

INTEGRATED MANAGEMENT SYSTEM & AWARENESS

Safety, Quality and Environmental Policies are to be read, understood and supported at all times. They are on the notice boards.

Safety Quality and Environmental requirements are to be implemented on site at all times. These requirements are explained at the time of induction. If you are unsure they can be explained again to you.

PROJECT RISK REGISTER

A site-specific risk register has been prepared for this project. All workers have access to this register through their employer and from the project team. Risk controls are identified in this manual and must be implemented on site.

DRUGS AND ALCOHOL

Alcohol breath testing and saliva drug tests are conducted at random, are targeted and at Project Manager's discretion. There is a zero-alcohol policy. Any worker with a blood alcohol content that exceeds 0.00%, or who has returned a positive drug test, will be removed from site and subject to the actions detailed in the Alcohol and Drug Policy.

Workers taking prescription drugs must advise either the Project Manager or Site Manager of the drugs. The Project Manager must be advised and provide guidance on any work limitations.

HIGH RISK WORK

High Risk Works must not commence until a Permit has been issued by the Site Manager and all controls are verified in place.

PERMITS

Permits are required for most High-Risk Construction Work activities and a number of high risk activities. Each are identified in the PMP and available from iAuditor (ask the Site Manager). Permits are mandatory and controls are non-negotiable.

COMPETENCY, TRAINING & AWARENESS

Workers must have provided evidence of minimum training and/or competency requirements for their intended work activities. Refer to Risk Register, Safe Work Method Statements, risk register for requirements.

EMERGENCY & FIRST AID

Self-administration of first aid, including access to bandages, is strictly prohibited. Only project first aiders are permitted to administer first aid. The first aiders are listed in the site office and on the site notice boards.

Information on preparation and planning for emergencies is included in your induction. Refresher information is available on the site notice board and from the project team.

Every worker is responsible for their own safety and the safety of others. Each worker must become familiar with the emergency evacuation signal, evacuation process and evacuation point.

SAFETY SIGNAGE & BARRIER CONTROLS

Barriers include fencing, bollards and tape. Only the person erecting the barrier may remove the barrier. Anyone found removing or entering a barrier area without authority will be subjected to the Safety Breach process which is explained after these site rules.

INCIDENTS, INJURIES, COMPLAINTS,

Workers are required to report incidents that result in injury or could have resulted in injury, such as near miss, to a project team member. All complaints expecting a response must be submitted to the authorising Managing Director in writing. Complaints raised this way will become a corrective action to be closed out.

INDUCTION

NO WORK WITHOUT PROJECT INDUCTION. Workers will not be inducted unless they can produce a construction induction card, evidence of asbestos awareness training and have the required competencies to conduct their work on site.

VISITOR

VISITORS, INCLUDING VISITING SUBCONTRACTOR MANAGEMENT, MUST GO TO THE SITE OFFICE PRIOR TO ENTRY ONTO THE SITE PROPER. Visitors must wear enclosed footwear and high visibility clothing at minimum. Visitors must be inducted into emergency planning, evacuation procedure, and must be accompanied by a site inducted person at all times.

DELIVERY DRIVERS

Delivery drivers who park off site and enter the site office are not required to wear project required PPE.

ELECTRICAL & CALIBRATION COMPLIANCE

Electrical equipment, including RCD boxes are to be tested and tagged every 1 month; an electrical register must be provided to project management.

Calibration tests and Certificates verifying this test are required must be provided to RMB Builders prior to using the equipment on site. Testing frequency and requirement is to as per manufacturers requirement.

Calibration Certificates are required for Portable Appliance Testers, Multi Meters, Laser levels and other such equipment. Refer to Risk Register for a full list.

PERSONAL PROTECTIVE EQUIPMENT (MANDATORY)

Clothing which is highly visible and safety footwear fit for purpose are mandatory for entry into site as a worker. The use of hard hats will be based on a risk assessment process and advised at induction. The use of roofers and similar types of 'runner' safety footwear is not fit for purpose unless you are plying that trade. Workers wearing footwear which is not fit for purpose will not be permitted to work on site.

PERSONAL PROTECTION EQUIPMENT (TASK SPECIFIC)

Task specific PPE as per Safe Work Method Statements, Safe Work Instructions, Job Safety Analysis, documented risk assessments, site signage, management or authority instruction.

CHEMICALS

Chemicals brought onto site, including those in workers storage containers, must have a Safety Data Sheet (SDS) and a completed Chemical Risk Assessment. If a chemical is identified as a 'Hazardous Substance' on the SDS the risk assessment must identify first aid needs, storage and handling needs and PPE needs. These needs are the controls which must be included in the SWMS, SWI, JSA, relevant to the activity in which the chemical is to be used. All workers must be aware of the risks associated with each chemical they handle. The required PPE must be provided by the employer and must be maintained and worn by the workers.

MOVEMENT OF MOBILE PLANT & EQUIPMENT

The use of mobile plant is strictly controlled. Each mobile plant and some motorized equipment will need a Plant Risk Assessment, competent operator, current servicing and maintenance records, the manufacturers operating manual and a Safe Work Method Statement detailing the work in which it is to be used. RMB Builders must accept the plant for use on site, verify operator competency and review the SWMS.

FALLS FROM HEIGHTS, INCLUDING FALLING OBJECTS

All height work is strictly controlled. The Project Risk Register is available for workers to access and understand what controls are required for height work. It is expected workers will look to eliminate height work by completing as much as possible at ground level. It is expected workers will look to use, in this order, elevated work platforms, scissor lifts, mobile scaffold, trestles or platform ladders to gain access. The use of A frame ladders is strictly controlled and must be based on a robust risk assessment which shows no other options. A frame ladders are not for working and can only be used for access/egress. Three points of contact at all times

SAFETY BREACHES

Any person found to be in breach of the Site Rules or any of the following actions will be subjected to disciplinary action. In addition, the Project Manager may, at his discretion, remove a person from site, without applying the three-step warning process described below, if he deems the breach significant;

Actions where the warning process or removal will occur;

- Breach of Site Rules,
- Removal – of safety signs and barricades or fences without authority.
- Fighting – violence of any kind will not be tolerated on the project.
- Bullying / Pranks – bullying or pranks will not be tolerated on the project.
- Refusing – to comply with safety instructions, rules or regulations.
- Interfering, Damaging, Vandalising – any safety equipment or amenities.
- Alcohol and Drugs – attending site under the influence of drugs or alcohol.
- Racial vilification - of any kind will not be tolerated on the project.
- Sexual harassment - of any kind will not be tolerated on the project.
- Urinating – or defecating anywhere other than the toilets provided.
- Theft – stealing anything from the site area in which you may be working.

Warning Process for safety breaches:

1. Verbal Warning
2. Written Warning (Safety Improvement Notice)
3. Removal from site