

# OHS Coordination Plan

<b>Project:</b>	<b>Location:</b>
<b>Prepared by:</b>	<b>Date:</b>
<b>Name of principal contractor: West Peak Constructions Pty Ltd</b>	<b>Phone number: 03 9996 9043</b>

**Note:** This coordination plan must be reviewed if there are any significant changes to the work. It must be available for inspection by anyone doing construction work on the project, new employees, health and safety representatives and members of the health and safety committee.

## PEOPLE WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES

Name	Position	Phone no.	Brief description of OHS responsibilities
<b>Site supervisor</b>	<b>Site Foreman  Director</b>	<b>0451 957 670</b>	Overall OHS management Prepare, monitor and make available the OHS Coordination plan Ensure company signage posted Ensure all contractors and visitors receive site safety information Consult with employees & contractors on OHS matters that may affect them Receive and review SWMS from sub-contractors Ensure that all persons kept informed of safety issues related to this site When present on site inspect the site and ensure that work is being done by subcontractors in accordance with SWMS
<b>All Subcontractors</b>			Provide SWMS Ensure that all their employees are trained in SWMS Ensure that work is done in accordance with SWMS.
	<b>First aider</b>		Provide first aid assistance if needed. Ensure first aid kit is kept well stocked

## ARRANGEMENTS FOR COORDINATING THE HEALTH AND SAFETY OF THE PROJECT

Describe the responsibilities for the arrangements. Include the arrangements for communicating with contractors and others who may be off-site from time to time.

Item	Responsible person
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