Cedar Creek Electrical

Workplace Health and Safety Management System

Document No: WHSMS

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Approved by Anthony Silm

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CONTENTS

APPENDICES

REVISION SUMMARY

Section	Revision	Date	Approved by

DISTRIBUTION

Copy No.	Issued To	Position	Date	Signature
01	Office Administration			
02	Anthony Silm	Electrician/Director	11/02/2020	
03	Bryce Higgins	Electrician	11/02/2020	
04	Harley Young	Electrician	11/02/2020	
05	Liam Moore	Electrician	11/02/2020	
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1.0 Introduction

The aim of the Safety Procedures set out in this WHS Management System is to introduce information to Staff, Workforce and Subcontractors that will ensure that they understand that personal Health and Safety is one of the main priorities of Jade Electrical.
Cedar Creek Electrical primary obligation in safety management is to prevent accidents in the Workplace, Cedar Creek Electrical will do this by providing all necessary information, instruction, training and supervision to staff and employees. We will ensure that employees are provided with information, instruction, training and safe systems of work.

Cedar Creek Electrical Safety Procedures will only achieve this aim through with the input, support and commitment from all personnel.
The WHS Management System will be continually reviewed and updated through consultation with staff and workforce and will be kept in line with relevant legislative.

The WHS Management System will be accessible to all employees on request through the System Manager.

1.1 Approval of WHS Management System

Safety Procedures will be prepared by the Systems Manager in consultation with key members of the project team. These Safety Procedures will be authorised by the Managing Director who will sign off and approve the Management System.

1.2 Legal Requirements

The WHS Management System will be developed in accordance with the requirements of the following documentation:

- SafeWork NSW Workplace Health and Safety Act 2011
- SafeWork NSW Workplace Health and Safety Regulations 2017
- Workplace Injury Management and Workers Compensation Act 1998
- Relevant SafeWork NSW Codes of Practice
- Relevant Australian and New Zealand Standards
- Relevant regulatory authority guidelines and position papers

The Systems Manager will monitor all referenced legal documentation for changes and on identifying said changes, will, review the Safety Procedures and the WHS Management System to ensure compliance.

1.3 System Review Process

As part of the ongoing process for improvement, Cedar Creek Electrical is committed to a continuous review and revision of this Workplace Health and Safety Management System.

As a minimum requirement, this System will be reviewed and revised every 12 months. This process will involve the Management and Staff and will be carried out through consultation. Additional reviewing of the system may be required, based on changes implemented within the company or to facilitate the requirements of our clients.

All reviews and revisions will be documented in this System and Distributed to Management and Staff for implementation.

Workplace Health and Safety Policy

This policy is a statement of Cedar Creek Electrical commitment to provide a safe and healthy workplace for our employees and others who may be affected by our work, with the objective of preventing work related injuries and illnesses. Managers and supervisors have the responsibility for implementing this policy as an integral part of their accountabilities; they may delegate their WHS duties and activities, but not their responsibilities.

The company is also committed to protecting employees by complying with WHS legislation, demonstrating due diligence and the application of industry based WHS procedures. For all people who may be affected by our work, safety will always take precedence over job expediency.

Our other key objectives with this management system are:

- Implementing proactive health and safety management strategies.
- Integrating WHS management at the planning stage
- Controlling the risk from hazards by the risk management process of hazard identification, risk assessment and risk control
- Monitoring and reviewing risk controls to ensure they remain effective
- Involving our employees in the decision-making process through structured communication, consulting and training
- Providing ongoing education and learning for our employees to enable them to work in the safest possible way
- Requiring employees to comply with their legislated company WHS responsibilities
- Implementing continuous improvement strategies
- Providing effective injury management and rehabilitation strategies

The objectives of this policy will be achieved by committed and demonstrated leadership from all managers and supervisors and the involvement of all employees. Appropriate support and resources will be provided by the company to facilitate this process.

Signed:  Date: 1/01/2018

David Moore
Director

3.0 Roles and Responsibilities

3.1 General

The individuals who are involved with the Construction of this Project each have responsibilities in relation to WHS & IM. The individuals and their respective responsibilities are outlined below.

3.1.1 Managing Director

The Managing Director is ultimately responsible for Workplace Health Safety and Injury Management (WHS & IM) and his duties include:

- Approval of Company Workplace Health & Safety Management System, policies and objectives
- Defining the organisation's WHS policies, objectives and procedures
- Ensure that the Workplace Health Safety Management System is reviewed, updated to maintain compliance with relevant and current legislation, regulations, codes of practice, standards and other requirements
- Establish WHS standards for Jade Electrical
- Provide the resources to implement WHS practices effectively
- Ensure that all supervisors, employees and subcontractors have adequate information, instruction and training to enable them to understand the requirements of WHS Legislation, Codes and Standards

3.1.2 Systems Manager

These Safety Procedures will be prepared by the Systems Manager in consultation with key members of the project team. These Safety Procedures will be authorised by the Managing Director who will sign off the WHS Management System.
His duties will include:

- Monitor compliance with WHS legislation, Australian Standards, Codes of Practice and client requirements.
- Review, update and maintain the Workplace Health Safety System.
- Audit and Monitor implementation compliance of the Workplace Health Safety and Injury Management System through all projects
- Consult with the Managing Director regarding recommended changes to content and resources
- Identify ongoing training requirements to ensure all management personnel are kept up to date with changes to the Workplace Health Safety System and identifying the Cedar Creek Electrical safety training needs for employees including planning and conducting WHS training, including induction training, work activity training and refresher training
- Acquiring, communicating and consulting on WHS information, such as WHS policies, management systems, plans and procedures

3.1.3 Project Manager

The Project Manager is ultimately responsible for Workplace Health Safety and Injury Management (WHS & IM) on the projects and their duties include:

- Assigning the WHS & IM responsibilities for key position holders in the organisation.
- Implementing Cedar Creek Electrical WHS & IM procedures.
- Managing compliance with WHS & IM legislation, regulations, standards and codes of practice.
- Ensuring that all staff is adequately trained in WHS & IM.
- Establish WHS standards for Cedar Creek Electrical
- Provide the resources to implement WHS practices effectively
- Monitoring and reviewing the WHS & IM System

3.1.4 Site Foreman

Site Manager's WHS responsibilities on projects include:

- Undertaking a Risk Assessment of all major activities prior to new work commencing and determining which activities require Safe Work Method Statements or Safe Work Procedures to be developed
- Review Subcontractor Safe Work Method Statements prior to them commencing on the Project
- Identifying safety training needs for employees.
- Ensuring the workplace abides with WHS&R legislative requirements.
- Disseminating WHS & IM information to personnel.
- Ensuring safe equipment and plant is provided and maintained.
- Facilitating an agreed method of consultation with employees.
- Assess situation where there in an incident, illness or injury has occurred and coordinate response
- Investigating all accidents and ensuring that corrective actions are undertaken.
- Developing and implementing emergency procedures.
- Stimulating a high level of safety awareness always.
- Preparing and participating in safety meetings and safety programs.
- Reporting all accidents/incidents/near misses to the Managing Director.
- Supporting and assisting with the rehabilitation of employees who have been injured at work, by encouraging their early return to normality through work-based return to work programs.

3.1.5 Contracts Administrators

Contracts Administrators WHS & IM responsibilities on projects include:

- Making sure that all subcontractors submit a Safe Work Method Statement and ALL relevant insurances 10 days before commencing on site.
- Ascertain which sections of the Cedar Creek Electrical Project Safety plan are relevant to the subcontractor and then provide them with a copy as part of the contract documents
- Review Safe Work Method Statement using Checklist.
- Ensuring the workplace abides with WHS&R legislative requirements.
- Assisting in the investigation of all accidents and ensuring that corrective actions are undertaken.
- Assisting in the developing and implementing emergency procedures.
- Assisting in the stimulating a high level of safety awareness always.
- Assisting in the preparation and participating in safety meetings and safety programs.
- Assisting in the reporting of all accidents/incidents/near misses to the Managing Director.
- Supporting and assisting with the rehabilitation of employees who have been injured at work, by encouraging their early return to normality through work-based return to work programs.

3.1.6 Employees

All employees on site have responsibilities in relation to safety. The responsibilities include:

- Performing all duties in a manner which will ensure the health and safety of themselves and of others
- Observing all safety rules and regulations
- Being always alert to potential hazards
- Participation in the identification and elimination of hazards
- Immediately reporting any injury, hazard or equipment defect to the Production Foreman
- Participate in safety toolbox meetings
- Not tampering or removing any safety device or guard that is provided in the interests of health and safety
- Wear the appropriate personal protective equipment

3.1.7 Contractors

All contractors that are engaged to carry out work for Cedar Creek Electrical shall:

- Comply with all statutory requirements
- Provided and keep up to date task specific Safe Work Method Statements.
- Comply with the WHS & IM System

A certificate of currency and Safe Work Method Statement may be requested for any contract work carried out by a contractor. If a contractor is found to not co-operate with these requirements, they may be asked to leave the premises or stop work immediately.

3.1.8 Transitory Individuals

Individuals with various interests in the project will have occasion to visit the site from time to time. These may include individuals from testing agencies, statutory bodies, local Council, Client, Tenders, etc.

Those who have been inducted into site safety procedures are responsible to perform their duties within the constraints of the site safety induction requirements after seeking safety directions from the Site Manager responsible for the area.

All other transitory individuals are always to be escorted on site by an appropriately inducted person.

4.0 Consultation and Communication

This element is about establishing processes for sharing relevant WHS information with employees and service providers in the supply chain, providing them with an opportunity to express their views on WHS issues and allocating adequate time to resolving such issues.

4.1 Communication

Open forums are a great means of employee communication with the employer. Worker input and feedback are not only useful but are vital to WHS safety commitment. Employees will be encouraged to speak freely about safety when performing a task.

Management will identify, collect and distribute all information relevant to ensure effective consultation and communication (Language and literacy problems, where identified will be addressed). Notice boards and signage will be used to communicate to employees and keep them updated on WHS issues.

4.2 Consultation

Consultation provides an opportunity to share relevant information and participate in meaningful discussion on work health and safety matters.

Using the knowledge and experience of everyone helps to achieve safer and healthier workplaces as well as better decision making.

Consultation is mandatory under the Work Health and Safety Act 2011 for persons conducting a business or undertaking.

Requirements to consult with workers

Meaningful consultation can lead to fewer workplace injuries and give everyone the opportunity to:

- discuss and share their health and safety concerns
- identify safety hazards and risks
- find and implement practical solutions
- contribute to the decision making process
- communicate outcomes in a timely manner.

Consultation will take place to inform employees and subcontractors of all workplace health and safety matters including:

- when risks to health and safety arising from work are assessed or when the assessment of those risks are reviewed
- when decisions are made about the measures to be taken to eliminate or control those risks
- when introducing or altering the procedures for monitoring those risks (including health surveillance procedures)
- when decisions are made about the adequacy of facilities for the welfare of employees
- when changes that may affect health, safety or welfare are proposed to the premises where persons work, to the systems or methods of work or to the plant or substances used for work
- when decisions are made about the procedures for consultation , and
- in any other case prescribed by the WHS Regulations 2017.

4.3 Requirements to consult with other persons conducting a business or undertaking (PCBU)

Where a Cedar Creek Electrical has concurrent duties under the WHS Act with another PCBU, they must consult, cooperate and coordinate with each other and their workers, so far as is reasonably practicable.

4.4 Consultation arrangements

The WHS Act allows some flexibility in establishing consultation arrangements to best suit the consultation needs of the workers at the workplace.

Health and safety representatives (HSRs) can be elected to represent various work groups and investigate health and safety issues.

A Health and Safety Committee (HSC) can be established:

- if requested by the HSR, or
- if requested by five or more workers, or
- on the initiative of the PCBU (includes employers).

The role of the HSC is to facilitate cooperation between the PCBU (includes employers) and workers on health and safety matters as well as to develop work health and safety standards, rules and procedures.

The legislation also allows Other Agreed Arrangements to be set up provided the arrangement is agreed to by the workers and is likely to result in better consultation and improved decision making.

Once established, consultation must be in accordance with the procedures agreed to between the PCBU (includes employers) and the workers.

Consultation in the workplace can identify hazards and bring them to the attention of those who have the responsibility to provide a safe and healthy workplace. Employees will be encouraged in meetings to discuss any relevant WHS issues. Meetings can also be arranged on a needs basis as necessary.

Cedar Creek Electrical will consult in accordance with the WHS Act 2011, with its employees to enable them to contribute to the making of decisions affecting their health, safety and welfare at work.

4.5 Project Consultation

Cedar Creek Electrical will discuss the options for the most effective process for consultation and communication for the respective projects during initial toolbox meeting with all subcontractors and employees on site. This initial toolbox meeting will confirm whether a Safety Committee, Health and safety representative (HSR) or other arrangements will be undertaken on site.
The meetings shall be chaired by the Site Supervisor and recorded on a Toolbox Talk form.

If it is agreed that a Safety Committee or Health and safety representative (HSR) is the most effective option for the project nominations will be called for Safety Committee members or a Health and safety representative (HSR), elections will then be held to select members or representative.

All elected Safety Committee Representatives or Health and safety representative (HSR) will be required to undertake the SafeWork Health and safety representative (HSR) Course.

Weekly toolbox meetings will be held by the Site Supervisor to discuss WHS issues and allow a documented forum for addressing WHS concerns and consultation.

Meetings shall include all employees, subcontractors and suppliers on the site at that time or who will be involved or affected by a proposed work practice.

5.6 Publicising WHS Consultation

Cedar Creek Electrical consultation arrangements will be summarised in Cedar Creek Electrical Consultation Statement of Agreement. This will be signed off by the Director and posted on the notice board.

Associated Forms and Procedures

Pre-Start / Toolbox Talk F001

Workplace Hazard Safety Inspection Checklist F002.1

Hazard Reporting Procedure F005.1

Consultation Statement

Associated WHS Legislation & Guidance Material

WHS Act 2011

WHS Regulations 2017

Work health and safety consultation, cooperation and coordination: Code of practice

NSW Government Guidelines for WHS Management Systems

AS/NZS 3000:2007 Electrical Installation (Wiring Rules)

5.0 Risk Management

Risk Management is the process of finding out what may cause an injury deciding what may happen as a result and doing something about it.

The steps of risk management are to:

- Identify the hazards to workplace health and safety arising from work activities.
- Assess the risks
- Determine and implement control measures to reduce the risks; and
- Monitor and review the effectiveness of the control measures.
- Consult with employees on risk assessments conducted

Cedar Creek Electrical will pay attention to the following:

- Areas/activities identified as high risk
- Plant and equipment
- Manual Handling
- Noise

Cedar Creek Electrical will ensure that all supervisors, employees and subcontractors have adequate information, instruction and training to ensure they understand the requirements of WHS Legislation, Codes and Standards. This will be communicated through training and Toolbox talks.

5.1 Identifying Hazards

Prior to commencing work, all hazards related to the work tasks should be identified. The selection of the appropriate work procedure(s) will depend on the type of work processes and hazards involved.

A hazard is any object, act or situation that has the potential to cause harm or property damage.

Hazards will be identified at Cedar Creek Electrical through, although not limited to:

- Pre-Start Meetings
- Regular Safety inspections
- Hazard Reporting (Employees will be encouraged to report any hazard / potential Hazard to management using the Hazard Alert Form)
- Material Safety Data Sheets
- Analysing high risk work activities (observing the task being carried out and documenting the possible hazards)
- Safety information on plant and machinery
- Accident investigations
- Injury and illness records
- Health and Environmental Monitoring
- Toolbox meetings

5.2 Workplace Inspections

Employees will be required to conduct informal daily workplace inspections to identify:

- Potential hazards that were not anticipated during a risk assessment.
- Equipment deficiencies caused through wear, abuse or misuse.
- Sub standard work practice.
- Hazardous conditions.

The Site Manager will carry out daily hazard inspections. Any hazards will be recorded on the Workplace Hazard Inspection Register. Any required actions will be discussed at the next toolbox meeting. Items requiring immediate action will be attended to immediately.

5.3 Risk Assessment

Risk assessment allows appropriate control measures to be developed. Once hazards have been identified, they will be assessed in terms of their potential to do harm. To assess risk, consideration should be given to probability and consequences. (see Risk assessment Model). How likely is it that this hazard while result in an accident? While conducting a risk assessment the following factors should be considered and taken into account:

- Work Premises and Work Environment including workplace layout and surrounding conditions
- Capability, skill, experience, age of the people undertaking the work
- The system of work being used
- Reasonably foreseeable abnormal conditions (weather, emergency situations)
- Information available on the hazard

5.4 Risk Assessment Model

	Probability			
	Very Likely	**Likely**	**Unlikely**	**Very Unlikely**
Killed or cause permanent disability	**Class 1**	**Class 1**	**Class 1**	**Class 2**
Long Term illness or serious injury	**Class 1**	**Class 1**	**Class 2**	**Class 2**
Medical attention and several days off work	**Class 1**	**Class 2**	**Class 2**	**Class 3**
First Aid treatment	**Class 2**	**Class 2**	**Class 3**	**Class 3**

Class 1 - High	The hazard has the potential to kill or permanently disable you.
Class 2 - Medium	The hazard has the potential to cause serious injury or illness, which would temporarily disable you.
Class 3 - Low:	The hazard has the potential to cause a minor injury which would not disable you

5.5 Risk Control

Risk control is the process of eliminating or reducing risk factors. Control measures should be chosen and implemented to eliminate or reduce the risk as far as practicable. When deciding on the most appropriate measures to use, practicality and acceptance of the control measures must be adopted.
The hierarchy of controls will be used as a guide of what controls measures will be acceptable to use. If the hazard can be controlled by eliminating it altogether this must be down a priority. If this is not practicable then the next option must be considered in the hierarchy.
Safe Work Method Statements will be developed for all tasks. Relevant guidance material will be used to find the best control measures.

Project control measures (Site Safety Rules) will be developed for each project by the Project Manager. These control measures will outline the minimum standards for working safely on the project and will include how to minimise the risk of:

- Falling
- Being Electrocuted
- Tripping or Falling
- Being Struck by Plant
- Injury to Back

5.6 Hierarchy of Controls

The following control measures will be considered beginning at the top of the list (in the order specified) when deciding on the appropriate control. A combination of these measures will be selected to control hazards to the lowest level reasonably practicable.

1. Remove/eliminate the hazard
2. Substitute the hazard with one that gives rise to a lesser risk (e.g. substituting chemicals for one that is less hazardous)
3. Isolating the hazard from the person put at risk (e.g. relocating a noisy machine outside or enclosing it)
4. Minimise using engineering means (e.g. installing a guard on a machine or redesigning it)
5. Minimise using administrative means (e.g. training, supervision, safe work procedures)
6. Using personal protective equipment PPE (e.g. gloves, glasses, footwear)

5.7 Records

All risk assessments will be carried out using the applicable form and in consultation with relevant employees. There will be a Workplace Risk Assessment carried out at the main office/site of Cedar Creek Electrical and a safe work method statement completed for all jobs carried out on other premises and construction sites.

5.8 Monitor and review Control Measures

The risk identification, assessment and control process require regular monitoring to ensure the implemented control measures perform as originally intended and continue to prevent or adequately control the risk of injury.

Control measures should also be checked carefully to ensure that new hazards are not created, directly or indirectly, by the original control measures.
Each risk assessment will be reviewed when:

- A significant change occurs to which the risk assessments relates
- An incident or illness occurs to which the risk assessment relates
- There is evidence that the risk assessment is no longer valid (technology, time)

5.9 Safe Work Method Statements

Safe Work Method Statements will be developed for all high-risk activities. Safe Work Method Statements will include the following:

(a) description of how work is to be carried out, and
(b) identification of the hazards associated with the job steps and
(c) identification the safety risks, and
(d) a description of the control measures that will be applied to the work activities,

Safe Work Method Statements will also include a description of the equipment used in the work, the standards or codes to be complied with, the qualifications of the personnel doing the work and the training required to do the work. Safe Work Method Statements will be developed in consultation with the relevant employees.
Safe Work Method Statements supplied by subcontractor and or suppliers will be reviewed prior to commencement of each activity and will be monitored throughout the project by the Project Manager.

5.10 Hazard Reporting

Cedar Creek Electrical is committed to identifying all workplace hazards and issues that will contribute to the cause of an accident. Hazard Reporting is one way of identifying hazards in the workplace. If WHS hazards are not identified in the very step of the risk management process they are excluded from further analysis and preventative measures.

5.11 WHS Hazards

A hazard is an act, object or situation that has the potential to cause harm or property damage. This is a very broad definition and relies on a person's own judgment. Some examples include:

- Items left in walkways (poor housekeeping)
- A damaged electrical lead
- A machine with its guard missing
- Climbing a ladder incorrectly
- Hazardous materials stored in coke bottles
- Unsafe behaviour

When deciding if something is a WHS hazard, a judgment must be made about the potential of the situation causing harm or other consequences.

5.12 Hazard Reporting Process

Once a hazard has been identified it must be reported to the Site Manager. The Site Manager must then assess the situation and either act immediately to rectify the situation or barricade the hazard to prevent further consequences. The Hazard Alert form must be completed for all WHS hazards reported.

5.13 Corrective Action

Action must be taken to reduce the risks associated with the identified hazard. Once any action is taken the bottom section of the Hazard Alert form must be completed.

Associated Forms and Procedures

- Workplace Risk Assessment F001.1
- Safe Work Method Statements / Template F004.1
- Hazard Reporting Procedure F005.1 and Hazard Report F005.2

Associated Legislation & Guidance

- WHS Regulations 2017
- Codes of Practice: Risk Management
- Australian Standard 4360: 1999 Risk Management
- SafeWork Guides

6.0 Service Providers

This element is about selecting and managing service providers, defining measures to assess the capacity of all service providers in the supply chain to comply with specified WHS standards, and monitoring their compliance.

During the tender process the Contracts Administrator will discuss the project specific WHS requirements and will ascertain which sections of the Cedar Creek Electrical Project Safety plan are relevant to the subcontractor and then provide them with a copy as part of the contract documents.

The respective Site Managers will monitor subcontractors not only their commitment to the implementation and monitoring of their Safe Work Method Statements, but also how they intend to select and monitor their service providers and employees' compliance.

Safe Work Method Statements supplied by subcontractor and or suppliers will be reviewed prior to commencement of each activity and will be monitored throughout the project by the Project Manager.

Task observations will be conducted by the respective Site Managers to ensure that the subcontractors are complying with the requirements of their Safe Work Method Statements.

Cedar Creek Electrical will demonstrate:

- clear chains of responsibilities
- adequate supervision
- how they consult with their employees and service providers
- the formal arrangements for interfacing with their service providers
- the formal arrangements for interfacing and communicating with labour hire companies
- how they and their service providers comply with WHS, workplace injury management and workers compensation requirements.

6.1 Subcontractors/consultants working with service providers in the supply chain

Working with service providers in the supply chain adds another dimension to the risk management process. WHS legislation requires service providers in the supply chain to manage risks to the health safety and welfare of all persons working at the service provider's place of work.

Risks to some service providers can be higher, and need special attention, because they:

- are on a site for a short period of time
- are working with various people on various sites
- sometimes work in isolation from the main project activities.

The benefits of working closely with service providers on work site WHS issues will include:

- better management of on-site safety
- improved identification of hazards and control of WHS risks
- improved development and compliance with WHS management plans and Safe Work Method Statements
- fewer non-compliances and non-conformances
- fewer project delays.

6.2 Selecting service providers

Selecting service providers on their ability to comply with WHS requirements is an important aspect of service provider management.

When selecting service providers, the Contracts Administrator will review the following documents, including:

- copies of WHS management plans and/or Safe Work Method Statements used on other projects
- Workers compensation and other insurance policies
- records of the various levels of WHS induction training (general construction industry, work activity and specific site) conducted
- evidence of any SafeWork NSW certificates of competency, licences or permits relevant to the proposed work.

6.3 Monitoring service providers in the supply chain

The Site Manager will monitor and review the performance of their service providers through such things as:

- performance reporting
- monitoring compliance with Safe Work Method Statements
- monitoring compliance with WHS, workplace injury management and workers compensation requirements
- monitoring compliance with induction and work activity training requirements.

In the event of the Site Manager identifying subcontractor's (or subcontractor workers) not complying with the WHS requirements they will be asked to stop work and then they will be issued with a Hazard Alert Form identifying the issue. The subcontractor will then be required to rectify the problem and provide information on how they intend to prevent this issue from occurring again.

Discussions between the Site Manager and Project manager will be held at the end of each project to discuss subcontractor's performance on the project. Poor performing subcontractors will not be invited to tender again.

Associated Forms and Procedures

- Workplace Risk Assessment F001.1
- Safe Work Method Statements / Template F004.1
- Safe Work Method Statement Review Checklist F004.2

Associated Legislation & Guidance

- WHS Act 2011
- WHS Regulations 2017,
- Code of Practice: WHS Consultation
- Codes of Practice: Risk Management
- Australian Standard 4360: 1999 Risk Management
- SafeWork Guides
- AS/NZS 3000:2007 Electrical Installation (Wiring Rules)

7.0 Purchasing

This element is about making sure that all materials, equipment and plant purchased or hired conform to the required WHS standards.

Cedar Creek Electrical accepts its responsibility and will act in the appropriate manner to ensure that all materials, equipment, plant and services, both purchased and hired, that are necessary to carry out our works comply with all specifications and regulations. Contractors will be advised that they will be required to perform to the standards set in this WHS&IM Management System.

The Contracts Administrator will ensure that the requirements are clearly communicated to and agreed upon, with the suppliers using formal written specifications so that the suppliers are aware what is required from them.

All plant, equipment, goods or substances bought or hired must be assessed by the Site Manager against required WHS standards before they are introduced into the workplace.

The Site Manager will be responsible for the pre-purchase identification of potential WHS risks that may be introduced to the work site from supplied plant and materials. The Site Manager will complete the WHS Purchase Checklist and will also be responsible to ensure that all relevant WHS information is supplied. (e.g. MSDS's for Hazardous Substances or owner's manuals with plant and Equipment).

The Project Manager will consult with Service providers and Suppliers prior to purchasing or Hiring People, Plant or Equipment to ensure all potential risks are identified.

The Suppliers will be required to provide a document on their company letter head indication that they will only supply product that comply with Australian Standards.

Sometimes the client may provide products for use for a project by a service provider (such as materials and equipment to be incorporated into the constructed work, or software, data or services).
When this occurs, the Project Manager will assess the products to ensure they comply with WHS specifications and are safe to use, and any special safety precautions that are necessary.

7.1 Supply

Cedar Creek Electrical must make sure that the products supplied, such as plant, equipment, materials, goods and substances, are safe and without risks to health and safety when properly used. Adequate information must be provided to the people who are supplied with the product. This includes information about:

- the purpose of the product
- the testing and inspections required
- installation, commissioning, operation, maintenance, cleaning, transport, storage and dismantling information
- systems of work needed for the safe use of the product
- the knowledge, training or skill needed to undertake inspection and testing
- emergency procedures.

7.4 Product identification and traceability

The Project Manager will keep all relevant records including purchase orders, invoices etc. to enable products to be identified and traced if future health and safety issues arise.

For example, identifying on drawings where ‘clean’ fill was used and where it came from would allow tracing later if testing subsequently found the fill to be contaminated. Traceability of components allows safety analyses to be undertaken if subsequent testing reveals a substandard product.

7.5 Disposal and decommissioning

The safe disposal of used or left-over goods and substances or the decommissioning of hired plant and equipment should be planned and the disposal/decommissioning processes required identified prior to purchasing or hiring.

Associated Forms and Procedures

- Review and File Service Providers Current Maintenance Records
- Hazardous Substances Register F012
- Plant Register F015
- Plant Inspection Report F016

Associated Legislation & Guidance

- WHS Act 2011
- WHS Regulations 2017
- Code of Practice: Moving Plant
- Codes of Practice: Control of Hazardous Substances in the Workplace
- SafeWork Guides
- AS/NZS 3000:2007 Electrical Installation (Wiring Rules)

8.0 Design

This element is about defining processes to identify and eliminate (or at least minimise) WHS risks relating to design at any stage of a project.
Consideration of WHS issues in the design phases of a construction project is essential to optimizing WHS outcomes. Design decisions made at the early stages of a project influence construction processes and the health and safety of personnel on site during and after construction.
Several Acts, regulations and codes, including the National Construction Code, set out basic requirements for WHS in design.

Where Cedar Creek Electrical acts in the capacity of a "Designer" for a civil construction project, the obligations of a designer under the WHS legislation needs to be fulfilled. All design work must be undertaken within a structured framework of fulfilling WHS obligations in relation to both the systematic identification of major risks (i.e. during civil construction and for end-user maintenance) and the subsequent proposal of appropriate control measures.

To meet their WHS Obligations, regardless of whether Cedar Creek Electrical acts in the capacity of **Designer and Principal Contractor**, **Designer**, or **Principal Contractor** only, Cedar Creek Electrical must engage in a formal consultation process with the Client, Designer(s) and Project Manager (where relevant) to discuss and resolve design safety issues, and to maintain documented records of such consultation.

In addressing safety in design issues for a project, the following issues must be included:

- documenting the responsibilities of those undertaking design reviews,
- holding and recording safety in design meetings, including involvement (consultation with) the client,
- identifying, investigating, assessing and controlling WHS risks associated with the site or inherent in the design, and
- reviewing and approving changes and modification to designs,
- ensuring that the design meets legislation requirements and minimum standards,

During the Design Phase of a project, the Project Manager is to schedule a series of "Safety in Design" meetings with the Client, Principal Contractor, Project Manager and Designers to review the WH&S implications of the design relative to construction and end-user risks and eventual removal and/ or demolition of the infrastructure.

The agenda for Safety in Design Meetings is to include those items contained *"Safety in Design Meeting Agenda".*

Minutes are to be maintained for all Safety in Design meetings and are to be disseminated to relevant parties as soon as possible following the meeting.

The Project Manager is to also ensure that the *Project Risk Register* identifies the WH&S risks associated with the design and subsequent control measures pertaining to the construction, use and end-user maintenance of the structure.

The Project Risk Register is to involve input from Cedar Creek Electrical (as Designer and /or Principal Contractor), the Client and Project Manager (if a separate entity is appointed) and is to be compiled via *Safety in Design Workshops* which are to be planned / scheduled during the initial safety in design phase.

Cedar Creek Electrical (as Designer) is to ensure all relevant information regarding specific WH&S hazards / constraints with the design are communicated to the Client, Principal Contractor and Project Manager (where relevant).

As part of procuring external Designers, Cedar Creek Electrical is to communicate / document a clear design scope along with the requirement for the abovementioned information to be provided to Cedar Creek Electrical by the Designer(s).

Where an external Designer(s) has been procured, the Project Manager is to ensure that the Designer(s) provides / completes a suitable Project Risk Register which identifies the WH&S risks associated with the design and subsequent control measures pertaining to the construction, use and end-user maintenance of the structure.

Any changes or modifications to designs will be assessed by the Project Manager to ensure WHS requirements, hazard identification, and the evaluation and control of health and safety risks is considered. The identified hazards, risks and controls will be documented in the Project Risk Assessment.

Associated Forms and Procedures

- Workplace Hazard Inspection Register F002.1
- Workplace Risk Assessment F001.1
- Safe Work Method Statements / Template F004.1

Associated Legislation & Guidance

- WHS Act 2011
- WHS Regulations 2017
- SafeWork Guides

9.0 Training

This element is about establishing procedures and allocating resources to identify and provide for the training needs of personnel.
Training is important for all personnel working on construction projects to keep them informed about WHS risk management. Conditions on construction work sites are often hazardous and change frequently, and the safety of many can be put at risk by incorrectly performing a simple task.

Cedar Creek Electrical will ensure that all employees are adequately trained to a level of competency enough to ensure their health and safety when at work.

Cedar Creek Electrical will undertake a training/competency assessment of all employees prior to the commencement with Jade Electrical. The assessment will be recorded on a Skills and Competency register. Where skill deficiencies are detected appropriate training will be provided before work commences so that employees can perform their designated duties safely.

Employees will be selected for specific tasks based on their level of skill and competency to undertake the work safely. Where employees are unskilled in the required task, appropriate training will be provided prior to commencement of the work and recorded on Licensing and Qualification Table.

Training and training needs will be identified through:

- Management meetings
- Consultation meetings (employee requests)
- Workplace inspections
- Risk Assessments
- Performance appraisals
- Incident investigations
- Changes in job tasks/responsibilities

The Systems Manager will be responsible to Identifying safety training needs for Cedar Creek Electrical employees, including planning WHS training, including induction training, work activity training and refresher training.

Where requested, Cedar Creek Electrical will establish a WHS Committee and ensure the committee members consultation training.

Cedar Creek Electrical Site Management will establish a site emergency and evacuation team and ensure all members are trained in all related procedures. A review of procedures will be conducted after the first drill and or subsequent drills or emergencies.

Training will be carried out on a needs basis by persons who have the appropriate skills and knowledge. Internal training (on the job) will be carried out for specific tasks and procedures that are company specific. External training will be carried out where required.

9.1 Company Induction

All employees will attend a Cedar Creek Electrical Induction Course, this course will inform the employees of Cedar Creek Electrical commitment to Workplace Health and Safety and the policies and procedures associated with the WHS & IM System. A record of all inductions will be kept on the Induction Record.

The induction will include:

- Specific roles and responsibilities allocated to each person in the organisation
- How WHS consultation occurs
- The process for hazard reporting

- The WHS & IM System
- Specific risk assessments and safe work procedures
- Emergency procedures
- Personal protective equipment

9.2 General Induction for Construction Sites

All employees (those that work on construction sites) must have attended the WHS Induction Course for Construction Workers course. Certificates and/or card details will be kept and made available to clients on request or prior to project commencement.

9.3 Site Induction

In the event of Cedar Creek Electrical being a Principle Contractor the Project Manager will ensure that all persons that must conduct construction work including employees and subcontractors attend a site-specific safety induction before commencing work on each project. The site induction will be conducted by a Cedar Creek Electrical representative.
The site induction is undertaken to ensure that the workers understand the requirements of the project regarding Workplace Health and Safety.

Visitors to the project will have to be escorted by a person that has been inducted on the project

9.4 Task Specific Training

Task specific training (risk assessment training) will be provided to all employees, and documented, to ensure they understand the safe system of work that they will be working under. Training on the safe work method statement will be carried out. The safe work method statement will be signed by all employees involved.

Additional safety training will be determined on a need's basis, according to the employee's requirement. Safety training may also be identified as a result of developing any safety procedures. A record will be maintained of all training provided and completed.

Areas in which specific training may be required include:
- use and care of personal protective equipment
- Working with plant and machinery
- use of ladders
- manual handling procedures

9.5 Records

All training carried out will be recorded and maintained in the employees file. A Licensing and Qualification Table will be developed and maintained to keep track of the training that has been completed by each employee.

Associated Forms and Procedures

- Licensing and Qualification Table
- Site Induction Record F006.2

Associated WHS Legislation and Guidance material

- WHS Act 2011
- WHS Regulations 2017

10.0 Inspection, testing & servicing

This element is about establishing procedures for planning and conducting WHS inspections, testing and monitoring on work sites, and for plant and equipment use, processes and incoming products. It also covers servicing of plant and equipment.
Regular inspection and testing must be carried out to verify that appropriate WHS management is in place, and that construction work processes are proceeding safely and in accordance with WHS management plans and requirements.
The work site activities, work methods, materials, plant and equipment will be subject to planned inspections and test programs to verify compliance and conformity. Inspection and testing will also occur at key stages of the project, including receipt of products, during high-risk activities and on completion of construction.

10.1 WHS Inspection and Testing Matrix

An WHS Inspection and Testing Matrix will be developed for each work process/product before that work begins, allowing for the WHS risks involved. It will consider.

- the timing and nature of particularly high-risk work
- the identified work site hazards, and the risks and controls associated with these hazards
- the likelihood of unforeseen hazards or risks emerging in between inspections
- any instructions provided by the designers, manufacturers or suppliers of products
- any regulatory requirements, such as registration of plant.

Inspections and tests will be required for:

- plant and equipment
- incoming products
- work site conditions
- work methods and monitoring adherence to Safe Work Method Statements
- work site access and exits
- personal protective equipment
- protective measures
- monitoring adherence to safe working rules, including Site Safety Rules

The WHS Inspection and Testing Matrix will be developed by the Systems Manager and be filed on the sites, the WHS Inspection and Test Matrix will include:

- the item to be tested or inspected
- the frequency of the inspection or test
- the legislative reference
- personnel to whom the responsibility for an inspection or test and acceptance has been assigned, and their qualifications
- the type and form of the records to be maintained
- and where records will be kept, allowing that these will be made available to any party who has a legislated or contractual right of access.

All Cedar Creek Electrical personnel are encouraged to undertake informal inspections during their movement throughout Cedar Creek Electrical controlled workplaces as part of their daily activities, and to report any situations that they consider to be unsafe or unsatisfactory.

Significant issues identified during inspections that cannot be corrected immediately should be reported to the Site Manager and documented using the Hazard Report Form.
All formal inspections shall be conducted by the Site Manager and the completed formal checklists are to be filed in a “Hazard Inspection Folder” and stored in the Site office.

Note: It is recommended that the checklist from the previous inspection be retained and used during the next inspection to ensure issues identified have been addressed.

A copy of the WH&S Inspection Reports will be made available to Cedar Creek Electrical Management, WH&S Representative or the relevant WH&S Committee (if applicable), to discuss issues and ensure resolution.

10.2 Incoming products

Inspection and tests usually start with incoming materials, manufactured products, plant and equipment. In some cases, inspection and tests are carried out at the supplier's or other premises.
The levels of direct inspection and testing required by an organisation will depend on the extent of the quality control exercised by their suppliers and subcontractors, and on the importance of the component or work activity.

As a minimum, an incoming materials inspection on the work site should check for correct type and quantity, safe packaging, correct labelling, correct documentation, provision of WHS information, and that no transit damage has occurred.

10.3 Plant and equipment

Plant and equipment must be regularly inspected and maintained, in accordance with regulatory requirements and the instructions provided by manufacturers, designers or suppliers. Lifting equipment and fall arrest equipment must be checked regularly.
These inspections and tests must be carried out by suitably qualified personnel in accordance with the WHS Inspection and Test Matrix.

10.4 Inspection and test status

A method of identification is required to show that incoming products, construction work generally, plant, equipment, temporary work, protection systems and work environments have passed the required inspections and tests.
A system of tags, colours, stickers, stamps, barriers, special storage areas or records should be used to indicate inspection and test status, to indicate special precautions are to be taken, and to designate unsafe areas.

10.5 Measuring equipment

So that accurate measurements can be made during inspections and tests, measuring and testing equipment should be regularly maintained and calibrated, and maintenance and calibration records kept.

10.6 Servicing

Where ongoing servicing is provided, such as maintenance of plant and equipment or follow-up repairs, then WHS requirements must be identified and addressed in any service management plan and procedures.
Such servicing should generally be carried out in accordance with the manufacturer's instructions, paying attention to maintenance of safety devices and the use of appropriate lock-out, isolation, danger tags, and 'permit to work' systems.

10.7 Records

There are regulatory requirements for keeping records of some types of inspections, testing and servicing, for example:

- electrical equipment inspection reports
- plant inspection and testing records
- plant maintenance records
- maintenance and calibration records for measuring equipment.

Associated Forms and Procedures

- WHS Inspection and Test Matrix. F022.5
- Review and File Service Providers Current Maintenance Records
- Electrical Testing Register F011
- Hazardous Substances Register F012
- Fire Extinguisher Register F013
- Personal Protective Equipment Register F014
- Plant Register F015
- Plant Inspection Report F016

Associated Legislation & Guidance

- WHS Act 2011
- WHS Regulations 2017
- Code of Practice: Electrical Practices for Construction Work
- Code of Practice: Moving Plant
- Codes of Practice: Control of Hazardous Substances in the Workplace
- SafeWork Guides

11.0 Incident Reporting and Investigation

This element is about establishing procedures to manage incidents, to control the use of products and work practices, which do not meet WHS requirements, and to appropriately address WHS issues through corrective action and injury management procedures.
A WHS issue exists when materials, construction methods, plant or equipment, temporary work, protective systems, work practices, work site conditions or other work do not meet WHS requirements. This includes the issues with events such as illness/injury and incidents.

11.1 Incident management

Incident management involves acting to:

- promptly detect, identify and document any non-compliance
- report illness/injury and incidents
- eliminate unsafe work practices and unsafe areas
- quarantine non-complying materials and other products
- advise appropriate parts of the organisation, its service providers and relevant authorities
- rectify irregularities, non-conformances and non-compliances
- consult with personnel about proposed changes that may affect their health, safety or welfare at work.

When an incident or an injury or illness occurs, there may be different responses required depending upon the nature of the hazard. The Site manager will be required to assess the area where the incident, injury or illness has occurred and in consultation with site First Aid Officer and/or other relevant site staff implement one of the following responses.

Full evacuation: A situation where there is the chance that the incident may endanger multiple workers e.g. digging up a Gas Main, this will require the evacuation of all project workers from the site to a designated Emergency Marshalling area.

Partial evacuation: Localised hazard or where a single worker has received an injury or become ill that requires project workers to be moved away from the danger zone to a safe area within the site. This area will be delineated by barricading or bunting.

No evacuation: If there are no obvious hazards or if someone is injured or becomes ill the worker will be assessed by the First Aid Officer to determine whether medical treatment is required.

11.2 Non-Conformance and Corrective action

Incidents, illness/injury, and WHS inspections, audits and reviews, provide definite pointers to WHS Issues including unsafe work practices and processes. When unsafe practices and processes are observed a Hazard Alert Form will be issued indicating the Non-Conformance.

Incidents and illness/injury and their causes (including any hazards and related risks) will be recorded, investigated and analysed on the Accident and Injury Report form.

WHS Issues and Corrective Actions will then need to be documented and communicated through Management meetings, Subcontractor Coordination meetings and Toolbox Talks to bring about improvements in policies, standards, procedures, processes and work practices, and progressively lift WHS performance. Clients will also be notified if required by the contract.

11.3 Matters that could lead to WHS issues:

- non-compliance with WHS risk management processes
- non-compliance with WHS policies, procedures, instructions, standards or specifications
- causes of an illness/injury or incident, including a near miss
- breakdown of plant and equipment
- inadequate WHS information and or documentation
- poor use of resources
- poor planning
- inadequate training
- complaints
- delays
- poor injury management
- security breaches

11.4 Ongoing process

Corrective action will not only arise from an inspection, audit or review is carried out or an illness/injury or incident occurs. Work site activities should be regularly assessed for WHS issues and potential risks to health and safety, and action taken to minimise risks, by the organisation, in consultation with affected employees and service providers, to avoid illness/injury and incidents.

Cedar Creek Electrical and their service providers should continue to improve the level of WHS performance achieved.

11.5 Workplace injury management

Cedar Creek Electrical is committed to the prevention of illness and injury by providing a safe and healthy working environment (see Workplace Health and Safety Policy)

Cedar Creek Electrical is committed to the rehabilitation of injured workers. The company aims to manage the process of rehabilitation in the workplace to ensure that all injured workers can recover and return to work by:

- Ensuring that a return to work as soon as possible is a normal practice and expectation;
- Ensuring early access to rehabilitation services, eg accredited rehabilitation providers for all who need them;
- Providing suitable duties for an injured worker as an integral part of the rehabilitation process;
- Consulting with workers and where applicable any industrial union representing them to ensure that the rehabilitation program operates smoothly and effectively;
- Informing workers of their rights in relation to a Workers Compensation claim including the choice of doctor and accredited rehabilitation provider;
- Providing access to interpreter services;
- Ensuring that participation in a rehabilitation program will not of itself prejudice an injured worker;
- Ensuring no dismissal within six months of injury, solely or principally because of that injury;
- Advising employees that participation in rehabilitation is voluntary but non-participation may result in reduced weekly benefits.

Rehabilitation Co-ordinator

The Rehabilitation Co-ordinator is Steven Ricketts

The role of the Rehabilitation Co-Ordinator is to:

- Determine the injured worker's needs;
- Identify suitable duties for the injured worker;
- Co-ordinate and monitor return to work plans;
- Liaise with all parties
    - injured worker
    - managers and supervisors
    - co-worker
    - unions
    - doctors and health care professionals
    - rehabilitation providers
    - insurers
- Provide information and support to the injured worker, and
- Maintain confidentiality.

11.6 Improving health and safety performance

An injury management and return to work program is a requirement of all employers under the *Workplace Injury Management and Workers Compensation Act* as amended. The return to work program should address:

- treatment of injury and illness
- rehabilitation and return to work
- retraining
- claims management
- employment management practices.

11.7 Injury Reporting

All injuries MUST be reported to your Site Manager **ON THE DAY THEY OCCUR**. Certain injuries such as welding arc flash, may not become apparent until after finishing work and reports the next day will be acceptable in those cases. This reporting procedure is IMPORTANT for the following reasons:

a) Neglected minor injuries can become more serious.
b) The events contributing to the cause of the injury must be corrected to protect you and other persons from repetition.
c) Late reports may jeopardise any claim arising for Workers Compensation benefits.

Accidents that do not involve an injury must be reported as soon as possible after they occur. For any injury the register of injuries book must be completed.

11.8 Notifying SafeWork

By Law, you must notify the SafeWork Authority for serious work-related injuries, illnesses or dangerous occurrences. You may be prosecuted and fined up to $10,000.00 if you do not.

A serious injury is one, which causes the death of a worker, or renders him or her unable to carry out their usual duties for at least seven days after the accident. You must notify SafeWork even if the person killed or injured is not an employee – for example, a subcontractor or a visitor to the site.

The number of occurrences which are deemed dangerous is too extensive to list here.

Some examples include:

- damage to, or failure of equipment which endangers or is likely to endanger the health or safety of anyone in a workplace;
- an injury that results in the person being unfit, for a continuos period of at least 7 days
- damage to any plant, equipment, building or structure or other that impedes safe operation
- an uncontrolled explosion, fire or escape of gas, steam or dangerous chemicals;
- damage to or failure of compressed air equipment, boilers or pressure vessels.
- the use or threatened use of a weapon that involves a risk of serious injury to, or illness of, a person
- a robbery that involves a risk of serious injury to, or illness of, a person
- an electric shock that involves the risk of serious injury to a person.

A full list of reportable incidents can be found in the WHS Regulations 2017 the Workplace Injury Management & Workers Compensation Act 1998.

SafeWork may have to be notified using the online form at: www.SafeWork.nsw.gov.au or by phoning 13 10 50, depending on who was injured and what the injury was (see the diagram below). A SafeWork inspector may request to investigate the incident. If a SafeWork inspector does intend to investigate, the area must not de disturbed for 4 metres surrounding the site, for up to 36 hours unless it is to:

- Remove or aid an injured person
- Control a dangerous situation

Associated Forms and Procedures

- Accident Investigation Report F007
- Near Miss Incident Report F010.1
- Hazard Reporting Procedure F005.1
- Hazard Report F005.2
- Rehabilitation Flow Chart F020.1
- Return to Work Plan F020
- Injury Record F010

What, Who & When to Notify Injuries

Incidents involving injury or illness to Workers

Serious Incidents Involving a fatality or a serious injury or illness Refer to clause 344 of the WHS Regulations	Phone SafeWork **immediately** on 13 10 50 as an urgent investigation may be needed. **PLUS** Notify your workers compensation insurer within 48 hours
Other Incidents Involving an injury or illness to a worker, where workers compensation is payable or may be payable Refer to sections 42 & 44 of the Workplace Injury Management * Workers Compensation Act 1998	Notify your workers compensation insurer within 48 hours. There is no need to notify SafeWork as the insurer advises SafeWork of these incidents

Incidents involving injury or illness to Others at your workplace

Serious Incidents Involving a fatality or a serious injury or illness to a non-worker Refer to clause 344 of the WHS Regulation	Phone SafeWork **Immediately** on 13 10 50 as an urgent investigation may be needed. **PLUS** Notify SafeWork within 7 days with full notification details using the online format www.SafeWork.nsw.gov.au or by phoning 13 10 50
Other Incidents Involving a non-worker where the injury or illness results in the person being unable to perform their normal activities for 7 or more days. Refer to clause 341 of the WHS Regulations.	Notify SafeWork within 7 days with full notification details using the online format www.SafeWork.nsw.gov.au or by phoning 13 10 50

Incidents that present a risk to health and safety at your workplace

11.9 Accident Investigation

Cedar Creek Electrical will investigate all accidents within 24 hours. Investigation will be recorded on Accident Investigation form. Accident investigations are essential for preventing the accident from reoccurring. They are not carried out to assign blame to individuals. Accidents are a breakdown in the overall WHS management. These problems need to be addressed to ensure effective management of WHS. There is rarely one factor that contributes to an accident. It is the result of interaction between the hazard, humane factors and work processes.

Once the causes of an accident are established corrective action must be carried out to prevent the accident from happening again.

11.10 Performance Statistics

Each Project the Site Manager will ensure all work-related injuries are recorded on an injury register in accordance with relevant legislative requirements. Statistical Analysis will be documented by the Systems Manager each Month using the data provided for the projects, including the following:

Frequency rates

The frequency rate is the number of lost time injuries and diseases for each one million hours worked. The formula used for calculating frequency rates is:

Frequency rate = (number of LTI/Ds / number of hours worked) 1,000,000

The number of hours worked is defined as the total number of hours worked by workers covered by the compensation system during this period. The hours worked are usually represented in millions.

Incidence rates

The incidence rate is the number of lost time injuries and diseases for each one hundred workers employed. The formula used is:

Incidence rate = (number of LTI/Ds / number of workers) 100

The number of workers is defined as the average number of workers covered by the compensation system who worked during the relevant period. As a result of treating casual, seasonal and part and full-time workers equally, incidence rates can give misleading indications of relative risk. This is relevant to industries with high levels of part-time employment where the number of workers employed may be comparatively high but the actual exposure to hazards (reflected in actual hours worked) may be less.

Duration Rates

Duration = the average number of working days lost per Lost Time Injury

12.0 Handling, storage, packaging and delivery

This procedure describes the handling, storage, packaging and delivery of products in such a manner as to prevent risk of injury and illness and to comply with legislative and standard requirements.

The Cedar Creek Electrical Site Manager will be responsible for:

- directing the method of handling (eg for structural components such as bridge members).
- handling operations and will ensure that products and materials are handled in a way to avoid injury and damage.
- assess and verify handling procedures.
- the preparation of storage areas in locations indicated on site plans and authorised by the Project Manager.
- assessing and verifying the set up and maintenance of storage arrangements.

12.1 Hazardous substances and dangerous goods

The Site Manager will maintain the site hazardous substances register, as well as maintaining a computer link to the hazardous substances electronic database. The Site Manager will ensure that all nonconforming product delivered to site is appropriately assessed in consultation with the employees prior to release for use on site. All nonconforming products will be registered in a register and returned to the supplier.

When materials are delivered to site, the Site Foreman is responsible for storing them in a secure location with all appropriate protection from adverse weather conditions.

If materials are to be stacked, take care to build up stacks so that they will be stable if bumped. Do not stack heavy items on top of products that might get damaged.

Any fuels, chemicals or other hazardous substances stored on site will be stored separately from other materials in accordance with manufacturer's instructions and listed on the hazardous substances register. The MSDS's will be stored with the hazardous substances register. Before using a hazardous substance, personnel must be briefed in the correct usage and on the appropriate containment/treatment if an accident occurs.

Storage of equipment or material which may present an unexpected hazard to pedestrians or other traffic will be enclosed with temporary safety fencing and located at least 3 metres away from vehicle and pedestrian traffic.

Products having a shelf life that has expired must be disposed of in accordance with an applicable MSDS or product label. The Site Foreman will keep records of safety checks of products at the time of delivery, any documentation received (e.g. MSDS), inspections of products in storage and where each product was used/installed. These records must be sufficiently detailed to identify at a future stage where products were used in the project WHS issues arise. Quarantine any items that fail safety checks and report them as nonconforming products.

12.2 Manual and Materials Handling

All manual and materials handling on site will be carried out according to the relevant Safe Work Method Statements. All personnel working on the site will be briefed on these Safe Work Method Statements during site induction training.

The Site Manager will ensure that all products, plant, equipment or goods and services coming onto site are:

- clearly and accurately described, with the packaging or containment undamaged and intact
- in conformance with manufacturer's specification
- complete with all necessary instructions, information or MSDS relating to the correct use of the products, plant, equipment or goods and services.

12.3 Plant and Equipment

The Site Manager will ensure that cranes, loaders and other lifting devices will only be operated by suitably qualified persons. He will regularly inspect lifting slings and ropes and will dispose of any which are frayed, damaged or contaminated with oil.

The Site Manager will make sure that all people using plant and equipment on site, which requires the operator be certified, will hold the appropriate and current certification or license to operate the plant or equipment. Photocopies of the certificates and license will be held with site induction records. All those operating plant and equipment which requires certification will always carry their certificates and licenses with them while working on the site.

12.4 Project storage requirements

Bulk materials, such as aggregates and sands, shall be stored on clean, firm and level ground, in separate stockpiles or bins to avoid mixing or contamination.

Steel reinforcements shall be supported clear of the ground and when stored for long periods shall be kept under waterproof shelter.

Timber shall be stored on cleared level ground and when stored for long periods shall be supported above the ground and kept under waterproof shelter.

Fuels and explosives will be stored according to regulatory requirements.

Products subject to degradation, or which may be affected by wet weather, are to be stored under shelter.

Products with limited shelf life will be inspected periodically. If the shelf life has expired the product must not be used in the works but be appropriately disposed of.

Associated Forms and Procedures

- Review and File Service Providers Current Maintenance Records
- Workplace Hazard Inspection Register F002.1
- Workplace Risk Assessment F001.1
- Safe Work Method Statements / Template F004.1
- Hazard Reporting Procedure F005.1
- Hazard Report F005.2
- Training and Skills Register F021.3
- Hazardous Substances Register F012
- Plant Register F015
- Plant Inspection Report F016

Associated Legislation & Guidance

- WHS Act 2011
- WHS Regulations 2017

- Codes of Practice: Risk Management
- Code of Practice: Manual Handling
- Code of Practice: Moving Plant
- Codes of Practice: Control of Hazardous Substances in the Workplace
- Australian Standard 4360: 1999 Risk Management
- SafeWork Guides

13.0 Internal Reviews

The success of this Plan rests with its implementation. Implementation involves management and all employees at Cedar Creek Electrical to carry out their duties and responsibilities as specified in the Systems Plan. If this does not occur the procedures in the Management System are not a true representation of the operations of Jade Electrical.

To ensure the effectiveness of the WHS Management System Annual Reviews will be carried out by the WHSMS Manager. Separate procedure reviews may be carried out on a more frequent basis.

13.1 Review Process

Annual Reviews will be carried out by the WHSMS Manager of the WHS Management System and discussed at management meetings and toolbox meetings. Each procedure will also be reviewed to ensure that the procedure is being carried out in practice.

In most cases this will involve viewing:

- Completed forms
- Behaviour in the workplace
- Equipment/machinery in the workplace (e.g. electrical leads, fire extinguishers)

Once the procedure has been reviewed it will be available to all employees through the consultation process, and notice board.

All procedures in the will be reviewed by the Site Manager and updated according the following resources:

- SafeWork NSW website/guidelines
- External Consultants
- Changes in technology
- Legislative changes
- Customer requests

All changes to this WHS Management System will be recorded in the table: Revision status (see introduction section).

13.2 Site Audits

The Systems Manager will complete regular WHS audits and inspections at construction sites to monitor the effectiveness of the site-specific safety plans and safe work method statements. The following will be checked, although not limited to:

- Safe work method statements are developed and being followed
- Cleanliness of the work area
- Registers are completed
- Personal protective equipment is being worn as necessary
- Personal protective equipment is maintained in good condition
- Items from site inspections actioned in a timely manner

Audit reports including Non-conformances, WHS Issues and Corrective Actions will then need to be documented and communicated through Management meetings, Subcontractor Coordination meetings and Toolbox Talks to bring about improvements in policies, standards, procedures, processes and work practices, and progressively lift WHS performance. Clients will also be notified if required by the contract.

A corrective action plan will be required by the Project being audited to outline how they intend to close out any Non-conformances or WHS Issues. The Auditor will be required to follow up and assess the effectiveness of any corrective actions at a follow up meeting that will be attended by all relevant staff.

13.3 Identification, Filing, Retrieval and Retention.

The System Manager shall: -

- Identify, collect, document and protect WHS information and data;
- Allocate responsibility for the retention of records;
- Maintain a register to control the storage and disposal of records; and
- Audit compliance and show evidence that required actions have been taken on.

Associated Forms and Procedures

- Internal audits and reviews
- Third party audit, where required

Associated Legislation & Guidance

- Australian / New Zealand Standard: 4801:2001

14.0 Documentation and records

This element is about establishing procedures for the control, approval, dissemination, withdrawal, storage and disposal of WHS documents, data and other records.
The success of construction projects depends on accurate and detailed documents such as plans, specifications, standards and codes. These include documents dealing with WHS work practices.

WHS Management System documents, including procedures, work instructions, checklists, forms and electronic data must be approved for adequacy before use, and be made available at all appropriate locations and to all applicable personnel. The Systems manager will be responsible for approving documents for use.

Cedar Creek Electrical will have and implement procedures and processes to verify that at any point during a project:

- documents and data are accurate, easy to understand and up to date
- documents and data can be easily found when required, and the people who need them get them when they need them
- documents and data are periodically reviewed and revised as required by competent personnel
- changes are recorded and, unless otherwise required, superseded documents and data are removed from use.

This process will be managed by the Project Manager – Craig Parsons

14.1 WHS records

It is important to keep records to monitor the effectiveness of WHS management and to verify that people follow the required procedures. Records also provide evidence of compliance with the corporate WHS management system, with WHS management plans and with the various WHS requirements, standards, regulations and laws that apply. The Site Manager will be responsible for the keeping of records on site including:

- training records
- first aid treatment records
- emergency procedures
- hazard identification and risk assessments
- incident and illness/injury reports
- plant and equipment records
- work permits
- Material Safety Data Sheets
- hazardous substances records
- inspection, testing and servicing records
- details of qualifications held by individuals
- internal review reports
- minutes of workplace WHS meetings
- safety equipment records
- WHS design review records
- audit reports
- injury and workers compensation management records
- WHS Management System, WHS Project Management Plans, Site-specific Safety
- Management Plans, Safe Work Method Statements and Site Safety Rules

Associated Legislation & Guidance

- WHS Act 2011
- WHS Regulations 2017

15.0 General Safety Procedures

15.1 Amenities

Suitable amenities shall be established at various locations on the project depending upon the works being carried out and the availability to connect to existing services. All amenities shall be established and maintained in accordance with the Code of Practice – Amenities for construction work.

15.2 Site Security and Project Signage

The work site shall have a perimeter fence installed that is adequate for the risks associated with work being undertaken at that site in accordance with relevant legislation.

Appropriate project signage shall be installed at all work sites in accordance with the Safe Work Method Statement developed and/or relevant Regulation / Code of Practice / Australian Standard for the work activity and/or situation as it exists. All Site Safety Signage will conform to the requirements of AS 1319 – Safety signs for the Workplace environment.
Personnel Protective Equipment signage shall be placed at the entrance to all sites.

15.3 Fire Prevention and Protection

An adequate number (and relevant type of fire extinguishers) will be available and located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding. Cedar Creek Electrical will ensure all personnel carrying out hot work are fully trained in the use of extinguishers.

All mobile plant shall be fitted with an appropriate fire extinguisher.

The fire extinguishers are to be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS2444 (see attached register form F013)
Combustible materials shall not be allowed to accumulate in work areas to prevent a fire risk.
Where a task being undertaken exposes any employee and/or property to fire, appropriate temporary fire protection equipment shall be provided at that location. Hot Work Permits must be issued for all hot work carried out on the project.

All personnel shall be made aware of the project emergency procedure and emergency service phone numbers shall be clearly displayed at a central phone location.

15.4 Housekeeping

An untidy work area causes accidents, inefficiency, and creates fire and other hazards. Use receptacles provided and remember that there is a place for everything, and everything belongs in its place. Do not throw materials or equipment of any kind down from elevated work areas. Do not leave it lying around working areas for it may cause someone to trip and cause injury.

15.5 Smoking

Smoking is not permitted in any site office, amenities shed and/or vehicles.
Where the works interfacing with client and/or the public, all employees are to observe that smoking is not permitted within the confines of any premise or where 'no smoking' signs are posted. No smoking signs shall be posted in all amenities and offices. Other signs will be posted as deemed necessary by the Project Safety Advisor and/or where through consultation it is agreed that an area of the site is to be deemed no smoking.

15.6 Drugs and Alcohol

Possession or consumption of alcohol or drugs of addiction are prohibited on all Cedar Creek Electrical sites. In all cases, persons found under the influence of alcohol or illegal drugs of addiction will not be permitted to commence work or enter any office or workplace.
Persons taking drugs under a doctor's direction must inform their supervisor. Should the drug impair the personal ability to work safely, alternative duties will be offered, if available.

15.7 Fatigue Management Procedure

Cedar Creek Electrical has an obligation for ensuring the safety and well being of its employees in the performance of their duties. Extensive periods on continuous duty could at times be a contributing factor to work related incidents resulting in injuries. These risks may include a combination of physical fatigue and impairment to judgement, possibly contributed to by extended periods of physical exertion, and/or extended periods without rest or sleep, and/or exposure to a difficult work environment.
Cedar Creek Electrical is committed to actively striving to eliminate or minimise fatigue related accidents and incidents in the workplace.

Cedar Creek Electrical understands that there needs to be a joint (employer/employee) responsibility in the management of fatigue. A consultative approach between the employer and employees is required in the management of the risks and minimisation of the hazards associated with fatigue.

Cedar Creek Electrical will ensure a risk management process, in consultation with employees, is adopted when assessing work related fatigue. Important factors in this process are:

- identification of hazards associated with fatigue
- the assessment of the probability and consequence of risk of hazards associated with fatigue
- the controlling of risk through elimination or minimisation of the risk associated with fatigue

Cedar Creek Electrical recognises that there are hazards associated with extended work hours and shift work. Specifically, these hazards may include, but are not limited to:

- falling asleep at work,
- poor communication at work,
- ignoring safety requirements and:
- falling asleep on the way home from work.

Cedar Creek Electrical Managers/supervisors identifying a fatigue problem will take action to ensure that person does not continue to work. When an employee is deemed to be experiencing fatigue or is likely to become fatigued while driving home, supervisors will arrange for alternative transport or other arrangements for that employee.

Employees must ensure that they are not, through fatigue, in such a state as to endanger their own or another person's safety. Employees must ensure that their own work performance is not affected by their lifestyle and that they have adequate rest prior to reporting for work.
Employees are to report fatigue to their manager if their work safety might be compromised. Health & Safety must always take precedence over work.

15.8 Personal Protective Equipment

Safety Boots and Hard Hats must always be worn.

Dust masks, safety glasses, face shields, gloves, harness, ear plugs, earmuffs, etc, will be made available wherever there is a requirement. (refer to task SWMS's)
Personal Protective Equipment is to be looked after– if it is damaged, it does not do its job properly and does not protect you.
UV cream, hat brims, shirts and eye protection (clear & tinted) will be supplied to all employees as required. It is recommended to use all U.V. protection whilst working in the sun.
If you are not sure how to use the Personal Protective Equipment supplied to you, ask you supervisor.

All workers will be instructed in the use of personal protective equipment, especially hearing protection. PPE distribution is to be recorded on the PPE register.
Head Protection - Mandatory

15.9 Traffic Management

It is essential that suitable traffic management and traffic control provisions are established on all worksites on the project to prevent injury or damage from the interface of plant, vehicles and people that are affected by the works including site personnel and the travelling public passing the access to the site.
Prior to commencing any work which involves the interface of mobile powered plant, vehicular and pedestrian traffic either employed to carry out work on the site, delivering supplies and materials to the site or effected by the activities of the site, a suitable traffic management plan shall be developed and implemented to reduce the likelihood of conflict between either or all of the above. All Traffic Management shall be in accordance with RTA requirements.

The Site Manager prior to commencement on the project will establish a procedure for management of Delivery Vehicles.

The Traffic Management Plan will be communicated at the project site specific induction.

15.10 Overhead Wires and Underground Services

Distance of plant operations and other work activities that have the potential to encounter overhead wires shall comply with the statutory requirements. Safe distance should consider sag and sway of overhead wires due to hot and/or windy weather.
Safe distances to local electrical supply overhead wires that may be present and/or affect the site shall be maintained in accordance with SafeWork Code of Practice: Work Near Overhead Powerlines.
Overhead wires on and about the site shall be Identified In the site-specific induction.

Prior to any excavation taking place, an excavation permit form shall be completed so that the services that are in the vicinity of the work are located.
All known underground services shall be identified and listed on this permit, prior to any excavation taking place.

Overhead wires on and about the site shall be Identified and discussed in the site-specific induction.

15.11 Excavation and Trenching

All excavation and trenching operation shall be suitably benched, battered and/or shored to ensure that there are systems in place to prevent / control:

- Falling or dislodgement of Cedar Creek Electrical and rock within the excavation
- Instability of the excavation or adjacent structures
- In-rush of water into the excavation
- Placement of spoil and materials impacting or falling into the excavation
- Instability due to persons or plant working adjacent to the excavation

A risk assessment must be completed for the excavation and/or trenching operation and must incorporate appropriate controls to prevent:

- The collapse of any part of adjacent structures; and/or
- Plant and material in the immediate vicinity falling into the excavation; and/or
- Any material being placed, stacked or moved near the edge of the excavation
- Ingress of water

Risk assessments shall be carried out in accordance with the Code of Practice – Excavation. A competent person must inspect all excavations at regular intervals.

15.12 Work at Heights

Personnel who are required to perform work in an elevated position, and where there is the potential to fall and sustain injury, shall ensure systems and controls exist to prevent such falls.
Work at heights must comply with the requirements of WHS Regulation – cl. 56 – Prevention of falls from Height – control measures and Safe Works Safe Working at Heights Guide- 2008.

15.13 Scaffolding

All scaffolding shall be erected and maintained in accordance with AS 1576, Part 1-4 and the erection carried out by a competent person(s), holding the relevant Licence to Perform High Risk Work for the task.
All scaffold erected must have a Scaffold Hand-over Certificate supplied by the erector.
In accordance with the regulations all scaffolds shall be checked by the user prior to use to ensure the scaffold has not been tampered with and/or has not been damaged by inclement weather, as a visual inspection only.
Monthly inspections must also be undertaken by a certified scaffolder and recorded on a Scaffold Inspection Form.
Scaffold must comply with the requirements of WHS Regulation – cl. 58 – Scaffold – control measures.
Further guidance maybe obtained from AS/NZS 4576 – Guidelines for Scaffolds and AS 1576 General Requirements

15.14 Hot Work

Hot work includes any of the following work activities:

- All forms of welding
- Oxy acetylene cutting
- Grinding or cutting using abrasive tools

All persons undertaking hot work shall have a suitable fire extinguisher located at an accessible location adjacent to the work.

15.15 Use of Plant and Equipment

Project personnel who are required to operate plant and/or equipment on the project shall be trained and possess the necessary skills to ensure the safe and competent operation of the plant.
Where plant or equipment in use on the project requires a certified operator, the operator shall provide a copy of a current certificate of competency and Licence to Perform High Risk Work at the Site Induction.

All relevant certificates of competency and Licence to Perform High Risk Work shall be copied and a record of the certification of the operator recorded kept on file. Records of all relevant operator experience shall be recorded on the relevant Training and Skills Register F006.

Plant and Equipment shall be inspected prior to use on site, inspected daily by the operator and serviced monthly or as per the manufacturer recommendations. Any mobile plant that may be required to be brought onto the site will be listed on register (see attached register form F016).

All plant and equipment (excluding hand tools) used on the project shall be required to have undergone a formal Plant Hazard Assessment by a competent person. All plant must be used and maintained in accordance with the manufacturer's recommendation.

Where an employer supplies an item of plant that requires registration in accordance with relevant Statutory Legislation, then evidence of the registration of the plant is required to be supplied prior to using the plant item on the project.

15.16 Formwork

All formwork shall be supplied, designed, constructed, erected, used, maintained, inspected and tested in accordance with AS 3610 – Formwork for concrete and with the provision stated in the WHS Regulation 2001 – Chapter 8 – Part 8.4 - clause 233 – Formwork – particular risk control measures and as detailed in the Code of Practice – Formwork
All persons required to erect and dismantle formwork shall be trained and/or certified for the task and must hold the appropriate competence certification Trade Restricted Falsework / Formwork Certification.

A qualified engineer prior to the placement of the concrete must inspect all suspended Formwork decks. A copy of the Inspection Certificate must be presented and reviewed by the Site Manager.

15.17 Concrete Pumping

All persons required to operate a concrete pump must hold the appropriate competency certification and Licence to Perform High Risk Work for the plant item being used.
All Concrete Pump trucks and Concrete Pumping activities must comply with the requirements of the Codes of Practice – Concrete Pumping and Construction and Testing of Concrete Pumps.

15.18 Manual Handling

TO PREVENT BACK INJURY, keep your back straight, hold the load close to your body, bend your knees and use the strength in your legs to lift and don't twist your body when lifting.
Plan your lift and if too heavy or too long, always seek assistance (it doesn't hurt to ask, but it will hurt if you overlift)
When lifting repetitively, regularly take a break and rest your back to avoid repetitive strain.
Never over lift and always look for other options such as trollies, forklifts and cranes.
All employees are instructed in the methods of manual handling as per the attached guidelines for manual handling. Refer to the SafeWork NSW Code of Practice for Hazardous Manual Handling Tasks

15.19 Electrical Equipment

All electrical tools and equipment must be used accordance with the Code of Practice for Electrical Practices on Construction. All electrical equipment must be thoroughly inspected prior to use and where damage is evident the equipment must be tagged 'DO NOT USE' and reported to the supervisor immediately.

Any tools and equipment that does not have a current inspection tag in place must not be used on the project; it must be tagged 'OUT of SERVICE' and the supervisor notified.
All electrical tools and equipment must be inspected and tagged by a qualified electrician at intervals as stated in the Code of Practice – Electrical Practices for Construction Work.
All inspections must be documented in the Electrical Testing Register F011 or equivalent.

15.20 Hazardous Substances

Material Safety Data Sheets will be obtained for the all substances. No substances will be brought on site without first obtaining the correct MSDS.

All storage and use of hazardous substances will be in accordance with the MSDS. Hazardous substances of any quantity shall not be stored in crib rooms or offices. All hazardous substances will always be stored in their original containers with the label intact.

Prior to using the hazardous substance all workers involved in its use will be provided with information and training to allow a safe completion of the task. All hazardous substances will be documented on a register.

A master Material Safety Data Sheet file shall be maintained in the Project First Aid Room.
Material Safety Data Sheets are valid for five years from the date of creation and/or updated as necessary.

15.21 Asbestos

Any construction work, including demolition and refurbishment work that involves the disturbance of asbestos is defined by the WHS Regulations as high-risk construction work.

When carrying out construction work, it is possible that asbestos may be found in the workplace or in materials being used at the workplace, for example:

- asbestos cement products such as roof and wall cladding, bath panels, boiler and incinerator flues, gutters, rainwater pipes, and water tanks
- sprayed insulation materials used for fireproofing, thermal protection, insulation and soundproofing
- lagging and other loosely bound insulation materials used in a wide range of electrical, thermal and acoustic applications

- sprayed ('impet') asbestos on structural beams and girders
- lagging on pipework, boilers, and heat exchangers, and
- asbestos insulating board - ceiling tiles, partition walls, service duct covers, fire breaks, heater cupboards, door panels, lift shaft lining, fire surrounds, and soffits.

The WHS Regulations require the person with management or control of a workplace to ensure all asbestos at the workplace is identified (or assumed present) by a competent person and an asbestos register is prepared for the workplace. The asbestos register must be kept up to date.

If asbestos is identified a qualified asbestos removal company will be engaged to remove the asbestos.

The company must provide an ‘Asbestos Removal Plan’ and a site-specific SWMS for the removal works. When the asbestos has been removed a ‘Clearance Certificate’ must be issued before works can recommence.

16.0 Emergency and Evacuation Procedure

16.1 Introduction

16.2 General Evacuation Procedure

(In case of evacuation eg. fire, emergency.)

- Follow the instructions of the area supervisors, Cedar Creek Electrical or site security.
- Stop work immediately.
- Leave tools and personal belongings but switch off plant and equipment where it is possible and safe to do so.
- Inform other workers you meet, as you leave the work area, of the need to evacuate.
- Report to the assembly area in the park immediately to the South of the site. Remain in this area until instructed otherwise by Cedar Creek Electrical personnel.
- Cedar Creek Electrical will conduct a head count, liaise with emergency services or others to rectify the situation and will give clearance when it is safe to return to the work area.

16.3 Emergency Situation Reporting

- Report the situation to the nearest supervisor who is in two-way radio contact with Cedar Creek Electrical site management.
- The supervisor will then inform Cedar Creek Electrical site management what has happened, the location and the extent of or severity of the situation.
- Remove yourself and any other endangered workers to a safe distance.
- Assist with rectifying the situation only if it is safe and within your capabilities to do so. Otherwise await assistance or further instruction.

16.4 Evacuation Procedure

The Site Manager shall ensure that all on site employees are familiar with emergency evacuation / marshalling procedures when they commence on site.

- In the event of an emergency requiring evacuation the marshalling area shall be in the park immediately to the South of the site.
- The Site Manager will ensure that he and all Sub-Contractors carry out a roll call of persons under their control.
- If any persons are missing at marshalling roll calls, only the person nominated by the Site Manager will be permitted to re-enter to search, and then only after careful consideration by all the parties involved.
- Upon his satisfaction that all employees are clear of the site, no one must re-enter until the all clear has been given by the Site Manager.

APPENDIX A

Site Safety Rules

Cedar Creek Electrical Project Management will regularly review the Site Safety Rules as set out below. Site Safety Rules will be incorporated in the site induction process and will be posted on site notice boards.

- Hard hats must always be worn on site when working near lifting equipment or in trenches.
- All construction personnel on site must wear steel cap boots.
- High visibility clothing must be worn by all personnel whilst working on site.
- Other Personal Protective Equipment (PPE) such as gloves, safety goggles, dust masks, earmuffs etc must be worn when using plant and equipment, as recommended by the manufacturer.
- No parking is permitted outside of allocated areas.
- All personnel must abide by the 10kph speed limit.
- All employees must attend Site Induction prior to starting on the project.
- All employers to induct employees in Safe Work Method Statement relating to area of work prior to start on site. Subcontractors failing to abide by these procedures will be stopped from working immediately.
- Material Safety Data Sheets (MSDS) are to be provided to Cedar Creek Electrical for all substances used on site.
- Cedar Creek Electrical policy on this site regarding power tools is that no high velocity power activated tools are to be used without the operator providing Cedar Creek Electrical with a valid SafeWork ticket.
- When using Explosive Power Tools, the following safety precautions must be followed:
    1. Use Warning Signs at each entry point to the work area;
    2. Fire procedure call out – ALL CLEAR – call out – FIRE.
- Appropriate extinguishers are to be located within 3 metres to any oxy or welding equipment.
- All leads to be elevated and supported by insulated hooks or stands.
- All electrical tools and leads to be tagged monthly – all subcontractors to coordinate testing and tagging to ensure all RCD testing requirements are met.
- Safety clips or chains are to be fixed to all air hoses.
- Amenities are provided for eating and drinking – no eating in the workplace.
- Food scraps to be deposited into bins by individual people and not left for the nipper (cleaner).
- No smoking in amenities or confined spaces.
- Deliberate tampering with Health and Safety measures or otherwise endangering the lives of other workers will lead to INSTANT removal from site.
- Any person found urinating or defecating on site (other than in toilets) will be instantly removed from site.
- Any person or persons involved in fighting on site will be instantly removed off site.
- Any person found to use or abuse alcohol/drugs on site and is observed to be WORKING or BEHAVING in an unsafe manner will be removed from the workplace.
- Any person found stealing will be removed from site.

- Any person found to be bullying, playing pranks or horse playing around on site will be instantly removed off site.
- Any person engaging in violence of any kind on site will be instantly removed off site.
- Good Housekeeping!!!! All the time / every time, Daily.
- Always obey all posted safety signs and rules on the site.
- Never walk or work underneath any type of suspended load.
- Never operate any construction equipment unless authorized.
- Store all gas cylinders / oxy acetylene cylinders securely in an upright position and in a locked cage when not in use.
- Flashback arresters must be fitted to both regulators and the hand unit.
- All injuries must be reported to the builder no matter how minor.
- If an RCD (Residual Current Devices) trips, only a licensed Electrician permitted to reset the breaker. This applies to all trades / contractors.
- All ladders must be industrial grade ladders. Ladders must be secured at the top and bottom.
- Double adaptors and piggyback plugs are not permitted on site.
- Mobile Plant. Never carry passengers unless there is a passenger seat fitted. Riding on mobile plant is against the law.
- Daily logbooks are to be completed and issued to site foreman. Report any faults with plant to Site Foreman
- Sun (UV) Protection; all trades / Contractors must wear the appropriate apparel (long sleeves and trousers, helmet with brim, sunglasses) to protect against UV when working outdoors.
- Non-compliance with any site rules, WHS legislation / Codes of practice or guides will result in the immediate disciplinary action.
- Disciplinary Procedure for any breach of Site Safety Rules: 1st verbal (oral) warning; 2nd written; 3rd off the job for good.

APPENDIX B

Consultation Statement

Company Commitment

Cedar Creek Electrical is committed to protecting the health and safety of all our employees and contractors. Injury and illness are needless, costly and preventable. Our company will consult and involve our employees in implementing safety practices and systems that will ensure the health, safety and welfare of our employees. Employee involvement at all levels is critical for ensuring a safe workplace.

When to Consult

The WHS Act 2011 requires that consultation be undertaken in the following circumstances:

• When changes that may affect health, safety or welfare are proposed to the:
  - premises where persons work;
  - systems or methods of work;
  - equipment used for work; or
  - substances used for work
- When risks to health and safety arising from work are assessed or when the assessment of those risks is reviewed.
- When decisions are made about the measures to be taken to eliminate or control risks.
- When introducing or altering the procedures for monitoring risks (including health surveillance procedures).
- When decisions are made about the adequacy of facilities for the welfare of employees
- When decisions are made on the procedures for consultation

How Employees will be consulted about WHS issues

Cedar Creek Electrical will ensure that all necessary information regarding relevant WHS issues will be made available to employees. Employees should draw to the attention of their direct Supervisor any health and safety concerns that they have about the workplace so the issue can be addressed. The Supervisor will determine whether the issue needs immediate attention or can wait until the next Toolbox meeting. An urgent meeting may be called if input from employees is necessary. Employees will be encouraged to comment and provide feedback at Toolbox meetings.

Review of the consultation arrangement

Cedar Creek Electrical and their employees have agreed to review the WHS consultation arrangement on a regular basis to ensure that communication and consultation is effective and that all WHS issues have been addressed.

Signed:  Date: 1/01/2018

Anthony Silm
Director