Project Safety and Environmental Management Plan

Project Name:

Project Address:

Project No:

Version No:

Date: / /

PROJECT DETAILS

Type of Work: ☐ Interior Fitout ☐ Refurbishment ☐ Make Good

Brief description of project:

Date work commences on site: / / Proposed finish date on site: / /

Project duration (weeks)

Max number of workers on site at one time:

During construction, the site will be: ☐ Occupied ☐ Not Occupied ☐ Other

B.I.G Carpentry Site Manager: Phone No:

B.I.G Carpentry Project Manager: Phone No:

FIRST AID
NOTE: THESE DETAILS MUST BE DISPLAYED ON SITE

Nominated First Aid Officer: Mobile No:

Backup First Aid Officer: Phone/Mobile No:

Nearest Medical Centre:

Name: Phone No:

Address:

Nearest Hospital:

Name: Phone No:

Address:

Is Ambulance access possible? ☐ Yes ☐ No

If 'No', what precautions are required?

First Aid equipment on site: ☐ First Aid Kit Specify Type/No:

Location:

☐ Others Specify:

EMERGENCY RESPONSE AND EVACUATION PROCEDURES
NOTE: THESE DETAILS MUST BE DISPLAYED ON SITE

Site Specific Evacuation Procedure

Are any of the following situations **likely** to occur on this site?

If YES, a written emergency response procedure is required for each emergency identified.

If NO, implement standard evacuation procedure.

☐ Gas Leak ☐ Bomb Threat ☐ Flooding ☐ Bush Fire ☐ Cyclone

☐ Other _____

Specific emergency evacuation procedures are as follows:

Standard Evacuation Procedure is as follows:

a) All workers on site are to leave the building via the nearest exit
b) B.I.G Carpentry Site Manager is to ensure the site is clear taking Site Diary with them (if possible)
c) All personnel are to evacuate to the nominated Assembly Point
d) Do not re-enter the building until advised by the emergency authority to do so

Please add any details of evacuation specific to this site:

Spill Response Kit

- An appropriate Emergency Spill Kit is on site

Location: Type:

- Additional measures, eg. drain seals, must be provided subject to specific site conditions/requirements.

Out of Hours Emergency Contact (B.I.G Carpentry Site or Project Manager)

Name: Out of Hours Phone No:

Work Safety Authority (e.g., Work cover, Work Safe, etc)

Name: Phone No:

Environmental Authority (e.g., EPA)

Name: Phone No:

Nominate Evacuation Assembly Point:

NOTE: IF EVACUATED, ALL RECORDS OF PERSONNEL ON SITE ARE TO BE TAKEN TO ENABLE HEAD COUNT

SITE ISOLATION AND SIGNAGE REQUIREMENTS

Select required Site Isolation / Public Protection:

☐ Yes ☐ No Barricades

Details:

Please nominate who will be responsible:

☐ Yes ☐ No Enclosures

Details:

Please nominate who will be responsible:

☐ Yes ☐ No Hoardings / Gantries

Details:

Please nominate who will be responsible:

☐ Yes ☐ No Water-filled Interlocking Traffic Barriers

Details:

Please nominate who will be responsible:

☐ Yes ☐ No Barrier mesh / Para-webbing

Details:

Please nominate who will be responsible:

If this site is occupied / partly occupied during construction please specify any additional precautions:

Site Signage Requirements

As a minimum the following must be displayed on each ISIS Site:

ENTRY SIGNAGE

- A standard B.I.G Carpentry site entry sign with project team contact details
- Danger Construction Site – Unauthorised Persons Keep Out (Displayed at each entry to the Site).

INTERNAL SITE SIGNAGE

B.I.G Carpentry no.2 internal sign including;

- First aid information and site contact

B.I.G Carpentry no.3 internal site sign including

- Any current Safety Alerts
- Site evacuation plan and procedure
- Summary of Workers Compensation Act/Accident Reporting (specific to your State or Territory).
- Copy of the agreed consultation method for the site

- List other signage required specially for this site, e.g. MDF Cutting – Keep Out, etc.

NOISE MANAGEMENT

After checking with Client and Local Authority list days/times noisy works are restricted to:

Monday to Friday:	am/pm	to	am/pm
	am/pm	to	am/pm
	am/pm	to	am/pm
Saturday:	am/pm	to	am/pm
	am/pm	to	am/pm
Sunday:	am/pm	to	am/pm
	am/pm	to	am/pm

Comments :

HAZARDOUS MATERIALS, HAZARDOUS SUBSTANCES AND HAZARDOUS WASTE DISPOSAL

Refer to OHS Procedure – Hazardous Materials, Hazardous Substances and Dangerous Goods for all the B.I.G Carpentry requirements about hazardous materials and hazardous substances.

Hazardous Materials: A Hazardous Material Survey must be obtained prior to commencement of demolition or any other works that could potentially disturb any hazardous material (eg, Asbestos, PCBs, Synthetic Minerals Fibres, Lead, etc).

Are there any hazardous materials on site that may be demolished, disturbed or removed as part of the scope of works? ☐ Yes ☐ No

If 'Yes', nominate the hazardous materials and ensure the SWM (Safe Work Methods) for the works is appropriate

Will the subcontractor who will do the demolishing, disturbing or removing need to be licensed by the state Work Safety Authority? ☐ Yes ☐ No

If 'Yes', nominate the sub-contractor and type of licence(s) required. Also obtain copies of licence(s) before work commences on site:

Hazardous Substances: All chemicals and substances that B.I.G Carpentry or sub-contractors personnel bring to site must have a Material Safety Data Sheet with them that is less than 5 years old.

Any hazardous substances (as defined in the MSDS) must be listed in the B.I.G Carpentry Hazardous Substances Register as soon as they are brought on to site.

Disposal of Hazardous Waste:

Are there any hazardous wastes to be generated as part of the scope of works, e.g., Asbestos, PCBs, Lead, etc? ☐ Yes ☐ No

If 'Yes', consultation with authorised, Fahcsia designated personnel, regards the removal and storage of hazardous substances.

Do the transporter and disposal facility need to be licenced by the state Environmental Authority? ☐ Yes ☐ No

If 'Yes', list the licences required and obtain copy for transporter and disposal facility before waste leaves site:

Note: Any load of hazardous waste that leaves the site requires proof that it reached a suitably licensed disposal facility. Payment to the sub-contractor that disposed of the hazardous waste must NOT be made until this proof is received.

NEIGHBOURHOOD, ENVIRONMENT AND STAKEHOLDER MANAGEMENT

Are works on site likely to impact:- ☐ Yes ☐ No

- **protected flora or fauna**
- **adjacent waterway or stormwater drain inlet**
- **Items to be protected or conserved (i.e., heritage)?**

If 'Yes', nominate what is likely to be impacted, list precautions to be implemented and ensure these are included in the SWM for the works:

Note: Sensitive neighbours and/or local stakeholders may need to be advised of the works, including any potential risks to them.

Do neighbours pose any risk to the workers on the Site, e.g. Chemical store? ☐ Yes ☐ No

If 'Yes', detail precautions which need to be taken (e.g. Emergency response procedures):

What will be the peak number of workers on site?

WORKPLACE OH&S CONSULTATION

Consultation enables employees and others at the work site to contribute to decisions affecting their health, safety and welfare at work. It is a legal requirement in all states and territories.

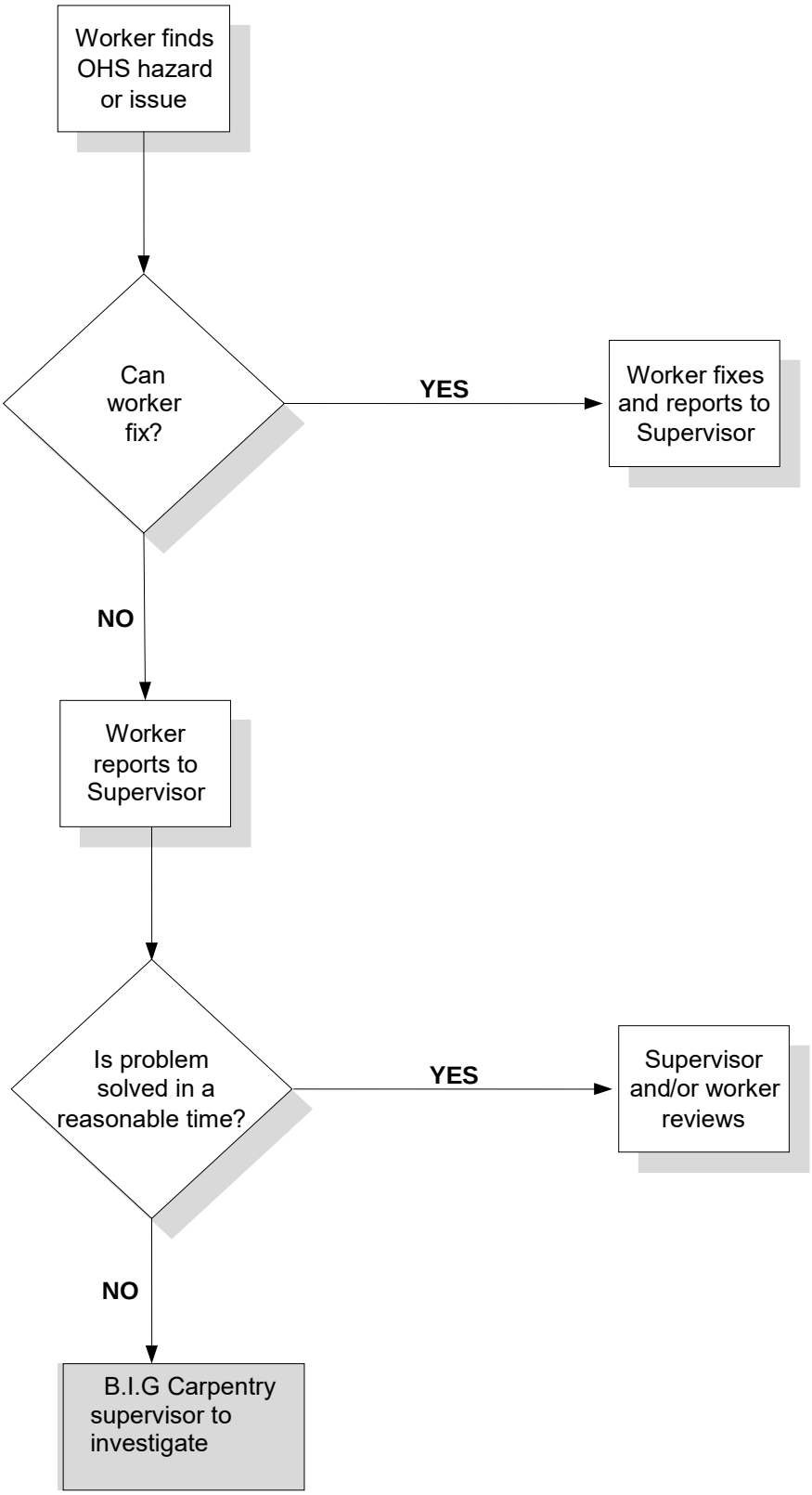
The method of consultation at the site has to be agreed between B.I.G Carpentry and the workforce within the first 2 weeks of a project. Once decided, it can be communicated to all site personnel that work on site. The B.I.G Carpentry preferred approach is outlined in the "Statement of Consultation and Communication" and "Flowchart for Reporting and Resolving OHS Hazards and Issues on Site".

Different states and territories have different requirements for consultation. These legal requirements are listed in Workplace Consultation

Will a Safety Committee be required to be set up in this project? ☐ Yes ☐ No

If 'Yes', review the specific legal requirements of your state.

Reporting and Resolving OHS Hazards and Issues on Site



PROJECT ROLES AND RESPONSIBILITIES

B.I.G CARPENTRY STRONGLY ENCOURAGES AND ENDORSES THE BELIEF THAT SAFETY (OHS) IS THE RESPONSIBILITY OF EVERY PERSON ON SITE (EMPLOYEES, SUBCONTRACTORS AND OTHERS). WE ALSO ACKNOWLEDGE THAT IN ORDER FOR A PERSON TO EFFECTIVELY DO THEIR JOB; THEY NEED SPECIFIC CLARIFICATION AROUND THEIR RESPONSIBILITIES. PLEASE SEE BELOW FOR ROLES AND RESPONSIBILITIES RELATING TO THOSE ON OUR SITES.

Role: Project Manager **Person Responsible:**

- **The Project Manager has responsibility for all OHS requirements and performance of this project**
- Demonstrates good safety behaviour in the office and on any site visit.
- Provide safety leadership to ensure:
    - safety is the highest priority
    - Others within B.I.G Carpentry demonstrate good safety behaviour in the office and on any project site (intervenes personally when this is not the case).
- Develop a Project Safety and Environmental Management Plan in conjunction with the Site Manager ensuring a sufficient amount has been allocated for OHS within the project budget;
- Undertake a project risk assessment in conjunction with the Site Manager of all trades who will be working on site to establish the level of safety documentation required before work commences;
- Appoint a qualified First Aid person or persons for the site;
- Assess sub-contractor and supplier ability to comply with OHS requirements prior to awarding a contract;
- Set project specific OHS objectives and targets if project > $3million
- Assist the Site Manager in the development of a Site Specific Induction and Visitors Induction
- Obtain a Safe Work Method Statement from each subcontractor prior to the subcontractor commencing work on the site;
- Undertakes a project specific OHS training needs analysis and facilitates training to ensure that employees or subcontractors are appropriately qualified to undertake their given tasks.
- Ensures subcontractors do not commence work on site until all aspects of the Permit to Proceed have been satisfied.
- Ensures Site Managers are enforcing a safe system of work that has proper regard for the environment via compliance with all aspects of the Project Safety and Environmental Management Plan
- Keep copies of all licenses, permits and/or approvals for subcontractors doing work at the site or on behalf of B.I.G Carpentry for the project;
- Disseminate OHS information to all relevant personnel;
- Investigate project specific accidents and incidents and ensure that appropriate and timely action is initiated to minimise harm and prevent recurrence. Ensure all appropriate forms are completed and copies are given to appropriate authorities.
- Ensure any corrective action raised is addressed in a timely manner by a written response to the OHS Manager;
- Assist in the Return to Work Program for employees or subcontractors who have been injured;
- Determine workplace consultative arrangements with employees and subcontractors, and, where required, assist in the formulation of a Safety Committee and appoints management representatives.

- Ensures subcontractors do not commence work on site until all aspects of the Permit to Proceed have been satisfied.
- Ensures Site Managers are enforcing a safe system of work that has proper regard for the environment via compliance with all aspects of the Project Safety and Environmental Management Plan

Electricity: Refer to OHS – Electrical Safety for all the B.I.G Carpentry requirements.

The framework for managing electrical safety on sites is based around completing the Electrical Safety Survey and Protection Plan with the Site Electrician. The Electrical safety plan must be completed:-

(a) prior to commencing work in a new area,

(b) prior to energising and commissioning, and,

(c) after commissioning.

Confined Spaces

'*an enclosed or partially enclosed space that is at atmospheric pressure during occupancy and is not intended or designed primarily as a place of work, and –*

(a)is liable at any time to –

i.have an atmosphere which contains potentially harmful levels of contaminants;

ii.have an oxygen deficiency or excess

iii.cause engulfment

(b)could have restricted means for entry and exit.'

Examples of confined spaces include tanks, bins, chutes, risers, pipes, shafts, ducts, well, trench and open topped spaces such as pits.

Only people who are trained in confined spaces are to issue Confined Space Entry Permits enter confined spaces or act as stand-by persons.

Cutting and Coring Concrete or Masonry, and Excavation Work: Refer to Procedure No. 14 – Cutting and Coring Concrete or Masonry, and Excavation Work for all the ISIS requirements.

Permit to Cut or Core (IS-352) must be completed prior to commencement of cutting and coring works.

Mobile Plant (EWP, scissor lift, forklift, crane, excavator, etc): Mobile plant that comes onto a site must be listed in the sub-contractors SWM, have a Plant Risk Assessment and have a plant maintenance regime including:-

- maintenance and inspection requirements from the manufacturer
- evidence that the maintenance and inspection has been carried out as per those requirements
- evidence of registration (if applicable)
- a process (sheets or logbook) to enable the operator of the mobile plant to carry out daily pre-start checks.

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FIRE

Is the work area protected by: ☐ **Thermal Detectors** ☐ **Smoke Detectors** ☐ **Fire Sprinkler System**

Will these be deactivated at any time? ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No

Note: If any of the above are deactivated at any time;

- the subcontractor responsible must give 24 hours notice to the Site Manager and the Building Manager prior to deactivating the system
- The Site Manager must always follow the Building Owner's/Manager fire protection system isolation process

List any other precautions/procedures which will be undertaken?

Summary of Existing Fire Fighting Equipment

Equipment Type	Type	Location	Expiry Date

Note: As a minimum there should be at least one Class A (General) and one Class E (Electrical) fire extinguisher located on each floor.

DESIGN REVIEW

Does any part of the design present a significant OHS risk? (e.g., access, size of material selected, type, etc). ☐ Yes ☐ No

If 'Yes', provide suggestion(s) to client for agreement:

Does any part of the design present significant Environmental Risk (e.g., type of material selected) or is there an opportunity to reduce environmental impact? ☐ Yes ☐ No

If 'Yes', provide suggestion(s) to client for agreement:

Note : An instruction or notice received from an Architect or Superintendent to do additional works or change the scope of work during the construction phase of a project must be assessed using the Change Management Checklist.

WASTE MANAGEMENT

Nominate the Waste Management Strategy for this project:

☐ Waste sorted into separate bins for recycling or disposal (preferred),

OR

☐ All waste placed in common bins and sorted by Waste Removal Contractor,

OR

☐ Other: *Please provide details:*

euse/Recycling Options

Recycled material is defined as the material that leaves the site and does not end up in a landfill facility. Material reused on site is not considered recycled material.
If sorting waste on site for recycling, complete the following table

TRAINING

Are there any activities on site that require specialised training of personnel? (eg. use of harness, entering a confined space, material hoist use, etc). ☐ Yes ☐ No If 'Yes', list specialised training required by which subcontractor(s).	
Trade/Subcontractor	**Specialised Training Required**

OTHER REQUIREMENTS

Workplace Monitoring: Is any workplace monitoring required to be carried out by ☐ Yes ☐ No B.I.G Carpentry or a sub-contractor? (e.g., potential exposure to Asbestos, Lead or other hazardous material,

If 'Yes', detail how this will be accomplished:

Note: Ensure that all monitoring equipment used has a current calibration certificate and this is included in the final report received.

Health Surveillance: Is any health surveillance required to be carried out by B.I.G or a ☐ Yes ☐ No sub-contractor? (e.g., Lead in blood, lung function tests, etc)

If 'Yes', detail how this will be accomplished:

Additional Hazards or OHS&E issues NOT Covered Already List:

TRADE SPECIFIC HAZARD IDENTIFICATION AND RISK ASSESSMENT

- This table lists all significant hazards identified at this time (safety and environmental) and appropriate control measures for the works on site. These will include site specific hazards such as existing slippery floor finishes or asbestos, and the hazards associated with Subcontractor Works. All hazards should be ranked using the following risk assessment :

1. Consequences [What could be the outcome/the severity?]	2. Likelihood [What is the likelihood of the consequence?]			
	Very Likely	Likely	Unlikely	Very Unlikely
Kill or cause permanent disability or ill health	1	1	2	3
Long-term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6

- Any activity identified in this table as being hazardous, i.e. with a Risk Class of high (1) or medium (2) MUST be specifically covered in the Safe Work Method Statement (JSA or equivalent) received from the subcontractor. Note: A generic Safe Work Method Statement will not necessarily cover these items.
- All aspects of this Plan and the subcontractor's Safe Work Method Statement (JSA or equivalent) shall be checked on an ongoing basis.

Site Manager: _____ *(Signature)* Date: / /

Project Manager: _____ *(Signature)* Date: / /

State Manager or Operations: _____ *(Signature)* Date: / /