



Work Health and Safety Management Plan

Contents

Introduction	3
OHS Objectives	3
Roles and responsibilities	4
Issues affecting WHS purpose	7
Interested parties	7
Workplace Health and Safety compliance	8
Insurances	9
Workplace Health and Safety Policy	10
Scope of OHS management system	11
Risk Management	12
High Risk Work	14
Emergency and Incident Response	16
Induction and Training	18
Consultation and Communication	19
Site Safety Procedures	19
Safe Work Method Statements (SWMS) Policy	20
Safe Work Method Statements (SWMS)	20
Safety documentation	20
Performance evaluation	21
APPENDICES	22
Version Control Table	24

1. Introduction

- 1.1. This WHS Management Plan has been developed to outline our approach to managing work health and safety (WHS) at Cooler Coast Air Conditioning and Refrigeration (“CCACR” or “The Company”). CCACR is committed to ensuring the health, safety, and welfare of its employees, and contractors. As such, the management has workplace health and safety (WHS) responsibilities, authority and accountabilities as outlined in position descriptions, policies, guidelines, procedures and as summarised in this document.
- 1.2. By recognising, reporting and addressing potential hazards in the workplace, CCACR employees and contractors can assist the company in taking every reasonably practicable step to provide a safe environment. In support of this, the Company will give appropriate priority and support to eliminate or reduce the risk of hazards that pose a threat to health and safety.

2. OHS Objectives

- 2.1. We will:
 - 2.1.1. Make this plan available to all employees, customers and contractors engaged by CCACR and ensure they have the opportunity to read, understand, clarify and ask questions;
 - 2.1.2. keep a copy of the WHS Management Plan readily available for all employees, customers and contractors engaged by CCACR
 - 2.1.3. review the plan regularly throughout the year and make any revisions known to those working for CCACR
 - 2.1.4. Sign and display the plan on CCACR’s website
- 2.2. All employees and contractors have a responsibility and the authority to ensure that a safe work environment exists within the workplace and at any worksite. CCACR will put in place accountability mechanisms to ensure that WHS responsibilities are performed effectively.
- 2.3. The Company will ensure that the requirements outlined by the Work Health and Safety Act 2011 and associated legislation are complied with at all CCACR worksites. Legislated and other accredited standards in health and safety are accepted by the Company as minimum standards. The Company will apply a risk management approach and establish and enforce more stringent standards where appropriate.
- 2.4. The Company will develop, implement, evaluate and improve health and safety policies, procedures and programs according to legislative

requirements and CCACR needs. These policies and procedures are considered binding upon all staff and contractors.

- 2.5. The Company will monitor and assess any updates or changes to health and safety legislation, codes of practice, or standards and will communicate any changes via the CCACR WHS review procedure.

3. Roles and responsibilities

3.1. Company Details:

3.1.1.

Business name	Cooler Coast Air Conditioning and Refrigeration Pty Ltd
Address	14 Winchester Cres, Pimpama Q 4209
Directors	Michelle Caterson, Thomas Caterson and Pat Middleton
Email	info@coolercoastacr.com.au
Phone	0466 452 839 0428 624 251
ABN	80 647 508 978
ArcTick Licence	L108732
Electrical Licence	154943
Refrigerant handling Licence	AU53628
Electrical Contractor Licence	154943
QBCC Licence	15242147

3.2. Details of persons at the workplace with WHS responsibilities

Name	Position	WHS Responsibilities
Thomas Caterson Michelle Caterson Pat Middleton	Person Conducting Business or Undertaking (PCBU)	<ul style="list-style-type: none"> Develop and communicate WHS policies, procedures and programs to staff and contractors Monitor the Company's WHS implementation and performance Acquire and keep up-to-date knowledge of work health and safety

		<p>matters</p> <ul style="list-style-type: none"> ● Ensure appropriate resources and processes are provided and used to enable hazards to be identified and risks to be eliminated or minimised ● Support the WHS responsibilities of all staff and contractors by assisting in the identification of hazards and the implementation of risk controls ● Evaluate and report on the status of the implementation of WHS requirements via the completion of regular audits ● Provision of technical WHS advice where appropriate, and recommendation of required remedial actions for compliance ● Recommend improvements to WHS policy and procedures ● Improve the communication and awareness of WHS requirements with staff and contractors ● Assist with the investigation of incidents. ● Ensure all staff and contractor qualifications and training are up to date
All Staff and Contractors	Varied	<ul style="list-style-type: none"> ● Take reasonable care of their own health and safety ● Take reasonable care of the health and safety of others including the implementation of risk control measures within their control to prevent injuries or illnesses ● Comply with any reasonable instruction by the Company ● Cooperate with any reasonable policies and procedures of the Company including reporting of hazards or incidents via the Company reporting process ● Comply with all relevant WHS legislation, standards and codes of practice applicable to their scope of work

		<ul style="list-style-type: none">• Other responsibilities as outlined in WHS system documentation
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4. Issues affecting WHS purpose

- 4.1. External issues:
 - 3.1.1 Legislation changes
 - 3.1.2 Entering unknown residential addresses
 - 3.1.3 Entering other business premises
 - 3.1.4 Natural disasters and weather
 - 3.1.5 Traffic / road conditions
- 4.2. Internal issues:
 - 3.2.1 Remote workers
 - 3.2.2 Limited access to computers
 - 3.2.3 Dealing with hazardous substances

5. Interested parties

- 5.1. External interested parties:
 - 4.1.1 Customers
 - 4.1.2 General public
 - 4.1.3 External auditors
- 5.2. Internal interested parties:
 - 4.2.1 Workers
 - 4.2.2 Directors / management
- 5.3. Needs and expectations of interested parties:
 - 4.3.1 For a zero harm workplace to be provided
 - 4.3.2 Transparency and accountability of safety procedures
 - 4.3.3 Compliance with legal requirements

6. Workplace Health and Safety compliance

- 6.1. To ensure compliance with relevant legislation, codes of practice and standards, a rigorous internal and external audit regime will be maintained annually. This will include one internal audit and one external audit every 12 months.
- 6.2. Relevant Legislation, Codes of Practice and Standards:
 - 6.2.1. The Work Health and Safety Act 2011
 - 6.2.2. The Work Health and Safety Regulation 2011
 - 6.2.3. The Electricity Act 1994
 - 6.2.4. The Electrical Safety Act 2002
 - 6.2.5. The Worker's Compensation and Rehabilitation Act 2003
 - 6.2.6. Queensland Building Services Authority Act 1991
 - 6.2.7. Domestic Building Contracts Act 1999
 - 6.2.8. Ozone Protection Act 1989
 - 6.2.9. Environmental Protection (Noise) Policy 1997
 - 6.2.10. Environmental Protection Act 1994
 - 6.2.11. Environmental Protection Regulation 1998
 - 6.2.12. How to Manage and Control Asbestos in the Workplace
 - 6.2.13. How to Safely Remove Asbestos
 - 6.2.14. Confined Spaces
 - 6.2.15. Construction Work
 - 6.2.16. Hazardous Manual Tasks
 - 6.2.17. Managing Electrical Risks at the Workplace
 - 6.2.18. Managing noise and preventing hearing loss at work
 - 6.2.19. First Aid in the Workplace
 - 6.2.20. How to Manage Work Health and Safety Risks
 - 6.2.21. Managing Risks of Falls in the Workplace
 - 6.2.22. Managing the Work Environment and Facilities
 - 6.2.23. Preventing Falls in Housing Construction
 - 6.2.24. Work Health and Safety Consultation, Cooperation and Coordination
 - 6.2.25. Refrigerant Handling - The Australian Refrigeration and Air conditioning Code of Good Practice
 - 6.2.26. AS1055: Acoustics - Description and measurement of environment noise

- 6.2.27. AS1668.2: The use of mechanical ventilation and air conditioning in buildings - Mechanical ventilation for acceptable indoor air quality
- 6.2.28. AS1677: Refrigerating systems
- 6.2.29. AS2107: Acoustics - Recommended design sound levels and reverberation times for building interiors
- 6.2.30. AS2913: Evaporative air conditioning equipment
- 6.2.31. AS3000: SAA Wiring Rules
- 6.2.32. AS 3102: Approval and test specification for electric duct heaters
- 6.2.33. AS/NZS3018: Electrical installations - Domestic installations
- 6.2.34. AS/NZS3350: Safety of household and similar electrical appliances, Part 2.40 - Electrical heat pumps air conditioners and dehumidifiers
- 6.2.35. AS3823: Performance of electrical appliances - Air conditioners and heat pumps
- 6.2.36. AS4254: Ductwork for air-handling systems in buildings
- 6.2.37. AS4269: Complaints handling
- 6.2.38. AS4426: Thermal insulation of pipework, ductwork and equipment - Selection, installation and finish

7. Insurances

7.1. Details of insurance policies held

Insurance Type	Insuring Company	Policy Number	Expiry Date
Public & Products Liability Insurance - \$20M	Berkley Insurance	CC1112461L - COC	10/02/23
Electrical Consumer Protection Insurance	Berkley Insurance	CC1112461L - COC	10/02/23
Worker's Compensation Insurance - Air Conditioning & Heating Services - 323302	Workcover QLD	WSB210328099 - COC	30/06/2023

8. Workplace Health and Safety Policy

- 8.1. CCACR is responsible for the health and safety of all employees in the workplace. In fulfilling this responsibility we have a duty to provide and maintain a working environment that is safe and without risks to health.
- 8.2. To meet the objectives of this policy, we are committed to regular discussions with employees to ensure that health and safety issues are regularly reviewed. Health and safety is most effective when a joint owner/manager and employee approach is used to identify and solve problems. We are committed to continuously improving WHS by addressing hazards and reviewing outcomes.
- 8.3. Employer/ and managers/supervisors must ensure:
 - 8.3.1. Effective implementation of this policy.
 - 8.3.2. Their responsibilities under the Act and Regulations are met.
 - 8.3.3. Agreed procedures for regular discussion between managers and employees are followed.
 - 8.3.4. All workplace hazards are identified and risks assessed and controlled.
 - 8.3.5. Regular workplace inspections are conducted.
 - 8.3.6. Information, training and supervision are provided for all employees in the correct use of plant, equipment, chemicals and other substances used.
- 8.4. Employees:
 - 8.4.1. Have a duty to take care of their health and safety and that of others.
 - 8.4.2. Must comply with safety procedures and directions.
 - 8.4.3. Must follow reasonable instructions.
 - 8.4.4. Must not willfully interfere with or misuse items or facilities provided in the interest of health and safety.
 - 8.4.5. Must inform their manager or supervisor of hazards, accidents and near-accidents occurring at the workplace.
- 8.5. Visitors and contractors must:
 - 8.5.1. Not put themselves or any of our employees at risk.
 - 8.5.2. Abide by our safety policy and rules.
 - 8.5.3. Not enter restricted areas without permission.
- 8.6. This policy will be regularly reviewed in light of changes to the workplace and changes in legislation. Management of CCACR seeks cooperation from all employees in achieving our health and safety objectives and creating a safe work environment.
- 8.7. We maintain a documented system that describes the key WHS responsibilities, procedures, forms and instructions to manage WHS, and we ensure that these are always up to date and accessible by those who need to use them.

- 8.8. Documents are reviewed at least yearly or whenever a process or legal change occurs.
- 8.9. Modified documents go through the review and approval process.
- 8.10. We ensure that everyone in the organisation is aware of their responsibilities for WHS and we keep an up-to-date documented record of these via Training Record Forms.
- 8.11. We ensure that all our employees are positively involved in our WHS efforts by keeping them up to date with any WHS changes, consulting with them to get their input and ideas, and keeping a regular process of communication and review working.
- 8.12. We ensure all new and current employees are aware of their rights and responsibilities for WHS, and that they are trained and competent to do their job safely using an induction checklist, job competency table and Employee Training records.

9. Scope of OHS management system

- 9.1. The scope of this OHS management system includes identifying hazards and managing risks is to be undertaken for all activities where there is potential for harm.
- 9.2. This includes allowing for external and internal factors that impact and influence the OHS management system including:
 - 9.2.1. Legislation changes
 - 9.2.2. Entering unknown residential addresses
 - 9.2.3. Entering other business premises
 - 9.2.4. Traffic / road conditions
 - 9.2.5. Natural disasters and weather
 - 9.2.6. Remote workers
 - 9.2.7. Dealing with hazardous substances
 - 9.2.8. Limited access to computers
- 9.3. This will be achieved by requiring all staff to identify hazards under all circumstances mentioned and to document this process by requiring all staff to sign onto Safe Work Method Statements and conduct Take 5s as part of their daily duties.

10. Risk Management

10.1. Identifying hazards and managing risks is to be undertaken for all activities where there is potential for harm. The risk management process involves:

10.1.1. Identifying the hazards - Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'. Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people, lifting/moving items and mustering.

See appendix 1 for Hazard identification and risk assessment.

10.1.2. Assessing the risks - Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between? Some of the things to think about include:

- how often is the task undertaken
- how frequently are people near the hazard
- how many people are near the hazard at a particular time
- has an incident happened before
- have there been any 'near misses'

10.1.3. Use the table below to determine how significant the risk is.

- Step 1: identify the Consequences—or how severely could it hurt someone
- Step 2: identify the Likelihood—or how likely is it for an injury to occur
- Step 3 & 4: identify the Risk Priority Score—to prioritise your actions
- Step 5: apply the hierarchy of hazard control
- Step 6: identify who, how and when the effectiveness of controls will be checked and reviewed

Step 1—CONSEQUENCES How severely could it hurt someone? or How ill could it make someone?— Circle it		Step 2—LIKELIHOOD How likely is it for an injury to occur?—Circle it			
		Very likely, could happen frequently	Likely, could happen occasionally	Unlikely, could happen, but rare	Very unlikely, could happen, probably never will
		L1	L2	L3	L4
Kill or cause permanent disability or ill health	C1	Very high risk (1)	Very high risk (1)	High Risk (2)	Substantial Risk (3)
Long term illness or serious injury	C2	Very high risk (1)	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)
Medical attention and several days off work	C3	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)
First Aid needed	C4	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)	Low Risk (6)

Step 3—RISK PRIORITY SCORE	Step 4—ACTION AND RESPONSE
1 = Very High Risk	Stop the activity—immediate action is required to ensure safety—safety measures applied must be cleared by the Station Manager before any activity recommences Proceed with caution—immediate reporting of emerging or ongoing risk exposure at this level to the Station Manager for decision is mandatory
2 = High Risk	
3 = Substantial Risk	Be aware—action required as soon as possible to prevent injury or illness
4 = Moderate Risk	Report these risks to the responsible Manager during the current shift or before the next shift
5 = Acceptable Risk	Do something when possible. Manage by routine procedures.
6 = Low Risk	These risks should be recorded, monitored and controlled by the responsible Manager

10.2. Once the risk assessment process has been completed, those hazards identified as being a VERY HIGH RISK or HIGH RISK should be addressed as a matter of priority. In considering options for controlling the identified risks, the hierarchy of controls helps to ensure that the most effective controls are implemented.

Risk Control Hierarchy

Elimination: this is the best control measure. E.g. remove a trip hazard.

Substitution: e.g. substitute a hazardous chemical with a less hazardous substance.

Isolation: e.g. barricade off the area where the hazard is present.

Engineering: e.g. re-design of tools and equipment, provision of load shifting equipment (trolleys etc).

Administrative: e.g. written procedures, training, warning signs.

Personal Protective Equipment (PPE): Introduce PPE only when other control measures cannot be implemented or as a supplement.

- 10.3. We will systematically identify hazards and assess risks before any project starts by using the hierarchy of control (see 6.6) in conjunction with:
 - 10.3.1. developing Safe Work Method Statements (SWMS) to control risks associated with high-risk construction work
 - 10.3.2. using a risk management form to control general workplace risks where necessary
- 10.4. We will also identify risks:
 - 10.4.1. before we buy or re-order any chemicals
 - 10.4.2. when introducing a new task
 - 10.4.3. when new information is received about tasks, procedures, equipment or chemicals.
- 10.5. All hazards that are identified during the performance of any work must be reported immediately to the PCBU or site supervisor.
- 10.6. We will inform our workers of our risk management procedures and ensure they are trained in risk management.
- 10.7. Hierarchy of control
 - 10.7.1. We will control all risks we identify by applying the Hierarchy of Controls as follows:
 - Eliminate
 - Substitute
 - Isolate
 - Engineering controls
 - Administrative controls
 - Personal Protective Equipment.
- 10.8. Where possible, we will implement risk controls that are high in the order and will implement multiple controls where necessary.

11. High Risk Work

- 11.1. We manage high risk work (HRW) following a four-step risk management process:
 - 11.1.1. Step 1 - identify hazards
 - 11.1.2. Step 2 - Assess risks
 - 11.1.3. Step 3 - Control risks
 - 11.1.4. Step 4 - Review control measures

- 11.2. We prepare, keep, comply with and review a safe work method statement for work that involves high-risk construction work as outlined below
- 11.2.1. involves a risk of a person falling more than 2 m
 - 11.2.2. is carried out on a telecommunication tower
 - 11.2.3. involves demolition of an element of a structure that is load-bearing
 - 11.2.4. involves demolition of an element of a structure that is related to the physical integrity of the structure
 - 11.2.5. involves, or is likely to involve, disturbing asbestos
 - 11.2.6. involves structural alteration or repair that requires temporary support to prevent collapse
 - 11.2.7. is carried out in or near a confined space
 - 11.2.8. is carried out in or near a shaft or trench deeper than 1.5 m or a tunnel
 - 11.2.9. involves the use of explosives
 - 11.2.10. is carried out on or near pressurised gas mains or piping
 - 11.2.11. is carried out on or near chemical, fuel or refrigerant lines
 - 11.2.12. is carried out on or near energised electrical installations or services
 - 11.2.13. is carried out in an area that may have a contaminated or flammable atmosphere
 - 11.2.14. involves tilt-up or precast concrete
 - 11.2.15. is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
 - 11.2.16. is carried out in an area of a workplace where there is any movement of powered mobile plant
 - 11.2.17. is carried out in areas with artificial extremes of temperature
 - 11.2.18. is carried out in or near water or other liquid that involves a risk of drowning
 - 11.2.19. involves diving work.
- 11.3. Refrigerant Handling Procedure
- 11.3.1. Step 1 - Purchase of Refrigerant
 - Check for loose or damaged cylinder caps
 - Check cylinder condition
 - 11.3.2. Step 2 - Transport Refrigerant
 - Keep out of direct sunlight
 - Secure safely when transporting
 - Implement proper manual handling techniques

- Report accidents immediately
- 11.3.3. Step 3 - Using equipment containing refrigerant
 - Implement best practice procedure as per the Standards AS2030. & AS 4332 and/or code of practice
 - After each use check that refrigerant cylinders are tightly capped
 - Check for leaks
- 11.3.4. Step 4 - Ongoing handling
 - All refrigerant handling must be carried out by qualified licensed staff or contractors
 - Check temporary contractors licenses before commencing work
 - Ensure staff licenses are kept up to date
- 11.3.5. Step 5 - Recovery and recycling of refrigerant
 - Fill refrigerant containers in-line with manufacturers recommendations
 - Never charge refrigerant into a container or equipment with identified leaks
 - Follow standards and codes of practice for leak testing procedures
 - Never release refrigerant where release is avoidable
- 11.3.6. Step 6 - Storage of refrigerant
 - Ensure cylinders are stored in a safe and secure location out of direct sunlight
 - Ensure cylinders are stored with appropriate signage to provide identification for emergency teams
 - Return recovered refrigerant to supplier for disposal
 - Ensure records of refrigerant returns are kept up to date

12. Emergency and Incident Response

12.1. If a notifiable incident occurs to any employee or contractor the incident must be reported to Workplace Health and Safety and/or the Electrical Safety Office. A notifiable incident includes:

12.1.1. The death of a person

- 12.1.2. A serious injury or illness of a person - includes immediate treatment as an in-patient in a hospital; immediate treatment for certain serious injuries; or medical treatment within 48 hours of exposure to a substance
- 12.1.3. A dangerous incident - means 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 caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire; or uncontrolled escape of gas or steam.
- 12.1.4. A serious electrical incident -
- is killed by electricity
 - receives a shock or injury from electricity and is treated for it by, or under the supervision of, a doctor
 - receives a shock or injury from electricity at high voltage, whether or not the person is treated for it by, or under the supervision of, a doctor.
 - Note that high voltage means a voltage above 1000V a.c. or 1500V ripple-free d.c. and any shock or injury to a person from high voltage electricity must be notified, regardless of whether they're treated for it.
- 12.1.5. A dangerous electrical event -
- when a person, for any reason, is electrically unsafe around high voltage electrical equipment, even if the person doesn't receive an electric shock or injury
 - significant property damage caused by electricity or something originating from electricity such as a fire caused by electricity
 - unlicensed electrical work
 - unsafe electrical work
 - unsafe electrical equipment or electrical equipment that doesn't have electrical equipment safety system approval markings.
- 12.2. Emergency procedures:
- 12.2.1. Response to an emergency:
- Call 000 immediately
 - Give first aid if safe to do so

- Do not touch or move anything unless it is to give first aid or stop further injury or property damage
 - Once people involved in the emergency situation are safe, follow steps to notify management of the incident
- 12.2.2. Staff are required to complete an incident form if a hazard/injury/incident occurs and must:
- Advise their site supervisor and/or immediate manager of the incident immediately
 - Record the details of the incident on the approved [Incident Report Form](#)
 - Complete the form even if an injury has not occurred but there has been a near miss
- 12.2.3. Management is responsible for determining if an incident must be reported to Workplace Health and Safety Queensland and or the Electrical Safety Office. If an incident is determined to be a notifiable event, management will notify Workplace Health and Safety by:
- phone on 1300 362 128
 - online – complete and submit an [online incident notification form](#) and the [Workcover Queensland Claim Form](#)
- 12.2.4. Management is also responsible for ensuring that Cooler Coast Air Conditioning and Refrigeration is prepared to respond to emergency situations. Emergency responses will be discussed during regular continuous improvement meetings by management.
- 12.2.5. Actions arising from these regular management meetings will be developed according to the Hierarchy of Controls on page 12 and will be incorporated into this Plan. The effectiveness of these actions will also be assessed against the number of incidents reported annually.
- 12.2.6. A first aid kit is provided in all work vehicles.
- 12.2.7. Management will conduct a thorough review of all incidents and determine corrective action on a case-by-case basis.

13. Induction and Training

- 13.1. The WHS training needs will be determined by the management team in consultation with workers on an annual basis. Training required for persons conducting activities with a specific risk will be determined both as the needs

arise and by conducting 12 monthly training needs analysis of all workers and will arrange for appropriate training to be undertaken as required.

- 13.2. All staff will be provided with this WHS management plan as a part of their onboarding and induction process.
- 13.3. The [WHS induction checklist](#) and training records will be maintained as evidence of training delivery.
- 13.4. Managers onboarding a new employee must ensure that the employee is provided with this WHS Management Plan and completes the WHS induction checklist to ensure all WHS issues are covered. This induction checklist will be filed on the worker's HR file.
- 13.5. All WHS training provided shall be recorded in the [WHS Training Register](#).

14. Consultation and Communication

- 14.1. Open communication between workers and management is encouraged to ensure a safe working environment. Workers are encouraged to:
 - 14.1.1. Ask questions relating to WHS
 - 14.1.2. Bring up safety concerns
 - 14.1.3. Make recommendations regarding WHS
 - 14.1.4. Give regular feedback
 - 14.1.5. Become involved in the evaluation of safety issues
 - 14.1.6. Participate in and WHS problem solving

15. Site Safety Procedures

- 15.1. Every staff member and contractor is responsible for their own safety, as well as the safety of those around them. Every work area and task can pose a potential risk to personnel, property, or the environment. Every staff member is provided with a Take 5 booklet to use as their personal risk assessment tool to assist in maintaining awareness of their working environment. It allows them to identify and control immediate hazards that can occur in their day-to-day work.
- 15.2. Employees and contractors are to follow the 5 steps of the Take 5 risk assessment before starting work on any project or task or if there is a change of conditions during a project or task.
- 15.3. For any of the questions where an employee or contractor ticks the bold boxes on this checklist, you should not proceed with the task or project.

Employees must contact their supervisor and wait until the question has been addressed before proceeding.

16. Safe Work Method Statements (SWMS) Policy

- 16.1. A SWMS is a document that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.
- 16.2. For persons conducting a business or undertaking (PCBUs) on the function, content and application of safe work method statements (SWMS), SWMS are required for the high-risk construction work activities defined in the WHS Regulations and listed in clause 7.2.
- 16.3. The on-site supervisor is responsible for ensuring every staff member and contractor is informed of the SWMS relevant to the work being carried out and must monitor compliance with the SWMS. The on-site supervisor must review risks regularly and ensure every staff member or contractor knows to stop work if the SWMS is not being followed.
- 16.4. The on-site supervisor is responsible for observing the work being carried out and review risk controls regularly, including:
 - 16.4.1. Before a change occurs to the work itself, the system of work or the work location
 - 16.4.2. If a new hazard associated with the work is identified
 - 16.4.3. When new or additional information about the hazard becomes available
 - 16.4.4. When a notifiable incident occurs in relation to the work
 - 16.4.5. When risk controls are inadequate or the SWMS is not being followed
- 16.5. The SWMS must be kept in a readily available location for the duration of the high risk construction work and for at least 2 years after a notifiable incident occurs.
- 16.6. The SWMS must be provided to the principal contractor prior to work commencing if the high risk construction work is being carried out in connection with a construction project.

17. Safe Work Method Statements (SWMS)

- 17.1. This section of our plan includes our completed Safe Work Method Statements for all high-risk construction work.
 - 17.1.1. CCACR-ACISWMSV1 Air Conditioning Installation
 - 17.1.2. CCACR-ACSMWMSV1 Air Conditioning Service and Maintenance

18. Safety documentation

- 18.1. All safety documentation associated with Cooler Coast's Safety Management System will be:

- 18.1.1 Kept up to date and current;
- 18.1.2 The WHS Management Plan will be reviewed annually;
- 18.1.3 SWMS and Take 5s will be recorded and provided as required;
- 18.1.4 The training register will be updated as required;
- 18.1.5 The website will be updated with a current copy of this Plan;
- 18.1.6 Incident reports will be saved electronically and retained on file for a period of 10 years.

19. Performance evaluation

- 19.1. All safety documentation associated with Cooler Coast's Safety Management System will be audited internally and externally every 12 month;
- 19.2. Management will meet every 12 months to discuss:
 - 19.2.1 Legal requirements being fulfilled;
 - 19.2.2 Risk assessment - identified hazards, risks and opportunities current?
 - 19.2.3 Responses to emergencies;
 - 19.2.4 Achievement of OHS objectives;
 - 19.2.5 Effectiveness of operational controls
- 19.3 Management will measure performance by:
 - 19.3.1 Reviewing the number of Take 5s completed;
 - 19.3.2 Reviewing the number of incidents reported;
 - 19.3.3 Reviewing the training conducted.
- 19.4 Evidence of this performance evaluation will be retained in the form of Minutes of the meeting and will be distributed to all employees.

20. APPENDICES

20.1. APPENDIX 1 - Risk Assessment

Potential hazard	Who is at risk?	Existing control measures	Risk rating	Preventative measures	Who is responsible?
Working at heights / falls	Technicians	-Training / high risk work license -Harnesses -PPE	High	-Take 5 -SWMS	Technicians
Lifting heavy objects / manual handling	Technicians	-Correct manual handling	Moderate	-Take 5 -SWMS -2 person lifts	Technicians
Hazardous chemicals	Technicians / customers	-ARC license	High	-Take 5 -SWMS -PPE	Technicians
Electrical hazard/ electrocution	Technicians / customers	-Electrical contractor's license	High	-Take 5 -SWMS -PPE	Technicians
Driving vehicle on road / accident	Technicians	-Drivers license	High	-Take 5 -SWMS	Technicians
Slips and trips	Technicians / customers	-Safe work area set up	Low	-Take 5 -SWMS	Technicians
Physical assault by customer	Technicians	-Physical distancing	Moderate	-Take 5 -SWMS	Technicians

20.2. APPENDIX 2 - Template for project-specific WHS management plan

Work Health and Safety (WHS) Management Plan

<Insert name of project>

Contents

<UPDATE WHEN YOUR PLAN IS COMPLETED>

1	Project information	3
1.1	Management and review	3
1.2	Principal contractor details	3
1.3	Details of persons at workplace with WHS responsibilities	3
1.4	Other contact details	4
1.5	Scope of work	4
2	Roles and responsibilities	5
2.1	Principal contractor	5
2.2	Contractors	5
2.3	Workers	6
2.4	People with specific WHS roles and responsibilities	6
3	General WHS information	7
3.1	Legislation	7
3.2	Codes of Practice and other guidance	7
3.3	WHS policy	8
3.4	Other policies	8
3.5	Insurances	8
4	Risk management	9
4.1	Identifying hazards and managing risks	9
4.2	Hierarchy of control	9
5	High risk construction work	10
5.1	High risk construction work	10
5.2	Licences for high risk work	10
5.3	Asbestos	10
6	Emergency and incident response	11
6.1	Emergency preparedness	11
6.2	Incident procedure	11
6.3	Notifiable incidents	12
6.4	First aid	12
7	Induction and training	14
7.1	Worker induction	14
7.2	Worker training	14
8	Consultation and communication	15
8.1	Consultation	15
8.2	Communication	15
8.3	Disciplinary procedures	15
9	Site safety procedures	16
9.1	Site rules	16
9.2	Site amenities	16
9.3	Site security	16
9.4	Site signage	16
9.5	Personal protective equipment	16

9.6	Managing construction hazards specified in the Regulations	17
	Falls from heights	17
	Falling objects	17
	Demolition work	18
	Excavation work/trenching	18
	Work near overhead or underground essential services	18
	Electrical	19
	Plant	20
	Scaffolds	20
9.7	Managing other construction hazards	21
	Traffic management	21
	Ladder safety	21
	Manual handling	21
	Slips, trips and falls	22
	Hand operated and power tool use	22
	Sun safety	22
	Any other construction hazards	22
	<Insert name of hazard>	22
	<Insert name of hazard>	22
10	Safe Work Method Statements (SWMS)	23

1 Project information

1.1 Management and review

This WHS Management Plan has been developed to outline our approach to managing work health and safety (WHS) at the <INSERT NAME OF PROJECT> at <INSERT ADDRESS>.

We will:

- make this plan available to all workers and contractors on this project and ensure they have the opportunity to read, understand, clarify and ask questions
- keep a copy of the WHS Management Plan readily available for the duration of the project
- review the plan regularly throughout this project and make any revisions known to those working on the project
- <INSERT ANY OTHER REQUIREMENTS>.

1.2 Principal contractor details

Business name:	
Address:	
Contact person:	
Work phone:	
Mobile phone:	
Fax:	
Email:	
ABN:	
Contract licence number:	
Principal contractor signature:	

1.3 Details of persons at workplace with WHS responsibilities

Name	Position	WHS responsibilities

1.4 **Other contact details**

Client name	Address	Contact number	Position	WHS responsibilities

Other relevant contacts	Address	Contact number	Position	WHS responsibilities

1.5 **Scope of work**

Description of project:	
Location of project:	
Start and finish dates:	

2 Roles and responsibilities

2.1 Principal contractor

The principal contractor of this project is responsible for:

- preparing, updating and implementing this WHS Management Plan, including all associated procedures
- identifying and observing all legal WHS requirements
- ensuring that all works are conducted in a manner without risk to workers
- planning to do all work safely
- participating in the planning and design stages of trade activities
- identifying WHS training required for an activity
- ensuring workers undertake identified WHS training
- communicating and consulting with workers
- investigating hazard reports and ensuring that corrective actions are undertaken
- assisting in rehabilitation and return to work initiatives
- dispute resolution
- <INSERT ANY OTHER RESPONSIBILITIES FOR THE PRINCIPAL CONTRACTOR>.

2.2 Contractors

Contractors who are engaged for this project are responsible for:

- fulfilling the duties of PCBU for their own operations
- identifying all high risk construction work associated with their activities and ensuring safe work method statements are developed and implemented
- complying with the duties as listed under 'Workers' (see 2.3)
- following all safety policies and procedures and site rules
- complying with this WHS Management Plan
- complying with any direction given to them by the principal contractor
- undertaking site-specific induction before starting work and signing off that they have completed this induction
- ensuring the workers they engage also undertake the site specific induction.
- ensuring they have the correct tools and equipment and these are in a serviceable condition for the task
- <INSERT ANY OTHER RESPONSIBILITIES FOR CONTRACTORS>.

2.3 Workers

All workers on this project (including those employed by contractors) are responsible for:

- taking reasonable care of their own health and safety
- taking reasonable care that their conduct does not adversely affect others
- complying with instruction, so far as they are reasonably able
- cooperating with reasonable notified policies or procedures
- <INSERT ANY OTHER RESPONSIBILITIES FOR WORKERS>.

2.4 People with specific WHS roles and responsibilities

<List the names of those with specific WHS roles and their specific responsibilities>

3 General WHS information

3.1 Legislation

Relevant legislation	Tick if applicable
<i>Work Health and Safety Act 2012</i>	
<i>Work Health and Safety Regulations 2012</i>	
<i>AS3012:2010 – Electrical installations – construction and demolition sites</i>	
<INSERT ANY OTHER RELEVANT LEGISLATION	<input type="checkbox"/>

3.2 Codes of Practice and other guidance

Relevant Codes of Practice ¹	Tick if applicable
<i>Confined spaces</i>	<input type="checkbox"/>
<i>Construction work</i>	<input type="checkbox"/>
<i>Cranes</i>	<input type="checkbox"/>
<i>Demolition work</i>	<input type="checkbox"/>
<i>Excavation work</i>	<input type="checkbox"/>
<i>First aid in the workplace</i>	<input type="checkbox"/>
<i>Formwork and falsework</i>	<input type="checkbox"/>
<i>Hazardous manual tasks</i>	<input type="checkbox"/>
<i>Housing construction work</i>	<input type="checkbox"/>
<i>How to manage work health and safety risks</i>	<input type="checkbox"/>

¹ Note that these are the Codes of Practice available at date of publication. It is the responsibility of the principal contractor to be aware of the latest available Codes. These are available at www.worksafe.tas.gov.au
CCACR - WHS Management Plan V3

<i>How to safely manage and control asbestos in the workplace</i>	<input type="checkbox"/>
<i>How to safely remove asbestos</i>	<input type="checkbox"/>
<i>Industrial forklifts</i>	<input type="checkbox"/>
<i>Labelling of workplace hazardous chemicals</i>	<input type="checkbox"/>
<i>Managing electrical risks at the workplace</i>	<input type="checkbox"/>
<i>Managing noise and preventing hearing loss at work</i>	<input type="checkbox"/>
<i>Managing risks of plant in the workplace</i>	<input type="checkbox"/>
<i>Managing the risks of falls in the workplace</i>	<input type="checkbox"/>
<i>Managing the work environment and facilities</i>	<input type="checkbox"/>
<i>Preventing falls in housing construction</i>	<input type="checkbox"/>
<i>Safe design, manufacture, import and supply of plant</i>	<input type="checkbox"/>
<i>Safe design structures</i>	<input type="checkbox"/>
<i>Scaffolding</i>	<input type="checkbox"/>
<i>Tilt-up and pre-cast concrete in building</i>	<input type="checkbox"/>
<i>Traffic management in workplaces</i>	<input type="checkbox"/>
<i>Welding processes</i>	<input type="checkbox"/>
<i>Work health and safety consultation, cooperation and coordination</i>	<input type="checkbox"/>
<i>Working in the vicinity of overhead and underground electrical lines</i>	<input type="checkbox"/>
<INSERT ANY OTHER RELEVANT CODES OF PRACTICE>	

Other Standards or guidance	Tick if applicable
<INSERT ANY RELEVANT STANDARDS	<input type="checkbox"/>

3.3 WHS policy

<INSERT YOUR WORK HEALTH AND SAFETY POLICY HERE (REFER TO POLICY IN Section 5)>

3.4 Other policies

<INSERT ANY OTHER POLICIES HERE>

3.5 Insurances

Insurance type	Company	Policy number	Expiry date

4 Risk management

4.1 Identifying hazards and managing risks

We will systematically identify hazards and assess risks before the project starts by using the hierarchy of control (see 4.2) in conjunction with:

- developing Safe Work Method Statements (SWMS) to control risks associated with high risk construction work
- using a risk management form to control general construction risks where necessary
- <INSERT ANY OTHER STEPS IF NECESSARY>

We will also identify risks:

- before we buy or re-order any chemicals
- when introducing a new task
- when new information is received about tasks, procedures, equipment or chemicals.

All hazards that are identified throughout the project must be reported immediately to the principal contractor.

We will inform our workers of our risk management procedures and ensure they are trained in risk management (see 7).

4.2 Hierarchy of control

We will control all risks we identify by applying the Hierarchy of Controls as follows:

- Eliminate
- Substitute
- Isolate
- Engineering controls
- Administrative controls
- Personal Protective Equipment.

Where possible, we will implement risk controls that are high in the order and will implement multiple controls where necessary.

5 High risk construction work

5.1 High risk construction work

We have identified the following high risk activities for this project. A Safe Work Method Statement (SWMS) has been developed for each of the high risk construction work activities. We will also develop SWMSs for any additional high risk work that is introduced or identified during the project.

High risk construction work activity	Safe Work Method Statement developed and attached Yes/No

We will collect and file completed SWMS in Section 10, which forms part of this WHS Management Plan <OR CHANGE TO SUIT WHERE YOU WILL FILE THESE>.

We will review the SWMS where:

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

5.2 Licences for high risk work

We require workers to be licenced to undertake high risk work. Our register of licence holders is below:

Licence holder name	Type of licence	Expiry date

5.3 Asbestos

The principal contractor will ensure:

- all workers understand our procedures for asbestos and follow the correct removal processes
- all workers are trained and use the appropriate personal protective equipment
- only licenced asbestos removalists are used to remove asbestos where the quantity to be remove exceeds the 10 square metre limit or is friable
- the correct signage and controls are in place before any removal of asbestos commences
- the asbestos is wrapped and disposed of correctly.

6 Emergency and incident response

6.1 Emergency preparedness

To ensure we are prepared for an emergency we:

- show all workers and subcontractors the emergency point as part of their induction (this is included in our induction checklist)
- display emergency procedures in the site office or other visible location
- check and mark fire extinguishers at the beginning of the project and six-monthly after that
- <INSERT ANYTHING ELSE RELEVANT TO YOUR PLAN>.

Emergency procedure

In the event of a fire or similar emergency evacuation:

- stop work immediately and vacate the workplace
- assist anyone in the workplace who may not be familiar with the evacuation procedures
- call emergency services on 000 or on 112 from a mobile phone. Other emergency numbers are on display in the site office (if applicable)
- notify the principal contractor
- assemble in the nominated assembly points until you receive further instructions from the principal contractor or emergency services personnel
- <INSERT ANYTHING ELSE RELEVANT TO YOUR PLAN>.

Emergency meeting point

Our emergency meeting point is <INSERT EMERGENCY MEETING POINT>.

Emergency contact list for the site

Our emergency contact list is provided overleaf.

<COMPLETE THE DETAILS ON THE SAMPLE EMERGENCY LIST ON PAGE >

We maintain emergency contact details for all workers on our sign-in register <DELETE IF NOT RELEVANT>.

6.2 Incident procedure

If an incident occurs at the workplace the procedure is:

- immediately notify the principal contractor
- do not interfere with the scene of the incident
- depending on the nature and severity of the injury, the principal contractor will notify Workplace Standards (see 6.3).

The principal contractor may record details of the incident and will ensure any remedial action is taken.

6.3 Notifiable incidents

We will report the following incidents to Workplace Health and Safety Queensland:

- the death of a person
- an incident requiring hospitalisation
- a serious injury or illness of a person (as defined in Section 8 of [CCACR - WHS Management Plan, policies and procedures](#)).

In the event of such an occurrence:

- notify the principal contractor who must notify Workplace Health and Safety Queensland by the quickest means possible. The number for Workplace Standards is **1300 362 128** – this number is on the emergency contact list
- complete and submit an online incident notification form and the Workcover Queensland Claim Form (must be within 48 hours)
- do not disturb the site until given clearance by the principal contractor who will take advice from Workplace Health and Safety Queensland
- the principal contractor will confirm the reporting requirements required by Workplace Health and Safety Queensland and QLD Police
- the principal contractor shall only give permission to disturb the site when notified by Workplace Health and Safety Queensland that a formal investigation is not required
- if a formal investigation is required, the principal contractor will secure the site
- <INSERT ANY OTHER REQUIREMENTS>.

6.4 First aid

- We will supply adequate first aid equipment, which will be available <LIST WHERE THESE WILL BE FOUND>.
- If anyone becomes aware that an item of first aid is out of stock or out of date, they are to notify the principal contractor immediately
- First aid should be administered by trained first aid personnel. These are <INSERT NAME/S>.

In the event of a person being injured, trained first aid personnel should:

- stabilise the person and administer first aid
- phone an ambulance (depending on the extent of the injuries)
- if emergency services are called, notify the principal contractor immediately. In all other circumstances notify the principal contractor as soon as practicable.
- <INSERT ANY OTHER REQUIREMENTS >.

EMERGENCY CONTACT NUMBERS		
AMBULANCE	POLICE	FIRE SERVICE
000 or 112 (mobile)		
<small>(BOTH NUMBERS ARE ACCESSIBLE WHILE MOBILE KEY PADS ARE LOCKED)</small>		
EMERGENCY CENTRE		
Name:		
Address:		
Phone:		
Operating hours:		
LOCAL INFORMATION		
Police Station:	131 444	
Poisons Information Centre:		
Telstra:		
Local Council:		
Electrical Emergency:		
Dial before you dig:	1100	
Gas Emergency:		
Water Emergency:		
Workplace Health and Safety Queensland:	1300 362 128	
Professional Association:		
Union:		
INTERNAL INFORMATION		
Principal contractor:		
Contact details:		
Site supervisor:		
Contact details:		

7 Induction and training

7.1 Worker induction

The principal contractor will work with other contractors to ensure a site specific induction is provided for all workers before starting work.

This induction must outline:

- the expectations outlined in this WHS Management Plan, including all policies and procedures
- the emergency meeting point
- the site rules
- the facilities
- any site specific hazards
- high risk construction work activities
- <INSERT ANY OTHER REQUIREMENTS>.

7.2 Worker training

The principal contractor will:

- ensure workers are trained and competent for the work to be carried out
- ensure workers are trained to deal with any risks associated with the work and understand the control measures in place
- ensure all workers have had relevant white card training (or other appropriate training from another jurisdiction)
- ensure on-site training and supervision is provided
- organise external training for specific tasks where required
- seek high risk licences for all high risk work and maintain a register of licences
- communicate with other contractors to ensure their workers are appropriately trained and competent.

8 Consultation and communication

8.1 Consultation

We will consult with all workers and contractors on WHS issues for this project:

- at toolbox meetings where anyone can raise issues for discussion
- informally during the planning of activities or the development of Safe Work Method Statements
- when changes to workplace arrangements could affect the health and safety of workers
- during investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring
- <INSERT ANY OTHERS>.

We will also consult with contractors and suppliers on WHS issues associated with any products or services provided for the contract:

- during the negotiation phase before agreeing on the work requirements
- before starting any contractor operations
- when any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures
- <INSERT ANY OTHERS>.

8.2 Communication

We will ensure our workers and other contractors are aware of WHS requirements by providing them with this WHS Management Plan before starting work on the project. Contractors are expected to make their workers aware of all WHS requirements.

We will communicate relevant WHS information to everyone involved in this project by:

- induction
- pre-work meetings
- toolbox meetings
- incident reports and outcomes
- distributing safety alerts or guidance material about industry specific hazards/incidents
- <INSERT ANY OTHERS>.

8.3 Disciplinary procedures

If anyone does not comply with the requirements of this Plan, the following will apply:

- **First violation:** verbal warning (and advise contractor if it involves their worker/s)
- **Second violation:** written notification (and advise contractor if it involves their worker/s)
- **Third violation:** complete removal/suspension from the project.

For a serious breach of safety, workers can be immediately dismissed or removed from the site without notice.

9 Site safety procedures

9.1 Site rules

<INSERT YOUR SITE RULES HERE (REFER TO SAMPLE SITE RULES PROVIDED IN PART B)>

A copy of the site rules is displayed in the site office.

9.2 Site amenities

- Toilets and drinking water will be provided on site.
- All workers are to have good hygiene standards and clean up after themselves.
- <DESCRIBE WHERE YOU EXPECT WORKERS TO SHELTER AND EAT THEIR LUNCH>.
- <INSERT ANY OTHERS>.

9.3 Site security

The principal contractor will, so far as reasonably practicable, secure the site by:

- keeping the building secure during the project
- erecting a fence to prevent unauthorised access
- locking gates to the site outside normal hours of operation
- < INSERT ANY OTHERS >.

Workers and contractors are expected to keep the site secure, for example by closing or locking gates.

9.4 Site signage

At a minimum, we will display the following signs on the entrance to the site:

- the principal contractor's name, contact details and after-hours telephone number
- the location of the site office.

The principal contractor will also display:

- <INSERT ANY OTHER SIGNAGE YOU INTEND TO USE>.

All signage will be clearly visible from outside <the workplace> <the work area where the construction project is being undertaken>.

9.5 Personal protective equipment

We will provide the personal protective equipment (PPE) to workers at the workplace, unless the PPE has been provided by another contractor.

The person providing the PPE must ensure that the PPE is:

- suitable for the nature of the work and any hazard associated with the work
- a suitable size and fit and reasonably comfortable for the worker who is to use or wear it
- maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it, including by:
 - ensuring it is clean and hygienic

- ensuring it is in good working order
- ensuring it is used or worn by the worker, so far as is reasonably practicable.

The person supplying the PPE must also:

- provide workers with information, training and instruction in the proper use, wearing, storage and maintenance of PPE
- ensure that any other person at the workplace (such as home owners, clients or inspectors) is appropriately provided with PPE to wear as required.

Workers must:

- follow all instructions to wear and use PPE
- take reasonable care of PPE
- <INSERT ANY OTHER REQUIREMENTS>.

9.6 Managing construction hazards specified in the Regulations

Falls from heights

We will manage the risks associated with falls from heights by:

- ensuring that where practicable, any work involving the risk of a fall is undertaken on the ground or on a solid construction (such as an elevated work platform)
- where this is not practicable, providing a fall prevention device such as secure fencing, edge protection, working platforms and/or covers
- where this is not practicable, providing a work positioning system such as plant or a structure (other than a temporary work platform) that enables a person to be positioned and safely supported
- where this is not practicable, providing a fall arrest system such as a safety harness system. Workers will be trained in emergency procedures for fall arrest systems
- <INSERT ANY OTHER REQUIREMENTS>.

When undertaking work involving the risk of a fall from height, workers must:

- follow all instructions
- work with a buddy when using a ladder
- only use approved work platforms
- <INSERT ANY OTHER REQUIREMENTS>.

Falling objects

Where practical, we will provide adequate protection against the risk of falling objects through the use of control measures such as barrier screen, toe-boards and by storing and stacking materials safely.

Where this is not possible, a risk assessment must be undertaken and appropriate control measures implemented to manage the risk of injuries from falling objects.

Demolition work

We <expect/do not expect> to undertake demolition work for this project. We will submit a demolition work notification form to Workplace Standards on <dd/mm/yyyy> to meet our requirement to advise Workplace Standards at least five days before the project starts.

Excavation work/trenching

Anyone undertaking excavation work must not start work unless they have:

- found out about any underground services that may be affected by their works, before starting work
- implemented control measures to avoid direct or inadvertent contact with underground services
- pot-hole dug (by hand) to expose existing services before any mechanical excavation near the services
- <INSERT ANY OTHER REQUIREMENTS>.

Any issues must be reported to the principal contractor.

Safe Work Method Statements (SWMS) are included in this WHS plan for trenches of at least 1.5 metres. Workers must be familiar with and implement the control measures in the SWMS.

Work near overhead or underground essential services

We will ensure, where reasonably practical, that that no-one comes within an unsafe distance of an overhead or underground power line.

If maintaining a safe distance is not reasonably practical, we will:

- assess the risk associated with the proposed work
- implement control measures consistent with the risk assessment
- contact and consult with the local essential service provided.

For work near overhead power lines up to and including 133kV:

- 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 a safety observer.

For work near overhead power lines of greater than 133kV:

- 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 excavation work near underground essential services:

- take all reasonable steps to obtain current underground essential services information before directing or allowing the excavation work to start
- provide this information to any person engaged to carry out the excavation work
- consider this information when carrying out, directing, or allowing the carrying out of the excavation work
- ensure this information is available for inspection.

Electrical

- Power supplied to the site must only come from:
 - an electricity distributors main
 - an existing switchboard permanently installed at the premises
 - a compliant low voltage generator
 - a compliant inverter.
- Switchboards and distribution boards used on site 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
 - protect all live parts at all times
 - be individually distinguished by numbers, letters or a combination of both (where multiple boards are present).
- 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.
- Flexible cords must be either protected by a suitable enclosure or barrier (flexible or rigid conduit) or located where they are not subjected to mechanical damage, damage by liquids or high temperature (elevated on stands or hung from nonconductive support brackets).
- We will ensure our cords do not exceed the maximum length as stated in Table 1 of AS3012 below:

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

- We will maintain an in-service inspection and test regime for all portable electrical leads, tools and earth leakage devices.
- We will ensure that after the equipment has been inspected and tested, it will be fitted with a durable, non-reusable, non-metallic tag. The tag will include the name of the person or company who performed the test and the test and re-test date.
- Records of all inspections, tests, repairs and faults related to all electrical equipment will be recorded in a testing and tagging register.
- RCDs and portable equipment must be inspected, tested and tagged every 3 months.
- Workers must conduct an RCD push button test after connection to a socket and before connection to equipment at least once a day.
- Workers must report any damaged electrical equipment to the principal contractor. It will be removed from service and either repaired or replaced and subsequently inspected and tested as required.
- New electrical equipment must be recorded in the register and subjected to the in-service testing regime within the first 3 months of service.

Plant

To ensure all plant used complies with the requirements of the WHS Regulations:

- only use plant for the purpose for which it was designed
- use all health and safety features and warning devices on plant
- follow all information, training and instruction provided
- guarding must be permanently fixed and is not permitted to be removed
- no person other than the operator may ride on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator
- <INSERT ANY OTHER REQUIREMENTS>.

We will ensure that:

- all plant is regularly maintained, inspected and tested by a relevant competent person
- the plant has a warning device that will warn persons who may be at risk from the movement of the plant
- all plant that lifts or suspends loads is specifically designed to lift or suspend that load.

Scaffolds

We will ensure:

- that the scaffold is erected by a competent person (having regard for high risk licence for above 4 metres)
- that before we use the scaffold, the competent person has advised (in writing) that it is safe
- that scaffolding is inspected by a competent person:
 - before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold
 - before use of the scaffold is resumed after repairs

- at least every 30 days.
- that, if an inspection indicates that any scaffold or its supporting structure creates a risk to health or safety:
 - any necessary repairs, alterations and additions will be made or carried out
 - the scaffold and its supporting structure will be inspected again by a competent person before use of the scaffold is resumed.

Workers must:

- not use incomplete scaffolding
- report any scaffolding issues to the principal contractor
- comply with the directions of any tags attached to the scaffold
- <INSERT ANY OTHER REQUIREMENTS>.

We will prevent unauthorised access to the scaffold by:

- removing ladders where there is no site fencing
- <INSERT ANY OTHER PROPOSED CONTROL MEASURE/S>

9.7 Managing other construction hazards

Traffic Management

We will manage the hazards associated with traffic management by ensuring traffic controls at work sites are installed in accordance with the relevant Australian Standard - AS1742.3, Manual of uniform traffic control devices, Part 3: Traffic control for works on roads. The workers involved in installing and managing traffic control at work sites must understand the requirements of the Standard and be appropriately trained and qualified in its use.

We will ensure workers are trained as follows:

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

Ladder safety

We will manage hazards associated with ladders by:

- using ladders according to the manufacturer's instructions
- only allowing one person at a time on a ladder
- performing all work from a ladder while facing the ladder

- not setting up ladders on scaffolds or elevated work platforms to gain extra height
- <INSERT ANY OTHER REQUIREMENTS >.

Manual handling

We will manage hazards associated with manual handling by:

- ensuring all users follow good manual handling practices
- assessing risk assessments
- providing mechanical lifting aids where applicable
- <INSERT ANY OTHER REQUIREMENTS >.

Slips, trips and falls

We will manage hazards associated with slips, trips and falls by:

- using a slips, trips and falls checklist as required
- checking for hazards that could cause someone to slip, trip or fall by doing a visual check
- ensuring workers keep the site tidy as part of the written site rules
- <INSERT ANY OTHER REQUIREMENTS>.

Hand operated and power tool use

We will manage hazards of hand operated and power tool use by:

- regularly checking all tools to ensure they are in a safe working order
- recording all electrical tools in a tag and testing register
- testing and tagging electrical tools every 3 months
- communicating any issues identified with power tools to workers through a toolbox meeting.

Before using power tools, workers must 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
- <INSERT ANY OTHER REQUIREMENTS >.

Workers must report any issues with power tools to the principal contractor. Unsafe tools will be tagged and removed from service

Sun safety

All persons on site should:

- wear adequate clothing (eg hats) and other protection methods (eg sunscreen) to protect themselves from the effects of working while exposed to UV rays.
- manage working in the sun to avoid dehydration and heat stress related illnesses
- <INSERT ANY OTHER REQUIREMENTS >.

Any other construction hazards

<Insert name of hazard>

- <INSERT YOUR REQUIREMENTS HERE>

<Insert name of hazard>

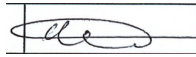
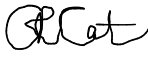
- <INSERT YOUR REQUIREMENTS HERE>

<INSERT OR DELETE OTHER HAZARDS TO BE MANAGED AS REQUIRED>

10 **Safe Work Method Statements (SWMS)**

This section of our plan includes our completed Safe Work Method Statements for all high-risk construction work.

21. Version Control Table

Version Number	Date Released	Approved By	Signature	Amendment
1	01/	Michelle Caterson		Document Created
2	14/07/2022	Angela Caterson		Document updated
3	7/10/2022	Angela Caterson		Audit updates