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**WORK HEALTH AND SAFETY MANAGEMENT
SYSTEM**

Created by:



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Appendices A: 026 Emergency Response Chart

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Introduction:

This WHS document sets out the safety management strategy to be implemented and adopted by ConstructWell.

It is intended to be used as both an in house safety manual for training and inductions of all employees and contractors and as a site management system to be customised for each individual project. This WHS Management System will be reviewed on an annual basis as a minimum, or earlier if required as per site requirements. This document and subsequent additions will be made available to interested parties for the purpose of the pre project commencement reviews and auditing.

Legislative Requirements:

ConstructWell will so far as reasonably practical comply with the South Australian Work Health & Safety Act and Regulations 2012. This document is intended to comply with the requirements of the AS/NZS 4801:2001 Work Health and Safety Management Systems.

Documents Management:

ConstructWell will:

- Maintain and make available an up to date copy of this management system to potential clients.
- Review the management system prior to the commencement of work at any new site or on an annual basis.
- Retain all hard copies and electronic copies of the management system for a minimum of 5 years to provide evidence of WHS practices and performance.
- The revision status record will record all amendments made to the management system

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Revision Status Record

Latest revision date	Revision description	Revision Author (by title)

Register of Controlled Project Management Plans

Issued to	location	Date	Copy No
Adelaide OHS Consultants	366 Brighton Road, Hove 5048	18/04/2013 - ongoing	Editable electronic copy - 1
Tony Siciliano	Constructwell	18/04/2013 – ongoing	Editable electronic copy - 2

PROJECT DETAILS

Company details	
Trading as	ConstructWell
ACN/ABN	14 602 639 850
Director	Tony Siciliano
Address	
Postal Address	
e-mail	tony@constructwell.com.au
Mobile	0403 187 226
Phone	
Fax	

PROJECT SCOPE OF WORKS

The following below is a brief outline of the works to be conducted ConstructWell.

Date	Description of project	Number of employees (inc sub-contractors)

CONSTRUCTWELL SERVICES WHS SITE REPRESENTATIVE

The onsite representative/s for control of the WHS issues will be:

Name	Position	Contact details
Tony Siciliano	Director	0403 187 226

Document Register

DM = Direct Manager

AOHS = Adelaide OHS&W Consultants

Doc. ID	Document Title	Version No.	Author	Review Date	Sign Off
DOCUMENT REGISTER					
001	WHS Management System	1	AOHS		DM
OHS&W POLICIES					
001	Work Health & Safety Policy	1	AOHS		
002	Workers Compensation and Rehabilitation Policy	1	AOHS		
003	Workplace Bullying & Harassment Policy	1	AOHS		
OHS&W PROCEDURES					
001	Work Health and Safety Procedure	1	AOHS		
002	Workers Compensation and Rehabilitation Procedure	1	AOHS		
003	Safety Consultation Procedure	1	AOHS		
004	Accountabilities & Responsibilities Procedure	1	AOHS		
005	Right to Cease or Refuse Unsafe Work Procedure	1	AOHS		
006	Confidentiality Procedure	1	AOHS		
007	Right of Entry Procedure	1	AOHS		
008	Breach of Safety Procedure	1	AOHS		
009	Grievance Procedure	1	AOHS		
010	No Smoking Procedure	1	AOHS		
011	Training Needs Analysis Procedure	1	AOHS		
012	Use & Maintenance of PPE Procedure	1	AOHS		
013	All Weather Procedure	1	AOHS		
014	First Aid Procedure	1	AOHS		
015	Drug and Alcohol Procedure	1	AOHS		
016	Hazardous Manual Tasks Procedure	1	AOHS		
017	Confined Space Procedure	1	AOHS		
018	Safety Signage Procedure	1	AOHS		
019	Fatigue Management Procedure	1	AOHS		
020	Handling & Storage of Dangerous Goods Procedure	1	AOHS		
021	Traffic Management Procedure	1	AOHS		
022	Risk Management Procedure	1	AOHS		
023	Hazard Management Procedure	1	AOHS		
024	Accident Incident Procedure	1	AOHS		
025	Plant & Equipment Procedure	1	AOHS		
026	Emergency Response Procedure	1	AOHS		
027	Contractor Management Procedure	1	AOHS		
028	Contractor Management Guidelines – Tier 1	1	AOHS		
029	Contractor Management Guidelines – Tier 2	1	AOHS		
030	Contractor Management Guidelines – Tier 2	1	AOHS		
031	Corrective Actions Procedure	1	AOHS		

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Doc. ID	Document Title	Version No.	Author	Review Date	Sign Off
032	Document Control Procedure	1	AOHS		
FORMS & CHECKLISTS					
001	First Aid Kit Checklist	1	AOHS		
002	Tool Box Talk / Job Briefing Form	1	AOHS		
003	Pre-Start Safety Inspection Checklist	1	AOHS		
004	Accident/Incident Report Form	1	AOHS		
005	Hazard Near Miss Report Form	1	AOHS		
006	Plant Pre-start Inspection Checklist	1	AOHS		
007	Confined Space Entry Permit Form	1	AOHS		
008	New Worker Induction Checklist	1	AOHS		
009	Contractor Induction Checklist	1	AOHS		
010	Corrective Action Report Form	1	AOHS		
011	Workstation Assessment	1	AOHS		
012	Training Needs Analysis and Plan	1	AOHS		
013	Risk Assessment Template	1	AOHS		
014	WHS Safety Plan Schedule	1	AOHS		
REGISTERS					
001	WHS Document Register	1	AOHS		
002	Training / Licence Register	1	AOHS		
003	Plant and Equipment Register	1	AOHS		
004	Personal Protective Equipment Register	1	AOHS		
005	Contractor Register	1	AOHS		
006	Hazardous Substance Register	1	AOHS		
007	Accident Incident Register	1	AOHS		
008	Corrective Action Register	1	AOHS		
HANDBOOK					
001	Induction Handbook	1	AOHS		
STANDARD OPERATING PROCEDURE (SOP)					
001	Ladder Safety	1	AOHS		
SAFE WORK METHOD STATEMENT (SWMS)					
001	General Construction Works	1	AOHS		

Work Health and Safety Policy

ConstructWell recognises the importance of providing all workers and persons who may be affected by the operation of the organisation with a safe and healthy work environment.

The management at ConstructWell is committed to the pursuit and ultimate sustainability of a Zero harm incident rate. To achieve this, management is committed to providing all appropriate resources, necessary tools and procedures to facilitate the success of this business objective.

ConstructWell will endeavour to:

- Comply with all relevant Work Health and Safety (WHS) Legislation, Codes of Practice and appropriate Standards.
- Hold all management, supervisors and workers accountable for the safe operation of this organisations activity.
- Provide and maintain specific safety and health systems designed to identify, assess and control hazards and risks associated with company activities.
- Eliminate identified hazards and risks where practical. Where elimination is not reasonably practicable, other appropriate control methods will be implemented.
- Actively promote consultation and involvement with all workers to promote a proactive approach to WHS within the company.
- Provide training, education, information and work instruction to enable workers to perform their work in a safe and healthy manner.
- Recognise the community's right to be informed about and be protected from aspects of our activities that could affect their wellbeing.
- Ensure that all contractors and sub-contractors engaged by this organisation comply with all health and safety systems requirements, rules, legislation or any other such protocol deemed necessary during their engagement.
- Ensure the monitoring and continual improvement of the WHS management system and audit periodically.

Director

Tony Siciliano – Date: / / 2015

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Workers Compensation and Rehabilitation Policy

The management of ConstructWell is committed to providing a process to support an early safe return to work of any worker who has an injury/illness while conducting works for ConstructWell.

ConstructWell will ensure that any worker, who suffers an injury or illness while at work, will provide as far as reasonably practical, appropriate measures to maintain a quality of life that existed prior to the injury or illness occurring.

ConstructWell will endeavour to:

- Identify suitable workplace rehabilitation as soon as reasonable possible in accordance with medical advice.
- Ensure appropriate duties are made available to injured or ill workers to promote their safe and early return to work and is consistent with medical certificates issued.
- Respect the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality.
- Ensure all workers are aware that, in the event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.
- Comply with legislative obligations with respect to the standard for rehabilitation.
- Adopt a multidisciplinary approach to rehabilitation as required.

Director

Tony Siciliano – Date: / / 2015

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Workplace Bullying and Harassment Policy

The management of ConstructWell is committed to providing a professional work environment free from work place bullying or harassment and ensuring the same does not enter the workplace.

ConstructWell workers, contractors, consultants, volunteers and visitors have a right to a working environment that is free of discrimination or harassment. A zero tolerance to any unreasonable behaviour directed towards another person or persons that creates a risk to the health and safety dignity or reputation of those workers.

ConstructWell will endeavour to:

- Identify and eliminate any form of workplace bullying and harassment of any kind.
- Educate workers as to the nature and effects of harassment, discrimination and bullying and to provide necessary resources to inform them of the contents of this policy.
- Ensure all allegations raised will be investigated, dealt with promptly, confidentially and impartially.
 - Address all interpersonal conflicts and difference of opinions or disagreement in accordance with the ConstructWell grievance procedure.
- Promote an environment which recognises associated risks, and acknowledges what action to take regarding any concerns about workplace bullying and harassment.
- Comply with all relevant Work Health and Safety (WHS) Legislation, Codes of Practice and appropriate Standards for all workers, contractors and visitors associated with our workplace.

Director

Tony Siciliano - Date: / / 2015

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Work Health and Safety Procedure

1. Purpose:

The purpose of this procedure is to state ConstructWell commitment and intent to the Work Health and Safety (WHS) Plan.

2. Scope:

This procedure is applied to all areas of the business.

3. Definition:

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

ConstructWell will ensure that all policies are displayed in prominent positions within the workplace.

Each policy will be signed and dated by the Managing Director of ConstructWell.

- WHS procedures shall be developed in consultation with workers encouraging participation to eliminate or control risks towards creating a healthy working environment.
- Ensure all risks to health and safety are identified, assessed and effectively controlled.
- Measurable objectives and targets to be established, relevant to ConstructWell activities.

Workers shall attend a toolbox talk/safety discussion highlighting the intent behind any new policies.

Policies must be communicated to everyone working in and on behalf of the organisation.

All/new workers shall attend an induction session centring round each of the policies.

Sufficient copies of the current policies are to be made available and provided on request by workers.

5. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

6. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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Workers Compensation and Rehabilitation Procedure

1. Purpose:

The purpose of this procedure is to provide a systematic guidance and information to ensure a timely, safe and durable support an early return to work of any worker who has an injury/illness while conducting work for ConstructWell.

2. Scope:

The application of this policy applies to all ConstructWell workers.

3. Definition:

A **Worker**: For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

If an injured worker attends a hospital or a Medical Practitioner, they must obtain a WorkCover Medical Certificate or equivalent, from the treating doctor regarding the injury and treatment plan. This WorkCover certificate must be fully completed by the doctor, especially if suitable work duties are specified. Where modified duties, specialised treatment or rehabilitation is required, the WorkCover certificate must state this.

The Return to Work Coordinator shall immediately contact the insurer to notify them of the injury and request a claim number. A photocopy of all current documentation is to be made, with the photocopied document sent to the insurer and the originals to be filed.

At the same time a file shall be set-up by the Return to Work Coordinator using a dedicated manila folder, with the workers name and date of injury clearly printed on the tab. All information regarding the worker's injury must be kept in the file by the Return to Work Coordinator as a confidential document.

The management of any injury affecting a ConstructWell worker shall be wholly the Return to Work Coordinators responsibility from inception to total case closure.

Where suitable duties are recommended by an injured worker's treating doctor, the Return to Work Coordinator, the injured worker, (where possible), their supervisor and the Accredited Rehabilitation Provider (where appointed), will together formulate the duties that the injured worker will perform whilst performing suitable duties.

Where a worker is not able to return to normal work duties for under a month then the Return to Work Coordinator and the workers Supervisor shall liaise on a daily basis, as a minimum, to discuss progress. However, there shall be a formal, weekly, minuted meeting between them and the Rehabilitation Provider until the worker achieves normal work duties.

If a worker is so seriously injured as to be off work for an extended period of time, then their immediate manager shall keep in constant contact with them. This contact shall be in the form of a helping hand, not to persuade the worker to return to work.

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During a worker's rehabilitation period, under no circumstances are they allowed to be working/at work without a current updated doctor's certificate, outlining the limitations/restrictions placed upon them.

It is the injured worker's responsibility to return to the doctor, for a review within the allocated time frame specified on the Return to Work Sa medical certificate.

In the case of either extended time off work or suitable duties the Return to Work

Coordinator shall keep in regular contact with the insurers Claims Manager and any treating professionals to ensure the best possible care is being provided to the injured worker.

ConstructWell workers compensation details are as follows:

Policy Number	Organisation	Date of Issue
27340801	Return to Work Sa	21/7/2012

5. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

6. References:

South Australia Work Health and Safety Act 2012
South Australia Work Health and Safety Regulation 2012
Workers Rehabilitation and Compensation Act 1986

Safety Consultation, Co-operation and Co-ordination Procedure

1. Purpose:

The purpose of this policy is to recognise the importance of consultation and communication in the workforce in relation to all health and safety issues. This is inclusive of worker input and feedback for the maintenance and continuous improvement of the Work Health and Safety management system.

2. Scope:

This policy extends to all ConstructWell workers, contractors and visitors.

3. Definitions:

A **Worker**: for the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

WHS: Work Health and Safety

PCBU: Person Conducting a Business or Undertaking

4. Procedure:

ConstructWell recognises the importance of drawing on worker knowledge, experience and ideas and by encouraging worker participation and input. Effective Work Health and Safety (WHS) management systems can be enhanced and maintained in consultation with Management/Supervisors.

Consultation within ConstructWell takes a number of forms and includes one or a combination of the following:

- Inclusion of WHS on the agenda at meetings.
- Inclusion of worker consultation in project objectives where changes in the work environment or work practices may affect health and safety.
- Worker surveys and /or focus groups or other feedback mechanisms that may be developed and utilised from time to time.
- At all times the arrangements for consultation will address the requirements within the WHS Legislation.

ConstructWell is committed to a consultative and cooperative approach to all Work Health and Safety issues which will be facilitated by Management and Health and Safety Representatives.

5. Responsibilities:

The Management of ConstructWell will develop and implement the following to the consultation and communication of health and safety issues within the workplace, thereby ensuring:

- Open communication and feedback in relation to hazards, risks, incident and accident reporting.

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- Mechanisms are developed to enable workers to be consulted on changes to work practices, policies or procedures that may affect health and safety issues.
- Address WHS issues and feedback raised or provided by workers.
- All incidents are reported and investigated.
- Basic cause and control strategies are identified and communicated to all stakeholders.
- Compliance of the requirements of the WHS Legislation.

Workers have a responsibility to:

- Participate in the consultative mechanisms developed for their area of work and provide constructive and meaningful input to assist in establishing and maintaining a safe and health working environment.
- Report all accidents, incidents and hazards immediately.

6. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

7. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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WHS Accountabilities and Responsibilities

1. Purpose:

This document highlights the general and specific health and safety responsibilities applicable to the various management and operational levels within the organisation. These responsibilities are assigned to the levels of management and operational groups/individuals as shown and are based on the Work Health and Safety Act 2012, Regulations, Codes of Practice and ConstructWell procedures. These duties cannot be transferred to another person.

2. Scope:

This procedure is applied to all areas of the business.

3. Definitions:

PCBU: Person Conducting a Business or Undertaking

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

Officer under the WHS Act 2012:

An officer is a broad term that applies to people who can make decisions that significantly affect a business or undertaking.

An officer can be:

- A director or secretary of a corporation
- Any person who can make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation
- A person who has the capacity to affect significantly the corporation's financial standing
- A receiver, or receiver and manager, of the property of the corporation
- An administrator of a corporation
- An administrator of a deed of company arrangement executed by a corporation
- A liquidator of a corporation
- A trustee or other person administering a compromise or arrangement made between the corporation and someone else.

The Work Health and Safety Act 2012 uses the meaning of officer used in section nine of the *Commonwealth Corporations Act 2001*.

4. Roles and Responsibilities:

The Director:

The Director has overall responsibility to provide a healthy and safe workplace for workers and will ensure adequate resources are provided to meet the Work Health and Safety objectives and implemented strategies.

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In particular the Director will:

- Formally approve the Work Health and Safety Policies;
- Ultimately be accountable for work place health and safety within ConstructWell.
- Sign-off on Annual Management Safety Plans in conjunction with each responsible manager;
- Participate in quarterly safety reviews with allocated members of the executive;
- Ensure adequate resources are made available to progress the safety plan;
- Acquire and keep up-to date knowledge of WHS;
- Persistent examination and care to ensure that the resources and systems of the business or undertaking are adequate to comply with the duty of care required under the WHS Act;
- Ensure that delegations are working effectively;
- Formally review the expertise of a manager or other person where the office relies on that person's expertise. That expertise must be verified and the reliance must be reasonable;
- Managers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities;
- Ensure engagement and leadership by officers in WHS management, better providing for sustainability and improvement in WHS performance;
- Mechanisms are provided to enable workers and their representatives to be consulted on any proposals for, or changes to, the workplace, work practices, policies or procedures that may affect the health, safety and welfare of workers;
- Verify that risks and hazards are being appropriately controlled and ensure processes are implemented to ensure WHS compliance;
- Mechanisms are provided to regularly monitor and report on health and safety performance.

Person Conducting a Business or Undertaking (PCBU) - Director will be accountable for the safety of the people working for them:

- Ensuring adequate resources are available for the implementation of the Work Health and Safety Management System;
- Working with members of their senior management team, and other appropriate persons, to formulate Annual Management WHS Plans;
- Participating in quarterly safety reviews with allocated members of the executive;
- Clearly communicating the ConstructWell - Work Health and Safety Management Plan and its expectations;
- Keeping WHS as a priority in all decisions, actions and communications;
- Monitoring work health and safety performance within the area of their responsibility via regular reviews of the Annual Work Health and Safety Plan;
- Verify that risks and hazards are being appropriately controlled and ensure processes are implemented to ensure WHS compliance;
- Persistent examination and care to ensure that the resources and systems of the business or undertaking are adequate to comply with the duty of care required under the WHS Act;
- Ensure worker consultation, representation and participation is being conducted in accordance with the WHS act.

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Human Resource Management and WHS Coordination Functions:

The Director has the responsibility of the Human Resource Management and WHS Coordination Functions and has a responsibility to:

- Lead the development and implementation of a risk based WHS Management System and make such changes to the system where required;
- Advise management and workers alike on WHS strategies, systems and policies;
- Assist managers and supervisors in the identification, development and provision of appropriate health and safety-related information, instruction and training;
- Assist managers and supervisors to effectively consult with workers and their representatives;
- Design and implement work health and safety policies and procedures;
- Assist managers and supervisors in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- Monitor safety statistics and compile regular safety reports on the organisations safety performance;
- Administer and review workers compensation policy and processes;
- Monitor the performance of Annual WHS Plans;
- Conduct and facilitate Safety Audits both internal and external where appropriate;
- Monitor and advise on legislative and technical changes relating to health and safety;
- Support workers and HSR's to follow policies and safe work procedures developed, and
- Provide information to workers and their representatives on health and safety
- Approve SOP's and Safe Work Practices.

Return-to-Work Coordination:

The Director has the responsibilities of the ConstructWell Return to Work Coordination which are to:

- Commence rehabilitation at the time of injury, or as soon as possible after the injury;
- Design, implement and monitor return to work programs for injured staff and volunteers;
- Keep injured staff at work wherever possible, administer specified aspects of workers compensation claims and rehabilitation;
- Monitor and advise on best practice in return to work programs;
- Liaise with external consultants, e.g., treating doctors, claims managers, rehabilitation providers, etc.

Senior Managers:

All Senior Managers have the following responsibility in their areas of control, these include:

- Being accountable for work place health and safety within their designated work area;
- Acquiring and keeping up-to date knowledge of WHS;

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- Persistent examination and care to ensure that the resources and systems of the business or undertaking are adequate to comply with the duty of care required under the WHS Act;
- Ensuring the implementation of the WHS Management System;
- Ensure the implementation of WHS Procedures into their designated work areas where needed;
- Ensuring that WHS is a standing agenda item at their monthly management meetings;
- Working with members of their work team and other appropriate persons to formulate Annual WHS Plan;
- Conducting one on one monthly review against their safety plan with each of their Supervisor, Line Managers;
- Keeping WHS as a priority in all decisions, actions, and communications;
- Monitoring the work health and safety performance within their designated work areas;
- Conducting scheduled regular site safety inspections;
- Workers and their representatives are consulted on any proposals for, or changes to, the workplace, work practices, policies or procedures that may affect the health and safety of workers.
- Review and recommend safety requirements for plant and maintenance operations.

Line Managers/Coordinators/Supervisors/Leading Hands (anyone supervising 1 or more workers or contractor/s) will be responsible for the safety of the people reporting to them by:

- Keeping WHS as a top priority in all decisions actions and communications concerning their workers;
- Initiating actions to improve health and safety within their area of responsibility;
- All risk control measures in their areas of responsibility are implemented, regularly monitored and maintained;
- Conducting regular formal and informal safety discussions with workers, workplace visits and hazard inspections, etc.
- Investigating all Incidents, Medical Treated & Lost Time Injuries immediately and prepare reports where appropriate;
- Knowing the WHS requirements of the job performed by the people reporting to them and ensuring that they are appropriately instructed;
- Cooperating in the return to work and rehabilitation process to ensure that an ill or injured worker is given full support.
- Take reasonable care of themselves and others who may be affected by their action;
- Work with members of the WHS team and other appropriate persons where required to ensure WHS action plans are actioned for the purchase, manufacture, or design of any equipment, product, or plant.

All Workers:

Workers have a responsibility to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

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- Maintain safety and environmental awareness in all activities preventing injuries, illnesses and incidents;
- Maintain good housekeeping in all work areas at all times;
- Report to work fit for duty without impairment from alcohol or drugs;
- Report the use of medications, which have an influence on the individual's ability to perform the job;
- Look for opportunities to improve performance and actively participate in work health and safety improvement activities including WHS committee initiatives;
- Immediately report and document all work related injuries, illnesses and incidents;
- If ill or injured actively co-operate and participate in return to work programs;
- Act on hazards to reduce the risk of all accidents, including members of the public and the environment;
- Adhere to all Procedures, Standard Operating Procedures (SOP) and Job Risk Analysis (JRA) in accordance with their instructions;
- Take reasonable care of themselves and others which may be affected by their actions.

Workplace Health and Safety Representatives:

ConstructWell will encourage and facilitate the formation of work groups and election of Health and Safety Representatives (“HSR’s”) to represent workers on health and safety matters.

The responsibilities of the ConstructWell Work Health and Safety Representatives are to:

- To represent the workers in a work group on matters relating to work health and safety;
- Monitor and measure relevant business areas to ensure compliance with WHS act;
- Carry out regular work place and work practice inspections;
- Help develop a safe and healthy working environment and culture with safe systems of work;
- Seek the views of workers on WHS issues and encourage discussion and solution sharing;
- Investigate complaints from members of their work group relating to work health and safety;
- Focus on incident prevention and inquire into anything that appears to be a risk to the health or safety of workers;
- Promote and communicate health, safety and environment message;
- Assist the consultation process of WHS policies and procedures with workers.

First Aid Officers:

First Aid Officers must:

- Ensure any injured worker, volunteer or visitor is provided with appropriate first aid as soon as possible;
- Ensure off-site medical treatment is obtained if required and that any injured person is accompanied by the appropriate ConstructWell manager;
- Maintain skills and qualifications.

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▪ **References:**

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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Right to Cease or Refuse Unsafe Work

1. Purpose:

The purpose of this procedure is to ensure that all workers are given the responsibility and authority to cease work when a worker believe that a situation exists that places them, their co-worker(s), contractors, visitors, or the public at risk or in danger; could adversely affect the safe operation or cause damage to the facility; or result in an incident that may affect the environment.

It provided a method to resolve safety issues whilst ensuring and maintaining a diligent questioning attitude to the safe execution of work

This procedure extends the authority to cease work to any situations where a worker believes there is a need to clarify work instructions; or to propose additional controls.

2. Scope:

This procedure is applicable to all workers including contractors, subcontract working at ConstructWell.

3. Definitions:

Cease Work: To cease or refuse, to carry out unsafe work activities or tasks by a worker.

WHS: Work Health and Safety

A **Worker:** For the purpose of this document includes all employees, contractors, subcontractors, volunteers, work placements and visitors.

4. Responsibilities:

Worker:

In supporting safe execution of work, all workers, have the following responsibilities:

- The responsibility and authority to cease work or decline to perform an assigned task without fear of reprisal, to discuss and resolve work and safety concerns.
- The cease work may include discussions with co-workers, supervision, or safety representative to resolve work related issues, address potential unsafe conditions, clarify work instructions, propose additional controls, etc.
- The responsibility and authority to initiate a Cease Work IMMEDIATELY, without fear of reprisal, when the worker believes a situation exists which places any person or the environment in danger or at risk.
- The responsibility to report any activity or condition the worker believes is unsafe or for which they have initiated a Cease Work. Notification should be made to the affected worker(s) and to the supervisor or their designated manager at the location where the activity or condition exists.
- The responsibility to notify their supervisor if a raised Cease Work issue has not been resolved to their satisfaction through established channels prior to the resumption of work.
- The worker must remain available to carry out suitable alternative work.

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Continued Safety Concerns:

Workers can contact their Health and Safety Representative or Union Safety Representative with a concern or to initiate a cease work, if the worker prefers to remain anonymous.

Management/Supervisor:

Management and supervisors are committed to promptly resolve issues resulting from a worker raised cease work. Management (e.g., Directors, Managers and Supervisors) responsibilities are to:

- Resolve any issues that have resulted in an individual stopping a specific task(s) or activity.
- Provide feedback to worker/s and the affected work group who have exercised the cease work responsibility on the resolution of their concern prior to resuming work. If the worker that issued a stop work is not available due to reasons such as shift change or absence the supervisor must provide the feedback to the safety representative and union safety representative, prior to resuming work.
- Notify the Health and Safety Representative and the Union Safety Representative, when a raised cease work issue has not been resolved.
- Ensure no actions are taken as reprisal or retribution against worker(s) who raise safety concerns or stop an activity they believe is unsafe.

Health and Safety Representative and Union Safety Representative:

Health and Safety Representative(s) and Union Safety Representative(s) are Responsible to:

- Assist workers, supervision and management in the resolution of safety issues and concerns.
- Immediately contact management and work to resolve issues when a worker has called a situation to their attention that has not been resolved.
- Discuss resolution with workers involved in the cease work where resolution was completed after their shift or when they were unavailable, or where authority to act as the workers representative in reaching resolution has been given.
- Work as the agent of a worker that prefers to remain anonymous to work directly in the resolution of the cease work.

5. Procedure:

1. Cease work if an activity or condition is believed to be unsafe, such as:
 - A situation exists that places them, their co-worker(s), contracted personnel, or the public at risk or in danger;
 - A situation could adversely affect the safe operation or cause damage to the facility; or
 - A situation could have an adverse effect on the environment or does not meet regulatory requirements or approvals.
 - To clarify a work instructions or to propose additional controls
2. Ensure the work/activity is in, or placed in a safe condition and Manager/Supervisor immediately notify supervision/management and affected workers when you cease work or decline to perform an activity.

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3. Resolve any issues that have resulted in a worker ceasing work or an activity. Involve individuals who initiated the cease work or their appropriate safety representatives if the individual is not available, in reaching mutual agreement on the resolution or proposed actions necessary to return to work.
4. Be sure any necessary corrective or compensatory actions are taken before resuming an activity and are documented* in accordance with procedures (Hazard/risk assessments or other established method of reporting/tracking/communicating safety issues and corrective actions).
5. Notify senior management and WHS Manager/Representative if the cease work is due to a Notifiable Incident/Dangerous Occurrence in accordance the South Australian WHS regulations 2012.
6. Report in accordance with established notification processes (e.g., incident reporting).

Resolution Not Achieved:

1. If a cease work has not been resolved to the mutual agreement of manager and worker(s) then the cease work remains in place and the management will notify the health and safety representative and/or union safety representative.
2. Resolution of the cease work resides with the union safety representative and company management to resolve and/or propose actions necessary to re-commence the work activity.
3. Work may be resumed when union safety representation/Health and Safety representative and management agree that the issue has been resolved. The objective is to reach a resolution at the lowest levels of engagement.

6. References:

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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Confidentiality Procedure

1. Purpose:

The purpose of this document is to collect the relevant Work Health and Safety (WHS) information relating to the employment of workers of ConstructWell.

2. Scope:

The application of this policy applies to all ConstructWell workers.

3. Definition:

A **Worker**: For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

- ConstructWell will only collect information which the company requires for its primary function.
- Workers have the right to expect that ConstructWell shall keep such personal information confidential; unless specific circumstances apply that determine this would be inappropriate. These specific circumstances shall be defined within the "Exceptions to Confidentiality Procedure".
- Workers may request a copy of information held upon them by ConstructWell, and can seek its amendment / erasure if this is inaccurate or no longer required.
- Any information held by ConstructWell is kept secure and cannot be accessed by unauthorised persons.
- Any information which is in documented or stored form is retained in secure storage.
- Any information to be destroyed with the consent of ConstructWell is shredded or obliterated in such a way that restoration or reconstitution is not possible, (except where archiving is required).
- ConstructWell will only collect information with prior knowledge and consent.
- ConstructWell will only use the information provided for the purposes for which it was collected.

5. Personal Information:

Personal information collected by ConstructWell may include:

- Worker's personal and emergency contact details.
- Training records of the worker.
- The health or disability (at any time) of a worker.
- Criminal history.
- Worker's performance and conduct.
- Worker's hours of employment.
- Worker's salary or wages.
- Workers membership of a professional or trade association.
- Client profile, invoicing, payment and pricing structures and ordering history.

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6. Exception to Confidentiality Procedure:

Any sensitive information given will not be passed on except in very rare circumstances, these circumstances may include:

- Where there is clear evidence of fraud.
- In compliance with the law.
- In connection with legal proceedings.
- Where a worker's health and safety is directly impacted, i.e. medical emergency.

7. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

8. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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Right of Entry

1. Purpose:

The WHS Act confers rights on a person who holds an office in, or is an employee of, a union (WHS entry permit holders) to enter workplaces and exercise certain powers while at those workplaces.

The purpose of this procedure is to ensure all parties work within the parameters of the laws. Workers are provided with inherent knowledge of the process in the event that a Right to Enter is exercised.

2. Scope:

This policy applies to all workers, contractors and visitors to ConstructWell.

3. Definitions:

WHS entry permit holder means a person who holds a WHS entry permit.

PCBU: Person Conducting a Business or Undertaking.

A Worker: For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

WHS: Work Health and Safety

EPH: Entry Permit Holder

State issue permit: Issued by the Industrial Tribunal Commission and can only be used at State level.

Federal issue permit: Issued by Fair work Australia and can only be used at a federal level.

Official of a union means a person who holds an office in, or is an employee of, the union;

Relevant person conducting a business or undertaking means a person conducting a business or undertaking in relation to which the WHS entry permit holder is exercising or proposes to exercise the right of entry;

Relevant union means the union that a WHS entry permit holder represents;

Relevant worker, in relation to a workplace, means a worker—

- (a) who is a member, or eligible to be a member, of a relevant union; and
- (b) whose industrial interests the relevant union is entitled to represent; and
- (c) who works at that workplace.

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4. Types of Entry by WHS Entry Permit holders:

A union official may enter a workplace to:

- Inquire into a suspected contravention of the WHS Act (section 117)
- Inspect employee records relevant to a contravention (section 120)
- Consult and advise workers In relation to WHS (section 121)

5. WHS Entry Requirements of an Entry Permit Holder:

Prior notice is not required to enter or to inquire into a suspected contravention.

However, after entry to the workplace the permit holder is require to give the PCBU notice of the entry and details of the suspected contravention (in writing) as soon as reasonably practicable (but not if to do so would defeat the purpose or unreasonably delay if urgent case).

At least 24 hours' notice is required to enter a workplace to inspect documents relating to the contravention or to consult with workers

6. Prohibitions:

ConstructWell:

- Person must not refuse or delay entry without reasonable excuse
- Must not intentionally hinder or obstruct the entry
- Must not misrepresent things authorised by the Act

Entry Permit Holder:

- WHS EPH must not intentionally delay, hinder, obstruct or disrupt at the workplace
- Must not use or disclose information or a document obtained under the Act for a purpose not related to the inquiry or rectifying the suspected contravention except in certain prescribed circumstances eg unlawful activity, is with content, etc
- Must not contravene a condition imposed on the WHS entry permit
- Must have entry permit available for inspection by any person upon request
- Must only exercise right of entry during working hours at the workplace
- May only exercise right of entry in relation to the area of the workplace where the relevant workers work or any other work area that directly affects the health and safety of those workers
- Must comply with any reasonable request by the PCBU or person with management or control of the workplace to comply with WHS or other legislative requirements that apply to that workplace

7. Company Procedure:

Entry Permit Holders must comply with any reasonable request by the PCBU or person with management or control of the workplace to comply with WHS or other legislative requirements that apply to that workplace. If a EPH fails to comply with reasonable instruction inform your manager immediately and continue to escort the EPH until Management arrives.

Further Guidance:

- Request to see appropriate jurisdiction formal Entry Permit Holder photo ID

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- Refuse entry if Entry Permit Holder does not hold appropriate jurisdiction permit identifications (State= Industrial tribunal commission, Federal= Fair work Australia)
- Have the EPH advise you as to what they believe the contravention to be and location on site.
- Ensure the EPH is inducted to site. If EPH refuses induction contact Manager immediately and note in site diary.
- Contact the relevant manager and advise them of the request of right of entry by the EPH
- Ensure visitor protocols are maintained at all times whilst EPH is on site.
- Under Section 118 (3) of the WHS Act, a person cannot refuse, or unduly delay, entry to a permit holder who is entitled to enter, unless there is a reasonable excuse

8. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Fair Work Australia Act 2009

Fair Work Regulations 2009

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Breach of Safety Procedure

1. Purpose:

The wilful or repeated breach of safety standards endangers the health and safety of not only the person committing the breach, but of others or the environment and will not be tolerated by ConstructWell.

ConstructWell will at all-times reserve the right to instantly dismiss any worker who wilfully commits safety breaches, which, in the opinion of ConstructWell management, warrants such action.

There is no time limit or constraint upon the steps of this procedure

2. Scope:

This procedure is applied to all areas of the business.

3. Definition:

A Worker: For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

Safety Breaches by any worker will be dealt with as follows:

- The person(s) committing a safety breach will be given a verbal warning, which will be documented in the form of a letter, and mandatory re-training in the Policy, Procedure, Work Instruction or other instruction with such training to be documented by the completion of a training record.
- The person(s) committing a second safety breach will be placed on written notice that any further safety breach will result in dismissal. The person(s) may also be suspended from duty without pay subject to Industrial Award and Enterprise Agreement provisions.
- A third safety breach will result in instant dismissal.

5. Legislative Obligations of Workers:

ConstructWell operates within Work Health and Safety Legislation and clauses within these guidelines affect all workers:

- Take reasonable care for his or her, own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by ConstructWell to allow the person to comply with this Act.
- Co-operate with any reasonable ConstructWell policy or procedure relating to health or safety at the workplace that has been notified to workers.

Therefore the worker:

- Must comply with the instructions given for workplace health & safety by the employer and/or the principal contractor if a construction workplace.
- Must use personal protective equipment supplied.

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- Is not to wilfully or recklessly interfere with or misuse anything provided for workplace health & safety.
- Is not to wilfully place at risk the health & safety of any person at the workplace.
- Is not to wilfully injure themselves

6. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

7. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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Grievance Procedure

1. Purpose:

Satisfactorily resolving Work Health and Safety (WHS) hazards or issues requires the prompt and effective communication of the hazard or issue between the parties involved at the workplace. The management of ConstructWell recognises all workers and contractors are directly affected by the hazard or issue.

2. Scope:

All individuals employed by ConstructWell, contractors and visitors are covered by this procedure.

3. Definition:

A Worker: For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

WHS: Work Health and Safety

4. Procedure:

The first point of contact in reporting workplace WHS hazards or issues is between the:

- Managers and Supervisors, who has responsibility for the particular workplace.
- Workers affected by the hazard or issue at the workplace.

If a mutually agreeable solution cannot be achieved between the parties at this primary discussion point, the WHS Issue Resolution process allows for the hazard or issue to be referred to be escalated in the following manner:

- Supervisor
- Manager

If at this point the issue has not been actioned/scheduled for action/resolved it should be referred to the relevant external authority.

5. Guiding Principles:

The guiding principles of a WHS resolution process includes:

- Identified hazards or issues being addressed as close to the source as possible.
- Hazards or issues having a broader impact being addressed appropriately through a selected committee.
- Workers having access to health and safety representation to assist them in resolving WHS hazards and issues.

6. WHS Issue Resolution Process:

Overview:

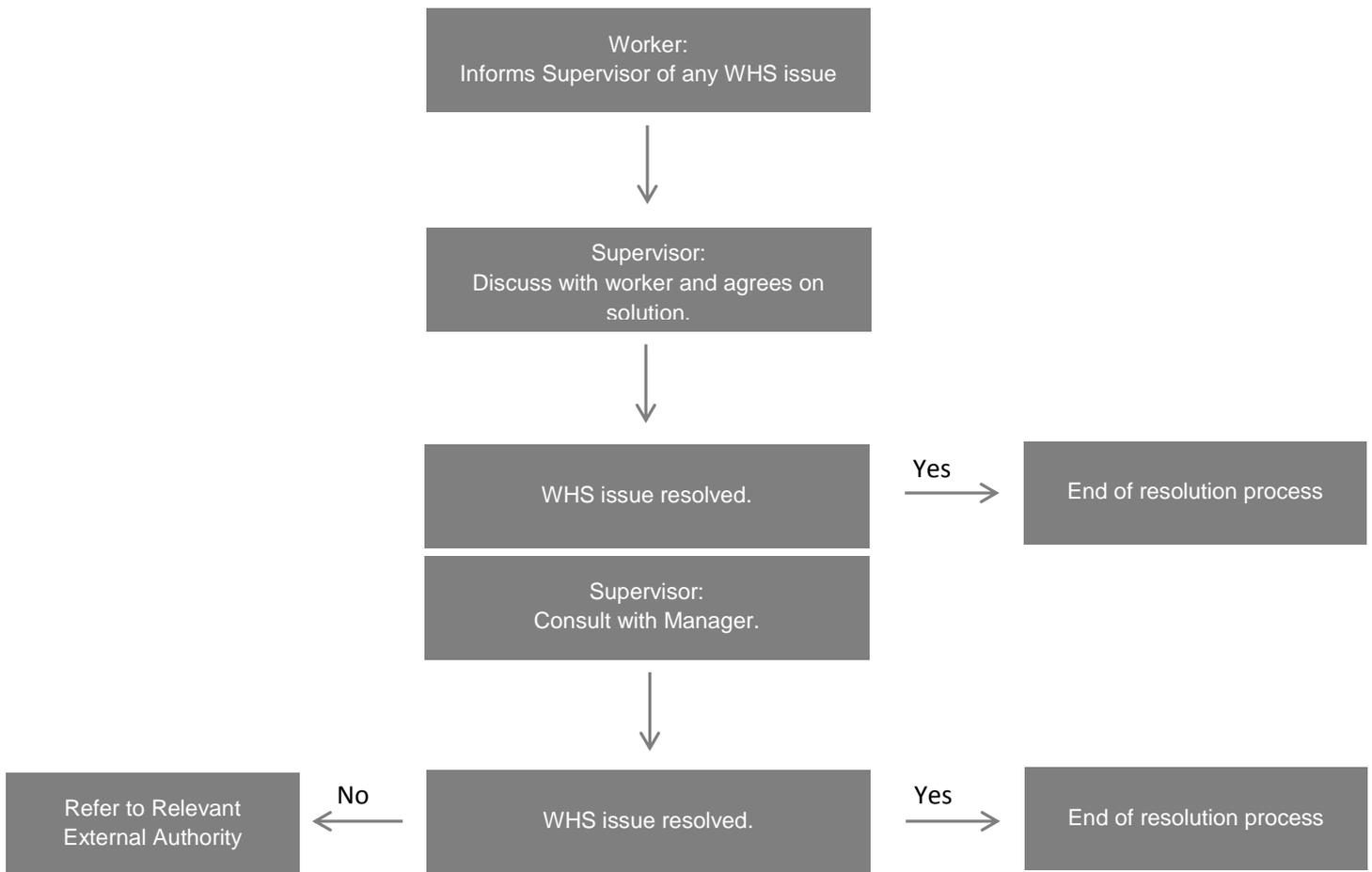
The flow chart that follows depicts the actions required of a person who has the task of resolving workplace WHS hazards or issues. It is important to remember that a genuine attempt to resolve the WHS hazard or issue must be made at each stage of the process

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before referral to the next stage. At any stage, internal WHS professional resources will be made available, upon request to provide advice and mediate in the examination of agreed to and legitimate potential solutions.

Process:

The process for resolving WHS hazards or issues within ConstructWell is shown below.



7. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

8. References:

- South Australia Work Health and Safety Act 2012
- South Australia Work Health and Safety Regulation 2012
- Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011
- Code of Practice – How to Manage Work Health and Safety Risks December 2011

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No Smoking Procedure

1. Purpose:

The purpose of this procedure is to define the responsibility of ConstructWell in relation to smoking in the working environment. It also recognises that both active and passive smoking may cause potentially dangerous air contaminants that can cause serious health problems.

2. Scope:

This procedure is applied to all areas of the business.

3. Definition:

A Worker: For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

WHS: Work health and safety.

4. Procedure:

ConstructWell will demonstrate its legal responsibility for the health, safety and welfare of all workers in the workplace by:

- Educating workers as to the nature and effects of smoking and to provide necessary resources to inform them of the contents of this procedure.
- Prohibiting smoking in all covered areas including;
 - Using any plant and equipment.
 - Areas where hazardous materials are stored.
 - Company vehicles.
- Assigning dedicated outdoor areas for smokers
- Providing appropriate means for smokers to dispose of cigarette butts
- Promoting a supportive environment towards a worker undertaking a program to cease smoking.

5. Review:

ConstructWell shall revise and review this procedure annually or earlier in the event of legislative changes in consultation with workers.

6. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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WHS Training Needs Analysis Procedure

1. Purpose:

The purpose of this instruction is to provide guidelines for identifying training needs and the organisations commitment to ensuring all workers are adequately trained to safely perform their duties.

2. Scope:

This procedure is applied to all personnel working for, and on behalf of, ConstructWell.

3. Definition:

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

Role specific:

Whenever a job is created or changed management will assess and document the training required for workers to adequately and safely perform those duties.

Licences and legislative requirements:

Where it is identified that the safe conduct of duties requires third party accredited licences, managers will ensure that employees have such licences prior to commencement of work.

Special accreditation such as confined space, working at heights, lock out and tag out shall be treated in accordance with the above.

All workers will ensure that licences are kept up to date and that any changes or upgrade to licencing requirements are met.

The organisation will establish and keep up to date records of all licences and the relevant expiry or renewal date.

Introduction of new plant and equipment, processes or technology:

Prior to the implementation of any new process, the requirements of that process will be examined to identify any new skill requirements or information required by workers to safely and effectively use said process.

All new plant and equipment will be assessed, if necessary in conjunction with the manufacturer, to identify hazards or operational need and training will be provided to workers prior to the full commissioning of said plant or equipment.

Ideally manufacturers or their agents will provide training in the safe operation of new plant and equipment.

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Assessment of competence & record keeping:

Following delivery of training but prior to conducting of duties managers will do their best to ensure that the worker has understood the information provided and is competent to conduct the work safely.

Management will establish and maintain adequate records of training.

5. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

6. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulations 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

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Use and Maintenance of PPE Procedure

1. Purpose:

To establish a procedure for the selection of Personal Protective Equipment (PPE) and its use, replacement, maintenance, training and instruction, storage and the keeping of appropriate records.

Protecting people against workplace hazards can involve using a number of different options. The last line of protection involves getting people to wear protective equipment while they do their work.

Where other options don't fully control a hazard PPE can add some additional protection to allow work to be done safely. PPE includes things like ear plugs, high visibility vests, work safety boots, gloves and respirators.

2. Scope:

This procedure applies to all areas of business.

3. Definitions:

A **Worker**: For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

PPE: Personal Protective Equipment means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

4. Procedure:

PPE must conform to any legislative, Australian Standard and/or Industry Standard requirements or guidelines. Where applicable PPE items must be purchased from suppliers who ensure that only approved (AS or equivalent marking).

Supervisors and workers together, are to do risk assessment in their work area to decide how to control risks. As part of this process they are to decide what PPE may be needed when other risk control options aren't fully effective. If it is decided that PPE is needed then questions about its supply, providing training in its use and reviewing its effectiveness are worked out. This discussion takes into account guidance provided by relevant Australian Standards.

When a risk assessment points to the fact that PPE is necessary to do a job safely then it must be used. The job must not be done without it.

PPE is to be supplied in quantities to meet both normal and emergency demands. It is stored in a way to protect it from any contaminants which could affect its performance and which makes it available to workers.

Emergency procedures for the work area are to be reviewed to take into account the need for, and availability of, PPE. A decision is to be taken as to whether it is appropriate to store PPE in more than one location.

Workers are to do training in the selection, use and care of PPE.

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PPE must be used by all workers correctly. Management are to conduct periodic inspections to check that everyone is using appropriate PPE.

Management will monitor the effectiveness of PPE and carry out inspections to check on its condition and have PPE repaired or replaced as necessary. Workers are to report any problems with the use of PPE and are to report any faulty items of PPE.

A PPE Register for all allocated PPE must be maintained to ensure all workers have received the appropriate PPE.

It is necessary to ensure that all PPE is in plentiful supply, especially those items that are designed to be disposable in nature.

5. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

6. References:

South Australia Work Health Act 2012

South Australia Work Health Regulations 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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All Weather Procedure

1. Purpose:

The purpose of this procedure is to protect workers of ConstructWell from changes to conditions in the working environment due to fluctuations in the seasons.

2. Scope:

All individuals employed by ConstructWell, Contractors and Visitors are covered by this procedure.

3. Definition:

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

The management of ConstructWell have the responsibility to ensure workers are made aware regarding the effects of how heat stress can arise from:

- Working in high air temperatures.
- Exposure to high thermal radiation.
- High levels of humidity, including working on;
 - A formwork deck,
 - Landscaping works and
 - Fit-out work in an enclosed non air-conditioned structure.

The symptoms of heat stress include dizziness, fatigue, headache, nausea, breathlessness, clammy skin or difficulty remaining alert.

If it is not reasonably practicable to eliminate exposure to heat and cold, risk can be minimised with a range of control measures. Control measures in a hot work environment may include:

- Shade structures.
- Task rotation.
- Rest breaks or isolating workers from heat.

Workers must have access to adequate, cool, clean water.

Outdoor workers should be provided with protection in adverse weather conditions, such as, sunshades, sheds, caravans, tents and windbreaks. Protection against solar ultraviolet (UV) exposure is also important. This is done by:

- Organising outdoor work so that workers carry out alternative tasks or work in shade during hot periods of the day.
- Providing personal protective clothing and equipment, such as a wide brim hat, long sleeved and collared shirt, long pants, sunglasses, sunscreen and hard hat attachments.

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5. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

6. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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First Aid Procedure

1. Purpose:

This procedure has been developed to ensure that adequate First Aid requirements are available and maintained for workers, visitors and contractors at ConstructWell.

2. Scope:

This procedure applies to all ConstructWell workers, visitors and contractors who require First Aid services.

3. Definitions:

First Aid: Is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

First Aid Officer: Is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given the competencies required to administer First Aid.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

ConstructWell acknowledges its responsibility and is committed to providing First Aid facilities and services and will ensure that:

- All First Aid Kits are appropriately stocked with contents current and in good condition.
- First Aid Kits provided can be immediately identifiable with a white cross on green background that is prominently displayed on the outside. .
- A list of the contents is to be included in the kit (See First Aid Kit Checklist).
- First Aid Kits are accessible with clear signage showing the location.
- Adequate numbers of workers are trained as First Aid Officers. .
- Names of First Aid Officers are clearly displayed.
- Incident/Hazard Report Form is completed to identify the cause of the injury and assist in prevention.

First Aid Officers are responsible to:

- Monitor access to the First Aid Kit and ensure any items are replaced as soon as practicable after use.
- Undertake regular checks of the kits to ensure they are clean, in date and stocked according to the contents for First Aid Kit Checklist.
- Report and record all First Aid treatments.

Workers are responsible to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable procedure relating to health and safety at the workplace.

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Drug and Alcohol Procedure

1. Purpose:

This procedure is to ensure that the consumption and distribution of drugs and alcohol does not occur at ConstructWell.

ConstructWell supports a zero tolerance approach to drugs and alcohol at the workplace. If at any time an accident/incident occurs and it is found that the use of drugs and or alcohol played a part in the accident/incident any claim for workers compensation is likely to be denied.

2. Scope:

This procedure is applied to all workers of ConstructWell.

3. Definitions:

Alcohol: Any beverage, containing an alcoholic content.

Drugs: A chemical substance, whether it is legal or illegal, which may have the ability to impair a person's physical or mental capacity. These can include prescribed drugs issued by a medical practitioner, or non-prescribed drugs.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

ConstructWell will demonstrate its legal responsibility for the health, safety and welfare within the workplace and educate workers on the nature and effects of drugs and alcohol.

Provide necessary resources to inform workers and provide guidance to develop confidence to know what action to take regarding any concern about drug and alcohol misuse.

Any worker found to be operating a company vehicle under the influence of drugs or exceeding legal limits for blood alcohol content will be subject to disciplinary action and possible termination. ConstructWell will accept no liability for any damage to the vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of a company vehicle is in breach of this procedure or the law. All liabilities rest with the driver concerned.

The driver of any ConstructWell plant & equipment found to have exceeded the legal blood alcohol limit or be under the influence of drugs prior to, or whilst, driving the vehicle will be deemed to have committed a serious misconduct and will be subject to disciplinary action and possible termination of employment and/or contractual agreement.

Any worker found to be consuming alcohol or illegal drugs while at work will be subject to disciplinary actions, dependant on the nature of the incident, which may result in the worker being counselled or dismissed.

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Any worker suspected to be under the influence of illegal drugs or alcohol while at work will be sent home immediately without pay. If they dispute the suspicions, then arrangements will be made for the worker to be submitted to a drug and alcohol test.

Any worker found to be distributing any illegal drugs while at work will be immediately dismissed. In this instance, the Police will be contacted and details of the offence raised.

ConstructWell reserves the right to conduct random drug and alcohol tests at any time on any worksite it occupies. The results of drug and alcohol screen tests will remain confidential between ConstructWell and the worker.

5. Exceptions to the Rule:

- If ConstructWell has organised a work gathering outside of working hours. E.g. Christmas party, then consumption of alcohol may occur.
- ConstructWell supports responsible alcohol consumption and will not tolerate drink driving. Workers must make arrangements to get home legally.
- If a doctor has prescribed a worker with any legal drugs, then the doctor must write a letter to ConstructWell stating that the prescribed drugs will not have an effect on the individual's ability to safely and confidently complete their work.

6. Disciplinary Action:

The right of individuals to consume alcohol or take other drugs socially is acknowledged, however it is inappropriate to do so in the workplace. Therefore, ConstructWell reserves the right to take action if a worker is:

- Affected by alcohol or other drugs, so that their performance is affected and /or they endanger their own safety or the safety of any other person in the workplace.
- Found in the possession of personal alcohol, drugs or drug use equipment on ConstructWell premises.

Any worker found possessing, consuming, distributing, selling or manufacturing alcohol or other drugs or under the influence of alcohol or other drugs, on ConstructWell premises will be subject to disciplinary action, and depending on the nature of the incident, may result in the worker being:

- Counselling.
- Instantly suspended without pay.
- Dismissed for misconduct.

The supervisor will confiscate the substance in question for position evidence.

ConstructWell reserves the right to search its premises for alcohol or other drugs.

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7. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

8. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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Hazardous Manual Tasks Procedure

1. Purpose:

Maintaining a safe workplace by implementing measures to ensure workers and others in the workplace, are protected from injuries whilst at ConstructWell sites. Manual handling is the biggest cause of workplace injury, accounting for approximately one third of all reported cases. It is estimated that 80% of workers will suffer a back injury which forces them to take time off work at some point in their lives. Manual handling has such an impact because it is all about human movement. Movement involves any force a person uses to lift, carry, push, pull, restrain or hold a load. Nearly every job involves some form of manual handling and so could have manual handling risks.

2. Scope:

This procedure is applied to workers that will be involved in any task that requires manual handling for all ConstructWell sites and activities.

3. Definition:

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

Management will ensure, as far as is reasonably practicable, that manual handling risks are controlled and eliminated by carrying out risk assessments.

Workers are to assist with manual handling risk assessments, when required attend manual handling training and use mechanical aids if available. At all times workers must work using correct manual handling lifting techniques.

Step 1: Conduct risk assessments to identify and assess manual handling risks in consultation with workers.

Step 2: When developing risk controls to reduce manual handling risks to, as low as reasonably practicable, using the hierarchy of control.

Elimination: This is a permanent solution which involves removing the hazard from the workplace entirely.

Substitution: This is the replacement of the hazard with one that presents a lower risk.

Engineering Controls: These are physical changes to the work environment, work processes or work layout of the plant, equipment and furniture may be modified or rearranged.

Administrative Controls: These controls measures reduce the potential for exposure to a hazard by adherence to procedures or instructions. They are dependent upon appropriate human behaviour for success and examples include safe work methods, good housekeeping, training and supervision.

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Personal Protective Equipment: These are worn by people to provide a barrier between themselves and hazards. The success of this control is dependent upon the correct identification, selection, use and maintenance of the equipment. Personal Protective Equipment can reduce the risk of injury:

- Gloves provide protection from cuts and abrasions.
- Proper footwear assists prevention of injuries from slips and falls, and from dropped loads.
- Proper clothing allows loads to be carried close to the body.

Step 3: Manual handling risks are eliminated or engineering controls such as mechanical lifting devices are used, where this is practical. This is done in preference to just giving people training and instruction in back care, team and individual lifting techniques.

Step 4: Those manual handling risk assessments and controls that have been applied are recorded in the risk register for the workplace.

Step 5: This procedure is applied all the time as part of the normal risk control activities in the workplace and applied whenever new plant, equipment or work practices are going to be introduced into the workplace.

5. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

6. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – How to Manage Work Health and Safety Risks December 2011

National Code of Practice for Manual Handling Managing 2005

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Confined Space Procedure

1. Purpose:

The purpose of this procedure is to outline the requirements for the management of working in confined spaces at ConstructWell. It is essential that people in the workplace have information about the risk working in and around confined spaces.

2. Scope:

This procedure is applied to all areas of business.

3. Definitions:

Confined Space means an area not intended or designed primarily as a workplace, has restricted entry to, or exit from, is likely to be entered by a person to work, and at any time contains, or is likely to contain, any of the following:

- An atmosphere that has potentially harmful levels of a contaminant.
- Does not have a safe oxygen level.
- Anything that could cause engulfment.

A Confined Space Entry Permit is required when a person's head, i.e. the breathing zone or upper body is within the boundary of a confined space.

NOTE: Inserting an arm for the purpose of atmospheric testing is not considered as an entry to a confined space.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

The Management of ConstructWell must ensure that all confined spaces are identified and where it is reasonably foreseeable that at some time entry may be required a risk assessment is developed in consultation with all participating workers. The following is a list of some of the types of hazards that must be considered before entering a confined space:

- Oxygen deficiency (by combustion or rust etc., by dilution of air with contaminants or absorption).
- Contaminants (by decomposition, or biological hazards, welding, release by tools, any contaminant producing work practices).
- Operation of equipment within a confined space trapping or crushing workers.
- Drowning by accidental flooding.
- Suffocation or crushing by solids.
- Explosion, fire.
- Asphyxiation.
- Inhalation of toxic fumes.
- Electrocutation.

A written risk assessment completed by person(s) entering the confined space must complete the Confined Space Entry Permit Form.

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Only the General Manager or Site Supervisor are authorised to issue a Confined Space Entry Permit.

The person authorising the Entry Permit must not enter the confined space nor is he/she permitted to act as an observer.

All entry points to a confined space must be sign posted and barricaded off to prevent entry by unauthorised personnel. There are two types of conditions of entry used:

- Free Entry – Conditions favourable to enter and work in a confined space without the need for personal breathing equipment.
- Restricted Entry – Entry permission is given only to persons wearing approved supplied air or self-contained breathing equipment.

The person entering the confined space must calibrate the gas detector and signify that this has occurred by signing the appropriate section on the Confined Space Entry Permit.

The stipulated personal protective equipment must be in use/worn at all times whilst working in the confined space.

The Person in Direct Control must:

- Ensure the warning notices 'Danger – Confined Space Entry – Entry by Permit Only' and barricade are put in place near the point of confined space entry.
- Consult with the person(s) entering the confined space and make a determination as to whether or not:
 - Special communication is required e.g. hand held radios.
 - Ventilation is required.
 - Continuation of monitoring of conditions and, if practicable, observe the work being carried out.

This information must be recorded on the Confined Space Entry Permit.

When the Person in Direct Control is satisfied that all reasonably practical precautions have been taken by the person(s) entering the confined space including the observer and all have been instructed appropriately then permission will be given for the work to start by signing and dating the 'Authorisation' section on the permit.

Once authorisation has been given the Person in Direct Control must endorse the duration of the confined space entry by completing the validity period on the Confined Space Entry Permit.

Note: Under normal operational circumstances the validity period must not be longer than one shift.

The person(s) entering the Confined Space and the observer(s) must record their name and signature on the Confined Space Entry Permit signifying:

- That they have been advised and understand the control measures and precautions; and
- That they are an Authorised Person.
- The persons entering the Confined Space must record their name, date and the time of entry.

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Completion of works:

Once the work is complete the person(s) carrying out the work will sign the 'exit' section of the permit and notify the Person in Direct Control who will check the area and formally accept the work as being satisfactorily completed and sign the "withdrawal of written authority" section of the permit.

Record Keeping:

The management of ConstructWell will retain a copy of the risk assessment and Confined Space Entry Permit for at least 28 days after the work has been completed or for at least 2 years after an incident occurs.

Training:

All persons entering the confined space, designated observer(s), Person in Direct Control and Authorising Person(s) must have completed accredited training in Confined Space Entry.

Records of training "certificate of competency" must be kept in the workers personal file and recorded in the training register. The validity period of the training is two years following this period the worker must be re-trained.

Any worker(s) working on or around confined spaces must have completed Confined Space Awareness Training to iterate the associated hazards and risks.

5. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

6. References:

South Australia Work Health and Safety Act 2012
South Australia Work Health and Safety Regulation 2012
Code of Practice - Confined Spaces 2012

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Safety Signage Procedure

1. Purpose:

This procedure aims to implement a process that ensures safety/environment warning sign requirements in each area ConstructWell occupies.

This procedure is applicable to all permanent and temporary signs used in the organisation, where the signs convey information with a health, safety or environmental focus.

2. Scope:

This procedure is applied to all areas ConstructWell occupies.

3. Definitions:

A **Worker**: For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

For signs prepared for display, the relevant Australian Standard applies. Signs may be a:

- **Combination sign:** A sign which comprises both words and a symbol.
- **Combination sign:** On which the words qualify or augment the symbol.
- **Hybrid sign:** A combination sign on which the words simply repeat the message given by the symbol.
- **Specific to alert for Danger:** Applied in the context of safety signs to a situation which is likely to be life threatening if the message is ignored.

All signs must be made to design standards, be of appropriate size, legend and legibility with correct colours.

4. Procedure:

Management of ConstructWell shall assess the area(s) under control of ConstructWell to determine what signs are to be displayed and where the signs should be placed prior to work to be carried out. This process will also cover the requirements for any temporary signs.

The selection and design of the signs shall conform to relevant legislation, standards and ensure ConstructWell requirements are uniform across all worksites. Where practicable, ensure signs:

- Are located where the messages are legible, attract attention and are clearly visible to all concerned.
- Are located to eliminate or minimise the risk of the sign becoming obscured.
- Are installed as close as practicable to an observer's line of sight.
- Do not create a hazard when installed.

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Inspection, Maintenance and Cleaning:

Safety signs are to be inspected regularly, maintained in good condition, kept clean, illuminated (if applicable) and ensure:

- The information that they contain is relevant.
- The signs are in good condition
- The signs are well located in the appropriate locations.

Removal:

ConstructWell must ensure safety signs are removed:

- Immediately after the information they contain is no longer relevant; and/or
- When the hazard ceases to exist.

5. Review:

ConstructWell will ensure when signs are damaged or missing they are repaired or replaced as soon as possible.

6. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Australian Standard AS/NZ 1319 'Safety sign for the occupational environment'

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Fatigue Management Procedure

1. Purpose:

The purpose of this procedure is to ensure fatigue is appropriately managed. ConstructWell Management should be aware of the elements contributing to fatigue to prevent accidents, incidents and illness in the workplace.

2. Scope:

This procedure applies to all workers, visitors and contractors who perform services whilst working at ConstructWell.

3. Definitions:

Normal Hours: The hours for which a worker is to work in accordance with their conditions of employment.

Extended Working Hours: Any working hours in excess of established normal hours, and includes overtime.

Fit for Work: An individual is in a state (physical, mental and emotional), which enables the worker to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.

Fatigue: Physical or mental weariness that may be caused by any, or a combination of normal working hours, extended working hours, the physical and mental demands of the work, balance family including other responsibilities and the physiological effects of disrupted day to day rhythms.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Requirements:

ConstructWell recognises the potential impact of fatigue on performance and will take appropriate action to identify and manage the risk associated with fatigue, therefore ensuring that all workers adhere to this Fatigue Management Procedure.

Workers have the responsibility to ensure their own safety and health at work and to avoid adversely affecting the health and safety of any other person. In order to fulfill this responsibility, each worker has the following:

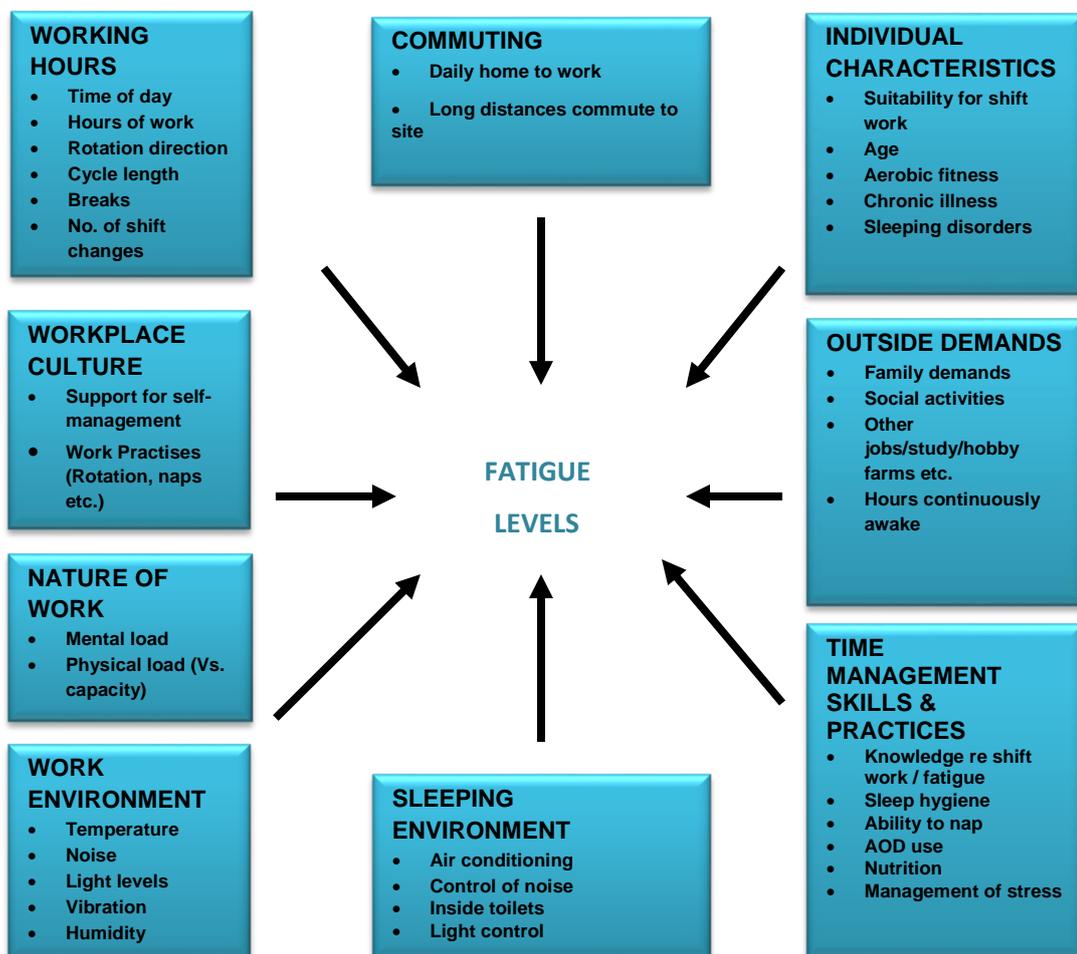
- **Reporting to work in a fit condition:** Workers must present themselves at work in a condition in which they are able to carry out their duties without risk to themselves or others. This includes ensuring that they are not in an unfit state for any reason including the adverse effects of fatigue and stress.
- **Notification of any actual or potential impairment of fitness for work:** Workers must notify their manager of any concerns about or potential impairment of their fitness for work.
- **Appropriate use of medication:** Workers must ensure that any prescription or non-prescription medication is taken safely. This requires workers to:
 - Discuss with the prescribing medical practitioner the nature of their duties and to ascertain any possible side effects of the medication that may impact on their safety or performance at work.

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- Notify their manager of any medication they are taking which could affect their safety or performance at work.
- Any medication taken is strictly in accordance with the medical practitioner's or manufacturer's recommendations.
- Report any side effects to their medical practitioner and where such side effects may affect fitness for work, advise their manager.

5. Procedure:

Identification: The degree to which fatigue impacts on health and safety depends, to a large extent, on the normal working hours and any extended hours worked, the nature of the work environment, commuting, sleeping arrangements in the home or accommodation and the lifestyle of the individual. The following diagram recognises possible indicators.



Assessment: To ensure that fatigue is adequately managed in the workplace the following need to be addressed:

- Appropriate planning prior to starting a project. The planning should take into account the following factors;
 - The structure of the work hours.
 - Working hours in relation to the physical and mental demands for the work and commuting arrangements.
 - Method of travel to and from work available to workers and the risk of commuting accidents.
 - Environmental factors - – eg. Heat, humidity, noise levels, vibration etc.
- Training and assessment.

Control:

Normal Hours: Working hours should take into account risks and take every practicable measure to not place any worker at unnecessary risk of fatigue and/or sleep deprivation.

Hours of Work: It must be recognized that extended working hours may be necessary to maintain flexibility in the provision of labour to meet variable workloads and to address short term needs. No worker is required to exceed a total of 60 hours of work during any seven-day period, subject also to any provisions in applicable Awards, EBA's or other industrial instruments.

Training and Education: Fatigue management training and education programs may be conducted to raise worker awareness of fitness for work issues including injury, illness, fatigue, stress and the effects of alcohol and other drugs.

Social and Lifestyle factors: Workers are required to manage their out-of-work activities to ensure they are available for work in a non-fatigued state. ConstructWell acknowledges that, due to circumstances beyond an individual's control, occasions do occur that will prevent them from attending work in a fit state (e.g. attending to a sick family member). In such circumstances, it is essential that the person takes appropriate steps to ensure their safety.

Managing Individuals Deemed Unfit for Work Due to Fatigue:

General Action – If a worker is deemed unfit for work due to fatigue the following action shall be taken.

- The worker will under no circumstances be permitted to drive a vehicle or operate machinery.
- Arrangements will be made for the worker to be transported back to their place of accommodation.
- The worker will return to work when they have had adequate rest.

6. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

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7. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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Handling and Storage of Dangerous Goods Procedure

1. Purpose:

There are chemicals and substances in most workplaces that can harm people's health. Although these hazardous substances may be necessary for many work processes, they need to be properly controlled so people can use them safely.

It is essential that people in the workplace have information about the chemical substances they are using so they know the level of risk involved and can protect themselves from exposure.

Risks to workers' health and safety can occur when chemicals and other hazardous substances such as oils, solvents and fuels are:

- Not stored correctly (in a locked area).
- Used for purposes for which they are not intended.
- Incorrectly or not labelled.
- Not stored in their original containers.
- Used without proper precautions or controls in place.

Health effects may be:

- Acute, resulting from a short-term (usually high) exposure.
- Chronic, resulting from long-term (often low level) exposure over a period of time. Chronic effects may not occur for many years as they are hard to predict in advance, and when they do occur, it may be hard to identify what caused them.

It is essential that people in the workplace have information about the substances they are using so they know the level of risk involved and can protect themselves from exposure.

2. Scope:

This procedure is applied to all areas of business.

3. Definitions:

SDS: Safety Data Sheet.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

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4. Procedure:

Managers are responsible for the implementation of this procedure to ensure the coordination and control of chemical substances within the workplace shall ensure that all workers fully understand all dangers associated with the handling of such goods.

Managers, in consultation with workers, must:

- Identify all substances stored, used or produced in the workplace and record them on the Chemical Substances Register.
- Obtain up-to-date (must not be more than 5 years old) Safety Data Sheets (SDS) from the supplier of each substance. If the substance is a by-product, waste product or is produced in your workplace, seek expert advice on its composition and any hazard it may create.
 - An SDS must not be any older than 5 years from its distribution date and must include Australian details including an Emergency contact.
 - The SDS shall declare if the substance is hazardous.
- Identify those substances that are assessed by the importer, manufacturer, or the Government Authority to be hazardous or dangerous and log this information on the Chemical Substances Register.
- All of these chemicals and substances are to be entered onto the Chemical Substances Register that is held on Site and is freely available to each worker. A hard copy of a chemical substances register and the relevant SDS are to be immediately available to the worker at the workplace.

All workers must be involved in regular (but no longer than 12 monthly), safety discussions between themselves and their immediate manager/supervisor, concerning the chemical substances being used in the workplace. These discussions must be initiated by the manager/supervisor and must be documented on the ConstructWell Safety Tool Box Talk Form.

When handling hazardous substances workers must comply with all safe handling measures documented on the SDS.

All equipment used in conjunction with hazardous substances must be inspected and maintained in accordance with the manufacturer's instructions and relevant Australian Standards – refer to Plant and Equipment Procedure for further detail.

A risk assessment must be conducted before the use of any hazardous substance on a work site with consideration being given to emergency preparedness and control measures such as:

- Spill Kits,
- Personal Protective Clothing and Equipment.
- Fire blankets/extinguishers.
- First Aid Kits.
- Eye wash stations/emergency showers.
- Emergency shut-down procedures for equipment.
- Control measures must be identified, put in place and monitored.

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There are to be no new hazardous substances introduced into the workplace for workers to use, by any person, unless:

- It has been directly approved by the relevant Manager and,
- It is immediately accompanied by a SDS, and,
- It has been risk assessed and entered onto the chemical substances register that is kept with the work or onsite, and
- A recorded Toolbox Talk/Safety Discussion has been initiated by manager/supervisor concerning that newly introduced chemical substance.

Managers must coordinate regular safety audit of each workplace, the supervisor, must ensure that chemical substances register and SDS are up to date, and that regular safety discussions concerning chemicals or dangerous substances are taking place.

Chemicals are not to be decanted into any type of container without the expressed permission of the workers immediate supervisor who shall ensure that the new bottle is properly labelled. When a substance is decanted, the container into which the substance is transferred must carry a label that clearly identifies the hazardous substance, and carries basic health and safety information, including any relevant risk and safety phrases, (the dangerous substances “diamond” symbol can be used as a risk phrase).

Disposal must comply with the document disposal instructions on the SDS.

5. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

6. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Managing Risks of Hazardous Chemicals in the Workplace July 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

Code of Practice – Managing Risks of Hazardous Chemicals in the Workplace December 2012

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Traffic Management Procedure

1. Purpose:

ConstructWell is committed to providing a safe and healthy environment for all workers, contractors and visitors. This procedure sets out the process for identifying and implementing measures to control the risk of persons being injured due to the movement of vehicles or plant at the workplace.

2. Scope:

This procedure applies to all ConstructWell activities where movements of mobile plant and vehicles are required.

3. Definitions:

Hazard: means a source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

Risk Assessment: means the formal documented process of evaluating the probability and consequences of injury or illness arising from exposure to identified hazard(s).

TMP: Traffic Management Plan.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Objective:

ConstructWell will endeavour to effectively control the risks associated with traffic hazards by:

- Identifying traffic hazards.
- Assessing the risks
- Implementing and maintaining risk control measures.
- Reviewing the effectiveness of control measures.

5. Traffic Management Plan Guidelines:

All reasonable steps will be taken to meet the following guidelines:

- One way traffic flow.
- Identify hazards when there is a potential interaction between pedestrians and vehicles (including mobile plant).
- Clear and unambiguous signage.
- Consultation to all persons entering specified work sites with relevant information and instruction of designated safe route, parking areas, no-go zones and speed limits.
- High risk construction work has a safe work method statement (SWMS) including any movement of powered mobile plant.
- Review the effectiveness of the traffic management guidance.

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6. Procedure:

ConstructWell will consider in defining the road hierarchy for public services with items such as:

- On-street parking.
- Property access.
- Desired travel speeds.
- Desired traffic volumes.
- Acceptable forms of traffic controls.
- Bicycle facilities.
- Pedestrian facilities.
- Street lighting.

The traffic is framed by ensuring:

- Conflict between commercial and residential traffic in mixed use zones is addressed.
- Streets are managed based on their use with issues such as heavy vehicles using residential streets, parking and traffic congestion associated with mobile plant intruding into residential areas and inappropriate high traffic volumes.
- Residential access is established.

All visitors and contractors must immediately report to the ConstructWell supervisor when visiting the site.

The minimum Personal Protective Equipment required prior to entry at any ConstructWell site is as follows: Visitors: High visibility safety vest, enclosed footwear and mandatory eyewear.

- Workers: High visibility safety vest, Footwear that comply with AS 2210.2 type 1 steel cap and mandatory eyewear.

7. Review:

ConstructWell will evaluate this procedure annually for its effectiveness on an annual basis. Management will ensure that all workers are consulted and provided with any necessary instruction, training and supervision to ensure that control measures are effectively implemented.

8. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

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Risk Management Procedure

1. Purpose:

The purpose of this procedure is to ensure that the legal requirement to identify and control hazards arising from activities undertaken at any ConstructWell worksite has a consistent and uniform approach.

2. Scope:

This procedure applies to all persons conducting risk assessment on any equipment, or activities undertaken on ConstructWell worksite.

3. Definitions:

Hazard: A hazard is a source of potential harm or a situation with the potential to cause harm to people, property or the environment.

Risk: A risk is the actual potential the hazard has to cause an injury, illness or damage as it relates to such factors as probability, exposure and consequence.

Consequences: The effect, result, or outcome of an event occurring.

Likelihood: The probability or chance of an event occurring.

Risk Rating: A process that produces a risk level for the activity. This is a combination of the consequences of a risk and the likelihood those consequences will occur.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors

4. Procedure:

The management of ConstructWell shall determine a method to assess the severity of risk posed by the identified hazards and potential consequences of incidents involving those hazards. This process is done through:

- Visual Inspection.
- Hazard Identifications Checklist.
- Risk Assessment Forms
- Job Safety Analysis/Safe Work Method Statement.
- WHS audits, workplace inspection and testing reports.
- Review of Hazard/Risk Forms.
- Discussion with plant designers, manufacturers, suppliers etc.

When the potential hazard is identified, a risk assessment process will:

- Include consultation with affected workers.
- Assess the risk by:
 - Identifying reasonably foreseeable hazards that could give rise to the risk.
 - Considering what, when, where, how and why the hazard, accident or incident may happen.
 - Eliminating the risk so far as is reasonably practicable.

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- Analysing the risks, if it is not reasonably practicable to eliminate the risk – minimise the risk so far as is reasonably practicable by identifying and implementing existing controls determining the likelihood, consequences and level of risk using a risk assessment tool.
- Maintaining the implemented control measure so that it remains effective.
- Ensuring appropriate records and documentation are kept.
- Reviewing, and if necessary revising control measures so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety.

5. Risk Control:

ConstructWell shall ensure that any risks are eliminated, or where that is not reasonably practicable, minimised by applying the Hierarchy of Controls.

Controlling risks effectively uses one or a combination of the following control measures within the Hierarchy of Controls. Control measures shall be applied in the order of the hierarchy, and as far as is reasonably practicable for each level of control. Control levels from most effective to least effective are as follows:

Elimination: This is a permanent solution which involves removing the hazard from the workplace entirely.

Substitution: This is the replacement of the hazard with one that presents a lower risk. For example: a toxic chemical can be replaced with one that is less harmful.

Isolation: Isolation reduces the exposure of workers through the use of distance or enclosures.

Engineering Controls: These are physical changes to the work environment or work processes, including machine guards, exhaust ventilation and ergonomic redesign of tools.

Administrative Controls: These control measures reduce the potential for exposure to a hazard by adherence to procedures or instructions. They are dependent upon appropriate human behaviour for success and examples include safe work methods, good housekeeping, permit to work, signage, training and supervision.

Personal Protective Equipment: These are worn by people to provide a barrier between themselves and hazards. The success of this control is dependent upon the correct identification, selection, use and maintenance of the equipment. Personal

Protective Equipment shall only be used as:

- A last resort to reduce exposure, when all other control options are not practical or are ineffective; or
- A temporary measure whilst higher levels of control are being implemented. E.g. The use of earplugs / earmuffs whilst an enclosure is being constructed for noisy machinery.

In order to assess if the additional risk controls will be sufficient to reduce the risk the activity must be assessed to re-rate the risks.

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6. Risk Matrix:

ConstructWell will ensure that all potential hazards are identified prior to and during work to be completed. These potential hazards and associated risks will be assessed and evaluated in the following:

Likelihood	Consequence				
	Catastrophic	Major	Moderate	Minor	Insignificant
Almost Certain	1	1	1	2	2
Likely	1	1	2	2	3
Possible	1	1	2	3	4
Unlikely	1	2	3	4	4
Rare	2	2	3	4	4
Risk Score Rating					
1	Extreme	Immediate action, attention required			
2	High	Reduce risk, attention required			
3	Medium	Action plan, Manage risk			
4	Low	Comply to routine procedures			

Consequences are categorised as follows:

Catastrophic: Death, extensive environmental damage.

Major: Serious injury/illness – permanent disability, serious environmental damage.

Moderate: Medical treatment required – casualty treatment, minor environmental damage.

Minor: First Aid treatment only, no lost time, negligible environmental damage.

Insignificant: Will not result in injury or illness, no environmental damage.

The Likelihood of the injury or illness is rated as follows:

Almost Certain: Expected to occur in most circumstances.

Likely: Will probably occur in most circumstances.

Possible: Might happen at some time

Unlikely: Could happen, but rarely.

Rare: Has never occurred before.

7. Review:

A risk assessment is a 'living' document and needs to be reviewed regularly, but particularly when:

- A change of process occurs.
- A change in workplace substance (e.g. hazardous chemical) occurs.
- A legislative requirement changes.
- A cause for concern amongst staff.

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8. References:

South Australia Work Health and Safety Act 2012
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Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011
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Hazard Management Procedure

1. Purpose:

The purpose of this procedure is to develop and facilitate best practice to reduce or eliminate the incidence of workplace injury or illness by providing a standard model for systematic identification of hazards and to implement control measures to protect the health, safety and welfare of all workers and visitors of ConstructWell.

2. Scope:

This procedure is applied to all areas of business.

3. Definitions:

Hazard: A hazard is a source of potential harm or a situation with the potential to cause harm to people, property or the environment.

Risk: A risk is the actual potential the hazard has in causing the injury, illness or damage as it relates to such factors as probability, exposure and consequence.

Risk Assessment: A process of evaluating the probability and consequences of, injury or illness, arising from exposure to an identified hazard.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors

4. Procedure:

All workplace hazards must be identified and recorded in the Hazard and Risk Register. Identification needs to consider the type of task, work environment, work practices, materials, substances, plant and equipment.

For each hazard or hazardous activity that is identified, the associated risks must be determined through a Risk Assessment Form to determine whether the level of risk is acceptable.

Once each of the risks has been ranked, suitable control measures must be determined and implemented using the hierarchy of controls.

All workers, contractors and visitors must receive appropriate induction, training and supervision relating to the risk. The training, information and instruction must be recorded and maintained.

Regular inspections of risk controls must be made to ensure they are working effectively. A review of the effectiveness of controls must be conducted following a workplace injury to ensure appropriate measures are taken to prevent the injury occurring again.

The hazard identification, risk assessment and risk control process must be carried out in consultation with workers and associated documentation maintained.

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5. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

6. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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Accident/Incident Procedure

1. Purpose:

ConstructWell recognises an Accident / Incident Procedure as a critical part of any Work Health and Safety program. An important component of ensuring the Health, Safety and Welfare of all individuals while at work includes a well developed and implemented incident report and investigation procedure. The purpose of this procedure is to provide details of the correct and complete process required when reporting and investigating accidents and incidents.

2. Scope:

This procedure is applied to all incidents and accidents that occur in workplaces under the control of ConstructWell.

3. Definitions:

An **Incident**: An unplanned event which causes or could have caused injury and/or damage to property and/or equipment and/or the environment.

An **Accident**: In which injury and/or damage does occur.

An **Immediately Notifiable Work Related Injury**: A work related injury that causes death, or has acute symptoms associated with exposure to a substance at work, or is an injury requiring treatment as an inpatient in a hospital immediately after the injury.

A **Notifiable Dangerous Occurrence**: An incident where there is immediate and significant risk to any person in, on or near the relevant workplace, or who could have been in, on or near the relevant workplace (whether or not work related injury occurs) where such an incident is attributable to a range of possible causes including any unintended or uncontrolled incident arising from operations carried out on a workplace.

A **Worker**: For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Responsibilities:

Management of ConstructWell are responsible for:

- Investigating all accident/incidents to determine the causes.
- Notifying SafeWork SA (by **phone immediately**, in **writing within 48 hours**) of Immediately Notifiable Work Related Injuries or Dangerous Occurrences.
- Taking the appropriate steps to implement preventive measures to prevent a recurrence of any accidents or incidents.

Workers are responsible for:

- Promptly reporting to their Supervisor the details of any accident, injury or disease that might be related to their work.
- Promptly reporting to their Supervisor the details of any incident or unintended occurrence that is related to their work.
- Co-operating with their Supervisor/WHS Investigator in relation to any investigations conducted due to a work related incident or accident.

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5. Requirements:

- Notifiable Work-Related Injuries or Illness and Notifiable Dangerous Occurrences must immediately be reported to SafeWork SA on 1800 777 209 as soon as practicable after the occurrence by the Direct Manager or Supervisor.
- The site must not be altered in any way unless the employer has first gained permission from an inspector.
- If a Notifiable Dangerous Occurrence happens at the workplace, the Direct Manager or Supervisor must notify SafeWork SA as soon as practicable after it occurs.
- A written report must be provided within 24 hours using the Notifiable Incident Report Form. Please find on the SafeWork SA website or go to: http://www.safework.sa.gov.au/uploaded_files/notification.pdf
- In the event of the death of a worker while at work, the Direct Manager must be advised immediately. Details of the next of kin will be obtained and the Direct Manager will organise contact to be made with relatives.

6. Procedure:

Workers are responsible to immediately report all types of incident or accident immediately, or within 24 hours of the injury occurring to the Supervisor.

The Hazard/Incident Report Form should be completed at the earliest opportunity and within 24 hours of the accident/incident occurring. This is to be completed to investigate the underlying causes and to ensure corrective measures are in place to prevent re-occurrence.

Managing Director/Supervisor will complete the Hazard/Incident Report Form in consultation with the injured worker.

When conducting an investigation the object is not to establish blame, but to identify and control hazards to prevent re-occurrence.

Incidents are to be examined in detail to determine the immediate cause and to ensure the underlying failure of systems has been identified.

Hardcopy versions of all incident reports will be kept and maintained.

7. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

8. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

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Plant and Equipment Procedure

1. Purpose:

Maintaining a safe workplace by implementing measures to ensure workers and others in the workplace who work with items of plant and equipment are protected from injuries whilst working for ConstructWell.

2. Scope:

This procedure applies to all ConstructWell activities where plant is used.

3. Definitions:

Plant: any machinery, equipment, appliance, implement or tool; and any component, fitting, connection, mounting or accessory used in or in conjunction with the above.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

When purchasing plant or equipment, full consideration shall be given to any hazards which the plant may present. ConstructWell will implement effective consultation with workers who shall be carrying out the work using the proposed plant or equipment.

Where plant is imported from overseas the organisation will ensure that it meets all regulatory requirements before it is put into service.

Associated safe operating procedures for plant and equipment will be achieved by:

- Conducting risk assessments on hazardous operational work. Any hazards which are identified shall be, as far as reasonably practicable, eliminated or minimised so that the level or risk to the worker is minimised.
- Provision of safe operating procedures and guidelines for plant through its life cycle.
- When required, the registration of the plant is undertaken with the appropriate authority. Operators of plant must obtain appropriate certification or licensing. Only a licensed competent operator can operate the plant where this is required i.e. forklifts.
- A plant and equipment register shall be maintained.
- All electrical plant and equipment is regularly tested, tagged and records kept.
- All portable electrical plant and equipment shall be used with a supplied portable Residual Current Device.
- The portable Residual Current Device will be tested prior to each use and records of testing will be kept.
- Consideration is given to any human-equipment interactions and any hazards (e.g. manual handling) and the associated risks are addressed throughout the life cycle of the plant.
- Implementation of appropriate maintenance.
- Provision of information, instruction, training, and supervision for workers as applicable.

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Records of plant requiring risk assessments shall be completed, retained for the lifetime of the plant and reviewed whenever there is a change to an approved code of practice, or ConstructWell process. The records are transferred to any person who purchases the plant.

5. Review:

This procedure will be reviewed annually or earlier in the event of legislative, or ConstructWell changes, in consultation with workers.

6. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

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Contractor Management Procedure

1. Purpose:

This procedure aims to ensure that all services supplied to ConstructWell by contractors meet both external and internal Work Health and Safety (WHS) standards.

2. Scope:

This procedure applies to all areas of business.

3. Definitions:

Contractors are any person, organisations, their workers or a nominated representative engaged to carry out work for ConstructWell in a contract for service arrangement.

Tier 1 Building and Maintenance: Cost of work exceeds \$100,000.00

Tier 2 Building and Maintenance: Cost of work is between \$10,000.00 and \$99,999.00

Tier 3 Building and Maintenance: Cost of work is up to \$9,999.00

A **Worker**: For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Objectives:

- To ensure contractors receive an appropriate level of induction.
- To assist contractors to understand their WHS responsibilities and to comply with this procedure as outlined in the Induction Handbook.
- To develop and facilitate best practice in managing contractor procedures.
- To reduce the incident of workplace injury and illness.
- To ensure that contractors use machinery and equipment that is in a safe condition, safe systems of work are utilised and appropriate protective clothing is worn.

5. Procedure:

When selecting a contractor ConstructWell will take into account the following:

- Contractors have completed an induction with ConstructWell and are registered on ConstructWell contractor list.
- Evidence of the contractors' history of health and safety performance.
- Evidence of the contractors' own Safety Management System.
- Insurances, licences, registrations & certificates.

Contractors approved to perform any work for ConstructWell must undergo a safety induction prior to work commencing. The induction should include all areas of ConstructWell Work, Health and Safety Policy and Procedures that relate to the contractors work, equipment and environment.

A record that the safety induction has taken place should be recorded on the Contractor Induction Checklist and kept on file. Contractors on the list shall be subject to periodic reviews of their systems and actual performance.

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Where applicable, copies of the documented safe working procedures should be available to the contractors.

Contractors must ensure that all health and safety procedures are followed whilst working for ConstructWell. Should a contractor fail to ensure a safe working environment a formal notification should be given, outlining the non-compliances.

All contractor incidents or near misses must be reported in accordance with the ConstructWell Incident/Accident Procedure.

6. Review:

ConstructWell shall revise and review this procedure annually or earlier in the event of legislative changes in consultation with workers.

7. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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Contractor Management Guidelines – Tier 1

1. Purpose:

This guideline aims to ensure that all services supplied to ConstructWell by contractors for building and maintenance meets both external and internal Work Health and Safety (WHS) standards.

Tier 1 – Building and Maintenance projects over \$100,000.00 that require contractors to tender submissions.

2. Scope:

This procedure applies to all areas of business.

3. Definitions:

Services: Any service which is provided by individuals who are not direct workers of the organisation such as maintenance, electrical work, building etc.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Guidelines:

- When contractors are required to provide Building and Maintenance services to ConstructWell through a tendering process, the minimum health and safety requirements that are to be incorporated into the works will be established according to ConstructWell Contractor Management Procedure.
- Work, Health and Safety requirements are to be determined when the formal contract is being prepared and attached to contract documents. Regular checks are to be conducted to confirm that the contractor is conforming to the Work Health and Safety requirements of the contract.
- The following document shall be used to help evaluate the status of a potential contractor's Work Health and Safety (WHS) System prior to engaging them to perform work on behalf of ConstructWell.
- The contents can be modified to include items that are required for a specific contract, especially those involving major works. Organisations that use a preferred or approved contractor list for minor works may also use this document as part of their contractor evaluation. It may be necessary to accommodate the informal management systems that are used by some smaller contractors.
- All contractors must be inducted prior to commencing work.
- The contractor should be asked to show evidence that systems exist in order to verify their status.

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As part of this agreement ConstructWell have been provided with the following:

- Public Liability Insurance YES / NO
- Professional Indemnity Insurance YES / NO
- Workers' Compensation Insurance YES / NO
- Other certificates or licenses required as part of the activity (Please Specify) YES / NO

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Review of Potential Contractor's WHS Management System

Contract Name:.....
 Contract Description:.....
 Contract Manager:..... Date.....
 Contractor:.....

Indicate in the following manner:

✓ **Acceptable** **X Not Acceptable** **N/A Not Applicable**

1. WHS Policy and Management

Company Health and Safety Policy

The policy provided by the potential contractor should:

- Be signed by the CEO or equivalent.
- Outline a clear statement of objectives.
- Show commitment to improve performance.
- Be relevant to company operations.
- Be reviewed on a regular basis.

Certified WHS Management System

Certification demonstrates that the potential contractor meets minimum standards, verified by an independent party. These shall include:

- AS4801
- International Safety Rating System

Certificates should be available for perusal.

WHS Management System or Plan

The company WHS Manual or Plan should include as a minimum:

- Work Health and Safety Policy.
- Management health and safety responsibilities.
- General Work Health and Safety procedures.
- Safe work procedures relevant to the company operations.
- Public safety procedures.
- Induction and training procedures.
- Issue resolution and WHS consultation mechanisms.

Review of Potential Contractor's WHS Management System

Health and Safety Responsibilities

Health and safety responsibilities in the company should be documented and may comprise:

- WHS responsibility statements.
- Part of worker's job description.
- Part of formal and informal performance appraisal.

Line managers and supervisors should be formally held accountable for the health and safety performance of their workers.

2. Safe Work Practices and Procedures

Safe Work Procedures

The potential contractor should be able to demonstrate safe work procedures, (JSA/SWMS) which:

- Are relevant to company operations.
- Contain a description of the tasks and associated hazards.
- Outline control measures & methods to minimise health and safety risks.
- Make reference to any relevant Legislation, Codes of Practice or Australian Standards.

Safe Work Permits

Where relevant, the potential contractor should be able to demonstrate safe work permits for the following types of work:

- Work in Confined Spaces (Confined Space Entry Permits).
- Hot Work (Hot Work Permit).
- Lockout permits (plant, electrical systems).

Incident Reporting and Investigation

Potential contractors should be able to provide evidence of the following:

- Incident report and investigation form.
- Incident investigation procedure.
- Evidence of completed investigation forms.

Plant Safety

The potential contractor should have mechanisms in place for the identification of hazards, assessment of risks and the implementation of control measures

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Review of Potential Contractor's WHS Management System

associated with plant. This may include:

- Documented risk assessments for relevant plant or risk assessment procedure.
- Copy of plant operator licences, permits.
- Register of plant requiring registration.
- List of persons responsible for undertaking plant risk assessments.
- Plant maintenance and inspection forms.
- Pre-start daily safety inspection forms for plant.
- Plant fault reporting system and forms.

Hazardous Substances

Potential contractor should provide evidence demonstrating safe handling and storage of hazardous substances:

- Manifest a register of chemicals used by the company.
- Safety Data Sheets for chemicals used.
- Safe handling procedures, including personal protective equipment.
- Relevant training documentation.

Manual Handling

The potential contractor should be able to demonstrate evidence of:

- Documented risk assessments for manual handling hazards.
- Systems used to control manual handling risks (eg: lifting aids, work procedures).

3. Health and Safety Training

The potential contractor should be able to demonstrate evidence of:

- Records of training and competencies of employees (licences, permits, certificates).
- Records of 'on the job' training, (JSA/SWMS).
- Tool box meetings conducted.
- Induction training program.

Review of Potential Contractor's WHS Management System	
4. Health and Safety Workplace Inspection	
<p>Regular Inspections</p> <p>The potential contractor should provide evidence of:</p> <ul style="list-style-type: none"> ▪ Workplace inspection schedules. ▪ Completed inspection reports. ▪ Types of inspections undertaken. 	
<p>Standard Inspection Checklists</p> <p>Copies of the types of inspection checklists used by the potential contractor.</p>	
<p>Hazard Reporting from Potential Contractor</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> ▪ Documented hazard reporting procedure and forms. ▪ Completed hazard reports. 	
5. Health and Safety Consultation	
<p>Health and Safety Committee</p> <p>Evidence may include records which show:</p> <ul style="list-style-type: none"> ▪ Structure of committee. ▪ Meeting schedule. ▪ Minutes of meetings. 	
<p>Worker Consultation</p> <p>Potential contractor should provide evidence of:</p> <ul style="list-style-type: none"> ▪ List of employee health and safety representatives. ▪ Documented procedures for consultation and dissemination of information. ▪ Worker involvement in inspections, accident investigations. 	
6. WHS Performance Monitoring	
<p>Safety Performance Statistics</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> ▪ Reports on company health and safety injury trend data. ▪ Performance targets established (eg: lost time injuries, person days lost). 	

Review of Potential Contractor's WHS Management System	
<p>Health and Safety Performance Information</p> <p>Evidence of information provided to workers:</p> <ul style="list-style-type: none"> ▪ Records of who receives reports. ▪ Types of reports produced. 	
<p>Conviction of Health and Safety Offence</p> <p>If conviction reported, determine:</p> <ul style="list-style-type: none"> ▪ Nature and circumstances of incident. ▪ Corrective actions undertaken. 	
<p>Comments.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

5. Review:

ConstructWell shall revise and review this procedure annually or earlier in the event of legislative changes in consultation with workers.

6. References:

- South Australia Work Health and Safety Act 2012
- South Australia Work Health and Safety Regulation 2012
- Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011
- Code of Practice – How to Manage Work Health and Safety Risks December 2011

Contractor Management Guidelines – Tier 2

1. Purpose:

This guideline aims to ensure that all services supplied to ConstructWell by contractors for building and maintenance meets both external and internal Work Health and Safety (WHS) standards.

Tier 2 – Building and Maintenance projects between the value of \$10,000.00 and \$99,999.00

2. Scope:

This procedure applies to all areas of business.

3. Definition:

Services: Any service which is provided by individuals who are not direct workers of the organisation such as maintenance, electrical work, building etc.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Guidelines:

- When it is proposed to use contractors to provide Building and Maintenance services to ConstructWell and determine the health and safety requirements that are to be incorporated into the works. Consultation with end users, internal consultative structures and those with specialist expertise may be required to help define these requirements for each contract.
- ConstructWell shall develop a list of approved/preferred contractors to call upon at short notice for contract works, without the need to conduct a separate evaluation of their Work Health and Safety Management System for each new contract. Contractors on the approved/preferred list shall be subject to periodic reviews of their systems and actual performance.
- As part of the selection process, ConstructWell shall complete a review of the potential contractors' Workers Health and Safety Management to ensure that they are capable of performing the work safely and meeting the requirements specified.
- The following document shall be used to help evaluate the status of a potential contractor's Work Health and Safety (WHS) System prior to engaging them to perform work on behalf of ConstructWell.
- The contents can be modified to include items that are required for a specific contract, especially those involving major works. Organisations that use a preferred or approved contractor list for minor works may also use this document as part of their contractor evaluation. It may be necessary to accommodate the informal management systems that are used by some smaller contractors.
- All contractors must be inducted prior to commencing work.
- The contractor should be asked to show evidence that systems exist in order to verify their status.

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As part of this agreement ConstructWell have been provided with the following:

- Public Liability Insurance YES / NO
- Professional Indemnity Insurance YES / NO
- Workers' Compensation Insurance YES / NO
- Other certificates or licenses required as part of the activity (Please Specify) YES / NO

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Review of Potential Contractor's WHS Management System	
<p>Contract Name:.....</p> <p>Contract Description:.....</p> <p>Contract Manager:..... Date.....</p> <p>Contractor:.....</p>	
<p>Indicate in the following manner:</p> <p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable <input type="checkbox"/> N/A Not Applicable</p>	
1. WHS Policy and Management	
<p>Company Health and Safety Policy</p> <p>The policy provided by the potential contractor should:</p> <ul style="list-style-type: none"> ▪ Be signed by the CEO or equivalent. ▪ Outline clear statement of objectives. ▪ Show commitment to improve performance. ▪ Be relevant to company operations. ▪ Be reviewed on a regular basis. 	
<p>Certified WHS Management System</p> <p>Certification demonstrates that the potential contractor meets minimum standards, verified by an independent party. These shall include:</p> <ul style="list-style-type: none"> ▪ AS4801 ▪ International Safety Rating System <p>Certificates should be available for perusal.</p>	

Review of Potential Contractor's WHS Management System

WHS Management System or Plan

The company WHS Manual or Plan should include as a minimum:

- Work Health and Safety Policy.
- Management health and safety responsibilities.
- General Work Health and Safety procedures.
- Safe work procedures relevant to the company operations.
- Public safety procedures.
- Induction and training procedures.
- Issue resolution and WHS consultation mechanisms.

Health and Safety Responsibilities

Health and safety responsibilities in the company should be documented and may comprise:

- WHS responsibility statements.
- Part of worker's job description.
- Part of formal and informal performance appraisal.

Line managers and supervisors should be formally held accountable for health and safety performance of their workers.

2. Safe Work Practices and Procedures

Safe Work Procedures

The potential contractor should be able to demonstrate safe work procedures, (JSA/SWMS) which:

- Are relevant to company operations.
- Contain a description of the tasks and associated hazards.
- Outline control measures & methods to minimise health and safety risks.
- Make reference to any relevant Legislation, Codes of Practice or Australian Standards.

Review of Potential Contractor's WHS Management System

Safe Work Permits

Where relevant, the potential contractor should be able to demonstrate safe work permits for the following types of work:

- Work in Confined Spaces (Confined Space Entry Permits).
- Hot Work (Hot Work Permit).
- Lockout permits (plant, electrical systems).

Incident Reporting and Investigation

Potential contractors should be able to provide evidence of the following:

- Incident report and investigation form.
- Incident investigation procedure.
- Evidence of completed investigation forms.

Plant Safety

The potential contractor should have mechanisms in place for the identification of hazards, assessment of risks and the implementation of control measures associated with plant. This may include:

- Documented risk assessments for relevant plant or risk assessment procedure.
- Copy of plant operator licences, permits.
- Register of plant requiring registration.
- List of persons responsible for undertaking plant risk assessments.
- Plant maintenance and inspection forms.
- Pre-start daily safety inspection forms for plant.
- Plant fault reporting system and forms.

Hazardous Substances

Potential contractor should provide evidence demonstrating safe handling and storage of hazardous substances:

- Manifest or register of chemicals used by the company.
- Safety Data Sheets for chemicals used.
- Safe handling procedures, including personal protective equipment.
- Relevant training documentation.

Review of Potential Contractor's WHS Management System

Manual Handling

The potential contractor should be able to demonstrate evidence of:

- Documented risk assessments for manual handling hazards.
- Systems used to control manual handling risks (eg: lifting aids, work procedures).

3. Health and Safety Training

The potential contractor should be able to demonstrate evidence of:

- Records of training and competencies of employees (licences, permits, certificates).
- Records of 'on the job' training, (JSA/SWMS).
- Tool box meetings conducted.
- Induction training program.

4. Health and Safety Workplace Inspection

Regular Inspections

The potential contractor should provide evidence of:

- Workplace inspection schedules.
- Completed inspection reports.
- Types of inspections undertaken.

Standard Inspection Checklists

Copies of the types of inspection checklists used by the potential contractor.

Hazard Reporting from Potential Contractor

Evidence may include:

- Documented hazard reporting procedure and forms.
- Completed hazard reports.

Review of Potential Contractor's WHS Management System

5. Health and Safety Consultation

Health and Safety Committee

Evidence may include records which show:

- Structure of committee.
- Meeting schedule.
- Minutes of meetings.

Worker Consultation

Potential contractor should provide evidence of:

- List of employee health and safety representatives.
- Documented procedures for consultation and dissemination of information.
- Worker involvement in inspections, accident investigations.

6. WHS Performance Monitoring

Safety Performance Statistics

Evidence may include:

- Reports on company health and safety injury trend data.
- Performance targets established (eg: lost time injuries, person days lost).

Health and Safety Performance Information

Evidence of information provided to workers:

- Records of who receives reports.
- Types of reports produced.

Conviction of Health and Safety Offence

If conviction reported, determine:

- Nature and circumstances of incident.
- Corrective actions undertaken.

Review of Potential Contractor's WHS Management System

Comments.....

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5. Review:

ConstructWell shall revise and review this procedure annually or earlier in the event of legislative changes in consultation with workers.

6. References:

- South Australia Work Health and Safety Act 2012
- South Australia Work Health and Safety Regulation 2012
- Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011
- Code of Practice – How to Manage Work Health and Safety Risks December 2011

Contractor Management Guidelines – Tier 3

1. Purpose:

This guideline aims to ensure that all services supplied to ConstructWell by contractors for building and maintenance meets both external and internal Work Health and Safety (WHS) standards.

Tier 2 – Building and Maintenance projects under \$9,000.00 or, considered to be medium – low risk.

2. Scope:

This procedure applies to all areas of business.

3. Definitions:

Services: Any service which is provided by individuals who are not direct workers of the organisation such as maintenance, electrical work, building etc.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Guidelines:

- When it is proposed to use contractors to provide Building and Maintenance services to ConstructWell and determine the health and safety requirements that are to be incorporated into the works, consultation with end users, internal consultative structures and those with specialist expertise may be required to help define these requirements for each contract.
- All contractors that have not met the requirements stipulated to become a ConstructWell preferred supplier must be inducted prior to commencing work by the Site Supervisor prior to commencing the work.

5. Review:

ConstructWell shall revise and review this procedure annually or earlier in the event of legislative changes in consultation with workers.

6. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

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Corrective Actions Procedure

1. Purpose:

This procedure describes the process for effectively communicating, understanding the root cause of, tracking, resolving and reporting Corrective Actions identified.

2. Scope:

This procedure applies to Corrective Actions identified during the day-to-day activities of ConstructWell and Subcontractors/Suppliers at all sites and offices.

3. Definitions:

Corrective Action: Innovation, Product, Hazard and a Risk Action.

Non-conformance: Any matter, items, product, service or act that has been identified and confirmed as not complying with stated requirements, including procedures, specification, legislation etc.

Responder: Person(s) assigned to ensuring corrective and preventive actions are effectively actioned.

A **Worker:** For the purpose of this document includes all employees, contractors, sub-contractors, volunteers, work placements and visitors.

4. Procedure:

Corrective & Preventative actions are applied to ensure root causes of Corrective Actions are investigated and effectively actioned in order to prevent their reoccurrence. In applying these actions, the Responder shall ensure all actions taken are appropriate to the effects of the issue.

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Identified Corrective Action & Initiation of Corrective & Preventive Action	Any Worker	Site Supervisor	Responder
<p>When the issue identified is a hazard, immediate and appropriate action shall be taken to fix and or segregate the hazard if safe to do so.</p> <p>When the issue identified is a nonconforming product the product shall be immediately identified as nonconforming and if possible segregated to avoid inadvertent use.</p>			
<p>Corrective Actions/Hazards may be identified by any employee at any level of the organisation through general work activities, service provision, inspections, audits, etc.</p>			
<p>Where an immediate action cannot be implemented the Hazard should be reported to the Site Supervisor who will ensure the hazard, risk and proposed corrective action is documented into the site Corrective Action Log.</p>			
Investigate Actions	Any Worker	Site Supervisor	Responder
<p>Nominate responsibilities (as required) to investigate and initiate actions. Allocate responsibilities.</p>			
<p>Investigate the issue as recorded on the corrective actions log to identify the root cause and actions required to prevent recurrence. Contact the Originator for clarification or assistance as required. Record proposed corrective actions, root cause and preventive actions together with responsibilities. Ensure a proposed completion date has been recorded.</p>			
Review Proposed Actions & Implementation	Any Worker	Site Supervisor	Responder
<p>Review the proposed actions to ensure they will be appropriate in rectifying the problem and eliminating the root cause. If not, advise the Responder.</p>			
<p>Fully implement all actions as recorded on the corrective actions log and verify the effectiveness. In verifying the effectiveness of the actions taken, ensure a suitable number of examples are taken.</p>			
<p>Notify the Site Manager once all actions have been completed, verified and are ready for follow up and close out.</p>			

Follow up & Close Out	Any Worker	Site Supervisor	Responder
Follow up actions taken and confirm through objective evidence that the actions completed have been effective in preventing recurrence.			
If actions taken are adequate, sign off the Corrective Action. Advise the Responder.			
Where actions taken have not been effective or complete, record evidence sighted, advise the Responder.			

5. Review:

The progress and outcome of all Corrective Actions raised shall be reviewed to ensure they are being actioned in a timely manner. Access to edit relevant sections within the corrective actions log is restricted to the management of ConstructWell.

6. References:

South Australia Work Health and Safety Act 2012

South Australia Work Health and Safety Regulation 2012

Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination December 2011

Code of Practice – How to Manage Work Health and Safety Risks December 2011

Document Control Procedure

1. Purpose:

ConstructWell Documentation Control Procedure governs the control, distribution and removal of documentation both hard and electronic copies. This procedure aims to establish a uniform and consistent method for preparing and handling documentation.

2. Scope:

This procedure applies to all areas of business.

3. Development:

Documentation is controlled by the Document Control Register. Types of quality documentation that exist in ConstructWell are:

- Policies
- Procedures
- Forms
- Registers
- Checklists
- Templates

ConstructWell will administer the document control register and consist of one electronic controlled copy of each quality document.

4. Guidelines:

- Documents must be fit for purpose, be clearly identifiable and only the current version must be used.
- The current version of system documents are electronically filed in the ConstructWell directory.
- Documents must use standard templates and apply version control (version number and date).

5. Procedure:

Tasks	Who
Establish requirements with document owner. Write a draft. Have the draft reviewed; revise as necessary. Prepare final draft for sign-off when ready.	Writer
Review draft/s and give feedback. Check content, technical accuracy, etc., as appropriate. NB: The number of reviewers & reviews varies depending on the document.	Reviewer
Ensure document content is fit for purpose. Approve document (sign off).	Approver

6. Control of Data:

Different versions must be identifiable and clearly distinguishable. Data must be regularly backed up and securely stored offsite.

Tasks	Who
Set backup schedule (configure the backup program) Rotate discs daily, weekly and monthly Create a full backup monthly and annually	Managing Director
Perform backup cross-checks at least monthly & record result Take backup disks/tapes offsite Do backups when delegated (e.g., MD absent).	Office Manager

7. Outputs:

Backups are done through tapes, disks and or external hard-drives.

First Aid Kit Checklist

Name:	Date:		
Location:			
Minimum contents for First Aid Kits			
Item Standard	Standard Workplace Kit	Small Workplace Kit	QTY on hand
	Minimum Quantity		
The First Aid Instruction Booklet (issued by the appropriate government authority)	1	1	
Register of injuries (note book) and black pen	1	1	
Resuscitation Face Mask	1	-	
Resuscitation Face Mask or Face Shield	-	1	
DRABCD/CPR flow chart (clearly visible and accessible e.g. laminated chart or sticker)	1	1	
Disposable, powder-free latex gloves (NB: Latex-free gloves to be provided if any first aider is allergic to latex)	5 pairs	5 pairs	
Gauze Pieces 7.5cm x 7.5cm, sterile (5 pieces per pack)	5 packs	2 packs	
Saline (30mls sodium chloride 0.9%)	5	SBA	
Saline (15mls sodium chloride 0.9%)	SBA	4	
Wound cleaning wipe/swab (single 1% Cetrimide BP)	10	2	
Adhesive dressing strips (Packet of 50, individually wrapped)	1	1	
Splinter probes - sterile & disposable. (NB: used splinter probes must be safely disposed of via suitable sharps container)	10	5	
Tweezers Stainless Steel 12.5cm	1	1	
Antiseptic liquid, spray, powder or swab (e.g. povidone-iodine 10% solution)	1	1	
Non-adherent wound dressing/pad 5cm x 5cm (small)	6	3	
Non-adherent wound dressing/pad 7.5cm x 10cm (medium)	3	1	
Non-adherent wound dressing/pad 10cm x 10cm (large)	1	SBA	
Conforming cotton bandage, 5cm x 1.8m	3	1	
Conforming cotton bandage, 7.5cm x 1.8m	3	1	
Conforming cotton bandage, 10cm x 1.8m	1	SBA	
Scissors – stainless steel 12.5cm (blunt and sharp points)	1	1	
Alcohol swabs - single	10	4	
Non-stretch, hypoallergenic adhesive tape - 2.5cm wide roll	1	1	
Safety pins (packet of 12)	1	1	
BPC wound dressings No. 14, medium	1	1	
BPC wound dressings No. 15, large	1	SBA	
Plastic Bags - clip seal (set of small, medium and large)	1	1	
Triangular bandage (calico or cotton minimum width 90cm)	2	1	
Emergency Rescue Blanket (for shock or hypothermia)	1	SBA	
Eye pad (single use)	4	2	
Access to 20 minutes of clean running water or (if this is not available) hydro gel or cream – 3.5gm sachets	5	5	
Reusable or instant ice pack - choice depending on availability of freezer. (e.g. for treatment of soft tissue injuries and some stings)	1	SBA	

SBA: Should be added – if there is a reasonably foreseeable risk of the type of injury/illness the item is used to treat.

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Eye Module		
Contents	Minimum QTY	OTY on Hand
Eye Pad Single	4	
Eye Wash 15ml Salinaax	8	
Eye Spears pk2 Disposable	4	
Tape Paper 1.25cm x 5m Hypo	1	
Tissues Travel pk10	1	
Bag - Reseal 255 x 205mm	1	
Booklet SafeWork SA 1st Aid Kit	1	

Burns Module		
Contents	Minimum QTY	OTY on Hand
Burn treatment instructions on 2 water-proof instruction cards: one for the first aid kit and the other to be located on the wall next to the Emergency Shower or water supply.	2	
Hydro gel 25g tube	1	
Hydro gel dressings	2	
Clean polythene sheets: - small	2	
- medium	2	
- large	1	
7.5cm cotton conforming bandage	1	
<i>* Hydro gel is to be used only if an appropriate water supply is not available; or to place over burn after at least 20 minutes of water-cooling is complete.</i>		

Remote Module		
Contents	Minimum QTY	OTY on Hand
Leaflet, First Aid - Remote Areas (issued by the WorkCover Corporation)	1	
Sunblock cream/Lotion SPF15+	1	
Independently wrapped antiseptic impregnated gauze dressings	6	
Disposable eye wash (holding at least 30ml)	6	
Heavy duty crepe bandages 7.5cm	3	
Disposable wound cleaning swabs (1% Cetrimide BP)	12	
Triangular bandages (minimum width 90mm)	4	
Independently wrapped combine dressings (20cm c 20cm)	2	
BPC wound dressings (No. 15)	2	
Aluminium sulphate 20% (e.g. Stingose) gel or other packs	2	
Disposable latex gloves	4-6 pairs	

First Aid Kit Stock Replacement Items Ordered By:

Date Ordered ___/___/___ Date Items Due ___/___/___

First Aid Kit Stock Items Replaced By:

Date Items Restocked ___/___/___

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Tool Box Talk / Job Briefing

Site:	Date:
Review of last Tool Box Talk	
Outstanding items	
Amended items	
Tasks Ahead:	

Discussion Points:		
	Hazards:	Controls:
1.		
2.		
3.		
4.		
5.		

Issues Raised by Workers:				
Raised by:	Concerns:	Actions to be Taken	Responsible:	Date of Action:

BY SIGNING THIS FORM IT CONFIRMS THAT YOU HAVE ATTENDED AND UNDERSTOOD THE TOPICS OF THE TOOLBOX TALK AND ANY CHANGES TO WORK PRACTICES:			
Worker in Attendance:	Signature:	Worker in Attendance:	Signature:

Pre-Start Safety Inspection Checklist

SITE NAME:	
INSPECTION COMPLETED BY:	
DATE:	

GENERAL ISSUES	YES	NO	N/A	NOTES
The company Health and Safety Policy is available to all workers.				
The Pre Construction Information is available on site.				
Is the site going to be occupied by residents during the construction program?				
Risk Assessments /Method Statements have been completed and made available to all parties.				
All persons on site have completed a site induction program.				
All statutory notices are displayed. Refer site signage requirements.				
Appropriate site safety signage is in place. Refer site signage requirements.				
A system is in place to allow all persons on site to raise health and safety issues with management.				
All persons on site are aware of the Permit to Work System.				

EMERGENCY PROCEDURES	YES	NO	N/A	NOTES
Evacuation and Emergency notices are clearly displayed and advise how and who to contact in a site emergency.				
Fire fighting equipment is available. Persons working on site are familiar with the location of this equipment.				
All persons on site have been inducted into the emergency procedures for the site.				
Exit routes are clearly marked.				
Assembly points are clearly identifiable.				
Are there sufficient First Aid notices informing worker of how and where to gain First Aid help?				
The location of the first aid box is clearly signed.				
The first aid box suitably stocked and replenished when necessary.				
SCAFFOLDS	YES	NO	N/A	NOTES
Risk Assessments /Method Statements have been completed and made available to all parties.				
All alterations are carried out and certified by a competent person.				
Handover certificates are filed and available for inspection.				
Safe access is available to the scaffold.				
Uprights are provided with base plates and sole plates.				
All ledgers braces and struts are in position.				
The scaffold is secured to minimise the likelihood of collapse.				
Guard rails and toe boards have been installed in accordance with best practice.				

LADDERS	YES	NO	N/A	NOTES
Risk Assessments /Method Statements have been completed and made available to all parties.				
Are secured to prevent slippage.				
Ladders extend the correct distance above the working platform.				
WORKING AT HEIGHT	YES	NO	N/A	NOTES
Risk Assessments /Method Statements have been completed and made available to all parties.				
There is adequate edge protection.				
Harnesses are available and used as required.				
Crawling boards are available for use on fragile surfaces.				
No work is allowed under areas with persons working at height.				
Debris protection is in place.				
EXCAVATIONS	YES	NO	N/A	NOTES
Risk Assessments /Method Statements have been completed and made available to all parties.				
Properly designed and maintained support systems are in place.				
The sides of excavations are battered back to the correct angle of repose.				
Safe secure access to the excavation is in place.				
Sufficient barriers are in place to stop persons accidentally falling into the excavation.				
The stability of adjacent structures has been considered in relation to excavation work.				
Plant, materials and spoil are stored away from the excavation to minimise the possibility of collapse.				
The excavation is inspected and the results recorded by a competent person on a regular basis.				

MANUAL HANDLING	YES	NO	N/A	NOTES
Risk Assessments /Method Statements have been completed and made available to all parties.				
Where possible mechanical plant is utilised to minimise the need for manual handling.				
The use of heavy materials is minimised.				
VEHICLES ON SITE	YES	NO	N/A	NOTES
Risk Assessments /Method Statements have been completed and made available to all parties.				
Separate pedestrian and vehicle routes are clearly marked.				
One system and turning areas are provided to minimise the need for reversing.				
Vehicles have reversing warning alarms.				
The vehicles are properly maintained.				
WELFARE	YES	NO	N/A	NOTES
Risk Assessments /Method Statements have been completed and made available to all parties.				
The correct number of toilets are provided and maintained/cleaned.				
Water is provided to the washing facilities.				
Soap and towels are provided.				
Drinking water is provided.				
Safety boots, helmets and high visibility jackets are provided.				

ADDITIONAL ITEMS	YES	NO	NOTES

Name:	
Date:	
Position:	
Signature:	

Accident / Incident Report Form

This form is to be completed for any incident involving Injury, Illness or for the reporting of workplace hazards or near misses involving persons, property or the environment.

Person Completing Form:

Supervisor <input type="checkbox"/>	Worker <input type="checkbox"/>	First Aider <input type="checkbox"/>	Other:
Full Name:			
Position/Job Title:		Contact Phone:	

Incident Type:

<input type="checkbox"/> Incident/Near Miss
<input type="checkbox"/> First Aid
<input type="checkbox"/> Medical Treatment
<input type="checkbox"/> Property Damage
<input type="checkbox"/> Environmental
<input type="checkbox"/> Other:

Incident Details:

Date of Incident:	Time of Incident:	Location:
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Describe the Incident/Hazard/Near Miss:

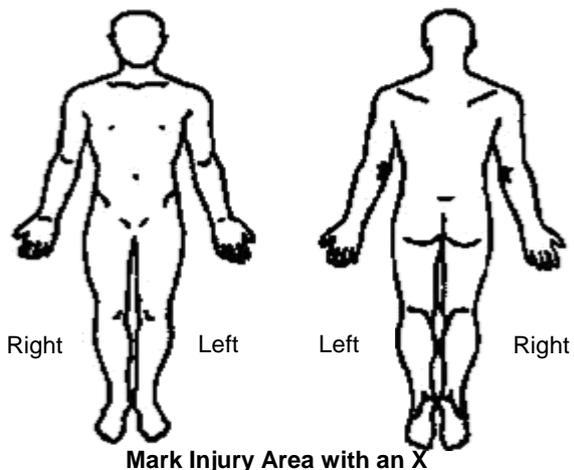
Injured Persons Details:

Full Name:	Position/Job Title:	
Date of Injury:	Time of Injury:	Hours Worked This Week:

Nature of Injury:

Sprain – Strain <input type="checkbox"/>	Laceration <input type="checkbox"/>	Foreign Body <input type="checkbox"/>	Bruise <input type="checkbox"/>	Burn <input type="checkbox"/>	Electric Shock <input type="checkbox"/>	Fracture <input type="checkbox"/>
Other (Give Details):						

Location of Injury:

Please provide details of injury: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> </table>									 <p style="text-align: center;">Mark Injury Area with an X</p>

Witness:

Full Name:	Position:	Contact No.:
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Incident Report/Primary Investigation - Manager

This section is to be completed by the nominated supervisor and full report sent to

Supervisor Details:

Full Name:	Position/Job Title:
Contact No:	Email:

Please Provide Details as to What Happened?

Documents available for task being performed at time of incident:

Work Procedure <input type="checkbox"/>	SWMS <input type="checkbox"/>	Unknown <input type="checkbox"/>	Other:
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Possible Contributing Factors - Select all that may apply:

Lack of knowledge (Training) <input type="checkbox"/>	Comments:
Worker Placement <input type="checkbox"/>	
Not Enforcing Safe Work Practices <input type="checkbox"/>	
Engineering <input type="checkbox"/>	
Inadequate PPE Supplied <input type="checkbox"/>	
Supplied Inadequate/Inferior Equipment <input type="checkbox"/>	
Inadequate Feedback-Systems <input type="checkbox"/>	
Unsafe documented work methods <input type="checkbox"/>	

Recommended Corrective Action Plan

Please provide recommended corrective actions for the possible contributing factors you have identified

Basic Cause	Corrective Action Description	Person Responsible	Target Completion Date

Incident Report Sent To:

Direct Manager <input type="checkbox"/>	Date Sent:
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Hazard / Near Miss Report Form

Where a hazard or near miss cannot be immediately corrected, a report must be completed.

General:				
Date:				
Workplace:				
Submitted By:		Signature:		
Submitted To:		Signature:		
Details of Hazard / Risk:				
Location:				
Work Activity:				
Hazard / Near Miss identified in relation to the work activity:				
Details of Risk:				
Risk Class:	Extreme (1)	High (2)	Medium (3)	Low (4)
Control Measure:				
Corrective Action Required:				
By Whom:		When:	Within 7 Days	
Completion:				
Corrective Action Completed By:		Signature:		
Time:		Date:		
Confirmed By:		Signature:		

Plant Pre-Start Inspection Checklist

Date:		Operator Name:	
Job Site:		Registration or Permit No:	
Make & Model:		Expiry Date:	
Serial No:		Hour Metre/KM Reading:	

PLANT OPERATOR DAILY SAFETY CHECKLIST:

These checks must be carried out at the commencement of the shift & kept with the plant.

	M	T	W	T	F	S	S
Cabin-Access, egress seating, seatbelts, loose objects, rops or fops							
Visibility – windscreen, windows, wipes, washers, mirrors							
Electrical System – lights, amber beacon, horn, rev travel alarm							
Leaks – engine, transmission, final drives, cooling systems, air lines							
Fluid Levels: engine, radiator, power steering, brake							
Brakes – emergency and service							
Compulsory signs, reflective tape, reflectors							
First Aid Kit, Fire Extinguisher							
Damage to panels/guards, cracks to chassis/frame/body							
Wheels, tyres, tracks – wear/ wheel nut tensions							
Tyre Pressure -							
Spare tyre, jack, wheel brace							
Full range of lift control, tilt, side shift							
Instruments working properly							

<u>Operator:</u>
Faults/Issues: _____

Any faults or defects must be reported to your supervisor immediately:

Confined Space Entry Permit

Location of work: _____

Description of work: _____

Control measures: _____

ISOLATION:

Space needs to be isolated from:

Location/method:

Water/gas/steam/chemicals:

Mechanical/electrical drives:

Auto fire extinguishing systems:

Hydraulic/electric/gas/power:

Sludge/deposits/wastes:

Locks and/or tags have been affixed to isolation points: Yes No

ATMOSPHERE:

The atmosphere in the confined space has been tested:

Result of tests:

Oxygen: _____ %

Flammable gases: _____ %LEL

_____ %LEL

Other gases: _____ ppm (less than ppm)

_____ ppm (less than ppm)

Other airborne contaminants:

The conditions for entry are as marked below:

1. With supplied air breathing apparatus: Yes No
2. Without respiratory protection: Yes No
3. With escape unit: Yes No

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HOT WORK:

Area clear of all combustibles including atmosphere: Yes No

Type of appropriate fire prevention equipment available: _____

Suitable access and exit: Yes No

Hot work is permitted: Yes No

PERSONAL PROTECTIVE EQUIPMENT:

The following safety equipment must be worn:

Type:

Respiratory protection:

Harness/lifelines:

Eye protection:

Hand protection:

Footwear:

Protective clothing:

Hearing protectors:

Safety helmet:

Communication equipment:

Other:

OTHER PRECAUTIONS:

Warning notices/barricades: Yes No

All persons have been trained: Yes No

Is continual air monitoring required: Yes No

EMERGENCY RESPONSE:

Procedures/Equipment:

STANDBY PERSON:

Standby personnel requirements:

AUTHORITY TO ENTER:

The control measures and precautions appropriate for the safe entry and execution of the work in the confined space have been implemented and persons required to work in the confined space have been advised of and understand the requirements of this written authority.

Signed (person in direct control):

Date: _____ Time: _____

This written authority is valid until:

Date: _____ Time: _____

Persons authorise to enter confined space:

I have been advised of and understand the control measures and precautions to be observed with the entry and work in the confined space.

Entry:			Exit:		
Name:	Date:	Time:	Name:	Date:	Time:

WITHDRAWAL OF WRITTEN AUTHORITY:

All persons and equipment accounted for: Yes No

Equipment checked and stored correctly: Yes No

Signed (*person in direct control*):

Date: _____ Time: _____

Remarks or comments about the work: _____

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New Worker Induction Checklist

NEW WORKER DETAILS

Worker's Name:
Employment Commencement Date:
Position/Job:
Copies of documentation provided: <i>(please tick appropriate box and attach copies to this form)</i>
<input type="checkbox"/> Licences <input type="checkbox"/> Training Certificates
<input type="checkbox"/> Certificates of Competency <input type="checkbox"/> Other:
<input type="checkbox"/> First Aid <input type="checkbox"/> Other:

INDUCTION DETAILS *(please tick the appropriate box as each subject is covered)*

DATE:			
SUBJECT	YES	NO	N/A
EMPLOYMENT CONDITIONS			
1. Job Description & Responsibilities			
2. Work Times & Meal Breaks			
3. Time Recording Procedures			
4. Leave Entitlements			
5. Notification of Sick Leave or Absences			
PAYROLL			
6. Rates of Pay & Allowances			
7. Pay Arrangements			
8. Taxation <i>(including completion of the required forms)</i>			
9. Superannuation <i>(including details of preferred superannuation provider)</i>			
ORIENTATION			
10. Work Area/s – tools, machinery & equipment used for the job			
11. Wash & Toilet Facilities			
12. Fresh Water & Lunch Facilities			
13. Location of the First Aid Kit			
14. Location of Emergency Exits & Fire Extinguishers			
INTRODUCTIONS			
15. First Aiders Identified			
16. Office/Payroll Manager			
17. Co-workers			
HEALTH & SAFETY			
18. Roles & Responsibilities for Health and Safety			
19. Information on Hazards Present in Work Areas and Controls			
20. Health & Safety Consultation & Communication Processes			
21. Incident & Hazard Reporting Procedures <i>(including the location of forms that need to be completed)</i>			
22. Emergency Procedures			
23. Safe storage & Use of Personal Protective Equipment			
OTHER ISSUES			
24. Work Health and Safety Policy & Procedures			
25. Environmental Management & Procedures			
TRAINING			
27. On the Job Training in Safe Work Procedures			
28. First Aid, Fire Safety & Emergency Procedures Training			
29. Hazard Specific Training e.g. manual handling			
30. Training Specific to the Job e.g. forklift operation			

AUTHORISATION:

Manager: <i>(print name)</i>	Worker: <i>(print name)</i>
Signature:	Signature:
Date:	Date:

Contractor Induction Checklist

CONTRACTOR DETAILS

Name of Contractor/Company:		
Name of Contractor Representative:	Contact Number:	
Contract Details:		
Emergency Contact Details: <i>Please supply a contact in case of emergency</i>		
Name:	Contact Number:	
Copies of contractor documentation provided: <i>(please tick appropriate box and attach copies to this form)</i>		
<input type="checkbox"/> Contractor Certification/Licences/Insurances	<input type="checkbox"/> Plant & Equipment Register	<input type="checkbox"/> Staff Training & Competencies
<input type="checkbox"/> Public Liability	<input type="checkbox"/> WHS Policies & Procedures	<input type="checkbox"/> Tag out/Lockout Procedures
<input type="checkbox"/> Professional Indemnity	<input type="checkbox"/> Environmental Policies & Procedures	<input type="checkbox"/> Equipment Test & Tag
<input type="checkbox"/> Workers Compensation/Personal Accident & Sickness Insurance	<input type="checkbox"/> JSA/SWMS*	<input type="checkbox"/> White Card
		<input type="checkbox"/> Other:
<small>* Where small Contractors are unable to provide a JSA/SWMS ConstructWell may provide assistance with document provision & instruction.</small>		

INDUCTION DETAILS *(please tick the appropriate box as each subject is covered)*

DATE:	SUBJECT	YES	NO	N/A
	1. ConstructWell WHS Policy <i>(Copy of Policy to be provided within handbook)</i>			
	2. Emergency Procedures <i>(Evacuation Procedures & Assembly Point covered)</i>			
	3. Emergency Personnel <i>(First Aid)</i>			
	4. ConstructWell Incident/Accident Reporting & Investigation Procedures			
	5. ConstructWell Hazard/Incident Report Form			
	6. Site Amenities			
	7. Sign in/Sign out Sheet			
	8. Site Access <i>(opening & closing times)</i>			
	9. Plant & Equipment <i>(Contractors to supply all tools & equipment to carry out the work. Contractors are not to use ConstructWell equipment without Manager's approval)</i>			
	10. Personal Protective Equipment <i>(Contractors to supply and use own PPE as per Australian Standards)</i>			
	11. Lock out/Tagout Systems			
	12. Electrical Safety <i>(All portable equipment must be tested & tagged in accordance with Australian Standards)</i>			
	13. Hazardous Substances <i>(To be stored according to relevant Codes of Practice/Australian Standards. Spills to be reported immediately)</i>			
	14. Barricades & Fencing			
	15. Offensive Behaviour <i>(Offensive behaviour of any type will not be permitted on site. Persons found to be acting in an offensive manner will be asked to leave by the site Manager)</i>			
	16. Alcohol & Drugs <i>(Persons suspected to be under the influence of alcohol or illicit drugs will be asked to leave by the site Manager)</i>			
	17. Smoking <i>(Designated area(s) only)</i>			

COMMENTS:

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AUTHORISATION:

Onsite Supervisor: <i>(Print name)</i>	Contractor: <i>(Print name)</i>
Signature:	Signature:
Date:	Date:

A photocopy of the Contractor Induction Checklist is to be provided to the Contract or for their records.

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Corrective Action Report

Project Number:	Project Title:		
Company:	Report Number:		
	Date:		
	Response Due Date:		
Non Conformance:			
Raised By:		Signature:	
Remedial Action: (Action to be taken to correct non-conformance)			
Due date for completion of remedial action:			
Person Responsible:		Signature:	
		Date:	
Corrective Action: (Action to be taken to prevent recurrence of non-conformance)			
Person Responsible:		Signature:	
		Date:	
Follow-up action and close-out record:			
Supervisor:		Signature:	
		Date:	

Workstation Assessment

CHAIR:

- Push your hips as far back as they can go in the chair.
- Adjust the seat height so your feet are flat on the floor and your knees equal to; or slightly lower than your hips.
- Adjust the back of the chair to a 100-110 degree reclined angle. Make sure your upper and lower back are supported. Use inflatable cushions or small pillows if necessary. If you have an active back mechanism on your chair, use it to make frequent position changes.
- Adjust the armrests (if fitted) so that your shoulders are relaxed. If your armrests are in the way, remove them.

KEYBOARD:

- An articulating keyboard tray can provide optimal positioning of input devices. However, it should accommodate the mouse, enable leg clearance, and have an adjustable height and tilt mechanism. The tray should not push you too far away from other work materials, such as your telephone.
- Pull up close to your keyboard
- Position the keyboard directly in front of your body.
- Determine what section of the keyboard you use most frequently, and re-adjust the keyboard so that section is centred with your body.
- Adjust the keyboard height so that your shoulders are relaxed, your elbows are in a slightly open position and your wrists and hands are straight.
- The tilt of your keyboard is dependent upon your sitting position. Use the keyboard tray mechanism, or keyboard feet, to adjust the tilt.
- A wrist-rest should only be used to rest the palms of the hands between keystrokes. It is not recommended to use when typing. Avoid using excessively wide wrist-rests, or wrist-rests that are higher than the space bar of your keyboard.

If you do not have a fully adjustable keyboard tray, you may need to adjust your workstation height, the height of your chair, or use a seat cushion to get into a comfortable position. Remember to use a footrest if your feet dangle.

SCREEN, DOCUMENT AND TELEPHONE:

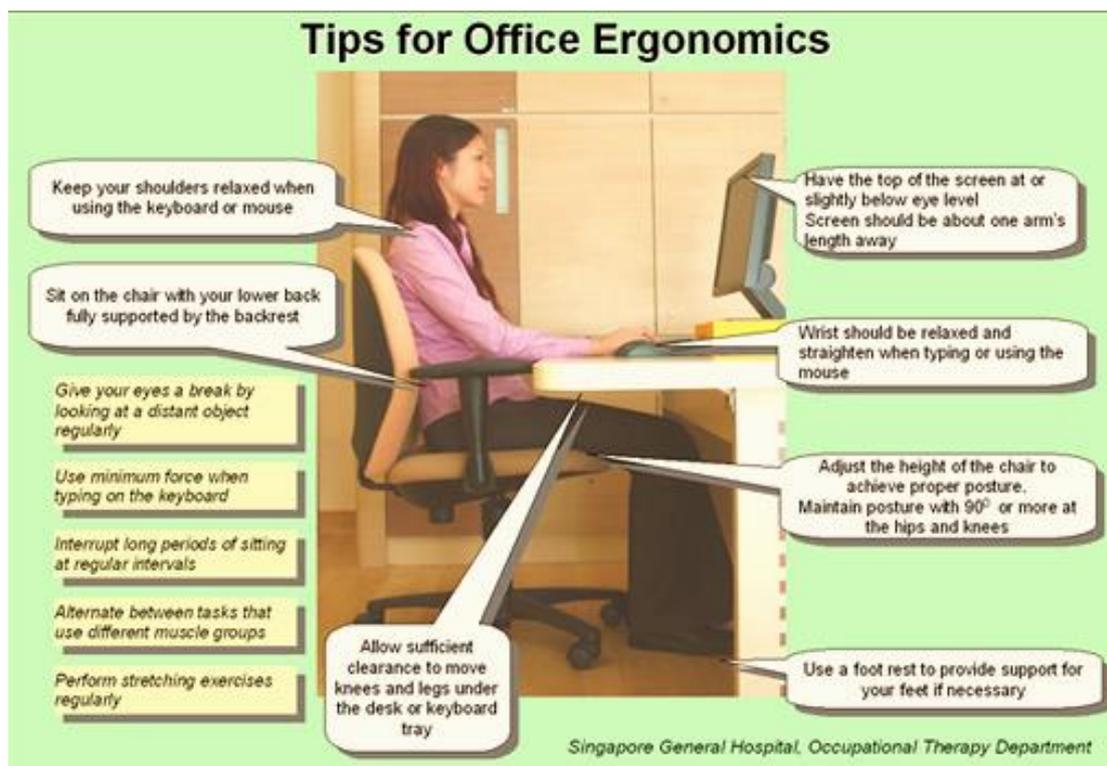
Adjust the screen and source documents so that your neck is in a neutral and relaxed position.

- Centre the screen directly in front of you, above your keyboard.
- Position the top of the screen approximately 4-5cm above seated eye level. (If you wear bifocals lower the screen to a comfortable reading level)
- Reduce glare by careful positioning of the screen. Eg: Place screen at right angles to windows etc.
- Position document holder adjacent to the screen or use an in-line copy stand to place the documents in front of you, between the screen and the keyboard.
- Place the telephone within easy reach. The use of headsets and speaker phone can eliminate cradling the handset.

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REGULAR BREAKS:

- Take short 1-2 minute stretch breaks every 20-30 minutes. Always lunch breaks away from the computer.
- Avoid eye fatigue by resting and re-focusing your eyes throughout the day.
- Rest your eyes by covering them with your palms for 10-15 seconds.
- Always use correct posture when working.



DATE	CONDUCTED BY	NAME	SIGNATURE

Training Needs Analysis and Plan

Position Title	Name	Responsibilities	Qualifications	Training Needs	Planned Dates	Training Details	Remarks
Direct Manager:	Tony Siciliano	<ul style="list-style-type: none"> ▪ Setting Policy. ▪ Reviewing objectives and targets. ▪ Resource allocation. ▪ Implementing WHS Policy. ▪ Implementing programs for achieving set objectives & targets. ▪ Overall responsibility for system implementation. 	Company Management	WHS Awareness (in house)			
Supervisor:		<ul style="list-style-type: none"> ▪ Monitoring & measurement of WHS performance. ▪ Developing internal audit program in liaison with the Managing Director. ▪ Conducting internal audits as per schedule. ▪ First Aid Training. 		WHS Awareness (in house) Internal Audit Training			
Worker 1:		<ul style="list-style-type: none"> ▪ Awareness on Policy & Procedures. ▪ Helping in monitoring and measurement. ▪ Supply tools that comply with ConstructWell requirements. ▪ First Aid Training. ▪ 		WHS Awareness (in house)			
Worker 2:		<ul style="list-style-type: none"> ▪ Awareness on Policy & Procedures. ▪ Helping in monitoring and measurement. ▪ First Aid Training. ▪ 		WHS Awareness (in house)			



Risk Assessment Sheet

Description:

RA Number:

Work Activity Covered:

Date Prepared:

Risk Assessment Team:

Review Date:

Compiled by:

Signature:

Likelihood	Consequence				
	Catastrophic	Major	Moderate	Minor	Insignificant
Almost Certain	1	1	1	2	2
Likely	1	1	2	2	3
Possible	1	1	2	3	4
Unlikely	1	2	3	4	4
Rare	3	2	3	4	4

Risk Score Rating		
1	Extreme	Immediate action, attention required
2	High	Reduce risk, attention required
3	Medium	Action plan, Manage risk
4	Low	Comply to routine procedures

Consequence	
Catastrophic	Death, Extensive environmental damage
Major	Serious injury/illness – permanent disability, Serious environmental damage
Moderate	Medical treatment required – casualty treatment, Minor environmental damage
Minor	First aid treatment only, no lost time, Negligible environmental damage
Insignificant	Will not result in injury or illness, No environmental damage

Likelihood	
Almost Certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might happen at some time
Unlikely	Could happen, but rarely
Rare	Has never occurred before

Identify Hazards

Consider energy source for hazard identification:

- Gravity** – Items falling, falls of people, uncontrolled movement (fall from structure, vehicle runaway, etc.)
- Chemical** – Solids, liquids, gases that burn/explode/affect people due to contact/inhalation or ingestion (other hazards such as spontaneous combustion, dust explosion, spill, and fire).
- Electrical** – Contact, induction, arcs. (Hazards such as inadvertent contact, faults arcing in a gaseous environment)
- Mechanical** – Caught in, hit by, collision (such as vehicle collision, caught by moving equipment, hit by moving machine, machine vibration)
- Pressure** – Release of air/gas, water/liquid, hydraulic or mechanical items under pressure (such as pneumatic/hydraulic failures, spring pressure release, and excessive noise)
- Radiant** – Radiation, hot or cold surfaces (such as radioactive materials, sunshine, overheated equipment)
- Bio-mechanical** – Overexertion, repetition, slip/trip causing injury illness (such as manual handling, poor housekeeping, poor access, poor work position)
- Biological** – Bio-hazards, micro-biological, viruses, bacteria, wildlife, animal bites, toxic vegetation.

Applicable Legislation and Codes of Practice:

- South Australian Work Health and Safety Act 2012
- South Australian Work Health and Safety Regulations 2012

Consider prompts with respect to people, environment, equipment and procedures

- People** – Ability, Alertness, Physiology, Roster, Training, unsafe acts, interaction between people.
- Environment** – Illumination, precipitation contamination, noise, temperature/humidity, wind/turbulence, vibration, acceleration/deceleration, radiation, work surface, electricity air pressure, wildlife.
- Equipment** – design, construction, operation, man machine interface, PPE, emergency response equipment
- Procedures** – Correctness, safety, availability of information, task specific, emergency provisions, controls.
- Organisation** – Culture, facilities communication, supervision, training, structure.

Training & Qualifications:

Considered Control Strategies:

- Elimination
- Substitution
- Engineering
- Administration
- PPE

Training / Licence Register

WORKERS NAME:				DATE:				
DATE	TYPE OF TRAINING	Licence / Registration Number	CONDUCTED BY	C	NYC	N/A	MANAGERS SIGNATURE	WORKER SIGNATURE
	Induction Training							
	First Aid Training							
	Emergency Evacuation							
	Fire Extinguisher Training							
	White Card Training							
	Working at Heights Training							
	Confined Space							
Safe Operating Procedures:								
Licences:								
	Drivers / HR							
	Forklift							

- C = Competent
- NYC = Not yet competent

If not yet competent, another date will need to be made to establish competency.

Plant and Equipment Register

Project: _____ **Date:** _____

The plant listed below will be brought onto site and operated under our control. All inspection and maintenance records will as a minimum standard comply with the manufacturers recommendations or relevant Australian Standard where appropriate:

Plant Type:	Description/Asset: number: Item: Item number:	Make	Model:	Registration Number / Serial Number:	Authority Registration Expiry Date / Out of Service Date:	Inspection Date and Frequency:	Inspected by: (competent person)	Date on Site:

Personal Protective Equipment Register

NAME	DATE	HI VIS VESTS	SAFETY BOOTS	SAFETY GLASSES	EAR PLUGS	EAR MUFFS	GLOVES	SUNSCREEN	PERSONAL FIRST AID KIT	SIGNATURE
1.										
2.										
3.										
4.										
5.										
6.										
7.										

Contractor Register

COMPANY NAME:	DIRECTORS NAME:	CONTACT DETAILS:	BUSINESS ADDRESS:	POSTAL ADDRESS:	JOB SITE OCCUPIED:	INDUCTION COMPLETION DATE:	CONTRACTOR REVIEW DATE:
1.							
2.							
3.							
4.							
5.							
6.							

Accident Incident Register

Report Number	Report Type (e.g. Incident, Hazard)	Date Reported	Details	Injury Type	Equipment Damage	Environmental Impact	Action Required	Date Completed
1.								
2.								
3.								
4.								
5.								
6.								
7.								

