

# CONSTRUCTION SAFETY PLAN

For

<b>Project</b>	
<b>Address</b>	

<b>Subcontractor</b>	
<b>ABN</b>	
<b>Phone</b>	
<b>Fax</b>	

# Inspecting the Construction Safety Plan

## Responsibility of Site Supervisor

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1. Check the Construction Safety Plan and associated Work Method Statements are completed as stated above.
2. Take action to correct the situation if you identify that the above has not been complied with.
3. If a circumstance outside your control is preventing you from ensuring the above, report the issue to your Manager and/or the Principal Contractor.

## Construction Safety Plan Instruction Sign-Off

Please sign to indicate that you have read and understood the instructions

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<b>Site Foreperson</b>	(print name in capital letters)	Date	Signature
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<b>Site Supervisor</b>	(print name in capital letters)	Date	Signature
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# CONSTRUCTION SAFETY PLAN

Company Name	
ABN	
Office	
Telephone	
Facsimile	

Location of workplace: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of construction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Plan will remain in force for a period of 12 months from (insert date) or until a significant change occurs which will require the Plan/Document to be reviewed prior to the expiry date.

Or

For a specific site/project, in which case the Plan/Document will only remain in force for the construction period of that project.

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Manager

**Note:** This Plan is provided as a model only and is to be assessed and expanded on to meet the site specific needs of (company name), to fulfil its obligations under current Workplace Health, Safety and Environmental Legislation.

## Disclaimer

Any advice and information contained in this document is given in good faith and no person should rely on the contents without referring to all current relevant Legislation, and Australian Standards for Workplace Health, Safety and the Environment.

The management and employees of (insert company name) and any other person or organisation contributing to this document, expressly disclaim all and any liability and responsibility, to any person in respect of anything done or omitted to be done by any such person in reliance, whether wholly or partially, upon the whole or any part of the contents of this document.

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STANDARD FORMS

- Site Specific Induction Record
- Site Specific Induction Checklist
- Visitor Induction Form
- Work Method Statement Evaluation
- Hazard and Risk Assessment Form
- Work Scheduling Program
- Incident Notification Form
- Hazard, Unsafe Condition, Damage Report
- Emergency Contact Information
- Hazardous Substance Register
- Scaffolding Handover Certificate
- Request for Electrical Safety Inspection of an Overhead Electrical Service
- Plant and Equipment Register
- Prescribed Occupation "Certificates of Competency" Register
- Electrical Licence Register
- Hot Work Permit
- Permit to Dig
- Project Emergency Procedures
- Environmental Control Management Plan
- Sediment Transport Control – "Sediment Fence"
- Sediment Transport Control – "Sediment Barriers"
- Sediment Transport Control – "Hay and Straw Bales"
- Sediment Transport Control – "Shake-down Areas"
- General Site Management Work Procedure SG-1

**Note:** All work is to be carried out in accordance with the Australian Standards for Health, Safety and the Environment and current Workplace, Health and Safety and Environmental Legislation, which will take precedence over this plan if a lower standard is stated within the plan.

The following *Construction Safety Plan* provides management procedures for the health and safety of all personnel on site and at the workplace and is to be followed at all times and read in conjunction with current Workplace Health, Safety and Environmental Legislation and Australian Standards for Health, Safety and the Environment.

## 1.0 Inductions

- All personnel are to undergo relevant safety inductions prior to coming onto and/or starting work at the workplace and/or on site.
  - a) Principal Contractor's Site Specific Inductions conducted by a designated representative of (*insert company name*) as the principal contractor, will induct ALL personnel coming onto the site to carry out work. A written record of the date of the induction and the name/details of the worker inducted is to be made on the attached *Site Specific Induction Form* and the categories/content of the induction is to be recorded on the *Site Specific Induction Checklist* and kept on-site for reference purposes.
  - b) (*insert company name*) Employees Site Specific and Work Method Statement Inductions conducted by a designated representative of (*company name*) as the principal contractor and employer will induct all (*company name*) personnel coming onto the site to carry out work and will discuss all safety aspects of the *Construction Safety Plan/Work Method Statement* relevant to the persons work prior to commencing work on site. A written record of the date of the induction and the name/details of the worker inducted is to be made on the attached *Site Specific Induction Form* and the categories/content of the Induction is to be recorded on the *Site Specific Induction Checklist* and kept on-site for reference purposes.
  - c) Contractor's Workplace, Site Specific and Work Method Statement Inductions conducted by the subcontractors for their employees in relation to individual trade and company standard work procedures and work methods which is also to incorporate (*company name*)'s Health, Safety and Environmental requirements.
  - d) General Safety Induction. All site personnel must produce a current *General Safety Induction Card/Documentation* prior to starting any work on-site.
  - e) Visitor's Induction. All visitors must undergo a *Visitor's Induction* prior to coming onto the site and they must be accompanied by a designated (*company name*) representative at all times whilst on the site/workplace.

Attachments:

- *Site Specific Induction Form*
- *Site Specific Induction Checklist*
- *Visitor's Induction Form*

## 2.0 Construction Safety Plans and Work Method Statements

- *Construction Safety Plans* identifying risks and detailing proposed control measures are to be prepared by (*company name*) as principal contractor for a construction workplace if any or all of the following criteria form part of the construction/building project/contract prior to construction work commencing on site. A copy of the Plan is to be given to each contractor/relevant person for each project trade package and the safety aspects of the Plan relevant to the person's work are to be discussed with that person prior to commencing work on site:
  - a) Construction Work where the estimated final price of the work at practical completion is more than \$80,000.00 (excluding GST).
  - b) Demolition Work – Prescribed Activity - Irrespective of cost.

- c) Asbestos Removal Work – Prescribed Activity - Irrespective of cost.
  - d) Other High Risk Construction Activities (**but not limited to**):
    - o Personnel entering trenches more than 1.5 metres in depth.
    - o Use of explosives (excluding powder-actuated hand-held fastening tools).
    - o Work near an exposed energised electrical installation.
    - o Work on or adjacent to a road.
    - o Using confined spaces.
    - o Using hazardous substances.
    - o Movement of powered mobile plant at the workplace.
    - o Work at heights where a person can fall:
      - At least 2.0 metres if the work IS NOT housing construction work.
      - At least 3.0 metres if the work IS housing construction work.
    - o Work on roofs with a pitch of more than 26°.
  - e) Other Activities as designated by (*company name*) site management where the work is considered to be of a hazardous/high risk nature and has the potential to cause death or injuries to personnel and/or damage to plant, equipment, structures etc.
- *Work Method Statements* are to be prepared and submitted to (*company name*) site management prior to work commencing on site by contractors who will be performing any of the following tasks associated with work they are to undertake on a (*company name*) construction workplace (irrespective of cost):
    - a) Demolition Work – Prescribed Activity
    - b) Asbestos Removal Work – Prescribed Activity
    - c) Other High Risk Construction Activities (**But not limited to**):
      - o Personnel entering trenches more than 1.5 metres in depth.
      - o Use of explosives (excluding powder-actuated hand held fastening tools).
      - o Work near an exposed energised electrical installation.
      - o Work on or adjacent to a road.
      - o Using confined spaces.
      - o Using hazardous substances.
      - o Movement of powered mobile plant at the workplace.
      - o Work at heights where a person can fall:
        - At least 2.0m if the work IS NOT housing construction work.
        - At least 3.0m if the work IS housing construction work.
      - o Work on roofs with a pitch of more than 26°.
    - d) Other Activities as designated by (*company name*) site management where the work is considered to be of a hazardous/high risk nature and has the potential to cause death or injuries to personnel and/or damage to plant, equipment, structures etc.
    - e) The contractor's *Work Method Statement* (WMS) is to be evaluated by (*company name*) site management on the *Work Method Statement Evaluation Form* to ensure the contractor is in compliance with current Workplace Health and Safety Legislation and (*company name*) Health, Safety and Environmental Standards.
  - Any work procedures to be carried out by inducted (*company name*) personnel and are not covered by this *Construction Safety Plan/Work Method Statement* document are to be addressed and documented on the attached *Work Method Statement* (or appropriate equivalent) and approved by (*company name*) site management prior to the work proceeding.
  - Risk assessments are to be conducted and recorded on the attached *Hazard and Risk Assessment Form* to identify potential risks to the health and safety of personnel and/or any

potential risk of damage to plant and equipment. Appropriate control measures are to be formulated and recorded to minimise and/or eliminate the risk of injury and/or damage.

- Copies of the contractor's *Work Method Statements* and (*company name*)'s *Construction Safety Plan* are to be kept on site or in a readily accessible location by the contractor, for perusal by their workers.

Attachments:

- *Work Method Statement*
- *Work Method Statement Evaluation*
- *Hazard and Risk Assessment*

### 3.0 Scheduling of Works

- A works program (if required by (*company name*) site management) will be prepared by the subcontractor outlining services/tasks and their estimated start and completion dates.
- The subcontractor shall be responsible for and shall be deemed to have made provision for the work and expense of coordination of their works with those performed by others, to minimise or eliminate potential safety hazards.

Attachments:

- *Works Scheduling Program*

### 4.0 Hazard Identification, Reporting and Accident Procedures

- All work related injuries, illnesses, dangerous events, incidents etc. are to be reported to site management who will record and investigate the occurrence on an *Incident Notification Form* to record the incident for assessment and investigation.
- Personnel are to inspect all plant, machinery, equipment, tools, scaffolds, excavations, confined spaces etc. to ensure they are safe and without risk to the health and safety of themselves or others before using or entering them.
- All hazards, unsafe conditions, defective items, damage to property or equipment are to be reported to site management, barricaded and/or removed from service immediately they are detected. Site management is to complete a *Hazard, Unsafe Condition, Damage Report* to record the hazard etc. for assessment and rectification.
- Risk assessments are to be undertaken prior to commencing any task to assess the risk of injury and/or damage to plant and equipment. If the risk has not already been assessed and a work procedure/method has not been formulated then a *Risk Assessment Form* is to be completed as well as a *Work Method Statement* taking into account the order of control measures as listed below from most preferred (1) to least preferred (6):
  - (1) Elimination – Eliminate the hazard, remove it from site etc.
  - (2) Substitution – Substitute the item/hazard/procedure for an item/procedure that is less hazardous and poses a lesser risk to personnel etc.
  - (3) Engineering – Change design of the workplace, equipment or work process – eg. noise prevention/suppression cabinets, mechanical aids for manual handling.
  - (4) Isolation – Isolate or separate the hazard from the person – eg. screens or barriers, move or enclose equipment.
  - (5) Administration – Job rotation/reduction in exposure by working less hours in hazardous environment, provide training and supervision etc.

(6) Personal Protective Equipment (PPE) – Hearing protection, safety glasses, respiratory protection equipment etc.

- Daily safety inspections are to be carried out by a (company name) site management representative where a permanent (company name) site management representative presence is on site and a *Daily Workplace Safety Inspection Report/Checklist* is to be completed and remain on the site project/safety file.

Attachments:

- *Incident Notification Form*
- *Hazard, Unsafe Condition, Damage Report*
- *Emergency Contact Information*
- *Work Method Statement*
- *Hazard and Risk Assessment*

## 5.0 Manual Handling

- Lifting and handling of materials is to be done in a safe and sensible manner so as not to cause injury. Personnel are not to participate in manual handling activities if they have not been properly trained, or have an existing or previous injury which will hinder them, or will be aggravated by lifting, pushing, pulling etc.
- If the material/item is considered to be too heavy or awkward to handle by one person, assistance in the form of team lifting, a crane, forklift, hand trolley, wheelbarrow or other suitable mechanical devices are to be used. If it is possible the plant items/tools/equipment etc. that are to be lifted and/or moved are to be disassembled into individual manageable pieces (eg. oxygen/acetylene plant, saws from saw benches) and moved to the required location/position where they are to be reassembled.
- Contractors and employees are to ensure they are familiar with correct manual handling techniques and are physically capable of carrying out the tasks they are to perform otherwise they are to request training.
- Contractors will be responsible for all materials handling equipment (eg. cranes, forklifts) relating to their contract, unless specified otherwise.
- Mechanical means such as cranes, forklifts, materials lifts and/or other suitable load shifting equipment is to be used to lift and/or move equipment that is awkward and/or is heavy from ground level to and/or between different levels of elevated areas.

## 6.0 First Aid

- A suitable first aid kit will be located in the (company name) site office for emergency use by all site personnel.
- Contractors are to ensure a suitable first aid kit is supplied and kept in each vehicle or in close proximity to the contractor's work area, irrespective of whether (company name) has supplied first aid kits on site.
- All first aid treatment is to be reported to site management for recording on the *Incident Notification Form*.



## 7.0 Personal Protective Equipment

Site personnel are to wear appropriate Personal Protective Equipment (PPE) for the tasks they are to perform where it is not practical to control risk of injury by other means.

- Safety helmets are to be worn at all times when working with cranes or in areas where personnel are working at heights or in trenches and there is the possibility of injuries from falling objects and/or in other designated hazardous areas.
- Appropriate safety footwear (enclosed with protective toe caps) is to be worn on site at all times.
- Eye, hearing and respiratory protection is to be used at all times during hazardous operations which may cause injury or exceed statutory requirements (eg. cutting compressed sheeting/CCA treated timber/concrete/blocks, using nail guns or explosive power tools, power saws, jackhammers, drills).
- UV protection (eg. long sleeve shirts, wide brim hats, 15+ sunscreen) is to be worn for protection against harmful exposure to the sun.
- Gloves and protective clothing are to be worn in areas of risk to prevent injury from contact with hazardous substances, and sharp or abrasive objects etc.
- All PPE requirements are to be assessed for each application and supplied accordingly by the subcontractor.
- All defective equipment is to be removed from service immediately upon detection.
- Contractors are to supply all appropriate PPE and must ensure their employees have received appropriate instruction in the correct selection, use, storage and maintenance of personal protective equipment prior to use.

## 8.0 Hazardous Substances

- Contractors are to have current *Material Safety Data Sheets* (MSDS) for all hazardous substances that are to be used at the site/workplace. The MSDSs are to be kept in a *Hazardous Substance Register* which is to contain a description of the substance along with all other relevant details. This register and its contents must be available for perusal by the subcontractor's employees.
- A copy of the contractor's *Hazardous Substance Register* and MSDSs are to be given to (company name) prior to bringing or using the substances on site.
- Personnel using/mixing/spraying hazardous substances (eg. paint, solvents, pesticides) are to:
  - Comply with all safety requirements/instructions/safe handling information and wear appropriate PPE as required by the relevant *MSDS*.
  - Ensure they are familiar and experienced with the chemical/substance and have received adequate training in its use.
  - Ensure there is no risk to the health and safety of themselves, other workers and the general public.
  - If substances are decanted/transferred into another container, the second container must be adequately labelled unless the entire contents are used immediately.

- All hazardous substances are to be used, stored and disposed of in accordance with the relevant *Material Safety Data Sheet* (MSDS).
- All hazardous substances are to be assessed before use to ascertain what degree of risk the substance poses to personnel.
- If asbestos products are identified, or suspected to be present during construction work, then competent and experienced personnel are to be engaged to inspect, record, remove or make safe the offending materials in accordance with current Legislation and Standards.

Attachment:

- *Hazardous Substance Register*

## 9.0 Ladders, Trestle Ladders and Planks

- All ladders are to be in good condition, inspected before use, meet current Australian Standards and/or statutory requirements, have a minimum 120 kilogram load rating and be manufactured for industrial use and must be suitable for the application/use.  
**Note:** All identification markings/labels MUST be clearly visible and not defaced in anyway.
- Extension or single ladders must extend one metre above the level served, be set at an angle of 75° (1:4) to the horizontal and MUST BE SECURED at the top at all times and preferably at the bottom if practical.
- Ladders used for electrical installation where there is a possibility of the circuits becoming energised are to be made of a non-conductive material.
- All ladders are to be fitted with non-slip feet and suitable precautions are to be taken when ladders are to be used on unstable or sloping ground, near power lines, or in other hazardous situations.
- Ladders are not to be used near unprotected openings in floors, shafts, stairwells etc.
- Personnel must not work or climb above the third top rung or step from the top on ladders.
- The length of ladders MUST NOT EXCEED the following dimensions:
  - Single ladder - 6.1 metres
  - Extension ladder (other than for electrical work) - 7.5 metres
  - Extension ladder used to do electrical work - 9.2 metres
- Extension, single and stepladders are not to be used to support scaffold planks or any other type of platform under any circumstances. Extension, single, step and trestle ladders and scaffold planks are only to be used in accordance with manufacturer's specifications and Statutory Authority's requirements.
- **Extension and single ladders** are to be used primarily for access and are only to be used to undertake permitted work from under the following circumstances:
  - To carry out work (permitted work) at any height where the risk of injury is minimal.
  - Persons are to have at least 3 limbs (eg. 2 feet and 1 hand) holding, wrapped around or standing on the ladder or holding onto a secure and stable object (eg. wall frame, fascia board) at all times; OR
  - Persons are restrained by suitable means not attached to the ladder (eg. fall arrest system) that will prevent them from falling.
  - Only if the work to be undertaken is of a minor nature (eg. light work, changing light bulbs, cutting in) and the time required to carry out the work is limited to short periods and any equipment can be operated using one hand while on the ladder.
  - High risk tools are not to be used. (eg. large grinders, power saws, explosive power operated tools).

- Only if there is no other practical way or means to carry out the task, and/or the risk of injury is minimal.
  - Only after a risk assessment has been carried out and work procedures are put in place.
  - Electric ARC welding is not to be carried out from ladders at any time.
- **Stepladders** are to be used for access and are only to be used to undertake work from under the following circumstances for:
    - Stepladders are only to be used in a fully opened and locked position and placed on a level and stable foundation.
    - Only if the work to be undertaken is of a minor nature (eg. light work, changing light bulbs, cutting in) and the time required to carry out the work is limited to short periods.
    - Only if there is no other practical way or means to carry out the task, and/or the risk of injury is minimal.
    - Only after a risk assessment has been carried out and work procedures are put in place.
    - Electric ARC welding is not to be carried out from ladders at any time.
- **Plaster's stools** manufactured for the purpose with a suitable SWL rated work platform and a platform width of 225mm can be used for light work up to 1.0 metre in height. Any work that is not light work or work above 1.0 metre in height must have a suitable SWL rated platform with a minimum width of 450mm and suitable access provided if required.
- **Trestle Ladders and Aluminium Scaffold Planks** must only be used as follows:
    - The work platform height **MUST NOT EXCEED 5.0 metres**.
    - Only after a risk assessment has been carried out to determine what work procedures are to be put in place.
    - Appropriate work methods, handrails, outriggers/stabilisers including handrail stop ends etc. are to be in place (similar and/or equivalent to *Tommy Tucker Trestles Safety System*) if a person can fall at least 3.0 metres for housing work or 2.0 metres for other work, and/or if the fall can result in a serious injury irrespective of height (eg. above exposed reo bars/protrusions).
    - Trestles are only to be placed on a level and stable foundation and secured/prevented by appropriate means against moving and/or toppling over (eg. bracing, counter weights, tying to stable structure).
    - Minimum work platform width must be 2 planks wide (450mm) and locked together with plank clamps and secured against dislodgment (similar and/or equivalent to *Tommy Tucker Trestles - Safety Plank Clamp*). If plank clamps are not used, then aluminium planks are to be supported at a maximum span of 3.0 metres and/or in accordance with manufacturer's specifications. Planks are to have a slip-resistant surface and are **NOT** to be placed on an angle greater than 7° (slope of 1 to 8) to the horizontal. Planks are to overhang their end supports by not less than 150mm and not more than 250mm.
    - The duty loading of the work platform is not to be exceeded (225kg - 2 planks wide secured by plank clamps) and the platform **MUST** only be used for work of a light nature where large quantities of tools and equipment are not required (eg. painting, replacing gutters).
    - The trestles, planks and handrail safety systems are to be erected and used in accordance with manufacturer's requirements and are only to be used as **ACCESS** and **WORK PLATFORMS** and **ARE NOT** to be used as edge protection at any time.
- Tools and equipment etc. are not to be carried up or down ladders (extension, single or step) at any time unless secured to a tool belt etc. Operators are to have both hands free to ensure they have adequate grip on the ladder to prevent the possibility of falling while ascending or descending. Tools and equipment that cannot be operated by one hand only, while carrying out work involving a ladder **MUST NOT** be used under any circumstances unless the person is restrained by appropriate means to ensure stability and prevent a fall. High risk tools such as grinders, jackhammers, nail guns and explosive power operated tools are not to be used at any time on ladders.

- Work on ladders irrespective of height and type:
  - Personnel are not to lean out and/or over-reach while working from ladders.
  - Personnel are to remain approximately in the centre between the sides of the ladder from when the person is fully on the ladder, carrying out permitted work on the ladder to when the person leaves the ladder.

## 10.0 Scaffolding

- **Modular/tube and coupler scaffolding** with a working platform height up to 4.0 metres must only be erected by competent and experienced personnel. Personnel with the relevant scaffolding *Certificate of Competency* must erect modular/tube and coupler scaffolding with a working platform height above 4.0 metres.
- **Mobile scaffolding** with a working platform height up to 4.0 metres must only be erected by competent and experienced personnel. Personnel with the relevant scaffolding *Certificate of Competency* must erect mobile scaffolding with a working platform height above 4.0 metres.
- Erection procedures and a diagrammatic plan of the scaffolding is to be provided to site management by the supplier/erector and kept on site or be readily accessible for perusal by anyone who will be using the scaffolding.
- **Scaffolding with a work platform height of 4.0 metres or more** is to have a *Scaffolding Handover Certificate* completed by the competent person erecting the scaffolding certifying that it is erected as per manufacturer's specifications and plans, complies with all relevant standards and legislative requirements and is suitable for the intended purpose.
- **Scaffolding systems** are to be erected as per manufacturer's specifications on stable and level surfaces/footings around the internal/external faces of buildings, structures etc. to provide a stable work and/or access platform and/or edge protection to roof and other elevated areas. The gap between the work platform and the roofline and/or wall/working surface is not to exceed 225mm.
- The scaffold work platform height below the edge of a roofline is to comply with the following:
  - (1) The maximum distance between the working platform and the underside of the roofline edge for roof pitches LESS than 26 degrees is NOT to exceed 1.0 metre.
  - (2) For pitches greater than 26 degrees the working platform is to be as near as possible to the underside of the edge of the roofline but is not to be greater than 300mm below the underside edge.
  - (3) The top rail of the scaffolding edge protection for roof workers is to be located between 900mm and 1250mm above the outer edge of the roofline to provide adequate protection against falls.
- Personnel erecting scaffolding at 2.0 metres or above are to be prevented and/or restrained by suitable means to prevent falling or they must work from an erection platform (minimum width 450mm) with edge protection and accessed by approved stairways or ladders within the internal confines of the scaffold framing.
- Guardrails (top and mid), toeboards and/or mesh panels, brickguards, etc. are to be erected around work platforms of scaffolds if personnel or objects can fall more than 2.0 metres or the fall etc. could result in a serious injury irrespective of height.
- Containment screening consisting of approved mesh lined internally with an approved prescribed lining (if required) is to be securely attached to exposed external surfaces and/or other exposed surfaces of the scaffolding where there is a possibility of injury to persons or

damage to vehicles etc. from falling objects onto footpaths, roadways and adjoining tenancies etc.

- Scaffolding is to be complete and inspected prior to use and is not to be altered or components removed by unauthorised personnel unless the person/s erected the structure and/or they have written authorisation from (company name) site management.
- Suitable access and egress (ladders, stairways, ramps, etc) is to be provided to each work platform. Workers must not climb on the framing of scaffolds at any time.
- Base plates are to be fitted to the base of each supporting standard. Suitable sole plates may also be required if the ground/surface stability is questionable.
- The number of personnel, tools and quantities of building materials on the work platform is to be monitored to ensure the duty loading of the platform is not exceeded, and sufficient, clear access is provided.
- Ladders, saw stools, drums or pallets etc, are not to be used on the work platform to gain extra height.
- Personnel, unsecured equipment and tools are to be removed from the work platform of mobile scaffolds prior to moving them. Wheels on mobile scaffolds are to be fitted with locking devices and engaged before use.
- Where castors on mobile scaffolds incorporate adjustable legs the gradient of the supporting surface/ground must not exceed 5° unless provision is made to take the load off the castors during use of the mobile scaffold (i.e. use fixed base plates with adjustable legs).
- Personnel working from scaffolding and in particular mobile scaffolding and trestles and planks are to ensure the scaffolding is correctly erected, suitable for the application and is to be secured and/or other measures taken to ensure the structure will not topple over. Personnel are also instructed that they are to position the scaffold work platform directly under or as close to the work area as possible so that personnel do not have to reach out past guardrails to carry out work that can increase the potential for the scaffolding to topple/tip over and increase the possibility of injuries to personnel.

Attachment:

- *Scaffolding Handover Certificate*

## 11.0 Confined Spaces

- Entry will not be permitted to confined spaces or like areas until the following criteria has been fulfilled:
  - A risk assessment has been carried out to ascertain the degree of risk associated with the confined space and determine if any or all of the following procedures are to be implemented; and
  - A documented *Work Method Statement* detailing control measures and work procedures has been prepared detailing means of entry and exit, air quality sampling, rescue training, first aid requirements and record keeping in accordance with the current Legislation, Australian Standards and/or Statutory Requirements; and
  - Adequate ventilation and/or breathing equipment are supplied (if required); and
  - Only trained and competent personnel are to be engaged in confined space activities; and
  - An approved *Confined Space Work Permit* has been obtained from management.

- Ensure fuel-powered plant, machinery or equipment is not used in or near enclosed, basement or confined space areas.
- Fume/gas extraction equipment is to be used to vent areas where there are nuisance vapours and/or potentially toxic fume/gas build-ups and natural ventilation is inadequate.

## 12.0 Electrical Equipment and Installations

- All electrical equipment is to be connected to a portable type 1 OR type 2 residual current device as close as possible to the primary power source if suitably protected construction wiring is not available.
- Electrical equipment used for class 1 work is to be tested and tagged by a competent person/electrician at 3 monthly intervals (effective 01/03/2003), inspected before use, meet current Australian Standards and used in accordance with manufacturers and other relevant authorities requirements.
- Double adaptors and piggyback plugs are not to be used at any time.
- Power leads in access and passage ways or in areas where they are susceptible to damage or are hazardous to personnel and equipment are to be adequately protected and/or placed in such a manner they do not pose a hazard.
- Power leads are to have a minimum 15 amp rating capacity with 10 amp plug tops fitted. Power leads are not to be over-extended.
- Portable power-boards (portable socket-outlet assemblies: PSOs) are to be heavy duty industrial quality incorporating overload protection, manufactured of impact resistant and durable material and have individual switches for each outlet. The socket-outlets are to be protected by a Residual Current Device (RCD) with a maximum rated residual current of 30mA and covers and/or extended sides are to be incorporated to prevent damage to the outlets (Refer to Australian Standard AS/NZS3012:2003 – Electrical Installations – Construction and Demolition Sites).
- Only competent and appropriately qualified/licensed electrical workers are to carry out electrical installation work and they are to comply with relevant Statutory Authority's requirements as well as (company name)'s Health, Safety and Environmental Standards and requirements.
- Electrical installations and construction wiring for class 1 work is to comply with all requirements specified in *Australian Standard AS/NZS3012:2003 – Electrical Installations – Construction and Demolition Sites*.
- Electrical circuits are to be isolated, locked out and/or tagged out at the point of supply and/or switchboard as per the relevant industry, legislative, and Australian Standards prior to carrying out any work. The circuit is to be tested after disconnection prior to engaging in any work on any electrical appliance and/or installation. Testing is also to be carried out on completion of the electrical work after the circuit has been re-energised to ensure the appliance and/or installation is safe for use.
- Electrical workers carrying out live work on electrical installations where they may inadvertently come into contact with live components are to have appropriate rescue equipment available and an electrical safety observer present who has undergone the required training within the last six (6) months. A *Risk Assessment Form – Live Work* is to be completed by the electrical workers prior to any live work being undertaken to ensure all control measures are in place. NO live work is to be carried out without PRIOR approval of (company name)'s site management and submission of an approved *Work Method Statement*.
- Work to be carried out by untrained, unauthorised or non-instructed persons in proximity to low voltage **(i)** uninsulated overhead electric supply lines (exposed live parts)

(ii) insulated service lines and (iii) mains connection boxes to premises shall be carried out at a safe working distance (exclusion zone), which shall be not less than the following:

- (a) For persons (other than licensed electrical workers and for low voltages) - 3000 mm.
  - (b) For operating plant where the plant is being operated for its intended purpose (such as cranes, jibs, booms, elevated work platforms) - 3000 mm.
  - (c) For vehicles passing under - 600 mm.
- If work is to be carried out near live UNINSULATED (exposed live electrical parts) and/or live INSULATED overhead electric service cables and/or the mains connection boxes (point of connection) inside the designated exclusion zones then the following is to apply:
- Request the electricity supply authority, in writing to carry out a safety inspection and give a written safety advice/report verifying insulation integrity (where applicable) and including any restrictions and control measures on the low voltage uninsulated or insulated electrical service cable and/or mains connection box (point of connection) on the building. Minimum notice period to be given to the electricity supply authority in writing is seven (7) days prior to when the intended work is to commence.  
*Minimum of seven (7) day's notice required to arrange inspections.*
  - If the live insulated LOW VOLTAGE overhead service line insulation and mains connection box are designated safe by the owner of the line then the work must proceed as follows and/or in accordance with the written safety advice/report from the electricity supply authority:
    - (1) All workers are to be made aware of the location of the insulated overhead service wire and that it has an electrical current passing through it.
    - (2) Delivery vehicles, plant and machinery operators, scaffolders etc. are to be made aware of the service wire location and care is to be taken during machinery/plant operation and erection of scaffolding, trestles and planks etc. to ensure contact is not made with the live insulated service line.
    - (3) Personnel are NOT TO TOUCH nor allow scaffolding, conductive objects etc. to touch the cable and/or the mains connection box at any time. Personnel can work up to the cable and mains connection box but not touch either item.
    - (4) Power tools MUST NOT be used within 600mm of the mains connection box and/or the service cable.
    - (5) Operating plant MUST maintain a minimum exclusion zone of 1000mm at all times.
    - (6) Vehicles passing under the line must maintain an exclusion zone of 300mm from the insulated service cable at all times. Parked vehicles or vehicles being unloaded must maintain a 3000mm exclusion zone from the overhead service line.
    - (7) As an extra precaution the installation of "tiger tails" by the electricity supply authority should be considered, especially during roofing work or installation of gutters etc. to highlight the location of the insulated service line due to the presence of unprotected sharp edges on the iron.
    - (8) If any conditions/situations change/alter from the initial inspection that will affect the operating procedures, safety requirements, restrictions etc. that were listed on the initial safety advice/report, then a new inspection is to be requested from the electricity supply authority.
  - If the overhead insulated service cable and/or the mains connection box are designated unsafe by the electricity supply authority then NO work is to be carried out within the 3.0 metre exclusion zone until the following is carried out:
    - (1) The supply authority must de-energise and upgrade the overhead electrical service cable to the required standard to ensure the safety of all personnel.

- (2) A licensed electrical contractor is to repair/upgrade the mains connection box and any associated electrical service (NOT owned by the supply authority) within the premises to ensure the safety of workers and the occupier of the building.
  - (3) Once the insulated overhead electrical service wire has been upgraded and inspected by the electricity supply authority, the procedures detailed above are to be observed.
- If work is to be carried out and plant is to be used within the designated exclusion zone of a live uninsulated (exposed live electrical part) low voltage overhead electrical service and the line cannot be de-energised/protected and/or isolated then the following will apply:
    - (1) The *Electricity Supply Authority Safety Advice and Code of Practice – Working Near Exposed Live Parts – Electrical Safety Act 2002* are to be referred to prior to commencing any work.
    - (2) The operators of plant and equipment (eg. backhoes, cranes) are to be either instructed persons and/or authorised persons as per the meaning contained in the *Electrical Safety Regulation 2002*.
    - (3) A safety observer zone is to be established and a safety observer with appropriate training in accordance with the *Code of Practice – Working Near Exposed Live Parts – Electrical Safety Act 2002* is to be on site to monitor movement of the plant and equipment and ensure it does not encroach into the designated prohibited exclusion zone of 1.0 metre.
    - (4) If a safety observer is not on site and there are no other approved systems of work or control measures in accordance with the *Electrical Safety Regulation 2002 and Code of Practice*, then the minimum prohibited exclusion zone of 3.0 metres for untrained persons operating plant will apply.
  - Workers, Leading Hands, Forepersons etc. will constantly check and monitor the agreed work methods/procedures while work is in progress.

Attachment:

- *Request for Safety Inspection of an Electrical Service*

### 13.0 Machinery/Plant/Equipment Vehicles and Tools

- All speed limits, traffic rules, signs and directions are to be obeyed at all times within the site and surrounding areas. Motor vehicles, trucks etc. are not to be overloaded or carry loads in excess of legal dimensions/weight without the appropriate permits, signs, lights etc.
- All plant, vehicles, equipment etc. are to have the required current registration, certification, be adequately maintained, have all guards effective and operational, be suitable for the application and comply with current Australian Standards and/or Statutory requirements. Contractors working with plant are to complete the *Plant and Equipment Register* and return a copy to (company name)'s site management.
- Operators of plant/machinery are to ensure they are aware of any hazards that may put their safety at risk (eg. overhead power wires, stay wires, underground services, unstable ground) prior to commencing work. Operators must ensure a clear safety exclusion zone is maintained around machine operations at all times.
- Plant, machinery and vehicles etc. are to be operated in accordance with statutory requirements and manufacturer's instructions and all operators are to be experienced and



hold a current relevant certificate of competency, licence and/or have documented evidence of experience applicable to the item they are to operate.

- Seat belts where fitted, must be worn at all times during operation and buckets, blades, implements etc. must be lowered when not in use. Operators are not to leave the operating position of machinery/vehicles unless the engine has been turned off and parking brakes etc. have been engaged.
- Fuel powered plant and equipment are not to be used in or near areas where exhaust/toxic fumes can accumulate such as in enclosed and/or internal rooms, car parks, basements, structures, in or near excavations, pits and/or any other areas that have limited means of natural and/or mechanical ventilation that can adequately disperse any fume build-up.
- Lifting gear (slings, lifting chains etc.) is not to be overloaded and must be checked before use for visible signs of damage and/or wear and is to be inspected by a competent person at intervals designated by Legislative Requirements and Australian Standards. Hook or load riding is not permitted and passengers must not ride on machinery not intended for the carrying of personnel.
- Lifting operations involving cranes are to be under the direction of a competent and experienced “dogger” at all times.
- Personnel are to wear approved safety harnesses attached by lanyards to suitable anchor points within the work platform/box while operating and/or working from boom type elevating work platforms (eg. cherry pickers) or workboxes attached to and/or suspended from cranes etc. Only approved purpose built/manufactured and certified workboxes/work platforms, lifting devices or attachments are to be used for moving personnel, equipment and materials.
- Personnel are not to exit or enter the work platform/box of elevating work platforms (scissor or boom type) or crane workboxes while they are in the elevated position.
- Boom type elevating work platforms with a boom length of 11.0 metres or more must be operated by a person who is the holder of a *Prescribed Occupation Certificate of Competency*. Operators of boom type elevating work platforms with a boom length less than 11.0 metres and scissor lifts must have received instruction in their correct operating procedures prior to use.
- Personnel working around and/or directing machinery on site are to wear high visibility clothing.
- Items/materials that are to be cut, drilled, routed, planned and/or shaped in any way by a power tool are to be securely clamped to a stable work bench etc. to prevent movement.

Attachment:

- *Plant and Equipment Register*

## 14.0 Working at Heights

- A risk assessment is to be conducted prior to commencing any height work to assess the degree of risk and formulate work procedures and control measures necessary to carry out the tasks in a manner that will minimise/eliminate any risk to the health and safety of personnel.
- Guardrailing, edge protection, scaffolding, travel restraint devices, work platforms and appropriate work procedures (systems of work to minimise risk), whichever is identified by the *Risk Assessment/Work Method Statement* are to be in place while working at heights

(eg. on roofs, erecting roof trusses) and/or above obstructions/projections where there is a possibility of falls resulting in serious injuries from:

- 3.0 metres or more for housing work.
  - 2.0 metres or more for non-housing work.
  - Or if the fall could result in death or injury irrespective of height.
- Edge protection is to have engineer's/mannufacturer's certification, be suitable for the application and erected in accordance with manufacturer's/supplier's specifications.
  - If fall arrest systems are used, the vertical fall distance from the work surface/platform to the lower ground level or obstruction is to be assessed when determining if the use of a fall arrest system is suitable to ensure the person does not hit the ground or object when using the system. An approved and documented rescue system and procedures must be in place when fall arrest systems are to be used.
  - Anchorage points for fall arrest systems are to have the minimum capabilities:
    - One person – limited free fall 12kN.
    - One person – free fall – 15kN.
    - Two persons – free fall – 20kN.
  - Where travel restraint devices and work methods are used, tether lines are to be shortened and fixed in such a manner to suitable anchor points that ensures the person/s cannot place themselves in a fall situation (refer to *Work on Roofs – Basic Fall Prevention Techniques* procedures).

Note: Personnel are NOT to use fall arrest or travel restraint systems or carry out associated work unless they have received appropriate training in and are competent in the correct procedures and use of height safety, travel restraint or fall arrest equipment and systems.

- All travel restraint/fall arrest equipment/components are to be inspected by a competent person at six (6) monthly intervals and a written record of the inspection is to be kept. Any damaged or defective components/equipment is to be removed from service.
- All height work should be carried out from enclosed environments (eg. scaffolds, elevating work platforms) where practical.
- Structural stability/soundness of the building/structure is to be assured prior to personnel commencing roofing operations or any other height work.
- Individual sheets of roofing iron/roofing tiles are to be securely tacked/fixe in position prior to personnel walking on them or using them as a work surface to fix subsequent sheeting/tiles.
- At no time are items to be thrown up or down to other workers on different levels. All items are to be lifted to other levels by appropriate lifting methods/systems.
- Only competent and experienced personnel are to be engaged in activities involving height work.

## 15.0 Housekeeping/Miscellaneous

- Work areas are to be kept clean and tidy with all rubbish/trade waste to be removed and placed in appropriate receptacles on a daily or regular basis. The site/work area is to be left in a safe condition on termination of daily work, so as not to pose a hazard to other workers or the public.
- Alcohol, drugs or substances of abuse are not to be brought onto or consumed at the workplace or on site. Any personnel who appear to be, or are visibly and/or physically

affected by alcohol, drugs or substances of abuse will not be permitted to carry out any work on site.

- Personnel may be instantly dismissed and removed from the workplace, if they are found to be under the influence of, or consuming alcohol or substances of abuse during working hours, or while in charge of, or operating machinery, plant, vehicles, tools or equipment.
- All nails, bolts, reo bars or other protrusions are to be removed, bent/cranked over and/or protected.
- Glass bottles, dogs, animals etc. are not permitted in the workplace or on site at any time.
- Appropriate fire extinguishers are to be attached to, or kept in close proximity to any heat producing or welding equipment during use.
- Fire extinguishers are to be checked, tested and tagged by competent personnel at the prescribed intervals.
- All trade waste, rubbish, cement blocks, vegetation cuttings etc. that could pose a hazard to equipment, personnel or the public are not to be left unattended or unprotected on roadways, public footpaths or access ways.
- Operators of nail guns and explosive powered operated tools are to ensure signs warning of the use of these tools are displayed in conspicuous locations to warn of the danger. Safety exclusion zones are to be defined and barricaded behind or below work areas, if there is a possibility/danger of nails/projectiles passing through the material being worked on and endangering other workers.
- Direct acting explosive power operated power tools are not to be used on (company name) construction sites or workplaces. Only piston type indirect acting explosive power operated power tools are to be operated/used in accordance with (company name)'s *Explosive Power Tool Usage Guidelines*.
- Personnel drilling holes or using nail guns etc. are to ensure that services (eg. power, gas, water) are not located in the immediate work area behind, or in walls/floors etc. where there is a possibility of the drill or fixing coming into contact with, or penetrating the service.
- Excessive airborne dust from sanding, cutting and/or grinding operations etc. is to be contained and removed from the work area by means of dust extraction equipment and the work area is to be vacuumed and/or wiped down to remove any residue after the work has been completed.
- Cleaning of paint brushes, roller covers, paint trays, plastering trowels, buckets, tools etc. is to be carried out off site or the cleaning is to be carried out in portable containers that can be removed and the contents disposed of away from the site. Under no circumstances are painters or plasterers to carry out any cleaning on site using garden beds, wash basins, drains, amenities or any other service/receptacle where the contaminated water/fluids can enter the stormwater, sewerage and/or drainage system.
- All contaminated water, solvents and any other liquid and/or powered/solid waste generated as the result plastering/painting/building operations is to be removed from the site for disposal in a designated waste disposal facility.
- Nuisance fumes/odours resulting from the use of adhesives, paint and/or other chemicals/substances are to be removed from the work area by the use of fume extraction equipment and/or natural ventilation.
- Air conditioning and ventilation vents that service other areas of a building are to be isolated from areas where work generating dust or fumes is being undertaken to prevent contamination of other areas or rooms etc.

- Violations of safety rules and requirements will be addressed as follows:
  - 1st offence - verbal warning.
  - 2nd offence - written warning.
  - 3rd offence - instant dismissal and/or removal from site.

## 16.0 Syringes, Needles and Sharps

- Personnel working in risk areas such as public housing and toilets, jails and detention centres, public places, schools, police stations etc. are NOT to place their hands into areas where used needles or sharps could be concealed and also in areas where personnel cannot visually determine what is on top of, in or behind such as but not limited to:
  - Rubbish bins and bags
  - Toilet pedestals and cisterns
  - In drainage systems and pits
  - Garden or planter beds and/or pot plants
  - Cupboards and vanity units etc.
  - Elevated window sills
  - Air Conditioning systems
  - Ceiling or crawl spaces in or under buildings
  - Roof guttering
- If a needle or sharp is located the following procedures are to be observed:
  - Remove all personnel from the immediate area.
  - Do NOT attempt to pick the sharp/needle/syringe up by the point of the sharp.
  - DO NOT attempt to bend or break off the needle/sharp.
  - DO NOT attempt to replace the plastic cap on the needle/sharp.
  - Place rubber/latex gloves on both hands (**Note:** These gloves will not protect the wearer against needle-stick injuries, they are for protection against bodily fluids etc. that may be present on the main plastic body of the syringe).
  - Place and secure an approved sharps container on a level flat surface and remove the lid. DO NOT hold onto the sharps container at any time whilst attempting to place a sharps into it.
  - Use forceps to pick up the sharp by the main plastic body of the syringe, ensuring the point is always facing away from the person picking it up. If forceps are not available and it is deemed safe, pick the syringe up by the top of the plunger or plastic main body always keeping the needle/sharps point facing away from the person at all times.
  - Place the sharp into the container (needle point first) and securely replace the lid holding the container by the top.
  - Wash the forceps thoroughly and replace them into the clean-up kit.
  - Remove gloves and place them in a plastic bag and dispose of them in a rubbish receptacle.
  - Wash hands thoroughly using soap and water.
  - Remove the sealed sharps container to an approved regulated waste disposal facility (eg. hospitals, local government facilities, needle exchange facilities). As sharps and needles etc. are regulated waste they MUST NOT be disposed of or mixed in with normal domestic or trade waste.
  - Record the incident including information regarding the location, the number of sharps recovered and how, where and when the sharp's container was disposed of.
- In the event of a needle-stick injury occurring the following procedures are to be observed:
  - Remain calm.
  - If able to do so, remove the sharp or part of the sharp if it is still lodged in the skin. Persons assisting someone else are to ensure they avoid direct contact with blood etc. (wear latex gloves) from the injured person.
  - Contaminated equipment (forceps, gloves etc.) is to be placed in a sealed plastic bag and sharps in an approved sharps container with a sealable lid.
  - Gently squeeze the wound to promote bleeding.

- Wash the injured area with soap and water and/or antiseptic.
- Apply antiseptic and cover the needle-stick injury with a bandaid.
- The injured person is to visit their doctor immediately for advice and treatment.
- The incident is to be reported to site management to enable investigation and ensure all relevant information is recorded.

## 17.0 Competent Personnel and Training

- Personnel are not to carry out any works that are considered unsafe, they are not familiar with, have not been trained to perform or are not licensed to do, if in doubt ask your supervisor or (company name)'s site management.
- Personnel working in prescribed occupations are to be experienced and hold current relevant certificates of competency, or if in training they are to be supervised by a suitably qualified and competent person and a record is to be kept of their training. Details of personnel working in prescribed occupations are to be completed on the attached *Prescribed Occupation Certificates of Competency Register*.
- Trades personnel must be competent, experienced and should hold appropriate trade qualifications. Apprentices and trainees are to be supervised at all times by suitably qualified and experienced trades or other relevant personnel.
- All work is to be carried out in accordance with Statutory Requirements, Australian Standards and recognised industry work practices and methods.
- Contractors with persons working in prescribed occupations are to complete the *Certificates of Competency Register* prior to commencing work on site.
- Electrical contractors are to complete an *Electrical Licence Register* for all employees and subcontractors carrying out electrical work on (company name) construction sites and workplaces.

### Attachments:

- *Prescribed Occupation "Certificates of Competency" Register*
- *Electrical Licence Register*

## 18.0 Barricades, Hoardings, Signs and Site Access

- (company name) personnel and/or contractors are to ensure barricades, fencing, hoardings, signs etc (whichever is appropriate) are erected to prevent access by unauthorised personnel to the site or hazardous work areas during construction and/or hazardous operations.
- Barricades/hoardings/fencing are to be of a standard and construction that clearly defines and restricts all unauthorised personnel from entering the work area and exclusion zones and are to be erected in accordance with Statutory Authorities' and manufacturers' requirements. Access points must be kept closed at all times when personnel are not using them to enter and exit the work area.
- Distances out from the building or structure for erection and designated heights of barricades, fencing or hoardings are to be in accordance with (company name) Standards and the *Workplace Health and Safety Regulation 1997*:
  - If the angle from the highest point of the building to the proposed line that a hoarding/barricade will be erected along:

- (1) Is NOT more than 15°, than the erected height of a hoarding (projects usually in excess of 1 day's duration) or barricade (projects usually of one day or less duration or as designated) is to be at least 900mm.
  - (2) Is more than 15° but less than 30°, than the erected height of the hoarding (irrespective of project duration) is to be at least 1800mm.
  - (3) Is more than 30° but less than 75° then the 1800mm high hoarding must also be fully sheeted with timber, plywood, metal, or sturdy synthetic sheeting and must withstand a horizontal force of 500 N/m<sup>2</sup> applied over 1 m<sup>2</sup> at the top of the hoarding midway between any post and its nearest post without deforming permanently and 950 N over 1500 mm<sup>2</sup> at any point on the hoarding without penetrating the hoarding.
  - (4) Is more than 75°, than an 1800mm high fully sheeted hoarding as above, which is not part of a gantry is to be erected and must withstand a horizontal force of 500 N/m<sup>2</sup> applied over 1 m<sup>2</sup> at the top of the hoarding midway between any post and its nearest post without deforming permanently and 950 N over 1500 mm<sup>2</sup> at any point on the hoarding without penetrating the hoarding OR alternatively a complying gantry is to be erected.
  - (5) If perimeter containment screening is required to be erected along the perimeter of the scaffold, building, structure, hoarding, site etc. to prevent objects falling on and/or hitting members of the public and/or other workers in adjoining areas, public spaces etc, then it must comply with the following:
    - Mesh panels with openings of 25mm x 25mm or 50mm x 25mm with a minimum wire thickness of 2.5mm (no prescribed lining required to be fixed to the mesh with these size openings).
    - Mesh panels with openings of 50mm x 50mm with a minimum wire thickness of 2.5mm with prescribed lining fixed to the internal surface of the of the mesh (prescribed lining must be fixed to mesh with these size openings)
    - The structure to which the containment screening is to be attached must be capable of bearing the load of the screen and any extra wind loading that may be imposed due to the surface area of the screening.
- Hoardings, fence panels etc. are to be designed, manufactured and erected to withstand imposed wind loadings that may be present on the site particularly if the structure is of solid construction or has shade cloth or similar material fixed to the external face.
  - Hoardings, fence panels etc. are to be secured/fixed/erected in such a manner that they will not topple over or dislodge as a result of reasonable force from contact with plant, materials or personnel and/or windy conditions etc.
  - (company name) personnel and/or contractors are to ensure exclusion zones are defined and barricaded below areas where personnel are working at heights and there is a risk of injury from falling objects etc.
  - Barricades etc. are not to be crossed over, pulled down or removed by unauthorised personnel at any time.
  - Protective caps are to be fitted to the tops of star pickets at all times to prevent injuries.
  - Barricading and/or mesh fencing is to be a minimum height of 900mm and is to be kept taut at all times and supported at maximum intervals of 2.4 metres. If the barricading or mesh fencing cannot be kept taut between supports than a top wire is to be used and the mesh is to be attached to the top wire by means of cable ties etc.
  - Appropriate mandatory and warning signs must be erected at entrances and at other conspicuous locations on the fencing, barricading to inform personnel as to the nature of the site and the health and safety requirements for entry onto the site.

- Personnel are to ensure all visitors report to the site office/supervisor or other designated person on arrival. Visitors are not permitted on site unless they have obtained permission from site management and are accompanied by a site management representative or other inducted site personnel.
- Employees and subcontractors arranging services or delivery of materials to site are to advise the relevant suppliers/delivery drivers of the site safety requirements.
- At no time are hazardous or incomplete stairways, verandahs and floor/slab edges or penetrations to be left unprotected without suitable barricades, signs and/or edge protection in place. Access doorways are to have signs erected, barricaded and locked to prevent access to areas, where landings and stairways have been removed or are in an unsafe condition.

## 19.0 ARC Welding, Oxy/Acetylene and LPG Equipment/Services

**Note:** *Hot Work Permits* are to be completed and approved prior to any hot work being carried out in buildings and/or in other designated areas to prevent fire and ensure fire fighting/protection equipment is not inadvertently activated due to excess smoke and heat being generated. The Building Security Coordinator/Manager and (*company name*) site management are to approve all permits prior to any hot work being carried out.

- Personnel are to ensure welding screens, signs, barricades etc. are in place, where practical to protect other personnel from welding flashes etc.
- Appropriate personal protective equipment is to be worn during welding, heating or cutting activities.
- Adequate exclusion zones around and below welding/cutting operations are to be kept clear and defined with barricades and signs.
- An appropriate fire extinguisher must be securely fixed to or kept in close proximity to all electric ARC welding, oxy/acetylene and LPG welding, heating and cutting plants.
- Oxy/acetylene plants are to be fitted with flash back arrestors at the regulators (minimum requirement) and stored upright in an approved trolley or secured by other suitable means.
- The maximum length of oxygen/acetylene delivery hoses is not to exceed 15 metres. Oxygen/acetylene hoses are to be totally uncoiled and oxy/acetylene plant is not to be operated while hoses are wrapped around the cylinders or trolley.
- Oxy/acetylene cylinders are to be placed and secured upright in an approved gas cylinder storage cabinet with appropriate external venting whilst being transported in vans and/or enclosed vehicles with limited or insufficient ventilation.
- Gas cylinders irrespective of contents are to be transported in an upright position with the valves uppermost and secured to prevent dislodgment unless specified otherwise by the supplier/manufacturer and/or Statutory Authority.
- Cylinders irrespective of the contents are to be turned off at the control valve fitted to the cylinder prior to relocating the cylinder/s at the workplace. This provision also applies whilst cylinders (empty or full) are being transported in vehicles.
- Gas hoses, cylinders, gauges, fittings, ARC welding leads etc. are to be in a serviceable condition, suitable for the application, operating and cylinder pressures used as per manufacturer's specifications and must be inspected prior to use.
- Oils, greases and similar based compounds, incompatible thread/sealing tapes and compounds or any other unapproved/incompatible chemicals or materials are not to be

used on gas equipment especially near any equipment that will come into contact with oxygen.

- Personnel who do not hold the relevant Gas Licence are not to carry out any alterations/repairs etc. on LPGas installations/equipment/appliances. The licence holder who carries out any new work, repairs or alterations to a LPGas installation is to ensure the appropriate paperwork (Form 8) is submitted to (company name) immediately after the work is completed and tested.

Attachment:

- *Hot Work Permit*

## 20.0 Building Erection

- Erection sequence and work procedures are to be planned by a competent, qualified and experienced person, to ensure the safety of personnel and prevent structure failure during erection.
- Erection and fixing of framing, trusses, structural steel components etc. is to be carried out by competent, qualified and experienced personnel. Crane lifting and load slinging operations are to be under the control of a certified dogger at all times.
- The stability of structural members is to be ensured by means of ties, braces, anchor/fixing bolts, or other suitable means before releasing lifting gear, slings, chains etc.
- Cranes or other suitable mechanical devices with adequate reach and lifting capacities are to be used to position structural members, which are considered too heavy, awkward or hazardous to be erected by other means.
- Tag lines must be attached to the ends of components/loads to maintain control during crane lifting operations.
- Structure stability is to be assured at all times. Unattended and incomplete buildings/structures are NOT to be left in an unsafe and hazardous condition, so as to pose a risk to the health and safety of site personnel or the public.
- Propping and/or jacking of support beams, joists, structural members etc. is to be assessed by a competent person and carried out in a manner that does not put personnel at risk and/or compromise the structural integrity of the structure/member.
- Props are to be positioned on stable and level bases/foundations capable of withstanding the intended imposed load and secured in position by suitable anchors top and bottom to prevent dislodgement.
- Jacks with the required lifting capacity are to be placed on suitable stable and level bases/foundations capable of withstanding the imposed load and secured against dislodgement.
- The head of the props and/or jacks are to be positioned directly under and in the centre of the structural member that is to be lifted and/or propped.
- Erection and building methods are to comply with all relevant Standards, Statutory Requirements and recognised industry work methods and practices.



## 21.0 Erection of Trusses, Roof Battens and Roofing

- Roof trusses, timber and steel roof battens including span distances are to comply with the relevant Australian Standard and are to be erected in accordance with manufacturer's specifications.
- Roof battens are to be made of a suitable material that has the capability to prevent a fall through and/or support a person should personnel fall against them.
- Trusses are to be placed and secured from work platforms with appropriate edge protection fitted where applicable (eg. trestles and planks or scaffolding) and erected to extend either externally or internally along the length of both fixing point walls. Personnel are not to "walk the top plate" to walk out/position trusses at any time. Work platforms can be modular, mobile or trestle and plank scaffolding, boom or scissor type elevating work platforms etc. operated and erected to comply with Legislative and manufacturer's requirements.
- The stability of the roof trusses/framing is to be assured prior to personnel attempting to secure roofing battens and place roof sheeting.
- Personnel placing and securing roof battens are to be protected and are to work from an enclosed environment (eg. scaffolding, deck guardrail or equivalent) and work up from the bottom of the truss/rafter towards and finish at the ridge/peak of the roof framing. Personnel are to have at least one secured batten to stand on and one secured batten in front of them as a fall protection/rest while they are securing the third or subsequent battens in place and/or they can work from an approved work platform.
- When the spacing of trusses and roof battens exceed 600mm the following procedures are to be considered and the most appropriate (one and/or a combination) of them are to apply after conducting a risk assessment to provide the optimum fall protection directly under personnel during placement of roofing battens and/or roof sheeting:

**Note:** Any control measure to be used as a fall prevention cover/platform under the work area must be constructed of a material capable of withstanding a person falling against it and is to be installed as close as possible directly under the work area if a person can fall 3.0 metres for housing construction work and 2.0 metres for other construction work or less where other identified hazards are present below the work area and pose a risk to personnel in the event of a fall.

- Installation of scaffold planks (minimum overhang 150mm, maximum overhang 250mm) on appropriate secured structural supports and/or the structural bottom chord of the roof truss and secured between trusses to prevent dislodgement so as to form an effective work platform and fall prevention cover/barrier.
- Installation of the (company name) truss bracket work platform on appropriate secured structural supports and/or the structural bottom chord of the roof truss and secured between trusses to prevent dislodgement so as to form an effective work platform and fall prevention barrier. The truss platform is to be erected as per (company name)'s *Work Method Statement* for this configuration.
- Mobile/modular scaffolds placed below work areas during placement of roofing iron to form a work/catch platform erected as per manufacturer's specifications.
- Installation of roofsafe mesh or other appropriate and approved fall prevention barrier material installed as per manufacturer's specifications. When installing roofsafe mesh or other suitable fall prevention barrier material and personnel are required to work on/from the roof framing then supplementary fall prevention barriers must be used during installation.
- Installation of intermediate roofing battens secured to the topside of the trusses and between main support roofing battens to decrease the gap to approx. 450mm or

less. The battens are to be made of a material that has the capability to prevent a fall through and/or support a person should personnel fall against them.

- Existing ceiling and support structure is structurally sound and will prevent personnel from falling.
- Personnel are not to work outside the areas that are not protected by edge protection, scaffolding, fall barriers etc. unless a risk assessment has been conducted and they have other means of protection such as a travel restraint system.
- If the roof pitch exceeds 26 degrees a further risk assessment must be undertaken to assess if extra precautions should be put in place. Any extra measures identified/implemented can also be put in place for roof pitches less than 26 degrees especially if the risk is assessed at medium or high or the nature of the project warrants their use.

## 22.0 Renovation/Demolition of Existing Structures, Walls etc.

- Suitable signs, barricades, fencing or hoardings etc. (whichever is appropriate) are to be erected around the perimeter of the demolition/renovation work area to prevent access by unauthorised personnel.
- Demolition and work procedures are to be planned by a competent, qualified and experienced person, to ensure the safety of personnel and prevent structure failure during erection.
- The building framing/structure is to be demolished/removed in a systematic manner and is not to be left in an unsafe condition at any time, so as it would pose a risk to the health and safety of site personnel or the public.
- All services (eg. power, water, gas) are to be located, disconnected and/or made safe by competent and experienced trades personnel prior to demolition/renovation work commencing in the respective work areas.
- The site is to be inspected by competent and experienced personnel prior to any demolition/renovation works, to identify any hazardous materials or conditions that could pose a risk to the health and safety of site personnel. The nature and location of each hazard is to be recorded, along with the work methods and procedures that will be used to overcome the hazards. A copy of these records and procedures are to be kept on-site for perusal by demolition/renovation personnel. Personnel are to be warned of any hazardous conditions or materials that have been identified or uncovered and these must be removed or eliminated before demolition/renovation can proceed.
- Demolition contractors are to hold a current *Certificate to Perform a Prescribed Activity D1 for Demolition* that is for demolition work that the contractor is to carry out at the workplace. Supervision of the prescribed activity must be directly supervised by a competent person, D2 for demolition at all times. The contractor's workers and subcontractors are to be competent and experienced in the work they are to undertake and are to hold relevant applicable qualifications, Licences and Certificates of Competency.

**Note:** All plumbing and electrical work is to be performed by qualified and competent personnel who are the holders of current relevant trade licenses/competencies.

- The removal of asbestos sheeting from the building is to be carried out in accordance with current Legislation and relevant Standards and (company name)'s asbestos program – *Workplace Health and Safety Plan/Work Method Statements for Asbestos Removal*.

## 23.0 Excavations, Trenches, Pits and Manholes

- A *Permit to Dig* is to be completed by the person/contractor who is to carry out the excavation/trenching work and is to be approved by site management prior to any work being undertaken.
- All existing underground services **MUST** be located and recorded within the Safety Plan before excavations commence. Contractors and (company name) employees are not to commence excavations without prior approval of (company name)'s site management/supervisor. **DIAL BEFORE YOU DIG 1100** and also contact other relevant sources and Local Authorities.
- If electrical services are present then the person carrying out the excavation work is not to commence any work at or near the service until the following prescribed information has been received in writing from site management:
  - Location of the service.
  - Type of the service.
  - Depth of the service.
  - Whether the service is or is not alive.
  - Restrictions, work procedures to be followed in doing the work.
- Excavations and openings in working surfaces must be adequately defined and protected with suitable fencing, hoardings, barricades, signs and/or hole covers whichever is the most appropriate. Taut barricading is to be erected at a minimum distance of 1.8 metres out from the edge of the excavation.
- Excavations near driveways, footpaths, roads, buildings and/or other structures are to be planned by a competent person and control measures implemented to ensure the stability of the item is not compromised and personnel are not placed at risk by collapse of the structure or route.
- Trenches and excavations **LESS** than 1.5 metre in depth may require shoring, benching or battering due to soil instability etc. and each situation must be assessed and a risk assessment carried out before personnel enter the excavation. If control measures to prevent trench collapse are required then a *Work Method Statement* (if procedures are not already covered in this workplan) is to be formulated and approved prior to any work commencing and/or prior to any personnel entering the trench/excavation.
- All excavations, trenches etc. **GREATER** than 1.5 metres in depth must have all sides shored, benched or battered unless certified in writing by a geo-technical engineer that the trench/excavation walls are safe from collapse. Excavations greater than 1.5 metres in depth are to have a *Work Method Statement* (if procedures are not already covered in this workplan) formulated and approved prior to any work commencing and/or prior to any personnel entering the trench/excavation.
- Shoring that is commercially manufactured is to be engineer designed, suitable for the use and erected in accordance with manufacturer's specifications. Non-commercial shoring must be designed and approved by a competent person prior to use.
- Safe access is to be provided in all excavations where personnel are required to work. If ladders are to be used for access, they are to be placed no more than nine (9) metres apart.
- Excavations are to be planned and supervised by competent and experienced personnel and are to be inspected daily by an experienced person to ensure subsidence, water seepage, cracks etc. are not present and compromising excavation/trench stability. Personnel are to ensure there is no risk to the health and safety of themselves or others before entering trenches or excavations etc.

- Machinery, equipment, materials and excavated soil are to be kept back a minimum of 1000mm from the edges of all excavations or at a distance defined by a 45 degree line extending from the internal corner of excavation base to the surface whichever is the greater.
- Fuel powered plant and machinery are not to be used in or near excavations/trenches etc. to prevent carbon monoxide/fume build up.
- All materials, equipment, work methods and procedures are to meet current Australian Standards and/or Statutory requirements.
- Work in pits and manholes is to be assessed on an individual basis taking into account access, the location of the pit/manhole and possibility of hazards such as:
  - **Needles, syringes, glass, blades and scalpels etc.** - use of appropriate tongs, grabs, scoops, sharps containers, gloves, overalls, work methods etc.
  - **Contaminated water, sewage, gases and flammable liquids** - use of appropriate liquid waste disposal contractors, gas detectors etc.
  - **Snakes and spiders etc.** - Do not aggravate snakes, let them move of their own free will. Spray spiders with suitable insect spray and/or remove with broom, shovel or other suitable device.
- Open pits and manholes are not to be left unguarded at any time.

Attachment:

- *Permit to Dig*

## 24.0 Environmental Requirements

- Prior to carrying out any work that has the potential to harm or contaminate the environment, site management is to refer to (company name)'s Environmental Standards and the associated standard procedures and work processes to ensure compliance.
- Sediment transport control where excavations are required to be undertaken is to be assessed to control run-off, sediment/silt discharge onto roadways or into drains, waterways etc. Some sediment transport control measures are as follows:
  - **Sediment fence:** A sediment fence is constructed of a geotextile filter fabric supported by posts and reinforced by wire mesh.
  - **Hay and straw bales:** Hay and straw bales can be used in much the same way as the sediment fence.
- Pumping out/disposal of water from manholes, pits and excavations etc. is to be undertaken as follows:
  - **Uncontaminated water:** If the water contained in the manhole/pit is not identified/considered to be contaminated, then the water can be pumped out, but the discharge point of the delivery hose is to have a filter attachment (eg. a hessian bag, geotextile material sock or other suitable temporary filter medium) to capture any debris/sediment that may be present in the waste water.
  - If the uncontaminated and sediment free waste water is to be discharged onto an unpaved area, then it should be over a grassed area (eg. nature strip) taking necessary precautions to prevent soil erosion or damage to plants etc. and/or discharge into the drainage system. If the waste water is to be discharged onto a paved area, then a geotextile bund should be established at the drainage inlet point to capture any sediment not caught in the initial filtering process.
  - **Contaminated water:** If the water contained in the manhole/pit is suspected/identified as being contaminated in anyway, then a licensed waste

disposal/transport contractor is to be engaged to pump out the suspect waste water from the pit for disposal at a recognised/approved disposal facility.

- **Recording:** A record is to be kept of the estimated quantity of waste water pumped out and/or disposed of, the location of the manhole/pit from which it came as well as the means, method and procedures undertaken to dispose of the waste water.
- Machinery and other sources of noise pollution can be controlled by some of the following means:
  - Sound deadening/proofing of machinery.
  - Working out of hours provided owners/tenants of adjacent or adjoining properties/buildings will not be affected and hours of work are not in contravention of relevant Statutory and Local Authorities' requirements.
  - Erection of noise deflection/containment barriers.
  - Ensure machinery exhaust/muffler system is effective and functional.
  - Substitution of fuel powered equipment for electrical powered equipment if practical.
- Airborne dust from unstable or dry unpaved/non vegetated ground surface areas of the construction site and/or soil stockpiles is to be controlled by means of wetting down or covering with a suitable medium.
- Excessive mud and sediment that may become attached to the underside of the body and wheels of plant/vehicles while on the construction site during wet and muddy conditions is to be removed on the site to prevent transportation of the mud etc. to paved roadways/access-ways etc. Run off from the wash-down area is to be contained by sediment/silt control fences or other suitable and approved means.
- Conservation issues in relation to flora and fauna are to be monitored and individual control measures will be put in place to eliminate/minimise any impact construction operations will have on the environment at the workplace. Prior to work commencing all necessary permits/requirements are to be obtained from the relevant Statutory Authorities (eg. Environmental Protection Authority, DPI - Forestry, Local Authorities) in relation to work that has the potential to disturb flora growth and fauna habitats and/or the work is to be carried out in a protected area (eg. National Park, Forestry Reserve/State Forest).
- Excavated areas are to be reinstated to the requirements and satisfaction of the relevant governing authority that has jurisdiction over the workplace where the work has been carried out. Work at the workplace requiring permits is only to be carried out within the conditions outlined in the permits and any other identified ancillary works outside of these guidelines are not to be undertaken until written permission has been obtained from the necessary authority.
- Excavation in unprotected areas of flora growth and fauna habitats is to be undertaken with the same degree of care that is required on crown land or in forestry or park reserves to prevent the unnecessary disturbance or destruction of the environment.

Attachments:

- *Environmental Control Management Plan*
- *Sediment Transport Control – “Sediment Fence”*
- *Sediment Transport Control – “Hay and Straw Bales”*
- *Sediment Transport Control – “Shake-down Areas”*
- *General Site Management Work Procedure SG-1*

## 25.0 Removal of Bonded Asbestos Containing Materials (ACM)

- **Asbestos Containing Material (ACM)** means any material, object, product or debris that contains asbestos.
- **ACM related work** means any work that involves working on (drilling, cutting, scraping, cleaning, repairing etc), removing or working in close proximity to, installed ACM.
- **Bonded ACM** means asbestos containing materials (ACM) containing a bonding compound reinforced with asbestos fibres.
- Refer to the on-site *Building Management Plan (BMP)* prior to carrying out any work to determine the type and location of any ACM (eg. asbestos-cement sheeting, vinyl tiles) that may be present. If the on-site *Building Management Plan* is not available then contact the Regional Safety/Asbestos Coordinator to examine the duplicate copy at the Regional Office to verify the presence/location of ACM.
- If ACM is suspected (due to the age of the building and/or local knowledge) and there is no *Building Management Plan* and/or Asbestos Register on site, then an experienced and competent person is to undertake an inspection to identify the presence, type and location of any ACM that may be present prior to any work being carried out. If a competent person is also not available then any suspect materials/products must be presumed to contain asbestos and is to be removed and disposed of as ACM in accordance with (company name) Standards and Legislative requirements.
- The need for air monitoring is to be determined and documented by a competent person who is independent of the person responsible for the removal work, prior to any ACM related work being carried out.
- All work involving ACM (removal, drilling, cutting of penetrations, scraping, repairing and/or clean-up etc.) is to be performed outside the normal operating hours of the facility/building and/or when the facility/building is unoccupied by arrangement with the owner/tenant.
- **Barricades/fencing and signage** – isolation of the asbestos work area:
  - There should always be two boundaries for ACM related work. The boundary of the asbestos work area and the boundary of a 'buffer' zone around the asbestos work area which for removal work is called the asbestos removal site.
  - The positioning of barriers should be determined by the risk assessment process and documented in the work method statement. **Note:** Previous experience with similar work is useful in determining the location of barriers.
  - The boundaries of the asbestos work area and the surrounding 'buffer' zone must be clearly defined by the strategic placement of barriers and the display of applicable signage. As a minimum requirement signage must warn persons entering the site and/or work area that:
    - ACM related work is in progress.
    - The inhalation of asbestos fibres is a hazard.
    - Entry is restricted to authorised persons only.
    - Respiratory protection is essential (the efficiency of the required respiratory protection must also be stated eg P1, P2, P3).
    - Other essential Personal Protective Equipment (PPE) that must be worn.
    - Specific workplace health and safety requirements that may apply.
- All windows and doors should be closed and air vents, air conditioning intakes, ventilation grilles, perforated ceilings/walls, penetrations and the like sealed prior to the removal of bonded ACM (eg. asbestos-cement sheeting).

- Every effort shall be made to minimise the generation and spread of dust. When handling and stacking bonded ACM (eg. asbestos-cement sheeting), care should be taken to avoid abrasive actions, which may result in the release of asbestos fibre. Special care shall be taken when removing loose ACM pieces/fibre/debris from areas adjacent to the asbestos work area to ensure that asbestos dust is not released into the atmosphere.
- Power tools shall not be used except for the removal/unscrewing of fasteners only.
- *Bonded ACM* shall be removed with minimal breakage and where applicable lowered to the ground and is not to be dropped from any height under any circumstances.

#### **Certificate to Perform Asbestos Removal Work**

- Asbestos removal work must only be performed by the holder of a current Business Certificate to perform the prescribed activity of asbestos removal work issued by the Department of Industrial Relations.
- There are two (2) classes of certificate to perform asbestos removal work:
  - An *A Class Certificate* certifies the certificate holder (relevant person) to perform:
    - The removal of friable asbestos containing material; **and also**
    - The removal of 10m<sup>2</sup> or more of bonded asbestos containing material.
  - A *B Class Certificate* certifies the certificate holder (relevant person) to perform:
    - The removal of 10m<sup>2</sup> or more of bonded asbestos containing material **only**.

#### **Certificate to Supervise Asbestos Removal Work**

- Asbestos removal work must be directly supervised by a person who is the holder of a current certificate as a competent person to supervise the performance of the prescribed activity of asbestos removal work issued by the Department of Industrial Relations.
- There are two (2) classes of certificate for a competent person to supervise the performance of the prescribed activity of asbestos removal work:
  - An *A Class Certificate* certifies the certificate holder as a competent person to supervise the performance of:
    - The removal of friable asbestos containing material; **and also**
    - The removal of 10m<sup>2</sup> or more of bonded asbestos containing material.
  - A *B Class Certificate* certifies the certificate holder as a competent person to supervise the performance of:
    - The removal of 10m<sup>2</sup> or more of bonded asbestos containing material **only**.
- Where bonded ACM cannot be removed in accordance with these guidelines, and/or where damage occurs to bonded ACM as a result of wilful or reckless behaviour, then the holder of a *Business Certificate to perform the Prescribed Activity of Asbestos Removal Work* (the removal of bonded ACM - refer Information Paper AR1) must be engaged to perform the work. The asbestos removal work must be performed under the direct supervision of the holder of a certificate as a competent person to supervise the performance of the *Prescribed Activity of Asbestos Removal Work* (the removal of bonded ACM - refer Information paper AR2).
- Bonded ACM chips, pieces, debris, dust and residues shall be removed from wall cavities, the ceiling space, support timbers, and all applicable surfaces interior of the asbestos work area prior to the application of PVA sealant. During and on completion of the removal work, all surfaces in the asbestos removal area shall be vacuumed with an approved vacuum cleaner conforming to AS 3544 and fitted with high efficiency particulate air (HEPA) filtration conforming to AS 4260. All horizontal surfaces such as window sills, furniture, ledges,

trimmings in the asbestos work area are also to be wet wiped with a damp cloth after vacuuming to remove any dust.

- Personnel are to decontaminate when leaving the asbestos work area and shower and/or wash thoroughly prior to leaving the workplace. Tools and equipment being used for removal of asbestos shall be thoroughly decontaminated on completion of work and/or prior to being removed from the asbestos work area.

**Note:** On no account shall contaminated work clothing be worn outside the defined asbestos work area.

- Personnel working with bonded ACM shall observe a high standard of hygiene and good housekeeping to ensure that their exposure to asbestos dust is minimal and that asbestos dust is not transferred from the asbestos work area to other areas.
- Personnel shall not eat, drink or smoke in the asbestos work area.
- An approved vacuum cleaner [fitted with high efficiency particulate air (HEPA) filtration] should be maintained on site to assist with decontamination of personnel, tools, equipment and for cleaning site amenities.
- Prior to removal from the asbestos work area, decontaminate all tools, equipment and HEPA vacuum cleaners in the allocated decontamination area at the boundary to the asbestos work area:
  - (1) Vacuum all tools and equipment prior to wet wiping and removing them from the decontamination area at the boundary to the asbestos work area.
  - (2) Vacuum down the outside of the vacuum cleaner and remove the dust collection bag from the vacuum cleaner, seal it and place it in an asbestos waste disposal bag while still within the decontamination area at the boundary to the asbestos work area.
  - (3) Fit a new waste collection bag to the vacuum cleaner and place the unit and attachments in a suitable size 200 micron (0.2mm) asbestos bag or 200 micron (0.2mm) plastic packaging for storage, seal and mark as being *asbestos contaminated* and store the unit until required.

**Note:** Asbestos HEPA vacuum cleaners are not to be used for any other purpose other than asbestos work.

- Bonded ACM sheeting, debris, residues, used coveralls, disposable respirators, respirator cartridges, drop sheets, wet-wipe cloths, used vacuum bags and the like shall be regarded as asbestos waste and prepared for disposal in accordance with the requirements of the:
  - *Code of Practice for the Safe Removal of Asbestos*, 2nd Edition [NOHSC:2002 (2005)]; and
  - *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC:2018 (2005)].
- Waste may be accumulated on site for the duration of the removal in plastic lined metal containment or stacked on two layers of plastic drop sheets (minimum thickness of plastic containment sheeting/wrapping is to be 200 microns [0.2mm]). Stored waste shall be kept damp and covered at all times.
- Prepared waste shall be removed from the site as soon as is practicable in a safe manner and covered for transportation. All asbestos waste shall be disposed of at an approved landfill disposal site by arrangement with the Local Authority.
- Schedule 7 of the *Environmental Protection Regulation 1998* indicates that all chemical forms of asbestos is deemed to be "regulated waste". Schedule 1 of the *Environmental Protection Regulation 1998* states that 'the transportation of regulated waste is a Level 1 environmental relevant activity'. As required under the *Environmental Protection Act* a license is required to carry out a level 1 environmental relevant activity. It should be noted that companies specialising in waste disposal should already hold the above license.



- To achieve final completion of the project, (company name) shall require verification that the waste has been disposed of and transported in accordance with the requirements of this specification. A *Waste Transport Certificate* duly completed by all three (3) parties will be the documentation/verification required to verify the asbestos waste has been removed, transported and disposed of in accordance with the *Environmental Protection Agency Guidelines*.

**Note:** Personnel are also to refer to (company name)'s asbestos work practices which are to be read in conjunction with this *Construction Safety Plan*.

## 26.0 Formwork

- Formwork is to be designed by a qualified person (eg. a qualified and experienced engineer) and a copy of the formwork design plan/documentation is to be given to (company name) site management. A copy is also to be available at the workplace/site at all times for anyone involved in the formwork/concrete operations.
- Erection and dismantling of formwork is to be carried out by suitably trained, experienced and competent personnel in accordance with the formwork design plan/documentation, Australian Standards and Statutory requirements.
- Formwork components and/or sections of formwork are not to be altered or removed by unauthorised persons at anytime and any alteration to formwork is to be approved by the formwork designer.
- Props are to be adequately secured (at the top and bottom base plates) at all times to prevent dislodgment and are not to be joined/erected prop-on-prop.
- Formwork frames and scaffold components are to be free from defects, are to be erected on stable foundations and have suitable base jacks and/or base plates fitted to the base of all frames. If base foundations are not considered stable then appropriate sole plates are to be used under the base plates of the frames. All bracing (diagonal, plan etc.) components are to be in place on the formwork frames at all times. Bearers are to be free from defects and are to be positioned over the centre of "U" heads and are to be secured against dislodgment.
- Stripping of formwork is to be carried out in a systematic manner in accordance with the formwork design plan/documentation and removal of formwork by drop stripping is not permitted at any time.
- Appropriate warning signs and barricading are to be erected to create suitable exclusion zones under and/or around the work area during erection, placing of concrete and stripping of the formwork to prevent unauthorised personnel from entering the work area during hazardous operations.
- During erection of formwork, edge protection is to be provided to all unguarded formwork edges and suitable work procedures and/or other protective measures are to be in place to prevent personnel from falling. Edge protection is to be provided to all edges during placement of concrete.
- All protruding steel reinforcing starter bars etc. are to have the tops cranked over and/or protected with suitable safety caps. Nails, bolts or other protrusions are to be removed bent over or protected.
- Formwork is to be complete, inspected prior to placement of concrete and must meet *Australian Standards AS3610 – Formwork for Concrete* and any other relevant Statutory requirements and Australian Standards.

## 27.0 Placement of Concrete

- Prior to placement of concrete the formwork assembly is to be inspected to ensure it has been erected as per design documentation.
- Only persons who have received training and are competent and experienced in the placement of concrete and pumping operations are to carry out this work to ensure overloading of the formwork deck does not occur.
- Supervision of the formwork assembly is to be maintained during concrete placement operations to ensure structure failure of the formwork does not occur.
- Access and a clear uninterrupted working area is to be established around and above concrete pumping equipment and cement trucks etc. to prevent contact with overhead power wires and/or other obstructions.
- Concrete pumping equipment is to be located on a clear, level and stable platform/base and outriggers are to be fully extended and positioned to ensure stability. Outrigger base plates are to be packed and/or placed on appropriate hardwood timbers (sole plates) to form a stable foundation on unstable/uncompacted ground and/or to prevent damage to concrete, pavers, bitumen surfaces etc.
- Concrete pumping equipment, trucks etc. are not to be washed down on site and any waste-water, concrete slurry or other contaminants are to be contained. These contaminants are not to be discharged into or onto roadways, footpaths, gutters, drainage systems, watercourses or any other surface area that will result in damage to the environment or contravenes Environmental Legislation.

Note: Any activity, work procedure or method that is considered hazardous and/or high risk and poses a risk to the health and safety of personnel and is NOT covered in this *Construction Safety Plan* or associated *Work Method Statement/s* or in (company name)'S Health Safety and Environmental Standards, is to have a risk assessment undertaken and appropriate work methods and control measures formulated and implemented.

