



# HOUSING INDUSTRY SITE SAFETY PACK

RESIDENTIAL CONSTRUCTION  
– FOR SUBCONTRACTORS

SAFEWORK NSW

VERSION 4 2016

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# INTRODUCTION

We have developed the Housing Industry Site Safety Pack (Site Safety Pack) to assist small subcontractors (0-10 workers) working in the residential construction sector.

The Site Safety Pack provides a framework for you to meet your main work health and safety (WHS) legal responsibilities. By following this guidance, you will be better placed to ensure a safe construction site.

## How to use the site safety pack

1. read and sign:
  - WHS Form 01: Organisation Details
  - WHS Form 02: Roles and Responsibilities
  - WHS Form 03: Work Health and Safety Policy.
2. Read through the WHS procedures and guidelines.
3. Ensure that your business follows and adopts these recommended procedures and guidelines.
4. Ensure that your workers are aware of their responsibilities.
5. Print out and complete the relevant WHS forms or write 'Not applicable' (N/A) where WHS forms are not relevant.
6. Make two **(2)** copies of the completed Site Safety Pack and put into a file/binder and:
  - give **first copy** to the principal contractor for their review
  - keep the **second copy** with you when you go to site each day.

Authorities, clients and principal contractors may require evidence of your WHS system. If you use the Site Safety Pack as directed, you will be able to produce the necessary documents.

**Note:** Once they are satisfied with it, you will be listed as a pre-qualified contractor.

7. Update the information in the WHS forms if anything changes (such as SWMS, registers etc).
8. Store a copy of the Site Safety Pack for each builder you do work for.
9. Create a new Site Safety Pack for each builder you do work for.

# WHS FORM 01: ORGANISATION DETAILS

Business or trading name

\*Insert Company Logo

ACN/ABN

No. of employees      Scope of works

**Insurances** (attach copies of certificates of currency)

Organisation	Policy number	Limit per claim	Limit year	Expiry date
Workers compensation				
Public liability				
Professional indemnity				
Sickness and accident				

Contract licence number

Name of director or manager

Business address

Telephone

Mobile

Facsimile

Email

Person responsible for managing WHS on site

Contact details

We \_\_\_\_\_ intend to subcontract all or part of the works. If engaged, the sub-contractors intended to be used on this site are:

Business

Contact details

We shall ensure that the above subcontractors provide an SWMS for their specialised high risk construction work, and shall participate in their review and where necessary amend the SWMS, in consultation with the PCBU and the workers the SWMS relates to.

Signed (director or manager)

Date



# WHS FORM 03: WORK HEALTH AND SAFETY POLICY

We believe that the well-being of people employed at work, or people affected by our work, is a priority and must be considered during all work performed on our behalf.

People are our most important asset and work health and safety is everyone's responsibility.

The safety of the public is given equal priority to that of our workers.

The objectives of this policy are to, as far as reasonably practicable:

- achieve a safe and incident free workplace
- consider WHS in project planning and work activities
- involve workers and subcontractors in the decision-making process through regular communication and consultation
- ensure workers and subcontractors identify and control risks in the workplace
- monitor and review the elimination or control of potential risks
- enhance workers' WHS knowledge through a program of education and training.
- The success of our WHS management depends on:
  - the commitment of all persons to achieve the policy objectives
  - planning work activities, with due consideration given to WHS
  - undertaking the risk management process in an effective manner
  - communication and consultation between our workers and subcontractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and subcontractors working on our behalf.

Name

Position

Signature

Date

# CONSULTATION AND COMMUNICATION

Promote active participation of all workers in WHS decisions.

Consult with workers and give them the opportunity, encouragement and training to be involved in WHS matters affecting the organisation and their own work.

Consult with all your workers – for example directly through tool box talks or through a health and safety representative (HSR). Some principal contractors may ask that your workers elect a HSR to participate in their consultative arrangements.

Matters for consultation may include:

- hazard and risk identification
- control measures for managing hazards and risks
- the development of safe work method statements or risk assessments
- site safety rules
- site induction
- changes to site conditions
- the welfare facilities
- the purchase of new or used plant and equipment or new substances and materials
- the development and review of safety policies and procedures
- emergency procedures, covering:
  - emergency contact details (including emergency services)
  - the location of a first aid kit
  - emergency assembly points.

Record consultation and communication using:

- the record of toolbox talk (see WHS form 06)
- a site diary
- any documents clearly recording WHS meeting minutes.

Consultation records should include at least the following information:

- date
- location or workplace
- names and signatures of people present and consulted
- items or issues raised
- corrective actions to be undertaken and the people responsible for implementing those actions.



# RISK MANAGEMENT

## Hazards versus risks

Hazards are different to risks.

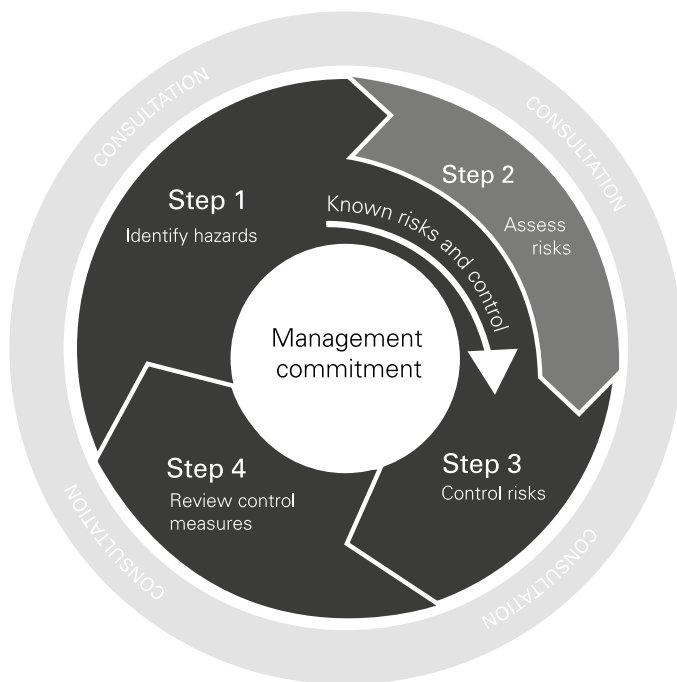
A **hazard** has the potential to cause harm. This can include substances, plant, work processes and/or other aspects of the work environment.

A **risk** is the likelihood that death, injury or illness might result because of a hazard.

## Risk management process

WHS laws require anyone in control of a workplace or a workplace activity to identify any potential hazards, assess the risks associated with those hazards and, if necessary, implement control measures to eliminate or minimise the risks.

All persons must have an understanding of the four step risk management process (Figure 1). Incorporate the steps into all work activities. If any persons are concerned with the control measures used in a workplace activity, they should bring this to the attention of their direct manager.



## Step 1: Identify hazards

Inspect the workplace before starting the work and identify any hazards. When identifying hazards, consider the physical nature of the work environment, such as its height or confined spaces in it, substances such as chemicals, plant and equipment, energy such as electricity, gas or induced heat, manual handling, noise, etc. You should consult with your workers and review all available information about hazards and risks relating to your work. Make a list of all the hazards you can find, including the ones you know are already being dealt with, to ensure that nothing is missed. You could list these in WHS form O4 Site-specific risk assessment.

## Step 2: Assess risks

Once a hazard has been identified, determine how serious the risk is. Refer to Table 1 for more information.

Table 1: Assessing the risk

	High	Medium	Low
RISK	Potential death, permanent disability or major structural failure/damage.	Hospitalisation or medical treatment, potential temporary disability or minor structural failure/damage.	Hazard that has the potential to cause persons to require first aid.
ACTION REQUIRED	Cease work immediately. Review task/situation/condition. Additional risk controls and must be documented and implemented. Ensure all parties are aware of risk control.	Implement suitable controls as soon as practical. Task/situation/condition to be reviewed and reinforce control measures where applicable.	Review task and reinforce control measures where applicable.

### Step 3: Control the risks

Develop and decide on a suitable control measure that will ensure that the hazard is either eliminated (where reasonably practicable) or reduced to its lowest possible level using the 'hierarchy of risk controls', in line with Table 2. A combination of controls may be the most effective.

Table 2: Hierarchy of controls

Eliminate	Substitute	Isolate	Engineering	Administrative	Use personal protective equipment
Remove the risk, process or task.	Replace the risk with a less hazardous material, process or plant.	Separate the people from the hazard or the hazard from the people.	Structural or design change to the working environment, equipment or work process.	Reduce exposure to the hazard through procedural instructions, training, signage or permits.	Last line of defence, worn by workers. Selected PPE must be fitted correctly and maintained and used in accordance with manufacturer's instructions.
<b>Examples</b> Removal of trip hazard, removal of asbestos, working at heights.	<b>Examples</b> Fibreglass insulation for non-fibrous insulation, lead based paint for lead free paint.	<b>Examples</b> Fencing, barricades or removing people from the work area.	<b>Examples</b> Edge protection, lock out devices, guards on rotating parts.	<b>Examples</b> SWMS, signage, permit, training, tagging, inspection.	<b>Examples</b> Safety glasses, gloves, hardhat, harness.

**Best**

**Worst**

Ensure that the risk control measures you have decided on are in place prior to the activity being undertaken. You should develop safe work procedures and ensure your workers have received training, instruction and information. Whilst working you should provide adequate supervision to workers and monitor their activities to see if risk controls are being implemented.

### Step 4: Review the risk control measures

Take steps to review the effectiveness of implemented risk control measures by:

- consulting with workers
- identifying any new hazards and undertaking further risk assessments
- analysing first aid records and accident and incident reports.

# SAFE WORK METHOD STATEMENT (SWMS)

Identify the work that is high risk construction work, specify the hazards relating to the high risk construction work and the risks to health and safety that are associated with those hazards. Once this is done, you must then describe the measures to be implemented to control the risks and describe how the control measures are to be implemented, monitored and reviewed (see WHS form 05).

Do not commence construction work unless:

- the principal contractor has made you aware of their workplace WHS management plan or equivalent (only applies where the project work costs exceed \$250,000)
- the circumstance at the workplace that may affect the way in which the high risk construction work is carried out are known.

## Training

Ensure that all workers carrying out construction work undertake, as a minimum, the following two levels of training prior to commencing work.

- General construction induction - workers must hold a general induction training card and have carried out construction work in the preceding 2 years.
- Workplace (site) specific.

This workplace specific training may cover:

- safety documents, policies and plans, including the WHS management plan and SWMS
- supervisory, consultation and reporting arrangements
- workplace safety rules, including first aid provisions and emergency procedures
- workplace facilities, including their location, use and maintenance
- emergency procedures, including after-hours emergency contacts
- health monitoring requirements and procedures
- access, egress and security
- workplace specific hazards and control measures

Complete a site-specific risk assessment (see WHS form 04) before undertaking work on site. It may be necessary to revise a previously prepared SWMS if site conditions change (eg weather, additional trades) and if the scope of work changes.

- you have a prepared written a SWMS for the identified high risk construction work that is current
- workers are informed of the risk controls detailed in the SWMS.

Principal contractors will require a copy of this SWMS or may require you to implement risk controls measures in accordance with their prepared SWMS.

- how safety issues are resolved, including health and safety representative arrangements
- how to report hazards and unsafe work practices
- how to report accidents, incidents and dangerous occurrences
- what to do if a person is injured, including first aid provisions.
- other training, such as task-specific training.
- Record all worker training on one or more of the following forms.
- Worker training register (see WHS form 07)
- Record of tool box talk (see WHS form 06).

## Plant and equipment

Ensure that workers have received training in the use of plant and equipment and are familiar with hazards and risks associated with their use.

Carry out regular inspection and maintenance of all plant and equipment used.

Ensure that plant and equipment is inspected and maintained in accordance with the relevant standards and manufacturer's recommendations. Document the inspection and maintenance history of each item and make it available with the relevant plant or equipment.

## Electrical

Get a licensed electrician to provide temporary electrical installations used in connection with construction work in accordance with AS/NZS 3012.

Get a licensed electrician to inspect and test all construction wiring, switchboards, RCDs and transportable structures following the initial installation and at 6 months intervals afterwards.

Prior to the initial introduction on site, inspect, test and tag new equipment before placing it into service.

Inspect, test and tag portable electrical equipment, including power tools, flexible cords and extension leads by a competent person or a licensed electrician, on at least a three-monthly basis.

## Hazardous chemicals

Use the hazardous chemicals register (see WHS form 09) to record all products classified as hazardous.

Upon request, make available for inspection on site a current safety data sheet (within five years of the date of issue) for hazardous chemicals that are to be used for the work activity.

## Hazard reporting

Ensure that all hazards that do not have a risk control measure are reported to the supervisor and the principal contractor immediately.

Ensure that pre-start checks, schedules of maintenance and fault reports are notified to the supervisor, documented in plant log books and made available to relevant parties on request.

Where plant and equipment is hired, the same requirements as above still apply.

For high risk construction work that is carried out in an area of a workplace in which there is movement of powered mobile plant, then ensure that a SWMS is prepared and implemented.

Get a competent person to inspect and test RCDs by doing a push-button test daily for portable RCDs or monthly for fixed RCDs and trip time test 3 monthly for portable RCDs or 12 monthly for fixed RCDs.

Withdraw non-compliant plant and equipment from service immediately. Label it with suitable warnings against further use (eg DO NOT USE). If sent for repairs, re-test it and tag it once returned to site.

Record inspections of all electrical equipment on an electrical equipment register (see WHS form 08) and make it readily available.

Provide all workers involved with hazardous chemicals with information and instruction on their use and handling. Ensure that workers are trained.

Advise the principal contractor of the hazardous chemicals you will be bringing into the workplace and ensure that the risk controls are implemented as detailed in the safety data sheet.

Record the details of any additional hazards in a site diary or in the site-specific risk assessment (see WHS form 04).

## Injury and incident recording

Ensure that all incidents and injuries are reported to the supervisor and are recorded on the incident and injury report (see WHS form 10).

Record all incidents in the incident and injury report and provide a copy to the principal contractor upon request.

Notify the authorities if an incident or injury results in a person being killed or if it could be defined as a 'serious incident'. Authorities also require that the place of work is 'not to be disturbed' except by actions relating to emergency rescue. For information relating to what is defined as a 'serious incident' and a 'notifiable incident', contact SafeWork NSW on **13 10 50**.

## Engaging additional subcontractors to carry out the work

If additional subcontractors are engaged to undertake work on our behalf, the following steps must be taken.

Collect and record the organisational Form 1 and copies of the following:

- Relevant Insurances - See Form 1
- Construction Induction Training Cards
- Licences where applicable.

Ensure that an agreed SWMS is prepared and implemented where high risk construction work is being undertaken (refer to SWMS Section).

Additional responsibilities for businesses would also apply.

## First aid

For first aid in the workplace ensure:

- the provision of first aid equipment
- that each worker has access to the equipment
- an adequate number of workers are trained to administer first aid or that workers have access to an adequate number of people who have been trained to administer first aid

- workers have access to facilities for the administration of first aid.

## Emergency preparedness

As a PCBU develop an emergency plan, if a plan has not already been developed for the workplace.

In developing an emergency plan, take into account the following:

- Evacuation procedures
- Notifying emergency service organisations at the earliest opportunity
- Medical treatment and assistance
- Effective communication between the person authorised to coordinate the emergency response and all people at the workplace

- Testing of the emergency procedures - including the frequency of testing
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

If a plan has already been developed, ensure that your workers are aware of its content.

# WHS FORM 04: SITE SPECIFIC RISK ASSESSMENT

Scope of works

Start date

Finish date

Time

Organisation's name

Assessment undertaken by (name)

Site address

Signature

If you have identified any of the listed or other potential hazards on the site, you will need to enter a suitable control below to show how you have controlled the hazard(s). If any further hazards are introduced, record them and update the table at the bottom on this page. If you identify any high risk construction work, you require a Safe Work Method Statement. See form 05 (Safe Work Method Statement).

#	Items to consider when conducting a risk assessment
1	Can parking arrangements at the site cause incidents and injuries to any persons?
2	Are there any slips, trips and falls impacting on the safe access and egress?
3	Are there any other trades or activities that may impact on my work safety?
4	Have I communicated with other trades/workers in this area?
5	Are there any amenities for the site? Can the use of amenities affect workers' health due to poor maintenance?
6	Is there a risk of injury due to fall zones and penetrations not being protected? (eg stair voids, roof areas, balconies)
7	Can something fall on me or can I cause something to fall onto someone else?
8	Is there a risk of workers or pedestrians being hit by moving plant and/or motor vehicles?
9	Is there a risk of injury due to impaling hazards not being appropriately protected in the work area? (eg star pickets, reo bars, stacked pallet stack)
10	Is there a risk of injury due to open trenches or excavations?
11	Is there a risk of workers coming in contact with the overhead or underground services?
12	Am I using correct manual handling techniques?



# WHS FORM 05: SAFE WORK METHOD STATEMENT

[PCBU name, ABN, Office address and phone]

**Principal contractor (PC)** [Name, ABN, Office address]

**Work activity** [Job description]

**High risk construction work** [list work from WHS Regulations]

**Work location**

**Works manager**

**Contact phone**

**Have workers been consulted about the SWMS?**

**Person responsible** for ensuring compliance with SWMS

**Date SWMS provided to PC**

**Person(s) responsible** for reviewing the SWMS

**Last SWMS review date**

**Date received**

**Signature**

**Workers name**

**Date received**

**Workers signature**





# WHS FORM 06: RECORD OF TOOL BOX TALK

Workplace

Date

Name of supervisor or presenter

Time

Persons present			
Name	Signature	Name	Signature

**Topics discussed and feedback** (The following are examples of potential subject matters: site specific risk assessment, specific activity training, SWMS, safety of vehicle load and off loading, basic traffic management/parking, overhead electrical powerlines, underground services, falls, safe delivery, documentation, site security and any other issues. You can add or delete more subject matters as appropriate).

**Comments/Feedback**



# WHS FORM 08: ELECTRICAL TEST AND TAG REGISTER REFER TO AS/NZS 3012

Inspect, test and tag all electrical equipment, including extension leads in accordance with AS/NZS 3012.

Business name

Address

Electrical business name

Tester's name

Equipment description	Manufacturer	Serial number	Date of inspection and test	Result	Action to be taken	Signature of person undertaking the work	Certificate number (if appropriate)	Date for next inspection and test
<b>Electrical item</b>						<b>Frequency of inspection and test</b>		
Transportable structures, fixed and transportable equipment and construction wiring including switchboards.						6 months		
Portable equipment						3 months		
Residual Current Devices (RCDs)						Refer to AS/NZS 3012		



# WHS FORM 10: INCIDENT AND INJURY REPORT

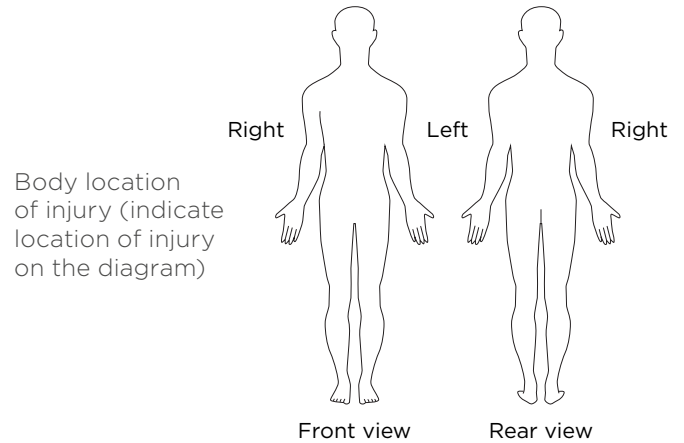
## Details of injury (eg to a worker or visitor) and treatment

Date of incident	Time of incident	Nature of incident		
		Near miss	First aid	Medical treatment/ doctor
Name of injured person		Occupation		
Address			Date of birth	
Telephone	Employer			

Activity in which the person was engaged at the time of injury

Exact site location where injury occurred

Nature of injury - eg fracture, burn, sprain, foreign body in eye



Treatment given on site

Name of treating person

Referral for further treatment?

Yes No

Name of doctor or hospital

SafeWork NSW medical certificate received?

Yes No Attach copies

Injury management requirement?

Yes No Notify return to work coordinator

Name of return to work coordinator

## Witness to incident (each witness may need to provide an account of what happened)

Witness name

Witness contact

Witness name

Witness contact



