

# Workplace Health & Safety Management System

## General Requirements



**safety  
services**





This *HIA Safety Services* document has been carefully prepared to reflect acceptable WHS practices and applicable laws. However, it is intended to be generic and may not be suitable for your particular work. You should make your own assessment of its applicability and suitability for your particular work. It is your responsibility to ensure that you use safe work practices at all time. HIA accepts no responsibility for any injury, loss, or damage suffered arising from or in purported reliance on this document. As WHS laws and requirements may vary from State to State and Territory, this document has no application to work outside Queensland.

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## Abbreviations

WHS:	Work Health and Safety
HSR:	Health and Safety Representative
PCBU:	Person Conducting a Business or Undertaking
SDS:	Safety Data Sheet (previously MSDS - Material Safety Data Sheet)
PPE:	Personal Protective Equipment

## Definitions

### Person Conducting a Business or Undertaking (PCBU)

Is a person conducting a business or undertaking alone or with others, whether not for profit or gain. A PCBU can be a sole trader, a partnership, company, unincorporated association or government department of public authority.

### Persons in a Supervisory Role

A supervisor is a person in the first line management who monitors and regulates workers in their performance of assigned or delegated tasks.

The names given to this position can vary depending upon the nature of the business. Titles of persons with supervisory responsibilities can include supervisor, leading hand, team leader, manager, co-ordinator, superintendent and foreperson. Their specific WHS responsibilities are best defined and clarified not necessarily by their title, but by their responsibility statement.

### Worker

Is an employee, contractor, subcontractor, outworker, apprentice and trainee, work experience student, volunteer and PCBU who are individuals if they perform work for Watter Constructions Pty Ltd.

### Officer

Is an officer within the meaning of section 9 of the Corporations Act 2001 (Cth) other than a partner in a partnership. Broadly, an officer is a person who makes, or participates in making, decisions that affect the whole or a substantial part, of the organisation's activities.

### Reasonably Practicable

Means what could reasonably be done at a particular time to ensure health and safety measures were in place. In determining what is reasonably practicable there is a requirement to weigh up all relevant matters including:

- The likelihood of a hazard or risk occurring.
- The degree of harm that would result if the hazard or risk occurred.
- What the person concerned knows, or ought to reasonably know about the hazard or risk and ways of eliminating or minimizing it.
- The availability of suitable ways to eliminate or minimise the hazard or risk.
- The cost of eliminating or minimizing the hazards.

## Introduction

This WHS Management System has been developed to assist Water Constructions Pty Ltd understand and manage health and safety in the workplace. This includes its workers and other persons involved in, or working for Water Constructions Pty Ltd and also those affected by works carried out by Water Constructions Pty Ltd.

It also sets out the safety management strategies to be adopted by Water Constructions Pty Ltd and all persons involved in or working for Water Constructions Pty Ltd.

## Compliance with the Management System

All persons involved in, or working for Waffer Constructions Pty Ltd, are required to abide by the content of the management system. A failure to adhere to the requirements contained herein or any other reasonable instruction that relates to the health and safety of a person or those around them may result in disciplinary action.

## System Review & Maintenance

Waffer Constructions Pty Ltd will conduct a review of the WHS Management System on a yearly basis or as the need arises due to changes in legislation, Waffer Constructions Pty Ltd practices or workplace conditions. These reviews will also take into account Waffer Constructions Pty Ltd's performance targets and objectives.

## Work Health and Safety Policy

Waffer Constructions Pty Ltd's commitment to WHS is outlined in their Work Health and Safety Policy which forms part of this WHS Management System as a stand-alone document.

## Safety System Induction

All direct employees of Waffer Constructions Pty Ltd will be provided with a safety system induction upon commencement of their employment that provides a detailed overview of this system. A record of this induction will be maintained.

## Duties and Responsibilities

### Statutory

Workplace Health and Safety is governed by individual state and territory legislation. Although there are a number of similarities between state and territory laws, full compliance with statutory obligations can only be achieved by compliance with the individual jurisdiction's legislation. Below is the principle legislation relevant to Queensland. Other legislation may apply depending on the nature of the activity being undertaken (i.e. Dangerous Goods and Mining etc.). This legislation may be amended from time to time.

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

### Waffer Constructions Pty Ltd as a PCBU

As a PCBU, Waffer Constructions Pty Ltd will ensure so far as reasonably practicable:

- The health and safety of all workers at the workplace, which includes volunteers, contractors and workers of contractors whilst at the workplace.
- The health and safety of all persons who may be at risk from work carried out by Waffer Constructions Pty Ltd.
- The health and safety of directors and officers of Waffer Constructions Pty Ltd whilst at the workplace.

- The provision of safe and maintained access and egress to the workplace.
- The provision of any plant, structure or system of work that is safe and without risk to health, and is maintained.
- The safe use, handling, storage and transport of plant, structures and substances.
- That workers are provided with adequate facilities (i.e. toilets, drinking water etc.) at the workplace.
- That workers are provided with information, instruction, training or supervision needed for them to work safely and without risks to their health.
- That the health of workers and the condition of the workplace are monitored to prevent injury and illness.
- That any accommodation owned or under the management of Watter Constructions Pty Ltd and which workers are occupying is maintained to ensure the health and safety of those workers.
- That a process of regular and timely consultation is in place which involves all relevant parties at the workplace or affected by the work carried out by Watter Constructions Pty Ltd.

## Company Directors and Officers

All officers and company directors of Watter Constructions Pty Ltd will take all reasonable steps to exercise due diligence to ensure that Watter Constructions Pty Ltd complies with its health and safety duties.

This means that the officers and company directors will personally take all reasonable steps to:

- Acquire and keep current information on work health and safety matters.
- Understand the nature and operations of the work being carried out by Watter Constructions Pty Ltd and the associated hazards and risks.
- Ensure Watter Constructions Pty Ltd has, and uses, appropriate resources and processes to eliminate or reduce risks to health and safety.
- Ensure Watter Constructions Pty Ltd has appropriate processes to receive and consider information about incidents, hazards and risks, and respond in a timely manner.
- Ensure Watter Constructions Pty Ltd has, and implements, processes for complying with their duties and obligations.

## Other PCBU's

Watter Constructions Pty Ltd requires that all PCBU's engaged by them will ensure so far as reasonably practicable:

- The health and safety of all their workers at the workplace, which include volunteers, contractors and workers of their contractors whilst at the workplace.
- The health and safety of all persons who may be at risk from work carried out by their business or undertaking.
- Their own health and safety at the workplace.
- That the work environment provided is safe and without risk to health, including entering and exiting of the workplace and that this is maintained.



- That any plant, structure or system of work used by them is safe and without risk to health, and is maintained.
- The safe use, handling, storage and transport of plant, structures and substances used by them.
- That their workers are provided with adequate facilities (i.e. toilets, drinking water etc.) at the workplace when it is under their management and control.
- That their workers are provided with information, instruction, training or supervision needed for them to work safely and without risks to their health.
- That the health of their workers and the condition of the workplace are monitored to prevent injury and illness.
- That any accommodation owned or under the management of the subcontractor and which workers are occupying is maintained to ensure the health and safety of those workers.
- That a process of regular and timely consultation is in place which involves all parties at the workplace or affected by the work carried out by their business or undertaking.

## Supervisory Personnel

Watter Constructions Pty Ltd requires that all persons in a supervisory role at the workplace are to ensure so far as is reasonably practicable that:

- The work health and safety policy of Watter Constructions Pty Ltd is implemented.
- This system and all relevant laws are complied with.
- All works are conducted in a safe manner and without risk to health by following the risk management process as outlined in this system.
- Appropriate advice and assistance on workplace health and safety issues is provided to all persons affected by the carrying out of the business or undertaking.
- They lead by example and promote health and safety at every opportunity.

## Workers

- Watter Constructions Pty Ltd requires that all workers are to take all reasonable care of their own health and safety and that of others who may be affected by their actions or omissions at the workplace.
- All workers are to ensure that all measure are taken, so far as reasonably practicable to:
- Comply with the instructions given by Watter Constructions Pty Ltd in relation to health and safety at the workplace.
- Use any personal protective equipment that is supplied by Watter Constructions Pty Ltd or other PCBU's.
- Not willfully or recklessly interfere with or misuse anything provided for health and safety purposes.
- Not willfully place at risk the health and safety of themselves or others at the workplace.

## Health & Safety Representatives

If Watfer Constructions Pty Ltd has an elected Health and Safety Representative/s, their functions in relation to their particular Work Group include:

- Participation in regular inspections of the workplace or parts of the workplace when conducted.
- Representing the workers in matters relating to work health and safety
- Involvement following workplace incidents and dangerous events.
- Being consulted with by Watfer Constructions Pty Ltd on any proposed changes to plant, substances or structures used at the workplace.
- Being consulted with by Watfer Constructions Pty Ltd on any proposed changes to health and safety control measures used at the workplace.
- Assisting in the resolution of workplace health and safety issues.
- Informing Watfer Constructions Pty Ltd of the presence of an inspector at the workplace and the results and outcomes of their attendance.

## Health & Safety Committees

Where Watfer Constructions Pty Ltd has a Health and Safety Committee, their function includes:

- To facilitate co-operation between the workers, other PCBU's and Watfer Constructions Pty Ltd in developing and carrying out measures to ensure health and safety at the workplace.
- To assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace.
- Meeting at least once every three months and at any reasonable time at the request of at least half of the members of the committee.

## Rehabilitation and Return to Work Coordinators

Where Watfer Constructions Pty Ltd has a Rehabilitation and Return to Work Coordinator, their function includes:

- Helping injured workers to safely remain at or return to work as soon as possible following a work-related injury or illness.
- Communicating and liaising with persons involved in the workers rehabilitation process.
- Monitoring the progress of an injured worker's ability to return to work and advising the relevant persons of any emerging barriers to return to work.

## Waffer Constructions Pty Ltd as the Principal Contractor

When Waffer Constructions Pty Ltd is engaged by another PCBU or a residential owner to have management and control over a construction project, Waffer Constructions Pty Ltd will be considered the principal contractor for that project.

As the principal contractor we will ensure so far as reasonably practicable, that:

- All risks associated with the carrying out the work are managed and in particular:
  - Excavation work including underground essential services.
  - Working at heights.
  - Falling objects.
  - Flammable and combustible equipment including appropriate storage.
  - Airborne contaminants and hazardous atmospheres including monitoring of air quality.
  - Storage, movement and disposal of construction materials.
  - Storage of plant (that is not in use) at the construction workplace.
  - Traffic in the vicinity of the construction workplace.
- Safe Work Method Statements will:
  - Be prepared by the relevant party before high risk construction work is undertaken, complied with, maintained, reviewed and where necessary revised, made available for inspection as required and kept, for all high risk construction work.
  - Identify the work that is the high risk construction work;
  - State hazards relating to the high risk construction work and risks associated with those hazards;
  - Describe the measures to be implemented to control the risks; and describe how the control measures are to be implemented, monitored and reviewed.
  - Be expressed in a way that is readily accessible, and understandable to persons who are required to use it.
  - Be prepared taking into account:
    - Circumstances at the workplace that will affect how the high risk construction work will be carried out;
    - Any relevant WHS Management Plan that has been prepared for the construction workplace.
  - Work will be stopped if it is not being carried out in accordance with the SWMS and only allowed to resume when in accordance with the SWMS.
- The workplace is secure from unauthorised access.
- Signage is displayed identifying Waffer Constructions Pty Ltd as the principal contractor.

- A PCBU engaged by Watter Constructions Pty Ltd has provided the relevant insurance information prior to commencement
- WHS Management Plans:
  - Are prepared, maintained, reviewed and kept for all construction projects \$250,000 and over.
  - Have been have read by PCBU's and their workers (as relevant) engaged by Watter Constructions Pty Ltd and that they will not be permitted to commence construction until this requirement has been confirmed.
- Arrangements are put in place at the construction workplace so that:
  - Adequate workplace facilities are provided and maintained.
  - An Emergency Management plan is prepared and implemented.
  - Personal protective equipment is provided to and used by workers.

## General Risk Management Obligations

Watter Constructions Pty Ltd requires that all persons at the workplace ensure that all measures are taken so far as reasonably practicable to:

- Eliminate risks to health and safety; and
- If it is not reasonably practicable to eliminate the risk to health and safety, then to minimize the risk so far as reasonably practicable, by implementing suitable control measures.

When deciding on the appropriate control measures, Watter Constructions Pty Ltd requires the person, follow the hierarchy of controls, so far as reasonably practicable by:

- Substituting (wholly or in part) the hazard giving rise to the risk with something that lessens the risk.
- Isolating the hazard from any person who is exposed to it.
- Implementing engineering controls.

If a risk remains, the person is required to minimize the remaining risk, so far as reasonably practicable by implementing administrative controls and the use of personal protective equipment.

## Maintenance of Control Measures

Watfer Constructions Pty Ltd requires that when a control measure is implemented, the person that implements the control measure must ensure so far as reasonably practicable that the control measure is maintained so that it remains effective, by ensuring that the control measure is and remains:

- Fit for purpose;
- Suitable for the nature and duration of the work; and
- Installed, set up or used correctly.

## Review of Control Measures

Watfer Constructions Pty Ltd requires that when a control measure is implemented, the person who implements the control measure must review and as necessary, revise the control measures, so as to maintain, so far as reasonably practicable a healthy and safe work environment.

A control measure will be reviewed or revised in the following circumstances:

- When the control measure does not control the risk it was implemented to control so far as reasonably practicable; i.e. that
  - The results of monitoring show that the control measure does not control the risk.
  - A notifiable incident occurs because of the risk.
- Before a change at the workplace that is likely to give rise to a new or difference risk, which may not be effectively controlled.
- A new hazard or risk is identified.
- The results of consultation processes indicate that a review is necessary.
- A health and safety representative requests the review under the relevant regulation.

## The Risk Management Process

### Hazards and Risks

Hazards are different to risks.

A **hazard** has the potential to cause harm. This can include substances, plant, work processes and /or other aspects of the work environment.

A **risk** is the likelihood that death, injury or illness might result because of a hazard.

### Risk Management Cycle

All persons undertaking a workplace activity are required to identify any potential hazards, assess the risks associated with those hazards and (if necessary) implement control measures to eliminate or minimise the risks.

All persons are required to have an understanding of the 4-step risk assessment process and incorporate these steps into all activities. If any person is concerned with the control measures that are used in a workplace activity, that person should bring this to the attention of Watfer Constructions Pty Ltd, via their relevant supervisor or manager.

The risk management cycle is best depicted as follows:



### Step 1 – Identify the Hazards

Hazards should be assessed by any person undertaking a work activity. When assessing what is a hazard, the work environment needs to be considered - such as height or confined spaces, substances such as chemicals, plant and equipment, energy such as electricity, gas or induced heat, manual handling, noise etc. All hazards will be visually assessed on their own merits.

### Step 2 – Assess the Risk

Once a hazard has been identified the level of risk then needs to be assessed as per the process below.

How to Use the Risk Rating and Control Priority Tables				
Step 1	Step 2	Step 3	Step 4	Step 5
Identify any potential <b>HAZARDS</b>	→ Decide what the possible <b>CONSEQUENCE</b> could be	→ Decide <b>HOW LIKELY</b> it is to happen	→ Line up your choices in the table to get the <b>Risk Rating</b>	→ Use the <b>CONTROL PRIORITY TABLE</b> to guide your next steps

WHS Risk Rating Table				
Consequence	Likelihood			
	Very Likely	Likely	Unlikely	Very Unlikely
What injury / damage could the hazard cause?	Could happen anytime	Could happen sometimes	Could happen but only rarely	Could happen but probably never will
• Serious injury, death, or permanent disability	1	1	2	3
• Lost Time (full shift)	1	2	3	4
• Medical Treatment	2	3	4	5
• First Aid	3	4	5	5

Where the risks are already known and controls have already been established, the risk assessment step need not be undertaken and control measures may be implemented, unless however those risks have changed. In such circumstances the risk will need to be re-assessed.

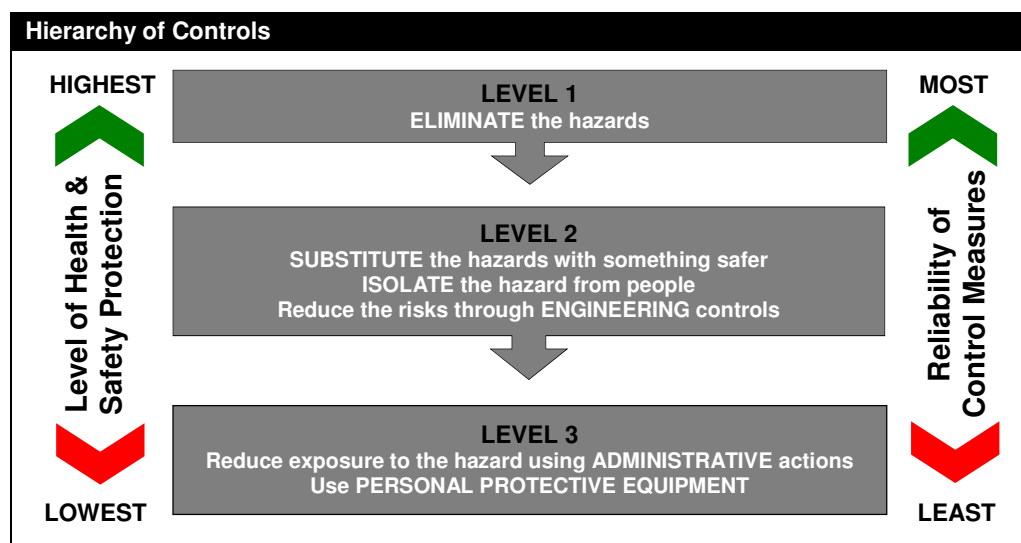
### Step 3 – Control the Risk

Develop and decide on a suitable control measure that will ensure that the hazard is either eliminated (where reasonably practicable) or reduced to its lowest possible level using the 'hierarchy of controls' as outlined in the diagram below. A combination of control measures can be used.

When the activity is high risk (rating 1 or 2), appropriate control measures must be implemented **prior** to the activity being undertaken, if the activity is low risk (rating 3, 4, 5) the control measure can be implemented as necessary.

Control Priority Table	
Risk Rating	Prioritisation
1 or 2	Action to rectify must be done immediately
3, 4, or 5	Consider control measure/s as necessary

Control measures should be based upon the *Hierarchy of Controls* as described below.



### Step 4 – Maintain, Monitor and Review the Control Measures

Waffer Constructions Pty Ltd will take steps to maintain, monitor and review the effectiveness of implemented control measures by:

- Consulting with employees.
- Identifying any new hazards and performing further risk assessments.
- Analyzing accident and incident reports.



## Consultation and Communication

Watter Constructions Pty Ltd understands that good communication and consultation is important for their WHS efforts to be effective. Watter Constructions Pty Ltd will promote active participation of all workers in WHS consultation and the WHS decision making process.

Our communication and consultation strategies involve:

- Sharing of information.
- Encouraging the exchanging of views.
- Providing genuine opportunities for participation.
- Allowing effective contributions to any decision making process.

Communication and consultation with workers will occur, so far as reasonably practicable when:

- Identifying hazards and assessing risks arising from work.
- Proposing changes that may affect their health and safety.
- Carrying out activities prescribed by the WHS regulations, and
- Making decisions about:
  - Ways to eliminate or minimise risks.
  - The adequacy of facilities for workers welfare.
  - Procedures for consulting workers.
  - Resolving health and safety issues.
  - Monitoring the health and safety of workers or workplace conditions.
  - How to provide health and safety information and training to workers.

Methods of communication and consultation include, but are not limited to the following:

- Informal discussions
- Tool box talks
- WHS Reviews
- Workplace Inspections
- SWMS Development
- Staff meetings
- WHS meetings
- Safety Bulletins
- Hazard Reporting
- Training

The most practical method of communication will be used, whether that be formal or informal, written or verbal, and be determined upon the matters needing to be addressed.

## Training and Competency

Watter Constructions Pty Ltd will ensure so far as reasonably practicable that all persons are trained and competent in the work activity they are undertaking.

Watter Constructions Pty Ltd may request that evidence be provided by the worker or other PCBU's that they have the appropriate qualifications, skills and training relevant to carry out their work. This evidence may include certificates of completion, certificates of competency, demonstration of competency, safe work method statements, permits, licences, or training registers.



Watter Constructions Pty Ltd will maintain records to capture all training undertaken, and notified to them by their workers.

If a worker is deemed not to be competent in their particular work activity, Watter Constructions Pty Ltd or the relevant PCBU will arrange for that worker to be trained accordingly and supervised until such time as they are deemed competent.

Watter Constructions Pty Ltd's training process involves the following general five-steps:

- Step 1 - Identifying what skills | knowledge the task requires;
- Step 2 - Determining the current skills | knowledge the worker has;
- Step 3 - Identifying what training is required;
- Step 4 - Delivering the training, and
- Step 5 - Evaluating the training provided.

## General Construction Induction

Where Watter Constructions Pty Ltd undertakes construction work, all workers must have a current general construction induction card.

Workers will be required to provide evidence of this prior to commencing construction work, in the form of a card or where a card has not been issued, a statement of attainment.

Evidence of these details will be maintained.

## Auditing

Watter Constructions Pty Ltd will conduct compliance audits or workplace inspections on a regular basis. The audits will be conducted by a supervisor, safety manager or any other person authorised by the Watter Constructions Pty Ltd.

Any forms or reports completed in relation to a workplace inspection or audit will be retained for use in future risk management and continual improvement.

## Emergency Management

Watter Constructions Pty Ltd will prepare an Emergency Management Plan for dealing with various types of emergencies relevant for the particular workplace.

The following matters will be covered:

- Emergency procedures including:
  - An effective response to an emergency;
  - Evacuation procedures;
  - Notifying emergency service organisation's at the earliest opportunity; and
  - Medical treatment assistance; and effective communication between the people authorised by Watter Constructions Pty Ltd to co-ordinate the emergency response and all persons at the workplace.
- Testing of the emergency procedures including the frequency of testing; and
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

Wafter Constructions Pty Ltd will ensure the Emergency Management Plan is readily available to all workers and is updated as required so that it remains effective.

Where Wafter Constructions Pty Ltd's activities involve construction workplaces and they are acting as the principal contractor for the construction project, the Emergency Management Plan will form part of the project's WHS Management Plan.

## Working Environment and Facilities

Wafter Constructions Pty Ltd will ensure so far as reasonably practicable that a safe working environment is provided and that the environment does not give rise to risks to health and safety. The following matters (but not limited to) will be considered:

- The layout of the workplace, for normal working conditions and during emergencies;
- The amount of space for carrying out work;
- The design, installation and maintenance of floors and other working surfaces;
- Lighting, for both normal working conditions and during emergencies;
- Ventilation and air quality;
- Extreme heat or cold conditions; and
- Work in relation to or near essential services.

Wafter Constructions Pty Ltd will so far as reasonably practicable provide adequate facilities for workers including:

- Toilets;
- Drinking water;
- Washing facilities; and
- Eating facilities.

Wafter Constructions Pty Ltd will also ensure so far as reasonably practicable, that the facilities are maintained so they are in good working order, clean, safe and accessible.

In providing the above mentioned environment and facilities, the following will be taken into account:

- The nature of the work being carried out at the workplace;
- The nature of the hazards at the workplace;
- The size, location and nature of the workplace; and
- The number and composition of the workers at the workplace.

## Signage

Wafter Constructions Pty Ltd shall display appropriate warning signs at the workplace where there is a particular hazardous process occurring or where specific personal protective equipment is required.

Signage of an informative or educational nature (i.e. speed limit signs, evacuation / first aid procedures) may also be displayed. Signs will be displayed so as to be clearly visible to persons approaching the area where the work is being undertaken.

## Excavation Work

Excavation work means the excavation, fill, or part fill of a trench, tunnel or shaft.

A PCBU carrying out excavation work must manage risks associated with that work. In particular where an excavation includes such risks as:

- A person falling into an excavation;
- A person being trapped by the collapse of an excavation;
- A person working in an excavation being struck by a falling thing;
- A person working in an excavation being exposed to an airborne contaminant.

For all excavations greater than 1.5 metres deep, the PCBU responsible for the work must prepare a SWMS prior to commencing the work.

Excavations greater than 1.5m deep should be either benched, battered, shored or have a geographical report undertaken prior to working in or around the trench.

A trench at least 1.5m deep must, so far as is reasonably practicable, be secured from unauthorised access (including inadvertent entry).

In order to restrict access to an excavation the PCBU responsible for the excavation is required to erect a barricade or hoarding at least 900mm high around the excavation, unless it is not practicable to do so or there is not likely to be people in the vicinity of the excavation.

A barricade means a self-supporting fence, or a self-supporting series of continuous plastic, concrete or other solid barriers.

If a trench is more than 1.5m deep at the workplace access to and from the trench should be by ladder/s. The PCBU undertaking the excavation work should ensure that at least 1 ladder giving access to and from the trench is installed in every 9m of the length of the trench in that part of the trench where a person will be.

## Underground Services

Waffer Constructions Pty Ltd will take all reasonable steps to obtain current underground essential services information about the any of the areas requiring excavation before directing or allowing the excavation work to commence.

Underground essential services means essential services that use pipes, cables or other associated plant located underground.

The information that is required to be collected in relation to the underground essential services includes information about:

- the essential services that may be affected by the excavation;
- the location, including the depth, of any pipes, cables or other plant associated with the affected essential services;
- Any conditions on the proposed excavation work.

Waffer Constructions Pty Ltd will provide the information obtained to any person engaged by the person to carry out the excavation work.

Any PCBU who is given information about underground essential services must have regard to the information in carrying out or directing or allowing the carrying out of the excavation work.

## Falls

Watter Constructions Pty Ltd will manage risks associated with a fall by a person from one level to another that is reasonably likely to cause injury to that or any other person.

This includes the risk of falling

- In or on an elevated workplace from which a person could fall;
- In the vicinity of an opening through which a person could fall;
- In the vicinity of an edge over which a person could fall;
- On a surface through which a person could fall; or
- In any other place from which a person could fall.

Where reasonably practicable to do so, Watter Constructions Pty Ltd will eliminate the risk of a fall occurring by carrying out on the work on the ground or solid construction.

A solid construction is an area that has:

- A surface that is structurally capable of supporting all persons and things that may be located or placed on it;
- Barriers around its perimeter and any openings to prevent a fall;
- An even and readily negotiable surface and gradient; and
- A safe means of entry and exit.

If it is not reasonably practicable to eliminate the risk of a fall Watter Constructions Pty Ltd will minimise the risk by:

- Providing adequate protection against the risk, being a safe system of work that includes providing a fall prevention device.
- If it is not reasonably practicable to provide a fall prevention device Watter Constructions Pty Ltd will provide a safe system of work which includes providing a work positioning system.
- If it is not reasonably practicable to provide a work fall prevention device or work positioning system then Watter Constructions Pty Ltd will provide a fall arrest system.

A combination of the controls listed above may be used to control the risk of a fall.

### Examples of a Safe System of Work

- Providing temporary work platforms
- Providing training in relation to the risks involved in working at the workplace
- Providing safe work procedures, safe sequencing of work, safe use of ladders, permit systems and appropriate signage.

## Falling Objects

Watter Constructions Pty Ltd will minimise the risk of an object falling by providing adequate protection, being a safe system of work that includes:

- Preventing the object from falling freely; or
- If it is not reasonably practicable to prevent an object from falling freely a system to arrest the fall will be provided.

### Examples of a Safe System of Work

- Providing a secure barrier.
- Providing a safe means of raising and lowering of objects.
- Providing an exclusion zone where persons are prohibited from entering an area where objects may be likely to fall.

## Ladders

All ladders used at the workplace must be rated 'Industrial' with 120kg (minimum) load rating and be maintained in a sound working condition and be appropriate for the task to be undertaken.

Single and extension ladders must be secured at either the top or the bottom.

Persons using the ladder must have 3 points of contact at all times (i.e. 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g. gutter or wall frame).

Tools requiring two handed operation or a high degree of leverage force should not be used while on ladders.

## Hot Works

If hot works such as welding, cutting or bronzing are to be carried out at the workplace, reasonably foreseeable hazards that could give rise to risks to health and safety must be identified and any risks controlled.

Matters such as the presence of any combustible material and the need for a readily available fire extinguisher must be considered.

The use of a hot work permit system may also be required for certain operations.

Where oxy-acetylene is to be used, bottles are to be stored in a well-ventilated area, be secured in an upright position and be fitted with flashback arrestors. Only appropriate means are to be used to ignite the gas. Disposable cigarette lighters are not to be used at any time.

Local authorities may need to be consulted with respect to any applicable restrictions or permits should work need to be undertaken on days of total fire bans. Where issued, permit requirements will be strictly adhered to.

Upon completion, the work area is to be inspected to identify any potential ignition sources remaining.

## Hazardous Chemicals

Wafter Constructions Pty Ltd will maintain and keep readily accessible, a hazardous chemicals register of the hazardous chemicals used at the workplace together with a current copy of the safety data sheets (SDS).

Safety data sheets should be reviewed for currency and not exceed 5 years of age.

The use and / or storage of chemicals from un-labelled and / or unsuitable containers is not permitted and will be closely monitored. This is of particular relevance where chemicals are decanted from larger (bulk) containers into smaller containers for use in the workplace.

## Asbestos

Where asbestos is encountered or it is believed that asbestos may be present, work shall cease immediately and the relevant person notified who will arrange to have the material identified and safe removal arranged, if necessary.

Any asbestos removal or works shall only be carried out by suitably qualified persons, in accordance with the current relevant legislation.

Where required, Wafter Constructions Pty Ltd will provide appropriate training to workers to facilitate increased awareness and safer work practices.

## Confined Spaces

A confined space is determined by the hazards associated with a particular set of circumstances and not just because work is performed in a small space.

They are defined as an enclosed or partially enclosed space that:

- Is not designed or intended primarily to be occupied by a person; and
- Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- Is or is likely to be a risk to health and safety from:
  - An atmosphere that does not have a safe oxygen level, or
  - Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
  - Harmful concentrations of any airborne contaminants, or engulfment.

Wafter Constructions Pty Ltd does not permit entry into a confined space without relevant workers having been provided with suitable and adequate information, training and instruction and a valid confined space entry permit being in place.

Work in confined spaces shall be carried out in accordance with the current relevant legislation. As construction work that is carried out in or near a confined space is classed as high risk, a SWMS will be in place outlining suitable control measures.

## UV Protection and Heat Exposure

Waffer Constructions Pty Ltd will encourage all workers on site to wear adequate clothing such as shirts and hats, sunglasses and sunscreen to protect themselves from the effects of working while exposed to UV rays from the sun.

In order to reduce the risk of exposure to heat (causing heat stress), workers will also be encouraged to do the following:

- Schedule heavy tasks for cooler periods of the day;
- Take frequent rest breaks in hot times of the day;
- Drink water frequently;
- Utilize shaded areas for meal and rest breaks;
- Work in the shade where possible;
- Rotate or share tasks that are exposed to heat or UV rays amongst several workers;
- Use mechanical assistance for physically demanding tasks;
- If taking certain medications follow doctor's advice before working in hot conditions; and
- Provide training in the identification of symptoms of health related illnesses.

## Noise

Waffer Constructions Pty Ltd will manage risks to health and safety associated with exposure to noise.

If a worker is frequently required by Waffer Constructions Pty Ltd to undertake work that may expose them to noise greater than that of the exposure standard (being 85dcb), the worker will be required to wear personal protective equipment to control this risk.

If Waffer Constructions Pty Ltd provides personal protective equipment to control noise exposure above the exposure standards, Waffer Constructions Pty Ltd will provide audiometric testing for the worker within 3 months of commencing work and at least every 2 years thereafter whilst still engaged by them.

## Workplace Cleanliness | Housekeeping

All waste materials are to be disposed of responsibly in the designated containers provided at the workplace and not allowed to accumulate creating a potential fire or access / egress hazard.

Where a recycling initiative is in place, waste is to be deposited into the appropriate containers as marked.

Waffer Constructions Pty Ltd should be notified if there is an issue with waste disposal or material storage.



## Drugs and Alcohol

Waffer Constructions Pty Ltd has a 'no tolerance' approach to alcohol and / or drugs in the workplace. This means that no workers should be under the influence of any drugs or alcohol whilst at work, with the exception of prescription drugs taken by a worker for an injury or illness.

If the worker is taking prescription drugs, it is the responsibility of the worker to notify Waffer Constructions Pty Ltd if those drugs will affect their performance or coherence in carrying out of their work or pose a risk to their (or others) health and safety whilst carrying out their work.

If Waffer Constructions Pty Ltd believes someone to be under the influence of drugs or alcohol, Waffer Constructions Pty Ltd reserves their right to take disciplinary action.

## Workplace Bullying

Waffer Constructions Pty Ltd will not tolerate any form of workplace bullying or harassment.

Workplace bullying is *'the repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice'*.

It includes behaviour that intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, clients or customers.

Whilst banter and jokes can be a form of camaraderie, they can also be offensive to some workers. Should any worker feel intimidated, bullied or unjustly treated by another worker, they should make it known to the perpetrator that their behaviour is not tolerable.

Should this action not result in a positive outcome, the affected worker should immediately notify the relevant person.

Where a worker believes they have witnessed another worker being bullied, they encouraged to discuss the matter with the relevant person.

If a worker is found guilty of constant bullying and does not refrain from continuing the bullying activities Waffer Constructions Pty Ltd will take disciplinary action.

## Smoking

Smoking is not permitted whilst carrying out work at the workplace, Smoking is only permitted in designated areas and during break times, and it is the responsibility of the smoker to ensure that all butts and associated waste is disposed of appropriately and responsibly.



## Personal Protective Equipment (PPE)

Watfer Constructions Pty Ltd will provide personal protective equipment to workers at the workplace unless that personal protective equipment has been provided by another PCBU or the individual worker.

If Watfer Constructions Pty Ltd provides personal protective equipment to a worker, they will ensure that the personal protective equipment, so far as reasonably practicable is:

- Selected to minimise risk to health and safety by ensuring that the equipment is:
  - Suitable having regards to the nature of the work and any hazards associated with the work; and
  - A suitable size fit and comfort for the worker who is to use or wear it.
- Maintained, repaired or replaced so that it continues to minimise the risk to the worker who uses it, including by ensuring the equipment is:
  - Clean and hygienic; and
  - In good working order
- Used or worn by the worker for the required activity or during the course of their work.

Where personal protective equipment is required to be used, Watfer Constructions Pty Ltd will provide the worker with information, training and instruction in the proper use and wearing of the equipment and its storage and maintenance.

Watfer Constructions Pty Ltd will ensure, so far as reasonably practical, that persons other than workers who are required to wear personal protective equipment, use and wear the equipment correctly, and that the equipment provided is capable of minimizing the risk to the person's health and safety.

### Obligations of Persons Using PPE

If a worker is provided with personal protective equipment, the worker must so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by Watfer Constructions Pty Ltd or other PCBU.

A worker must not intentionally misuse or damage equipment, and must, as soon as becoming aware, inform Watfer Constructions Pty Ltd of any damage, defect or need to clean or decontaminate the equipment.

A person other than a worker must wear personal protective equipment at the workplace in accordance with any information training or reasonable instruction provided by Watfer Constructions Pty Ltd or other PCBU.

## Jewellery & Clothing

Workers are not to wear jewellery or clothing that poses a risk to themselves or others or that may become entangled in any plant or equipment. Consideration to the manner in which hair is worn must also be given for the same reason. Where provided, uniforms are required to be worn at all times.

## Hazardous Manual Tasks and Storage

Wafter Constructions Pty Ltd will manage risks associated with the carrying out of hazardous manual tasks in the workplace.

In determining what control measures to implement in relation to the hazardous manual task, the following matters will be taken into account:

- Postures, movements, forces and vibration. relating to the hazardous manual tasks;
- The duration and frequency;
- Workplace environmental conditions that may affect the carrying out of the task or the person performing it;
- The design of the work area;
- The layout of the workplace;
- The systems of work used; and
- The nature, size, weight or number of persons or things involved in carrying out the task.

Prior to the delivery of items to the workplace, due consideration will be given to their intended usage, placement and storage so that the potential for creation of any risks associated with access, egress and handling are appropriately managed.

## Defective and Unsafe Equipment – Lockout / Tag-Out

To prevent their inadvertent use, plant and equipment must be isolated or taken out of service when either a fault or defect is found and reported to Wafter Constructions Pty Ltd or relevant the PCBU as soon as practicable.

When plant and equipment is being serviced or undergoing maintenance similar control measures must also be employed.

Plant and equipment can fall into two categories: those with an energy source and those without.

Hazardous energy sources include electrical, thermal, chemical, pneumatic, hydraulic, mechanical, and gravitational.

All sources of energy have the potential to unexpectedly start-up, energize, or release and need to be identified and locked, blocked, or released before servicing or maintenance is performed.

Situations involving items without an energy source could include a step ladder with damage rungs and a safety harnesses with a broken karabiner.

Situations involving items with an energy source include a circular saw with a guard that does not return and a fixed table saw requiring scheduled maintenance to replace the drive belts.

Methods employed for isolation or removal from service generally involve lockout or tag-out devices such as out of service tags, padlocks and lockout hasps. These are often used in combination and can facilitate the use of multiple padlocks.

## Tools and Equipment

All workers will receive appropriate training in the safe use and safety features of tools and equipment they are required to operating at the workplace.

Workers are required to follow manufacturer's instructions in the correct use of guarding and safety features for tools and equipment being operated. Guarding must not be removed to perform any work activity.

All tools and equipment are to be inspected prior to use for any faults or defects. Any items found to be faulty or defective shall be isolated or taken out of service so as to prevent their inadvertent use.

Unless designed to operate automatically and with suitable control measures in place and / or without operator attendance, tools and equipment are not to be left running without the operator present.

## Compressed Air Tools

Compressed air tools are not to be misused and are only to be used for the designed tasks with appropriate couplings including safety clips to prevent accidental separation during use.

The air jet must never be aimed in the direction of a person and defective equipment must never be used.

All compressed air equipment is to be used in accordance with the manufacturer's instructions and only after the employee has undertaken the appropriate training.

## Electrical

Wafter Constructions Pty Ltd will regularly check that all electrical equipment is inspected & where required, appropriately tested and tagged. Records of these tests shall be maintained.

Any items found to be faulty or defective shall be isolated or taken out of service so as to prevent their inadvertent use.

## Public | Visitor | Contractor Safety

To manage the risks associated with members of the public, customers, suppliers, couriers and other PCBU's accessing the workplace and potentially exposing themselves to harm, they are required to report to the office or contact the relevant person prior to entering the workplace.

In particular instances, it may be required that these people are accompanied by a supervisor or equivalently authorised person.

Generally, children will not be permitted access to operational areas of the workplace. Should however a particular situation arise (e.g. students), stringent controls will be implemented.

Where required by Wafter Constructions Pty Ltd, persons entering the premises are to complete the workplace sign-in / sign-out register.

## Licensed High Risk Work

Where a person is required to have a license to perform a class of high risk work, Watter Constructions Pty Ltd will not allow that person to commence that work until evidence of a current license for carrying out that work has been produced.

Watter Constructions Pty Ltd requires that the license holder keep all license documentation available for inspection by them or by the WHS authority.

Watter Constructions Pty Ltd will ensure that a person supervising the work of a person carrying out high risk work provides direct supervision of that person.

Watter Constructions Pty Ltd will not direct or allow a worker to supervise high risk work unless they have received written evidence that the worker holds the relevant high risk work license for that high risk work.

## Purchasing

Watter Constructions Pty Ltd will endeavour to give due consideration to the following when purchasing equipment, goods and services:

- Prior to Purchasing:
  - An assessment will be undertaken to identify any potential risks;
  - Appropriate personnel shall be consulted
- After Purchasing:
  - Where possible suppliers shall be assessed regarding their ability to supply WHS compliant equipment, goods or services

## Sensitive or Financial Information and Intellectual Property Security

Watter Constructions Pty Ltd requires that items or information of a sensitive nature such as client listings, personal staff information and financial reports be protected from public view or access. This can be achieved by either placing the items in a locked draw or file, or if in use then face-down on the desk.

The loss of sensitive business information and intellectual property may be costly or harmful to Watter Constructions Pty Ltd's operation and or reputation.

Sensitive business information and intellectual property should not be shared with any unauthorised parties or discussed outside of the workplace. In some circumstances care must be taken when discussing sensitive matters over the telephone as it may not be a secure.

Waste material containing sensitive business information must be separated from normal refuse and locked away, disposed of using a secure waste facility or shredded using a document shredding machine. If using a computer log - off and switched off your computer terminal at the end of each day or when you leave the computer unattended for extended periods of time.

## Comments to the Public or Media

Business matters should not be discussed with or comments on such provided to any other external person, including media, unless authorised by Waffer Constructions Pty Ltd.

## Workplace Keys

Allocation of keys relevant to the workplace such as office or workplace keys will be determined by Waffer Constructions Pty Ltd.

Keys must not be duplicated unless specifically authorised and should a key be lost, the relevant person must be notified immediately.

All keys must be returned to Waffer Constructions Pty Ltd upon ceasing employment or as requested.

## Security of the Workplace

Waffer Constructions Pty Ltd will ensure so far as reasonably practicable that the workplace is secured from unauthorised access.

Waffer Constructions Pty Ltd will undertake a risk assessment to determine the most appropriate measures needed to secure the workplace, having regards to:

- The risks to health and safety arising from unauthorised access;
- The likelihood of unauthorised access occurring; and
- To the extent to which access cannot be prevented, how to isolate the hazards within the workplace.

It is the responsibility of all workers to ensure that their immediate work area is secured each time they leave the workplace, and when work ceases. Workers are also required to ensure that their work area is left in such a way that it does not pose a risk to health and safety, should unauthorised access occur.

Any evidence of unauthorised access to the site must be reported to Waffer Constructions Pty Ltd as soon as possible.

## Break-In and Theft

The procedure below is to be followed should a suspected break-in or theft occur:

- Immediately notify the relevant person – who will notify the police.
- Preserve any evidence that will be used to investigate by,
  - Not allowing items found at the scene to be touched or handled.
  - Restricting access to the area.
  - Writing down a clear description of any item/s stolen.
- If the item/s are suspected to be lost, take the details of the person who has lost the item.

## Personal Protection and Safety

To ensure workers personal safety both during and after hours, the following rules apply:

- Never provide any person with personal details about yourself or any other worker unless authorised to do so. If the person requesting the information appears to be a friend, get the contact number and pass it onto the worker concerned. This also includes the disclosing of a workers travel whereabouts.
- Never leave personal belongings or information in the public view or accessible at the workplace.
- When working at the workplace after hours, ensure doors are locked after entering and exiting a building and advise a friend relative or colleague of your whereabouts.
- Be suspicious of persons making deliveries to the workplace late at night.
- Before answering a door confirm the identity of the person.
- Always book a taxi rather than waiting outside for a passing one.
- Wherever possible, always have two workers secure the workplace if leaving so that no workers are not left alone.
- Report any suspicious activity or persons to the relevant person or the emergency services immediately.

## Security of Personal Items

Personal items of value should not be left unattended at the workplace. Any losses or theft should be reported to relevant person as soon as possible and where necessary police may be notified.

Waffer Constructions Pty Ltd will not accept responsibility for the loss or theft of personal items.

## General Workplace Safety Rules

All workers are required to adhere to the following general workplace safety rules:

- Always turn off non-essential equipment at the end of the day.
- Do not overload power points with double adaptors or power boards.
- Do not use extension cords in passageways or high traffic areas where a person may be caused to trip.
- Do not obstruct fire exits and egress paths or firefighting equipment.
- If you become aware of faulty or damaged power points, extension cords, electrical or firefighting equipment, report immediately to the relevant person. Do not use the equipment until it is repaired.
- Do not use water near any electrical equipment.
- Do not allow paper or rubbish to accumulate in waste bins or workplaces.
- Ensure that solvents and flammable liquids are always securely stored.
- Do not stack materials on items which obstruct smoke alarms or sensors, or in a way that may cause a falling object hazard.
- Do not use equipment for which you have not received adequate instruction in its safe use.
- Report any workplace hazards to the relevant person.
- Report all incidents and near misses to the relevant person even if no one is injured.
- Never engage in any horseplay or practical jokes.
- Children are only permitted in authorised areas of workplace
- All site signage is to be observed.