



WHS Management Plan – Individual Site/Project

**This WHS Management Plan has been developed to outline
our approach to managing work health and safety (WHS)**

At:

(insert name of project/site and address)

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1.0 OVERVIEW

1.1 SCOPE OF WORKS

- a) The scope of work includes the construction of a single storey, double storey, or duplex residential dwelling(s) within the conditions and covenants as detailed in the contract.

1.2 WHS MANAGEMENT PLAN

- a) This WHS Management Plan describes the site safety strategy, methods, controls, and requirements for the execution of the project. It stands alone as the master document for site WHS activities and refers to the Group Management System as required.
- b) Workers shall manage the project in accordance with the relevant state/territory WHS Act and Regulations, applicable Australian Standards and Industry Codes of Practice.
- c) Staff and Sub-contractors shall conform to the requirements of this WHS Management Plan.

1.3 CODES OF PRACTICE

- a) The Site Manager shall ensure that a current copy of each relevant Code of Practice is available to workers on site.

1.4 SAFETY AND ENVIRONMENTAL OBJECTIVES

- a) The Group safety and environmental objectives for the project are:
- To achieve an accident free workplace;
 - To identify and control all potential hazards in the workplace through hazard identification and risk analysis;
 - To ensure all potential accident/incidents are controlled and prevented.

1.5 POLICIES

1.1 Workplace Health and Safety Policy is at Appendix A

1.2 Return to Work Policy is at Appendix B

1.3 Drugs, Alcohol and Smoking Policy is at Appendix C

1.6 ORGANISATIONAL CHART

- a) The organisational chart is attached in Appendix D.

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1.7 RESPONSIBILITIES & AUTHORITIES

	CEO	General Manager	Construction Manager	Senior Site Manager	Site Manager	WHS Manager	Vendor Compliance Officer	WHS Advisor	Sub-contractor PCBU
Assessing HRCW SWMS					X	X	X		
Assessing worker competencies					X	X	X	X	
Audits			X	X		X		X	
Carrying out incident investigations			X	X	X	X		X	
Codes of Practice – providing access					X		X	X	
Edge protection				X	X				X
Electrical Test & tagging									X
Ensuring safe work practices			X	X	X	X		X	X
Establishing site emergency plan					X				
First Aid – maintaining first aid kit					X			X	X
First Aid – providing first aid					X			X	X
Hazardous substance register					X				X
Identifying overhead services			X	X	X				X
Identifying underground services			X	X	X				X
Issuing Rawson Induction Cards							X		
Managing project records				X	X			X	
Overall WHS responsibility	X								
Perimeter Protection - fencing					X				X
Preliminary Site Inspection					X	X			
Providing HRCW SWMS							X		X
Reporting incidents and accidents	X	X	X	X	X	X	X	X	X
Reporting to SafeWork NSW/Worksafe						X			
Return to work – managing employees on site					X				
Safety Data Sheets (Access to SDS on site)					X			X	X
Safety Data Sheets (Maintaining currency)					X		X	X	X
Scaffold – ensuring Weekly inspections are carried out					X			X	
Site consultation					X			X	
Site inductions					X			X	
Site Inspections				X	X			X	
Site Instructions			X	X	X	X		X	
Site risk assessment				X	X			X	X
Site Safety Rules					X			X	
Site Setup					X			X	
Site Signage					X			X	
Site Supervision					X				
Task Observations			X	X	X	X		X	
Toolbox meetings					X			X	X

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	CEO	General Manager	Construction Manager	Senior Site Manager	Site Manager	WHS Manager	Vendor Compliance Officer	WHS Advisor	Sub-contractor PCBU
Traffic control					X				
Worksite WHS responsibility					X			X	X

1.7.1 Sub-Contractors

a) Sub-contractors may not commence work on site unless they:

- Have provided written Safe Work Method Statements (SWMS) for high-risk construction work that address the requirements of the site risk assessment and this WHS Management Plan.
- Provide all relevant Certificates of Currency.
- Their employees have undertaken industry WHS induction training.
- Provided details of any hazardous substances they are bringing on site.
- Have undertaken site specific induction.
- Have the competencies/licences required to undertake their tasks.

b) In addition, Sub-contractors shall:

- Ensure job/machine/task specific operating procedures and safety processes are in place.
- Ensure they are trained in those specific job/machine/task procedures and processes.
- Perform all work in a safe and environmentally friendly manner.
- Provide and use appropriate safety equipment to perform specific job functions including personal protective equipment.
- Report all incidents and injuries, regardless of severity, immediately to the Site Manager.
- Hold toolbox talks to discuss hazards pertinent to the job at hand and the measures required to mitigate those hazards.

1.7.2 Visitors

- Visitors must abide by site safety rules and be escorted by an inducted member of the project team.
- Visitors are not permitted to climb or access scaffolding or staircase void systems.
- Visitors are required to wear enclosed footwear and follow any reasonable direction from the Group representative.

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- d) The Site Manager is responsible for ensuring that no children or animals enter the site.

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2.0 DOCUMENTATION

2.1 DOCUMENTATION ISSUED BY THE GROUP

a) The Site Manager shall be responsible for control and issue of the WHS Management Plan. Site specific requirements should be documented via Movilizer and hard live copy.

2.2 INCOMING PROJECT CORRESPONDENCE

- a) The Site Manager shall be responsible for control of incoming correspondence.
- b) The Site Manager shall control amendments to the specification and shall ensure that variations are received in writing, filed and the appropriate personnel advised.

2.3 RECORD CONTROL

- a) All project records shall be filed to be easily retrievable.
- b) Records shall include:
- Legislative and regulatory requirements;
 - Approvals, permits and licences;
 - Details of qualifications held by individuals;
 - Monitoring/inspection reports on performance;
 - Internal review reports;
 - External review reports;
 - Reports of environmental incidents, complaints and follow-up action;
 - Minutes of environmental management meetings generally;
 - Incident and performance analyses and evaluation reports;
 - Performance targets and measurements;
 - Minutes of management review meetings;
 - Reports on and evidence of action taken;
 - Induction and training records;
 - Contract information; and
 - Service provider information.

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3.0 SITE MANAGEMENT

3.1 SITE STARTUP

- a) The Site Manager shall conduct a Preliminary Site Inspection (F039) to determine site requirements.
- b) The Site Manager shall ensure that the site is established in accordance with the Preliminary Site Inspection (F039), WHS legislation and Codes of Practice prior to commencement of work.

3.2 AMENITIES

- a) The Site Manager shall ensure that appropriate amenities are provided for workers on site.

3.3 SITE EMERGENCY PLAN

- a) The Site Manager shall ensure that all workers on site are made aware of site emergency evacuation procedures.
- b) Information concerning muster points, contact numbers, emergency services shall be visible on each construction site.

3.4 SITE RULES

- a) The Site Manager shall ensure that all workers are made aware of the site safety rules.
- b) A copy of the Site Safety Rules (F044) shall be displayed at each site.

3.5 UNDERGROUND SERVICES

- a) Prior to the start of excavations on the site the Site Manager shall locate all underground services by contacting “Dial Before You Dig”, services providers and/or the owners (as applicable) to obtain documented information on the location of all underground services.
- b) The Site Manager shall ensure that all underground (e.g. gas, electricity, water, sewer, telecommunications, etc.) are identified and the locations clearly marked on the site plan.
- c) The Site Manager is responsible for ensuring that sub-contractors and plant operators are aware of the location of underground services. Permit – Ground Penetration (F035) is to be completed prior to any excavation works.
- d) If contact with an existing service poses a risk to the health and safety to any person on or adjacent to the site, the Site Manager shall ensure that the existing service is removed or disconnected, or otherwise isolated from the work to be carried out, so that contact with the service will be prevented.

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3.6 OVERHEAD SERVICES

- a) The Site Manager shall ensure all overhead services are identified prior to the start of work.
- b) Overhead services shall be identified with tiger tails or bunting.

3.7 PERIMETER PROTECTION

- a) Perimeter protection to the site shall be installed where ever possible in accordance with legislative requirements.
- b) The Site Manager shall conduct a Fencing Risk Assessment (F042), where required, to determine site fencing requirements.
- c) The perimeter fencing will be inspected at least weekly during the site inspections or if damage has occurred.

3.8 SIGNAGE

- a) The following must be displayed at the entry point to the site:
 - Name and contact telephone number for after hours and emergency purposes;
 - Signage advising that all personnel must attend the Site-Specific Safety Induction prior to commencing works on site;
 - Signage indicating what personal protective equipment and/or clothing is mandatory on site;
 - Signage advising that all electrical equipment is to be in good condition and have a current inspection tag attached.

3.9 TRAFFIC CONTROL

- a) The Site Manager shall organise traffic control as required.
- b) The Site Manager shall engage competent persons to prepare a Traffic Management Plan where required by contract or approval conditions for the safe movement of vehicles and personnel in and around the site.

3.10 SITE RISK ASSESSMENT

- a) A risk assessment will be undertaken by the Site Manager to evaluate the potential health and safety risks on the site. The measures necessary to control these risks will be determined.
- b) Details of the hazards identified and the relevant controls shall be documented and displayed on the site-specific hazards section of the safety rules sign.

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- c) Control measures shall be determined in accordance with the “hierarchy of controls”:
1. **ELIMINATION** – can the risk or hazard be eliminated?
 2. **SUBSTITUTION** – can the risk or hazard be replaced with a less hazardous method, material or system?
 3. **ISOLATION** – can the hazard or risk be distanced from persons or can it be enclosed to prevent entry/access?
 4. **ENGINEERING CONTROLS** – can the hazard or risk be guarded or made safe by engineering methods?
 5. **ADMINISTRATIVE CONTROLS** – can training, increased supervision, rotation or signage assist?
 6. **PERSONAL PROTECTIVE EQUIPMENT** – can PPE protect the worker from the hazard or risk?
- g) The Site Manager shall update the risk assessment as the hazard profile on the work site changes.
- h) All workers shall acknowledge reading and understanding the risk assessment and controls.

3.11 HAZARD REPORTING

- a) All workers are encouraged to report hazards immediately to the Site Manager.
- b) The Site Manager will investigate all reported hazards and document corrective actions. Corrective actions will be signed off when completed.
- c) Where hazards cannot be corrected immediately, they shall be documented on the site-specific hazards section of the safety rules signs.

3.11.1 Managing Work Practices

3.11.1.1 High-risk Construction Work Safe Work Method Statement (HRCW SWMS)

- a) A HRCW SWMS (F025) must be prepared before the proposed work commences and provided to the Group.
- b) High-risk construction work:
 - Involves a risk of a person falling more than 2 metres;
 - Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure;
 - Involves, or is likely to involve, the disturbance of asbestos;
 - Involves structural alterations or repairs that require temporary support to prevent collapse;
 - Is carried out in or near a confined space;

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- Is carried out in or near:
 - A shaft or trench with an excavated depth greater than 1.5 metres, or;
 - A tunnel;
 - Is carried out on or near pressurised gas distribution mains or piping;
 - Is carried out on or near chemical, fuel or refrigerant lines;
 - Is carried out on or near energised electrical installations or services;
 - Is carried out in an area that may have a contaminated or flammable atmosphere;
 - Involves tilt-up or precast concrete;
 - Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians;
 - Is carried out in or near water or other liquid that involves a risk of drowning.
- c) The high-risk safe work method statement must:
- Identify the work that is high-risk construction work.
 - Specify hazards relating to the high-risk construction work and risks to health and safety associated with those hazards.
 - Describe the measures to be implemented to control the risks.
 - Describe how the control measures are to be implemented, monitored and reviewed.
- d) The high-risk safe work method statement must be prepared taking into account all relevant matters, including:
- Circumstances at the site that may affect the way in which the high-risk construction work is carried out.
 - The WHS Management Plan that has been prepared for the site.
 - Set out and expressed in a way that is readily accessible and understandable to persons who use it.
- e) Sub-contractor HRCW SWMS shall be reviewed by the WHS Manager, WHS Advisor and/or Vendor Officer using the HRCW SWMS Checklist (F015). Any issues identified during the review must be rectified before the sub-contractor can commence work on site.
- f) Evidence that workers have been trained in the HRCW SWMS must be provided to the WHS Team prior to work commencing. The sub-contractor must have a “green” status in OnSite Companion before being allowed on site.
- g) High-risk construction work must be carried out in accordance with the HRCW SWMS.
- h) A copy of the HRCW SWMS must be kept until the high-risk construction work is completed, or if a notifiable incident occurs in connection with the

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high-risk construction work, for at least two years after the incident has occurred.

- i) The HRCW SWMS must be readily accessible to any worker engaged to carry out the high-risk construction work and for inspection under the Act (e.g. by an inspector).
- j) If the HRCW SWMS are revised during the project, the sub-contractor must ensure that:
 - A copy of the updated HRCW SWMS is provided to the Site Manager.
 - Workers involved with the high-risk construction work are advised that a revision has been made and how they can access the revised the SWMS.
 - Workers are retrained on the revised HRCW SWMS and evidence of the training is provided to the Site Manager.

3.11.2 Monitoring Compliance with High-risk Construction Work SWMS

- a) The Site Manager shall monitor worker compliance with the HRCW SWMS by carrying out a task observation each week, using the Task Observation (F016). If non-compliance with the HRCW SWMS is observed, the Site Manager shall stop the work immediately or as soon as it is safe to do so.
- b) A Site Instruction (F009) shall be raised for all identified serious or repeated breaches and issued to the sub-contractor/worker.

3.11.3 Hazardous Tasks not classified as High-Risk Construction Work

- a) The Site Manager shall ensure that sub-contractors have been issued with a copy of the WHS Management Plan and appendices prior to the commencement of work.
- b) Workers will be required to comply with the WHS Management Plan and Site Safety Rules.
- c) Workers will be required to demonstrate competency in accordance with the competency schedule below prior to working on site.

3.12 TRAINING

3.12.1 Site Inductions

- a) All workers on site are required to carry evidence of completing a Group Site Induction training.
- b) Workers who have not been inducted must undergo Site Induction by the Site Manager prior to the start of work.
- c) Site Induction shall be recorded on the Site Induction Record (F031) (Refer to Procedure Contractor Engagement RG-018).

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- d) Details of each person inducted shall be recorded on the Site Induction Form (F031). Where possible photocopies of licences and competencies should be taken on the day of induction and a copy filed with induction records, otherwise licences and competencies should be sighted by inductor and numbers recorded on induction form.
- e) Inductions shall address as a minimum:
 - Consultation arrangements;
 - The site rules;
 - Emergency procedures;
 - Common plant (hoists, fencing, temporary distribution boards and any other plant shared by multiple trades) and directions about how it is to be used at the workplace.
- f) Persons of Non-English speaking background shall have in attendance their supervisor or other person from their language group who is able to read, speak and understand English to act as interpreter.

3.12.2 Construction Industry WHS Induction

- a) All workers must provide evidence of Construction Industry WHS Induction prior to the start of work.
- b) In addition to the Construction Industry WHS Induction, evidence of Asbestos Awareness training for workers in the ACT must be provided.
- c) Copies of the Construction Industry WHS Induction shall be held by the WHS team.

3.12.3 Competencies

- a) The Site Manager shall ensure that all persons conducting Scheduled Work or other specified work as defined in the WHS Regulations, hold a current “Certificate of Competency” for the work they are to perform.
- b) Certificates of Competency shall be recorded on the Site Induction form (F031), together with a copy of the Certificates, where practical.

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c) Competency requirements are summarised below:

Classification	Description	License/Certificate/Competency
Asbestos	Remove non-friable asbestos	CPCCDE3014A
	Remove friable asbestos	CPCCDE3015A
	Supervise asbestos removal	CPCCBC4051A
	Workers carrying out asbestos-related work (non-removal)	Trained in identifying asbestos and safe handling
	Asbestos Awareness	10675NAT
Air quality monitoring	Carry out air quality monitoring	Qualified Hygienist
Concrete Pump	Concrete placing booms	PB
Cranes	Bridge and gantry cranes	CB
	Derrick crane	CD
	Non slewing mobile cranes greater than three tonnes capacity	CN
	Portal boom crane	CP
	Slewing mobile cranes	C2, C6, C1, C0
	Vehicle loading crane	CV
Dogging	Dogging	DG
EWP	Boom-type elevating work platform	WP
	Scissor Lift	WP or Yellow Card
Electrical	Electrical work	Electrical Contractors License
Fall arrest/fall restraint – use of	Using falling arrest or fall restraint equipment	WP, working at Heights training
Fall prevention system	Installation of fall prevention system	Training in the installation procedure by manufacturer
First Aid	Occupational First aid	Level 3 OFA/L3
	Senior First aid	Level 2 SFA
Forklift	Forklift truck	LF
	Order-picking forklift truck	LO
Formwork	Formwork Inspection	Engineer
	Installation of formwork systems	Evidence of training in formwork system
Gas fitting	Gas fitting work	Contractor's license, supervisors' certificate, tradesman
Hoist	Materials platform hoist	HM
	Personnel and material hoists	HP
Installation of fall arrest attachment points	Install anchor points for fall arrest. fall restraint	Trained in manufacturers system, rigger
Load Shifting	Front end loader	LL or a certificate of competency issued by a registered training organisation
	Front end loader/backhoe	LB or a certificate of competency issued by a registered training organisation
	Front end loader of the skid steer type	LS or a certificate of competency issued by a registered training organisation
	Excavator.	LE or a certificate of competency issued by a registered training organisation
	Telescopic Handler < 3 tonne	Certificate of competency issued by a registered training organisation
	Telescopic Handler > 3 tonne	CN
Plumbing		Contractor's licence, supervisors' certificate, tradesman
Rigging	Basic rigging	RB
	Intermediate rigging	RI

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Classification	Description	License/Certificate/Competency
Refrigeration/air conditioning work	Air-conditioning and/or refrigeration work	Supervisor License or Contractors license for air-conditioning or refrigeration work
Scaffolding	Advanced rigging	RA
	Basic scaffolding	SB
	Intermediate scaffolding	SI
	Advanced scaffolding	SA
Structural support	Inspection structural supports	Engineer
Swinging Stage	Assessment of supporting structure	Engineer
	Installation, erection, dismantling	Advanced Scaffolding Licence, Advanced Rigging Licence
	Operating swinging stage	Trained in safe work practices for swing stage including, daily inspections, load calculations & emergency procedures
	Inspection of cradle and suspension system	Advanced Scaffolding Licence, Advanced Rigging Licence
Traffic Control	Design & Inspect Traffic Control Plans	Orange Card
	Select and Modify Traffic Control Plans	Red Card
	Traffic Controller	Blue Card
	Implement Traffic Control Plans	Yellow Card

3.13 SUPERVISION & SITE INSPECTIONS

3.13.1 Supervision

- a) As a minimum the Site Managers shall be on site whilst high-risk activities are taking place in CBD, metro and regional areas and once per week in remote areas (subject to task risks and supervisory requirements). Refer to the Audit Schedule.
- b) The Site Manager shall monitor site safety during the site visit and identify any additional hazards on site.

3.13.2 Site Inspections

- a) The Site Manager shall conduct at least four inspections per week using the Site Inspection form (F018) or mobile app. The inspection will review emergency exit and egress, emergency equipment, plant, work practices, materials use, hazardous substances use and storage, plant and equipment, environmental controls and work practices. The inspection is to be performed during work hours, to monitor the works being performed and the conditions of working site. Site Manager shall conduct at least one scaffold inspection per week.
- b) The Site Manager shall invite representatives of the major sub-contractors on site to participate in the site inspection.

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- c) Where a WHS hazard has been identified, the area shall be made safe by removing or isolating the hazard as soon as practicable. Details of rectification actions shall be recorded on the form.
- d) Where a non-conformance to the WHS Management Plan and/or legislative requirements has been identified, a Site Instruction (F009) shall be issued to the worker/sub-contractor.
- e) The Site Manager is responsible for initiating any actions required by the issuing of a non-conformance report and for the acknowledgement that the non-conformance has been addressed and closed out.

3.14 SITE INSTRUCTION / NON-CONFORMANCE REPORTING

- a) A Site Instruction shall be raised by the Site Manager, Construction Manager, Senior Site Manager, WHS Manager or WHS Advisor where workers/sub-contractors are not working in accordance with this WHS Management Plan, Site Safety Rules or legislative requirements.
- b) The Site Instruction shall be issued to the worker/sub-contractor and a copy sent to the responsible Manager.
- c) The Site Manager shall verify that the worker/sub-contractor has taken the required action to close out the Site Instruction.
- d) Refer to the Site Instruction and Corrective Action procedure RG-010.

3.15 NOTICES BY OTHER PARTIES

- a) The Site Manager shall ensure that all safety and environmental notices or concerns raised by other parties e.g. SafeWork NSW, WorkSafe ACT, unions, client representative, consultants, neighbours, Councils, are immediately forwarded to the Construction Manager and WHS Manager.
- b) For immediate safety concerns the Site Manager shall take appropriate action to eliminate the hazard.

3.16 AUDITS

- a) The WHS Manager shall carry out audits of this WHS Management Plan in accordance with the audit schedule. Refer to the Audit procedure RG-008.

3.17 SITE HANDOVER

- a) At times the Site Manager may be requested to handover a site for items outside of the agreed scope. (e.g. installation of pools, third party air conditioning or entertainment systems.) The Site Manager must complete and submit the F046 Possession of Site to the client/representative.
- b) The Site Manager is then responsible for:
 - ensuring all hazards reasonably foreseeable are controlled and or eliminated;

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-
- all site signage is removed and access points to temporary scaffold systems are secured prior to handover. Refer to F046 Possession of Site.

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4.0 PLANT AND EQUIPMENT

4.1 ELECTRICAL EQUIPMENT

4.1.1 Construction Wiring

- a) Construction wiring must be supplied from:
- An electricity distributor's main;
 - An existing switchboard in the permanent installation of the premises;
 - A low voltage generator complying with the principles of AS2790, which must be installed in accordance with AS3010; or
 - An inverter complying with the requirements of AS/NZS 4736.
- a) Construction wiring must:
- Not be tied, bundled, or grouped with permanent wiring.
 - Not be fixed to free standing fences that have no fixed posts (or equivalent means of support).
 - Be protected against mechanical damage (medium or heavy duty or corrugated conduit of insulating material, armoured cable, flexible electrical hose).
 - Be marked and be readily distinguishable from permanent wiring by using iridescent yellow tape spaced at intervals not exceeding five metres and marked with the words 'construction wiring'.
 - Be positioned to avoid crossing roadways or access ways where cranes, high loads or heavy machinery may travel. If this is not possible, an effective means to minimize the risk of vehicular contact with the overhead wiring system must be provided (such as insulated flagged catenary wires six metres on either side of the overhead wiring and 0.6 metres below the lowest point of the overhead electrical cable). Please note, all construction wiring, including overhead type, must be insulated.
- c) Electrical circuits for use during constructions works shall be inspected and certified as correctly installed by the electrician in accordance with relevant legislation, codes of practice and Australian standards prior to use.

4.1.2 Temporary Distribution Boards

- a) Temporary Distribution Boards:
- Must be installed in accordance with AS/NZS 3000: 2007 Wiring rules.
 - Must be readily accessible and must be protected from damage during the construction or demolition work.

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- Must be mounted on a pole, post, wall, floor or other structure of stable and free-standing design that considers any external forces that may be exerted on the switchboard.
- Must be marked with the source of the supply and where it originates from.
- For multi-level buildings, be positioned in a manner that eliminates the need for flexible cords or cables to be run between floor levels.
- Switchboards must be constructed of robust material capable of withstanding mechanical damage.
- Energised (live) parts must always be effectively protected against contact by workers.
- An insulated or covered tie bar must be provided for anchorage of flexible cords to prevent strain on the plugs and socket outlets.
- Switchboard doors must not be of the removable type (unless with a tool) and be fitted with a locking facility (for locking overnight or when not in use). They must also be fitted with means for retaining the door in the open position.
- Switchboards must have a cut out (not sharp to prevent cables being cut, i.e. by providing brushing or plastic hose around it) in the bottom plate to allow safe entry of electrical leads with the door closed. A label must be fixed to the switchboard stating, 'KEEP CLOSED – RUN ALL LEADS THROUGH BOTTOM'.
- If more than one switchboard is located on a site, markings must be provided to distinguish one switchboard from another.
- Switchboards must be marked with an electric shock symbol and a danger sign (as per below) warning workers of the presence of energized or live parts within the switchboard.



- Each switchboard must be provided with one marked isolating switch which, if switched off, will interrupt supply to all final sub-circuits and sub-mains originating from the switchboard, including socket outlets mounted on the switchboard.
- The switchboard must be provided with a means to prevent electrical equipment from being inadvertently energized while undertaking work on electrical installations (provision for fitting a padlock or located within a lockable space or enclosure).
- Main switchboard isolating switches must be marked 'MAIN SWITCH' and the distribution board isolating switches must be marked 'DISTRIBUTION BOARD ISOLATING SWITCH'.

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4.1.3 Residual – Current Device (RCD)

- a) RCD protection must be provided for all construction wiring and portable generators.
- b) Where base building power is used the Site Manager shall verify that power is RCD protected, or where it is not RCD protected, enforce the use of portable RCD protection on all electrical equipment.

4.1.4 Inspection and Testing

- a) All construction wiring, switchboards and transportable structures must be inspected and tested by a licensed electrical worker (electrician) following the initial installation and in a period not exceeding six months.
- b) For new equipment, prior to the initial introduction it must be inspected for obvious damage before being placed into service.
- c) All other electrical equipment including power tools, flexible cords, cord extension sets (extension leads) and portable socket outlet assemblies and portable RCDs must be tested and inspected according to the methods in AS/NZS 3760 and in a period not exceeding three months. Inspection and testing can be carried out by a competent person (trained in use of RCD testers and Portable Appliance Testers – PAT) or a licensed electrician.
- d) Electrical equipment and power tools inspections shall be recorded on the Electrical Test Tag Register (F019) (or on similar) and or tagged. The register and or tag shall specify the following:
 - The name of the person who carried out the testing.
 - The date of the testing.
 - The outcome of the testing.
 - The date on which the next testing must be carried out.
- e) Electrical switchboard and distribution boards inspections shall be recorded on the Electrical Test Tag Register (F019) or on similar registers provided by the person doing the inspections and kept on site.
- f) Compliant equipment and equipment new to service must be fitted with a durable non-metallic tag that clearly states the date it was inspected and the next date of inspection. It should also include the name of the person that performed the verification and the standard it was tested to (AS/NZS 3760). Colour coded tags for each period are optional.
- g) Non-compliant equipment must be withdrawn from service immediately and labelled with suitable warning against further use. If sent for repairs, it must be re-tested once returned to site.
- h) The Site Manager shall inspect electrical equipment weekly during weekly Site Inspections (F018).

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- i) Records of inspection and tests must be kept for the duration of the construction/demolition job. The following should always be recorded and be available for inspection:
- Register of all equipment.
 - Record of formal inspections and tests.
 - Repairs register and record of faulty equipment, where applicable.
 - Construction wiring must be inspected according to AS/NZS 3000: 2007 Wiring rules checklist, which includes, but is not limited to: visual inspection, continuity of earthing, insulation resistance, polarity, correct circuit connections and RCD trip time values.

4.1.5 Electrical Inspection & Testing Requirements

Equipment class	Testing intervals
Construction wiring, including switchboards	Inspected and tested at time of installation, then re-inspected every 6 months
Re-locatable structures, fixed and transportable equipment	6 months
Portable equipment and flexible electrical cords (extension leads)	3 months
Equipment in amenities and site offices	3 months
Portable RCDs – push button test	Before each use of equipment
Portable RCDs – operating time	3 months
Fixed RCDs – push button test	1 month
Fixed RCDs – operating time	12 months
Hire equipment	Upon introduction to service, then in accordance with the testing intervals appropriate to the equipment class.

4.1.6 Extensions Cords

- a) Flexible extension cords should be run on hangers or stands to provide a safe route through the work area and passageways and to provide enough height clearance for personnel and vehicles. Clearances of at least 2 metres should

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be maintained in work areas where personnel work. Greater clearances must apply in areas where motor vehicles operate. This need not apply within a horizontal distance of 4 metres from the immediate work area where the power is to be used.

- b) Maximum length of extension cords as 32 metres.

4.1.7 Portable Socket Outlet Assemblies

- a) Double adaptors, three pin plug ('piggy back') adaptors, domestic type power boards and similar fittings are not permitted for construction work and must not be used.

4.2 LASERS

- a) No unclassified laser is to be used on site.
- b) Lasers stronger than Class 3A are not to be used on site.
- c) Lasers are not to be located at eye height.
- d) Laser warning signs are to be placed at approaches to work areas for all lasers except for Class 1 lasers.

4.3 LADDERS

4.3.1 General

- a) The use of step ladders on site is discouraged. Use of a platform ladder, mobile scaffold or elevated work platform is preferred.

4.3.2 Selecting Ladders

- a) Ladders must be selected to suit the task to be undertaken. The duration of the task, the physical surroundings of where the task is to be undertaken and the prevailing weather conditions should be considered.
- b) Ladders shall have a load rating of at least 120 kg and be manufactured for industrial use.
- c) Ladders must be the correct height for the task to avoid reaching or stretching. If ladders are to be used for electrical work, these must be non-conductive e.g. fibreglass.

4.3.3 Positioning Ladders

- a) Any ladder used at a site must be set up on a solid and stable surface and set up to prevent the ladder from slipping.
- b) Stepladders must be used in the fully opened position.

4.3.4 Safe Use of Ladders

- a) Ladders must be checked before use for faults, such as broken rungs, stiles and footing.

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- b) Damaged ladders must be removed from service.
- c) Only light duty work is undertaken while on the ladder, where three points of contact can be maintained, and tools can be operated safely with one hand.
- d) Slip resistant shoes should be worn by workers/sub-contractors using ladders.
- e) Ladders should not be used in very wet or windy conditions or next to traffic areas, unless the working area is barricaded.
- f) Only one person is allowed on a ladder at a time.
- g) When working from a ladder the worker/sub-contractor must not:
 - Over-reach (the centre of the torso should be within the ladder stiles throughout the work).
 - Face away from the ladder when going up or down, or when working from it.
 - Stand higher than the second tread below the top plate of any stepladder (except for three-rung step ladders).

4.3.5 Single or Extension Ladders

- a) Single or extension ladders may only be used to:
 - Gain access.
 - Carry out permitted work, that is where the material or equipment being carried does not restrict movement or cause loss of balance (the trunk of the body remains centred on the ladder; and equipment can be used with one hand unless a control to prevent a fall is used).
- b) A person using a ladder for access or permitted work must either:
 - Have three points of substantial contact with the ladder or a stable object, for example, standing on the ladder with two feet while holding a fascia board or timber stud.
 - Prevent falls with a control measure, for example, a pole strap.
 - Use a fall-arrest harness system (not attached to the ladder).
- c) The ladder must have a load rating of not less than 120kg (rating plate must be clearly visible) and be:
 - Secured against movement at or near its top or bottom, for example, by tying or clamping or held by a second person;
 - Manufactured for industrial use;
 - Used only for the designed purpose;
 - Not more than 6.1 metres for a single ladder;
 - Not more than 9.2 metres for an extension ladder used for electrical work or 7.5 metres for other work;
 - On a firm and stable surface;

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- Erected at a stable angle generally between 70° and 80°;
- Extended at least 1 metre above a surface being accessed;
- Fold out A-Frame ladders must be placed on even ground, tied to roof rail access point and have all locking pins secured.

4.4 MOBILE PLANT

4.4.1 All Plant

- a) All mobile plant coming on site must have available for inspection:
 - Maintenance records (at least last service record).
 - Pre-start Log books.
 - Operating instructions.
- b) Pre start log books must be completed by the operator prior to use of the plant.
- c) The Site Manager shall verify compliance during site inspections on the day of operation. The Site Manager shall verify all paperwork and risk assessment(s) are completed and provide supervision during operation.
- d) The Site Manager shall ensure that all plant and equipment, including materials handling devices is regularly inspected and maintained to the manufacturer's specification, relevant Australian Standard or Code of Practice, and that maintenance records are kept up to date.
- e) Unsafe and/or unserviceable plant and equipment shall be removed from service.
- f) All plant that is either unsafe or does not meet the Group requirements will be ejected from site and the operator issued a Site Instruction.

4.4.2 High-risk Plant

- a) The Group has identified concrete pumps and cranes as high-risk plant.
- b) All high-risk plant must be pre-registered with the Group by the WHS Manager. Plant not pre-registered shall not be allowed on site.
- c) High-risk plant must comply with the High-Risk Plant Compliance Checklist (F028).
- d) High-risk plant operators must provide a photograph of the plant set up on site showing both the plant identification (registration) and identifying features of the site. This photograph is to be submitted to the Group with the invoice for the work.

4.4.3 Mobile Plant Rules

- a) All plant and equipment shall only be used for the purpose that it was designed. The carrying of passengers is prohibited unless a proper seat has

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been provided for each passenger. This includes all work vehicles such as Utilities, Vans, Trucks, Forklift trucks, Earthmoving Equipment, etc.

- b) Where possible the Site Manager shall isolate pedestrians from mobile plant. This may be done by:
 - The elimination or reduction of activities that conflict with the movement of plant in the work area.
 - Barricading, fencing and to a lesser extent witches' hats and coloured/reflective tape.
 - Restricted zones.
 - Lockouts.
 - Keeping unrelated trades/activities apart through job programming.
- c) Requirements for vehicles entering the construction area:
 - Maximum speed limit of 15 km/h.
 - All trucks shall be fitted with horns and reversing lights/beepers.
- d) Requirements for powered mobile plant operating in the construction area:
 - All earthworks sites must be barricaded.
 - Motion alarms must be fitted on all boom and scissors lifts.
 - Skid steer loaders shall be fitted with reversing alarms.
- e) Requirements for workers/sub-contractors:
 - Workers working in the vicinity must wear reflective vests.
- f) Requirements for plant operators:
 - Operators must hold the relevant National Certificate of Competency, or:
 - Hold a Certificate of Competency issued by a Registered Training Organisation, or:
 - Been deemed competent by their employer.

4.4.4 Plant Inspection / Servicing Requirements

- a) The competencies required to undertake inspections and inspection requirements are identified on the Plant and Equipment Inspection Schedule below:

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Item	Ticket or Cert. of Competency Required	Inspection by	Australian Standard	Inspection/Records/Other required
Concrete Line Pump	N/A	Competent Person	AS 2550.15 COP	Daily, monthly, yearly, 6 yearly
Concrete Boom Pump	Yes	Competent Person	AS 2550.15 COP	Daily, monthly, yearly, 6 yearly
Crane- mobile Crane – mobile >10t Crane- tower	Yes	Competent Person	AS 2550 AS 1418	Daily, monthly, 10 yearly Independent inspection of tower crane at least once in the duration of the project
Elevated work platforms Boom lift	Yes, 11m or over	Competent Person	AS 2550.10	Daily, 3 monthly, yearly 10 yearly
Elevated work platforms Boom lift	Certificate issued by or on behalf of the Elevated Work Platform Association of Australia for Boom Lifts under 11m	Competent Person	AS 2550.10	Daily, 3 monthly, yearly 10 yearly
Electrical Equipment	Training/ Instruction	Licensed Electrician / Competent Person	AS 3000 AS 3012	Monthly, 3 monthly RCD calibrations. Independent inspection at least once in the duration of the project
Explosive power tool	Certificate of Competency or Training provided by the manufacturer or supplier	Competent Person	AS 1873	Daily inspection to manufacturers' recommendations dismantled and examined for defects weekly, yearly by manufacturer
Forklift truck	Yes	Competent Person	AS 2359.2	Regular inspection & maintenance as per manufacturer
Load Shifting Equipment	Licence < 3 years old or certificate from a Registered Training Organisation	Competent Person		Daily log book, manufacturers requirements
Lifting Gear Flat synthetic slings Fibre Rope Slings Chains	Yes	Competent Person	AS 1353.2 As 1380.2 AS 3775	Labelled, inspection prior to each use & 3 monthly, 12 monthly Labelled, inspection prior to each use & 3 monthly Labelled, inspection prior to each use, test certificate to man..
Men and Materials Hoist	Yes	Competent Person	AS 2550.7 AS 1418	Daily, 3 monthly, yearly 10 yearly, Independent inspection at least once in the duration of the project;
Mobile & Static Plant	Yes	Competent Person	COP	Daily, pre-start and regular inspection at max monthly intervals or to man. Recommendations.
Rope Access	Yes	Competent Person	AS 4488	Visual inspection before use, 6 monthly by competent persons and in accordance with risk rating provided for each SWMS
Safety Harness, lanyards	Training/Instruction	Competent Person and/or height safety equipment inspector	1891.4	Visual inspection before use by a competent person, 6 monthly by height safety equipment inspector, Permit required for use;
Safety Lines/fall arrest devices (installation)	Records of inspections to be recorded	Competent Person and/or height safety equipment inspector	1891.4	Visual inspection before use by a competent person, 6 monthly inspection by a height safety equipment inspector, 12 monthly full inspection / service by a height safety equipment inspector.
Scaffolding	Yes 4m or over	Competent Person	AS 1576 AS 4576	Handover Certification, 30 day inspection, Scafftag or similar
Scissor Lift	Certificate issued by or on behalf of the Elevated Work Platform Association of Australia	Competent Person	AS 2550.10	Daily, weekly, 3 monthly, yearly, 10 yearly

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Item	Ticket or Cert. of Competency Required	Inspection by	Australian Standard	Inspection/Records/Other required
Tele-Handler <3t	Certificate issued by or on behalf of the Elevated Work Platform Association of Australia	Competent Person	AS 2550.19	Daily, weekly, 3 monthly, yearly, 10 yearly
Tele-Handler >3t	Yes	Competent Person	AS 2550.19	Daily, weekly, 3 monthly, yearly, 10 yearly

4.4.5 Lifting Equipment

- a) All lifting equipment will be visually inspected prior to use by the plant operator, rigger or dogger.
- b) All lifting equipment will be formally inspected by a competent person (Rigger/Dogger) every 3 months.
- c) Chains and/or slings must be inspected every 12 months by a competent person. Wire Rope and related components must be inspected 12 monthly a competent person.
- d) Records of inspections must be available on request.

4.4.6 Elevated Work Platforms (EWPs)

- a) Workers in boom lifts or cherry picker must wear a properly anchored safety harness.
- b) Workers using scissor lifts are not required to wear a safety harness.
- c) Workers using EWPs must be trained and instructed in the safe loading and safe operating procedures for the particular brand and type of plant. Evidence of training must be provided on request by the Group.
- d) Workers must also be licensed when operating boom lifts with a boom length of 11 metres or more.
- e) EWPs should only be used as working platforms.
- f) EWPs should not be used as a means of access to and egress from a work area unless there is a safe means to transition from the EWP to the work site.
- g) The manufacturers load limit on the EWP must not be exceeded.
- h) EWP's must not be used as a crane.
- i) EWP must be used only on a solid level surface unless designed for rough terrain.
- j) Workers must be trained in the use of fall-arrest equipment (High-risk Licence for Boom Lifts or Working at heights training) and emergency rescue procedures. Evidence of this training shall be provided on request from the Group.
- k) Work zones should be barricaded/bunted off to highlight exclusion zones for workers/sub-contractors and moving plant below.

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4.5 SCAFFOLD

4.5.1 Mobile Scaffolds

- a) A mobile scaffold must only be used on a hard, flat and level surface to avoid instability. If adjustable castors are used, the maximum gradient on the supporting surface is not to exceed 5°.
- b) Access is to be by way of a ladder/s within the scaffold.
- c) Decking planks are to be cleated or otherwise secured to prevent displacement.
- d) Castors are to be marked with the safe working load (which is not to be exceeded) and be fitted with an effective wheel lock to prevent rotation of the wheel and any movement of the scaffold when in use.
- e) The height of the mobile scaffold must not exceed three times the least base dimension.
- f) A mobile scaffold is not to be moved while any person is within or on the scaffold.

4.5.2 Fixed Scaffold

- a) All scaffold over 4 metres must be erected, altered and dismantled by a licensed scaffolder.
- b) Scaffolding shall be erected in accordance with AS/NZ 1576,1577 Scaffolding General Requirements and AS/NZS 4576 Guidelines for scaffolding.
- c) Prefabricated scaffolds must be of the same type and not mixed components, unless the mixing of components has been approved by the manufacturer.
- d) Mobile tower frame scaffolds can be used to provide safe working platforms.
- e) Scaffolding that is incomplete and left unattended shall have danger tags and warning signs attached at appropriate locations to prevent use.
- f) A handover certificate must be provided by the person responsible for scaffold erection prior to its use.
- g) Scaffolding must be inspected and tagged by a competent person before use, after any alteration or repair, and at least every 30 days.

- h) Inspection records should include:

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- The individual identification number or mark of the scaffold.
 - Any relevant design or specification reference.
 - The location of the scaffold.
 - The purpose for which the scaffold is provided.
 - The date and time of each inspection.
 - Comments on each inspection.
 - The name and signature of the person conducting the inspection.
- i) Only a scaffolder or a trainee under direct supervision of a scaffolder may modify the height of a scaffold exceeding a deck height of 4 metres.
- j) Additional inspections must be carried out by a scaffolder following an occurrence that may affect the stability such as impact from mobile plant or a severe storm.
- k) Safe access to and egress from the scaffold must be provided.
- l) Edge protection must be provided at every open edge of a work platform over 2 metres.
- m) Scaffold shall be inspected by the Site Manager weekly during site inspections.
- n) Handover certificates, records of inspection and repairs and maintenance details shall be filed in site records.

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4.6 SAFE WORK POLICIES

4.6.1 Asbestos

- a) If asbestos is found on the site, work shall cease until a Clearance Certificate is obtained from a hygienist.
- b) Only licensed asbestos contractors are to be engaged for the removal of asbestos.
- c) A licensed asbestos removalist must prepare and document an Asbestos Removal Control Plan for any licensed asbestos removal work. The Asbestos Removal Control Plan must include:
 - Details of how the asbestos removal will be carried out, including the method to be used and the tools, equipment and personal protective equipment to be used;
 - Details of the asbestos to be removed, including location, type and condition of the asbestos.
- d) The Site Manager shall request and obtain the Asbestos Removal Plan from the Asbestos Contractor prior to the commencement of asbestos removal on site.
- e) High-risk construction work SWMS should be obtained from the sub-contractor engaged to remove the asbestos.
- f) All asbestos removal work is to be carried out in accordance with legislative requirements and the Code of Practice Safe Removal of Asbestos. These requirements must be reflected in the Safe Work Method Statement/Asbestos Removal Plan submitted. If in doubt, the asbestos removal work is not to be undertaken until specific requirements have been determined to ensure safe operation.
- g) The Site Manager or asbestos sub-contractor shall arrange for third party air monitoring and sampling to be carried out to ensure minimum health and safety standards for the duration of any asbestos removal work.
- h) A Clearance Certificate is to be obtained by the Site Manager from the Asbestos Contractor on completion of any asbestos removal work.
- i) The Site Manager shall ensure that all dumping receipts for asbestos products are obtained from the Asbestos Removal Contractor.
- j) NSW - The removal of less than 10 square metres of non-friable asbestos containing material (ACM), or removal of asbestos-contaminated dust or debris (ACD) associated with that work, does not require an Asbestos Removal Control Plan, however a SWMS is required and must be documented. Asbestos-related work means work involving asbestos other than asbestos removal work, for example, drilling into ACM. Asbestos-related work that is also high-risk construction work (i.e. construction work that

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involves the disturbance of asbestos) requires a documented safe work method statement.

ACT - the removal of asbestos and asbestos containing material (ACM) from a premises is not permitted unless it is undertaken by an appropriately licensed asbestos removalist – an exception is if the removal is incidental to minor routine maintenance work, or other minor work. Minor work includes small tasks that are of short duration, such as cutting a small hole into an asbestos-containing eave to install a cable, removal of an asbestos-containing vinyl tile to install a plumbing fixture, or hand-drilling a few holes into an asbestos cement sheet to attach a fitting.

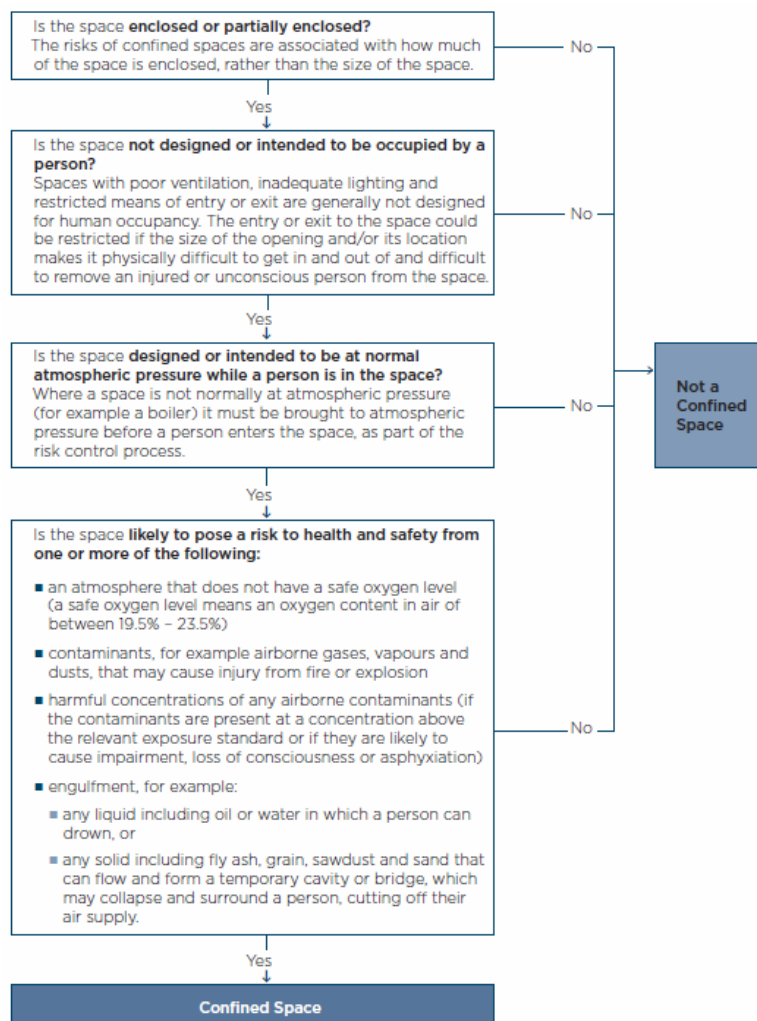
4.7 CONFINED SPACES

4.7.1 Definition

- a) A confined space as an enclosed or partially enclosed space that:
- Is not designed or intended primarily to be occupied by a person; and
 - Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
 - Is or is likely to be a risk to health and safety from:
 - An atmosphere that does not have a safe oxygen level, or
 - Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
 - Harmful concentrations of any airborne contaminants, or
 - Engulfment.

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4.7.2 Identifying Confined Spaces



4.7.3 Issue of Permit to Work and Entry Permits

- a) Subject to a review of the Risk Assessment, the Site Manager must give written approval for work in the form of a Confined Space/Restricted Areas Entry Permit prior to work in the confined space being carried out. Note – Evidence of a Confined Space Entry Certificate (F2320) must be provided prior to issue of the permit.
- b) The Authorised Person shall compile and issue the Confined Space Permit (F2320).
- c) The Confined Space Entry Permit (F2320) shall be displayed at the entrance to the confined space for the duration of the works.

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4.7.4 Isolation of the Confined Spaces

- a) Prior to any person/s entering a confined space, the Authorised Person and/or the Observer shall ensure that the confined space is isolated from contaminants or the movements of equipment which might harm persons working in the confined space. Also, energy sources that may impact on the confined space must be shut down. These may include electrical, mechanical, pneumatic, hydraulic, chemical, thermal, and kinetic energies. It may also include pressurised liquids and gases, sludges and liquids, and gases and fumes.
- b) Locks, tags, or other protective measures may be used to achieve this and shall only be removed after the Authorised Person and/or the Observer ensures that work has been suspended or completed and that all persons have vacated the confined space.

4.7.5 Stand-By Person

- a) A competent Stand-By Person will be stationed in close proximity to the entry of the confined space.
- b) The competent Stand-By Person will maintain communication with the persons inside, and be able to raise the alarm, or initiate emergency response procedures, and be resourced and trained in undertaking a rescue; rescue procedures are to be outlined in SWMS.

4.8 DEMOLITION

- a) Demolition work must be carried out in accordance with AS 2601.
- b) The Project Manager shall ensure that, before the commencement of stripping or demolition work, an initial investigation of the building to be demolished and the site on which it is located is carried out. This is normally provided by the demolition sub-contractor.
- c) Prior to the start of work the Site Manager shall:
 - At least ten days prior to the scheduled commencement of demolition work, lodge a request for power disconnection with the supply company.
 - Check that the power really is disconnected before starting demolition.
 - Where the building, or the section to which the power connection is made is to be demolished, make sure that the supply company removes the cables.
 - Verify that all energised services have been isolated (Refer Isolation of Services) using Isolation of Service form (F045).
 - Make sure all other services have been safely disconnected and plugged before work commences.

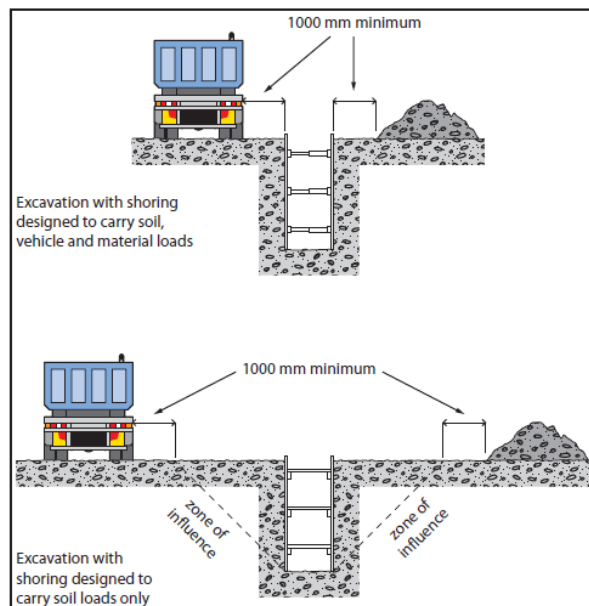
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- Make sure that a demolition permit has been issued and that all state/territory legislative requirements have been confirmed and are met.
 - Make sure the demolition contractor is a registered building practitioner licensed to carry out demolition work.
 - If cement sheet is to be removed or the presence of asbestos is suspected, work on that part of the job must not proceed until the nature and extent of the asbestos is confirmed, and safe removal completed.
 - Ensure that safe systems of work are in place and that persons cannot be harmed by falling objects.
- d) The Site Manager shall confirm isolation services with the electrician.
- e) The Site Manager shall notify police immediately if:
- The building concerned (including an un-demolished part of the building) becomes unstable; and
 - There is a danger that the building could collapse and injure any person in the vicinity who is not under the control of the person who is carrying out that work, either directly or by his or her employees or agents.

4.9 EXCAVATION

- a) All excavation work must be conducted in accordance with the Code of Practice – Excavation.
- b) Where drawings show services within 2 (two) metres of the proposed excavation/penetration, the actual location of those services must be confirmed by either a locating device or by hand excavation.
- c) Safe access/egress to the excavation must always be provided. Where a ladder is used, it must be enough to extend 1 (one) metre past the landing place and be secured at the top or bottom to prevent slipping.
- d) All trenches and deep excavations, deeper than 1.5 metres, must be properly benched, battered or shored, or a combination each to prevent the edges from falling back into the trench or excavation. In cases where the ground is unstable, advice from a geotechnical engineer may be required.
- e) No persons are to work inside an excavation greater than 1.5 metres deep that is not benched, shored or battered.
- f) Fall protection systems must be installed. This includes fencing, covering excavations, and barricades.
- g) Mechanical plant, vehicles, storage of materials (including excavated material) or any other heavy loads should not be located in the 'zone of influence' of an excavation. Any ground support system installed shall be designed by a competent person, for example, a geotechnical engineer, to carry such loads.

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- h) Trenches and excavations left unattended must be covered and secured. Hand rails, para webbing and/or barricading must be erected at a minimum of 1 metre from the edge (2 metres where possible) and warning signs posted to protect persons from falling into trench or excavation.
- j) Barricades/handrails of at least 900mm high must be erected around excavations to restrict access and provide protection to those working in the excavation from objects causing injury.

Pools

- a) All Underground Pools, spas or large excavations with the potential to hold water to a depth of or exceeding 300mm must be barricaded and excluded from unauthorised access in accordance with AS 1926.1 and AS 1926.2.
- b) Barrier fencing that contains perforated or mesh materials with apertures not greater than 13mm be minimum of 1200mm in height. 13mm or greater be of a height of 1800mm. barrier fencing with apertures 100mm or more must not be used.
- c) All barriers shall not be less than 1200mm in height at any point outside of the barrier. An NCZ (Non-Climbable Zone) must be maintained for an arc of 900mm minimum.
- d) Any barriers installed must be capable of supporting a minimum weight of 25 kilograms at the highest point.
- e) There is to be no vertical or ground clearance opening that is equal to or exceeds 100 millimetres (inclusive of gates).
- f) Gates installed are to be fitted with a lock that prohibits unauthorized access and does not allow movement to exceed 100 millimetres.

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- g) A void protection system must be installed to cover the entirety of the excavation. The protection must be installed, and any coverings or temporary floors and their supports must be of robust construction capable of withstanding impact loads from any potential falls.
- h) Warning notices must always be displayed and maintained in a prominent place. Signage must be accordance with the Swimming Pools Regulations 2018 and contain the following words:
 - “Pool gates must be kept closed at all times”;
 - “Keep articles, objects and structures clear of the pool fence at all times”;
 - “This swimming pool is not to be occupied or used”;
 - Danger signage stating, “deep excavation keep out”;
 - And a CPR (Cardiopulmonary Resuscitation Guide) flowchart

4.10 FALL PREVENTION

4.10.1 General

- a) Refer to the Preventing Falls in Housing Construction Code of Practice.
- b) Controls in place in the site to manage the risk of a fall that is reasonably likely to cause injury to the worker/sub-contractor or other person, including:
 - Ensuring, so far as is reasonably practicable, that any work involving the risk of a fall is carried out on the ground or on a solid construction.
 - Providing safe means of access to and exit from the workplace.
 - Minimising the risk of falls so far as is reasonably practicable by providing a fall prevention device, work positioning system or a fall arrest system.
- c) Circumstances in which the worker or other person could fall includes:
 - In or on plant or a structure that is at an elevated level.
 - In or on plant that is being used to gain access to an elevated level.
 - In the vicinity of an opening through which a person could fall.
 - In the vicinity of an edge over which a person could fall.
 - On or in the vicinity of a surface through which a person could fall.
 - On or near the vicinity of a slippery, sloping or unstable surface.
- d) Excavations should be provided with barriers and warning signs to prevent workers and others from accidentally falling into holes or down a slope.
- e) All excavations must be covered or secured if the work site is unattended.

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- f) Rescue procedures must be tested so that they are effective. Workers must be provided with suitable and adequate information, instruction and training in relation to the emergency procedures.

4.10.2 Perimeter Guarding

- a) Guard railing should be used to provide effective fall protection at:
- The perimeters of buildings or other structures.
 - The perimeters of skylights or other fragile roof materials.
 - Openings in floor or roof structures.
 - Edges of excavations.
- b) Guardrails should incorporate:
- A top rail between 900 mm and 1100 mm above the working surface;
 - A midrail;
 - A bottom rail or toeboard. Where this is impracticable alternative control measures such as 'no go' zones. Barricades should be established to ensure no persons are at risk of being hit by falling objects.
- c) Wall framing incorporating studs at 600 mm centres and one row of noggings is an acceptable alternative to guard railing. Window or door openings should have additional members must be fitted across openings.
- d) Where timber guard railing is not designed in accordance with AS 1657, the member sizes set out below should be used for guardrail and post sizes respectively.

Guardrail size depth (m)	Maximum guardrail span (m)	
X width (nominal sizes) (mm)	F8 HW or MGP 12 seasoned pine	F7 pine
100 x 38	2.7	N/A
100 x 50	3.5	N/A
2 nos (90 x 35)**	N/A	3.5

4.10.3 Travel Restraint Systems

- a) A travel restraint system prevents the user from approaching an unprotected edge on a building or structure. Generally, the system consists of a safety harness connected by a lanyard to a suitable anchorage point or static line. This equipment must be set up to prevent the worker from reaching an edge from where a fall may occur.
- b) A purpose-designed roof anchor, when used in accordance with the manufacturer's/supplier's instructions, may be used as part of a travel restraint system on metal or tiled roofs and should only be used for tasks of short duration. Workers are not to anchor themselves to the structure unless

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the structure has been inspected by a competent person and is able to safely handle the load.

- c) Travel restraint systems must only be used if it is not reasonably practicable to prevent falls by providing a physical barrier such as guard railing.
- d) Where there is any possibility that a worker using a travel restraint device can approach an edge from where a fall is possible, a travel restraint system must not be used. Inertia reels and retractable lanyards are not to be used as they do not restrict travel and can allow the worker to fall.

4.10.4 Fall-Arrest Systems

- a) All fall-arrest devices shall be inspected and maintained by a competent person.
- b) Anchor points must be installed by a competent person and certified as being able to achieve the minimum 15kN rating. This is unlikely to be achieved on timber roofs.
- c) Restraint techniques should only be used if it is not reasonably practicable to prevent falls by providing a physical barrier (for example, a guard rail).
- d) A fall restraint system should be installed by a competent person in accordance with the manufacturer's instructions. Restraint anchorage should be designed for fall-arrest loading.
- e) A fall-arrest system is intended to safely stop a worker falling an uncontrolled distance and reduce the impact of the fall. This system must only be used if it is not reasonably practicable to use higher level controls or if higher level controls might not be fully effective in preventing a fall on their own.
- f) All equipment used for fall-arrest must be designed, manufactured, selected and used in compliance with the AS1891 series of standards.
- g) Workers working in fall arrest mode must have attended appropriate training to show competency in the use of the fall arrest system.
- h) Provision must be made for the rescue of a person whose fall has been arrested by a fall arrest device. This must be included in the SWMS
- i) Persons using fall arrest systems CANNOT work alone.

4.10.5 Floor Laying

- a) Flooring should be laid to ground and upper floors at the earliest opportunity in order to provide a solid platform for workers.
- b) Working from open floor joists is not allowed.
- c) Stairwells and voids shall to be protected prior to floor laying.
- d) The laying of floor sheets should begin adjacent to an internal or external access point which provides initial fall protection for workers.

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- e) Laying of sheets should then proceed using a safe work procedure that prevents workers from falling over the edge.
- f) Physical fall prevention measures should be used, such as scaffolding or guard railing.
- g) Where strip flooring is to be installed, temporary sheet flooring may be laid and secured as fall protection.
- h) Safe access and egress must be provided to the area where flooring is being laid.
- i) Access should be restricted to only those workers who are laying the flooring and erecting the wall frames.

4.10.6 Fixing Ceiling Joists and Upper Level Floor Joists

- a) The setting out and nailing of level ceiling joists or upper level floor joists should be done by working off scaffolding set up on the floor below. Trestle scaffolds may be used.
- b) A person may stand on or work from the external top plate if fall protection measures are in place.
- c) Where scaffolds are not suitable, the work may be done using ladders from the floor below, on single storey dwellings only.

4.10.7 Openings / Voids

- a) All stairwells, atriums and voids through which a person could fall must be guarded, covered with an industrial safety net or sheeted over, regardless of the fall distance from the upper floor.
- b) Guard railing must be provided. Voids and atriums must be guarded as soon as possible after laying sheet flooring.
- c) Where a person working from a stepladder or a working platform such as a trestle scaffold or similar, may fall over the guardrail and through the opening, the opening must be covered with temporary flooring, timber sheeting, an industrial safety net or similar, even if guardrails have been erected around it.
- d) Any coverings or temporary floors and their supports must be of robust construction capable of withstanding impact loads from any potential falls.

4.10.8 Roofs

- a) All roofs shall have edge protection installed prior to work being undertaken on the roof.
- b) Guardrail systems should include top, mid and bottom rails or toeboards. Where toeboards are used in place of bottom rails they must be able to withstand the likely impact loads.
- c) Guardrail systems should include the following:

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- Toeboards or mesh infill to prevent tools, materials or debris falling from the roof, unless a 2 metre 'no go' zone has been established to prevent persons entering the area below;
 - A clear gap between rails not exceeding 450 mm. The clear distance between a mid-rail and a toeboard or bottom rail should not exceed 275 mm;
 - No gap between the roof edge, including the gutter, and a guardrail located outside the roof line exceeding 100 mm;
 - A clear distance between the roof cladding and the bottom rail of not less than 150 mm and not greater than 275 mm;
 - An effective guardrail height above the roof surface of not less than 900 mm (for roofs with a pitch over 10 degrees the effective height must be measured from a point 300 mm inside the roof edge);
 - Infill panels where the pitch of the roof exceeds 26 degrees.
- d) Workers must be able to access the roof through the roof edge protection without having to climb over the top rail or midrail.
- e) Access ladders are secured against movement and extend > 1 metre past the roof edge.
- f) All roofs, garages, balconies or patios that require temporary propping, they must be supported with structurally compliant props (e.g., acrow props).
- g) Where a platform is located more than 500 mm below the roof edge, then additional means of access to the roof must be provided.
- h) If an elevator, hoist or similar is used it must be installed so that materials can be received at the roof level.

4.11 HAZARDOUS SUBSTANCES

- a) The Site Manager shall ensure that all hazardous substances are identified, and that the manufacturers label is legible prior to being used or stored on site. Hazardous substances must also be correctly labelled in accordance with GHS (Globally Harmonised System of Classification and Labelling of Chemicals) labelling requirements. All types of containers must be labelled with the relevant GHS pictograms.
- b) Hazardous substances, including all those used by sub-contractors on site, shall be recorded on the Hazardous Substances Register (F026). The Register shall be updated as new substances are introduced to site or as recorded substances are no longer on site.
- c) Safety Data Sheets (SDS) for each hazardous substance are available on the Group Network.
- d) Hazardous substances shall be stored and separated as required by the Dangerous Goods Regulation.
- e) All hazardous chemicals/substances **MUST** be stored, handled, used and managed in accordance to the Globally Harmonised System of Classification

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and Labelling of Chemicals (GHS). Refer to the following Codes of Practice (COP – available below in Supporting Documents) for further detailed information:

- Labelling of Workplace Hazardous Chemicals COP.
- Managing Risks of Hazardous Chemicals in the Workplace COP.

4.12 HOT WORKS

4.12.1 Scope

- a) This procedure applies to all work involving Oxy/acetylene welding/brazing and cutting, electric welding and cutting, grinding and any other works that involve the use of a naked flame or other heat source in a hazardous environment.

4.12.2 Hot Work Area

- a) The area within a radius of 15 metres from the point where the hot work is to take place, including the space above and below, should be made safe by various techniques, preparation and testing to ensure that any risk of fire or explosion resulting from the hot work is eliminated. Where combustible materials cannot be moved to the recommended safe distance, they should be covered with non-combustible material or wetted down to prevent ignition.
- b) Where there is insufficient natural draft to adequately ventilate the work area, a fan with adequate capacity to ventilate the area shall be used. Care should be taken to ensure that fumes and sparks generated by the hot work are not blown into areas where other persons are working.

4.12.3 Fire Watch / Prevention

- a) A suitable fire extinguisher or fire hose shall be located with each oxy/acetylene, LPG/acetylene and electric welding machine.
- b) Suitable fire extinguishing media must be within 10 metres of an area where grinding work is taking place.

4.12.4 Completion of the Hot Work

- a) At the completion of the hot work, the operator shall inspect the work area to ensure that the completed work and any slag or sparks have cooled sufficiently so that a fire or explosion cannot occur.

4.13 HOUSEKEEPING PRACTICES

- a) The Site Manager shall ensure that safe housekeeping practices are in place on the site. This includes:
 - Ensuring there is appropriate, safe and clear entry to and exit from the workplace;

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- Ensuring there is a safe system for collecting, storing and disposing of excess or waste materials;
- Ensuring there is enough area in which to safely store materials or plant for the construction work.

4.14 ISOLATION OF SERVICES

1.1.1 Isolation

- a) An Isolation Form (F045) must be completed prior to work in an area where potentially energised equipment/services exist. The form must be signed off by the Site Manager and the Sub-contractors isolating the services. The Site Manager must visually check that tags, lockouts etc. have been applied as required.
- b) Electrical equipment to be worked on must be isolated from all sources of supply. Where isolation is affected at a removable or rack out circuit breaker or combined fuse switch, if practicable it must be racked out or removed, then locked open and danger tagged. Access to the distribution board must be restricted i.e. by locking the board, locking the room in which the board is housed. The Distribution Board must be sign posted. All circuit breakers, switches and combined fuse switch units should be locked off where possible.
- c) Where practicable, appropriate tags should be placed at all points of isolation used to de-energise the equipment from all sources of supply, and the information provided thereon should be clearly understandable as to the purpose of the tag and include warnings for any abnormal hazards, for example, multiple points of supply.
- d) Tags should be dated and signed by all personnel involved in the work or, where appropriate, by the supervisor in charge of the work party.
- e) Tags should only be removed by the signatories or with the permission of all the signatories to the tags or, if this is not possible, by the signatories' immediate supervisor.

1.1.2 Working On or Near Live Electrical Equipment

- a) In some cases, it may not be possible to de-energise all services in a work area. If this is the case, the Site Manager/Project Manager shall clearly identify those services that are still energised or potentially energised. This shall be done by signs, tags, tape, etc.
- b) All persons working in the energised area shall be advised that the work area is potential energised at induction or via a tool box talk.
- c) Sub-contractor SWMS shall address the risks associated with working in an energised environment.
- e) Under no circumstances shall any live work be carried out.

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4.15 LIGHTING (WORK AREA)

- a) The Site Manager shall ensure that the level of area lighting provided in any area where construction work is being performed or where persons may be required to pass through, including access ways and emergency exits, is enough so that there is no risk to health or safety.

4.16 LONE WORKERS

- a) Lone workers must be provided with a mobile phone with network coverage in order to be able to contact their Supervisor/Manager or the Site Manager.
- b) Apprentices cannot be left unattended under any circumstances for high-risk work.
- c) Lone workers must advise the Site Manager when they arrived on site and when they leave site.

4.17 MANUAL HANDLING

- a) Manual handling must be conducted in accordance with the Code of Practice Hazardous Manual Tasks.
- b) Workers and sub-contractors are to be encouraged to take enough time to assess risks before they perform manual handling tasks. Where possible, and after completion of training in the use of equipment, mechanical aids should be used for manual handling. Examples of manual handling tasks / risks include but not limited to:
- Heavy / awkward materials, fencing panels, ply sheeting, pipes and connections, packages, cement/grout bags.
 - Moving plant, equipment and scaffolding.
 - Using wheelbarrows and trolleys to transport materials.
 - Reaching and stretching tasks.
- c) Control measures should be aimed at eliminating or minimising risks from manual handling tasks:

Hierarchy of control	Examples of control measures
Elimination	Automate the manual task (such as using remote controls) Deliver goods directly to the point of use to eliminate multiple handling.
Substitution	Replace heavy items with those that are lighter, smaller and/or easier to handle. Replace hand tools with power tools to reduce the level of force required to do the task.
Isolation	Isolate vibrating machinery from the user, for example by providing fully independent seating on mobile plant.
Engineering	Use mechanical lifting aids.

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Administrative	Rotate workers between different tasks Arrange workflows to avoid peak physical and mental.
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4.18 NOISE

- a) Hearing protection must be worn by all workers/sub-contractors when working near plant and equipment with a noise level higher than 85dBA. The table below can be used as a general guide of when to wear hearing protection.
- b) Personal hearing protectors should be inspected prior to use to ensure:
 - Ear-muff seals are undamaged;
 - The tension of headbands is not reduced;
 - There are no unofficial modifications;
 - Compressible ear-plugs are soft, pliable and clean.
- c) If disposable ear-plugs are used, they should only be worn once.

4.19 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- a) All workers on site must wear the following PPE:
 - Safety boots.
 - High vis clothing.
- b) Additional PPE shall be worn appropriate to the task, including:
 - Sunscreen;
 - Safety glasses;
 - Hearing protection;
 - Dust masks, respirators;
 - Welding shields;
 - Gloves;
 - Other items as deemed appropriate.
- c) Hard hats shall be worn when working in areas where there is a danger of falling objects or overhead obstructions.

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5.0 COMMUNICATION AND CONSULTATION

5.1 CONSULTATION ARRANGEMENTS

- a) The Site Manager shall act as the Safety Representative on the site.

5.2 TOOLBOX MEETINGS

- a) The Site Manager shall conduct a tool box meeting (F043) to address safety hazards in and around the site, safe work practices, coordination and responsibilities as required.
- b) Tool box meetings may be used as a forum to provide training to site personnel.

5.3 WHS DISPUTE RESOLUTION

- a) Any WHS issues should first be reported to the Site Manager. If the issue cannot be resolved, the matter should be reported to the WHS Manager.
- b) If the matter still cannot be resolved, an inspector from SafeWork NSW/WorkSafe ACT may be invited to assist in the resolution of the safety issue.

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6.0 FIRST AID, ACCIDENT REPORTING AND INVESTIGATION

6.1 FIRST AID

- a) The Site Manager shall ensure that the site is provided with first aid facilities in accordance with the WHS Regulations.
- b) The Site Manager shall ensure that the site has a first aider. This may be the Site Manager, or a first aider provided by the sub-contractor.
- c) The Site Manager shall ensure that first aid facilities are maintained in accordance with the WHS Regulations.
- d) The Site Manager shall ensure that the location of First Aid Kits and the names of First Aid Attendants are conveyed to all workers/sub-contractors.

6.2 FIRST AID PROCEDURE

- a) All injuries, no matter how minor must be reported to the First Aid Attendant (Site Manager) who will provide the necessary treatment and record details on the Incident form (F007).
- b) The Site Manager shall ensure each site has a First Aid Kit (Sub-contractor to provide). The Site Managers shall also carry a First Aid Kit in their vehicle.
- c) The First Aid Attendant will always remain in charge of the casualty until at such time as professional medical assistance has arrived. It is the First Aid Attendants responsibility to decide whether outside assistance is required. The First Aid Attendant may designate somebody else to call the emergency services; this should be done without question.
- d) The sites designated First Aid Attendant may override the decisions of other first aiders except when the other first aider holds a higher certificate, i.e. Occupational First Aid.

6.3 ACCIDENT / INCIDENT INVESTIGATION & REPORTING

- a) The Site Manager shall ensure that all accidents, incidents and illnesses occurring in or around the site, involving Group personnel, workers/sub-contractors, visitors or passers-by are investigated and reported regardless of how minor they appear at the time of the occurrence.
- b) The Incident Report (F007) shall be completed for all injuries that require medical treatment or result in lost time or incidents that have the potential to cause an injury that will result in medical treatment. The form shall be submitted to the WHS Manager within 24 hours.
- c) In the event of the death of a person or serious bodily injury, the Site Manager shall notify the WHS Manager immediately. The WHS Manager shall notify SafeWork NSW / WorkSafe ACT.

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- d) Procedures and work practices shall be re-evaluated by the WHS Manager following any incident.
- e) Refer to Procedure RG-009 Accident and Incident Reporting.
- f) Regardless of the severity of the incident, all incidents **MUST** be reported.

6.4 REPORTABLE ACCIDENTS

- a) Incidents that require notification to SafeWork NSW / WorkSafe ACT are:
 - The death of a person; or
 - A serious injury or illness of a person; or
 - A dangerous incident.
- b) **Serious injury or illness of a person** means an injury or illness requiring the person to have:
 - Immediate treatment as an in-patient in a hospital; or
 - Immediate treatment for:
 - The amputation of any part of his or her body; or
 - A serious head injury; or
 - A serious eye injury; or
 - A serious burn; or
 - The separation of his or her skin from an underlying tissue (such as degloving or scalping); or
 - A spinal injury; or
 - The loss of a bodily function; or
 - Serious lacerations; or
 - Medical treatment within 48 hours of exposure to a substance.
- c) 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 emanating from an immediate or imminent exposure to:
 - An uncontrolled escape, spillage or leakage of a substance; or
 - An uncontrolled implosion, explosion or fire; or
 - An uncontrolled escape of gas or steam; or
 - An uncontrolled escape of a pressurised substance; or
 - Electric shock; or
 - The fall or release from a height of any plant, substance or thing; or
 - 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; or
 - The collapse or partial collapse of a structure; or

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- The collapse or failure of an excavation or of any shoring supporting an excavation; or
 - The inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
 - The interruption of the main system of ventilation in an underground excavation or tunnel.
- d) The WHS Manager shall notify SafeWork NSW / WorkSafe ACT immediately after becoming aware that a notifiable incident has occurred.
- e) All incidents that may result in a workers' compensation claim being lodged shall be notified to the company's insurer within 48 hours.

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7.0 RETURN TO WORK AND MANAGEMENT PROGRAMME

- a) The Return to Work Coordinator for the Group shall ensure that the return to work programme, for any employee who has returned to work, is followed.
- b) The Site Manager shall act as the site return to work contact person.

8.0 CHAIN OF RESPONSIBILITY

- a) The Site Manager in consultation with the Construction Manager must ensure that all transport-related tasks completed by, or on behalf of the project are done so in a safe and compliant manner in accordance with the following legislation:
 - Heavy Vehicle National Law (HVNL) (NSW 2013) (2018); and
 - The Chain of Responsibility (CoR) Law.
- b) The Construction team must comply with it's obligations in relation to fatigue management, speed compliance, mass, maintenance, dimension and restraint of loads.
- c) All access to site, vehicle, plant and pedestrian movements within the site shall be managed in accordance with the Traffic Control Plan (See 2.9) developed for the project.
- d) The Site Manager and/or delegate must ensure that site internal plant, pedestrian and vehicle movements are communicated at the time of induction on site and ongoing using the Traffic Control Plan (See 2.9) and Visitor Plan (See 1.8.2). This will ensure the safe control and interaction of vehicles and pedestrians around the site. Copies of the Traffic Control Plan and Visitor Plan will be contained within project records where practicable and current versions will be displayed in a prominent location onsite.
- e) Traffic Control Plan and/or Visitors Plan may be in the form of, but not limited to a drawing on a whiteboard or Pre-start brief etc. Examples may be as follows:
 - Overall site layout;
 - Pedestrian walkways and safe access routes;
 - Haul route for specific work; and/or
 - Delivery routes, etc.
- f) Traffic and site signage, barriers and/or fencing shall be erected around work areas and the site as required to prevent unauthorised access in accordance with the approved Traffic Control Plan and/or Visitor Plan.

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- g) Where works require development of traffic control plans (TCPs), modification or inspections of traffic controls, these plans shall be completed by the WHS Manager and/or delegate and must be recorded in site records.
 - h) Communication of plans will be through site communication processes as identified in Consultation Arrangements (See 5.1).

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9.0 DEFINITIONS

9.1 **Group** means Rawson Group Pty Ltd, Rawson Homes Pty Ltd, Rawson Communities Pty Ltd and Thrive Homes, whether jointly or separately.

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Appendix A – Workplace Health and Safety Policy

Scope:

This policy is applicable to all employees of Rawson Group and subsidiaries.

Policy Statement:

The Group believes that the provision of a safe working environment for everyone at its workplaces is an integral and essential part of their responsibility. The Group is committed to:

- Providing everyone in its workplaces with a safe and healthy working environment
- Promoting dignity and respect in all workplaces
- Adopting a preventative and strategic approach to health and safety and using measurable objectives and targets to monitor performance
- Supporting and promoting health and wellbeing
- Providing return to work programs to facilitate safe and durable return to work for employees, where possible, for both work related and non-work-related health conditions
- Meaningful consultation with employees, their representatives and others on work health and safety (WHS) issues
- Providing appropriate information, training and instruction to facilitate safe and productive work
- Providing an effective and accessible safety management system for all employees and others to guide safe working in all workplaces
- The reporting of incidents in accordance with statutory and regulatory obligations and internal policy requirements so that action can be taken to manage the incident, prevent further incidents, and provide support where required

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- Providing a program of continuous improvement through engaging with industry, new technology and considering changes to legislation and recognised standards.

Context:

1. Through the provision of procedures, guidelines and other resources the Group aims to provide safe workplaces for employees and others undertaking work, and visitors.
2. Everyone in the Group’s workplaces has a responsibility for health and safety under the *Work Health and Safety Act 2011*. While the Group has the primary duty of care, all employees have responsibilities while undertaking their duties to follow reasonable instructions and lawful directions in accordance with the department’s policy and procedures. All instructions and directions should be carried out so far as they are reasonably able, this will assist in preventing harm to themselves and others.
3. This policy is consistent with, and should be read in conjunction with, policies and procedures related to work health and safety.
4. The following legislation applies:
 - a. *Work Health and Safety Act 2011, Workplace Injury Management and Workers’ Compensation Act 1998* and all relevant codes of practice.

Group Responsibilities:

1. The Group will ensure, so far as reasonably practicable, the health and safety of employees and others undertaking work, by ensuring that appropriate systems are in place, responsibilities appropriately defined, and managers and supervisors receive training and resources they need to carry out their WHS responsibilities.
2. Managers and Team Leaders are to act to ensure:
 - a. This policy is implemented in their area of control
 - b. Safe systems of work and WHS procedures and guidelines are implemented locally, risks are managed so far as is reasonably practicable and that they strive for continuous safety improvement

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- c. Employees and other undertaking work are supervised and receive the instruction, information and training necessary to safely perform their duties
- d. Meaningful consultation takes place with employees, their representatives and others on WHS issues
- e. Workplace incidents are reported and investigated to ascertain the circumstances leading up to the incident, and appropriate action is taken to prevent further incidents from occurring
- f. Effective emergency response plans and procedures are in place which include the provision of first aid and actions to support the resumption of normal operations
- g. Audit and other compliance requirements are complied with and appropriate document management process are in each workplace
- h. Employees with injury or illness are managed in accordance with the Group's Return to Work Program and other relevant guidelines

Where workplace managers or team leaders are unable to ensure any of the provisions, they should escalate them for appropriate action and support.

Employees and others undertaking work are to:

1. Take reasonable care for the health and safety of themselves and those under their supervision, and take reasonable care that their acts or omissions do not adversely affect the health and safety of others
2. Comply with any reasonable instruction or lawful direction as far as reasonably able, including wearing personal protective equipment as required
3. Cooperate in following the Group health and safety guidelines and procedures
4. Report incidents and hazards, and participate in training and consultation
5. Meet their obligations under the Return to Work Program and other guidelines to support their return to the workplace following injury or illness

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Monitoring, evaluation and reporting requirements

The Executive team is responsible for monitoring and evaluating the implementation and effectiveness of this policy, and for reviewing this policy as required, or on an annual basis.

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Appendix B – Return to Work Policy

Scope:

This policy is applicable to all employees of Rawson Group and subsidiaries.

Purpose:

The Group has elected to adopt a return-to-work policy with the intent to utilise eligible injured workers in a productive capacity while they are recovering from an injury. The goal of temporary modified duty is to provide a progression of job duties that will return the injured worker to their regular job

Our Commitment:

The Group is committed to the return to work of our injured workers and will:

1. Prevent injury and illness by providing a safe and healthy work environment
2. Participate in the development of an injury management plan and ensure that injury management commences as soon as possible after a worker is injured
3. Support the injured worker and ensure that early return to work is a normal expectation
4. Provide suitable duties for an injured worker as soon as possible
5. Ensure that our injured workers (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and approved workplace rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause
6. Consult with our workers and, where applicable, other parties to ensure that the return to work program operates as smoothly as possible

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7. Maintain the confidentiality of injured worker records
8. Not dismiss a worker as a result of a work-related injury within six months of becoming unfit for employment.

Procedure (Refer RG-011)

1. Notification of Injuries at Work

- Notify all injuries to immediate supervisor/manager and Group WHS Manager as soon as possible
- Record all Injuries on the GERH-005F Incident/Near Miss Report form (copy obtainable from The Pulse or contact HR).
- Notify;
 - ACT Offices – QBE 133 723
 - NSW Offices – icare 13 77 22

Within 48 hours of injury.

2. Recovery

- Ensure that the injured worker received appropriate first aid and/or medical treatment as soon as possible
- Consult with the doctor nominated by the injured worker and who is responsible for the medical management of the injury and assist in planning return to work

3. Return to Work

- Arrange a suitable person to explain the return to work process to the injured worker
- Ensure that the injured worker is offered the assistance of a SafeWork approved workplace rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practise

The Group's preferred workplace rehabilitation provider is IMAC Injury Management www.imacinjurymanagement.com.au

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- Arrange for the worker's early return to work (subject to medical and rehabilitation provider advice)

4. Suitable Duties

- Develop an individual return to work plan when the worker according to medical advice, is capable of returning to work
- Provide suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition depending on the individual circumstances of the injured worker
 - Suitable duties may be:
 - At the same worksite or a worksite
 - The same job with different hours or modified duties
 - A different job
 - Fulltime or Part time

5. Dispute Resolution

- Work together with the injured worker to resolve any disagreements about the return to work program or suitable duties
- If disagreements cannot be resolved, involve other parties such as the worker's treating doctor, the agent/insurer, an approved workplace rehabilitation provider or an injury management consultant.

Contacts:

- **Workplace contact for Return to Work Program**

Olivia Jeon, Human Resources Administrator:

Email: olivia.jeon@rawson.com.au

Tel: 02 8765 5826

- **Workers Compensation agent/insurer**
 - ACT Offices – QBE <https://www.qbe.com/au/online-claims> 133 723

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- NSW Offices – icare <https://www.icare.nsw.gov.au/employers/make-a-claim/notify-us-of-an-injury-or-make-a-claim/> 13 77 22
- SafeWork Claims Assistance Service 131050

Information for workers

You have the right to:

- Nominate your own treating doctor who will be involved in your injury management plan
- Choose your own approved workplace rehabilitation provider if necessary
- Be actively involved in the planning of your return to work

You must:

- Take care to prevent work injuries to yourself and others
- Notify your employer of any injury as soon as possible
- Comply with your injury management plan
- Provide accurate information about any aspect of your claim
- Notify the agent/insurer if you get a job or if you earn extra income from your job while you are receiving weekly benefits
- Attend medical and rehabilitation assessments
- Cooperated in workplace changes that will assist other injured workers.

If you do not comply with your injury management plan, the agent/insurer may suspend your benefits.

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Appendix C – Drugs, Smoking and Alcohol Policy

Purpose:

The Group is committed to providing a safe, healthy and secure environment for all our employees and for those engaged with the Group, consistent with relevant state and territory work, health, and safety laws. This policy is designed to eliminate the risks inherent in the use or abuse of tobacco, drugs and alcohol. This policy applies to all of the Group's contractors, employees, and people engaged by the Group in any capacity (**Workers**).

Policy:

Smoking

Smoking in the workplace is a recognised health hazard and as such is not permitted in the following areas:

- Houses at any stage of construction
- Company Vehicles
- Offices
- Display Centres
- Sales Offices
- Site Amenities

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Alcohol and Drugs

- No Worker is to commence work, or return to work while under the influence of drugs or alcohol, except, regarding alcohol, with the express consent of the Group (for instance, during work-related social functions)
- The possession and/or use of medications, including prescribed and over-the-counter drugs, is prohibited except when prescribed by a medical practitioner or permitted by law.
- No Worker or other person shall unlawfully possess, use, sell, or distribute illicit drugs or alcohol while engaged with the Group or on Group premises and construction sites.

Individuals, who are aware of, or have a reasonable suspicion that a Worker may be involved in drug related activities that have the potential to harm others at work or the reputation of the Group, should discreetly advise the WHS Manager or WHS Advisor/s.

Prescription Drugs:

Workers have an obligation to inform their Manager/Supervisor of the use of prescription drugs if there is risk of the prescription drug affecting the safety of themselves or others; for example, if the prescription drug causes drowsiness, headaches, nausea etc.

Workers have the responsibility to check with the treating medical practitioner to ensure the use of the drug will not impact on safety.

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The Group will, as far as is reasonable, treat any requests for assistance from a Worker who volunteers the information that they have an alcohol, smoking, or drug related problem sympathetically. During any regime of treatment, the individual would remain subject to the requirements of this policy whilst at work.

Assistance and support will be offered to Workers where there is a perceived or identified substance abuse or dependency problem via the Group Employee Assistance Program (EAP). HR can assist with providing these contact details.

Breach of Policy:

Managers and supervisors are responsible for monitoring and enforcing this policy.

The Group views any breach of this policy as extremely serious and may amount to serious or wilful misconduct.

Depending on the severity of the breach, Workers may face disciplinary action up to and including dismissal or termination of the relevant contract for services.

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Appendix D – Organisation Structure

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BOARD OF DIRECTORS

AUGUST 2019





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