

Work Health and Safety Management Plan

320 Flaxton Drive Flaxton

PRINCIPAL CONTRACTOR			
Name	RNL Constructions Pty Ltd		
ABN	73 142 461 694	QBCC Licence #	1188568
Phone	07 3266 3448	Email	admin@rnlconstructions.com.au

PROJECT DETAILS	
Project	JN28712
Site address	320 Flaxton Drive Flaxton
Brief description of works	
Roof replacement and anxilliary works to main roof including internal bathroom and toilet replacement and bedroom and kitchen works.	
Project Commencement Date	October 2026
Estimated project duration	3 months

Supporting documents in use for this project
• Emergency Response Plan • Site Sign In • IMS Manual – Policies and Procedures • RNL Constructions Site Docs program • RNL Constructions Sharepoint • Aroflo • SDS • SWMS / JSEA's • Incident Report • Contractor Agreement

SECTION 1

LEGAL REQUIREMENTS (WORK HEALTH AND SAFETY MANAGEMENT PLANS)

Principal Contractor duties for Work Health and Safety (WHS) Management Plans

The Principal Contractor is responsible for preparing a written Work Health and Safety (WHS) Management Plan (the Plan) for all projects where the value of construction work exceeds $250,000. The Plan must be prepared before work on the project starts and reviewed and amended where necessary to reflect the changing site conditions.

A copy of the plan must be kept for 2 years following a notifiable incident.

The Principal Contractor must be appointed by the owner of the workplace where construction work is to be undertaken.

The Principal Contractor also has a duty to ensure, so far as is reasonably practicable, that each person who is to carry out construction work in connection with the project is made aware of:

- The content of the Plan; and
- The person's right to inspect the Plan and any revision of the same.

A copy of the Plan should be kept on site at all times, or otherwise made readily available for those carrying out work on the project (e.g. an electronic copy on a computer).

Under Section 309 of the *Work Health and Safety Regulation 2011*, a Principal Contractor's WHS Management Plan must include:

- The names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project;
- The arrangements in place, between any persons conducting a business or undertaking at the workplace where the construction project is being undertaken, for consultation, cooperation and the coordination of activities in relation to compliance with their legal duties;
- The arrangements in place for managing any work health and safety incidents that occur;
- Any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules; and
- The arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace

SECTION 2

PROJECT STAFFING AND ADMINISTRATION

All project team members are responsible for ensuring compliance with the company WHS management systems and relevant laws.

Name	Title	Contact number
RNL Office		07 3266 3448
Roman Purnell	Director	0416 918 252
John Cook	Senior Supervisor	040 246 350
Rob Kernaghan	Assessor/Supervisor	0427 183 525
Jess Rankin	General Manager	0455 667 697

2.2 Consultation and coordination

2.2.1 General consultative arrangements

Where no health and safety committee has been established and no health and safety representatives (HSRs) have been elected, workers and others should raise any health and safety concerns with the relevant representative of the Principal Contractor.

The Principal Contractor will take into consideration any risks and hazards associated with the design of the building, in accordance with all or any designer's reports supplied by the client.

The Principal Contractor and other parties will consult with both subcontractors and any workers who may be affected by a

health and safety risk on a work site. This will be achieved via any or a combination of the following processes: (please tick)

Consultative arrangements
• Email and/or faxing important safety information • Regular toolbox meetings for all workers • Subcontractor and management planning meetings • An open door policy where workers are free to raise health and safety matters directly with the Principal Contractor or their representatives • Pre-start planning meetings with subcontractors and workers for complex and hazardous tasks

2.2.2 SWMS requirements and layout

Any subcontractor intending to perform an activity that is high risk construction work on site must supply the Principal Contractor with an appropriate Safe Work Method Statement (SWMS) before the work starts.

The Principal Contractor will ensure SWMS's are prepared for any of its employees who are required to undertake high risk construction work, and that the employees are provided with relevant training and instruction.

The Principal Contractor also reserves the right to request SWMS's or other evidence of risk management from subcontractors for the management of any risks associated with any work, even work not classified as high risk construction work.

The SWMS for the activity must be prepared by the subcontractor in consultation with the subcontractor's workers and any other subcontractor who may be affected by the subcontractor's work, and must:

- Identify the high risk construction activity;
- State the hazards related to the high risk work and the risks associated with these hazards;
- Nominate how these risks will be controlled;
- Include processes for monitoring and reviewing the control measures;
- Be consistent with the Principal Contractor's WHS Management Plan and take into account the risks posed by other subcontractors, work processes, plant and equipment at the work site;
- Be available on site to workers performing the work; and
- Be easily understood by workers involved in the work.

Subcontractors will be responsible for training their workers in their SWMS's and ensuring they comply with the requirements of the same.

The subcontractor's supervisor on site must ensure:

- Work is stopped immediately if the SWMS is not being complied with; and
- The SWMS is reviewed regularly and amended where necessary in consultation with the subcontractor's workers to ensure risks are being adequately controlled.
- The Principal Contractor will also monitor compliance with subcontractors' SWMS's and may request amendments from time to time to ensure the requirements of the SWMS's are appropriate for the work site.

2.3 Worker training, licensing and induction

In relation to their workers, subcontractors will be responsible for:

1. Providing training in:
    - Safe Work Method Statements applicable to the workers;
    - The use of any personal protective equipment (PPE) supplied to their workers;
    - Any other task specific training; and
    - Ongoing safety issues on site though regular toolbox and/or pre-start meetings.
2. Ensuring the Principal Contractor is provided with documented evidence of:
    - General induction training;
    - Licences for high risk work;
    - Competence in the operation of earthmoving equipment;
    - Any other training records where the training is required by law to perform a particular task or activity (e.g. asbestos removal and first aid);
    - Competence for a specialised task, if requested to do so by the Principal Contractor. An example of this could include accredited training for working safely at heights; and

- Current business certificates for demolition and friable asbestos removal work.

3. Ensuring employees are not directed to do any work which they are not competent or licensed to perform.

2.3.1 General induction training

No person will be permitted to commence construction work on site unless they have first provided evidence of successful completion of a general induction (blue card, white card or statement of attainment).

White cards issued in other states will also be accepted.

2.3.2 Task specific training (or work activity inductions)

All workers working at the work site must have received task-specific training on the work they will be doing prior to commencing work. This includes training in any SWMS's submitted to the Principal Contractor for work at the site.

The subcontractor must ensure toolbox meeting records of training are made available to the Principal Contractor.

2.3.3 Training, licensing induction records

Subcontractors must provide the Principal Contractor with evidence of their workers' training and competencies by email prior to starting work on the project.

A register of worker training, licensing and induction will be kept by the Principal Contractor.

The following are examples of training and licences that are required by law to undertake the work:

- Scaffolder (basic, intermediate or advanced);
- Rigger (basic, intermediate or advanced);
- Dogger;
- Vehicle loading crane operator (over ten tonne capacity);
- Non-slewing mobile crane operator (over 3 tonne capacity);
- Mobile crane operator (slewing – up 20 tonne, 60 tonne, 100 tonne capacity and open classes);
- Boom-type elevating work platform (boom length 11 metres or more);
- Concrete placing boom;
- Forklift;
- Asbestos removal; and
- First aid.

2.4 Incident management

If a worker requires first aid, the first aid officer for the project is:

Name	Roman Purnell	Phone number	0416 918 252

The closest medical centre can be located at the following location

Name of medical centre	CLICK HERE TO FIND CLOSEST MEDICAL CENTRE Montville Health Centre 07 5294 1014 Buderim Urgent Car Clinic 07 5480 6012

Subcontractors must ensure their workers have access to first aid kits and must ensure that these kits are kept in the work vehicle on site at all times.

Subcontractors will be responsible for the upkeep of the first aid kits and ensuring the contents are suitable for treating the types of injuries that are likely to occur to their workers.

2.4.1 Emergencies

Refer to RNL Emergency Response Plan and see Section 5 in this document.

2.4.2 Notifiable incidents

Notification to Workplace Health and Safety Queensland (WHSQ) for all notifiable incidents will be handled by the Principal Contractor's nominated supervisor. If an injury or other incident occurs on site, workers are required to notify the Principal

Contractor's nominated supervisor or, if not available, contact head office on the office phone number listed in this plan.

2.4.3 Rehabilitation & return to work

All subcontractors must comply with the Principal Contractor's rehabilitation and return to work policy for ill or injured workers whose injuries or illnesses occurred, or were otherwise aggravated, at the work site. This includes ensuring:

- The subcontractor and workers have access to a qualified rehabilitation and return to work coordinator if required by law (employee or outsourced);
- The subcontractor notifies the Principal Contractor as soon as possible after a worker sustains a potentially compensable injury or illness;
- The injured or ill worker is provided with suitable duties whenever possible;
- The subcontractor, or the subcontractor's rehabilitation and return to work coordinator, makes regular contact with the injured worker to check on progress and actively assists in the worker's rehabilitation; and
- The subcontractor provides the Principal Contractor with regular updates on the progress of the worker within the constraints of the confidentiality clauses of any relevant workers' compensation legislation.

2.5 Compliance and enforcement

Any WHS matters (including breaches, unsafe situations, non-conformances) arising on site should be raised with the Principal Contractor's nominated supervisor and relevant workers. The matter can be raised by any individual, including subcontractors and their workers.

All subcontractors, site personnel, visitors and others at the work site must comply with all relevant requirements of:

- The Principal Contractor's WHS management system;
- The *Work Health and Safety Act 2011* (the Act);
- The *Work Health and Safety Regulation 2011*;
- Approved Queensland Codes of Practice;
- Any other safety legislation, codes of practice, safety alerts, guidance notes and other government publications applicable to the work site;
- Any Australian Standard referred to in WHS legislation as a standard which should be followed; and
- Any amendments to the above, at the time the amendments come into force.

All subcontractors, site personnel, visitors and others at the work site must cooperate with WHSQ inspectors and representatives of the Principal Contractor to ensure safe practices are followed.

Any safety non-conformances will be dealt with according to the Principal Contractor's disciplinary procedures and contractual arrangements, and may include sanctions such as:

- With-holding of progress payments until the subcontractor is compliant;
- Back-charges levied against the subcontractor to rectify non-compliances; and
- Termination of contract for repeated non-compliances with the potential to seriously compromise the health and safety of those at the work site.

2.6 Subcontractor management

The Principal Contractor will:

- Monitor compliance with the WHS Management Plan;
- Provide current copies of the WHS Management Plan to all subcontractors performing work at the work site;
- Instigate disciplinary procedures and sanctions for non-compliance.

2.6.1 General requirements for subcontractors

Subcontractors must:

- Familiarise themselves with the content of the Principal Contractor's WHS Management Plan;
- Agree to abide by the provisions of and any amendments to:
- The Principal Contractor's WHS Management Plan, including all policies, procedures and instructions;
- All relevant health and safety and worker's compensation clauses in any contractual arrangements between the Principal Contractor and the subcontractor;
- Relevant health and safety legislation and other safety laws and codes of practice; and
- Notices issued by government agencies or inspectors.
- When requested to do so by the Principal Contractor, participate in meetings with the Principal Contractor and/or other relevant subcontractors to discuss or resolve health and safety matters.

- Comply with any instruction or direction given by the Principal Contractor in relation to a health and safety matter.
- Ensure any SWMS's or health and safety procedures prepared by the subcontractor, are consistent with the Principal Contractor's WHS Management Plan and the SWMS's used by other relevant subcontractors at the work site.
- Ensure their workers (including labour hire workers) are provided with appropriate:
    - Supervision, training and instruction;
    - Plant, tools and equipment to carry out their tasks;
    - PPE (as required); and
    - SWMS's (where required).
- Provide the Principal Contractor with:
    - Records of worker induction, training and licensing;
    - Copies of SWMSs used on the project;
    - Current maintenance and registration records of any plant brought to the work site;
    - Copies of any notification forms to WHSQ associated with work on site (e.g. incident reports, five day prior notifications for demolition and asbestos removal, etc.);
    - All drawings and plans and specifications as required by health and safety laws;
    - Electrical test and tag registers;
    - Safety data sheets for any hazardous chemicals used;
    - Copy of business certificates for demolition or asbestos removal work (where required);
    - Any other health and safety document required to be kept by law, or otherwise as requested by the Principal Contractor; and
    - A signed copy of the subcontractor declaration form (see Supporting documents).
- Notify the Principal Contractor immediately of:
    - Any dangerous event associated with the subcontractor's work at the work site;
    - A work-related injury/illness sustained by an employee or subcontractor at the work site;
    - Any health and safety concern raised by the subcontractor's workers; or
    - Any incident involving bullying or harassment either instigated by or affecting their worker/s at the work site.
- Monitor employee work loads, hours of work and travelling time to and from site to comply with legal requirements for managing worker fatigue.

SECTION 3

ON-SITE MANAGEMENT OF RISKS AND HAZARDS

The following section is intended to include all aspects of hazards and risks at the work site, for which the Principal Contractor is primarily responsible for, rather than those that relate to a specific trade, occupation or service, such as:

- Electrical work;
- Formwork;
- Tilt-up and pre-cast concrete work; and
- Demolition.

3.1 Access and egress

The Principal Contractor will ensure there is safe access to and from the construction site.

Subcontractors must ensure materials, plant or equipment do not impede safe access or egress to the site.

3.2 Amenities

The Principal Contractor holds primary responsibility for the provision of amenities. Except where specified below or as otherwise previously agreed with individual subcontractors, the Principal Contractor will provide the following amenities.

3.2.1 Toilets and washing facilities

The Principal Contractor will ensure the following toilet and washing facilities are available:

- Chemical toilets will be provided during construction if required

Please utilise local shops or parks for toileting requirements if no site toilet available

3.2.2 Drinking water

The following arrangements will be in place for the supply of cool, cleaning drinking water
Portable drinking containers provided by subcontractors Tap located on the work site

3.2.3 Meal areas
Undercover lunch facilities will not be available until the roof is in place.
Until the roof is in place, the following facilities will be used
Subcontractors' or workers' vehicles

3.3 Housekeeping, storage and site security
3.3.1 Housekeeping and storage
The Principal Contractor will arrange for the regular removal of all rubbish and waste materials from site.
The Principal Contractor will provide the following waste receptacles
Skips or trailers
All subcontractors must
• Ensure work areas are left clean and tidy at the end of each work shift • Ensure any liquid spills that may present a slip hazard are cleaned up immediately • Ensure wheelie bins are emptied into the skips provided, when full • Adopt 'clean as you go' policy • Store all hazardous chemicals in safe locations and ensure all relevant signs and labels are in place
Note: Non-compliance with these procedures could result in back-charges to the subcontractor.

3.3.2 Site security

The Principal Contractor will arrange installation of 1.8 metre high perimeter fencing under the following circumstances:

- If there are deep excavations on site;
- If building next to a playground or near a school;
- If a swimming pool is under construction while the house is being built; or
- When other risks (housekeeping, electrical, fall risks) are likely to cause injury to persons who may enter the site while otherwise unattended.

The Principal Contractor has determined by risk assessment that	○ The below listed additional site security measures will be implemented ○ No fencing or additional site security measures are required

Subcontractors will be responsible for:

- Providing on-site lock-up boxes for tools, plant and equipment;
- Ensuring any mobile plant is locked up after hours with ignition keys removed; and
- Ensure their workers have lockable facilities in their work vehicles.

3.4 Delivery, lifting and handling of materials and equipment
3.4.1 Site deliveries

- Delivery of all materials shall be coordinated via the Principal Contractor's nominated supervisor.
- Subcontractors must ensure that all materials delivered are placed within the site boundary. If this is not possible, 900mm high barrier mesh must be erected around any material stored on the footpath with sufficient room left for pedestrians to walk safely past, at the approval of the Principal Contractor

- All materials should arrive on site in appropriate containers or packaging to facilitate safe lifting and cranage.

Site deliveries shall be via	◉ Designated delivery areas on site ◉ The construction zone

3.4.2 Lifting equipment

Lifting equipment may be supplied by the Principal Contractor.

Subcontractors will provide the following equipment for the lifting and handling of materials and equipment associated with their work if required

- Crane/s
- Forklift/s
- Stillages (scaffolding only)
- Trolleys

Inspection of lifting equipment

- All crane-lifting points on plant and equipment must be designed and approved by a qualified engineer.
- The following lifting equipment must be visually inspected prior to use each day and inspected and tagged by a competent person as per relevant standard

Item	Minimum inspection frequency
Chain wire rope slings	12 months
Synthetic slings	3 months
Lifting points on plant and equipment (e.g. skips, work boxes, etc.)	12 months

3.5 Work on roads and footpaths (where applicable)

3.5.1 Principal Contractor's responsibilities

The Principal Contractor will arrange for traffic control and/or a traffic management plan:

- When building adjacent to a busy road and deliveries are made from the street or an adjacent Works Zone;
- When using a mobile crane or mobile concrete placement boom located on the street in an established area; and/or
- If there is pedestrian traffic and loads need to be crane-lifted over the footpath.

A traffic management plan will be required if traffic calming devices and traffic controllers are being used.

The Principal Contractor has determined by risk assessment that	○ The below listed additional traffic management measures will be implemented ◉ No traffic control or additional traffic management is required for this work site.

3.5.2 Subcontractor's responsibilities (where applicable)

Subcontractors should ensure that:

- Employees who may be required to work on the road/s or footpath/s adjoining the site have completed appropriate training and instruction in the approved traffic management plan.
- Workers required to work in the above situations are provided with approved high visibility vests or clothing.

3.6 Signage

Signage at the worksite relevant to the hazards and risks present on the site will be provided by either the Principal Contractor or the subcontractor, in accordance with the table below when required:

Item	Supplied by

Builder's sign	◉ Principal Contractor ○ Subcontractor
CAUTION Nailing tool in use	◉ Principal Contractor ○ Subcontractor
DANGER Asbestos removal in progress	◉ Principal Contractor ○ Subcontractor
DANGER Construction site – No unauthorised entry	◉ Principal Contractor ○ Subcontractor
DANGER Demolition work in progress	◉ Principal Contractor ○ Subcontractor
Any traffic management signs, where applicable (refer to traffic management plan for further details)	◉ Principal Contractor ○ Subcontractor

3.7 Personal protective equipment

- PPE for subcontractors and their workers must be supplied and maintained by the subcontractor.
- Subcontractors will also be responsible for providing any necessary training for their workers in the use of each item of PPE, if required.

PPE must be worn as per the following table:

PPE	**PPE to be worn/used:**
Hard hat	○ Must be worn at all times ◉ To be worn as required
Safety boots	◉ Must be worn at all times ○ To be worn as required
Hi-visibility clothing*	○ Must be worn at all times ◉ To be worn as required
Gloves	○ Must be worn at all times ◉ To be worn as required
Hearing protection	○ Must be worn at all times ◉ To be worn as required
Safety glasses/goggles	○ Must be worn at all times ◉ To be worn as required
Face shield	○ Must be worn at all times ◉ To be worn as required
Respirator	○ Must be worn at all times ◉ To be worn as required
Welding mask	○ Must be worn at all times ◉ To be worn as required
Harness	○ Must be worn at all times ◉ To be worn as required
Protective clothing	○ Must be worn at all times ◉ To be worn as required

*Subcontractors must provide approved high-visibility clothing for workers

- In proximity to mobile plant
- When working on or adjacent to the road

3.8 Work environment

3.8.1 Managing Dusts

NOTE: These precautions are not adequate for removing and cleaning up asbestos, or engineered stone benchtop dust and residue.

During bulk earthworks, the Principal Contractor (or earthmoving contractor where specified in the contract) will ensure dust is kept to a minimum by:

- Using water trucks
- Water suppression attachments fitted to the machinery
- Manual hosing

Subcontractors must ensure that:

- Any equipment and power tools used for cutting and grinding that generate dust at the worksite are fitted with dust suppression or extraction.
- Workers are supplied with all necessary PPE (e.g respirators) while cutting and grinding or undertaking other dust generating tasks;
- Any dust generated by the use of equipment and power tools is removed at the end of each shift by either;
    - Vacuum cleaning with an appropriately classed vacuum cleaner (M or H class will be required for respirable crystalline silica)
    - Wetting down the dust and sweeping up
    - Mopping or wiping down of surfaces

3.8.2 Noise

Subcontractors are encouraged to use plant and equipment with lower noise emissions, and must:

- Supply hearing protection for their workers whether or not the work they are doing at the work site involves powered tools and equipment;
- Ensure workers are instructed to carry the supplied hearing protection and use it when the ambient noise is excessive (noise levels may be excessive because of other workers or plant operating in the vicinity); and
- Not allow the use of plant and equipment with faulty or missing noise suppression if the plant and equipment has been manufactured with noise suppression.

NOTE: Excessive noise is considered to be 85 dBA over a continuous 8-hour period (or the equivalent level of exposure over different timeframes), or 140 dBC peak level (i.e. instantaneous impact noise).

3.8.3 Heat and sun exposure

To minimum the risks associated with heat and sun exposure, the subcontractor will supply and ensure their workers are wearing the following clothing and equipment as required:

- Appropriate UV rated clothing
- Wide brimmed hats
- Impact rated sunglasses
- Cooling wraps and vests
- Hydration packs (eg Camelbak type)
- SPF 30+ sunscreen

3.8.4 Adverse weather and climatic conditions

The subcontractor is to ensure that work ceases during wet weather or other adverse weather conditions, if directed by the principal

contractor.

3.8.5 Working alone

Working alone on site will not be permitted

- Unless it is not otherwise reasonably practicable (eg the subcontractor is a sole trader) and the principal contractor has given the subcontractor permission to work alone
- When undertaking any high risk construction work
- When undertaking any work on or within an incomplete roof area unless a roof guard-railing system or perimeter scaffolding has been installed
- When operating mobile plant on steep slopes or in the vicinity of overhead power lines or underground essential services
- Unless the person is delivering materials on site

NOTE: It is the subcontractor's responsibility to ensure that any of their workers have access to a working mobile phone or similar means of communication (e.g. two-way radio, pendant alarm) in the event of an emergency on site.

3.8.6 Fatigue

Management of fatigue is a regulatory requirement. When allocating staff to the project, subcontractors will be responsible for ensuring that:

- An adequate number of personnel are provided to complete the works in accordance with their contract and demands of the building program;
- Consideration is given to rest breaks, work hours and travelling times to and from site; and
- Other factors that contribute to fatigue, such as the physical demands of the work, climate, work environment, lifting equipment, storage and handling of materials, weight of loads, etc. are also considered./li>

3.9 Falling objects

The Principal Contractor will ensure the following equipment and administrative controls are provided to contain and minimise the risk of falling objects when required

- Footpath closures
- Road Closures
- Scaffolding (fully meshed)
- Scaffolding (with kickboards or brick guards)
- Temporary fencing Tool lanyards

3.10 Falls

Refer to other sections on scaffolding, mobile plant and training, induction and licensing for further detail in relation to falls.

The *Work Health and Safety Regulation 2011* requires Principal Contractors and subcontractors to manage the risks of persons falling from one level to another if the fall is reasonably likely to cause injury.

Where work cannot be undertaken on the ground or in an enclosed environment with edge protection and properly covered penetrations, other controls such as travel restraint systems should be used. Fall-arrest systems are generally not suitable for most housing work, especially where the fall height is less than six metres.

If a SWMS prepared by the subcontractor for the risk of persons falling more than two metres includes only administrative controls or PPE (e.g. harnesses) to control the risk, the SWMS must list any higher level controls, such as edge protection or scaffolding that were considered for use.

Any subcontractor intending to use boom lifts, fall-arrest or travel restraint systems must ensure:

- Workers are properly trained in their use, as well as any emergency rescue and retrieval procedures;
- Harnesses are worn at all times; and
- Rescue procedures are included in any SWMS supplied to the Principal Contractor. Any anchor point, to which a harness is attached, has a minimum rating of 15kN.

The Principal Contractor will provide the following equipment for work at heights above three metres
• Edge protection • Perimeter scaffolding • Bracket scaffolding • Stairwell void covers
The subcontractor will provide the following equipment for work at heights
• Elevating work platforms (EWPs) - boom lifts • Elevating work platforms (EWPs) - scissor lifts Fall-arrest/travel restraint systems • Ladders (extension, single and step) • Ladders (trestle) • Platform ladders • Safety mesh (for roof work) • Scaffolding (mobile) Scaffolding (trestle/bricklayer's) • Edge protection • Perimeter scaffolding

3.11 Scaffolding

3.11.1 General requirements

The following general requirements apply on this project in relation to scaffolding.

- All scaffolding over four metres in height must be erected by a licensed scaffolder;
- The design, erection, dismantling, maintenance and inspection of all scaffold must comply with AS/NZS 4576 and the appropriate parts of the AS/NZS 1576 series;
- Evidence of design registration must be provided to the principal contractor for all prefabricated scaffolding;
- Scaffold shall be used only for its intended purpose. It shall not be used to support other materials, which may exceed its rated capacity;
- Where subcontractors' workers are required to erect scaffolding (including mobile scaffolds) less than four metres in height, the subcontractor will provide written evidence to the principal contractor that the worker has received adequate training in the erection of the scaffold;
- No scaffold, or portion of any scaffold, supplied by either the Principal Contractor or a subcontractor, shall be used by any person until a signed handover certificate has been issued by the scaffolding contractor for the scaffold or relevant portion of the scaffold;
- No person, other than a licensed employee of the scaffolding contractor, is permitted to move, alter or otherwise interfere with any part of the scaffold. This includes the movement or alteration of any structural components as well as brickguards, signs, mesh, shadecloth, planks, hop-ups, lap-boards and ties;
- Where the scaffold is used as a work platform, all tools, equipment, loose materials and rubbish must be removed by the subcontractor's workers before the end of each shift; and
- The scaffolding will be re-inspected by the scaffolding contractor at least after:
  - Every 30 day period;
  - Storms, heavy downpours or any adverse weather event that may affect the integrity of the scaffold; and
  - Sustaining structural damage (e.g. contact by fixed or mobile plant, collapse, overloading, struck by heavy falling objects or materials, etc.)

3.11.2 Scaffold erection and dismantling

Perimeter scaffolding erection

The following requirements apply on this project when erecting and dismantling scaffolding.

- While erecting, altering or dismantling the scaffolding, the subcontractor must:
- Supply scaffolding plans to the Principal Contractor before work starts;
- Adhere to scaffolding plans and install components systematically in accordance with the manufacturer's specifications;
- Use a platform at least 450mm (two planks) wide along the full length of the section to erect components to the level above

and provide a fully planked deck no more than two metres below. This equates to fully planking every second lift to the full height of the scaffold;

- Fit edge protection as soon as the planks in each bay are installed; and
- Provide a means of safe access (ladders or stair pans) to the level the scaffolding has reached, before the next level of scaffolding is erected.

Perimeter scaffolding dismantling

- The reverse sequence to the above steps should be used for dismantling; and
- Bombing of scaffolding components is strictly prohibited.

3.11.3 Scaffolding supplied by the Principal Contractor

The Principal Contractor will provide scaffolding

- Around building perimeter
- For access to roof areas
- Within void areas

3.11.4 Scaffolding supplied by subcontractor

The following requirements apply to scaffolding which is supplied by subcontractors.

Mobile scaffolds

Unless by prior agreement with the principal contractor, the subcontractor will provide all mobile scaffolding required for their work.

- Mobile scaffolds must:
  - Be erected in accordance with the manufacturer's instructions and diagrams;
  - Have internal access ladders if the work platform height is more than two metres;
  - Have ladder hatches fitted, which are kept closed while the scaffold is in use;
  - Not be used with split or offset work platforms unless:
    - The upper platform is being used exclusively for supporting tools and materials (not for working from); and
    - The difference in platform heights does not exceed 500mm.
  - Be fitted with kickboards if tools and materials are being used;
  - Not be erected to height that is greater than three times the smallest base width;
  - Be used on a firm level surface (not greater than five degree slope) and adjusted via the screw jacks to ensure the work platform is level;
  - Have a minimum handrail height of 900mm;
  - Not to be moved whilst personnel are on the scaffold;
  - Have wheels/castors locked when in use;
  - Not be used near floor penetrations or slab edges unless protected with wheel stops (e.g. timber studs fixed around edges); and
  - Be used at least three metres away from overhead power lines.

Trestle and other scaffolds

A-Frame trestle scaffolds

- Any A-Frame trestle scaffolds used on the project must:
  - Be approved for use by the Principal Contractor beforehand;
  - Only be used with a single plank if the plank height is less than two metres and is only being used for light work (painting, installing fascia and guttering, performing inspections and tests, etc.);
  - Be a minimum of two planks wide for work over two metres, with planks properly secured with clamps;

- Have edge protection fitted along the length and ends of the platform where a person could fall two metres or more, or a lesser distance where a risk assessment identifies hazards that cannot otherwise be controlled (e.g. starter bars adjacent to scaffold). Note: This may include fitting edge protection along the internal face if the gap between the internal edge of the work platform and the face of the building exceeds 225mm);
- Be secured to prevent moving or toppling with ties or outriggers; and
- Not have a platform/plank height exceeding five metres.

Brickie's scaffolds

- Any brickie's scaffolds (trestle or frame type) used on the project must:
  - Have edge protection fitted along the length and ends of the platform where a person could fall three metres or more, or a lesser distance where a risk assessment identifies hazards that cannot otherwise be controlled (e.g. starter bars adjacent to scaffold);
  - Include fully planked platforms;
  - Be used with bricks or blocks stacked above the frames rather than mid span on the planks; and
  - Have internal handrails fitted if there is no scaffold or structural frame on the other side of the wall preventing it from collapsing while laying bricks or blocks and putting the brick/block layer at risk of injury from a fall.

3.12 Ladders
3.12.1 Single or extension ladders

The following requirements apply when using single or extension ladders on this project

NOTE: Tools and equipment requiring the use of two hands at once cannot be used when working from a single or extension ladder.

All subcontractors using or intending to use a single ladder or extension ladder must ensure:

- That while gaining access, or while undertaking work, a worker:
  - Has at least three points of contact (two hands and one foot, or two feet and one hand) on the ladder at all times; and
  - Is positioned so that the worker's body remains between the stiles at all times.
- Unless used in a confined space, the maximum length of:
  - A single ladder does not exceed 6.1 metres in length;
  - An extension ladder does not exceed 7.5 metres in length; and/or
  - An extension ladder used for electrical work does not exceed 9.2 metres in length
- The ladder is:
  - Secured at the top and/or bottom to prevent movement;
  - Manufactured and marked for 'industrial use' with a safe working load rating of at least 120 kilograms;
  - Positioned so the angle between ladder and horizontal is 70–80 degrees (the 1 in 4 rule);
  - Extended at least one metre above the surface, if used as a temporary means of access to or from that surface;
  - Located on a stable and level base;
  - Not used to support a platform (e.g. with planks and ladder brackets); and
  - Used in conjunction with a fall-arrest system attached to an approved anchorage point (not the ladder) if the worker is using the ladder to work from and is at risk of falling more than three metres.

3.12.2 Stepladders	
Stepladders can be used on this project	◉ Yes ○ No

The following requirements apply in relation to step ladders on this project.

Where, possible, scaffolds, aerial work platforms and step platforms (or platform ladders) should be used as an alternative to stepladders.

All subcontractors intending to use stepladders must ensure stepladders are not used under the following conditions:

- If defective or damaged;
- Unless placed on a firm level surface in the fully opened position;
- For arc welding and oxy-acetylene cutting;
- To gain additional height if the person could fall from the ladder and onto or over edge protection;
- In an access area unless measures have been taken to redirect pedestrian traffic elsewhere or safely around the ladder;
- Near a doorway unless the door is blocked open, locked or removed;
- Unless the ladder has been manufactured for industrial use and has a minimum 120 kilogram rating; and/ or
- Unless used strictly in accordance with the manufacturer's instructions.

3.13 Major plant

3.13.1 General requirements for mobile plant

Any mobile plant used on the work site by subcontractors must comply with the following requirements:

- Operator's manual available;
- Evidence of current plant and/or design registration where required;
- Log books including pre-start checklist;
- Current maintenance and service records;
- Traffic management plan where deemed necessary by the Principal Contractor; and
- All mobile plant must be:
  - Stored safely and locked with the ignition keys removed when not in use; and
  - Fitted with (excludes EWPs):
    - Flashing lights and reversing beepers;
    - Locking pins to secure quick hitches (where applicable);
    - Approved and compatible attachments (e.g. for use on telehandlers); and
    - Burst protection on boom and dipper arms (applies only to excavators used as cranes and >1 tonne capacity).

3.13.2 Additional requirements for mobile cranes	
Mobile cranes will be used on this project	○ Yes ◉ No

3.13.3 Additional requirements for mobile concrete placement booms	
Mobile concrete placement booms will be used on this project	○ Yes ◉ No

3.13.4 Training and competence

Subcontractors using major plant at the work site must also ensure that operator/s and associated crews:

- Are appropriately licensed, if required by law;
- Have undertaken refresher and familiarisation training if required;
- Are sufficiently experienced or competent to perform the work required at the work site; and
- If using earthmoving equipment, can provide evidence of competency

3.14 Electrical supply and use of electrical equipment

All electrical switchboards and equipment supplied by the Principal Contractor will be maintained by a nominated electrical contractor.

3.14.1 Power source
Power source will be
Subcontractors must provide portable RCDs connected upstream from any electrical equipment in use

3.14.2 Electrical equipment

All subcontractors must ensure that all electrical equipment in their control or to be used by their workers on site complies with AS/NZS 3012 Electrical Installations – Construction and Demolition Sites.

Subcontractors will be required to ensure:

- All extension leads are of the heavy duty type and do not exceed:
  - 25 metres (1mm conductor diameter);
  - 35 metres (1.5mm conductor diameter);and/ or
  - 60 metres (2.5mm conductor diameter).
- No double adaptors, piggy-back plugs or domestic grade power boards are used on site;
- All leads, power tools and other electrical equipment are properly maintained;
- All electrical equipment is tested and tagged by a competent person within legal timeframes (see table below); and
- Updated and current test and tag registers for any electrical equipment used on site are provided to the Principal Contractor.

Subcontractors will also be required to

☒Supply task lighting should the need arise

☒Provide portable RCDs if power supply has no other RCD protection

Inspection & testing frequency for electrical equipment

All portable electrical equipment must be visually checked by the user, prior to each use. Any damaged equipment must be either discarded or tagged and put out of service until repaired.

Item	Frequency
Extension leads	3 months
Power tools	3 months
Portable socket outlet assemblies	3 months
Portable lights	3 months
Portable RCD	Before every use (push button)
Portable RCD	3 months (electrician test)
Permanent RCD	Monthly (push button)
Powered site sheds	6 months
Temporary switchboards	6 months
Temporary wiring (construction wiring)	6 months

3.15 Essential services

Where necessary and if practicable, the Principal Contractor will arrange to have services which are likely to be hazardous if disturbed, isolated before work starts.

3.15.1 Underground services

The Principal Contractor has identified the following underground services at the work site

Electrical

Gas

Water supply / Stormwater

Sewerage

Telecommunications cables

- Where excavation work is being undertaken, relevant information regarding the services will be provided to the subcontractor or made available in the site map section of this plan. Information provided will include the type, location and depth of the services as well as any necessary supplementary detail.
- The subcontractor must not commence excavation work without obtaining underground services information from the Principal Contractor beforehand.

Service locations will be identified using the following methods and/or sources

- Dial Before You Dig information
- 'As built' drawings
- Painted lines or other visible markers
- Proximity testers (for electrical services)
- Potholing (manual digging)

3.15.2 Overhead power lines

Overhead power lines are present on site. Please look up and live.

- Where work is to be performed in proximity to overhead power lines, the subcontractor must give the Principal Contractor sufficient prior notification.
- Where the building or structure is close to overhead power lines on the footpath, the Principal Contractor will arrange the installation of tiger tails through the appropriate electrical entity (Ergon or Energex).
- Unless by agreement with the Principal Contractor, subcontractors whose work may require persons, plant, equipment or materials to encroach within the three metre 'no go' zone for overhead power lines, must provide a qualified spotter and/or authorised person to supervise the work.*

*For some high voltage transmission lines, the no go zone may be greater. For insulated services or bundled conductors, the distance may be less. Further advice will be provided by the Principal Contractor in these situations.

3.16 Excavation work

All subcontractors intending to do excavation work must:

- Identify and control any risks associated with their work such as:
  - Falling into an excavation;
  - Being trapped by the collapse of an excavation;
  - Working in an excavation and being struck by a falling thing; and/ or
  - Working in an excavation and being exposed to an airborne contaminant (e.g. diesel fumes and carbon monoxide from mobile plant operating nearby).
- Erect a minimum 900mm high barricading around any excavations, where practicable;
- Ensure access ladders are installed at least every nine metres in trenches that are 1.5 metres or more deep; and
- Ensure the stability of trenches that are greater than 1.5 metres by using:
  - Shoring or trench shields;
  - Benching (at a 1:1 height depth ratio);
  - Battering (at an angle of 45 degrees or less in a horizontal plane); and/ or
  - Verification and certification of stability by a geotechnical engineer.

Also refer to Section 3.15.1 Underground services for further information

3.17 Manual tasks

In order to minimise the risk of musculoskeletal injuries subcontractors will be required to ensure:

- Provision and proper maintenance of lifting equipment (e.g. trolleys, duct lifters, vehicle loading cranes etc.), where required;
- Supplier's instructions for lifting and manual handling of material and equipment are followed;
- Manual handling of materials is minimised between levels (particularly deliveries) by utilising cranes, tile and brick elevators, etc., where provided;
- Materials and equipment are stored and stacked to facilitate easy access and handling;
- Workers use team-lifting methods when mechanical lifting equipment is not practical to use, and are trained in correct lifting techniques; and
- Work procedures and SWMS's are reviewed if instructed to do so by the Principal Contractor.

3.18 Hazardous chemicals

Subcontractors using or storing hazardous chemicals at the work site will be required to ensure:

- Copies of safety data sheets (SDS's) are provided to the Principal Contractor before they are used or stored on site;
- SDS's are current (i.e. written or revised within the past five years);
- SDS's are readily available to any worker intending to use the hazardous chemical (for example, kept in the work vehicle);
- Workers are trained in the use of each hazardous chemical and the safety precautions included in the relevant SDS;
- Any PPE, emergency/first aid supplies and specialised equipment, as specified in the SDS or chemical manufacturer's/supplier's instructions, are provided and readily accessible at the work site; and
- Hazardous chemicals are correctly labelled and any other containers used to decant or hold the chemicals are also correctly labelled.

The Principal Contractor will retain a hazardous chemicals register for all chemicals used at the work site.

3.19 Asbestos

Asbestos at this work site	○ Has been identified by the Principal Contractor. The rules and conditions listed below will apply ◉ Has NOT been identified
Details and locations/s of asbestos	

Asbestos rules and conditions:

Where renovation/refurbishment work is to be performed in a residential dwelling built prior to 1990, the subcontractor must:

- Assume that any fibrous cement product in the building contains asbestos, unless the Principal Contractor has had an inspection of the building showing otherwise; and
- Observe all legal procedures applicable to asbestos removal and disposal if the materials are to be removed, modified or otherwise interfered with.

Any subcontractor removing asbestos at the work site must:

- Provide the Principal Contractor with copies of appropriate and current business certificates, licensing and worker/supervisor training records prior to starting work;
- Complete and submit a Form 65 – Notification of licensed asbestos removal work to WHSQ (see link on Resources page) at least five days prior to the commencement of the work, and provide a copy of the same to the Principal Contractor;
- Ensure all safety precautions and procedures as per the requirements of the Code of Practice on How to Safely Remove Asbestos 2011 are strictly adhered to;
- Maintain all signs, barricades and containment barriers to ensure those not involved in the asbestos removal work are prevented from entering the asbestos removal area;
- Contain all asbestos dust, airborne fibres and residue to prevent workers outside of the asbestos removal area from being exposed.
- Provide the Principal Contractor with a clearance inspection certificate (see Supporting documents) once the work has been completed and the area has been decontaminated;
- Ensure all State Government and local council requirements for the transport and disposal of asbestos waste are complied with; and
- Notify the Principal Contractor immediately if:
    - Any asbestos materials are inadvertently disturbed; and/ or

- Any workers or other persons are inadvertently exposed to airborne asbestos fibres.

3.20 Requirements for the use of oxy-acetylene equipment

The following safety precautions must be adhered to when working with oxy-acetylene equipment:

- Gas bottles must be chained in the upright position within a bottle trolley while in use; and
- Flash-back arrestors and compliant regulators must be fitted to all oxy-acetylene equipment.

SECTION 4

SITE RULES

The purpose of this section is to clearly state the rules that apply to any person working at, or visiting this site. These rules are in addition to other rules and requirements specified in this WHS Management Plan.

Subcontractors must ensure that the site rules and all relevant information in this plan are communicated to their workers before commencing work on site.

4.1 Work hours

Work hours for this site are as follows:

Day	Hours
Monday to Friday	6.30am to 5.30pm
Saturday	7.00am to 4.00pm
Sunday and public holidays	no work unless approved by Principal Contractor
NOTE: check with the local council where the work is being performed for specific restrictions.	

4.2 General prohibitions

The following is strictly prohibited on site and may result in immediate removal of the responsible person/s from site

- Illicit drugs (or those affected by the same)
- Alcohol (unless permitted by the Principal Contractor for special occasions) or alcohol-affected persons
- Prescription medicines
- Smoking inside the building
- Wilfully disobeying legitimate safety instructions and procedures
- Theft of company equipment or personal property
- Dangerous horseplay
- Intentionally putting others at risk
- Sabotage
- Any criminal activity
- Fighting and physical violence
- Interfering with safety equipment, safety features on plant or equipment provided for safety purposes (eg scaffolding, penetration covers, etc)
- Urinating or defecating anywhere on site other than in the toilets provided

The following is not permitted on site and may result in disciplinary action towards the responsible person/s

- Bullying
- Loud Radios and portable stereos
- Children
- Pets and animals
- Unlicensed work
- Unregistered, unsafe or non-compliant plant and equipment

4.3 Training, licensing and induction

No person will commence construction work on site, without first having completed:

- General induction training; and
- Task specific or work activity induction training (e.g. training in any relevant SWMSs)

Workers must not undertake any work that requires:

- A licence unless they are a holder of the appropriate licence (e.g. scaffolding, rigging, crane operation, etc.); and
- Accredited training as a prerequisite to undertake a task unless they have successfully completed the training.

4.4 Worker duty and compliance with the law

By law, all workers (including company staff, subcontractors and their workers) are required to:

- Take reasonable care for their own health and safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others;
- Comply with any reasonable health and safety instructions given by their employer or the Principal Contractor; and
- Cooperate with any reasonable health and safety policies or procedures of their employer or the Principal Contractor.

4.5 General rules for workers, subcontractors and others

All persons on site must:

- Follow all safety precautions and instructions given at the work site by representatives of the Principal Contractor, the workers' employer and government inspectors;
- Comply with all procedures and instructions in accordance with the WHS Management Plan and site emergency plan;
- Wear any PPE when required to do so;
- Raise concerns about health and safety promptly with the appropriate person on site;
- Report any unsafe conditions, plant and procedures as soon as possible;
- Comply with any safety signs posted at the work site;
- Unless authorised to do so, not enter areas of the work site that have been barricaded off or have signs restricting entry.
- Report any injury, illness or dangerous incident that may affect or involve the person to the safety personnel nominated in this WHS Management Plan; and
- Not use or interfere with any plant or equipment which:
    - Is fitted with 'Danger' or 'Out of Service' tags;
    - Does not have current registration, if the plant is required to be registered; and/ or
    - Is found to be unsafe.

In addition to the rules listed above, all company staff, subcontractors and workers must:

- Visually inspect any plant or equipment for defects prior to use;
- Use mechanical lifting aids, when provided and practicable to use, rather than manually handle materials;
- Familiarise themselves with and comply with any SWMS or safety procedures applicable to the worker's work;
- Keep work areas clean and tidy;
- Wear sun-protective clothing and/or accessories (sunglasses, sunscreen, etc.) when working outdoors; and
- Not work within any exclusion zones around power lines unless authorised to do so.

Additional rules for visitors:

- Visitors (clients, real estate agents, etc.) must not access the site without pre-approval from the Principal Contractor.

4.6 Disciplinary procedures

Non-compliance with safety procedures, legislation and instructions may result in various sanctions or disciplinary procedures for company personnel, subcontractors or workers.

Disciplinary procedures may include

Removal from site after three warnings
Instant removal from site for serious breaches
Instant dismissal
Referral to authorities
Transfer to another work site or position
Back-charges
Withholding progress payments
Cancellation of contract

When non-compliances are identified, the responsible party will be issued with

A verbal warning
A site safety instruction
Written correspondence

4.7 Scaffolding

The following rules apply in relation to scaffolding on this project.

- Workers must not erect, dismantle, move or alter scaffolding in any way unless the worker is licensed and has been engaged specifically to perform scaffolding work at the work site. This includes removing or relocating scaffold planks, hop-ups, ties, handrails, brick guards or any other scaffold component. Anyone found contravening this requirement will be immediately removed from site;
- Workers must not use any scaffolding or part of the scaffolding that is incomplete or otherwise deemed unsafe for use;
- Scaffolding must only be accessed from designated access points (e.g. stairs, ladders, hop-up brackets where provided for access purposes). Climbing up star points and over handrails is strictly prohibited; and
- Any scaffolding defects should be immediately reported to nominated site supervisor.

4.8 Electrical switchboards and equipment

The following rules apply in relation to electrical switchboards and equipment on this project.

- No double adaptors, light-duty leads or domestic grade power boards are permitted on site;
- No electrical equipment required to be tested and tagged will be used unless the equipment has current testing tags or records.
- Switchboard lids and doors must not be left open, particularly when the board is exposed to the weather or located where a water hose is in use; and
- Workers must ensure that extension leads are:
  - Not joined together to exceed the maximum allowable lengths listed under Section 3.14.2 - Electrical Equipment;
  - Wrapped around the insulated tie bar below the switchboard enclosure and pass through the opening in the bottom of the enclosure before being plugged into a power outlet; and
  - Protected from damage by vehicles, plant, heat or liquids.

4.9 Amenities

4.9.1 Meal areas

Lunch scraps, wrappers, drink bottles and disposable containers and utensils must be discarded in the rubbish receptacles and not left lying around on site.

4.9.2 Toilets

Toilets will be cleaned regularly, but workers are expected to use them hygienically and with courtesy for other users; and

Workers should notify a representative of the Principal Contractor where supplies of soap, paper towels or toilet paper are depleted.

4.10 Plant

4.10.1 Power tools

- Cutting and grinding tools must not be used unless guards are fitted and functioning;

- Cutting and grinding discs and blades must be compatible with the tool being used (e.g. maximum rated speed or RPM must not be less than the maximum RPM of tool);
- Multi-cutter blades must not be used in angle grinders;
- Nailing guns and explosive power tools should require dual actions to operate (e.g. simultaneously holding the trigger and depressing the nozzle). Automatic and bump-fire modes should not be used on site;
- Explosive power tool cartridges and spent cases must be locked away and not disposed of using site waste receptacles and facilities;
- Toxic dust generating power tools must be used with dust suppression/extraction (e.g. brick saws, wood saws, petrol saws, concrete cutting and grinding equipment, etc.); and
- Workers, visitors and others must always be clear of the firing path when nail guns are in use.

SECTION 5

Site emergency plan

In the event of an emergency, refer to RNL Emergency Response Plan in SITEDOCS:

5.1 Medical emergencies

The following procedure in the event of a medical emergency should be followed:

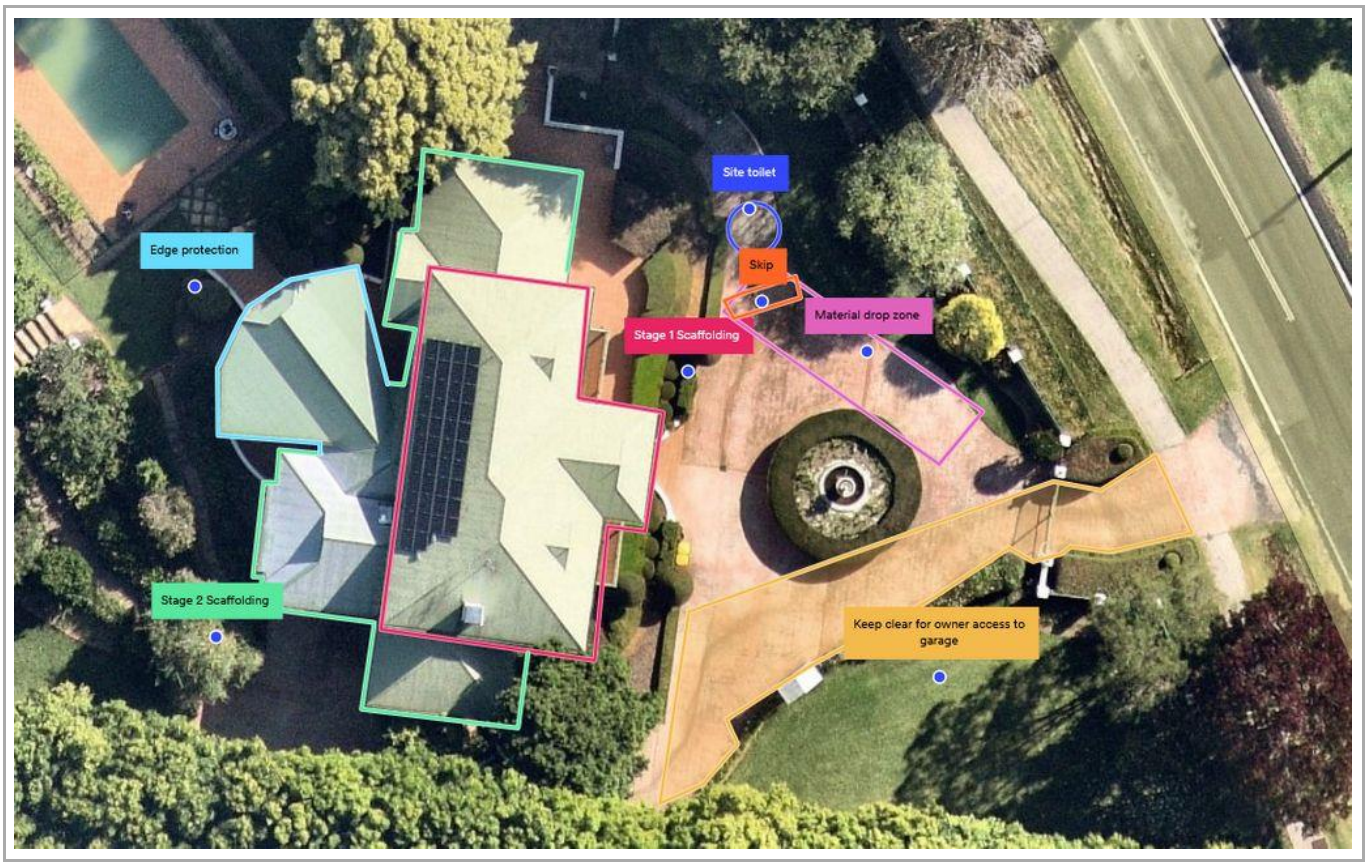
1. Clear other personnel from danger area and cordon off area if imminent risk present;
2. Notify relevant first aid personnel immediately and administer first aid as required;
3. Call 000;
4. Ensure clear access for ambulance and/or other emergency services personnel; and
5. Follow incident notification procedures if required as outlined in section 2.4 of this plan.

If there is a likelihood of fire, subcontractors must ensure their workers have access to fire extinguishers.

SECTION 6

Site Map

The Site Map is below


Site toilet
Edge protection
Skip
Material drop zone
Stage 1 Scaffolding
Stage 2 Scaffolding
Keep clear for owner access to garage