

SAFETY MANAGEMENT PLAN

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1.0 SAFETY MANAGEMENT PLAN - OVERVIEW

1.1 Introduction

Elite Electrical Contracting Pty Ltd is committed to providing a safe and environmentally aware work place for all its employees. In achieving this, the company considers the safety and health of its employees and sub-contractors, as well as the protection of the environment, to rank equally with productivity.

This Safety Management Plan (SMP) outlines the safety policies and procedures of Elite Electrical Contracting Pty Ltd and the duties and responsibilities of its employees and sub-contractors. All employees and sub-contractors are required to understand and follow the requirements of the system.

This SMP is designed to give all employees and sub contractors, working with Elite Electrical Contracting Pty Ltd, a complete introduction to company safety and health policies, protocols, practices and safe work instructions.

The SMP is to be used in conjunction with the **Site Safety File**, which contains all of the forms and filing system required to allow the SMP to be properly implemented.

Elite Electrical Contracting Pty Ltd considers safety to be an integral part of the management system, and our continuous involvement and planning demonstrates the commitment required to provide and maintain a safe system of work.

Our Safety Management Plan consists of:

1.0 Safety Management Plan Overview

- 1.1 Introduction
- 1.2 Duties & Responsibilities
- 1.3 Public & Client Protection
- 1.4 Document Control
- 2.0 Safety Communications
- 3.0 Safety Training
- 4.0 Hazard & Risk Management
- 5.0 Safe Work Practices
- 6.0 Emergency Response
- 7.0 Injury Management
- 8.0 Occupational Safety & Health Policy
- 9.0 Register of Relevant Documents & Standards

The objective of the Elite Electrical Contracting Pty Ltd Safety Management Plan is to:

- Provide a work environment in which employees can conduct there work and remain free from harm or injury
- Provide consultative mechanisms which support employees in improving safety and health standards
- Assist employees to identify and reduce risks associated with Elite Electrical Contracting Pty Ltd operations
- Minimise the impact of our operations on the environment
- Comply with relevant legislation, industry standards and site specific requirements
- Ensure continuity of paid employment for all our employees

This system was developed in reference to the Western Australian Occupational Safety and Health Act 1984, codes of practice and industry standards.

1.2 Duties and Responsibilities

Elite Electrical Contracting Pty Ltd has prime responsibility for the protection of the safety, and health of its employees and sub-contractors in all circumstances of their employment.

Elite Electrical Contracting Pty Ltd will make every effort to:

- Promote and secure the safety and health of persons engaged in our operations
- Assist employees to identify and reduce risks associated with Electrical work
- Promote consultation in relation to occupational safety and health

Employer's Responsibilities

Part 3 Section 19 of the Occupational Safety and Health Act 1984 clearly outlines Elite Electrical Contracting Pty Ltd duties and responsibilities. The general duties are summarised below and include the provision of:

- A workplace in which, as far as practicable employees are not exposed to hazards
- Safe systems of work
- Instructions, Training and Supervision
- Consultation and Co-operation
- Personal Protection, when hazards cannot be eliminated
- Safe use and disposal of plant and substances

Director's/Contract Manager's Responsibilities

The Director/Contract manager has the responsibility to provide a healthy and safe workplace for personnel and will ensure adequate resources are provided to meet the safety and health objectives.

In particular the Director /Contract Manager will ensure that:

- Appropriate safety and health policies and procedures are developed and implemented to enable effective management and control of risks to persons or property
- Mechanisms are provided to enable personnel to be consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect the occupational safety and health of personnel
- Elite Electrical Contracting Pty Ltd employees are provided with the necessary knowledge and skills to effectively enable them to carry out their safety and health responsibilities
- Safety & health training needs are identified
- Mechanisms are provided to regularly monitor and report on safety and health performance
- Safety and health management is integrated into Elite Electrical Contracting Pty Ltd business and financial plans
- All applicable legislation, standards, guidance notes and codes of practice are complied with.
- Adequate resources are provided to ensure compliance

Site Supervisor's Duties

The site supervisor has a duty to ensure safe working practices are implemented and followed, personnel are correctly trained in the use of equipment and safe work practices, and to ensure that plant and safety equipment is maintained and used correctly.

The supervisor's site safety and health management duties include:

- Hazard identification, risk assessment, hazard control and monitoring
- Conducting inductions, safety meetings and team briefings
- Instruct site personnel in safe work methods
- Preparation and implementation of safe work procedures
- Carrying out workplace inspections
- Reviewing safety reports and inspections and take action where necessary
- Participation in safety and health investigations
- Monitoring compliance with safe work methods (controls)
- Ensuring all applicable legislation, standards, guidance notes and codes of practice are complied with
- Keeping the **Site Safety File** fully up to date

Employee's /Sub contractors Duties-All Site Personnel

Part 3 Section 20 of the Occupational Safety and Health Act covers the employee's general duties and are summarised below. Once site personnel have been properly trained they have a duty to:

- Ensure their own safety and health
- Avoid adversely affecting the safety and health of any other party through any act or omission
- Comply with instructions from their supervisors
- Co-operate with their employer
- Report any hazard, injury or harm
- Wear their personal protective equipment as instructed
- Avoid unsafe work practices or deliberate misuse or damage of equipment

1.3 Public and Client Protection

Every attempt will be made to ensure clients and members of the public are not exposed to hazards as a result of Elite Electrical Contracting Pty Ltd activities. Likewise to make sure clients do not enter or interfere with construction or maintenance work, a letter will be issued to all clients before work commences where applicable.

The following list will be considered to reduce the risk of injury or harm occurring to the public/clients, all personnel will be instructed in this procedure:

- Provide safe clear access for clients into the living/work areas
- Cordon off the construction work area and erect warning signs
- All practicable measures will be taken to ensure there is NO risk of objects falling onto the public.
- Sharp protrusions/projections will be guarded/protected
- Where practicable, access will be removed from scaffolds and elevated areas at the end of the workday.
- The construction and storage areas will be kept clean and clear of rubbish. Rubbish and loose materials will be placed in bins or contained allocated areas and removed from site on a regular basis.
- Material stacks will be left in a stable condition.
- Public footpaths will not be obstructed. If damage occurs to the footpath or construction work has caused a trip hazard / uneven surface, management will be notified and barriers and/or warning signs will be erected until the hazard has been rectified.
- All reasonable and practicable measures will be taken to ensure that all materials and debris are contained within the boundaries of the construction site.

1.4 Document Control

Elite Electrical Contracting Pty Ltd is responsible for:

- Maintaining an up to date version of the Safety Management Plan.
- Issuing a current Safety Management Plan document to all relevant people.
- Ensuring revisions are distributed to all relevant people.
- Reviewing the SMP at intervals of not more than 12 months.

2.0 COMMUNICATIONS

2.1 Communications

Elite Electrical Contracting Pty Ltd encourages frequent open communications with our employees about safety and health, our philosophy, and company standards. Feedback is welcome and encouraged.

Safety and health is a subject we discuss with all employees, clients and contractors in groups or on a one-on-one basis.

Safety and health training, safety meetings, and job planning are all part of safety communications and provide significant opportunities to:

- Comply with legal requirements related to safety
- Comply with industry standards
- Demonstrate Elite Electrical Contracting Pty Ltd commitment to improving safety performance
- Listen to the ideas and concerns of our employees

Feedback from all employees is crucial in the communication process and occurs in:

Site Safety Meetings

- Formal Occupational Health & Safety Meetings (minuted) as required, but monthly as a minimum
- Informal toolbox meetings. Not minuted
- As required by client (attendance and participation at client safety meetings- on site)

Safety & Health Training

- Induction (Industry Specific- Blue Card & Site Specific Safety Inductions)
- Job Safety Assessment Training
- Occupational Safety & Health for Supervisors

Job Safety Assessment

- Task analysis which supports communication between employees and supervisors
- Hazard identification
- Risk Analysis
- Procedure improvement and development

One-on-one Discussions on the Job

- Instruction and guidance in safe working practices
- Direct employee feed back to supervisor
- Elite Electrical Contracting Pty Ltd employee and client liaisons

2.2 Formal OSH Meeting Procedure (Ref SMP Forms 1, 2 & 3)

Prior to the Meeting

- a) Select a time and location
- b) Notify employees and sub contractors at least 2 days before the meeting
- c) Set up the meeting place
- d) Have paper work ready and organised

Open the OSH Meeting

- a) Record time, location etc
- b) Record all participants' names

Review Minutes

- a) Read the minutes from the previous meetings (record name of person that verifies minutes to be true and correct)
- b) Discuss the effectiveness of the hazard management controls that were put in place in relation to reported issues (from the previous meeting)

Recording New Issues

- a) Ask the group collectively if there are any current safety and health issues
- b) Ask each individual if they have any comments or hazards to report
- c) Record the details in the minutes (the issue not the employee's name)
- d) Read the reported issue back to the participants (for clarification)
- e) Ask the participants what they recommend should be done to control the reported hazard/s
- f) Record employee recommendations/suggestions in the minutes
- g) Once all the issues have been brought forward read them back to the participants in the words of recording

Meeting Closure

- a) At the end of the meeting all participants must sign-off for their participation and attendance
- b) Inform the employees what will be done with the minutes
- c) Thank participants for their attendance

After the Meeting

- a) The minutes must be forwarded to the Elite Electrical Contracting Pty Ltd office ASAP after the meeting
- b) Elite Electrical Contracting Pty Ltd office to word process minutes
- c) Management to read minutes
- d) Management to complete action plan
- e) Minutes and actions to be sent back to site

3.0 SAFETY TRAINING

3.1 Industry Specific Safety Awareness Training

Prior to commencing work on a Elite Electrical Contracting Pty Ltd site all employees, self employed persons, contractors and contractor employees must have completed a recognised industry specific safety awareness training course (Blue Card) as required by Western Australian OSH Regulations. Elite Electrical Contracting Pty Ltd will maintain a record of such training for all personnel directly or indirectly employed on a Elite Electrical Contracting Pty Ltd site.

3.2 Site Safety Induction (Ref SMP Forms 4, 5 & 21)

A site-specific induction is the first step taken by Elite Electrical Contracting Pty Ltd in its Duty of Care to the employee/sub-contractor.

All employees and sub-contractors must receive a site specific induction. This will take place as soon as practicable after the arrival of the personnel on site and before any work is carried out.

The supervisor follows the Site Safety Induction Checklist and records the participants details. A record of this induction shall be maintained on site and in Elite Electrical Contracting Pty Ltd main office.

3.3 Safety Management Plan Induction

All Elite Electrical Contracting Pty Ltd employees, contractors or contractor employees will also be inducted into the Elite Electrical Contracting Pty Ltd Safety Management Plan.

Any industry specific qualifications held by the inductee will be recorded on the induction form.

A record of this induction shall be maintained in the Elite Electrical Contracting Pty Ltd main office.

4.0 HAZARD AND RISK MANAGEMENT

4.1 Hazard and Risk Management Overview

Elite Electrical Contracting Pty Ltd has legal responsibilities and moral obligations to control identified workplace hazards. Effectively identifying, assessing and controlling hazards is a positive step towards accident prevention, improving production and reducing costs.

Duty of Care requires Elite Electrical Contracting Pty Ltd to “provide and maintain at a workplace a working environment in which employee’s are not exposed to hazards, so far as is practicable”.

There are four main steps in the Elite Electrical Contracting Pty Ltd hazard & risk management process

- Hazard identification
- Risk Assessment
- Hazard control/risk reduction strategy
- Hazard control monitoring and review

It is a practical system that allows us to eliminate hazards where possible or implement risk reduction strategies to control exposure to the hazard.

4.2 Hazard Identification (Ref SMP Forms 7, 8, 9, 10 & 11)

Elite Electrical Contracting Pty Ltd believes that we all have a duty to manage hazards, as it is not always practicable to totally eliminate all hazards in the work place. Potential hazards must be managed; the first step is formal identification and recognition through:

- Hazard reporting
- JSA (Job Safety Analysis)
- MSDS (Material Safety Data Sheets)
- Industry/company statistics
- Significant incident reports
- Standards and codes
- Workplace inspections
- Safety meetings
- Workers' compensation data
- Training

Hazards can be broadly categorised into safety hazards and health hazards. Safety hazards are those which have the potential to cause immediate injury (acute) e.g. slipping, falling, getting caught between moving parts and getting hit by something. Health hazards are associated with exposure to harmful substances or conditions. Their effects tend to be long term (chronic) e.g. exposure to chemicals, dust, noise, fibres or radiation.

Some hazards could fall into both categories e.g. exposure to chemicals. Some chemicals may burn the skin causing an acute injury; however repeated exposure to the same chemical may affect your (health) circulatory system.

Hazards may be further classified (by nature) into physical, chemical, biological, mechanical, and psychological categories.

The site supervisor/safety representative or other nominated person will conduct routine site safety inspections using the Elite Electrical Contracting Pty Ltd Site Safety Inspection Form (**Ref SMP Form 6**)

The management process is a tool to be used by all Elite Electrical Contracting Pty Ltd employees and sub-contractors which, when applied correctly, will lead to a safer work environment. Through applying a process that involves hazard identification, assessment, control and monitoring, Elite Electrical Contracting Pty Ltd will achieve effective hazard management.

4.3 Hazard Reporting Procedure

All Elite Electrical Contracting Pty Ltd employees and sub-contractors have a Duty of Care to report any situation that constitutes a hazard or potential hazard and comply with any safety and health instructions given by Elite Electrical Contracting Pty Ltd.

All Elite Electrical Contracting Pty Ltd employees and sub-contractors must report all hazards, initially to other employees in the area and to the supervisor in control of the area concerned.

Once identified, the area/equipment/situation will be made safe as practicable and/or access restricted

Elite Electrical Contracting Pty Ltd Hazard Reporting Procedure

1. Employee/sub-contractor to warn others in the immediate vicinity/barricade, tag-out
2. Employee/sub-contractor to notify the site supervisor as soon as possible
3. Site supervisor to assess situation and take necessary action and/or seek further advice if required
4. Supervisor to complete and forward hazard report to Elite Electrical Contracting Pty Ltd main office

4.4 Risk Calculation

Elite Electrical Contracting Pty Ltd bases its risk calculation matrix on Australian and New Zealand standard Risk Management 4360:1999

Qualitative Measure of Consequence

Level	Descriptor	Example detail description
1	INSIGNIFICANT	No injury, no environmental damage, low financial loss
2	MINOR	First aid treatment, on site release immediately contained, medium financial loss
3	MODERATE	Extensive injuries, loss of production capability, on-site release contained with outside assistance, high financial loss
4	MAJOR	Extensive injuries, loss of production, off-site release with no detrimental effects, major financial loss
5	CATASTROHOPIC	Death, toxic release with detrimental effect, high financial loss

Qualitative Measure of Likelihood

Level	Descriptor	Description
A	ALMOST CERTAIN	Expected to occur in most cases
B	LIKELY	Will probably occur in most circumstances
C	POSSIBLE	Might occur at some time
D	UNLIKELY	Could occur at some time
E	RARE	May occur only in exceptional circumstances

“The likelihood and consequence are then compared to determine the severity of the risk”

Qualitative Risk Assessment Matrix

LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
A ALMOST CERTAIN	HIGH	HIGH	EXTREME	EXTREME	EXTREME
B LIKELY	MODERATE	HIGH	HIGH	EXTREME	EXTREME
C POSSIBLE	LOW	MODERATE	HIGH	EXTREME	EXTREME
D UNLIKELY	LOW	LOW	MODERATE	HIGH	EXTREME
E RARE	LOW	LOW	MODERATE	HIGH	HIGH

RESPONSE

EXTREME = extreme risk, immediate action required

HIGH = high risk, senior management attention needed

MODERATE = moderate risk, management responsibility must be specified

LOW = low risk, manage by routine procedures

4.5 Hazard Control

Hazard control represents the third stage of the hazard management process. The process involves:

- Identifying the range of options available for a specific hazard, or hazardous situation
- Evaluating the potential effectiveness of these options
- Preparing a hazard control action plan to implement the selected control measures
- Implementing and monitoring control measures

Elite Electrical Contracting Pty Ltd uses Codes of Practice, Australian Standards, industry guidelines and government department information for practical advice for achieving acceptable standards.

Effective hazard control requires commitment and prompt positive action. Management/employees / sub-contractor's are involved in the process from the initial identification and report, to hazard control or elimination. Therefore, ownership over the hazard control process rests with all employed by Elite Electrical Contracting Pty Ltd.

Elite Electrical Contracting Pty Ltd management is responsible for providing a hazard management system, including training for employees in hazard identification, risk assessment and hazard control.

Consultation to identify potential hazards takes place during Job Safety Analysis, safety/production meetings, inspections and audits.

Elite Electrical Contracting Pty Ltd employees and sub-contractors are encouraged to actively participate in the hazard control process by promptly reporting hazards, following safe work instructions, contributing to Job Safety Analysis and safety meetings. Employees and sub-contractors provide valuable feedback on the effectiveness of the hazard control process.

The Hierarchy of Hazard Management

Elite Electrical Contracting Pty Ltd follows the Hierarchy of Hazard Management. This is represented by a list of risk control options, which are prioritized according to their degree of risk reduction (effectiveness). The most effective control is total elimination of the hazard and therefore elimination of the risk. The use of personal protective equipment is viewed to be the least effect means of hazard control.

HIERARCHY OF HAZARD MANAGEMENT

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TYPE OF CONTROL	DEFINITION	EXAMPLE
ELIMINATION	The hazard is removed altogether; task or process may be eliminated	Removal of asbestos.
SUBSTITUTION	Replaces the hazard or hazardous process with one that presents a lower risk	Steel fencing instead of asbestos fencing.
ENGINEERING CONTROLS	Structural change to the working environment, equipment/ or work process that forms a protective barrier between the hazard and the employee	Edge protection, Reversing beeper on mobile plant, Mechanical lifting devices.
ADMINISTRATIVE CONTROLS	Reduces the exposure to the hazard through procedural instructions, training and signs, permits and procedures etc.	Safe work procedures, Job safety Analysis, Signage.
PERSONAL PROTECTIVE EQUIPMENT	Worn by exposed employees to provide a last line defence should other controls prove ineffective, or it is used in conjunction with other control measures. The selection offered by PPE relies on correct selection, fitting, maintenance, and use	Hard hat/safety helmet, Safety glasses/face mask, Ear plugs/muffs, Dust mask/ Respirator, Gloves, Long sleeve shirt.

4.6 Job Safety Assessment Overview (Ref SMP Forms 9 & 10)

The Job Safety Assessment (JSA) is a detailed component of Elite Electrical Contracting Pty Ltd Safety Management System.

Purpose

The JSA is a systematic review of a job/task in order to identify and assess the hazards associated with that process, and to recommend, develop and implement hazard controls to eliminate or minimize the risks associated with carrying out the job/task.

A JSA is carried out for several different reasons:

- Tasks that are considered to be Medium and High risk
- New or modified tasks (deviation from standard work procedures)
- Infrequent tasks
- Tasks that have previously resulted in injury or damage

The crew (2-4 people) undertaking the task completes a JSA. However, individuals may complete a JSA.

Objectives

- Improve communications within the work place by involving employees in job planning and safety management.
- Improve efficiency so employees know what is expected of them and what others in the crew will be doing.
- Create a sense of employee ownership over safety in the work place.
- Develop safe work procedures that are easy to read and understand i.e. written in the terminology used in the work place by the employees.
- Enter identified hazards into the hazard register for future reference and review.

Overview of JSA Process

1. Select the job to be assessed
2. Break the job down into logical steps
3. Identify the hazards associated with each step
4. Assess the overall risk of each step
5. Develop and recommend hazard control strategies
6. Document and authorize
7. Store, review, update

4.7 Job Safety Assessment Procedure

Select the job/task to be analysed

Clearly describe the task to be analysed (e.g. Accessing roof).

Break the job/task down into logical steps

Try to limit the JSA to 6-10 steps; however more complex tasks will require more than 10 steps.
Use simple language.

Identify the hazards associated with each step

Ask yourself what could happen at each step. For example, could you or others be exposed to, caught on, struck by, come in contact with, fall from, trip over, be trapped by or in between something hazardous whilst performing the task?

Develop and recommend hazard control strategies

The crew/group/individual is then required to determine how to reduce the risk associated with that hazard. The hierarchy of hazard control should be used to determine the most effective type of control to be used.

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Elimination – can the hazard be eliminated altogether?

Substitution – can a less hazardous material, equipment or process be used?

Engineering – can modifications/additions to equipment be implemented?

Administration – can procedures, safe work practices, permits, or training be applied?

PPE – what PPE is required to be worn by personnel?

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Document and authorise

Record the details on the JSA sheet and submit to supervisor for authorisation **prior to carrying out the job.**

Store, review and update

After the JSA is complete it must be reviewed to determine:

- Did the JSA reduce the risk?
- Were any hazards missed?
- Were the controls effective?
- Can the risk be reduced further?

Modify the JSA accordingly. After any update or modification a supervisor must authorise the changes, and if necessary safe work practices must be updated and modified accordingly.

The JSA's must be easily accessible to all Elite Electrical Contracting Pty Ltd employees and sub contractors.

5.0 SAFE WORK PRACTICES

5.1 General Safe Work Practices and Housekeeping

***IT IS THE RESPONSIBILITY OF EVERYONE TO MAINTAIN A SAFE AND TIDY WORK AREA.
GOOD HOUSEKEEPING IS THE FIRST PRINCIPLE OF ACCIDENT PREVENTION.***

A significant number of all injuries result from slipping, tripping or falling, often as a result of poor housekeeping. All employees, regardless of where they work, should either personally clean up any debris or waste material created while doing their job, or arrange for it to be cleaned up.

To encourage good housekeeping habits Elite Electrical Contracting Pty Ltd will require all personnel on site to comply with the following guidelines:

- All tools to their correct location immediately after use.
- Return any unused supplies to the appropriate storage area.
- Clean up spillages as they occur
- Placing all debris and scrap materials in bins or designated areas.
- Keep crib rooms free of refuse, used paper and used containers.
- Place all food leftovers in the garbage bins.
- Keep toilets and washrooms clean and sanitary.
- Store and stack equipment and material in an orderly, stable and accessible manner.
- Ensure clear and ready access to electrical boxes, switchboards, fire fighting equipment, safety showers and other emergency facilities.
- Keep working areas clear of unwanted materials and clean up afterwards.
- Keep walkways and access areas around equipment clear at all times.
- Guard and barricade unsafe working areas where hazards exist and report hazards to supervisor.
- Maintain tools and equipment in a clean serviceable condition.
- Use and control hazardous substances in accordance with the MSDS.
- Use tools and equipment in a safe manner and in accordance with accepted safe work practices and manufactures guidelines.
- Appropriate personal protective equipment (PPE) must be worn at all times while using tools or while at risk of injury when other personnel are using tools.

5.2 Manual Handling

The Code of Practice: Manual Handling (Dec 2000), released by the WorkSafe Western Australia Commission, forms part of this safety management plan.

Elite Electrical Contracting Pty Ltd encourages the use of mechanical lifting aids where practicable. If it is not practicable to use mechanical lifting aids then all manual handling activities will be in accordance with the Code of Practice for Manual Handling (Dec 2000) as revised and published by the Department of Consumer and Employment Protection Western Australia.

5.3 Hand and Portable Power Tool Safety

The following guidelines in relation to hand and portable power tools will apply on all Elite Electrical Contracting Pty Ltd sites:

- All tools must be used correctly and for the purpose for which they are designed e.g. do not use a shifting spanner as a hammer or screwdrivers as chisels.

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- Electrically powered tools and equipment must be earthed at all times when in use, except double insulated tools.
- All tools shall conform to appropriate Australian Standards, and Occupational Health & Safety Regulations.
- All tools shall be in good state of repair and intrinsically safe for the user and other people in the same area.
- Excessively worn tools and/or tools requiring maintenance shall not be used.
- No portable tool shall be placed in an environment that may result in an electrical discharge to the user (i.e. damp or wet areas).
- All portable electric tools are to be inspected, tested, and tagged by a licensed electrician in accordance with OSH Regulations.
- No person shall remove any safety guard device from any equipment unless specific instructions were given and all parties are satisfied that alternative safety protection is applied.
- Grinding and drilling operations produce airborne projectiles. Operators of such machines shall protect themselves and others in the work vicinity by the use of personal protection equipment, the minimum being hearing and eye protection.
- No grinder shall be fitted with any other cutting wheel, eg. Saw blade, or pad, etc. than that recommended by the manufacturer.
- No angle grinding shall be carried out on materials which contain asbestos, synthetic mineral fibres (fibreglass, ceramic fibres, etc) and polyurethane or on any piping or vessel lagging, plastic, rubber or any other synthetic material.
- All electrical tools shall be protected by a residual current device (RCD)

5.4 Hot Work – Oxy Acetylene Cutting and Welding

The following safe use guidelines shall be followed when using welding/cutting equipment.

- Cylinder valves must be fully closed off when not in use. The key or wheel used to close and open cylinder valves must be left either on the valve spindle or close by to enable it to be turned off quickly in an emergency.
- Oxygen and acetylene cylinders must be kept in an upright position and firmly secured to a trolley or, if a fixed installation, to a wall by chains or other appropriate means.
- Cylinders that are at risk of falling are a major hazard in the workplace. Should a cylinder be allowed to fall, and the cylinder valve damaged, it can become a highly dangerous missile.
- In case of fire within an area where cylinders are used or stored, their removal will be required if it can be done safely. If removal is not possible, warn other people, including fire fighters, of their presence.
- 4 Flashback arresters must be used on oxy acetylene cutting/welding equipment. Two on each hose, one at each end. Flash back arrestors are not required when using single cylinder LPG with atmosphere.
- A screen must be used when electric welding to protect the eyesight of others in the area.
- It is the responsibility of the person using the welding gear to check its condition before use. Persons assisting with electric welding are required to use eye protection and avoid looking directly at the electric arc.

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- Where sparks, slag or other welding debris may affect persons working at a lower level, either a fire blanket or a suitable barricade with signs restricting access must be used. All care should be taken to prevent sparks and slag contacting any flammable materials or equipment.
- Welding power sources and all valves should be turned off at the completion of the job or at the end of shift.
- Ventilation equipment shall be used when welding in workshops, and confined spaces.
- Do not weld on painted or chemically treated surfaces, unless ventilation controls are used.
- Only experienced personnel are to use gas welding and cutting equipment. Ask your supervisor for training requirements.
- All employees involved in gas cutting and welding shall wear protective equipment as defined in the Occupational Health & Safety Regulations.
- Fire resistant gloves
- Goggles, face shields or helmets fitted with proper functional filter lenses
- Where necessary, fire resistant covers/cloths to protect from ray or heat burning
- Fuel gas hose and oxygen hose shall be of an approved type, be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each workday and shall be repaired or replaced if defective.
- Proper precautions for fire prevention shall be taken in areas where welding is being done.
- No welding, cutting or heating shall be done where the application of flammable compounds or heavy dust concentrations creates a fire hazard.
- No person shall use matches, rope, wicks or other smouldering materials for the lighting of gas torches. An approved type flint gun shall be used for this purpose.
- Painted or toxic surfaces must not be cut without the proper air lung protection equipment.
- In some instances thorough grinding away of the hazardous substance may suffice provided proper lung ventilation/screening is employed to prevent intake of ground particles.
- Make sure any slag, molten, sparks, etc. will fall in a safe area and will not cause undue damage to painted surfaces or open machinery.
- Welding/cutting must not be undertaken in an unsafe confined area unless proper ventilation techniques are employed.
- Do not perform welding/cutting on any container, drum or tank without eliminating the danger of fire, explosion, expansion or structural weakening.
- The use of flammable solvents, oil or grease is strictly forbidden for the cleaning or lubrication of gas or oxygen hoses, fittings or other apparatus because of the risk of explosion in the oxygen atmosphere.

5.5 Compressed Air Safety

Elite Electrical Contracting Pty Ltd will ensure the following safe use guidelines are followed by personnel using compressed air on site.

- Compressed air must not be used to blow dust or debris of personnel.
- PPE, particularly eye and ear protection will be worn at all times.
- Hose clamps will be inspected regularly to ensure they are secure.
- All couplings on hoses are to be secured with safety devices to prevent accidental disconnection.
- Ensure safety chains are secure.
- Check for leaks or bad connections before placing them under pressure.
- Release air slowly into any system.
- Ensure that the control switches on air tools are in the off position before applying compressed air to the tool.

Employees that are required to handle compressed air hoses, receivers etc. must always shut off all air and bleed lines before disconnecting couplings. Use compressed air only for jobs for which it is intended.

The use of combustible oil, grease etc. should be avoided in the presence of high-pressure air containers and hose connections.

5.6 Working at Heights – Fall Prevention

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The Code of Practice: Prevention of Falls at Workplaces [2004], released by the WorkSafe Western Australia Commission forms part of this safety management plan.

All persons working at a height where a risk of falling exists (e.g. where handrails, edge protection etc. is not practical) must wear and use an approved safety belt or harness with lanyard attached to a secure anchorage. This will be done in compliance with the relevant regulations. Approved inertia reel devices and static lines may be used where suitable.

Care should be taken to ensure that anchorage points selected minimise potential free fall and pendulum effect.

When working at height, tools should be kept to a minimum and secured in a properly constructed tool belt or bag.

Where workers or other persons are likely to be exposed to the danger of being struck by falling structural steel, equipment, materials or tools, the work area shall be barricaded off and warning signs displayed at all approaches to the area, stating "DANGER KEEP CLEAR WORKMAN OVERHEAD" or the equivalent wording.

Work at Heights Assessment

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

Hazards will be identified, assessed and controls implemented in accordance with the section Hazard Identification and Risk Assessment as well as the Code of Practice: Prevention of Falls at Workplaces [2004].

General guidelines

- Every attempt will be made by Elite Electrical Contracting Pty Ltd to design out fall hazards where practicable.
- Where possible work will be conducted from ground level.
- Where persons could fall, the following control measures will be considered: -
- Scaffolds and ramps
- Elevating work platforms
- Edge protection
- Catch platforms to reduce the fall potential
- Fall injury prevention systems (FIPS) or restraint systems eg: harnesses, lanyards, fall arrestors, rope grabs, and restraint devices.
- Where persons could fall 2 or more metres from scaffolds, stairs, landings, formwork, suspended slabs and mezzanine floors, edge protection complying with Australian Standards will be provided.
- Where persons could fall more than 3 metres from any other open edge (eg: roof) – edge protection, scaffolds or a Fall Injury Prevention System (FIPS) will be used. Before work in such an area commences a risk assessment must be conducted to identify hazards and determine control measures.

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- Penetrations in suspended floors will be protected in accordance with the Code of Practice: Prevention of Falls at Workplaces [2004].
- Fall zones will be kept clear of all objects that could increase the risk of injury in the event of a fall.

5.7 Ladders

The Occupational Safety and Health Legislation requires the use of portable ladders to comply with OSH Regulations and Australian Standard AS/NZS 1892-1 and 1892-2. All personnel must comply with this procedure.

Single and Extension ladders

- Must be in good condition (check before use for damage);
- Must be constructed of Fibreglass;
- Must be secured against sideways movement;
- Must extend at least 900 mm above the work platform/landing;
- Must be located on a firm footing;
- Must be placed so the distance from the ladder base to the base of the support wall is about one quarter the working length of the ladder.

Stepladders will be used in accordance with the manufacturers instructions and be in good condition. Stepladders will not be placed on scaffolds to gain extra height, where a person could fall over the scaffold edge protection. Stays must be locked to prevent collapse of the stepladder.

Ladders will be removed at the end of the day to prevent unauthorised access (especially in public areas).

Ladders will not be left in public areas where:

- Persons could walk into or trip over the ladder;
- Young children could climb the ladder;
- Traffic, mobile plant or doors could strike the ladder.

Barriers and warning signs will be erected to restrict members of the public, or a spotter used.

Damaged ladders will be removed, tagged out and not used.

5.8 Scaffolding

AS/NZS 4576-1995 Guidelines for Scaffolding (Standards Australia), approved by the Minister for Labour Relations as a code of practice under section 57 of the Western Australian Occupational Safety and Health Act 1984, forms part of this safety management plan.

Occupational Safety and Health Legislation requires scaffolding to be erected or dismantled in accordance with the relevant requirements of Australian Standard AS/NZS 1576 Parts 1-6.

General guidelines

- Any scaffold from which a person or object could fall more than 4 metres will be erected/alterd /dismantled by a licensed scaffolder.
- Scaffolds below this height will be erected/alterd/dismantled by competent personnel. Employees will be trained in the correct procedure using the manufacturers/suppliers instructions. This will be noted on a toolbox talk form or training register.
- Any scaffold where a person could fall more than 4 metres will be inspected and tagged (eg: Scafftag):
 - Before use;
 - After the scaffold is altered or repaired;
 - At least every 30 days;
 - After adverse weather conditions.
- A warning sign will be fitted to all incomplete scaffolds.
- Scaffolds will not be altered unless the person is authorised to do so.

- All scaffolds where a person or thing could fall two or more metres will be fitted with top rail, mid rail and kickboards or mesh panel, which incorporates top rail and kickboard. (Mesh panels will be used for public protection or where objects could fall through the handrails, eg: brickwork).
- All scaffolds will be made safe at the end of the day eg: remove ladders, barricade and warning sign fitted (especially in public areas).

These guidelines may be issued to the scaffold company to inform them of Elite Electrical Contracting Pty Ltd scaffolding requirements.

5.9 Confined Spaces

Work in confined spaces shall be conducted in accordance with relevant Western Australian Occupational Safety and Health Regulations and codes of practice.

Risk of working in a confined space must be identified before job starts. Confined spaces are determined as;

- not a usual place of work
- restricted or difficult entry
- hazardous atmospheric conditions

No person shall attempt to work in a confined space where these conditions exist without the appropriate Personal Protective Equipment (PPE). Examples of these work areas are;

- Storage and pressure vessels
- Silos
- Pipes
- Sewers and shafts
- Ventilation ductwork

Ceiling spaces are not generally considered as confined work areas; however caution must be exercised in being aware of slips, trips, debris, electrical wiring, plumbing pipe work etc.

It is essential that adequate lighting is available when entering the ceiling space. Ensure that any 240-volt portable lighting equipment used has ELCB protection.

All employees have a duty of care to properly use and maintain the personal protective equipment (PPE) and safety equipment supplied by Elite Electrical Contracting Pty Ltd. The duty of care extends to ensuring adequate supplies are always available for use. Similarly employees have a duty of care to inspect and properly maintain any hired personal protective equipment (PPE) and safety equipment that is made available to them by the company.

During the course of your daily duties, if you consider there is a more appropriate safety product or equipment that could be used, advise management through safety circle meetings. However, should the product or equipment be required urgently contact management immediately with your recommendation.

5.10 Excavations and Trenches

The Code of Practice: Excavation (2005), released by the WorkSafe Western Australia Commission forms part of this safety management plan.

Elite Electrical Contracting Pty Ltd will ensure the safety of all persons likely to be put at risk by any excavation on a Elite Electrical Contracting Pty Ltd site. The means by which this will be achieved may include, but not be limited to;

- temporary support systems;
- battering, benching;
- shoring;
- de-watering systems
- erection of barriers;
- erection of signs;
- keeping loads, materials and equipment clear;
- spotters will be used where required.

Elite Electrical Contracting Pty Ltd will ensure that the excavation works on its sites will not adversely affect the stability or structural integrity of surrounding structures.

5.11 Cranes, Hoists and Lifting Gear

Elite Electrical Contracting Pty Ltd will ensure that cranes hoists and lifting gear are regularly inspected and maintained in accordance with OSH Regulations 1996, relevant Australian Standards and Manufacturer's recommendations. This requirement also applies to contractors.

Elite Electrical Contracting Pty Ltd will carry out an assessment of the most appropriate type of plant and equipment for the required job. The assessment will include the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate, or minimise the risk to health and safety of workers. This process will include the plant and/or equipment itself and its impact on the surrounding workplace.

General guidelines

- Lifting gear that does not have a current test certificate will not be brought on site under any circumstances.
- Warning signs or barriers will be erected to restrict entry into the area, of crane operations.
- Operators must be trained, competent and, where required by OSH Regulations, hold the appropriate license/Certificate of Competency.
- Prior to crane set up check the work area for potential hazards such as unstable ground, penetrations or overhead obstructions – e.g. power lines. Barricades must be erected to mark out the hazards.
- Loads will not be lifted over personnel.
- Tail ropes/tag lines will be used to control the load.
- No attempt will be made to lift loads in winds that prevent control of the load at all times.
- The design and installation of material hoists must comply with Australian Standards.
- Materials hoists must be isolated at the end of the day and regularly inspected and examined.
- Personnel working in the area of crane and/or hoist operations must wear safety helmets and high visibility vests.
- Only certified or approved persons are permitted to carry out slinging operations and direct crane movements.
- The Site Supervisor, or someone officially designated by them, shall review the specific operation of a crane when the crane must operate within 6 metres of an overhead power line.
- Overhead lines within the work area shall be marked with warning signs, two metres above the ground.

- No container shall be used for the hoisting of goods unless the container is designed for that purpose, and has the SWL clearly marked.
- Do not leave any load suspended without an operator at the controls.
- Riding on the crane hooks or loads is strictly forbidden.
- All lifting equipment (eg. slings, shackles, sockets, hooks, etc) shall be visibly marked in accordance with the relevant Australian Standards and State Legislation.

5.12 Vehicles and Mobile Plant

Operators of mobile machinery must be fully trained, assessed and authorised to do so.

If you are in any doubt about the authority to operate mobile equipment you must contact your supervisor for clarification.

There are significant hazards when working around heavy machinery. Site rules must be strictly adhered to.

Prior to operating any plant a pre-operation check in accordance with the manufacturer's guidelines must be completed. **REPORT ANY DEFECTS TO YOUR SUPERVISOR.**

General guidelines

- Western Australian road rules shall apply on all Elite Electrical Contracting Pty Ltd sites.
- Prior to use a competent person will inspect all mobile plant for faults and defects. **ANY DEFECTS OR FAULTS MUST BE REPORTED TO THE SITE SUPERVISOR.**
- Flashing lights and reversing beepers will be fitted to all mobile plant, including sub contractors plant.
- Mobile plant must be isolated at the end of the day or when left unattended.
- Warning signs or barriers will be erected to restrict entry into the work area, where applicable.
- Operators must be trained and competent.
- All safety devices must be maintained and dangerous parts guarded.
- Earthmoving equipment will be fitted with roll over protection.
- Mobile plant operators must wear seat belts where fitted.
- Log books or inspection and maintenance records will be available for all mobile plant.

5.13 Traffic Management

The Occupational Safety and Health Legislation requires the safe movement of vehicles at the workplace. Hazards associated with vehicles include personnel being struck by traffic, vehicles and mobile plant.

Procedure

To reduce the risk of vehicle and mobile plant accidents the following control measures may be adopted:

- Provide a one-way traffic system or turning points to minimise reversing.
- Provide separate vehicle and pedestrian access or kept separate where possible.
- Properly trained spotters to control reversing vehicles.
- Vehicles properly maintained and drivers properly trained.
- Vehicles with loads properly secured. All loads to be checked before unloading.
- Any work conducted, which may impact on the traffic flow, will be signed in accordance with Australian Standards 1742.3. Personnel used as Traffic Controllers must have completed the relevant Main Roads WA Traffic Controllers course. Depending on the situation, the Supervisor may arrange to have Traffic Management Company to control the road traffic.
- Maintain appropriate signage to restrict the public, maintain speed limits, etc.

5.14 Isolation and Tag-out Procedures

Isolation and tag out procedures shall be in accordance with client or principle contractor requirements. Where there are no existing procedures or guidelines then the following procedures shall apply.

The WorkSafe Guidance Note: Isolation of Plant, forms part of this safety management plan.

Out of Service Tags (*Yellow & Black*)

Out of service tags are to be used when plant is out of service for repairs, inspection or maintenance.

Where an item of plant is damaged, inoperable or unsafe, an out of service tag must be placed on the plant's main point(s) of isolation and the Supervisor must be notified when:

- Personal injury could be sustained from the plant if it is used
- Plant is left unattended for any reason in an unsafe condition
- There is an item of plant that could be damaged if it were to be used

An out of service tag is never to be used as a replacement for a personal danger tag. Any specific item of plant on which an out of service tag has been placed must not be used or operated.

A correctly completed tag will specify:

- The reason for isolating the equipment
- Name in block letters of the person responsible for placing the tag
- Employees work section
- Employee's signature
- Date
- Time tag was placed e.g. 0800hrs

An out of service tag can only be removed by a qualified person repairing the plant or the site supervisor.

Personal Danger Tags (*Red, White & Black*)

A danger tag and lock should be affixed to a plant's isolation point(s) at all times where individuals may be endangered by its use.

- The danger tag system is designed for the protection of *personnel*
- Never interfere with someone else tag.
- Never remove another person's DANGER TAG and always obey any restrictions or instructions on tags.
- Serious injury or death of a worker on a piece of equipment may result if another individual, not knowing the worker is there, operates the equipment

Danger Tags must be fitted to the main isolations switch or valve on the piece of plant (there could be more than one).

Ensure Danger Tags are fastened securely (locked) so that they will not easily become detached.

A personal danger tag can only be removed by the person who placed the tag.

5.15 Personal Protective Equipment (PPE)

The Code of Practice: First Aid, Workplace Amenities and Personal Protective Equipment; released by the WorkSafe Western Australia Commission forms part of this safety management plan.

Required PPE may include, but not be limited to,

- Safety footwear
- Safety helmet
- Hearing protection

- Gloves
- Safety glasses and/or face shield
- Fall injury prevention equipment
- Specific clothing for specific tasks

Prior to commencing any work on site, your supervisor will check to make sure you have the appropriate PPE. It will be your responsibility to look after all PPE issued to you. If an item of PPE is lost or damaged it is your responsibility to inform your supervisor who will organise a replacement.

Safety Helmets (General requirements)

- Safety helmets must be worn where there is a risk of being struck on the head by a falling object.
- It is recommended that helmets be replaced after 2 years from date of issue.
- The helmet must be replaced if it is chipped, cracked or after receiving a solid impact from a falling object or being dropped.
- Do not paint, place stickers on, or drill holes in the helmet, as it may reduce the strength of the helmets plastic shell.
- Nothing should be placed or stored between the harness and the shell.

Eye Protection (General requirements)

- Eye protection, if required, must comply with Australian Standards.
- If you wear prescription glasses, the lenses must be made of toughened glass/plastic to conform to Australian standards, and be fitted with side shields. Alternatively mono goggles can be worn over the top of prescription glasses
- When working with hazardous substances, it is suggested (check MSDS) that a full-face shield and safety glasses, or chemical mono-goggles be worn.
- Safety glasses and a face shield are the minimum eye protection while using angle grinders or performing any buffing or chipping work.
- Specialised goggles or masks must be used while oxy-cutting or welding – SAFETY GLASSES ARE NOT ADEQUATE.
- Safety glasses/face shields must be used when operating any rotating or spinning tools or equipment.
- Safety glasses must be worn when there is a risk of debris/materials making contact with the face or eyes.

Hearing Protection (General requirements)

- Hearing protection must be worn in designated/signposted areas.
- Hearing protection must be worn where any risk of excessive noise exists. Excessive noise is considered to be 85 decibels or greater.
- Earplugs and earmuffs are acceptable forms of hearing protection.

Rule of thumb: If you have to raise your voice to speak to someone within 2 meters then the noise in the area is greater than 85 Decibels

Hand Protection (General requirements)

- Gloves must be used whenever your hands are exposed to possible injury.
- Canvas/leather gloves are acceptable for protection from dirt, grime and sharp objects.
- PVC or nitrile gloves must be used when handling liquid chemicals.

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- Never wear gloves when using pedestal/bench grinders.

Note: The wearing of finger rings is considered to be a risk in some circumstances.

5.16 Electrical Safety

The site supervisor will make sure the use of electrical wiring, portable tools and extension leads will be in accordance with the Occupational Safety and Health Regulations 1996 and Australian Standard AS/NZS 3012. Where a more specific provision is not made in the Occupational Safety and Health Regulations 1996 and Australian Standard AS/NZS 3012 conformance will be to the provisions of Australian Standard AS-3000, Wiring Rules. This requirement also applies to contractors.

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

The following guidelines in relation to electricity will apply on all Elite Electrical Contracting Pty Ltd sites:

General electrical safety

- All portable electrical equipment shall be tested and tagged in accordance with OSH Regulations.
- Unless disconnected from an electrical source, all electrical appliances will be assumed to be “LIVE” and therefore dangerous.
- Any electrical faults will be reported immediately to the site supervisor.
- All electrical equipment is to be isolated and tagged or locked out before commencing work on it.
- Only licensed electricians are to carry out work on electrical equipment.
- Never turn on an electrical switch while standing in water.
- Do not place tools or other objects over extension cords or pull the cords over sharp objects.
- Do not touch a vehicle that electrical wires have fallen on.
- Never rely on rubber boots to give protection against electrical current.
- Make sure that no one will be endangered by your action before operating an electrical switch.
- Do not at any stage spray or splash water on electrical equipment.
- If you must rescue someone who is in contact with a live power supply, switch off the electricity and then clear the patient from the source.
- Don't carry long metal objects over your shoulder when passing under electrical equipment.
- Always check for overhead power lines and follow instructions for vehicle's usage in relation to power lines for each site.
- If vehicles come in contact with power lines there is a real risk of tyre fires or explosions with serious consequences. Stay in the vehicle (cab) unless at risk to imminent and serious injury or harm. Specific emergency procedures apply.
- Domestic type electrical equipment such as domestic multi outlet boards and double adaptors will not be used on site.
- Work must not commence and site management must be notified if work is to be conducted closer than the following safe distances;
- 1 metre from 1000 Volts,
- 3 metres from 33000 Volts, or
- 6 metres to more than 33000 powerlines.

Site management will contact the energy supplier to determine appropriate actions.

Flexible Cords / Extension Leads

- Flexible cords, cord extension sets, flexible cables and accessories used to connect appliances and equipment to a power supply shall have a minimum cross sectional area of 1.5 mm². This shall not include the cord that is permanently attached to the appliance or luminaries.
- Maximum length of a flexible cord shall be 30 metres. The cord shall not be joined in lengths in which the total length exceeds 30 metres.
- Electrical extension leads must not be laid down in hazardous areas, especially where there is a likelihood of the cord being crushed or severed. The cord must not be immersed in any fluid, or in contact with any damp areas.

Generators/Welding Machines

This covers portable, transportable or mobile generators including welding machines with auxiliary power outlets or terminals.

Self contained transportable generating sets driven by internal combustion engines which are intended to provide an independent 50Hz A.C. supply at above 32V A.C., single phase or three phase, shall meet the following requirements:

- All live parts, including 'neutral' parts shall be guarded and insulated, including terminals at the back of the outlet.
- All socket outlets providing non-welding power shall be weatherproof hi-impact polycarbonate or similar construction, with an isolating switch, which operates in all, live conductors.
- All the single-phase outlets above shall be protected by a residual current operated circuit breaker set to trip at a maximum earth leakage of 30mA.
- Generators shall be protected from weather at all times.
- Welding machines shall be stopped or switched off before the connection or disconnection of leads to the machine terminals. All exposed terminals shall be insulated or covered

5.17 Hazardous Substances & Material Safety Data Sheets (MSDS)

The National Code of Practice for the Control of Workplace Hazardous Substances [NOHSC: 2007(1994)] forms part of this safety management plan.

A hazardous substance can be defined as any solid, liquid or gaseous substance procured for use in the workplace which can, in part or in whole, be ingested, inhaled or absorbed into the body.

Some of the more commonly used substances which are dangerous unless certain precautions are observed include:

- Acids
- Processing reagents
- Solvents
- Lime
- Degreasing agents
- Hydrochloric acid
- Fuel – petrol, diesel etc

No matter how safe a product may appear to be, it is good practise to always observe the following:

- Don't splash hazardous substances or chemicals around
- Avoid contact with skin
- Avoid breathing it in
- Avoid swallowing it

Use a barrier cream to assist in protecting your skin if you work with a chemical on a regular basis. Wear suitable gloves, boots, approved chemical goggles and respirators and use mechanical ventilation when warning labels on MSDS specify their use. Respirators must comply with the minimum requirement as specified by the MSDS. Use the correct methods and equipment for lifting or handling drums, bags or other heavy loads. Containers and tanks must be labelled with sufficient information so that the substance can be handled and used safely. If a container is not labelled, or there is some doubt about the contents, then do not use or handle the container, and do not decant hazardous substances into unlabelled containers.

Material Safety Data Sheets (MSDS)

For each hazardous substance/chemical, details relating to physical properties, flammability, toxicity, special precautions, transport and storage can be found in Material Safety Data Sheets, which are stored in the Site Safety Manual and filed under **Hazardous Substances** with the **Hazardous Substances Register**, and is available in the Site Supervisor's office. They are information sheets that outline the name and properties of the hazardous substance/chemical and contain information on health hazards, first aid, personal protective equipment, safe handling, disposal and storage. (Refer to Section 2.5 Hazardous Substance Management).

6.0 EMERGENCY RESPONSE

6.1 Emergency Response Facilities

Being prepared for emergency situations will ensure that any damage, injury or other loss consequences are minimized. Selected Elite Electrical Contracting Pty Ltd personnel will receive formal training in first aid and fire prevention/control.

Occupational safety and health legislation outlines the basic requirements

All Elite Electrical Contracting Pty Ltd sites will be provided with the following emergency response equipment;

- First aid kits
- Fire extinguishers
- Hazardous substance information - MSDS register

6.2 Site Specific Emergency Response

On commencement of Contract

- All site personnel are instructed during site induction of site emergency procedures and information.
- A completed Emergency Contact Information Form is posted in the site office, crib room and at first aid locations.
- The locations of first aid facilities and all emergency equipment will be clearly signposted.
- Muster points will be clearly identified.
- A site plan indicating muster points and evacuation routes will be posted at various locations around the site.

General Emergency Procedure

- Stop work/operations

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- Call for help, dial emergency phone number or send someone to raise the alarm
- When speaking to emergency services clearly state your name, location, nature of emergency, injuries sustained and casualty numbers, stay on the phone until instructed to hang-up.
- Check for hazards (danger) to yourself and others
- Apply first aid - D.R.A.B.C. (to level of your competency)
- Continue first aid until help arrives or for as long as is practicable

6.3 First Response In Case Of Serious Injury

A serious injury (fracture, breaks, lacerations, drowning, unconsciousness, asphyxiation, burns, poisoning, illness/disease) and/or death could result from, but not limited to the following:

- Vehicle/Mobile equipment/plant accident (one or more items involved)
- Fall from height
- Fire
- Contact with electrical current
- Submersion in water
- Inhalation of smoke, dust, fumes, vapours or mists
- Contact (inhalation, ingestion, absorption) with hazardous substances
- Deficiency of oxygen
- Electric shock

Response

First person approaching the accident:

- Ensure own safety
- Raise alert
- Check for danger
- Extinguish any fire
- Administer first aid (DRABC)
- Do not move casualty unless a life threatening situation exists
- Be prepared to guide emergency assistance to site

NOTE: If death or serious injury has occurred, the accident site should not be disturbed without the permission of a regulatory authority, except with a view to saving life or preventing further injury

Raising the Alert

1. Raise alert (sound siren, blast horn)
2. Call for emergency assistance
3. Notify the site supervisor
4. Notify management
5. Management to notify WORKSAFE if Fatality or serious injury has occurred

Resources

1. First aid kit

2. Fire extinguisher
3. Phone
4. Emergency services

6.4 First Response In Case Of Minor Injury

1. Apply first aid
2. Report to supervisor
3. Seek medical advice as appropriate
4. ALL INJURIES MUST BE REPORTED TO THE EMPLOYER

6.5 Fire

Fire may involve electrical fire, vehicle fire, bushfire or building fire. Hazards created by fire include:

- Explosion – gas bottle, fuel tanks etc.
- Dense, poisonous smoke
- Carbon Monoxide and asphyxiation due to lack of oxygen
- Building collapse

In Case Small Out Break Of Fire

- Raise the alarm
- Apply extinguishing agent
- Report to supervisor

In Case of Large Fire

- Raise the alarm
- Implement evacuation of site

6.6 Incident Reporting Procedure (Ref SMP Forms 16 & 17)

Incidental occurrence resulting in injury, harm or damage

1. Medical attention to be administered, area to be made safe or shut down (if required, for potentially serious occurrences, serious injury or fatality)
2. Head office of Elite Electrical Contracting Pty Ltd & WORKSAFE are to be informed immediately
 - Head office of Elite Electrical Contracting Pty Ltd to be informed verbally by telephone
 - The site supervisor, or designated Elite Electrical Contracting Pty Ltd representative will inform WorkSafe as required
3. Elite Electrical Contracting Pty Ltd management to respond
 - Immediately (if high risk e.g. serious incident, major damage), safety bulletin to be issued and distributed to all sites (go to 4)
 - ASAP (if low risk e.g. first aid injury, minimal damage) (go to 6)
4. Site/s to hold a safety meeting immediately and address current issue.
5. When the situation is stabilized the appropriate incident report form/s must be completed and forwarded to Elite Electrical Contracting Pty Ltd.
6. Management to issue safety bulletin.
7. Safety bulletin to be discussed at next scheduled safety meeting.
8. Investigation to be conducted

- By Elite Electrical Contracting Pty Ltd Site supervisor and/or manager
 - By client - if required
 - By WORKSAFE - if required
9. Management to develop action plan and implement.
 10. SWP and hazard register to be updated / reviewed etc.
 11. Changes to SWP to be discussed on site in safety meeting (immediately if necessary).
 12. SWP changes to be recorded and forwarded to site (site to update their records).
 13. All information and records to be filed in head office.
 14. Monitor / review changes to SWP for their effectiveness.

6.7 Incident Reporting Procedure-WorkSafe (Ref SMP Forms 14 & 15)

The Occupational Safety and Health Act 1984 requires employers to notify the WorkSafe Western Australia Commissioner of any accidents involving their employees. Failure to report a notifiable accident could lead to prosecution of the employer. Where someone other than the employer contacts WorkSafe to report an accident, these are not recorded as "official" notifications under the Act, but are referred to an inspector for further action.

The kinds of injuries that must be notified are:

- a fracture of the skull, spine or pelvis;
- a fracture of any bone -
 - i. in the arm, other than in the wrists or hand;
 - ii. in the leg, other than a bone in the ankle or foot;
- an amputation of an arm, a hand, finger, joint, leg, foot, toe or toe joint;
- the loss of sight of an eye;
- any injury other than those referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

The kinds of diseases that must be notified are:

- **Infectious Diseases:** tuberculosis, viral hepatitis, legionnaire's disease and HIV where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection.
- **Occupational Zoonoses:** Q fever, anthrax, leptospiroses and brucellosis where these diseases are contracted during work involving the handling of, or contact with, animals, animal hides, skins, wool, hair, carcasses or animal waste products.

Work injuries and diseases may be reported to WorkSafe:

- **in writing** - **Form 1** and **Form 2** specified in the Occupational Safety and Health Regulations 1996 are included in the back of the regulations and are also available on the WorkSafe website at www.safetyline.wa.gov.au.
- **by telephone** - Accidents can be reported by calling (08) 9722 2888.

Under the Occupational Safety and Health Act 1984 employers must notify work-related deaths and specified work injuries and diseases to the WorkSafe Western Australia Commissioner. Regulations 2.4 and 2.5 of the Occupational Safety and Health Regulations 1996 specify the types of injuries and diseases required to be notified.

WorkSafe inspectors investigate some reported injuries and diseases to determine causal factors with a view to preventing recurrences. WorkSafe also monitors aggregate information derived from injury and disease notifications and workers' compensation data to identify trends in the incidence of fatalities and work injuries and diseases.

6.8 Incident Investigation Guideline And Procedure

Introduction

An incident investigation is a methodical, systematic, unemotional procedure to collect and interpret information about an event to establish what happened, why it happened, the extent of injury or damage, and to analyse the process involved to minimize the risk or prevent a re-occurrence. The investigation normally results in a logical, sequential report of the events with recommended, preventative strategies.

Prior to commencing the investigation

A basic need for an investigator is to have all the equipment required to conduct an investigation. Some of the equipment that may be required is listed below:

1. Check and adjust all your PPE before you visit the incident scene
2. Clipboard with note paper, incident investigation pro-forma, graph paper, transparency sheets
3. Ruler, pencils, pens, eraser
4. Camera (Digital or Polaroid: no processing required = less risk of losing evidence), batteries, flash, film, operating instructions
5. Tape measure (3m, 50m)
6. Chalk, paint, wax crayons, marker pens
7. Barricade tape (caution, danger) out of service and personal danger tags
8. Tape recorder (spare tapes, batteries)
9. Plastic bags (various sizes)
10. Torch (spare batteries)
11. Relevant Incident Report Form
12. Small hand tools (pen knife, screw driver, Phillips head, pliers)
13. Communication equipment (radio, telephone)

Commencing the Investigation

The investigation involves the collection of evidence, some of which may be extremely fragile; consequently it would be preferable to collect the most fragile of the evidence first. Fragile evidence can be described as that which may be easily broken, distorted, or contaminated (including, but not limited to, environmental or verbal contamination).

The recovery of injured person/s and securing of the incident scene is of the highest priority. It may be necessary to make the scene safe before the commencement of the investigation and collection of evidence. Once the injured person/s has been treated and the site secured, access should be restricted so as to leave it as close as possible to the conditions at the time of the incident.

If it is necessary to disturb the scene, either to remove the injured person or to make the scene safe, video or photographic evidence may be the most practical means of evidence collection.

Initial Investigation

It is a proven practice to make brief written notes on what steps have been taken and when, and who you speak to and what information they can contribute. This enables the investigator to prioritise further actions, particularly which witness to interview first.

The overview provides the investigator “to get a feel for the working environment”. On arrival on the incident scene, the investigator makes an assessment of any hazards that are present, including either pre-existing hazards or hazards that have arisen through the incident. These hazards should be eliminated, controlled or managed.

At this stage it is desirable to take photographs of the accident scene, or at least to make sketches and notes.

Witnesses

A witness is a person that has first hand knowledge of some fact related, directly or indirectly, to an incident.

There are two main types of witnesses:

- Eye witnesses – persons who actually saw the accident happen
- Circumstantial witnesses – those who did not actually see the accident, but who can contribute valuable background information

Witness Interview Checklist

- Name, occupation and contact details of the witness
- Date and time of the interview
- Time of accident according to the witness
- Location of the accident according to the witness (distance from fixed objects)
- Description of significant events in order
- What attracted the witness’ attention to the accident?
- Where was the witness in relation to the accident?
- What did the witness see?
- What did the witness hear?
- What did the witness smell?
- What did the witness feel?
- What did the witness do?

Basic Interview Techniques

There are different types of questions that can be asked:

- Closed questions - can be answered “yes” or “no”

- Open questions – open ended and require explanation
- 1. Conduct interview in private at the work place**
 - At the scene if possible, as it may assist with recall
 - Interviewee can refer to physical conditions and circumstances
 - 2. Put interviewee at ease, don't hurry things**
 - You are solely interested in prevention not blame
 - You can only establish prevention with help in identifying all the factors
 - You are interested in fact not theory
 - 3. Ask for the interviewee's version of what happened**
 - Do not interrupt or ask leading questions
 - Take notes (and/or record on tape to prevent any loss of information)
 - Ask questions at the end of interviewee's version
 - Don't make judgments
 - 4. Only ask necessary questions**
 - Ask open questions (cannot be answered yes or no)
 - Be objective and constructive
 - 5. Repeat the interviewee's story as you understand it**
 - Interviewee can fully understand what has been said
 - Provides a chance to clear up any misunderstandings
 - Correct any misunderstanding and note
 - 6. Close the interview on a positive note.**
 - Check everything has been covered
 - Reaffirm the purpose of the interview
 - Thank the witness

Source; "Enhancing Safety" Taylor Hegney Easter second edition 1997

Collection of Evidence

Evidence generally falls in four main categories: people, positions, parts, and papers.

People - provide eye or ear evidence relating to events prior to during or after the incident. This information is recorded in witness statements.

Positions - are the actual locations of people or parts prior to, during or after the incident. To ascertain the position of people and parts will normally depend on the affirmation of witnesses.

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Parts - are visible, material pieces of plant, tools, equipment, and buildings at or around the incident that may or may not have some influence on the incident. Some parts that are suspected to have contributed to the incident may need to be examined by a person that is appropriately qualified to examine the part. Any reports provided from such a source will form part of the evidence in the investigation. The person who provides such information is known as an expert witness.

Paper - includes forms, written records, diary notes, procedures, JSA's, manuals, maintenance records, induction and training records, personnel qualifications, certificates of competency, contracts and quotes.

Overview of Incident Investigation Procedure

1. Preparation of incident investigation kit
2. Securing the accident scene
3. Collection of evidence
4. Collation of evidence
5. Report on incident and preventative strategies

The Report Structure

The investigation normally results in a logical, sequential report of the events with recommended preventive strategies. The suggested report structure is listed below:

- The incident description (a brief description)
- Before the incident (according to factual evidence)
- The incident as reported
- After the incident
- Contributing factors (according to factual evidence)
- Conclusion
- Recommended corrective actions and reasoning
- Appendix of evidence

7.0 INJURY MANAGEMENT

7.1 Injury Management Overview

Aim of the Injury Management System

To ensure that Elite Electrical Contracting Pty Ltd is able to respond to workers' compensation claims quickly and properly, so that injured workers can remain at work or return to work at the earliest appropriate time.

Injury Management Policy

Elite Electrical Contracting Pty Ltd approach to injury management will be set out in a policy that will be available to all workers.

Injury Management Steps

When information that a worker has a First Medical Certificate for a work related injury is received or the worker requests, Elite Electrical Contracting Pty Ltd will provide the worker with a workers' compensation claim form.

When a completed workers' compensation claim form and the First Medical Certificate is received from the injured worker, Elite Electrical Contracting Pty Ltd will send the documents to the insurer within three working days in accordance with the *Workers' Compensation and Injury Management Act 1981* (the Act).

Elite Electrical Contracting Pty Ltd will discuss the workers' compensation claim with the insurer, to clarify any issues or concerns or request up-to-date information on Elite Electrical Contracting Pty Ltd responsibilities in relation to the claim.

Elite Electrical Contracting Pty Ltd will maintain close contact with the injured worker to check on progress and make arrangements for the worker to remain at work or return to work as soon as medically appropriate.

If it is required, a return to work program will be established in consultation with the injured worker and in accordance with the Act.

Worker Participation

For a workers' compensation claim to be processed, an injured worker should give Elite Electrical Contracting Pty Ltd a completed claim form and all medical certificates from the treating medical practitioner.

Injured workers should maintain close contact with Elite Electrical Contracting Pty Ltd to provide information on their progress and participate in return to work activities in accordance with the Code. Any issues associated with a claim should be referred to Elite Electrical Contracting Pty Ltd, who will endeavour to resolve these issues or, where necessary, refer them to the approved insurer.

Day-to-Day Management

The person who has day-to-day responsibility for injury management is:

Managing Director : Brad Luff

7.2 Injury Management Policy

ELITE ELECTRICAL CONTRACTING PTY LTD: INJURY MANAGEMENT POLICY

Elite Electrical Contracting Pty Ltd is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the *Workers' Compensation and Injury Management Act 1981* in the event of a work related injury or illness.

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Whenever possible, suitable duties will be arranged internally having regard for the injured worker's medical restrictions.

Workplace Information:

Employer's Contact Person: _____

Telephone - Office: _____

Telephone – Mobile: _____

Employer's signature: _____

Date: _____ / _____ / _____

7.2 Return to Work Program

See: *SMP Form 18. Return to Work Program*

8.0 OCCUPATIONAL SAFETY AND HEALTH POLICY

At Elite Electrical Contracting Pty Ltd our Occupational Safety and Health Policy is based on a belief that the well-being of people employed at work our worksites, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

The safety and health of the public, sub-contractors and our employees is our greatest responsibility

The objectives of our Occupational Safety & Health Policy is to

- Provide a workplace free of injury and harm.
- Integrate safety and health into every aspect of our business.
- Encourage open communication with employees and sub-contractors in the hazard and risk management processes
- Provide a training program to ensure that our employees work in the safest possible manner.
- Identify hazards, assess risks and implement controls

- Investigate any occurrence resulting in serious injury or harm to persons or damage to property.
- Provide effective injury management and rehabilitation for all employees.
- Comply with applicable legislation, codes of practice and guidance notes.

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

- Planning of all work activities
- Understanding the work process and associated risks presented in each situation, on each site.
- Working as a team to achieve our objectives.
- Ensuring that open and honest communication exists between management and all employees/sub contractors.
- Accurate record keeping

SIGNED: _____ Managing Director

DATE OF ISSUE: ____/____/____

Review Date: ____/____/____