



## VMA Build – Eade - Safety Management Plan

Project Name: Eade Byron Bay			
Project Address: 29 Shirley St Byron Bay NSW 2481			
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<b>VMA Build</b>		ABN: 89679768042	
Planned Commencement Date:		Dec 2024	
Estimated Completion Date:		20.11.26	
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Scope of works:		Demolish existing development and clear the site, including existing buildings and trees to facilitate a residential flat building development comprising of 25 three-bedroom dwellings distributed across four separate two and three-storey buildings with basement car parking, associated landscaping and amenities.	
<b>Project Revisions</b>	<b>Date</b>	<b>Changes &amp; Comments</b>	<b>Approved by</b>
Rev 01	Sep 2024	Project Establishment - Draft	TD
Rev 02			
Rev 03			

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## 1 WORKPLACE HEALTH AND SAFETY

### **WHS Planning & Implementation**

#### **Principal Contractor 's Primary Duty of Care**

##### **Safe work environment - In locations where VMA has the Primary Duty of Care**

- An appropriate, safe and clear access to and from the workplace is provided at all times.
- VMA will provide separate pedestrian access at site entry points if environmental controls include rumble pads containing aggregate larger than ~50 mm.
- Access ways and stairs will be provided to allow for no step height greater than 250mm.
- The VMA will provide appropriate safety signs that are erected and maintained to provide guidance and warnings to workers and members of the public.
- An adequate system for collecting, storing and disposing of excess waste materials is to be provided by VMA throughout the entire duration of the construction activities on site.
- VMA will ensure that there is enough space to safely store materials, plant and equipment on site and establish a site procedure for direct loading/unloading of product and materials to site.
- VMA will monitor subcontractor PCBU's are maintaining work areas that are clear of rubbish, that they keep materials stacked and stored correctly in designated areas.
- VMA is to ensure that amenities are regularly cleaned.
- Informal daily walk-throughs and documented inspections conducted by VMA site supervisory personnel are to be used to ensure compliance of these issues on site.

## **2 POLICIES**

VMA policies are to be displayed in the site office and lunchrooms. They encompass the following but not limited to,

- Health and Safety
- Environmental
- Quality
- Code of Conduct
- Fit for Duty
- Managing the Risk of Psychosocial Hazards in the Work.

### 3 REFERENCES

Legislative & Code of Practice References	
<p><b>NSW</b></p> <ul style="list-style-type: none"> <li> Work Health and Safety Act 2011</li> <li> Work Health and Safety Regulation 2017</li> <li> <a href="#">Work Health and Safety Amendment (Penalty Notices) Regulation 2022</a></li> <li> Work Health and Safety Amendment Act 2023</li> </ul> <p><b>Code of Practice</b></p> <ul style="list-style-type: none"> <li> First Aid in the workplace code of practice 2020</li> <li> Hazardous manual tasks code of practice 2019</li> <li> How to manage work health and safety risks code of practice 2019</li> <li> Managing electrical risks in the workplace code of practice 2019</li> <li> Managing noise and preventing hearing loss at work code of practice 2022</li> <li> Managing the risk of falls at workplace code of practice 2019</li> <li> Managing the work environment and facilities code of practice 2019</li> <li> Managing risks of hazardous chemicals in the workplace code of practice 2022</li> <li> Managing the risks of plant in the workplace code of practice 2022</li> <li> Work health and safety consultation, co-ordination, and co-operation code of practice 2022</li> <li> Confined spaces Code of practice 2022</li> <li> Confined spaces code of practice 2022</li> <li> Construction work code of practice 2019</li> <li> Control of work-related exposure to hepatitis and HIV (Bloodborne) viruses Code of practice 2004</li> <li> Cutting and drilling concrete and other Masonry products code of practice 1997</li> <li> Demolition work code of practice 2019</li> <li> Excavation work code of practice 2020</li> <li> Formwork code of practice 2020</li> <li> Labelling of workplace hazardous chemicals code of practice 2022</li> <li> Managing Psychosocial Hazards at Work Code of Practice 2021</li> <li> Moving plant on construction sites code of practice 2004</li> <li> Managing the risks of silica from engineered stone in the workplace Code of practice 2022</li> <li> Overhead protective structures code of practice 1995</li> <li> Preparation of safety data sheets for hazardous chemicals code of practice 2022</li> <li> Safe design of structures code of practice 2019</li> <li> Safe use and storage of chemicals (including pesticides and herbicides) in agriculture code of practice 2006</li> <li> Safe use of synthetic mineral fibres Code of practice 1993</li> <li> Safe work on roofs part 1 commercial industry code of practice 2009</li> <li> Welding processes code of practice 2022</li> <li> Work near overhead power lines code of practice 2006</li> </ul>	<p><b>Standards</b></p> <ul style="list-style-type: none"> <li> Standards Australia 2001, – Occupational health and safety management systems - Specification with guidance for use, AS/NZS 4801: 2001 (<i>Superseded by AS/NZS ISO 45001</i>)</li> <li> Standards Australia 2018, – Occupational health and safety management systems — Requirements with guidance for use, AS/NZS ISO 45001:2018</li> <li> Standards Australia 2016, – Environmental management systems - Requirements with guidance for use, AS/NZS ISO 14001:2016</li> <li> Standards Australia 2016, – Quality management systems – Requirements, AS/NZS ISO 9001:2016</li> </ul> <p><b>Acts</b></p> <ul style="list-style-type: none"> <li> Contaminated Land Management Act 1997</li> <li> Dangerous Goods (Road and Rail Transport) Act 2008</li> <li> Environmentally Hazardous Chemicals Act 1985</li> <li> Forestry Act 2012</li> <li> Local Land Services Act 2013</li> <li> National Environment Protection Council (New South Wales) Act 1995</li> <li> Ozone Protection Act 1989</li> <li> Pesticides Act 1999</li> <li> Plastics reduction and Circular Economy Act 2021</li> <li> Protection of the Environment Administration Act 1991</li> <li> Protection of the Environment Operations Act 1997</li> <li> Radiation Control Act 1990</li> <li> Recreation Vehicles Act 1983</li> <li> Waste Avoidance and Resource Recovery Act 2001</li> </ul> <p><b>Regulations</b></p> <ul style="list-style-type: none"> <li> <a href="#">Contaminated Land Management Regulation 2013</a></li> <li> Dangerous Goods (Road and Rail Transport) Regulation 2022</li> <li> <a href="#">Environmentally Hazardous Chemicals Regulation 2017</a></li> <li> <a href="#">Pesticides Regulation 2017</a></li> <li> Protection of the Environment Operations (General) Regulation 2022</li> <li> Protection of the Environment Operations (Clean Air) Regulation 2022</li> <li> <a href="#">Protection of the Environment Operations (Hunter River Salinity Trading Scheme) Regulation 2002</a></li> <li> <a href="#">Protection of the Environment Operations (Noise Control) Regulation 2017</a></li> <li> <a href="#">Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2014</a></li> <li> <a href="#">Protection of the Environment Operations (Waste) Regulation 2014</a></li> <li> <a href="#">Radiation Control Regulation 2013</a></li> <li> <a href="#">Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulation 2017</a></li> </ul> <p><b>Further information on legislation and codes of practice can be found here</b></p> <ul style="list-style-type: none"> <li> OHS Legislation – <a href="https://www.safework.nsw.gov.au/legal-obligations/legislation">https://www.safework.nsw.gov.au/legal-obligations/legislation</a></li> <li> Environmental Legislation - <a href="https://www.epa.nsw.gov.au/licensing-and-regulation/legislation-and-compliance/acts-administered-by-the-epa/regulation-summaries#CLM">https://www.epa.nsw.gov.au/licensing-and-regulation/legislation-and-compliance/acts-administered-by-the-epa/regulation-summaries#CLM</a></li> <li> <a href="http://www.epa.nsw.gov.au/licensing-and-regulation/legislation-and-compliance/about-the-poeo-act">http://www.epa.nsw.gov.au/licensing-and-regulation/legislation-and-compliance/about-the-poeo-act</a></li> <li> OHS Codes of Practice - <a href="https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice">https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</a></li> </ul>

## **4 ROLES AND RESPONSIBILITIES**

### **3.1 Directors**

- To ensure that the WHS management system of VMA is implemented and effective by:
- Understanding the requirements and expectations of customers as well as environmental and occupational health and safety legislative and other requirements relevant to operations.
- Allocating sufficient resources, training and support to personnel to understand and fulfil the requirements and procedures contained in the WHS Management System.
- Defining the duties of personnel who are qualified and responsible for the implementation of the WHS Management System.
- Holding accountable and reviewing the performance of these persons for their actions.
- Communicating and promoting quality, safety and environmental management and responsibility to personnel at every opportunity; and
- Regular monitoring and evaluation of the effectiveness of the WHS Management System and initiating enhancement as necessary in line with objectives and continuous improvement.

### **3.2 Operations & Project Managers**

- Methods of work and processes are consistent with developed procedures and standards;
- All health and safety issues are resolved appropriately;
- All documentation to be generated and records required are in place for all activities;
- The health and safety performance of employees, contractors and others is managed according to developed procedures; and
- Inspections and formal health and safety monitoring are performed as a key component of their duties.
- To ensure that all relevant parts of the WHS Management System are implemented by:
- Providing leadership that promotes and maintains VMA commitment to continually improve its health and safety management performance.
- Ensuring that sufficient resources are provided to implement the WHS Management System within the project unit;
- Demonstrating genuine interest in quality, health and safety matters to the site personnel, contractors and employees;
- Ensuring site staff are appropriately supported to achieve health safety and environmental outcomes; and
- Initiating, identifying and reviewing internal and external audit standards and reports, and responding promptly and appropriately to the results.

### **3.4 Site Manager / Site Foreman**

- The Site Supervisor is responsible for ensuring that all relevant parts of this WHS Management System are implemented by ensuring that:
- work methods on sites under their control are consistent with developed procedures and standards;
- All safety issues are resolved appropriately or where this is not possible are brought to the attention of management;
- All documentation to be generated and records required is in place for works under their control;
- The safety performance of contractors and others on site is managed according to developed procedures.
- Safety inspections and formal safety monitoring is performed as a key component of site duties and that suitable corrective action is taken wherever necessary.
- Site facilities and amenities are compliant with legislation and are assed for compliance regularly.

### **3.5 Leading Hands**

- Leading hands are responsible for responsible for:
- Ensuring WHS requirements are met in the workplace
- Actioning safety reports and carrying out inspections
- Ensuring safe work practices at all times
- Conducting project inductions, toolbox talks and safety briefings
- Participating in accident or incident investigations
- Leading by example and promoting WHS at every opportunity
- Supervising and ensuring compliance with safe work procedures.

### **3.6 Contract Administrators**

- Contract Administrators are responsible for:
- Supporting Managers and Site Manager / Site Foreman in the achievement of their safety accountabilities and responsibilities.
- Undertaking delegated safety responsibilities as required.

- Procuring and maintaining subcontractors that demonstrate an understanding and compliance to this WHS Management System.
- Ensure safety requirements such as safe work method statements, skills and competencies of subcontractors, and other information is received prior to work orders being issued.
- Assist in the maintenance of accurate safety records and archiving.

### 3.7 WHS Manager

- The WHS Manager is responsible for:
- Providing staff and contractors the advice and assistance needed for the effective implementation of this WHS Management System;
- Constant monitoring and reviewing of safe work procedures and requirements and reporting to management any deficiencies observed and any corrective action necessary to resolve these issues;
- Liaising and consulting with the management and the external consultant on safety matters;
- Collecting WHS information and recording and reporting on the information;
- Co-ordinating VMA WHS training programs;
- Assisting in and facilitating the co-ordination and implementation of this WHS Management System for VMA at every level.

### 3.8 Employees

- Employees of VMA have a responsibility to:
- Be familiar with and work in accordance with the relevant sections of this Work Health & Safety Management System Manual as well as any specific instructions or work procedures given to them by Podia Building.
- Report all incidents, safety issues or concerns immediately to their supervisor;
- Use and maintain all equipment provided in the intended manner;
- Actively participate in any return-to-work plan devised.

### 3.9 Contractors

- Contractors engaged by VMA have a responsibility to be familiar with this Work Health & Safety Management System Manual that is provided to them and to fully comply with its requirements by:
- Assessing the risks involved for work to be performed by the contractor and submitting developed work procedures to VMA in the form of Safe Work Method Statements and Safe Work Procedures;
- *All safe work methods statements will be reviewed before commencement of work and approved by the site WHS Coordinator or Site manager.*
- Following and adhering to the instructions and directions given by VMA regarding the issues for which VMA has a safety obligation;
- Ensuring all persons who may be engaged by the contractor are also familiar with and comply with the Work Health & Safety Management System Manual as well as the safe work procedures of the contractor;

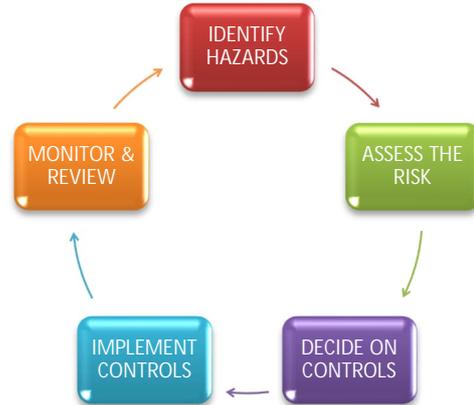
## 5 RISK MANAGEMENT PROCESS

In planning works, VMA reviews all available data known to it, assesses the likely impact upon the work environment and subsequently conducts operations to minimise and manage any such foreseeable impacts. “ALARP” is short for “as low as reasonably practicable” and is used to describe the level to which VMA expects to see workplace risks controlled.

Prior to commencing any construction activities, VMA will develop an Initial Risk Assessment in consultation with the project management team. The Project Risk Assessment or HIRAC document will be used to document this. Based on the 5-step process outlined below, the Assessment includes the likely impact of risks, causes and risk rating as well as the risk treatment strategies in place to minimise the identified risks. The Assessment is updated as a result of a risk arising out of any hazard identification.

**The 5-step process to identify and control risks and hazards:**

1. Identify the risks/hazards associated with the scope of works,
2. Assess the risks/hazards,
3. Develop preventive control procedures,
4. Implement the control procedures,
5. Monitor and review the implemented control procedures for effectiveness.



**Hierarchy of Control**

VMA also uses the 4 Level Hierarchy of Control to identify the appropriate additional risk controls.

**1. Elimination**

Modify the process method or material to eliminate the hazard completely or so far as is reasonably practicable.

2. If it is not reasonably practicable to eliminate risks to health and safety, risks must be minimised, so far as is reasonably practicable, by doing one or more of the following;

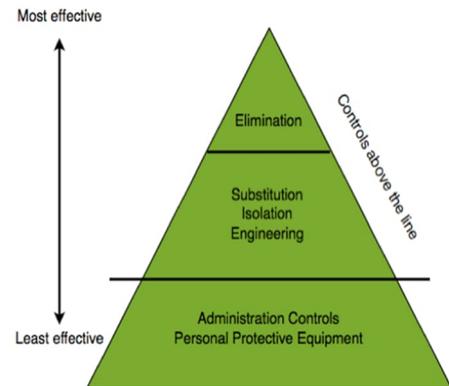
- a) **Substitution**  
(wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk;
- b) **Isolating**  
Isolating the hazard from any person exposed to it; by safe guarding or by space or time;
- c) **Engineering controls**  
Redesign or modify the plant or process to reduce the risk to ALARP.

**3. Administration**

If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. Adjust the exposure time or conditions or process by training, procedure, signs etc.

**4. PPE**

If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable appropriately designed and properly fitted personal protective equipment.



**6 SAFE WORK METHOD STATEMENTS (SWMS)**

**Safe systems of work**

**Planning** - Each SWMS is reviewed during planning stage, specifically in relation to:

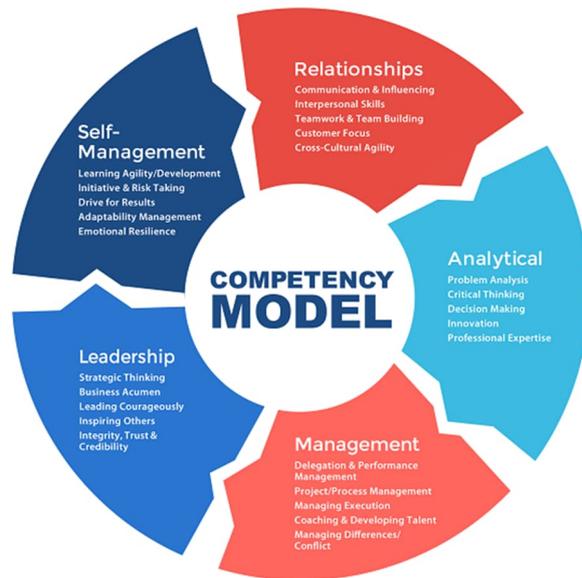
- The manner of providing or completing a process;
- The potential hazards and relevant risk controls associated with the activity, job or task;
- Use of suitable equipment;
- Compliance with WHS legislation, standards, codes and procedures;
- Keeping of records;
- Qualifications and training of personnel;
- Inspection and maintenance checks required.

**Implementation** - The Project Manager and/or Supervisor, in consultation with workers or their delegated representative (potentially a HSR), who are undertaking the activities covered by the SWMS, will review the

SWMS for suitability prior to first undertaking the activity. The implementation continues by further observing the activity and then discussing the findings with the Supervisor of that task. Where required, simple site

amendments can be made or a new revision will then be issued with additional findings, the date of the new revision and reason for changes; all of which will be recorded on the SWMS.

**Competency** - A “competent person” means a person who has acquired through training, experience, qualifications, certificates or a combination of these, the knowledge and skills enabling the person to carry out the task, and is proficient in the operation of the tools, plant or equipment and who has a sound knowledge of the necessary safety procedures associated with those tools, plant or equipment. The scope of work that holders of restricted certificates of competency can be permitted to perform is dependent on their level of certification.



## 7 SAFE SYSTEM OF WORK

It's a legislative requirement to provide and maintain safe systems of work, especially where work involves high consequence activities. A safe system of work is a procedure to eliminate the risk involved in an operation. If elimination is not possible, then, at least, to reduce the risk to an acceptable level.

A safe system of work is a procedure to eliminate the risks that are involved in a specific operation. The 1st priority is to eliminate the risks. If that cannot be achieved, then priority falls to lowering the risks involved in the process to acceptable levels. A safe system of work is a part of risk assessment. Once underlying hazards are identified, then different measures can be taken to eliminate (or lower) risks. This can be achieved by different procedures like introducing engineering controls, administrative controls, etc.

Safe systems of work include but are not limited to the following:

- Providing Information (SWMS's, SOP's etc.);
- Providing risk assessments;
- Providing Instruction, Training or Mentoring;
- Providing suitable Supervision;
- Providing suitable guards/barriers;
- Plant certification & documentation;
- Providing safe sequencing of work;
- Providing permit to work systems;
- Providing administrative controls (signs etc.);
- Fostering a Wellness program for the reduction and management of health, stress and psychological issues.

VMA utilise a suite of various documents to describe Safe Systems of Work including Safe Work Method Statements (SWMS's) as the primary tool but may also include other documents such as:

- Management procedures (IMS);
- Plant Risk Assessments;
- Checklists and Guides;
- Training literature;
- In-House Aspect Management Guides;
- Inspection Test Plans (ITP's);
- OEM Safe Use Manuals; and
- Permit to work conditions.

## 8 PERMIT TO WORK

All work must be authorised by the person in control of the workplace. Some high-risk work requires a permit or authority to be issued or access granted prior to the commencement of any works.

Permits and certificates to work may include:

- Confined Space;
- Hot Work;
- Work at Height;
- Excavation / Trench;

**All workers are to present fit for work.**

VMA expects that work outputs required of a worker are within the physical and psychological capabilities of the individual and the work does not adversely impact on the individual's health, or the safety of others.

Fitness for Work includes the following aspects:

- Fatigue Management;
- Medication, illicit drug and alcohol impairment;
- Recognised physical impairments or health conditions;
- Heat Stress;
- Medical fitness; and
- Stress and psychological issues.

A worker whose work performance is impaired by fatigue, psychological issues, illness, medication, injury, illicit drugs, alcohol or other factors may be more likely to put themselves or others at risk.

**Psychosocial Hazards**

The WHS Act defines 'health' to include both physical and psychological health. This means that where the WHS Act imposes a duty in relation to 'health', PCBU's **must** manage risks to both physical and psychological health, so far as is reasonably practicable.

Psychological health occurs on a continuum of responses which workers may experience, with harm occurring at one end of this continuum. An individual's experience may move back and/or forward on this continuum over time. Experiences may include:

- psychological health - a state of wellbeing in which individuals realise their own potential, can cope with the normal stresses of life, can work productively and are able to make a contribution to their community
- reacting in a normative way to negative work events which does not constitute harm
- struggling with exposure to psychosocial hazards, where changes can be made to prevent harm
- psychological injury, where harm is evident

VMA have completed a review of the business Psychosocial Hazards using a third-party provider Blueprint. In turn this has provided a plan in which new policies, procedures, and awareness training for staff in relation to the effects of Psychosocial Hazards in the workplace. On site VMA has connected with Mates in Construction. VMA and Mates in Construction will provide awareness training through toolbox talks, BBQ's and signage around VMA projects. VMA will encourage site team to undergo additional Connector training that can be completed through Mates in Construction.

Workers can call 24/7 **1300 642 111** or email <https://mates.org.au/contact-us>

VMA will use the Blueprint guide of the 5 Pillars.

- Pillar 1. Promote Work Positive Impact on Mental Health
- Pillar 2. Reduce Potentially Harmful Impacts
- Pillar 3. Providing Mental Health & Suicide Prevention Literacy
- Pillar 4. Facilitate Early Intervention & Treatment
- Pillar 5. Providing TRW and ongoing Support

**Fatigue, Heat Stress and Medical Fitness** - Whilst fitness for work in relation to fatigue, medication, drugs or alcohol is important, general medical fitness that includes the potential for psychological impairment such as stress, anxiety or depression, recognised physical impairments or health conditions must also be considered.

Appropriately identifying and managing the physical and/or psychological impairment issues of employees, forms an essential part of the broader fitness for work program. Medical fitness issues need to be managed in both a proactive and reactive sense by, for example, providing employee assistance programs to assist workers with impairment issues.

Fatigue, Heat Stress and Medical Fitness causes impairment of cognitive and physical functions, leading to increased potential for incidents due to human error. Sleep deficit, for example, can cause significant lapses in concentration, including episodes of involuntary "napping" (micro-sleeps). Fatigue (regardless of its

cause) refers to a degree of mental or physical exhaustion that can undermine a person's capacity to function competently. While physical or mental effort inevitably result in tiredness, fatigue and its effects increase the potential for mistakes and unsafe actions, as well as lowering performance and productivity.

Fatigue (regardless of its cause), as well as alcohol and drug consumption, can significantly impair hand-eye coordination so that even if affected workers are able to identify the need to respond, they may not be able to respond correctly.

As well as causing a decrease in performance and productivity at work, these effects simultaneously increase the potential for incidents and injuries to occur. People working in a fatigued state may place themselves and others at risk, most particularly:

- When operating machinery (including driving vehicles);
- When performing critical tasks that require a high level of concentration; and
- Where the consequence of error is serious.

Where appropriate, VMA will implement specific controls to manage the risk of Fatigue, Heat Stress and Medical Fitness. Specific controls can include but are not limited to:

- A total working shift should not exceed 12 hours, with a minimum of 10 hours off before returning to work;
- No more than 10 days straight may be worked in a fortnight;
- Split programmed work over several shifts;
- Implementing modified shifts (which may include more regular rest breaks, where necessary) in order to manage the identified risks;
- Task rotation;
- Rotational time off for individuals within a work crew;
- Supervisors must consider travel times when calculating the above;
- Ample supply of potable water to prevent dehydration; and
- Information to be made available regarding nutrition and the effects digestive enzymes have on fatigue. **Medication, Illicit Drugs and Alcohol** - The consumption of medication, illicit drugs and alcohol can affect an employee's motor coordination, judgment, intellectual processes and reaction time. Some analgesics, for example codeine, can affect the ability to use machinery safely. The use of illicit drugs and consumption of alcohol onsite is not permitted. **The Blood Alcohol Concentration (BAC) limit for the site is 0.00.** Worksites under the control of others that have Drug and Alcohol programs, will take precedence over the VMA procedure. Consequences for breaching those programs may vary from those at Podia Building.

## 10 HEALTH SURVEILLANCE

The VMA procedure for this aspect is documented within the IMS - Health Surveillance and Workplace Exposure Monitoring procedure. Further clarification is provided below.

### **Workplace Exposure Monitoring** is:

- The systematic collection and monitoring of potential hazardous workplace exposures;
- Where areas or activities are monitored to ensure contaminate levels remain below exposure limits;
- Combined with **actions** to reduce hazardous workplace exposures, it is part of an integrated range of measures aimed to control these hazardous exposures and reinforce specific preventive measures and safe work practices to ensure the health and safety of people at work.

### **Health Surveillance** is:

- The monitoring of workers' health to identify health effects or other measures of exposure to a hazardous substance or chemical;
- It includes biological monitoring, which is the measurement of a hazardous substance in the body (e.g. the level of a substance in the blood or exhaled air). Exposure levels from worker health data, is used to identify and prevent adverse health effects in the individual.

VMA will identify and control potential exposure to workers on the project at the Initial Risk Assessment stage.

Potential hazardous exposures that may be present on the project include, but not limited to:

- Chemical;
- Biological; and
- Musculoskeletal.
- Silica Dust

If a worker is exposed to certain designated hazardous exposure, the worker will be referred for medical assessment and or treatment.

**All Health Surveillance data is to be treated as strictly confidential, as it is identified with the health concerns of an individual.**

## 11 RESPIRABLE SILICA DUST

VMA will follow QLD Government guidelines and place the following steps to help protect employees and subcontractors on site.

- Put in place arrangements to make sure PCBU meets their duties, including to:
  - Make sure workers are provided with RPE, if RPE is required.
  - Make sure no person at the workplace is exposed to RCS at a level above the workplace exposure standard.
  - Check SWMS risk and controls cover related work

Make sure air monitoring is carried out if;

- they are not certain, on reasonable grounds, the workplace exposure standard has been exceeded
- monitoring is needed to determine if there is a risk to health
- Manage risks to health and safety associated with WHS Regulation storage, movement and disposal of construction s.315 materials and waste at the workplace.

PCBU's must following NSW Government guidelines by following steps to,

- Make sure people at the workplace (including workers, volunteers and others) are not exposed to health and safety risks that arise from the work of the business or undertaking. So far as is reasonably practicable.
- Must manage risks to health and safety associated with using, handling, generating or storing a hazardous chemical (such as RCS) at work
- Eliminate health and safety risks, and if that is not reasonably practicable, minimise those risks using hierarchy of controls.
- Review and maintain controls used to maintain a work environment that is without risks to health and safety.
- Make sure no person at the workplace is exposed to RCS at a level above the workplace exposure standard.
- Make sure air monitoring is carried out if:
  - they are not certain, on reasonable grounds, the workplace exposure standard has been exceeded
  - monitoring is needed to determine if there is a risk to health
- Make sure health monitoring is carried out if there is an ongoing significant risk to a worker's health from exposure to RCS
- Make sure workers are provided with RPE, if RPE is WHS Regulation required.
- Make sure a safe work method statement is prepared WHS Regulation for high-risk construction work
- PCBUs at a workplace where hazardous chemicals are to be used also have a series of duties related to obtaining SDS and making sure SDS are readily accessible at the workplace

Subcontractors are to identify tasks that use or generate respirable crystalline silica (RCS) dust. Where RCS is being used or generated the subcontractor will develop a SWMS to address the risk and ensure control measures are followed. Work of carrying out work in an area that may have a contaminated atmosphere (i.e. exposure to RCS). Where elimination of RCS materials and work processes is not practical, control measures must be considered, including: on-tool extraction systems and water suppression.

- Use an integrated HEPA-filtered dust collection system which incorporates a filter cleaning mechanism, or
- Use a commercially available dust collection system where the dust collector must provide the air flow recommended by the tool manufacturer, or greater, and be rated to either M or H-Class in accordance with AS/NZS 60335.2.69.
- Workers to use correct RPE for task and risk.

RCS work must be performed so as other site workers are not exposed to dust. Separate others by exclusion zones or plastic sheeting / barriers /signage. Respiratory Protective Equipment (RPE) is not to be used as the primary control, but rather in combination with higher order control measures described above. Where RPE is used workers are required to be fit-tested to ensure that the respirator fits the workers face and provides the required seal. Workers must be clean shave for a respirator to work effectively. Evidence of this fit testing is to be readily available at the site induction.

## 12 COVID 19

VMA will follow NSW government guidelines and place the following steps to help protect workers on site, (Note these are subject to change)

- Site specific induction will explain site specific Covid 19 safety plan requirements
- Practice good hygiene habits and use the hand sanitiser provided
- Practice social distancing and use correct PPE
- Seek medical advice if you become unwell or feel sick
- Don't come to site if you are sick
- Clean work and site office areas regularly
- Contact tracing will be completed by signing into site using the QR code provided
- Read Paladin Projects Covid 19 Safety Plan
- If there is a confirmed or probable case of covid -19 at a VMA site or workplace, NSW Health will be notified by the medical practitioner who confirms the diagnosis.

## 13 HEALTH AND SAFETY PREVENTIVES (HSR'S)

WorkSafe NSW require PCBUs to provide a list of health and safety representatives (HSR's) and deputy HSR's for each work group, and copies of provisional improvement notices (PIN) issued by their HSR's if and when they issue a PIN.

Although the *Work Health and Safety Act 2011* already established a framework for health and safety representatives to actively assist in keeping their workplaces safe, WHS Regulation amendments now have these specific requirements:

- section 74 requires a PCBU to provide the Regulator a list of each HSR and deputy HSR (if any); and
- section 97A requires that as soon as practicable after a HSR issues a provisional improvement notice to the PCBU, the PCBU must provide the Regulator a copy of the notice.

PCBUs must notify WHSQ by emailing <https://www.safework.nsw.gov.au/notify-safework/incident-notification> or calling 1300 362 128.

## 14 Facilities

PCBU's must consult with workers when proposing any changes to the work environment that may affect their health and safety and when making decisions about what facilities are needed (for example, the number and location of toilets). The consultation should also cover things such as access, cleaning and maintenance of the facilities. If the facilities are already provided at the workplace, PCBU's must consult with workers and their health and safety representatives if/when there are any changes that may affect the adequacy of the facilities. This will help determine the need to change or expand the facilities.

VMA shall:

- Maintain facilities so as to be in good working order, clean, safe and accessible;
- Provide suitable facilities/locations to take breaks and eat food;
- Provide access to permanent/temporary transportable toilets;
- Provide hand washing facilities including soap;
- Provide facilities suitable for both male and female use;
- Provide sanitary napkin disposal facilities where female workers are employed;
- Ensure that toilets, washing and shower facilities are not used for any other purposes, for example: storing of dangerous goods.

## 15 VEHICLE & PLANT MOVEMENT

### **Vehicles on a Construction Site**

All vehicles driven on VMA sites require the following as a minimum:

- Flashing, revolving or strobe light;
- Fire Extinguisher appropriate to size and operation of the vehicle; and
- Means that enables positive communication to be made with other equipment and/or plant e.g. UHF or radio.
- *All Mobile plant is to be added to the Project by using the Procore Mobile plant pre start inspection checklist*

Other items that maybe required depending on Client requirements may include:

All vehicles are to be driven according to the prevailing road and weather conditions, and time of day.

### **Separation of People and Plant**

Separation of People and Plant is a process to eliminate or minimise the risk of harm to workers or others as a result of interaction with operational mobile plant. This process applies to:

- all activities where ground-based workers and mobile plant operate within the same worksite; and
- all workers (including contractors) and visitors engaged in these activities.

The process broadly requires that;

- workers are not to enter the working radius of the mobile plant while it is in operation;
- positive communication is maintained between the operator and ground personnel;
- if a person needs to enter the working radius of the mobile plant then the operator is to cease operation of plant, ground any GET's and open the cabin door;
- exclusion zones and restricted zones are established around plant while in operation while ground based workers are working in the vicinity;
- a spotter is appointed to ensure that exclusion zones and positive communications are maintained.

### **Work area protocol**

The UHF Channel in use should be sign posted at logical locations. Flag and visibly mark any area or item to be protected or avoided. In-ground services must be identified through a combination of the use of Dial before You Dig and As Built documentation to identify **possible** services and visibly mark their location. If necessary, use a service location service Sub-Contractor. Unauthorised personnel and vehicles must be kept clear of the work-zone – Use barricades commensurate to the likely risk (Public / Children) Include logically spaced signage.

## 16 EARTH MOVING

Before any earth moving or excavation takes place, the following shall be observed:

- Consider the circumstances at the workplace that may affect the way in which the high-risk construction work is to be carried out, this may require changes to the steps detailed within the SWMS – Such as weather events.
- All plant is to be added to the Procore project folder using the WHS Pre-plant inspection plant and equipment checklist
- As this high-risk construction work is carried out in connection with a construction project, and subsequently a WHS management plan has been prepared. The WHSMP for the project may have further requirements for the task.

- Workers should be aware of the project Hazard reporting procedures and **stop work, assess, reduce and report** where required.
- Where hazards present risks not covered within the SWMS, a Toolbox talk may be used **or** the Supervisor should be called to assist in a review of the SWMS prior to proceeding with the task.
- If the Toolbox talk process is used for specific circumstances to be effective, the controls used should:
  - Specifically target the risk factors present in the task;
  - Meet the needs of all workers who will undertake the task (Everyone's ability is different);  
and
  - Recognition of worker commitment to the control strategy.

### **Clearing, Stripping Topsoil and Earth Moving**

Clearing and stripping topsoil includes cut to fill, cut to spoil and re-spreading of topsoil. Water carts will be used to minimise dust generation and are considered Heavy Equipment alongside the plant undertaking the earth moving operation.

Machinery must avoid exceeding safe working grade limits for the particular machines (Refer to the Operator's Manual) and maintain safe stockpile widths, which is to be discussed at site pre-start meetings when appropriate.

Operators are to remain in machines at all times, as are truck drivers to remain in their truck until reaching the shake down exit area before tarping up and checking for loose material. Any ground personnel are to gain the operator's attention before approaching the machine, and the operator is to acknowledge by placing blade/bowl/bucket on ground and opening door of cab to indicate it is safe for the ground personnel to approach. The use of handheld radio communication with operators increases the safety factor for persons to approach operating plant.

Safe Work Method Statements cover this aspect in much greater detail.

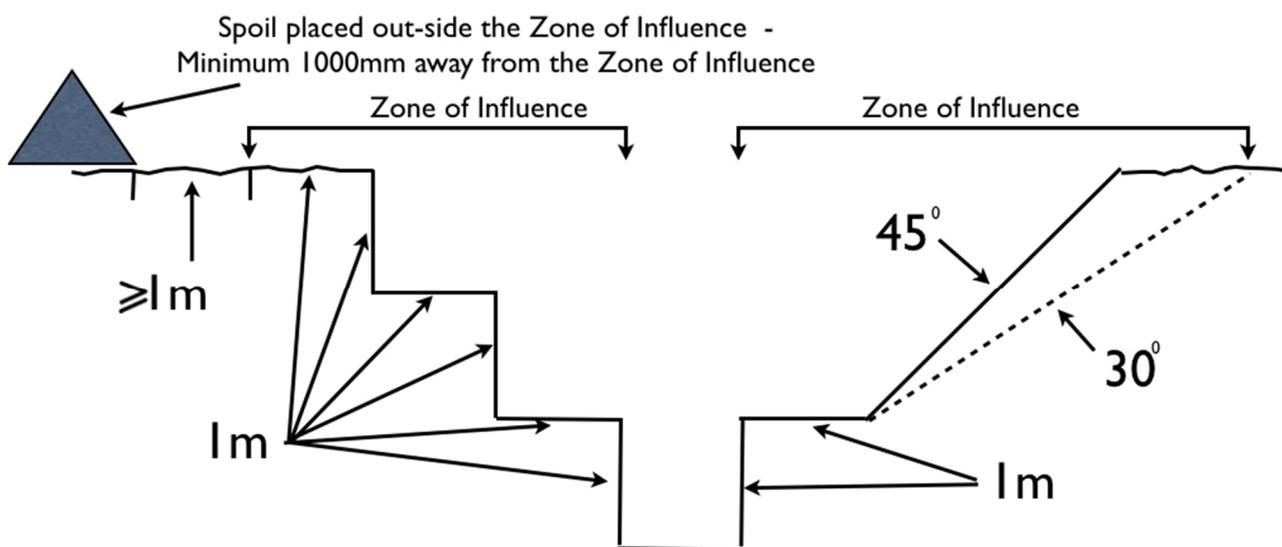
When undertaking work that involves the removal of earth the possibility of striking something that has previously been buried becomes a risk. Things that can be struck during excavation include (this list is not exhaustive):

- Infrastructure and services;
- Waste items including car bodies, asbestos and other hazardous waste;
- Unexploded ordnance (whilst very rare can occur);
- Archaeology and heritage items; and
- Mine shafts.

For this reason, when we expect to excavate deeper than 500mm of earth we will complete an excavation permit. The permit has all required precautions and pre-requisite requirements to be completed or investigated before the work can commence.

When working adjacent to a structure (building or previously installed pipe work etc.), excavating within the "Zone of Influence" may destabilize the structure. Where this is possible, a redesign or engineering supporting structures may be progressively required. The **Site Supervisor** is to inspect the work location or situation and determine if an Engineering appraisal is required for the section of works. The Engineering appraisal (if obtained) will provide the required controls for the particular situation. Each situation will be inherently different and collapse or destabilizing of the structure can have varying degrees of outcome. Any destabilizing of structure to the point of potential or imminent collapse **is an Emergency situation and will require the Regulator** to be notified.

When benching an excavation, **each horizontal cut will be greater than or equal to the preceding vertical cut**. Excavations should closely resemble the diagram below, with either benching or batter type methodology used:



The bench heights (as illustrated above) may be increased beyond 1m to 1.5m without involving a Geotechnical Engineer for methodology approval. If however, bench step heights will be greater than 1.5m, even if ever so slightly, then it is a mandatory requirement that a Geotechnical Engineer provides methodology approval.

*A excavation permit form must be used if the works are greater than 1.5mtrs or there are known services in the work area.*

Where benching step heights are increased beyond 1m, then the risk of Muscular Skeletal Disorder (MSD) is increased as step heights are increased beyond 1m where workers would need to access/egress to or from the excavation. The use of earth ramps cut into the excavation and/or ladders is mandatory for excavations exceeding 1m in bench step heights so as to avoid MSD injuries to the workers accessing the excavation. Where the step heights are  $>1\text{m}$ , egress points (ramps or ladders) must not be greater than 8m apart.

Safe Work Method Statements cover this aspect in much greater detail.

Designers, owners, installers, suppliers, users etc. of plant and equipment hold obligations imposed by Work Health and Safety Legislation. These obligations include procedures and guidelines for the design, handling, storage, transport, use, maintenance/service and inspection details of plant. All plant and equipment purchased and owned by VMA will comply with: Legislative requirements; the relevant Australian Standard and will be operated in accordance with the manufacturer's documentation.

Further to these requirements Persons Conducting a Business or Undertaking (PCBU) and other relevant persons are to ensure that plant on a construction site is fit for purpose, safely installed/erected, maintained and used in accordance with manufacturers specifications at all times and have a plant maintenance regime in place which is usually contained in the Original Equipment Manufacturer (OEM) literature. Procedures should be documented and disseminated to operators. Maintenance and inspection records should be fully documented and available at the point of usage, or upon request at short notice.

All machine operated plant is to be added to the plant and equipment register on Procore located in the the Procore Project folder by a site team member. The inspection used will be the WHS Pre-plant inspection plant and equipment checklist. To ensure that plant is fit for use on-site, all plant used on the site must have its servicing history identified and tracked. Servicing and/or maintenance must be conducted by appropriately qualified persons. Subcontractor PCBU's who bring plant onto the site are to provide details of the current plant hours and when the plant is next due for servicing/inspection. The Site Supervisor shall review the details provided and liaise with the Subcontractor PCBU to ensure that maintenance of the identified plant is conducted in a timely manner.

All Plant provided by VMA at any construction workplace shall:

- Be fit for the purpose intended and have records to certify this to be the case;
- Be of a design/standard capable of fulfilling the intended purpose;
- Be at all times installed, maintained and/or operated by a competent qualified/certified/licensed person;
- Be operated and maintained to the Manufacturers specifications;
- Be inspected regularly;
- Be included as an integral element in all Site inspection checklists/audits;
- Be accompanied by instructions regarding, its use, capabilities and limitations;
- Be accompanied by instructions to users that any item of plant is not to be altered, modified, misused, or interfered with in any manner; and
- Be accompanied by instructions to users to report any malfunction or defect to the Site Supervisor immediately and whilst doing so, take action to prevent others from using suspect or defective plant.
- So far as is reasonably practicable, prevent alterations to or interference with the plant that are not authorised.
- Take all reasonable steps to ensure that plant is used only for the purpose for which it was designed.
- Take all reasonable steps to ensure that all health and safety features and warning devices (including guarding, operational controls, emergency stops and warning devices) are used in accordance with the instructions and information provided by the supplier or installer of the plant.

For **Powered Mobile Plant** - VMA shall: Request and retain copies of the following will be requested for all mobile plant before commencing works on site and added to the Procore pre plant inspection.

- *Up to date service records*
- *Operators' competency (Completed by a Registered Training Organisation)*
- *"High Risk" Safe work methods statements covering the use of the machines to be used.*
- *Operator manual is available.*
- *Prestart Inspection book is in place or App based inspection can be complete daily.*
- *Fire Extinguisher has been tested in the last six months.*
- *Plant Specific Risk assessments on each machine,*

#### **Cranes, Line, and boom pumps**

- *Ensure yearly inspections are completed.*
- *Safe work methods statements are provided and or cover both line and boom pump.*
- *Line thickness Monthly inspection are completed.*
- *Lifting gear has been tested and tag and is date.*
- *For machines over ten years, that certificate showing the machine has completed the inspection.*
- *Ensure seatbelt's (where fitted) are functioning and used on plant where a ROPS has been installed.*

**Safe Work Method Statements (SWMS's)** and Plant Risk Assessments are available for each particular item of plant. These are available separately to this plan. To ensure that plant is fit for use on-site, all earth moving plant must have a Plant Risk Assessment conducted prior to use. VMA shall ensure that all plant and equipment used on site is in good working order and condition. A fitter will be available to attend for maintenance checks and repair when required. All plant & equipment operators must have the relevant documentation (Licence/ticket etc.) and be deemed competent to operate or be registered under an RTO to obtain a ticket for the plant they're operating.

**Storage** – All plant not currently in use shall be stored / located within the confines of the designated location(s) as illustrated on site diagrams available for inspection within the site office.

These locations shall be communicated to all persons who complete a site induction for work on the project.

These locations may change from time to time as the project progresses. Any update to storage locations as defined above, shall be communicated through Pre-Start and WHS Consultation Meetings and diagrams updated accordingly.

Use of Plant onsite - All plant must have a daily pre-start inspection conducted before commencing work and added to Procure Pre-Plant Inspection. It is the operators' responsibility to notify the Project Supervisor of any defects, hazards or problems found during the inspection, ensuring that the plant is still operational once completed.

Outline for use of machinery and vehicles of site:

- All machinery must be fundamentally stable each time it is parked up;
- Light vehicles and pedestrians must always give way to earthmoving machinery;
- Flashing lights must be used at all times whilst moving and in operation on site;
- Ground personnel should make positive contact with machine operators before approaching - generally a 50m radius should be maintained (radio contact and visible contact is preferred);
- All persons must make positive communications on the appropriate radio channel before entering designated work zones.

When erecting, installing, commissioning and/or operating plant on site, the manufacturer's instructions for these activities must be available for reference to ensure the plant is operated safely. In addition, the following risk control measures should be addressed:

- Ensure competent qualified persons are involved in installation, operation, maintenance and repair of plant;
- The operator is protected from falling objects by a Falling Object Protective Structure (FOPS) where required by legislation;
- Ensure lifting equipment and attachments are fit for purpose, used within their rated capacity, not overloaded and inspected regularly;
- Where plant is used to operate in a crane or lifting mode, it must have a SWLL clearly marked on the plant and a chart available to the operator to determine lifting capacity.

## 19 PLANT & EQUIPMENT ISOLATION & LOCKOUT

Personal lock out devices and warning tags are to be used to isolate machinery and equipment before any maintenance, servicing or repair work is conducted on them.

Two types of tags are used; Personal Danger Tags and Out-of-Service Tags. Personal Danger Tags protect the person working on equipment, and Out-of-Service tags protect the machine.

The **Personal Danger Tag** is a black, red and white tag marked 'DANGER – DO NOT OPERATE'. The tag is to be completed by the operator or person maintaining the machine.

The **Out-of-Service Tag** is a black and yellow tag marked 'OUT OF SERVICE – DO NOT USE OR OPERATE'. An Out-of-Service tag is attached to the equipment's isolation point when repair is incomplete, or equipment is left unattended in an unsafe condition. It is designed to ensure safety by placing faulty or unsafe equipment out of service, to give information and to prevent damage to equipment.

## Using the Personal Danger Tag



Project personnel will use the Personal Danger Tag as follows:

1. Print the name, time, date and section on the back of the tag in the spaces provided.
2. Workers must attach their own danger tags to the main isolation point, e.g. ignition switch.
3. Only the person who signs and attaches the tag can remove it. Removing another person's danger tag is an offence and will result in the offender having disciplinary action taken against them.

4. Any worker who accidentally removes or destroys another person's Personal Danger Tag must immediately replace it with a tag of their own, as such:
  - Complete a danger tag with his/her name, and state on the tag: 'This tag replaces the danger tag of [person's name] whose tag has been accidentally removed';
  - Contact the person concerned to attach a new tag;
  - Once the person's new tag is attached the substitute tag can be removed.
5. No person is to operate any switch or machinery where a Personal Danger Tag has been fitted.
6. If at the end of the shift the task being done under the protection of the Danger Tag is not complete, the worker is to remove their Personal Danger Tag and leave the Out of Service Tag attached.
7. Destroy the paper tags at the completion of the task. Do not remove or throw the tag away without destroying it.
8. Any worker who does not remove their Personal Danger tag prior to leaving site must return to site at their own expense to remove the tag. If a person is unavailable to remove their Personal Danger Tag:
9. The Project Manager and the person's supervisor will fully investigate the reason for the tag;
10. Only after they have ensured that it is safe to do so, can the Personal Danger Tag be removed;
11. The Project Manager notifies the worker that his tag has been removed before recommencing work.

## Using the Out of Service Tag



Project personnel will use Out-of-Service Tags as follows:

1. Print name, time, date and reason for out of service in the spaces provided.
2. Attach the Out-of-Service Tag to the main isolation switch, e.g. ignition switch, of the unserviceable equipment.
3. The person to remove Out-of-Service Tags will be the person performing the repairs, or the Supervisor, when they are satisfied the repairs have been completed.
4. At the completion of the task, destroy all tags.

**Note: Do not use an Out-of-Service tag when working on equipment – use a Personal Danger tag for this purpose.**

## Using the Information Tag



An Information Tag is a green coloured tag used to relay information to other personnel. i.e. leaking hose, need to check water twice a day.

An Information Tag can be used in conjunction with an Out-of-Service Tag to provide detailed information about the out of service equipment.

**Plant Register**

VMA will maintain a Plant Register for this project which completed on Procore.

**20 High Risk Work Licencing**

A worker requires a High-Risk Work Licence (HRWL) to perform any of the following activities on the site:

- **Scaffolding** - basic, intermediate and advanced;
- **Rigging work** - dogging; basic, intermediate and advanced rigging;
- **Crane and hoist operation** – tower, self-erecting tower, derrick, portal boom, bridge and gantry, vehicle loading, non-slewing mobile, slewing, materials hoist, personnel and materials hoist, boom-type elevating work platform, vehicle mounted concrete placing boom;
- **Forklift operation** - forklift trucks, order-picking forklift trucks;
- **Pressure equipment operation** - basic, intermediate and advanced boiler operation, turbine operation, reciprocating steam engine operation.

A person performing designated high-risk work must hold a relevant licence unless they're undergoing training. Only **Registered Training Organisations (RTO's)** can deliver training and assessment for designated high-risk work licences. The training and assessment must be delivered under the supervision of an RTO, but practical training can occur in the workplace.

**21 ELECTRICAL TEST & TAG**

All electrical equipment used on site is to comply with the requirements of the Electrical Safety Act. Electrical installations - Construction and demolition sites. In-service safety inspection testing of electrical equipment, and AS 2430.1:1987 Classification of Hazardous Areas.

Portable electrical equipment must be inspected daily prior to use, and tested and used in accordance with the manufacturer's requirements.

All electrical equipment shall be tested and tagged by a qualified person in accordance with the statutory requirements. Contractors shall ensure that their portable electrical equipment is suitably tested and tagged.

Electrically powered tools, leads and equipment shall be listed on the project site electrical register.

Item	Requirements
Inspection and testing of electrical equipment and Extension leads	Test and tag of construction wiring, switchboards, portable electrical equipment, leads and RCDs (safety switches) must be consistent with jurisdictional legislation, standards and codes.
Tagging requirements	Tags must be placed at the plug end & display <ul style="list-style-type: none"> <li>• Inspection date;</li> <li>• Next required inspection date;</li> <li>• Plant/serial number of item inspected;</li> <li>• The name of the inspecting person</li> </ul> Tags must be: <ul style="list-style-type: none"> <li>• Durable;</li> <li>• Readable;</li> <li>• Non-metallic;</li> <li>• Self-adhesive or positively secured;</li> <li>• Incapable for re-use; and</li> <li>• Have a bright distinctive surface.</li> </ul>

On site Residual Current Device Connection	Equipment used other than by connection to construction wiring is to be connected to a type 1 or 2 RCD or Portable RCD. Portable devices are not permitted in manufacturing environments.
Earth leakage protection	Earth leakage protection is to be provided on all electrical supply and installations (temporary and permanent), and where portable generators are used, earthing requirements are consistent with manufacturer's requirements, jurisdictional legislation, codes and standards.
Testing of Portable RCDs	By the user, using the in-built test button: <ul style="list-style-type: none"> <li>• Immediately after it is connected to a socket outlet;</li> <li>• Immediately before it is used for the first time each day; and</li> <li>• Tested monthly - Subjected to Time / Current testing by a Licensed Electrician at least every 3 months.</li> </ul>
Construction Wiring	Each final sub-circuit of construction wiring is to be connected to a type 1 or 2 residual current device at the switchboard where the final sub-circuits originate. The RCD is to be tested by the user, using the in-built test button: <ul style="list-style-type: none"> <li>• Immediately after it is connected, and at least every month; and</li> <li>• Time/Current tested by a Licensed Electrician at least every year.</li> <li>• Best Practice is to have a licensed Electrician document Time/Current tested of RCD's MONTHLY.</li> </ul>

## 22 LASERS

### Laser classifications and potential hazards

Lasers are commonly used for alignment, levelling, control and survey tasks for construction work. The Work Health and Safety (WHS) Regulations impose certain requirements in relation to the safe use of laser equipment at the workplace.

The WHS Regulations prohibit the use of laser classes 3B and 4 in construction work. Laser classes that can be used for construction work are classes 1, 2, 3A, and 3B(Restricted). Although class 3B(Restricted) lasers can be used for construction work they should not be used in dimly lit work areas.

- Laser Calibration Certificates are to be available for each laser. Details of Certificates are to be maintained in the Calibration Certificate Register.
- Lasers are to be used by correctly trained personnel. Lasers are to be positioned so as they are not at eye height of other workers and warning signs are to be erected as required. *Copies or registers of the yearly calibration service records of lasers are required to be provided to the site team.*

## 23 SITE RULES

VMA have developed a comprehensive Companywide approach to Site Rules. These Companywide Site Rules are defined below.

The following are an expansion to the company wide rules and are specific to this project. Also, see the Client Specified Provisions of this plan for specific requirements assigned to VMA by the client.

- **The Daily Sign in Register and Prestart Toolbox talk must be signed on and out daily.**
- **All workers must complete a VMA Site Specific Induction and sign off work related swms before commencing works on site.**
- **Smoking:**
  - Permitted only in designated areas.
- **Not permitted in:**
  - Vehicles and plant,
  - Offices and crib rooms, or Within 4m of doorways.
- **PPE** - The minimum PPE requirements for supervisors and workers on this site shall be:
  - Hard Hat;
  - High Visibility Shirt or Hi-Vis Vest used over a non-Hi-Visa shirt, if an additional layer of clothing is worn over a Hi-Vis shirt (such as a jacket), then a Hi-Vis Vest shall be worn as the outermost layer of clothing;
  - Steel Cap Safety Footwear (if fitted with zippers – zippers MUST be done up);

The following PPE is used when specified by the task requirements:

- Hearing protection.
- Wide brim fitted to the hard hat;

- Bump cap – where there is a risk of head injury while working in tight or confined space a bump cap must be worn (for example, under machinery);
- Safety glasses or prescription safety glasses with side shields;
- High Impact Goggles;
- High Impact full face shield; and/or
- Sunscreen is to be available for use.
- Respirator – Fit testing **MUST** be completed for workers wearing RPE.
- **Footwear** - Any footwear worn on a work site **MUST** have suitable amounts of tread grip – any footwear with low or worn-down tread grip are to be replaced. Holes in footwear where the side wall or top covering material is torn open renders the footwear unserviceable and requires replacement. **Zippers and laces** if fitted into footwear must be done up to fully secure the foot whilst the footwear is being worn.
- **Seat Belts** are to be worn when driving vehicles or **operating plant at all times.**
- **Housekeeping** is to be maintained at all times; ensure all rubbish is disposed of daily when leaving site. All vehicles and plant are to be free of rubbish at all times.
- **Incidents, Near Hits & Hazards** must be reported to the supervisor.
- **Use of Multi-Media Devices:** VMA will restrict the areas in which the use of multi-media devices can be operated on site (such as amenities areas). These areas will be such that:
  - The use of the device does not affect the works in progress;
  - The use of the device does not distract the worker from activities around him/her;
  - The use of the device does not unreasonably restrict the amenity of others;
  - The use of the device does not prevent the user from hearing emergency warnings.
- **Mobile phones** must **not** be utilised whilst operating mobile plant and equipment or in the vicinity of the same, or around high-risk construction activities.
- **Permits** must be authorised for hot works, confined space, working at height, excavation, working near energised services and isolation tasks – The Supervisor is the Permit Authorising person.

<b>General Site Rules</b>	
1. You must hold a Construction Industry Safety Induction & an VMA site induction to work on site. 2. It is important that you are familiar with the site rules when working on this site.	
<b>Inductions and Visitors</b>	<ul style="list-style-type: none"> <li>● All workers must hold evidence of completing the National OHS Construction Induction Training – also known as a General Construction Safety Induction prior to starting work. (Photocopies are not valid)</li> <li>● All Workers must complete a Site-Specific Induction prior to starting work.</li> <li>● All visitors must complete the Visitor Register and be accompanied whilst on site by a worker who has completed a Site-Specific Induction.</li> </ul>
<b>Hi-Vis Clothing &amp; Footwear</b>	<ul style="list-style-type: none"> <li>● All persons supervising or performing work on site must wear footwear that is compliant with AS/NZS 2210.1:2010.</li> <li>● Site visitors (whilst being escorted on-site) are required to wear fully encompassing to the ankle, suitable footwear, and no high heels.</li> <li>● All persons on site must wear appropriate high visibility clothing or vest.</li> </ul>
<b>Site vehicles</b>	<ul style="list-style-type: none"> <li>● Vehicles must be parked in designated areas,</li> <li>● Separate areas must be established for Heavy Plant away from LV's.</li> <li>● Do not block road access.</li> <li>● Maintain positive communication with other workers and plant operators when moving vehicles on site.</li> <li>● obey all the relevant road rules and any authorised traffic management plans applicable to the works;</li> <li>● operate motor vehicles with due care and attention at all times and according to the prevailing road and weather conditions.</li> </ul>
<b>Medication, Drugs and Alcohol</b>	<ul style="list-style-type: none"> <li>● Consumption of alcohol &amp; illegal drugs prohibited on site.</li> <li>● Any personnel found under the influence of alcohol/drugs at work will not be allowed to start or continue work.</li> <li>● Persons taking Prescription Meds must inform the Supervisor.</li> </ul>
<b>Safe Work Method Statements</b>	<ul style="list-style-type: none"> <li>● A SWMS must be prepared for all high-risk construction activities.</li> <li>● A SWMS must be prepared for all construction activities.</li> <li>● All SWMS must be signed of by workers before starting works</li> </ul>
<b>Housekeeping</b>	<ul style="list-style-type: none"> <li>● Workplace to be kept orderly, clean and tidy.</li> <li>● Keep equipment and materials organised as you go.</li> </ul>

<b>Hazardous Manual Tasks</b>	<ul style="list-style-type: none"> <li>Refer SWMS on the subject for required controls.</li> <li>Assess load before attempting to either: lift; lower; push; pull or restrain a load and avoid <b>bending and twisting</b> during Manual Tasking.</li> <li>Use team lift or mechanical aid wherever and whenever possible.</li> </ul>
<b>Mobile Plant &amp; Trucks</b>	<ul style="list-style-type: none"> <li>Plant must be secured against unauthorised use when the operator is away from the plant.</li> <li>Operators must be verified and deemed competent.</li> <li>Use allocated entry aids to access/egress mobile plant – <b>DO NOT JUMP</b> off plant. Maintain 3 points of contact during access/egress.</li> <li>Plant Prestart checklists must be completed daily prior to use.</li> <li>Plant must be tested, fitted with working motion alarms and warning lights.</li> <li>If a Roll Over Protective Structure is fitted – The <b>Seat Belt MUST be worn</b>.</li> <li>Workers on foot must avoid the <b>working radius and blind-spots</b> of Powered Mobile Plant and Trucks (unless working in close proximity with the plant).</li> <li>Pre-plant inspections must be completed on Procure before commencing on site for works</li> </ul> <p>• People on foot need to take the greatest degree of care for their own welfare around reversing plant and trucks. Identify an escape route and remain cognisant of what mobile plant is doing. Use of Two-Way Radios by workers on foot, is highly recommended when radios are available.</p>
<b>Permit to Work</b>	<ul style="list-style-type: none"> <li>Obtain permit from Supervisor before carrying out the following tasks: <ul style="list-style-type: none"> <li>Excavation – over 1.5 metre deep and or around live services</li> <li>Entry to Confined Space;</li> <li>Working at Heights; or</li> <li>Hot Work.</li> </ul> </li> </ul>

<b>Report Accidents/Incidents or any Near Hits</b>	<ul style="list-style-type: none"> <li>Accidents, incidents, physical damage and near hits must be reported immediately to the Supervisor and documented.</li> <li>Follow Emergency Procedures and VMA Supervisor instructions.</li> <li></li> </ul>
<b>Personal Protective Equipment (PPE)</b>	<ul style="list-style-type: none"> <li>General PPE (As depicted on signage) to be worn in required areas at all times.</li> <li>Additional PPE will be listed on SWMS and the Project WHSMP if required.</li> </ul>
<b>Inspect Equipment &amp; Cranes</b>	<ul style="list-style-type: none"> <li>A copy of equipment test or inspection certificate to be submitted to VMA .</li> </ul>
<b>Survey Equipment and Calibration</b>	<ul style="list-style-type: none"> <li>Complete Spatial Positioning Site Specific Equipment Issue Form if you use any such equipment.</li> <li>Before using equipment, check calibration date to ensure currency.</li> <li>Report equipment to Supervisor and Survey Manager if calibration is out of date requires maintenance.</li> <li>Project Benching Plate must be protected against disturbance, such as being driven over by machinery etc.</li> </ul>
<b>Secure Ladders</b>	<ul style="list-style-type: none"> <li>Must be secured top and bottom.</li> <li>Maintain 3 points of contact with ladder at all times. Don't carry anything in your hands whilst using a ladder.</li> <li>Ensure the use of ladder is covered in task SWMS. Ladders must be free of detritus material that could cause loss of grip with footwear.</li> <li>All Ladders must be industrial rated and rated to 120kg.</li> </ul>
<b>Electrical Equipment</b>	<ul style="list-style-type: none"> <li>All electrical equipment used on site is to be tested and tagged. Do not use untagged or equipment with expired tags and report immediately to Supervisor for testing.</li> </ul>
<b>Fire Prevention</b>	<ul style="list-style-type: none"> <li>Fire extinguishers are available for use on site. All workers must be aware of the locations.</li> <li>6 x monthly testing completed</li> </ul>
<b>Working at heights</b>	<ul style="list-style-type: none"> <li>Working above 2m must be in accordance with WHS Regulation 2011, Clause 306B, 306C, 306D.</li> <li>Complete a Risk Assessment and SWMS before completing task and ensure compliance with requirements.</li> </ul>
<b>Hazardous Chemicals</b>	<ul style="list-style-type: none"> <li>All Hazardous Chemicals must be recorded on the Hazardous Chemical Register and have a current Australian SDS supplied.</li> <li>Hazardous Chemicals must be stored and used as per the Manufactures</li> </ul>

	requirements and instructions listed on the SDS.
<b>Working in or over water</b>	<ul style="list-style-type: none"> <li>• A Risk Assessment and SWMS are to be completed prior to commencing the task.</li> </ul>
<b>Mobile phones</b>	<ul style="list-style-type: none"> <li>• The Project Manager may prohibit Mobile Phone use on the construction work site, if an elevated risk of harm from their use is considered.</li> <li>• Never use mobile phones while operating plant, or acting as a Spotter.</li> <li>• Always remain cognitive of surrounding hazards – Mobile Phone use limits your ability to process your surroundings. If your location is not suitably safe – Do not use a Mobile Phone.</li> </ul>

## 24 HAZARDOUS CHEMICALS

Personnel required to handle an item designated as a hazardous chemical shall be instructed in the nature of the hazard and associated precautions, the correct use of any personal protective equipment required and the first aid measures if contamination occurs.

The Project Manager, or his nominee, shall ensure that the manufacturer's instructions for product handling and storage as detailed within the Safety Data Sheet (SDS), are implemented and details of the Chemical are recorded in the Hazardous Chemicals Register. Prior to the use of a chemical, a Hazardous Chemical Risk Assessment must be completed (**Hazardous Chemical Risk Assessment**).

### Storage and Handling

All flammable and combustible substances will be stored in accordance with **AS 1940:2004 – The storage and handling of flammable and combustible liquids**.

Any liquids that have the potential to cause harm will be stored in or serviced by an effective containment system that is impervious to the materials stored and managed to prevent the release of liquids to waters or land.

The following will be applied:

- Appropriate signage shall be placed at the storage providing warning / instructions.
- Segregate incompatible chemicals and materials to prevent inadvertent mixing of incompatible chemicals, which can result in adverse impacts including release of gases/vapours, heat, fire and/or explosions.
- Ensure caps and lids are securely tightened on all containers.
- Use approved flammable storage containers to store small quantities of flammable and combustible liquids.
- Obtain Safety Data Sheets (SDS) from suppliers while placing the order for supply of chemicals and fuels.
- SDS on site register will be kept in appropriate locations (such as the storage and usage area and at the first aid kit) readily accessible to all workers and emergency services. This register will outline as close as possible the amount of chemicals onsite. Chemicals and fuels will be stored and handled as per the requirements of the SDS.
- SDS and Risk Assessments will be available on the Procore Project Folder

### Records

Records to be kept onsite include but not limited to:

- SDS (Safety Data Sheets),
- Hazardous Chemical Risk Assessment,
- Hazardous Chemical Register,
- First Aid Register, (completed on Procore)
- Regulated Waste Disposal Certificates.

## 25 HAZARDOUS MANUAL TASKS

In order to manage risk, VMA shall:

- Identify reasonably foreseeable hazards that could give rise to the risk;
- Eliminate the risk so far as it is as low as reasonably practicable;
- If it is not reasonably practicable to eliminate the risk, minimise the risk so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of control;

- Maintain the implemented control measure so that it remains effective;
- Review, and if necessary revise, risk control measures so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety;
- Consider purchasing equipment that minimises manual tasks;
- Change design or layout of work areas or practices;
- Complete a SWMS using the hierarchy of control.

**Typical Hazardous Manual Task Risks at VMA (but not limited to):**

- Sediment Control Installation;
- Use of shovels;
- Manoeuvring pumps, Vibrating plates and Whacker Packers;
- Carrying various drums;
- Being in awkward locations around plant.
- Carpentry works
- Operation of mobile plant

**Typical Controls to be considered:**

- Eliminate or substitute the requirement for manual tasking;
- Use of the buddy system - get help;
- 1 person lift should not exceed 20kg; above 40kg use mechanical aids such as trolleys, Ute fitted davit crane, forklift, excavator or backhoe;
- Rotate tasks;
- Take regular short breaks;
- Manual Hazardous Task Training;

26 INCIDENT NOTIFICATION

**WHS NOTIFICATION**

Who is to report incidents? All employees, contractors and workers are to immediately report to VMA Pty Ltd all incidents, injuries, property damage and emergency situations. VMA Pty Ltd as principal contractor are to report to Work Safe NSW particular workplace incidents (serious injury, serious illness and dangerous event)

***If there is a serious injury or illness, a death or a dangerous incident, you must report it to us immediately on 13 10 50 as an urgent investigation may be needed.***

*You must take care not to disturb the incident scene until an inspector arrives at the site, or until direction is given by an inspector. You can help an injured person and ensure safety of the site. Incidents can be notified 24 hours a day, 7 days a week by calling 13 10 50.*

**Definition of Serious injury or illness**

serious injury or illness of a person is:

- an injury or illness requiring the person to have:
  - 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
    - a serious eye injury
    - a serious burn
    - the separation of his or her skin from an underlying tissue (such as degloving or scalping)
    - a spinal injury
    - the loss of a bodily function
    - serious lacerations; or
    - medical treatment within 48 hours of exposure to a substance
- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
  - with micro-organisms; or
  - that involves providing treatment or care to a person;
  - that involves contact with human blood or body substances; or
  - that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- the following occupational zoonoses contracted in the course of work involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
  - Q fever
  - Anthrax

Leptospirosis  
 Brucellosis  
 Hendra virus  
 Avian influenza  
 Psittacosis.

### Definition of Dangerous Event

A dangerous incident is an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- 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.

### Incidents to be reported to WHSQ, timeframes and forms

Type of Incident	Notification timeframe	Notification form
<ul style="list-style-type: none"> <li>• Death</li> </ul>	Immediate	WorkSafe NSW Incidents can be notified 24 hours a day, 7 days a week by calling 13 10 50 or online, using the below link. <a href="https://www.safework.nsw.gov.au/notify-safework/incident-notification">https://www.safework.nsw.gov.au/notify-safework/incident-notification</a>
<ul style="list-style-type: none"> <li>• the death of a person</li> <li>• a serious injury or illness of a person</li> <li>• a potentially dangerous incident</li> </ul>	Immediately after becoming aware	WorkSafe NSW Incidents can be notified 24 hours a day, 7 days a week by calling 13 10 50 or online, using the below link. <a href="https://www.safework.nsw.gov.au/notify-safework/incident-notification">https://www.safework.nsw.gov.au/notify-safework/incident-notification</a>

## 27 Project Emergency Evacuation Contacts

<b>PROJECT DETAILS</b>	
Project Name: Eade Byron Bay Site Address: 29 Shirley St Byron Bay NSW 2481	
<b>FIRST AID</b>	
<b>First Aid Attendant/s</b>	Name: TBA Mobile:
First Aid Kit Location	Site Office
<b>ALL FIRST AID TREATMENTS ARE TO BE REPORTED TO AND ADMINISTERED BY THE NOMINATED FIRST AID ATTENDANT</b>	
<b>INJURY AND INCIDENT PLAN</b>	
<b>For all injuries</b> <b>Local Hospital:</b> Byron Bay Hospital PH: 02 6639 9400 Address: 54 Ewingsdale Rd, Ewingsdale NSW 2481	
<b>Serious Injury / Emergency</b> Ambulance, Police , Fire	Phone: 000
All incidents (including injuries, property damage, near misses) must be reported to the Site Manager or WHS Manager immediately	
<b>Site Manager</b>	Name: TBA Mobile:
<b>WHSQ Manager: Tom Davies</b>	Name: Tom Davies Mobile: 0411 663 444
<b>Construction Manager:</b>	Name: Darren Jarvis Mobile: 0421 035 443
VMA Pty Ltd Office	Phone: 0421 035 443

### EMERGENCY ASSEMBLY POINT IS:

**Left hand entry to site driveway safe zone**

### EVACUATION PROCEDURES

If you discover a fire, bomb, or similar emergency, immediately evacuate the area and notify others to do the same. Do not go back for equipment, tools or valuables.

**Notify the Site Manager or WHSQ Manager immediately.  
Call Emergency Services by dialling 000.**

When phoning for help say:

- Where the emergency is
- What has happened
- What is being done
- Who is calling

**Wait to be told what to do before hanging up**

Proceed out front gate to EMERGENCY ASSEMBLY POINT away from the project boundary and remain there until directed otherwise.

Use a fire extinguisher if you are trained and do not put yourself at risk of injury.

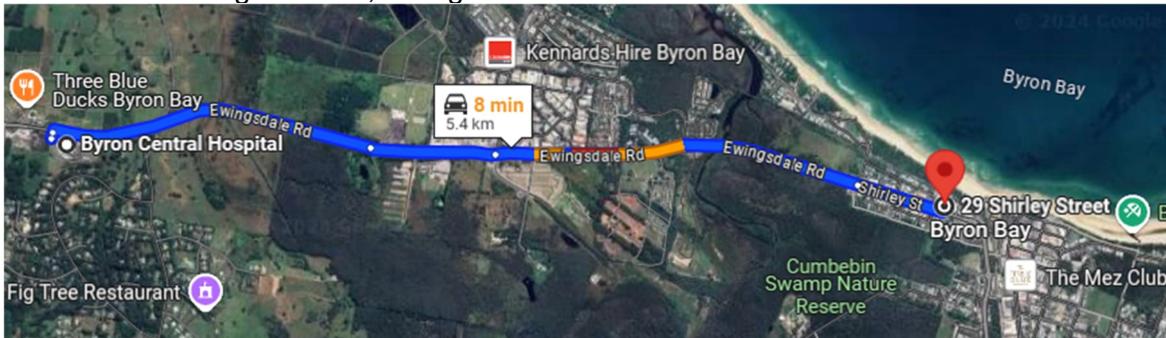
**Notify VMA Site Manager and HSEQ Manager on the above number/s immediately.**

## 28 Hospital Directions

**Local Hospital:** Byron Bay Hospital

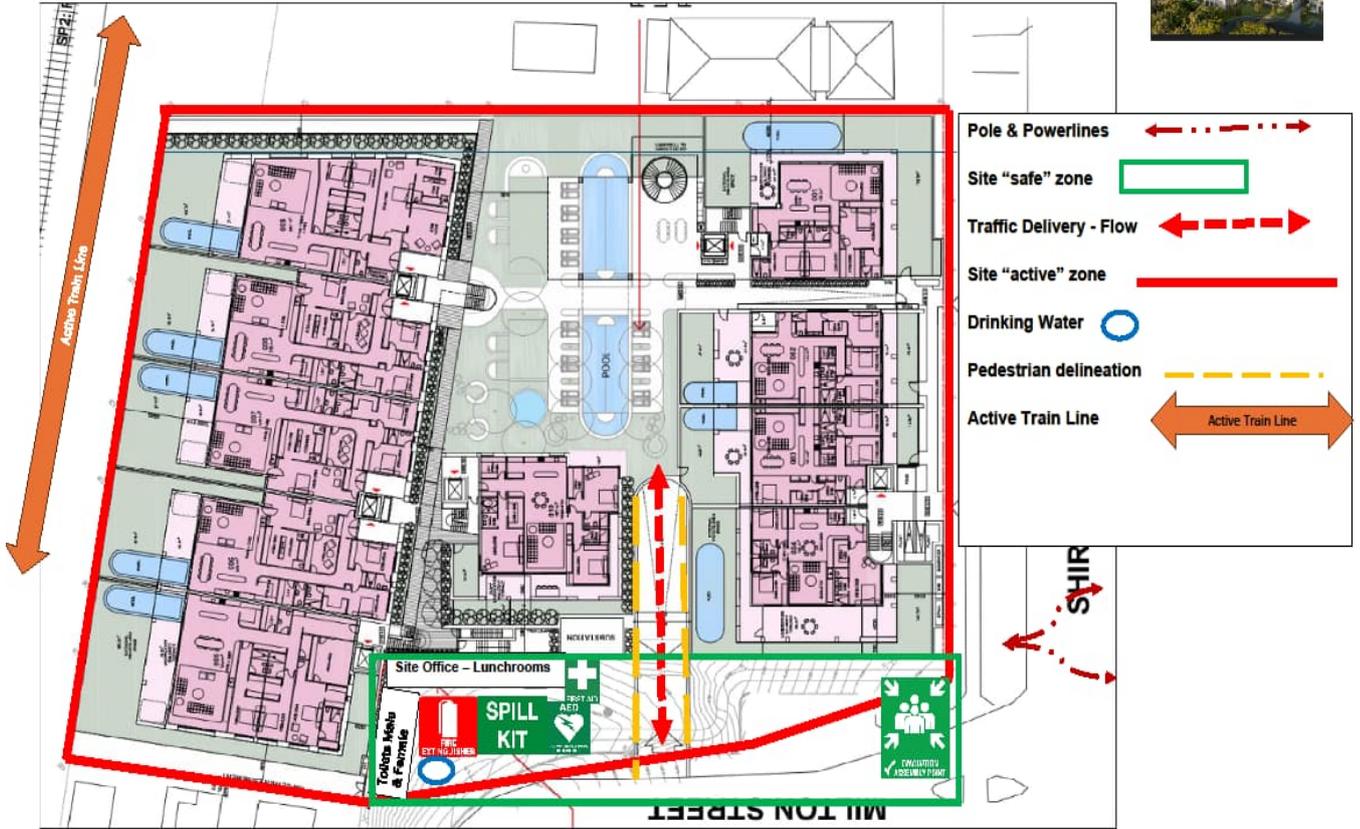
PH: 02 6639 9400

Address: 54 Ewingsdale Rd, Ewingsdale NSW 2481



## 29 Project Site Establishment & Emergency Evacuation Plan

**Eade - 29 Shirley St Byron Bay NSW 2481 - Project Establishment and Evacuation Plan**



Rev 1.0 20.09.24

## **30 Recording Forms**

01. Safety Meeting Toolbox Talk Record Rev
02. Project Risk Register
03. JSA
04. Safe Work Method Statement (SWMS) Checklist
05. Hazardous Chemicals Register
06. Risk Assessments for Hazardous Chemicals
07. RCD Push Test Register
08. Electrical Equipment Register
09. Site Induction Register
10. Site Induction Checklist
11. Daily Sign-in Register
12. Excavation Safety Inspection Checklist
13. Pre-Cast Panel Checklist
14. Emergency Event or Drill Checklist
15. Daily Inspection - Excavate Pier
16. Permit to Work Register
17. Permit to Work Form
18. Forklift Checklist
19. RPE use Register and Silica Guide
20. Induction Agenda
21. Electrical – Switchboard Handover Certificate
22. Calibration Equipment Register
23. Electrical Switchboard Checklist