

Advanced Solutions Group Pty Ltd

SAFETY MANAGEMENT PLAN

(Site Name where work is taking place)

Issue A / Revision 2 Date: 23 November 2005

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1.0 INTRODUCTION

This document sets out the safety management strategy to be adopted by during the course of the contract on the project managed by

The document is not designed to replace the Schedule of Health Safety & Environmental requirements, but will be used to provide verification of the actions of in relation to these requirements.

This document and subsequent additions will be made available to for the purpose of auditing.

1. **Name of Company:**

Address:

Phone:

Fax:

2. will provide as the person on site responsible for supervision of the Scope of Works and its safety.

3. **Our peak number of employees on the site will be: 1**

4. does not intend to subcontract all or part of the works.

Trade Name: Precast Concrete Finishing

Hanson Project Number: _____ **Purchase Order Number** _____

Company Director/General Manager:

Address:

Phone:

Fax:

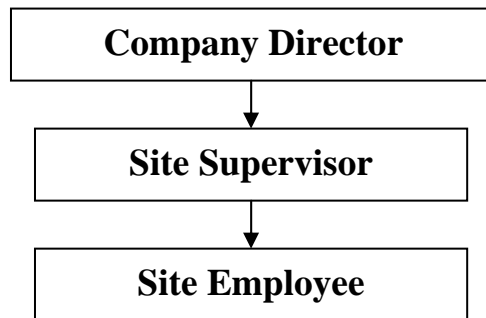
Mobile:

Scope of Works:

To access the exterior façade using industrial rope access technique complying to AS 4488.1 & as 4488.2, to access the exterior façade to carry out expansion joint sealing works & repairs as specified.

The sealing of joints between precast concrete panels, the patching of chipping and other general repairs to precast concrete panels and/or precast concrete beams, the reduction of differential hogging to precast concrete panels, the grouting of joints to precast concrete panels and/or precast concrete beams, the dry packing of precast concrete panels, the washing-down of precast concrete panels, the removal of temporary propping from precast concrete panels, the grouting of dowels via dowel tubes cast into precast concrete panels and the installation and/or removal of fixing brackets to precast concrete panels.

3.0 ROLES AND RESPONSIBILITIES



Roles and Responsibilities Defined

..... will provide the following key personnel on site. Their roles and responsibilities regarding safety on site are outlined below.

Site Supervisor

..... is responsible for safety on the project and duties include:

- implementing the company Occupational Health Safety and Rehabilitation procedures;
- carrying out a design review with the Principal Contractor’s project team to assist in the identification of further risk reduction controls measures;
- stimulating a high level of safety awareness at all times;
- identifying safety training needs;
- leading by example;
- ensuring safe equipment and plant is provided and maintained;
- insisting on correct and safe work practices at all times;
- assisting in the identification and preparation of safe work procedures;
- reviewing safety reports and inspections and initiating rectification where necessary;
- participating in accident/incident investigations;
- participating in safety meetings and programs;
- monitoring compliance with safe work methods (controls);
- planning to do all work safely;
- providing advise and assistance on OH&S;
- ensuring current OH&S and other relevant legislative requirements are met in the workplace.

4.0 DOCUMENT CONTROL

Issue, Revision and Review

..... is responsible for:

- **Completing the Work Method Statement and OH&S plan** and providing a copy to the Principal Contractor before work commences on site.
- **Maintaining an up to date version of the Work Method Statement and OH&S plan.** A record of revisions that occur will be kept in the Record of Revision table below. All obsolete pages will be destroyed.
- **Providing an updated copy to the Principal Contractor** whenever changes occur.
- **Maintaining a register of people to whom the Work Method Statement and OH&S plan is issued** using the Distribution List table below.
- **Issuing a completed Work Method Statement and OH&S plan** to all those registered.
- **Ensuring revisions are distributed** to all registered people.
- **Reviewing the Work Method Statement and OH&S plan at intervals of not more than one month** to ensure it is up to date.

Record of Revision

Edition / Revision	Date	Section	Page	Revision Details
Issue A / Revision 0	01.09 2003	All	All	Original
Issue A / Revision 1	28.11.2003	All	All	General revisions
Issue A / Revision 2	23.11.2005	All	All	General revisions

Distribution List

Controlled copies of this Subcontractor Safety Management Plan have been issued to the holders nominated hereunder.

No.	User	Position	Issue Date
01		Director / Supervisor	23.11.2005
02	Carlos Palacios	Hanson Precast Pty Ltd	23.11.2005
03		You name or business	

5.0 WORK METHOD STATEMENTS

SEALING OF JOINTS BETWEEN PRECAST CONCRETE PANELS

- 1) Setup access equipment in accordance with the manufacturer's instructions on floor slabs and/or hard standing to provide safe access / egress and working platform above 1.8 M.
- 2) Where site conditions prevent the safe use of mechanical access equipment special arrangements are to be made with the builder to provide alternative safe access / egress and working platform to complete the works.
- 3) Erect safety barriers and/or bunting where applicable to cordon off area where works are to be completed.
- 4) Where safety harnesses have been deemed necessary to complete the works safely, ensure that the harnesses are fitted correctly on personnel and attached correctly to a secure location.
- 5) Personnel are to wear appropriate personal protective equipment (e.g. safety boots, hard hats, safety glasses, gloves, vests, harnesses, etc) where applicable.
- 6) Insert a backing rod into the gap between panels to a depth specified by the sealant manufacturer.
- 7) Apply a joint sealant, via a hand held pump/gun, to the remaining gap and trowel/strike-off to a smooth even appearance.
NB. Joint sealants are to be applied in strict accordance with the manufacturer's Technical Data Sheet instructions for use and/or application instructions and/or application publication/s.
- 8) All electrical equipment, electrical leads and access equipment to have the appropriate safety check tags and inspection report sheets.

PATCHING OF CHIPPING AND OTHER GENERAL REPAIRS TO PRECAST CONCRETE PANELS &/OR PRECAST CONCRETE BEAMS

- 1) Setup access equipment in accordance with the manufacturer's instructions on floor slabs and/or hard standing to provide safe access / egress and working platform above 1.8 M.
- 2) Where site conditions prevent the safe use of mechanical access equipment special arrangements are to be made with the builder to provide alternative safe access / egress and working platform to complete the works.
- 3) Erect safety barriers and/or bunting where applicable to cordon off area where works are to be completed.
- 4) Where safety harnesses have been deemed necessary to complete the works safely, ensure that the harnesses are fitted correctly on personnel and attached correctly to a secure location.
- 5) Personnel are to wear appropriate personal protective equipment (e.g. safety boots, hard hats, safety glasses, gloves, vests, harnesses, etc) where applicable.
- 6) Mechanical Trowel finish: Mix a 3:1 sand and cement mix (add a bonding agent if required). Apply mix to damaged section of panel / beam, thereafter trowel or float to profile and finish of adjacent surface. Where necessary, smooth patch after curing using a hand held grinding stone.
- 7) Exposed Aggregate finish: Mix a 3:1 sand and cement mix (add a bonding agent if required), then add the specified aggregate 'blend' to the mix. Apply mix to damaged section of panel / beam, trowel to profile of the adjacent surface, and finish by lightly washing patched area to expose aggregate.
- 8) Firerated Patching of Fixing Bracket: Option 1, Sand and Cement Mix, *no reinforcing*. Mix a 3:1 sand and cement mix (add a bonding agent if required). Apply mix to bracket area, thereafter trowel or float to profile and finish of adjacent / surrounding surface. Option 1a, Sand and Cement Mix, *with reinforcing*. Apply to bracket, by way of a part A & B epoxy mix, a suitable reinforcing (e.g. wire mesh), allow epoxy to set. Then Mix a 3:1 sand and cement mix (add a bonding agent if required). Apply mix to bracket area, thereafter trowel or float to profile of adjacent / surrounding surface.

PATCHING OF CHIPPING AND OTHER GENERAL REPAIRS TO PRECAST CONCRETE PANELS &/OR PRECAST CONCRETE BEAMS

(cont.)

Option 2, Vermiculite and Gypsum (pre blended) Mix, *no reinforcing*. Mix the 'blend' by mechanical means in an appropriate container with clean water to the desired consistency. Apply mix to bracket area, thereafter trowel or screed to profile of adjacent / surrounding surface.

Option 2a, Vermiculite and Gypsum (pre blended) Mix, *with reinforcing*. Apply to bracket, by way of a part A & B epoxy mix, a suitable reinforcing (e.g. wire mesh), allow epoxy to set. Mix the 'blend' by mechanical means in an appropriate container with clean water to the desired consistency. Apply mix to bracket area, thereafter trowel or screed to profile of adjacent / surrounding surface.

- 9) All electrical equipment, electrical leads and access equipment to have the appropriate safety check tags and inspection report sheets.

REDUCTION OF DIFFERENTIAL HOGGING TO PRECAST CONCRETE PANELS

- 1) Setup access equipment in accordance with the manufacturer's instructions on floor slabs and/or hard standing to provide safe access / egress and working platform above 1.8 M.
- 2) Where site conditions prevent the safe use of mechanical access equipment special arrangements are to be made with the builder to provide alternative safe access / egress and working platform to complete the works.
- 3) Erect safety barriers and/or bunting where applicable to cordon off area above and under floor where work are to be completed.
- 4) Where safety harnesses have been deemed necessary to complete the works safely, ensure that the harnesses are fitted correctly on personnel and attached correctly to a secure location.
- 5) Personnel are to wear appropriate personal protective equipment (e.g. safety boots, hard hats, safety glasses, gloves, vests, harnesses, etc) where applicable.
- 6) Drill a 18 - 22mm diameter hole through the joint of the panel requiring reduction of differential hogging.
- 7) Insert a 16 - 20mm diameter threaded rod through the hole, position two steel plates over the threaded rod (1 from top or inside, and 1 from bottom or outside of panel), wind nuts onto threaded rod, tension nuts to reduce the differential in hogging, continue tensioning nuts until panel is to, or within, specified tolerances.
- 8) If necessary, insert a part A & B epoxy mix into the joint adjacent to the de-hogging 'clamp', let set for 12 – 24 hours (Generally this process applies to wall panels only)
- 9) Grout or seal the panel - Refer to Work Method Statements 'Grouting of Joints to Precast Concrete Panels &/or Precast Concrete Beams' or 'Sealing of Joints Between Precast Concrete Panels'.
- 10) After grouting (floor panels only), remove the 'clamp', and patch remaining hole with a 3:1 sand and cement grout.
NB. In the case of wall panels, the clamp is removed prior to sealing.
- 11) All electrical equipment, electrical leads and access equipment to have the appropriate safety checks tags and inspection report sheets.

GROUTING OF JOINTS TO PRECAST CONCRETE PANELS &/OR PRECAST CONCRETE BEAMS

- 1) Erect safety barriers and/or bunting where applicable to cordon off area where works are to be completed.
NB. Access into the work area by persons, vehicles or machinery, not directly engaged in the work, is **STRICTLY PROHIBITED**.
- 2) Cordon off area directly below work area to prevent injury to persons from the leaking of water and/or cement slurry through the panel joint(s).
- 3) Cordon off where applicable a designated area for the grout agitator truck and the grout pump truck. Ensure clear two-way access for the agitator truck is maintained.
- 4) Insert where necessary from the floor level where the grouting works are to be undertaken, a backing rod into the joint, thereafter position the rod flush with the underside face.
- 5) Wet-down thoroughly, area to be grouted immediately prior to initial placing of grout.
- 6) Pump the pre-mixed concrete grout, via hose from the grout pump truck, into the joint.
- 7) Roughly screed the joint with a shovel, thereafter finish the joint flush with the adjacent surface(s) with a hand trowel. Allow grout to cure.
Check quality of finished joint after curing. Action any remedial work(s) as necessary.
- 8) Instruct builder to restrict people, vehicle and/or machinery traffic until grout is cured.
- 9) All electrical equipment, electrical leads and pumping equipment to have the appropriate safety checks tags and inspection report sheets

DRY PACKING PRECAST CONCRETE PANELS

- 1) Setup access equipment in accordance with the manufacturer's instructions on floor slabs and/or hard standing to provide safe access / egress and working platform above 1.8 M.
- 2) Where site conditions prevent the safe use of mechanical access equipment special arrangements are to be made with the builder to provide alternative safe access / egress and working platform to complete the works.
- 3) Erect safety barriers and/or bunting where applicable to cordon off area where works are to be completed.
- 4) Where safety harnesses have been deemed necessary to complete the works safely, ensure that the harnesses are fitted correctly on personnel and attached correctly to a secure location.
- 5) Personnel are to wear appropriate personal protective equipment (e.g. safety boots, hard hats, safety glasses, gloves, vests, harnesses, etc) where applicable.
- 6) Mix a 3:1 'dry' sand and cement mix (add a plasticiser / admixture / bonding agent, if required). Force mix into gap between panel and adjacent surface until gap is completely filled, finish all exposed faces with a trowel.
- 7) All electrical equipment, electrical leads and access equipment to have the appropriate safety check tags and inspection report sheets

WASHING-DOWN PRECAST CONCRETE PANELS

- 1) Setup access equipment in accordance with the manufacturer's instructions on floor slabs and/or hard standing to provide safe access / egress and working platform above 1.8 M.
- 2) Where site conditions prevent the safe use of mechanical access equipment special arrangements are to be made with the builder to provide alternative safe access / egress and working platform to complete the works.
- 3) Erect safety barriers and/or bunting where applicable to cordon off area where works are to be completed.

WASHING-DOWN PRECAST CONCRETE PANELS

(cont.)

- 4) Where safety harnesses have been deemed necessary to complete the works safely, ensure that the harnesses are fitted correctly on personnel and attached correctly to a secure location.
- 5) Personnel are to wear appropriate personal protective equipment (e.g. safety boots, hard hats, safety glasses, gloves, vests, harnesses, etc) where applicable.
- 6) Wash panels with a high pressure cleaning unit (maximum 4500 psi). Regulate the water flow intensity by squeezing / releasing the trigger on the cleaning unit wand. Water flow intensity can be further 'regulated' by increasing or decreasing the distance the (wands) nozzle is held from the surface being cleaned.
NB. It is recommended that **NO** personal or environmentally harmful cleaning products / substances be used during the washing process.
- 7) All electrical equipment, electrical leads and access equipment to have the appropriate safety checks tags and inspection report sheets

REMOVAL OF TEMPORARY PROPPING FROM PRECAST CONCRETE PANELS

- 1) Setup access equipment in accordance with the manufacturer's instructions on floor slabs and/or hard standing to provide safe access / egress and working platform above 1.8 M.
- 2) Where site conditions prevent the safe use of mechanical access equipment special arrangements are to be made with the builder to provide alternative safe access / egress and working platform to complete the works.
- 3) Erect safety barriers and/or bunting where applicable to cordon off area where works are to be completed.
- 4) Where safety harnesses have been deemed necessary to complete the works safely, ensure that the harnesses are fitted correctly on personnel and attached correctly to a secure location.
- 5) Personnel are to wear appropriate personal protective equipment (e.g. safety boots, hard hats, safety glasses, gloves, vests, harnesses, etc) where applicable.
- 6) Prior to the removal of any prop/s the builder must ensure that the panel supported by the temporary propping has been completed to a stage where the panel as a structural element can support itself. Once satisfied, the builder then issues a written instruction to remove the temporary propping.
- 7) Following receipt of the builders instruction. Remove, using appropriate tool/s, the bottom holding bolt/s from the prop foot, thereafter contracting the prop by removing the locking pin, and sliding the (inner) shaft until the prop is returned to a safe transportable / workable length, reinstall the locking pin. Then remove, again using the appropriate tool/s, the top holding bolt/s from the prop head and safely lower the prop by hand to the ground.
- 8) If the removal and lowering of a prop can not be completed safely by hand, employ the use of a rope, by securely attaching the rope to the (outer) shaft of the prop then lower the prop utilising the panel and/or other adjacent structure/s as a fulcrum. The lowering process is to be completed by an appropriate number of personnel positioned on the ground on stable footing.
- 9) After all prop/s have been safely lowered to the ground, carry and stack them into a storage rack for later removal off site, by others.
- 10) All electrical equipment, electrical leads and access equipment to have the appropriate safety check tags and inspection report sheets.

GROUTING OF DOWELS VIA DOWEL TUBES CAST INTO PRECAST CONCRETE PANELS

- 1) Setup access equipment in accordance with the manufacturer's instructions on floor slabs and/or hard standing to provide safe access / egress and working platform above 1.8 M.
- 2) Where site conditions prevent the safe use of mechanical access equipment special arrangements are to be made with the builder to provide alternative safe access / egress and working platform to complete the works.
- 3) Erect safety barriers and/or bunting where applicable to cordon off area where works are to be completed.
- 4) Where safety harnesses have been deemed necessary to complete the works safely, ensure that the harnesses are fitted correctly on personnel and attached correctly to a secure location.
- 5) Personnel are to wear appropriate personal protective equipment (e.g. safety boots, hard hats, safety glasses, gloves, vests, harnesses, etc) where applicable.
- 6) Mix by hand or mechanical means in an appropriate mixing container, the specified grout with clean water, to the desired consistency.
- 7) Pour mixed grout into a suitable pouring container (e.g. watering can), then pour mix into dowel tube (with the aid of a funnel where necessary) until dowel tube is full. Top-up as necessary.
- 8) All electrical equipment, electrical leads and access equipment to have the appropriate safety check tags and inspection report sheet.

INSTALLATION &/OR REMOVAL OF FIXING BRACKETS TO PRECAST CONCRETE PANELS

- 1) Setup access equipment in accordance with the manufacturer's instructions on floor slabs and/or hard standing to provide safe access / egress and working platform above 1.8 M.
- 2) Where site conditions prevent the safe use of mechanical access equipment special arrangements are to be made with the builder to provide alternative safe access / egress and working platform to complete the works.
- 3) Erect safety barriers and/or bunting where applicable to cordon off area where works are to be completed.
- 4) Where safety harnesses have been deemed necessary to complete the works safely, ensure that the harnesses are fitted correctly on personnel and attached correctly to a secure location.
- 5) Personnel are to wear appropriate personal protective equipment (e.g. safety boots, hard hats, safety glasses, gloves, vests, harnesses, etc) where applicable.
- 6) **Installation:** Select an appropriate bracket for the job by referring to the panel manufacturer's, Fitting List and/or 'For Construction' drawing details and/or the project engineer's drawings / details. If still uncertain of what bracket to use, seek further assistance / instruction from either the panel manufacturer, or the project engineer, or both, in writing.
- 7) Following the successful selection of a bracket. Install the bracket, using appropriate tool/s, by holding the bracket in its final position (use a second person to hold the bracket, if required) and marking all fixing holes / slots, remove the bracket and drill the corresponding number and size penetrations. Reposition the bracket, and once all holes / slots are aligned with their corresponding penetrations, insert mechanical anchor/s, and tighten anchor/s to desired tension. Repeat as required.
- 8) **Removal:** Prior to the removal of a bracket the builder must ensure that the elements the bracket is attached to have been completed to a stage where, following the removal of the bracket, the elements perform to their individual designed capabilities. Once satisfied, the builder then issues a written instruction to remove the bracket.
- 9) Following receipt of the builders instruction. Remove the bracket/s using appropriate tool/s.
- 10) All electrical equipment, electrical leads and access equipment to have the appropriate safety check tags and inspection report sheet.

6.0 JOB SAFETY ANALYSIS, HAZARD IDENTIFICATION & RISK ASSESSMENTS

<p><u>Job Location:</u></p> <p><u>Job No.:</u></p>	<p><u>Plant and equipment to be used:</u></p> <p>Boom Lifts JLG 45AJ & JLG 40 HA or hired boom/scissor lifts</p>
<p><u>Work Activity / Task:</u></p> <p>Sealing of joints between precast concrete panels</p>	<p><u>Maintenance checks to be performed on plant and equipment:</u></p> <p>Daily checks on Boom Lifts or Scissor lifts. Monthly checks on plant and equipment.</p>
<p><u>Personnel qualifications & experience required:</u></p> <ul style="list-style-type: none"> Experienced in the industry Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery 	<p><u>Protective equipment to be used:</u></p> <p>Safety boots, gloves, hardhat, Safety Harness, life lines, vest and any other PPE required to perform the process in a safe manner.</p>
<p><u>Supervision and inspection to be provided:</u></p> <p>Builder's Site Manager and</p>	<p><u>Name of person inspecting protective equipment:</u></p> <p>Operators & Site Foreman</p>
<p><u>Training and instruction to be provided:</u></p> <ul style="list-style-type: none"> Site induction, general induction & toolbox meeting Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery. 	<p><u>Warning Signs and Control Measures:</u></p> <p>Safety barriers or bunting where applicable to cordon off area(s) where work is being undertaken</p>
<p><u>Engineering details/Certificates/WorkCover approvals:</u></p> <ul style="list-style-type: none"> Compliance with AS 1742.3 traffic management. Compliance with AS 2250.1 Boom/Scissor lift Hazardous substances- Legislation Compliance with WorkCover competency standards for certification. Engineer certificate(s) to be supplied by Builder 	<p><u>Details of emergency procedures:</u></p> <p>As per Builder's emergency evacuation procedure</p>

<p>Manual Handling, Plant & Equipment, Tools (Impact, Crush, Entangle) Working at Heights (Falling, Falling Objects) Confined, Isolated Spaces (Dust, Fumes, Gases Lighting, Ventilation) Electrical Hazardous Substances,</p>	<p>Dangerous Goods Noise, Vibration Excavation, Trenches Access Egress (Slipping, Tripping, Public Interface) Traffic Vehicles Radiation, UV,</p>	<p>Temperature Pressure, Compressed Air Fire, Hot Work Biological</p>
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Location of works:		Work Process: Sealing of joints between precast concrete panels		Subcontractor: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Prepared By:			Reviewed:		Company: Date:
Company Name:			Approved:		Company: Date:
POSSIBLE RESULTS		Kill or cause permanent disability or ill health	Long term illness or Serious injury	Medical attention and several days off work	
Very likely could happen frequently		1	1	2	
Likely could happen occasionally		1	2	3	
Unlikely could happen but only rarely		2	3	3	
ID No.	Section A Break down of Work Process into Activities /Tasks	Section B Hazard Identification (Identify the potential hazards associated with the work activity/task (i.e. what can cause harm) using the following common hazards as a prompt	Section C Risk Analysis & Asses. (1,2 or 3)	Section D Risk Control Identify potential control measures to be implemented using following as a prompt)	Who will ensure this occurs
1					Operator
					Operator
					Operator
					Operator
2					Operator
					Operator
					Operator
					Operator

<p><u>Job Location:</u></p> <p><u>Job No.:</u></p>	<p><u>Plant and equipment to be used:</u></p> <p>Boom Lifts JLG 45AJ & JLG 40 HA or hired boom/scissor lifts</p>
<p><u>Work Activity / Task:</u></p> <p>Patching of chipping and other general repairs to precast concrete panels and/or precast concrete beams</p>	<p><u>Maintenance checks to be performed on plant and equipment:</u></p> <p>Daily checks on Boom Lifts and Scissor lifts. Monthly checks on plant and equipment.</p>
<p><u>Personnel qualifications & experience required:</u></p> <ul style="list-style-type: none"> • Experienced in the industry • Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery 	<p><u>Protective equipment to be used:</u></p> <p>Safety boots, gloves, hardhat, Safety Harness, life lines, vest and any other PPE required to perform the process in a safe manner.</p>
<p><u>Supervision and inspection to be provided:</u></p> <p>Builder's Site Manager and</p>	<p><u>Name of person inspecting protective equipment:</u></p> <p>Operators & Site Foreman</p>
<p><u>Training and instruction to be provided:</u></p> <ul style="list-style-type: none"> • Site induction, general induction & toolbox meeting • Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery. 	<p><u>Warning Signs and Control Measures:</u></p> <p>Safety barriers or bunting where applicable to cordon off area(s) where work is being undertaken</p>
<p><u>Engineering details/Certificates/WorkCover approvals:</u></p> <ul style="list-style-type: none"> • Compliance with AS 1742.3 traffic management. • Compliance with AS 2250.1 Boom/Scissor lift • Hazardous substances- Legislation • Compliance with WorkCover competency standards for certification. • Engineer certificate(s) to be supplied by Builder 	<p><u>Details of emergency procedures:</u></p> <p>As per Builder's emergency evacuation procedure</p>

<p>Manual Handling, Plant & Equipment, Tools (Impact, Crush, Entangle) Working at Heights (Falling, Falling Objects) Confined, Isolated Spaces (Dust, Fumes, Gases Lighting, Ventilation) Electrical Hazardous Substances,</p>	<p>Dangerous Goods Noise, Vibration Excavation, Trenches Access Egress (Slipping, Tripping, Public Interface) Traffic Vehicles Radiation, UV,</p>	<p>Temperature Pressure, Compressed Air Fire, Hot Work Biological</p>
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Location of works:		Work Process: Patching of chipping and other general repairs to precast concrete panels &/or precast concrete beams		Subcontractor: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Prepared By:			Reviewed:		Company: Date:
Company Name:			Approved:		Company: Date:
POSSIBLE RESULTS		Kill or cause permanent disability or ill health		Long term illness or Serious injury	Medical attention and several days off work
Very likely could happen frequently		1		1	2
Likely could happen occasionally		1		2	3
Unlikely could happen but only rarely		2		3	3
ID No.	Section A Break down of Work Process into Activities /Tasks	Section B Hazard Identification (Identify the potential hazards associated with the work activity/task (i.e. what can cause harm) using the following common hazards as a prompt)	Section C Risk Analysis & Asses. (1,2or3)	Section D Risk Control Identify potential control measures to be implemented using following as a prompt)	Who will ensure this occurs
1	Set up access equipment	Impact to / by access equipment	3	Certified operators to operate equipment	Operator
		Impact to / by access equipment	3	Erect safety barriers &/or bunting where applicable to cordon off work area Use appropriate traffic control	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	No work to commence in area until work area, including access / egress there to, is made safe by builder	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	Set up access equipment using the '1:1 rule' (i.e. 1.0M away from a 1.0M drop, 2.0M away from a 2.0M drop, & so on)	Operator
2	Preparing, mixing, applying & finishing patching mix	Fall form heights	3	Use Boom Lifts or Scissor Lift Use safety harness	Operator
		Falling objects	3	Erect safety barriers &/or bunting where applicable to cordon off work area	Operator
		Falling spalled concrete	3	Use eye protection	Operator
		Manual Handling	3	Training in proper Manual Handling Techniques	Operator

<p><u>Job Location:</u></p> <p><u>Job No.:</u></p>	<p><u>Plant and equipment to be used:</u></p> <p>Boom Lifts JLG 45AJ & JLG 40 HA or hired boom/scissor lifts</p>
<p><u>Work Activity / Task:</u></p> <p>Reduction of differential hogging to precast concrete panels.</p>	<p><u>Maintenance checks to be performed on plant and equipment:</u></p> <p>Daily checks on Boom Lifts and Scissor lifts. Monthly checks on plant and equipment.</p>
<p><u>Personnel qualifications & experience required:</u></p> <ul style="list-style-type: none"> • Experienced in the industry • Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery 	<p><u>Protective equipment to be used:</u></p> <p>Safety boots, gloves, hardhat, Safety Harness, life lines, vest and any other PPE required to perform the process in a safe manner.</p>
<p><u>Supervision and inspection to be provided:</u></p> <p>Builder's Site Manager and</p>	<p><u>Name of person inspecting protective equipment:</u></p> <p>Operators & Site Foreman</p>
<p><u>Training and instruction to be provided:</u></p> <ul style="list-style-type: none"> • Site induction, general induction & toolbox meeting • Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery. 	<p><u>Warning Signs and Control Measures:</u></p> <p>Safety barriers or bunting where applicable to cordon off area(s) where work is being undertaken</p>
<p><u>Engineering details/Certificates/WorkCover approvals:</u></p> <ul style="list-style-type: none"> • Compliance with AS 1742.3 traffic management. • Compliance with AS 2250.1 Boom/Scissor lift • Hazardous substances- Legislation • Compliance with WorkCover competency standards for certification. • Engineer certificate(s) to be supplied by Builder 	<p><u>Details of emergency procedures:</u></p> <p>As per Builder's emergency evacuation procedure</p>

<p>Manual Handling, Plant & Equipment, Tools (Impact, Crush, Entangle) Working at Heights (Falling, Falling Objects) Confined, Isolated Spaces (Dust, Fumes, Gases Lighting, Ventilation) Electrical Hazardous Substances,</p>	<p>Dangerous Goods Noise, Vibration Excavation, Trenches Access Egress (Slipping, Tripping, Public Interface) Traffic Vehicles Radiation, UV,</p>	<p>Temperature Pressure, Compressed Air Fire, Hot Work Biological</p>
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Location of works:		Work Process: Reduction of differential hogging to precast concrete panels		Subcontractor: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Prepared By:			Reviewed:		Company: Date:
Company Name:			Approved:		Company: Date:
POSSIBLE RESULTS		Kill or cause permanent disability or ill health		Long term illness or Serious injury	
Very likely could happen frequently		1		1	
Likely could happen occasionally		1		2	
Unlikely could happen but only rarely		2		3	
				Medical attention and several days off work	

ID No.	Section A Break down of Work Process into Activities /Tasks	Section B Hazard Identification (Identify the potential hazards associated with the work activity/task (i.e. what can cause harm) using the following common hazards as a prompt)	Section C Risk Analysis & Asses (1,2or3)	Section D Risk Control Identify potential control measures to be implemented using following as a prompt)	Who will ensure this occurs
1	Set up access equipment	Impact to / by access equipment	3	Certified operators to operate equipment	Operator
		Impact to / by access equipment	3	Erect safety barriers &/or bunting where applicable to cordon off work area Use appropriate traffic control	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	No work to commence in area until work area, including access / egress there to, is made safe by builder	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	Set up access equipment using the '1:1 rule' (i.e. 1.0M away from a 1.0M drop, 2.0M away from a 2.0M drop, & so on)	Operator
2	Preparing, installing & tensioning de-hogging 'clamp'	Fall form heights	3	Use Boom Lifts or Scissor Lift Use safety harness	Operator
		Falling objects	3	Erect safety barriers &/or bunting where applicable to cordon off work area	Operator
		Electric shock or Electrocutation	3	Ensure all power tools are protected by RCD	Operator
		Noise	3	Use hearing protection	Operator
		Falling spalled concrete	3	Use eye protection	Operator

<p><u>Job Location:</u> <u>Job No.:</u></p>	<p><u>Plant and equipment to be used:</u> Boom Lifts JLG 45AJ & JLG 40 HA or hired boom/scissor lifts</p>
<p><u>Work Activity / Task:</u> Grouting of joints to precast concrete panels &/or precast concrete beams</p>	<p><u>Maintenance checks to be performed on plant and equipment:</u> Daily checks on Boom Lifts and Scissor lifts. Monthly checks on plant and equipment.</p>
<p><u>Personnel qualifications & experience required:</u></p> <ul style="list-style-type: none"> • Experienced in the industry • Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery 	<p><u>Protective equipment to be used:</u> Safety boots, gloves, hardhat, Safety Harness, life lines, vest and any other PPE required to perform the process in a safe manner.</p>
<p><u>Supervision and inspection to be provided:</u> Builder's Site Manager and</p>	<p><u>Name of person inspecting protective equipment:</u> Operators & Site Foreman</p>
<p><u>Training and instruction to be provided:</u></p> <ul style="list-style-type: none"> • Site induction, general induction & toolbox meeting • Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery. 	<p><u>Warning Signs and Control Measures:</u> Safety barriers or bunting where applicable to cordon off area(s) where work is being undertaken</p>
<p><u>Engineering details/Certificates/WorkCover approvals:</u></p> <ul style="list-style-type: none"> • Compliance with AS 1742.3 traffic management. • Compliance with AS 2250.1 Boom/Scissor lift • Hazardous substances- Legislation • Compliance with WorkCover competency standards for certification. • Engineer certificate(s) to be supplied by Builder 	<p><u>Details of emergency procedures:</u> As per Builder's emergency evacuation procedure</p>

<p>Manual Handling, Plant & Equipment, Tools (Impact, Crush, Entangle) Working at Heights (Falling, Falling Objects) Confined, Isolated Spaces (Dust, Fumes, Gases Lighting, Ventilation) Electrical Hazardous Substances,</p>	<p>Dangerous Goods Noise, Vibration Excavation, Trenches Access Egress (Slipping, Tripping, Public Interface) Traffic Vehicles Radiation, UV,</p>	<p>Temperature Pressure, Compressed Air Fire, Hot Work Biological</p>
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Location of works:		Work Process: Grouting of joints to precast concrete panels &/or precast concrete beams		Subcontractor: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Prepared By:			Reviewed:		Company: Date:
Company Name:			Approved:		Company: Date:
POSSIBLE RESULTS		Kill or cause permanent disability or ill health	Long term illness or Serious injury	Medical attention and several days off work	
Very likely could happen frequently		1	1	2	
Likely could happen occasionally		1	2	3	
Unlikely could happen but only rarely		2	3	3	
ID No.	Section A Break down of Work Process into Activities /Tasks	Section B Hazard Identification (Identify the potential hazards associated with the work activity/task (i.e. what can cause harm) using the following common hazards as a prompt	Section C Risk Analysis & Asses. (1,2or3)	Section D Risk Control Identify potential control measures to be implemented using following as a prompt)	Who will ensure this occurs
1	Set up agitator truck and grout pump truck	Impact by plant &/or equipment	3	Certified operators to operate equipment	Operator
		Impact by plant &/or equipment	3	Erect safety barriers &/or bunting where applicable to cordon off all work areas Use appropriate traffic control	Operator
2	Preparing, delivering & finishing grout mix	Falling spoil	3	Erect safety barriers &/or bunting where applicable to cordon off work area	Operator
		Manual Handling	3	Team lifting Training in proper Manual Handling Techniques Use appropriate lifting equipment	Operator
		Noise	3	Use hearing protection	Operator
		Splashing	3	Use eye protection	Operator

<p><u>Job Location:</u> <u>Job No.:</u></p>	<p><u>Plant and equipment to be used:</u> Boom Lifts JLG 45AJ & JLG 40 HA or hired boom/scissor lifts</p>
<p><u>Work Activity / Task:</u> Dry packing precast concrete panels</p>	<p><u>Maintenance checks to be performed on plant and equipment:</u> Daily checks on Boom Lifts and Scissor lifts Monthly checks on plant and equipment.</p>
<p><u>Personnel qualifications & experience required:</u></p> <ul style="list-style-type: none"> • Experienced in the industry • Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery 	<p><u>Protective equipment to be used:</u> Safety boots, gloves, hardhat, Safety Harness, life lines, vest and any other PPE required to perform the process in a safe manner.</p>
<p><u>Supervision and inspection to be provided:</u> Builder's Site Manager and</p>	<p><u>Name of person inspecting protective equipment:</u> Operators & Site Foreman</p>
<p><u>Training and instruction to be provided:</u></p> <ul style="list-style-type: none"> • Site induction, general induction & toolbox meeting • Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery. 	<p><u>Warning Signs and Control Measures:</u> Safety barriers or bunting where applicable to cordon off area(s) where work is being undertaken</p>
<p><u>Engineering details/Certificates/WorkCover approvals:</u></p> <ul style="list-style-type: none"> • Compliance with AS 1742.3 traffic management. • Compliance with AS 2250.1 Boom/Scissor lift • Hazardous substances- Legislation • Compliance with WorkCover competency standards for certification. • Engineer certificate(s) to be supplied by Builder 	<p><u>Details of emergency procedures:</u> As per Builder's emergency evacuation procedure</p>

<p>Manual Handling, Plant & Equipment, Tools (Impact, Crush, Entangle) Working at Heights (Falling, Falling Objects) Confined, Isolated Spaces (Dust, Fumes, Gases Lighting, Ventilation) Electrical Hazardous Substances,</p>	<p>Dangerous Goods Noise, Vibration Excavation, Trenches Access Egress (Slipping, Tripping, Public Interface) Traffic Vehicles Radiation, UV,</p>	<p>Temperature Pressure, Compressed Air Fire, Hot Work Biological</p>
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Location of works:		Work Process: Dry packing precast concrete panels		Subcontractor: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Prepared By:		Reviewed:		Company:	Date:
Company Name:		Approved:		Company:	Date:
POSSIBLE RESULTS		Kill or cause permanent disability or ill health		Long term illness or Serious injury	Medical attention and several days off work
Very likely could happen frequently		1		1	2
Likely could happen occasionally		1		2	3
Unlikely could happen but only rarely		2		3	3
ID No.	Section A Break down of Work Process into Activities /Tasks	Section B Hazard Identification (Identify the potential hazards associated with the work activity/task (i.e. what can cause harm) using the following common hazards as a prompt)	Section C Risk Analysis & Asses (1,2 or 3)	Section D Risk Control Identify potential control measures to be implemented using following as a prompt)	Who will ensure this occurs
1	Set up access equipment	Impact to / by access equipment	3	Certified operators to operate equipment	Operator
		Impact to / by access equipment	3	Erect safety barriers &/or bunting where applicable to cordon off work area Use appropriate traffic control	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	No work to commence in area until work area, including access / egress there to, is made safe by builder	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	Set up access equipment using the '1:1 rule' (i.e. 1.0M away from a 1.0M drop, 2.0M away from a 2.0M drop, & so on)	Operator
2	Preparing, mixing, applying & finishing dry pack mix	Fall from heights	3	Use Boom Lift or Scissor Lift Use / attach safety harness	Operator
		Falling objects	3	Erect safety barriers &/or bunting where applicable to cordon off work area	Operator
		Falling spoil	3	Erect safety barriers &/or bunting where applicable to cordon off work area	Operator
		Manual Handling	3	Training in proper Manual Handling Techniques	Operator

<u>Job Location:</u>	<u>Plant and equipment to be used:</u>
<u>Job No.:</u>	Boom Lifts JLG 45AJ & JLG 40 HA or hired boom/scissor lifts
<u>Work Activity / Task:</u> Washing-down precast concrete panels	<u>Maintenance checks to be performed on plant and equipment:</u> Daily checks on Boom Lifts or Scissor lifts. Monthly checks on plant and equipment.
<u>Personnel qualifications & experience required:</u> <ul style="list-style-type: none"> Experienced in the industry Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery 	<u>Protective equipment to be used:</u> Safety boots, gloves, hardhat, Safety Harness, life lines, vest and any other PPE required to perform the process in a safe manner.
<u>Supervision and inspection to be provided:</u> Builder's Site Manager and	<u>Name of person inspecting protective equipment:</u> Operators & Site Foreman
<u>Training and instruction to be provided:</u> <ul style="list-style-type: none"> Site induction, general induction & toolbox meeting Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery. 	<u>Warning Signs and Control Measures:</u> Safety barriers or bunting where applicable to cordon off area(s) where work is being undertaken
<u>Engineering details/Certificates/WorkCover approvals:</u> <ul style="list-style-type: none"> Compliance with AS 1742.3 traffic management. Compliance with AS 2250.1 Boom/Scissor lift Hazardous substances- Legislation Compliance with WorkCover competency standards for certification. Engineer certificate(s) to be supplied by Builder 	<u>Details of emergency procedures:</u> As per Builder's emergency evacuation procedure

Manual Handling, Plant & Equipment, Tools (Impact, Crush, Entangle) Working at Heights (Falling, Falling Objects) Confined, Isolated Spaces (Dust, Fumes, Gases Lighting, Ventilation) Electrical Hazardous Substances,	Dangerous Goods Noise, Vibration Excavation, Trenches Access Egress (Slipping, Tripping, Public Interface) Traffic Vehicles Radiation, UV,	Temperature Pressure, Compressed Air Fire, Hot Work Biological
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Location of works:		Work Process: Washing-down precast concrete panels		Subcontractor: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Prepared By:			Reviewed:		Company: Date:
Company Name:			Approved:		Company: Date:
POSSIBLE RESULTS		Kill or cause permanent disability or ill health	Long term illness or Serious injury	Medical attention and several days off work	
Very likely could happen frequently		1	1		
Likely could happen occasionally		1	2	3	
Unlikely could happen but only rarely		2	3	3	
ID No.	Section A Break down of Work Process into Activities /Tasks	Section B Hazard Identification (Identify the potential hazards associated with the work activity/task (i.e. what can cause harm) using the following common hazards as a prompt)	Section C Risk Analysis & Asses. (1,2 or 3)	Section D Risk Control Identify potential control measures to be implemented using following as a prompt)	Who will ensure this occurs
1	Set up access equipment	Impact to / by access equipment	3	Certified operators to operate equipment	Operator
		Impact to / by access equipment	3	Erect safety barriers &/or bunting where applicable to cordon off work area Use appropriate traffic control	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	No work to commence in area until work area, including access / egress there to, is made safe by builder	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	Set up access equipment using the '1:1 rule' (i.e. 1.0M away from a 1.0M drop, 2.0M away from a 2.0M drop, & so on)	Operator
2	Washing	Fall from heights	3	Use Boom Lifts or Scissor Lift Use safety harness	Operator
		Falling objects	3	Erect safety barriers &/or bunting where applicable to cordon off work area	Operator
		Electric shock or Electrocutation	3	Ensure all power tools are protected by RCD	Operator
		Splashing & noise	3	Use eye & hearing protection	Operator
		Chemical hazard (if required to be used)	2	Use appropriate PPE and follow MSDS	Operator

<u>Job Location:</u> <u>Job No.:</u>	<u>Plant and equipment to be used:</u> Boom Lifts JLG 45AJ & JLG 40 HA or hired boom/scissor lifts
<u>Work Activity / Task:</u> Removal of temporary propping from precast concrete panels	<u>Maintenance checks to be performed on plant and equipment:</u> Daily checks on Boom Lifts or Scissor lifts. Monthly checks on plant and equipment.
<u>Personnel qualifications & experience required:</u> <ul style="list-style-type: none"> • Experienced in the industry • Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery 	<u>Protective equipment to be used:</u> Safety boots, gloves, hardhat, Safety Harness, life lines, vest and any other PPE required to perform the process in a safe manner.
<u>Supervision and inspection to be provided:</u> Builder's Site Manager and	<u>Name of person inspecting protective equipment:</u> Operators & Site Foreman
<u>Training and instruction to be provided:</u> <ul style="list-style-type: none"> • Site induction, general induction & toolbox meeting • Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery. 	<u>Warning Signs and Control Measures:</u> Safety barriers or bunting where applicable to cordon off area(s) where work is being undertaken
<u>Engineering details/Certificates/WorkCover approvals:</u> <ul style="list-style-type: none"> • Compliance with AS 1742.3 traffic management. • Compliance with AS 2250.1 Boom/Scissor lift • Hazardous substances- Legislation • Compliance with WorkCover competency standards for certification. • Engineer certificate(s) to be supplied by Builder 	<u>Details of emergency procedures:</u> As per Builder's emergency evacuation procedure

Manual Handling, Plant & Equipment, Tools (Impact, Crush, Entangle) Working at Heights (Falling, Falling Objects) Confined, Isolated Spaces (Dust, Fumes, Gases Lighting, Ventilation) Electrical Hazardous Substances,	Dangerous Goods Noise, Vibration Excavation, Trenches Access Egress (Slipping, Tripping, Public Interface) Traffic Vehicles Radiation, UV,	Temperature Pressure, Compressed Air Fire, Hot Work Biological
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Location of works:		Work Process: Removal of temporary propping from precast concrete panels		Subcontractor: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Prepared By:			Reviewed:		Company: Date:
Company Name:			Approved:		Company: Date:
POSSIBLE RESULTS		Kill or cause permanent disability or ill health	Long term illness or Serious injury	Medical attention and several days off work	
Very likely could happen frequently		1	1	2	
Likely could happen occasionally		1	2	3	
Unlikely could happen but only rarely		2	3	3	
ID No.	Section A Break down of Work Process into Activities /Tasks	Section B Hazard Identification (Identify the potential hazards associated with the work activity/task (i.e. what can cause harm) using the following common hazards as a prompt)	Section C Risk Analysis & Asses (1,2 or 3)	Section D Risk Control Identify potential control measures to be implemented using following as a prompt)	Who will ensure this occurs
1	Set up access equipment	Impact to / by access equipment	3	Certified operators to operate equipment	Operator
		Impact to / by access equipment	3	Erect safety barriers &/or bunting where applicable to cordon off work area Use appropriate traffic control	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	No work to commence in area until work area, including access / egress there to, is made safe by builder	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	Set up access equipment using the '1:1 rule' (i.e. 1.0M away from a 1.0M drop, 2.0M away from a 2.0M drop, & so on)	Operator
2	Removing, lowering & stacking prop/s	Fall from heights	3	Use Boom / Scissor Lift &/or Ladder Use safety harness	Operator
		Falling objects	2	Erect safety barriers &/or bunting where applicable to cordon off work area Attach rope to the (outer) shaft of prop to assist with lowering	Operator
		Electric shock or Electrocutation	3	Ensure all power tools are protected by RCD	Operator
		Manual Handling	2	Training in proper Manual Handling Techniques	Operator

<u>Job Location:</u>	<u>Plant and equipment to be used:</u>
<u>Job No.:</u>	Boom Lifts JLG 45AJ & JLG 40 HA or hired boom/scissor lifts
<u>Work Activity / Task:</u> Grouting of dowels via dowel tubes cast into precast concrete panels	<u>Maintenance checks to be performed on plant and equipment:</u> Daily checks on Boom Lifts or Scissor lifts. Monthly checks on plant and equipment.
<u>Personnel qualifications & experience required:</u> <ul style="list-style-type: none"> Experienced in the industry Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery 	<u>Protective equipment to be used:</u> Safety boots, gloves, hardhat, Safety Harness, life lines, vest and any other PPE required to perform the process in a safe manner.
<u>Supervision and inspection to be provided:</u> Builder's Site Manager and	<u>Name of person inspecting protective equipment:</u> Operators & Site Foreman
<u>Training and instruction to be provided:</u> <ul style="list-style-type: none"> Site induction, general induction & toolbox meeting Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery. 	<u>Warning Signs and Control Measures:</u> Safety barriers or bunting where applicable to cordon off area(s) where work is being undertaken
<u>Engineering details/Certificates/WorkCover approvals:</u> <ul style="list-style-type: none"> Compliance with AS 1742.3 traffic management. Compliance with AS 2250.1 Boom/Scissor lift Hazardous substances- Legislation Compliance with WorkCover competency standards for certification. Engineer certificate(s) to be supplied by Builder 	<u>Details of emergency procedures:</u> As per Builder's emergency evacuation procedure

Manual Handling, Plant & Equipment, Tools (Impact, Crush, Entangle) Working at Heights (Falling, Falling Objects) Confined, Isolated Spaces (Dust, Fumes, Gases Lighting, Ventilation) Electrical Hazardous Substances,	Dangerous Goods Noise, Vibration Excavation, Trenches Access Egress (Slipping, Tripping, Public Interface) Traffic Vehicles Radiation, UV,	Temperature Pressure, Compressed Air Fire, Hot Work Biological
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Location of works:		Work Process: Grouting of dowels via dowel tubes cast into precast concrete panels		Subcontractor: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Prepared By:			Reviewed:		Company: Date:
Company Name:			Approved:		Company: Date:
POSSIBLE RESULTS		Kill or cause permanent disability or ill health	Long term illness or Serious injury	Medical attention and several days off work	
Very likely could happen frequently		1	1	2	
Likely could happen occasionally		1	2	3	
Unlikely could happen but only rarely		2	3	3	
ID No.	Section A Break down of Work Process into Activities /Tasks	Section B Hazard Identification (Identify the potential hazards associated with the work activity/task (i.e. what can cause harm) using the following common hazards as a prompt)	Section C Risk Analysis & Asses (1,2 or 3)	Section D Risk Control Identify potential control measures to be implemented using following as a prompt)	Who will ensure this occurs
1	Set up access equipment	Impact to / by access equipment	3	Certified operators to operate equipment	Operator
		Impact to / by access equipment	3	Erect safety barriers &/or bunting where applicable to cordon off work area Use appropriate traffic control	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	No work to commence in area until work area, including access / egress there to, is made safe by builder	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	Set up access equipment using the '1:1 rule' (i.e. 1.0M away from a 1.0M drop, 2.0M away from a 2.0M drop, & so on)	Operator
2	Mixing & pouring grout	Fall from heights	3	Use Boom Lift or Scissor Lift Use safety harness	Operator
		Falling objects / spoil	3	Erect safety barriers &/or bunting where applicable to cordon off work area	Operator
		Electric shock or Electrocutation	3	Ensure all power tools are protected by RCD	Operator
		Splashing, product contact & dust (mixing)	3	Use eye protection, gloves & dust mask	Operator
		Manual Handling	3	Training in proper Manual Handling Techniques	Operator

<u>Job Location:</u>	<u>Plant and equipment to be used:</u>
<u>Job No.:</u>	Boom Lifts JLG 45AJ & JLG 40 HA or hired boom/scissor lifts
<u>Work Activity / Task:</u> Installation &/or removal of fixing brackets to precast concrete panels	<u>Maintenance checks to be performed on plant and equipment:</u> Daily checks on Boom Lifts or Scissor lifts. Monthly checks on plant and equipment.
<u>Personnel qualifications & experience required:</u> <ul style="list-style-type: none"> Experienced in the industry Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery 	<u>Protective equipment to be used:</u> Safety boots, gloves, hardhat, Safety Harness, life lines, vest and any other PPE required to perform the process in a safe manner.
<u>Supervision and inspection to be provided:</u> Builder's Site Manager and	<u>Name of person inspecting protective equipment:</u> Operators & Site Foreman
<u>Training and instruction to be provided:</u> <ul style="list-style-type: none"> Site induction, general induction & toolbox meeting Boom lift or scissor lift operators to have appropriate certificate of competency to operate machinery. 	<u>Warning Signs and Control Measures:</u> Safety barriers or bunting where applicable to cordon off area(s) where work is being undertaken
<u>Engineering details/Certificates/WorkCover approvals:</u> <ul style="list-style-type: none"> Compliance with AS 1742.3 traffic management. Compliance with AS 2250.1 Boom/Scissor lift Hazardous substances- Legislation Compliance with WorkCover competency standards for certification. Engineer certificate(s) to be supplied by Builder 	<u>Details of emergency procedures:</u> As per Builder's emergency evacuation procedure

Manual Handling, Plant & Equipment, Tools (Impact, Crush, Entangle) Working at Heights (Falling, Falling Objects) Confined, Isolated Spaces (Dust, Fumes, Gases Lighting, Ventilation) Electrical Hazardous Substances,	Dangerous Goods Noise, Vibration Excavation, Trenches Access Egress (Slipping, Tripping, Public Interface) Traffic Vehicles Radiation, UV,	Temperature Pressure, Compressed Air Fire, Hot Work Biological
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Location of works:		Work Process: Installation &/or removal of fixing brackets to precast concrete panels		Subcontractor: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Prepared By:			Reviewed:		Company: Date:
Company Name:			Approved:		Company: Date:
POSSIBLE RESULTS		Kill or cause permanent disability or ill health	Long term illness or Serious injury	Medical attention and several days off work	
Very likely could happen frequently		1	1	2	
Likely could happen occasionally		1	2	3	
Unlikely could happen but only rarely		2	3	3	
ID No.	Section A Break down of Work Process into Activities /Tasks	Section B Hazard Identification (Identify the potential hazards associated with the work activity/task (i.e. what can cause harm) using the following common hazards as a prompt)	Section C Risk Analysis & Asses (1,2 or 3)	Section D Risk Control Identify potential control measures to be implemented using following as a prompt)	Who will ensure this occurs
1	Set up access equipment	Impact to / by access equipment	3	Certified operators to operate equipment	Operator
		Impact to / by access equipment	3	Erect safety barriers &/or bunting where applicable to cordon off work area Use appropriate traffic control	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	No work to commence in area until work area, including access / egress there to, is made safe by builder	Operator
		Open trenches, excavations, unprotected edges, uneven or soft terrain, or the like	3	Set up access equipment using the '1:1 rule' (i.e. 1.0M away from a 1.0M drop, 2.0M away from a 2.0M drop, & so on)	Operator
2	Marking out, drilling, installing / removing bracket	Fall from heights	3	Use Boom Lift or Scissor Lift Use safety harness	Operator
		Falling objects	3	Erect safety barriers &/or bunting where applicable to cordon off work area	Operator
		Electric shock or Electrocutation	3	Ensure all power tools are protected by RCD	Operator
		Dust	3	Use eye protection & dust mask	Operator
		Manual Handling	3	Training in proper Manual Handling Techniques	Operator

7.0 SKILLS AND COMPETENCIES

Procedure:

..... will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

Assessment:

..... will undertake a training/competency assessment of all employees prior to the commencement of work on the nominated site. The assessment will be recorded. Where skill deficiencies are detected appropriate training will be provided *before* work commences so that employees can perform their designated duties safely.

Selection and Use:

- The Skills/Competency Assessment Register will be provided to the appropriate Principal Contractor's representative on site for review.
- Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.
- Where workers are unskilled in the required task appropriate training will be provided prior to commencement of the work
- **Day Labour** will be used only when the nominated worker/s satisfy the level of competency required to undertake the required task or when appropriate training can be provided prior to commencement of the work. Proof of the competency of Day Labour must be detailed in the Skills/Competency Assessment Register provided.

Skills/Competency Assessment Register				
Employee name	Skills, Competencies and Experience (e.g. tickets/qualifications)	Work to be undertaken on this project	Any deficiencies in skills & competencies.	What additional training is required before work can commence?
	[] Years Experience	The sealing of joints between precast concrete panels, the patching of chipping and other general repairs to precast concrete panels and/or precast concrete beams, the reduction of differential hogging to precast concrete panels, the grouting of joints to precast concrete panels and/or precast concrete beams, the dry packing of precast concrete panels, the washing-down of precast concrete panels, the removal of temporary propping from precast concrete panels, the grouting of dowels via dowel tubes cast into precast concrete panels and the installation and/or removal of fixing brackets to precast concrete panels	No	Completed Yes/No Date Completed .../.../.....
	[] Years Experience	'As above'		Completed Yes/No Date Completed .../.../.....

8.0 OHS INDUCTION

Procedure:

..... will ensure that persons carrying out the nominated work have relevant training including Occupational Health and Safety (OHS) Induction Training. Workers will not carry out construction work until they have received the minimum requirements for OHS induction training:

1. Industry (general) induction;
2. Work Activity OHS induction; and
3. Site Specific OHS Induction.

Selection and Use:

- All workers will receive the above three minimum OHS induction training requirements before work on site commences and a record of the training provided

Induction Register					
Company Name: _____ Project: _____ Date: _____					
Name	Course Description 1,2 or 3	Card No./ Reg No.	Date of Course	Duration	Conducted by

9.0 WORKERS COMPENSATION & REHABILITATION

Procedure:

.....will provide Workers Compensation Insurance for all employees and other persons deemed to be employees under the Workers Compensation Act 1987. The trade and occupation of each employee on site and their salaries will be recorded. A record of the insurance will be provided together with an attached *current* copy of the policy details issued by the insurer.

Assessment:

Where contractors are engaged to carry out work their ability to be considered an “employee/s” under the Workers Compensation Act 1987 will be assessed.

Workers Compensation	
Company:	_____
Person Responsible for Processing Claims:	_____ Phone No.: _____ Mobile No.: _____
Name of Insurer:	_____ Address: _____ _____ Phone No.: _____ Policy No.: _____ Expiry Date:...../.../.....

Rehabilitation	
Name of Rehabilitation Co-coordinator:	_____ Phone No.: _____ Mobile No.: _____
Name of Rehabilitation Provider:	Company : _____ Contact : _____ Phone No. : _____

10.0 HAZARD REPORTING

Procedure:

..... will encourage all employees to report hazards immediately and assist on site to investigate all reported hazards and document corrective actions. Corrective actions will be signed off when completed. A Hazard Report will be issued on the 'Hazard Report' form where hazards cannot be corrected immediately.

..... will issue a Hazard Report form to all supervisory personnel and safety committee representatives. A number of forms for employee use will be placed in the appropriate crib shed.

Assessment:

When a hazard is identified in the workplace a Risk Class will be assessed immediately using the categories outlined in the hazard identification and risk assessment section of the SubbyPack. The Risk Class will determine the appropriate level of response required to protect the health and safety of workers – i.e. immediate, within 24 hours, within 48 hours and so on.

Corrective Actions:

- The Hazard Report will be signed by the inspection team leader and presented to the supervisor if he/she is not part of the team.
- The above mentioned supervisor shall sign off the report when satisfied that all items on the report have been satisfactorily actioned. Copies of the signed off reports will be recorded in this Safety Management Plan.

Hazard Report

Company: Project: Date: .../.../.....

Submitted by: Signature: Submitted to:

The following hazard has been identified in relation to your work: _____

Risk Level: Class 1 (High) []

Class 2 (Medium) []

Class 3 (Low) []

Location: _____

To be Completed by Supervisor

Action Required: _____

By Whom:By When: Immediate Within 24 hrs Within 7 days

Corrective Action Completed by: Time:..... Date: .../.../..... Signature:

Confirmed by: Signature:

11.0 ELECTRICAL EQUIPMENT REGISTER

Electrical Equipment Register

_____ Project: _____ Date: _____
Insert company name

Equipment Description	Manufacturer	Serial No.	Date of Inspection & test	Date for next inspection & test	Signature	Certificate No.

12.0 HAZARDOUS SUBSTANCES REGISTER

Hazardous Substances Register						
<p style="text-align: center;">_____ Project: _____ Date: _____</p> <p style="text-align: center; font-size: small;">Insert company name</p> <p>The following hazardous substances have been approved and will be brought on-site:</p>						
Product Name	Unit No.	Max quantity	Location/s on site	Type of application	Current MSDS available	(Principal Contractor Use Only) Approved for use by

13.0 PLANT AND EQUIPMENT REGISTER

Plant and Equipment ID Register

_____ **Project:** _____ **Date:** _____
Insert company name

The plant listed below will be brought onto site and operated under our control. None of the listed mobile plant will be operated, or static plant used, until appropriate plant inspection and maintenance records have been provided to the Principal Contractor. The form/s will be submitted on the first day of every month where plant is on-site for more than one month. All inspection and maintenance records will as a minimum standard comply with the manufacturers recommendations or relevant Australian Standard where appropriate (e.g. AS 2550 for cranes).

The following *static* (e.g. scaffold) or *mobile* (e.g. Manatou) plant will be used on site:

Type	Static (s)/ Mobile (m)	Make	Plant No.	Purpose (use on site)	Inspection Frequency	Inspected by who (qualified person)	Check List Record (What form?)
							Form Sighted
							Form Sighted
							Form Sighted
							Form Sighted



HIRED-IN PLANT INSPECTION REPORT

(Cranes Excepted)

Location:**Date:**

Owner:**Unit/fleet No:****SMU:**.....

Make:.....**Model:****S/No:**.....

The following items are *minimum* requirements:

R.O.P.S. CANOPY (except for Road Trucks, Drills, Excavator)..... Yes/No

All Safety Guards Fitted?..... Yes/No

Seatbelt fitted and in good condition?..... Yes/No

Fire extinguisher fitted and charged?..... Yes/No

Reverse alarm operation?..... Yes/No

All vehicle system operational?..... Yes/No

Carry out the following checks and list other defects on the reverse side	Action to be undertaken/Comments Tick if correct
Engine	
Water leaks	
Radiator Hose and Clamps	
Radiator Core Condition	
Veebelt Condition and Adjustment	
Fan Hum Bearings	
Oil Leaks	
Air Intake Hoses and Clamps	
Air Cleaner Indicator Level	
Mountings	
Battery Condition	
Drive Train	
Transmission Oil Leaks	
Wheel Hub Oil Leaks	
Wheel Nuts and Locks	
Front and Rear Drive Line Condition	
Vehicle System	
Steering linkages	
Articulation Bearings and Retainers	
Main Frame Cracks	
Air Leaks	
Drain Air Tanks	
Hydraulic Operation	
Hydraulic Oil Leaks	
Service/Park Brake Operation	
Cab	
Steps/Grab Rail	
General Cab Condition	
Lights (Head, Tail and Dash)	
Warning Lights and Gauges	
Control Linkages	
Air Conditioner Operation	

HIRED-IN PLANT INSPECTION REPORT

TYRE ASSESSMENT

Tyres - Record Serial Number and Tread Depth:

POS.1 (LF).....mm..... POS.2 (RF)mm.....
POS.3 (LRO).....mm..... POS.4 (LRI)mm.....
POS.5 (RRI).....mm..... POS.6 (RRO)mm.....

Attachments Fitted/Included:

Condition of Bucket, Bowl, Blade, Body:

Other Comments:

Inspected by:Signature

Qualifications:Date:/...../.....

Certification by Responsible Person:

I Certify that the described plant is to the manufacturers specifications and is being serviced and maintained by competent personnel to the manufacturers recommendations.

Signature: Date:

Print Name: Position:

Plant Certification Report

Tick the appropriate category

Mobile plant

Static plant

Project: _____ **Contractor:** _____

Responsible Person: _____

Work performed for: _____ **Of:** _____

Full Details of Work Performed

Inspection Report

Certification:

The work described above is complete and the equipment is considered to meet the manufacturers specifications and is deemed safe to be put into service.

Name of Responsible Person:**Signature:**

Qualifications:**Date:**

14.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Procedure: Where other means of protection are not practicable will supply clothing or equipment designed to protect parts, or all, of the body. This equipment may include: gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun cream, safety belts and harnesses.

Assessment: During the development of control measures for Job Safety Analysis the “Best” to “Worst” guide to controls outlined in the Job Safety Analysis section of Safety Management Plan will be used to help minimise reliance on PPE.

Selection and Use:

- will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Australian Standard. Proof of Australian Standard compliance will be provided, e.g. labelling.
- Each employee will be instructed and or trained in the correct use of each PPE item prior to use.

15.0 FIRE PROTECTION

Procedure: The Project Manager, or his/her representative, shall ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.

..... will ensure all personnel carrying out hot work have a fire extinguisher close-by, are fully trained in the use of extinguishers and that adequate evidence of such training is provided before work commences

..... will ensure that all mobile plant is fitted with an appropriate fire extinguisher.

Inspection:

..... will check the “charge level” of all of our fire extinguishers prior to arrival on site. All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851. Combustible materials will not be allowed to accumulate in work areas to prevent a fire risk.

- All personnel carrying out hot work will be fully trained in the use of extinguishers and a record of the training provided in the appropriate register.
- All personnel will be made aware of the site specific emergency procedure and emergency service phone numbers shall be clearly displayed at a central phone location.

16.0 TOOL BOX TALKS

Procedure:

Occupational Health and Safety Legislation requires the identification of potential workplace hazards, the assessment of the risk of the hazard and the development of controls to eliminate, or minimise, the risk. To assist in hazard identification and the development of controls employees will attend a Tool Box Talk conducted by at agreed intervals.

All Tool Box Talks will be recorded on ‘Record of Tool Box Talk’ form and signed off by participants. Any corrective action will be followed up and signed off by the nominated person.

Participation:

..... recognise the involvement of workers as essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur. Tool Box Talks will be used to help manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the project. Where required specific safety issues will be raised, accidents reviewed, Job Safety Analysis developed and presented for evaluation and familiarisation or safety alerts discussed.

Tool Box Talks will be used to induct workers into and “sign off” their understanding of the controls provided in Job Safety Analysis for the specific work in which they will be involved.

Record of Tool Box Talk			
Workplace:		Date:	
Supervisor/presenter:			
Subject:		Duration:	
Persons Present			
Print Name	Signature	Print Name	Signature
Comments & points raised:			
Corrective Action	Action by	Action Complete	
		Sign off	Date

17.0 FIRST AID & ACCIDENT INVESTIGATION

Procedure:

..... will rely on the provision of First-aid services by the Principal Contractor.

First Aid Personnel and Location of First-aid:

The qualified First-aid person/s on site is _____
Name

The nearest First-aid box/room/shed to the work in progress is _____

Reporting:

All injuries will be reported to the appropriate First Aid Officer on site. Injuries will be recorded in the Site Injury Register..

Records will be kept for a minimum of 5 years. Where the injury results in an absence from the workplace of 7 days or more the injury and its circumstances will be reported to the WorkCover Authority using the appropriate form.

Investigation:

Where appropriatewill assist in investigating all accidents

Accidents will be reported by:

18.0 APPENDIX (INSURANCE CERTIFICATES & MSDS)

Insurance Certificates of Currency

- Workers Compensation
- Public Liability

Material Safety Data Sheets

- Sealing Materials
 - Non-Firerated joint filler (Polyurethane based)
 - Firerated joint filler (Acrylic based)
 - Firerated joint filler (Polyurethane based)
 - Backing rods (Closed / open cell)
- Patching / Grouting Materials
 - Cement (Builders & Off White)
 - Bonding agent(s)
 - Plasticisers / admixtures
 - Epoxy adhesive / filling paste
 - Patching compound(s)
 - Vermiculite
 - Gypsum
 - Construction grout
- Cleaning Solution(s)
- Fuel(s)
 - Petroleum
 - Diesel