



Chross Homes & Developments Pty Ltd

**WORK, HEALTH AND SAFETY
SITE MANAGEMENT PLAN**

Address: 7/71 Albert Street, OSBORNE PARK, 6017

Phone: 08 6460 5245

Effective: 01st January 2023

Site Address: 292 Kingsway, Darch

Site Supervisor Name & Contact Number: Chris Hardwick 0400 533 970

Site Commencement Date: 15/10/2022

Scaffold in use on this site is rated (please circle):

- Not applicable
- **Heavy Duty**
- Medium Duty
- Light Duty
- Special Duty: _____

Scaffold users must understand the loading limitations and restrictions relating to the scaffold and the need to keep within them.

Revision #	Revision Date	Changes
1	22/11/2022	First document

CHROSS HOMES AND DEVELOPMENTS SITE SPECIFIC HAZARDS

Site Supervisor/s Name: Chris Hardwick

Y = Hazard Identified N = Not Applicable to this site

	YES/NO	ACTION REQ Y/N	CONTROLS OR PROCEDURES TO BE IMPLEMENTED
SITE ACCESS	N		
BORE PUMP /COVERS	N		
ASBESTOS	N		
RETAINING WALLS	Y	N	RETAINING TO FRONT LEFT OF SITE, CLEAR OF WORK AREA
EXCAVATIONS/WATER	N		
POND	N		
SWIMMING POOL	N		
GARDEN	N		
PUBLIC FACILITIES NEARBY	N		
Shopping centre	N		
Public areas	N		
Schools	N		
Parks	N		
Major road	N		
Traffic management	N		
CHEMICAL STORAGE	N		
TREES/STUMPS	N		
UNSAFE ELECTRICAL	N		
Overhead power lines	N		
Underground power	N		
Bores	N		
Shed	N		
Pool	N		
Gas	N		
ROOF	N		
Blow in insulation	N		
Pitch of roof	N		
Access over roof eg. Roof tiles/metal	N		
SCAFFOLDING GROUND FLOOR	N		
FENCING	N		
PARKING	N		
CHILDREN	N		
WORKING AT HEIGHT	Y	N	SCAFFOLD IN PLACE
MOBILE PLANT	N		
EXCESSIVE NOISE	N		
POTENTIAL UNAUTHORISED ACCESS	N		
EXCAVATIONS	N		
UNSPECIFIED HAZARDS	N		

Identified hazards may also be addressed within a Safe Work Method Statement(s)

INTRODUCTION

This information contained within this Work Health and Safety Management Plan (WHSMP) applies to all workers engaged by Chross Homes and Developments. For the purposes of this WHSMP, the term workers includes the definitions described below.

All Chross Homes and Developments workers are required to have read and understood the requirements of this WHSMP. It is intended as a reminder of basic health and safety considerations. It does not attempt to cover all situations or to cover all health and safety requirements. Workers must contact their supervisor or the Chross Homes and Developments Supervisor, whenever a safety issue arises that they cannot manage properly by themselves.

Chross Homes and Developments workers have a duty to identify potential hazards at work, assess the risk involved and develop controls to eliminate the risk. All workers must comply with the safety rules, and information provided. All safety requirements are mandatory unless changes are approved following risk assessment.

This WHSMP was developed in reference to the WHS Act 2020 and the WHS Regulations 2022, codes of practice (COP) and industry standards. Hard copies are available on request to the Site Supervisor. This WHSMP will be reviewed annually by the Chross Homes and Developments Director or designee.

PERSON CONDUCTING A BUSINESS OR UNDERTAKING	WORKERS
As well as an employer, a PCBU can be a:	As well as an employee, a worker can be a:
Corporation	Subcontractors and casual workers
Association	Employee of a contractor or subcontractor
Partnership	Employee of a labour hire company
Sole trader	Outworker (a person who works away from their employer's premises)
Volunteer organisation that employs people to carry out work	Apprentice or trainee
Local government council	Volunteer
Independent school	Student on work experience
Government department and authorities	

People with site specific health and safety responsibilities

POSITION	RESPONSIBILITY
Person Conducting a Business or Undertaking – Chross Homes and Developments	A PCBU has a primary duty of care to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors.
Site Supervisor – Chris Hardwick	Supervisors should be aware of and provide the level of supervision necessary to ensure the health and safety of workers, including checking workers' competency to undertake the work. They will implement, monitor and maintain this WHS Management Plan and make it available to workers.
Workers	Workers are responsible for the health and safety of themselves and their own workers and anyone else who may be affected by their actions. Workers will provide SWMS for high-risk work to Chross Homes and Developments prior to commencing work on site and ensure that work is done in accordance with the SWMS and site safety rules. All workers on this site must have a general construction induction training card. All workers who hold a High-Risk Licence must keep the licence available for inspection under the Act

EMERGENCY MANAGEMENT

- Refer to the Site Specific Emergency Management Plan, (if applicable).
- Familiarise yourself with site safety policies, procedures and personal protective equipment required;
- Identify and familiarise yourself with emergency procedures, escape routes and muster points;
- In the event that there are no specific or planned escape routes then you should;
 - ✓ determine at least one, preferably two, safe escape routes from the area you are working in,
 - ✓ ensure that other personnel on site are aware you are also on site,
 - ✓ identify emergency contact information for the site.
- Suitable fire extinguishers and First Aid Kits will be available within the site office if one is provided.

If this information is unavailable, contact your Supervisor or the Chross Homes and Developments Supervisor for assistance.

Emergency Procedure

- Assist persons in immediate danger – if safe to do so.
- Restrict the danger – if safe to do so.
- Raise the alarm – notify emergency services – provide contact details.
- Attend to the emergency - if safe to do so.
- Evacuate to Muster Point/assembly area – See site drawing or if no drawing, the front of site, if safe to do so.
- **Remain at the assembly area. Do not re-enter the site until given the all clear by emergency personnel.**
- Testing of the emergency evacuation system on this site will be conducted (circle as appropriate):

Yearly **Half yearly** **Quarterly**

- Evacuations will be signalled on this site by (circle as appropriate):

Horn **Mobile APP** **Siren** **Visual signal and yelling**

- The first aid kit is location (circle as appropriate):

Site Office **Lunch Room** **Other: Contractors to provide their own First Aid Kit.**
Chross Vechicles are fitted with First Aid Kits.

Site Address: 292 Kingsway, Darch

Nearest Corner: Esmerelda Pass

Nearest Medical Centre: Darch Medical Centre Phone# 08 9303 9891

EMERGENCY CONTACT REGISTER

Download the **St John – First Responder** App for locations of all nearby **Medical Centres** and locations of all nearby **Defibrillators** with 24 hour access.

TITLE	OFFICE
POISONS INFORMATION	13 11 26
EMERGENCY SERVICES POLICE, FIRE AMBULANCE (Call for all life-threatening Emergencies)	000
Chross Homes & Developments Pty Ltd	Chris Hardwick 6460 5245
Police – Non-Emergency	13 14 44
WATER AUTHORITY	13 13 75
WESTERN POWER	13 13 51
ATCO GAS (all gas leaks)	13 13 52
WORKSAFE WA	1300 307 877
MASTER BUILDERS ASSOCIATION	(08) 9476 9800
Mates In Construction	1300 642 111
Lifeline	13 11 14

Emergency Response:

1. Immediately evacuate the area if there is the threat of fire or other life-threatening situations. Notify others on site. If able, disengage plant and equipment. Do not attempt to bring them with you. Assemble at the Muster Point.
2. Contact emergency services – **000**
3. Notify Site Supervisor or the number listed above
4. Once you have assembled at the Muster Point, do not try and re-enter the unsafe area e.g. to search for missing people, to collect valuables or tools. Wait for clearance from emergency services;
5. If escaping through smoke, keep close to the floor. Move at a slow and steady pace.
6. If trapped on an upper level, access an outer room and close the door if possible. Try to exit via an external scaffold or attract attention of those below.
7. The site Muster Point is located on the **FRONT VERGE**.

PUBLIC HOSPITALS

Armadale Health Service 3056 Albany Highway Armadale, Western Australia 6992 Phone (08) 9391 2000	Bentley Health Service 18-56 Mills Street Bentley, Western Australia 6102 Phone (08) 9334 3666
Fremantle Hospital Alma Street Fremantle, Western Australia 6160 Phone (08) 9431 3333	Kalamunda Community Hospital Elizabeth Street Kalamunda, Western Australia 6076 Phone (08) 9293 2122
Joondalup Health Campus Shenton Ave Joondalup, Western Australia 6027 Phone (08) 9400 9400	Princess Margaret Hospital for Children Roberts Road Subiaco, Western Australia 6008 Phone (08) 9340 8222
King Edward Memorial Hospital 374 Bagot Road Subiaco, Western Australia 6008 Phone (08) 9340 2222	Royal Perth Hospital Wellington Street Perth, Western Australia 6000 Phone (08) 9224 2244
Rockingham - Kwinana Hospital Elanora Drive Rockingham, Western Australia 6168 Phone (08) 9592 0600	St John of God Midland Public Hospital 1 Clayton St Midland WA 6056 Phone (08) 9462 4000
Sir Charles Gairdner Hospital Hospital Avenue Nedlands, Western Australia 6009 Phone (08) 9346 3333	

1. Contents

RISK MANAGEMENT	2
Hierarchy of Control	2
Safe Work Method Statement (SWMS).....	2
INJURY AND INCIDENT MANAGEMENT	4
Injury Management System	4
Incident Management System.....	4
WorkSafe WA notification	4
ROLES AND RESPONSIBILITIES	5
Worker	5
Person Conducting a Business or Undertaking	5
Supervisors	5
Non-Conformances and corrective actions	6
CONSULTATION, COOPERATION AND COORDINATION	6
BEHAVIOUR	6
HEALTH AND SAFETY SITE RULES AND INFORMATION	6
Access and Egress	7
Alterations	7
Amenities	7
Animals.....	7
Asbestos Management.....	7
Barriers and Signage.....	7
Children	7
Drugs and Alcohol	7
Electrical Hazards	7
Elevated Work Platforms.....	8
Electrical Testing and Tagging	8
Engineered Stone	8
Environmental impact	8
Earthmoving equipment.....	8
Falls	8
Fatigue Management	8
First Aid	8
Fitness for work.....	8
Hand Tools, Electrical Tools and Extension Leads.....	8
Hazardous Substances.....	9
Hoist	9
Housekeeping.....	9
Incidents.....	9
Infection Prevention and Control	9
Isolations	9
Ladders.....	10
Lighting.....	10
Manual Tasks.....	10
Mobile Phones and Devices.....	10
Oxy-fuel gas systems	10
Personal Protective Equipment (PPE) and Clothing.....	10
Plant	11
Public Safety.....	11
Refusal to work.....	12
Residual Current Devices (RCD's or Safety Switches)	12
Scaffolds	12
Scaffold (Mobile)	12
Scaffold working platforms.....	13
Silica	13
Site Safety Signs.....	13
Site Security.....	13
Slips, Trips and Falls.....	13
Smoking.....	13
Storage	13
Traffic Management	13
UV Protection	14
Visitors.....	14
Waste	14
Welding	14
Working Alone (isolated).....	14
Working at Heights.....	14

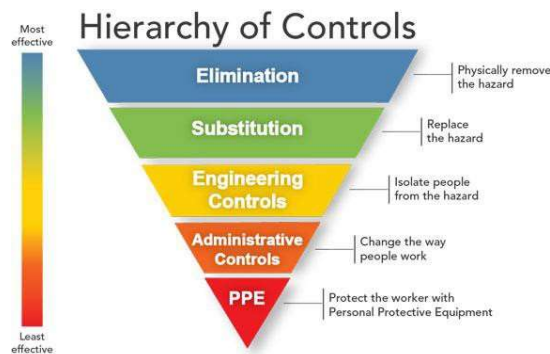
RISK MANAGEMENT

Risk management is a step-by-step process for controlling health and safety risks caused by hazards in the workplace. The risk management process means taking the following reasonably practicable steps to:

- 1) Identify the hazards and assess the risks arising from each hazard
- 2) Implements appropriate control measures to eliminate the risks
- 3) Implements appropriate control measures to minimise the risks, if it is not reasonably practicable to eliminate them
- 4) Monitor and review the control measures to ensure continual safety.

Hierarchy of Control

All identified hazards must be controlled using the hierarchy of risk control measures. The hierarchy of risk control measures provides a sequence of controls commencing with the most effective (Elimination) down to the least effective (PPE). Some hazards may require more than one control to be applied.



Safe Work Method Statement (SWMS)

A SWMS is a document that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.

A safe work method statement must —

- (a) identify the work that is high risk construction work; and
- (b) specify hazards relating to the high-risk construction work and risks to health and safety associated with those hazards; and
- (c) describe the measures to be implemented to control the risks; and
- (d) describe how the control measures are to be implemented, monitored and reviewed.

It is important for the SWMS to reflect the specific circumstances and reflect any hazards identified for the particular site in which it will operate. The SWMS should be developed with input from the workers on site. The SWMS must be prepared and provided to the PCBU prior to high-risk construction work being undertaken. Cross Homes and Developments Supervisors will review High Risk SWMS. Workers will be required to complete work in accordance with the supplied or updated SWMS. Cross Homes and Developments Supervisors may monitor work being performed to ensure it is complying with the provided SWMS.

The Western Australian Work Health and Safety (WHS) Regulations 2022 requires a SWMS to be conducted for the following work activities:

1. involves a risk of a person falling more than 2 metres;
2. is carried out on a telecommunication tower;
3. involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure;
4. involves, or is likely to involve, the disturbance of asbestos;
5. involves structural alterations or repairs that require temporary support to prevent collapse;
6. is carried out in or near a confined space
7. is carried out in or near –
 - (i) a shaft or trench with an excavated depth greater than 1.5 metres; or

- (ii) a tunnel;
- 8. involves the use of explosives;
- 9. is carried out on or near pressurised gas distribution mains or piping
- 10. is carried out on or near chemical, fuel or refrigerant lines
- 11. is carried out on or near energised electrical installations or services;
- 12. is carried out in an area that may have a contaminated or flammable atmosphere;
- 13. involves tilt-up or precast concrete
- 14. is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- 15. is carried out in an area at a workplace in which there is any movement of powered mobile plant;
- 16. is carried out in an area in which there are artificial extremes of temperature
- 17. is carried out in or near water or other liquid that involves a risk of drowning
- 18. involves diving work.

SWMS's for high-risk work to be completed on Chross Homes and Developments sites, must be provided via email or in person to Chross Homes and Developments prior to commencing work.

If an unforeseen situation arises where there is a potential for an accident or incident to cause harm or damage then, you must conduct a risk assessment as follows:

Using the following Risk Matrix determine the level of risk associated with the hazard:

Consequence (Severity of injury or damage)	Likelihood / Probability		
	LIKELY	MODERATE	UNLIKELY
HIGH (1)	HIGH	HIGH	MEDIUM
MEDIUM (2)	HIGH	MEDIUM	LOW
LOW (3)	MEDIUM	LOW	LOW

Consequence

HIGH	Potential death, permanent disability or major structural failure or damage. Offsite environmental discharge / release not contained and significant long term environmental harm.
MEDIUM	Potential temporary disability or minor structural failure or damage. Onsite environmental discharge / release contained, minor remediation required, short term environmental harm.
LOW	Incident that has the potential to cause persons to require first aid. Onsite environmental discharge / release immediately contained, minor level clean-up with no short term environmental harm.

Likelihood

LIKELY	Could happen frequently
MODERATE	Could happen occasionally
UNLIKELY	May occur only in exceptional circumstances

Ranking

HIGH (H)	Significant control measures will need to be implemented to ensure safety. Will require detailed pre-planning and ongoing operational monitoring SWMS to be completed. Worker input required. Procedure may be prepared. Consider if hazard can be removed or substituted Discuss with workers at toolbox meeting
MEDIUM (M)	Existing controls need to be reviewed Will require site specific operational planning SWMS to be completed – worker input required Discuss with workers at toolbox meeting
LOW (L)	Will require localised control measures Discuss with workers at toolbox meeting or one on one Regular review to identify changes to nature of risks

On completion of the risk assessment, a SWMS is to be completed when:

- Tasks are considered to be medium or high-risk;
- There are new or modified tasks (deviation from standard work procedures);
- Infrequent tasks;
- Tasks have previously resulted in injury or damage.

INJURY AND INCIDENT MANAGEMENT

Injury Management System

Chross Homes and Developments has implemented an injury management system to ensure that injury management is commenced quickly and efficiently.

Responsibilities

The responsibilities of the PCBU, the injured worker and other workers are clearly outlined below. The success of Chross Homes and Developments Injury Management System is dependent on clear communication between all parties.

PCBU

When an accident occurs, the Supervisor (if onsite) shall arrange First Aid and determine if medical/hospital referral is required. If the injury requires medical intervention the Supervisor shall:

- Arrange for ambulance / fire brigade to assist
- Notify Chross Homes and Developments Director
- Notify workers direct supervisor, if applicable

Workers

- Follow the emergency procedure – other workers to assist the injured person
- Do not disturb the incident site
- Report all work-related accidents and incidents to the immediate Chross Homes and Developments Supervisor as soon as reasonably practicable after they occur
- Complete the Injury Report Form and submit all medical certificates

Incident Management System

When an accident/incident occurs, that is not considered to be a first aid incident, the Chross Homes and Developments Supervisor or other workers on site shall take immediate action to minimise the risk of further injury or damage (e.g. isolating the hazard, evacuation, containing spills). Enact the Emergency Procedure.

The Chross Homes and Developments Supervisor shall:

- Complete the incident report form as soon as reasonably practicable after the incident.
- Completed incident forms are to be sent to the Chross Homes and Developments Director for review.

WorkSafe WA notification

The Chross Homes and Developments Director will notify WorkSafe WA in the event of:

- (a) the death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident.

The site where a notifiable incident has occurred must not, as far as is reasonably practicable, be disturbed, until an inspector has arrived.

When a serious accident/incident occurs, the Chross Homes and Developments Director shall:

- notify the client, stakeholders or duty holders as applicable.
- arrange for an investigation to be completed depending on the severity of the incident.
- review any investigation reports and assign corrective actions and controls to ensure the incident does not reoccur.
- ensure all documentation is maintained in secure centralized filing system.

ROLES AND RESPONSIBILITIES

Worker

Workers are responsible for carrying out duties as directed in accordance with Chross Homes and Developments site management rules and with relevant statutory requirements. This includes:

- (a) take reasonable care for the worker's own health and safety; and
- (b) take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the work is reasonably able with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) cooperate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

Person Conducting a Business or Undertaking

Chross Homes and Developments must ensure, so far as is reasonably practicable, the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking. Chross Homes and Developments Director/s must ensure, so far as is reasonably practicable:

- The health and safety of workers engaged, or caused to be engaged, by the person and workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking;
- The provision and maintenance of a work environment without risks to health and safety;
- The provision and maintenance of safe plant and structures;
- The provision and maintenance of safe systems of work;
- The safe use, handling and storage of plant, structures and substances;
- The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities;
- The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking;
- That the physical and psychological health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

Supervisors

Site Supervisor

Chross Homes and Developments Supervisors are responsible for strategic planning, provision of appropriate resources for work to be completed safely, meeting the requirements of Chross Homes and Developments Policies and Procedures and complying with relevant statutory requirements.

Supervisors are responsible for:

- Complying with work health and safety Act and Regulations.
- Providing a safe work environment.
- Conducting site specific inductions, as required. Completed induction forms are to be sent to head office for filing.
- Engaging with workers.
- Ensuring safe use of plant, structures and substances.
- Reporting incidents and provision of subject matter expertise for incident investigation.
- Ensuring effective consultation, coordination and cooperation.
- Operational risk management.
- Ensuring timely and effective close-out of non-conformance.
- Implementing change management.
- Conducting performance evaluations as required
- Conduct site safety inspections, as required. Site inspection reports are to be sent to the Chross Homes and Developments Director for review. Non-conformances identified during the inspection will be recorded as per the non conformance and corrective action process.
- Ensuring the WHSMP is regularly reviewed and kept up to date.

Non-Conformances and corrective actions

Once a non-conformance has been identified and depending on the nature and complexity of the non-conformance, an investigation may be undertaken to identify the root cause of the non-conformance and assess the level of risk. Refer to Chross Homes and Developments Induction booklet for details of course of action for identified non-conformances.

CONSULTATION, COOPERATION AND COORDINATION

Workers are encouraged to express their views and to raise work health or safety issues if these arise and to contribute to the decision-making process relating to the matter. Consultation and communication may be undertaken by:

- toolbox talks,
- Noticeboard,
- Email,
- Intranet,
- face to face discussions
- Pre start meetings.

Chross Homes and Developments consults with workers in good time on health and safety matters, particularly in regard to:

- identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out
- making decisions about ways to eliminate or minimise those risks
- making decisions about the adequacy of facilities for the welfare of workers
- proposing changes that may affect the health or safety of your workers making decisions about procedures for consulting with workers; resolving health or safety issues at the workplace; monitoring health of your workers; monitoring the conditions at the workplace under your management or control and providing information and training for your workers.

Shared Responsibility

Chross Homes and Developments encourages consultation between multiple PCBU's when on site together. PCBU's should:

- coordinate their activities to ensure that hazards that may affect the health or safety of their own workers or the workers of other business operators or other people at or near the workplace are eliminated or reduced
- highlight any activities, which may add to the hazards and risks to which others may be exposed and discuss with the other PCBU's on site.

Induction

Chross Homes and Developments also communicates safety information, expectations and rules through their General Induction. All workers on site must complete the Chross Homes and Developments induction prior to commencing work. If a worker has not completed an induction, they must inform the Chross Homes and Developments Supervisor immediately and arrangements will be made for the induction to occur.

BEHAVIOUR

Chross Homes and Developments will not accept any form of violence or aggression, including from clients, visitors, members of the public or between workers and will foster a positive and respectful work culture.

Workers will not harass, vilify, or discriminate against any person on the basis of their sex, sexuality, marital status, pregnancy, race, intellectual or physical disability and age, and do not engage in any form of bullying behaviour.

HEALTH AND SAFETY SITE RULES AND INFORMATION

If applicable, site-specific rules will be identified and provided to workers at the site-specific induction.

Access and Egress

Do not block access or egress to site. Workers must be able to move around safely both under normal working conditions and in an emergency.

Alterations

No person without specific approval is to alter or remove any plant, equipment or safety device on site. This includes but not limited to scaffolds, handrails, barricades, signage, guards, penetration covers.

Amenities

Amenities such as toilets and water will be provided on site. Please report damage or malfunctioning facilities to the Chross Homes and Developments Supervisor

Animals

Dogs and/or other pets are not permitted on Chross Homes and Developments sites at any time.

Asbestos Management

Anyone who identifies, or suspects, that there is an unregistered product or premises with Asbestos, should stop work and contact their Supervisor and the Chross Homes and Developments Supervisor immediately.

Barriers and Signage

- Barriers and signage to be erected around a work area to delineate and provide safe exclusion / distance from other workers or from vehicles where required or as per SWMS's.
- Barricading should be an appropriate distance from the unprotected edge (usually a minimum of 2 metres).
- Barricades must be visible at all times.
- Regular inspections of barricades are to be conducted.
- Barricades can only be removed when there is no further need to prevent or control access and the task is complete and the reason for protecting workers and equipment no longer exists.

Children

Workers are not to bring children on site at any time.

Drugs and Alcohol

Alcohol and other drugs are not to be consumed on site. The possession, use or distribution of illegal drugs is prohibited.

Workers who are required to take either prescription or over the counter drugs which could impair judgement and coordination, and reduce alertness, must inform their Supervisor and the Chross Homes and Developments Supervisor.

Electrical Hazards

- Maintain the following safe clearances from live overhead powerlines;
 - 0.5 metres of a live insulated overhead electric line or aerial bundled conductor line of a voltage of not more than 1 000 volts
 - 1 metre from powerlines up to 1000 volts,
 - 3 metres from powerlines up to 33,000 volts, and
 - 6 metres from powerlines over 33,000 volts.
- Locate any underground powerlines prior to any excavation work. Never excavate outside of the boundaries of the lot without consulting the relevant authorities.
- All power lines are to be considered live unless otherwise advised.
- No piggy-back plugs or double adaptors are to be used.
- Any portable, or other electrical equipment that requires repairs must be tagged out of service and, where possible, locked out to prevent use until safe for use. Any electrical installations, repairs or alterations shall only be performed by a qualified electrician.
- When a temporary switchboard is in use, **test** the RCD prior to use.

Unsafe electrical equipment must not be used on site until it is:

- repaired or tested and found to be safe; or
- is replaced, or

- permanently removed from use

Elevated Work Platforms

Safety precautions that should be taken include:

- operator and personnel are appropriately trained and familiar with the EWP;
- the EWP is checked for operational safety prior to use, and log book completed;
- the support surface for the EWP is free of penetrations and is preferably flat;
- pneumatic tyres are in good condition and free of defects;
- all work is to be in accordance with the manufacturer's recommendations;
- harnesses are connected and worn at all times if a boom-type EWP is used.

Persons operating boom-type EWPs with a boom length of 11 metres or more must hold a WP Class High Risk Work Licence.

Electrical Testing and Tagging

All portable electrical tools and equipment are to be inspected, tested and tagged in accordance with WA WHS Regulations every 3 months. Workers are not to use untagged equipment.

Engineered Stone

Power tools are not to be used for cutting, grinding or abrasive polishing of engineered stone at the site unless the use is controlled.

Environmental impact

Workers will avoid/minimise the destruction or disturbance to native flora. Food scraps, containers, rags, papers, cardboard, cans and tins used in the work activity are to be placed in bins provided.

Earthmoving equipment

Earthmoving equipment that exceeds the safe working load of 3 tonnes and is used as a crane, is taken to be a crane and the operator is required to hold the appropriate crane High Risk Work Licence.

Falls

Risks associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person must be managed.

Fatigue Management

Workers are required to be fit-for-work and individuals suffering fatigue are obligated to report this to their Supervisor and the Chross Homes and Developments Supervisor. Where able, a site office/lunch room will be available for workers.

First Aid

- All workers are required to have access to a suitable first aid kit at all times. Contractors to have access to a first aid kit within their vehicle.
- Any injuries requiring medical treatment **MUST** be reported to the Chross Homes and Developments Supervisor as soon as possible, but within no more than 24 hours.
- Chross Homes and Developments recommends that all construction contractors have at least one person within their team that has completed an accredited First Aid training course.

Fitness for work

Where a Supervisor has reasonable grounds for suspecting a worker's capacity to work safely, the Supervisor shall ensure the worker is not in a position of personal risk to themselves or others. Where a worker has been deemed unfit for work, they may be stood down or sent home. The worker will not be permitted to return to work until they have demonstrated that they are fit for work by undergoing further testing or by providing a negative test result.

Hand Tools, Electrical Tools and Extension Leads

- All hand and electrical tools must be in serviceable condition and suitable for the task.
- Do not use power tools on Asbestos Containing Material, unless the use of the equipment is controlled:
- Extension leads shall not be longer than 30 metres or joined together to extend further than 30 metres in total length. No piggy backed leads are permitted.
- Extension leads are to be raised off the ground in the following circumstances:

- Extension leads are exposed to pooled or flowing water,
- Extension leads are exposed to vehicle traffic, pedestrian traffic, or potential damage,
- Extension leads are out of sight of the user.
- Tool guards shall not be removed or modified,
- Domestic extension leads, power boards or double adaptors are not permitted on Chross Homes and Developments sites.
- Run all extension leads through the cut out in the bottom of the temporary switchboard.
- If using a petrol saw indoors, fumes must be exhausted to the outside of the building, however workers are encouraged to use safer alternatives such as electric grinder vacuum system, hydraulic or pneumatic systems. Do not saw above shoulder height as this significantly reduces control of the saw.
- Do not stand on crates, boxes, etc. Use a suitable platform such as heavy duty industrial steps.

Hazardous Substances

If you are using chemicals, you must follow these safety precautions:

- Identify the hazardous substance that you are using – refer to the label; obtain and refer to the Safety Data Sheet (SDS);
- Make sure an Australian issued SDS, that has been revised within the past 5 years is provided to the Chross Homes and Developments Supervisor before bringing any hazardous substances on to site, e.g. solvents, adhesives, sealants.
- The requirements of the SDS are to be complied with at all times when using hazardous substances.
- Use the recommended PPE, as per the SDS;
- Follow the safe operating procedure for the substance; if one is available,
- Never put left over substances in cordial or soft drink bottles. If substances are decanted, then they must be labelled as per the COP Labelling of workplace hazardous chemicals.
- Dispose of excess chemicals safely – seek advice from your Supervisor and refer to SDS.
- Make sure all containers are correctly labelled.
- Do not store more of a hazardous substance on site than what you need for the job.
- Do not store hazardous substances, including fuels, in or near site facilities such as toilets, lunchrooms or site offices.
- Hazardous substances must be stored in secure facilities.

Hoist

Any worker operating a materials hoist must hold a HP High Risk Work Licence.

Housekeeping

- All work areas and access-ways should be maintained free from rubbish. All tools and equipment should be returned to appropriate storage when not in use. All unnecessary items, loose/unstable materials and waste safely removed from the area.
- Walkways and work area should be appropriately illuminated.
- All workers are required to leave their work area in a safe and tidy state at the end of each shift/day.
- If work areas are to be left and a hazard exists, adequate controls must be implemented. The site must be secured.

Incidents

All incidents, near miss and hazards that cannot be removed or rectified immediately, shall be reported to the Chross Homes and Developments Supervisor.

Infection Prevention and Control

Chross Homes and Developments is committed to minimising the risk of exposure to infectious diseases for workers, on their sites. Procedures recommended by the Health Department of Western Australia and by Safe Work Australia will be followed in relation to COVID 19 infection prevention and risk control measures.

Isolations

- All isolations must be approved by the Chross Homes and Developments Supervisor.

Ladders

- Only light duty tasks of short duration are to be performed from a ladder. Workers should avoid carrying any items when climbing.
- Only commercial / industrial grade ladders with the compliance sticker intact are to be used on site (no domestic rated ladders).
- Ladders are to be set up on an angle of 1 metre out at the base to every 4 metres up, be placed on firm level ground and secured to prevent movement.
- Ladders must be maintained in a serviceable condition, e.g. no damaged, loose or missing parts.
- Step/platform ladders are required to be fully open with the metal spreader locked before use. The ladder should be on a firm, level non-slip surface
- A single sided stepladder may be used in the closed position by leaning it against a support if it is designed to be used in such a way.
- Ladders must extend at least 900mm above the landing.
- 3 points of contact must be maintained when ascending or descending a ladder.
- Do not climb from one ladder to another. Only one person on a ladder at any one time.
- Do not stand on the top cap of the ladder or work any higher than the tread/rung indicated on the ladder as the highest standing level (usually the top 2 rungs).
- Extension ladders must not be used to provide access to scaffold.
- Ladders must be suitable for the task, i.e., non-conductive ladders used for electrical work.
- Where a traffic or pedestrian risk exists, barricading and signage is to be erected around the work area to prevent unwanted interaction from other workers or vehicles.
- Ladders with defects are to be removed from service immediately and tagged out of service.

Lighting

Lighting in the workplace from both natural and artificial sources must be adequate for the movement of persons around the workplace.

Manual Tasks

There are no specific limitations on the weight that a single individual is permitted to lift as this can vary from one person to another. If you believe that you cannot safely lift the load, then you must seek advice from your Supervisor. With heavy or awkward loads, get help or use mechanical assistance such as a forklift. If it is too heavy, awkward etc, don't lift it!

Mobile Phones and Devices

There are many hazards associated with using your mobile device on a site, especially when operating or working around vehicles and equipment.

- Never use a mobile device while operating any equipment or when driving a vehicle.
- Wait until your lunch or rest break to use your mobile device for personal calls or other activities. and only use it in a designated safe work area such as break areas.
- Turn off your mobile device completely when working. Let calls go straight to voicemail. You can listen to them at a later time in a safe location.
- Never operate your mobile device near flammable fumes or liquid, or in a flammable environment.
- If an urgent family matter requires a worker to use their mobile phones or device, the worker must leave the work area, so that the communication can be done in a safe manner.

Oxy-fuel gas systems

Portable and mobile oxy-fuel gas systems for welding, cutting, heating and allied processes specify that all flashback arrestors must be tested by a competent person (or replaced) at least every 12 months, and in the event of a flashback. Flashback arrestors must be located on the handpiece and the cylinders. All cylinders must be secured in an upright position at all times, regularly inspected and within test date. Suitable fire extinguisher must be located within 10mtrs of work area.

Personal Protective Equipment (PPE) and Clothing

Appropriate personal protective equipment is to be used at all times. The basic Personal Protective Equipment (PPE) on all Chross Homes and Developments sites will be:

- Approved safety boots
- Approved safety glasses to Australian Standard AS/NZS1336 where designated.

- Where required, personal hearing protection devices . occupational noise management must be used when exposed to noise levels in excess of 85 dBA (Leq) 8hr or 140dB Lin. peak in the workplace.
- Personal protective devices such as face shields or goggles when grinding, gloves for sharp materials and other PPE must be made available by the contractor to their workers for use when they are exposed to specific hazards.
- Workers shall ensure that personal protective equipment is maintained and used in relation to hazards associated with their work.
- Where signage indicates that dust masks should be used, Workers shall wear a P2 dust mask complying with AS/NZS 1716: Respiratory Protective Devices.
- Sunscreen should be used to reduce the risk of sunburn and potentially skin cancer.

Plant

The term plant includes, but is not limited to, cranes, hoists, elevating work platforms, building maintenance units such as swing stages or suspended stages, pressure equipment and explosive powered tools such as nail guns.

In addition to relevant State Legislative requirements and/or Codes of Practice, the use of any plant on site shall meet the following requirements:

- Workers using mobile plant (e.g. mobile cranes, excavators, forklifts, EWP's, etc) are required to provide Chross Homes and Developments with a SWMS prior to the commencement of works.
- Plant registration details, where required, shall be readily available and plant registration numbers clearly displayed.
- All mobile plant shall be maintained to the manufacturer's specifications and operators' logbooks are to be kept up-to-date. The logbook should be readily available upon request by Chross Homes and Developments.
- Mobile plant requiring operator's licenses are only to be operated by appropriately licensed persons. It is the responsibility of the contractors to use appropriately licensed persons.
- Where no formal license is required to operate a specific piece of plant, operators must be able to demonstrate competence in operating that plant.
- Mobile plant must be fitted with flashing lights, reversing alarms and a seat belt (if fitted).
- Where appropriate a serviceable fire extinguisher and first aid kit should be fitted.
- Hoists shall not be overloaded and only operated by licenced workers.
- Keys are not to be left in the plant when not in use.
- Plant is to be stored securely when not in use.
- Mobile phones are not be used by operators except hands free applications or if stopped in a safe location.
- All workers must be fit for work before operating vehicles, plant or mobile equipment. All workers are to monitor their own fatigue.
- Plant operators to use barricading or delination to notify other workers to prevent plant and people contact.
- Never point or fire a nail bun in another persons direction. Erect signage in a prominent location at the entry to the work area.
- Remove power to the hoist, if installed, when leaving the site.

Public Safety

To ensure public safety, workers shall –

- Check that footpaths are clean, unobstructed and not damaged. If footpaths are damaged because of the construction process, erect safety signage to redirect pedestrians or repair the damage to a safe condition;
- Ensure rubbish placed in the site does not overhang;
- Not block footpaths with vehicles;
- Not park vehicles on site overnight;
- Not block the footpath with workstations;
- Secure all lightweight materials so they cannot become airborne;
- Isolate the hoist at the end of the day and remove the electrical supply;
- Cover or empty water drums;
- Cover all penetrations;

- Remove cement and lime products from view (place in secure storage);
- Ensure fence is in good condition and lock on exit , (if the site is fenced)
- Not leave equipment unattended;
- Minimise noise and vibration levels
- Liaise with Chross Homes and Developments Site Supervisor if heavy equipment needs to be used on or near the site.

A spotter will guide vehicles or equipment reversing onto or off the site, so that workers aren't driving blindly into areas where there may be pedestrians and other vehicles.

When a site is left unattended -

- If a perimeter site fence is in use, the last worker to leave the site must ensure that access points to the site are to be secured,
- If no perimeter site fence is in use, then it is the Workers or contractors' responsibility to secure or remove any hazards associated with their work prior to leaving the site. For example,
 - Do not leave ladders that can be used
 - Hazardous substances to be secured in a locked cabinet.

Refusal to work

Under the WHS Act workers may refuse to undertake some work where they have 'reasonable grounds' to believe there is a risk of imminent and serious injury or harm to health, however, the employee must have reasonable grounds for believing the work is unsafe.

An employee who refuses work may be given 'reasonable' alternative work. This work must be away from the immediate risk. Additionally, the employee must be competent and capable of performing the alternative work for it to be considered reasonable.

Residual Current Devices (RCD's or Safety Switches)

- Contractors using portable electrical equipment on Chross Homes and Developments worksites must do so in conjunction with a portable Residual Current Device (RCD), tested and tagged in accordance Western Australian Regulations 2022.
- Domestic RCD's are not permitted on Chross Homes and Developments sites.

Scaffolds

- When erecting scaffold, work from a full deck of planks whenever possible
- All scaffolds where a person could fall more than 2 metres **MUST** be provided with edge protection,
- Do not climb on guardrails to gain extra height.
- Scaffolds where a person can fall more than 4 metres -
 - The scaffold **MUST** be erected, altered and dismantled by a licensed scaffolder,
 - The scaffold **MUST** be inspected and tagged prior to use and at least every 30 days,
- Ties should not obstruct access along the working and access platforms.
- Incomplete or unsafe scaffolds **MUST** be tagged, sign posted or barricaded to prevent unauthorised access.
- Workers should notify the Supervisor if the scaffold has been damaged or contains damaged components.
- Do not overload the scaffold. Check the scafftag to see the scaffold duty.

Scaffold (Mobile)

Mobile scaffold can tip if the general height of the light duty prefabricated aluminium mobile scaffold exceeds three times the minimum base dimension (ref AS/NZS4576). e.g. a scaffold with base dimensions of 2.4m x 1.8m the height to the working platform should be no more than 5.4m.

For a scaffold with a narrow base width of less than 1.2m the height of the light duty prefabricated aluminium mobile scaffold exceeds twice the base width (ref AS/NZS4576). e.g. a scaffold with a base of 2.4m x 1.2m the height to the working platform should be no more than 2.4m.

Scaffold working platforms

Working platforms, except suspended scaffolds, should have duty classifications and dimensions complying with the manufacturer's information on loadings. Scaffold working platforms are generally rated as light, medium or heavy duty:

Each scaffold should be designed to carry the required number of working platforms and to support the dead and live loads. Where tools or materials are to be used or stored on working platforms, an unobstructed access width of at least 450 mm should be maintained.

Silica

Silica is a major constituent of many types of sand. It is also a component of concrete and some bricks and rocks (eg granite, slate, sandstone). Uncontrolled cutting, grinding or drilling of products or materials containing crystalline silica can generate hazardous levels of airborne dust, e.g Jack-hammering concrete, dry sanding of concrete or dry brick, concrete or stone cutting. You must use water, dust extraction systems on portable tools, or adopt other methods that eliminate or minimise the generation of silica dust.

Site Safety Signs

A sign relevant to each hazard, including slips, trips and falls must be displayed to persons that is in or entering the area.

- Site safety signs are to be complied with at all times.
- Site safety signs are **NOT** to be obstructed by vehicles or by any other means.
- Blue and White mandatory signs/pictographs **MUST** be followed.

Site Security

Workers prior to leaving the site should ensure that:

- Electrical power is off.
- Remove the power source e.g. extension lead, from the hoist
- Access to elevated floors, scaffolding and ladders is blocked;
- Plant, equipment, tools, chemicals and dangerous goods are securely stored;
- Plant or machinery is secure and cannot be operated illegally;
- Objects that could become dangerous in strong winds are secured, including incomplete or inadequately braced walls that might collapse;
- other hazards that may cause injury have been controlled.

Slips, Trips and Falls

All workers must report any known or identified slip, trip or fall hazard to their Chross Homes and Developments Supervisor.

At all times, workers must ensure:

- Work areas have adequate lighting for the task. Lights must be turned on in darkened areas. Blown or faulty lights must be reported immediately.
- All spillages must be cleaned immediately.
- Workers must ensure there is enough space for workers to carry out duties and use appropriate equipment.
- Walkways and other pedestrian areas must remain free of hazards including electrical cords and other items of obstruction, debris, clutter and obstacles.
- Appropriate safety footwear for the task is worn.

Smoking

Smoking, including electronic cigarettes and vapes are prohibited within any enclosed place, premise, workplace, building, plant enclosure or structure, within areas identified as hazardous, near window or air conditioning intakes.

Storage

Construction materials and waste is to be securely stored on site. Inform the Supervisor if the site shed door opens onto the road.

Traffic Management

- General Western Australian, road rules are applicable on all Chross Homes and Developments sites, unless otherwise advised by the Supervisor – refer to site traffic management plan if

applicable.

- Any party who undertakes work or an event on a road that is open to traffic, by law has a “duty of care” to take all steps that are reasonably necessary to prevent any person being injured or damage being caused to the property of others while carrying out those works.
- Barricades erected adjacent to roads should have warning lights to alert motorists of the hazard during night or inclement weather.
- Contact the Chross Homes and Developments Supervisor to determine unloading and storage requirements.
- When unloading a vehicle on a public road, traffic cones and/or warning signs shall be positioned to warn the public. Where such activity occurs repeatedly and/or over an extended period of time, a specific Road/Traffic Management Plan and appropriate permits may be required.
- Make sure properly trained spotters control reversing vehicles.
- Vehicles must be properly maintained, and drivers properly trained.

UV Protection

- Chross Homes and Developments encourage all persons on site to wear adequate clothing (e.g. hats) and other protective methods (e.g. sunscreen) to protect themselves from the effects of working while exposed to UV rays.

Visitors

- Site personnel shall **NOT** bring any person onto site unless the Chross Homes and Developments Supervisor has been notified and approval given.

Waste

Construction debris and waste at the workplace shall be placed in the bins provided.

Welding

Welding should **not** be carried out on ladders. There is a risk of injury from falls due to the limited visibility of the worker, instability when working on a ladder and risk of electrocution if an aluminium ladder is used in conjunction with electric welding. Ladders may also be damaged by welding.

Working Alone (isolated)

If workers have to work alone on site, they must ensure they have implemented appropriate controls for communication (e.g. radio, mobile phone) and the task.

Working at Heights

Controls must be implemented where there are risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person. Where there is any risk of a person falling, a risk assessment should be done and steps taken to eliminate or at least minimise the risk of the fall.

NOTE TO CONTRACTORS

The Chross Homes & Developments Pty Ltd Site Supervisor or a Chross Homes & Developments Pty Ltd, OSH Representative who observes an unsafe practice has the right to direct a Sub-contractor to cease work until the safety concern is addressed to the satisfaction of the Chross Homes & Developments Pty Ltd Site Supervisor or a Chross Homes & Developments Pty Ltd OSH Representative. Chross Homes & Developments Pty Ltd will take into consideration compliance with safe work practices when selecting Subcontractors for future work.

Please refer to your Induction and Site Safety booklet for any information not provided within this document or contact your Chross Homes & Developments Pty Ltd Site Supervisor for assistance.

**IN ALL OTHER INSTANCES COMPLY WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT
OCCUPATIONAL SAFETY AND HEALTH REGULATIONS 1996.**

Other Site-specific requirements / notes

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Disclaimer: While reasonable steps have been taken to ensure that the information provided in this booklet is accurate, you should not rely solely on that information and no liability will be accepted for any loss or damage if you do so. This is a guide only and does not take the place of sound legal advice. You should seek legal advice if you need assistance in relation to your particular circumstances.