

OHS MANAGEMENT SYSTEM

[BUILDING COMPANY NAME]

PART A RISK MANAGEMENT PLAN

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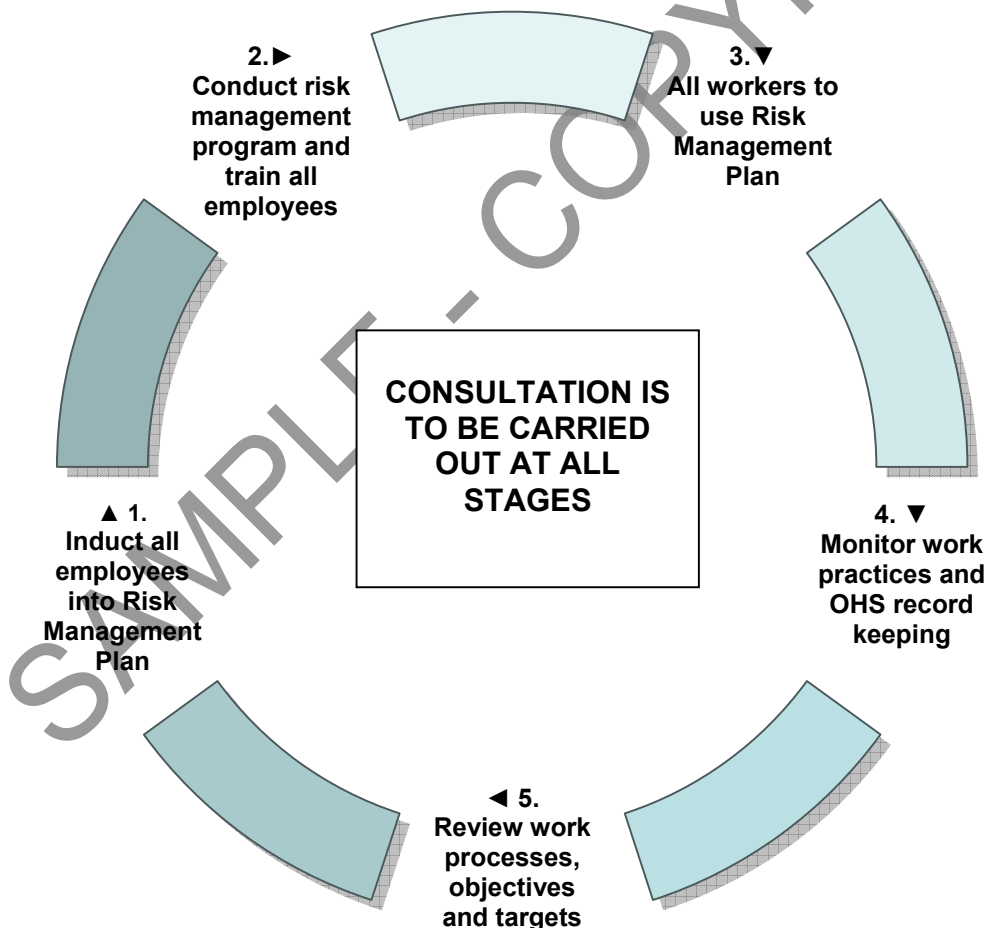
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PART A – RISK MANAGEMENT PLAN

1. INTRODUCTION

1.1 GENERAL

This Risk Management Plan is to be used by [Building Company Name] to manage workplace health and safety risks in a 'systematic' manner, rather than just addressing issues whenever they arise, and it provides a framework to manage risk and accident prevention at all workplaces controlled by [Building Company Name]. The Plan also identifies the people responsible for ensuring work is carried out and records kept in accordance with OHS laws. This Risk Management Plan may change as a result of new laws, work practices or corrective actions. [Building Company Name] consider this Plan to be a "living document" that will be regularly revised, using the process summarised below:



PART A – RISK MANAGEMENT PLAN

1.2 SOURCES USED IN THIS RISK MANAGEMENT PLAN

This Risk Management Plan has been developed in consultation with the management of [Building Company Name] and its employees and regular subcontractors. A comprehensive annual review of this Plan will also take place to ensure best practice health and safety for all workplaces controlled by [Building Company Name]. The information contained in this Plan is derived from sources that include:

1. Occupational Health and Safety Act 2000 (NSW)
2. Occupational Health and Safety Regulation 2001 (NSW)
3. NSW Code of Practices (various)
4. AS/NZS3760:2003 In-service safety inspection and testing of electrical equipment
5. Electrical Equipment; Risk Assessment, WorkCover, May (2006)

1.3 DOCUMENT CONTROL

This Risk Management Plan is a controlled document with changes only made through a structured and consultative process between the management of [Building Company Name] and its employees and subcontractors, and all changes are to be recorded in the Document Control Master. Each element of the Risk Management Plan is to be [REDACTED]

[REDACTED]

[REDACTED]

[SEE FORM 1 – DOCUMENT CONTROL \(PART C: DOCUMENT LIBRARY\)](#)

PART A – RISK MANAGEMENT PLAN

2. COMMITMENT TO OHS

2.1 PLANNING AND POLICIES

The following is the overall OHS policy of [Building Company Name], which has been authorised by management. More specific policies that have been implemented by [Building Company Name] are contained throughout this Risk Management Plan.

OUR VISION

[Redacted text]

OUR GOAL

[Redacted text]

This goal will be realised through:

- ✓ Ensuring occupational health and safety issues are considered [Redacted] we do business
- ✓ Encouraging consultation with stakeholders (employees, subcontractors) on health and safety policies and standards, and ensuring that these are communicated and observed
- ✓ Establishing objectives and targets, and continuously monitoring and benchmarking these to identify opportunities for continual improvement

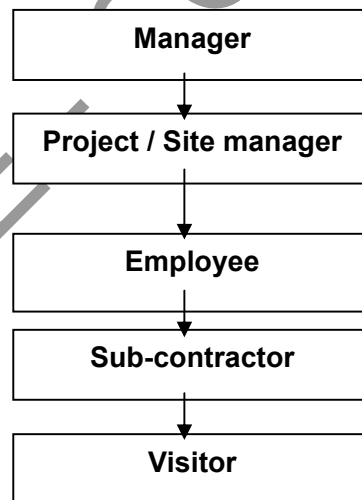
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- ✓ Implementing [REDACTED] to identify workplace hazards, and assess, monitor and control workplace risks
- ✓ Maintaining a program of education and training to enhance the skill levels and [REDACTED] of all employees
- ✓ Complying with all applicable occupational health and safety laws, regulations, and industry requirements

2.2 RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES

[Building Company Name] have adopted the following chain of command in relation to its business structure. Furthermore, it has allocated the following responsibilities to the various categories of persons who have a connection to any workplace controlled by [Building Company Name].

Management chain of command



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██████████:

- Be aware of and comply with legislation in regards to OHS
- Be a source of ██████████ on OHS
- Ensure workers undertake OHS training
- Plan to do work safely
- Ensure that all ██████████ are reported and investigated using the correct procedures and forms
- Ensure that all new employees and contractors

██████████

- Communicate and consult with employees
 - Perform audits, inspections and review of OHS operations
 - Ensure ██████████ are implemented and adhered to and employees are trained in their use
 - Ensure that plant and equipment are ██████████
- ██████████
- Ensure that operators are supplied with and make appropriate use of personal protective equipment (PPE) and safe work practices are adopted
 - Assist in the rehabilitation and return to work of employees

██████████:

- Supervise all activities involved in the completion of the works, ensuring that all work is be performed safely
 - Ensure sub-contractors are ██████████
- ██████████
- Ensure all employees adhere to the ██████████ on the project
 - Where possible, resolve any on-site OHS issues
 - Report injuries, illness, dangerous occurrences and hazards / risks
 - Determine and confirm that individuals are ██████████

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- Arrange and / or undertake inspections and report hazards to determine if work is being performed in accordance with the [REDACTED]
- Ensure correct safety apparel is being used
- Ensure a first aid kit is stocked to levels required by OHS laws
- Stop any unsafe activity and make the situation safe
- Co-ordinate the safety of visitors and others, such as survey teams
- Remove from site any individual who is not authorized to be on site

Employees:

- Report attendance to their Project / Site Manager before commencing work
- Attend site induction prior to commencing any work
- Be responsible to conduct allocated tasks in a safe manner and give due consideration to the safety of others in their proximity
- Notify Supervisor of any health and safety risks
- Co-operate with the application of safe working procedures
- Report any incident to the Supervisor as soon as possible, especially if there is a chance of serious risk to either employees or equipment
- Co-operate in any rehabilitation program when an injury has occurred
- Leave their workplace in a condition that is not hazardous to others
- Report any [REDACTED]
[REDACTED]
- Ensure a high standard of housekeeping
- Ensure all contractors and visitors [REDACTED]
- Attend, when directed, any course or instruction related to OHS

[REDACTED] officer:

- Administer first aid to persons on site
- Keep register of persons receiving first aid treatment
- Keep other first aid records as required by law

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Visitors

These include individuals, statutory bodies, local council, and clients with various interests in the project will visit the site.

Visitors are to be escorted at all times on site by appropriately inducted employees.

2.3 SUB-CONTRACTOR CONTROL PROGRAM

Purpose

As the engagement of sub-contractors is a natural part of construction work, this Risk Management Plan seeks to provide a minimum acceptable level of OHS performance in sub-contractor control on all workplaces controlled by [Building Company Name].

Responsibilities

Administration

- [Building Company Name] has a duty of care to provide and maintain a workplace that is safe and without risk to health
- Given such a duty, each sub-contractor is required to:
 - (i) provide proof of current insurance cover for Workers' Compensation and / or Personal Accident and Sickness Insurance (if applicable); and Public Liability
 - (ii) ensure that Personal Protective Equipment is supplied and worn in all designated areas by subcontractors and their employees.

OHS System

Sub-contractors are required to:

- produce evidence of compliance with requirements of current OHS laws
- list plant and chemicals to be used including Material Safety Data Sheets
- provide Safe Work Method Statements for each part / task of work to be undertaken

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Training and induction

- Sub-contractors are to list their employees which are qualified / certified to carry out specific tasks
- All sub-contractors and their employees are to have attended any relevant OHS training prior to commencement on site, including OHS Induction Training, and Work Activity OHS Induction
- Site-specific inductions will be carried out to ensure all workers are properly made aware of any site-specific hazards on the site, as well as to ensure all workers are trained, licensed and comply with site safety rules.

3. CONSULTATION

3.1 INTRODUCTION

[Building Company Name] has consulted with its employees and subcontractors on the most effect method of consultation to be used, and it has been agreed upon that [REDACTED] will be used by [Building Company Name] to consult with its employees and subcontractors.

If at any point in time [Building Company Name] employs 20 or more employees, it will change the method of consultation to [REDACTED] as required by law.

If requested by an employee or subcontractor, or if it deems it necessary to do so, [Building Company Name] will re-evaluate the current method of consultation, and will discuss alternative methods of consultation with its employees and subcontractors.

3.2 WHEN CONSULTATION WILL BE CARRIED OUT

Consultation will be carried out by [Building Company Name] and its employees and subcontractors when things change at the workplace, such as when:

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- (i) [REDACTED]
- (ii) [REDACTED]
- (iii) [REDACTED]
- (iv) [REDACTED]
- (v) Changes are made to the methods of consultation
- (vi) Changes are made to systems, methods of work, plant, or substances
- (vii) [REDACTED]
- (viii) Emergency procedures:
 - emergency assembly point/s
 - emergency services (contact details)
 - location of first aid kits / facilities

SEE FORM 2 – TOOL BOX MINUTES (PART C: DOCUMENT LIBRARY)

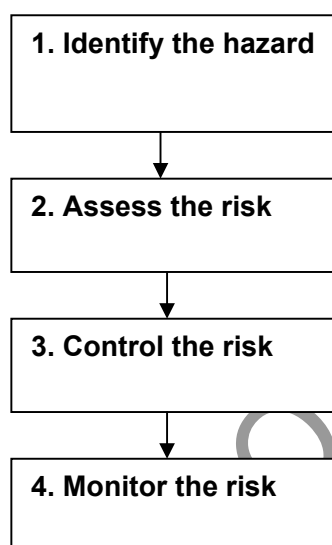
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PART A – RISK MANAGEMENT PLAN

4. RISK MANAGEMENT

4.1 INTRODUCTION

[Building Company Name] will manage risks at any workplace it controls by using the risk management system summarized below:



4.2 IDENTIFYING HAZARDS

[Building Company Name] will use the following resources to assist it and its employees and subcontractors in identifying hazards at the workplace:

- Industry Codes of Practice, and other publications such as safety alerts
- Hazard Profiles for specific trade / job groups
- Consultation with staff experienced in the job to be carried out

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[Building Company Name] will also rely on the following factors to assist in hazard identification:

- [REDACTED]
- [REDACTED]
- Scheduled and unscheduled inspections and audits
- Incident investigations
- [REDACTED]
- Job safety analysis

SEE FORM 3 – HAZARD IDENTIFICATION FORM (PART C: DOCUMENT LIBRARY)

4.3 COMPLETING THE HAZARD IDENTIFICATION FORM

1. Who can submit a hazard report?

Normally, [REDACTED]

[REDACTED].

2. What is it for?

A hazard identification form enables [Building Company Name] to

[REDACTED] before the hazard causes injury to a person(s) or damage to equipment.

3. Name and Occupation

This means the name and occupation of the person submitting the form.

4. Date and time

This means the date and approximate time that the person submitting the form identified the hazard.

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5. Describe the hazard

In their own words, the person submitting the form is to [REDACTED]. A hazard may be anything, action, event, situation that could lead to an accident, illness or damage.

6. How serious is the hazard?

Tick the most appropriate box.

7. What have you done to control this hazard?

In their own words, the person submitting the form is to write down what has been done to control the hazard.

8. What do you recommend needs to be done to control this hazard?

In their own words, the person submitting the form is to describe what actions are needed to be taken by others to control this hazard.

4.4 HOW ARE RISKS ASSESSED?

Once hazards have been identified, [Building Company Name] is to use the Risk Assessment Table below to assess the risk of each hazard that has been identified.

The items down the left-hand side are the consequences of a risk (i.e the injury or damage that can be caused)

The items across the top are the likelihood of a risk (i.e the chances of it happening)

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RISK ASSESSMENT TABLE

	(VL) Very likely	(L) Likely	(UL) Unlikely	(VU) Very unlikely
(KP) Killed or permanent disability	1	1	2	3
(LT) Long term or serious injury	1	2	3	4
(MA) Medical attention / lost time	2	3	4	5
(FA) First Aid	3	4	5	6

CONSEQUENCE (down the left-hand side of the table) – the extent of the injury or ill health, were it to occur, can be rated in the following way:

- KP - Killed or permanent disability
- LT - Long term or serious injury
- MA - Medical attention / lost time (medical attention but limited ongoing treatment)
- FA - First Aid (first aid only with little or no lost time)

LIKELIHOOD (across the top of the table) - the chance of each of the situations or events actually occurring, can be rated in the following way.

- VL - Very likely (exposed to hazard continuously)
- L - Likely (exposed to hazard occasionally).
- UL - Unlikely (could happen, but only rarely).
- VU - Very unlikely (could happen, but probably never will) *Very unlikely classification should be used very rarely*

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How to act on the findings of the Risk Assessment

The possible conclusions from the Risk Assessment are listed below, along with suggested actions that can be taken for each conclusion:

1. Risks are not significant now, and not likely to increase in future

- End the current assessment and record assessment details
- Review the assessment if the situation changes, or in 2 years
- Provide induction and ongoing training to your employees
- Follow safe working procedures

2. Risks are significant but already effectively controlled

- Determine precautions to maintain controls and minimise the chances of higher exposure occurring
- Determine additional measures for control if a high risk event occurs
- Determine if monitoring is required to check effectiveness of controls
- Review assessment if situation changes, or in 2 years
- Provide induction and ongoing training to your employees
- Ensure that safe working procedures are followed

3. Risks are significant now, and not adequately controlled

- Implement immediate measures for preventing/controlling exposure
- Consider stopping the process
- Commence review of longer term control requirements
- Re-evaluate exposures when the upgraded control measures are in place
- Determine if monitoring or health surveillance is required
- Provide induction and ongoing training to your employees
- Ensure that safe working procedures are followed

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Responsibilities for Risk Assessment Program

Management

[Building Company Name] is to ensure that there is a Risk Assessment completed for each task where a [REDACTED]. It shall produce a documented Safe Work Procedure where a Risk Assessment has been completed, and it shall ensure that all Safe Work procedures are properly adhered to whenever particular processes or procedures are used on any workplaces controlled by [Building Company Name].

Employees

The employees of [Building Company Name] are to identify and report hazards as well as complete their work operations following risk assessments and safe work methods. Employees are to make themselves aware of Safe Work Procedures developed for work being completed on any workplaces controlled by [Building Company Name].

Employees are to also take the time necessary to read the relevant detail contained in Safe Work procedures provided to him/her by the management of on any workplaces controlled by [Building Company Name].

4.5 HOW TO IMPLEMENT NECESSARY CONTROLS

The level of control, determined in consultation with employees and sub-contractors, is to be based on legal requirements, and available employee and financial resources. A hierarchy of controls, from the most preferred to the least preferred, includes:

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Hierarchy of controls

Control	Example
Elimination	<p>██████████</p> <p>A permanent solution where the risk is removed altogether e.g. taking the hazardous step out of the process</p>
Substitution	<p>Involves replacing the risk by one that presents lower risk e.g. lighter packages as a substitute for larger, different chemicals.</p>
Engineering Controls	<p>Involves some structural change to the work environment e.g. placing a soundproof enclosure around a noisy machine.</p>
Administrative Controls	<p>Reduce/eliminate exposure to a risk by following procedures or instructions e.g. limit time to procedures, job rotation.</p>
Personal Protective Equipment	<p>██████████</p> <p>PPE is worn by people as a barrier between themselves and the risk. The success of this control is dependant on the PPE being chosen and fitted correctly and worn at all times when required e.g. wear gloves.</p>

SEE FORM 5 - ACTION PLAN TO IMPLEMENT CONTROLS (PART C: DOCUMENT LIBRARY)

4.6 IMPLEMENT CONTROL MEASURES

The implementation process of control measures is to involve:

1. **Developing work procedures** to ensure control measures are effective (eg defining responsibilities of managers, supervisors and workers - work procedures are usually incorporated into Safe Work Method Statement (SWMS))
2. ██████████ about control measures (eg reasons for change)
3. ██████████ to supervisors and others, including contractors
4. **Provide adequate supervision** to verify the controls are correctly used

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5. Provide work procedures for the **maintenance of control measures** to ensure their ongoing effectiveness

4.7 MONITOR AND REVIEW

[Building Company Name] are to monitor and review the risk management process to determine its effectiveness, and this will involve determining whether:

1. control measures have been implemented as planned
2. the controls are working in their desired manner
3. the new controls have not created new hazards and exacerbated pre-existing hazards

[Building Company Name] will also endeavour to regularly and systematically update this Risk Management Plan by creating a planning schedule to address safety in a comprehensive manner, or by some other means.

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5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

5.1 PROCEDURE, SELECTION AND USE

[Building Company Name] will ensure all items of PPE are manufactured in accordance with [REDACTED]. All issues of PPE (one for each individual) will be recorded on a PPE register, and employees will be instructed in the correct use of PPE prior to use.

Personal Protective Equipment (PPE) includes:

- Head protection – safety helmets
- Eye protection – goggles / shields
- Hearing protection – muffs / ear plugs
- Foot protection – safety boots
- Chemical or vapour protection approved for the process, following review of the current Material Safety Data Sheet for the product being used

5.2 RESPONSIBILITIES

Management is responsible for:

- Supplying PPE to employees as required
- Providing appropriate PPE training at the time of issue

Employees are responsible for:

- Safe keeping, care and use of their PPE
- Using PPE when required

Sub-Contractors are responsible for:

- Supplying their employees with PPE and training for the care and use.

[Building Company Name] will not supply PPE to sub-contractors' employees.

**SEE FORM 6 – PERSONAL PROTECTIVE EQUIPMENT REGISTER
(PART C: DOCUMENT LIBRARY)**

PART A – RISK MANAGEMENT PLAN

6. MACHINERY AND TOOLS

6.1 DEFINITIONS

- The term tool includes: [REDACTED]
- The term plant includes: [REDACTED]
- A qualified Site Manager will regularly check the safe working condition of all plant, and tools
- Employees and subcontractors are to ensure their plant and tools are maintained and safe to operate / use
- All persons are to ensure that pre-start checks, schedules of maintenance and faults are reported to the supervisor, and documented in plant log books
- Subcontractors are to submit inspection and maintenance logs of concrete pumps, cranes and plant to ensure periodic maintenance is carried out to manufacturers' specifications
- Plant and tools are only to be used by qualified operators holding the required licences or certificates of competency for the equipment being used.

**SEE FORM 7 - LIBRARY, PLANT AND EQUIPMENT REGISTER
(PART C: DOCUMENT LIBRARY)**

PART A – RISK MANAGEMENT PLAN

7. ELECTRICAL WORKS

7.1 INTRODUCTION

This section of the Risk Management Plan is based on *AS/NZS3760:2003 In-service safety inspection and testing of electrical equipment* and *Electrical Equipment; Risk Assessment, WorkCover, May 2006*

7.2 INSPECTION AND TAGGING OBLIGATIONS

Testing and tagging is usually carried out by an electrician or competent person who has successfully completed a Safety Electrical Inspection course

Testing period for construction sites

Commercial sites – every month

Domestic sites – every 3 months

Amenities (microwave oven, jug, fridges) – every 3 months

7.3 REQUIRED PRACTICE

- Electrical item(s) without a current inspection and test tag proof must either be immediately tested and tagged, or removed from site immediately
- Earth leakage (RCD) devices and temporary power boards will be planned, installed and connected at all times in an appropriate location
- RCD is to be calibrated and tested by a qualified electrician every three (3) months
- Where practicable, all electrical leads will either [REDACTED]
[REDACTED]
- Extension leads will not be joined together
- All plugs and sockets must be moulded or transparent
- Electrical equipment will not be placed on or near wet areas unless the equipment is designed for the specific purpose (e.g. pump)

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- [Building Company Name] requires hire companies, as part of the terms of engaging such companies, to agree to OHS conditions at least equivalent to as those implemented by [Building Company Name]

SEE FORM 8 - TEST AND TAG REPORT (PART C: DOCUMENT LIBRARY)

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8. CHEMICALS AND DANGEROUS GOODS

8.1 DEFINITIONS

Hazardous substances are classified by the health effects they have on people. They can harm people's health if they get into the body, for example, if they are breathed in, absorbed through the skin or eyes or ingested accidentally.

Hazardous substances include:

- Solvents
- Glues
- Gases

Dangerous goods are classified according to their chemical and physical properties, such as if they are capable of causing immediate harm because they are flammable, poisonous, corrosive (that is, acidic or alkaline) or explosive such as acetylene

Dangerous goods are generally identified by the 'diamond shape' on their labels, although small containers may be exempt from labeling

8.2 INTRODUCTION

- The purchase of chemicals can only be approved by the sub-contractor's Site Manager
- Material Safety Data Sheets (MSDS) will be
[REDACTED]
- A register of all chemicals and gases purchased will be kept by the Site Manager and sub-contractors on site
- Persons using chemicals will be informed and trained in the safe use of chemicals by their employer
- Secure and separate storage will be provided by sub-contractors if chemicals are to be stored on site

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- Chemicals are to be stored [REDACTED]
[REDACTED]
- Risk assessments are to be carried out by the sub-contractors using the chemical, and a copy is to be provided to Site Manager
- All work is to be carried out in accordance with the MSDS and the risk assessment

8.3 HAZARDOUS SUBSTANCES POLICY

OUR GOAL

[Building Company Name] is committed to ensuring the health and safety of its employees, sub-contractors, clients, and the public by sound management procedures when

[REDACTED].

This goal will be realised through:

- ✓ Providing information about these substances
- ✓ Finding out what the risks are (risk assessment) and [REDACTED]
- ✓ Providing a procedure for the safe preparation and application of chemical substances
- ✓ Providing training in the safe use of these substances
- ✓ Keeping records (such MSDS) performing risk assessments and providing training

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8.4 PROCEDURE FOR STORING AND LABELLING CHEMICALS SAFELY

[Building Company Name] have in place the following procedures that are to be followed for the storage, handling and use of hazardous substances, to ensure that people are protected. The aim is to keep exposure as low as possible.

- Chemicals are to be stored in their original containers. At no time are chemicals to be [REDACTED].
- Chemicals are to be re-labeled immediately, with the name of the product and the appropriate safety and risk phrases if they are put into a different container or if the label cannot be clearly read.
- Unlabelled chemical containers are to be clearly marked: “[REDACTED]”. The local authorities are to be contacted for the correct disposal.
- Chemicals that are not intended to be mixed together are at no point to be mixed (the MSDS is to be checked, or the supplier contacted, if it is not clear whether chemicals can be mixed).
- Spillages are to be cleaned up immediately - the instructions on the MSDS are to be followed.
- Chemicals are to be stored away from cleaning products and foodstuffs.
- Use and store flammable chemical away from heat, flame and ignition sources (check the MSDS)
- Always put lids back on containers when they are no longer being used.

NOTE: The legal requirement under OHS laws for a principal contractor to maintain a register of hazardous substances is addressed in Part B – Site-specific OHS Management Plan.

PART A – RISK MANAGEMENT PLAN

9. OHS RECORDS, HOUSEKEEPING, AND ACCESS & EGRESS

[This section has been removed for Copyright purposes]

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10. SPRAINS AND STRAINS POLICY

10.1 OUR GOAL

[Building Company Name] is committed to ensuring the health and safety of our employees from sprains and strains through training and the adoption of proper workplace practices.

10.2 OCCUPATIONAL OVERUSE SYNDROME (OOS)

Many workers in the building industry experience OOS in their neck, shoulder, arms, hands, and wrists. OOS is a collective term for a range of conditions, including injury, which is characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Muscles and tendons are able to recover if they are given a variety of tasks and regular rest breaks.

Factors that can cause OOC may include:

1. Repetitive or sustained awkward postures
2. Repetitive or sustained movements
3. Repetitive or sustained application of force
4. Application of high force
5. Exposure to sustained vibration
6. Environmental conditions
7. Work organisation

10.3 PRACTICES THAT WILL MINIMISE THE POTENTIAL INJURY

[Building Company Name] will ensure that the following practices are maintained in order to minimise the potential risk of injury:

1. Eliminating risks by safe design of the workplace, engaging in safe work methods, processes, tools, equipment and products.
2. Conducting hazard identification and risk assessments, and eliminating or controlling the factors that are known to cause OOS. The control measures

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should be reviewed regularly to determine whether any new risk factors have been introduced.

3. Providing employees with training and information addressing OOS risk factors, correct work methods, postures, and the correct use of tools.

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11. MANUAL HANDLING

11.1 OUR GOAL

[Building Company Name] is committed to ensuring the health and safety of our employees from manual handling injuries through training and the adoption of proper workplace practices.

11.2 INTRODUCTION

- Manual handling is to be carried out in accordance with the national Code of Practice for Manual Handling
- Manual handling tasks are to be controlled by risk management processes
- All persons should acknowledge that no manual handling activity is completely free of risk, and correct procedures should be used to avoid or minimize all risks
- All tasks should be assessed and SWMS used to reduce risks of strain injury

SEE FORM 9 – MANUAL HANDLING CHECKLIST (PART C: DOCUMENT LIBRARY)

11.3 PROCEDURE FOR MANUAL HANDLING

[Building Company Name] are to ensure that its employees and sub-contractors follow the procedures below in relation to manual handling:

- A. Assess the situation
- B. Consider the load
- C. Employ good lifting techniques
- D. Manual handling includes lifting, carrying and unloading

PART A – RISK MANAGEMENT PLAN

A. Assess the situation

- Assess weight and shape
- Some questions: Does it have sharp edges?
How is the weight distributed?
[REDACTED] ?
[REDACTED] ?
How far must it be moved?
Is there clear access?

B. Size up the load

- Test the weight by lifting a corner
- If the object is too heavy, ask for help

C. Good lifting techniques

- Stand close to the load [REDACTED]
[REDACTED]
- Bend your knees Keep back in a straight line
Flex knees rather than fully bend
- Firmly grasp the load Curl fingers into hook
Raise your head
- Lift with your legs [REDACTED]
- Avoid twisting during lift Avoid bending sideways
- Hold load close to the centre of your body
- **NOTE:** Lift with your knees and NOT your back
NEVER bend over to reach an object

D. Carrying a load

- Keep the load close to your body, with arms and chin tucked close
- Avoid twisting your body, bending or leaning back
- Do not [REDACTED]

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- Do not [REDACTED]
- Stop and rest if tiredness is felt
- When unloading, bend knees and back straight to lower object, and keep the weight close to body
- If the load is on a bench, rest it on the edge and push it forward with arms and body, and be careful of fingers and toes

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12. EMERGENCY POLICIES AND PROCEDURES

12.1 OUR GOAL

To act appropriately and effectively in the event of an emergency situation

12.2 EMERGENCY PROCEDURE

- The person who observes this situation will notify the Site Manager immediately
- Upon hearing the alarm, non-emergency communications will cease
- The sequence of action in the event of an emergency on site is as follows:
 - Cease work in the affected area
 - Administer first aid
 - Notify the foreman
 - Seek assistance as necessary
 - Follow the directions of the foreman
 - Notify the Project Engineer or the Project Manager
 - Notify Principal's Contractor's representative as soon as possible, but at least within 24 hours
 - Follow up changes to practices, reporting etc. as necessary
 - Recommence work once all safety issues have been resolved
 - Powered equipment will be shut down and operators will stand by for instructions
 - The person in charge of the site at the time of the emergency is to assess the extent of assistance required and call 000 from a landline or 112 from a mobile phone (contact Manager if not on the site)
 - Contact WorkCover

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TELEPHONE PROCEDURES FOR EMERGENCIES

	Question to Answer	Your Response
1	Your full name and contact number	
2	Address Suburb Postcode Nearest cross street	
3	Type of incident, injury and location on site (is it accessible by vehicle)	E.g. flooding, drowning, medical, heavy machinery / vehicle accident, fire, environmental etc
4	Any casualties if so how many	Answer to the best of your knowledge
5	Number of persons on site	Answer to the best of your knowledge

EMERGENCY CONTACT PHONE NUMBERS

WorkCover	13 10 50
Doctor	
Hospital	
Ambulance	000
Fire Brigade	000
Police	000
Energy Australia	131535
Sydney Water	9350 6969
Poison Information Centre	131126
Telstra	132200

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12.3 IN CASE OF INJURY

- ✓ Determine the extent of the injury
- ✓ Offer the injured person first aid (if qualified) and advise management
- ✓ Keep calm and give a brief but accurate description of the injuries to management
- ✓ Endeavour to stop any serious bleeding
- ✓ Do not move an injured person unless he / she is in danger of further injury
- ✓ DO NOT JEAPORDISE YOUR OWN SAFETY
- ✓ The person in charge of the site or first aider is to summon the relevant emergency services by calling 000 from a landline or 112 from a mobile phone (contact Manager if not on the site)
- ✓ Contact WorkCover
- ✓ When talking with emergency services the following will be required:

	Question to Answer	Your Response
1	Your full name and contact number	
2	Address Suburb Postcode Nearest cross street	
3	Type of incident, injury and location on site (is it accessible by vehicle)	E.g. flooding, drowning, medical, heavy machinery / vehicle accident, fire, environmental etc
4	Any casualties if so how many	Answer to the best of your knowledge
5	Number of persons on site	Answer to the best of your knowledge

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12.4 INCIDENTS

What should be done if an accident happens?

1. Apply First Aid
2. Help your injured workers get medical assistance eg. call their doctor or an ambulance
3. See notification requirements above
4. [REDACTED]
5. Cooperate with the injured worker's nominated treating doctor and your workers compensation insurer in getting your employee back to work ASAP
6. Provide suitable work that either you, or an occupational rehabilitation provider, have negotiated with the nominated treating doctor and the injured worker. Agreed suitable duties are documented and signed by management and the injured worker on a return-to-work (RTW) plan
7. Review and upgrade the suitable duties and the RTW plan, in accordance with the nominated treating doctor's advice, as the worker progresses
8. Investigate the accident and make any changes required to work practices, equipment or products to make the workplace safer

12.5 INVESTIGATION PROCEDURE

When and whom should investigate?

The best time to investigate is [REDACTED]

A person with the necessary skills and knowledge should investigate the incident (usually a manager), and the process should be participatory and involve staff as much as possible.

Process of investigation

The objective is to collect as much information as possible from a range of sources to get an overview of the whole picture.

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Interview employee/s

Interview employees(s) involved and obtain answers to the following questions:

- [REDACTED]?
- What happened?
- [REDACTED]?
- Where did the incident happen?
- How did the incident happen?

Interview witnesses

Follow a similar process to interviewing employees - it is an information gathering process.

Inspect area

- Depending on your knowledge of the area, this inspection may be undertaken before people are interviewed
- The inspection may include; sketch a plan where incident occurred
confirm information from interviews
photographs and/or measurements to be taken
collect samples

Complete incident report form

An incident report is to prepared for the following purposes:

- It maintains a written record
- It establishes causes of incidents
- It is a foundation for corrective actions
- It fulfills legal obligations

Reporting

- Any occurrence, injury or incident on the site, irrespective of who is involved, must be reported to the Site Manager who will notify the Project Manager.

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- All accident and incidents (any event in which damage or injury to a person(s) and/or equipment and/or any other thing which endangers or is likely to endanger the health or safety of anyone at the work place) are to be investigated by the Site Manager.
- The Site Manager must report the receipt of any Work Cover Improvement or Prohibition Notice to the Project Manager.

12.6 WHEN AND HOW TO NOTIFY WORKCOVER

Injury or illness to WORKERS at the workplace

Serious incident – fatality or serious injury or illness

- IMMEDIATELY phone WorkCover on 13 10 50: AND
- Notify your workers compensation insurer within 48 hours

Non serious incidents - workers compensation eg. time lost, medical expenses

- Notify your workers compensation insurer within 48 hours.
- There is no need to notify WorkCover as the insurer advises WorkCover of these incidents

Injury or illness to NON-WORKERS at the workplace

Serious incidents – fatality or serious injury or illness

- IMMEDIATELY phone WorkCover on 13 10 50, AND
- Notify WorkCover within 7 days with full notification details using the online form or phone 13 10 50.

Non serious incidents - persons unable to perform their normal activities for 7 or more days

- Notify WorkCover within 7 days using online form or phone 13 10 50.

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Incidents that present a risk to health and safety at your workplace - there is no injury or illness to workers or non-workers

Serious incidents that are immediately life threatening but result in no injury or illness

- IMMEDIATELY phone WorkCover on 13 10 50, AND
- Notify WorkCover within 7 days with full notification details using the online form or phone 13 10 50.

Other incidents that are not immediately life threatening and result in no injury or illness, eg. exposure to specific substances

- Notify WorkCover within 7 days using online form or phone 13 10 50.

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