sticker) is displayed on the switchboard that details the date and time of testing.

c) Fence as required

In accordance with the local site conditions and location a fence may be erected around the boundary of the property. The Site Supervisor will determine if the fence will be a practical control option given the geography of the site and location. This will be done on a site by site basis.

d) Signage

- Will be displayed on site in easy to see locations.
- Fixed in a way so that sharp or protruding edges are not exposed
- Signs will include:
 - **Construction Site – Do Not Enter Authorised Personnel Only”**
 - **Mandatory PPE – safety footwear, safety glasses, hearing protection and hard hats as required.**
 - **ROSS NORTH GROUP Construction Site General Sign**

e) Rubbish Enclosure / Bin

- A general-purpose rubbish enclosure or bin will be provided on site.
- It will be emptied as necessary and before it becomes overloaded.
- It will not be in the immediate vicinity of the house or areas where vehicles, plant and equipment are parked or stored (where possible).

f) Toilet & Amenities

A temporary toilet with wash basin will be provided on the site.

- The toilet will be located on the site as soon as practicable.
- The Site Supervisor and Safety Manager will check the toilet condition as required as part of the site visits and inspections.
- The toilet will be cleaned when required.

13.0 WORKING AT HEIGHTS

Contractors performing work involving a risk of falling 2 metres or more must supply a Safe Work Method Statement (SWMS) to ROSS NORTH GROUP prior to commencing work on site.

ROSS NORTH GROUP will provide adequate scaffolding where a risk assessment identifies the need to do so. Scaffold 4 metres high or more is only to be erected or modified by a person with an appropriate scaffolding certificate.

The scaffold must be inspected and tagged by a licensed person:

- Before the scaffold is used
- After the scaffold is altered or repaired; and
- At least every 30 days

Edge protection that complies with Reg 3.55(5) OSH Regs 1996 must be kept in place where there is a risk of falling 2 metres or more from any structure including scaffolding, fixed stair, formwork, or false work, landing or suspended slab.

A fall injury prevention system or edge protection as above must be in place where a person could fall 2 or more metres from an edge other than an edge referred to above.

All workers using fall prevention systems (harness & lanyard) will be trained in their use.

14.0 MANUAL HANDLING AND DELIVERIES

All persons are encouraged to use good manual handling techniques.

Where materials are too heavy to lift or awkward for one person to lift, more than one person or a mechanical lifting device should be used to assist with the lift.

Material or equipment delivered to site should be stored appropriately. It is the responsibility of the supplier to ensure the material or equipment is delivered and located in a safe location inside the site boundary, not on the footpath, verge, or roadway.

15.0 RESTRICTIONS ON WORKING NEAR OVERHEAD POWER LINES

Regulation 3.64(2) of the OSH Regs 1996 states; that persons or plant must not enter the danger zone of any overhead power line.

Regulation 3.64(1) defines the 'Danger Zone' as anywhere that:

- (a) is within 0.5 metres of a live insulated overhead power line or aerial bundle conductor line of a voltage of not more than 1000 volts.**
- (b) is within 1.0 metres of a live uninsulated overhead power line of a voltage of not more than 1000 volts.**
- (c) is within 3.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 1000 volts but not more than 33000 volts.**
- (d) is within 6.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 33000 volts.**

'Overhead power line' means an overhead line for transmission of electrical energy.

16.0 SITE RULES AND SAFE WORK PRACTICES

Since it is your right to expect a healthy and safe workplace, it is your responsibility to work safely and follow these basic procedures so that your health and safety, as well as that of others, is not put at risk.

Therefore, following all the Safety and Health rules, procedures and work practices is a non-negotiable requirement of your employment with our company. Compliance with our policies and procedures will enable you to work safely and ensure the safety of those around you.

- All incidents, injuries and emergency situations must be reported to the site supervisor and the contractor supervisor immediately and the information noted in the **HAZARD ALERT REPORT** attached to this Site Safety Management Plan.
- All personnel undertaking construction work on our sites must have a current Safety Awareness Training (blue/white) card and be able to produce this on site when requested.
- All portable electrical equipment including extension leads brought onto site, are to be inspected and tagged at intervals not exceeding 3 months and maintained in locations where they are not likely to be a hazard, damaged or create a trip hazard.
- Electric extension leads are NOT to exceed 30 metres from the main supply or sub-board. Portable 4-way RCD protected boxes are to facilitate the use of additional power tools but are not to extend the range of electrical leads beyond 30 metres.
- Domestic power boards and double adaptors are not permitted to be used on site.
- Any faulty electrical equipment shall be tagged out and withdrawn from use.
- All workers must wear the correct Personal Protective Equipment (PPE) as per the safe work procedures, material safety data sheets or manufactures instructions during specific work activities. All PPE must comply with the relevant Australian Standard and be maintained.
- All rubbish (including lunch wrappers / cans etc.) are to be placed in the appropriate enclosure or bins provided prior to leaving the work site.
- Work areas must be kept clean, tidy, hygienic, and free from hazards at all times. **Note:** If any accident is caused on site as a result of material being left in an untidy and unsafe condition, WorkSafe have the capacity to issue fines of up to \$5000 for a first offence.
- No smoking is permitted inside a house after lockup stage has been reached.
- No Alcohol or illegal drugs are permitted on site.

- Any person affected by Alcohol or Drugs will not be tolerated and will be denied access to the site in accordance with the ROSS NORTH GROUP Drug and Alcohol Policy.
- Toilets must be kept in good condition and good hygiene is to be adhered to at all times.
- All personnel are to be trained in any plant and equipment being used by the relevant tradesperson or subcontractor. This includes holding certificates and licenses as required.
- No person without specific approval is to alter or remove any plant, equipment, or safety device on site. This includes scaffolds, handrails, barricades, signage, guards, etc.
- All tools and equipment brought onto our sites must be in good physical condition, comply with all relevant Australian Standards and used for the task it was designed and manufactured for (i.e.; plastic milk crates must not be used as 'hop ups');
- All work above 2 metres from a scaffold, fixed stair, landing, suspended slab, formwork, or falsework will require edge protection consisting of.
 - A top rail not less than 900mm and not more than 1000mm above the working platform.
 - be capable of withstanding a force of 0.55kN.
 - A midrail and a toe board or/ mesh panel
- Edge protection or a fall injury prevention system must be installed whenever there is a risk a person could fall 2 or more metres from an edge at the workplace other than an edge referred to above.
- Theft of any kind will not be tolerated and will be reported directly to the Police to investigate. All offenders will be charged.
- Building material and / or rubbish is to be stored away from footpaths, verges, and roadways.
- Bullying, fighting or aggressive behaviour will not be tolerated on site.
- Practical jokes and horseplay can result in serious injury. These are therefore strictly forbidden:
- No children are permitted on site.
- No animals are permitted on site.
- All sub-contractors & suppliers must ensure they have a First Aid Kit on site appropriate to the types of hazards and risks associated to their work.

- All workers are encouraged to wear adequate clothing (long sleeve shirts, wide brimmed hats, sunscreen etc.) to protect themselves from the effects of UV rays (caps are not recommended as they provide minimal protection).
- All vehicles are to be parked in a manner that complies with local shire and road rules. Vehicles are not to be parked on neighbouring properties or in such a manner they block access or egress to other road users or property owners.
- Noise on construction sites is only permitted between 7.00am and 7.00pm Monday to Saturday. All building activities likely to cause noise are prohibited on Sunday and Public Holidays unless approved by the local authority. Excessively loud radio's, swearing etc is not permitted at any time.

By following correct procedures - accidents, injuries and damage can be minimised and / or eliminated.

Cooperation and communication between yourself and management is essential in achieving a safe, healthy, and satisfying work environment.

17.0 EMERGENCY PREPAREDNESS AND RESPONSE

Emergency contact details are clearly displayed on site signage (see Workplace Emergency Procedure) for all personnel to use and follow in the event of an emergency. The ROSS NORTH GROUP Safety Management System contains full procedures in the event of an emergency and your supervisor will explain these to you as part of your induction prior to commencing work.

18.0 MONITORING AND REVIEWING

Monitoring and reviewing is a continual process.

During site visits by ROSS NORTH GROUP Managers and Supervisors, visual inspections are carried out. If required, the Safety Management Plan for Residential Construction Sites will be amended to reflect any changes on site. ROSS NORTH GROUP may also, where necessary, require contractors to amend their Safe Work Method Statements (SWMS) to reflect any changes on site.

19.0 APPENDICES

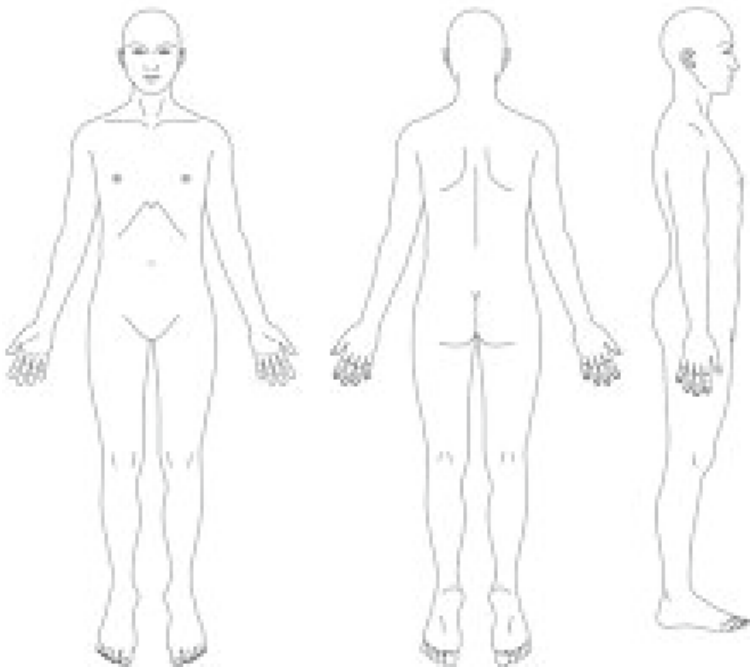
OSH forms are located in the ROSS NORTH GROUP Safety Management System for ease of access and document control. **19a - Additional forms for site**

- Safety Incident Notification Form
- Hazard Alert Report Form
- Risk Assessment & Safety Controls Matrix
- Safe Work Method Statement (SWMS)
- Site Induction Verification Form
- Site Inspection Checklist

Safety Incident Notification:

(TO BE COMPLETED BY THE SUBCONTRACTOR IN THE COMPANY OF SITE SUPERVISOR)

This report is the initial notification of a safety incident involving ROSS NORTH GROUP subcontractors and is not intended to replace the normal safety incident investigation and report procedures.

Date of Incident:	Location Incident
Time of Incident:	Occurred:
Name of Supervisor/ Manager responsible for workplace:	Contact No:
Incident Description:	
Was anyone injured? YES / NO	Name:
Status of Injury Minor (First aid) <input type="checkbox"/> Medical Treatment <input type="checkbox"/>	
	

<p>Has investigation commenced? YES / NO</p>	<p>Who is investigating?</p> <p>Name: _____</p> <p>Contact No: _____</p>
<p>Have measures been taken to prevent recurrence? YES / NO</p> <p>If YES – State measures to date:</p>	
<p>Other Comments:</p>	
<p>Individual/Sub-contractor Sign off:</p> <p>Name: _____</p> <p>Date: _____</p>	

Email to: Building Manager within 8 hours of incident.

Copy to: Supervisor

Hazard alert form:

Work Area _____

Date: _____

Location of Hazard: _____

Description of Hazard: _____

Person completing Report: _____

Details of Hazard

Recommended Actions

Hazard reported to:

Supervisor Name: _____

Action taken:

Copy to Supervisor / Manager

Name: _____

Date: _____

Hazard to be reported to Construction Manager

Construction Manager Comments:

HAS THIS HAZARD BEEN RECTIFIED? Yes No (circle)

CONSTRUCTION PROCESS - RISK ASSESSMENT AND SAFETY CONTROLS MATRIX:

Step No	Task	Hazards	Controls
1	RE- PEG	Trip, Slip & Fall Hazards, Holes, Overhead Wires, Working on Retainer Walls, Public Access, UV exposure	Inductions, Pre-Start Meetings, Site Inspections, Safe Work Procedures, Display Warning Signs on site, PPE supplies, dust suppression.
2	RETAINING WALLS	Manual Handling, Plant & Equipment, Public Access, Falling from Heights, Soil Collapse, Cement/Mortar, UV exposure, slips, trips & falls, unsecured blocks falling.	Use manual handing aids, team lifting, ensure spotters are used when trucks are on site, ensure earthworks are secure-no working in trenches without assessing the hazards, Safe Work Method Statements
3	EARTH WORKS	Slip, Trip & Fall Hazards, Holes, Overhead Wires, Public Access, moving plant, dust, noise, UV exposure	Ensure all Rubbish is placed in Rubbish Bins Provided, Conduct Site Inspections, check all Operators are competent & Licensed, Display all relevant OSH Signage, PPE, dust suppression, Safe Work Procedures
4	MESH DELIVERY (DROP OFF STEEL)	Manual Handling, Public Access, load/sheets falling	Use of Hiab Truck Crane to drop off Steel, clear zone around delivery, Loading & Unloading Procedures, display all OSH Warning Signs Safe Work Method Statements
5	CONCRETING	Spraying Hazardous Chemicals (White Ant Repellent) & persons on site coming in contact with/exposed to the chemicals, concrete splashing, skin contact with wet concrete	Provision of appropriate PPE, MSDS & Chemical Register, Safe Work Method Statements

Step No	Task	Hazards	Controls
6	DELIVERY OF FRAMES (LOADING & UNLOADING FRAMES)	Manual Handling, Trip, Slip & Fall Hazards, (Holes, Trenches, Laid Pipe)	Loading & Unloading Procedure, Housekeeping, Use of Skip Bins, Conduct Site Inspections
7	SITE POWER	Electrical Hazards	Used Licensed Electricians to Install, Fit & Test /Checks of RCD and Log on site Box. Site Supervisor and sub-contractors to test the RCD at regular intervals.
8	SHEDS & W/C TOILETS ON SITE / AMENITIES	No Facilities manual handling	Developed Bigger Sheds to stack cement pallets side by side, Ensure potable water is established on site.
9	DRAINER (PUTTING IN TRENCHES)	Use of Heavy Machinery (Excavator Backhoe)	Ensure all Operators are licensed & competent, Display Safety Signs, Barricading & Trenching Procedures, Safe Work Method Statements
10	BOBCAT SITE PREPERATION	Public Access to site, Environmental issues, Holes, Trenches, Heavy Machinery.	Ensure all Operators are Licensed & Competent, Display Safety Signs, Undertake Safe Work Method Statements & Site Inspections, ensure all Equipment is in safe working order, Plant & Equipment Register is up to date, Heavy Vehicle Register, Light Vehicle Register.
11	BRICK CARTAGE	Manual Handling, falling bricks	Tractor Forklift, Traffic Management Procedure, Manual Handling Procedure
12	BRICK SAND	Traffic, Tipper truck dumping load	Traffic Management Procedure, Manual Handling Procedure, clear zone around dumping

Step No	Task	Hazards	Controls
13	BRICK HARDWARE	Manual Handling	Manual Handling Procedure
14	BRICK LAYING	Manual Handling, Lifting Lintels, Scaffolding, Timber and Bricks, Slip, Trip & Falls Hazards, Brick Dust, Electrical e.g., Leads & Puddles, Wet Saws.	Manual Handling Training, Use of Cranes, Team Lifting, put all Rubbish in Bins, PPE, RCD Awareness, Safe Work Procedures, ensure all Cords are tagged and serviceable, Electrical Register, Service Register, Tags, Safe Work Method Statements
15	ROOF CARPENTER	Working at Heights, Roof I Beams / UB's that are not welded, Manual Handling, Nail Guns, Saws, Extension Cords	Use of approved Scaffolding, Handrails and Brick guards & Trestles, Use of Clamps to secure welding, Manual Handling Procedure, Crane, Safe Work Procedures, PPE, ensure all Cords are tagged and serviceable, Electrical Register, Service Register, Tags, Display Warning Danger Signs, Safe Work Method Statements
16	ROOF PLUMBER	Using Hacksaws, power tools, use of Tin Snips, Noise Hazards from Hacksaw & power tools, Working from Ladder, Slip Trip & Fall Hazards	Use of approved Scaffolding & Trestle's, Use of Clamps to secure welding, Manual Handling Procedure, Crane, Safe Work Procedures, PPE, Ensure all Cords are tagged and serviceable, Electrical Register, Service Register, Tags, power tools fit for use, Safe Work Method Statements
17	PLUMBING TUBE & CHASING	Working at Heights, Extension Leads, compressed gas cylinders, LP Gas, Copper Pipes (sharp ends), Manual Handling, Digging, Using Crimpers & Clamps, dust, chips of debris flying	Use of Ladders, Safe Work Procedures, Leads Tagged by Electrician, PPE, Flashback arrestors on all oxy & welding equipment, Manual Handling Procedures Safe Work Method Statements and Training, carrying lengths of pipe awareness training

Step No	Task	Hazards	Controls
18	CHASERS	Fumes from 2 & 4 Stroke Equipment, Manual Handling, Use of Tools above Head, Slip, Trip and Fall Hazards, Using a dry vac system	PPE - Respirators, Manual Handling Training & Procedures, Rubbish in all bins provided, Safe Work Method Statements
19	ELECTRICAL TUBE	Working at Heights, Extension Leads, Use of Oxy, cutting tube	Use of Ladders, Safe Work Method Statements, Leads Tagged by Electrician, PPE, Manual Handling Procedures and Training
20	ROOF SHEETING	Working at Heights, Roof over-degree pitch, Windy Conditions, Footwear, Saws, Screw Guns, Extension Leads, People Working Below, Rubbish	Use of Ladders, Use Safe Roof (Guard Rails), Approval to Work at Heights, Wear Rubber Soled Shoes, RCD's in use and Checked, Safe Work Method Statements, Leads Tagged by Electrician, PPE, Manual Handling Procedures and Training, Display all warning signs
21	CUPBOARD MEASURE	Slip, Trip and Fall Hazards, Contact with Copper Pipe/Waste Pipes, sharp edges on tape	Ensure visual assessment of Slip, Trip and Falls hazards is undertaken prior to work commencing, Safe Work Method Statements
22	PLASTER FLOAT / DRYWALL PLASTERBOARD	Manual Handling, Moving Cement Bags, Wheelbarrows, Slip, Trip and Fall Hazards, Pipes, dust	Manual Handling Training, Use Running Boards were required, Rubbish in bins provided, suitable PPE, Safe Work Method Statements
23	CEILINGS	Glue Grout, Sanding Ceilings, Manual Handling, Screw Guns, Repetitive Work	MSDS & PPE to be used at all times (Masks, Gloves, Safety Glasses), Manual Handling Training, Safe Work Method Statements, Ensure adequate breaks are taken, sheet lifter

Step No	Task	Hazards	Controls
24	PLASTERS SET	Chemicals (Lime & Putty) Slip, Trip & Fall Hazards, Electrical Hazards, Wet Floors.	MSDS & PPE to be worn, Chemical Register complete and up to date, RCD's in place and register, Extension cord awareness, manual handling training, Safe Work Method Statements
25	BOB CAT (first) CLEAN	Heavy Machinery in area, Public Access	Ensure all machinery is in safe working order, maintenance logs/registers, display warning signs, Safe Work Method Statements
26	PERIMETER SPRAY	Hazardous Chemicals contact	Ensure MSDS File is developed on site, PPE, Site Chemical Register must be kept up to date and available on site at all times, Safe Work Method Statements
27	BRICK SPRAY / CLEANING	Hazardous Chemicals contact, Hydrochloric Acid, Maxi Wash, Manual Handling, Slip, Trip & Fall Hazards.	MSDS, PPE, Site Chemical Register, Ventilation, Safe Work Method Statements, Manual Handling Training, Chemical Awareness Training, Rubbish in bins provided, Display warning danger signs.
28	DOORS	Manual Handling, Slip, Trip and Fall Hazards	Manual Handling Training, Rubbish in bins provided, Safe Work Method Statements
29	FIXING CARPENTER	Medium Density Fibre Boards, Manual Handling, Saws, Drills, Grouter, Nail Guns, Electrical Leads	MSDS & PPE, Manual Handling Training, SWP, Equipment Tagged by Qualified Electrician, Leads Checked and tagged, training on task, Safe Work Method Statements

Step No	Task	Hazards	Controls
30	CUPBOARD INSTALL	Medium Density Fibre Boards, Manual Handling, Saws, Drills, Grouter, Nail Guns, Electrical Leads & tools	MSDS & PPE, Manual Handling Training, SWP, Equipment Tagged by Qualified Electrician, Leads Checked and tagged, Safe Work Method Statements
31	SANI PLUMBER	Chemical Hazards, Glue (p.v), Working at Heights, Slip, Trip & Fall Hazards	MSDS, PPE, Site Chemical Register, Ventilation, Safe Work Method Statements Manual Handling Training, Chemical Awareness Training, Rubbish in bins provided.
32	PAINTER	Chemical Hazards, Paint (Water Based), Working at Heights, Slip, Trip & Fall Hazards, fumes	MSDS & PPE, Respirator, Safety Glasses, Use Ladder or Scaffolding, Rubbish in Bins, Safe Work Method Statements
33	SHOWER WATER PROOFING	Chemical Hazards, Water Proofer,	MSDS, PPE, Ventilation, Safe Work Method Statements
34	TILE DELIVERY	Manual Handling	Use of Lifting Aids, trolleys, forklifts
35	TILER	Hazardous Chemicals - Glue, Manual Handling (Working on Knees), Use of Grinders, dust	PPE - Respirators, Knee Pads, Manual Handling Training & Procedures, Rubbish in all bins provided, Safe Work Method Statements
36	GRANO	Handling of Oxide for Colour, Manual Handling, dust	MSDS, PPE, Manual Handling Training, Safe Work Method Statements
37	PAVING	Manual Handling, Brick Saws, Wet Saws, Electrical Leads, OOS, Compactor, dust	Manual Handling Training, Use of Trolleys, PPE, Electrical Leads Awareness, Sufficient Breaks, Safe Work Method Statements

Step No	Task	Hazards	Controls
38	PLUMBING FINAL	Hooking-up of Gas, Slip Trip & Fall Hazards, Manual Handling	Safe Work Method Statements ensure all Rubbish is in bins provided.
39	ELECTRICAL FINAL	Electrical Hazards, Hooking-up to mains power, Working at Heights, Climbing on Roof, Confined Spaces in Roof, Climbing on Roof, Slip, Trip and Fall Hazards	Ensure RCD is installed and tested, Safe Work Method Statements, Manual Handling Training, Induction Training, Licensed Electricians, Competent Persons, Electrical Registers
40	INSULATION	Chemical Hazards, Laying Batts Manual Handling, Spraying Batts, Dust, Fumes	SWPs, MSDS, Chemical Register, Manual Handling Training, Induction, Safe Work Method Statements
41	PLASTER PATCH	Slip, Trip and Fall Hazards, dust	Ensure all Rubbish is put in bins provided, appropriate PPE
42	HOUSE CLEANERS	Chemical Hazards, Bleach, Hydrochloric Acid	Full PPE, Safe Work Method Statements, Manual Handling Training, Chemical Awareness Training, Chemical Register, MSDS, PPE
43	SHOWER SCREENS	Manual Handling, Cuts from Glass, electric tools & leads	Safe Work Method Statements, Manual Handling Training, Electrical Leads Awareness, Equipment Tagged by Qualified Electrician, Leads Checked and tagged, Safe Work Method Statements
44	COPPER PIPE	Cuts to legs from sharp barbs on copper pipes	Ensure all copper pipes are capped with plastic caps, Safe Work Method Statements

Step No	Task	Hazards	Controls
45	RUBBISH / FINAL CLEAN	Manual Handling, Dust, Cuts	Ensure PPE is used in accordance with site conditions and requirements, Safe Work Method Statements
46	Cranes, Mobile plant	Untrained persons	<ul style="list-style-type: none"> • All mobile crange is to be of the suitable size and type to safely complete the given task/s. Expert advice to be obtained if required to ensure compliance. • Mobile cranes are to carry maintenance logs and must comply with Plant and Equip/Sent Checklist prior to use on site. • Adequate area/s is to be zoned off as deemed necessary for the safe execution of the works. • All crane drivers and dogman are to hold relevant tickets which are to be witnessed by AHL prior to operating the crane on site. • All workers are to be inducted to the specific work procedures for the tasks to be undertaken • Safe Work Method Statement

SAFE WORK METHOD STATEMENT

Company Name:					Project:				
Company Address:					ABN No.				
Work Activity:									
SWMS Prepared by:	Name:				Sign			Date:	
Supervisor:	Name:				Contact Phone				
PERMITS TO WORK (✓)	<input type="checkbox"/> Work at Height (<i>unprotected over 2m</i>)		<input type="checkbox"/> Confined Space			<input type="checkbox"/> Hot Work			
	<input type="checkbox"/> Excavation		<input type="checkbox"/> Concrete Cutting or Drilling			<input type="checkbox"/> Other			
PERSONAL PROTECTIVE	<input type="checkbox"/> Glasses (medium impact to AS1337)		<input type="checkbox"/> Hi-visibility garment (AS4602)			<input type="checkbox"/> Hard Hat (AS1800 & AS1801)			
EQUIPMENT (✓)	<input type="checkbox"/> Footwear (AS2210)		<input type="checkbox"/> Hearing Protection (AS1269 & AS 1270)			<input type="checkbox"/> Respiratory Devices (AS 1715 & 1716)			
	<input type="checkbox"/> Sunscreen (AS2604) – for workers if working outdoors.		<input type="checkbox"/> Gloves (AS2161) <input type="checkbox"/> Insulating gloves for electrical (AS2225)			<input type="checkbox"/> Protection against chemicals (AS/NZS ISO 6529 and AS/NZS ISO 6530)			
PLANT & EQUIPMENT (✓) (Note: Any Powered Mobile Plant will require a separate risk assessment identifying hazards, risks and controls specific to plant use at the workplace)	<input type="checkbox"/> Hazard Warning Signs (AS1319)		<input type="checkbox"/> Elevated Work Platform (AS2250)			<input type="checkbox"/> Crane, Hoist or Winch (AS2550)			
	<input type="checkbox"/> Scaffold (AS 1576 and AS4576)		<input type="checkbox"/> Ladder (AS1892)			<input type="checkbox"/> Explosive Power Tools (AS1873)			
	<input type="checkbox"/> Barricade or Guarding (Legislation)		<input type="checkbox"/> Fall arrest system (AS1891)			<input type="checkbox"/> Hand Tools			
	<input type="checkbox"/> Other (specify)								
LEGISLATION (✓) <u>Acts and Regulations</u>	<input type="checkbox"/> Northern Territory	<input type="checkbox"/> New South Wales		<input type="checkbox"/> Queensland		<input type="checkbox"/> Victoria		<input checked="" type="checkbox"/> Western Australia	
	Workplace Health and Safety Act Work Health and Safety Regulations	Occupational Health and Safety Act 2000 Occupational Health and Safety Regulation 2001		Workplace Health and Safety Act 1995 Workplace Health and Safety Regulation 2008		Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2007		Occupational Safety and Health Act 1984 Occupational Safety and Health Regulations 1996	

<p>Codes of Practice and Australian Standards</p> <p>National Standard for Plant NOHSC:1010 (1994)] A/S 3012 Electrical. A/S 1576 Scaffolding. Ladder (AS1892)</p>	<p>Codes of Practice and Australian Standards referenced in relevant State or Territory legislation will apply commensurate with the scope of work activities for this Safe Work Method Statement.</p> <p>First aid, workplace amenities and personal protective equipment and clothing, Manual handling. Managing noise at workplaces. Working at heights.</p>
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Notes: Risks assessed as High before treatment are considered ‘significant’ risks.

RISK APPETITE - Ultimately, the Project Manager makes the final decision on deciding whether the residual risk levels are acceptable or tolerable. Hierarchy of risk control measures stated in the safe work method statement are designed to reduce the risk to “as low as reasonably practicable” (ALARP).

RISK ASSESSMENT MATRIX			
LIKELIHOOD – How likely could someone be harmed?	CONSEQUENCE		
	How severely could someone be harmed?		
	<u>Class 3</u> Medical Treatment or First Aid Injury	<u>Class 2</u> Lost Time Injury	<u>Class 1</u> Permanent Disability or Death
<u>Certain</u> – A could happen frequently	Medium	High	High
<u>Possible</u> – B could happen occasionally	Low	Medium	High
<u>Unlikely</u> – C may occur in extreme circumstances	Low	Low	Medium

HIERARCHY OF RISK CONTROL
Preferred order to eliminate or reduce the risk of injury or disease*
<ul style="list-style-type: none"> A. Elimination - Redesigning the job to design out risks altogether is the most effective method of risk control. B. Substitution - Materials, chemicals, equipment or processes can be replaced with less hazardous ones. C. Isolation - Enclosing or isolating the hazard from employees can eliminate or reduce the risk of injury or disease. D. Engineering control - if a hazard cannot be eliminated, substituted or isolated, an engineering control is the next preferred measure. Engineering controls may involve the provision of mechanical aids, barriers, guarding, ventilation or insulation to prevent employees being exposed to a hazard. E. Administrative control - This may involve establishing policies, procedures and work practices designed to reduce an employee’s exposure to a risk. It may also relate to the provision of specific training and supervisory practices. F. Personal protective equipment - This may involve using appropriate protective clothing, e.g. masks, respirators, fall arrest equipment. This control should be considered only when other control measures are not practicable, or to increase protection from risk of injury or disease.

It is important to remember that a combination of controls may work best to minimize hazards and risks – not just one type of control may be adequate. Review and monitoring of controls and checks required will be completed by workplace observations, inspections and audits.

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>

Revisions	1	2	3	4	5
Initial / Date					

Employees involved in consultation, development and acceptance of this Safe Work Method Statement:

Print Name:	Signature	Date signed	Print Name:	Signature	Date signed

Personnel qualifications and experience required to complete the task (eg work at heights training)	Specific training required to complete this task:	Engineering Details/Certificate/Regulatory Approvals
Site Induction		
Construction Industry Safety Awareness Training		

PORTABLE ELECTRICAL EQUIPMENT

(Colour Code Tagging: Dec/Jan/Feb =Red: Mar/Apr/May=Green: Jun/Jul/Aug=Blue: Sept/Oct/Nov =Yellow)

**ALL PORTABLE ELECTRICAL EQUIPMENT AND ITEMS MUST BE APPROPRIATELY
TAGGED FOR THE REVELANT PERIOD**

SITE SAFETY INSPECTION CHECKLIST:

Job Number	
Date:	Time:

Site Address _____

Inspection Persons _____

Audit Checklist:		
Question	Response	Details
Name of Trade / s on Site		
1. Working at Heights		
1.1 Fall risks of 2m or more (including voids, pits, and trenches)		
1.2 Lack of edge protection?		
1.3 Unsafe or incomplete edge protection		
2. Plant and Equipment		
2.1 Unsafe or damaged plant/equipment? (Including missing or damaged guards)		
2.2 Incorrect plant / equipment for job? (E.g. Grinding discs for cutting)		
2.3 Unsafe or incompatible attachments used with plant/equipment?		
2.4 Are operators competent?		
2.5 Lack of safe work instructions?		
2.6 Lack of training in safe operation, clean up and maintenance?		
2.7 Is the area around plant operations kept clear of pedestrian traffic?		
2.8 Is plant working too close to live overhead power lines?		
2.9 Does all plant have the SWL clearly displayed?		
3.0 Scaffolds		
3.1 Unlicensed persons erecting scaffold above 4m?		
3.2 Unsafe or incomplete scaffold?		
3.3 Lack of inspection protocol for		

scaffold?		
3.4 Incompatible scaffold components? Unlabelled or do not meet AS?		
3.5 Safe Workload (SWL) exceeded? (tools, stored materials, number of persons)		
3.6 Are there solid foundations under the scaffolding?		
3.7 Are handrails and toe boards in place on all scaffolds over 2m high?		
3.8 Are all work platforms fully planked?		
3.9 Is there safe access to the work platforms?		
3.10 Is all scaffolding in good condition?		
4.0 Ladders		
4.1 Unsafe or damaged ladders?		
4.2 Unsafe positioning of ladders?		
4.3 Ladder not properly secured?		
4.4 Ladder unsuitable for job? (E.g. Metal ladder used for electrical work)		
5.0 Personal Protection Equipmen (PPE)		
5.1 Lack of, or inadequate PPE (including sun protection)		
5.2 Have personnel been trained in the use, care and maintenance of PPE?		
5.3 Are persons wearing appropriate masks when using hazardous substances?		
5.4 Are appropriate gloves being worn to protect hands when applicable?		
5.5 Are all persons wearing protective helmets when applicable?		
5.6 Are all persons exposed to noise wearing appropriate ear protection?		
Are safety sunglasses being worn?		
6.0 Work Environment		
6.1 Lack of/ or inadequate amenities? (Toilets)		

6.2 Inadequate housekeeping?		
6.3 Is there an adequate supply of clean, fresh drinking / portable water?		
6.4 Is there safe access to amenities?		
6.5 Are site toilet facilities in a clean condition?		
6.6 Are persons wearing safety footwear?		
6.7 Are there safety handrails where a person could fall from height when applicable?		
7.0 Electrical Hazards		
7.1 Unsafe electrical leads? (Damaged, out of test date or untested)		
7.2 Lack of RCD protection?		
7.3 Contact with underground assets?		
7.4 Contact with overhead electrical lines?		
7.5 Overloading outlets?		
7.6 Leads placed on ground or on metal structures?		
7.7 Electrical equipment near water?		
7.8 Are power supply boxes in good condition and waterproof?		
8.0 Environmental Hazards		
8.1 Lack of/inadequate systems to prevent contaminants entering stormwater drains?		
8.2 Is safe/clear access provided to all workplaces?		
9.0 Manual Handling and Materials Movement		
9.1 Are correct manual handling techniques being followed?		
9.2 Is mechanical equipment being used for lifting heavy loads?		
10.0 Administrative Procedures		
10.1 Lack of/inadequate Site Safety Management Plan?		
10.2 Is the site sign displayed showing safety information?		
10.3 Lack of/inadequate induction for contractors or visitors?		

– Occupational Safety, Health & Environment Policy

Occupational Safety, Health and Environment Policy

The policy of ROSS NORTH GROUP is to achieve the highest attainable level of occupational safety health and environment working conditions for its employees, contractors, visitors and other persons throughout all areas of its activities. At ROSS NORTH GROUP, all people have a responsibility for implementing this policy by striving to achieve zero tolerance towards hazards, incidents and accidents.

To achieve this, ROSS NORTH GROUP management will:

- Demonstrate leadership and commitment through all its managers and supervisors.
- Provide and maintain a safe work environment, including work conditions, practices and procedures for all direct employees, sub-contractors and suppliers who perform work for ROSS NORTH GROUP.
- Develop awareness throughout ROSS NORTH GROUP by initial and ongoing education, training and supervision of all employees and sub-contractors.
- Take all practicable steps to eliminate hazards within the workplace through hazard identification, risk assessment and control and monitoring to continuing effectiveness.
- Comply with all applicable safety, health and environment statutory requirements as a minimum.
- Strive to continuously improve occupational safety, health and environment management.
- Involve all our people in occupational safety, health and environment management. Through consultation and by contributing to identify hazards and assessing and controlling risks as well as reviewing safety, health and environment performance.
- Ensure that all incidents are reported, recorded and root causes identified, and where injury or illness occurs, help our people to achieve full recovery through prompt treatment and injury management.
- Allocate appropriate resources to meet the commitments of the policy.

Employees, sub-contractors and suppliers also have a duty to take care for their own health and safety and that of others affected by their actions at work. To achieve this each individual person is required to:

- Comply so far as he/she is reasonably able with safety procedures and directions given by the employer/principal employer,
- Not willfully interfere with or misuse items or facilities provided in the interests of safety and health of ROSS NORTH GROUP employees,
- Adhere to ROSS NORTH GROUP procedures, including reporting hazards and accidents.

This signed statement of policy will be available at all relevant work locations. Our Occupational Safety and Health Policy confirms our commitment to the safety and health of all our people.

Signature:

Date:

**Trent Jackson
General Manager**

Review Date: March 2023