



TABLE OF CONTENTS

Project Details

Document Control

Page No.

POLICY	MANAGEMENT'S OCCUPATIONAL HEALTH AND SAFETY STATEMENT	1 of 1
PART 1	INTRODUCTION	
Section	1.0 INTRODUCTION	
	1.1 Scope and Objectives	1 of 1
PART 2	OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES	
Section	2.0 OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES	
	2.1 Overview of Responsibilities	1 of 1
	2.2 Site Visitors (Clients, Architects and Consultants)	1 of 1
PART 3	ON SITE HEALTH AND SAFETY PROCEDURES	
Section	3.0 ON SITE HEALTH AND SAFETY PROCEDURES	
	3.1 Health and Safety Co-ordination Plans.....	1 of 6
	3.2 Company Safety Rules	2 of 6
	3.3 Site Safety Rules	3 of 6
	3.4 Penalties for Non-compliance	4 of 6
	3.5 Disciplinary Procedure	4 of 6
	3.6 Issue Resolution Procedures	4 of 6
	3.7 Resolution of Health and Safety Disputes	5 of 6
	3.8 Inspector May be Required to Attend Workplace	6 of 6
	3.9 Site Safety Instruction	6 of 6
	3.10 Health and Safety Inspections	6 of 6
PART 4	OCCUPATIONAL HEALTH AND SAFETY TRAINING	
Section	4.0 OCCUPATIONAL HEALTH AND SAFETY TRAINING	
	4.1 Construction Induction Training	1 of 2
	4.2 Temporary Exemption	1 of 2
	4.3 Site Specific Induction	1 of 2
	4.4 Operator Training	1 of 2
	4.5 Work Experience Students	2 of 2
PART 5	SITE ESTABLISHMENT AND SAFETY ADMINISTRATION	
Section	5.0 SITE ESTABLISHMENT AND SAFETY ADMINISTRATION	
	5.1 Public Safety	1 of 3
	5.2 Warning / Safety Signage	1 of 3
	5.3 First Aid & Fire Extinguishers	2 of 3
	5.4 Site Amenities	2 of 3
	5.4.1 Drinking Water / Washing Facilities	2 of 3
	5.4.2 Sanitary Facilities	2 of 3
	5.4.3 Lunchrooms	2 of 3



PART 5	SITE ESTABLISHMENT AND SAFETY ADMINISTRATION	
	5.5 Personal Protective Equipment (PPE).....	3 of 3
	5.6 Workplace Communication Meetings / Toolbox Talks	3 of 3
PART 6	PREVENTION OF FALLS	
Section	6.0 PREVENTION OF FALLS	
	6.1 Occupational Health and Safety Regulations 2007 (Part 3.3 – Prevention of Falls)	1 of 2
	6.2 Identifying Fall Hazards	1 of 2
	6.3 Risk Assessment	1 of 2
	6.4 Risk Control	2 of 2
PART 7	SPECIFIC SAFETY HAZARDS	
Section	7.0 SPECIFIC SAFETY HAZARDS	
	7.1 General	1 of 13
	7.2 Compressed Gas Bottles	2 of 13
	7.3 Oxy/Acetylene Welding and Cutting	2 of 13
	7.4 Arc, Mig, Tig Welding	2 of 13
	7.4.1 Work Permits	3 of 13
	7.5 Scaffolding/Work Platforms	3 of 13
	7.5.1 General Information	3 of 13
	7.5.2 Scaffolds	4 of 13
	7.5.3 Additional Requirements for Mobile Scaffolds	5 of 13
	7.6 Perimeter Guardrailing (Handrails)	5 of 13
	7.7 Elevated Work Platforms (EWP)	6 of 13
	7.8 Ladders	7 of 13
	7.8.1 Step-ladders	8 of 13
	7.9 Silica Dust	9 of 13
	7.10 Openings, Penetrations and Edges	9 of 13
	7.11 Notification of Intention to Excavate	10 of 13
	7.11.1 Excavation and Trenching Works Less Than 1.5 Metres in Depth	10 of 13
	7.12 Hazardous Substances and Dangerous Goods	10 of 13
	7.13 Housekeeping	11 of 13
	7.14 Manual Handling	12 of 13
	7.15 Noise	12 of 13
	7.16 Ultra-violet Ray Exposure	13 of 13
PART 8	DETECTION OF NON-IDENTIFIED HAZARDOUS MATERIALS	
Section	8.0 DETECTION OF NON-IDENTIFIED HAZARDOUS MATERIALS	
	8.1 Detection of Non-Identified Hazardous Materials (i.e. Asbestos, Mineral Fibre, Pipelines, Utilities and Flooring)	1 of 1
	8.2 Occupational Health and Hygiene Controls	1 of 1



PART 9	ELECTRICAL SAFETY	
Section	9.0 ELECTRICAL SAFETY	
	9.1 Residual Current Device (RCD) or Safety Switch	2 of 13
	9.2 Flexible Extension Cords (Electrical Leads).....	3 of 13
	9.3 Recording of Test & Tagging Electrical Equipment.....	4 of 13
	9.4 Construction Lighting.....	5 of 13
	9.5 Clear Identification of Construction Wiring.....	5 of 13
	9.6 Separation of Construction Wiring from Permanent Wiring	5 of 13
	9.6.1 Retesting of construction wiring.....	5 of 13
	9.7 Electrical Construction Wiring Certification	6 of 13
	9.8 Demolition and Major Refurbishment Work	6 of 13
	9.9 Electric Welding.....	6 of 13
	9.9.1 Welding Leads	6 of 13
	9.10 Earth Bonding	7 of 13
	9.10.1 Using an Electric Welding from an elevated work platform or scaffold.....	7 of 13
	9.10.2 Water Services Temporary Bonding.....	8 of 13
	9.10.3 Domestic Gas Temporary Bonding.....	9 of 13
	9.11 Overhead Powerlines	10 of 13
	9.11.1 Electrical 'NO GO ZONES'	10 of 13
	9.12 Spotter	13 of 13
	9.13 Develop a Safe Work Method Statement	13 of 13
PART 10	RISK IDENTIFICATION & SAFE WORK METHOD STATEMENT GUIDELINES	
Section	What is a Safe Work Method Statement (SWMS)?	
	10.1 SWMS & Risk Assessment Guidelines.....	1 of 3
	10.1.1 Safe Work Method Statement.....	2 of 3
	10.1.2 Risk Control Hierarchy	2 of 3
	10.2 Induction into the Safe Work Method Statement.....	3 of 3
PART 11	PLANT AND PUBLIC SAFETY REQUIREMENTS	
Section	11.0 PLANT AND PUBLIC SAFETY REQUIREMENTS	
	11.1 Inspection and Maintenance of Hired Plant & Equipment	1 of 1
	11.2 Traffic Management	1 of 1
PART 12	PROGRAM FOR CONFINED SPACE IDENTIFICATION AND ENTRY	
Section	12.0 PROGRAM FOR CONFINED SPACE IDENTIFICATION AND ENTRY	
	12.1 Introduction	1 of 3
	12.2 Hazard Identification	1 of 3
	12.3 Risk Assessment	2 of 3
	12.4 Risk Control	2 of 3
	12.5 Procedure for Confined Space Entry	2 of 3



PART 13	STANDBY EMERGENCY PROCEDURE	
Section	13.0	STANDBY EMERGENCY PROCEDURE
	13.1	Emergency Procedures 1 of 1
	13.2	Emergency Evacuation Procedures 1 of 1
PART 14	IN THE EVENT OF AN INCIDENT & INCIDENT REQUIREMENTS UNDER THE OCCUPATIONAL HEALTH AND SAFETY ACT 2004	
Section	14.0	IN THE EVENT OF AN INCIDENT
	14.1	Accident Reporting, Recording and Investigation 1 of 2
	14.2	Injury / Incident Report Form 1 of 2
	14.3	Injury / Incident Report Register 1 of 2
	14.4	WorkSafe Victoria Incident Notification Form..... 1 of 2
PART 15	WORKPLACE POLICIES	
Section	15.0	WORKPLACE POLICIES
	15.1	POLICY - Bullying or Harassment 1 of 7
	15.2	POLICY - Environmental Protection 2 of 7
	15.3	POLICY - Threats or Acts of Violence 3 of 7
	15.4	POLICY - Sexual Harassment 4 of 7
	15.5	POLICY - Equal Opportunity 5 of 7
	15.6	POLICY - Fatigue Management 6 of 7
	15.7	POLICY - Drugs and Alcohol 7 of 7
PART 16	PROCEDURES	
Section	16.0	PROCEDURES
		PROCEDURE: Disciplinary Action..... 1 of 15
		PROCEDURE: Issue Resolution 2 of 15
		PROCEDURE: Hazard Reporting Action..... 3 of 15
		PROCEDURE: Training & Competency 4 of 15
		PROCEDURE: Safety “Tool Box” Consultation Meeting 6 of 15
		PROCEDURE: Hazardous Substances & Dangerous Goods 7 of 15
		PROCEDURE: Risk Assessment & SWMS..... 8 of 15
		PROCEDURE: Plant Hired or Owned..... 9 of 15
		PROCEDURE: Fire & Explosion..... 10 of 15
		PROCEDURE: First Aid & Medical Emergencies..... 11 of 15
		PROCEDURE: Spills 12 of 15
		PROCEDURE: Storm or Heavy Flood..... 13 of 15
		PROCEDURE: Incident Reporting & Investigation 14 of 15
		PROCEDURE: Workers Compensation 15 of 15
PART 17	REFERENCES	
Section	17.0	REFERENCES
	17.1	Acts and Regulations Applicable to Construction Site 1 of 3
	17.2	Compliance Codes 1 of 3
	17.3	Codes of Practice 2 of 3
	17.4	Guidance Materials 2 of 3
	17.5	Industry Standards 2 of 3
	17.6	Australian Standards 3 of 3



PART 18 APPENDICES/FORMS

- Form 01:** Health & Safety Co-ordination Plan
 - Form 01a:** Health & Safety Co-ordination Plan Completed Example
- Form 02:** Safety Booklet – On-site Health and Safety Rules
- Form 03:** Site Safety Instruction
- Form 04:** Site Safety Inspection
- Form 05:** Employee/Contractor Registration & Induction Training Record
- Form 06:** Record of Toolbox Meeting
- Form 07:** Fire Extinguisher Register
- Form 08:** Hot Works Permit
- Form 09:** Scaffold Checklist
- Form 10:** WorkSafe Victoria – Notice of Intention to Commence Excavation Operations
- Form 11:** Register of Hazardous Substances & Dangerous Goods
- Form 12:** Electrical Testing and Tagging Register
- Form 13:** Residual Current Device (RCD) Inspection
- Form 14:** Safe Work Method Statement
- Form 15:** Plant Introduction Checklist
- Form 16:** Format of Confined Space Entry Permit – (Example Only)
- Form 17:** Emergency Contact Card
- Form 18:** WorkSafe Victoria – Incident Notification Form
- Form 19:** Injury / Incident Report Form
- Form 20:** Injury / Incident Reporting Register

WEBSITE LINKS:

- [Master Plumbers & Mechanical Services Association of Australia](#)
- [WorkSafe Victoria](#)
- [CBus - Construction and Building Industry Superannuation](#)
- [Accident Compensation Conciliation Service](#)
- [Victorian Trades Hall Council](#)