

SAFETY MANAGEMENT

Safety Policy

At Pro finish shop fitting & interiors p/l our Occupational Health, Safety and Rehabilitation Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees.

The objectives of our Safety Policy are:

- To achieve an accident free workplace.
- To make health & safety an integral part of every managerial and supervisory position.
- To ensure health & safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our health & safety management is dependent on:

1. Pro-active planning of all work activities with due consideration given to implementing OH&S controls that are suitable to each given situation.
2. Understanding the total work process and associated OH&S risks.
3. Ensuring the work team is totally committed to achieving our objectives.
4. Ensuring that open and honest communication exists between management and all employees.

Issue, Revision and Review

Pro finish shop fitting & interiors p/l is responsible for:

- **Completing the Site Safety Management Plan (SSMP)** and providing a copy to the Principal Contractor before work commences on site.
- **Maintaining an up-to-date version of the SSMP.** A record of revisions that occur will be kept in the Record of Revision table below. All obsolete pages will be destroyed.
- **Providing an updated copy to the Principal Contractor** whenever changes occur.
- **Maintaining a register of people to whom the SSMP is issued** using the Distribution List table below.
- **Issuing** a completed SSMP to all those registered.
- **Ensuring revisions are distributed** to all registered people.
- **Reviewing the Site Safety Management Plan at intervals of not more than six months** to ensure it is up-to-date.

Hazard Identification and Risk Assessment

Procedure

Occupational Health and Safety Legislation requires anyone in control of the workplace to identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate or minimise the risk.

Identify Hazards

To help find all potential hazards, the job will be broken down into activities, which follow the sequence of construction. These activities are provided in a **Safe Work Method Statement S(WMS)**, which is a list of job procedures and other work related practices provided to the Principal Contractor. The WMS details how the Scope of Work will be carried out.

For each of the work activities and associated job steps identified in the Safe Work Method Statement provided, **by Pro finish shop fitting & interiors p/l** will identify potential hazards.

To assist this process, resources such as the following will be used:

- WorkCover and trade based Codes of Practice and other publications, e.g. safety alerts;
- Hazard Profiles for specific trade groups;
- Workplace experience; and
- Consultation (e.g. Toolbox Talks) with workers experienced in the task to be undertaken.

Assess Risks

For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below. The attached Risk Management chart (PCA001) will be used to determine the requirement for management of the risks identified.

CLASS 1 (High Risk):	Does the hazard have the potential to kill, or permanently disable you?
CLASS 2 (Medium Risk):	Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?
CLASS 3 (Low Risk):	Does the hazard have the potential to cause a minor injury, which would not disable you?

Selection and Use

- Where identified, all Class 1 and 2 risks will be recorded on a detailed Safe Work Method Statement (SWMS) record. Class 3 risks will be minimised as far as possible but will not be recorded on a SWMS.
- A Risk Class will be used to determine the level of controls required to eliminate or minimize a potential hazard.
- The higher the Risk Class the more extensive the controls to be provided.

Safe Work Method Statements

Procedure

A **Safe Work Method Statement** (SWMS) is the process of identifying potential hazards, assessing their risk and recording how to eliminate or minimize the risk to worker safety (controls). Where potential hazards are identified as Class 1 or Class 2 risks, Safe Work Method Statement will be completed using the step-by-step guide over the page.

A **generic (not specific to any site) Safe Work Method Statement** will be submitted at tender. Broadly defined job steps will be used and general hazards identified. The SWMS will demonstrate *Pro finish shop fitting & interiors p/l* understanding of the risks (particularly Class 1 & 2 risks) involved in the work and typical controls used. This SWMS will be provided for the purpose of tender evaluation.

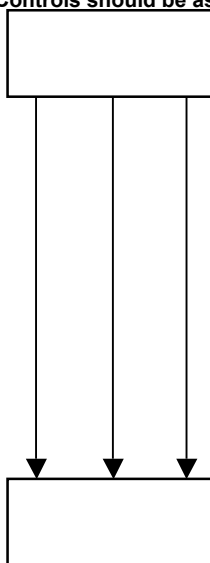
Prior to commencement of work on site the generic Safe Work Method Statement submitted at tender will be reviewed. Where job steps or site conditions will change from those planned, the SWMS will be updated to reflect the way the job will actually be done on the specific site and how safety will be controlled – **a site specific SWMS**.

The SWMS form – PCA002/a and PCA002/b, provides a record to demonstrate compliance to Occupational Health and Safety Legislation. The person responsible for implementing a particular action to eliminate or minimise the risk of the potential hazard on site is nominated on the SWMS. This will ensure responsibility for risk control is allocated and can be followed up.

Evaluation of the SWMS

Safe Work Method Statements will be evaluated on how well Class 1 and Class 2 hazards have been identified for the work activity to be undertaken and whether the suggested controls, wherever possible, eliminate the potential hazard or minimise the risk of injury.

Controls should be as high as practical in the “Best to Worst” guide shown below.



1. Remove the hazard completely

- e.g. remove risk of electrocution by using compressed air driven tools.

2. Separate people from the hazard

- e.g. guards on power tools,
- e.g. use effective barriers and edge protection,
- e.g. enclose noisy machinery.

3. Use an engineered control

- e.g. use Earth leakage device (safety switch) on electrical power source.
- e.g. use a machine to lift heavy objects.
- e.g. use scaffolding rather than ladders to reduce risk of falls.

4. Change work practices

- e.g. training in lifting techniques.
- e.g. tagging procedures.

5. Provide personal protection (PPE)

- e.g. hearing protection, eye protection etc.
- NOTE: PPE should be the last barrier to protect people when all else fails.

The Safe Work Method Statement, Step by Step

Does the SWMS provide:

1. The name of the company.
2. A description of the work activity or task to be undertaken.
3. The date the SWMS was developed.
4. The name and signature of the person who developed the SWMS.
5. The project name/number and the name of the Principal Contractor.
6. The job steps involved in doing the work.
7. Potential hazards associated with the work and its job steps which are Class 1 and Class 2 risks.
8. The controls that will be put in place to eliminate or minimise the potential hazards identified.
9. Controls as high as practicable on the "Best to Worst" control guide.
10. The name of the person/s responsible for ensuring that the control/s is in place.

Selection and Use

- Safe Work Method Statements will be completed and signed by an appropriately qualified person/s representing Pro finish shop fitting & interiors p/l who is competent in the work activity to be undertaken.
- Safe Work Method Statements will be reviewed and signed by the appropriate Principal Contractor representative on the project.
- Employees will review the SWMS and sign that they understand and are willing to implement the controls required to carry out the work safely.
- Work will not proceed until the above three criteria are achieved.

Skills and Competencies

Procedure

Pro finish shop fitting & interiors p/l will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

Assessment

Pro finish shop fitting & interiors p/l will undertake a training/competency assessment of all employees prior to the commencement of work on the nominated site. The assessment will be recorded on form PCA003. Where skill deficiencies are detected appropriate training will be provided *before* work commences so that employees can perform their designated duties safely.

Selection and Use

- The PCA003 register will be provided to the appropriate Principal Contractor's representative on site for review.
- Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.
- Where workers are unskilled in the required task, appropriate training will be provided prior to commencement of the work and recorded on form PCA004.
- **Day Labour** will be used only when the nominated worker/s satisfy the level of competency required to undertake the required task or when appropriate training can be provided prior to commencement of the work. Proof of the competency of Day Labour must be detailed in the Skills/Competency Assessment Register PCA003 provided.

OHS Induction

Procedure

Pro finish shop fitting & interiors p/l will ensure that persons carrying out the nominated work have relevant training including Occupational Health and Safety (OHS) Induction Training. Workers will not carry out construction work until they have received the minimum requirements for OHS induction training:

1. Industry (general) induction;
2. Work Activity OHS induction; and
3. Site Specific OHS Induction.

Selection and Use

- All workers will receive the above three minimum OHS induction training requirements before work on site commences and a record of the training provided on PCA005.

Workers Compensation and Rehabilitation

Procedure

Pro finish shop fitting & interiors p/l will provide Workers Compensation Insurance for all employees and other persons deemed to be employees under the Workers Compensation Act 1987. The trade and occupation of each employee on site and their salaries will be recorded. A record of the insurance will be provided, together with an attached *current* copy of the policy details issued by the insurer. Where more than 20 persons are employed, a nominated Rehabilitation Co-ordinator will be appointed and listed on form PCA006.

Assessment

Where contractors are engaged to carry out work, their ability to be considered an "employee/s" under the Workers Compensation Act 1987 will be assessed.

Hazard Reporting

Procedure

Pro finish shop fitting & interiors p/l will encourage all employees to report hazards immediately. The supervisor on site will investigate all reported hazards and document corrective actions. Corrective actions will be signed off when completed. The procedure and responsibilities for reporting hazards are outlined on form PCA007. The supervisor will complete a Hazard Report (PCA008) where hazards cannot be corrected immediately.

Pro finish shop fitting & interiors p/l will issue a Hazard Report form to all supervisory personnel and safety committee representatives. A number of forms for employee use will be placed in the appropriate crib shed.

Assessment

When a hazard is identified in the workplace, a Risk Class will be assessed immediately using the categories outlined in the Hazard Identification and Risk Assessment section of the SSMP. The Risk Class will determine the appropriate level of response required to protect the health and safety of workers, i.e. immediate, within 24 hours, within 48 hours and so on.

Corrective Actions

- The Hazard Report will be signed by the inspection team leader and presented to **Pro finish shop fitting & interiors p/l**' supervisor if he/she is not part of the team.
- The abovementioned supervisor shall sign off the report when satisfied that all items on the report have been satisfactorily actioned. Copies of the signed off reports will be recorded in the relevant section of the SSMP.

Electrical

Procedure

Pro finish shop fitting & interiors p/l will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the Code of Practice Electrical Practices for Construction Work. Where a more specific provision is not made in the Code of Practice, conformance will be to the provisions of Australian Standard AS-3000, Wiring Rules.

All electrical equipment to be brought on site will be listed in the Electrical Equipment Register (PCA009). The register will be completed prior to commencement of the works and maintained for the duration of the works on site.

Inspection & Tagging

All electrical leads, portable power tools, junction boxes and earth leakage devices will be tested and inspected by a suitably qualified person and labeled with a tag of current date before being brought on site. Where this is not possible the Principal Contractor will be advised immediately and assistance requested in order to comply with the requirements of the Code of Practice Electrical Practices for Construction Work. A record of the currency of all electrical equipment will be recorded on form PCA009.

Selection and Use

- Whilst on site, any electrical equipment found without a tag of current date issued by a suitably qualified person will not be used.
- Where an electrical item is located without a current inspection and test tag, proof of the electrical item's currency of inspection and test will be provided or the item removed from site immediately.
- When used on a construction site all electrical equipment will be connected to an Earth Leakage protection device at all times.
- Where practicable all electrical leads will be kept off the ground on insulated hangers or on insulated lead stands.
- Extension leads will not be joined together.
- All plugs and sockets will be non-wirable (moulded) or transparent.
- Electrical equipment will not be placed on or near wet areas unless the equipment is designed for the specific purpose, e.g. pump.
- **Where electrical equipment is hired**, e.g. portable generators, work lights and extension leads, **Pro finish shop fitting & interiors p/l** will ensure that the same requirements for Occupational Health and Safety as those required on site are specified to the Hire Company as a condition of the Hire Agreement.

Hazardous Substances

Procedure

Prior to hazardous substances being used on a project, **Pro finish shop fitting & interiors p/l** will submit a Material Safety Data Sheet (MSDS) to the Principal Contractor for approval. No substances will be brought on site without approval of the current MSDS by the Principal Contractor. All substances to be brought on site will be listed in form PCA010.

Selection

Pro finish shop fitting & interiors p/l will consider the following when selecting hazardous substances:

- Flammability and explosivity;
- Carcinogenic classification if relevant;
- Corrosive properties;
- Environmental hazards;
- Toxicity (short and long term);
- Chemical action and instability;
- Extent of PPE required;
- Storage requirements.

Storage

- All storage and use of hazardous substances will be in accordance with the MSDS.
- All hazardous substances will be stored in their original containers with the label intact at all times.
- Hazardous substances of any quantity will not be stored in crib rooms, container sheds or offices.

Use

- Where practical the material with the lowest possible hazard capability that meets the technical requirements for the job will be used.
- Refer to WorkCover and WorkSafe publications for advice.
- Advice on a substance may be obtained from a chemical database, e.g Chemwatch.
- Prior to using the hazardous substance, all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task. Confirmation of this training will be provided by a "sign off" on the appropriate Toolbox Talk form PCA018 or the training recorded on form PCA004.

Lifting Gear

Procedure

Pro finish shop fitting & interiors p/l will ensure that all lifting gear (chains, slings, wire rope, shackles, hooks) to be brought on site have a current certificate of test and are listed in the register PCA011. The register will be maintained during the course of the contract.

Assessment

All lifting slings and accessories will be marked with the manufacturer's identification, Safe Work Load and the grade of the steel or alloy. **Pro finish shop fitting & interiors p/l** will provide each item with a marked identification number, and a current test certificate for each will be held on site and made available on request.

Selection & Use

- Prior to use all lifting gear will be inspected by a competent person to check for defects.
- Lifting gear that does not have a current test certificate will not be brought on site under any circumstances.

Plant

Procedure

Equipment including static (stationary) and mobile plant can be hazardous to workplace safety. In order to comply with Occupational Health and Safety Legislation, **Pro finish shop fitting & interiors p/l** will carry out regular inspection and maintenance of plant and equipment. The inspection and maintenance history of each item will be documented on the appropriate form PCA012 to PCA015 (or their equivalent) and provided prior to commencement on site. Where a relevant Australian Standard is appropriate, e.g. AS-2550 for cranes, the inspection, use and maintenance of the plant will comply as a minimum with the Standard. Where no Australian Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the Manufacturer's Recommendations. The effect of plant and equipment on the workplace will also be considered.

Assessment

Pro finish shop fitting & interiors p/l will carry out an assessment of the most appropriate type of plant and equipment for the required job. The assessment will include the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate or minimise the risk to health and safety of workers. This process will include both the plant and/or equipment itself and its impact on the surrounding workplace.

When identifying potential hazards, consideration will be given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning, use, operator competencies, dismantling and disposal.

Selection and Use

- **Where plant and equipment is hired** the same requirements for Occupational Health and Safety as those required on site will be specified by **Pro finish shop fitting & interiors p/l** to the Hire Company as a condition of the Hire Agreement.
- No item of plant and equipment will be brought on site without a current service/maintenance record or registration where required.

Personal Protective Equipment (PPE)

Procedure

Where other means of protection are not practical, **Pro finish shop fitting & interiors p/l** will supply clothing or equipment designed to protect parts or all of the body. This equipment may include gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun cream, safety belts and harnesses. Steel cap boots and hard hats are the minimum requirement for entry to a construction site.

Assessment

During the development of control measures for Job Safety Analysis, the "Best to Worst" guide to controls outlined in the Job Safety Analysis section of this SubbyPack will be used to help minimise reliance on PPE.

Selection and Use

- **Pro finish shop fitting & interiors p/l** will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Australian Standard. Proof of Australian Standard compliance will be provided, e.g. labelling.
- All issues of PPE to each individual will be recorded on form PCA016 (one for each individual).
- Each employee will be instructed and or trained in the correct use of each PPE item prior to use.

Fire Protection

Procedure

The Site Foreman, or his/her representative, shall ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.

Pro finish shop fitting & interiors p/l will ensure all personnel carrying out hot work have a fire extinguisher close-by, are fully trained in the use of extinguishers and that adequate evidence of such training is provided before work commences. A list and current service history of all fire fighting equipment to be brought on site will be provided on form PCA017.

Pro finish shop fitting & interiors p/l will ensure that all mobile plant is fitted with an appropriate fire extinguisher.

Inspection

Pro finish shop fitting & interiors p/l will check the "charge level" of all of our fire extinguishers on site at **6 monthly** intervals.

All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851.

Combustible materials will not be allowed to accumulate in work areas to prevent a fire risk.

Selection and Use

- All personnel carrying out hot work will be fully trained in the use of extinguishers and a record of the training provided in the appropriate register of this SSMP, PCA004.
- All personnel will be made aware of the site-specific emergency procedure and emergency service phone numbers shall be clearly displayed at a central phone location.

Toolbox Talks

Procedure

Occupational Health and Safety Legislation requires the identification of potential workplace hazards, the assessment of the risk of the hazard and the development of controls to eliminate or minimise the risk. To assist in hazard identification and the development of controls, **Pro finish shop fitting & interiors p/l** employees will attend a Toolbox Talk.

All Toolbox Talks will be recorded on form PCA018 and signed off by participants. Any corrective action will be followed up and signed off by the nominated person.

Participation

Pro finish shop fitting & interiors p/l recognise the involvement of workers as essential in identifying potential hazards that can be eliminated or minimised before injuries occur. Toolbox Talks will be used to help Supervisors manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the project. Where required specific safety issues will be raised, accidents reviewed, Job Safety Analysis developed and presented for evaluation and familiarisation or safety alerts discussed.

Toolbox Talks will be used to induct workers into and “sign off” their understanding of the controls provided in Safe Work Method Statement for the specific work in which they will be involved.

First Aid and Accident Investigation

Reporting

All injuries will be reported to the appropriate First Aid Officer on site. Injuries will be recorded in the Site Injury Register and by **pro finish shop fitting & interiors P/L** on form PCA019 or its equivalent. Records will be kept for a minimum of 5 years. Where the injury results in an absence from the workplace of 7 days or more, the injury and its circumstances will be reported to the WorkCover Authority using the appropriate form.

Investigation

Pro finish shop fitting & interiors p/l will investigate all accidents within **24** hours or one working day. Investigation will be recorded on Accident Investigation form PCA020 or its equivalent.

