



# Construction Safety Plan

SAMPLE DRAFT

## Botanic Gardens Visitor Centre

Collins Avenue,  
Edge Hill, Cairns.

STEVEN DRABSCH

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## 1 Project Information

Project Address	Botanical Gardens
Principal Contractor	East Coast Designer Builders Pty Ltd PO Box 409 Redlynch 4870 PH: (07) 40412770 Mobile: 0413013004
Principal Contractor ABN	89074698883
Planned commencement Date and Project Schedule	Commencement –09/2010 Completion – 02/2011
Principal Contractor Sign Off	_____ Date: _____

## 2 Project Work and Risks

### Scope of Project Work

The Botanical Gardens Visitor Center development comprises of construction works that include but not necessarily be limited to:

- Site clearing
- Demolition including all above ground infrastructure, all redundant footings, roadways and services above and below ground level
- Civil works, including for earthworks to subgrade level
- Storm water drainage
- External site services, including sewer main
- Building works complete
- Services enclosure building works complete
- Services enclosure external works including concrete pavements
- Landscaping, including pavements, and irrigation
- Connection of irrigation control wiring to “Satellite Controller(s)”
- Coordination with others
- Commissioning
- Handover, including training
- As Constructed information/data, including drawings and Operation and Maintenance Manuals
- Defects liability

The work will be contracted out to a number of trades/subcontractors. The subcontractors will be required to submit a documented Work Method Statement if they are performing high-risk construction activities on site.

## Project Risks and Methods of Control

Project Hazard/Risk	Method of Control
<p>Unauthorised public access to the site and exposure to construction site hazards</p>	<ul style="list-style-type: none"> <li>▪ Erect and maintain a 1800mm high boundary fence around the site to exclude public access</li> <li>▪ Place signage on the boundary fence describing the site as a construction workplace and that unauthorised entry is prohibited</li> <li>▪ Subcontractors to use a spotter where delivery vehicles or trucks are entering and exiting from site</li> </ul> <p><i>See also Section 4 – Public Protection Controls</i></p>
<p>Asbestos exposure</p>	<ul style="list-style-type: none"> <li>▪ Ensure all work complies with WHS, Codes of Practice and legislation</li> <li>▪ Establish containment system. Use barricades &amp; signs</li> <li>▪ Only licensed relevant staff involved in the asbestos removal process are in the area when work is being performed</li> <li>▪ Ensure no persons are working within exclusion zone (without suitable PPE).</li> <li>▪ Ensure adequate hygiene practices: shower when complete change/laundry contaminated clothing</li> <li>▪ Ensure clean-up/decontamination facilities are provided at work site (running water, soap)</li> <li>▪ Wash hands/face prior to eating, drinking, smoking</li> </ul>
<p>Worker exposure to general site hazards</p>	<ul style="list-style-type: none"> <li>▪ Hard hats and safety boots will be mandatory and be worn at all times on site and as a condition of entry</li> <li>▪ Signage indicating these requirement will be displayed at the site entrance</li> <li>▪ Site supervisor will monitor compliance during site visits</li> </ul>
<p>Lack of amenities on site</p>	<ul style="list-style-type: none"> <li>▪ Drinking water will be established</li> <li>▪ Provide and maintain an on-site temporary amenities with wash basin where required</li> </ul>
<p>Electrocution from general supply of electricity on site</p>	<ul style="list-style-type: none"> <li>▪ Fit a residual current device (RCD) that supports each socket outlet to the switchboard on site</li> <li>▪ The RCD will be tested by a licensed electrician immediately after it is connected to ensure it trips within the specified time period and current limit</li> <li>▪ The site supervisor will test the RCD at least once each month</li> </ul>
<p>Worker exposure to hazards due to poor housekeeping</p>	<ul style="list-style-type: none"> <li>▪ The entrance to the site will be clear at all times</li> <li>▪ Equipment and materials will not be left on thoroughfares</li> <li>▪ Signs will be displayed at the site entrance indicating:</li> </ul>

<p>practices and inadequate access on site</p>	<ul style="list-style-type: none"> <li>- the principal contractor;</li> <li>- clear access must be maintained; and</li> <li>- mandatory personal protective equipment requirements</li> </ul> <ul style="list-style-type: none"> <li>▪ A rubbish skip for all general construction rubbish and waste materials will be provided and replaced when full</li> <li>▪ All rubbish is to be put into this skip before leaving the site each day</li> <li>▪ Excess material and equipment is not to be stored on scaffolding or within the access ways of the house</li> <li>▪ Materials and plant will be safely stored within the boundary fence and next to the entry gate</li> <li>▪ Site supervisor will monitor housekeeping practices</li> <li>▪ Housekeeping information will be given to subcontractors at pre-work meetings/discussions</li> </ul>
<p>Worker exposure to hazardous substance risks on site</p>	<ul style="list-style-type: none"> <li>▪ The Site supervisor will maintain a register of hazardous substances used on site. A copy will be kept on site.</li> <li>▪ MSDS for all substances to be used will be recorded in the register including all subcontractor related hazardous substances and MSDS</li> </ul>
<p>Worker exposure to underground services when performing excavation activities</p>	<ul style="list-style-type: none"> <li>▪ Identify the location and type of underground services before work starts</li> <li>▪ This information will be recorded and given to relevant subcontractors during pre-work meetings/discussions and will be held on site.</li> </ul>
<p>Falls from heights</p>	<ul style="list-style-type: none"> <li>▪ Provide scaffolding around the building before workers access areas at heights of 3m or more</li> <li>▪ The scaffolding will be fully decked and have handrails and brickguards as well as ladder access</li> <li>▪ Provide guard railing around exposed edges, such as stairwells and balconies, where a fall could occur</li> </ul> <p><i>See also Section 5 – Common Plant and Equipment for additional scaffolding information</i></p>
<p>Falling objects</p>	<ul style="list-style-type: none"> <li>▪ Scaffolding will have brick guards</li> <li>▪ Subcontractors will advise the site supervisor where work is to be done above others. This will also be discussed during pre-work meetings with the subcontractor</li> <li>▪ Site supervisor will schedule work so work is not done above others.</li> </ul>

### 3 Project Consultation

#### WH&S Committee

A WH&S Committee will not be established for this project as it is likely that only a small number of subcontractors and workers will be on site at any time.

#### WH&S Officer

The WH&S officer will be responsible for general health and safety compliance on the project. The WH&S officer is Richard Unwin and can be contacted on 0415343116.

The WH&S officer will:

- formally review work method statements, provide feedback and request additional information as required,
- prepare and maintain East Coast Designer Builders Construction Safety Plan and associated documentation, and
- respond to any query, incident, injury or emergency report as forwarded by the site supervisor.

#### Site Supervisor

The site supervisor will be responsible to the WH&S Officer for monitoring general health and safety compliance on the project and consulting with the WH&S Officer and any worker regarding health and safety issues. The site supervisor is TBA and can be contacted on TBA

The site supervisor will:

- hold pre-work meetings/discussions with subcontractors to discuss health and safety project issues,
- request and explain the work method statement expectations of *East Coast Designer Builders*, forward the plan or relevant sections to subcontractors doing work on the project,
- do periodic, documented inspections of the site and subcontractor activities, and provide feedback and direction to subcontractors as a result,

## 4 Project Consultation

### Subcontractor Management

Subcontractors need to fulfill these minimum requirements as a condition of working on this project:

- Prepare and submit to East Coast Designer Builders a specific WH&S work method statement for high-risk activities before starting work on site.
- Before work starts, meet with a representative of East Coast Designer Builders to discuss the project's health and safety requirements, the subcontractor's work method statement and any other specific information relating to the subcontractor's activities.
- Make reasonable additions to their work method statement as requested by East Coast Designer Builders.
- Contact East Coast Designer Builders representative immediately following any incident, injury, near miss, emergency or incident involving any person, including an employer, self employed person, worker or member of the public.
- Discuss with East Coast Designer Builders representative any workplace activity or risk identified, unsatisfactorily controlled or dealt with.
- Do activities and work in a safe and healthy manner and in accordance with the requirements of East Coast Designer Builders, subcontractor work method statements and the workplace health and safety legislation.

A register of subcontractors used for the scope of work on this project will be maintained in the Subcontractor Register (see Appendix 1).

Subcontractor work method statements will be formally reviewed to ensure they comply with the requirements of Section 58 of the WH&S Regulation.

East Coast Designer Builders will undertake the following course of action for identified health and safety issues:

- For minor issues the subcontractor will be given verbal direction indicating what the issue is, what needs to occur and the level of safety that East Coast Designer Builders expects,
- For major health and safety breaches or situations where there is imminent risk to a worker or other person, the subcontractor will stop work and be issued with a written warning detailing the issue and controls expected. Work will restart when adequate safety controls have been implemented, and
- For ongoing health and safety non-compliances of a significant or high-risk nature subcontractors may be directed to cease work in accordance with a breach of the contract.

Subcontractors' WH&S performance will be formally reviewed during site inspections, see section following.

### Site Inspections

The site supervisor will conduct documented site inspections, using the *Site Inspection Checklist* (see Appendix 2), on at least a fortnightly basis to provide a means through which:

- *East Coast Designer Builders* can verify compliance with minimum control requirements, and
- Risk control methods specified by the subcontractors can be verified as being satisfactorily implemented and effective on site.

To achieve an accurate appraisal of the site and subcontractor activities the inspections will be done on varying days and times each week.

The WH&S Officer will also use random visits and general time spent on site to monitor health and safety performance on an ongoing basis.

### Public Protection Controls

As the site is on Collins Avenue with a lot of public and pedestrian traffic in the vicinity, *East Coast Designer Builders* have identified that control measures must be implemented to exclude the public, particularly children, from being exposed to the construction site risks.

*East Coast Designer Builders* will do the following:

- Erect barricade where possible before subcontractors/trades start work.
- Establish containment system. Use barricades & signs for hazardous work areas.
- Ensure unauthorized personnel are restricted from entry from work areas (eg monitor work site and/or use warning signs and/or barrier tape at all entry points).
- Ensure site is sealed after hours and security measures are in place where possible.
- Keep the site enclosed at all times, where possible, unless vehicles and equipment are entering the site.
- The site supervisor will monitor and assess risks at the site.
- Clearly display signs on the boundary fence that describes the site as being a construction site, accessible to workers and authorised personnel only, i.e. "Construction Site – Do Not Enter Authorised Personnel Only".
- A spotter will guide vehicles or equipment reversing onto or off the site, so that workers aren't driving blindly into areas where there may be pedestrians.
- Signage is erected to direct pedestrians to a safe alternate route.



## 5 Common Plant and Equipment

East Coast Designer Builders will provide the following common plant and equipment:

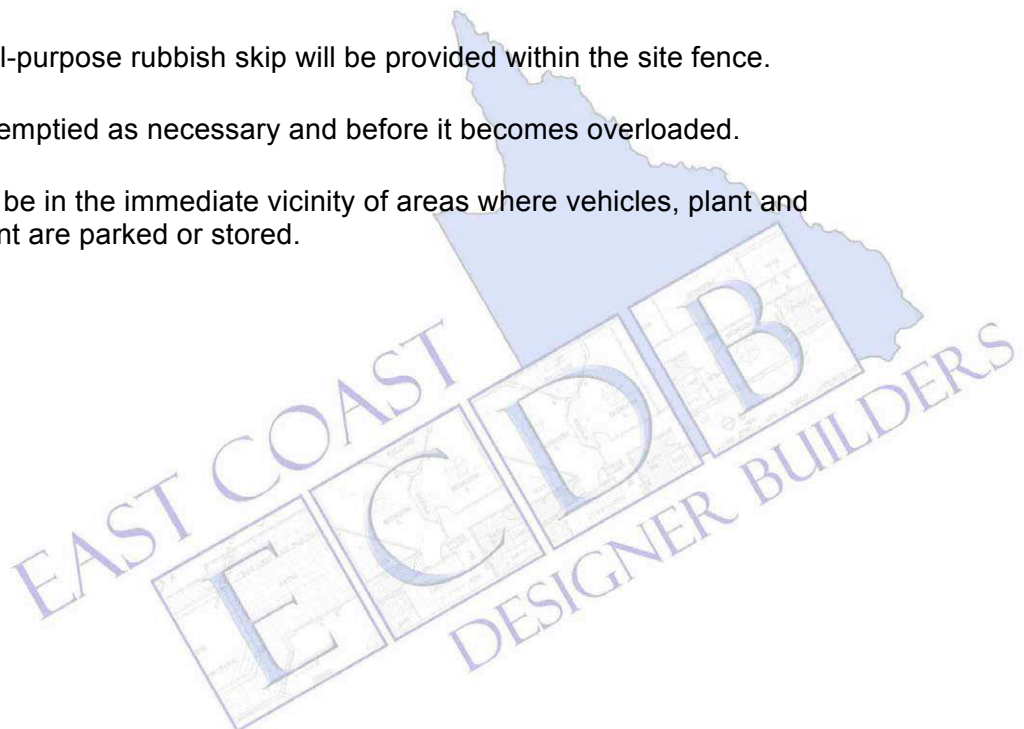
- Where necessary scaffolding around the perimeter of the building.
- Edge protection, including handrails and brick guards, will be used where there is a risk of person or materials falling.
- Where necessary electrical switchboard for the supply of electricity to the site.
- A licensed electrician will be contracted to ensure a safe supply of electricity on the site.

### Signage:

- Fixed to the boundary fence in easy to see locations.
- Fixed in a way so that sharp or protruding edges are not exposed.
- Signs will include:
  - Pedestrian redirection signs
  - “Construction Site – Do Not Enter Authorised Personnel Only”,
  - Mandatory Safety Helmet signs,
  - Mandatory Safety Footwear signs, and
  - “*East Coast Designer Builders*” Construction Site general sign.

### Rubbish Skip:

- A general-purpose rubbish skip will be provided within the site fence.
- It will be emptied as necessary and before it becomes overloaded.
- It will not be in the immediate vicinity of areas where vehicles, plant and equipment are parked or stored.



## 6 Site Rules

### All subcontractors and workers on site must ensure the following:

- All incidents, injuries and emergency situations must be reported to the site supervisor and your supervisor;
- Workers must wear correct PPE (as per work method statements, material safety data sheets or manufacturer's recommendations) during specific work activities;
- Place rubbish in the appropriate bin/skip provided before leaving the site each day;
- Work areas to be kept clean and access ways free from hazards at all times;
- No alcohol or illegal drugs permitted on site;
- Any person affected by alcohol or drugs will not be tolerated and will be denied access to the site;
- Toilets are to be used and good hygiene is to be adhered to at all times;
- Before using or storing any hazardous substances, a copy of the respective MSDS is to be given to the site supervisor (or included in Work Method Statements);
- All personnel are to be trained in the plant and equipment being used. This includes holding certificates and licenses as required;
- No person without specific approval is to alter or remove any plant, equipment or safety device on site. This includes scaffolds, handrails, barricades, signage, guards, etc;
- Electrical equipment including leads are to be inspected and tagged at intervals not exceeding 6 months and maintained in locations where they are not likely to be damaged or create a trip hazard;
- No piggy back leads or double adaptors to be used on site;
- Work above 2m will require a means of fall protection;
- Theft of any kind will not be tolerated and will be reported directly to the police;
- All safety signs are to be complied with in full; and,
- A spotter will guide vehicles or equipment reversing onto or off the site, so that workers aren't driving blindly into areas where there may be pedestrians.

## 7.0 Emergency Preparedness

Emergency contact details and the evacuation process within the *Emergency & Evacuation Information Sheet* (Appendix 3) will be displayed clearly on the site for all personnel to use and follow in case of an emergency situation.

## 8.0 Appendices

*East Coast Designer Builders* will use the following forms to manage and record health and safety performance during this project.

These appendices include:

- Appendix 1 - Subcontractor Register,
- Appendix 2 - Site Inspection Checklist,
- Appendix 3 - Emergency & Evacuation Information Sheet,
- Appendix 4 - Hazardous Substances Register, and
- Appendix 5 – Acknowledgement of Site Induction.



**APPENDIX 1**

**SUBCONTRACTOR REGISTER**

PROJECT NAME: **Botanic Gardens Visitor Centre**  
Collins Avenue, Edge Hill, Cairns

SCHEDULE START: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SCHEDULE COMPLETION: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Subcontractor	Trade	General Induction Evidence (for employers and self employed persons)  Yes / No	Work Method Statement*		
			Required  Yes / No	Received (if one is required)  Yes / No	Approved (if one is required)  Yes / No

**APPENDIX 2**

**SITE INSPECTION CHECKLIST**

PROJECT: **Botanic Gardens Visitor Centre** Collins Avenue, Edge Hill, Cairns

INSPECTING PERSON: \_\_\_\_\_ DATE: / /

RATING	<b>A</b>	Acceptable	<b>NA</b>	Not Applicable	<b>R</b>	Rectified during inspection
	<b>R24</b>	Rectification within 24hrs required			<b>S</b>	Instruction issued to Personnel

ITEM	RATING	ITEM	RATING
Previous inspection items appropriately actioned		All underground service checks done & communicated to subcontractors.	
All subcontractors' details contained within the <b>Subcontractors Register</b> .		Safe trenching & excavation practices to avoid collapse.	
All relevant subcontractor <b>Work Method Statements</b> reviewed and approved.		Sign-off received from scaffolder in relation to scaffold completion.	
General <b>Safety Induction</b> evidence sighted for all on-site personnel.		Scaffold remains in safe condition with adequate edge protection.	
<b>Emergency &amp; Evacuation Information</b> correct and prominently displayed.		Scaffolding fitted with adequate brick guards and access provisions.	
<b>Hazardous Substances Register</b> complete & as per on-site substances.		Switchboard in good condition with leads appropriately connected.	
MSDS contained with <b>Hazardous Substances Register</b> .		Residual current device checked and operational.	
<b>Site Signage</b> displayed prominently and safely.		Safe portable power tool practices.	
<b>Amenities</b> provided and well maintained.		Adequate guarding of tools and equipment.	
<b>Access</b> ways are clear of tripping hazards.		Safe hazardous substance use, storage and clean up.	
<b>Rubbish</b> skip is appropriately positioned and being regularly emptied.		Safe work at height practices during all tasks on-site.	
<b>Boundary fence</b> remains in place and is stable in all sections.		Controls in place to minimise the risk of objects falling from heights.	
<b>Access</b> to the site is being adequately excluded / controlled.		Safe subcontractor work practices as per <b>Work Method Statements</b> .	
Parking & delivery vehicles practices are being done safely & with spotters.		Other specific requirements identified by <b>Site Supervisor</b> during the site inspection.	
Mandatory <b>PPE</b> being worn.			
Activity specific <b>PPE</b> being worn as per subcontractor <b>Work Method Statements</b> .			
Prescribed occupation holders only are undertaking prescribed work activities.			

**Comments: (Provide brief Description & Location of the OHS Issues Identified Above)**



**APPENDIX 3**

**EMERGENCY & EVACUATION INFORMATION**

**Emergency Contacts**

<b>EAST COAST DESIGNER BUILDERS CONTACTS</b>	
Construction Manager	Name: Steve Drabsch Phone: 0413013004
Site Supervisor	Name: Phone:
WH&S Officer	Name: Richard Unwin Phone: 0415343116
<b>FIRST AID AND MINOR INJURY</b>	
<b>24 Hour Medical Centre</b>	<b>General Phone: +61 7 4052 1119</b> <b>Address: Cnr Florence &amp; Grafton Sts</b>
<b>EMERGENCY RESPONSE</b>	
<b>Emergency</b>	<b>Phone: 000</b>
Once any emergency call has been made, the incident must be reported to the Site Supervisor as soon as possible if this has not already been done. The following authorities may also need to be contacted:	
<b>OTHER AUTHORITIES</b>	
QLD Division of WH&S	Phone: 3872 0529 – Office Hours Phone: 3309 2037 – After Hours

**Evacuation Process**

1. Upon first discovery of fire, bomb or other threatening situation, immediately evacuate the area and notify others on site to do the same.
2. Notify Emergency Services on 000. Additional telephone numbers are listed on the page.
3. Encourage people to remain calm and orderly.
4. Shut down any plant and equipment.
5. Do not to go back for valuables or tools.
6. If escaping through a smoke-filled area, keep close to the floor (where there is most oxygen) and do not move too quickly.
7. If trapped on the upper level, go to an outer room where the door can be shut and try to exit via the scaffold or attract attention from a window.
8. Once clear of the building, proceed to a safe area away from the house.

**APPENDIX 4**

**HAZARDOUS SUBSTANCE REGISTER**

PROJECT: **Botanic Gardens Visitor Centre**  
Collins Avenue, Edge Hill, Cairns

INSPECTING PERSON: \_\_\_\_\_ DATE: / / \_\_\_\_\_

PRODUCT	APPROX AMOUNT	USER ON SITE <i>Name of Employer</i>	MSDS PROVIDED YES / NO



**APPENDIX 5**

**ACKNOWLEDGEMENT OF SITE INDUCTION**

I \_\_\_\_\_ acknowledge that I have received site induction from the site supervisor.

This induction included the site rules and the correct and safe use of the following Personal Protective Equipment:

<b>PPE</b>	<b>SIGNATURE</b>
Hearing Protection	
Safety Glasses	
Safety Footwear	
Site Rules	
Hard Hat	
Respirator	
Asbestos PPE	
WHS	

