



Chandley Plumbing WHSE Site Management Plan

(Client)

Specific to Project

Date of commencement: ____/____/____

Amendment Record

Date	Description	Prepared by	Reviewed by	Approved by

Distribution Record

Copy	Issued to	Controlled Copy		PCBU Signature	Recipient Signature	Issue Date
		Y	N			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Disclaimer: This document contains material to assist in meeting work health and safety obligations under the WHS Act 2011 and WHS Regulations 2011. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations. Information on the latest laws can be obtained at: <http://safeworkaustralia.gov.au/Pages/default.aspx>

Table of Contents

Amendment Record.....	1
Distribution Record	1
Introduction	4
Review Procedure	5
Document Control.....	5
Management Commitment & Approval.....	5
Project Details	6
Scope of Work.....	6
1. Work Health & Safety (WHS) Statement	8
2. Six Stage Commitment to WHS	8
2.1 Communication & Consultation.....	10
2.2 Hazard Identification, Risk Management & Controls.....	11
Roles, Responsibilities & Accountabilities	11
Contractor Management	14
2.3 Training, Information & Supervision	15
2.4 Incident Management	16
Notifiable Incidents	17
2.5 Safe Work Method Statements Management	19
2.6 Monitoring	20
3. Hazardous Chemicals.....	20
4. High Risk Construction Work	21
5. WHS Entry Permits.....	21
6. Emergency Management	22
First Aid.....	22
7. Electrical Safety.....	24
8. Government Authorities	24
9. Plant & Equipment.....	25
10. Purchasing & Delivery of Goods/Services	27
11. Return to Work (RTW)	28
12. Environmental Policy	29
Site Specific Environmental Risk Assessment & Control Summary	31
Site Specific Environmental Hazard Assessment Checklist	33
Waste Management	34
Appendix A: WHS Toolbox Meeting Record	35
Appendix B: Site Induction Checklist.....	38
Appendix C: Site Safety Rules	39
Appendix D: Incident / Injury Report Form.....	43
Appendix E: Hazard Report Form	47
Appendix F: SWMS Checklist	48
Appendix G: SWMS Template	50
Appendix H: Safe Work Method Statements (SWMS) Register	59
Appendix I: Hazardous Chemicals / Dangerous Goods Register	60
Appendix J: Risk Assessment Form.....	62
Appendix K: JSA	70
Appendix L: Hot Work Permit.....	77
Appendix M: Falls Prevention Checklist	79
Appendix N: Falls Emergency Rescue Plan	84
Appendix O: Electrical Equipment Register.....	85
Appendix P: Plant & Equipment Register / Maintenance Log.....	86
Appendix Q: Worker Training, Competency & Induction Register	87
Appendix R: Plant Hazard Checklist – powered mobile plant.....	88
Appendix S: Plant Hazard Checklist – non-mobile plant	90
Appendix T: Plant & Equipment Hazard Register	92
Glossary.....	93
References.....	96

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Introduction

This Subcontractor Work Health Safety & Environmental (WHSE) Site Management Plan (SMP) will assist Subcontractor's who are Persons Conducting a Business or Undertaking (PCBU)'s in meeting work health and safety (WHS) obligations under the WHS Act 2011, WHS Regulations 2011 and Australian Government (1999): Commonwealth Environment Protection and Biodiversity Conservation Act 1999. This SMP includes processes in place for the management of WHSE for work being performed by contract workers whilst engaged by Principal Contractors.

The SMP will be available for inspection by all relevant persons, including visitors, direct relevant workers, Health and Safety Representatives, principal contractors, relevant workers of principal contractors and subcontractors and government appointed inspectors.

This SMP will be monitored and updated as required by Chandley Plumbing and the most current copy will be kept on site for the duration of the project.

This SMP is designed for use in conjunction with the Chandley Plumbing Work Health & Safety Management System (WHSMS), and, therefore, contains references to policies, procedures, tools and forms contained within the WHSMS.

It is expected that all persons read and understand this SMP before starting work in relation to this project. Chandley Plumbing requires all relevant persons to adhere to the contents of the SMP. Failure to comply with the requirements of the SMP will lead to disciplinary action, which may include possible dismissal, loss of employment and legal action for severe breaches.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Review Procedure

The Managing Directors will review the SMP as required. The review schedule will be directed in response to organisational and / or legislative changes and requirements. The reviews will be undertaken in consultation with workers, health and safety representatives and other relevant parties. All relevant persons will be made aware of changes made as a result of review.

The SMP will be reviewed if:

- It is identified that there are changes in the workplace that affect the SMP
- It is identified that the SMP is not effective
- There are legislative changes that affect the SMP
- There is a serious incident or dangerous occurrence.

The SMP will be reviewed at least annually.

Refer to the WHSMS:

[Management Review Policy 3.3](#)

[Legislative Change Policy 3.1](#)

[Legislative Change Procedure 3.2](#)

[WHS Legislation Register 3.2.1](#)

Document Control

The SMP is a controlled document. All unauthorised copies either electronic or printed are considered uncontrolled copies. Copyholders and the version distributed to them will be recorded in the Distribution Record.

All versions of the SMP will be allocated a unique document number and version number, records of which shall be kept in the WHS Document Register, including the date of approval, and review date.

All versions of the SMP will be kept as a record. In the event of a notifiable incident, the relevant SMP and supporting documentation (initial and reviewed versions) will be kept for 5 years after the incident. During this period of time, it will be accessible to all relevant persons working on the project and any Government appointed officers as required.

Refer to the WHSMS:

[Document & Record Keeping Policy 3.9](#)

[Document & Record Keeping Procedure 3.10](#)

[WHS Document Register 3.10.1](#)

Management Commitment & Approval

The SMP has been approved and endorsed by Senior Management of the Principal Contractor. The signature of the authorised person in the footer **Luke Chandley** demonstrates a commitment to the policies and procedures and tools contained within the SMP.

Senior Management Sign-off: Luke Chandley Date: 01/02/2020

Refer to the WHSMS:

[Objectives & Targets Policy 2.3](#)

[Objectives & Targets Procedure 2.4](#)

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Project Details

Business Details

Building/Business Name:	
Building/Business Address:	
Contact Person:	
Phone:	Email:
Mobile Phone Number:	ABN:

Site – specific Details

Name of Job:		
Address of site:		
Start Date:	End date:	Duration:
Daily Start / Finish times		
Monday - Friday		
Saturday		
Sunday		
Water table depth		
Geotechnical sampling results (if applicable)		
Chemicals, fuels, volume and storage areas on site		

Site Contact Details

Name of Site Contact:	
Workplace Phone:	Email:
Location of Site Contact:	Mobile Phone Number:

Principal Contractor Details

Business name of Principal Contractor:	
Address:	
Contact Person:	
Phone:	Mobile Phone Number:

Scope of Work

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

1. Work Health & Safety (WHS) Statement

Chandley Plumbing recognises and is committed to its moral and legal responsibility to provide a safe and healthy work environment for workers (including contractors and workers of contractors), clients and visitors to site. Chandley Plumbing actively works towards the elimination of incidents and injuries.

All Chandley Plumbing workers, irrespective of their individual work arrangements, are required to read, understand and adhere to the policies, procedures and practical mechanisms contained within the Chandley Plumbing WHSMS.

Refer to the WHSMS:

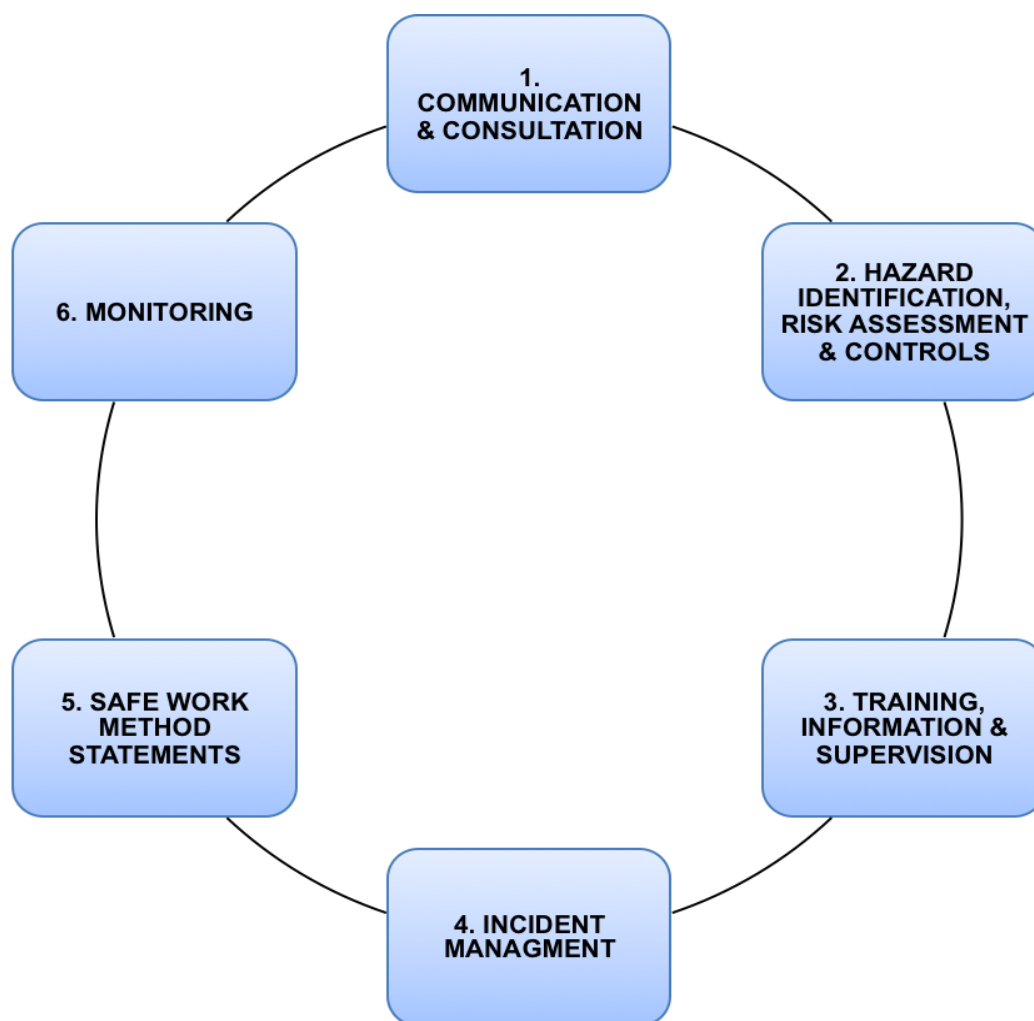
[WHS Policy 2.7](#)

[WHS Procedure 2.8](#)

2. Six Stage Commitment to WHS

Chandley Plumbing is committed to a systematic approach to managing WHS and encourages worker involvement in all stages of safety design, from hazard identification and risk assessment, to development of SWMS and suitable risk controls.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027



Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

2.1 COMMUNICATION & CONSULTATION

A combination of formal and informal communication and consultative arrangements will be utilised during this project. Formal Work Groups, Health and Safety Representative (HSR's) and Deputy HSR's will be established the Principal Contractor and Chandley Plumbing as needed.

Refer to the WHSMS:

[Consultation, Cooperation & Coordination Policy 1.1](#)

[Consultation, Cooperation & Coordination Procedure 1.2](#)

HSR's and Deputy HSR's will be elected via agreed procedures to represent the Work Groups for this site. The term of office of HSRs/Deputy HSR's will be 3 years and is open to re-election. The HSR/Deputy HSRs for Work Groups relevant to this project are as follows:

	Names	Name of Work Group Represented	Location of HSR/Deputy HSR	Contact Details
HSR:				
Deputy HSR:				

Records of health and safety meetings will be maintained using the template for *WHS Toolbox Meeting Record (Appendix A)*.

Chandley Plumbing will ensure effective communication and consultation with other Duty Holders (such as contractors) as relevant for the tasks undertaken in this project. All efforts will be made to identify hazards, consult with duty holders, cooperate and co-ordinate with duty holders to ensure health and safety for the duration of the project.

Proposed consultative arrangement for Duty Holders/Contractors:

(Provide a description of the procedure in place to ensure consultation takes place between you and other contractors' onsite for the duration of the project)

Refer to the WHSMS:

[Issue Resolution Policy 1.4](#)

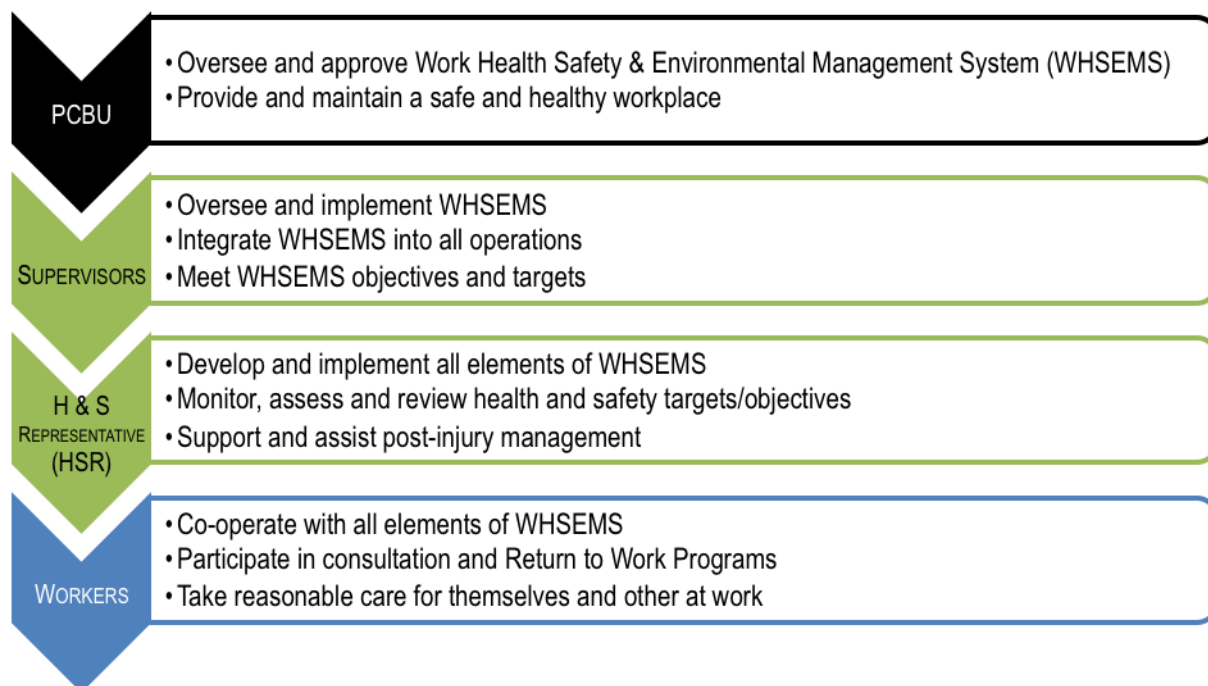
[Issue Resolution Procedure 1.5](#)

[Issue Resolution Flow Chart 1.5.1](#)

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

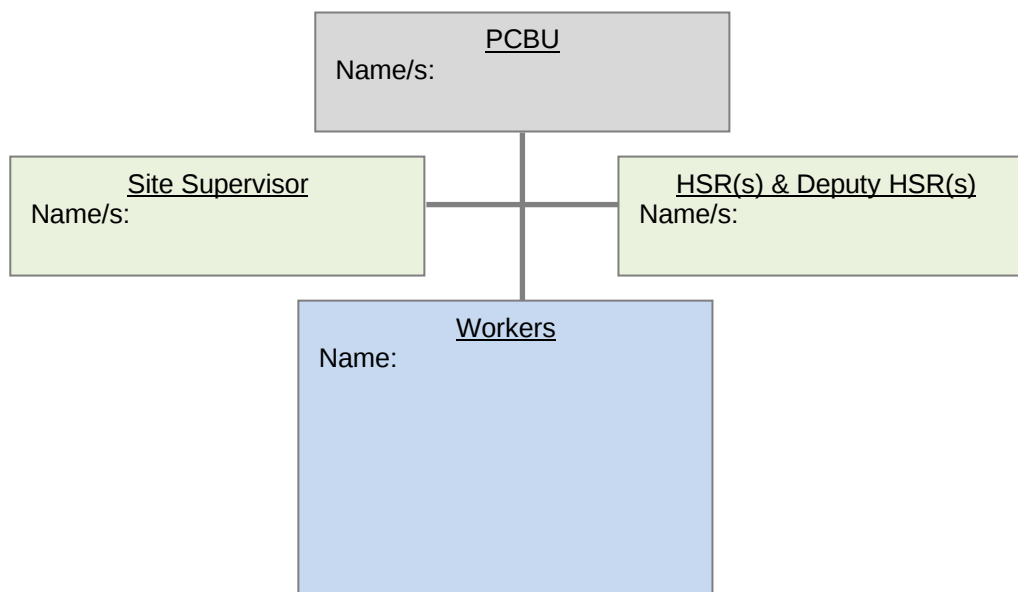
2.2 HAZARD IDENTIFICATION, RISK MANAGEMENT & CONTROLS

Roles, Responsibilities & Accountabilities



Note: PCBU = Person who conducts a Business or Undertaking.

WHS Organisational Chart



Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Hazard Identification

Utilising consultative arrangements in place, Chandley Plumbing will identify all reasonably foreseeable hazards that may give risk for workers, contractors, and others such as visitors and members of the public. The following hazards have been identified as applicable to this project.

Refer to the WHSMS:

[Risk Management Policy 2.1](#)

[Risk Management Procedure 2.2](#)

[Roles, Responsibilities & Accountabilities Policy 2.5](#)

[Roles, Responsibilities & Accountabilities Procedure 2.6](#)

Where identified hazards and risks are well known and subjected to accepted risk control measures, no risk assessment will be required and risk controls can be implemented. These controls however will be monitored and reviewed accordingly. Where Risk Assessments are required, Chandley Plumbing will use recognised risk matrices and follow the "Hierarchy of Control" to select appropriate risk controls and solutions.

Reviews of controls will take place regularly, and in the event of any of the following:

- If the control failed to reduce the risk adequately
- New or different risks are introduced
- New hazards are identified
- Consultation with relevant persons indicate that a review of the control is needed
- When requested by an HSR in line with WHS Regulations 2011

The process of hazard identification, risk assessment and control is an on-going process and will be conducted in full consultation with relevant persons for the duration of the project.

The following hazards have been identified as applicable to this work site.

✓ Tick applicable hazards

Identified Worksite Hazards

☐ Access & egress to site	☐ Flammable and combustible substances	☐ Public
☐ Asbestos	☐ Formwork erection/dismantling	☐ Shaft or trench
☐ Atmospheric contaminants	☐ Hazard Manual Tasks	☐ Temperature extremes
☐ Confined spaces	☐ Lasers	☐ Utilities (underground/overhead services and electric lines)
☐ Demolition	☐ Lead	☐ Work near/over water
☐ Electrical (equipment and/or installations)	☐ Lifting/suspending equipment	☐ Work Outdoors
☐ Excavations	☐ Lighting (Day / Night works)	☐ Young workers/Apprentices
☐ Falling objects	☐ Mobile Plant	☐ Hazardous process (such as welding)
☐ Falls – on same level	☐ Noise	☐ High Risk Construction Work
☐ Falls – from one level to another	☐ Power tools	☐ Other.....

Identified Environmental Hazards

☐ Air quality	☐ Habitats (protected flora/fauna)	☐ Slurry or other discharges
☐ Bulk excavation/spoil	☐ Hazardous waste disposal / biological hazards	☐ Spills of hazardous/toxic chemicals
☐ Construction waste disposal	☐ Heritage & Archaeology	☐ Stormwater/sediment control
☐ Contaminated soil/water	☐ Noise or vibration	☐ Traffic & parking
☐ Dewatering/pump out	☐ Noisy work (neighbourhood)	☐ Other.....

Hazards / risks associated with Remote and Isolated Work will be managed in accordance with the following:

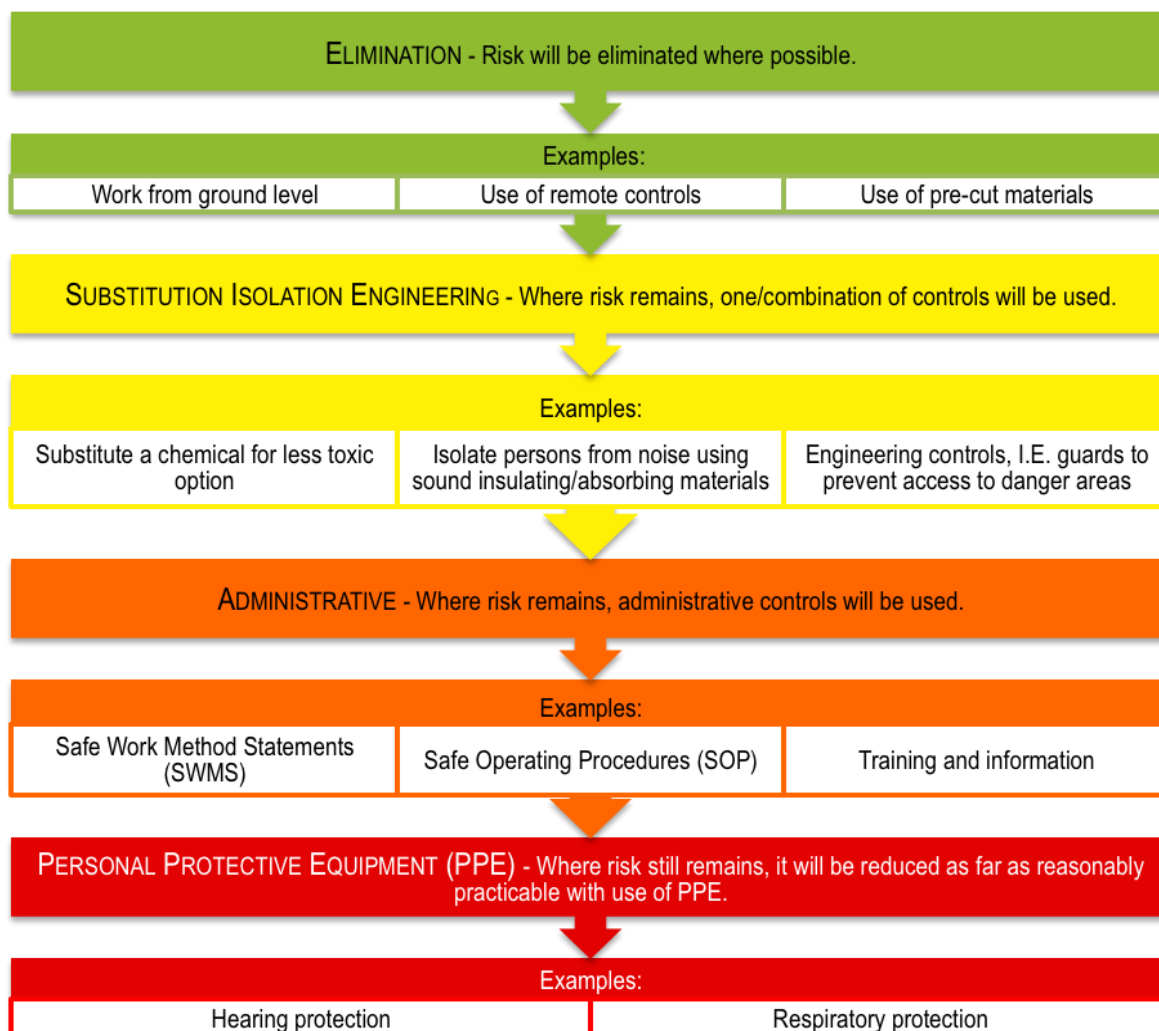
Refer to the WHSMS:

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Remote & Isolated Work Policy 1.6

Remote & Isolated Work Procedure 1.7

Hierarchy of Controls Flow Chart



Information sourced from: Work, Health and Safety Regulations 2011, Chapter 3: General Risk and Workplace Management. Part 3.1 Managing risks to Health and Safety, Section 36: Hierarchy of Control Measures.

Reviews of controls will take place on regularly, and in the event of any of the following:

- If the control failed to reduce the risk adequately
- Changes to the workplace occur that may create new or different risks where the control may no longer be effective
- New hazards are identified
- Consultation with relevant persons indicate that a review of the control is needed
- A Health and Safety Representative requests a review in line with the requirements of the WHS Regulations 2011.

The process of hazard identification, risk assessment and control is an on-going process and will be conducted in full consultation with relevant persons for the duration of the project.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Contractor Management

Chandley Plumbing will ensure that all contractors, subcontractors and relevant workers of subcontractors are provided with sufficient information and instruction, to ensure their health and safety throughout this project. The parties will have access to this SMP, site rules, site inductions, consultative arrangements, relevant risk assessments, SWMS and other safety procedures, first aid facilities, amenities and emergency procedures.

Contractors and subcontractors must also provide similar documentation to Chandley Plumbing before work commences and during the project as relevant. See below:

Prior to allocation of contract:

- Copies of relevant permits, licences, certificates, WorkCover insurance information
- Public liability insurance information / other insurances as relevant
- SWMS or documented safety instructions for intended tasks
- Evidence of an adequate WHS Management System including processes for consultation, hazard identification, risk assessment, selection of controls, incident management, maintenance records, etc.
- Prior health and safety violations/ infringements or convictions and what was done to rectify these matters.

On award of contract:

- Copies of Site-specific SWMS, risk assessments and other documented safety information relevant to this project
- Relevant training records for any person working onsite (including General Construction Induction Card)
- Evidence of the method for supervision for all workers
- Existing health and safety consultative arrangements (including any existing work groups, elected HSR's and Deputy HSR's)
- Contact numbers for management representatives.

During the project:

Contractors, subcontractors and their relevant workers must:

- Follow site safety rules
- Follow traffic management plans for site
- Follow site-specific SWMS
- Ensure all activities performed are in line with WHS legislation
- Conduct their work in a manner that does not put others at risk from their actions or inactions
- Participate in consultative arrangements and inform others of potential health and safety risks that may arise from their activities
- Report any near-miss, injury or illness that occurred as part of this project
- Not bring any items onto site that are not maintained adequately or unsafe in any way
- Complete all documentation as required
- Treat all shared amenities with respect.

Refer to the WHSMS:

[Contractor Management Policy 2.9](#)

[Contractor Management Procedure 2.10](#)

[Conformance Report 2.10.1](#)

[Permit To Work 2.10.2](#)

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

2.3 TRAINING, INFORMATION & SUPERVISION

1. Chandley Plumbing acknowledges its duty of care to ensure that workers are adequately trained to a level of competency sufficient to ensure their health and safety when at work
2. All workers and sub-contractors onsite will require General Construction Induction Card
3. Further to the General Induction Training required for all construction workers, Chandley Plumbing will provide a site-specific induction for all workers, labour hire workers and contractors prior to any work being conducted for this project. Visitors to the site will be supervised at all times and given a specific induction as required. The *Site Induction Checklist (Appendix B)* will be utilised for workers, labour hire workers and contractors for the site-specific inductions
4. *Site Safety Rules (Appendix C)*, which are specific to the site, are displayed where they are accessible to relevant persons
5. Where specific qualifications, certification or licensing is required the Site Manager will ensure that only suitably qualified persons operate machinery or perform the specified task (e.g. License to Perform High Risk Work)
6. Training records will be maintained and updated regularly
7. Where skill deficiencies are detected, appropriate training will be provided in a timely manner so that workers can perform their designated duties safely and in accordance with legal obligations
8. The Site Manager will ensure that all workers under their control have received training in accordance with the current Competency Guide
9. Training will be provided formally via Registered Training Organisations where required. Informal training will consist of one-one direct information, instruction and training and Toolbox (insert other forum if applicable) meetings.

Competency Guide (example):

Position	SMP Site Induction	General Induction Construction	SWMS	Hazardous Manual Tasks	Fall Prevention	Personal Protective Equipment	Permit to work	Hazard ID, risk assess & control	Other (specify)	Other (specify)
Management	✓	✓	✓	✓	□	✓	□	✓	✓	
Site Manager	✓	✓	✓	✓	□	✓	□	✓	✓	
Assistant Site Manager	✓	✓	✓	✓	□	✓	□	□	□	
Workers	✓	✓	✓	✓	□	✓	□	□	□	

KEY:

- ✓ Training is required and mandatory
□ Training will be provided on a need's basis
- SWMS** Safe Work Method Statements

Refer to the WHSMS:

[Training, Competency & Induction Policy 10.1](#)
[Training & Competency Assessment Procedure 10.2](#)
[Site Induction Procedure 10.3](#)
[Worker Training, Competency & Induction Register 10.3.1](#)

Document Title: Chandley Plumbing SMP				Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy		Issue Date: 01/02/2020	Revision Date: 01/02/2027

2.4 INCIDENT MANAGEMENT

Chandley Plumbing will ensure all health and safety incidents are reported, documented and investigated. Incidents include:

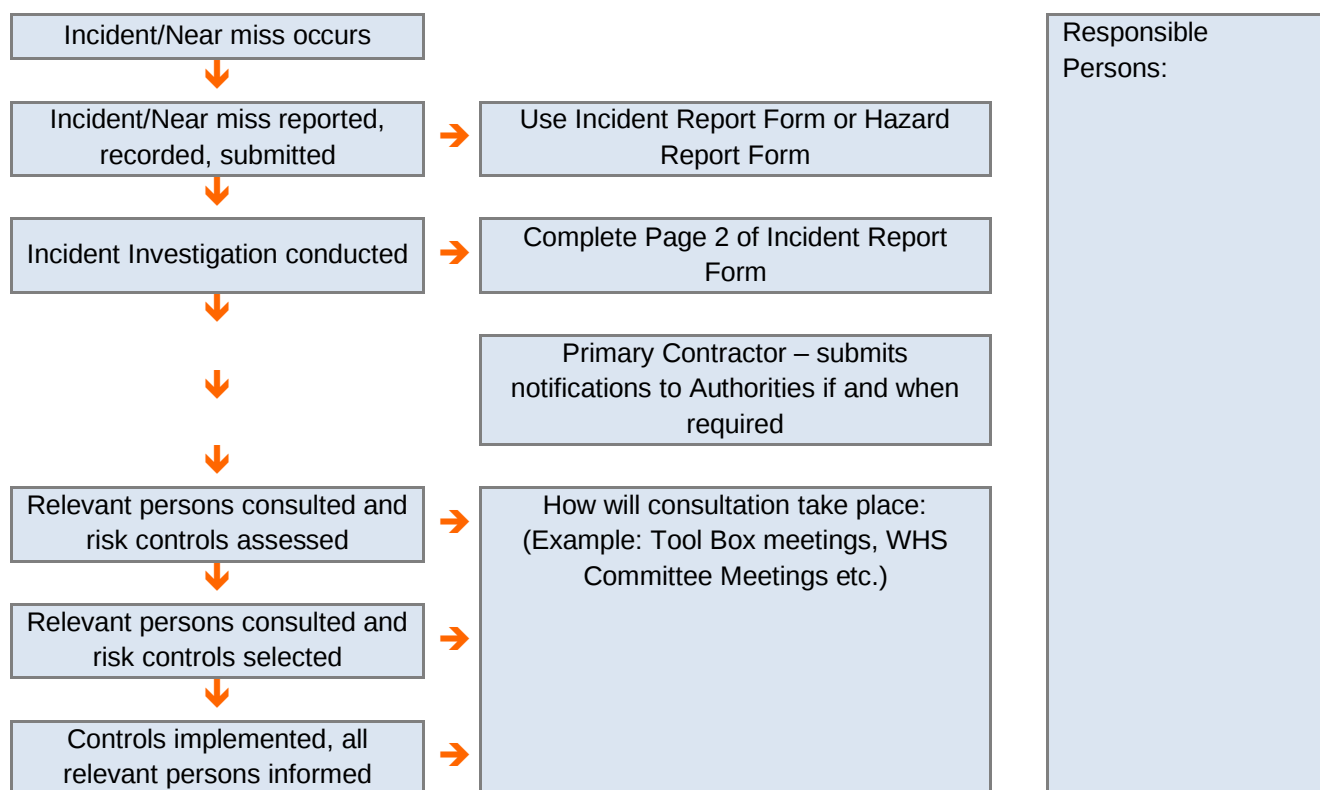
- Work-related injury
- Work-related fatality
- Work-related illness or disease
- Near miss (where a fatality, injury or illness could have occurred, but in that instance, no injuries were reported).

All incidents must be reported and recorded on an *Incident / Injury Report Form (Appendix D)* and submitted to the Site Manager before the end of the shift. Where possible, the injured worker must complete the forms required and assistance can be obtained from Luke Chandley and the relevant HSR's to complete and submit the form.

For any near miss that occurs, the *Hazard Report Form (Appendix E)* should be completed and submitted to the Site Manager. Workers, Management and HSR's can complete and submit this form after a near miss occurs, or proactively if a hazard is observed.

In circumstances where there is a high or extreme risk, work must cease and the hazard reported immediately to management via telephone or in person.

Incident Reporting Flow Chart



Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Notifiable Incidents

A Notifiable incident as described in WHS Act 2011 includes the death of a person, serious injury, or dangerous incident. The definitions of Serious Injury and Dangerous Incidents are described below:

Serious Injury/illness	Dangerous Incident
A person requiring immediate treatment as an in-patient in a hospital	Uncontrolled escape, spill, leak of any substance
A person requiring immediate treatment for:	Uncontrolled implosion, explosion or fire
➤ Amputation of any body part	Uncontrolled escape of gas or steam
➤ Serious head injury	Uncontrolled escape of pressurized substance
➤ Serious eye injury	Electric shock
➤ Serious burns	The fall or release from a height of any plant, substance or object
➤ De-gloving or scalping (separation of skin from underlying tissues)	Collapse, overturn, failure, malfunction, damage to plant required to be authorized for use
➤ Spinal injury	Collapse or partial collapse of a structure
➤ Loss of function of any body parts	Collapse or failure of an excavation or shoring equipment
➤ Serious lacerations	Inrush of water, mud or gas in workings in an underground excavation or tunnel
A person requiring medical treatment within 48 hours of exposure to a substance, Loss of consciousness	Interruption of the main system of ventilation for underground tunnel or excavation
Any other illness prescribed by the Regulations	Any other even prescribed by the Regulations

Contact details for notification to State Authority: (Complete the table, notification details for your State Authority and the name of the person on site who will notify the Authority. The person who notifies must have management control over the task and can be a member of your company or another Duty Holder on site as agreed).

Name of Authority:
Telephone Number of Notification:
Email address for notification:
Website address for Notification forms:
Name of Person Responsible to Notify:

Refer to the WHSMS:

[Incident Reporting Policy 4.1](#)

[Incident Reporting Procedure 4.2](#)

[Incident Investigation Procedure 4.3](#)

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Incident / Near Miss / Hazards Report Register 4.3.4

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

2.5 SAFE WORK METHOD STATEMENTS MANAGEMENT

Safe Work Method Statement (SWMS) will be prepared for all High-Risk construction tasks before the work commences. The following high-risk tasks are applicable to this construction project.

High-risk Construction Tasks requiring dedicated SWMS		✓ Tick applicable
☐ Falls risk of 2m or more	☐ Work near chemical, fuel or refrigerant lines	
☐ Work on telecommunication towers	☐ Energised electrical equipment or installations / services	
☐ Demolition	☐ Contaminated or flammable atmosphere	
☐ Confined space	☐ Tilt-up / Precast concrete	
☐ Asbestos disturbance or removal	☐ Working on or near roads or railways	
☐ Structural alterations that require temporary support to prevent collapse	☐ Powered Mobile plant on site	
☐ Excavation to depths 1.5m or more	☐ Extremes of temperature created by artificial means	
☐ Tunnel construction	☐ Work in, over or near water (or other liquids)	
☐ Explosives	☐ Construction-related diving work	
☐ Working near gas mains/pipe work under pressure	☐ On, in or adjacent to a road or railway	

SWMS will be developed in consultation with all relevant persons and risk assessment/controls will be developed following the Risk Management protocols outlined in this SMP. All persons involved in the task will be trained in the content of the SWMS and all risk controls detailed therein.

Chandley Plumbing will ensure all SWMS comply with the requirements of the WHS Regulations 2011. Refer to *SWMS Checklist (Appendix F)* SWMS will also be used as the format to write safety instructions for general hazardous tasks undertaken under this project using the same criteria for compliance with WHS Regulations. SWMS will be site/task specific and detail all steps involved in the task. Please refer to the *SWMS Template (Appendix G)*.

SWMS will be collected and provided to the Principal Contractor and copies of current SWMS will be accessible to all relevant persons – including Duty Holders/Contractors. SWMS for each task will be kept for the duration of the project or until work relating to the particular SWMS is completed. If a notifiable incident occurs in relation to the SWMS, it will kept for 2 years after the incident and made available for inspection by HSR's and Government –appointed Inspectors as required.

All SWMS will be reviewed on a regular basis. A *Safe Work Method Statement (SWMS) Register (Appendix H)* will be used to track the number and type of SWMS and review timeframes.

Arrangements will be put in place to ensure SWMS are being followed. These include:

- Spot checks/audits
- Adequate supervision
- Consultation, information and training
- Worker competency assessments.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

2.6 MONITORING

The process of hazard identification, risk assessment and control is an on-going process and will be conducted in full consultation with relevant persons for the duration of the project.

Reviews of controls will take place regularly, and in the event of any of the following:

- If the control failed to reduce the risk adequately
- Changes to the workplace occur that may create new or different risks where the control may no longer be effective
- New hazards are identified
- Consultation with relevant persons indicate that a review of the control is needed
- A HSR requests a review in line with the requirements of the WHS Regulations 2011.

Arrangements will be put in place to ensure safety on site and SWMS are being followed. These include:

- Spot checks
- Audits and Workplace Checklists
- Adequate supervision
- Consultation, information and training
- Worker competency assessments.

Refer to the WHSMS:

[Compliance Evaluation Policy 3.5](#)

[Compliance Evaluation Procedure 3.6](#)

[External Auditing Procedure 3.7](#)

[Internal Auditing Procedure 3.8](#)

[Site Inspection Checklist 3.8.1](#)

3. Hazardous Chemicals

Chandley Plumbing is committed to providing a safe environment for all persons and the environment in relation to Hazardous Chemicals and Dangerous Goods and to comply with the relevant legislative requirements.

Chandley Plumbing will implement risk management procedures for the acquisition, use, storage and disposal of Hazardous Chemicals and Dangerous Goods to reduce risks to workers and others resulting from the handling and use of Hazardous Chemicals and Dangerous Goods.

A *Hazardous Chemical / Dangerous Goods Register (Appendix I)* and (Material) Safety Data Sheets for all chemicals and/or hazardous materials used by Chandley Plumbing workers will be kept on site during this project. A copy of all relevant hazardous chemical/dangerous good documentation will be provided to the Principal Contractor.

Refer to the WHSMS:

[Hazardous Chemicals and Dangerous Goods Policy 8.1](#)

[Hazardous Chemicals and Dangerous Goods Procedure 8.2](#)

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

4. High Risk Construction Work

Chandley Plumbing is obligated under the WHS Regulations to protect workers and others from the risk of serious injury or death from the conduct of High Risk Construction Work, as defined in WHS legislation.

Chandley Plumbing will actively work towards eliminating or reducing the number and severity of High Risk Construction Work incidents by implementing comprehensive risk management procedures to identify and manage high-risk hazards and the associated risks arising from those hazards.

Dependent upon the nature of the High Risk Work, the site and other potential hazards, High Risk Construction Work procedures and tools may include a combination of the following:

- High Risk Work Licence
- Risk Assessment (*Appendix J*)
- SWMS (*Appendix G*)
- JSA (*Appendix K*)
- Hot Works Permit
- Confined Spaces Entry Permit
- Noise Assessment, Control, and monitoring
- Falls prevention and protection (*Appendix M & N*)
- Health Monitoring.

Relevant documentation and consultation will be provided by Chandley Plumbing if High Risk Construction Work is to be carried out during this project.

Refer to the WHSMS:

[High Risk Construction Work Policy 6.1](#)
[High Risk Construction Work Procedure 6.2](#)
[High Risk Work Licence Checklist 6.2.1](#)
[Hazardous Manual Tasks Policy 6.6](#)
[Hazardous Manual Tasks Procedure 6.7](#)
[Discomfort Survey 6.5.1](#)
[Hazardous Manual Tasks Register 6.5.2](#)

[Hazardous Manual Task Risk Assessment Form 6.5.3](#)
[Falls Prevention Policy 6.9](#)
[Falls Prevention Procedure 6.10](#)
[Excavation Policy 6.11](#)
[Excavation Procedure 6.12](#)
[Excavation Methods 6.13](#)

5. WHS Entry Permits

Chandley Plumbing recognises the role of WHS Entry Permit Holders under the WHS Act 2011 and will undertake the following:

- Allow WHS Entry Permit Holder to enter/inspect worksite under the following conditions:
 - Valid entry permit stating suspected contravention
 - Photo Identity of the permit holder is produced
 - Workers are a member, eligible to be a member of the union represented by the WHS Entry Permit holder or who's interests are represented by the union
 - WHS Entry Permit holder to act only with the scope and limitations set out in the WHS Act 2011.

Chandley Plumbing will make all reasonable efforts to not hinder or obstruct a WHS Entry Permit Holder during the time they perform the duties within their powers at the worksite.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

6. Emergency Management

Follow Emergency Management Plan (EMP) by the Principal Contractor on the project.
 An emergency is any incident outlined below that requires immediate action to make safe:

1. Any actual incident that has the capacity to cause death or serious harm
2. Any potential incident that has a high probability of causing death or serious harm
3. Any actual or potential incident that has a high probability of causing harm to the environment or property.

Chandley Plumbing will follow the site's EMP, which is implemented by the Principal Contractor on the project.

The Principal Contractor will supply a copy of the site's EMP to Chandley Plumbing who will ensure it is kept where it is readily accessible and adhered to whenever required.

Chandley Plumbing will actively participate in and fully co-operate with emergency management meetings, evacuations, response drills, training and other EMP activities as required while on-site.

Chandley Plumbing must be provided access to first aid equipment and trained first aid personnel when required. Chandley Plumbing will have a basic First Aid Kit available on site and in vehicles as appropriate.

Emergency response Procedure

1. **Call 000 (Mobile112)**
2. State type and scale of emergency
3. State site name and location
4. Number of casualties if applicable
5. Hazards that may be involved such as chemicals or fuel
6. Specific access point on site e.g. street or side entrances
7. Provide contact name and phone number
8. Answer all questions and follow instructions given by Emergency Services operator
9. DO NOT hang up until instructed

Fire Extinguisher Operation

1. Only attempt to extinguish fire if it can be put out quickly. If unsure EVACUATE
2. Consider if electricity is involved (Do not use water)
3. Select the appropriate fire extinguisher for the material burning
4. Pull pin from handle
5. Quickly test by squeezing the handle
6. Aim the nozzle at the base of the fire
7. Squeeze handle and move nozzle in a sweeping motion until fire is extinguished.

Refer to the WHSMS: [Emergency Management Policy 5.2](#)

First Aid

All workers will be provided access to first aid equipment and trained first aid personnel. An appropriate number of first aid personnel will be available at all times with consideration of:

- Number, location and content of equipment
- First Aid procedures
- Number of required trained personnel (including access for sub-contractors as needed). *Code of Practice (2012) –First Aid Equipment, Facilities and Training* details recommended number and placement of first-aid officers.
- Signage (*Design and use of first aid signs will be as per relevant Australian Standards*)
- No first aider will attempt first aid beyond their training or experience.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Refer to the WHSMS:

[First Aid Policy 5.9](#)

[First Aid Procedure 5.10](#)

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

7. Electrical Safety

Plans outlining any electrical work to be conducted by Chandley Plumbing, including work near or adjacent to electrical plant / equipment / installations will be submitted for approval by the Principal Contractor prior to the work commencing.

Chandley Plumbing will ensure electrical hazards are identified and any work conducted on, or near electrical installations will be subject to a detailed Risk Assessment and risk controls will be implemented. Relevant information concerning electrical safety will be communicated to the Principal Contractor and other Duty Holders where required.

Chandley Plumbing does not conduct work on live or energised electrical installations and equipment. Chandley Plumbing will ensure, where work is conducted near overhead electric lines and/or underground electrical utilities, the hazards will be identified and suitable controls implemented according to State Authority requirements.

Where possible, the relevant Authority will be contacted to ensure power to the area can be isolated. If this is not possible, work will be conducted in the safest manner possible. For overhead electric lines, equipment with design envelopes that will not reach into danger / prohibited No Go Zones will be used. Dedicated Spotters and Risk Assessments / SWMS will be undertaken/implemented accordingly.

All underground electrical hazards will be marked and communicated to relevant workers on site. Chandley Plumbing will not dig in areas where live electrical lines are buried.

Where Chandley Plumbing has management control, all electrical installations on site will be installed by qualified and licensed persons (such as electricians). All electrical installations will comply with relevant Australian Standards. Electrical installations will be provided with Residual Current Devices (safety switches) relevant for the type of installation and use.

All electrical equipment will be visually inspected before use and tested/tagged as per the WHS legislation, relevant Code of Practice and Australian Standards. Chandley Plumbing will ensure that only compliant electrical leads/equipment will be brought onto the site.

The *Electrical Equipment Register (Appendix O)* will be completed by Chandley Plumbing before work begins and periodically throughout the duration of the project in line with agreed audit timeframes.

Refer to the WHSMS:

[Electrical Safety Policy 6.4](#)

[Electrical Safety Procedure 6.5](#)

8. Government Authorities

Chandley Plumbing recognises the powers of Government Appointed Officers, such as Inspectors and will undertake the following:

- Allow Appointed Inspectors access to the worksite, documents, and workers when requested
- Not interfere with, obstruct, intimidate or hinder an Appointed Inspector's investigation/inspection
- Reasonably assist an Appointed Inspector where required
- Treat an Appointed Inspector professionally

Take all reasonable steps to comply with an Appointed Inspector's directions.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

9. Plant & Equipment

WHS legislation requires risks to be managed with installation, assembly, construction, commission, use, cleaning, maintenance, decommission and dismantling of plant and equipment.

Chandley Plumbing will ensure that plant and equipment are used only for their designed purpose and within the manufacturer specified limitations. Competent persons (such as a licensed engineer or manufacturer representative with sufficient skills and experience) will conduct a risk assessment where plant may be required to perform outside of its intended scope.

Chandley Plumbing will ensure that all plant and equipment bought onto site are without risks as far as is practicable. Chandley Plumbing will seek information from the designer/manufacturer in relation to risks associated with the plant so these can be assessed and controlled during this project. Where plant is hired/leased or owned by a subcontractor, the persons with management and /or control of the plant must provide the equivalent safety information before the plant/equipment is used on site.

A register of all plant /equipment used for this project will be maintained using *Plant & Equipment Register / Maintenance Log (Appendix P)* (and in Chandley Plumbing - approved formats for submission by subcontractors). Chandley Plumbing will ensure all operators have required training and licensing and plant is registered with the Regulator where required. Details of training and licensing will be recorded in *Worker Training, Competency & Induction Register (Appendix Q)*.

Hazard Identification: In consultation with relevant persons, Chandley Plumbing will ensure hazards associated with plant and equipment, are identified before work commences and also throughout the duration of the project as required. This includes the process of installation, assembly, commissioning, use, cleaning, maintenance and decommission/dismantling of plant.

An inspection of plant/ equipment will be conducted to identify hazards before being used for the first time as part of this project. Luke Chandley will be conducting inspections before work begins using the *Plant Hazard Checklist – powered mobile plant (Appendix R)* or *Plant Hazard Checklist – non-mobile plant (Appendix S)*.

The *Plant & Equipment Hazard Register (Appendix T)* will be reviewed 6 months by Luke Chandley and updated with newly identified hazards as needed.

Risk Assessment & Control: For plant and tasks associated with the plant, that require straightforward controls a Risk Assessment will not be completed. For tasks/plant that are more complex, a Risk Assessment will be completed. A SWMS for all “High Risk Tasks” involving plant will be developed and implemented.

Specific controls in relation to Powered Mobile Plant will be documented in SWMS and will include:

- Control of:
 - Roll-over risks
 - Items falling onto operators
 - Items being ejected from plant
 - Plant colliding with other plant and /or pedestrians
 - Ejection of fluid under pressure

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Risk controls will be maintained to ensure they are suitable for the task, installed/used correctly and they remain effective for the duration of the task. Chandley Plumbing will be responsible for monitoring risk controls for plant and tasks associated with plant.

Competent persons, who are deemed to have the skills and experience and/or formal qualifications, will conduct the regular inspection/maintenance of plant. The persons responsible for inspection/maintenance of items of plant will be recorded in the *Plant & Equipment Register / Maintenance Log (Appendix P)*.

Refer to the WHSMS:

[Plant and Equipment Policy 7.1](#)

[Plant and Equipment Procedure 7.2](#)

[Vehicle Inspection Checklist 7.2.1](#)

Personal Protective Equipment

Select the general Personal Protective Equipment (PPE) requirements for visiting or working at sites connected to this project. This does not include PPE required for high-risk work where specific SWMS cover PPE in more detail.

✓ Tick any that are applicable

☐ Foot Protection	☐ Hearing Protection	☐ High Visibility	☐ Head Protection	☐ Eye Protection
				
☐ Face Protection	☐ Hand Protection	☐ Protective Clothing	☐ Breathing Protection	☐ Other (Specify)
				

AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>

Refer to the WHSMS:

[Personal Protective Equipment \(PPE\) Policy 7.3](#)

[Personal Protective Equipment \(PPE\) Procedure 7.4](#)

[Personal Protective Equipment \(PPE\) Register 7.4.1](#)

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

10. Purchasing & Delivery of Goods/Services

Chandley Plumbing will ensure suitable consideration is given when purchasing equipment, materials, facilities, substances that may have an adverse impact on health and safety. Chandley Plumbing will also consider WHS matters applicable to the use of contractors and labour hire workers.

Chandley Plumbing will implement a purchasing policy that incorporates the following:

- Specific guidelines for any person who purchases, leases or hires goods and services
- Training provided for any person responsible for the above
- Consideration of the following:
 - Consultation with relevant persons
 - Specify WHS requirements with supplier before purchasing
 - Determine WHS risks and conduct risk assessments where required
 - Obtain WHS information, manuals, instructions, design specifications
 - Ensure compliance with legislation, Australian Standards etc.
 - Worker capability/training/licensing requirements
 - Choosing best practice/least hazardous options
 - Adequate documentation/records kept
 - Monitor use to identify new or changing hazards as a result of new equipment, substances or work practices
- Documentation for the hiring of contractors or labour hire workers must include reference to site-specific WHS risk, provision for WHS inductions, and records for the review of WHS performance
- Relevant WHS information will also be provided by Chandley Plumbing when delivery goods/services
- Regular inspections of the worksite will be conducted to monitor contractor/labour hire worker compliance with WHS matters
- Regular inspections will be conducted to ensure purchasing procedure is being adhered to.

Relevant WHS information will also be provided to the Principal Contractor by Chandley Plumbing when delivering goods.

All deliveries will be planned, coordinated and carried out in consultation with relevant workers, supervisors and management to ensure the delivery does not negatively impact on any persons at the worksite and to minimise disruption to work flow of the project.

Refer to the WHSMS:

[Purchasing Policy 7.5](#)

[Purchasing Procedure 7.6](#)

[Purchasing Record 7.6.1](#)

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

11. Return to Work (RTW)

Chandley Plumbing is committed to providing a safe workplace, free of injury and disease, however in the event that a worker is injured during this project, strategies will be in place to ensure early intervention and support is available.

Chandley Plumbing will ensure that workers are informed about their rights and responsibilities if they are injured on the job. Information posters (provided by Insuring agents and State Regulators) will be posted in accessible areas and workers will be consulted about this upon initial employment and periodically during their employment. Worker injury claim forms will be available from the nominated Return To Work Coordinator (and Australia Post offices).

A suitably competent person will be appointed as a Return to Work Coordinator. The RTW Coordinator for this project is Luke Chandley

Upon receipt of a Worker's Injury Claim form, Chandley Plumbing will make contact with their insuring agent within required timeframes. If a worker is unable to perform their pre-injury duties due to injury/illness, RTW strategies will be implemented upon receipt of the certificate of capacity from a registered medical provider.

The RTW Coordinator will consult with the injured worker, the treating medical provider and occupational rehabilitation provider (with permission from the injured worker) to assist the worker to return to work on acceptable/ agreed modified or light duties wherever possible.

Chandley Plumbing is committed to providing support, aid, modified work environment and meaningful work for the time that the injured worker is incapacitated (or for a period required by the State Authority) and to ensure the workers can return to their pre-injury employment when they are at full capacity.

The RTW Coordinator will monitor return to work strategies and maintain regular contact between the workers and all treatment providers.

Name of RTW Coordinator	Job Title	Contact Details
Name of Insuring Agent	Contact Name	Contact Details

Refer to the WHSMS:

[Fitness For Work Policy 9.1](#)
[Fitness For Work Procedure 9.2](#)
[Return To Work Program 9.8](#)
[Return To Work Plan 9.8.1](#)

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

12. Environmental Policy

Aim: Chandley Plumbing is committed to conducting our business in an environmentally aware and responsible manner. We seek the co-operation of our workers and business partners in ensuring our organisational practices are conducted with minimal environmental impact.

Objective: To work with workers, visitors and business partners to achieve compatibility between economic development and the maintenance of the environment to minimise harm.

Policy:

Chandley Plumbing will endeavor to minimise impact on the following:

- Atmospheric emissions
- Site contamination and spills
- Noise Emission
- Damage to flora and fauna
- Damage to, or interference with sites, areas or structures of indigenous or non-indigenous cultural heritage
- Storm water management
- Unnecessary energy consumption.

To fulfil this commitment, Chandley Plumbing, will observe all environment laws and promote environmental awareness among all workers to increase understanding of environmental matters.

Chandley Plumbing will actively:

- Assess Eco-footprint to identify environmental impacts and move towards more sustainable practices
- Identify waste streams and options for effective waste management
- Improve purchasing (buy recycled materials, reduce waste, use less harmful/volatile chemicals)
- Improve storage (reduce quantity, waste and spills, reduce odours by keeping containers closed)
- Conserve energy (eco-friendly lights, turn lights off, emergency efficient equipment, greener fuel sources – such as LPG and methane)
- Conserve water (install water saving accessories, repair leaks)
- Preserve waterways (clearly mark and protect storm water drains)
- Emergency planning and spill response
- Seek appropriate licenses/permits from State Environmental Protection Agencies and other relevant Authorities
- Where indigenous or non-indigenous cultural heritage issues may be relevant, check with planning authorities to ensure that appropriate assessment has occurred and licences or permits are obtained
- Improve education/awareness
- Notify relevant authority in the event of a major environmental impact.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Responsibilities:

The PBCU is committed to:

- Integrating environmental consideration into all aspects of XYZ Organisation Proprietary Limited operations
- Compliance with all relevant legislative requirements and co-operation with Regulatory bodies
- Measurable targets to ensure continued improvement reflected in accountability/key performance indicators at all levels
- Consultation with workers and other parties to improve decision-making on environmental matters
- Identification of environmental issues, assessment of risks and implementation of best practice controls to limit negative impacts to the environment
- Development, implementation and review of written work procedures
- Distribution and communication of information and work procedures
- Training and supervision to workers to ensure written procedures to minimise environmental impacts are followed.

Workers are expected to:

- Take reasonable care, and consideration, of environmental impacts while at work
- Co-operate with XYZ Organisation Proprietary Limited to enable compliance with legal obligations
- Participate in consultative arrangements in relation to environmental matters
- Assist management to meet environmental targets/key performance indicators.

Environmental Risk Assessment:

Risk assessments form the basis of selecting risk controls. A risk matrix helps to characterise the nature and magnitude of risk to human receptors (residents, workers, visitors) and environmental receptors (flora, fauna, land/water, ecological communities etc.). Chandley Plumbing will use the risk matrix below to assess the likely impact proposed work activities will have on both human and environmental receptors.

Environmental Risk Assessment Matrix(Adapted from AS/NZS 4360)			
LIKELIHOOD	CONSEQUENCE		
	High	Medium	Low
High	HH	HM	HL
Medium	MH	MM	ML
Low	LH	LM	LL
HH = Extreme Risk	Serious human health impacts, long term environmental impacts/significant prosecutions and fines		
HM = High Risk	Human health impacts, long term impact / major breach of legislation		
MH, MM, HL = Medium Risk	Short-term, minor human health and environmental impact / investigation or report to regulatory body		
ML, LH, LM, LL = Low Risk	Minor Environmental impact. Minimal, if any, human health impacts		

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Site Specific Environmental Risk Assessment & Control Summary

FACTOR	RISK ASSESSMENT OUTCOME				CONTROL MEASURES SUMMARY
	Extreme	High	Moderate	Low	
Air Quality				✓	1. All vehicles will comply with State Emissions limits 2. All vehicles have pollution controlling devices installed 3. Implement dust suppression where required 4. No incineration or burning of green waste 5. Loads will be covered
Noise				✓	1. Where noise levels exceed background L _{A90} noise level by 5 decibels, when measured at the most sensitive receptor, control measures will be implemented. 2. Suitable timing of works in line with permits and approvals 3. Erection of noise barriers 4. Engineering controls fitted to equipment (silencers etc.) 5. Regular maintenance of all equipment 6. Machinery operated within manufacturer's recommendations 7. Provision of PPE for workers and contractors
Water Quality				✓	1. Prevent surface water from disturbed areas from entering waterways by use of sediment fences; straw bales sediment traps or other controls as required. 2. Ensure all controls are in place before work commences 3. Reclaim or recycle water wherever possible
Chemicals				✓	1. Use least hazardous chemicals as possible 2. Obtain Safety Data Sheets (SDS) and follow storage and handling requirements 3. Keep chemicals stored in original containers, provide spill protection 4. Store chemicals clear of sensitive areas (rivers, storm water drain etc.). No refuelling onsite.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

					5. Clean up any spills immediately
--	--	--	--	--	------------------------------------

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Site Specific Environmental Hazard Assessment Checklist

Use this checklist to identify environmental hazards specific to the worksite. Once completed, the checklist will be provided to management for follow-up of any required actions.

Name of person completing checklist:			Date:		
Management Sign off:			Date:		

#	Potential Hazard Area	Compliant	Non-compliant	N/A	Further action Y / N
1	Is there environmental management for this site?				
2	Have all relevant persons been trained in the environmental management?				
3	Have environmental hazards at this site been identified?				
4	Have risk assessments been undertaken for this site?				
5	Have suitable risk controls been put in place for this site?				
6	Have Safety Data Sheets (SDS) been obtained for all chemicals onsite?				
7	Are all chemicals stored as per instructions in SDS?				
8	Have spill kits been provided for chemicals on site?				
9	Have all relevant persons been trained in clean up of spills?				
10	Are chemicals stored in original containers in bunded areas?				
11	Is fire protection equipment available and accessible on site?				
12	Have all relevant persons been trained in the use of fire protection equipment?				
13	Have all waste streams for this site been identified?				
14	Are suitable receptacles in place for each waste stream?				
15	Are waste receptacles located clear of sensitive areas such as rivers, waterways?				
16	Have all plant been maintained as per manufacturer's instructions?				
17	Are pollution control devices fitted to plant?				
18	Are dust suppression systems employed / sufficient at this site?				
19	Are all loads covered?				
20	If noise exceeds exposure limit, have controls been put in place?				
21	Have permits /approvals been obtained as required?				
22	Are engineering controls in place to reduce noise as much as possible?				
23	Is noisy work conducted at times specified by permit /approval and local requirements?				

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

#	Potential Hazard Area	Compliant	Non-compliant	N/A	Further action Y / N
24	Has a contact person been nominated to deal with community complaints regarding noise?				
25	If so, has this been communicated to affected communities?				
26	Is a Hot Work Permit system in place for this site?				
27	Are Contactors and Sub-contractors aware of the environmental management?				
28	Have Contactors and Sub-contractors been trained in the environmental management?				
29	Are systems in place to audit environmental management once work begins and during job?				
30	Are emergency response plans in place for this site?				
31	Have all relevant persons been trained in emergency response plan?				
32	Have records been kept of all documents required under environmental legislation?				
33	Other issues as required:				

Waste Management

Chandley Plumbing is committed to successfully conserving natural resources and is aware of the importance of waste management and reducing waste to landfill.

Waste Stream Management Register

Waste Stream	Disposal Method

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix A: WHS Toolbox Meeting Record

Date:		Location:	
Chairperson:		Job role / position:	
Commencement Time:		Completion Time:	
Attendees Name	Signature	Attendees Name	Signature
Agenda			
Item 1			
Item 2			
Item 3			

✓ Tick the topic and make notes. Include input from the workers and subcontractors. Add more topics as required.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

- | | | |
|---|--|---|
| ☐ Communication | ☐ Emergency management | ☐ Near misses |
| ☐ High Risk Work | ☐ Emergency evacuations | ☐ Significant incidents |
| ☐ PPE | ☐ Hazard reports | ☐ Incident investigation |
| ☐ Mobile Plant | ☐ Incident reports | ☐ Unsafe practices |
| ☐ Electrical safety | ☐ Working in hot / cold weather | ☐ Safety audits |
| ☐ Hazardous chemicals | ☐ Remote / isolated Work | ☐ Safety Inspections |
| ☐ Hazardous Manual Tasks | ☐ Hearing protection | ☐ Lost time injuries |
| ☐ Working at heights | ☐ Safety training | ☐ Injury prevention |
| ☐ Traffic /pedestrian controls | ☐ Waste management | ☐ Our safety record |
| ☐ Alcohol and other Drugs | ☐ Environmental issues | ☐ WHS statistics |
| ☐ First aid | ☐ Subcontractor responsibility | ☐ Procedural changes |
| ☐ Fire drills | ☐ | ☐ |
| ☐ Housekeeping | ☐ | ☐ |

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Record comments and discussion	
Actions resulting from meeting	
Manager/Supervisor Name	Time
Manager/Supervisor Signature	Date

Note: Complete a Hazard Report Form / Conformance Report for any hazard that cannot be immediately fixed.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix B: Site Induction Checklist

Item:	Y	N	N/A	Item:	Y	N	N/A
Site rules	☐	☐	☐	Task-specific risk controls	☐	☐	☐
Site access / egress	☐	☐	☐	SWMS	☐	☐	☐
Site-specific hazards/risks	☐	☐	☐	PPE requirements	☐	☐	☐
Site-specific risk controls	☐	☐	☐	Fit for Work requirements	☐	☐	☐
Emergency assembly areas	☐	☐	☐	Code of Conduct	☐	☐	☐
Emergency evacuation route	☐	☐	☐	Safety of personal equipment	☐	☐	☐
Emergency contact details	☐	☐	☐	No Go Zones for pedestrians	☐	☐	☐
Communications equipment	☐	☐	☐	Parking areas	☐	☐	☐
Nearest medical facilities	☐	☐	☐	Supervisory arrangements	☐	☐	☐
Trained First Aid personnel	☐	☐	☐	Disciplinary procedures	☐	☐	☐
Contact details for First Aiders	☐	☐	☐	Location of amenities	☐	☐	☐
Location of first aid kit/s	☐	☐	☐	Location of break room	☐	☐	☐
Location of fire protection equip	☐	☐	☐	Location of administration forms	☐	☐	☐
Health Safety Representatives (HSR)	☐	☐	☐	Injury/incident procedures	☐	☐	☐
Deputy HSR	☐	☐	☐	Location of drinking water	☐	☐	☐
Contacts details for HSR /Deputy HSR	☐	☐	☐	Lockout/Tagout procedures	☐	☐	☐
Consultative arrangements	☐	☐	☐	Working around mobile plant	☐	☐	☐
Hazard reporting procedures	☐	☐	☐	Anti-Bullying protocols	☐	☐	☐
Site security	☐	☐	☐	Other?	☐	☐	☐

I have been provided with a site-specific induction prior beginning work for this project and understand the hazards, risks, controls and safety rules that apply to this site. I understand what is expected of me and agree to work in a safe manner in compliance with relevant WHS requirements.

Name of Inductee (Print)

Signature:

Date:

Inducted by (Print):

Signature:

Date:

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix C: Site Safety Rules

Rules specific to site: General site rules have been included in the table below. Please delete any that are not applicable and amend as necessary for visitors, workers and contractors. They must be site-specific, easy to understand, and include sufficient information to ensure they can be followed. Ensure site rules are displayed where they are accessible to relevant persons.

****A safe system of work must be developed for any hazardous works undertaken on site.**

INDUCTION	- All workers/ visitors must receive a site-specific induction, including explanation of the Site Safety Rules - No workers to be admitted on site without a Regulator-issued General Construction Induction Card - All relevant persons must read and follow the Site Safety Rules
SUPERVISION	- All workers must be adequately supervised - Supervision levels will be decided on risk level of task and experience of workers - Visitors will be accompanied by site representative at all times whilst on site
LICENSING / PERMITS	- All persons must have appropriate and current licences and permits - Confined Space Entry Permit - Hot Works Permit - License to carry out High Risk Work - EPA permits - Local Council Permits - Demolition Works - Registration of plant/equipment - Asbestos Removal Licence (Indicate Class A or B as required)
PPE & SUN PROTECTION	- All workers/visitors must wear designated PPE when at the Site - PPE must meet relevant Australian Standards - PPE must be suitable for the type of work and the hazards involved - PPE must be kept in good working order, clean and hygienic - PPE must be of suitable size and fit to be reasonably comfortable for workers to wear for required duration - PPE must be maintained, repaired and replaced as per manufacturer's instructions - Workers must be trained in the proper selection, use, maintenance and storage of PPE - Workers must use PPE for its designed purpose and comply with information, training and instructions for use - Sunsmart procedures must be followed when working outdoors. Workers must utilise shade where possible, wear UV-protective clothing and safety glasses, broad-brimmed hats and helmets, 30+ sunscreen, etc.
TRAFFIC MANAGEMENT PLAN (TMP)	- Written TMP for the site must be communicated to all workers and visitors to the site - Controls in the TMP must be suitable for the conditions of the site and followed by all persons - Speeds of vehicles must be suited to the site conditions and as per the limits set out in the TMP - The maximum speed limit on site is (inset speed limit here) km/h in good conditions

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

SAFE WORK METHOD STATEMENTS (SWMS)	• Pedestrians must not enter exclusion zones as marked on TMP • SWMS must be developed in consultation with relevant persons for high-risk tasks • SWMS are to be provided to the PCBU • SWMS must comply with the requirements of WHS Regulations and contain suitable risk controls • SWMS must be complied with at all times • Copies of relevant SWMS must be kept on site at all times and accessible to workers • Adequate supervision must be provided to ensure SWMS being followed • SWMS must be reviewed and monitored as required • SWMS must be updated to reflect any changes required and all updates communicated to relevant persons
HAZARDOUS WORK	• A safe system of work will be developed, written and implemented for hazardous work undertaken on site. This will include the following as relevant: • High Risk Construction Work (as per WHS legislation) • Noise • Hazardous Manual Tasks • Plant & Equipment • Remote or Isolated Work • Hazardous chemicals • Flammable and/or combustible substances • Lead Work
DRUGS & ALCOHOL	• Persons must not operate any plant or equipment whilst under the influence of drugs or alcohol • Alcohol and illegal drug use will not be tolerated at this site. Persons are not to arrive on site under the influence of alcohol or illegal drugs and must not partake of these substances whilst on any premises under control of this project • Workers must abide by the Drug and Alcohol Policy and Procedure
ELECTRICAL SAFETY	• All electrical equipment must be inspected before use • Unsafe electrical equipment or installations will not be permitted on site • All electrical equipment must be tested and tagged as per WHS Regulations and relevant Australian Standard • Test date for electrical equipment in use onsite must not exceed 3 months • Suitable Residual Current Devices (RCD's) must be in use for all socket outlets and portable electrical equipment on site • Electrical work on energised equipment is not permitted unless necessary • A documented Risk Assessment must be completed before work commences.
WORKER RESPONSIBILITY	• All persons at the Site must treat each other professionally • Workplace bullying and/or violence or practical jokes will not be tolerated at this workplace • Workers must take reasonable care for their own health and safety and ensure that their actions (or inactions) do not put others at risk

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

WORKPLACE AMENITIES	- Workers must comply with SWMS, policies and procedures at the Site - Workers must participate in health and safety meetings and agreed consultative arrangements where possible
	- Amenities may be shared and should be left in a clean and hygienic manner, free of contamination - Amenities must only be used for the purpose that they are designed for - All persons are responsible for cleaning the break room areas - All persons to report any hygiene issues associated with toilet facilities if detected - Workers are invited to discuss the adequacy of workplace amenities at any time to ensure they meet the requirements of the workplace - Toilet facilities are provided (<i>specify all areas</i>) - Wash/showering facilities are provided (<i>specify all areas</i>) - Lunch room/break rooms are provided (<i>specify all areas</i>)
	- All persons at the Site must clear away waste in a reasonable timeframe to avoid build-up of waste materials - Waste materials must not be stored in walkways or other areas where it may pose a risk to others - Spills must be cleaned up quickly
HAZARDOUS CHEMICALS	- Safety Data Sheets must be provided for all chemicals – including fuels, brought into site - Chemical waste must be disposed of responsibly and in accordance with the Chemicals Management Policy and Procedure
MOBILE PHONES	Persons operating mobile plant/vehicles must not use their mobile phones. This includes making and receiving calls, sending/receiving texts, or accessing any other features
SMOKING	- Smoking cigarettes is not permitted in the workplace - Outdoor smoking stations have been set up: (<i>specify all locations</i>)
PUBLIC SAFETY	- All persons on site must take reasonable care to protect members of the public from risks arising from work undertaken during this project - All persons must follow procedures, such as TMP's, and task-specific SWMS, to protect public from risks associated with hazardous work, operating plant and/or use of hazardous chemicals - Materials must not be thrown from heights into areas where person may be below - Where pedestrian detours are required, pathways must be free of traffic, plant, equipment, live electrical cabling, slips, trips, falls risks and other hazards - Workers must comply with all EPA and other Regulator-issued licences and permits designed to protect the public
SECURITY	- All persons must follow security protocols for site - Temporary fencing to prevent unauthorised access will control Access/Exit to site. - All persons must sign-in and make their presence known to site management representative

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix D: Incident / Injury Report Form

To be completed by the person or persons directly involved.

PART 1: INSTRUCTIONS

The person reporting is to follow the Incident and Accident Policy. Then complete this report and provide it to the site manager within one hour or as soon as practical.

Section A: PERSONAL and INCIDENT DETAILS (Circle or complete responses)			
Title:		Last Name:	
Date of Birth:		Other Name/s:	
Sex: Male / Female		Occupation:	
Email address:		Phone (W):	Phone (H):
Home address:			
Date and time of incident: __ / __ / __ am/pm		Location:	
How did the incident happen?			
Signed:		Date:	
Name/s of Witness/es:		Phone:	
Section B: SUPERVISOR or SITE MANAGER NOTIFICATION			
Name of Health and Safety Representative:		Date and time of incident: __ / __ / __ am/pm	
Signed:		Date:	Phone:
Name of Supervisor:		Date and time of incident: __ / __ / __ am/pm	
Signed:		Date:	Phone:
Section C: INJURY DETAILS (If applicable) Use this section to also report workplace disease.			
Type of injury or disease (e.g. burn)			
Part/s of the body affected:			
Date and time when symptoms noticed: __ / __ / __ am/pm			
Was medical treatment given?		No / First Aid / Nurse / Doctor / Hospital	
Name of person giving initial treatment:			
Date and time initial treatment given: __ / __ / __ am/pm			
Time lost due to injury? Yes / No		How many hours / days?	

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

PART 2: INVESTIGATION CHECKLIST AND ACTION REPORT FORM

Who is involved in completing this investigation?
Incident / Injury: How do you think the incident / injury happened and what were you doing at the time?
Investigation Checklist:
How long had you been working prior to the incident / injury?
How long had you been working on this task?
Is this task part of your normal duties?
Have you been instructed / trained in this task?
What were you doing in the time prior to the incident / injury?
Are there any other factors involved (e.g. management, the environment, equipment, maintenance, individual)?
What do you think could have been done to prevent this incident from occurring?
Any other comments or observations?

Please answer / circle the most appropriate response/s:

What sort of incident / injury occurred? <i>Manual Handling / Occupational Overuse Syndromes (OOS) / cuts / bruises / burns / falls / slips / trips / vehicles / bicycles / chemicals / insects / animals / foreign body / plant / stress / other...</i>
Location where incident occurred?
Type of injury: <i>Sting / bite / kick / puncture / strain / sprain / chemical / slip / trip / fall/ other...</i>
Safe Work Method Statements followed? Yes / No / NA
Identification of equipment/object/insect involved:
Equipment in good condition? Yes / No / NA
Date of last service of equipment:
Appropriate safety equipment (PPE) used? Yes / No / NA
Lighting adequate? Yes / No / NA
Housekeeping issues contributed? Yes / No / NA

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Surface type: <i>Cement / tile / grass / dry / wet / damaged / torn / sand / footpath / carpet / gravel / rocks / road / other...</i>
Type of shoes worn: <i>Open / closed / boots / high heels / sandals / none / other...</i>
Workload excessive? <i>Yes / No / NA</i>
Workload boring and repetitive? <i>Yes / No / NA</i>
If it was a slip or trip:
Height of fall / slip / trip?
Were you <i>running / walking / turning a corner / jumping / other?</i>
If stairs – <i>going up / going down?</i>
Did you fall on your <i>front / back / side?</i>
What were you carrying (if anything) at the time?
If the incident involved chemicals:
Was a Safety Data Sheet (SDS) available? <i>Yes / No / NA</i>
Disposal / handling / storage of chemical product adequate? <i>Yes / No / NA</i>
If the incident involves manual handling:
Were work items within easy reach? <i>Yes / No / NA</i>
Ergonomic equipment available? <i>Yes / No / NA</i>
Was the equipment being used correctly? <i>Yes / No / NA</i>
Repetitive and/or forceful movements used? <i>Yes / No / NA</i>
Action involved: <i>Reaching / bending / stooping / sitting / kneeling / twisting / pushing / pulling / lifting / catching / lowering / carrying</i>
Weight of object?
Distance carried / position of object moved from / to?
Height of load?
If the incident involves a vehicle or bicycle:
Traffic conditions:
Weather conditions: <i>Dry / wet / foggy / night / day</i>
Any of the following: <i>Intersection / turning right or left / driveway / straight road</i>
Speed prior to accident?
Travelling to: <i>Work / lunch time / after work / to course / work related travel</i>
Any other factors involved?

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

PART 3: TO BE COMPLETED BY WHS OFFICER/HSR

Investigator's comments and observations from part 2:

RECOMMENDATIONS: A hierarchy of control should be used to assist with the prevention of future similar injuries. The 'hierarchy of control' depicts the most to the least effective methods, as shown in the table below.

This is the most important part of the investigation process! Do not leave blank.

Risk Control Options	Action Required	By Whom	By When
Elimination – do you have to do the task?	↓		
Substitution – is there another way you can do the task?			
Engineering – can you engineer a way to make the job safer?			
Administration – can you improve work practices? E.g. limit time of exposure.			
Personal Protective Equipment (PPE)			
Date feedback provided to person reporting the injury/incident: / /			
Signed:	Print Name:	Ph.:	
Position:		Date:	

Office Use Only (Health and Safety Recommendations)

OT	Date Part 2 received: / /	Date Completed: / /

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix E: Hazard Report Form

This form is to be completed where a hazard has been identified but no incident or injury has occurred. If incident or injury has occurred please complete the Confidential Incident/Injury Report Form.

Name	Date	Phone
Worker	Contractor	
Department	Company	
Description of the hazard / safety issue:		
Exact location of the hazard:		
When was the hazard identified?	Date:	Time:
Recommended action to ensure safety:		
Recommended action completed by:		
Signature:	Date:	
Comments:		

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix F: SWMS Checklist

			Yes	No	N/A
SWMS contains business details, ABN, address, site contacts etc.			☐	☐	☐
SWMS was developed before work commenced			☐	☐	☐
SWMS was prepared in consultation with relevant persons			☐	☐	☐
SWMS adequately identifies any high-risk task and High Risk Construction Work			☐	☐	☐
SWMS takes into account the way the job is done (step by step outline of tasks and all elements associated with task in a logical sequence)			☐	☐	☐
All reasonably foreseeable hazards of the task are identified			☐	☐	☐
Risks are assessed using risk management procedures outlined in the WHSEM			☐	☐	☐
Measures to control risk are selected to ensure effective controls:					
	Controls follow the hierarchy outlines in WHS Regulations		☐	☐	☐
	Controls have regard to requirements of WHSEM		☐	☐	☐
	Controls developed in consultation with persons who do the task		☐	☐	☐
	Expert advice was obtained from suitably competent persons		☐	☐	☐
	Industry best-practice solutions were considered		☐	☐	☐
	Guidance provided by WHS Authorities was consulted		☐	☐	☐
SWMS is set out in an easy to read format and can be easily followed by those doing the work			☐	☐	☐
SWMS located in accessible areas:					
	Office/ administration building on site (<i>Specify exact location/Room number, filing details etc.</i>)		☐	☐	☐
	Intranet (<i>provide instructions for accessing intranet documents</i>)		☐	☐	☐
	Notice board (<i>specify exact location of notice board</i>)		☐	☐	☐
	Other?		☐	☐	☐
Copy of SWMS provided to Principal Contractor			☐	☐	☐
Arrangements in place for SWMS review			☐	☐	☐
Arrangements in place to keep copy SWMS as needed:					
	For entire duration of project or task related to SWMS		☐	☐	☐
	For 5 years in the event of a Notifiable Incident occurring		☐	☐	☐
Arrangements in place for ensuring SWMS complied with:					
	Spot checks	Daily	☐	☐	☐
		Weekly	☐	☐	☐
		Fortnightly	☐	☐	☐
		Monthly	☐	☐	☐
		Other? (<i>Specify</i>)	☐	☐	☐
	Supervision	One-on-one direct	☐	☐	☐
		Onsite supervisor available	☐	☐	☐
		Access to supervisor via phone/internet	☐	☐	☐
		Supporting written instructions/Manuals	☐	☐	☐
		Other? (<i>Specify</i>)	☐	☐	☐
Arrangements are in place to ensure relevant persons are adequately training and provided with sufficient information in relation to the SWMS:					
	Tool box meeting		☐	☐	☐
	One-on-one training/instruction		☐	☐	☐
	Competency-based assessment		☐	☐	☐

	Other? (Specify)	☐	☐	☐
Notes:				

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix G: SWMS Template

ACTIVITY:				SWMS No.:	
SAFE WORK METHOD STATEMENT (SWMS) - Part 1					
Company Name:		Address:		ABN:	
Company Contact:		Position:		Phone No.:	
Project Details					
Project:				Insert Photo	
Job Address:					
Job Description:					
Relevant workers must be consulted in the development, approval and communication of this SWMS:					
Name: (Include names of workers who were consulted in relation to the development of this SWMS)		Signature:		Job Title:	
				Date:	
				SWMS Approved by <i>Employer/PCBU/Director/Owner</i> : Print Name	
				Signature:	
				Date:	
Name of Principal Contractor:		Principal Contractor Company Name:			
Date SWMS provided to Principal Contractor:		Principal Contractor Signature:			Date:

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Name of person responsible for ensuring compliance with SWMS:	Signature:	Date:

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

SWMS Scope									
Personal Protective Equipment (PPE) Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed. AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at http://www.saiglobal.com									
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection
									Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)
High Risk Construction Work							Dangerous Goods / Hazardous Chemicals		
This work activity involves the following “High Risk Construction Work”: • Moving Plant • Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services • Confined Spaces • Demolition • Asbestos • Working at heights greater than 2 Metres, including work on telecommunications towers • Working at depths greater than 1.5 Metres, including tunnels • Using explosives • Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse									

Document Title: Chandley Plumbing SMP				Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy		Issue Date: 01/02/2020	Revision Date: 01/02/2027

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk		
Job Step: Planning				
E.g. Electricity	Death or serious injury caused as a result of electrocution	Liaise with Principal Contractor: - Check for overhead power lines, and underground assets, establish exclusion zones as required with the site supervisor		
		RB:	Person responsible to implement control measures:	RA:
Job Step: Preparation				
		RB:	Person responsible to implement control measures:	RA:
Job Step: Transport				
		RB:	Person responsible to implement control measures:	RA:
Job Step: Loading / unloading				
		RB:	Person responsible to implement control measures:	RA:
Job Step: Set up				
		RB:	Person responsible to implement control measures:	RA:
Job Step: Pre- start Inspection				
		RB:	Person responsible to implement control measures:	RA:
Job Step: Operation / Installation / Erecting				

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk		
		RB:	Person responsible to implement control measures:	RA:
Job Step: Pack up				
		RB:	Person responsible to implement control measures:	RA:
Job Step: Maintenance				
		RB:	Person responsible to implement control measures:	RA:
Emergency Procedures / Emergency Response				
Person/s responsible to implement and follow emergency procedures and control measures:				
Review				

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

To ensure controls are implemented and monitored effectively:

- **Toolbox /pre-work** meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - **Spot checks**
 - **Consultation**
 - **Scheduled audits**
- Corrective actions will be recorded and rectified in a timely manner
SWMS will be reviewed and updated accordingly (in consultation with relevant persons)

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- **A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.**

Person/s responsible to implement and follow monitoring and review procedures and control measures:

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

SAFE WORK METHOD STATEMENT - Part 2		
Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
Example: - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent)	Example: (Name): Operator (Name): Clean-up crew (Name): Supervisor Etc.	Example: - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems
Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:	Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS	
Example: - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority PPE to comply with relevant Australian Standards	• Commonwealth, NSW, QLD, ACT ○ Work Health and Safety Act 2011 ○ Work Health and Safety Regulations 2011 • Northern Territory ○ Work Health and Safety (National Uniform Legislation) Act 2011 ○ Work Health and Safety (National Uniform Legislation) Regulations • SA, Tasmania ○ Work Health and Safety Act 2012 ○ Work Health and Safety Regulations 2012 • Codes of Practice: Safe Work Australia (2011): ○ Construction Work ○ First Aid in the Workplace ○ Managing the Risk of Falls at Workplaces ○ Managing the Risk of Plant in the Workplace ○ Managing Noise and Preventing Hearing Loss in the Workplace ○ How to Manage Work Health and Safety Risks ○ Hazardous Manual Tasks ○ Managing Risks of Hazardous Chemicals ○ Managing Electrical Risks in the Workplace ○ Confined Spaces • Victoria ○ Occupational Health & Safety Act 2004 ○ Occupational Health & Safety Regulations 2007 ○ Codes of Practice: • Western Australia ○ Occupational Health & Safety Act 1984 ○ Occupational Health & Safety Regulations 1996 ○ Codes of Practice: • Australian Standards:	
Plant/Tools/Equipment: (List plant and equipment to be used on the job.)		
Pressure Cleaner – electric (Make & Model)		
Reference Documents		

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low	2 Moderate	3 High	4 Acute
Employee/Worker Name	Job Role / Position	Signature	Date	Time

Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



Document Title: Chandley Plumbing SMP				Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy		Issue Date: 01/02/2020	Revision Date: 01/02/2027

RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood

What is the possibility that the effect will occur?

	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result
Likely	Will probably occur in most circumstances	Effect is known to have occurred at this site or it has happened
Possible	Might occur at some time	Effect could occur at the site or I've heard of it happening
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances	Effect is practically impossible

Step 2: Determine Consequence

What will be the expected effect?

Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable
Minor	First Aid treatment only; no lost time injury
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths

Step 3: Determine the risk score

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4: Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work. Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix H: Safe Work Method Statements (SWMS) Register

[illegible]

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Company Name							Location					
Address							Notifications		☐ YES		☐ NO	
							Manifest		☐ YES		☐ NO	
Chemical	Common Name	Brand	QTY	U.N. No.	Hazardous Chemical	Dangerous Good	Packing Group	Haz. Chem. Code	Poison Schedule	SDS (issue date)	Risk Assessment and/or SWMS	
Mineral Turpentine	Turps	Dulux	10 Ltr	1300	Harmful Irritant	Flammable Class 3	III	3 Y	S5	April 2010	SWMS No. 21	
Completed by:			Position:			Signature:			Date:			

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Chemical	Common Name	Brand	QTY	U.N. No.	Hazardous Chemical	Dangerous Good	Packing Group	Haz. Chem. Code	Poison Schedule	SDS (issue date)	Risk Assessment and/or SWMS
Approved by:		Position:		Signature:		Date:					

Document Title: Chandley Plumbing SMP				Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy		Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix J: Risk Assessment Form

RAF Guidance Sheet

Stage 1. Introduction.

The Risk Assessment Form (RAF) is a tool used when looking at jobs / tasks to identify hazards that may be present and establish safety control measures (preventative measures) to prevent harm to life, health, property or the environment.

The Risk Assessment should be carried out when hazards may create a risk to workers and others in the workplace. Those who may be involved in the Risk Assessment could include:

- Site Manager
- Supervisor
- Relevant Workers
- Contractors
- Health and Safety Representatives.

Enter information the persons completing the RAF.

Add the scope, job description and indicate if High Risk Construction Work is being carried out by the workers, or at the workplace.

Stage 2. Hazard Identification.

Sources which are used to identify hazards are:

- Consultation with workers
- Shift records, incident and injury records
- Legislative information e.g. Regulations, Codes of Practice etc.
- Relevant Australian Standards
- Industry guides, educational materials and training courses
- Industry professionals.

This RAF assists those involved to identify hazards that may be relevant / applicable to the job / task being undertaken. Tick any / all the relevant hazards listed in Column 1.

Each of the listed hazards must be risk rated using the matrix (found on the final page of this RAF) and listed in Column 2. The purpose of this process is to determine the likelihood of occurrence and the seriousness of possible consequences. This will then assist in selecting suitable risk control measures.

Stage 3. Risk Control.

The selection of suitable risk control measures is the critical step in completing a RAF. The information contained in the Hierarchy of Risk Control, relevant Codes of Practice and industry guidelines and/or Regulations will assist in establishing the most suitable measures.

The selected Risk Control measures must be listed in Column 3. Once the measures are established it is important that the risk is re-assessed and listed in Column 4. The person responsible for ensuring that the relevant step is implemented / monitored should be listed in Column 5.

Stage 4. Monitor and review.

Monitor and review this Risk Assessment as required and keep a record of all reviews. (See Part 2).

Summary - Key Outcomes:

1. Consult those involved in work tasks / jobs where hazards may exist
2. Identify the hazards associated with the work task / job
3. Establish the risk associated with those hazards
4. Develop effective risk control strategies
5. Establish that the risk has been eliminated / reduced; due to the selection of the risk control measures
6. Train all persons involved in the work
7. Ensure that any changes in the task / job or work practices are assessed and updated in the RAF
8. Regularly monitor and review the effectiveness and currency of this Risk Assessment as required.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

RISK ASSESSMENT NAME:		Risk Assessment No.		
RISK ASSESSMENT – Part 1				
Company Name:		Address:		ABN:
Contact Name:		Position:		Phone No.:
Project details				
Project:		Insert photo here (Optional)		
Job Address:				
NOTE: Relevant workers must be consulted in the development, approval and communication of this Risk Assessment				
Name of Assessor		Signature:	Job Title:	Date:
Names of workers consulted with during development of this Risk Assessment		Signature/s:	Job Title/s:	Date:
Person Responsible for ensuring compliance with Risk Assessment		Signature:	Job Title:	Date:
Risk Assessment Approved by		Signature:	Job Title:	Date:

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Overall Risk Rating after Controls	4 Acute	3 High	2 Moderate	1 Low
------------------------------------	---------	--------	------------	-------

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Risk Assessment Scope

High Risk Construction Work

This work activity involves the following "High Risk Construction Work":

- ☐ Moving Plant
- ☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- ☐ Confined Spaces
- ☐ Demolition

- ☐ Asbestos
- ☐ Working at heights greater than 2 Metres, including work on telecommunications towers
- ☐ Working at depths greater than 1.5 Metres, including tunnels
- ☐ Using explosives
- ☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse

NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented

(1) Job Step -

Hazards (2)	Risk (2)	RB (3)	Control Measures (4)	RA (5)	Person Responsible (6)
			Elimination – Substitution – Isolation - Engineering – Administrative – Personal Protective Equipment –		

Job Step -

Hazards	Risk	RB	Control Measures	RA	Person Responsible
---------	------	----	------------------	----	--------------------

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented					
			Elimination – Substitution – Isolation - Engineering – Administrative – Personal Protective Equipment –		
Job Step -					
Hazards	Risk	RB	Control Measures	RA	Person Responsible
			Elimination – Substitution – Isolation - Engineering – Administrative – Personal Protective Equipment –		
Job Step -					
Hazards	Risk	RB	Control Measures	RA	Person Responsible
			Elimination – Substitution – Isolation - Engineering – Administrative – Personal Protective Equipment –		

NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented

Hazards	Risk	RB	Control Measures	RA	Person Responsible
---------	------	----	------------------	----	--------------------

Monitor and Review		Person Responsible
To ensure control measures are implemented and monitored effectively: - Toolbox /pre-work meetings will undertaken - Relevant persons will be consulted on the contents of this Risk Assessment - Control measures will be monitored throughout work activities: - o Spot checks - o Consultation - o Scheduled audits - Corrective actions will be recorded and rectified in a timely manner - This Risk Assessment will be reviewed and updated accordingly (in consultation with relevant persons)	This Risk Assessment will be reviewed: - If controls fail to reduce risk adequately - When changes to the workplace or work activity occur that create new / different risks, or risk levels, where controls may no longer be effective - New hazards or risks are identified - After an incident involving work activities relevant to this Risk Assessment - During consultation with relevant persons indicate review is needed - A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.	

RISK ASSESSMENT - Part 2	
Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	
Example: Water Jet High Pressure Cleaner	
Regulatory permits/licenses/ Engineering Approvals:	Site Specific Safety Notes
Example: - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority PPE to comply with relevant Australian Standards	
Formal Training, Licences required for workers undertaking this task:	Reference Documents
Example: - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent)	

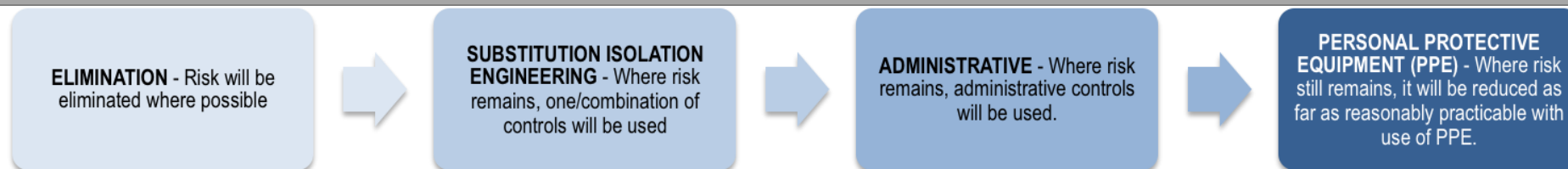
Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

RISK ASSESSMENT FORM - Part 3

This risk assessment has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above risk assessment and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this risk assessment including risk control measures, safe work instructions and Personal Protective Equipment described.

Employee/Worker Name	Job Role / Position		Signature		Date	Time	Employer/PCBU/ Supervisor	

Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS


Document Title: Chandley Plumbing SMP				Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy		Issue Date: 01/02/2020	Revision Date: 01/02/2027

RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood What is the possibility that the effect will occur?		
	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result
Likely	Will probably occur in most circumstances	Effect is known to have occurred at this site or it has happened
Possible	Might occur at some time	Effect could occur at the site or I've heard of it happening
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances	Effect is practically impossible

Step 2: Determine Consequence What will be the expected effect?	
Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable
Minor	First Aid treatment only; no lost time injury
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths

Step 3: Determine the risk score					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4: Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work. Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix K: JSA

JSA Guidance Sheet

Introduction: Job Safety Analysis (JSA) is a simple process that means looking at a specific work site and identifying hazards that may be present on that site and establish safety control measures (preventative measures) to prevent harm to life, health, property or the environment on each day work is to be undertaken.

The simplest way to carry out a JSA is to get those involved in the work task / activity to break it down into a series of steps. Those involved in the work task / activity could include:

- ☐ Site Manager
 ☐ Supervisor
 ☐ Relevant Workers
 ☐ Contractors
 ☐ Health & Safety Representatives

Stage 1 - Complete the Site Assessment & Emergency Management sections

Stage 2 - Identify the job tasks, job procedures (including any high risk work), documentation and/or preparation required and who is involved with the work

Stage 3 - Identify the potential hazards associated with each of the tasks, including the environmental conditions, location and human factors for the specific work site on that day.

- a) A selection of hazards are listed as examples - delete / modify / add hazards to this list as required
- b) Each of the listed hazards must be risk rated using the Risk Matrix. The purpose of this process is to determine the likelihood of occurrence and the seriousness of possible consequences. This will then assist in selecting suitable risk control measures.
- c) The selection of suitable risk control measures is the critical step in completing the JSA.
- d) Determine the residual risk level. This is the level of risk for a hazard once the designated controls are in place.

Stage 4 - Once the control measures are established it is important that the hazards and risks are regularly monitored during the work.

The person responsible for ensuring that this occurs should be listed.

Stage 5 - Hazards and risks should be re-assessed when appropriate and/or as required by legislated requirements. The person responsible for ensuring that this occurs should be listed.

Stage 6 - Worker Sign Off.

Summary – Key Outcomes:

- Consult those involved in the work task / activity at this site
- List the work tasks to be performed on this site
- Identify the hazards associated with this site that may affect the conduct of safe work
- Establish the risk levels associated with those hazards
- Develop effective risk control strategies
- Establish that the risk has been eliminated / reduced; due to the selection of the risk control measures
- Ensure all persons involved in the work task / activity are aware of hazards present on this site and the control measures that are implemented to reduce associated risks
- Ensure that any changes in the work task, the site, environmental conditions or the working conditions are monitored, re-assessed and updated in the JSA as required
- Ensure the relevant workers and Persons Responsible sign off as appropriate on the JSA.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

JSA No.		Date JSA completed		Time		Review Due Date	
STAGE 1 Site Assessment							
JSA conducted by: (name, job role, section & contact details)				Workers involved and consulted with during this JSA: (name & job role)			
Site Details				Primary Contractor or Site Owner details			
Address/location/worksites:				Business Name: Contact Name: Phone: Address:			
Site Map							
Site description: (layout, features, boundaries of the worksite)				Site Plan: (Sketch a plan of the site)			
Emergency Management							
Emergency Contact Numbers							
Evacuation Point / Assembly Area							
First Aid Kit Location/s							
Safety Officer/s Name & Phone							
EMERGENCY - In an emergency ➤ Evacuate all persons on site to designated assembly area ➤ Lock down the site if possible ➤ Contact Emergency Services							

Document Title: Chandley Plumbing SMP				Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy		Issue Date: 01/02/2020	Revision Date: 01/02/2027

Job Description and Work Procedures				List the main tasks that will be performed on this site					
Job Steps				Workers / Work Group		Safe Work Method Statements (SWMS)			
						List of SWMS in use for this job (if applicable):			
						Have all relevant workers read the SWMS? Yes No N/A			
						Have all workers been trained in the SWMS? Yes No N/A			
Documents				Over Head Power Lines		Underground Services			
Work Permit/s completed and signed	Yes	No	N/A	Energised	☐	Dial Before You Dig plan	Yes	No	N/A
Entry Permit/s completed and signed	Yes	No	N/A	De - Energised	☐	Electrical Services	Yes	No	N/A
Chemical Register on site	Yes	No	N/A	Isolated	☐	Gas Services	Yes	No	N/A
Chemical Manifest on site	Yes	No	N/A	Locked Out & Tagged	☐	Water Services	Yes	No	N/A
Safety Data Sheets on site	Yes	No	N/A	Permit No. (if applicable)	☐	Communications	Yes	No	N/A
Does the work involve any of the following High Risk Construction Work? (Tick if applicable)									
Work involving: ☐ Use of explosives ☐ Demolition ☐ Diving work ☐ Temporary supports for structural alteration ☐ Tilt up or pre-cast concrete				Work adjacent to, near, on / in: ☐ Confined spaces ☐ A tunnel, shaft or trench > 1.5m ☐ Pressurized gas, chemical, fuel or refrigerant lines ☐ Roads, railways in use by traffic ☐ Live electricity ☐ Moving powered mobile plant			Where there is risk of: ☐ Falling greater > 2m ☐ Drowning ☐ Disturbing asbestos ☐ Artificial extremes of temperature ☐ Contaminated or flammable atmosphere		

Document Title: Chandley Plumbing SMP				Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy		Issue Date: 01/02/2020	Revision Date: 01/02/2027

STAGE 3 Key Site Specific Safety Hazards		List all Hazards identified during the JSA	
Hazard (a)	Risk Level (b)	Controls in place (c)	Residual Risk Level (d)
Ground Surfaces / Ground Stability			
Excessive distances			
Site access/ egress			
Security			
Underground hazards			
Overhead hazards			
Lighting			
Biological			
Hazardous Chemicals / Asbestos			
Mobile plant / pedestrians			
Animals			
Is it safe for work to proceed?	Yes	No	Do any workers require additional supervision?
Have all risks been reduced to the lowest acceptable level?	Yes	No	If YES, who are they and who will provide the supervision:

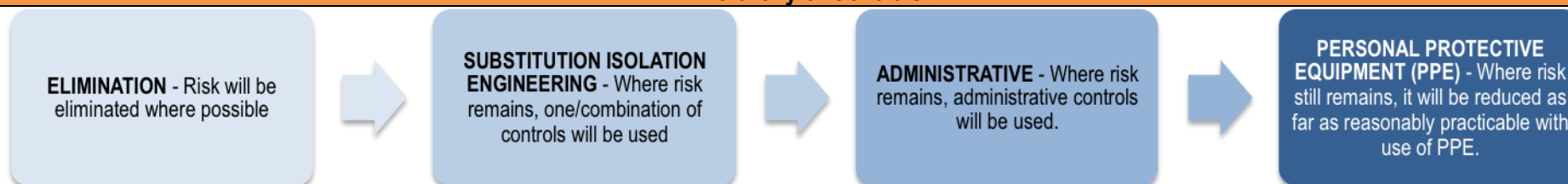
Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

If NO, DO NOT COMMENCE WORK, contact your supervisor

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Stage 4 Monitoring On-going monitoring of hazards and risks is required for the duration of the work			Person Responsible		
Stage 5 Re-assess Any new hazards identified during the work are to be assessed and controls put in place			Person Responsible		
Stage 6 Worker Sign Off					
I have read the above JSA and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the tasks I have been allocated to complete. I agree to comply with safety requirements within this JSA including identifying and monitoring hazards and adhering to risk control measures, relevant SWMS and permit requirements.					
Name	Signature	Date	Name	Signature	Date
Arbitrary Supervisor HAC review		Name:	Signature:	Date:	

Hierarchy of Controls



Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>

References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood What is the possibility that the effect will occur?		
	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result
Likely	Will probably occur in most circumstances	Effect is known to have occurred at this site or it has happened
Possible	Might occur at some time	Effect could occur at the site or I've heard of it happening
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances	Effect is practically impossible

Step 2: Determine Consequence What will be the expected effect?	
Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable
Minor	First Aid treatment only; no lost time injury
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths

Step 3: Determine the risk score					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4: Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work. Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix L: Hot Work Permit

The Hot Work Permit is to be completed and signed by the authorised person/s before work commences. A copy of this Hot Work Permit is to be forwarded to the Contract Supervisor along with any other relevant work permits. This permit covers ONLY the work listed on this permit and only during the time period that the permit is current. This permit must be prominently displayed at the worksite during Hot Work.

Site Name:		Site Location:		Location of Hot Work:	
Date Permit Starts:	Time:	am / pm	Date Permit Expires:	Time:	am / pm
Description of work:					

TO BE COMPLETED BY THE PERSON PERFORMING THE WORK

Company Name:		Contractor / Worker Name:	
Contact address:	Phone:	Supervisor Name:	Phone:

TO BE COMPLETED BY THE APPROVED PERSON IN CONSULTATION WITH THE WORKER/S PERFORMING THE WORK

Work will involve the following equipment, which is in good condition and approved for use: (Tick applicable)

- | | | | |
|---|--|--------------------------------|---|
| ☐ Welder - Specify type: | ☐ Angle Grinder | ☐ Saw | ☐ Other - Specify: |
| ☐ Soldering Iron | ☐ Gas torch / Blow lamp | ☐ Laser | ☐ Other - Specify: |

Emergency Information	In an emergency call Emergency Services 000 or 112 (if calling from mobile)		
Closest Emergency Alarm is located at:		Closest Evacuation Assembly point is:	
Supervisor to be notified is:		Phone Number:	

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

The following control measures have been implemented and will be monitored for the duration of the work: (Tick applicable)
Services isolated:

- ☐ Smoke / thermal detectors
☐ Tanks / vessels
☐ Pipes / valves
☐ Drains
☐ Electrical equipment
☐ Electrical installations

Hot Work location has been isolated from:

- ☐ Pedestrians
☐ Traffic
☐ Mobile Plant
☐ Unauthorised access
☐ Adjacent work where Hot Work may affect other hazardous work in progress or workers

General:

- ☐ Machinery & equipment is cleaned of combustible residue
☐ Enclosed plant is purged & cleaned of combustible vapours
☐ Work area is adequately ventilated
☐ Flash screens, barricades &/or guards provided
☐ Hot work equipment inspected & in good working condition
☐ Signage in place

Environmental conditions are assessed:

- ☐ Rain
☐ Wind
☐ Excess heat or cold
☐ Vegetation
☐ Animals
☐ Working surfaces

Spotter / Fire Watch:

- ☐ Spotter / Fire watch to implemented
☐ Personnel trained to use fire equipment & emergency procedures
☐ Appropriate PPE to be worn
☐ Work & adjacent areas patrolled during work
☐ Work & adjacent areas patrolled up to 30 mins after completion
☐ Fire extinguisher provided & ready for use
☐ Hose reel provided & ready for use
☐ Emergency procedure in place
☐ All workers are aware of fire safety precautions

Within 10 metres of work area:

- ☐ Floors swept clean
☐ All floor, wall & ceiling openings are covered
☐ Covers are suspended beneath elevated work to catch any sparks
☐ No combustible items or material
☐ Any combustible materials or surfaces that cannot be removed are adequately protected
☐ Pits, trenches, confined spaces, general area inspected and clear of combustible materials, flammable liquids, gases, vapours
☐ No chemicals stored in the immediate area

Are all workers familiar with the Hot Work procedure at Chandley Plumbing?

☐ Yes ☐ No

Do you have Safe Work Method Statements to undertake the work indicated above?

☐ Yes ☐ No

Have Risk Assessment(s) been completed for this work?

☐ Yes ☐ No

Have all workers been trained and assessed as competent in safe work method(s)?

☐ Yes ☐ No

Is a Confined Spaces Entry Permit required?

☐ Yes ☐ No

Are there any other permits required? If yes - Specify:

☐ Yes ☐ No

Applicant Agreement

 I, *(Insert name here)* agree that, to the best of my knowledge, I am qualified and competent to complete the hot work described on this permit and will adhere to all the controls listed on this permit. I will cease work if these precautions cannot be maintained or if an unsafe situation arises during work.

Name:
Signature:
Date & time:
Authorisation by Approved Person

The work area has been inspected, equipment and PPE has been checked and the appropriate controls and conditions of this permit are in place. Authorisation for this work to commence is granted.

Name:
Signature:
Date & time:
Final Sign Off by Approved Person

The worksite where this Hot Work was conducted under this permit has been inspected and:

- a) The work area and adjacent areas were inspected at 30 minutes and again at 2 hours after completion of work
 b) Fire protection / detection systems (including alarms) have been re-instated
 c) Services have been re- connected and /or energised or remain locked out as required to ensure safety.

Name:
Signature:
Date & time:

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix M: Falls Prevention Checklist

Project Name:	Location:	Date:
Completed by:		Names of Health and Safety Representatives/ Workers involved:
Can falls risks be eliminated?	YES Checklist complete	NO Complete checklist below

Potential Hazard	Yes	No	N/A	Comments
Elevated work				
Roof edge protection				
Persons required to work at an elevated level?	☐	☐	☐	
Dedicated safe work instructions for installation, use and dismantle of edge protection?	☐	☐	☐	
Engineering certification obtained where required?	☐	☐	☐	
All components compatible, good condition, meet relevant Standards	☐	☐	☐	
Appropriate strength for task (maximum loads)?	☐	☐	☐	
Structure (members, gutters, fascia etc) able to support edge protection?	☐	☐	☐	
Edge protection installed as per manufacturer's specifications/ safe work instructions?	☐	☐	☐	
Top and Mid rails and toe-boards in place and appropriate heights for working slope?	☐	☐	☐	
All persons trained to not alter edge protection once installed?	☐	☐	☐	
Risk controls in place for steeper slopes (example: over 26 degrees)?	☐	☐	☐	
Fall protection in place for installers of edge protection?	☐	☐	☐	
System inspected by competent person for handover	☐	☐	☐	
Scaffold Systems				
Dedicated safe work instructions for installation, use and dismantle?	☐	☐	☐	
Engineering certification obtained where required?	☐	☐	☐	
Certification for installers where fall risk is 4m or more?	☐	☐	☐	
Appropriate strength for task (maximum loads – live, dead, environmental)?	☐	☐	☐	
Erected as per manufacturer's specifications/ safe work instructions/ plans?	☐	☐	☐	
Sufficient clearance from overhead electric lines?	☐	☐	☐	
Protected from potential impact/ barricaded?	☐	☐	☐	
Designed to prevent items falling from scaffold?	☐	☐	☐	
Suitable access/ egress (internal ladders meet relevant Standards)?	☐	☐	☐	
Erected on suitable ground surface (flat, solid, even no backfill, geological surveys as required, etc.)?	☐	☐	☐	

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Potential Hazard	Yes	No	N/A	Comments
All persons trained to not remove or alter system once installed?	☐	☐	☐	
System inspected by competent person for handover?	☐	☐	☐	
System inspected by competent person after any incident that may affect its stability?	☐	☐	☐	
System inspected by competent person at least every 30 days?	☐	☐	☐	
System in place to prevent unauthorised access?	☐	☐	☐	
System in place to control risks from incomplete scaffold?	☐	☐	☐	
Evidence obtained that supporting structures have sufficient strength?	☐	☐	☐	
Suitable tie-down methods used?	☐	☐	☐	
Consideration given to loads imposed by shades and any other attachments?	☐	☐	☐	
System in place to ensure permission is obtained from competent persons before alterations made?	☐	☐	☐	
Elevated Work Platforms (EWP)				
EWP serviced/maintained as per manufacturer instructions?	☐	☐	☐	
EWP inspected before use /log books completed?	☐	☐	☐	
Certification for operators as required?	☐	☐	☐	
Instructional manuals accessible?	☐	☐	☐	
All controls (including emergency lowering devices) clearly labelled, tested and functional?	☐	☐	☐	
Protected from potential impact/ barricaded?	☐	☐	☐	
Used on suitable ground surface (flat, solid, even no backfill, geological surveys as required, etc.)?	☐	☐	☐	
Sufficient clearance from overhead electric lines and other obstructions?	☐	☐	☐	
Safety harness and attachments points available where required?	☐	☐	☐	
Procedures in place to ensure no persons exit the EWP in the raised position?	☐	☐	☐	
Dedicated SWMS for task/site-includes set-up, operation, maintenance and emergency procedures?	☐	☐	☐	
Ladders				
Industrial-type with load rating 120kg or more?	☐	☐	☐	
Systems in place to ensure ladders are only used where higher order controls are not practicable?	☐	☐	☐	
Ladders suited for type of activities (type of ladder and capacity/SWL)?	☐	☐	☐	
Ladders inspected – good condition, undamaged, non-slip rungs, etc?	☐	☐	☐	
Ladders secured adequately (tied down top and bottom)?	☐	☐	☐	
Ladders protected from impact/ barricaded?	☐	☐	☐	
Procedures in place to ensure operators maintain 3 points	☐	☐	☐	

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Potential Hazard	Yes	No	N/A	Comments
of contact at all times?				
Ladders are only used for the purpose they were designed for?	☐	☐	☐	
Metal ladders are not used for electrical work?	☐	☐	☐	
Safety Mesh				
Complies with relevant Standards?	☐	☐	☐	
Engineer specification sought where required?	☐	☐	☐	
Sufficient wire diameter?	☐	☐	☐	
Correct distances for longitudinal and cross wires?	☐	☐	☐	
Fall protection provided for installers?	☐	☐	☐	
Installed correctly (as per manufacturer's instructions and relevant Codes/Standards)?	☐	☐	☐	
Fixed correctly?	☐	☐	☐	
Inspected by competent person before use (no gaps, corrosion etc.)?	☐	☐	☐	
Safe work instructions provided for installing, use, maintenance and inspection?	☐	☐	☐	
Work Positioning / Fall arrest systems				
Systems meet relevant Standards?	☐	☐	☐	
All components compatible?	☐	☐	☐	
Used for the purpose it was designed for?	☐	☐	☐	
Anchor points have sufficient strength for expected loads?	☐	☐	☐	
Anchor points assessed by competent persons before use?	☐	☐	☐	
Anchor points inspected as required?	☐	☐	☐	
All components inspected before use?	☐	☐	☐	
All persons formally trained in correct donning techniques, use, maintenance, storage etc.?	☐	☐	☐	
Installed, used and maintained as per manufacturer's /SWMS instructions?	☐	☐	☐	
Written, rehearsed site-specific emergency rescue plan for the site?	☐	☐	☐	
Falls into openings				
Excavations				
Controls in place to prevent persons/machinery falling into excavations?	☐	☐	☐	
Edge Protection provided?	☐	☐	☐	
Ladder access suitable?	☐	☐	☐	
Excavation secured against cave-in (battering, supports etc.)?	☐	☐	☐	
Voids/Stairwells etc.				
Voids, stairwells etc. protected with appropriate edge protection?	☐	☐	☐	
Access ladders meet relevant Standards?	☐	☐	☐	
Access ladders set-up correctly?	☐	☐	☐	

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Potential Hazard	Yes	No	N/A	Comments
Warning/Caution signs in place?	☐	☐	☐	
Dedicated safe work instructions for installation, use and dismantle of void edge protection?	☐	☐	☐	
Engineering certification obtained where required?	☐	☐	☐	
All components compatible, good condition, meet relevant Standards	☐	☐	☐	
Appropriate strength for task (maximum loads)?	☐	☐	☐	
Void edge protection installed as per manufacturer's specifications/ safe work instructions?	☐	☐	☐	
Top and Mid rails and toe-boards in place and appropriate heights?	☐	☐	☐	
All persons trained to not alter void edge protection once installed?	☐	☐	☐	
Fall protection in place for installers of void edge protection?	☐	☐	☐	
System inspected by competent person for handover?	☐	☐	☐	
Slips, Trips and falls - on the same level				
System in place to identify and control risk of slips, trips & falls caused by uneven and/or slippery surfaces?	☐	☐	☐	
Are slip, trip & fall hazards such as equipment and/or objects on ground identified, eliminated/removed and/or controlled?	☐	☐	☐	
Blind corners and narrow walkways identified and controls put in place to reduce incidents?	☐	☐	☐	
Is lighting sufficient in work areas?	☐	☐	☐	
Lighting is designed to reduce shadows or create blind spots?	☐	☐	☐	
Handrails (if fitted) on ramps are adequate & no gaps?	☐	☐	☐	
All ramps are secured correctly if portable/temporary?	☐	☐	☐	
Ramps are at correct slope to use safely?	☐	☐	☐	
Spills & rubbish are cleaned up quickly?	☐	☐	☐	
Non-slip surfaces where possible?	☐	☐	☐	
Visual markings on surfaces / ground where appropriate?	☐	☐	☐	
Trolleys adequate to negotiate work area carrying loads?	☐	☐	☐	
Workers footwear correct for terrain, floor surfaces, weather conditions?	☐	☐	☐	
General Site Falls Risks				
Hazardous or brittle work surfaces	☐	☐	☐	
Presence of skylights or other dangers?	☐	☐	☐	
Sufficient visibility (lighting, glare etc.)	☐	☐	☐	
Weather condition suitable (clear of wet, muddy work surfaces,)	☐	☐	☐	
Permanent access platforms/stairs etc. meet requirements of relevant Standards and Codes?	☐	☐	☐	

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Potential Hazard	Yes	No	N/A	Comments
Other? (Include any other relevant options – such as fall arrest platforms, Trestle Platform Ladders, Industrial Rope Access equipment and other general hazards specific to the project).	☐	☐	☐	

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix N: Falls Emergency Rescue Plan

Location of closest medical facility				Approximate response time				
Location of closest emergency services				Approximate response time				
Can rescue be undertaken onsite by trained personnel?	Y	N	Indicate rescue equipment that will be provided:					
	☐	☐						
Fibre rope (meets relevant standards)	☐	Auto-stop Descender		☐	Round sling		☐	
Karabiner (number required?)	☐	Triple Lock Karabiner		☐	Pre-rigged control descent device		☐	
Rescue Knife	☐	Rescue stretcher		☐	Recovery pole		☐	
Other? (Specify)	☐	Other? (Specify)		☐	Other? (Specify)		☐	
Provide details of communication equipment that will be used:								
Provide details of trained rescue personnel (trained within last 12 month period)	Name			Course Name		Date of training		
Provide details of trained first aiders for rescue (trained within last 12 month period)	Name			Course Name		Date of training		
Documented rescue plan developed?	Y	N	Documented rescue plan rehearsed?	Y	N	Documented Rescue plan accessible on site?	Y	N
	☐	☐		☐	☐		☐	☐

Document Title: Chandley Plumbing SMP				Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy		Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix O: Electrical Equipment Register

Project Name					Date	
Location					Review Date	
Equipment and location	Serial Number	Test Date	Passed Test Y/N	Test Type	Next Test Due	Management to sign after review

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix P: Plant & Equipment Register / Maintenance Log

Project Name:				Date:			
Location:				Review Date:			

Name of plant / Equipment		Make		Model		Owned / leased by	
Registration / ID Number		Licence Required to operate		Yes ☐ No ☐ Type:		Registration with Regulator Required Yes ☐ No ☐	
Maintenance Schedule (Must be at least yearly)	Maintenance Date	Person/s conducting maintenance	Maintenance Personnel Qualifications	Maintenance work done. Include repairs, replacement parts, servicing, faults, issues etc.		Next Maintenance Due Date	Management sign off when complete

Name of plant / Equipment		Make		Model		Owned / leased by	
Registration / ID Number		Licence Required to operate		Yes ☐ No ☐ Type:		Registration with Regulator Required Yes ☐ No ☐	
Maintenance Schedule (Must be at least yearly)	Maintenance Date	Person/s conducting maintenance	Maintenance Personnel Qualifications	Maintenance work done. Include repairs, replacement parts, servicing, faults, issues etc.		Next Maintenance Due Date	Management sign off when complete

Document Title: Chandley Plumbing SMP				Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy		Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix Q: Worker Training, Competency & Induction Register

Project Name:				Date:				Person responsible:			
Location:				Review Date:				Job Title:			

Worker Name	Site Induction Training Completed		Purpose of Training E.g.: Plant operator, First Aid, Chemical handling, Task or Site Specific	Licensed/Trained in all tasks to be performed?		Licence / Certificate / Competency level achieved	Expiry Date	Training Delivery E.g.: Face to face, on-line, on-the-job, TAFE etc.	Refresher Training Date	Worker Sign off	Manager sign off
	Yes	Date		Yes	No						
	☐			☐	☐						
	☐			☐	☐						
	☐			☐	☐						
	☐			☐	☐						
	☐			☐	☐						
	☐			☐	☐						
	☐			☐	☐						
	☐			☐	☐						
	☐			☐	☐						
	☐			☐	☐						
	☐			☐	☐						
	☐			☐	☐						

Appendix R: Plant Hazard Checklist – powered mobile plant

Project Name:		Location:		Date:	
Name of Plant: (include identification number or registration)		Completed by:			
		Names of Health and Safety Representatives / Workers involved:			

ITEM	Y	N	N/A	ITEM	Y	N	N/A
Risk assessment completed	☐	☐	☐	Safe access/exit from cabin	☐	☐	☐
Daily Inspection conducted	☐	☐	☐	Cabin clean, free of clutter	☐	☐	☐
Daily logbook completed	☐	☐	☐	Cabin ventilated / AC	☐	☐	☐
Instruction manual available	☐	☐	☐	Clear visibility from cabin windows	☐	☐	☐
SWMS available	☐	☐	☐	Body of plant good condition	☐	☐	☐
Inspected / Maintained within year	☐	☐	☐	Wheels are correct type	☐	☐	☐
Operator has licence to operate	☐	☐	☐	Wheels do not have cracks	☐	☐	☐
No unauthorised alterations	☐	☐	☐	Wheels have adequate tread depth	☐	☐	☐
Intended for use as designed	☐	☐	☐	Wheels correct and equal pressure	☐	☐	☐
Warning devices installed	☐	☐	☐	Flashing lights functional	☐	☐	☐
Warning devices positioned for best affect	☐	☐	☐	Tracks aligned with no missing sections	☐	☐	☐
Where passengers permitted, passenger has same level of protection as operator	☐	☐	☐	Safe Working Load (SWL) displayed	☐	☐	☐
Danger areas guarded:				Correct attachment for job	☐	☐	☐
➤ Moving motor parts	☐	☐	☐	Attachment has sufficient SWL	☐	☐	☐
➤ PTO shafts	☐	☐	☐	Quick hitch engaged properly	☐	☐	☐
➤ Hydraulic hoses/valves etc.	☐	☐	☐	Attachments suitable size for plant	☐	☐	☐
➤ Hot engine/muffler parts	☐	☐	☐	Attachments are manufacturer approved / Or / deemed safe by competent person	☐	☐	☐
➤ Others?	☐	☐	☐	Attachments secured properly	☐	☐	☐
Operator seat in good condition	☐	☐	☐	Locking pins in place	☐	☐	☐
Passenger seat in good condition	☐	☐	☐	Controls labelled correctly	☐	☐	☐
Operator restraints available	☐	☐	☐	Controls located for easy access	☐	☐	☐
Operator restraints functional	☐	☐	☐	Safe access/egress to site	☐	☐	☐
Passenger restraints available	☐	☐	☐	Speed Limiters installed	☐	☐	☐
Passenger restraints functional	☐	☐	☐	Spotters used where required	☐	☐	☐
Roll over protection system (ROPS) installed	☐	☐	☐	Traffic Management Plan developed and implemented	☐	☐	☐
ROPS installed by competent person	☐	☐	☐	Other items as needed:	☐	☐	☐
ROPS meet relevant Australian Standards	☐	☐	☐	Other items as needed:	☐	☐	☐
ROPS in good condition	☐	☐	☐	Where "No" is selected, ensure details placed into			

ROPS functional	☐	☒	☐	Plant & Equipment Hazard Register
-----------------	--------------------------	-------------------------------------	--------------------------	-----------------------------------

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix S: Plant Hazard Checklist – non-mobile plant

Project Name:	Location:	Date:
Name of Plant: (include identification number or registration)	Completed by:	
	Names of Health and Safety Representatives / Workers involved:	

Item	Y	N	N A	Item	Y	N	N A
Risk assessment completed	☐	☐	☐	Guarding follows hierarchy:	☐	☐	☐
Daily Inspection conducted	☐	☐	☐	1. Fixed. If not practicable then:			
Daily logbook completed	☐	☐	☐	2. Interlocked. If not practicable then:			
Instruction manual available	☐	☐	☐	3. Physical barrier. If not practicable then:			
SWMS available	☐	☐	☐	4. Presence-Sensing			
Inspected / Maintained within year	☐	☐	☐	Guards are of solid construction	☐	☐	☐
Operator has license to operate	☐	☐	☐	Guards are difficult to bypass	☐	☐	☐
No unauthorised alterations	☐	☐	☐	Guards do not create more risk	☐	☐	☐
Intended for use as designed	☐	☐	☐	Guards are in good condition	☐	☐	☐
Safety procedures in place for:	☐	☐	☐	Guards are functional	☐	☐	☐
• Installation	☐	☐	☐	Plant does not start if guards removed	☐	☐	☐
• Assembly	☐	☐	☐	Controls labelled correctly	☐	☐	☐
• Construction	☐	☐	☐	Controls located for easy access	☐	☐	☐
• Commissioning	☐	☐	☐	Controls prevent accidental operation	☐	☐	☐
• Monitoring assembly etc.	☐	☐	☐	Controls can be locked to "off"	☐	☐	☐
• Use	☐	☐	☐	E-stops are "stop & lock off" type	☐	☐	☐
• Cleaning	☐	☐	☐	E-stops are marked and coloured red	☐	☐	☐
• Maintenance	☐	☐	☐	E-stops immediately accessible to all operators	☐	☐	☐
• Dismantle	☐	☐	☐	E-stops not affected by electrical malfunction	☐	☐	☐
• Decommission	☐	☐	☐	Personal Protective Equipment (PPE) supplied as required	☐	☐	☐
• Monitoring dismantle/decommission	☐	☐	☐	Protected from electric shock – RCD/Safety switch / grounded etc	☐	☐	☐
Warning devices installed	☐	☐	☐	Sufficient room for safe operation	☐	☐	☐
Warning devices positioned for best affect	☐	☐	☐	Correct for job	☐	☐	☐
Danger areas guarded:	☐	☐	☐	Correct attachments	☐	☐	☐
• Entanglement risks	☐	☐	☐	Lock out/tag out procedures in place	☐	☐	☐
• Shearing risks	☐	☐	☐	Other items as needed:	☐	☐	☐
• Crushing risks	☐	☐	☐		☐	☐	☐
• Heat risks	☐	☐	☐		☐	☐	☐
• Cold risks	☐	☐	☐		☐	☐	☐
• Laceration risks	☐	☐	☐		☐	☐	☐
• Radiation risks	☐	☐	☐		☐	☐	☐

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

• Ejected materials	☐	☒	☐	Where "No" is selected, ensure details placed into Plant & Equipment Hazard Register
• Fluid /air under pressure	☐	☒	☐	

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Appendix T: Plant & Equipment Hazard Register

Project Name:				Date:			
Location:				Review Date:			
Name of plant / equipment	Task	Hazard factor	Current Controls	Further actions required	Responsible Persons	Due date	Management Sign off when complete
E.g. Forklift	Raising pallets to racking	Personal injury – struck by	Pedestrian traffic management	Install barricades and/or signs	Name of Supervisor, Workers etc.?	00/00/0000	

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Glossary

Act: A law (legislation) passed and enacted by a state or territory parliament, also commonly known as an Act of Parliament. Acts are the principal pieces of law covering, in this case, health and safety in the workplace.

Approved Code of Practice (COP) is a practical guide to achieving the standards of WHS required under WHS legislation. A COP applies to anyone who has a duty of care in the circumstances described in the code. Mostly, following an approved COP would achieve compliance with the health and safety duties in the WHS Act, in relation to the subject matter of the code. Approved COP's are admissible in court proceedings under the WHS legislation. Compliance with the WHS legislation may be achieved by following another method, such as a technical or an industry standard, if it provides an equivalent or higher standard of WHS than the code.

Bunding: A retaining system designed to contain the contents of a tank or chemical storage in the event of a rupture/spill or leak.

Contractor: A contractor is any person (other than an Chandley Plumbing employee) or a company performing work for, or on behalf of Chandley Plumbing.

Controlled document or record: Any document for which distribution and status are to be kept current by the issuer to ensure that authorised holders or users have available the most up to date version.

Corrective Action: A corrective action is an action, which is taken to eliminate the cause of an identified compliance breach or a hazard.

Dangerous Goods: Dangerous Goods within the meaning of the Dangerous Goods (Road and Rail Transport) Act 2008 and the regulations under that Act.

Decibel: A unit used to measure the intensity of a sound or the power level of an electrical signal by comparing it with a given level on a logarithmic scale.

Emergency service:

- a. Rural Fire Authority; or
- b. Fire Brigade (State); or
- c. Ambulance Service; or
- d. State Emergency Service; or
- e. Police (State).

Employee - A person employed under a contract of employment or contract of training. An employee is not a contractor.

Fit for Work: A person is in a state, physically and psychologically, to perform tasks assigned to them competently and in a manner, which does not compromise the health, safety or welfare of themselves or others in the workplace.

Geotechnical sampling: Principles of soil mechanics and rock mechanics to investigate subsurface conditions and materials; determine the relevant physical/mechanical and chemical properties of these materials; evaluate stability of natural slopes and man-made soil deposits; assess risks posed by site conditions; design earthworks and structure foundations; and monitor site conditions, earthwork and foundation construction.

Hazard: A hazard is a source or a situation with a potential for harm in terms of human injury or illness, damage to property, damage to the environment, or a combination of these.

Hazardous Chemical: means a chemical that meets the criteria for classification as being hazardous according to the WHS Regulations. A **Substance** is any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour.

Hierarchy of Control - A hierarchical structure of actions that can be used to control risk, listed in order of effectiveness.

Incident - An incident is any unplanned event resulting in, or having a potential to result in injury, ill health, damage or loss.

L_{A90} noise levels: Those noise levels that are exceeded for 90% of each sample period.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

Lost Time Injury (LTI) - An injury or illness that occurs in the workplace as a result of an activity, or exposure to a hazard and results in at least one full day absence from work.

LTI Average Days Lost Rate - The average days lost per LTI.

LTI Incident Rate - The rate of LTI injuries or illnesses expressed as per 100 workers

Manifest: A manifest is different from a register. A manifest is a written summary of specific types of dangerous goods that are used, handled or stored at a workplace. A manifest is only required where the quantities of those hazardous chemicals exceed prescribed threshold amounts. Its primary purpose is to provide the emergency services organisations with detailed information they require and includes site plans and emergency contact details. A manifest must be prepared when the quantity of dangerous goods exceeds the quantities listed in the "Manifest Quantity" column in the relevant WHS Regulations schedule. The manifest must comply with the requirements of Schedule 12 of the WHS Regulations. A manifest quantity is the quantity referred to in Schedule 11 of the WHS Regulations, table 11.1, and column 5 for that hazardous chemical.

PCBU stands for "Person who Conducts a Business or Undertaking". The definition of a PCBU is similar to an employer, however it is termed PCBU to ensure other relevant relationships (such as someone who commissions work, or a landlord) are recognised under the WHS legislation.

Placard: A sign or notice that is displayed in a prominent place, next to a container or storage area for Dangerous Goods at a workplace. It contains information about the Dangerous Goods in containers or in a storage area. Placards are placed on trucks / vehicles transporting Dangerous Goods.

Plant: includes -

- a. Any machinery, equipment, appliance, implement and tool; and
- b. Any component of any of those things; and
- c. Anything fitted, connected or related to any of those things.

Regulations: Regulations are law that is created under the authority of an Act. Regulations are subordinate to an Act and are the secondary level of law covering, in this case, health and safety in the workplace.

Risk: Risk is a combination of the likelihood and consequences of any injury or harm occurring.

Safety Data Sheet (SDS): Information containing data regarding the properties and effects of a particular chemical that must be provided by the manufacturer, supplier or importer of the hazardous chemical/dangerous good. Safety Data Sheets must be current – within 5 years of the issue date and meet specific legislated format requirements.

Self-employed person - means a person, other than a PCBU, who works for gain or reward otherwise than under a contract of employment or training.

Volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).

Water table: Underground - the upper limit of the portion of the ground wholly saturated with water. The water table may be within a few inches of the surface or many feet below it.

WHS Documents: Include, but not limited to policies, procedures, guidelines, programs, agreements, forms, checklists, templates, risk assessments and safe work procedures.

WHS Records: Include, but not limited to audit reports, workplace inspections, risk assessments, safe work procedures, training plans and registers, WHS meeting minutes, emergency evacuation reports, health monitoring reports, document control registers, inspection testing and monitoring reports and corrective action registers.

Worker: is a person, who carries out work in any capacity for a PCBU, including work as:

- a. An employee, or
- b. A contractor or subcontractor, or
- c. An employee of a contractor or subcontractor, or
- d. An employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- e. An outworker, or
- f. An apprentice or trainee, or
- g. A student gaining work experience, or
- h. A volunteer, or

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

- i. A person of a prescribed class.

Workplace – means a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be while at work. A workplace includes:

- a. A vehicle, vessel, aircraft or other mobile structure; and
- b. Any waters and any installations on land, on the bed of any waters or floating on any waters.

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027

References

- Work Health & Safety Act (Australian Capital Territory) 2011
- Work Health & Safety Act (Australian Capital Territory) 2011
- Work Health & Safety Act (NSW) 2011
- Work Health & Safety Regulations (NSW) 2011
- Work Health & Safety (National Uniform Legislation) Act 2011
- Work Health & Safety (National Uniform Legislation) Regulations 2011
- Work Health & Safety Act (QLD) 2011
- Work Health & Safety Regulations (QLD) 2011
- Work Health & Safety Act (South Australia) 2012
- Work Health & Safety Regulations (South Australia) 2012
- Work Health & Safety Act (Tasmania) 2012
- Work Health & Safety Regulations (Tasmania) 2012
- Australian Government (1999): *Commonwealth Environment Protection and Biodiversity Conservation Act 1999*
- EPA NSW (1997): *Protection of the Environmental Operations Act 1997 (PEOA)*
- EPA South Australia (1993): *Environment Protection Act 1993*
- EPA Tasmania (2007): *Environmental Management and Pollution Control Amendment Act 2007*
- EPA Australian Capital Territory (1997): *Environment Protection Act 1997*
- EPA Western Australia (1986): *Environmental Protection Act 1986*
- QLD Department of Environment & Heritage Protection (1994): *Environment Protection Act 1994*
- Northern Territory EPA (1999): *Environment Protection and Biodiversity Conservation Act 1999*
- SafeWork Australia (2011): Code of Practice: *How to Manage Work Health and Safety Risks*
- SafeWork Australia (2011): Code of Practice: *Consultation, Cooperation and Coordination*
- SafeWork Australia (2011): Code of Practice: *Managing the Work Environment and Facilities*
- SafeWork Australia (2011): Code of Practice: *Construction Work*
- SafeWork Australia (2011): Code of Practice: *Managing the Risk of Plant in the Workplace*
- SafeWork Australia (2011): Code of Practice: *Managing Electrical Risks in the Workplace*
- Safe Work Australia: (Internet): Various information: Cited (2013):
<http://www.safeworkaustralia.gov.au/sites/SWA>
- Australian Government: Office of Privacy Commissioner: *Guidelines on Workplace Email, Web Browsing and Privacy*
- Australian Government: COMCARE Safety: *Rehabilitation and Compensation Act 1988*
- Australian Government: COMCARE Safety: *Rehabilitation and Compensation Regulations 2002*
- Australian Government (2013): *Commonwealth Privacy Act 1988*
- Australian Government (1999): *Commonwealth Environment Protection and Biodiversity Conservation Act*
- Australian Government (2013): [Business.gov.au](http://business.gov.au)
- Australian Human Rights Commission: (Internet): Cited (2013): *Information for Employers*:
<http://www.humanrights.gov.au>
- Australian Industrial Relations Commission: (Internet): Cited (2013): <http://www.airc.com.au>
- WorkCover NSW: (Internet): Various information: Cited (2013): <http://www.workcover.nsw.gov.au>
- SafeWork SA: (Internet): Various information: Cited (2013): <http://www.safework.sa.gov.au>
- SAI Global: Standard: AS/NZS ISO 14001:2007 (Basic Set): *Environmental management systems – Basic Set*
- SAI Global: Standard: AS/NZS 1337:1992: *Eye protectors for industrial applications*
- SAI Global: Standard: AS 4024 Series: 2006: *Safety of Machinery*
- SAI Global: Standard: ISO 31000:2009: *Risk Management – Principles and guidelines*
- SAI Global: Standard: AS/NZS 4801: 2001 *OHS Management Systems (OHSMS) – Specification with Guidance for use*
- SAI Global: Standard: WHSAS 18001: 2007 *OHSMS – Requirements*
- United Nations (2011): *Buying for a better world – Guide on sustainable procurement for the U.N system*
- NSW Department of Environment & Heritage: Webpage information

Document Title: Chandley Plumbing SMP			Authorised by: Luke Chandley	
Document #: 20076	Version #: 1	This is a ☐ controlled ☐ uncontrolled copy	Issue Date: 01/02/2020	Revision Date: 01/02/2027