



# Part A Guidance

Your guide to  
**MANAGING  
SAFETY**  
in  
**HOUSING and  
CONSTRUCTION**

GB310 - A

**Work Safe**  
TASMANIA



This guide has been developed with the assistance of funding from Safe Work Australia.

## **Disclaimer**

This information is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012* and any other relevant legislation. Copies can be viewed at [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)

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# Introduction

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## What is this Guide about?

This Guide has been developed to help you manage your legal work health and safety (WHS) requirements in residential construction.

This Guide aims to help you:

- /// understand your obligations under the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*
- /// develop a Work Health and Safety (WHS) Management Plan to manage your safety obligations
- /// develop Safe Work Method Statements for high risk construction work.

It is targeted at small residential builders, but also aims to help larger residential construction businesses that have more comprehensive requirements.

The following symbols highlight when a requirement is a mandatory WHS requirement (required by law) and when it is something that is recommended to help you manage safety on your site:



mandatory requirement



recommended action

## Why do I need a WHS Management Plan?



*Work Health and Safety Regulations 2012: Chapter 6 – Regulation 309*

Under the *Work Health and Safety Regulations 2012* you must have a WHS Management Plan when the value of your construction work is over \$250,000. Under the regulations, your plan must include:

- /// the names, positions and WHS responsibilities of everyone at the workplace who has a specific WHS role
- /// the arrangements in place for consultation, cooperation and coordination of activities
- /// the arrangements in place to manage any WHS incidents
- /// any site specific WHS rules and the arrangements to ensure everyone knows about these
- /// the arrangement for collecting, assessing, monitoring and reviewing Safe Work Method Statements.

The WHS Management Plan in Part B is designed to help you meet this requirement. This template is broader than is required by the regulations. It contains additional sections to help you easily manage all of your WHS requirements for a construction project. This guide uses the word “must” to indicate when a topic is required by law to be in your plan and the word “should” to indicate when it is recommended to be there.

We recommend that you complete all of the sections of the template WHS Management Plan. By doing this and referring to our guide, you will be well on your way to meeting all of your legal obligations for your residential construction project.

## Why do I need Safe Work Method Statements?



*Work Health and Safety Regulations 2012: Chapter 6 – Regulations 299-303*

Under the *Work Health and Safety Regulations 2012* you must have Safe Work Method Statements for all high risk construction work (see definitions in section 5).

*A Safe Work Method Statement helps you identify and manage the hazards and risks associated with high risk construction work.*

The guidance information in Section 10 will help you fill in the Safe Work Method Statement template in Part B and will help you meet this obligation.

## How do I use the Guide?

The Guide has two parts:

### Part A Guidance information

Part A contains guidance information to help you:

- ▮ understand your legal WHS requirements for residential construction projects
- ▮ develop a WHS Management Plan
- ▮ develop Safe Work Method Statements.

Part A follows the structure of the WHS Management Plan template in Part B so you can easily refer to it when you are developing your own plan.

Section 10 provides guidance for developing Safe Work Method Statements.

### Part B Templates and tools

Part B contains templates and other tools. It includes:

- ▮ a WHS Management Plan template to adapt to suit your own needs
- ▮ a Safe Work Method Statement template to adapt to suit your own needs
- ▮ tools and checklists that will help you manage WHS on your site including:
  - ▮ WHS policy samples
  - ▮ Risk assessment form
  - ▮ Daily sign-in register
  - ▮ Incident reporting form
  - ▮ Sample site rules
  - ▮ Demolition notice
  - ▮ Electrical tag register.

Electronic versions of these templates, tools and checklist are available at [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) (search for construction).

### A note of caution

Sample text is included in the templates in Part B, to demonstrate how your WHS Management Plan or Safe Work Method Statement might look and what you might say.

However, it is important that you think about the words you include and adapt the text to meet the needs of your own construction business. You should also adapt the plan for each new project you undertake.

Should a WorkSafe inspector visit your premises, they would expect to see your WHS Management Plan and Safe Work Method Statements have been customised to your project.

# Section I. Project information

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## I.1 Management and review

 *Work Health and Safety Regulations 2012: Chapter 6 – Regulations 309, 310, 311*

You must:

- // develop a WHS Management Plan before starting work on any construction jobs over \$250,000
- // manage and review your WHS Management Plan
- // ensure everyone working on your project is aware of the plan
- // keep a copy of the plan readily available for the duration of the project
- // ensure everyone who works on the plan is aware of any revisions to the plan.

## I.2 Principal contractor details

 *Work Health and Safety Regulations 2012: Chapter 6 – Regulations 309*

You must identify the principal contractor and include details such as:

- // name
- // contact details
- // contract licence number
- // ABN.

This section should be signed by the principal contractor.

## I.3 Details of persons at workplace with WHS responsibilities

 *Work Health and Safety Regulations 2012: Chapter 6 – Regulations 309*

You must list everyone at the workplace whose position or roles involve specific WHS responsibilities, for example health and safety representatives or first aid officers. This includes their:

- // names
- // positions
- // specific WHS responsibilities.

## I.4 Other contact details

 *Recommended*

You can include any other useful contact details such as the client, architect or project manager.

## I.5 Scope of work

 *Recommended*

It can be useful to outline the scope of the project, including:

- // a brief description of the type of building project; for example whether it is a new building or a renovation, the approximate size of the building, the estimated value of the project and the zoning of the project
- // the location of the project
- // the planned start and finish dates of the project.



## Section 2. Roles and responsibilities

The *Work Health and Safety Act 2012* introduces a number of new roles with specified duties.

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

PCBU means the legal entity that causes the work to be done. It is used instead of the term “employer” because it covers responsibilities to all workers and contractors on site.

In a construction context, a PCBU can be a company, a sole trader (for example a self-employed person) or each partner within a partnership.

On a construction project the principal contractor is to be the main PCBU.

**There can be more than one PCBU on a construction project.** For example contractors with specific roles, such as plumbers or electricians, are PCBUs for the work they are undertaking on site.

PCBUs have specific legislative responsibilities.

All PCBUs are responsible for keeping all workers on site safe, regardless of who employs them.

PCBUs may also be workers. For example a contractor working for a principal contractor will be a PCBU and worker.

The primary duties of a PCBU are:

- the provision and maintenance of a working environment that is safe and without risks to health, including safe access to and exit from the workplace
- the provision and maintenance of plant, structure and systems of work that are safe and do not pose health risks (for example providing effective guards on machines and regulating the pace and frequency of work)
- the safe use, handling, storage and transport of plant, structure and substances (for example toxic chemicals, dusts and fibres)
- the provision of adequate facilities for the welfare of workers at work (for example access to drinking water, washing facilities and eating facilities)
- the provision of information, instruction, training or supervision to workers needed for them to work without risks to their health and safety and that of others around them
- that the health of workers and the conditions of the workplace are monitored (for example dust, noise, traffic) to prevent injury or illness arising out of the conduct of the business or undertaking
- the maintenance of any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.

A PCBU is also responsible for consulting with workers and other PCBUs.

### Person with Management or Control of a Workplace (PWMC)

A PWMC refers to a business or undertaking that may have management or control, in whole or in part, in the workplace. In a construction project, this may be a supplier or installer who has provided equipment for your project (for example supplying and installing scaffolding) and in doing this has a responsibility for the safety of your workers.

### Worker

A worker is anyone who carries out work for a PCBU, including as an employee, a contractor, a sub-contractor, a self-employed person, an outworker, an apprentice or trainee, a work experience student or an employee of a labour hire company.

## 2.1 Principal contractor



*Work Health and Safety Regulations 2012: Chapter 6 – Regulation 293*



*Work Health and Safety Act 2012: Sections 5-7, Sections 21–26, Section 29*

Each construction project valued at \$250,000 or more must have a principal contractor appointed. This will either be the PCBU who commissions the project, or someone engaged by them as principal contractor.

Your WHS Management Plan should outline the duties of the principal contractor. These will include the duties of PCBU, for example, but are not limited to:

- // preparing, updating and implementing this WHS Management Plan, including all associated procedures
- // identifying and observing all legal WHS requirements
- // ensuring that all works are conducted in a manner without risk to workers as far as is reasonably practicable
- // planning to do all work safely
- // participating in the planning and design stages of trade activities
- // identifying WHS training required for an activity
- // ensuring workers undertake identified WHS training
- // communicating and consulting with workers
- // investigating hazard reports and ensuring that corrective actions are undertaken
- // identifying all high risk work and ensuring safe work method statements are developed
- // assisting in rehabilitation and return to work initiatives
- // dispute resolution.

The principal contractor may also choose to delegate specific tasks to others who are named as having specific WHS roles and responsibilities but, as PCBU, retains ultimate responsibility.

## 2.2 Contractors



*Recommended*

Your WHS Management Plan should list the duties of contractors. This could include:

- // fulfilling the duties of PCBU for their own operations
- // identifying all high risk construction work associated with their activities and ensuring safe work method statements are developed and implemented
- // complying with the duties as listed under a worker.

## 2.3 Workers



### *Work Health and Safety Act 2012: Sections 28*

The *Work Health and Safety Act 2012* specifies the duties of workers. Your plan should acknowledge these.

These duties are to:

- // take reasonable care of their own health and safety
- // take reasonable care that their conduct does not adversely affect others
- // comply with instruction so far as they are reasonably able
- // cooperate with reasonable notified policies or procedures.

The term worker is used instead of 'employee' to cover all workers on site regardless of who employs them.

While on site, all visitors (such as clients, home owners and inspectors) must also abide by the rules for workers.

## 2.4 People with specific WHS roles and responsibilities



### *Work Health and Safety Regulations 2012: Chapter 6 – Regulations 309*

Your WHS Management Plan outlines the specific responsibilities of those who have a specific role in this area (for example a safety officer, health and safety representative (HSR), trainers, first aiders). Even if others on site have been delegated responsibilities, the principal contractor retains ultimate responsibility.

## Section 3. General WHS information

### 3.1 Legislation

#### *Work Health and Safety Act 2012 and Work Health and Safety Regulations 2012*

All construction projects must meet the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*. We recommend that your plan acknowledges the legislation that affects your project by its proper name.

The *Work Health and Safety Regulations 2012* are divided into chapters. While Chapter 6 is specifically about the construction industry, other chapters contain additional WHS requirements.

You may have responsibilities under **all** of the following areas of the Regulations, depending on the nature of your project. For example:

Chapter 3	General risk and workplace management (includes hazard identification and risk management, general working environment , first aid, emergency procedures, personal protective equipment, remote work and falling objects )
Chapter 4	Hazardous work (covers noise, manual handling, confined spaces, falls, high risk work, demolition work, general electrical safety and diving work)
Chapter 5	Plant and structures
<b>Chapter 6</b>	<b>Construction</b>
Chapter 7	Hazardous chemicals
Chapter 8	Asbestos

The Regulations also refer to some Standards such as AS3012:2010 – *Electrical installations – construction and demolition sites*

Copies of legislation are available from the WorkSafe Tasmania website at [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au).

### 3.2 Codes of Practice and other guidance

#### *Recommended*

Codes of Practice provide practical guidance, in easy to understand language, on how to meet the requirements set out in the Act and Regulations. Codes of Practice can be used in court as evidence of whether you have met your legal obligations. They can also be referred to by an inspector when issuing an improvement or prohibition notice.

Codes of Practice are not mandatory providing you can show you have an equivalent or better way to achieve the required health and safety outcome.

There are approved Codes of Practice available that can help you with common construction tasks such as:

- // How to manage work health and safety risks
- // Hazardous manual tasks
- // Managing the risks of falls in the workplace
- // Labelling of workplace hazardous chemicals
- // Managing noise and preventing hearing loss at work
- // Work health and safety consultation, cooperation and coordination
- // How to safely manage and control asbestos in the workplace
- // First aid in the workplace.

This list is not complete and more Codes of Practice are being developed regularly. Go to the WorkSafe Tasmania website at [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au) for a full list of available Codes of Practice.

While Codes of Practice have replaced the majority of Australian Standards, some Standards still apply such as AS3012:2010 – *Electrical installations – construction and demolition sites*.

Other guidance materials you may use include safety alerts, WorkSafe Tasmania publications or Standards referred to in the Regulations.

We recommend that you list the Codes of Practice and other guidance you plan to use in your project and that you have ready access to these.

### 3.3 WHS policy



#### *Recommended*

Your WHS Management Plan should include your WHS policy.

We have provided two sample WHS policies in Section B of this Guide.

### 3.4 Other policies



#### *Recommended*

Your WHS Management Plan could also include other policies such as a drug and alcohol policy or an injury management/return to work policy.

### 3.5 Insurances



#### *Recommended*

Your WHS Management Plan could also include details of any relevant insurance you hold details such as public liability, professional indemnity or workers compensation.

## Section 4. Risk management

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### 4.1 Identifying hazards and managing risks

 *Work Health and Safety Act 2012: Section 19*

 *Work Health and Safety Regulations 2012: Chapter 3 – Regulations 34, 35, 39*

 *Code of Practice: How to manage work health and safety risks*

You must identify all hazards associated with your project and manage the risks. You should do this before you start the project and also:

- // before you buy any equipment or chemicals
- // before you re-order equipment or chemicals that you already use in your workplace
- // when you are about to introduce a new work task or procedure
- // when you get new information about tasks, procedures, equipment or chemicals.

To identify hazards and manage risks you should:

- // identify each task in order
- // identify the hazards that could cause WHS issues
- // assess the risks to WHS
- // describe your control measures
- // identify who is responsible for implementing the controls
- // monitor the controls to ensure they are appropriate.

You should ensure your workers are trained in your risk management procedures. White cards are mandatory and are evidence that workers have been trained in risk management. You should also ensure your workers understand your approach to risk management.

Your WHS Management Plan should outline how you will do this. This may include stating that you will use the Risk Assessment template Part B to identify hazards and manage risks.

### 4.2 Hierarchy of control

 *Work Health and Safety Regulations 2012: Chapter 3 – Regulation 36*

You must work through the hierarchy of control in order and, where possible, implement risk controls that are high in the order as follows:

- // **Eliminate** – remove the hazard completely from the workplace
- // **Substitute** – substitute the hazard with a safer alternative
- // **Isolate** – as much as possible, isolate the hazard from workers
- // **Engineering controls** – adapt tools or equipment to reduce the risk
- // **Administrative controls** – change work practice, implement systems, develop Safe Work Method Statements
- // **Personal Protective Equipment** – the last option.

The risk assessment form in Part B can be used for this.

## Section 5. High risk construction work

### 5.1 High risk construction work

 *Work Health and Safety Regulations 2012: Chapter 6 – Regulations 291, 299–303*

 *Code of Practice: Construction work*

Before starting work you must identify all of the high risk construction work that will be undertaken during your construction project and develop Safe Work Method Statements for these. Any additional high risk work that is identified or introduced during the project must also have Safe Work Method Statement.

#### High risk work means construction work that:

- /// involves a risk of a person falling more than 2 metres
- /// is carried out on a telecommunication tower
- /// involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- /// involves, or is likely to involve, the disturbance of asbestos
- /// involves structural alterations or repairs that require temporary support to prevent collapse; or is carried out in or near a confined space; or is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres; or a tunnel
- /// involves the use of explosives
- /// is carried out on or near pressurised gas distribution mains or piping
- /// is carried out on or near chemical, fuel or refrigerant lines
- /// is carried out on or near energised electrical installations or services
- /// is carried out in an area that may have a contaminated or flammable atmosphere
- /// involves tilt-up or precast concrete
- /// is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- /// is carried out in an area at a workplace in which there is any movement of powered mobile plant
- /// is carried out in an area in which there are artificial extremes of temperature
- /// is carried out in or near water or other liquid that involves a risk of drowning
- /// involves diving work.

Your WHS Management Plan must describe how you will collect, assess, monitor and review Safe Work Method Statements. Section 10 of this Guide provides information for developing Safe Work Method Statements.

We recommend that you list the high-risk construction work in your WHS Management Plan to assist easy monitoring of this work.

### 5.2 Licences for high risk work

 *Work Health and Safety Regulations 2012: Chapter 4 – Regulations 81, 83; Schedule 3 (for list of work requiring high risk licences)*

Workers must be licenced to carry out high risk work such as scaffolding, cranes, concrete placement units with delivery booms, dogging, rigging and forklifts.

A worker must not carry out a class of work unless they hold a licence for that class of high risk work. For example workers must have a basic scaffolding licence to erect scaffolding higher than 4 metres.

As principal contractor you should maintain a register of the licences held by your workers to keep with your WHS Management Plan.

## 5.3 Asbestos



*Work Health and Safety Regulations 2012: Chapter 8 – Regulations 419-529*



*Code of Practice: How to safely remove asbestos*

You must manage the risk associated with asbestos on your construction project. You must not allow workers to work with friable asbestos and you must manage the risk associated with bonded asbestos containing materials (ACM).

### **Friable asbestos**

- ▮ Friable asbestos is easily crumbled by hand pressure.
- ▮ There are no minor limit exemptions for friable asbestos removal work; this activity requires a licensed removalist.

### **Bonded asbestos containing material (ACM)**

- ▮ Bonded ACM is asbestos that is encapsulated (bonded) within the solid matrix of a product like cement sheet or formed cement shapes. Similarly vinyl floor tiles can encapsulate (capture) asbestos fibres.
- ▮ The maximum amount of bonded ACM an unlicensed person can remove from a workplace is 10 square metres, however the removal methods must still comply with safe removal standards.
- ▮ Where you intend to have workers remove asbestos, you have a duty to provide training to those workers in identification, safe handling and suitable control measures for ACM.

### **Structures or plant constructed before 31 December 2003**

- ▮ Buildings that are workplaces and that were constructed before 31 December 2003 must have been audited by a competent person for ACMs and the owner must establish a register as part of the ongoing ACM management for the premise. Where parts of a building are inaccessible, those areas should be considered likely to contain ACMs.
- ▮ The person with management or control of the premise must make the asbestos register available at the workplace.
- ▮ Where structures or plant constructed before 31 December 2003 that are workplaces are to be demolished or refurbished, a review of the asbestos register must be carried out. Both the owner of the structure or plant and the person who intends to undertake the work have obligations to provide and obtain the register.
- ▮ If there is no register for the workplace, demolition or refurbishment cannot start until an inspection by a competent person has been carried out. Any asbestos found must be removed before the demolition or refurbishment starts.
- ▮ An asbestos register is not required for residential premises; however, you must ensure that all ACM that is likely to be disturbed by demolition or refurbishment work is identified and removed before work starts.

For full details on asbestos removal refer to Chapter 8 of the *Work Health and Safety Regulations 2012*.



## Section 6. Emergency and incident response

### 6.1 Emergency preparedness

 *Work Health and Safety Regulations 2012: Chapter 3 – Regulations 43, 309*

Your WHS Management Plan must include an emergency plan that outlines:

- ▮ how you notify workers about the emergency point and emergency procedures
- ▮ where your emergency procedures are displayed
- ▮ anything else you do to prepare your site for an emergency (for example testing fire extinguishers, emergency procedure, an emergency meeting point, preparing and displaying an emergency contact list).

It is a good idea to include emergency contact details on your sign-in register when workers sign in for the day. A sample daily sign-in register is provided in part B.

### 6.2 Incident procedures

 *Work Health and Safety Regulations 2012: Chapter 3 – Regulations 309*

Your WHS Management Plan must include your arrangements to manage any WHS incidents during the project.

This includes what you expect to be done in the event of an incident: for example, how you want the scene of an incident dealt with, how and when to contact emergency services or other relevant emergency personnel, how and when you expect to be notified, and your expectations about who else needs to be notified.

### 6.3 Notifiable incidents

 *Work Health and Safety Act 2012: Sections 35, 36, 37, 38, 39*

Where there is a death of a person or a serious injury or illness of a person you must notify WorkSafe by the quickest means possible. The quickest way to do this is by calling WorkSafe on 1300 366 322 (inside Tasmania). If the incident occurs outside normal working hours, you must still call this number immediately.

Serious injury or illness of a person includes:

- ▮ immediate treatment as an in-patient in a hospital
- ▮ immediate treatment for –
  - ▮ the amputation of any part of his or her body
  - ▮ a serious head injury; or
  - ▮ a serious eye injury; or
  - ▮ a serious burn; or
  - ▮ the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
  - ▮ a spinal injury; or
  - ▮ the loss of a bodily function; or
  - ▮ serious lacerations; or
- ▮ medical treatment within 48 hours of exposure to a substance

You must also notify Workplace Standards if a dangerous incident occurs. A dangerous incident means someone on site was exposed to an incident that could pose a serious risk to a person's health or safety. This includes:

- // an uncontrolled escape, spillage or leakage of a substance
- // an uncontrolled implosion, explosion or fire
- // an uncontrolled escape of gas or steam
- // an uncontrolled escape of a pressurised substance
- // electric shock
- // the fall or release from a height of any plant, substance or thing
- // the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the Regulations
- // the collapse or partial collapse of a structure
- // the collapse or failure of an excavation or of any shoring supporting an excavation
- // the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- // the interruption of the main system of ventilation in an underground excavation or tunnel.

You should outline your procedure for notifying Workplace Standards in your WHS Management Plan.

In the event of a notifiable incident, the principal contractor must ensure that the site where the incident occurred is not disturbed until a WorkSafe inspector arrives at the site or as directed by a WorkSafe inspector. The only occasion when you may disturb the site of a notifiable incident is to assist an injured person, remove a deceased person, assist with a police investigation or to minimise the risk of a further notifiable incident occurring.

An incident report form is provided in Part B.

## 6.4 First aid



*Work Health and Safety Regulations 2012: Chapter 3– Regulations 42*



*Codes of Practice: First aid in the workplace*

As the principal contractor you must ensure:

- // first aid equipment is provided in the workplace
- // all workers have access to the equipment
- // all workers have access to facilities for administering first aid.

You must also ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other persons who have been trained to administer first aid.

Your WHS Management Plan should outline how you will manage first aid. This should take into account:

- // the nature of the work being carried out at the workplace
- // the nature of the hazards at the workplace
- // the size and location of the workplace
- // the number and composition of the workers and other persons at the workplace.

For example, a small residential construction site may only require one person to be trained in first aid and an appropriate first aid kit to be readily available.

## Section 7. Induction and training

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### 7.1 Worker induction

 *Work Health and Safety Regulations 2012: Chapter 6 – Regulation 309, 316*

As principal contractor you must ensure your workers have successfully completed general construction induction training. In Tasmania the induction card is white (known as the ‘white card’); other jurisdictions have different coloured cards. All induction cards are acceptable in Tasmania.

You must induct your workers into your construction site to ensure they are aware of:

- // the expectations outlined in your WHS Management Plan, including your policies and procedures
- // the emergency meeting point
- // the site rules
- // the facilities
- // any site specific hazards
- // high risk construction work activities.

### 7.2 Worker training

 *Work Health and Safety Regulations 2012: Chapter 3 – Regulation 39; Chapter 6 – Regulation 317, 318, 326*

As principal contractor you must ensure that the information, training and instruction provided to workers is suitable and adequate, and that the training:

- // relates to the work carried out by the worker
- // covers the risks associated with the work
- // explains the control measures in place
- // is readily understandable by the worker.

Your WHS Management Plan should outline your requirement as principal contractor for:

- // all workers to have a white card (or evidence of appropriate training from another jurisdiction)
- // all workers to be trained and competent to undertake the work they do
- // all workers to undertake additional training if you require it
- // other contractors to ensure their workers are trained and competent.

Principal contractors must work with other contractors to ensure all workers are appropriately trained.

## Section 8. Consultation and communication

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### 8.1 Consultation

#### *Work Health and Safety Act 2012: Part 5*

Under the *Work Health and Safety Act 2012* you must consult to ensure the safety of everyone on site. Your WHS Management Plan must outline how you will consult before and during the project. This includes how you will consult with:

- // all workers on site
- // all other PCBUs involved in the project
- // all suppliers – including Persons with Management or Control of a Workplace.

Your WHS Management Plan must include how you will consult to cooperate and coordinate activities and ensure the safety of everyone on the site.

### 8.2 Communication

#### *Work Health and Safety Regulations 2012: Chapter 6 - Regulation 309*

Your WHS Management Plan must outline how you will communicate with everyone involved in the project formally and informally, to ensure they comply with their WHS duties and to keep them informed of any hazards or risks that arise.

For example, through induction, toolbox meetings or verbal reports from accident or incident investigations.

### 8.3 Disciplinary procedures

#### *Recommended*

Your WHS Management Plan should outline the disciplinary procedures you will follow if a worker does not meet safety requirements. Generally a “three strike” approach is followed:

- // First violation: a verbal warning
- // Second violation: a written warning
- // Third violation: complete removal or suspension the project.

If the worker is a contractor’s worker, you also need to notify the contractor of the disciplinary action you have taken.

We suggest you include what you intend to do if a worker is involved in a serious safety breach, which could include immediate removal or suspension from the project.

## Section 9. Site safety procedures

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### 9.1 Site rules

#### *Work Health and Safety Regulations 2012: Chapter 3 – Regulation 309*

Your WHS Management Plan must include any site specific rules and your arrangements for making sure everyone at the workplace is informed of them.

Your site rules should cover the key safety procedures you expect to be followed and may include specific procedures that you want followed to manage safety on your project.

Site rules could include things like your expectations about:

- // smoking on site
- // site safety induction
- // compliance with direction from the principal contractor
- // site housekeeping requirements
- // access to site
- // drugs and alcohol
- // personal protective equipment
- // reporting accidents
- // safe lifting.

You should try to keep your rules to a single page so they can be displayed easily.

Sample site rules are provided in part B.

### 9.2 Site amenities

#### *Work Health and Safety Regulations 2012: Chapter 3 – Regulation 41*

You must ensure there are adequate facilities for workers including toilets, drinking water, washing facilities and eating facilities. You must ensure that these facilities are in good working order, clean and accessible.

Your WHS Management Plan should outline these facilities and how you expect workers to use and maintain them.

### 9.3 Site security

#### *Work Health and Safety Regulations 2012: Chapter 6 – Regulation 298*

You must ensure the workplace is secured from unauthorised access and your plan should identify how.

Security measures must consider the WHS risks arising from unauthorised access and the likelihood of unauthorised access (for example the proximity of the workplace to places frequented by children such as schools, parks and shopping precincts).

If unauthorised access to the workplace cannot be prevented, you should consider how to isolate hazards within the workplace, for example removing access points such as ladders from scaffolding, fencing off an open excavation or erecting a full perimeter fence.

## 9.4 Site signage

### *Work Health and Safety Regulations 2012: Chapter 3 – Regulation 308*

As principal contractor you must ensure signs are installed that:

- ▮ show the principal contractor's name and telephone contact numbers (including an after-hours telephone number)
- ▮ show the location of the site office for the project, if any
- ▮ are clearly visible from outside the workplace, or the work area of the workplace, where the construction project is being undertaken.

Your WHS Management Plan should outline the signage you will provide.

## 9.5 Personal protective equipment

### *Work Health and Safety Regulations 2012: Chapter 3 – Regulations 44–47*

The principal contractor, or any other contractor who directs work to be carried out, must provide personal protective equipment (PPE) to workers unless the PPE has already been provided.

The person supplying the PPE must ensure it is:

- ▮ suitable for the nature of the work and any hazard associated with the work
- ▮ a suitable size and fit and reasonably comfortable for the worker who is to use or wear it
- ▮ maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it, including by ensuring it is:
  - ▮ clean and hygienic
  - ▮ in good working order
  - ▮ used or worn by the worker, so far as is reasonably practicable.

They must also:

- ▮ provide the worker with information, training and instruction in the proper use, wearing, storage and maintenance of PPE
- ▮ ensure that any other person at the workplace (other than workers) is appropriately provided with PPE to wear as required.

PPE may include (but is not limited to):

- ▮ protective footwear appropriate for the activity being undertaken
- ▮ high visibility clothing
- ▮ eye wear for activities where there is a risk of a foreign object striking the eye
- ▮ noise protection when plant or equipment creates excessive noise
- ▮ hard hats to control the risk of injury to the head by falling objects.

Your WHS Management Plan should outline your expectations for the provision, use and maintenance of PPE.

## 9.6 Managing construction hazards specified in the Regulations

This section outlines common hazards found on a residential construction site that the WHS Regulations specifically require you to manage. While you don't have to include these in your WHS Management Plan, it is recommended that you do, so you can demonstrate your approach to managing these hazards.

## Falls from heights

 *Work Health and Safety Regulations 2012: Chapter 4 – Regulations 78– 80; Chapter 6 – Regulation 225*

 *Codes of Practice: Managing the risks of falls in the workplace; Preventing falls in housing construction*

You must manage the risks associated with falls in the workplace. Your WHS Management Plan should outline how you will do this.

The risk of falls includes:

- ▮ falls from one level to another that is reasonably likely to cause injury to the person or any other person
- ▮ being in or on an elevated workplace from which a person could fall
- ▮ being in the vicinity of an opening through which a person could fall
- ▮ being in the vicinity of an edge over which a person could fall
- ▮ being on a surface through which a person could fall
- ▮ being in any other place from which a person could fall.

Where practical, you should ensure that any work that involves the risk of a fall is done on the ground or on a solid construction.

A solid construction means a surface that is:

- ▮ structurally capable of supporting all persons and things (such as tools and building materials) that may be located or placed on it
- ▮ has barriers around its perimeter and any openings to prevent a fall
- ▮ has an even and readily negotiable surface and gradient
- ▮ has a safe means of entry and exit.

If this isn't reasonably practicable, then you must provide and maintain a safe system of work by including a fall prevention device (such as a combination of a secure fence, edge protection, working platform and covers).

If the fall prevention device cannot reasonably practicably be achieved, then provide a work positioning system (any plant or structure, other than temporary work platform, that enables a person to be positioned and safely supported).

If it is not reasonable practicable to provide a fall prevention device or work positioning system then the lowest order of control, providing a fall arrest safety system (a fall arrest harness and lanyards) may be considered.

**You must establish an emergency procedure if you are using a fall arrest system as a control measure.**

This procedure must have been tested to ensure it is effective. All workers must be provided with relevant training and instruction with fall arrest systems in case of an emergency, if they may be doing the work of, or are involved in, implementing the emergency procedures.

## Falling objects

 *Work Health and Safety Regulations 2012: Chapter 4 – Regulations 54– 55*

 *Codes of Practice: Construction work*

You must manage the risks associated with objects falling onto a person. Your WHS Management Plan should outline how you will do this.

This includes risks from:

- /// parts of structures being built or dismantled
- /// materials stored or stacked at the workplace
- /// construction waste
- /// plant
- /// tools
- /// scaffolding components
- /// pre-cast concrete panels.

Where practical, you should ensure that any work involving the risk of an object falling onto a person is minimised by providing adequate protection against the risk, for example by providing a secure barrier, providing a safe means of raising and lowering objects, or providing an exclusion zone that persons are prohibited from entering.

If this isn't reasonably practical, then you must minimise the risk of an object falling on a person by adequately providing a safe system of work. This could include:

- /// preventing an object from falling freely (most preferred option)
- /// provide a system to arrest the fall of a falling object (least preferred option).

For example, this could include providing a secure barrier, a safe means of raising and lowering objects or an exclusion zone.

## Demolition work

 *Work Health and Safety Regulations 2012: Regulation 142*

 *Code of Practice: Demolition work*

If you propose to undertake demolition work, you must submit a demolition work notification form to WorkSafe at least five days before the work starts (this form is available in Part B). Your WHS Management Plan should acknowledge that you will do this.

Demolition work includes:

- /// demolition of a structure, or a part of a structure that is loadbearing or otherwise related to the physical integrity of the structure, that is at least 6 metres in height
- /// demolition work involving load shifting machinery on a suspended floor.

A demolition work notification form is provided in Part B.



## Excavation work/trenching

 *Work Health and Safety Regulations 2012: Chapter 6 – Regulation 305-306*

 *Code of Practice: Excavation work*

You must manage the risks to health and safety associated with excavation work. Your WHS Management Plan should outline how you will do this.

Any person undertaking excavation work must:

- // find out about any underground services that may be affected by their works, before starting work
- // implement control measures to avoid direct or inadvertent contact with underground services
- // pot-hole dig (by hand) to expose existing services before any mechanical excavation near the services.

Your plan needs to identify how you will manage the risk of a worker:

- // falling into an excavation
- // being trapped by the collapse of an excavation
- // working in an excavation being struck by a falling object
- // working in an excavation being exposed to an airborne contaminant.

Your safety measures should take into account:

- // the nature of the excavation
- // the nature of the excavation work, including the range of possible methods of carrying out the work
- // the means of entry into and exit from the excavation, if applicable.

SWMS must be developed for trenches of at least 1.5 metres, including inadvertent entry.

All sides of the trench must be adequately supported to minimise the risk of anyone being injured as a result of the trench collapsing. Control measures could include one or more of:

- // shoring by shielding or other comparable means
- // benching
- // battering.

## Work near overhead or underground essential services

 *Work Health and Safety Regulations 2012: Chapter 4 – Regulation 166, Chapter 6 – Regulation 304*

 *Codes of Practice: Working in the vicinity of overhead and underground electrical lines and Excavation work*

You must ensure no-one on your site comes within an unsafe distance of an overhead or underground essential service. This includes those undertaking fencing, landscaping, foundation work, plumbing and electrical work (underground essential services means essential services that use pipes, cables or other associated plant located underground).

Your WHS Management Plan should outline how you will do this.

If maintaining a safe distance is not reasonably practicable, you must assess the risk associated with the proposed work and ensure the control measures you implement are consistent with the risk assessment. You will need written authority from the electrical supply authority.

### **For work near overhead power lines up to and including 133(kV):**

- /// work is not permitted within 3 metres of overhead power lines
- /// the principal contractor or contractor in charge of the work must have written authority from the electrical supply authority to work within the “no go” (exclusion) zone
- /// if using plant or equipment within 3 to 6.4 metres of overhead powerlines ensure you have a safety observer.

### **For work near overhead power lines of greater than 133(kV):**

- /// work is not permitted within 8 metres of overhead power lines
- /// the principal contractor or contractor in charge of the work must have written authority from the electrical supply authority to work within the “no go” (exclusion) zone
- /// if using plant or equipment within 8 to 10 metres of overhead power lines ensure you have a safety observer.

### **For work excavation work near underground essential services:**

- /// take all reasonable steps to obtain current underground essential services information before directing or allowing work to start. This can be obtained by either the principal contractor or the excavation contractor, but both must ensure the information is obtained
- /// provide this information to any person engaged to carry out the excavation work.
- /// consider this information when carrying out, directing or allowing the carrying out of the excavation work
- /// ensure this information is available for inspection.

## **Electrical**



### ***Work Health and Safety Regulations 2012: Chapter 4 – Part 4.7, Div 5 AS 3012:2010 Electrical installations – construction and demolition sites***

You must manage the risk associated with electrical hazards. Your WHS Management Plan should outline how you will do this.

You must comply with AS/NZS 3012:2010 *Electrical installations—Construction and demolition sites* as follows.

Power supplied to a construction site must only come from one of these sources:

- /// an electricity distributors main; or
- /// an existing switchboard permanently installed at the premises; or
- /// a compliant low voltage generator; or
- /// a compliant inverter.

Switchboards and distribution boards must:

- /// be of robust construction and materials capable of withstanding damage from the weather and other environmental and site influences (IP23 minimum rating)
- /// be securely attached to a post, pole, wall or other structure unless it is of a stable freestanding design able to withstand external forces likely to be present
- /// incorporate suitable support and protection for flexible cords and cables and prevent mechanical strain to the cable connections inside the board.

All live parts must be effectively protected at all times.

Flexible cords used on construction sites must be rated heavy duty.

To avoid confusion with individual earthing conductors, green sheathed flexible power cords must not be used on site.

The maximum length of general use flexible cords is determined by the rated current and the conductor area (in square millimetres). Table 1 of AS3012 (below) defines maximum lead lengths based upon these two factors. Excessive lead lengths can result in overheating of conductors, excessive voltage drop and damage to the appliance or tool being used.

Rated current	Conductor size	Maximum length in metres
10amp	1.5mm	35
	2.5mm	60
	4.0mm	100
15/16 amp	1.5m	25
	2.5m	40
	4.0mm	65
20 amp	2.5mm	30
	4.0m	50
	6.0mm	75

You must maintain an in-service inspection and test regime for all portable electrical leads, tools and earth leakage devices. After the equipment has been inspected and tested, it must be fitted with a durable, non-reusable, non-metallic tag. The tag must include the name of the person or company who performed the test and the test and re-test date. Records of all inspections, tests, repairs and faults related to all electrical equipment should be recorded in a testing and tagging register. A sample register is provided in Part B.

RCDs and portable equipment must be inspected, tested and tagged every 3 months.

Workers must conduct an RCD push button test after they connect to a socket and before they connect to equipment at least once a day

Any electrical equipment that is found to be damaged must be removed from service and either repaired or replaced and subsequently inspected and tested as required.

## Plant



### *Work Health and Safety Regulation 2012: Chapter 4 – Regulations 206, 208, 213–215, 219*

You must comply with the requirements of the WHS Regulations relating to plant. Your WHS Management Plan should outline how you will do this.

The Regulations require that all plant is maintained in a safe condition in accordance with the manufacturer's instructions.

You must also take all reasonable steps to ensure:

- ▮ the plant is used for the purpose it was designed
- ▮ that all health and safety features and warning devices are used
- ▮ information, training and instructions provided to the worker are suitable
- ▮ any guarding must be a permanent fixture
- ▮ that maintenance, inspections and testing are carried out by a competent person
- ▮ that you manage risks to health and safety associated with the following:
  - ▮ the plant overturning
  - ▮ things falling on the operator of the plant
  - ▮ the operator being ejected from the plant
  - ▮ the plant colliding with any person or thing.

- ▮ that no person other than the operator rides on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator
  - ▮ the plant has a warning device that will warn persons who may be at risk from the movement of the plant
  - ▮ so far as is reasonably practicable, that the plant used is specifically designed to lift or suspend the load.
- A competent person for plant and scaffolding (excluding cranes) means a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task (and includes having a high risk licence for work above 4 metres). Refer to the Regulations for a full definition of a competent person.

## Scaffolds



*Work Health and Safety Regulations 2012: Chapter 4 – Regulation 225*



*Code of Practice: Scaffolding*

Under the Regulations you must ensure the safety of scaffolds on your site. Your WHS Management Plan should outline how you will do this.

Scaffold includes:

- ▮ suspended scaffold
- ▮ cantilevered scaffold
- ▮ spur scaffold
- ▮ hung scaffold
- ▮ any other scaffold from which a person or thing could fall more than 4 metres.

Scaffold must be inspected by a competent person who must have a high risk licence if working above 4 metres. It is not to be used unless that competent person has provided written confirmation that the construction of the scaffold has been completed.

You must ensure that the scaffold and its supporting structure are inspected by a competent person:

- ▮ before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold
- ▮ before use of the scaffold is resumed after repairs
- ▮ at least every 30 days.

If an inspection indicates that a scaffold at a workplace or its supporting structure creates a risk to health or safety, you must work with the supplier to ensure that:

- ▮ any necessary repairs, alterations and additions are made or carried out
- ▮ the scaffold and its supporting structure are inspected again by a competent person before use of the scaffold is resumed.

You must also ensure that unauthorised access to the scaffold is prevented while the scaffold is incomplete or unattended, for example by using danger tags or other warning signs.

## 9.7 Managing other construction hazards

There are other construction hazards you should manage that are not specifically mentioned in the Regulations. We recommend that you outline in your WHS Management Plan how you will manage these. Codes of Practice (see Section 3.2) are available for many of these and provide useful guidance information.

## Traffic Management



Traffic control at work sites is provided to maintain a safe workplace for workers and to safely guide road users through work sites. It is essential for safety that the credibility of traffic control at work sites is maintained. This can be achieved by ensuring that arrangements are as simple and predictable as possible, that devices are correctly installed, and that the measures applied match the road environment and work activities being undertaken.

Traffic control at work sites in Tasmania must be installed in accordance with the relevant Australian Standard - AS1742.3, Manual of uniform traffic control devices, Part 3: Traffic control for works on roads. Workers involved in installing and managing traffic control at work sites must understand the requirements of the Standard and be appropriately trained and qualified in its use.

### Training Requirements

Those involved in providing traffic control at worksites, both in operational and managerial roles, must be competent. This means they must be appropriately trained and hold relevant qualifications.

1. Anyone undertaking traffic management activities must have satisfactorily completed the Training.gov.au training package unit RIIOHS302A 'Implement Traffic Management Plan' or equivalent.
2. In addition to the above qualification, where manual traffic control is required, it shall be performed by those who have also satisfactorily completed the Training.gov.au training package unit RIIOHS205A 'Control Traffic with a Stop/Slow Bat' or equivalent.
3. As a minimum, traffic management plans must be drawn and certified by a person who has satisfactorily completed the appropriate training. RIIOHS205A and RIIOHS302A are not considered to be sufficient training for drawing and certifying traffic management plans.

Note: Training.gov.au is the database on vocational education and training in Australia. It is the official national register of information on training packages, qualifications, courses, units of competency and registered training organisations. For more information go to [www.training.gov.au](http://www.training.gov.au)

## Ladder safety



### *Code of Practice: Managing the risks of falls in the workplace*

Your WHS Management Plan should acknowledge how you will ensure your workers are kept safe from falls from ladders. This could include:

- ▮ using ladders according to the manufacturer's instructions
- ▮ allowing only one person at a time on a ladder
- ▮ requiring all work from a ladder to be done while facing the ladder
- ▮ prohibiting ladders to be set up on scaffolds or elevated work platforms to gain extra height.

## Manual handling



### *Code of Practice: Hazardous manual tasks*

Your WHS Management Plan should outline how you will manage the risk of injury from manual handling tasks. This could include:

- ▮ requiring all workers to follow good manual handling practices such as safe lifting techniques and buddy lifting system (and incorporating this requirement into your site rules)
- ▮ using a manual handling checklist as required.

## Slips, trips and falls



### *Recommended*

Your WHS Management Plan should outline your procedures for managing slips, trips and falls. These could include:

- // using a slips, trips and falls checklist as required
- // stating that a visual check will be conducted for hazards that could cause someone to slip, trip or fall
- // requiring workers to keep the site tidy and incorporating this requirement into your site rules.

## Hand operated and power tool use



### *Recommended*

Your plan should outline your requirements to ensure the safety of workers when using hand operated and power tools.

This could include your requirement for:

- // all tools to be regularly checked to ensure they are in a safe working order as identified on the daily and weekly checklists
- // electrical tools to be included in a tag and testing register (sample provided in Part B)
- // electric tools to be tested and tagged every 3 months
- // unsafe tools to be tagged and removed from service
- // any issues identified with power tools to be communicated to workers through a toolbox meeting.

You could also outline your requirements for workers to check tools before use to ensure:

- // electrical connections are secure
- // electricity supply is through a Residual Current Device (RCD)
- // safety guards are in position
- // the machine is switched off before activating the electricity supply
- // that appropriate PPE is used as required by manufacturer's guidelines or as guided by the principal contractor or other relevant contractor.

## Sun safety



### *Recommended*

Your WHS Management Plan should outline how you will manage sun safety during this construction project. This could include requiring workers to:

- // wear adequate clothing (for example hats) and other protection methods (for example sunscreen) to protect themselves from the effects of UV ray exposure
- // take adequate rest breaks out of direct sunlight and consume enough water to avoid heat stress related illnesses.

You could incorporate these requirements into your site rules.

## Any other construction hazards



### *Recommended*

Your WHS Management Plan should outline how you will manage other construction hazards relevant to your project, for example protrusions, hot works, use and storage of chemicals or lighting. A simple risk assessment of your project before you start will help you identify these.

## Section 10. Safe Work Method Statements

### 10.1 Completing your Safe Work Method Statement

 *Work Health and Safety Regulations 2012: Chapter 6 – Regulations 299-303*

You must complete a Safe Work Method Statement (SWMS) for all high risk construction work to be done during your construction project. For a list of high risk construction work see Section 5.

A SWMS is used for a body of work that may involve multiple high risk construction work. For example, a plumbing job on a project may include multiple high risk construction work such as powered mobile plant, working at heights of more than 2 metres above ground and working adjacent to a road used by traffic other than pedestrians. One SWMS can be used to manage all the high risk construction work activities.

A sample SWMS is provided overleaf to help you complete your SWMS template.

#### Organisational details section

Complete organisation details in first section including the name and contact details of:

- ▮ principal contractor
- ▮ project manager or supervisor
- ▮ other contractors (who will be PCBUs).

You also need to complete the name and contact details of the person who completed the SWMS, including the date it was completed.

#### Project details section

##### What is the scope of the work?

This section should outline the scope of work to be undertaken that involves high risk construction work. For example, as mentioned above, a plumbing job on a project may include multiple high risk work activities such as powered mobile plant, working at heights of more than 2 metres above ground and working adjacent to a road used by traffic other than pedestrians. One SWMS can be used to manage all these activities.

##### Who else was consulted/involved in preparing this SWMS?

Who did you consult with to develop the SWMS? The PCBU who is causing the work to be done must consult with all workers and other PCBUs involved in the work as far as reasonably practicable.

##### What high risk construction work is covered by this SWMS?

See Section 5 for more information about high risk construction activities.

##### Plant involved in the scope of work?

In this section you should detail any specific plant that is needed in the high risk construction work and any controls to manage the plant's risk and hazards.

##### What high risk licence classes will be required to do the work?

See Section 5.2 for more information about high risk licences.

#### Risk management section

See Section 4.1 for information about managing risk.

### 10.2 Managing your Safe Work Method Statements

 *Work Health and Safety Regulations 2012: Chapter 6 – Regulations 299-303*

Your WHS Management Plan must outline how you intend to collect, monitor and review the SWMS.



# Sample Safe Work Method Statement (SWMS)

ORGANISATION DETAILS		
Principal contractor:	ABLE 2 CONSTRUCTIT4U PTY LTD	Contact number: 0404 772 277
Project manager or supervisor:	JACK SMART	Contact number: 0404 771 177
Other contractors (PCBUs):	NAUTILUS PLUMBING P/L and SUPERIOR SCAFFOLDING P/L	Contact number: 6462 2222 and 0418 300 300
Person completing the SWMS:	JACK SMART	Contact number: 0404 771 177
Position:	SITE SUPERVISOR	Reviewed by: TOM WISE (Project Manager)
Date prepared:	17/6/2012	Review date: 20/10/2012
PROJECT DETAILS		
What is the scope of the work?	Excavation work associated with plumbing of sewerage and storm water from connection at boundary into new residence. Install access scaffolding to enable installation of flashing on second story roof and connecting downpipes into storm water	
Who else was consulted/involved in preparing this SWMS?	Tom Wise Project Manager for Able 2 Constructit4u P/L Stinky Jones from Nautilus Plumbing Dirk Ledger from Superior Scaffolding P/L	
What high risk work activities are covered by this SWMS?	Powered mobile plant in operation. Heights of more than 2 metres above ground. Work adjacent to a road used by traffic other than pedestrians	
References: Legislation, Australian Standards, Codes of Practice, MSDS and SOPs.	<i>WHS Act and Regulations 2012</i> <i>Codes of practice: How to prevent falls at workplaces, Scaffolding, Risks of plant at workplaces, Excavation work</i>	
Plant involved in the scope of work:	3 tonne rubber tracked CAT excavator, prefabricated scaffolding components, 10 yard dump truck, delivery vehicles, worker vehicles, personal fall arrest devices, PVC plumbing components, portable hand tools	
What high risk licence classes will be required to do the work?	Scaffolding Class SB, SI or SA, Vehicle Loading Crane Class CV, Dogging Class DG	



<b>RISK MANAGEMENT</b>				
<b>Identify each task in order</b>	<b>Specify the hazards you have identified</b>	<b>What are the risks to health and safety?</b>	<b>Describe your control measures, list as many as possible</b>	<b>Who is responsible for implementing and monitoring controls?</b>
Delivery of scaffolding and plumbing materials to site	<ul style="list-style-type: none"> <li>• Mobile machinery</li> <li>• Manual handling</li> <li>• Storage of materials associated with the work site</li> </ul>	<ul style="list-style-type: none"> <li>• Crush or impact with body</li> <li>• Muscular skeletal injuries</li> <li>• Trips and falls</li> <li>• Cuts on sharp edges</li> <li>• Objects falling from above</li> <li>• Striking body against materials</li> </ul>	<ul style="list-style-type: none"> <li>• Hi-ab crane mounted on delivery vehicle. Driver holds appropriate HRL for crane and dogging. Team lifting of lighter items. Workers to wear gloves when handling materials</li> <li>• Segregate stored materials away from work areas</li> <li>• Place bunting around sharp corners of flashings</li> <li>• Scaffolding components to remain in storage cradles, cradles to be stacked on level ground</li> <li>• Hard hats, gloves and safety glasses to be worn during all work</li> <li>• Maintain separation between the plumbing activities and scaffolder's while scaffolding is being handled</li> </ul>	<ul style="list-style-type: none"> <li>• Jack Smart to check HRL. Workers to observe PPE and safe lifting practices</li> <li>• Jack Smart to supervise Dirk and his crew to wear PPE as designated</li> <li>• Stinky to maintain separation from scaffolding. Excavator to stay 5 metres from scaffolder's at all times</li> </ul>
Unloading excavator on site	<ul style="list-style-type: none"> <li>• Manual handling (ramps)</li> <li>• Mobile machinery proximity to workers</li> <li>• Other vehicles moving in the area</li> </ul>	<ul style="list-style-type: none"> <li>• Muscular skeletal injuries</li> <li>• Cuts and bruising</li> <li>• Tipping over during unloading causing injuries to excavator operator and crush injuries for workers</li> </ul>	<ul style="list-style-type: none"> <li>• Excavator will place its own ramps into position and operator to hold industry accreditation</li> <li>• Advance warning traffic signs to be used</li> <li>• Able 2 construct traffic management for pedestrians and vehicles during unloading excavator from 10 yard truck</li> <li>• All personnel to maintain a 6 metre clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Jack Smart to coordinate unloading activity</li> <li>• Jack Smart to manage traffic management of people and vehicles</li> </ul>
Excavate and backfill drainage trenches	<ul style="list-style-type: none"> <li>• Moving machinery</li> <li>• Noise</li> <li>• Open excavations</li> </ul>	<ul style="list-style-type: none"> <li>• Struck/crushed by machine</li> <li>• Excavator undermines or knocks down scaffold</li> <li>• Fall into open excavations</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain safe distance from operating machinery</li> <li>• Complete excavation in scaffold area and backfill before scaffolding work starts</li> <li>• Machine has reverse beeper and flashing light</li> </ul>	<ul style="list-style-type: none"> <li>• Jack Smart to coordinate works program</li> <li>• Stinky Jones to install para-web</li> <li>• Excavator operator to</li> </ul>

		<ul style="list-style-type: none"> <li>Buried in trench collapse</li> </ul>	<ul style="list-style-type: none"> <li>All workers to wear high visibility garments</li> <li>Operator to blast horn twice prior to tramping</li> <li>Trench edges delineated with para-web fence</li> <li>Trench in stages and backfill each day</li> <li>Bench and batter edges over 1.5m</li> </ul>	<p>alert others when tramping</p> <ul style="list-style-type: none"> <li>All workers wear designated PPE</li> </ul>
Construct access scaffold for plumbers	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling from heights</li> <li>Falling objects</li> <li>Sharps edges</li> <li>Structural collapse</li> </ul>	<ul style="list-style-type: none"> <li>Muscular skeletal injuries</li> <li>Bruising</li> <li>Lacerations</li> <li>Fractures</li> <li>Fatalities</li> <li>Struck by falling materials</li> </ul>	<ul style="list-style-type: none"> <li>Prestart stretching and flexing by scaffolders</li> <li>Buddy lifting techniques and job rotation applied</li> <li>Scaffold designed and erected by qualified scaffolders who install edge protection at every lift during construction as work proceeds</li> <li>Maintain 6 metre exclusion zone</li> <li>Hard hats, gloves, safety glasses and footwear worn by all on site</li> </ul>	<ul style="list-style-type: none"> <li>Superior Scaffolding supply scaffold design drawing</li> <li>Dirk Ledger to supervise scaffold construction</li> <li>Jack Smart to coordinate site work</li> <li>Tom Wise to obtain copies of HRLs</li> <li>Handover certificate req'd</li> <li>Scaffag fitted as sign off</li> </ul>
Working from scaffold	<ul style="list-style-type: none"> <li>Falling from the structure</li> <li>Falling objects</li> <li>Electric shock</li> </ul>	<ul style="list-style-type: none"> <li>Bruising</li> <li>Lacerations</li> <li>Fractures</li> <li>Fatalities</li> <li>Slips/falls (on wet sealant)</li> </ul>	<ul style="list-style-type: none"> <li>Access ladder secured to scaffold to prevent movement when accessing scaffold</li> <li>Materials not to be carried up access ladder, use ropes and buddy system to handball up materials</li> <li>All electrical equipment tagged and tested</li> <li>Remain on scaffold deck at all times, no trestles or climbing rails for additional height or reach</li> <li>No alterations to scaffold by plumbers after handover by scaffolders</li> </ul>	<ul style="list-style-type: none"> <li>Jack Smart to coordinate works program</li> <li>Stinky Jones to supervise his workers compliance and provide PPE</li> <li>Contact Dirk 0418300300 to make changes to scaffold</li> <li>Plumbers to work according to SWMS</li> </ul>

This SWMS has been developed in consultation and has been read, understood and signed by all workers undertaking the scope of works:

Print Names:	Signatures:	Dates:
John Brown		17 June 2012
Sam Smith		17 June 2012
Bill Robinson		17 June 2012
Sally Stone		17 June 2012

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