SAFETY IN CONSTRUCTION

Your guide to managing safety in housing and construction

WorkSafe Tasmania
Department of Justice

Tasmanian Government

Please note

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, the Work Health and Safety Regulations 2022 and any other relevant legislation. To view, go to the WorkSafe Tasmania website at worksafe.tas.gov.au.

Throughout this guide, WHS = work health and safety.

Most samples and templates are available at worksafe.tas.gov.au; search for 'tools and templates' unless different search terms are given in this guide.

We welcome your feedback on this guide. Send to: wstinfo@justice.tas.gov.au

CONTENTS

INTRODUCTION

This guide is targeted at small residential builders, but will also help larger residential construction businesses with more comprehensive requirements.

It will help you:

- understand your obligations under the Work Health and Safety Act 2012 and the Work Health and Safety Regulations 2022
- develop a Work Health and Safety (WHS) Management Plan to manage your safety obligations
- develop Safe Work Method Statements for high risk construction work.

In this guide:

- the word 'must' indicates when a topic is required by law to be in your plan
- the word 'should' indicates when it is recommended to be there.

These symbols highlight when something is required by law, and when it is recommended to help you manage safety on your site.

= MANDATORY **= RECOMMENDED**

When you need a WHS Management Plan

Work Health and Safety Regulations 2022: Chapter 6, Regulation 309

You must have a WHS Management Plan when the value of your construction work is over $250,000. Your plan must include:

- the names, positions and WHS responsibilities of everyone at the workplace with 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 in place to ensure everyone knows about these
- the steps for collecting, assessing, monitoring and reviewing Safe Work Method Statements.

This guide explains all these matters, guiding you through creating your plan and meeting your obligations.

We have provided a template for you to create your plan: go to worksafe.tas.gov.au and search for 'tools and templates'. Our template is broader than what the Regulations require, and we recommend you complete all the sections, so you cover all your legal obligations.

When you need a Safe Work Method Statement

Work Health and Safety Regulations 2022: Chapter 6, Regulations 299–303

You must have a Safe Work Method Statement for all high risk construction work (see section 5 of this guide for more information).

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

Section 10 of this guide will help you complete a Safe Work Method Statement and meet this obligation.

We have provided a template for you to use: go to worksafe.tas.gov.au and search for 'tools and templates'.

Construction tools and templates

You will find tools and templates specific to a construction worksite at worksafe.tas.gov.au (search for 'tools and templates'):

- the WHS Management Plan template
- the Safe Work Method Statement template
- WHS policy samples
- daily sign-in register
- demolition work notice
- electrical tag and test register
- risk assessment form
- site rules.

For all these templates, but especially the WHS Management Plan template and the Safe Work Method Statement template, it is important that you:

- adapt the words to meet the needs of your own business
- adapt them 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 1. **PROJECT MANAGEMENT**

1.1 Management and review

Work Health and Safety Regulations 2022: Chapter 6, Regulations 309, 310, 311

You should include a statement that summarises your plan, and your approach to managing WHS. This statement should include how you will:

- manage and review your plan throughout the project
- make the plan available throughout the project
- ensure everyone working on your project is aware of the plan, and any changes to the plan.

1.2 Principal contractor details

Work Health and Safety Regulations 2022: Chapter 6, Regulation 309

You must identify the principal contractor and important details. While not compulsory, including the contract licence number and ABN is useful. This section should be signed by the principal contractor.

1.3 Details of persons at workplace with WHS responsibilities

Work Health and Safety Regulations 2022: Chapter 6, Regulation 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) and their specific WHS responsibilities.

1.4 Other contact details

Recommended

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

1.5 Scope of work

Recommended

It can be useful to outline the scope of the project and provide a brief description of the type of building project. For example, if it is a new building or a renovation, the approximate size of the building; and the project's location, estimated value, zoning, and planned start and finish dates.

SECTION 2. **ROLES AND RESPONSIBILITIES**

Person Conducting a Business or Undertaking (PCBU)

A PCBU covers a broad range of modern work relationships and business structures. These include someone operating a business or undertaking for-profit or not-for-profit, whether alone or with others. The definition of a PCBU focuses on work arrangements and the relationships involved in carrying out that work.

A PCBU can be an employer or a self-employed person.

A PCBU can also be a worker. For example, a contractor working for a principal contractor is a worker to the principal contractor; but remains a PCBU for their own workers.

There can be more than one PCBU on a construction project. For example, contractors providing specific services, such as plumbing or electrical work, are PCBUs for the work they are undertaking on site. On a construction project, the principal contractor is to be the main PCBU.

A PCBU has specific responsibilities under the WHS laws. All PCBUs are responsible for keeping all workers on site safe, regardless of who employs them. The primary responsibilities of a PCBU are:

- providing and maintaining a working environment that is safe and without risks to health, including safe access to and exit from the workplace
- providing and maintaining 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)
- ensuring the safe use, handling, storage and transport of plant, structure and substances (for example toxic chemicals, dusts and fibres)
- providing adequate facilities for the welfare of workers at work (for example access to drinking water, washing facilities, portable toilets and eating facilities)
- providing 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
- ensuring 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
- maintaining 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, their representatives and other PCBUs.

Person with Management or Control of a Workplace

A Person with Management or Control of a Workplace means 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 that provides equipment for your project — for example, supplying and installing scaffolding — and in doing this, has a responsibility for the safety of your workers using that equipment.

2.1 Principal contractor

Work Health and Safety Regulations 2022: Chapter 6, Regulation 293

Any 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 (listed above) and more; for example:

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

You may also choose to delegate specific tasks to others who are named as having specific WHS roles and responsibilities but as PCBU, you retain 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 work associated with their activities and ensuring safe work method statements are developed and implemented
- complying with the duties of a worker.

2.3 Workers

Work Health and Safety Act 2012: Section 28

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.

A worker has specific responsibilities under the WHS laws:

- 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.

Your WHS Management Plan should acknowledge these.

Visitors to your site (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 2022: Chapter 6, Regulation 309

Your WHS Management Plan must outline the specific responsibilities of people with a specific role in this area: for example, a safety officer, health and safety representative, trainers, first aiders.

Even if others on site have been delegated responsibilities, the principal contractor retains ultimate responsibility.

SECTION 3. **GENERAL WHS INFORMATION**

Legislation

Work Health and Safety Act 2012, Work Health and Safety Regulations 2022

All construction projects must meet the requirements of the Work Health and Safety Act 2012 and the Work Health and Safety Regulations 2022. Find these at worksafe.tas.gov.au; search for 'acts'.

The Work Health and Safety Regulations 2022 are divided into chapters. While Chapter 6 is specifically about the construction industry, other chapters contain WHS requirements you may have responsibilities under, 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
- Chapter 7 Hazardous chemicals
- Chapter 8 Asbestos.

The Regulations also refer to Australian Standards that must be complied with.

Your WHS Management Plan should acknowledge the laws that affect your project by their full name.

3.2 Codes of practice, standards and other guidance

Recommended

We recommend you list the codes, standards and guidance you plan to use in your project, and make sure you have ready access to them.

Codes

Codes of practice provide practical guidance, in easy to understand language, on how to meet the requirements of the Act and Regulations. Codes can be:

- used in court as evidence of whether you have met your legal obligations
- referred to by an inspector when issuing an improvement or prohibition notice.

They can help you with common construction tasks. For example:

- Construction work
- Excavation work

- Demolition work
- Managing the risks of falls in the workplace.

They can also help with WHS responsibilities. For example:

- First aid in the workplace
- Work health and safety consultation, cooperation and coordination.

Codes are not mandatory, providing you can show you have an equivalent or better way to achieve the required WHS outcome. They can be updated too, and you must ensure you are using the current version. Find the current codes of practice at worksafe.tas.gov.au; search for 'codes'.

Standards

Codes have replaced many Australian Standards, but some still apply and must be complied with. One example is AS3012 2010 Electrical installations construction and demolition sites.

Other guidance

Other guidance you may use include safety alerts, WorkSafe Tasmania guides and online information at worksafe.tas.gov.au. Some we recommend are listed in this guide. You can also include your own safe work procedures, and safety data sheets for chemicals.

3.3 WHS policy

Recommended

Your WHS Management Plan should include your WHS policy. Find samples to create your own at worksafe.tas.gov.au; search for 'tools and templates'.

3.4 Other policies

Recommended

Your WHS Management Plan could also include other policies you have for matters such as drug and alcohol use or injury management/return to work. Find samples to create your worn at worksafe.tas.gov.au; search for 'tools and templates'.

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**

4.1 Identifying hazards and managing risks

Work Health and Safety Act 2012: Section 19

Work Health and Safety Regulations 2022: Chapter 3, Parts 3.1 and 3.2

Code of practice: How to manage work health and safety risks

You must identify all hazards associated with your project and manage the risks.

Your WHS Management Plan should outline how you will do this. This may include stating that you will use the risk assessment template (at worksafe.tas.gov.au; search for 'tools and templates') to identify hazards and manage risks.

You should do this before you start the project and also:

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

Make sure you consult and work with your workers and contractors throughout this proces

Identifying hazards

A hazard is anything that has the potential to cause injury, illness or damage to your workers' health. Hazards at a construction worksite may include manual tasks, untidy workplaces, working at heights, faulty or unguarded machinery, bullying, noise and working outdoors. See section 9 of this guide for more construction hazards and how to manage them.

To find hazards:

- walk around your worksite
- talk to your workers and contractors
- check incident/injury/near miss records
- review information from equipment manufacturers or chemical suppliers.

Assessing risk

To determine the likelihood of a hazard causing injury, illness or damage to your workers' health, ask:

- What is the potential impact of the hazard? That is, how severe could an injury or illness be? Would it require simple first aid only, or cause permanent ill health or disability? Or could it kill?
- How likely is the hazard to cause someone harm? Could it happen at any time or would it be a rare event? How often are workers exposed to the hazard?

Fix the problem

You should always aim to remove a hazard completely from your workplace. Where this isn't practical, you should work through the other alternatives systematically. Section 4.2 explains this systematic approach, using the hierarchy of controls.

Some problems may be fixed easily and straight away, while others will need more effort and planning. Concentrate on the most urgent hazards without neglecting the simpler ones that could be easily and immediately fixed.

Evaluate results

After you think you've fixed the problem, find out whether the changes have been effective:

- ask the workers affected by the changes. Maybe you and your workers can even see more ways to make further improvements
- look at your incident records to see if numbers are going down
- make sure your solution does not introduce new hazards.

Set a date to re-assess the risk. Choose a timeframe appropriate to the task and the risk involved.

4.2 Hierarchy of control

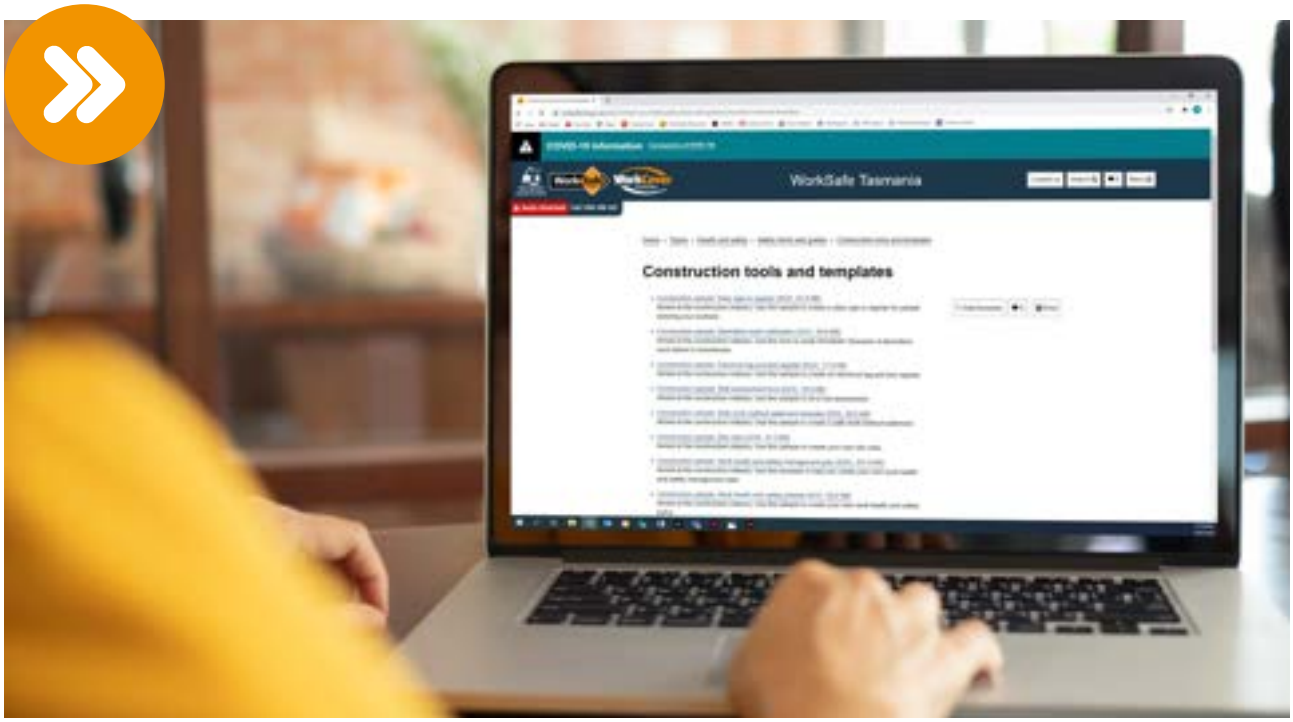
Work Health and Safety Regulations 2022: Chapter 3, Regulation 36

You must work through the hierarchy of control in order: that is, you must use the highest-ranked control that is practical for controlling the risk. Only use lower-ranked controls as a last resort or until a more effective way of controlling risk can be used (the exception here is developing a Safe Work Method Statement (SWMS), which must be developed for all high risk construction work.

- eliminate: remove the hazard completely from your workplace. For example, repair damaged equipment. If this is not practical, then…
- substitute: replace the hazard with a safer alternative. For example, lift smaller packages. If this is not practical, then…
- isolate: as much as possible, isolate the hazard from workers. For example, install barriers to restrict access to hazardous work areas. If this is not practical, then…
- engineering controls: adapt tools or equipment to reduce the risk; For example, use a trolley for moving heavy loads. If this is not practical, then…
- administrative controls: change work practices and organisation. For example, implement systems, develop Safe Work Method Statements. If this is not practical, then…
- personal protective equipment (PPE): For example, use hearing/eye protection equipment, hard hats, gloves and masks. PPE is your last resort option.

Some solutions are more effective than others. Make sure your solution does not introduce new hazards. And sometimes using more than one control measure could be the most effective way to reduce the exposure to hazards.

Use the risk assessment template (at worksafe.tas.gov.au; search for ‘tools and templates’) to do this.



SECTION 5. **HIGH RISK CONSTRUCTION WORK**

5.1 High risk construction work

Work Health and Safety Regulations 2022: Chapter 6, Regulations 291, 299–303

Code of practice: Construction work

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 should list the high risk work for your project.

You must complete a Safe Work Method Statement for these high risk work tasks. See section 10 of this guide for how to complete a Safe Work Method Statement.

5.2 Licences for high risk work

Work Health and Safety Regulations 2022: 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 erecting scaffolding; operating cranes, forklifts, elevated work platforms; and dogging and rigging. Workers must not carry out a class of work unless they hold a licence for that class of high risk work. Find more information about high risk work licences at worksafe.tas.gov.au; search for 'high risk'.

Your WHS Management Plan should maintain a register of the licences held by your workers.

5.3 Asbestos

Work Health and Safety Regulations 2022: Chapter 8, Regulations 419–529

Code of practice: How to safely remove asbestos; How to manage and control asbestos in the workplace

You must manage the risk associated with asbestos on your project. Your WHS Management Plan should outline how you will do this.

Friable asbestos

You must not allow workers to work with friable asbestos. Removal requires an Class A licensed removalist.

Bonded asbestos containing material (ACM)

This is often found in cement sheet, formed cement shapes, and vinyl floor tiles.

Bonded ACM can be removed by any licensed asbestos removalist (Class A or B).

The maximum amount of bonded ACM an unlicensed person can remove from a workplace is 10 square metres. The removal methods must still comply with the code of practice How to safely remove asbestos.

Where you intend to have workers remove asbestos, you must provide them with training in identifying, safe handling and suitable control measures for ACM.

Structures or plant constructed before 31 December 2003

Where workplace structures or plant constructed before 31 December 2003 are to be demolished or refurbished, you must review the asbestos register. The person with management or control of the premise must provide this register to you.

If there is no register for the workplace, you cannot start demolition or refurbishment until a competent person makes an inspection and a register is created.

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.

Training, health monitoring

For more direction on asbestos removal and management, including training and health monitoring for your workers, see Chapter 8 of the Work Health and Safety Regulations 2022.

SECTION 6. **EMERGENCY & INCIDENT RESPONSE**

6.1 Emergency preparedness

Work Health and Safety Regulations 2022: Chapter 3, Regulations 43, 309

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

- how you notify workers about the emergency meeting 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, the emergency procedure, an emergency meeting point, preparing and displaying an emergency contact list.

We recommend that your sign-in register include contact details in case of an emergency for your workers (find a sample sign-in register at worksafe.tas.gov.au; search for 'tools and templates').

Daily sign-in register
<insert company name>

Everyone must be site inducted before entry

When signing in you are also confirming you have read and understood the site notes listed below

Name and contact number	Company name	Time in	White card number	Signature in	Time out	Signature out

Site notes: .....

.....
.....
.....
.....
.....

ADAPT THIS REGISTER TO SUIT YOUR WORKPLACE

6.2 Incident procedures

Work Health and Safety Regulations 2022: Chapter 3, Regulation 309

Your WHS Management Plan must include your procedures for managing any WHS incidents during the project. This includes what you expect to be done in the event of an incident; for example:

- how you will deal with the scene of an incident
- how and when to contact emergency services or other relevant emergency personnel
- how and when you expect to be notified
- your expectations about who else needs to be notified (such as WorkSafe Tasmania, outlined below).

6.3 Notifiable incidents

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

If there is a death or serious injury or illness at your workplace, you must notify WorkSafe Tasmania by the quickest means possible. This usually means calling WorkSafe on 1300 366 322. You must then follow up by lodging the online form at worksafe.tas.gov.au. Find it by clicking the red notify button.

If the incident occurs outside normal working hours, you must still call WorkSafe immediately. Serious injury or illness of a person includes:

- immediate treatment as an in-patient in a hospital; or
- immediate treatment for:
    - the amputation of any part of their body; or
    - a serious head injury; or
    - a serious eye injury; or
    - a serious burn; or
    - the separation of their skin from an underlying tissue (such as de-gloving 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 WorkSafe 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 (these must also be reported to TasNetworks in 132 004)
- 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.

In the event of a notifiable incident, you must ensure that the incident site is not disturbed until a WorkSafe inspector arrives or advises you can. You may only disturb the site of a notifiable incident to help an injured person, remove a deceased person, help a police investigation, or to reduce the risk of a further notifiable incident occurring.

Your WHS Management Plan should outline your procedure for notifying WorkSafe Tasmania.

6.4 First aid

Work Health and Safety Regulations 2022: Chapter 3, Regulation 42

Code of practice: First aid in the workplace

Your WHS Management Plan should outline how you will manage first aid.

You must make sure:

- adequate and appropriate 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 make sure that an adequate number of workers are trained to administer first aid at the workplace, or that other medical assistance is readily available.

Your first aid provisions 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 people 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 & TRAINING**

7.1 Worker induction

Work Health and Safety Regulations 2022: Chapter 6, Regulation 309, 316

Your WHS Management Plan should cover how you will manage worker inductions.

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 interstate current series induction cards are acceptable in Tasmania.
For information go to worksafe.tas.gov.au and search for 'white card'.

You must also induct your workers into your construction site to ensure they are know:

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

7.2 Worker training

Work Health and Safety Regulations 2022: Chapter 3, Regulation 39; Chapter 6, Regulations 317, 318, 326

Your WHS Management Plan should outline your requirement for:

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

You must ensure information, training and instruction provided to workers is suitable, adequate, and:

- relevant to the worker's work tasks
- readily understandable by the worker
- covers the risks associated with the work
- explains the control measures in place.

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

SECTION 8. **CONSULTATION & COMMUNICATION**

8.1 Consultation

Health and Safety Act 2022: Part 5

Code of practice: Work health and safety consultation, cooperation and coordination

Your WHS Management Plan must outline how you will consult before and during the project. This includes at toolbox meetings, when developing your Safe Work Method Statements, and when changes to workplace arrangements take place that would affect WHS.

Your plan must state how you will consult with:

- all workers on site
- all contractors and suppliers
- all other PCBUs involved in the project.

8.2 Communication

Work Health and Safety Regulations 2022: Chapter 6, Regulation 309

Code of practice: Work health and safety consultation, cooperation and coordination

Your WHS Management Plan must outline how you will communicate (formally and informally) with everyone involved in the project to ensure they comply with their WHS duties and to keep them informed of any hazards or risks that arise. Examples include through holding inductions and toolbox meetings, or sharing safety alerts and guidance about industry-specific hazards/incidents.

8.3 Disciplinary procedures

Recommended

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

1. first violation: a verbal warning (record a diary note of this)
2. second violation: a written warning
3. third violation: complete removal or suspension of the worker from the project.

If the worker is a contractor's worker, you 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; for example, immediate removal or suspension from the project.

SECTION 9. **SITE SAFETY PROCEDURES**

9.1 Site rules

Work Health and Safety Regulations 2022: 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. They could include your expectations about:

- access to site
- bullying
- complying with your directions
- drugs and alcohol
- personal protective equipment
- reporting incidents
- safe lifting
- site housekeeping requirements
- site safety induction
- sun safety.

Try to keep your rules to a single page so they can be displayed easily. Find sample site rules at worksafe.tas.gov.au; search for 'tools and templates'.

9.2 Site amenities

Work Health and Safety Regulations 2022: Chapter 3, Regulation 41

Code of practice: Managing the work environment and facilities

You must ensure adequate facilities for your workers' hygiene and comfort. Your WHS Management Plan should list these, and how you expect workers to use and maintain them.

Facilities include toilets, drinking water, eating facilities, washing facilities, soap, hand sanitiser, and paper towelling (and bins for used items).

You must make sure these facilities are in good working order, clean and accessible.

9.3 Site security

Work Health and Safety Regulations 2022: Chapter 6, Regulation 298

Guidance note: Security fencing: Making construction sites secure against unauthorised access. Find at worksafe.tas.gov.au; search for 'security fencing'

You must ensure the workplace is secured from unauthorised access. Your WHS Management Plan should identify how you will do this.

Your security measures must consider the WHS risks arising from unauthorised access, and the likelihood of such access. For example, consider how close the workplace is to schools, parks and shops.

If you can't prevent unauthorised access, consider how you will 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 2022: Chapter 3, Regulation 308

Your WHS Management Plan should outline the signage you will provide. You must install signs 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.

9.5 Personal protective equipment

Work Health and Safety Regulations 2022: Chapter 3, Regulations 44–47

You must provide personal protective equipment (PPE) to workers (unless the PPE has already been provided by other PCBUs on the worksite). Your WHS Management Plan should outline your expectations about providing, using and maintaining PPE.

The PPE must be:

- suitable for work being done and any hazards associated with the work
- a suitable size and fit, and reasonably comfortable for the worker who is to use/wear it
- maintained, repaired or replaced so it continues to reduce risk to the worker who uses it, including by ensuring it is clean and hygienic, in good working order, and used or worn by the worker, so far as is reasonably practicable.

You must:

- give workers the information, training and instruction they need to properly use/wear, store and maintain the PPE
- ensure that anyone else at the workplace (such as visitors) is provided with appropriate PPE to use/wear as required.

PPE may include (but is not limited to):

- protective footwear appropriate for the activity being undertaken
- high visibility clothing
- eye wear 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.

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.

You don't have to include these in your WHS Management Plan, but we recommend you do, so you can demonstrate your approach to managing these hazards.

These are listed here alphabetically.

Demolition work

Work Health and Safety Regulations 2022: Regulation 142

Code of practice: Demolition work

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

Find a sample demolition work form at worksafe.tas.gov.au; search for 'tools and templates'.

Dust, fumes and airborne contaminants, including silica

Work Health and Safety Regulations 2022: Division 7, Regulations 49, 50

Codes of practice: Abrasive blasting, Welding processes

You must manage the risks associated with tasks that generate airborne contaminants and dusts. Your WHS Management Plan should outline how you will do this.

Tasks include welding (which can generate fumes and other substances), grinding metals (toxic metal dust or fumes) and grinding/cutting natural and engineered or composite stone (silica dust).

For asbestos dust, see section 5 of this guide for information on asbestos.

Your plan needs to identify how you will:

- identify which tasks produce these contaminants and dusts, and manage the risks
- communicate your control measure to all workers and other PCBUs on the worksite
- make sure no one at your workplace is exposed to a substance or mixture in an airborne concentration that exceeds the exposure standard for that substance or mixture
- ensure air monitoring is carried out to determine the airborne concentration of a substance or mixture at the workplace that an exposure standard applies to.

You must prepare a Safe Work Method Statement for work producing silica dust. See section 10 of this guide for information on how to prepare one of these.

Electrical

Work Health and Safety Regulations 2022: Regulations 148–151, 163; and AS3012—2019 Electrical installations – construction and demolition sites

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

You must comply with *AS3012—2019 Electrical installations – construction and demolition sites* as follows.

Power supplied to a construction site must only come from:

- an electricity distributer's main
- an existing compliant switchboard installed at the premises
- a compliant low voltage generator
- 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
- be individually distinguished by numbers, letters or a combination of both (where multiple boards are present).

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.

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. You should keep records of all inspections, tests, repairs and faults related to all electrical equipment in a testing and tagging register. New electrical equipment must be recorded in the register and subjected to the in-service testing regime within the first 3 months of service.

Find a sample register at worksafe.tas.gov.au; search for 'tools and templates'.

Residual currency devices (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 damaged must be removed from service and either repaired or replaced. If repaired, it must be inspected and tested before being placed back into service.

Maximum length of flexible cords and flexible cables		
Rate current	Conducter 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

Excavation work/trenching

Work Health and Safety Regulations 2022: Chapter 6, Regulations 305–306

Code of practice: Excavation work

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

A Safe Work Method Statement must be prepared for:

- work trenches 1.5 metres or more deep, or dug by powered mobile equipment
- any work close to underground pressurised gas distribution mains or piping (chemical, fuel or refrigerant lines) and energised electrical installations.

See section 10 of this guide for information on how to prepare a Safe Work Method Statement.

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 contact with underground services
- pot-hole dig (by hand) to expose existing services before any mechanical excavation near the services.

All sides of the trench must be adequately supported to reduce 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.

Your control measures should consider:

- 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.

Your emergency procedures must identify how you will manage the risk of someone:

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

Falling objects

Work Health and Safety Regulations 2022: Chapter 4, Regulations 54– 55

Code of practice: Construction work

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

This includes risks from falls includes:

- 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 risks are reduced by providing adequate protection against the risk. Examples include:

- providing a secure barrier
- providing a safe means of raising and lowering objects
- creating an exclusion zone that people are prohibited from entering
- scheduling work tasks so workers are not working beneath other work
- ensuring thorough housekeeping on higher levels of the construction (no loose materials left lying around that could drop).

If this isn't reasonably practical, then you must reduce the risk of an object falling on someone 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).

Falls from heights

Work Health and Safety Regulations 2022: Chapter 4, Regulations 78–80

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

If you have a risk of falling 2 metres or more, you must prepare a Safe Work Method Statement. See section 10 of this guide for information on how to prepare one of these.

For any risk of falls from a height of less than 2 metres, the following information applies.

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 it's not reasonably practicable to achieve this, 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 it's not reasonably practicable to provide this, 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's not reasonably practicable to provide any of these, then you may consider the lowest order of control, providing a fall arrest safety system (a fall arrest harness and lanyards). In this case, you must:

- establish an emergency procedure that has been tested to ensure it is effective
- provide training/instruction to the workers who will be using the fall arrest safety system or carrying out the emergency procedures.

Overhead or underground essential services

Work Health and Safety Regulations 2022: Chapter 4, Regulation 166; Chapter 6; Regulation 304

Code of practice: Excavation work

You must ensure no one on your site comes within an unsafe distance of an overhead or underground essential service (that is, essential services that use pipes, cables or other associated plant located underground). This includes anyone doing fencing, landscaping, foundation work, plumbing and electrical work. 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 power lines ensure you have an authorised observer who is trained by the service provider (TasNetworks).

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 near underground essential services, see excavation work in this section of this guide.

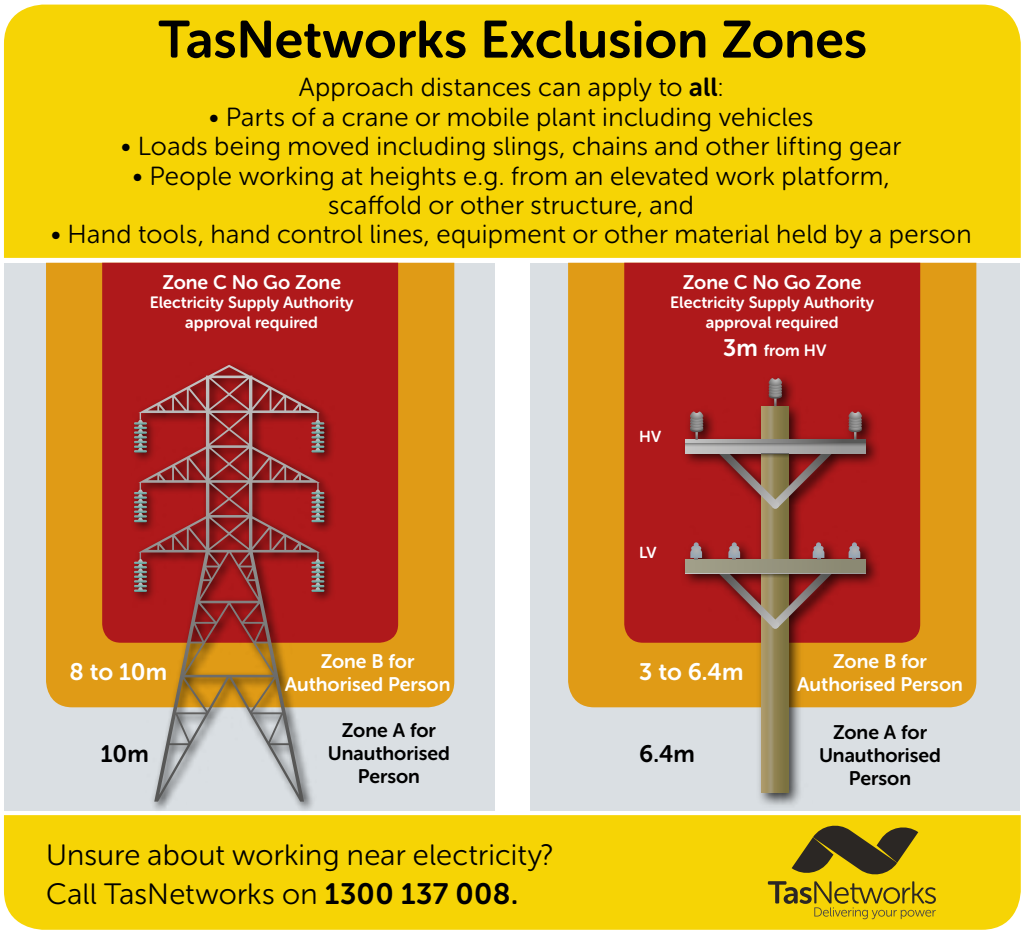


Image courtesy Tas NetWorks.

Plant

Work Health and Safety Regulation 2022: Regulations 206–219

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 all plant to be 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 only for the purpose it was designed
- all WHS features and warning devices are used
- appropriate information, training and instructions are provided to workers
- any guarding is a securely fixed and is not allowed to be removed while plant is in operation
- maintenance, inspections and testing are carried out by a competent person
- that no one other than the operator rides on the plant unless they are provided with a level of protection that is equivalent to that provided to the operator.

You must also manage risks associated with:

- the plant overturning
- things falling on the operator of the plant
- the operator being thrown from the plant
- the plant colliding with any person or thing.

Scaffolds

Work Health and Safety Regulations 2022: Chapter 4, Regulation 225

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

If the height of the scaffold is 4 metres or more, it:

- must be installed and inspected by a competent person with a high risk work licence
- must not be used unless that competent person has provided written confirmation that the scaffold has been correctly constructed.

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

- before the scaffold is re-used after an incident occurs that could affect its stability
- before the scaffold is re-used after repairs
- at least every 30 days.

If an inspection finds a scaffold 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 is inspected again by a competent person before use of it resumes.

You must also prevent any unauthorised access to the scaffold while it is incomplete or unattended; for example, by installing locked gates, and using danger tags or other warning signs.

9.7 Managing other hazards

There are other hazards you should manage that are not specifically mentioned in the Regulations. We recommend you outline how you will manage these in your WHS Management Plan.

These are listed here alphabetically.

Bullying

Guide: How to prevent and respond to workplace bullying. Find at worksafe.tas.gov.au; search for 'how to prevent bullying'.

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

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Examples of behaviour — whether intentional or not — that may be workplace bullying if they are repeated, unreasonable and create a risk to WHS include:

- abusive, insulting or offensive language or comments
- unjustified criticism or complaints
- deliberately excluding someone from workplace activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- spreading misinformation or malicious rumours.

You can and must prevent and manage workplace bullying like other workplace hazards, by:

- identifying its presence or potential
- putting control measures in place to prevent or manage it
- putting planning, resources and systems in place: for example, policies, procedures, consultation and training.

Hand operated and power tools

Recommended

You must manage the risks associated with using hand operated and power tools. Your WHS Management Plan should outline how you will do this.

Your plan could include your requirements for:

- regularly checking all tools to ensure they are in a safe working order
- recording all electrical tools in a tag and testing register (find a sample register at worksafe.tas.gov.au; search for 'tools and templates')
- testing and tagging all electric tools every 3 months
- tagging and removing from service any unsafe tools
- communicating any issues identified with power tools 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 an RCD
- safety guards are in position
- the machine is switched off before activating the electricity supply
- appropriate PPE is used as required by manufacturer's guidelines or as guided by the principal contractor or other relevant contractor.

See also section 9.6 of this guide for information about electrical safety.

Ladders

Code of practice: Managing the risks of falls in the workplace. Guidance note: Security fencing: Using portable ladders safely. Find at worksafe.tas.gov.au; search for 'ladder'

You must manage the risks associated with using ladders. Your WHS Management Plan should outline how you will do this. This could include:

- using ladders according to the manufacturer's instructions
- using ladders only as a way of getting to and from a location/workspace
- allowing only one person at a time on a ladder
- requiring all work from a ladder to be done while facing the ladder
- not allowing ladders to be set up on scaffolds or elevated work platforms to gain extra height
- restricting the use of ladders as a work platform where possible: instead, use alternatives such as elevated work platforms, scaffolding and scissor lifts, and mobile work platforms
- securing the ladder at the top and/or base
- having another worker 'foot' the ladder to help ensure its stability when another worker is climbing on it.

Manual tasks

Code of practice: Hazardous manual tasks

You must manage the risks associated with hazardous manual tasks. Your WHS Management Plan should outline how you will do this. This could include:

- using a checklist to identify and assess hazardous manual tasks (find one at worksafe.tas.gov.au; search for 'checklists')
- requiring workers to follow safe lifting/manual handling techniques and practices such as buddy lifting systems; and incorporating this requirement into your site rules
- providing mechanical lifting aids where applicable
- providing workers with appropriate training, information and supervision.

Slips, trips and falls

Recommended

You must manage the risks associated with slips, trips and falls. Your WHS Management Plan should outline how you will do this. This could include by:

- using a slips, trips and falls checklist as required (find one at worksafe.tas.gov.au; search for 'checklists')
- conducting daily (or more frequent) visual checks 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.

Sun safety

Recommended

You must manage the risks associated with working in the sun. Your WHS Management Plan should outline how you will do this. This could include by 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.

Traffic management

Recommended

You must manage the risks associated with general vehicles (cars and trucks) moving on or around your worksite and on nearby public roads. Examples include delivery trucks coming to and from your worksite. Your WHS Management Plan should outline how you will do this.

Traffic controls should be installed/managed according to AS1742.3—2019 Manual of uniform traffic control devices – Traffic control for works on roads.

Workers involved in traffic control (in operational and management roles) must understand the requirements of this standard; and be appropriately trained and hold relevant qualifications.

- Anyone undertaking traffic management activities must have satisfactorily completed the Training.gov.au training package unit 'Implement Traffic Management Plan' or equivalent.
- In addition to the above qualification, if manual traffic control is required, it should be performed by those who have also satisfactorily completed the Training.gov.au training package 'Control Traffic with a Stop/Slow Bat' or equivalent.
- As a minimum, traffic management plans must be drawn up and certified by a person who has satisfactorily completed the appropriate training in developing guidance plans. The two training packages listed above are not considered sufficient training for drawing up and certifying traffic management plans.

Make sure traffic control 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 carried out.

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, chemical use and storage, or lighting. A risk assessment of your project before you start will help you identify these.

SECTION 10. **SAFE WORK METHOD STATEMENTS (SWMS)**

Work Health and Safety Regulations 2022: Chapter 6, Regulations 299–303

Before starting work, you must identify all of the high risk construction work that will be undertaken during your construction project. You must then develop SWMSs for these (see section 5 of this guide for the definition and examples of high risk work).

You must also develop a SWMS for high risk work you identify or introduce during your project.

You do not need to complete a SWMS for all your work tasks: only the high risk work ones.

The SWMS is to be reviewed where:

- there is a need to change the scope of work of the method of carrying out the high risk construction work
- a risk has been identified that is not included and managed within a SWMS.

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

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 these high risk construction work activities.

Find a sample completed SWMS and blank template at worksafe.tas.gov.au by searching for 'tools and templates'.

Organisational details section

Details to be completed in your SWMS include those for the:

- principal contractor
- project manager or supervisor
- other contractors (who will be PCBUs)
- the person completing the SWMS.

Project details section

- What is the scope of the work? List the variety of jobs to undertake that involve high risk construction work. See the plumbing example at the beginning of this section.
- Who else was consulted/involved in preparing this SWMS? List who you consulted with to develop the SWMS. See section 8 of this guide for information about consultation.
- References? See section 3 of this guide for information about the acts, regulations, codes and other information you can refer to.

- What high risk work activities are covered by this SWMS? See section 5 for more information about high risk construction activities.
- What high risk work licence classes are required to do the work? See section 5 for more information about high risk licenses.
- What plant/equipment is involved in the scope of work? Detail the specific plant you need in the high risk construction work and any controls to manage the plant's risk and hazards.
- What PPE is required? See section 9 of this guide for information about PPE.

Risk management table

See Section 4 of this guide for information about managing risk.

1300 366 322

worksafe.tas.gov.au

For more information contact
Phone: 1300 366 322 (within Tasmania)
(03) 6166 4600 (outside Tasmania)
Fax: (03) 6173 0206
Email: wstinfo@justice.tas.gov.au

ISBN: 9781 876712 068

GB310
Updated Feb 2023