

# Health and Safety Coordination Plan

## Construction Project ▶ ▶



**Project Name** [Enter Project Name]  
**Project Address** [Enter Project Address]  
**Client's Name** [Enter Client's Name]



# Health and Safety Coordination Plan

(Incorporating Emergency Management Plan)

Developed By: Mathew Westle

Dated: 8/12/17

Date Last Revised: 19/07/19



This *HIA Safety Services* document has been carefully prepared to reflect acceptable OH&S practices and applicable laws. However, it is intended to be generic and may not be suitable for your particular work. You should make your own assessment of its applicability and suitability for your particular work. It is your responsibility to ensure that you use safe work practices at all time. HIA accepts no responsibility for any injury, loss, or damage suffered arising from or in purported reliance on this document. As OH&S laws and requirements may vary from State to State and Territory, this document has no application to work outside Victoria.

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## Introduction

This Health and Safety Coordination Plan (H&SCP) has been prepared by Loreco Pty Ltd being the Principal Contractor for this construction project valued at \$350K or over.

The Health and Safety Coordination Plan includes:

- The names, positions and health and safety responsibilities of all persons at the construction workplace, whose roles involve specific health and safety responsibilities in connection with that project.
- Arrangements with contractors for consultation, co-operation and coordination of activities at the construction workplace.
- Emergency management procedures outlining the arrangements for managing incidents.
- Project specific safety rules.
- Arrangements for informing people of the project specific safety rules.
- Arrangements for the collection and any assessment, monitoring and review of SWMS.

Loreco Pty Ltd will so far as reasonably practicable ensure that:

- Each person who is carrying out construction work, before commencing work, is informed of the content of the Health and Safety Coordination Plan and their right to inspect the plan.
- The Health and Safety Coordination Plan is readily accessible to any person who is to carry out construction work on the project to which the plan is relevant.
- The Health and Safety Coordination Plan is reviewed and where necessary revised and kept up to date, and that persons carrying out construction work are made aware of any revisions.

# Principal Contractor Information

## Business Information

Particular	Details
<b>Business Name</b>	Loreco Pty Ltd
<b>Business Address</b>	17 Maud Rd Dromana VIC 3936
<b>Business Phone</b>	0447 122 611
<b>Business Fax</b>	-
<b>Business Email</b>	matt@loreco.com.au
<b>Business Web Address</b>	www.loreco.com.au
<b>ABN</b>	36 619 592 013

## Project Specific Information

Position / Role	Name	Contact Number
<b>Principal Contractor / Director</b>	Mathew Westle	0447 122 611
<b>Supervisor</b>	Mathew Westle	0447 122 611
<b>Safety</b>	Mathew Westle	0447 122 611
<b>Administration</b>	Mathew Westle	0447 122 611

**Note:** Refer to the emergency management section for detailed information regarding emergency procedures, contact information and personnel.

## Project Description | Scope of Works

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# Emergency Contact Information

<b>AMBULANCE</b>	<b>POLICE</b>	<b>FIRE</b>
<b>000 OR 112 (mobile)</b>		
*Both numbers are accessible whilst mobile key pads are locked.		

## Emergency Contacts - General

Reference	Details	
<b>Emergency Centre</b>	Name	
	Address	
	Phone	
	Operating Hours	
<b>Medical Centre</b>	Name	
	Address	
	Phone	
	Operating Hours	
<b>Safety</b>	Name	
	Phone	
<b>First Aid</b>	Name/s	
	Phone/s	
<b>Other</b>	Name	
	Phone	

**Project Address:**



## Emergency Contacts - Specialist

Reference	Details
Police Station	131 444
Poisons Information Centre	13 11 26
EPA Pollution Hotline	(03) 9695 2777
Telstra	13 22 03
Optus	13 13 44
Dial Before You Dig	1100
Electrical Emergency	13 24 12
Water Emergency	13 17 22 (Melbourne Water)
Gas Emergency	13 27 71
OH&S Authority	13 23 60
HIA Safety Services	1300 650 620   0424 176 149

# Policies ▶▶

## Loreco Pty Ltd

# Occupational Health & Safety Policy

The Loreco Pty Ltd Occupational Health & Safety Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered in all aspects of the business.

People are our most important asset and health and safety in the workplace is everyone's responsibility with every person being of equal priority, including members of the public.

Loreco Pty Ltd, through its senior management will endeavour to comply with all legislative and other requirements placed upon it and will encourage all workers to comply.

The objectives of this Occupational Health & Safety Policy are to ensure that the business, at all levels, so far as is reasonably practicable:

- Continually strives to achieve a safer workplace.
- Considers health and safety in project planning and work activities.
- Involves all workers in the decision-making processes through regular communication, consultation and training.
- Encourages employees to undertake a continuous program of education and learning to identify and control hazards in the workplace through a continuous risk management program.
- Takes action to eliminate or control potential accidents / incidents.
- Provides effective injury management and rehabilitation for all injured employees.
- Promotes and rewards positive OH&S activity.

The success of our health and safety management depends on:

- Appropriate planning of work activities with due consideration given to implementing control measures that are suitable to each given situation.
- All persons involved in the business or affected by the carrying out of our business understanding the total work process and associated OH&S risks.
- Continual encouragement of all workers to be committed to achieving our objectives.
- Open and honest communication between all parties involved in our business, or that will be affected by the carrying out of our business.

**Mathew Westle**

Director



Signature

**1st December 2017**

Date

# Loreco Pty Ltd

## Workplace Anti-Bullying Policy

Loreco Pty Ltd is committed to ensuring a work environment where everyone is treated with mutual respect. It is important for a productive and harmonious workplace that everyone is aware of the impact of their behaviour on others. Bullying in the workplace is inappropriate and unacceptable behaviour.

All employees have a legal responsibility to care for their own health & safety and that of co-workers, and therefore must treat others with respect and courtesy and not engage in acts which constitute bullying behaviour. Employees found to have either committed or condoned such behaviour in the workplace will be subject to disciplinary action which may include termination of employment.

Workplace bullying is repeated, unreasonable behaviour directed toward an employee or group of employees that creates a risk to health & safety. It includes but is not limited to behaviour such as:

- Verbal Abuse
- Intimidation & threats
- Unwelcome and or dangerous practices or practical jokes
- Outbursts of anger & aggression

Bullying is taken seriously by Loreco Pty Ltd, with reports of bullying being followed up promptly and investigated objectively and fairly.

Loreco Pty Ltd will ensure that any person who makes a complaint, any person accused of bullying, or any witnesses are not victimised.

### Procedure

- If you are being bullied, or see others being bullied at work, report the matter to your supervisor, or if this is not possible, the director.
- Supervisors must report any bullying complaint to the director.
- The director will investigate the complaint or determine who the appropriate person is to investigate the complaint.
  - The investigator must be someone who is impartial & trained to conduct investigations. This person may need to be sourced from outside the organisation.
- Investigation of the complaint of bullying will commence within 5 working days of the receipt of the complaint.
- Mediation may be a consideration in resolving the bullying complaint. This form of dispute resolution is only appropriate if the person making the complaint agrees.
- If the bullying complaint is substantiated, management will take appropriate action to prevent any further bullying from occurring.

Employees will receive training in relation to this policy and procedure.

**Mathew Westle**

Director



Signature

**1st December 2017**

Date

# Loreco Pty Ltd

## UV Protection Policy

The health and well-being of employees and sub-contractors is a priority issue for Loreco Pty Ltd.

Loreco Pty Ltd acknowledges and recognises that skin cancer is a preventable disease and will actively promote, encourage and support skin protection in all work activities with which they are associated.

Where possible Loreco Pty Ltd will actively encourage all employees or sub-contractors to wear UV protective clothing.

This includes:

- Shirts or tops which have longer sleeves and a collar.
- Longer legged shorts where appropriate.
- Wide brimmed or legionnaire hats whenever practical.
- Eye protection tinted safety glasses.

Where possible Loreco Pty Ltd will also:

- Explore opportunities to redesign existing uniforms to be more UV protective.
- Actively encourage all employees to routinely apply broad-spectrum water resistant 30+ sunscreen and stress the importance of regular re-application.
- Advise all workers, about the UV Protection Policy and encourage them to comply with it.

**Mathew Westle**  
Director



Signature

**1st December 2017**  
Date

# Loreco Pty Ltd

## Fitness for Work Policy

Loreco Pty Ltd is committed to providing a safe working environment for all workers, contractors, clients, visitors and members of the public.

In its endeavours to meet this commitment, Loreco Pty Ltd recognises that an individual's fitness whilst at work is an important consideration.

A person being fit for work means that an individual is in a physical, mental and emotional state allowing them to perform their work competently and in a manner that doesn't affect the health or safety of themselves or others.

A variety of factors can affect a person's level of fitness. These can include the influence of drugs and medication, alcohol, poor diet, personal fitness, dehydration and illness or disease. Fatigue associated with prolonged work hours, shift work, sleep disorders, anxiety and depression can also contribute to poor levels of fitness.

In support of this policy, Loreco Pty Ltd will, so far as reasonably practical:

- Promote physical, mental and emotional health so that people can safely undertake and sustain work;
- Prevent and minimise the adverse effects of fatigue, work conditions and excessive hours at work;
- Encourage behaviour and attitudes that are conducive to a healthy and safe workplace: and
- Provide assistance to persons to help them achieve a healthier work life

Individuals also play a key role by:

- Being fit for work prior to commencing work and also during work;
- Promptly notifying their supervisor should they believe they are unfit to work;
- Reporting to the appropriate person in a timely manner if other persons at the workplace are observed as being clearly unfit for work.

Any person deemed to be unfit to work will be asked to cease work and suitable arrangements will be made.

**Mathew Westle**  
Director



Signature

**1st December 2017**  
Date

## Loreco Pty Ltd

# Rehabilitation and Return to Work Policy

Loreco Pty Ltd strives to provide a safe workplace for our workers. Should a work related injury or illness be sustained we are committed to assisting in a return to normal duties in a safe and timely manner.

### In the pursuit of this commitment, we will endeavour to:

- Achieve a safe, healthy and incident free workplace.
- Adequately inform workers of their rights and responsibilities with regard to incident reporting and workers compensation requirements including rehabilitation & return to work.
- Commence management of the injury / illness as soon as possible after the event and in accordance with medical advice.
- Adopt the principal that returning to work as soon as possible after a workplace injury or illness is normal practice and an expectation.
- Provide suitable duties where practical and that they be meaningful, productive, safe and appropriate, with a view to return to normal, pre – injury duties.
- Establish lines of communication for our workers to consult on matters relating to their rehabilitation and return to work program; to provide support, opportunities for dispute and grievance resolution and to ensure it's on – going effectiveness.
- Treat the workers with equity and respect and to promote that participation in any rehabilitation and return to work initiatives are beneficial and will not disadvantage them in any way.
- Maintain confidentiality of workers' information during the injury management process.
- Provide and liaise with appropriate qualified personnel as applicable including workplace Rehabilitation & Return to Work Coordinators, accredited rehabilitation providers, insurers and medical practitioners.

**Mathew Westle**

Director



Signature

**1st December 2017**

Date



# General Requirements ▶▶



## Site Control

Loreco Pty Ltd will remain in control and contractual possession of the construction project until possession is handed back to the client. Only persons conducting work activities that have discussed the content or received a copy of this Health and Safety Coordination Plan are to enter the site.

It is the responsibility of any other contractors to ensure that any workers engaged by them are aware of this Health and Safety Coordination Plan and that they are adequately supervised.

All contractors are responsible for OH&S in their respective work areas and they have a responsibility to ensure that their work is carried out by workers who are competent and have been trained appropriately and have the skills to perform the task.

## Maintenance and Review

Loreco Pty Ltd will ensure so far as reasonably practicable that this Health and Safety Coordination Plan is reviewed and where necessary revised and kept up to date, and that persons carrying out construction work are made aware of any revisions. Contractors may also, where necessary, be required to amend their Safe Work Method Statements to reflect any changes on site.

## Workplace Policies

The following policies outline Loreco Pty Ltd commitments to the respective topics and form part of this Health & Safety Coordination Plan:

- Occupational Safety and Health Policy
- Workplace Anti-Bullying Policy
- UV Protection Policy
- Fitness for Work Policy
- Rehabilitation and Return to Work Policy

# Health and Safety Coordination - Site Particulars

Workplace Address:

## Persons with Specific OH&S Responsibilities

Position / Role	Name	Contact Number	Responsibilities
<b>Principal Contractor / Director</b>	Mathew Westle	0447 122 611	<ul style="list-style-type: none"> <li>• Responsible for implementing policies and systems of Loreco Pty Ltd.</li> <li>• Point of contact for OH&amp;S matters when the site supervisor is unavailable.</li> <li>• Making relevant persons aware of the content of the H&amp;SCP before commencing work.</li> <li>• Reviewing and keeping up to date the H&amp;SCP Plan and advising relevant persons of any revisions.</li> </ul>
<b>Site Supervisor</b>	Mathew Westle	0447 122 611	<ul style="list-style-type: none"> <li>• Responsible for implementing Loreco Pty Ltd OH&amp;S Policies, procedures and site rules as set out by the H&amp;SCP. Specifically:               <ul style="list-style-type: none"> <li>○ Coordinate the safe interaction between contractors</li> <li>○ Prepare, monitor, maintain and make available the H&amp;SCP</li> <li>○ Ensure Principal Contractor signage is posted and visible</li> <li>○ Consult with employees and contractors on any OHS matter that may affect them</li> <li>○ Provision of site specific information (site induction)</li> <li>○ Coordinate and consult as appropriate with regard to SWMS amendments</li> <li>○ Ensure all contractors and visitors receive relevant site safety information</li> <li>○ Confirm contractors provide site safety briefings to their workers</li> <li>○ Supply and maintain a site first aid kit and also require that contractors provide their own. (also refer Contractors First Aid personnel)</li> <li>○ Confirm contractors and their employees have construction induction training</li> <li>○ Implementation of Loreco Pty Ltd emergency procedures</li> <li>○ Record all site related health and safety incidents and illnesses</li> <li>○ Report all notifiable site related health and safety incidents / illnesses to WorkSafe Victoria</li> <li>○ Attend site for all notifiable incidents and conduct an investigation</li> </ul> </li> </ul>

## Arrangements for Coordinating the Health & Safety of the Project

Position / Role	Responsibilities
<b>Contractors</b>	<ul style="list-style-type: none"> <li>Responsibility for the health and safety of themselves, their own workers and those who may be affected by their work.</li> <li>Responsibility for following the OH&amp;S policies, procedures and site rules as outlined in the site's Health and Safety Coordination Plan. Specifically:               <ul style="list-style-type: none"> <li>Ensure workers are aware of and provided access to the plan</li> <li>Prepare SWMS for all high risk construction work</li> <li>Provide copy of SWMS to builder prior to work commencing.</li> <li>Induct employees into the SWMS</li> <li>Ensure that work is performed in accordance with the SWMS</li> </ul> </li> <li>Responsibility for following the emergency procedures</li> <li>Where a hazard is identified, fix or report to the site supervisor</li> </ul>
<b>Health and Safety Representative</b>	<ul style="list-style-type: none"> <li>Report unsafe working conditions or unsafe working acts</li> <li>Participate in regular inspections of whole or part of the workplace</li> <li>Investigate or assist in incidents investigations</li> <li>Assist in emergency situations as required</li> </ul>
<b>First Aid Personnel</b>	<ul style="list-style-type: none"> <li>Render first aid as required</li> <li>Assist in emergency situations as required and in accordance with the emergency procedures</li> <li>Maintain adequate first aid facilities and supplies.</li> <li>Maintain first aid records</li> </ul>

## Arrangements for Managing Health and Safety Incidents

<b>Site Supervisor</b>	<ul style="list-style-type: none"> <li>Post relevant site specific emergency contact numbers</li> <li>Record all site related health and safety incidents and illnesses.</li> <li>Attend site for all notifiable incidents and conduct an investigation</li> <li>Report all notifiable site related health and safety incidents / illnesses to WorkSafe Victoria</li> <li>Responsible for implementing the emergency procedures</li> </ul>
<b>Contractors</b>	<ul style="list-style-type: none"> <li>Ensure that they have a suitable first aid kit available for their workers and any other contractors that they engage</li> <li>Depending on the nature of the incident, stop work, cordon off and secure the incident area</li> <li>Promptly report all site related health and safety incidents</li> <li>Report all notifiable site related health and safety incidents / illnesses to WorkSafe Victoria</li> </ul>
<b>First Aid Personnel</b>	<ul style="list-style-type: none"> <li>Render first aid as required</li> <li>Assist in emergency situations as required and in accordance with the emergency procedures</li> <li>Maintain adequate first aid facilities and supplies</li> <li>Maintain first aid records</li> </ul>

## Project Specific Safety Rules

- 
- Site operating hours are between 7.00am and 5.00pm.
  - No persons are to enter this site unless prior arrangements have been made with Loreco Pty Ltd
- 
- All rubbish to be placed in bins / cages.
  - All Contractors and their workers must have current construction induction training evidence.
- 
- Work areas are to be kept clean and tidy at all times.
  - All persons operating plant or performing an activity that requires an operator's license (e.g. scaffolding, excavator, etc.), are required to hold the appropriate license.
- 
- No lighting of fires is permitted.
  - No smoking is permitted whilst working. Smoking is only permitted in areas where there is no risk of fire and all cigarette butts and rubbish should be disposed of sensibly. Smoking is not permitted in enclosed areas.
- 
- No animals are permitted at the workplace.
  - All incidents, dangerous events, serious bodily injuries, near misses, and work-caused illnesses must be reported immediately to Loreco Pty Ltd.
- 
- No children are allowed at the workplace.
  - No fighting or aggressive behaviour will be tolerated.
- 
- No alcohol or drugs are to be consumed at the workplace.
  - Personal protective equipment will be used in accordance with manufacturer's instructions, where directed by Loreco Pty Ltd, in accordance with site signage and only after appropriate training has been received in its use.
- 
- All persons are to maintain site amenities in a clean, tidy and hygienic state.
  - Loreco Pty Ltd are to be advised of any un-controlled workplace hazards. Any un-controlled hazards of a serious nature are to be reported immediately and rectified if safe to do so and if within the competency of the individual.
- 
- All electrical equipment must have a current test and tag performed.
  - Contractors must retain a copy of the SDS at the workplace for any hazardous chemicals being used at the workplace.
- 
- If an area is barricaded, all persons must avoid walking through the barricaded area.
-

## Consultation, Cooperation and Coordination

Genuine communication, with relevant parties including their workers and other Contractors engaged by Loreco Pty Ltd is to be routinely incorporated into the execution of this construction project.

The following outlines some of the typical arrangements Loreco Pty Ltd may have established. Specific project arrangements will vary depending upon size and complexity.

Medium	Purpose	Responsibility
<b>Contractor Engagement Letter</b>	<ul style="list-style-type: none"> <li>To facilitate awareness of Health and Safety Coordination Plan contents and requirements including site rules</li> <li>To obtain contractor required documentation</li> </ul>	<ul style="list-style-type: none"> <li>Principal Contractor</li> <li>Site Supervisor</li> </ul>
<b>Site Induction</b>	<ul style="list-style-type: none"> <li>For all new site personnel prior to commencement on site to advise of OH&amp;S requirements</li> </ul>	<ul style="list-style-type: none"> <li>Principal Contractor</li> <li>Site Supervisor</li> </ul>
<b>Health and safety Committee meetings</b>	<ul style="list-style-type: none"> <li>Structured and formal meetings involving worker, management and contractor representatives</li> </ul>	<ul style="list-style-type: none"> <li>Principal Contractor</li> <li>Site Supervisor</li> </ul>
<b>Toolbox Meetings</b>	<ul style="list-style-type: none"> <li>Structured, semi-formal training, information &amp; awareness sessions for workers and contractors</li> </ul>	<ul style="list-style-type: none"> <li>Site Supervisor</li> <li>Contractors</li> </ul>
<b>Safety Bulletins</b>	<ul style="list-style-type: none"> <li>Targeted OH&amp;S awareness and information material</li> </ul>	<ul style="list-style-type: none"> <li>Principal Contractor</li> <li>Site Supervisor</li> </ul>
<b>OH&amp;S Reviews</b>	<ul style="list-style-type: none"> <li>As part of the monitoring, review and continual improvement process</li> </ul>	<ul style="list-style-type: none"> <li>Site Manager</li> <li>Director</li> </ul>
<b>Site Meetings</b>	<ul style="list-style-type: none"> <li>Face-to-face communications both on and off site with Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Principal Contractor</li> <li>Site Supervisor</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>To increase awareness of OH&amp;S issues for workers and contractors</li> </ul>	<ul style="list-style-type: none"> <li>Site Supervisor</li> </ul>
<b>Workplace Inspections</b>	<ul style="list-style-type: none"> <li>Promote awareness of OH&amp;S procedures among workers and contractors via continual and casual conversations.</li> </ul>	<ul style="list-style-type: none"> <li>Site Supervisor</li> <li>Health and Safety Representative</li> </ul>
<b>Non formal General Communication</b>	<ul style="list-style-type: none"> <li>To facilitate open door policy for general discussion of OH&amp;S issues and continual improvement</li> </ul>	<ul style="list-style-type: none"> <li>All workers and Contractors</li> </ul>
<b>Incident / Hazard and Near Miss Reporting</b>	<ul style="list-style-type: none"> <li>To capture incident details &amp; implement improvements</li> </ul>	<ul style="list-style-type: none"> <li>Site Manager</li> <li>All workers and Contractors</li> </ul>
<b>SWMS Development and Review</b>	<ul style="list-style-type: none"> <li>To facilitate involvement in the development and understanding of relevant SWMS</li> </ul>	<ul style="list-style-type: none"> <li>All workers and Contractors</li> </ul>

## Workplace Issue Resolution

Loreco Pty Ltd has established the following procedure for resolving issues arising in the workplace or from the undertaking of its business activities.

Any party to the issue may commence the procedure by informing each other party:

- That there is an issue to be resolved; and
- The nature and scope of the issue.

As soon as parties are informed of the issue, all parties must meet or communicate with each other to endeavour to resolve the issue.

If a health or safety issue arises where there is a health and safety representative and an employee wishes to raise the issue for resolution, the employee must report the issue to that representative.

Where there is no health and safety representative, that employee must report the issue to Loreco Pty Ltd or designated representative of Loreco Pty Ltd.

If necessary under the circumstances, an employee may take all steps to report the issue including leaving their part of the workplace.

As soon as is reasonably possible after a health or safety issue has been reported, the relevant persons must meet and try to resolve the issue.

Resolution of the matter should be considered within the context of Loreco Pty Ltd hazard and risk management procedures and the following matters:

- The degree and immediacy of risk to workers or other persons affected by the issue;
- Whether the hazard or risk can be isolated;
- The number and location of employees affected by it;
- Whether appropriate temporary measures are possible or desirable;
- Whether environmental monitoring is desirable;
- The time that may elapse before the hazard or risk is permanently corrected, and
- Who, on behalf of Loreco Pty Ltd is responsible for performing, or overseeing, the removal of the hazard or risk.

If the matter can be resolved at this level any changes to applicable procedures and practices should be made and all relevant parties advised.

The details of the issue and its resolution will be set out in a written agreement to the satisfaction of all parties if requested.

As soon as is reasonably possible after the resolution of the issue, Loreco Pty Ltd will ensure that details of any written or oral agreement between the parties are:

- Brought to the attention of the employees affected by the issue; and
- Forwarded to any health and safety committee.

Workers are entitled to cease work if they have reasonable concerns that to carry out the work would expose them to a serious risk to their health or safety, emanating from an immediate or imminent exposure to a hazard.

Where the issue concerns work which involves an immediate threat to the health and safety of persons, the Loreco Pty Ltd health and safety representative (where position exists) or Loreco Pty Ltd designated representative may direct work to cease. Immediate negotiation with all parties to resolve the issue shall commence.

Where an issue or an immediate threat remains unresolved after reasonable efforts have been made, the Loreco Pty Ltd health and safety representative (where the position exists) or the Loreco Pty Ltd designated representative may refer the matter to a WorkSafe inspector to assist in resolving.

Nothing in this procedure precludes a Health and Safety Representative (where the position exists) from issuing a provisional improvement notice (PIN) if they believe on reasonable grounds that an OHS issue is a breach of the OHS Act or Regulations.

Should it be deemed necessary the Inspector may issue an Improvement Notice or a Prohibition Notice.

## General Construction and Site Specific Induction

Loreco Pty Ltd requires that all workers carrying out construction work must have a current construction safety induction card.

All workers will be required to provide evidence of this prior to commencing construction work, in the form of a card or where a card has not been issued, a statement of attainment or record of enrolment in a course. Records of the details of this evidence will be maintained.

Contractors must also ensure that all persons engaged by them are provided with occupational health and safety training prior to commencing work (site-specific induction).

## Safe Work Method Statements

Loreco Pty Ltd will ensure that before any high risk construction work is commenced on this project that a SWMS is prepared.

Where the work is being carried out by a contractor other than Loreco Pty Ltd, the contractor is required to provide a copy of the SWMS to Loreco Pty Ltd for review and assessment before commencing the high risk work to which the SWMS relates.

Loreco Pty Ltd and the contractor carrying out the work will ensure so far as reasonably practicable that the work which is the subject of the SWMS is carried out in accordance with the SWMS and that relevant workers have been inducted into the SWMS prior to commencement.

If the work is not being carried out in accordance with the SWMS, Loreco Pty Ltd will stop the work and only allow work to resume in a manner which complies with the SWMS.

Loreco Pty Ltd will ensure that SWMS's relevant to the construction project are reviewed and if necessary revised if the nature of the work or the control measures change.

Loreco Pty Ltd and all relevant contractors will also ensure that SWMS's relevant to this construction project are made available for inspection and readily accessible to any worker carrying out work on this construction project.

## High Risk Construction Work

High Risk Construction Work means construction work:

- Where there is a risk of a person falling more than 2.0 meters; or
- On telecommunication towers; or
- Involving demolition; or
- Involving the removal or likely disturbance of asbestos; or
- Involving structural alterations that require temporary support to prevent collapse; or
- Involving a confined space; or
- Involving a trench or shaft if the excavated depth is more than 1.5 metres; or
- Involving a tunnel; or
- Involving the use of explosives; or
- On or near pressurised gas distribution mains or piping; or
- On or near chemical, fuel or refrigerant lines; or
- On or near energised electrical installations or services; or
- In an area that may have a contaminated or flammable atmosphere; or
- Involving tilt-up or precast concrete; or
- On or adjacent to roadways or railways used by road or rail traffic; or
- At workplaces where there is any movement of powered mobile plant; or
- In an area in which there are artificial extremes of temperature; or
- In, over or adjacent to water or other liquids where there is a risk of drowning; or
- Involving diving.

## Extent of the Site

Loreco Pty Ltd will endeavour to perform all work within the site boundaries.

If however it becomes necessary to undertake work on the footpath, or other areas outside the boundaries of the site, a risk assessment shall be done and if there is a risk to the health and safety of any persons (including members of the public), appropriate control measures will be implemented.

If control measures are implemented due to the nature of a contractors work the cost of implementing the controls may be borne by the contractor. This also applies if Loreco Pty Ltd makes the direction to implement an additional control measure.

## Security of the Workplace

Loreco Pty Ltd will ensure so far as reasonably practicable that the site is secured from unauthorised access, having regards to the risks arising from unauthorised access, the likelihood of unauthorised access occurring and the extent to which it cannot be prevented and the hazards that need to be isolated.



As Loreco Pty Ltd may not always be on the construction site at all times when work is being undertaken, it is the responsibility of all workers to ensure that the site is secured each time they leave the site, and when work ceases. Workers are also required to ensure that the work area is left in such a way that it does not pose a risk to health and safety, should unauthorised access occur.

Any evidence of unauthorised access to the site must be reported to Loreco Pty Ltd as soon as possible.

## Public and Visitor Safety

Members of the public are not permitted on site unless authorised by Loreco Pty Ltd.

Loreco Pty Ltd will undertake a risk assessment of hazards to members of the public and where that assessment identifies a high risk, control measures will be implemented to eliminate, minimise or control the risk. Where necessary, appropriate site signage will be erected prior to the commencement of construction work. When a site is left unattended, contractors are responsible for securing or removing any hazards associated with their work prior to leaving the site. If a perimeter site fence is in use, access points to the site are to be secured when leaving the site.

Where the homeowner requires access to the site, Loreco Pty Ltd requires that they be accompanied by their nominated Building Supervisor or have received approval to do so following a written request.

In particular instances, it may be required that these people are accompanied by a supervisor or equivalently authorised person.

## Signage

Loreco Pty Ltd shall display appropriate warning signs at the workplace where there is a particular hazardous process occurring or where specific personal protective equipment is required. Signage of an informative or educational nature (i.e. speed limit signs, evacuation / first aid procedures) may also be displayed. Signs will be displayed so as to be clearly visible to persons approaching the area where the work is being undertaken.

Site specific signage will be installed so as to:

- Display Loreco Pty Ltd name, site address and telephone numbers (including an afterhours telephone number);
- Display the location of the site office for the project if any; and
- Be clearly visible from the outside of the workplace, or the work area of the workplace the construction project is being undertaken.

## Noise

Loreco Pty Ltd will manage risks to health and safety associated with exposure to noise.

All contractors will ensure that the noise that a worker is exposed to does not exceed the exposure standard (85dBA) for noise.

If a worker is frequently required by to undertake work that may expose them to noise greater than that of the exposure standard, the worker will be required to wear personal protective equipment to control this risk.

## Excavation Work

Excavation work means the excavation, fill, or part fill of a trench, tunnel or shaft.

A contractor carrying out excavation work must manage risks associated with that work. In particular where an excavation includes such risks as:

- A person falling into an excavation;
- A person being trapped by the collapse of an excavation;
- A person working in an excavation being struck by a falling thing;
- A person working in an excavation being exposed to an airborne contaminant.

For all excavations greater than 1.5 metres deep, the contractor responsible for the work must prepare a SWMS prior to commencing the work.

Excavations greater than 1.5m deep should be either benched, battered, shored or have a geographical report undertaken prior to working in or around the trench.

A trench at least 1.5m deep must, so far as is reasonably practicable, be secured from unauthorised access (including inadvertent entry).

In order to restrict access to an excavation the contractor responsible for the excavation is required to erect a barricade or hoarding at least 900mm high around the excavation, unless it is not practicable to do so or there is not likely to be people in the vicinity of the excavation.

A barricade means a self-supporting fence, or a self-supporting series of continuous plastic, concrete or other solid barriers.

If a trench is more than 1.5m deep at the workplace access to and from the trench should be by ladder/s. The contractor undertaking the excavation work should ensure that at least 1 ladder giving access to and from the trench is installed in every 9m of the length of the trench in that part of the trench where a person will be.

Where there is a risk of a person becoming engulfed by soil (or other material) when undertaking the work, emergency procedures will be established before the construction work is undertaken.

The emergency procedure/s will so far as is reasonably practicable enable;

- The rescue of a person in the event that a person becomes engulfed by soil or other material; and
- The provision of first aid to a person who has become engulfed.

The established emergency procedures will be immediately actionable after a person becomes or is likely to become engulfed.

In developing the emergency procedures, the risks associated with executing them will be eliminated or reduced so far as is reasonably practicable.

## Protrusions

Any hazardous protruding objects created as a result of a contractors work, for example starter bars, tie down bolts, copper pipes, stirrups, should be removed, capped, bent over or barricaded so that they do not pose a risk of injury to persons on site.

## Working at Heights

Loreco Pty Ltd will manage risks associated with a fall by a person from one level to another that is reasonably likely to cause injury to that or any other person, including those below 2.0 meters.

This includes the risk of falling:

- In or on an elevated workplace from which a person could fall;
- In the vicinity of an opening through which a person could fall;
- In the vicinity of an edge over which a person could fall;
- On a surface through which a person could fall; or
- In any other place from which a person could fall.

Where reasonably practicable to do so, Loreco Pty Ltd will eliminate the risk of a fall occurring by carrying out on the work on the ground or solid construction.

A solid construction is an area that has:

- A surface that is structurally capable of supporting all persons and things that may be located or placed on it;
- Barriers around its perimeter and any openings to prevent a fall;
- An even and readily negotiable surface and gradient; and
- A safe means of entry and exit.

If it is not reasonably practicable to eliminate the risk of a fall, Loreco Pty Ltd will minimise the risk by using the following measures in order of priority, so far as is reasonably practicable:

- Use a passive fall prevention device;
- Use a work positioning system to ensure employees work within a safe area;
- Install a fall arrest system to limit the risk of injuries in the event of a fall;
- Use a fixed or portable ladder, or implement an administrative control.

Any contractors performing work above 2 metres must supply a SWMS to Loreco Pty Ltd before commencing the activity to which the SWMS relates.

In consultation with those undertaking the work and subject to any particular contractual arrangements, Loreco Pty Ltd will provide where required, adequate physical fall protection, (for example: edge protection to a floor or stair void or perimeter scaffolding) or where a risk assessment has identified the need and where it is reasonably practicable to do so.

If a physical fall protection system is provided, workers are not permitted to alter the configuration of the system or dismantle the system in any way without prior approval from the Loreco Pty Ltd, or without consultation with the contractor responsible for its erection.

If a contractor requires additional fall protection in excess of that supplied by Loreco Pty Ltd, such additional fall protection will be supplied by that contractor at their own cost.

Any additional fall protection provided by a contractor must comply with all relevant legislation, codes of practice and standards, in its erection, alteration, dismantling and performance.

## Underground Services

Loreco Pty Ltd and any persons carrying out excavation work will take all reasonable steps to obtain current underground essential services information about the any of the areas requiring excavation before directing or allowing the excavation work to commence.

Underground essential services means essential services that use pipes, cables or other associated plant located underground.

The information that is required to be collected in relation to the underground essential services includes information about:

- the essential services that may be affected by the excavation;
- the location, including the depth, of any pipes, cables or other plant associated with the affected essential services;
- Any conditions on the proposed excavation work.

Any information obtained in relation to underground essential services is to be provided to any person carrying out excavation work.

Any person who is given information about underground essential services must have regard to the information in carrying out or directing or allowing the carrying out of the excavation work.

## Falling Objects

Where there is a risk of falling objects during construction, a clear fall zone will be implemented around the area where the work is taking place.

In the event that a clear fall zone is not possible, the platform the working platform being used will have controls in place to prevent falling objects, for example, kickboards, mesh or hoarding, or the use of lanyards for loose tools and equipment.

## Ladders

All ladders used at the workplace must be rated 'Industrial' with 120kg (minimum) load rating and be maintained in a sound working condition and be appropriate for the task to be undertaken.

Single and extension ladders must be secured at either the top or the bottom.

Persons using the ladder must have 3 points of contact at all times (i.e. 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g. gutter or wall frame).

Tools requiring two handed operation or a high degree of leverage force should not be used while on ladders.

## Hot Works

If hot works such as welding, cutting or bronzing are to be carried out at the site, reasonably foreseeable hazards that could give rise to risks to health and safety must be identified and any risks controlled.

Matters such as the presence of any combustible material and the need for a readily available fire extinguisher must be considered.

The use of a hot work permit system may also be required for certain operations.

Where oxy-acetylene is to be used, bottles are to be stored in a well-ventilated area, be secured in an upright position and be fitted with flashback arrestors. Only appropriate means are to be used to ignite the gas. Disposable cigarette lighters are not to be used at any time.

Local authorities may need to be consulted with respect to any applicable restrictions or permits should work need to be undertaken on days of total fire bans. Where issued, permit requirements will be strictly adhered to.

A suitable fire extinguisher, bucket of water or a charged water hose is to be present in the immediate area where the hot works are being undertaken.

Upon completion, the work area is to be inspected to identify any potential ignition sources remaining.

## Hazardous Substances

All Contractors using hazardous substances at the workplace will supply Loreco Pty Ltd with a copy of their hazardous substances register, including any relevant current Safety Data Sheets (SDS) prior to the commencement of work.

Where Loreco Pty Ltd supplies the product to the contractor, Loreco Pty Ltd will also provide the contractor with the relevant safety data sheet/s. It will be the contractor's responsibility to maintain the register and the currency of the safety data sheets.

It is the responsibility of the contractor to keep a copy of relevant SDS's at the workplace, follow the particular requirements of the SDS, and train relevant persons in the correct use of the chemical.

Safety data sheets will be reviewed for currency.

## Asbestos

Where asbestos is encountered or it is believed that asbestos may be present, work shall cease immediately and Loreco Pty Ltd notified who will arrange to have the material identified and safe removal arranged, if necessary.

Any asbestos removal or works shall only be carried out by suitably qualified persons, in accordance with the current relevant legislation. As construction work that involves, or is likely to involve, the disturbance of asbestos is classed as high risk construction work, a SWMS will be developed outlining suitable control measures.

## Mobile Plant

Any Contractors using mobile powered plant (e.g. mobile cranes, excavators, fork lifts, elevated work platforms, etc.) are required to supply a SWMS to Loreco Pty Ltd prior to the commencement of works.

All mobile powered plant should be used and maintained in accordance with the manufacturer's instructions and specifications.

The log books for each item of mobile plant must be kept up-to-date and the log book should be readily available upon request by Loreco Pty Ltd.

Instructions from operators, with regard to the safe operation of their equipment, should be observed by all persons on site whilst the mobile plant is present.

All persons working on site whilst mobile plant is in use must be wearing an approved high visibility shirt or vest.

## Lifting Equipment

The use of lifting equipment is considered to be the movement of mobile plant, and the requirements outlined above in this Health and Safety Coordination Plan in relation to mobile plant must be followed.

All lifting gear being used on site must have a current inspection tag, displaying an inspection date within the last 12 months.

A worker with a crane chaser's or dogman's certification must be present whilst loads are being slung and lifted.

## Confined Spaces

A confined space is determined by the hazards associated with a particular set of circumstances and not just because work is performed in a small space.

They are defined as an enclosed or partially enclosed space that:

- Is not designed or intended primarily to be occupied by a person; and
- Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- Is or is likely to be a risk to health and safety from:
  - An atmosphere that does not have a safe oxygen level, or
  - Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
  - Harmful concentrations of any airborne contaminants, or engulfment.

Loreco Pty Ltd does not permit entry into a confined space without relevant workers having been provided with suitable and adequate information, training and instruction and a valid confined space entry permit being in place.

Work in confined spaces shall be carried out in accordance with the current relevant legislation and as construction work that is carried out in or near a confined space is classed as high risk construction work, a SWMS will be required outlining suitable control measures.

## UV Protection and Heat Exposure

Loreco Pty Ltd will encourage all workers on site to wear adequate clothing such as shirts and hats, sunglasses and sunscreen to protect themselves from the effects of working while exposed to UV rays from the sun.

In order to reduce the risk of exposure to heat (causing heat related illnesses), workers will also be encouraged to do the following:

- Schedule heavy tasks for cooler periods of the day;
- Take frequent rest breaks in hot times of the day;
- Drink water frequently;
- Utilize shaded areas for meal and rest breaks;
- Work in the shade where possible;
- Rotate or share tasks that are exposed to heat or UV rays amongst several workers;
- Use mechanical assistance for physically demanding tasks;
- If taking certain medications follow doctor's advice before working in hot conditions; and
- Provide training in the identification of symptoms of health related illnesses.

The Loreco Pty Ltd UV Protection Policy forms part of this Health and Safety Coordination Plan.

## Licenses, Certifications and Permits

If any work activity, item of equipment or operation of mobile plant requires a license, certification or permit Loreco Pty Ltd requires the person undertaking that work or operating that equipment or plant to hold the relevant license, certification or permit prior to commencing work.

It is the responsibility of the contractor responsible for the work activity, equipment or mobile plant to ensure that the workers carrying out the work have the appropriate license, certification or permit and that they are available for inspection at all times whilst on site.

## Amenities

Amenities such as toilets and drinking water will be provided on site by Loreco Pty Ltd.

The building under construction may be used to eat meals and provide shelter. Shelter may also be in the form of a workers vehicle.

All persons on site are to maintain good hygiene standards and clean up after themselves.

Loreco Pty Ltd is to be notified should amenities require attention (hygiene, consumables).

## Smoking

Smoking is not permitted on site. Smoking is only permitted in designated areas and during break times, and it is the responsibility of the smoker to ensure that all butts and associated waste is disposed of appropriately and responsibly.



## Site Cleanliness | Housekeeping

Rubbish bins / cages will be placed on the site for disposal of building waste and will be emptied when necessary.

All workers must not leave waste in any undesignated areas on the site and must place all waste materials in the rubbish bins / cages provided.

Where a recycling initiative is in place, waste is to be deposited into the appropriate containers as marked.

Loreco Pty Ltd should be notified as soon as is reasonably practicable if there is an issue with waste or material storage, (e.g. bin/cage is full or the site is untidy).

If any Contractors fail to manage their waste appropriately and leave the site in an untidy or unclean manner, they may be required to pay the cost of clean-up and removal.

## Drugs and Alcohol

Alcohol and / or drugs are not permitted in the workplace. Failure to observe this requirement will result in disciplinary action. Any worker taking prescription medication that may affect their own safety or the safety of others (e.g. drowsiness, slower response time) is to advise their relevant supervisor prior to commencing work.

The Loreco Pty Ltd Fitness for Work Policy also references drugs and alcohol and forms part of this Health and Safety Coordination Plan.

## Fatigue

Fatigue is an acute and / or ongoing state of tiredness that leads to physical or mental exhaustion and prevents people from functioning normally.

Fatigue can be caused by both work, and non-work related factors and may accumulate over time.

Some of the work related causes of fatigue are:

- Roster patterns
- Length of shifts
- Timing of shifts (e.g. Night shift)
- Length of time worked
- Type of work being undertaken (e.g. Under-demand/over-demand)
- Poor work scheduling and planning
- Inadequate rest breaks
- Insufficient recovery time between shifts
- Mentally or physically demanding work

Loreco Pty Ltd will endeavour to minimise the risks associated with work related fatigue and requires all workers to assist in this matter by advising the appropriate person if they believe they are unfit to work or if other persons at the workplace are observed as being clearly unfit for work.

The Loreco Pty Ltd Fitness for Work Policy also references fatigue and forms part of this Health and Safety Coordination Plan.



## Workplace Bullying

Loreco Pty Ltd will not tolerate any form of workplace bullying or harassment at the workplace.

Should any worker feel intimidated, bullied or unjustly treated by another worker, they should make it known to the perpetrator that their behaviour is not tolerable.

Should this action not result in a positive outcome, the affected worker should immediately notify the relevant person.

Where a worker believes they have witnessed another worker being bullied, they encouraged to discuss the matter with the relevant person.

The Loreco Pty Ltd Workplace Anti-Bullying Policy forms part of this Health and Safety Coordination Plan.

## Personal Protective Equipment (PPE)

All workers carrying out work on the site are required to wear appropriate protective footwear and clothing.

All workers should use the following items of PPE in the following situations:

- Eye protection such as goggles, face shield or safety glasses where there is a risk of a foreign object striking the eye;
- Ear protection such as ear muffs or plugs where equipment or processes make excessive noise; and / or
- Head protection such as a hard hat or helmet where there is a risk of injury to the head from a falling object or overhead moving plant.

Designated signage may also be in place requiring particular PPE to be worn where the risk has been identified. These must be complied with.

All workers operating plant equipment or power tools must follow the manufacturer's instructions in the use of correct PPE during its operation.

All workers must be competent in the use of the PPE and the contractor must undertake a risk assessment to demonstrate why the PPE was chosen as a control measure. The contractor must be able to produce a copy of the risk assessment and training records upon request.

## Hazardous Manual Handling and Storage

All workers are encouraged to use good manual handling techniques. Where materials are too heavy or awkward for one person to lift, more than one person or a mechanical lifting device should be used to assist with the lift.

Material or equipment delivered to the workplace should be placed as close as possible to where it is to be used. It is the responsibility of the contractor arranging the delivery of materials or equipment, to ensure that the items are stored appropriately, to avoid risk to health and safety, damage from adverse weather and theft or unauthorised use.

All materials must be stored inside the boundaries of the site, not on the footpath and be kept clear of access ways.

## Jewellery & Clothing

Workers are not to wear jewellery or clothing that poses a risk to themselves or others or that may become entangled in any plant or equipment. Consideration to the manner in which hair is worn must also be given for the same reason. Where provided, uniforms are required to be worn at all times.

## Defective and Unsafe Equipment – Lockout / Tag-out

To prevent their inadvertent use, plant and equipment shall be isolated or taken out of service when either a fault or defect is found. Loreco Pty Ltd or the relevant contractor is to be advised as soon as practicable.

When plant and equipment is being serviced or undergoing maintenance similar control measures must also be used.

This requirement applies to plant and equipment with or without an energy source.

Isolation or removal from service can involve either a lockout or tag-out device such as out of service tags, padlocks and lockout hasps.

## Tools and Equipment

All workers must be trained in the safe use of tools and equipment they are operating on site.

Workers are required to follow manufacturer's instructions in the correct use of guarding and safety features for tools and equipment being operated. Guarding must not be removed to perform any work activity.

All tools and equipment are to be inspected prior to use for any faults or defects. Any items found to be faulty or defective shall be isolated or taken out of service so as to prevent their inadvertent use.

Unless designed to operate automatically and with suitable control measures in place and / or without operator attendance, tools and equipment are not to be left running without the operator present.

## Compressed Air Tools

Compressed air tools are not to be misused and are only to be used for the designed tasks with appropriate couplings including safety clips to prevent accidental separation during use.

The air jet must never be aimed in the direction of a person and defective equipment must never be used.

All compressed air equipment is to be used in accordance with the manufacturer's instructions and only after the employee has undertaken the appropriate training.

## Electrical

Loreco Pty Ltd will supply electrical switchboards at the workplace with all final sub circuits RCD (residual current device) protected.

All Contractors will supply their own leads, power tools and electrical equipment and ensure that these items are tested and tagged at regular 3 monthly intervals. Test records will be maintained and be readily available upon request.

Multi-plug portable outlets will incorporate both over-current and RCD protection. Domestic power boards, “piggy-back” type plugs and double adapters will not be used. Similarly, extension leads are to be of an industrial type and not exceed permissible lengths.

### Residual Current Device (RCD) Testing Requirements

1. Fixed (non-portable) RCD’s such as those associated with electrical switchboards require:
  - Push button testing every month
  - Tripping current and operating time (RCD tester) every month\*
    - \*If certain criteria are met, the interval between tests may be up to three months.
2. Portable RCD’s associated with multi-plug portable outlets require:
  - After connection to a socket or before connection of equipment, and at least once every day when in use.
  - Tripping current and operating time (RCD tester) every month

The installation and fitting of electrical equipment is regarded as high risk activity. As such a SWMS will be required by any contractor carrying out this type of work prior to commencement.

## Work Near Overhead Power Lines

Work is not permitted within “No Go Zones” for overhead power lines on poles:

- Generally: Anywhere above power line and within 3.0 meters each side.
- For large vehicles, plant or equipment including scaffolds: 4.6 meters horizontally to the side and 5.0 meters above or below overhead power lines.

If the lines are insulated and the insulation has been inspected by an electrician, written permission is to be sought from the electrical supply authority to work within the “No Go Zone”.

If you cannot comply with the “NO GO ZONE” safety procedures, then NO WORK should be undertaken without specific permission from the electrical supply authority.

Additional information is available from EnergySafe Victoria and the resources section of the OH&S Management System.

## Lighting

General lighting will be supplied by Loreco Pty Ltd to illuminate access ways and common areas if a risk assessment identifies that this is required.

Any additional lighting required to perform specific tasks is to be provided by the contractor responsible for that task.

## Common Plant

Loreco Pty Ltd will provide common plant such as scaffold, void protection, power source (switchboard) and toilets for persons to use whilst on site.

Workers must not alter or interfere with any items of common plant without authorisation from the Loreco Pty Ltd or the plant owner.

If a worker becomes aware of any defects with any of the common plant they must immediately notify Loreco Pty Ltd and cease using the plant until the defect has been rectified.

## Structure Stability

All workers are to ensure that their works are secured in a way that does not adversely affect the stability of the overall structure of the project.

All persons should make sure the structure remains stable and secure from collapse at all times.

## Work on or Adjacent to Roads

Work that is carried out on, in or adjacent to a road is defined as high risk construction work and requires the development of a SWMS.

Furthermore, any work that impedes either vehicular or pedestrian traffic must be controlled by the use of a traffic management plan.

The contractor undertaking the work on or adjacent to the road must comply with all local council or state requirements for traffic management on the particular road including obtaining any relevant permits or using workers with specialised training.

Any workers required to work on or adjacent to any roadway, should take all reasonable safety precautions to eliminate or minimise the risks.



# Emergency Management Plan ▶▶

## Introduction

This section includes the following matters in relation to emergency management:

- Emergency procedures including:
  - An effective response to an emergency;
  - Evacuation procedures;
  - Notifying emergency service organisations at the earliest opportunity; and
  - Medical treatment assistance; and effective communication between the people authorised by Loreco Pty Ltd to coordinate the emergency response and all persons at the workplace.
- Testing of the emergency procedures including the frequency of testing; and
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

As the Principal Contractor, Loreco Pty Ltd will ensure the emergency procedures are readily available to all workers and are updated as required so as to remain effective.

# Emergency Procedures

## ► Incident | Accident

1. Provide assistance as required to injured persons.
2. Do not move the injured person/s unless they are in a life-threatening situation.
3. Notify any First Aid Personnel available at the workplace.
4. Contact the emergency services (ambulance, fire) or a doctor.
5. Contact Mathew Westle on 0447 122 611
6. Do not interfere with the scene of the incident.
7. Await further instructions (from Mathew Westle or emergency service).
8. Loreco Pty Ltd to contact the regulator if required.

## ► Fire | Emergency Evacuation

1. Attack the fire, if safe to do so, using the appropriate fire-fighting equipment.

**If you are unable to extinguish the fire or it is not safe to do so:**

2. Warn or rescue anyone in immediate danger if safe to do so
3. Contact Emergency Services by calling 000 or 112 (mobile)
4. Contact Mathew Westle on 0447 122 611
5. Evacuate the workplace
6. Once outside the premises assemble at the designated muster point/s and await further instruction (from Mathew Westle or emergency services)

**Designated Muster Point is:**

**ENTER MUSTER POINT HERE**

7. **DO NOT GO BACK ON THE SITE UNTIL AUTHORISED**

# ► Site Map

## Instructions:

- Read all the instructions then cut this text to a blank WORD document for reference. Delete explanatory notes from the images provided below when familiar with their meaning.
- Insert / draw the workplace in the area provided keeping it uncluttered so that the plan is simple to read and understand.
- Position relevant symbols provided in the appropriate location on the site map.
- Suggest that unused icons / symbols are saved for future use.



Location Marker



Fire Extinguisher



First Aid Kit



Muster Point



Emergency Exit



Exit Route



## Emergency Evacuations

In the event of a fire or similar event, all workers are to cease carrying out their work and vacate the workplace immediately, following the emergency procedures process as outlined.

If there are any other persons present within the workplace who may not be familiar with evacuation procedures, workers are to assist these persons in evacuating.

## After Hours Emergencies

If any workers are working at the workplace outside ordinary work hours, it is their responsibility to notify the emergency services and evacuate the workplace in the event of an emergency.

## Evacuating Injured People with Disabilities

Workers should give immediate assistance to injured / disabled people and assist them out of the workplace after all other workers have commenced their evacuation.

## Fire Emergencies

As the Principal Contractor, Loreco Pty Ltd requires that in the event of fire or the presence of smoke, no matter how minor it appears the Fire / Emergency Evacuation procedure as previously outlined must be followed.

It is also important to remember:

- To avoid panic and leave the workplace in an orderly manner.
- If your or another person's clothes catch fire you should (or get the person to):
  - **STOP** where you are, do not run
  - **DROP** to the floor
  - **ROLL** to smother the flames
- Once out of the premises, stay out until you are advised either by the relevant person or the emergency service personnel that it is safe to re-enter.
- If confronted by heavy volumes of smoke, crawl to safety (the clear air is near the floor).
- Follow the instructions of the relevant person or emergency service personnel.

## Types of Fire Fighting Equipment

Loreco Pty Ltd will ensure so far as reasonably practicable that only the correct firefighting equipment be used for the appropriate type of fire, as outlined in the table below:

	A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	Notes: *Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires involving combustible metal(s) use only special purpose extinguishers - please seek expert advice.  Comments: (Refer Appendix A of AS 2444)
Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
Carbon Dioxide (CO <sub>2</sub> )						Generally not suitable for outdoor fires. Suitable only for small fires.
Water						Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
Foam						Dangerous if used on energised electrical equipment.
Wet Chemical						Dangerous if used on energised electrical equipment.
Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

## Using Fire Extinguishers

Only people who have been trained should use a fire extinguisher, unless there is no alternative.

When using a fire extinguisher the following points should be remembered:

- Do not panic, keep calm and think.
- Warn everyone in the area of impending danger.
- Stay between the doorway and the fire.
- Use the right type of extinguisher (refer to label on extinguisher).
- Have others back you up with other extinguishers.
- Be certain you know how to use the extinguisher (refer table below).
- If in doubt – read the instructions.
- Ensure that the relevant person is notified that the extinguisher has been used.

### HOW TO USE A FIRE EXTINGUISHER

Extinguishers come in a number of shapes and sizes. They all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

<b>P</b>	<b>PULL THE PIN</b> – Break seal and test extinguisher.
<b>A</b>	<b>AIM AT BASE OF FIRE</b> – Ensure you have a means of escape.
<b>S</b>	<b>SQUEEZE THE OPERATING HANDLE</b> – To operate extinguisher and discharge the agent.
<b>S</b>	<b>SWEEP FROM SIDE TO SIDE</b> – Completely extinguish the fire.

## Incidents

As the Principal Contractor, Loreco Pty Ltd requires that all incidents be reported. In the event of a person being seriously injured, the Incident / Accident procedure as previously outlined must be followed.

If required the OH&S Authority will be notified.

If a worker is involved in a motor vehicle accident in the course of their work the same procedure above must be followed. If there are any other parties involved in the accident the worker should obtain the other party's names, address, phone number, registration number and insurance company details.

## Managing Medical Emergencies

In addition to the Incident / Accident procedure as previously outlined, the following should also be undertaken by the relevant person:

### 1. Person Who Discovers the Casualty

- Prevents unauthorised treatment or unnecessary movement of casualty
- Immediately contact the trained first aid personnel
- If the person is unconscious, not-breathing or bleeding badly, you should call an ambulance immediately

### 2. Trained First Aid Personnel

- Treats casualty as required
- Records details of injured person and treatment administered
- Will telephone for an ambulance if required and provide assistance

Names and contact numbers are listed in the front section of this Health and Safety Coordination Plan.

Where a workplace incident occurs at another business's premises, the relevant person must be notified in all instances and an incident report completed where required.

## Incident and First Aid Recording

All workers should immediately notify Loreco Pty Ltd of all injuries or incidents where a person is or could have been seriously injured.

All injuries or incidents of any kind should be recorded on the First Aid Treatment / Incident Register.

## Notifiable Incidents

Where an incident is "notifiable" (refer definitions below) Loreco Pty Ltd will report them to the OH&S authority by the fastest possible means as soon as becoming aware of their occurrence. This may be by phone or in writing which includes facsimile, email or other electronic means.

Contact numbers are listed in the front section of this Health and Safety Coordination Plan.

Written notification will also be provided to the OH&S authority within 48 hours of the requirement being made where directed by the regulator.

A copy of the OH&S authority notification form can be located within the OH&S Management System.

**Notifiable Incidents Include:**

- The death of a person
- A serious injury.

**Serious Injuries or Illnesses include:**

- Medical treatment within 48 hours of exposure to a substance
- Immediate treatment as an in-patient in a hospital
- Immediate medical treatment for:
  - Amputation
  - Serious head injury
  - Serious eye injury
  - Separation of skin from underlying tissue (for example de-gloving or scalping)
  - Electric shock
  - Spinal injury
  - Loss of bodily function
  - Serious lacerations
  - Any other injury to a person or other consequence prescribed by the regulations.

The notification duty also applies to incidents that expose a person in the immediate vicinity to an immediate health or safety risk through:

- The collapse, overturning, failure or malfunction of, or damage to, plant that is required to be licensed or registered; or
- The collapse or failure of an excavation or of any shoring supporting an excavation; or
- The collapse or partial collapse of a building or structure; or
- An implosion, explosion or fire; or
- The escape, spillage or leakage of any substance including dangerous goods;
- The fall or release from a height of any plant, substance or object; or
- Any other event or circumstance prescribed by the regulations.

**Preservation of Incident Sites**

Where a notifiable incident has occurred, Loreco Pty Ltd will ensure so far as is reasonably practicable, that the workplace is not disturbed until an inspector arrives or at an earlier time that an inspector may direct.

This requirement does not however prevent Loreco Pty Ltd from taking any action:

- To assist an injured person
- To remove a deceased person
- That is essential to make the site safe or to reduce the risk of a further notifiable incident
- That is associated with a police investigation
- For which an inspector or the regulator has given permission

**Incident Investigation**

In addition to Loreco Pty Ltd maintaining records of notifiable incidents, first aid treatments and near misses, an incident investigation will be undertaken and a report completed. This is so that factors that contributed to the event are understood and where identified, improvements can be introduced to reduce the likelihood of a recurrence. In determining and implementing recommended improvements, consultation with relevant personnel will occur.

## First Aid

Loreco Pty Ltd will ensure so far as reasonably practicable that:

- First aid equipment is provided for the workplace; and
- That each worker at the workplace has access to the equipment; and
- Access to facilities to administer first aid.

Loreco Pty Ltd will ensure that an adequate number of workers are trained to administer first aid at the workplace or that the workers have access to an adequate number of persons who have been trained to administer first aid.

All contractors engaged by the business will be required to provide their own first aid equipment and make arrangements for access to adequately trained staff to administer first aid.

## Infectious Outbreaks

In the event of an infectious outbreak, Loreco Pty Ltd requires that the following procedure should be followed:

- All infected persons or persons who have been in contact with an infected person may be sent home and will be required to remain at home until they can provide a medical certificate saying they are no longer infectious.
- Any person who may have had contact with an infected person is to seek medical advice as soon as possible, and if infected, remain at home until a medical clearance has been given.

## Confrontation and / or Trespass

### Confrontation Procedures

If you are confronted by a threatening person or a person trespasses into the building you should follow the steps below:

1. Remain calm.
2. Call for assistance.
3. Keep out of reach of the aggressor.
4. Do not antagonize the aggressor.
5. Observe the aggressors behaviors and take notes of appearance.
6. Report the incident to the relevant person.

### Trespass Procedures

If a person is observed to be acting strangely or located in a part of the workplace restricted to authorised personnel only, Loreco Pty Ltd requires that the following procedure be followed:

1. Obtain assistance from other workers or notify the relevant person of the situation.
2. Never challenge someone if you are unsure or alone.
3. In instances of trespass, if safe to do so, casually approach the person and ask if you can assist.
4. If unsafe to approach the person, remove yourself from the situation.

## Bomb Threat Procedures

If a bomb threat is received either in person or by phone or email, Loreco Pty Ltd requires that the following procedure be followed:

- If a bomb threat is received by telephone, do not disconnect the call, but observe as many details and complete the information on the bomb threat report form as soon as possible.
- If a bomb threat is received in the mail, retain the correspondence including any envelopes or packaging, and do not handle it excessively.
- If a bomb threat is received in person, follow the steps outlined above for confrontations and write down a description of the person as soon as possible.
- Notify the relevant person immediately of any bomb threat.
- Do not create panic by telling any other workers immediately.
- The relevant person will notify the Police (000). Follow their directions.
- If evacuation is required, follow the evacuation procedures however DO NOT take any personal items with you as these will need to be inspected as part of the search process.
- Searchers will check workplace systematically, so those who are familiar with the area may be asked for assistance in identifying whether items are out of place or unusual.

## Suspicious Objects

If suspicious objects are found in the workplace, the business requires that the following procedure be followed:

- Do not touch, tilt or tamper with the item and notify the relevant person. The relevant person will notify emergency services and evacuate the area if required.
- If the decision to evacuate is made, workers and visitors should not remove their personal belongings. This will facilitate the identification of suspect objects.

## Training and Competency

Loreco Pty Ltd will identify the training requirements of personnel with respect to the particular roles associated with a medical emergency as part of their on-going risk management process. Roles include but are not limited to:

- Incident Response:
  - First aiders
- Fire & Emergency Evacuation Response
  - Fire warden
  - Use of fire extinguishers
- Emergency Spill Response
  - Chemical awareness
  - Use of spill kits

## Testing of Emergency Procedures

Loreco Pty Ltd shall undertake regular tests (minimum 2 per year) of the emergency procedures outlined in this Health and Safety Coordination Plan. Additional tests may occur where the need is identified due to a change in procedures, equipment or personnel.