



PROJECT SAFETY PLAN

Project Title:			
Client:			
Job No:		MJB Ref No:	
Master Document Ref:		Site Document Ref:	
Date:		Date:	

Approved by:

SAFETY MANAGER
MICHAEL BRENTON
MJB Waterways Pty Ltd

SITE MANAGER
MJB Waterways Pty Ltd

Controlled Copy No:	02
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Copy 01 – Head Office Master	Copy 02 – Builder's Copy	Copy 03 – MJB Waterways Site Copy
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1.0 INTRODUCTION

This document outlines the safety management strategy to be utilised by MJB Waterways Pty Limited during the course of the plumbing contract on the following project:

Project:

Managed by:

MJB Waterways Pty Limited will provide Michael Brenton as the person on site responsible for the following:

- Monitoring employees and subcontractors
- Identifying, assessing and documenting on-going site risks
- Identifying OH&S training needs
- Ensuring that training is carried out
- Attending and disseminating safety committee findings
- Managing employee rehabilitation

The period of time with which the work will be undertaken is as nominated in the contract document.

The peak number of employees on site will be 6.

It is the intent of MJB Waterways Pty Limited to conform to the relevant Acts, Regulations and Codes being OH&S Act 2000, OHS Regulation 2001, Plumbing Code AS3500 and Gas Code AG601.

The document is not designed to replace the Schedule of Health Safety & Environmental requirements as stated in the Special Conditions of Contract, but will be used to provide verification of the actions of Axis Plumbing in relation to these requirements

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

Scope of Works:

HYDRAULICS

2.0 SAFETY POLICY

At MJB Waterways Pty Limited, our Occupation Health and Safety and Rehabilitation Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees.

The objectives of our safety policy are:

- To establish measurable targets to ensure continued improvement aimed at achieving an accident and injury free workplace.
- To comply with legislation, standards, codes and other accepted industry guidelines.
- To make health and safety an integral part of every managerial and supervisory position.
- To ensure health and safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/ incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our health and safety management is dependent on:

- Pro-active planning of all work activities with due consideration given to implementing OH&S controls that are suitable to each given situation.
- Understanding the total work process and associated OH&S risks.
- Ensuring the team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees.

MICHAEL BRENTON

Managing Director

Date: 22/02/2011

MJB Waterways Pty Ltd

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3.1 ROLES AND RESPONSIBILITIES DEFINED

MANAGING DIRECTOR

Michael Brenton has the overall responsibility for the management of safety for all the companies operations. The manager will be responsible for:

- Reviewing and evaluating health and safety reports and statistics.
- Reviewing and evaluating quantifiable health and safety targets. Ensure the necessary resources are available for the effective implementation of the companies Health and Safety systems.
- Reviewing and evaluating major accident reports to ensure all action has been taken to prevent recurrence.
- Promoting and maintaining the company's ongoing determination to improve its performance in health and safety, both internal and external.

MICHAEL BRENTON

Managing Director

Date: 22/02/2011

CONSTRUCTION & SAFETY MANAGER NSW

Michael Brenton has the responsibility for ensuring that the project supervisors are implementing and maintaining the company's health and safety procedures at the project level.

- Develop and implement a Project Health and Safety Plan.
- Review health & safety plans / safe work methods submitted by subcontractors ensuring that acceptable standards are proposed and maintained.
- Ensure that the Project Health & Safety procedures & SWMS are communicated and implemented.
- Conduct inspections of the work place to ensure the observance of Health & Safety standards, & take corrective measures as required.
- Ensure all incidence injuries, work related illness & dangerous occurrences are investigated, recorded & recommendations made.
- Ensure adequate protective clothing & equipment is being used correctly by all persons in the work place.
- Encourage worker participation in reporting hazards.
- Be aware of all the relevant Statutory Authority Regulations, Acts & Codes.
- Notify the relevant authorities, senior management & where required the principal contractor, of all noticeable accidents & incidents.
- Assist in rehabilitation & ensure that the necessary support is given to the injured worker to enable an early return to work.
- Chair safety discussions as a progressive operation within the business at our weekly head office meetings. Ensure updates to the safety system are circulated.

Construction & Safety
Manager NSW

Date: 22/02/2011

SITE MANAGER

Michael Brenton is responsible for safety on the project and duties include:

- implementing the company Occupational Health Safety and Rehabilitation procedures;
- using the principles of the Hierarchy of Controls in all design, fabrication and construct activities to minimise the risk to all personnel in the workplace;
- carrying out a design review with the Principal Contractor's project team to assist in the identification of further risk reduction controls measures.
- participating in the planning and design stages of trade activities;
- 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;
- Ensure all site files are returned to head office. Employee information ie, (Accidents / Training records) to be filed in individual personnel file. All project information to be achieved with project files.
- monitoring compliance with safe work methods (controls);

MICHAEL BRENTON

Site Manager

Date: 22/02/2011

GENERAL FOREMAN / DAY FORMAN

The foreman responsible for safety on the project and duties include:

- implementing the company Occupational Health Safety and Rehabilitation procedures;
- observing all OH&S requirements
- ensuring that all works are conducted in a manner safe and without risk to employees health and safety;
- planning to do all work safely;
- providing advise and assistance on OH&S to all employees;
- participating in the planning and design stages of trade activities;
- ensuring current OH&S requirements are met in the workplace;
- identifying OH&S training programs in advance and allow for employee/s identified as requiring training to attend the training;
- Actioning safety reports and carrying out workplace inspections;
- preparing and participating in safety meetings and safety programs;
- facilitating the preparation of Work Method Statements and Job Safety Analysis for the trade;
- insisting and ensuring on safe work practices at all times;
- investigating hazard reports and ensuring that corrective actions are undertaken;
- conducting project inductions, toolbox talks and daily team briefings;
- participating in accident/incident investigations;
- leading by example and promoting OH&S at every opportunity;
- supervising and ensuring compliance with safe work procedures;
- providing suitable employment to assist rehabilitation initiatives;
- stimulating a high level of safety awareness at all times;

SIGNATURE

PRINT NAME

Date: / /

EMPLOYEE RESPONSIBILITIES

The following employee responsibility statement will be signed by each employee.

All employees are responsible for:

- Working in a manner that will not endanger yourself or any other person.
- Using protective clothing or equipment as provided by the employer.
- Reporting to the supervisor, or safety committee immediately of unsafe conditions or activities, dangerous occurrences or injury in the workplace.
- Assisting new employees in the proper work procedures & practices.
- Not using any defective or damaged protective clothing, equipment, but return the item to the supervisor for replacement.
- Not removing or interfering with anything that has been provided in the interest of health & safety in the workplace.
- If in doubt in any item on Health & Safety, which could affect yourself, or any other person, check first with your Supervisor.

DISCIPLINARY ACTION

On the first occasion where poor safety performance becomes a matter of concern, the immediate foreman shall speak to the employee and remind him of the company disciplinary procedures, and that this is the first warning. The foreman shall record such interviews in a diary as well giving notice of the cautionary interview to the Site Manager, should the person be an employee of a Subcontractor, the Subcontractor's supervisor will be informed of the breach.

If poor safety performance persists, the employee shall be interviewed (this may take place in the presence of the Safety Committee or union delegate) and then given a written warning summarising the particulars of the issue and necessary desired changes.

Where a period of three months has lapsed after issuing of a final written warning and MJB Waterways has no cause to take further action, the warning will be revoked and the employee notified accordingly.

Failure by an employee to effect the desired improvement after issue of this final written warning, the employee may be stood down or given notice of dismissal and the union delegate informed.

In respect of Subcontractors who fail to carry out their obligations or comply with safety instructions, the Project Manager shall take the appropriate action required by the terms of the contract.

Persons will be instantly dismissed or removed from site for acts of sabotage or theft, particularly where the Health and Safety of employees are placed at risk.

SIGNATURE

PRINT NAME

Date: / /

NOTE: *Signed employee responsibility statements will be kept in their individual personnel file and ticked off on the Staff Skills & Competencies Register.*

4.0 EMPLOYEE SKILLS AND COMPETENCIES

Procedure:

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

Assessment:

An Employee Training Register will be filled in by each employee, detailing training courses the employee has successfully completed. The 'Staff Skills & Competencies Register' will be ticked off and updated according to all Employee Training Registers. 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 Staff Skills & Competencies Register will be provided to 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 and recorded on a Training Attendance Register.
- Copies of all training certifications will be kept in the 'Staff Training Folder' kept at Head Office.

EMPLOYEE TRAINING REGISTER

Having regard to MJB Waterways commitment to ongoing OH&S and company development, please complete and return this form, to enable us to collate and establish the full extent of existing experience and training etc. The information will then be used to assist in the development of both company and individual requirements.

Name of Employee:

Training Courses Attended

Course Name	Details of course attended. TAFE, etc.	Approx. date attended	Tickets Attained
Green Card			
Manual Handling			
Plumbing Trade Certificate			
Restricted Electrical			
Thermostatic Mixing Valve			
Elevated Work Platform			
RPZD			
Excavator/Backhoe			
Scaffold Erection			
First Aid			
Welding			
Forklift			
Power Tools			
Rehabilitation			
OH&S Supervisors			
MJB Waterways Induction			
JSEA Writing			
Electrical Tagging			
OH&S Consultation			
Explosive Power Tools			

SIGNATURE

Date: / /

NOTE: Signed Employee Training Registers will be kept in each individual personnel file

TRAINING ATTENDANCE REGISTER

Course Name:			
Course Location:		Date:	

	Name of Participants	Position	Hours attended	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Training Company		Name of Trainer(s)	Length of Course (Hours)
	1		

NOTE: *This register is kept in the 'Staff Training Folder' at Head Office*

4.1 STAFF SKILLS AND COMPETENCIES REGISTER

5.0 RESPONDING TO ACCIDENTS & INJURIES

Procedure:

MJB Waterways will rely on the provision of First-Aid services by the principal contractor.

Where will provide First-Aid services, the following minimum requirements will be undertaken and personnel provided.

Place of work and no. of persons on the job	First-Aid room	Type of kit required			Type of certificate required		
		Kit A	Kit B	Kit C	First-Aid Certificate	Occupational First-Aid Certificate	None
<i>For Construction</i>							
100 or more	•					•	
25 - 99		•			•		
24 or less			•				•

First Aid Personnel and Location of First-Aid:

The qualified First-Aid person/s on site is:

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 and by a safety representative of MJB Waterways on form MJBOHS01. Reporting requirements will include:

1. Incidents involving a fatality or serious injury or illness will be reported to WorkCover immediately and the Workers Compensation Insurer within 48 hours.
2. Other incidents involving injury or illness where workers compensation is payable or may be payable MJB Waterways will notify the Workers Compensation Insurer within 48 hours.
3. Serious incidents that are immediately life threatening but result in no injury or illness, e.g. the collapse of an excavation with no injury will be reported to WorkCover immediately.
4. Other incidents that are not immediately life threatening, e.g. exposure to specific substances such as asbestos, will be reported to WorkCover within 7 days

Records will be kept for a minimum of 7 years or 30 years where exposure to a carcinogenic substance occurs, e.g. asbestos.

Investigation:

MJB Waterways will investigate all accidents within 24 hours.

Investigation will be recorded on the Accident Investigation form OHSMJB02.

Accidents will be recorded by: **(Foreman)**

Accidents will be investigated by: Michael Brenton **(Site Manager)**

Accidents will be reported to WorkCover by: **Melanie Brenton (Office Manager)**

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REGISTER OF INJURY

Details of Injured Person:					
Name:		Surname:			
Sex (M/F):		Date of Birth:	/	/	
Address:					
Suburb:		State:		Postcode:	

Accident Incident Details			
Date of Injury	/ /	Time of injury	AM / PM
Task/ operation undertaken at the time of injury			
Physical location (area) where injury occurred			
Type of injury(e.g. bruise, cut, fracture, grit in eye)			
Part of body injured			
Cause of injury (what happened)			
Treatment given/ Action taken			

Person completing this form:			
Name:		Given Name:	
Date:	/ /	Contact Number:	
Did the worker cease work? Yes/No		What time?	AM / PM
Has a referral for further treatment been issued? Yes/No			

ACCIDENT INVESTIGATION REPORT

NOTE: A separate form should be completed for each person injured.

This investigation is aimed at identifying causes, not attributing blame. All investigating personnel should be trained in investigation techniques.

Reference No. _____ Injury Damage Near Miss

1. **Project:** _____

2. Personal Details

Surname			First Name			Other Initials			
Date of Birth		Gender	Preferred Language			Contact No.			
Day	Month	Year	M/F						

3. Occupation/Job Title & Details

			How long at this Occupation/job		
Description of occupation or job title			Day	Month	Year
Main tasks performed			Training provided:		
			<input type="checkbox"/> Induction.		
			<input type="checkbox"/> Trade/task specific.		
			<input type="checkbox"/> Both of the above.		
			<input type="checkbox"/> Neither of the above.		

4. Time & Date of Damage/Acc/Near Miss

	am/pm						
		Day	Month	Year			

Time & Date Report Received

	am/pm						
		Day	Month	Year			

5. Accident Results

- | | | |
|---|---|--|
| <input type="checkbox"/> Fatal | <input type="checkbox"/> Hospital inpatient | <input type="checkbox"/> Doctor only |
| <input type="checkbox"/> First aid only | <input type="checkbox"/> Property damage | <input type="checkbox"/> Nil (injury/damage) |

Nature of injury, disease or damage:

Nature		
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Location of injury, disease or damage:

Nature		
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6. Outcome (Questions to be answered, as information becomes available)

Rehabilitation	Date of Resumption					
<input type="checkbox"/> Not Required	Short-term alternate duties	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>				
<input type="checkbox"/> Required	Permanent alternate duties	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>				
	Normal duties	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>				
		Day Month Year				
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>					Total number of days lost.	
<input type="checkbox"/>	Government report completed and sent.					

Investigation undertaken.

7. Description of Incident (include any particular chemical, product, process equipment involved)

What was the worker doing at the time? _____

Name/s of witnesses	Signature of worker	Date:

Mechanism of injury

How exactly was the injury, disease or damage sustained?

Breakdown agency Code

What happened? (undesired event)

Reconstruct the sequence of events that led to the undesired event.

1.	4.
2.	5.
3.	6.

List contributing factors

Investigating

Person:

Name

Position

Signature

Date investigation conducted:

Day

Month

Year

9. Corrective Action Undertaken: _____

Estimated Cost of Incident: \$	Estimated Cost of Correction: \$
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10. Manager's Comments: (manager, employer or Principal Contractor to sign and date)

Signature:	Date:
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11. Safety Co-ordinator's Comments: (sign and date)

Signature:	Date:
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6.0 WORKERS COMPENSATION & REHABILITATION

Workers Compensation	
Company:	MJB Waterways Pty Ltd
Person responsible for processing claims:	Melanie Brenton Phone No: (02) 9540 4551 (M) 0406 075 991
Details of Insurer:	GIO Workers Compensation (NSW) Ltd PO BOX 3915 Sydney NSW 2001 Phone No: 13 10 10 Policy No: WC713893157 Expiry Date: 19/03/11
NOTE: A copy of <i>current</i> Workers Compensation certificate of currency is attached.	

Rehabilitation Policy:

- Commitment to preventing injury and illness by providing a safe and healthy working environment.
- Commitment to ensuring that the occupational rehabilitation process is commenced as soon as possible after an occupational injury or occupational illness in a manner consistent with medical judgment.
- Commitment to ensuring that return to work as soon as possible by an injured worker is a normal practice and expectation.
- Commitment to providing where possible, suitable duties / employment for an injured worker, as an integral part of the rehabilitation process.
- Commitment to consulting with our employees , and where necessary, any industrial union of employees representing them, to ensure that our rehabilitation programmes operate efficiently.
- Commitment to ensuring that participation in a rehabilitation programme will not, in itself, disadvantage an injured worker.

MICHAEL BRENTON
Managing Director

Date: 22/02/2011

6.1 REHABILITATION PROCEDURE

Occupational rehabilitation is the process of restoring an injured employee to pre-injury status or to as near as possible to pre-injury status.

At MJB Waterways, we comply with the legal requirements in NSW relating to rehabilitation. The procedure involving rehabilitation is as follows:

1. Injury occurs
2. First-aid and medical attention is provided
3. If worker is sent to a doctor, he must have form MJHBOHS10 completed by his treating doctor
4. Register of Injuries (Form MJBOHS01) is completed regarding the injury
5. Site Supervisor is to notify the office i.e. Melanie Brenton
6. Our workers compensation insurer is notified within 48hours (by office)
7. Both Office and Site Supervisor is to maintain communication with the employee while the employee is off work
8. Michael Brenton the rehabilitation co-ordinator is to write up a Return to Work plan
9. This plan is always performed in consultation with the injured worker's doctor and is regularly monitored and reviewed by the rehabilitation co-ordinator. Physical restrictions, suitable duties, hours worked and supervision arrangements are clearly outlined in the RTW plan

The employee's responsibilities:

- Take reasonable care in the performance of work so as to prevent work-related injuries to themselves and others
- Participate in the establishment of an injury management plan and to comply with those obligations.
- Co-operate in reasonable changes in the workplace which are designed to assist the return to work of fellow workers
- Notify the employer of any injury as soon as possible

WORK CAPABILITIES CERTIFICATE

I have examined
 and consider that he/she has the following condition

1. He/she is fit to resume normal duties YES/NO
2. He/she is partially fit and capable of performing selected duties with the following limitations:
 - Visual tasks only e.g. inspection
 - A job that does not involve manual handling
 - Lifting weights of not more than kg (e.g. very light 2 -5 kg, light 5 -10 kg, medium 10 – 15 kg)
 - Work not involving repetitive bending
 - Light bench work only
 - Sitting position only
 - No work on ladders or on unguarded heights
 - No repetitive bouncing/jostling in machinery
 - No broken or uneven ground
 - Alternative duties as selected by the Occupation Health Nurse
 - Other

3. He/she will be reassessed on
4. He/she has been referred to:
 - SPECIALIST
 - SPECIALTY.....
 - PHYSIOTHERAPY from for duration.
 - OTHER

Signed: Date:

7.0 OH&S INDUCTION

Procedure:

MJB Waterways Pty Ltd 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 sign off the Employee OH&S Induction Checklist (Form MJBOHS11)
- The induction includes a Manual Handling Safety induction (checklist attached)
- The induction includes Noise Exposure Limits (assessment attached)

EMPLOYEE OH&S INDUCTION CHECKLIST

I,, acknowledge by signing against each item that I have been instructed in the safety method procedures implemented by Michael Brenton and I understand the content of the procedures listed below. I undertake to put into effect safe work practices and follow all safety guidelines on site as directed by the Builder.

Date: / /

Item	Procedure or Instruction	Sign off
1	Have undertaken approved OH&S green card safety course	
2	Have been inducted on MJB Waterway's SWMS-01	
3	Agree to abide by all MJB Waterways, WorkCover and the Builder's guidelines	
4	Undertake to use all PPE as supplied for the required task.	
5	Undertake to use safe work practices to minimise risk of accident or injury to myself and others	
6	Will promptly report any hazards or faulty equipment to the MJB Waterways site foreman and/or an MJB safety committee member	
7	Have been inducted into MJB Waterways Manual Handling Safety check list	
8	Have been inducted into MJB Waterways Noise Exposure Limits assessment	
9	Have been inducted into MJB Waterways Rehabilitation Procedure plus aware of Workers Compensation rights	
10	Have seen and read a copy of the MJB Waterway's SWMS and Site Safety rules	

NOTE: *The signed form will be kept in each individual personnel file*

MANUAL HANDLING ASSESMENT CHECK LIST

Use the checklist to assess each job or task. If the answers are 'Yes' to all questions there is a reduced risk of injury from this job or task.

If any questions produce a No answer, further assessment of the risk factor for that job is necessary.

Please note that this is not a comprehensive checklist, but simply a guide to the kind of questions you should ask.

PROJECT:	DATE:	
1. Actions and movements (a) Can the employee lift all loads in a balanced and comfortable posture and without twisting or bending sideways?	YES	NO
2. Workplace layout (a) Is the plant layout matched to the size and needs of the people using it? (b) Are working heights adjustable or matched to the size of the employees and the tasks? (c) Are mechanical handling aids like trolleys, conveyor systems, etc readily available for the task?		
3. Posture (a) Does the employee have the opportunity to vary postures between sitting, standing and moving around?		
4. Duration and frequency of activity (a) Can the employee vary how often and for how long a task is performed?		
5. Force applied (a) When sliding, pulling or pushing an object, is the object always easy to move? (b) Can the employee avoid having to exert a large force while seated? (c) If the employee is required to push/pull while seated, do they have good seating and solid foot support?		
6. Weight (a) Are the weights of objects handled always within the employee's safe handling capacity? (b) Can the employee hold the object close to his/her body during manual handling tasks? (c) Are protective clothing provided so that employees will be able to hold heavy loads close to the body without soiling their clothes?		
7. Nature of load (a) Is every object a comfortable shape and size to carry in a balanced posture? (b) Is every object easy to grasp or hold (i.e. not smooth, slippery, greasy, sharp,		

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<p>hot, cold or wet)?</p> <p>(c) Does the employee have a clear view when handling the object?</p> <p>(d) Are sheet materials or other large-sized loads handled with straps, special holders, or with a second person to assist?</p>		
<p>8. Conditions of the workplace</p> <p>(a) Are the floors and other walking surfaces even & non slippery?</p> <p>(b) Are tasks carried out without having to go up or down stairs?</p> <p>(c) Is the work place tidy with attention paid to housekeeping details?</p> <p>(d) Is the task performed in adequate space?</p> <p>(e) Is there an effective maintenance program for tools, plant and equipment used for manual handling?</p> <p>(f) Does the lighting comply with Australian Standard AS 1680?</p>		
<p>9. Work Organisation</p> <p>(a) Is the work organised to eliminate bottlenecks, or sudden changes or delays to the flow of materials?</p> <p>(b) Are there are enough people to do the work within a deadline?</p> <p>(c) When team lifting is used, is one person designated to call the lift (e.g “Lift on the count of three”)?</p> <p>(d) When team lifting is used, are the people of similar height & size?</p>		
<p>10. Age of employees</p> <p>(a) Are young workers given assistance such as mechanical aids, team lifting and/or particular training for the task if required to lift, lower or carry heavy objects?</p>		
<p>11. Skills, Experience and training of employees</p> <p>(a) Has the employee received appropriate training in manual handling hazards and/or techniques?</p> <p>(b) Has the employee had previous experience doing heavy manual handling tasks?</p>		
<p>Further Comments -</p>		

NOISE EXPOSURE LEVEL TEST RESULTS

The results of the test are tabled below:

Type Of Tool	Scope Of Work	dBA Results		
		Next To Operator	2 Metres	4 Metres
Workshop Tests				
Drop Saw	Cutting 40mm uni channel	106	96	95
Docking Saw	Cutting 50x50mm timber battern	105	96	90
9" Hand Held Grinder	Cleaning excess metal off steel plate	107	101	-
4" Hand Held Grinder	Cleaning excess metal off steel plate	106	98	-
Site Tests				
Dyna Drill	Drilling Hole into concrete in a confined space	106	100	94
Ramset Drill fitted with Chisel	Chasing Concrete in a confined space	105	105	101
Hand Held Saw	Cutting Timber batten for HWU	114	108	102
Drop Saw	Cutting 50mm copper Tube	110	104	98
9" Hand Held Grinder	Cutting 50mm copper Tube	96	89	83
Average		106 dBA		

The Table below provides guidelines for the maximum noise & exposure level of unprotected ear without causing injury.

Sound Level dB (A)	85	88	91	94	97	100	103	106	109	112	115	Over
Duration Per Day	8 Hrs	4 Hrs	2 Hrs	1 Hr	30 Min	15 Min	8 Min	4 Min	2 Min	1 Min	30 Sec	Nil

8.0 HAZARD REPORTING

Procedure:

MJB Waterways will encourage all employees to report hazards immediately. Michael Brenton will investigate all reported hazards and document corrective actions. Corrective actions will be signed off when completed. The procedure and responsibilities for reporting hazards are outlined on the next page. Michael Brenton will complete a Hazard Report (Form MJBOHS12) where hazards cannot be corrected immediately.

MJB Waterways will issue our 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 below. 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.

Risk level 1: High Risk
Does the hazard have the potential to kill, or permanently disable you?

Risk level 2: Medium Risk
Does the hazard have the potential to cause a serious injury or illness which will temporarily disable you?

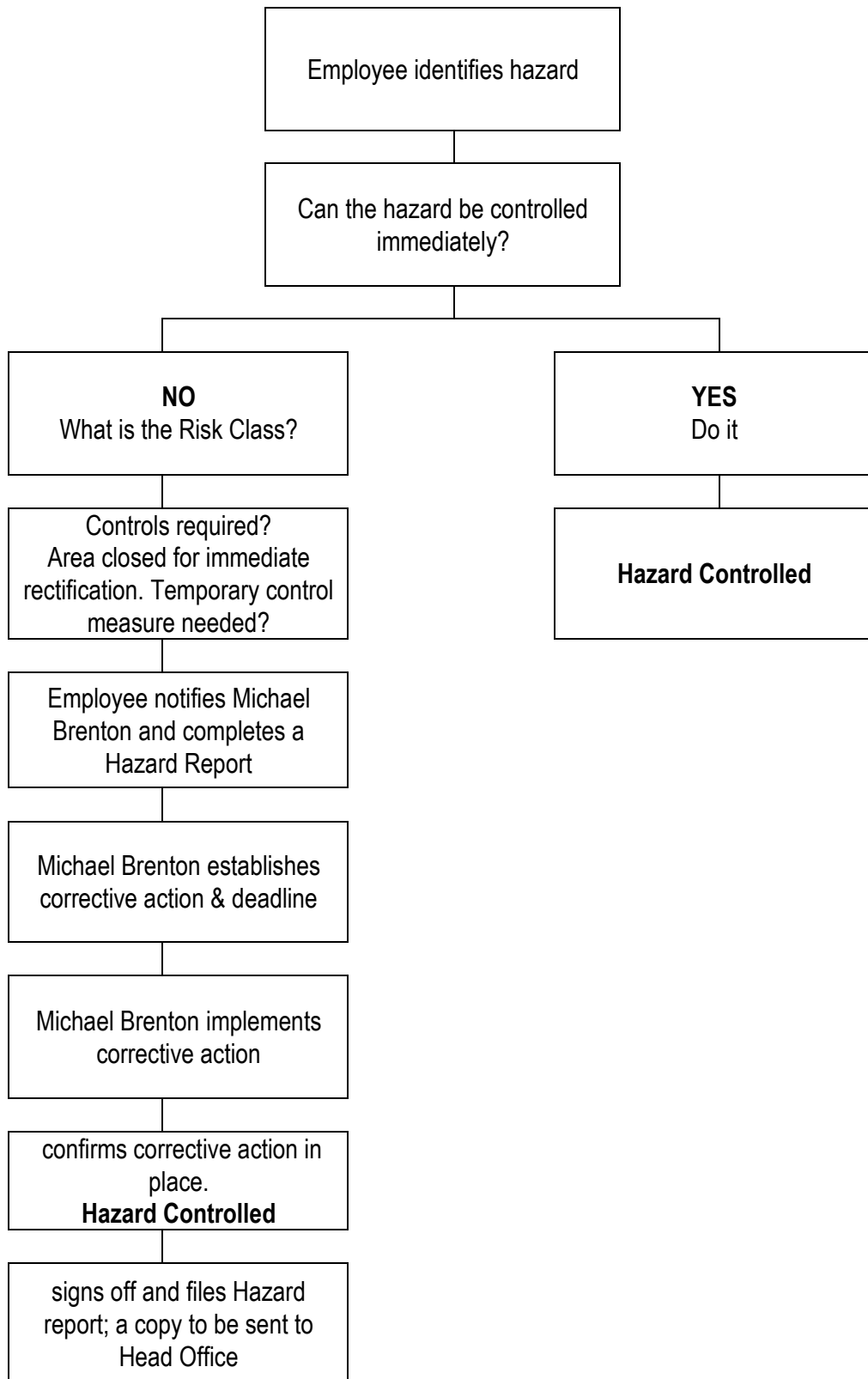
Risk level 3: Low Risk
Does the hazard have the potential to cause a minor injury which would not disable you?

Corrective Actions:

The Hazard Report will be signed by the Foreman and presented to the Site Manager.

The Site Manager 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 kept at Head Office.

8.1 HAZARD REPORTING PROCEDURE & RESPONSIBILITY



HAZARD REPORT

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 the Foreman:			
Action required:			
By whom:	By when:	Immediate [] Within 24hrs [] Within 7 days []	
Corrective action completed by:	Signature	Date: / /	Time:
Confirmed by:	Signature	Date: / /	

HAZARD IDENTIFICATION & RISK ASSESSMENT

Procedure:

Occupational Health and Safety Legislation requires anyone in control of the workplace to identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk.

Identify Hazards:

To help find all potential hazards the job will be broken down into activities which follow the sequence of construction. These activities are provided in a **Safe Work Method Statement (SWMS)**, which is a list of job procedures, and other work related practices provided to the Principal Contractor. The SWMS details how the Scope of Work will be carried out.

For each of the work activities and associated job steps identified in the SWMS provided, MJB Waterways will identify potential hazards.

To assist this process resources such as the following will be used:

- WorkCover and trade based Codes of Practice and other publications, e.g. safety alerts;
- Hazard Profiles for specific trade groups;
- Workplace experience; and
- Consultation (e.g. Tool Box Talks) with workers experienced in the task to be undertaken.

Assess Risks:

For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below. The attached Risk Management chart will be used to determine the requirement for management of the risks identified.

PROJECT HAZARD IDENTIFICATION

The purpose of this list is to establish the general hazards associated with the project. This form should be completed at each major project milestone. (Demolition, Excavation, Structure, Services, Fit off etc)

HAZARD	Risk Score	Risk Assessment	JSEA/ Toolbox	HAZARD	Risk Score	Risk Assessment	JSEA/ Toolbox
Access & Egress				Ladders		Generic 10/03	
Air Compressors		Generic 10/03		Laser		Generic 10/03	
Asbestos				Manual Handling		Generic 10/03	
Biological				Mechanical Lifter		Generic 10/03	
Cherry Picker		Generic 10/03		Mobile Working Platforms		Generic 10/03	
Confined Space		Generic 10/03		Moving Machinery		Generic 10/03	
Cross- Business Interface				Multiple Contractors			
Dangerous Goods				Noise & Vibration			
Demolition Activity				Overhead Hazards			
Dust				Oxygen & Acetylene		Generic 10/03	
Electricity Incl. Static				Portable Tools		Generic 10/03	
Environment:				Power Tools		Generic 10/03	
Hot				Radiation (incl. Solar)			
Cold				Remote Location			
Wet				Shoring		Generic 10/03	
Dark				Slips, Trips & Falls			
Night				Steam			
Excavation		Generic 10/03		Toxic Materials			
Fire & Explosion				Traffic & Vehicles			
Flooding & Overflow				Trapped Heat			
Formwork		Generic 10/03		Underground Activity			
Gas, Fumes & Foul Air				Underground Services			
Hazardous Equipment				Working Alone			
Hazardous Substances/ Chemicals		Generic 10/03		Waste Disposal/Mgmt			
Hot Metal				Working at Height		Generic10/03	
Hot Surfaces				Working near openings		Generic 10/03	
Hot Work				Working over, near, on, in or under water			
Hydraulic Pressure				Working in a Trench			
Other -				Other -			
Other -				Other -			

Class 1: (High Risk JSEA - Required): Does the hazard have the potential to kill, or permanently disable you?

Class 2: (Medium Risk - JSEA Required): Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?

Class 3: (Low Risk - Tool Box Talk Required): Does the hazard have the potential to cause a minor injury which would not disable you?

WORK ACTIVITY RISK ASSESSMENT

Project:		Date: / /	
		Time:	AM/PM
MJB Waterways Supervisor:			
Supervisor:			
General Site Checks			
General Site Checks	Yes / No	General Site Checks	Yes / No
Access ways designated and clean		House keeping	
Barricading		Lighting	
Confined space work		Ladders	
Demolition		Lasers	
Electric leads suspended		Material handling	
Electrical equipment (current electrical tags condition)		Material storage	
Environmental management		Mechanical safeguards	
Excavators		Mobile scaffolding	
Fall protection		Noise control	
Falling objects protection		PPE	
Fire fighting equipment		Public protection	
Formwork		Rubbish removal	
Handrails		Scaffolding	
Hazardous substance use/control		Site sheds/amenities	
Hot work		Sunscreen	
Other –		Other –	
Summary			
Are generic SWMS suitable?		Employee competency's checked?	
Have all persons involved in work Activity signed off on a Generic SWMS?		Has and additional training been identified for the activity?	

RISK ASSESSMENT

Site specific hazards	Initial risk	Controls	Revised risk	Person responsible

11 JOB SAFETY & ENVIRONMENTAL ANALYSIS

Procedure:

Job Safety and Environmental Analysis (JSEA) is the process of identifying potential hazards, assessing their risk and recording how to eliminate, or minimize, the risk to worker safety (controls). Where potential hazards are identified as Class 1 or Class 2 risks Job Safety Analysis will be completed using the step by step guide on the next page.

Generic Safe Work Method Statements (SWMS) will be submitted at tender. Broadly defined job steps will be used and general hazards identified. The SWMS will demonstrate MJB Waterways understanding of the risks (particularly Class 1 & 2 risks) involved in the work and typical controls used. This JSA will be provided for the purpose of tender evaluation.

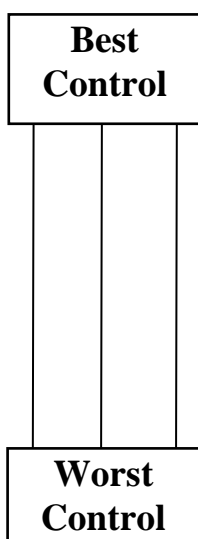
Prior to commencement of non generic type work on site, the generic SWMS submitted at tender will be reviewed. Where job steps or site conditions will change from those planned the JSEA will be updated to reflect the way the job will actually be done on the specific site and how safety will be controlled.

The JSA form MJBOHS08, provides a record to demonstrate compliance to Occupational Health and Safety Legislation. The person responsible for implementing a particular action to eliminate, or minimise, the risk of the potential hazard on site is nominated on the JSEA. This will ensure responsibility for risk control is allocated and can be followed up.

Evaluation of the JSA:

Job Safety Analysis will be evaluated on how well Class 1 and Class 2 hazards have been identified for the work activity to be undertaken and whether the suggested controls, wherever possible, eliminate the potential hazard or minimise the risk of injury.

Controls should be as high as practical in the “Best to Worst” guide shown below.



1. Remove the hazard completely

- e.g. remove risk of electrocution by using compressed air driven tools.

2. Separate people from the hazard

- e.g. guards on power tools,
- e.g. use effective barriers and edge protection,
- e.g. enclose noisy machinery.

3. Use an engineered control

- e.g. use Earth leakage device (safety switch) on electrical power source.
- e.g. use a machine to lift heavy objects.
- e.g. use scaffolding rather than ladders to reduce risk of falls.

4. Change work practices

- e.g. training in lifting techniques.
- e.g. tagging procedures.

5. Provide personal protection (PPE)

- e.g. hearing protection, eye protection etc.

12.0 HAZARDOUS SUBSTANCES

Procedure:

Prior to hazardous substances being used on a project, MJB Waterways Pty Limited will undertake a risk assessment of the substance, i.e. determine if it is hazardous, list the substance on a site specific register and submit a Material Safety Data Sheet (MSDS) to the principal contractor.

Selection:

MJB Waterways Pty Limited will consider the following when selecting hazardous substances:

- | | |
|---|---------------------------------|
| - Flammability and explosivity | Toxicity (short and long term) |
| - Carcinogenic classification if relevant | Chemical action and instability |
| - Corrosive properties | Extent of PPE required |
| - Environmental hazards | Storage requirements |

Storage:

All storage and use of hazardous substances will be in accordance with the MSDS. All hazardous substances will be stored in their original containers with the label intact at all times. Hazardous substances of any quantity will not be stored in crib rooms, offices or container sheds (unless ventilated).

Use:

- Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used.
- Refer to WorkCover and WorkSafe Publications for advice.
- Advice on a substance may be obtained from a chemical database, e.g. Chemwatch.
- Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task. Confirmation of this training will be provided by a "sign off" on the appropriate Tool Box Talk form OHSMJB04.
- The Staff MSDS Training Register will be ticked off and updated accordingly

12.2 STAFF MSDS TRAINING REGISTER

13.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Procedure:

Where other means of protection are not practicable MJB Waterways 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. Steel cap boots and hard hats are the minimum requirement for entry to a construction site.

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 will be used to help minimise reliance on PPE.

Selection and Use:

- MJB Waterways 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.
- All issues of PPE to each individual will be recorded on form MJBOHS05 (one for each individual).
- Each employee will be instructed and or trained in the correct use of each PPE item prior to use.
- The Staff Skills & Competencies Register will be ticked off and updated accordingly

PERSONAL PROTECTIVE EQUIPMENT ISSUE RECORD

Employee Name:		
Date of Issue:		
Items will be replaced on request based on fair wear and tear		
Item:	Please tick:	
Hard hat	<input type="checkbox"/>	
Ear muffs/ Ear plugs	<input type="checkbox"/>	
Eye protection	<input type="checkbox"/>	
High visibility vest	<input type="checkbox"/>	
Safety boots	<input type="checkbox"/>	
Gloves	<input type="checkbox"/>	
By signing below, I confirm that I have received the listed PPE issue and have received appropriate instruction/ training in its correct use.		
Employee signature	Date	
Company representative witness	Date	

NOTE: Signed PPE Issue Record will be kept in each individual personnel file and the Staff Skills & Competencies Register will be ticked off and updated accordingly.

14.0 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 development of controls, employees of MJB Waterways Pty Limited will attend a Tool Box Talk conducted by Michael Brenton at monthly or more regular intervals as required. The topics discussed in all Tool Box Talks will be recorded on form MJBOHS04 and signed off by participants. Any corrective action will be followed up and signed off by the nominated person.

Participation:

MJB Waterways Pty Limited 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 Supervisors 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 a Job Safety and Environmental Analysis or Safe Work Method Statements developed for the specific work in which they will be involved.

15.0 ELECTRICAL TOOLS AND EQUIPMENT

Procedure:

MJB Waterways will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the Code of Practice Electrical Practices for Construction Work. Where a more specific provision is not made in the Code of Practice conformance will be to the provisions of Australian Standard AS-3000, Wiring Rules.

All electrical equipment to be brought on site will be listed in the Electrical Equipment Register OHSMJB06. The register will be completed prior to commencement of the works and maintained for the duration of the works on site.

Inspection & Tagging:

All electrical leads, portable power tools, junction boxes and earth leakage devices will be tested, inspected by a suitably qualified person and labelled with a tag of current date before being brought on site then tested and re-tagged monthly or as per test schedule by a suitably qualified person. Where this is not possible the Principal Contractor will be advised immediately and assistance requested in order to comply with the requirements of the Code of Practice Electrical Practices for Construction Work. A record of the currency of all electrical equipment will be recorded on form MJBOHS06.

Selection and Use:

- Whilst on site any electrical equipment found without a tag of current date issued by a suitably qualified person will not be used.
- Where an electrical item is located without a current inspection and test tag proof of the electrical items currency of inspection and test will be provided or the item removed from site immediately.
- When used on a construction site all electrical equipment will be connected to an Earth Leakage protection device at all times.
- Where practicable all electrical leads will be kept off the ground on insulated hangers or on insulated lead stands.
- tension leads will not be joined together.
- All plugs and sockets will be non-wirable (moulded) or transparent.
- Electrical equipment will not be placed on, or near, wet areas unless the equipment is designed for the specific purpose, e.g. pump.

15.1 PLANT, EQUIPMENT & PROCESSES INSPECTION & TEST SCHEDULE

Item	Project check list	Ticket or Cert. of Competency Required	Inspection	Australian Standard	Inspection/Records/ Other Required
Concrete Line Pump @Concrete Boom Pump		Yes	Competent Person	AS 2550.15 COP	#Daily, Monthly, Yearly, 6 Yearly.
Confined Space		Yes	Competent Person	AS 2865	#Entry permit retained for 1 month, risk assessment retained for 5 years, training records for the term of employment.
Crane – mobile<10t @Crane – mobile>10t @Crane - tower		Yes	Competent Person	AS 2550 AS 1418	#Daily, monthly, 10 yearly
Explosive Power Tool		Yes	Competent Person	AS 1873	#Daily inspection to manufacturers recommendations, dismantled and examined for defects weekly, yearly by manufacturer.
Elevated work platforms @Boom Lift		Yes, 11m or over	Competent Person	AS 2550.10	#Daily, 3 Monthly, yearly, 10 Yearly
Scissor Lift		As Above	Competent Person	AS 2550.10	#Daily, weekly, 3 Monthly, yearly, 10 Yearly.
Electrical Equipment		Training/ Instruction	Licensed Electrician	AS 3000 AS 3012	#Monthly, 3 Monthly RCD Calibration.
Fire Extinguishers		Training/ Instruction	Competent Person	AS 1851	Regular inspection, #6 monthly test (if not disposable)
Forklift Truck		Yes	Competent Person	AS 2359.2	Regular inspection & maintenance as per manufacturer.
Formwork		Yes	Competent Person	AS 3610 COP	#Engineer's Certificate prior to a pour.
Hazardous Substances		Training/ Instruction	Safety Precautions		#Risk Assessment. #MSDS. #Register.
@Hoist (men & materials)		Yes	Competent Person	AS 2550.7 AS 1418	#Daily, 3 monthly, yearly, 10 yearly.
Laser Level		Training/ Instruction (Class 2, 3A, 3B)	Competent Person	AS 2211.1 AS 2397	Warning Signage.
Ladder		Training/ Instruction	Competent Person	AS 1892.5	When purchased, each time before use, regular intervals. Clearly labelled, e.g. safe working load & industrial use.
Lifting Gear Flat synthetic slings Fibre Rope slings Chains		Yes	Competent Person	AS1353.2 AS1380.2 AS3775	#Labelled, inspection prior to each use & 3 monthly, 12 monthly. #Labelled, inspection prior to each use & 3 monthly. #Labelled, inspection prior to each use, test certificate to man. recommendations.

Item	Project check list	Ticket or Cert. of Competency Required	Inspection	Australian Standard	Inspection/Records/ Other Required
Mobile & Static Plant		Yes	Competent Person	COP	#Daily, pre-start and regular inspection at max monthly intervals or to man. recommendations.
Oxy/Acetylene		Yes	Competent Person	AS 4332	Regular inspection and adequate separation and storage
Platforms and stairs		Yes	Competent	AS 1657	Regular inspection and handover certificate.
PPE		Training/ Instruction	Competent person		#Register of Supply
Rope Access		Yes	Competent Person	AS 4488	Visual Inspection before use, #6 monthly by competent person.
Traffic Control		Yes	Competent Person	AS 1742.3	Regular Inspection
@Scaffolding		Yes 4m or over	Competent Person	AS 1576 AS 4576	#Handover Certification, #monthly inspection, Scafftag
Safety Harness, lanyards		Training/ Instruction	Competent Person	1891.4	Visual Inspection before use, #6 monthly by competent person.
Safety Lines/fall arrest devices (installation)		Yes	Competent Person	AS 1891.4 COP	Visual Inspection before use, #3 monthly external check, 6 monthly inspection; 12 monthly full inspection/service.
Safe Work Method Statement (SWMS) [NSW]; (JSA [VIC] or WMS [QLD] or equivalent)		Training /Instruction	Cat IV Trainer or equiv Employer if less than 10 employees.	COP	#Record of review by competent person. #Training or Tool Box Talk. #Monitoring by principal contractor to ensure compliance.

@ - Denotes items of plant or equipment, which require registration of their design and/or the specific item of plant itself (currently QLD, VIC, SA, and NSW). Plant which requires 'item' registration, i.e. for the specific piece of plant which arrives at a construction site typically; includes: concrete pumps (boom type); mobile cranes > 10tonnes SWL; tower cranes; air compressors, building maintenance units and boom type elevated work platforms.

(#) Records required; COP – WorkCover NSW Code of Practice.

Notes:

The above plant, equipment and processes inspection & test schedule details:

- Inspection, test and assessment of plant and equipment prior to commencing work on site;
- a guide for Site Safety Inspections during the construction stage and as a prompt in reviewing SWMSs or their equivalent where plant and equipment will be brought on site;
- codes and standards that the work must comply to and where relevant must be referred to in a SWMS; and

The schedule should not be relied upon as a complete list for site specific risk management purposes.

16.0 FIRE PROTECTION

Procedure:

The **Project Supervisor**, or his 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. Fire extinguishers will be provided by MJB Waterways.

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

Due to MJB Waterways using only disposable fire extinguishers onsite, a list and current service history of all fire fighting equipment is not required.

Selection and Use:

- All personnel carrying out hot work will be fully trained in the use of extinguishers and a record of the training provided in Staff Skills & Competencies 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.
- Back flash arrestors to be fitted to oxy & acetylene equipment
- Bottles to be turned off when not in use
- Fire extinguisher to be at the workface when hot works are in progress
- Bottles to be stored on a trolley for single bottles. Multiple bottles and hazardous materials to be stored in cages on site

17.0 PLANT

A Safe Work Method Statement / JSEA will be requested from the subcontractor prior to commencement of work on site.

17.1 HIRED - IN PLANT

Inspection and Safety checks will be carried out by the supplier.