

OHS MANAGEMENT SYSTEM

[BUILDING COMPANY NAME]

PART B

SITE-SPECIFIC OHS MANAGEMENT PLAN

SITE ADDRESS: _____

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1. INTRODUCTION

This Site-Specific OHS Management Plan is to be used by [Building Company Name] in connection with the Risk Management Plan (Part A), and to comply with Parts 8.2 and 8.3 of Chapter 8 of the *Occupational Health and Safety Regulation 2001 (NSW)*.

[Building Company Name] will ensure that this Site-Specific OHS Management Plan will be tailored to suit the needs and site conditions of each construction site that it controls and acts as the principal contractor.

This Site-Specific OHS Management Plan, as tailored to suit the needs and site conditions of the construction site, is to be used for EACH construction site that [Building Company Name] controls, where construction work that is to be carried out on that site exceeds \$250,000 in value.

2. OHS CONTACT DETAILS AND OTHER INFORMATION

2.1 OHS REPRESENTATIVE DETAILS

The following person(s) have [REDACTED] in relation to this Site-specific Management Plan:

NAME: _____

POSITION: _____

NAME: _____

POSITION : _____

NAME: _____

POSITION : _____

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The above person(s) have the following specific OHS responsibilities:

- Be aware of and comply with legislation in regards to OHS
- Be a source of [REDACTED] on OHS
- Ensure workers undertake OHS training
- Plan to do work safely
- Ensure that all [REDACTED] are reported and investigated using the correct procedures and forms
- Ensure that all [REDACTED]
- Communicate and consult with employees
- Perform audits, inspections and review of OHS operations
- Ensure [REDACTED] are implemented and adhered to and employees are trained in their use
- Ensure that plant and equipment [REDACTED]
- 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 assessed on health and safety performance prior to and during the project
- Ensure all employees [REDACTED]
- Where possible, resolve any on-site OHS issues
- Report injuries, illness, dangerous occurrences and hazards / risks
- Determine and confirm that individuals are competent to perform allotted tasks
- Arrange and / or undertake [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 authorised to be on site

2.2 MANAGING OHS INCIDENTS

[Building Company Name] have appointed the following person(s) to [REDACTED] in relation to this Site-specific OHS Management Plan:

NAME: _____

PHONE: _____

EMAIL: _____

NAME: _____

PHONE: _____

EMAIL: _____

NAME: _____

PHONE: _____

EMAIL: _____

[Building Company Name] are to ensure that all OHS incidents (and near misses) are to be recorded in writing to allow for management to investigate the incident, and if necessary carry out a further risk assessment and implement any necessary controls.

**SEE FORM 10 – WORKPLACE INJURY AND RECORDING FORM
(PART C: DOCUMENT LIBRARY)**

3. INDUCTION TRAINING

3.1 LEGAL REQUIREMENTS

Before a person commences to carry out any construction work on a site, as a principal contractor [Building Company Name] is required to satisfy itself that the person has undergone OHS Induction Training. This is required by law.

OHS Induction Training means all of the following:

- A. **General induction training** that covers the health and safety topics set out in the Code of Practice (known as the 'Green Card' or 'White Card'); and
- B. **Work-activity induction training**, generally for people with identified and specific training needs for given tasks, tools and equipment (the required topics for this type of induction training are also set out in the Code of Practice); and
- C. **Site-specific induction training**, which is carried out for all people attending the site for the first time (this is usually done at 'tool box' meetings before starting work for the day, and the required topics for this type of induction training are also set out in the Code of Practice).

[Building Company Name], as the principal contractor, is to ensure that each new employee receives training that covers the following:

1. Arrangements at the workplace for the [REDACTED], including arrangements for [REDACTED]
2. Health and safety procedures at the workplace relevant to the employee, eg. use of personal protective equipment (PPE) such as gloves and eye protectors, site safety rules, fire fighting equipment, use of power tools
3. How employees can access health and safety information, eg. Material Safety Data Sheet (MSDS), manual handling, working at heights

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[Building Company Name] is to keep records of all training provided to employees.

SEE FORM 11 – INDUCTION CHECKLIST (PART C: DOCUMENT LIBRARY)

SEE FORM 12 – TRAINING REGISTER (PART C: DOCUMENT LIBRARY)

4. SITE SAFETY RULES

4.1 COMMUNICATING THE SITE SAFETY RULES

All site safety rules will be communicated in the following manner:

- Prominent signs must be displayed at the entrance of the site, and in highly dangerous areas of the site
- Employees and sub-contractors are to be advised before work commences of any existing and / or new site safety rules at Tool Box meetings
- All other persons must report to the site office prior to entering the site to be advised of any existing and / or new site safety rules
- All new employees and other persons visiting the site for the first time are to be inducted

5. SAFE WORK METHOD STATEMENTS

5.1 WHAT IS A SAFE WORK METHOD STATEMENT?

A Safe Work Method Statement (SWMS) is a statement that:

- (a) describes how work is to be carried out, and
- (b) identifies the work activities assessed as having safety risks, and
- (c) identifies the safety risks, and describes the control measures that will be applied to the work activities

SWMS include:

- (i) description of the equipment used in the work
- (ii) standards or codes to be complied with
- (iii) qualifications of the personnel doing the work
- (iv) training required to do the work

5.2 WHAT IS THE LAW IN RELATION TO SWMS?

The following legal requirements only apply where:

- construction work (which is defined) is to be carried out, and the cost of the work exceeds \$250,000, or
- high risk construction work (which is also defined) is to be carried out, and the cost of the work does not exceed \$250,000, or
- demolition work or asbestos removal work is to be carried out, for which a licence is required (regardless of the cost of the work)

5.3 LEGAL REQUIREMENTS FOR THE PRINCIPAL CONTRACTOR

The principal contractor must:

- give each sub-contractor

[REDACTED]

[REDACTED]; and

- make sure that each sub-contractor gives the principal contractor a

[REDACTED]

[REDACTED]; and

- make sure that each sub-contractor is directed to comply with

[REDACTED]

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- make sure that the work activities of the sub-contractor are [REDACTED] in order to ensure that each sub-contractor is [REDACTED]

5.4 LEGAL REQUIREMENTS FOR EACH SUB-CONTRACTOR

Each sub-contractor must not start working on the site unless the sub-contractor:

- has been given [REDACTED]; and
- has undertaken an assessment of the [REDACTED], and given the principal contractor a [REDACTED] that includes a copy of the [REDACTED]; and
- has undergone General OHS Induction Training (Green Card), and has made sure that each of the sub-contractor's employees have also undergone this training

Each sub-contractor must also:

- maintain and keep their [REDACTED], and give the principal contractor any changes made to [REDACTED]; and
- give the principal contractor any information that relates to [REDACTED].

**SEE FORM 13 – SAFE WORK METHOD STATEMENT
(PART C: DOCUMENT LIBRARY)**

6. REGISTER OF HAZARDOUS SUBSTANCES

The following legal requirements only apply if:

- construction work (which is defined) is to be carried out, and the cost of the work exceeds \$250,000, or
- demolition work or asbestos removal work is to be carried out, for which a licence is required (regardless of the cost of the work)

The principal contract must make sure that:

- [REDACTED] at the site is kept and maintained throughout the project; and
- the [REDACTED] working on the site; and
- copies are kept throughout the project of any records of atmospheric monitoring or health surveillance in relation to the site.

SEE FORM 14 – HAZARDOUS SUBSTANCES REGISTER AND RISK ASSESSMENT (PART C: DOCUMENT LIBRARY)