

MCT/W/T-A17.1: Funafuti International Airport Terminal



Occupational Health & Safety Management Plan



RECORD OF AMENDMENTS / ISSUE STATUS PAGE

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AUTHORISED BY: Greg Srhoj

Note: Only controlled copies of this manual will be updated

The following personnel have been inducted into the Project OHS Plan.

Employee Name..... Signature..... Date... / ... /

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Employee Name..... Signature..... Date... / ... /

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A - INDUCTION (Duplicated in site induction file)

OHS/F: A001 – Site Induction Card

OHS/F: A002 – Site Induction Guidelines

OHS/F: A003 – Local Induction Form

B - OH&S PLAN FORM APPENDICES

OHS/F: 001 – Occupational Health, Safety and Rehabilitation Accident & Incident Report

OHS/F: 003 – Confined Space Written Authority (Entry Permit)

OHS/F: 007 – Emergency Phone Numbers

OHS/F: 010 – Hazard Identification & Risk Assessment

OHS/F: 011 – Hazardous Substances – Dangerous Goods Register

OHS/F: 014 – License Register

OHS/F: 016 – Non-Conformance / Corrective Action (NCR/CAR) Report Form

OHS/F: 018 – Plant & equipment Checklist

OHS/F: 020 – SWMS Register

OHS/F: 021 – Site Induction Record

OHS/F: 022 – Site Inspection Checklist

OHS/F: 023 – Site Safety Rules


OHS/F: 025 – SWMS Template

OHS/F: 026 – Toolbox – Pre Start Talks

OHS/F: 027 – Traffic Control Form

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1.0 OCCUPATIONAL HEALTH & SAFETY POLICY

Reeves Envico Management is personally responsible and has a commitment to the Reeves Envico Occupational Health & Safety and Rehabilitation Policy.

The 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 during all work performed on the Company's behalf.

People are our most important asset and their health & safety is our greatest responsibility. The public shall be given equal priority to that of our employees.


The object of our policy is:

- ◆ To achieve an accident free workplace.
- ◆ To make health & safety an integral part of every managerial, supervisory and employee position.
- ◆ To ensure health & safety is considered in all planning and work activities.
- ◆ To involve our employees in the decision making process through regular communication, consultation & training
- ◆ To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- ◆ To identify and control all possible hazards in the workplace through hazard identification and risk analysis
- ◆ To ensure all potential accident/injuries are controlled and prevented.
- ◆ To provided effective injury management and rehabilitation of all employees.

The success of our health & safety management is dependent on:

- 1) Pro-active planning of all work activities with due consideration given to implementing occupational health and (OHS) controls that are suitable to each given situation.
- 2) Understanding the total work process and associated risks.
- 3) Ensuring the work team is totally committed to achieving our objectives.
- 4) Ensuring that open & honest communication exists between management and all employees.

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2.0 SCOPE OF WORK

Project Title:	Tuvalu Aviaiton Investment Project (TvAIP) P128940 – H - 749 - TV
Contract No	MCT/W/T-A17.1
Project Director:	Peter Cusack
Telephone:	+61 3 9320 4800
Construction Manager:	Simon Gorman
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Contractors Representative:	Greg Srhoj
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Site Manager:	Brian Oman
Telephone:	+688 700 3002

This document has been created as a working document for use within specific projects and has been developed in accordance with the OHS&R Management System Guidelines.

This safety plan is for ease of use in an “on site” situation. Reference is made to all corporate policies and procedures that shall be used within the project to define the activities and processes that shall be followed to ensure that we meet the client’s specification, requirements, expectations, our legislative requirements and commitment to provide a safe place to work.

Subcontractors to be used upon this project shall be assessed for their capabilities in satisfying the requirements of this safety plan prior to commencing on site. Risk assessments shall be performed with individual subcontractors to identify and eliminate potential hazards. Material safety data sheets shall be provided by the subcontractor for all materials that have the potential to cause accidents or injuries.


All employees and subcontractors employed on this project shall be inducted into the safety requirements of Reeves Envico prior to commencing. The site manager shall perform regular safety inspections and the results of these, safety meetings and the like shall be documented.

2.1 Project Specifics (Scope of Works)

This project involves the construction of a new Terminal Building at Funafuti Airport in Tuvalu. The scope of work is to demolish the existing terminal building structure and construct a new terminal building in its place. This will include undertaking the necessary ground reinstatement works between the new structure and the aircraft apron, which will fulfil the following project objectives;

- Ensure safe and efficient movement of passengers, baggage and freight,
- Utilize environmentally sustainable design for facilities such as rainwater harvesting, power generation from renewable sources and use of energy efficient equipment and lighting,
- Be compliant with ICAO Standards and Recommended Practice’s (SARP)
- Design and materials to reflect the tropical maritime environment and rated appropriately for severe weather conditions
- Provide security screening equipment

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2.2 Staging of the Works

A construction program will be submitted by the site manager and updated monthly outlining the actual dates of the activities.

2.3 Site Security

All personnel will be inducted into the site rules and requirements before commencing. The sites shall be securely fenced or bunted and locked where possible when not in use to prevent access by unauthorized persons and members of the public.

2.4 Construction Outline

The outline for the construction methodology is:

1. Setting up of site
 - Traffic Control, Environmental Safeguards, Community Liaison, Permits, Approvals, etc. obtained, where applicable.
 - Installation of dust, erosion and sediment controls, site amenities.
 - Check for underground services.

2. Hazardous Substances and Dangerous Goods
 - Potentially Hazardous Substances and Dangerous Goods that may be used in the construction process shall have a Material Safety Data Sheet supplied and the goods shall be stored in accordance with Regulatory requirements. The site manager shall maintain a register of these goods and perform routine inspection of the storage method and "shelf life". Refer to OH & S forms 010 and 011.

3. Induction
 - All employees and subcontractors employed on this project shall be inducted into the safety and environmental requirements of Reeves Envico prior to commencing. Visitors to site shall also be advised of the site requirements.

4. Inspection
 - Daily surveillance and regular weekly safety & environmental inspections shall be performed by the site manager.


2.5 Site Establishment

The site office will be established in the area as agreed with the client representative. The compound area will be fully fenced and some shade cloth may be required to:

- ◆ Act as a sediment filter from rainwater runoff.
- ◆ Restrict dust & airborne particles.
- ◆ Provide a visual screen from the existing building/s and passersby.
- ◆ Provide a physical barrier from persons entering the site.
- ◆ Protect public footpaths, roads and the like from the hazards of a building site.
- ◆ Ensure that the activities do not obstruct the safe use of public roads, footpaths, etc.

The gates will be locked and secured at the completion of the day's work. No construction materials or plant will be stacked against the fence/s. The fence/s will not be used to support any temporary services.

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All services shall be positively identified and located by referencing the drawings, liaising with utility representatives, opening pits, locating marker posts and excavating trial holes by hand (where required). A copy of the existing service drawings shall remain on site at all times

Material storage areas, waste bin locations, site amenities, etc. will be shown on a site layout drawing.

2.6 Access

All personnel or visitors must report to the site manager on arrival at the site and be inducted. The works shall be staged to ensure that safe access is available for normal traffic conditions at all times.

There will be only one entry point to the site at any one time. The site entry will be remained closed and be opened only for deliveries and movement of machinery and personnel. No public access is available to the site.

Where possible, deliveries and machine movements will be scheduled so that they do not disrupt local traffic flows. No deliveries will occur throughout flight arrivals and departures.

Where site activities are likely to disrupt local traffic significantly, a “Traffic Control Form” is to be filled in by the site safety officer and approved by the site supervisor prior to the activity occurring.

Where required traffic controller/s may be required for:

- Construction traffic entering and exiting the existing roadways and compound area.
- Material deliveries.
- Materials movement within the work areas.
- Plant & equipment movement within the work areas.
- Cranage of materials.

The process for this is:

- Safety officer advises traffic controllers of delivery;
- Traffic controllers wearing safety vests, helmets and stop go signs go to gates;
- Gates are opened;
- Traffic controllers halt pedestrian & vehicle traffic;
- Delivery vehicle enters and/or leaves premises;
- Traffic returned to normal conditions; and
- Gates are closed.


2.7 Personnel & Induction

Reeves Envico will have a dedicated site manager for the duration of the project. All employees and subcontractors employed on this project shall be inducted into the safety requirements of the project and Reeves Envico prior to commencing. Visitors/ subcontractors on site for less than 1 day shall also be advised of the site safety requirements and the site manager shall maintain a record of visitors.

The site manager must check that all personnel have received the training required:

1. Site Specific Induction (by Reeves Envico). Refer to OH & S form 021.
2. Task Specific (by employer through SWMS, Instruction, Qualifications, etc.).

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All contractors shall have current insurances necessary to conduct the works. All plant operators shall be experienced and possess the appropriate licenses and authorizations.

PPE required to be worn as a minimum:

- Safety Boots.

Additional PPE shall be in accordance with the task SWMS:

- Hard Hat;
- Safety Glasses;
- Safety Vest; and
- Gloves.

2.8 Inspection

The site manager shall perform regular daily surveillance of the works areas and proactively rectify safety issues as they arise.

2.9 Plant & equipment

Plant and equipment will be removed from site at the completion of the day's work where possible.

Where plant or equipment is on site for longer periods:

- The plant will be in a serviceable condition.
- Plant to be accompanied by current individual Risk Assessment.
- Keys will be removed when not in use.
- Equipment locked.
- Buckets, blades, etc. are to be lowered when not in use.
- No plant & equipment will be stored in locations close to the construction fencing.

Small tools will be removed from site at the completion of the day's work.

The following plant & equipment are expected to be used during construction:


Plant:

- Excavators
- Trucks and trailers
- Cranes
- Concrete agitator trucks

Equipment:

- Generators
- Small tools including drills, saws, disk cutters, etc.
- Concrete vibrating needles and power units
- Jacks for erecting the tanks
- Scaffold

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2.9.1 Cranes

Cranes are not permitted to lift over or park close to any site fencing, roads or pedestrian walkways. SWMS need to be completed prior to any craneage works.

2.9.3 Explosive Power Tools

n/a

2.9.4 Ladders

Ladders are to be used for access only.

Ladders must be marked “for industrial use”.

Ladders are to be erected on level ground only, and secured by either tying off the top of straight ladders or extending the brace on step ladders.

Inspection of all ladders will be carried out regularly for signs of damage and/or excessive wear; and replaced as necessary.

2.10 Formwork

Design & Certification of formwork >3m in height will be acquired from an independent engineer.

2.11 Electrical

The electrical contractor is to provide temporary distribution boards for construction use, correctly tagged and wired.

All tools and equipment shall be tested by a competent person or licensed electrician. Copies of the electrical tool register will be available in the site office. The site manager shall check the currency of the register on a daily basis. Any tools, etc. found to be unsafe will be removed from site. Subcontractors will be advised of this requirement during the site-specific induction.

Electrical installation drawings shall be obtained from the client to identify the location of electrical installations; and a SWMS will be drawn up to explain the process for working close to or with services.

2.12 Materials Management

No building materials to be stored in any area/s outside of the established site compound.

Deliveries will be scheduled at times that will cause minimum inconvenience to the normal traffic routes.

Deliveries shall be scheduled to minimize the amount of material on site at any one time. All deliveries will report to the site manager on arrival to site. Storage areas for materials shall be determined by the site manager depending upon the available space within the confines of the site.


Materials shall be stacked tidily at all times in their designated storage areas.

2.13 Overhead Power Lines

Delivery and material movement works that have the potential to come closer than 3 meters to these lines shall follow this process:

1. Site manager notified of all deliveries.

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2. Equipment & plant shall be positioned such that it operates outside 3m from live overhead power lines
3. Plant entering area <6.5m around electrical asset needs to have a competent spotter in place
4. NGZ defined as anywhere within 3 metres of electrical asset
5. Works within NGZ require asset owner permit prior to works commencing
6. If necessary, overhead power lines shall be tiger tailed for protection/identification.
7. Observer shall be in place when lifting close to overhead power lines
8. Ensure all workers stay on the non-trafficable side of the traffic control

2.14 Noise & Vibration

There will be noise sensitive requirements during the construction process. Items to be considered, discussed and agreed with the client prior to commencing noisy activities are:

- Need for a consistent approach to noise management
- Vibrations
- Plant & equipment

Noise control measures are to be employed at the project site.

Hours of work to be within: 7.00am - 5.00pm Monday to Friday and
 7.00am - 1.00pm Saturday

There is no work on Sundays unless agreed with the client prior.

Ensure that all plant and equipment is fitted with the appropriate noise control devices if necessary.

All jackhammers and other noisy hand held tools should be fitted with an effective silencer as recommended by the manufacturer.

Compressors shall be fitted with appropriated silencers as recommended by the manufacturer. Where possible compressors designed for quiet operation shall be used.

Where the site manager considers that local residents may be affected by noisy operations then he shall inform the client.

The site manager shall create a construction program for the specific work activities. These shall be discussed and agreed to during the regular site meetings to ensure that the Client’s Authorised Person is aware of any impending potentially noisy works.

Noise Monitoring Plan: Agreement by client authorised person as to acceptable noise levels and duration
 Agreement of preferred times for undertaking noisy works
 Minimization of noise, dust and vibration impacts
 Maintain noise levels below agreed limits wherever possible

Site Specific Safeguards

- Client informed in advance of work commencing if excessively noisy construction works undertaken
- Progress of works advised to concerned parties
- Plant, equipment, tools, etc fitted with appropriate silencing mechanisms

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- Work outside of normal working hours agreed with client

2.15 Dust

Any potential dust blow off will be kept to a minimum by:

- Minimising the time that excavations are left open (e.g. Road subgrade not to be left exposed for a long duration)
- Having adequate dust suppression (i.e. water tankers) available
- Insuring any stockpiled material is kept damp and covered where possible

The tailgates of the trucks shall be securely fastened prior to them leaving the construction site.

No construction materials shall be “burned off” on site.

2.16 Hazardous Materials

The use and storage of any Hazardous Substances and Dangerous Goods shall be in strict accordance with the manufacturer’s instructions and any relevant Material Safety Data Sheets.

The amount of fuels stored on site will be minimal for re-fueling of small generators, etc. Small “spill kits” shall be retained on site.

If potentially hazardous materials are discovered on site, such as asbestos during the works, all work will be suspended and the client’s instructions obtained.

2.17 Excavation Works

The major risk elements associated with this part of the construction are:

- Traffic/pedestrian control when working
- Public access & egress
- Hoarding of work stages to prevent access
- Unauthorized Access to the site
- Materials Management
- Excavation work
- Plant & equipment movement
- Work near existing services (to be disconnected & isolated where works being performed)
- Dust Control
- Noise

Specific considerations for the works are:

Hazard	Control Action
Vehicle & construction traffic movement within and outside of site	Personnel inducted into requirements Advised of parking/traffic movement requirements Sufficient room left at site access/egress for vehicles to pass safely
Noise and dust protection measures to be assessed at time of working and appropriate protective measures implemented	Fence & screens in place Dust suppression in place Risk assessment to be carried out by removalist to determine appropriate PPE
Access to work area	Access clearly defined

	Personnel inducted No pedestrian entry
Materials management	Coordination of plant & equipment Schedule deliveries to minimize disruption to existing traffic conditions Induction of personnel into this process Correct PPE to be used Correct manual handling methods used Delivery vehicles aware of requirements
Excavation	Shoring in placed where required Area fenced/secured Operators qualified Personnel inducted Area clearly defined to prevent rollover Rollover protection fitted to equipment Plant & equipment regularly checked/serviced (all above items to be covered in SWMS)
Earthworks & Foundations	
Blasting	No blasting on site
Excavations	Shore excavations > 1.5m deep Step slopes of excavation Barrier around excavation
Unauthorized entry	Barriers/hoarding to work areas Induction of all personnel Notices to report to site office
Underground cables/Pipes	Obtain regulatory authority advice

2.18 Building Construction

The work areas/entire site area will be enclosed to prevent unauthorized access by members of the public. Normal construction methods will be used for the building works. Materials management will be scheduled by the site manager. Traffic control measures will be implemented as required for the delivery of materials.

2.18.1 Work at Heights

Scaffold shall be installed for workers to provide adequate access and safe areas to work

2.18.2 Work on Roof

The roofer will be responsible for providing adequate safe work method statements and procedures.

The major risk elements associated with this part of the construction are:

Hazard	Control Action
Vehicle & construction traffic movement within and outside of site & car park	Personnel inducted into requirements Client advised of parking/traffic movement requirements Sufficient room left at site access/egress for vehicles to pass safely
Fencing and/or barricading of work stages to prevent public access and loose materials and equipment becoming a hazard.	Fencing /barricading to prevent access & clearly define work area/s Access & egress clearly defined
Access to work area	Access clearly defined Personnel inducted No pedestrian entry
Materials management	Coordination of plant & equipment Schedule deliveries to minimize disruption to existing traffic

	conditions Induction of personnel into this process Correct PPE to be used Correct manual handling methods used Delivery vehicles aware of requirements
Scaffold - No Handrails Falls / Slips	Qualified installers Handrails to be fitted to all work platforms Harnesses or fall arrestors to be used Clear access & egress Materials stored safely No leads, hoses etc. in walkways/work ways Surfaces kept clean & dry Appropriate footwear worn Maintain good housekeeping Will be tagged in accordance with Scaffolding Code of Practice Toe boards Methods of access

SWMS with regard to working at heights need to include an emergency rescue plan.

2.19 Interior Fit-out Works

This work is the installation of the services, walls, ceilings, tiling, floor coverings, etc.


The major risk elements associated with this part of the works are:

Hazard	Control Action
Access to work area	Access clearly defined Personnel inducted No unauthorised personnel entry
Materials management	Coordination of plant & equipment Schedule deliveries to minimize disruption to normal working Induction of personnel into this process Correct PPE to be used Correct manual handling methods used

2.20 Other Considerations

Special considerations and work methods have been identified for the protection of adjacent properties and the protection of pedestrians and other personnel during the site establishment are:

- Warning notices strategically placed for pedestrian and traffic attention.
- Noise and dust protection measures to be assessed at time of working and appropriate protective measures implemented.
- Hoarding and barricading of work stages to prevent unauthorized access and loose materials and equipment becoming a hazard.
- Protective measures to prevent falling objects from entering existing work areas.
- Excessively dusty and noisy works to be considered for adjacent properties.
- Materials management and handling.

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3.0 MANAGEMENT RESPONSIBILITY

3.1 Project Manager

- Assume overall responsibility for the project’s Occupational Health and Safety performance throughout the workplace.
- Review documentation ensuring the site manager conducts regular safety appraisals and checks
- Investigate all lost time accidents and implement solutions to eliminate or minimize their recurrence
- Review all damage, accident and injury reports and implement appropriate corrective actions
- Ensure that a qualified First Aid Officer is on site
- Supply relevant sections of the Project OHS Plan to sub-contractors. (i.e. Site Safety Rules)
- Verify that subcontractors insurances, etc. are current and their employees are competent.
- Check that reports of accidents, injuries and Workers Compensation claims are fully completed and promptly forwarded to the Accounts Department.
- Managing communications between office and site regarding OH&S matters

3.2 Site Manager


- Attend and perform safety inspection at the workplace as required
- Assess SWMS submitted by subcontractors compliance to OH&S Regulations & Reeves Envico Checklist
- Inform subcontractors of their responsibilities to OH&S prior to their commencement on site
- Check that all employees under his control are fully informed and/or trained in performing their job
- Review that personnel are aware of and follow the site rules and safety requirements
- Maintain a high standard of housekeeping within the workplace
- Advise if any lost time accident occur (LTIFR is a full shift)
- Continually assess the project risks and ensure that appropriate controls are in place
- Managing & acquiring communication on site regarding OH&S matters & information (Toolbox Meetings)
- Monitoring overall compliance on site to OH&S requirements.
- Check that all employees have and wear protective personal equipment; Subcontractors are also required to abide by the site safety rules.
- Undertaking risk assessments and implementing appropriate controls on site.
- Reporting and investigating OHS incidents
- Implementing corrective actions

3.3 All Employees and other workers

Employees have a responsibility to present themselves for work in an able manner and to work in a safe manner. They shall:

- Be alert at all times to possible hazards and dangers, warn workmates of possible dangers, make suggestions to eliminate hazards and not engage in any horseplay
- Learn and carry out the safety rules of the workplace & Client
- Report any injury, damage or accident to the site manager
- Perform work safely by using the correct tools for the job, correct methods of work, keeping work areas clean and tidy and wearing safety and protective equipment where required

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- Assist in the event of an accident (providing that they have a knowledge of First Aid)
- Not perform any work for which they are not experienced, qualified or have not been instructed in.

3.4 First Aid Officer

The First Aid Officer shall hold a current First Aid Certificate and shall:

- Carry out any first aid treatment that is necessary
- Record all reported injuries, treatments and the relevant details in the injury register.
- Ensure that all first aid boxes are adequately stocked, control and dispense the items.

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4.0 COMMUNICATION & CONSULTATION

Reeves Envico realises that consultation is a major requirement in ensuring that all employees may contribute to the making of decisions affecting their health, safety and welfare at the workplace.

Consultation with both employees and subcontractors is undertaken at various times during the project life cycle. Consultation is conducted through toolbox meetings and shall be signed off by all who are present as evidence the arrangements are agreed between management and employees. Site Safety Rules are communicated at the site specific induction program.

The toolbox meetings also assist Reeves Envico to consult with employees and subcontractors prior to a decision being taken effecting their health and safety.

Communication and consultation with employees and service providers enables all parties to become more aware of hazards and OHS issues.

Given the existing consultation processes we believe it is unlikely a project OHS Consultation Committee or Committees will be established. If employees or subcontractors working on the project wish to establish a committee or nominate a safety representative, Reeves Envico shall assist where necessary and actively participate in the consultation process.

Toolbox Talks

Toolbox Talks shall be conducted on a fortnightly basis as a forum for consultation, refreshing safety rules, and general discussion on topics such as safety performance, changing work conditions, concerns workers have regarding safety and methods of improving OHS practices on site. Records of Toolbox Talks shall be retained by the site manager.

The stages for consultation on a project level are:

- 1. Project Team**
 - a) Project Handover meeting (internal) to discuss project and assess risks
 - b) Creation of project OH&S plan and induction requirements
- 2. On Site Commencement**
 - a) Site Inductions performed with all site personnel
 - b) Toolbox meetings held prior to high risk tasks
 - c) Regular safety inspections performed

All OH&S information publications, safety alerts, Toolbox Talk meeting minutes, safety circulars, workplace hazard report forms or other relevant OH&S information shall be displayed in the workplace in an area assessable to all site employees and sub-contractors employees.

5.0 DESIGN

5.1 Management Of The Design Process

The design elements of our projects are outsourced to other parties, however, Reeves Envico does ensure that the designers of our projects incorporate the consideration of OH&S issues at these early stages.

Standard issues included at this stage include;

- Adverse or site particular geotechnical issues
- Compliance with relevant building codes and regulations

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- Construction methods
- Demolition of existing buildings and/or services
- Facility maintenance such as roof access or access to confined spaces
- Issues with egress / access to the construction site
- Known under ground or above ground hazards
- Operational risk management for accessing other areas of plant or building equipment
- Working with existing services including gas, electrical and water reticulation

5.2 Design Procedures

Where specific OH&S hazards have been identified for a particular project, consultation between Reeves Envico, the client and designers shall be undertaken to try eliminate those hazards, or where elimination is impracticable to control them.

Where necessary this consultation process continues throughout the construction process.

6.0 RISK MANAGEMENT

Reeves Envico site manager will ensure OHS hazards have been identified, risks assessed, and appropriate controls developed and implemented for this project.

The initial risk assessments shall be performed by the site manager, in consultation with the subcontractor where required during the time of letting the contract. The site manager may request that the subcontractor prepare a Safe Work Method Statement for work activities having an OHS risk.

Safe work method statements should be checked for completeness using the SWMS checklist. The site manager is responsible for reviewing submitted SWMS before the specific task starts.


The site manager and/or Site Safety representative is responsible for reviewing SWMS submitted or altered on site. As a guideline, the SWMS should address:

- Company Details
- Project Name
- Authorised by subcontractors management
- Description of the work
- Step by step sequence of performing the work
- Identifying Hazards
- Safety controls
- Precautions taken to protect health & safety
- Safety instructions given to employees
- Applicable legislation, codes of practice, standards
- Names & qualifications of supervisors & persons who will inspect & approve work area, methods, and protective measures
- Itemise what training is required for the task and who is qualified
- What qualifications are required for the task
- What plant, equipment & tools will be used
- What maintenance checks are in place for the plant, equipment & tools
- What hazardous materials will be used

The site manager will ensure that an incident, accident and emergency management plan exists on site. Also Site safety rules exist and have been communicated to people on site at time of induction and displayed in site buildings.

SWMS shall be developed for the following tasks, and wherever else necessary:

- Asbestos work and dust control
- Abrasive blasting
- Welding
- Electrical work
- Traffic control
- Excavations >1.5mtr
- Work in confined spaces
- Formwork
- Working at heights
- Work with dangerous goods

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<p style="text-align: center;">Occupational Health & Safety Management Plan</p>	

The subcontractor is to ensure that all employees are appropriately trained and/or qualified for the job they will be performing. These qualifications shall be confirmed by the site manager upon the employee commencing on site.

Reeves Envico site manager will ensure environmental hazards have been identified, risks assessed, and appropriate controls developed and implemented for this project in line with outlined environmental policies. Before a task is carried out, environmental hazards are to be assessed and protection measures to be put into place.

Construction works impacting on the environment to be considered include:

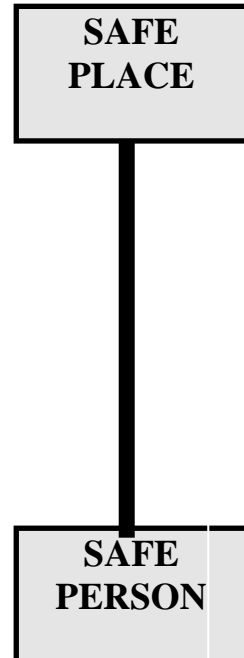
- Discharges to air
- Discharges to water
- Discharges to soil
- Production of waste
- Usage of energy

Reeves Envico site manager will ensure Community risk hazards are recognized and minimized in line with Community policies outlined. In the first instance, contact with the public and community related issued are to be carried out by the site manager or representative approved by the site manager/site manager.

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The creation of a SWMS must follow the accepted hierarchy of controls when considering the risks:

HIERARCHY OF CONTROL	
ELIMINATION This is the most effective way to make the workplace safer. Always try to do this.	Get rid of the hazard out of the workplace. This is the best option.
SUBSTITUTION	Use something less hazardous in place of the identified hazard. For example water based chemicals rather than solvent based ones.
ISOLATION	Put in place barriers to shield or isolate the hazard. For example enclosures for noisy machinery.
ENGINEERING CONTROLS	Put in place a system to counteract the hazard. For example installing an exhaust ventilation system to extract dangerous fumes or dust.
ADMINISTRATIVE CONTROLS	Put in place work routines that reduce the time people are around the hazard.
PERSONAL PROTECTIVE EQUIPMENT (PPE) PPE is the least effective way of dealing with hazards.	Give people protective equipment and clothing that they have to wear while near the hazard. For example ear plugs or face masks.



6.1 Emergency Procedures

6.1.1 Accident / Injury

A First Aid kit shall be provided in the site manager's office.


If medical attention is needed the First Aid Officer will send the injured worker to the emergency room at the nearest hospital. Contact AHI Assist / Ex-Pat Insurer.

6.1.2 Emergency Requirements

Reeves Envico site manager will advise all personnel of the Emergency Requirements of the site. In the event of an emergency the site manager shall assume control of the situation and:

- Move all personnel away from the danger area
- Organize first aid attention
- Make safe the danger area
- Call an ambulance if necessary (Telephone 919)
- Call the fire brigade if necessary (Telephone 919)
- Call the police if necessary (Telephone 919)

Post someone to guide ambulance, doctor, fire service, etc. to the scene of the emergency and ensure that access is maintained

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6.1.3 Fire

Reeves Envico site manager will advise all personnel of the Emergency Requirements of the site.

In the event of a fire, the site manager shall assume control of the situation. In the event of any fire occurring at the workplace then this should be reported to the site manager and the fire is to be extinguished using the appropriate hoses and extinguishers for the type of fire.

If necessary the Fire Brigade is to be called for assistance (Telephone 919)

Once the fire has been extinguished the site manager in conjunction with any necessary police, fire services, or Insurance personnel will make a full investigation and inspection of the damage to ascertain any potential/suspected causes and prepare a full report of the incident

Any repairs to damage by fire will only be to the extent of ensuring that the area has been made safe for personnel. No repairs will be affected until authorized by the Insurance Assessor/s.

6.1.4 Evacuation Procedure

Site manager shall ensure that all personnel on site are familiar with the necessary emergency evacuation and marshaling procedures prior to their commencement at the workplace. This shall be performed at the time of induction to site of project personnel and recorded in the induction register.

Procedure

1. Emergency situation identified
2. Site manager is contacted and made aware of emergency situation (use 2 way radio or mobile phone) and then surveys emergency situation & proceeds evacuation procedure (if required)
4. Site manager advises necessary emergency service of details
5. Follow evacuation procedure & assemble at nominated muster point. (As advised during induction).

7.0 TRAINING


The site manager shall obtain from the subcontractor, details regarding the qualifications and/or experience of his personnel who will be employed at the work site before they start on site where possible. The site manager will confirm and record their details these details when the subcontractors arrive on site. OHS/F: 008 Employee Personal Details & Skills Register

All personnel at the work site shall be safety inducted by the site manager. The safety induction shall include but not be limited to:

- Advising personnel of their obligations to the legislation & industry requirements
- Advising of emergency, accident, incident and evacuation procedures
- Advising of hazard reporting procedures.
- Advising of who is the First Aid Officer and their location
- Advising of the location of the first aid kit & emergency spill kits
- Advising of site specific rules and requirements
- Advising of the use of Personal Protective Equipment
- Advising of the consultation process or OHS committee members
- Advising Emergency procedures are part of the site induction.

The site manager will maintain records of this site-specific induction.

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The site manager must check that all personnel have received the training required before permitting them to start on site:

- Site Specific Induction (by site manager)
- Task Specific instruction (by employer through SWMS, Instruction, Qualifications, etc)

Refresher Training

Toolbox Talks & SWMS will be used by Reeves Envico as refresher training. For particular high risk activities such as working at heights, use of hazardous substances or manual handling, Safe Work Method Statements shall be reviewed, and amended where necessary, prior to those works being undertaken.

8.0 INCIDENT MANAGEMENT & CORRECTIVE ACTION

Reeves Envico site manager will investigate incidents of non-compliance and take action to prevent recurrences.

8.1 Corrective Action

Unsafe work practices shall be ceased, faulty plant and equipment quarantined, and unsafe materials rejected until their respective problems have been rectified. The relevant sub-contractor or supplier shall be notified as soon as possible as to these non-compliances for their action.

Where necessary Site Safety Rules and / or Safe Work Method Statements shall be reviewed and amended to acknowledge the results of these investigations and to records the input collected when consulting affected stakeholders.

The site manager will ensure that an injury management and return to work program exists for the project.

The site manager together with the site manager shall review all corrective actions in consultation with the site personnel affected, especially corrective actions to address OHS non-conformances. Identified corrective actions will be monitored by the site manager and disseminated through pre-starts or Tool Box Talk meetings.

8.2 Internal


All injuries are to be recorded in the First Aid Register by the First Aid Officer. The site manager together with the site manager shall review the register on a regular basis to identify any recurring injuries and propose solutions to the prevention of these.

The nominated first aider shall be in charge of the first aid kit and be readily available to render first aid attention when necessary to persons working at the construction site. A notice is to be displayed showing name of nominated first aider at the Construction Site. A Register of injuries will be maintained at the Construction Site recording treatment of person injured while at the Construction Site, an accident / incident form must be completed and shall contain the following details:

- Name, age, address, occupation of person injured
- What employment
- What doing at time of injury
- Date, time of injury
- Brief description of type, cause, location of the injury & treatment given
- Name of first aider
- Referred for further treatment

The person rendering first aid to the injured party must record the information in the injury register.

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The register must be made available for inspection when required. Copies of the register are to be returned to the Office after any incidents/accidents have occurred.

The register will be kept for at least 5 years with rest of project documents.

8.3 External

A notice of accident is required to be given to client immediately in the case of death or as soon as employer is aware of the incidents or within 48 hours in the case of serious injury or major incident.

Non-disturbance

Any such notice must, in the case of a non-disturbance occurrence shall be given:

- Immediately the occupier becomes aware of the occurrence, and
- By the quickest available means (for example, by telephone or facsimile).

This does not apply if the occupier is aware that another person has given the client notice of the occurrence.

Non-disturbance occurrence means:

- Non-disturbance of plant involved in fatal accidents or other occurrences (and of surrounding area)
- An occurrence that has resulted in a person being killed, or
- Any other occurrence prescribed by the regulations for the purposes of this definition.

The occupier of a place of work must take measures to ensure that:

- (a) plant at that place is not used, moved or interfered with after it has been involved in a non-disturbance occurrence, and
- (b) the area at that place that is within 4 meters (or, if the regulations prescribe some other distance, that other distance) of the location of a non-disturbance occurrence is not disturbed for 36 hours after reporting the event.

This does not prevent taking any action: to help or remove a trapped or injured person or to remove a body, or

- to avoid injury to a person or damage to property, or
- for the purposes of any police investigation, or
- in accordance with a direction or permission of an inspector, or
- in such other circumstances as may be prescribed by the regulations.

Any accidents or incident are to be reported to the Client

8.4 Rehabilitation

Where any Reeves Envico personnel are injured on site, the Rehabilitation Coordinator shall be advised.

Rehabilitation Coordinator

Rehabilitation plans shall be created as per the Corporate and legislative requirements, for the injured worker depending upon the nature and severity of the injury.

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Immediate corrective action/s concerning any hazard, potential hazard shall be implemented by the site manager upon identification. The site manager shall review the corrective actions implemented for adequacy and where necessary take the appropriate preventative measures.

8.5 Customer Complaints

Where a member of the public makes a complaint, the site manager shall record the nature of the complaint in his daily diary. The site manager shall perform any corrective action required. The site manager shall review any customer complaints and ensure that they are discussed at the regular site meetings. Subcontractors will be advised during induction that any complaints made by members of the public are to be referred to the site manager in the first instance.


8.6 Statistical Techniques

Data relating to accidents, incidents, first aid treatments shall be used to trend those occurrences for the entire organisation with a view to improving, where necessary our OH&S performance by reviewing our Site Safety Rules, Safe Work Method Statements and other standard documents or procedures as required.

Individual project statistics shall be reported to the client with the monthly progress claims in the following format:

- This Month
- Total Cumulative
- Year To Date

1. Number of Lost Time Injuries
2. Number of Hours Worked
3. Number of Hours Lost Due to Injury
4. Lost Injury Frequency Rate LTIFR
5. Number of OHS Management Audits
6. Number of OHS Inspection

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9.0 HANDLING STORAGE & PACKAGING

At the time of letting a subcontract, the site manager shall assess, in consultation with the subcontractor where necessary any potentially Hazardous Substances and Dangerous Goods, materials, or items that may be required for use within the project. Where time and availability of information exists a work method shall be created for the items identified to minimize the potential risks that may be encountered.

Reeves Envico will ensure all people engaged in hazardous processes are appropriately licensed and competent; a copy of their certificates of competency and licences will be kept on site to verify they are qualified to undertake their tasks.

Due to the diversity of materials used upon a construction project the site manager shall assess individual items for the correct handling and storage methods. Any hazardous or potentially Hazardous Substances and Dangerous Goods shall be identified as such and the appropriate material safety data sheets obtained. The site manager shall retain a listing of all Hazardous Substances and Dangerous Goods upon the site and perform a regular check of these items. The site manager will ensure people engaged in hazardous processes are appropriately licensed and competent.

Storage areas for materials shall be determined by the site manager depending upon the available space within the confines of the site. All hazardous substances and dangerous substances used on site will be handled stored used and disposed of in accordance with legislative requirements.


Hazardous Substances and Dangerous Goods that may be used in the construction process shall have a Material Safety Data Sheet supplied and the goods shall be stored in accordance with regulatory requirements. The site manager shall maintain a register of these goods and perform routine inspection of the storage method and “shelf life”.

All instances of manual handling that are likely to be a risk to health and safety must be assessed by the relevant subcontractor prior to this commencing.

The hazards of moving heavy or bulky items and their corresponding risk assessments shall form part of that trades Safe Work Method Statement. Significant manual handling issues shall be reviewed before the commencement of major manual handling tasks.

Where possible mechanised lifting shall be utilised, where this is not possible, all heavy or bulky items shall be team lifted.

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10.0 INTERNAL REVIEWS

Reeves Envico is to ensure that the OHS system in place is in accordance with the corporate system requirements, legislative requirements and good OHS practices and are reviewed during the project for implementation of the plan.

The review of the OH&S element of the project is carried out through:

1. Site manager Completing Site OHS checklists & forms to verify Internal reviews of OHS activities are being carried out at regular intervals this is done by reviewing SWMS and conducting weekly toolbox meetings with site personnel, deficiencies identified shall be communicated to appropriate people by toolbox meeting and or issuing a site instruction for non-conformance.
2. Verification of corrective actions issued will be signed off as they are implemented.
3. Review on a monthly basis, selected key system elements of its OH&S Management System and Project OH&S Management Plans, with the goal of identifying OH&S deficiencies.

Reeves Envico staff will be tasked to conduct these reviews report their findings in a prompt manner to Reeves Envico Management for their action. These reports shall be reviewed at the monthly management meetings.

Where non-compliance items are discovered a non-compliance report shall be completed and distributed to all stakeholders. Consultation shall then occur to ascertain the type of corrective action required to remedy the situation and to ensure the non-compliance is not repeated.

These internal reviews and their results shall be available for external party review.

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11.0 RECORDS & DOCUMENTATION

Record Keeping

Safety records shall be maintained in accordance with the Corporate OHS Management procedures. The safety records to be maintained may include but not be limited to:

- Inspection & test reports
- Audit reports
- Internal review reports
- Training records
- Dangerous Goods & Hazardous Substances Details
- Risk assessment
- Site Safety Rules
- Induction register
- First aid officers list
- Emergency procedures
- Safe work method statements
- Hazard identification and risk assessment reports
- Incident notifications
- Injury register
- Incident and illness/injury investigations and reports
- Corrective action records
- Records of toolbox talks
- Personal protective equipment register
- Register of plant, electrical equipment, etc.
- Work permits (e.g. confined space entry permits)
- Material Safety Data Sheets
- Hazardous substances register
- Servicing records

12.0 MATERIALS HANDLING PROCEDURE

This outlines the methods to be used while lifting or moving items that may be heavy, bulky, and awkward, etc. to minimize the risk of injury.

1. Any long lengths or awkwardly sized materials such as timber, reinforcement bar, scaffold tubes, ladders, etc. must be carried by two men.
2. All deliveries and pick-ups must be reported to the site office before arrival on site. Unloading and storage will be directed from here.
3. All deliveries and pick-ups must be off-loaded or loaded on site or at a location specified by the site manager. E.g. not at side of residential roads, tourist tracks, car parking, etc.
4. Subcontractors are to coordinate deliveries with our site manager to optimize the use of lifting equipment.
5. Bulky or overweight items are to be moved on pallets by means of a trolley jack or other mechanical means. Major items to be moved in this manner include blocks, sand, cement, formwork timber, steel and potentially hazardous materials.
6. Correct PPE such as gloves, goggles, etc. are to be used when handling potentially Hazardous Substances and Dangerous Goods or items with rough/uneven edges
7. All items are to be stored on a flat, level surface.
8. Wherever possible use mechanical aids to lift or move materials on site.
9. Maximum weight to be lifted by one person without mechanical aid is 16kg. If object exceeds this weight consideration should be given to using mechanical aids such as pallet trolleys, wheelbarrows, cranes, hoist, etc. must be used.
10. When using mechanical lifting equipment such as cranes, etc slings, hooks, etc are to be checked for damage and condition before use.
11. There is to be no work underneath moving overhead lifting equipment.
12. Hard Hats are to be worn at all times

When lifting by hand, remember:

- Ask for assistance
- Keep load as close to your body as possible
- Use your legs, bend your knees
- Keep your back straight

APPENDIX A – INDUCTION

APPENDIX B – OH&S FORMS