

Site Inductions

PERSONAL DETAILS for CONTRACTORS / EMPLOYEES

Address:

Name of Employer West Peak Constructions Pty Ltd **Phone No:** 03 9996 9043

Your Name:

(in full)

.....

Given Name(s)

.....

Surname

Safety Induction Card Y or N

Red Card No.

Date of Birth: /...../.....

Your Phone Number (mobile).....

Under the Occupational Health and Safety (Construction) Regulations 2007 the Principal Contractor will be required to produce an OHS Coordination Plan for any project over \$250,000 in value, prior to the commencement of the project and to maintain and update it throughout the course of the project.

Information required to be contained within the Coordination Plan includes:

- **Names, positions and responsibilities of persons who have specific responsibilities for safety**
- **The arrangements for coordination of the safety of everyone engaged to do the work.**
- **The arrangements for managing OHS incidents**
- **Site Safety Rules with arrangements for ensuring that everyone at the workplace is informed of the rules.**

In essence this domestic site safety plan fulfills the requirements of the legislation with respect to the essential elements of the Coordination Plan.

The Principal Contractor is required to ensure that before any person commences construction work they are made aware of the Coordination Plan.

Across all sectors of the Construction Industry Principal Contractors are to a large extent dependent upon their Subcontractors to ensure a safe system of work for their employees. It is, after all, the Subcontractor employees who, to a large extent, actually undertake the work. Apart from exercising supervision, the means by which Principal Contractors generally gain an understanding of the means by which Subcontractors will perform their work safely is by requesting copies of the Safe Work Method Statements from the Subcontractors.

When preparing an OHS Coordination Plan the names, positions and responsibilities of persons who have specific responsibilities for safety may not be limited just to employees of the Principal Contractor, particularly on housing construction projects where the builder is largely dependent on the Subcontractor to ensure the safety of their employees. Principal Contractors may therefore specify the names of their Subcontractors as persons who have specific responsibilities for safety.

One of the responsibilities for Subcontractors that should be listed is that the Subcontractor will prepare Safe Work Method Statements for any high risk construction activities to be

performed, and ensure that work will be undertaken in accordance with those Safe Work Method Statements. Whilst this serves to re-affirm the duties that the Subcontractor has under the Occupational Health and Safety (Construction) Regulations 2007, the Safe Work Method Statements also provide information that supports the Coordination Plan, particularly the arrangements for coordination of safety.

Principal Contractors should also think about the manner in which they will ensure that all persons performing work on the site will be made aware of the Coordination Plan. On most Commercial Building sites this will normally happen as workers are inducted onto the site. In housing construction projects the Principal Contractor could make arrangements with their Subcontractors to display the plans on a site noticeboard or forward the Plans by fax or email with prior arrangements for the Subcontractor to pass the information contained within the plan to their employees. The site safety plan should be made readily available to anyone who is about to start, or currently engaged to do construction work at the site.

<p>Identify site safety needs and establish site Ensure company signage posted. Prepare, monitor, maintain and make available the OHS Coordination plan Consult with employees & sub-contractors on OHS matters that may affect them Ensure all contractors and visitors receive site safety information Confirm subcontractors give site safety briefings to their workers Receive and review SWMS from sub-contractors Conduct weekly site inspections When present on site inspect the site and ensure that work is being done by subcontractors in accordance with SWMS Supply and maintain the site first aid kit When off-site, ensure OHS information is passed on by (back-up). Otherwise ensure alternative communication means are arranged with each subcontractor (eg fax, email, SMS)</p>	
<p>Provide site specific SWMS. Ensure that SWMS is modified if controls are not adequate Ensure that work is done in accordance with SWMS Consult with their employees on OHS matters that may affect them Ensure employees have construction induction training and that site safety briefings given to employees before starting work</p>	All Subcontractors
<p>ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY INCIDENTS Include responsibilities for notifying the emergency services and WorkSafe.</p>	
Item	Responsible person
<p>Provide first aid assistance if needed. Ensure first aid kit is kept well stocked Maintain site register of injuries book and investigate incidents Ensure that details of nearest medical and other facilities are recorded at the site Ensure that all sub-contractors are aware of incident response procedures Make calls to WorkSafe for notifiable incidents and ensure scene of incidents are preserved</p>	
<p>Report any incidents immediately to Site Supervisor</p>	All Subcontractors
<p>SITE SAFETY RULES Each rule should be simple and clear, covering only one issue. Set out who is covered by each rule, and who is responsible for communicating it.</p>	

<p>General Prohibitions</p> <ul style="list-style-type: none"> • Being under the influence of alcohol or illicit drugs • Not using the sanitary facilities provided • Fighting, violence or vandalism of any kind • Bullying, pranks or horse play • Loud radios, dogs or firearms <p>Unauthorised persons are also prohibited from:</p> <ul style="list-style-type: none"> • Entering the site after hours or commencing any tasks without prior approval by the site supervisor • Entering restricted/prohibited areas • Tampering or interfering with or blocking emergency equipment or any other safety equipment • Re-instating tripped circuit breakers and safety switches • Removing or obstructing safety signs • Removing barriers, hole covers or guardrails; • Bringing children on site <p>Workers as are required at all times to follow</p> <ul style="list-style-type: none"> • OHS officer and site supervisor instructions • Specific job safety instructions and control measures written in SWMSs or other safety procedures • Plant supplier/hirer's safe procedures for operating plant, machinery, ladders, and tools <p>Safety Breaches</p> <ul style="list-style-type: none"> • Repeat offenders will be required to undergo re-induction and will be put on notice. • Further breaches are unacceptable and will trigger immediate action to safeguard the site or to prevent further breaches • Serious OHS breaches and refusal to follow OHS officer or site supervisor instructions will not be tolerated and may result in instant dismissal from site. <p>Safety Signs and their Meaning</p> <ul style="list-style-type: none"> • Workers are to follow all safety signs and instructions eg. "Danger No Entry" means that the area must not be entered under any circumstances - no exceptions. • "Unsafe - Do Not Operate" or "Danger Do Not Use" or similar sign or tag on plant or equipment means that it must not be used under any circumstances • A safety sign may save a life - Do not cover or obstruct any signs posted on this site • Any traffic signs and speed limits posted on site must be adhered to at all times <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> • Safety footwear must be worn on this site at all times • Bare feet, thongs or non-safety footwear are prohibited 	<p>Falling Objects</p> <ul style="list-style-type: none"> • Always wear your hard hat in designated areas • Penetrations must be covered or have toe boards • Stay away from 'No Access' and 'No Go' areas • Secure loose material you use such as ply board, roofing sheets and off-cuts • Do not stack materials close to unmeshed guardrails and perimeter edges • Secure materials against falling or pick-up by wind • Alert your supervisor of any falling object hazards <p>Electrical Safety</p> <ul style="list-style-type: none"> • All electrical tools, leads, multi-plug adaptors, plant and equipment used on site must have an up-to-date test tag and must be in a safe working condition • Use only RCD protected power supplies • Portable lights must be mesh guarded and suitable for the task • All extension leads must be "heavy duty" and to be kept elevated on insulated stands or hooks to protect against mechanical damage and to provide clear access for personnel and vehicles • Household adaptors, double adaptors, piggy-back adaptors and homemade switchboards or powerboards are prohibited on site • All electrical repairs must be carried out by a qualified electrician <p>Plant Safety</p> <p>Workers must not operate any plant or equipment, unless:</p> <ul style="list-style-type: none"> • Fully trained and authorised to do so • Holding an appropriate Certificate of Competency where required by law. • Daily plant checks have been carried out and the plant is fitted with all the recommended safety devices, guards and signs and the plant is not faulty (report any faults to your supervisor) • Long hair is fully and securely contained within a hair net or similar when working with or near plant or power tools that have moving parts. <p>Do not remove any safety guards or safety devices</p> <p>Scaffolds</p> <ul style="list-style-type: none"> • Scaffolds from which a person or object could fall more than 4 m must only be erected, altered and dismantled by certificated scaffolders. Scaffolds with a potential fall-height of 2 metres or more must have guardrails, mid-rails and kickboards • Do not remove guardrails, planks or ladders or alter/modify any part of a scaffold unless you are suitably qualified and approved to do it 	<p>Hot Work</p> <ul style="list-style-type: none"> • Hot work includes welding, soldering, cutting and grinding metals and must be performed by suitably trained persons • A SWMSs must be written prior to any hot work • Combustible materials must be removed from the area and suitable fire extinguishers must be available at all times. • Nylon vests and flammable clothing is not to be worn <p>Welding</p> <p>Check oxy-acetylene equipment prior to use for:</p> <ul style="list-style-type: none"> • Damage to hoses, torch, gauges • Flashback arrestors fitted to the outlet side of both fuel gas and oxygen regulators • A suitable fire extinguisher should be 'attached' to each welding and oxy-acetylene kit • Gas Cylinders should always be kept upright and secured by chains, even when transported around work sites in a trolley or lifting frame • All arc welders must wear eye protection, welding gloves and protective clothing to cover all skin • Screens must be used to protect other persons from welding flashes • Fume extracting system must be used in poorly ventilated areas <p>Lasers</p> <p>Lasers must not be used on this site unless:</p> <ul style="list-style-type: none"> • Labelled with the class of laser - Only class 1, 2, 3A and 3B (restricted) lasers are permitted on this site • For class 2, 3A and 3B a trained laser safety officer with a certificate must be in charge of laser operations. All laser operators must have suitable laser safety training • Warning signs are in position at entry points where the lasers are used <p>Compressed Air Tools</p> <p>Compressed air used irresponsibly can cause severe injury or death. Make sure that the following safety rules are always observed:</p> <ul style="list-style-type: none"> • Hose couplings have safety clips • Hose ends are secured to prevent whipping. • Shut air off at main valve before replacing tools • Keep all body parts clear of nail gun firing line <p>NEVER:</p> <ul style="list-style-type: none"> • Use compressed air to cool off or to blow dust off clothes, skin or hair or direct at another person • Use compressed air for practical jokes • Kink the hose to cut off the air supply
<ul style="list-style-type: none"> • Hard hats, hearing and eye protection must be worn in designated areas • The correct type of work clothing and PPE must be worn at all times <p>Injuries, Incidents and Near Misses</p> <ul style="list-style-type: none"> • All injuries no matter how minor must be reported to the first aider and recorded in the register of injury. • All incidents, including near misses and dangerous occurrences must be reported to the site supervisor. <p>Housekeeping</p> <ul style="list-style-type: none"> • Keep amenities areas clean and tidy at all times • Dispose of rubbish into designated bins • Keep access ways and work areas free from obstacles, and tripping hazards, hoses, leads, protruding nails, sharp objects, building materials and scraps. Do not store materials/equipment in aisles and access ways <p>Working at Heights</p> <ul style="list-style-type: none"> • Fall protection must be in place for anyone who could fall 2 metres or more, e.g. safe work platforms such as scaffolding, EWPs, boom lifts, etc. <ul style="list-style-type: none"> • Open sides of floors, penetrations, roofs, stair wells, lift shafts must be provided with guardrails midrails and toe boards or covered with strong, secure material • Safety harnesses must not be used without adequate operator training, anchor points, and an emergency rescue plan • Ladders are only allowed for short duration, light work where stability and a hand hold can be maintained, and only if it is not practicable to use other temporary work platforms such as trestles, scaffolds and elevating work platforms • When working on a ladder make sure: <ul style="list-style-type: none"> • The ladder is suitable for the task and is rated industrial (using makeshift ladders is prohibited) • Both hands are always free to ascend and descend • Both feet rest on the ladder and are no higher than the third tread from the top rung (or 900 mm) from the top of the ladder • You avoid overreaching (the belt buckle should always be within the stiles of the ladder). 	<ul style="list-style-type: none"> • Never use scaffold guardrails to gain extra height or work from improvised platforms such as planks on guardrails, or stepladders on decks • Do not climb the bare framework of the scaffold • Do not overload platforms or block access. All platforms and points of access are to be kept clear and unobstructed for a minimum of 450 mm • Build-up of material or debris must be removed regularly by those generating it • Falling material or debris generated during use must be confined to the working platform <p>Mobile Scaffolds</p> <ul style="list-style-type: none"> • Follow the manufacturers/suppliers written instructions for correct erection, use and dismantling • Use only on a hard, level surface and lock wheels (castors) before use. Never move a mobile scaffold unless everyone is off it and all loose items have been removed, or have been secured against falling. <p>Trenches and excavations</p> <p>Must have perimeter guardrails, barrier or cover so that there is no risk of anyone falling in</p> <p>Must be left securely covered while unattended. If deeper than 1.5 metres:</p> <ul style="list-style-type: none"> • Must have safe ladder access into trenches or holes • Do not enter unsupported trenches or holes • All workers must wear safety helmets • Do not work alone in an excavation <p>Demolition</p> <ul style="list-style-type: none"> • Prior to any demolition safe work procedures and SWMSs must be written • The adequacy of floors and supporting structures to bear loads imposed by demolition plant must be verified by a qualified engineer • For demolition of roofs adequate fall protection must be provided <p>Manual Handling</p> <ul style="list-style-type: none"> • Use mechanical lifting aids wherever possible • Never lift beyond your capacity • If the load is heavy - ask for assistance 	<p>Explosive Powered Tools</p> <ul style="list-style-type: none"> • EPT users are to be under the supervision of a qualified person and all workers must be inducted into the SWMS prior to use of an EPT • Before using an EPT make sure no one is in the firing line of the tool • Eye and hearing protection must be worn by all persons involved in EPT tasks, including persons assisting • Collect all used rounds and dispose of safely off-site • A "CAUTION—EXPLOSIVE-POWERED TOOL IN USE" sign must be displayed <p>Hazardous Substances & Dangerous Goods</p> <p>For all hazardous substances or dangerous goods brought on site subcontractors must provide:</p> <ul style="list-style-type: none"> • A full list of the hazardous substances to be used • MSDS for each substance • Adequate labelling of all substance containers • SWMS for the use of each substance • Workers inducted into the SWMS and the MSDS <p>Hazardous Building Materials</p> <p>A SWMS must be written prior to any tasks involving:</p> <ul style="list-style-type: none"> • Asbestos. <i>If you find asbestos on site do not disturb it in any way. Report it to your supervisor. No asbestos is to be removed unless authorised by the site supervisor</i> • Silica - <i>Silica dust can be generated from bricks, tiles, mortar, sandstone and concrete, particularly when dry cutting, chasing, sawing, grinding or scabbling</i> • Synthetic Mineral Fibres (SMF) - <i>Commonly found in insulation batts, ceiling tiles, loose ceiling insulation, air conditioning duct insulation and pipe lagging</i> • Medium Density Fibreboard (MDF), chipboard and hardwood products <p>UV Protection</p> <p>When working outdoors, follow safety measures to minimise exposure to sunlight. Cover as much skin as possible:</p> <ul style="list-style-type: none"> • Wear broad brimmed hats, or hard hat fitted brims; • Wear well fitted long-sleeved clothing; • Wear close-fitting, wrap around sunglasses; • Apply broad spectrum SPF30+ sunscreen on exposed skin and SPF30+ lip balm.

In signing this induction record, I acknowledge that I have attended the site-specific induction and I agree to perform all my activities in accordance with the Occupational Health & Safety Act , and the items referred to herein.

Signature of Employee: **Date:**