



# Bold Living QLD

## Safety Management Plan

Site Safety Plan

### Emergency Contact Details

Ambulance	Police	Fire
000 or 112 (mobile)		

Job Address;

Lot: \_\_\_\_\_ Suburb: \_\_\_\_\_

Supervisor:

Area Manager:      Adrian Bond      -      0417 036 042

Safety Manager:      Robin Cossey      -      0466 090 421

***Safety First on all Bold Living Construction Sites***

# Table of Contents

## Title

Table of Content.....	1,2
Site Induction Register.....	3,4
RCD Test Register.....	5
Policies.....	6,7,8
Rehabilitation.....	9,10
Abbreviations.....	11
Definitions.....	11
Introduction.....	12
Compliance with the Management System.....	12
System Review & Maintenance.....	12
Work Health and Safety Policy.....	12
Safety System Induction.....	12
Duties and Responsibilities.....	12
General Risk Management Obligations.....	17
Consultation and Communication.....	21
Training and Competency.....	22
Auditing.....	22
Emergency Management.....	23
Working Environment and Facilities.....	23
Signage.....	24
Excavation Work.....	24
Underground Services.....	25
Falls.....	25
Falling Objects.....	26
Ladders.....	26

## Table of Contents

Hot Works .....	27
Hazardous Chemicals.....	27
Asbestos.....	27
Confined Spaces.....	28
UV Protection and Heat Exposure.....	28
Noise.....	29
Workplace Cleanliness   Housekeeping.....	29
Drugs and Alcohol.....	29
Workplace Bullying .....	30
Smoking .....	30
Personal Protective Equipment (PPE).....	30
Jewellery & Clothing .....	31
Hazardous Manual Tasks and Storage .....	31
Defective and Unsafe Equipment – Lockout / Tag-Out.....	32
Tools and Equipment.....	32
Compressed Air Tools .....	33
Electrical.....	33
Public   Visitor   Contractor Safety .....	33
Licensed High Risk Work.....	33
Purchasing .....	34
Sensitive or Financial Information and Intellectual Property Security.....	34
Comments to the Public or Media .....	34
Workplace Keys.....	34
Security of the Workplace .....	35
Break-In and Theft .....	35
Personal Protection and Safety.....	35
Security of Personal Items.....	35
Security in the Workplace.....	35
General Workplace Safety Rules.....	36
Safe Work Method Statement.....	37

# *Site Induction Register*

Please read the site Safety plan , make yourself aware of any hazards and control measures, then complete the site induction register

NAME	COMPANY/TRADE	INDUCTION CARD NUMBER	DATE	SIGNATURE

# Site Induction Register

Please read the site Safety plan , make yourself aware of any hazards and control measures, then complete the site induction register

NAME	COMPANY/TRADE	INDUCTION CARD NUMBER	DATE	SIGNATURE

# RCD Test Register

Date Tested	Pass	Monthly Test	3 Month Calibration	Name of Person Testing	Signature	Next Test Date

# Work Health and Safety Policy

The Bold Properties Qld Pty Ltd Work Health and Safety 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 in all aspects of the business.

People are our most important asset and health and safety in the workplace is everyone's responsibility with every person being of equal priority, including members of the public.

Bold Properties Qld Pty Ltd, through its senior management will endeavour to comply with all legislative and other requirements placed upon it and will encourage all workers to comply.

The objectives of this Work Health and Safety Policy are to ensure that the business, at all levels, so far as is reasonably practicable:

- Continually strives to achieve a safer workplace.
- Considers health and safety in project planning and work activities.
- Involves all workers in the decision-making processes through regular communication, consultation and training.
- Encourages workers to undertake a continuous program of education and learning to identify and control hazards in the workplace through a continuous risk management program.
- Takes action to eliminate or control potential accidents / incidents.
- Provides effective injury management and rehabilitation for all injured employees.
- Promotes and rewards positive WHS activity.

The success of our health and safety management depends on:

- Appropriate planning of work activities with due consideration given to implementing control measures that are suitable to each given situation.
- All persons involved in the business or affected by the carrying out of our business understanding the total work process and associated WHS risks.
- Continual encouragement of all workers to be committed to achieving our objectives.
- Open and honest communication between all parties involved in our business, or that will be affected by the carrying out of our business.

**Brett Boulton**

Director

Signature

**26/03/19**

Date

# *Drug and Alcohol Policy*

Bold Properties Qld Pty Ltd is committed to providing a safe working environment and accordingly has adopted a drug and alcohol policy.

The policy endeavours to minimize hazards and risks that can arise from the consumption of drugs and alcohol in the workplace.

Whilst it is recognised that all persons engaged by Bold Properties Qld Pty Ltd have a responsibility to meet their obligations, they also have a duty of care for their own safety & that of others. Should persons attend work under the influence of drugs or alcohol they will not have met this duty of care.

So that Bold Properties Qld Pty Ltd can satisfy their duty of care, any person deemed to be under the influence of drugs or alcohol will not be permitted to attend or remain at work.

In situations where a person has attended work and deemed to be under the influence of drugs or alcohol a representative of Bold Properties Qld Pty Ltd will arrange for transportation home for that person.

Assistance will also be offered to those persons where applicable.

## **THE CONSUMPTION OF ILLICIT DRUGS OR ALCOHOL AT THE WORKPLACE IS STRICTLY PROHIBITED**

Any worker who fails to adhere to this policy will be subject to disciplinary action, dismissal or cancellation of contract.

**Note, Random Drug and Alcohol tested could happen without notice.**

**Brett Boulton**

Director

Signature

**26/03/19**

Date



# *UV Protection Policy*

The health and well-being of employees and sub-contractors is a priority issue for Bold Properties Qld Pty Ltd.

Bold Properties Qld Pty Ltd acknowledges and recognises that skin cancer is a preventable disease and will actively promote, encourage and support skin protection in all work activities with which they are associated.

Where possible Bold Properties Qld Pty Ltd will actively encourage all employees or sub-contractors to wear UV protective clothing.

This includes:

- Shirts or tops which have longer sleeves and a collar.
- Longer legged shorts where appropriate.
- Wide brimmed or legionnaire hats whenever practical.
- Eye protection tinted safety glasses.

Where possible Bold Properties Qld Pty Ltd will also:

- Explore opportunities to redesign existing uniforms to be more UV protective.
- Actively encourage all employees to routinely apply broad spectrum water resistant 30+ sunscreen and stress the importance of regular re-application.
- Advise all workers, about the UV Protection Policy and encourage them to comply with it.

**Brett Boulton**

Director

Signature

**26/03/19**

Date

# Rehabilitation and Return to Work Policy

## Overview

At Bold Properties Qld Ltd we are safe, disciplined and reliable. We act on our responsibilities to identify and remove potential and recognised risks to the health and safety of workers and other people. In the event of work-related injury or illness, Bold Properties Qld Ltd is committed to assisting workers to achieve a safe return to work, in a way that will facilitate their best possible recovery. In keeping with best practice injury management Bold Properties Qld Ltd, focuses on early intervention, active case management and outcomes-based rehabilitation to enable optimal return to work.

## Purpose

The intent of this policy is to describe the Rehabilitation and Return to Work procedure Bold Properties Qld Ltd that has developed and that will apply where an employee of Bold Properties Qld Ltd sustains an injury or suffers from an illness arising out of the conduct of Bold Properties Qld Ltd undertaking or arising out of work performed by the employee in connection with Bold Properties Qld Ltd undertaking.

## Scope

This policy applies to all employees of Bold Properties Qld Ltd who experience a work related injury or illness. Visitors, consultants, contractors, employees of contractors and consultants, persons employed through labour hire agencies and volunteers are not covered by this policy and should be referred to their own employer's policies.

## Policy

The Rehabilitation and Return to Work procedure is a workplace program that assists injured and/or ill Bold Properties Qld Ltd employees to return to work when it is safe to do so. Rehabilitation aims to provide an early, safe and sustainable return to work for employees suffering from work related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

Bold Properties Qld Ltd is committed to the rehabilitation of injured employees. Bold Properties Qld Ltd aims to manage the process of rehabilitation in the workplace to assist injured employees to recover and return to work. Bold Properties Qld Ltd aims to:

- Facilitate a return to work for injured and/or ill employees as soon as it is safe to do so and to provide information and support to assist an injured and/or ill employee to return to work;
- Determine the needs of the injured and/or ill employee by liaising with the employee, the nominated treating doctor, our workers' compensation insurance provider and other relevant team members;
- Provide early access to rehabilitation services, for example accredited workplace rehabilitation providers where required;
- Develop/review, implement and monitor the injured and/or ill employee's return to work plan in conjunction with the employee, manager, our workers' compensation insurance provider, the nominated treating doctor and the approved workplace rehabilitation provider;
- Provide suitable alternative duties for an injured and/or ill employee as an integral part of the rehabilitation and return to work process;
- Consult with employees and where applicable any employee representatives, to assist the rehabilitation and return to work process to operate effectively;
- Provide employees with workers' compensation claims information including the process and how/when/which accredited workplace rehabilitation provider may be engaged and if an external medical examination is needed for returning to work;
- Continuously improve Bold Properties Qld Ltd health and safety management systems and return to work processes; and
- Advise injured and/or ill employees about their role and obligations to participate in the rehabilitation and return to work process.

### Injury Management, Rehabilitation and Return to Work

When an employee sustains an injury or illness and has had three continuous days off work, Bold Properties Qld Ltd will arrange a suitable Approved Workplace Rehabilitation Provider to contact the injured employee to provide advice and assistance with:

- Completing workers' compensation forms;
- Explaining the employee's rights, obligations, benefits, rehabilitation and return to work procedures;
- Where appropriate, engaging an approved workplace rehabilitation provider; and
- Arranging a return to work plan in consultation with the nominated treating doctor.

# Rehabilitation and Return to Work

*(Continued)*

The Rehabilitation Case Manager will work with our workers' compensation insurance provider, the employee, employee's manager and the employee's nominated treating doctor in developing and implementing a Return to Work Plan for an injured/ill employee.

The Return to Work Plan may include alternative or suitable work duties/hours and/or a graduated return to work.

These will be approved by the nominated treating doctor or by the workplace rehabilitation provider in consultation with the treating doctor based on medical evidence. Some injuries may require extended injury management.

Bold Properties Qld Ltd will assist employees who are medically unable to return to their pre-injury duties including the investigation of alternative work within Bold Properties Qld Ltd.

Suitable alternative duties are work duties, agreed between the Rehabilitation Case Manager and an injured employee, which facilitate the injured employee's rehabilitation and return to work. Suitable alternative duties must comply with a Certificate of Capacity or equivalent document issued by the employee's nominated treating doctor. Suitable alternative duties may include: Rehabilitation and Return to Work Policy

- Parts of the job the employee was performing before the injury;
- Duties at the same or a different worksite;
- Different hours and/or modified duties;
- Different duties altogether;
- Full time or part time duties; and
- Training opportunities. These duties will be identified after consultation with all relevant parties and will be specified in writing and reviewed on a regular basis.

Employees have the right to:

- Nominate a treating doctor who will be consulted in relation to injury management, rehabilitation and return to work planning;
- Be involved in the planning of their rehabilitation and return to work;
- Receive appropriate entitlements in accordance with applicable legislation;
- Be provided with information about their entitlements, rights and responsibilities;
- Access documents relating to their workers compensation claim, if a workers compensation claim is lodged;
- Request an assessment of their capability to undertake a rehabilitation program;
- Request reasonably practicable adjustments to the workplace to minimise the risk of further injury and to assist the employee to safely remain at, or return to, work based on their individual medical needs; and
- Be supported by a case manager who will organise the development of an individually tailored rehabilitation program.

## 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 Bold Properties (Qld Pty Ltd).

### Officer

Is an officer within the meaning of section 9 of the Corporations Act 2001, 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 Bold Properties (Qld) Pty Ltd understand and manage health and safety in the workplace. This includes its workers and other persons involved in, or working for Bold Properties (Qld) Pty Ltd and also those affected by works carried out by Bold Properties (Qld) Pty Ltd.

It also sets out the safety management strategies to be adopted by Bold Properties (Qld) Pty Ltd and all persons involved in or working for Bold Properties (Qld) Pty Ltd.

## Compliance with the Management System

All persons involved in, or working for Bold Properties (Qld) 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

Bold Properties (Qld) 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, Bold Properties (Qld) Pty Ltd practices or workplace conditions. These reviews will also take into account Bold Properties (Qld) Pty Ltd performance targets and objectives.

## Work Health and Safety Policy

Bold Properties (Qld) Pty Ltd 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 Bold Properties (Qld) 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 the Qld and New South Wales. 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

## Bold Properties (Qld) Pty Ltd as a PCBU

As a PCBU, Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd.
- The health and safety of directors and officers of Bold Properties (Qld) 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 Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd

## Company Directors and Officers

All officers and company directors of Bold Properties (Qld) Pty Ltd will take all reasonable steps to exercise due diligence to ensure that Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd and the associated hazards and risks.
- Ensure Bold Properties (Qld) Pty Ltd has, and uses, appropriate resources and processes to eliminate or reduce risks to health and safety.
- Bold Properties (Qld) Pty Ltd has appropriate processes to receive and consider information about incidents, hazards and risks, and respond in a timely manner.
- Bold Properties (Qld) Pty Ltd has, and implements, processes for complying with their duties and obligations.

## Other PCBU's

Bold Properties (Qld) 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

Bold Properties (Qld) 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 Bold Properties (Qld) 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

- Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd in relation to health and safety at the workplace.
- Use any personal protective equipment that is supplied by Bold Properties (Qld) 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 Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd on any proposed changes to plant, substances or structures used at the workplace.
- Being consulted with by Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd of the presence of an inspector at the workplace and the results and outcomes of their attendance.

## Health & Safety Committees

Where Bold Properties (Qld) Pty Ltd has a Health and Safety Committee, their function includes:

- To facilitate co-operation between the workers, other PCBU's and Bold Properties (Qld) 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 Bold Properties (Qld) 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.

## Bold Properties (Qld) Pty Ltd as the Principal Contractor

When Bold Properties (Qld) Pty Ltd is engaged by another PCBU or a residential owner to have management and control over a construction project, Bold Properties (Qld) 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 unauthorized access.
- Signage is displayed identifying Bold Properties (Qld) Pty Ltd as the principal contractor.
- A PCBU engaged by Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd 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

Bold Properties (Qld) 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, Bold Properties (Qld) 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

Bold Properties (Qld) 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

Bold Properties (Qld) 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.

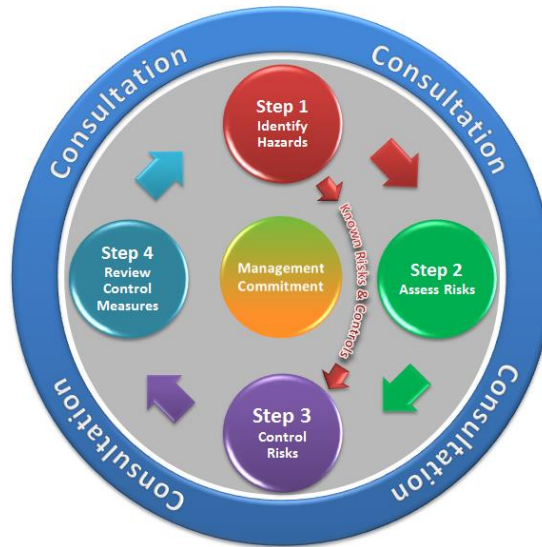
A **risk** is the likelihood that death, injury or illness might result because of a hazard.

## 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 Bold Properties (Qld) 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.

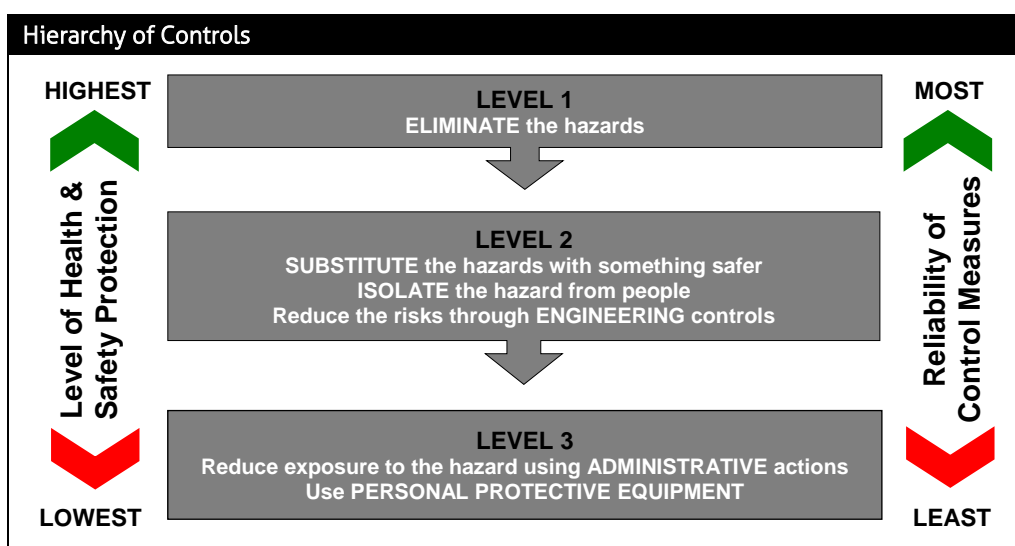
### Step 3 – Control the Risk

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

Bold Properties (Qld) 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

Bold Properties (Qld) Pty Ltd understands that good communication and consultation is important for their WHS efforts to be effective. Bold Properties (Qld) 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  | • Staff meetings   |
| • Tool box talks        | • WHS meetings     |
| • WHS Reviews           | • Safety Bulletins |
| • Workplace Inspections | • Hazard Reporting |
| • SWMS Development      | • 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

Bold Properties (Qld) Pty Ltd will ensure so far as reasonably practicable that all persons are trained and competent in the work activity they are undertaking.

Bold Properties (Qld) 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.

Bold Properties (Qld) 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, Bold Properties (Qld) 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.

Bold Properties (Qld) Pty Ltd 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 Bold Properties (Qld) 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

Bold Properties (Qld) 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 Bold Properties (Qld) 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

Bold Properties (Qld) 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 organization's at the earliest opportunity; and
  - Medical treatment assistance; and effective communication between the people authorised by Bold Properties (Qld) 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.

Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd 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

Bold Properties (Qld) 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.

Bold Properties (Qld) Pty Ltd will so far as reasonably practicable provide adequate facilities for workers including:

- Toilets;
- Drinking water;



Bold Properties (Qld) 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

Bold Properties (Qld) 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

Bold Properties (Qld) 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.

Bold Properties (Qld) 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

Bold Properties (Qld) 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, Bold Properties (Qld) 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 Bold Properties (Qld) 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 Bold Properties (Qld) 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 Bold Properties (Qld) 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

Bold Properties (Qld) 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 brazing 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

Bold Properties (Qld) 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, Bold Properties (Qld) 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.

Bold Properties (Qld) 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

Bold Properties (Qld) 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.

Bold Properties (Qld) Pty Ltd UV Protection Policy forms part of this WHS Management System as a stand-alone document.

## Noise

Bold Properties (Qld) Pty Ltd will manage risks to health and safety associated with exposure to noise.

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

If provides personal protective equipment to control noise exposure above the exposure standards, Bold Properties (Qld) 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.

Bold Properties (Qld) Pty Ltd should be notified if there is an issue with waste disposal or material storage.

## Drugs and Alcohol

Bold Properties (Qld) Pty Ltd has a 'zero 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 Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd believes someone to be under the influence of drugs or alcohol, Bold Properties (Qld) Pty Ltd reserves their right to take disciplinary action.

Bold Properties (Qld) Pty Ltd Drugs and Alcohol Policy forms part of this WHS Management System as a stand-alone document.

## Workplace Bullying

Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd will take disciplinary action.

## Smoking

Smoking is not permitted at the workplace.

## Personal Protective Equipment (PPE)

Bold Properties (Qld) 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 Bold Properties (Qld) 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, Bold Properties (Qld) 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.

Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd or other PCBU.

A worker must not intentionally misuse or damage equipment, and must, as soon as becoming aware, inform Bold Properties (Qld) 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 Bold Properties (Qld) 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

Bold Properties (Qld) 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 Bold Properties (Qld) 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

Bold Properties (Qld) 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 Bold Properties (Qld) 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, Bold Properties (Qld) 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.

Bold Properties (Qld) Pty Ltd requires that the license holder keep all license documentation available for inspection by them or by the WHS authority.

Bold Properties (Qld) Pty Ltd will ensure that a person supervising the work of a person carrying out high risk work provides direct supervision of that person.

Bold Properties (Qld) 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

Bold Properties (Qld) 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

Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd 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 Bold Properties (Qld) Pty Ltd.

## Workplace Keys

Allocation of keys relevant to the workplace such as office or workplace keys will be determined by Bold Properties (Qld) 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 Bold Properties (Qld) Pty Ltd upon ceasing employment or as requested.

## Security of the Workplace

Bold Properties (Qld) Pty Ltd will ensure so far as reasonably practicable that the workplace is secured from unauthorised access.

Bold Properties (Qld) 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 Bold Properties (Qld) 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 authorized 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.

Bold Properties (Qld) 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. (office)
- 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.
- Scaffolding must not be altered in any way.
- Powerboards and double adaptors are not permitted on site.
- Radios (music) , volume must be down as to hear a person call out in need of help.
- Scaffolding/edge protection/stair void protection/roof rail, must not be altered in any way.
- Site Security fencing must be left stable and secure, with gates locked at the end of each day.
- Electrical leads and equipment must have current test and tag.
- Appropriate PPE Must be worn when required, Enclosed footwear, Hard hats under or near boom pumps, cranes etc

# Safe Work Method Statement

## Organisational Details/ Principal Contractor Details ▶

Business Undertaking the Work (PC )

**Bold Properties Qld Pty Ltd, t/a Bold Living Qld**

A.B.N:

43 127 545 804

Approved for Use By:

Brett Boulton

Signature:

Contact Number:

1800 GO BOLD

Scope of the Work:

Construction of Residential / Commercial Buildings

## SWMS Details ▶

SWMS Developed By:

Rob Cossey

Contact Number:

0466090421

Title | Position:

Work Health & Safety/Environmental Manager

Date Developed:

19/9/17

Review Date:

(12 months max)

## Monitoring and Review:

Visual monitoring of control measures will be undertaken and reviewed if circumstances change.

The SWMS will be amended if there is a change in the activity.

## Consultation:

Relevant personnel (including HSR's where established) have been consulted in the development, and where required, review and amending of this SWMS.

Yes     No

**High Risk Construction Work Associated with this SWMS ▶**

YES  NO

If YES, High Risk Construction Work Involving:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> The risk of a person falling 2.0 meters or more (3.0 meters or more in SA)  | <input checked="" type="checkbox"/> Or is likely to involve, the removal or likely disturbance of asbestos  |
| <input type="checkbox"/> Demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure | <input checked="" type="checkbox"/> Work in, on or near an area at a workplace in which there is any movement of powered mobile plant                         |
| <input type="checkbox"/> Work in or near a shaft or trench with an excavated depth greater than 1.5m or a tunnel                                      | <input type="checkbox"/> Structural alterations or repairs that require temporary support to prevent collapse   |
| <input type="checkbox"/> Work in, on or near an area that may have a contaminated or flammable atmosphere   | <input type="checkbox"/> Work in, on or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians |
| <input checked="" type="checkbox"/> Work in, on or near energised electrical installations or services  | <input type="checkbox"/> Tilt-up or precast concrete  |
| <input type="checkbox"/> Work in, on or near an area in which there are artificial extremes of temperature  | <input checked="" type="checkbox"/> Work in, on or near water or other liquid that involves a risk of drowning  |
| <input type="checkbox"/> Work in, on or near chemical, fuel or refrigerant lines  | <input type="checkbox"/> Work in, on or near a confined space   |
| <input type="checkbox"/> Work in, on or near pressurised gas distribution mains or piping   | <input type="checkbox"/> Work on a telecommunications tower   |
| <input type="checkbox"/> Diving work  | <input type="checkbox"/> The use of explosives  |

**Other Hazards / Considerations Associated with this SWMS ▶**

- |  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> Access   Egress          | <input type="checkbox"/> Contaminated Landfill                    | <input type="checkbox"/> Biological   Bacterial                         | <input checked="" type="checkbox"/> Scaffolding        |
| <input type="checkbox"/> Coring   Chasing                    | <input type="checkbox"/> Waste Management                         | <input checked="" type="checkbox"/> Manual   Materials Handling         | <input checked="" type="checkbox"/> Signage            |
| <input checked="" type="checkbox"/> Demolition               | <input type="checkbox"/> Hot Work                                 | <input checked="" type="checkbox"/> Structural Alterations / Support    | <input checked="" type="checkbox"/> Fatigue            |
| <input checked="" type="checkbox"/> Explosive Power Tools    | <input checked="" type="checkbox"/> Lighting                      | <input checked="" type="checkbox"/> Electrical Energy                   | <input type="checkbox"/> Fire   Explosion              |
| <input type="checkbox"/> Firearms                            | <input type="checkbox"/> Emergency Response                       | <input type="checkbox"/> Energy Sources (other than electrical)         | <input type="checkbox"/> Fire Protection               |
| <input checked="" type="checkbox"/> Fumes   Dust   Steam     | <input checked="" type="checkbox"/> Plant and Equipment           | <input checked="" type="checkbox"/> Hazardous Chemicals / Substances    | <input type="checkbox"/> Existing Services             |
| <input checked="" type="checkbox"/> Flying   Falling Objects | <input checked="" type="checkbox"/> Noise                         | <input type="checkbox"/> Dangerous Goods                                | <input checked="" type="checkbox"/> Traffic Management |
| <input checked="" type="checkbox"/> Lasers                   | <input checked="" type="checkbox"/> Public   Occupants   People   | <input type="checkbox"/> Lead   | <input type="checkbox"/> Ventilation                   |
| <input type="checkbox"/> Working Alone   Isolation           | <input checked="" type="checkbox"/> Young   Inexperienced Workers | <input type="checkbox"/> Synthetic Mineral Fibres                       | <input type="checkbox"/> Flora / Fauna                 |
| <input checked="" type="checkbox"/> Slips   Trips   Falls    | <input checked="" type="checkbox"/> Trenching   Excavations       | <input checked="" type="checkbox"/> Machine   Equipment Guarding        | <input type="checkbox"/> Working Environment           |
| <input checked="" type="checkbox"/> Formwork   Falsework     | <input checked="" type="checkbox"/> Housekeeping   Storage        | <input checked="" type="checkbox"/> Working at Height   Edge Protection | <input type="checkbox"/> Climatic Conditions           |

**Supplementary Information ▶**

Plant | Equipment Involved

•	•
---	---

Qualifications | Certificates of Competency | Experience | Training | High Risk Licences

Reference Relevant Legislation | Codes of Practice / Compliance Codes | Australian Standards | Safety Data Sheets (S.D.S.)

<ul style="list-style-type: none"> <li>• WHS Act &amp; Regulations 2011 Qld</li> <li>• First Aid Code of Practice 2004</li> <li>• Formwork Code of Practice 2006</li> <li>• How to Manage and Control Asbestos in the Workplace Code of Practice 2011</li> <li>• How to Safely Remove Asbestos Code of Practice 2011</li> <li>• Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011</li> <li>• Plant Code of Practice 2005</li> <li>• Scaffolding Code of Practice 2009</li> </ul>	<ul style="list-style-type: none"> <li>• Hazardous Manual Tasks Code of Practice 2011</li> <li>• Hazardous Chemicals Code of Practice 2011</li> <li>• How to Manage Work Health and Safety Risks Code of Practice 2011</li> <li>• Traffic Management for Construction or Maintenance Work Code of Practice 2008</li> <li>• Managing the Risk of Falls at Workplaces Code of Practice 2011</li> <li>• Work Health and Safety Consultation, Co-operation and Co-ordination 2011</li> <li>• Confined Spaces Code of Practice 2011</li> </ul>
---	---

Engineering Details | Certificates | Approvals

•	•
---	---



## Personal Protective Equipment (PPE) Requirements ▶



Other | Additional PPE Requirements

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
<b>1.0 Arrival at Site. Unloading and Set-Up.</b>					
1.1	Unload vehicle	<ul style="list-style-type: none"> <li>Musculoskeletal strains</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>Planning, Consultation, Adherence to Manual Handling Techniques                             <ul style="list-style-type: none"> <li>When unloading the vehicle we will ensure that we are as close as possible to the area where the equipment will be set up. If required we will seek out assistance in unloading heavy items, however our normal work does not include heavy items.</li> <li>We will use sensible manual handling techniques making sure our backs are straight and bending with the knees.</li> </ul> </li> </ul>	<b>5</b>
		<ul style="list-style-type: none"> <li>Slips, trips and falls</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>Planning and Consultation                             <ul style="list-style-type: none"> <li>Before carrying any items we will walk the area from the vehicle to the work site and ensure that there are no hazards in the way.</li> </ul> </li> </ul>	<b>5</b>
		<ul style="list-style-type: none"> <li>Electrical hazards</li> <li>Fire</li> </ul>	<b>1</b>	<ul style="list-style-type: none"> <li>Risk Assessment, Planning and Consultation                             <ul style="list-style-type: none"> <li>Before commencing any work in the roof we will consider whether live electrical wiring is a hazard.</li> </ul> </li> </ul>	<b>5</b>

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Unload vehicle (cont.)		1	<ul style="list-style-type: none"> <li>○ If live electrical wiring is a hazard we will consider cutting the house power and using an independent power source such as generator or neighbours power.</li> <li>○ We will walk through the premises with the owner to identify the location of all down lights and other ceiling accessories.</li> <li>○ We will record the location and type and then make the necessary precautions when laying the insulation. As a default we will leave a clearance of 50mm from incandescent lights and 200mm from halogen lights including 50mm for any transformer, unless the lights are fitted with a suitable fire rated enclosure.</li> </ul>	5
<b>2.0 Other Hazards</b>					
2.1	Other Hazards	<ul style="list-style-type: none"> <li>• Any / various</li> </ul>	3	<ul style="list-style-type: none"> <li>• Pre Start Meeting                             <ul style="list-style-type: none"> <li>○ Before commencing work on any site we will conduct a short pre start meeting. We will look for any hazards created by the site. Should a hazard be identified we will do a risk assessment and comply with the control measures.</li> </ul> </li> </ul>	5
<b>3.0 General Construction</b>					
3.1	Use of hand and power tools	<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Cuts and abrasions</li> <li>• Eye and hearing damage</li> </ul>	3	<ul style="list-style-type: none"> <li>• Safety Glasses, Ear Protection and RCD.                             <ul style="list-style-type: none"> <li>○ Guards on tools and equipment will be maintained and working effectively before being used on site. Guarding on tools will not be removed to perform any work activity.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Use of hand and power tools (cont.)		<b>3</b>	<ul style="list-style-type: none"> <li>○ All tools and equipment will be inspected prior to work activity for any faults or defects. If a fault or defect is found the item will be removed from services, and reported to the supervisor as soon as practicable.</li> <li>○ All persons performing work where there is a risk of a foreign object striking the eye, should consider wearing eye protection. If an item of plant or equipment creates excessive noise, that is where you need to raise your voice to talk, we will wear appropriate hearing protection and if there is a risk of injury to the head by falling objects then we will wear hard hats.</li> <li>○ When we use plant, equipment or power tools we will also follow the manufacturer’s instructions for the correct PPE to be worn and the safe use instructions. We will be competent in the use of the PPE and risk assessments must be undertaken prior to using PPE to show that the hierarchy of control was used in determining whether or not to use PPE.</li> </ul>	<b>5</b>
<b>4.0</b>	<b>General</b>				
<b>4.1</b>	Sweeping	<ul style="list-style-type: none"> <li>• Dust</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>• Dust Mask, Eye Protection, Wet Down Area                             <ul style="list-style-type: none"> <li>○ We will assess whether to wet down areas to reduce dust emission form works conducted. Where the risk of dust production is high, worker will wear appropriate PPE</li> </ul> </li> </ul>	<b>5</b>

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
		<ul style="list-style-type: none"> <li>Repetitive manual handling injury</li> </ul>	3	<ul style="list-style-type: none"> <li>Training Consultation &amp; Supervision                             <ul style="list-style-type: none"> <li>Frequent job rotation</li> <li>Avoid twisting</li> <li>Correct posture at all times</li> <li>Use electric floor sweeper where possible</li> </ul> </li> </ul>	5
<b>5.0 Manual Handling</b>					
5.1	Manual handling / locations of the loads and distances to be moved	<ul style="list-style-type: none"> <li>Back, shoulder strain</li> <li>Fatigue</li> </ul>	3	<ul style="list-style-type: none"> <li>Training Consultation &amp; Supervision                             <ul style="list-style-type: none"> <li>Use mechanical handling equipment</li> <li>Team lifting</li> <li>Modify work place layout so materials will not be carried long distances</li> <li>Ensure clear access and egress</li> </ul> </li> </ul>	5
<b>6.0 Asbestos Removal</b>					
6.1	Sheeting and guttering	<ul style="list-style-type: none"> <li>Asbestos related diseases</li> </ul>	1	<ul style="list-style-type: none"> <li>Monitoring, Supervision, Training, PPE, Specialised Equipment.                             <ul style="list-style-type: none"> <li>All workers directly involved with the removal, and or handling of Asbestos will hold a general safety induction card and an approved Bonded Asbestos Removal Certificate, issued by Queensland WHS.</li> <li>Only workers directly involved with the removal will be present in the area where the removal is taking place.</li> <li>Signage and barriers will be erected if other persons are present. All workers involved in the removal will wear P2 disposable respirators (masks) and disposable coveralls.</li> </ul> </li> </ul>	4

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Sheeting and guttering (cont.)		<b>3</b>	<ul style="list-style-type: none"> <li>○ All asbestos sheeting and gutters will be removed in full pieces where possible. Nails will be punched and screws removed, along with any trims holding the sheets in position.</li> <li>○ Power tools will not be used on the sheeting or gutters and no cutting will take place.</li> <li>○ External sheeting and gutters will be wet down prior to removal. Roof sheeting will not be wet down prior to removal as it will create a slip hazard and put the workers at risk of an injury. Any internal sheeting will already be sealed by existing paint, wetting down would be of no benefit and would cause damage to the floors and ceilings.</li> <li>○ Once the internal sheeting is removed the area will be vacuumed with an industrial vacuum fitted with a Hepa filter. The vacuum bags will also be placed in the 200 micro metre polythene bags and disposed of. On completion of the decontamination the area will be able to be accessed by persons who were not directly involved with the removal.</li> <li>○ Workers will wash any exposed parts of their body i.e. face and hands before stopping for morning tea or lunch to eat and before leaving site.</li> </ul>	<b>4</b>
6.2	Bonded or friable asbestos in excess of 10 sq. metres.	<ul style="list-style-type: none"> <li>● Asbestos related diseases</li> </ul>	<b>1</b>	<ul style="list-style-type: none"> <li>● Monitoring, Supervision, training, PPE, Specialised Equipment.</li> <li>○ A competent person will supervise the Asbestos removal work at all times whilst the work is being undertaken.</li> </ul>	<b>4</b>

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Bonded or friable asbestos in excess of 10 sq. metres.(cont.)		<b>1</b>	<ul style="list-style-type: none"> <li>○ All workers will hold a general induction card. Only workers directly involved with the removal will be present in the area where the removal is taking place. Signage and barriers will be erected if other persons are present. All workers involved in the removal will wear P2 disposable respirators (masks) and disposable coveralls and gloves.</li> <li>○ The ACM will be removed using wet methods and contained within an enclosed area.</li> <li>○ All ventilation and Aircon Networks servicing the ACM area will be closed down for the duration of the work and all vents sealed to prevent entry of airborne asbestos fibres into ducts.</li> <li>○ After work ceases all ventilation filters for recirculated air will be replaced.</li> <li>○ We will take care not to allow asbestos fibres to escape via pipe or conduit holes.</li> <li>○ We shall establish a negative pressure work area for the removal of the ACM and this area will be set up in accordance with the provisions of the Code of Practice for the Safe removal of Asbestos 2nd edition. [NOHSC:2002(2005)]</li> <li>○ We will only use grinding or abrading tools where no other alternative is available and only after a written risk assessment has been undertaken.</li> <li>○ We will set up and use an on-site decontamination unit.</li> </ul>	<b>4</b>

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Bonded or friable asbestos in excess of 10 sq. metres.(cont.)		1	<ul style="list-style-type: none"> <li>○ We are aware of and will enforce “No laundering of contaminated protective clothing in workers’ homes”.</li> <li>○ On completion of the work a competent person, other than the works supervisor, will conduct a site clearance and will issue a clearance certificate.</li> </ul>	4
<b>7.0 Use Hazardous Chemicals</b>					
7.1	Construction Substances	<ul style="list-style-type: none"> <li>• Poisoning</li> <li>• Inhalation</li> <li>• Absorption</li> <li>• Diseases</li> </ul>	4	<ul style="list-style-type: none"> <li>• Respirators, Eye Wear, Gloves, Protective Clothing                             <ul style="list-style-type: none"> <li>○ Before using hazardous substances we will read the SDS and comply with the requirements within. In most cases our work is out doors and will be in a well-ventilated area. Risk assessments will be conducted both prior to and after using a hazardous substance.</li> </ul> </li> </ul>	5
			3	<ul style="list-style-type: none"> <li>• Discussion with Other Trades.                             <ul style="list-style-type: none"> <li>○ If other trades are present on site we will notify them of the hazardous substances we are using and obtain from them details of any substances they are using.</li> </ul> </li> </ul>	5
<b>8.0 Roof Truss Erection</b>					
8.1	Where a person could fall through a framed structure	<ul style="list-style-type: none"> <li>• Falling &gt;3mts</li> </ul>	1	<ul style="list-style-type: none"> <li>• Spacings, Temporary Sheeting, Platforms, Edge Protection.</li> <li>• Where there is potential for an uncontrolled fall of 3 metres or more:                             <ul style="list-style-type: none"> <li>○ Spacings between members that are fixed into place and used to support our weight (e.g. bearers and joists) are not more than 450mm centres.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Where a person could fall through a framed structure (cont.)		1	<ul style="list-style-type: none"> <li>○ Use temporary sheeting to form a platform on the members (e.g. bearers/joists).</li> <li>○ Lay the floor sheets adjacent to an internal or external access point to provide initial protection and then proceed to lay the sheets using a safe method to prevent workers from falling.</li> <li>○ If a worker is required to work within one metre of an external edge:                             <ul style="list-style-type: none"> <li>▪ The workers body is positioned over the partly secured sheet to avoid over-reaching, or</li> <li>▪ A suitable platform is used, or</li> <li>▪ Edge protection is installed.</li> </ul> </li> <li>○ Use temporary sheeting to form a platform across open stairwells/other voids.</li> <li>○ Make sure the location of the materials to be used is close to the work activity.</li> </ul> <p><b>Do not walk on the external top plate.</b></p>	5
8.2	Erection process, plan the work	<ul style="list-style-type: none"> <li>• Falling</li> <li>• Falling objects</li> </ul>	2	<ul style="list-style-type: none"> <li>• Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders.</li> <li>• Ensure that:                             <ul style="list-style-type: none"> <li>○ Floor sheeting is complete and covers all areas below roofing activities, including stair voids, and is clear of all off cuts, debris etc. Note: If stair void is not covered with floor sheeting, other arrangements must be made to arrest potential falls from the truss erection activities into the void</li> </ul> </li> </ul>	5



No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Erection process, plan the work (cont.)		<b>2</b>	<ul style="list-style-type: none"> <li>○ All wall frames are secured and fully nailed off and adequately braced with permanent and temporary bracing to take all loads imposed during truss erection, including stockpiling trusses on top of walls.</li> <li>○ Access to and from the floor area below the roof is clear of all debris and materials. Where ladders or ramps are used they must be properly set up and secured.</li> <li>○ Barricades and signage are positioned to delineate 'no-go-zones' below the truss installation activities, warning of potential falling objects and prohibiting access during installation activities</li> </ul>	<b>5</b>
<b>8.3</b>	Erect Work platforms	<ul style="list-style-type: none"> <li>• Falling, Falling objects</li> </ul>	<b>1</b>	<ul style="list-style-type: none"> <li>• Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders.                             <ul style="list-style-type: none"> <li>○ Platforms may be erected on trestles or scaffolding or other systems complying with AS6001 or AS1576.                                     <ul style="list-style-type: none"> <li>▪ erect work platform inside of perimeter truss bearing walls, two planks wide (min 450mm) and 1200mm below top plate (height may be adjusted to provide a suitable working position for the truss/plate connection and allow comfortable "ducking under" bottom chord of trusses)</li> </ul> </li> </ul> </li> </ul>	<b>3</b>

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Erect Work platforms (cont.)		1	<ul style="list-style-type: none"> <li>▪ Erect work platforms at mid span (or below panel points on top chord). Ensure that height is adequate to allow installer to work at top chord to position longitudinal ties near the top chord panel points. Height of mid span platforms should be 1950 mm (must not exceed 2000 mm from top of plank to floor). Platform should be two planks wide (min 450 mm) and be supported at approx. 1800mm to minimise 'bounce'.</li> </ul>	3
8.4	Mark position of trusses on top plates	<ul style="list-style-type: none"> <li>• Falling, Falling objects</li> </ul>	1	<ul style="list-style-type: none"> <li>• Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders.                             <ul style="list-style-type: none"> <li>○ Working from platform at load bearing perimeter walls, mark position of all trusses.</li> </ul> </li> </ul>	3
8.5	Load trusses on to wall frames	<ul style="list-style-type: none"> <li>• Falling, Falling objects</li> </ul>	2	<ul style="list-style-type: none"> <li>• Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders.                             <ul style="list-style-type: none"> <li>○ Trusses should be stock piled by crane onto the top plates which have been additionally braced to carry the extra temporary load. Work should be planned so that trusses are arranged in sequence (as required by the manufacturer's instructions) to minimise manual handling during the truss standing process.</li> </ul> </li> </ul>	3

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
8.6	Standing trusses	<ul style="list-style-type: none"> <li>• Falling, Falling objects</li> </ul>	2	<ul style="list-style-type: none"> <li>• Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders.                             <ul style="list-style-type: none"> <li>○ Trusses should be taken from the stock pile and carried to their positions by each of the installers working from their respective work platforms. The standing process should proceed from the furthest point on the roof working back towards the stock pile. This will minimise 'ducking under' trusses which have already been erected.</li> <li>○ The first truss must be securely braced, straight and plumb at the panel points on the top and bottom chords. The accuracy and security of the placement of the first truss will govern the accuracy and security of the subsequent trusses. Manufacturer's tolerance requirements for straightness must be complied with.</li> <li>○ The standing operation should proceed ensuring each truss is securely fixed in position with fixings secured at each panel point on the top and bottom chords. The temporary fixings may consist of temporary or permanent longitudinal ties or proprietary brand spacers.</li> </ul> </li> </ul>	3

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Standing trusses (cont.)		<b>2</b>	<ul style="list-style-type: none"> <li>○ Where apex of trusses cannot be reached from existing work platforms, another platform (2 planks – min 450mm wide) must be erected approx. 1200mm below the apex. (or a suitable working height from the apex) to allow a longitudinal tie to be fixed along the full run of trusses at the apex. The platform may be erected by securing a bearer to web members at approx. 1800mm centres. Work for this platform must be done from a temporary platform erected on the bottom chord of the installed and secured trusses.</li> <li>○ As the platform below the apex will be more than 2000mm above the floor, the longitudinal tie being attached will act as an effective guardrail.</li> <li>○ This platform and the previously constructed platforms must be used for the installation of speed bracing.</li> <li>○ Note: the longitudinal tie at the apex should be solid timber to provide adequate compressive strength to give full effect to the function of the diagonal speed bracing. If truss erection includes roof battens, the roof battens will provide this strength. Otherwise, the roof must be made adequate to withstand wind loads and future construction loads of following trades.</li> </ul>	<b>3</b>

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
8.7	Install ancillary items	<ul style="list-style-type: none"> <li>Falling</li> <li>Falling objects</li> </ul>	2	<ul style="list-style-type: none"> <li>Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders.                             <ul style="list-style-type: none"> <li>Install all ties, noggings, trimming, framing brackets and tie-downs. All work in this operation must be carried out from the working platforms or off step ladders from the floor.</li> </ul> </li> </ul>	3
8.8	Remove work platforms	<ul style="list-style-type: none"> <li>Falling</li> <li>Falling objects</li> </ul>	2	<ul style="list-style-type: none"> <li>Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders.                             <ul style="list-style-type: none"> <li>Remove work platforms in the reverse order that they were erected, working from step ladders from the floor below.</li> </ul> </li> </ul>	4
<b>9.0 Where a Person Could Fall Through a Framed Structure</b>					
9.1	Working near void	<ul style="list-style-type: none"> <li>Uncontrolled fall through a framed structure</li> </ul>	1	<ul style="list-style-type: none"> <li>Floor sheeting, Barricades, signage, no go zones, edge protection                             <ul style="list-style-type: none"> <li>Where there is potential for an uncontrolled fall of 3 metres or more:                                     <ul style="list-style-type: none"> <li>Spacings between members that are fixed into place and used to support our weight (e.g. bearers and joists) are not more than 450mm centres.</li> <li>Use temporary sheeting to form a platform on the members (e.g. bearers/joists).</li> </ul> </li> </ul> </li> </ul>	4

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Working near void (cont.)		1	<ul style="list-style-type: none"> <li>▪ Lay the floor sheets adjacent to an internal or external access point to provide initial protection and then proceed to lay the sheets using a safe method to prevent workers from falling.</li> <li>▪ If a worker is required to work within one metre of an external edge:                             <ul style="list-style-type: none"> <li>➢ The workers body is positioned over the partly secured sheet to avoid over-reaching, or</li> <li>➢ A suitable platform is used, or</li> <li>➢ Edge protection is installed.</li> </ul> </li> <li>▪ Use temporary sheeting to form a platform across open stairwells/other voids.</li> <li>▪ Make sure the location of the materials to be used is close to the work activity.</li> </ul> <p><b>Do not walk on the external top plate</b></p>	4
<b>10.0 Installation of Walls, Decks and Hand Rails</b>					
10.1	Installing 2nd level floor joists	<ul style="list-style-type: none"> <li>• Falls from height</li> </ul>	2	<ul style="list-style-type: none"> <li>• The installation of the 2nd level floor joists will be carried out from below, not requiring ourselves to be exposed to a fall of 3 metres or greater.</li> </ul>	4
10.2	Installing 2nd level floor sheeting	<ul style="list-style-type: none"> <li>• Falls from height</li> </ul>	2	<ul style="list-style-type: none"> <li>• Scaffolding ,Edge Protection                             <ul style="list-style-type: none"> <li>○ We will install the 2nd level floor sheeting or rails using either trestles and planks fitted with hand rails or perimeter scaffold to provide edge protection removing 3 metres and greater fall hazards</li> </ul> </li> </ul>	3

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
10.3	Installation of walls on 2nd level or above	<ul style="list-style-type: none"> <li>Falls from height</li> </ul>	1	<ul style="list-style-type: none"> <li>Scaffolding ,Edge Protection                             <ul style="list-style-type: none"> <li>We will install 2nd level wall frames or hand rails using both trestles and planks fitted with hand rails or perimeter scaffold to provide edge protection removing 3 metres and greater fall hazards.</li> </ul> </li> </ul>	3
10.4	Stair voids	<ul style="list-style-type: none"> <li>Falls from height</li> </ul>	1	<ul style="list-style-type: none"> <li>Scaffolding ,Edge Protection                             <ul style="list-style-type: none"> <li>The internal stair void will have either temporary hand rails installed or be covered with a void protection working platform.</li> </ul> </li> </ul>	3
<b>11.0 Mobile Plant</b>					
11.1	Levelling / lifting / site preparation	<ul style="list-style-type: none"> <li>Uncontrolled contact between plant and persons on site</li> </ul>	2	<ul style="list-style-type: none"> <li>Licences, Barricades, High Visibility Clothing                             <ul style="list-style-type: none"> <li>All plant onsite will be approved by the principal contractor.</li> <li>The operator of the mobile will be correctly licensed to operate the machine.</li> <li>All personal in the work area will wear High Vis clothing or vests.</li> <li>A "spotter" may be used in conjunction with operator where there is a risk identified.</li> <li>The site will be secured with a barricade or other measure to limit access to the site.</li> <li>Whilst the plant is being operated in reverse a visual watch technique must be used by the operator.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Levelling / lifting / site preparation (cont.)		2	<ul style="list-style-type: none"> <li>○ The mobile plant will be fitted with a reversing beeper.</li> <li>○ Other control options that may be used, dependent upon identified risks include:</li> <li>○ Use of plant with flashing lights</li> <li>○ Use of plant with reversing cameras and /or sensors</li> <li>○ A pre-start check will be carried out each day on the machine and recorded.</li> </ul>	5
11.2	Refuelling Mobile Plant	<ul style="list-style-type: none"> <li>● Handling Diesel                             <ul style="list-style-type: none"> <li>○ Fumes,</li> <li>○ Skin contact</li> </ul> </li> </ul>	4	<ul style="list-style-type: none"> <li>● Ventilation, Water                             <ul style="list-style-type: none"> <li>○ Refuelling will be carried out in a well-ventilated area, to avoid breathing in the fuel vapour. All workers will wash their hands and arms with water, prior to eating and drinking and when finished handling the diesel.</li> <li>○ Any contaminated clothing will be removed. All workers will read the safety data sheet (SDS) prior to use.</li> </ul> </li> </ul>	5
<b>12.0 Working Close to a Body of Water</b>					
12.1	General construction work	<ul style="list-style-type: none"> <li>● Possible drowning</li> </ul>	3	<ul style="list-style-type: none"> <li>● Void Protection / Barricade                             <ul style="list-style-type: none"> <li>○ Workers are able to swim.</li> <li>○ Where practical, void protection systems will be used.</li> <li>○ Barricades will be erected where possible</li> </ul> </li> </ul>	5



No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	General construction work (cont.)		3	<ul style="list-style-type: none"> <li>○ Man-made structures (e.g. pools) with the potential to hold water will be visually monitored and controls applied where required. (e.g.) water pumping will be used to remove water.</li> <li>○ In situations where there is an identified risk, other control options may be employed. (use of buoyancy equipment and work in pairs)</li> </ul>	5
<b>13.0 Working in a Trench Greater Than 1.5 Meters</b>					
<b>13.1</b>	Installation of piping and foundations	<ul style="list-style-type: none"> <li>• Uncontrolled collapse</li> </ul>	2	<ul style="list-style-type: none"> <li>• Shoring / Benching                             <ul style="list-style-type: none"> <li>○ To prevent collapse of the trench use a shoring system against all sides of the trench that protects by shielding. The shoring system will comply with applicable standards and manufacturers requirements. The shoring will be checked daily to ensure its continued effectiveness.</li> <li>○ To prevent collapse of the trench apply benching to all sides of the trench at an angle of no steeper than 45 degrees to the horizontal. When I / we bench a trench, the vertical trench side, below the benched portion, will not exceed 1.5 metres in height. The benching will be checked at least daily to ensure its continued effectiveness.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Installation of piping and foundations (cont.)		<b>2</b>	<ul style="list-style-type: none"> <li>○ To prevent collapse of the trench apply battering to all sides of the trench at an angle of no steeper than 45 degrees to the horizontal. When I / we batter a trench, the vertical trench side, below the battered portion, will not exceed 1.5 metres in height. The battering will be checked at least daily to ensure its continued effectiveness.</li> <li>○ I / we will have a geo-technical engineer:                             <ul style="list-style-type: none"> <li>▪ Approve in writing that all the sides of the trench are safe from collapse</li> <li>▪ State in writing how long the approval lasts if there is no stated natural occurrence that could affect the stability of the trench</li> <li>▪ State in writing the natural occurrence that could affect the stability of the trench</li> </ul> </li> <li>○ I / we will continue to comply with the requirements of the geo-technical engineer.</li> </ul>	<b>5</b>
<b>14.0 Installation of Facia and Guttering Using a Temporary Work Platform</b>					
<b>14.1</b>	Working at heights 3.0 meters or >	<ul style="list-style-type: none"> <li>• Falling</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>• Temporary Work Platforms                             <ul style="list-style-type: none"> <li>○ Facia and gutter installation from work platforms 3 metres or above should only be performed off 2 planks (450mm).</li> <li>○ Work performed from work platform 3 metres or above will be fitted with suitable edge protection.</li> </ul> </li> </ul>	<b>4</b>

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Working at heights 3.0 meters or > (cont.)		3	<ul style="list-style-type: none"> <li>○ Materials should not be stored on the work platform and to avoid pivoting they should be lashed or clamped.</li> <li>○ A visual inspection will be undertaken to check to see if the platform is suitable for the work activity prior to use.</li> <li>○ The height of the work platform should not exceed 5 metres.</li> </ul>	4
14.2	Working at heights < 3.0 meters	<ul style="list-style-type: none"> <li>● Falling</li> </ul>	3	<ul style="list-style-type: none"> <li>● Temporary Work Platforms                             <ul style="list-style-type: none"> <li>○ If working below 3 metres maintain a clear fall zone of at least 1.5 metres free from excessive rubbish, materials and other hazards. If this clear fall zone of 1.5 metres cannot be achieved and the risk of falling is high, suitable edge protection should be installed to the platform.</li> </ul> </li> </ul>	4
<b>15.0 Working at Heights</b>					
15.1	General construction activities	<ul style="list-style-type: none"> <li>● Falling</li> </ul>	3	<ul style="list-style-type: none"> <li>● Scaffolding                             <ul style="list-style-type: none"> <li>○ When we working above 3 meters in height or where a risk assessments deems it a risk, scaffolding will be erected, to provide a suitable working platform with edge protection. This will be used to eliminate the falling risk.</li> <li>○ The scaffolding will have adequate edge protection on the external side consisting of a top and mid rail and toe board.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	General construction activities (cont.)		3	<ul style="list-style-type: none"> <li>○ If the internal (working side) has a gap of 225 mm or more edge protection will considered necessary on this side also.</li> <li>○ The scaffold will be a minimum 1000mm wide when building trades are working. E.g., bricklayers</li> <li>○ If there is a risk of tools or construction materials falling an exclusion zone will erected, this will consist of barricades and signage be used and tools will be tied off.</li> <li>○ The scaffolding will be erected by a licensed, competent person.</li> <li>○ Scaffolding Code of Practice 2009.</li> </ul>	5
<b>16.0 Bricklaying 3 Metres and Above</b>					
<b>16.1</b>	Using scaffolding or mobile scaffolding	<ul style="list-style-type: none"> <li>• Falling</li> </ul>	3	<ul style="list-style-type: none"> <li>• When Working Above 3 Metres or When There Is No Clear 1.5 Metre Fall Zone Scaffolding Will Be Used.                             <ul style="list-style-type: none"> <li>○ Work will take place on a scaffold constructed by a competent person when the scaffold is below 4 metres and by a licensed scaffolder when 4 metres or above.</li> <li>○ Bricklaying will be carried out on a heavy duty scaffold minimum width of 1000 mm across.</li> <li>○ Top, mid rail and toe board will be installed where a fall of 3 metres or more is possible or a risk assessment has deemed it so.</li> <li>○ When using mobile scaffold the height of the scaffold must not exceed 3 times the minimum base dimension.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
16.2	Storing materials on scaffolding	<ul style="list-style-type: none"> <li>Collapse</li> </ul>	2	<ul style="list-style-type: none"> <li>Control of Materials Distribution                             <ul style="list-style-type: none"> <li>Bricks and other materials used the in building process will be stored on the scaffold evenly and not in a concentrated position.</li> <li>The maximum weight on one scaffolding bay will be 675kg and no more than 200kg in a concentrated spot.</li> </ul> </li> </ul>	4
		<ul style="list-style-type: none"> <li>Slips, Trips and Falls</li> </ul>	3	<ul style="list-style-type: none"> <li>Control of Materials Distribution                             <ul style="list-style-type: none"> <li>When materials are stored on a heavy duty scaffold a minimum clear platform width of 450mm must be kept.</li> </ul> </li> </ul>	5
<b>17.0 Construction / Repair Work</b>					
17.1	Working in a confined space	<ul style="list-style-type: none"> <li>Dangerous atmosphere</li> <li>Engulfment</li> </ul>	3	<ul style="list-style-type: none"> <li>Monitoring, Training, PPE                             <ul style="list-style-type: none"> <li>Use a system involving monitoring the air quality to protect the person working in a confined space:                                     <ul style="list-style-type: none"> <li>Prior to entering a confined space, check the oxygen levels are within the acceptable range and that atmospheric contaminants are below the relevant exposure standards,</li> <li>Keep a record of any person entering a confined space,</li> <li>Put emergency evacuation procedures in place before starting work,</li> <li>Monitor the proper use of PPE (where required),</li> <li>Consider heat stress and remove people where excessive,</li> <li>Use people that are appropriately trained and able to work safely in confined space.</li> </ul> </li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Working in a confined space (cont.)		3	<ul style="list-style-type: none"> <li>○ Use a system involving the use of personal protective equipment (PPE) to protect the person working in a confined space.                             <ul style="list-style-type: none"> <li>▪ Use appropriate PPE including breathing apparatus and provide a stand-by person for the duration of the work where oxygen and contaminant levels are not within the acceptable range or are above the relevant exposure standards.</li> <li>▪ Provide a written risk assessment detailing the work to be performed in the confined space and the person directly responsible for this work</li> <li>▪ Keep a record of any person entering a confined space</li> <li>▪ Put emergency evacuation procedures in place before starting work</li> <li>▪ Monitor the work to ensure PPE is being used properly</li> <li>▪ Consider heat stress and remove people where excessive</li> <li>▪ Train workers in the safe use of hazardous substances in accordance with a material safety data sheet (SDS), and</li> <li>▪ Use people that have been trained to work in a confined space and are medically able to work safely in a confined space.</li> </ul> </li> </ul>	5

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
<b>18.0</b>	<b>General Construction</b>				
<b>18.1</b>	Using Ladders	<ul style="list-style-type: none"> <li>Falling</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>Tie Offs, Base Support, Gutter Anchors, Levellers                             <ul style="list-style-type: none"> <li>All ladders used on site will be rated 'Industrial' with 120kg (minimum) load rating. If undertaking high risk work above 3 metres, single and extension ladders must be secured at the top, bottom or both. 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, wall frame). Ladders are to be maintained in a sound working condition and be appropriate for the task to be undertaken. Tools requiring two handed operation or a high degree of leverage force should not be used while on ladders. A ladder is not a work platform.</li> </ul> </li> </ul>	<b>5</b>
<b>18.2</b>	Using power tools	<ul style="list-style-type: none"> <li>Electrocution</li> <li>Cuts, abrasions</li> <li>Eye and hearing damage</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>Safety Glasses, Ear Protection, RCD.                             <ul style="list-style-type: none"> <li>Guards on tools and equipment will be maintained and working effectively before being used on site. Guarding on tools will not be removed to perform any work activity.</li> <li>All tools and equipment will be inspected prior to work activity for any faults or defects. If a fault or defect is found the item will be removed from services, and reported to the supervisor as soon as practicable.</li> </ul> </li> </ul>	<b>5</b>

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Using power tools (cont.)		3	<ul style="list-style-type: none"> <li>○ All persons performing work where there is a risk of a foreign object striking the eye, should consider wearing eye protection. If an item of plant or equipment creates excessive noise, that is where you need to raise your voice to talk, we will wear appropriate hearing protection and if there is a risk of injury to the head by falling objects then we will wear hard hats.</li> <li>○ When we use plant, equipment or power tools we will also follow the manufacturer's instructions for the correct PPE to be worn and the safe use instructions. We will be competent in the use of the PPE and risk assessments must be undertaken prior to using PPE to show that the hierarchy of control was used in determining whether or not to use PPE.</li> </ul>	5
<b>19.0 Mobile Plant and Vehicles</b>					
<b>19.1</b>	Working on or near a roadway	<ul style="list-style-type: none"> <li>● Contact between persons and vehicles</li> </ul>	2	<ul style="list-style-type: none"> <li>● Training, Licences And Stop Go Signs.                             <ul style="list-style-type: none"> <li>○ If we need to work on or near a roadway we will contact a traffic management company to supply a Traffic Management Plan and licenced traffic management personnel. We will abide by the state road rules and will keep the disruption to traffic at a minimum.</li> </ul> </li> </ul>	5
	Traffic	<ul style="list-style-type: none"> <li>● Uncontrolled contact between vehicles and people, property damage</li> </ul>	1	<ul style="list-style-type: none"> <li>● Adherence to WHS Management Plan, Exclusion Zones, Communication, Consultation                             <ul style="list-style-type: none"> <li>○ Follow the WHS Management Plan relating to Traffic Control Safety.</li> </ul> </li> </ul>	5



No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
	Traffic (cont.)		1	<ul style="list-style-type: none"> <li>○ Do not work within 3m of live traffic unless a Traffic Management Plan is in place – under the direction of ticketed traffic controllers.</li> <li>○ There is a safety barrier in place (such as concrete new jersey kerbs), water filled Triton barriers and or a shadow vehicle.</li> <li>○ Increase awareness of pedestrians, as works are adjacent to the existing footpath.</li> <li>○ All pedestrian to be diverted around work area.</li> </ul>	5
<b>20.0 Clean-Up and Re-Packing</b>					
20.1	Loading Vehicle	<ul style="list-style-type: none"> <li>● Musculoskeletal strains</li> </ul>	3	<ul style="list-style-type: none"> <li>● Adhere to Site Rules, Manual Handling Techniques                             <ul style="list-style-type: none"> <li>○ When cleaning up and re packing we will practise good manual handling techniques such as bending the knees and not the back, team lifts where possible and avoid carrying very heavy items.</li> </ul> </li> </ul>	5
<b>21.0 Leaving Site</b>					
21.1	Environmental	<ul style="list-style-type: none"> <li>● Environmental damage</li> </ul>	4	<ul style="list-style-type: none"> <li>● Adhere to SDS for disposal                             <ul style="list-style-type: none"> <li>○ When leaving site we will make sure that we take away any of the left over insulation. When cleaning we will ensure that all environmentally sensitive products are disposed of correctly. Any left-over hazardous substances will be taken off site and disposed at the correct facility.</li> </ul> </li> </ul>	5

**Persons Involved in the Activity ▶**

I have read, understood and will comply with the requirements of this Safe Work Method Statement

Name	Company   Employer	Signature	Date

**Site Specific Hazards ▶**

List here any site specific hazards & risks (including control measures) that are additional to this SWMS

No	Task   Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)