



CAMERON
CONSTRUCTION

Work Health and Safety Booklet

"CO-ORDINATION PLAN"

Cameron Construction - EMERGENCY CONTACTS	
NAME	CONTACT NO.
Michael Cameron – General Manager	1300 839 124
Robin Otto - Building Manager	0403 069 872
Site Supervisor	Refer to site signage

EMERGENCY CONTACTS	
EMERGENCY SERVICES	000
WorkSafe	13 23 60
Dial Before You Dig	1100
Water/Electricity/Gas	As per your location
Poison Info Centre	13 11 26
SES	13 25 00
Refer to site signage for site specific information	

Occupational Health & Safety Policy Statement

CAMERON CONSTRUCTION

Management Statement

Primary Purpose:

To avoiding injuries or ill health to our employees from anything in the workplace.

Our company continually strives to adopt "best practice" in all aspects of our business, OH&S is one area that we have invested time; effort and dollars in to ensure we are constantly improving our practices in the area of employee, contractor & customer safety. *The reason we have focused on this area is that it has a duty, apart from the Primary Purpose, from both a company and management perspective to:*

Ensure a safe work environment for our employees & contractor workforce,

This is alignment with our "best practice" culture and recognizes the importance of individuals

Protect our business and allow for growth

Increasing expectations from clients that we have an active OH&S policy & safety program

Comply with legislative requirement

By law all companies must have an active OH&S policy

Minimize financial risk to our company

Reduce exposure to fines and litigation

Management expects all employees, contractors and casual workforce to familiarize themselves with the OH&S Workplace Safety Album provided. Any comments or suggestions for improvement are not only welcomed but encouraged and should be fed directly back to management.

As per the Occupational Health & Safety Act 2004, we will do everything that is practicable to provide a safe workplace. It is expected that employees will also uphold their responsibilities under the Act to co-operate and participate. It is a shared responsibility for all.

I look forward to us continuing with a workable and effective OH&S policies and practices.

Michael Cameron

PURPOSE of this BOOKLET:

- Charts your workplace to highlight safety issues.
- Identifies safety initiatives in place.
- Provides a 2-way medium for consultation on OH&S matters.
-

HOW TO USE this BOOKLET:

- Each safety record should be read and understood.
- If there are any questions after reading ask for clarification.
- No single record is a total recommendation of all safety precautions for that item.
- All safety measures should be considered in their totality regarding safety practices.
- Regularly review the Album to keep your safety knowledge up to date.
- Safety concerns or observations should be reported to your supervisor or manager.

The law requires persons to ensure they work safely and ensure the safety of others. You have a legal obligation to consult, cooperate and co- ordinate the safety of the workplace.

BREACHES OF OH&S MUST BE REPORTED TO CAMERON CONSTRUCTION AS A MATTER OF URGENCY.**THE LEGAL RESPONSIBILITIES FOR OH&S****YOUR KEY RESPONSIBILITIES:**

The law requires you to know and understand your legal obligations in OH&S for all governing frameworks applicable to your work. Cameron Construction also has this expectation of those persons undertaking works on a Cameron Construction site. If you have any questions about the health and safety in relation to your trade or the general safety of the site please contact your site manager.

OUR KEY RESPONSIBILITIES:

Cameron Construction

- As far as is practicable provide a safe working environment
- Consult on all matters relating to OH&S
- Provide and maintain safe plant and systems of work
- Make arrangements for safe use, handling, storage and transport of plant and substances
- Monitor employee health when required
- Keep adequate OH&S records
- Ensure the public are not exposed to hazards associated with our business activities

SERIOUS ACCIDENTS

All incidents must be reported to the **Site Manager, Building Manager, General Manager or Emergency Contact number immediately**

In the event of a serious incident (as listed below) THE SITE MUST NOT BE DISTURBED **UNLESS** to assist an injured person or make the area safe.

- The death of any person; or
- A person requiring medical treatment within 48 hours of exposure to a substance;
- A person requiring immediate treatment as an in-patient in a hospital; or a person requiring immediate medical treatment for:
 - The amputation of any part of his or her body; or
 - A serious head injury; or
 - A serious eye injury; or
 - The separation of his or her skin from underlying tissue (de-gloving or scalping); or
 - Electric shock; or
 - A spinal injury; or
 - The loss of a bodily function; or
 - Serious lacerations

SERIOUS INCIDENTS

An employer or self-employed person must notify WorkSafe immediately after becoming aware of an incident at a workplace which exposes a person in the immediate vicinity to an immediate risk to a person's health and safety through:

- (a) The collapse, overturning, failure or malfunction of, or damage to, any plant that the fire regulations prescribe must not be used unless the plant is licensed or registered; or
- (b) The collapse or failure of an excavation or of any shoring supporting an excavation; or
- (c) The collapse or partial collapse of any part of a building or structure; or
- (d) An implosion, explosion or fire; or
- (e) The escape, spillage or leakage of any substances including dangerous goods as defined in the Dangerous Goods Act 1985; or
- (f) The fall or release from a height of any plant, substance or object; or

First Aid

As an employer, you are required to have first aid facilities available onsite for your employee's. It is a requirement that you carry a portable first aid kit in your vehicle for this reason. There are recommended contents for a first aid kit and you can obtain a list from the WorkSafe web site or contact the State OH&S Manager.

OH&S TRAINING AND COMPETENCIES

No person will carry out construction work on CAMERON CONSTRUCTION sites until they have met the following minimum requirements of OH&S training:

- OH&S General Induction for Construction Work (RED/WHITE CARD)
- Work Activity Training, specific to the task, including competencies and licenses, and
- A CAMERON CONSTRUCTION General Contractor Site Induction

CAMERON CONSTRUCTION OH&S GENERAL CONTRACTOR SITE INDUCTION

A CAMERON CONSTRUCTION General Site Induction must be undertaken by the company principle or nominated company representative and persons working on CAMERON CONSTRUCTION sites within the first month of commencing work with CAMERON CONSTRUCTION. The induction must be undertaken every 2 years or as required based on disciplinary action by CAMERON CONSTRUCTION. All personnel carrying out work on a CAMERON CONSTRUCTION site must review the site specific information and instructions outlined on the CAMERON CONSTRUCTION Signage located on the front fence of the sit on a regular basis

OH&S COMMUNICATION AND CONSULTATION

Consultation is the key process that enables our contractors to contribute to the decision making that affects their health, safety, welfare and the environment at work at CAMERON CONSTRUCTION, and they in turn will consult with their personnel

Contractors are required to conduct regular minuted toolbox meeting with their employees and subcontractors and also participate in any consultative arrangements undertaken by CAMERON CONSTRUCTION (i.e. toolbox talks, inductions or CAMERON CONSTRUCTION consultation committee). This process allows for the all inclusive process to be achieved.

OH&S ISSUE RESOLUTION

All OH&S issues on site are to be raised with the relevant site personnel. In the event that the site personnel is unable to achieve a resolution the Site Manager will be contacted to resolve the issue this may also include the management of CAMERON CONSTRUCTION . All OH&S issues identified on site are required to be reported to the site manager.

HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

A hazard identification and risk assessment process must be carried out at the planning and preparation stage by the contractor, in consultation with the principal contractor to identify any foreseeable hazards that may arise from the contractors work activity. It is the responsibility of each employer to take reasonable care in identifying any foreseeable hazards that may arise from, or during their work activity that has the potential to affect the health and safety of any employee, subcontractors or member of the general public. Once a hazard has been identified it must be assessed to determine the level of risk. This can be done by assessing the likelihood of an event happening, and the consequence should the event occur. Control measures are to be implemented to eliminate or reduce the risk. Measures to control hazards are to be implemented in accordance with the following hierarchy of control.

HIERARCHY OF CONTROL

- Eliminate (e.g. discontinue the activity or not use the plant)
- Substituting (with something safer)
- Isolating the hazard (e.g. introduce restrictive work area)
- Engineering control (e.g. guarding, fencing, safety screens)
- Administrative controls (e.g. specific instructions)
- Personal protective equipment (e.g. safety lines, eye protection, safety helmets)

SAFE WORK METHOD STATEMENTS (SWMS, JSA OR SWP)

SWMS **must** be developed or amended in light on any accident or incident , in consultation with employees or contractors performing the task prior to the task being undertaken or recommencing , to ensure that it is up to date with their current work practices Workers to be inducted into their SWMS and sign as such. . The Site Manager will periodically monitor contractor’s compliance through contractor site inspections, evaluating the contractor’s compliance to the SWMS and site safety rules.


CONTRACTOR SITE SPECIFIC RISK ASSESSMENTS


All contractors are required to undertake a Site Specific Risk Assessment prior to starting work on site. This can be done by doing a safety walk around site to identify any obvious hazards. The issues identified in the Site Specific Risk Assessment must be communicated (toolbox talks etc) with contractor personnel on site.


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Item	Report Safety Concerns 
Responsible person	Everyone
Maintenance	Constantly
Main Hazard	Wider range of injuries
House Keeping	Be ALERT
PPE	As required.
Safety Rules	<ul style="list-style-type: none"> • Cameron's management provides safe working conditions for all its employees and contractors. Management encourages any safety concerns to be reported immediately. • Warn others or isolate area / item until management remedies or advises it is safe to proceed working.


Item	Construction Site Signage 
Responsible person	Everyone
Maintenance	Everyday
Main Hazard	Vehicle accidents / delays in attending an emergency
House Keeping	Keep signs visible at all times; do not park in front of them.
PPE	
Safety Rules	<ul style="list-style-type: none"> • Clear site signage is displayed to make it easy for trade's people and others locate the site. • This assists in minimizing traffic disruption. • In case of an emergency it will assist Emergency Vehicles locating the site. • Everyone should know the location details so they can be explained to the "000" operator if contacted for assistance.


Item	Safety Signage 
Responsible person	Project Manager / Everyone
Maintenance	Each day
Main Hazard	Wide range of injuries.
House Keeping	Keep signs visible at all times. Ensure contact details and street address is correct in case of emergencies.
PPE	
Safety Rules	<ul style="list-style-type: none"> As per the signage and dependant on the task being undertaken. Take note of the site signage and abide by them at all times. Assist others by directing their attention to the site rules. Do not lean anything across the sign KEEP SAFETY SIGN VISIBLE AT ALL TIMES

Item	Safety CO-Ordination Plan 
Responsible person	Project Manger
Maintenance	Weekly.
Main Hazard	Wide range of injuries
House Keeping	To be made available at all times and is not to be removed.
PPE	
Safety Rules	<ul style="list-style-type: none"> All site personnel must have read and understood the co-ordination plan before commencing work on site. If you have any questions about the co-ordination plan – ask the Project manager for clarification A copy is to be kept on each site inside the electrical meter box


Item	<h2 style="text-align: center;">Site Induction</h2> 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Wide range of injuries
House Keeping	
PPE	
Safety Rules	<ul style="list-style-type: none"> • First time to the site everyone must report to the site office / manager. • A site induction will be undertaken. • This is important for the safety of everyone on the site. • Any questions should be directed to the inductor. Note all electrical leads to be “tagged”. • Safety Co-ordination must be read and discussed during the induction • All contractors are required to undertake a Site Specific Risk Assessment prior to starting work on site. This can be done by doing a safety walk around site to identify any obvious hazards. • The issues identified in the Site Specific Risk Assessment must be communicated (toolbox talks etc) with contractor personnel on site.


Item	SWMS 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Wide range of injuries
House Keeping	
PPE	
Safety Rules	<ul style="list-style-type: none"> • SWMS must be developed or amended in light on any accident or incident , in consultation with employees or contractors performing the task prior to the task being undertaken or recommencing , to ensure that it is up to date with their current work practices • Workers to be inducted into their SWMS and sign as such. . • The Site Manager will periodically monitor contractor's compliance through contractor site inspections, evaluating the contractor's compliance to the SWMS and site safety rules. • All contractors are required to undertake a Site Specific Risk Assessment prior to starting work on site. This can be done by doing a safety walk around site to identify any obvious hazards. • The issues identified in the Site Specific Risk Assessment must be communicated (toolbox talks etc) with contractor personnel on site.


Item	Construction Card (Red/White Card) 
Responsible person	Everyone
Maintenance	
Main Hazard	A range of potential hazards
House Keeping	Always have your Construction Card (Red/White Card) available for inspection.
PPE	
Safety Rules	<ul style="list-style-type: none"> • All people performing construction work require proof that they have completed a general OHS construction induction for the industry. • Everyone on site must have or be registered to obtain a Construction Card (Red/White Card) • This is the minimum requirement for all workers on site. • Site inductions must also be undertaken.


Item	First Aid Kit 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Delay in treating First Aid
House Keeping	If Items are used advise site management
PPE	
Safety Rules	<ul style="list-style-type: none"> • All contractors to supply their own First aid Kit. • Everyone to know the location of the First Aid Kit • All CC Project Mangers to have to have a First aid Kit in their vehicles • So that the kit can be replenished advise CC Project Mangers of Items that have been used or are low or need replacing. • As an employer, you are required to have first aid facilities available onsite for your employee's. It is a requirement that you carry a portable first aid kit in your vehicle for this reason. There are recommended contents for a first aid kit and you can obtain a list from the WorkSafe web site or contact the State OH&S Manager.


Item	If You Are Injured 'POSTER' 
Responsible person	Everyone Checks
Maintenance	Each use.
Main Hazard	
House Keeping	Poster to be kept visible at all times and is not to be removed.
PPE	
Safety Rules	<ul style="list-style-type: none"> • Make sure you have read the poster which is located at the site offices. • Report all injuries to site management


Item	Toilets & Facilities 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Diseases transmitted by bacteria.
House Keeping	<p>All amenities are to be kept clean at all times Remove and deposit all rubbish No food scrapes to be left lying around, clean up after you. Wipe after spills etc.</p>
PPE	
Safety Rules	<ul style="list-style-type: none"> • Toilets are provided for your convenience. • Clean up after you; remember others need to use these facilities including customers. • Leave the area as you would like to find it • ALL contractors, vendors and visitors MUST use the toilets provided on site to maintain good hygiene


Item	Workers & Public 
Responsible person	Everyone
Maintenance	Constantly
Main Hazard	Wide range of injuries.
House Keeping	Site to be kept tidy at all times.
PPE	As required.
Safety Rules	<ul style="list-style-type: none"> • A building site by nature may have many people working or walking around it at the same time. Ensure any work being carried out is clear of others. • Warn others if they need to keep their distance or be aware of impending hazards. • Everyone needs to be considerate of others. • The public or customers must be made aware of any dangers and supervised if required. Keep an eye out for others and warn them of possible dangers


Item	Smoking 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Fire Lung Disease
House Keeping	Ensure smoking area is clear of flammables. Put cigarette butts in bin after fully extinguished
PPE	
Safety Rules	<ul style="list-style-type: none"> • No smoking anywhere inside any premises. • Smoke in designated areas only. • Clean up after you, remember the company image • Do not smoke near other workers


Item	Dogs / Animals 
Responsible person	Everyone
Maintenance	
Main Hazard	Wide Range of Injuries
House Keeping	
PPE	
Safety Rules	No dogs or any animals are to be on a worksite


Item	Behaviour - Drugs & Alcohol 
Responsible person	Everyone
Maintenance	Constant
Main Hazard	Wider range of injuries to yourself or others
House Keeping	
PPE	
Safety Rules	<ul style="list-style-type: none"> • Do not enter the workplace if affected by alcohol or drugs. • If you are required to take prescribed medication that may affect your concentration or judgment advise management. • It is everyone's "duty of care" to provide a safe workplace, therefore if you suspect anyone is effected by alcohol or drugs then this must be reported immediately to management


Item	Behaviour - General	
Responsible person	Everyone	
Maintenance	Constant	
Main Hazard	Wider range of injuries to yourself or others.	
House Keeping	No loose clothing, jewellery etc if operating machinery.	
PPE		
Safety Rules	<ul style="list-style-type: none"> • Behaviour can also be a hazard to a workers well being, refrain from bullying, abuse, discrimination, vulgarity, harassment, pranks & horseplay. • Remember what may seem funny at the time could be offensive to others or could end up with someone feeling vilified or physically hurt. 	


Item	<h2 style="margin: 0;">Behaviour - Bullying</h2> 
Responsible person	Everyone
Maintenance	Cameron Construction does NOT CONDONE bullying or violent behaviour in the workplace whether the source of such behaviour is internal to Cameron Construction employees, or external, (eg on- site sub – contractors, customers).
Main Hazard	Wider range of injuries
House Keeping	<p>Bullying is defined as "repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety".</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Verbal abuse • Excluding or isolating employees • Psychological harassment • Assigning employees meaningless tasks unrelated to the job • Deliberately withholding information that is vital for effective work performance • Unfair criticism • Publicly humiliating an employee • Ignoring or belittling an employee's contribution or opinion
PPE	
Safety Rules	<ul style="list-style-type: none"> • Bullying is NOT tolerated • Failure to comply with the policy depending on the severity of the case will result in a disciplinary procedure. Similar disciplinary action will be taken against anyone who victimizes or retaliates against a person who has complained of workplace bullying. • If an employee believes that they are subjected to workplace bullying they should contact a Senior Manager as soon as possible


Item	Work Wear - Hearing Protection 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Hearing loss / impairment
House Keeping	Minimise damage to hearing protection by placing them away after use.
PPE	Ear muffs, ear plugs etc
Safety Rules	<ul style="list-style-type: none"> • When operating or in the vicinity of operating machinery or tools wear appropriate hearing protection. • Being exposed to 85 decibels or above for sustained periods will result in hearing damage.


Item	Work Wear - Sun Protection 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Sun burn / long term skin damage which may become cancerous.
House Keeping	Always have sunscreen with you.
PPE	Sunscreen, hat and long sleeves.
Safety Rules	<ul style="list-style-type: none"> • When working outside regardless of weather conditions ensure adequate sun protection is worn.


Item	Work Wear - Dust Masks / Respirators 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Dust inhalation, cancer.
House Keeping	Always have dust masks available when working onsite.
PPE	Dust masks / respirators
Safety Rules	<ul style="list-style-type: none"> • When working with MDF, hardwood or fiberglass insulation wear a PS2 dust mask. • When working with power tools ensure a PS2 dust mask is worn. • When welding or removing paint ensure a PS3 dust mask is worn. • If in doubt wear an approved dust mask at all times. • When painting ensure an appropriate respirator / dust mask is worn. • Ensure the work area has proper ventilation.


Item	Work Wear - Boots 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Foot injury. Trips / falls
House Keeping	Keep boots in good condition replace them when required
PPE	Safety boots – steel capped
Safety Rules	<ul style="list-style-type: none"> • There are many dangers when working onsite ensure approved steel capped safety boots are worn at all times.


Item	Work Wear - Eye Protection 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Loosing eye sight
House Keeping	Always have eye protection available when working onsite. Place away in a safe area after use to minimise damage
PPE	Eye protection
Safety Rules	<ul style="list-style-type: none"> • When working with most power tools ensure eye protection is worn. • When working near other operators of machines or power tools use eye protection


Item	Temporary Fencing 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Allow unauthorized access
House Keeping	Fencing to be in secure condition, report to management if it is damaged or not complete.
PPE	
Safety Rules	<ul style="list-style-type: none"> • The fencing is in place to protect the area & to keep people out and is not to be removed or altered.


Item	Safety Barriers 
Responsible person	Everyone
Maintenance	Each use.
Main Hazard	Wide range of injuries. Falling
House Keeping	Safety barriers are not to be tampered with.
PPE	
Safety Rules	<ul style="list-style-type: none"> • Note safety signs and temporary barriers which may indicate a danger area. • Be vigilant and keep well clear of site hazards. • Keep an eye out for others and warn them of any impending danger.


Item	Trenches & Drops 
Responsible person	Everyone
Maintenance	Each use.
Main Hazard	Falling – This can cause severe injuries.
House Keeping	Barriers, signs & warnings to be kept in good and visible condition.
PPE	As required.
Safety Rules	<ul style="list-style-type: none"> • Keep well clear of fall areas unless working in the immediate area. • Take safety precautions if working in the area. • Keep others away from fall areas. • Note with trenches and drops keep back from the edge it may collapse. • All trenches over 1.5 metres are to be shored.


Item	<h2>Bar Caps</h2> 
Responsible person	Everyone
Maintenance	Each use.
Main Hazard	Impalement from falling.
House Keeping	Barriers, signs & warnings to be kept in good and visible condition. Keep area clean and free from trip hazards
PPE	As required.
Safety Rules	<ul style="list-style-type: none"> • Star pickets, and exposed steel and anything that could cause impalement from falling MUST be covered with a bar cap. • Keep well clear of fall areas unless working in the immediate area. • Take safety precautions if working in the area. • Keep others away from fall areas. •


Item	<h2>Working near Bobcats & Excavators</h2> 
Responsible person	Everyone
Maintenance	Each use.
Main Hazard	Wider range of serious injuries. Run over Being hit by boom
House Keeping	When working near machinery ensure your work area is clear of the machinery work area.
PPE	
Safety Rules	<ul style="list-style-type: none"> • Keep clear of machinery when operational. • Do not stand in “swing” area, Bobcats and Excavators can swing around quickly and if they make contact will cause severe injuries. • Keep an eye out and warn others of impending dangers. • Don’t assume the operator has seen you; vision for the operator can be limited. • Keep well clear and get driver acknowledgement of your presence if passing by.


Item	<h2 style="margin: 0;">Operating Bobcats & Excavators</h2> 
Responsible person	Only trained and authorised operators.
Maintenance	<p>Each use.</p> <p style="color: red;">Ensure maintenance records are up to date and available on request</p>
Main Hazard	<p>Wider range of serious injuries.</p> <p>Roll over</p>
House Keeping	<p style="color: red;">Check safety features are working, at a minimum - “beeping” for reversing and “flashing light” when in operation.</p>
PPE	<p style="color: red;">Safety glasses, ear protection wear seat belt or equivalent machine must be fitted with rollover protection</p>
Safety Rules	<ul style="list-style-type: none"> • Bobcats are versatile machines and their operation requires trained operators only. • An accident in this machine could be severe and could cause death. • So caution when operating is essential keep work area clear of others and constantly check for persons in the work area.


Item	<h2>Excavations</h2> 
Responsible person	Everyone
Maintenance	Each use,
Main Hazard	Falling Electrocution
House Keeping	Keep the work area clear of any trip hazards
PPE	
Safety Rules	<ul style="list-style-type: none"> • all underground services that pose a risk to the health and safety of personnel undertaking excavation works are identified prior to the commencement of any such work • The following methods must be used to locate underground services: <ul style="list-style-type: none"> • <i>Dial Before You Dig (Phone 1100).</i> • <i>Pot holing- hand digging using equipment with non-conductive handles</i> • <i>Electronic surveillance</i> • Excavations must be adequately barricaded or guarded so as to prevent inadvertent entry • An excavation or trench 1.5 metre or deeper must be shored, battered and benched to prevent the excavation from collapse and have an adequate means of access and egress • Contractors are responsible for ensuring any trenches or holes they create are made safe • All trenches and excavations must be backfilled at the end of each day • If for any reason the trench or excavations cannot be backfilled the Site Manager must be notified.


Item	Electrical Power Boards 
Responsible person	Everyone
Maintenance	Each use.
Main Hazard	Workers may suffer electrical shock, which could result in death, heart problems, internal organ damage or burns..
House Keeping	Electrical power boards are to be respected at all times. Do not lean tools and items on them. The immediate area around the pole and board to be kept clear at all times.
PPE	
Safety Rules	<ul style="list-style-type: none"> • Switchboards are inspected by a registered electrician prior to the commencement of works. • Ensure circuits are protected by the appropriate rated fuse or circuit breaker to prevent overloading . • The electrical supply is provided strategically around the work site and has safety switches for everyone's safety. • These are NEVER to be tampered with. • Any problem with supply MUST be reported to the Project Manger OR Building Manger OR Managing Director IMMEDIATELY! • The main board can only be accessed with management approval by qualified electricians. • NO piggy back leads or double adaptors are permitted on site


Item	Electrical Cords 
Responsible person	Everyone
Maintenance	Regularly
Main Hazard	Electrocution Tripping falls
House Keeping	Ensure Electrical Equipment tested and tagged.
PPE	
Safety Rules	<ul style="list-style-type: none"> • Visually inspect prior to use – don't use equipment if it has been modified or damaged • ONLY plug tools into socket outlets that are protected by a residual current device (RCD) or use a portable RCD (RCDs are also known as safety switches) • ensure power circuits are protected by the appropriate rated fuse or circuit breaker to prevent overloading • if the circuit keeps overloading, don't increase the fuse rating as this creates a fire risk due to overheating arrange electrical leads so they will not be damaged. • Avoid running across the floor or ground, through doorways and over sharp edges. • Use lead stands or insulated cable hangers to keep leads off the ground • When electrical cords are not in use, store them neatly away from walkways.


Item	Vehicle Entry & Exit 
Responsible person	Everyone
Maintenance	Each use.
Main Hazard	Collision – Property damage and injury.
House Keeping	Keep access way clear at all times - no parking.
PPE	Safety belt when moving.
Safety Rules	<ul style="list-style-type: none"> Vehicles moving towards the rear of a site are to give way to vehicles heading towards the exit. Exiting vehicles have priority.


Item	Vehicles Exiting Site 
Responsible person	All Drivers
Maintenance	Each exit
Main Hazard	Environmental & Wheel slip which may result in an accident Pedestrians
House Keeping	Check tyres for mud and remove
PPE	As required
Safety Rules	<ul style="list-style-type: none"> Site rules are all cars and trucks check that mud is removed from tyres prior to leaving site. All trucks to leave the site driving preferably front first or with a spotter. Use horn when existing site where visibility of pedestrians is low


Item	<h2 style="text-align: center;">Waste Bins</h2> 
Responsible person	Everyone
Maintenance	All the time.
Main Hazard	Wide range of injuries including trips and falls.
House Keeping	Tidy up after you.
PPE	Gloves as required Eye protection as required
Safety Rules	<ul style="list-style-type: none"> • Waste bins for building rubbish are supplied for everyone to deposit their rubbish, off cuts and other unwanted items. • When bins are being placed or picked up keep 10 metres away from the truck & bin. • A tidy site is safer and makes it easier for others to work in. • Never climb on top of waste inside of bin. • Ensure waste is placed securely inside bin


Item	<h2 style="text-align: center;">Vehicles</h2> 
Responsible person	All drivers.
Maintenance	Each use.
Main Hazard	Vehicle accidents, which may result in serious injuries.
House Keeping	Regularly check lights, indicators etc are working correctly. Ensure tire pressures are correct Ensure service books are kept in vehicle and are available for inspection.
PPE	As required
Safety Rules	<ul style="list-style-type: none"> • As with Cameron's own vehicles it is expected all vehicles used on sites are regularly maintained and serviced. • Any concerns or faults should be reported to management immediately and / or rectified.


Item	Trailers and Vehicles 
Responsible person	Drivers
Maintenance	As Required
Main Hazard	Main Hazard - Wide Range Of Injuries Being run over
House Keeping	Keep mirrors adjusted and clean for clear visibility. Ensure loads are secure or covered before travelling.
PPE	
Safety Rules	<ul style="list-style-type: none"> • Properly trained drivers only. • Check for obvious damage and ensure all warning systems are operational on trailers. • Exercise extreme caution when maneuvering around pedestrians, especially reversing. • Use a spotter wherever possible. • Load & unload carefully. • Be aware of extra loads when travelling, ensure safe braking distance maintained.


Item	Trips & Falls 
Responsible person	Everyone.
Maintenance	Each use.
Main Hazard	Wide range of injuries from trips and falls.
House Keeping	Keep areas as tidy as possible. Remove rubbish to skips as soon as possible.
PPE	
Safety Rules	<ul style="list-style-type: none"> • Take care when on building sites. • Only walk in designated areas. • When walking outside of walkways, look for obstacles before proceeding. • Advise people when carrying items of potential hazards as you pass.

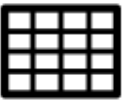
Item	Public Access 
Responsible person	Everyone
Maintenance	Each Use
Main Hazard	Main Hazard - Wide Range Of Injuries Trips and falls
House Keeping	Always keep public areas clear of rubbish and materials.
PPE	
Safety Rules	<ul style="list-style-type: none"> • Keep public access and walkways clear. • Ensure nothing protrudes into pedestrian areas. • Beware of the public when transporting materials over & through public areas.


Item	Transporting Materials 
Responsible person	Operators
Maintenance	Ensure items in good working order before use.
Main Hazard	Muscular Skeletal Strain
House Keeping	Keep pathways and access areas clear
PPE	Gloves and boots recommended.
Safety Rules	<ul style="list-style-type: none"> • To be used in moving heavy, bulky, large or multiple items. • Use care to not overload or over stack. • Take care on uneven or sloping areas.


Item	<h2>Concrete Mixers</h2> 
Responsible person	Everyone
Maintenance	Ensure in good working order before use.
Main Hazard	Main Hazard - Wide Range Of Injuries Being crushed by the mixer Entanglement
House Keeping	Electrical leads to be placed safely and clear of passageways.
PPE	Work boots and gloves & eye protection as required.
Safety Rules	<ul style="list-style-type: none"> • Place mixer on level ground and securely position before use. • Electrical leads to be placed safely and clear of passageways. • Do not overload mixer. • Bend knees and not back when filling mixer. • Take care emptying mixer. Keep hands clear of moving parts when in use. • Do not where loose clothing


Item	<h2>Cement & Bagged Material</h2> 
Responsible person	Everyone
Maintenance	
Main Hazard	Injury caused by lifting Tripping
House Keeping	Keep all areas tidy.
PPE	Gloves
Safety Rules	<ul style="list-style-type: none"> • When lifting awkward and heavy items, use mechanical aids where possible, if not, consider team lifting where people are trained. • When bending to lift heavy or awkward objects try to maintain an inclined back and bent knees to a semi-squat • where your feet are stable on the ground and you assume a power lifter stance. • Dispose of building rubbish appropriately. • Remove rubbish after use and ensure walkways and access areas remain


Item	<h2>Chemicals</h2> 
Work Area	All sites
Category	Industrial substances
Responsible person	Everyone
Maintenance	Each Use
Main Hazard	Poisoning Burns
House Keeping	Keep chemicals in safe storage area when not in use. They are not to be left onsite unattended
PPE	As required by MSDS (Material Safety Data Sheets)
Safety Rules	<ul style="list-style-type: none"> • CC Project Managers MUST be notified of all Chemicals brought onto site • MSDS/Instructions on containers should be accessible & readable for all chemicals as required. • Clean up spillages immediately & notify Project Manager. • Be careful lifting drums/containers • Persons using the hazardous substance must be competent in its safe use, handling, storage and disposal. • All workers in the vicinity of the chemical Hazardous Substances and Dangerous Goods must be removed from site at the end of each day


Item	Material Delivery & Storage 
Responsible person	Everyone
Maintenance	As Required
Main Hazard	Main Hazard – Tripping, crushing
House Keeping	Keep all access areas clear of materials, clutter and rubbish
PPE	Gloves
Safety Rules	Ensure deliveries of materials are located away from access, pedestrian and public areas. Where deliveries protrude into areas move materials or erect barricade around items.


Item	<h2 style="text-align: center;">Working at Height</h2> 
Responsible person	Project Manager / Everyone
Maintenance	Each Use.
Main Hazard	<p>Main Hazard – Falling. Typical falls that cause death and injury include those resulting from:</p> <ul style="list-style-type: none"> • unsafe or incomplete scaffolds • Inappropriate ladders/ladder use • Falling from or through roofs • Falls into holes, pits or shafts
House Keeping	<p>To prevent serious injuries occurring identify all tasks that involve the possibility of someone falling.</p> <p>Keep Surrounding Areas tidy</p>
PPE	As required
Safety Rules	<ul style="list-style-type: none"> • Only Trained and Experienced Personnel to WORK AT HEIGHT. • CONSULT with the Project Manager/Employee before commencement of work on each site. • Before Commencing any new task IDENTIFY & ASSESS the risk of falling using a S.W.M.S • Where there is a RISK of falling CONTROL THE RISK. <ul style="list-style-type: none"> ○ Where there is a risk of falling you MUST take action to eliminate the risk. ○ If it is not possible to eliminate the risk you MUST reduce the risk as far as practicable. • REMEMBER <ul style="list-style-type: none"> ○ Watch your step - work with extreme caution & always watch for tripping hazards. ○ Avoid carrying heavy or large items without assistance. Do not hurry. ○ Remove any obstructions immediately. <p>Refer to the “Prevention of Falls in Housing Construction” March 2004</p>


Item	<h2 style="margin: 0;">Scaffolding – Edge Protection</h2> 
Responsible person	Project Manager / Everyone
Maintenance	Each Use
Main Hazard	Main Hazard – Falling.
House Keeping	Inspect scaffolding regularly. Look for signs of damage and unauthorized modification and tampering. Keep Surrounding Areas tidy
PPE	As required
Safety Rules	<p>Where there is a risk of falling more than 2 metres;</p> <p>Perimeter protection must be provided on the exposed edges of a solid construction. These include:</p> <ul style="list-style-type: none"> • the perimeters of buildings or other structures • the perimeters of skylights or other fragile roof materials • Openings in floor or roof structures. <p>Refer to the “Prevention of Falls in Housing Construction” March 2004</p>


Item	<h2 style="margin: 0;">Scaffolding – Trestle scaffolds</h2> 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Falling
House Keeping	Keep Surrounding Areas tidy
PPE	As required
Safety Rules	<ul style="list-style-type: none"> • Trestle scaffolds should be avoided at heights above 2 metres • The maximum spacing of trestles should not exceed the maximum recommended span of the scaffold planks • Work should only be performed between the trestles • Trestle scaffolds may be used at heights greater than 2 metres, if guard railing is incorporated to prevent people from falling off the open side or end of the work platform • Trestle ladder scaffolds are only suited to light duty tasks such as painting and rendering. • Further guidance on trestle ladder scaffolds is provided in AS 4576 Guidelines for Scaffolding <p>Refer to the “Prevention of Falls in Housing Construction” March 2004</p>


Item	<h2 style="margin: 0;">Scaffolding - Void Platforms</h2> 
Responsible person	Everyone
Maintenance	Each Use
Main Hazard	Falling
House Keeping	Keep Surrounding Areas tidy
PPE	
Safety Rules	<ul style="list-style-type: none"> • Close top hatch when not in use. • Keep surrounding areas clear. • Keep Locked when not in use to prevent un-authorized access • Ensure sectional void platform securely positioned when setting up. • Ensure there is also a child proof mechanism on the ladders as well. • The covering should be designed to withstand any loads that may be applied to it and secured to prevent dislodgment <p>Refer to the “Prevention of Falls in Housing Construction” March 2004</p>


Item	<h2 style="margin: 0;">Scaffolding – above 4m</h2> 
Responsible person	Project Manager / Everyone
Maintenance	As Required – by a person with a WorkSafe certificate of competency
Main Hazard	Falling
House Keeping	Inspect scaffolding regularly. Look for signs of damage and unauthorized modification and tampering. Keep Surrounding Areas tidy
PPE	
Safety Rules	<ul style="list-style-type: none"> • Any scaffold from which a person or object could fall more than 4 metres MUST be erected, altered and dismantled by, or under the direct supervision of, a person with a WorkSafe certificate of competency of the appropriate class. • Scaffolding must be assembled on stable ground. • Double check scaffolding is secure and safe to work from before use • Do not over load scaffolding. • Workers MUST know: <ul style="list-style-type: none"> • what loads the scaffold can safely take (such as how many bricks per bay) • that unauthorized alterations must not be made to the scaffold (such as removing guardrails, planks, ties, toe boards and braces) • that working platforms need to be kept clear of debris and obstructions along their length • that incomplete or defective scaffolds must never be accessed.


Item	<h2 style="margin: 0;">Safety Harness</h2> 
Responsible person	Trained and authorised personnel only
Maintenance	<p>Check condition of harness before use.</p> <p>Check Job Safety Assessments for particular hazards and conditions of use.</p>
Main Hazard	Main Hazard Falling
House Keeping	Store safely to avoid damage when not in use
PPE	Safety footwear. Other as required. In the case of a fall the Shock Absorbing Safety Lanyard will cushion the fall.
Safety Rules	<p>Safety harness should be worn when working on a roof, on top of a tank, from an elevated platform, ladder, building, structure, sloping surface, or slippery surface within 2.0 metres of an edge where there is a potential to fall 2.0 metres or more. After a fall it is essential to relieve the harness pressure from the torso area i.e. remove some of the weight from the leg & groin area as prolonged pressure (20 mins) in this area will cause circulation problems with possible severe consequences. Must be used only with another trained operator with a harness available. In the case of a fall the second person to supply a rope with a foot hold, so the person that has fallen can use it reduce the pressure on their torso by leveraging their weight upwards with the foot hold.</p>


Item	<h2 style="text-align: center;">Ladders – Safety</h2> 
Responsible person	Everyone
Maintenance	Each Use
Main Hazard	Main Hazard – Falling
House Keeping	Keep surrounding areas tidy.
PPE	Non-slip boots.
Safety Rules	<ul style="list-style-type: none"> • Ladders need to be securely fixed. • Ensure base of ladder is on level surface and areas around ladder kept clear • Ensure that the ladder is: <ol style="list-style-type: none"> 1. appropriate for the task to be undertaken 2. appropriate for the duration of the task 3. set up in a correct manner. • People using ladders should not: <ol style="list-style-type: none"> 1. Handle or use a ladder where it is possible to make contact with power lines 2. use metal or metal reinforced ladders when working on live electrical installations 3. set up the ladder in places, such as driveways and doorways, where a person or vehicle could hit it. If necessary, erect a barrier or lock the door shut. 4. use a stepladder near the edge of an open floor, penetration, or on scaffolding to gain extra height 5. over-reach 6. use any power equipment or tool, specifically designed to be operated with two hands 7. tools that require a high degree of leverage type force which, 8. carry out work such as arc welding or oxy cutting 9. work over other people 10. allow anyone else to be on the ladder at the same time.


Item	Hoses & Cords 
Responsible person	Everyone
Maintenance	As Required
Main Hazard	Tripping
House Keeping	Keep access areas clear at all times
PPE	
Safety Rules	<ul style="list-style-type: none">• When in use, ensure hoses and cords do not protrude into pedestrian and access areas.• Where hoses/cords pass over traffic areas, ensure they are adequately highlighted or covered over.• All cords & hoses to be placed where they will not cause a trip area.


Item	<h1 style="margin: 0;">Manual Handling</h1> 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Muscular Skeletal Strains – Lacerations
House Keeping	All areas to be kept tidy.
PPE	Gloves as required.
Safety Rules	<ul style="list-style-type: none"> • Before Lifting Heavy Objects <ol style="list-style-type: none"> 1. Assess the RISK 2. Control the Risk <ul style="list-style-type: none"> ▪ Avoid the risk and if that is not practicable reduce the risk so far as is practicable ▪ Use a mechanical aid i.e. Use trolleys ▪ Get assistance. ▪ Use Proper technique. I.e. Bend your knees NOT your back • Keep loads close to the body. • AVOID: <ol style="list-style-type: none"> 1. Pushing or pulling objects that are hard to move or stop, e.g. handling timber from the top of a storage rack 2. Exerting high force while in an awkward posture, 3. Repetitive bending of the back more than 20 degrees

Item	Material Storage / Stacking 
Responsible person	Everyone
Maintenance	As Required
Main Hazard	Crushing
House Keeping	Stack neatly. Be careful of one offs protruding which may cause damage to a person walking past.
PPE	
Safety Rules	<ul style="list-style-type: none"> • Consider item weights. • Stack securely. • Heaviest items at lowest levels - lightest at upper levels. • Ensure stored items do not protrude to block passageways.


Item	Power Tools 
Responsible person	Everyone
Maintenance	Each Use
Main Hazard	Main Hazard - Lacerations & Cuts
House Keeping	Keep Surrounding Areas tidy
PPE	Wear appropriate personal protective equipment including eye and ear protection and gloves
Safety Rules	<ul style="list-style-type: none"> • Be familiar with operation. Check the work area is clear & firm underfoot. • Power off before adjustments or maintenance. • Guards & covers to be in place. • Work piece to be firmly held or clamped & properly supported. • No loose clothes, jewellery or hair. • Keep hands & fingers clear of blade when sawing. • Be careful of flying particles. • Keep area around the saw clear. • Keep others away when machine is in use.


Item	Earth Leakage 
Responsible person	Operators
Maintenance	Regularly
Main Hazard	Electrocution
House Keeping	Place out of walkways
PPE	
Safety Rules	<ul style="list-style-type: none"> • Always connect electrical tools to power boards or sub stations with a safety switch. • In the case of an electrical fault this may save yours or someone else's life.


Item	Compressor 
Responsible person	Operators
Maintenance	Each Use
Main Hazard	Main Hazard – Mangling
House Keeping	Regular bleeding.
PPE	Eve protection
Safety Rules	<ul style="list-style-type: none"> • Be familiar with operation. Work area to be clear. • Power off before adjustments or maintenance. • Compressors are heavy. • Minimise manual lifting and utilise wheels when moving. • DO NOT USE AIR GUN BLOWERS


Item	Behaviour – Be Alert 
Responsible person	Everyone
Maintenance	Each Use
Main Hazard	Wider range of injuries including tripping or bumping ones head etc.
House Keeping	Minimise site hazards for others
PPE	As required.
Safety Rules	<ul style="list-style-type: none"> • Always check area before proceeding or commencing work. • A working site changes constantly and it is important to recheck areas before commencing work. • Hazards as per the picture may exist where low structural beams / scaffolding is present and it is easy to hit your head accidentally.

Item	Nail Gun 
Responsible person	Operators
Maintenance	Each Use
Main Hazard	Main Hazard - Lacerations & Cuts
House Keeping	
PPE	Wear appropriate personal protective equipment including eye and ear protection.
Safety Rules	<ul style="list-style-type: none"> • Be familiar with operation. Work area to be clear & firm under foot. • Unplug air hose before adjustments or maintenance. Guards & covers must be in place. • The work piece must be securely held. • Beware of any loose clothes, jewellery & hair. Keep fingers clear.

Item	Hand Tools 
Responsible person	Everyone
Maintenance	
Main Hazard	Wide range of injuries.
House Keeping	Place away after use, keep out of bad weather.
PPE	As required for the tools being used.
Safety Rules	<ul style="list-style-type: none"> • These tools should only be used as per the manufactures intended use. • Treat tools with respect and keep in good working order. If damaged, discard or repair. • Beware of others around you when using.

Item	Bricklaying – Scaffolding 
Responsible person	Project Manager / Bricklayer
Maintenance	Regular
Main Hazard	Overloading Scaffolding – collapse Trips / falls
House Keeping	Stack bricks neatly.
PPE	As required
Safety Rules	<ul style="list-style-type: none"> • Bricks / items to be stacked neatly on scaffolding so they can't accidentally fall off or be a trip hazard. • Know the load capacity of the scaffolding • Use the correct scaffolding – <p>Refer to the “Prevention of Falls in Housing Construction” March 2004</p>

Item	Asbestos 
Responsible person	Everyone
Maintenance	Each use
Main Hazard	Mesothelioma / Lung cancer
House Keeping	Isolate any area or place a notice if asbestos is present and is to be removed or broken
PPE	Approved dust mask.
Safety Rules	<ul style="list-style-type: none"> • Contact project manager immediately if you suspect asbestos. • The removal of asbestos must be performed by a licensed person. • Do not disturb asbestos; air borne particles are extremely dangerous.

Item	Plastering – Stilts 
Responsible person	Trained users only
Maintenance	Each use, stilts should only be used from a recognised industry supplier
Main Hazard	Falling
House Keeping	If using stilts the work area must be clear of any trip hazards. Warn other workers to keep the area clear
PPE	
Safety Rules	<ul style="list-style-type: none"> • Trained users only. If using stilts you must be trained in their correct use. • Do not use for work over 3 metres. Keep your torso vertical. If fatigued stop and rest. • Do not bend down to pick up items while using the stilts. • Only use on even surfaces, floor penetrations, stairwells, inbuilt furniture and voids. • Mounting and dismounting should be from a rigid platform equal to the height or greater than the stilts. • Never walk on stairs.

Item	
Responsible person	
Maintenance	
Main Hazard	
House Keeping	
PPE	
Safety Rules	



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