

This template has prompts and letters in blue text where it is required to be tailored. All you have to do is replace these with your own company and project details and then delete the prompt boxes like this. The plan needs to be specific to your organisation and each project,

IMPORTANT: Before you change anything print the last 3 pages of this document and follow the instructions step by step and then delete them; they are instructions for tailoring this plan

XYZ

Project Title

Construction OHS Management Plan

| | | | |
|----------------------------|-----|---|------------|
| Controlled COPY No. | | This is a controlled document. Only registered holders of controlled copies will receive updates | |
| Issue No. | 1.0 | Date: | 01/09/2011 |

To update the table of contents right click in the table, then click 'update field' and 'update entire table'. Then delete this box. Make this update once you finish the customisation and just before printing.

Table of contents

| | |
|---|-----------|
| Occupational Health and Safety Policy | 5 |
| 1 Introduction | 6 |
| 2 Works description | 6 |
| 3 Project OHS objectives and targets | 6 |
| 4 Project organisation structure and contact details..... | 7 |
| 5 OHS Planning and Responsibilities | 7 |
| 6 Hazard identification and risk control | 9 |
| 7 Hazard reporting..... | 10 |
| 8 OHS Induction Training and Consultation..... | 10 |
| 8.1 Site Induction, information and training | 10 |
| 8.2 OHS Consultation | 11 |
| 9 Incident Management | 12 |
| 9.1 Incident investigation..... | 12 |
| 10 Communications Management..... | 13 |
| 10.1 On-Site Communication | 13 |
| 10.2 External Communication | 14 |
| 10.3 Communication with client, designers, OHS regulators and Sub-contractors | 14 |
| 10.4 Community liaison..... | 14 |
| 10.5 Complaints | 14 |
| 11 Subcontractor Management | 14 |
| 11.1 Selecting and engaging subcontractors | 14 |
| 11.2 Managing subcontractors on site..... | 15 |
| 12 Site Safety Rules | 15 |
| 13 Welfare arrangements..... | 16 |
| 14 Safe Work Method Statements..... | 16 |
| 15 Plant and Equipment | 16 |
| 16 Hazardous Substances..... | 17 |

| | | |
|-----------|---------------------------------------|-----------|
| 17 | Electrical Equipment..... | 17 |
| 18 | OHS site inspections..... | 17 |
| 19 | Review of OHS performance..... | 17 |
| 20 | Standard Forms..... | 17 |

Attachment A Project delivery team & contact numbers

Attachment B Risk assessment and control

Attachment C Site Safety Rules

Attachment D Emergency response procedures

Attachment E Safe work method statements

Attachment F Standard forms

XYZ

Occupational Health and Safety Policy

The Occupational Health and Safety Policy of **XYZ** are to protect employees and others at our worksites from work-caused injury and ill health and to comply with all relevant health and safety legislation and standards.

XYZ is committed to:

- complying with statutory requirements, codes of practice, standards and guidelines;
- providing a safe and healthy workplace for all of its employees, contractors, and visitors to its premises as well as to the premises of its customers;
- defining roles and responsibilities for health and safety;
- setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services;
- using of safe working systems supported by documented safe working procedures and will only use materials that are safe and do not pose a risk to the environment; and
- consulting with employees, contractors and our clients to improve decision-making on health and safety matters.

XYZ will take all steps necessary to ensure that its activities do not compromise this commitment.

The Health and Safety Policy receive the highest priority from the senior managers of the organization and this priority is communicated to all personnel connected with the company.

Managers will implement this Policy, being responsible for the health and safety of all persons working in any operation under their control. It is their responsibility to ensure that personnel who report to them are provided with the necessary instruction, training and resources to implement the Policy and hold them accountable to do so.

Employees are responsible to take care of their own health and safety and that of their fellow workers to the extent of their capability, by following all safety rules, procedures and instructions.

All incidents however minor are reported to management so that appropriate action can be undertaken to prevent a repetition or to minimise the risk.

Director/Manager: _____ **Date:** ____ / ____ / _____

An initial workplace health and safety hazard identification and risk assessment is carried out by the working team and documented before works commence (see **Attachment B**). The identified hazards and risk controls are then inducted to staff working in the project.

The worksite risk assessment is periodically (monthly) reviewed or under any of the following situations:

- there is evidence the risk assessment is no longer valid; or
- subsequent injury indicates the assessment of the risk may not have been adequate; or
- significant changes are proposed in the work that is being carried out.

7 Hazard reporting

XYZ encourages all employees to immediately report hazards and unhealthy conditions to the Works Supervisor. Where these conditions cannot be corrected immediately, they are reported and recorded in the **Hazard Report form F12**.

The Works Supervisor investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury. The Project Manager regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

8 OHS Induction Training and Consultation

Having regard to the hazards and risks associated with the works, *XYZ* has assured that all employees are trained and competent to perform all tasks in a way that is safe and does not adversely impact on themselves and others. Refer to form **F08 Training and competency register** for details of the skills and competencies of the organization's employees assigned to the project.

The Project Manager assesses and arranges any additional qualifications and/or safety training that are required in order to carry out each activity on the project including refresher training. The works supervisor ensures that personnel working on site have the appropriate training needed for the particular work.

8.1 Site Induction, information and training

The Works Supervisor ensures that all personnel and subcontractors working on site have all training needed to work safely for the particular work they are involved with; including:

- work activity-based health and safety training, and
- site induction training.

The **work activity-based health and safety training** concerns training provided on the safe work method statements (SWMS) for all construction activities on site. This training is provided by the Works Supervisor or Team Leader through toolbox meetings before each activity commence. Participants of this toolbox talks will sign on the SWMS.

The **site induction training** is a briefing for staff and subcontractors about the risks, hazards, safety rules and arrangements that apply to a specific work site, such as first aid, traffic management and emergency procedures.

A monthly management meeting is held to discuss project progress and actual outputs against targets; and to discuss issues, incidents, nonconformances and suggest corrective actions and improvements.

10.2 External Communication

The Works Supervisor and the Project Manager are the designated 24-hour emergency contacts for external authorities. They have the authority to take any action on site as directed by an authorised officer of any relevant external authority. (See Attachment A for the 24-hour contact numbers).

10.3 Communication with client, designers, OHS regulators and Sub-contractors

The Project Manager is the liaison person to deal with client, designers, sub-contractors and the OHS regulators and passes design information to all members of the project team including sub-contractors. The Work Supervisor is responsible to coordinate works onsite done by subcontractors.

10.4 Community liaison

All relevant authorities, property owners and others affected by project works are informed of the project, activity and timeframes.

In the event of interference with property access, pedestrian thoroughfares or night works of a significant or extended nature in urban areas, the [Project Manager](#) ensures that affected members of the public are so advised through media announcements, doorknocks or letterbox drops as appropriate.

10.5 Complaints

Any complaints concerning any aspect of the project are recorded, registered and investigated. The *Communications Register Form-F06* shows the details and nature of the complaint, the complainant and actions taken as a result of the investigation.

The [Project Manager](#) ensures that any complaint received is investigated promptly and that appropriate action is taken.

11 Subcontractor Management

11.1 Selecting and engaging subcontractors

[Xyz](#) engages only suppliers and subcontractors who have the right competencies and experience to perform the work satisfactorily

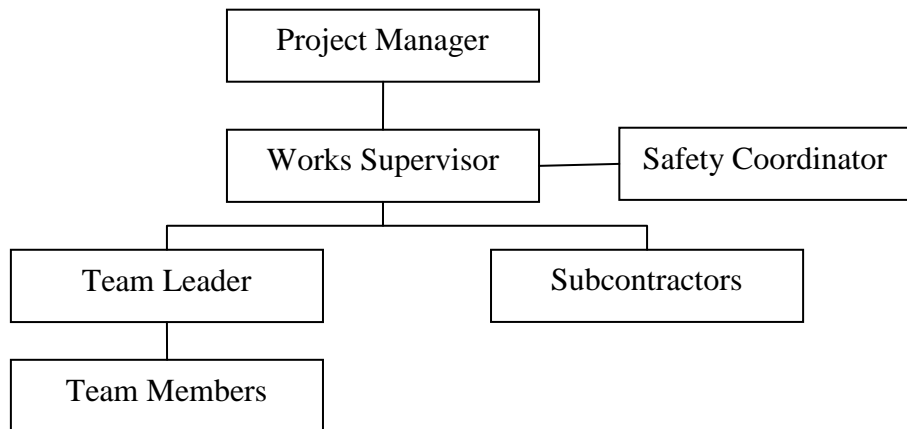
In the project planning process, the Project Manager identifies work to be subcontracted and determines:

Attachment A Project delivery team & contact numbers

Complete details below and then delete this box

| ORGANISATION DETAILS | | | |
|---|---------|------------------------|-------------|
| Business or trading name and address: | | | |
| Company registration No: | | Contractor licence No: | |
| Telephone: | | Facsimile | |
| Email: | | Mobile: | |
| Name of director or manager: | | Telephone: | |
| Insurances (Attach copies of certificates of currency) | Company | Policy number | Expire date |
| Workers compensation | | | |
| Public liability | | | |
| Professional indemnity | | | |
| Sickness and accident | | | |
| Other | | | |

Project Delivery Team - Organisation Structure



| PROJECT CONTACT DETAILS | | |
|-----------------------------------|---------------------|-----------------------|
| | Contact name | Contact number |
| Emergency Services: | | |
| Ambulance / Fire Brigade / Police | | 999 |
| Poisons information | | 131126 |
| First Aiders: | | |
| Utilities: | | |
| Water | | 132 203 |
| Electricity | | 132 090 |
| Gas | | 131 388 |
| Telephone | | 131 909 |
| Dial Before You Dig: | | 1100 |
| EPA: | | |
| 24 hour Pollution Line | | 131555 |
| Project Manager (*): | | |
| Works Supervisor (*): | | |
| Safety Coordinator: | | |
| Other contacts: | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Attachment F Standard forms

| Number | Name |
|---------------|--|
| F01 | Toolbox Meeting Record |
| F02 | Site Induction Register |
| F03 | Daily Site Risk Assessment |
| F04 | Hazardous Substance Register |
| F05 | Subcontractor Register |
| F06 | Communications Register |
| F07 | Incident Investigation Report |
| F08 | Training and Competency Register |
| F09 | Plant and Equipment Register |
| F10 | Electrical Equipment Register |
| F11 | Register of Injuries |
| F12 | Hazard Report |
| F13 | Truck & Plant Pre-start Inspection & Defect Report |
| F14 | Risk Assessment |
| F15 | Safe Work Method Statement |
| F16 | OSH Inspection Checklist |
| | |

| | | |
|-----------------------------------|------------|------------|
| | XYZ | F03 |
| Daily Site Risk Assessment | | |

Project Location: _____

Site risk assessment to be conducted by Work Supervisor/Team leader before each shift work starts.

| Date | Time | Team Leader | Description of work (what are we doing?) |
|------|------|-------------|--|
| | | | |

Attendees' names and initials

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |

| Risks – What can go wrong? | New Identified Hazards | Controls measures – How to manage risks? |
|--|------------------------|--|
| Are there any hazards on site not controlled by the existing SWMS or the initial site risk assessment? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes identify new hazards | | |
| Are appropriate resources (staff numbers and training) available to carry out the works safely? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, assess the risks | | |
| Are appropriate tools / plant / equipment available on site to carry out the works safely? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, assess the risks | | |
| Are the site environment conditions (eg. rain, fog, heavy traffic, hot/cold temperatures) adequate to carry out the works safely? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, assess the risks | | |
| Other issues / comments | | |

| | | |
|--|---|------------|
| | XYZ | F08 |
| | Training and Competency Register | |

Project / Location: _____

The following register contains details of the skills and competencies of the organisation's employees

| Employee Name | Type of work on this project | Skills /competencies / experience (e.g tickets / qualifications) | Card No / Reg No | Expiry date |
|----------------------|-------------------------------------|---|-------------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |