

OSCON (AUST) PTY LTD
SAFETY MANAGEMENT SYSTEM
2 0 1 2



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Contents Page

1.	Safety and Health Management System Overview	1
2.	OSH Policy	2
3.	Planning	3
3.1.	Planning identification of hazards, risk assessment and control	3
3.2.	Legal and other requirements	3
3.3.	Objectives and Targets	3
3.4.	OSH Management Plans	3
4.	Implementation	4
4.1.	Structure and responsibility	4
4.1.1.	Resources	4
4.1.2.	Responsibility and Accountability	4
4.2	Training & Competency	8
4.3	Consultation, Communication and Reporting	9
4.3.3	Reporting	10
4.4.	Documentation	12
4.5.	Document and Data Control	12
4.6.	Hazard Identification, Risk Assessment and Control	13
4.6.5	Evaluation	14
4.7.	Emergency Preparedness and response	15
5	Measurement and evaluation	15
5.1	Monitoring and Measurement	15
5.1.2	Health Surveillance	15
5.2	Incident investigation, corrective and preventive action	16
5.3	Records and Records Management	16
5.4	Auditing	16
6	Management review	17
Appendix A	Oscon (Aust) Pty Ltd Procedures Register	
Appendix B	Oscon (Aust) Pty Ltd Document Control and Distribution Register	

1. Safety and Health Management System Overview

Introduction

Oscon (Aust) Pty Ltd is committed to providing a safe work place for all its employees. In achieving this, the company considers the safety and health of its employees and sub-contractors to rank equally with productivity.

This Safety Management System outlines the safety policies and procedures of Oscon (Aust) Pty Ltd and the duties and responsibilities of its employees and sub-contractors. All employees and sub-contractors are required to understand and follow the requirements of the system.

This Safety Management System is designed to give all employees and sub contractors, working with Oscon (Aust) Pty Ltd, a complete introduction to company safety and health policies, protocols, practices and safe work instructions.

Oscon (Aust) Pty Ltd considers safety to be an integrated part of the management system, and our continuous involvement and planning demonstrates the commitment required to provide and maintain a safe system of work.

Our Safety Management System consists of:

- Safety & Health-System Overview, Safety & Health Policy, Duties, Responsibilities and Planning
- Safety & Health Communications
- Safety & Health Training
- Hazard & Risk Management
- Safe Work Practices
- Checklists & Registers
- Emergency Response
- Injury Management
- Performance Indicators
- Register of Forms

Oscon (Aust) Pty Ltd will be responsible for ensuring that any relevant changes to Acts, Regulation, codes of practice and guidelines relevant to the industry are complied with and communicated to employees. This Safety Management System will be reviewed on a regular basis.

This system was developed in reference to the Western Australian Occupational Safety and Health Act 1984, AS4801, codes of practice and industry standards.

2. OSH Policy

Oscon (Aust) Pty Ltd is fully committed to the principles of Occupational Safety and Health (OSH) and the provision of a safe and healthy work environment for all staff, sub contractors and visitors.

In addition, Oscon (Aust) Pty Ltd has an obligation to comply with relevant legislation, in particular, the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 which extend to employees and contractors and visitors to Oscon (Aust) Pty Ltd workplaces.

Oscon (Aust) Pty Ltd supports meaningful and effective consultation with employees, contractors and other stakeholders, whose input is encouraged and incorporated into the decision-making processes regarding Safety & Health matters.

Oscon (Aust) Pty Ltd observes relevant Codes of Practice, which must be followed unless a better way is documented and adopted. Oscon (Aust) Pty Ltd has also adopted the safety principles and practices as set out in AS/NZ4804 Occupational Health and Management Systems - General guidelines on principles, systems and supporting techniques.

In order to fulfil its commitment and obligations and provide guidance on strategic direction and implementation, a "risk management" approach has been adopted within the Occupational Safety & Health Management System (OSHMS). Oscon (Aust) Pty Ltd also has an OSH operational plan, which is continually reviewed and updated.

Individual policies covering specific OSH issues exist separately and are included as part of Oscon (Aust) Pty Ltd OSHMS.

Oscon (Aust) Pty Ltd recognises that OSH is everyone's responsibility, therefore all of our employees and contractors have a duty of care to ensure the safety of themselves and others. Oscon (Aust) Pty Ltd OSHMS outlines the specific OSH responsibilities of management, employees and contractors.

Oscon (Aust) Pty Ltd will promote a proactive approach to Safety and Health. Oscon (Aust) Pty Ltd will achieve this by strict attention to all aspects of occupational Safety and Health through:

- The provision of safe plant, equipment and systems of work
- Risk management principles
- Structures and processes to ensure effective OSH consultation
- Clear delegation of occupational Safety and Health responsibilities and accountabilities;
- Positive and consistent role modelling of good occupational Safety and Health practice at all levels;
- Provision of an adequate, responsible financial budget for OSH requirements;
- Provision of training and resources to encourage employees to develop a safe workplace;
- Written operational and maintenance records and procedures; and
- Rehabilitation and counselling, where necessary.

SIGNED:

The Directors

Date of Issue:

Next Review Date:

3. Planning

3.1. Planning identification of hazards, risk assessment and control

Oscon (Aust) Pty Ltd shall identify, assess and consider the hazards at the workplace and record all normal and abnormal operations within the organisation in a hazard register.

3.2. Legal and other Requirements

Oscon (Aust) Pty Ltd shall ensure that all employees, contractors and visitors have access to relevant OSH documentation relating to its activities, products or services. This information may be kept at head office. Any changes to information shall be communicated to employees through the Safety and Health meetings. Management shall be responsible for ensuring up to date information is available to ensure regulatory compliance. This information may be sourced from the following:

- All levels of government;
- Industry and employer associations i.e. Master Builders Association;
- Employee associations and unions;
- Commercial databases; and
- Professional services.

3.3. Objectives and Targets

The objectives of the Oscon (Aust) Pty Ltd safety management system are to:

- Provide a work environment in which employees can conduct their work and remain free from harm or injury
- Provide consultative mechanisms which support employees in improving safety and health standards
- Assist employees to identify and reduce risks associated with Oscon (Aust) Pty Ltd operations
- Minimise the impact of our operations on the environment
- Comply with relevant legislation, industry standards and site specific requirements

And ultimately to,

- Ensure continuity of paid employment for all our employees

Key performance indicators monitor the effectiveness of Oscon (Aust) Pty Ltd OSH systems. Positive performance indicators measure the safety process and management actions. Negative performance indicators measure injury and incident rates.

3.4. OSH Management Plans

Once Oscon (Aust) Pty Ltd has listed specified targets e.g. through pre-start checklists, an action plan will be developed to ensure that these targets will be completed within a desired time frame. Objectives can be included in the employee's job descriptions.

4. Implementation

4.1. Structure and responsibility

4.1.1. Resources

Oscon (Aust) Pty Ltd management will be accountable for ensuring there are adequate resources available for the implementation of this Safety Management Plan.

4.1.2. Responsibility and Accountability

Oscon (Aust) Pty Ltd has prime responsibility for the protection of the safety and health of its employees, sub-contractors and all other persons affected by Oscon (Aust) Pty Ltd activities.

The Directors

The Directors have ultimate responsibility and accountability for the development and overall implementation of the Oscon (Aust) Pty Ltd OSHMS. This responsibility includes ensuring that staff can meet their obligations through the provision of adequate budgets, the allocation of resources, availability of Safety and Health guidelines and the establishment and functioning of the OSHMS.

Oscon (Aust) Pty Ltd Director is also responsible and accountable for ensuring that financial provision is made in all tenders and quotations for the provision of safety equipment, instruction, training and supervision and the implementation of relevant safety standards, procedures and safe systems of work. This will be achieved by drawing on Oscon (Aust) Pty Ltd experience and through consultation with relevant staff.

The Directors are also responsible, to the extent that he has control, for the provision and maintenance of a safe and healthy working environment and work practices through strategic planning and final decisions that;

- Determine staffing levels;
- Allow access to consultants and finances devoted to Safety and Health;
- Provide support and guidance in the management of occupational Safety and Health to those under their supervision;
- Demonstrate commitment and understanding of occupational Safety and Health principles as they apply to Oscon (Aust) Pty Ltd business activities;
- Support the Occupational Safety and Health consultation and management processes of Oscon (Aust) Pty Ltd ;
- Will delegate occupational Safety and Health responsibilities to identified persons who will be accountable for compliance.
- JSA's are completed for each project.
- Personal Protective Equipment is provided as per OSH Legislation.
- Day-to-day maintenance of safety related records and liaison with contractors and suppliers are completed for each project.

Site Supervisors

Each Site Supervisor is responsible and accountable for taking all reasonably practicable measures to ensure that the work environment under their control is safe and without risk to health by ensuring that:

- Substances are used properly and plant/equipment is in safe working order and is maintained to a high standard;
- Information, induction and on-the-job safety training is provided and that safe working procedures are clearly understood and consistently observed;
- Hazards are identified, assessed and controlled; and reported to The Directors.
- Job safety analyses (JSA) and/or safe work method statements (SWMS) are supplied by all contractors carrying out work on site on behalf of Oscon (Aust) Pty Ltd ;
- All JSA/SWMS are reviewed by persons conducting the task and any other persons who may be placed in a hazardous situation;
- Safe work procedures JSA's/SWMS are followed;
- Regular workplace inspections are carried out;
- All applicable legislation, standards, guidance notes and codes of practice are complied with;
- All onsite personnel follow instructions and do not put others at risk;
- The workplace is monitored to identify any unsafe or unhealthy conditions or behaviour.
- Regular tool box meetings are held.

Administration

Administrative support staff will be responsible for the day-to-day maintenance of safety related records and liaison with contractors and suppliers under the direction of The Directors.

Employees

All employees must be aware of the Oscon (Aust) Pty Ltd policies relating to safety and health as they apply to their position. This information may be obtained through the Directors or distributed during the site-specific induction.

Employees are required to comply with the Oscon (Aust) Pty Ltd safety and health policies, procedures and instructions to ensure their own safety and health and the Safety and Health of others at Oscon (Aust) Pty Ltd work sites. All employees are also required to take corrective action to eliminate hazards at the workplace and/or report those hazards that are beyond their control to their immediate Directors.

Oscon (Aust) Pty Ltd employees are also responsible for obtaining a Safety Awareness Training/Construction Induction Card as well as the provision of all PPE that is not provided by Oscon (Aust) Pty Ltd.

Contractors and sub contractors

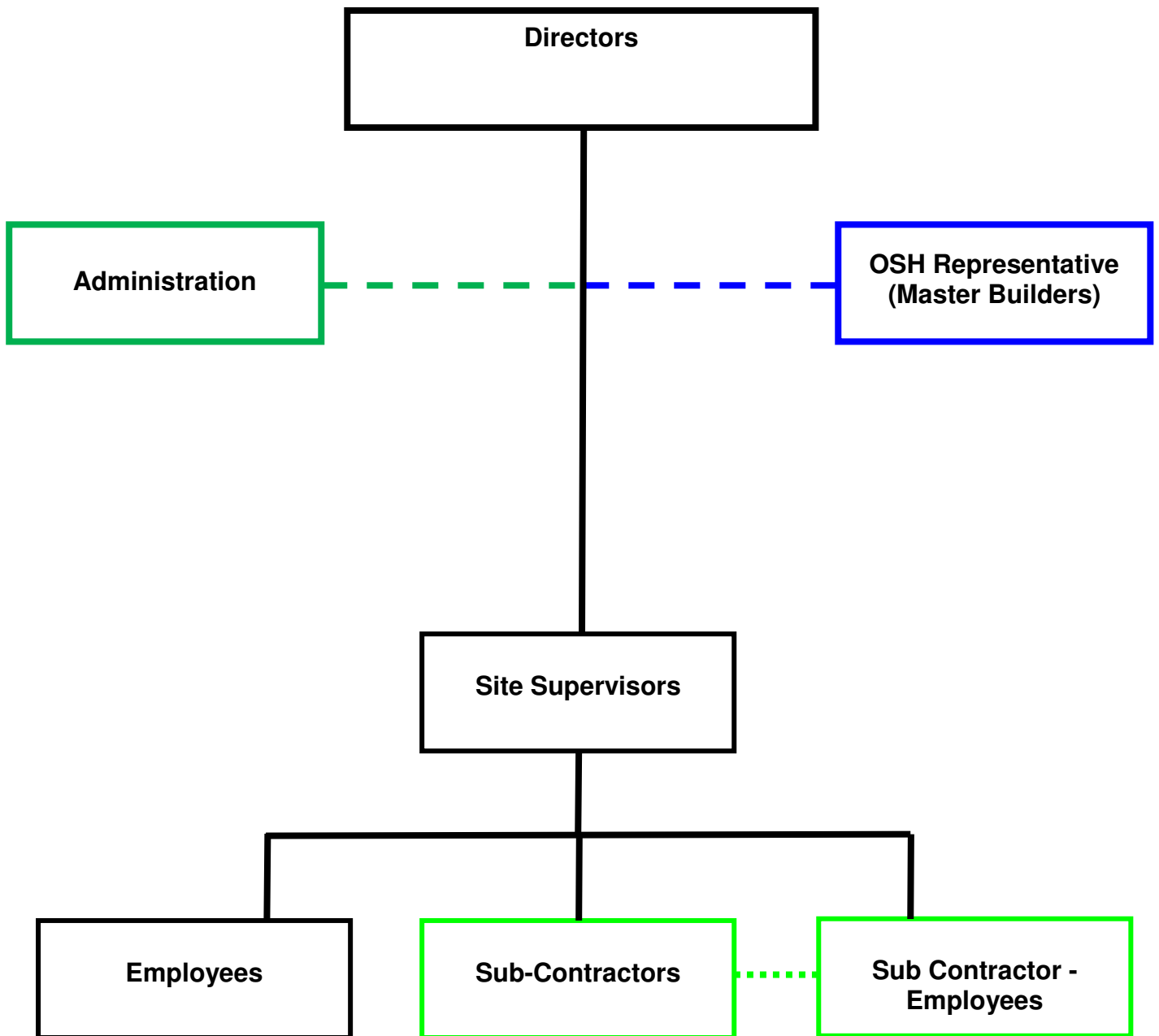
All contractors and subcontractors engaged to perform work on Oscon (Aust) Pty Ltd sites will, as part of their contract, comply with the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 and any specified Safety and Health policies and procedures of the Oscon (Aust) Pty Ltd.

Where the Oscon (Aust) Pty Ltd engages contractors, any formal contract must include the requirement that the contractor's employees are provided with site-specific safety information and that workers observe directions of the Main Contractor.

All contractors/sub contractors and their employees must:

- Report to Oscon (Aust) Pty Ltd Site Supervisors any situation which they have reason to believe could present a risk;
- Report any "accident" or injury to health which arises at a Oscon (Aust) Pty Ltd work site;
- Use equipment appropriately and not interfere or misuse anything provided for their safety;
- Co-operate with management by following instructions and wearing protective clothing or equipment as provided and instructed.
- Obtain a Safety Awareness/Construction Industry Training Card
- Supply and wear all PPE that is not provided by Oscon (Aust) Pty Ltd. All PPE that is provided by Oscon (Aust) Pty Ltd must be maintained in good working order and worn at all times as directed by either Legislation, signage or by Oscon (Aust) Pty Ltd Site Supervisors.

ORGANISATIONAL FLOWCHART of DUTY & RESPONSIBILITY (SAFETY & HEALTH)



4.2 Training and Competency

Oscon (Aust) Pty Ltd recognises that all employees require training in the tasks that they are required to perform, in the safe systems of work that have been adopted and their responsibilities in relation to occupational safety and health.

Industry Specific Inductions

Prior to undertaking any work on Oscon (Aust) Pty Ltd sites personnel will be required to have completed an approved industry specific induction as required by the Occupational Safety and Health Regulations 1996.

Site-specific Inductions

All employees and contractors will be required to attend a Oscon (Aust) Pty Ltd induction. Information included in the Oscon (Aust) Pty Ltd induction will include Duty of Care, safe systems of work, the use of personal protective equipment where required, standard operating and work procedures and workplace specific information.

A nominated Oscon (Aust) Pty Ltd employee will be responsible for providing induction sessions as required at each Oscon (Aust) Pty Ltd workplace that will take into account any site-specific requirements.

Skills and Competencies

Many tasks will require specific skills and competencies to be safely completed. Site Supervisors must identify these tasks, skills and competencies. All personnel required to undertake these tasks must have their ability to complete the tasks safely verified before permission is given to undertake them.

Training Needs Analysis

A training needs analysis will be conducted as necessary to identify any specific training required by individual employees and by groups of employees. The purpose of this analysis is to ensure that personnel are able to meet acceptable and safe performance levels. Identified training may be reactive and follows the identification of weaknesses or barriers that prevent the achievement of set targets or objectives. It may be determined through a needs analysis that individual or groups of employees require training in order to handle planned changes or specific tasks in the workplace.

Where specialist training is required, industry/specific Trainer/Assessors from a Registered Training Organisation will be engaged to deliver the required training.

A training needs analysis may include formal or informal discussions with employees, observation of employees at work, and analysis of critical incidents, accidents or breakdowns.

Evaluation of Training

Individual and group training should be evaluated by relevant persons to ensure that the training meets employee needs and that the training also meets the goals and objectives set by the Oscon (Aust) Pty Ltd.

Maintenance of Training Records

Oscon (Aust) Pty Ltd will keep records of all training organised and conducted for employees. These records should include induction training, task specific training, employee development training, training needs analysis, and all evaluations of training.

4.3 Consultation, Communication and Reporting

4.3.1 Consultation

Oscon (Aust) Pty Ltd consults with employees and contractors in good time on Safety & Health matters, particularly with regard to:

- The introduction of any measure that will affect the Safety and Health of site personnel;
- The arrangements for appointing/ nominating persons to assist Oscon (Aust) Pty Ltd in complying with relevant legislation and to assist in emergency procedures;
- The provision of relevant information as required under safety and health legislation;
- Any planning and organisation of relevant Safety and Health training required to be provided to the employees;
- The safety and health consequences of introducing new technologies, procedures or risks into the workplace.

Oscon (Aust) Pty Ltd formally consults with employees and contractors through elected Safety Representatives, where appropriate, and through toolbox safety talks which each Site Supervisors conducts as required.

Oscon (Aust) Pty Ltd procedures for the development of SWMS and JSA's also provide a formal method of consultation with employees and contractors on OSH issues.

Where more formal communication is required then a formal Safety Meeting is conducted in accordance with Oscon (Aust) Pty Ltd OSH Safety Meeting procedures.

Oscon (Aust) Pty Ltd hazard reporting procedures also provide opportunity for employees and contractors to communicate and consult with Oscon (Aust) Pty Ltd on OSH concerns and issues.

Site notice boards provide an informal means by which non-critical information can be communicated to employees and contractors.

4.3.2 Communications

Oscon (Aust) Pty Ltd encourages frequent open communications with our employees and contractors about safety and health, our philosophy, and company standards. Feedback is welcome and encouraged.

Safety and health is a subject we discuss with all employees, clients and contractors in groups or on a one-on-one basis.

Through its association with industry organisations such as the Master Builders Association and WorkSafe, Oscon (Aust) Pty Ltd receives regular updates on matters related to occupational safety and health.

Any OSH issues relating to Oscon (Aust) Pty Ltd activities are communicated to employees and contractors in written form or via site safety/toolbox meetings in accordance with Oscon (Aust) Pty Ltd safety/toolbox meeting procedures.

Oscon (Aust) Pty Ltd has implemented the following policies and procedures in relation to communications. Copies of these policies and procedures can be located in the policies and procedures section of this Safety Management Plan.

- Toolbox Meeting Procedure
- Safety Meeting Procedure
- Induction Procedure
- Emergency Contact register
- Emergency Evacuation Procedure

4.3.3 Reporting

Well developed reporting and recording procedures assist in the identification of hazards and the control of associated risks. These procedures also assist the Oscon (Aust) Pty Ltd to meet its legislative responsibilities in relation to the reporting of certain accidents and incidents.

Accident, Incident and Hazard Reporting

Oscon (Aust) Pty Ltd will ensure that accident and incident reporting and recording procedures are put into place. These procedures will:

- Require all site personnel to report hazards within the workplace on a standard report form;
- Ensure that a risk assessment is carried out for identified hazards and appropriate controls measures put in place;
- Request all employees to report incidents or near misses on a hazard report form which will be returned to them detailing their Site Supervisors and Oscon (Aust) Pty Ltd actions to reduce or eliminate the risks posed by the hazard;
- Ensure all workplace accidents are investigated by the Site Supervisors and reported to The Directors;
- Ensure all accidents and incidents are recorded in a logbook or on a database and are regularly reported to Oscon (Aust) Pty Ltd workplace occupational Safety and Health committees (if applicable);
- Ensure Oscon (Aust) Pty Ltd meets all legislative reporting requirements; Records of Training, Information, Risk Assessments, Inspections and Audits
- Oscon (Aust) Pty Ltd will ensure that records of hazard identification, risk assessment and control are kept. These records will include inspection documents, checklists used, audit documentation and reports;
- Records of any monitoring of the workers or workplaces will be kept. Results of employee monitoring will be kept on the employee's individual file.

Information pertaining to the following shall be reported by the Site Supervisors to management at the following minimum intervals:

- | | |
|----------------------------------|-------------|
| • Serious Injury to personnel – | immediately |
| • Incident and system failures – | immediately |
| • Hazard and risk assessment – | monthly |

- Safety committee / toolbox meeting minutes – weekly
- OSH performance – monthly
- Hazard identification – daily
- Site inspections - weekly

Training

The recording of all OSH related training and information provided. These training records will include employee training in safe working procedures, use and maintenance of personal protective equipment, emergency evacuation, use of fire extinguishers etc.

Policies and Procedures

Oscon (Aust) Pty Ltd has implemented the following policies and procedures in relation to its occupational safety and health reporting requirements. Copies of these policies and procedures can be located in the policies and procedures section of this Safety Management Plan.

- Site Inspection and Hazard Report Form
- Hazard Management Action Plan
- Site Inspection Procedure
- Job Site Information and Pre-Start safety Checklist
- Hazard Reporting Procedure
- Accident and Injury Report Form
- WorkSafe Reporting Procedure
- Training Procedure

4.4. Documentation

Oscon (Aust) Pty Ltd has an extensive range of OSH Management System (OSHMS) documentation that is available to staff at Head Office. A copy of this Safety Management System is available on all Oscon (Aust) Pty Ltd sites. All information originating from site offices must be provided to Head Office within defined periods. Policy documents are developed or amended when there is new legislation, changes have occurred in procedures or as a consequence of a recommendation from an accident or incident investigation. These are all reviewed at regular intervals to ensure currency. Consultation occurs with employees, contractors, management and other interested external organisations during the development or review process.

Oscon (Aust) Pty Ltd Head Office shall maintain all records either in paper or electronic form. Examples of these records can include, but not be limited to:

- OSH Policy
- Targets and Objectives
- Roles and Responsibilities
- Policies and Procedures
- Organisational Charts
- Health Surveillance
- Accident Reports

4.5. Document and Data Control

Oscon (Aust) Pty Ltd is responsible for:

- Maintaining an up to date version of the Safety and Health Management System;
- Maintaining a register of people to who the Safety Management System is issued using the Oscon (Aust) Pty Ltd Safety and Health Management System Distribution list;
- Ensuring revisions are distributed to all registered people;
- Making the Safety and Health Management System available, for perusal, to all employees, contractors, clients and other interested parties;
- Reviewing the Safety and Health Management System at intervals of not more than 12 months using the Safety and Health Management System checklist to ensure it is up to date.

A master copy of all documentation shall be stored either electronically or in print form at Oscon (Aust) Pty Ltd head office.

4.5.1 Policies and Procedures

Oscon (Aust) Pty Ltd has implemented the following policy procedure in relation to document and data control. A Copy of the Document Version and Distribution Control Register can be found at Appendix B of this Safety Management Plan.

- Safety Management System Document Control and Distribution List

4.6. Hazard Identification, Risk Assessment and Control

4.6.1 Oscon (Aust) Pty Ltd has an obligation to ensure that appropriate measures are taken to identify, assess and control all risks to the safety and of employees, contractors and others within the workplace. This section outlines the system that Oscon (Aust) Pty Ltd has implemented to ensure that hazards are identified, assessed and controlled.

Oscon (Aust) Pty Ltd has implemented a procedure to facilitate the identification of all hazards that may affect the Safety and Health of employees and others in its workplaces. The risk assessment process will identify the level of risk and provide guidance to managers and Site Supervisors for determination of the level of risk and any controls that are required.

4.6.2 Hazard identification

The identification of hazards in the workplace involves consideration of the situations, events or circumstances that may cause injury, illness or damage. Identification includes the type of injury, illness or damage possible, the way in which work is organised and managed, and the tools and equipment being used.

The tools used in the process of hazard identification include:

- Completing a Job Site Information and Pre-Start Safety Checklist for each site on which Oscon (Aust) Pty Ltd is to commence operations;
- Ensuring all site personnel are aware of their OSH responsibilities, including reporting and recording processes;

- Consultation by managers and Site Supervisors with employees who undertake the tasks;
- Regular inspection of the work environment;
- Investigation of accident/incident records to highlight potential sources of harm;
- Formal and informal hazard analysis, and advice relating to management of Safety and Health issues from specialist industry organisations;
- Appropriate Safety and Health training;
- Regular auditing, inspection, reporting and review of the hazard identification system; and
- Job safety analysis

4.6.3 Risk assessment

When a hazard has been identified the risk associated with the hazard must be determined. There are three components of risk that must be considered. These are:

1. Consequence, the severity of the outcome;
2. Exposure, the frequency and length of time that persons are subjected to the hazard; and
3. Probability, the likelihood of an accident occurring.

Risk assessment procedures for determining levels of risk are detailed in the Oscon (Aust) Pty Ltd Hazard Identification, Risk Assessment and Control Procedure.

4.6.4 Risk control

Control of the risk is the action taken to eliminate or minimise the risks that may arise as a result of the activities of Oscon (Aust) Pty Ltd, its employees and contractors in the workplace.

Where required, environmental, personal and biological testing and monitoring for specific hazards, may be required... Procedures will be put in place to ensure appropriate action is taken where the results do not conform to relevant exposure standards or limits. Controls will be reviewed regularly.

Job Safety Analysis

Job safety analysis (JSA) will be undertaken over time on all tasks performed at Oscon (Aust) Pty Ltd workplaces. This process may be undertaken by Oscon (Aust) Pty Ltd employees or contractors as required. The purpose of the JSA is to ensure the employee or contractor undertaking the tasks is able to do so with the minimum of risk to safety and health.

Each Oscon (Aust) Pty Ltd JSA will be undertaken using risk management principles and all findings will be documented along with the procedure and kept for reference by new employees, Site Supervisors, etc., and for audit purposes.

Oscon (Aust) Pty Ltd will require all contractors to provide a JSA for the task being undertaken by that contractor. The contractors JSA will be reviewed by Oscon (Aust) Pty Ltd and a copy kept on site and at head office.

JSA should be reviewed at least once every 2 years, on the introduction of new technologies, procedures or practices, and when an accident or incident occurs.

4.7 Inspections and Audits

Regular informal and formal inspections will be conducted on all Oscon (Aust) Pty Ltd sites. These will be conducted by individuals or a combination of those listed below:

- Site Supervisors
- Site Safety Advisors
- External OSH Advisors

4.7.1 Workplace inspections

- Visual site inspections shall be carried out on a daily basis by the Site Supervisor;
- Planned site inspections undertaken on a formal basis shall be undertaken on a weekly basis. These inspections are to be recorded on the Site Inspection & Hazard Report Form with a copy provided to Head Office within 1 day of the inspection being completed.

4.7.2 Policies and Procedures

Oscon (Aust) Pty Ltd has implemented the following policies and procedures in relation to its occupational safety and health reporting requirements. Copies of these policies and procedures can be located in the policies and procedures section of this Safety Management Plan.

- Site Inspection and Hazard Report Form
- Hazard Management Action Plan
- Site Inspection Procedure
- Job Site Information and Pre-Start Safety Checklist
- Hazard Identification Procedure
- Job Safety Analysis procedure
- Pre-Start Hazard Assessment Procedure & Checklist

4.8 Emergency Preparedness and Response

Being prepared for emergency situations will ensure that any damage, injury or other loss consequences are minimized. Selected Oscon (Aust) Pty Ltd personnel will receive formal training in first aid and fire prevention/control.

Occupational safety and health legislation outlines the basic requirements.

All Oscon (Aust) Pty Ltd sites have been fitted with the appropriate signage (green and white signs) above the access/exit points. These access/exits points must never be obstructed in any circumstances. Facilities can include, but are not limited to:

- First aid kits;
- Fire extinguishers;
- Hazardous substance information - MSDS register.

4.8.1 Policies and Procedures

Oscon (Aust) Pty Ltd has implemented the following policies and procedures in relation to emergency preparedness and response. Copies of these policies and procedures can be located in the policies and procedures section of this Safety Management Plan.

- Emergency Response Procedure
- Emergency Contact Register
- First Aid Procedure
- Material Safety Data Sheet (MSDS) Register
- Permit to Work Procedure
- Electrical Equipment Register
- Pre-Start Hazard Assessment Procedure & Checklist

5 Measurement and Evaluation

5.1 Monitoring and Measurement

5.1.1 Oscon (Aust) Pty Ltd is committed to ensuring that the health, safety and wellbeing of their employees are not affected by illness or injury. Therefore, appropriate equipment for monitoring and measurement relating to safety and health risks shall be identified, calibrated, maintained and stored as required if the risk assessment that is conducted demonstrates the requirement for such monitoring.

5.1.2 Health Surveillance

Oscon (Aust) Pty Ltd will monitor and / or test for specific hazards which may include, but not be limited to the following:

- Environmental;
- Personal i.e. Noise dosimetry;
- Biological.

Oscon (Aust) Pty Ltd shall ensure hazard identification and a risk assessment is completed in accordance with documented procedures.

5.2 Incident Investigation, Corrective and Preventive Action

In all instances first aid facilities are to be available on all sites. Sites remote from medical assistance should have first aid appropriate to stabilise any injury until transported to medical assistance.

Incident Investigation

An incident investigation is a methodical, systematic, unemotional procedure to collect and interpret information about an event to establish what happened, why it happened, the extent of injury or damage, and to analyse the process involved to minimize the risk or prevent a re-occurrence. The investigation normally results in a logical, sequential report of the events with recommended, preventative strategies.

Oscon (Aust) Pty Ltd has developed a procedure that will be followed when conducting an accident/incident investigation.

Where the result of an accident/incident investigation indicates an ineffective form of hazard control has contributed to the accident/incident then alternative control measures will be assessed and employed as appropriate.

5.2.1 Policies and Procedures

Oscon (Aust) Pty Ltd has implemented the following policies and procedures in relation to accident and incident investigations. Copies of these policies and procedures can be located in the policies and procedures section of this Safety Management Plan.

- Accident and Injury Report Form
- WorkSafe Reporting Procedure
- Accident Investigation Procedure

5.3 Injury Management

Oscon (Aust) Pty Ltd is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the Workers' Compensation and Injury Management Act 1981 in the event of a work related injury or illness.

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Whenever possible, suitable duties will be arranged internally having regard for the injured worker's medical restrictions.

5.4 Records and Records Management

All records shall be stored at Oscon (Aust) Pty Ltd head office and be available within a realistic time frame to any employee or other interested party who makes a request to view these documents.

5.5 Auditing

A recognised industry auditor or association shall conduct an annual audit of Oscon (Aust) Pty Ltd Safety Management System. These audits shall be objective and use a recognised methodology to ensure consistency of the audit process and its outcome.

6 Management Review

Oscon (Aust) Pty Ltd shall at a regular interval conduct an informal review the Safety Management System to ensure its continued suitability, adequacy and effectiveness. This informal review process shall include input from all levels of management, employees, contractors and clients.

A formal review process will be conducted at least annually or more frequently if deemed necessary.

Changes may be made due to regulatory requirements, as a result of an audit, changing circumstances or with regard to Oscon (Aust) Pty Ltd commitment to continuous improvement.

Appendices

POLICIES AND PROCEDURES		
Accidents & Injuries	1.	Accident Investigation Procedure
	2.	Accident or Injury Report Form
	3.	First Aid Procedure
	4.	Injury Management Policy
	5.	Injury Management System
	6.	WorkSafe Reporting Procedure
Communications	7.	Safety Meeting Procedure
	8.	Toolbox Meeting Procedure
	9.	Warning Sign Procedure
	10.	Visitors to Site Procedure
Contractors	11.	Contractor Procedure
Emergencies	12.	Emergency Response Procedure
Hazard Management	13.	Hazard Identification Procedure
	14.	Hazard Management Action Plan
	15.	Hazard Reporting Procedure
	16.	Isolated Worker procedure
	17.	Job Safety Analysis Procedure
	18.	Pre- Start Hazard Assessment Procedure
	19.	Site Inspection Procedure
	20.	Site Inspection & Hazard Report Form
Task Specific Procedures	21.	Erecting Roof Structures
	22.	Excavation Procedure
	23.	Demolition Procedure
	24.	Ladder Procedure
	25.	Scaffolding Procedure
	26.	Traffic Procedure
	27.	Work At Height Procedure
	28.	Permit to Work Procedure
	29.	Plant Procedure and Checklist
Training	30.	Induction Procedure and Booklet
	31.	Training Procedure
REGISTERS, AUDITS & CHECKLISTS		
	1.	Document Control Procedure
	2.	Electrical Equipment Register
	3.	Emergency Contact Register
	4.	Job Site Information & Pre- start Safety Checklist
	5.	MSDS Register
	6.	Safety Management Plan Reviews/Reports

OSCON (AUST) PTY LTD ACCIDENT INVESTIGATION PROCEDURE

Introduction

An accident investigation is a methodical, systematic, unemotional procedure to collect and interpret information about an event to establish what happened, why it happened, the extent of injury or damage, and to analyse the process involved to minimize the risk or prevent a re-occurrence. The investigation normally results in a logical, sequential report of the events with recommended, preventative strategies.

Scope

All Oscon (Aust) Pty Ltd Sites.

Preparation to investigate Incident

A basic need for an investigator is to have all the equipment required to conduct an investigation. Some of the equipment that may be required is listed below:

1. Check and adjust all your Personal Protective Equipment (PPE) before you visit the incident scene
2. Clipboard with note paper, incident investigation pro-forma, graph paper, transparency sheets
3. Ruler, pencils, pens, eraser
4. Camera (Digital, no processing required = less risk of losing evidence), batteries, flash, film, operating instructions
5. Tape measure (3m, 50m)
6. Chalk, paint, wax crayons, marker pens
7. Barricade tape (caution, danger) out of service and personal danger tags
8. Tape recorder (spare tapes, batteries)
9. Plastic bags (various sizes)
10. Torch (spare batteries)
11. Relevant Incident Report Form
12. Small hand tools (pen knife, screw driver, Phillips head, pliers)
13. Communication equipment (radio, telephone)

Commencing the Investigation

The investigation involves the collection of evidence, some of which may be extremely fragile; consequently it would be preferable to collect the most fragile of the evidence first. Fragile evidence can be described as that which may be easily broken, distorted, or contaminated (including, but not limited to, environmental or verbal contamination).

The recovery of injured person/s and securing of the incident scene is of the highest priority. It may be necessary to make the scene safe before the commencement of the investigation and collection of evidence. Once the injured person/s has been treated and the site secured, access should be restricted so as to leave it as close as possible to the conditions at the time of the incident.

If it is necessary to disturb the scene, either to remove the injured person or to make the scene safe, video or photographic evidence may be the most practical means of evidence collection.

Initial Investigation

It is a proven practice to make brief written notes on what steps have been taken and when, and who you speak to and what information they can contribute. This enables the investigator to prioritise further actions, particularly which witness to interview first.

The overview provides the investigator “to get a feel for the working environment”. On arrival on the incident scene, the investigator makes an assessment of any hazards that are present, including either pre-existing hazards or hazards that have arisen through the incident. These hazards should be eliminated, controlled or managed.

At this stage it is desirable to take photographs of the accident scene, or at least to make sketches and notes.

Witnesses

A witness is a person that has first hand knowledge of some fact related, directly or indirectly, to an incident.

There are two main types of witnesses:

1. Eye witnesses – persons who actually saw the accident happen
2. Circumstantial witnesses – those who did not actually see the accident, but who can contribute valuable background information

Witness Interview Checklist

1. Name, occupation and contact details of the witness
2. Date and time of the interview
3. Time of accident according to the witness
4. Location of the accident according to the witness (distance from fixed objects)
5. Description of significant events in order
6. What attracted the witness' attention to the accident?
7. Where was the witness in relation to the accident?
8. What did the witness see?
9. What did the witness hear?
10. What did the witness smell?
11. What did the witness feel?
12. What did the witness do?

Basic Interview Techniques

There are different types of questions that can be asked:

- Closed questions - can be answered “yes” or “no”
- Open questions – open ended and require explanation

1. Conduct interview in private at the work place

- At the scene if possible, as it may assist with recall
- Interviewee can refer to physical conditions and circumstances

2. Put interviewee at ease, don't hurry things

- You are solely interested in prevention not blame
- You can only establish prevention with help in identifying all the factors
- You are interested in fact not theory

3. Ask for the interviewee's version of what happened

- Do not interrupt or ask leading questions
- Take notes (and/or record on tape to prevent any loss of information)
- Ask questions at the end of interviewee's version
- Don't make judgments

4. Only ask necessary questions

- Ask open questions (cannot be answered yes or no)
- Be objective and constructive

5. Repeat the interviewee's story as you understand it

- Interviewee can fully understand what has been said
- Provides a chance to clear up any misunderstandings
- Correct any misunderstanding and note

6. Close the interview on a positive note.

- Check everything has been covered
- Reaffirm the purpose of the interview
- Thank the witness

Source; "Enhancing Safety" Taylor Hegney Easter second edition 1997

Collection of Evidence

Evidence generally falls in four main categories: people, positions, parts, and papers.

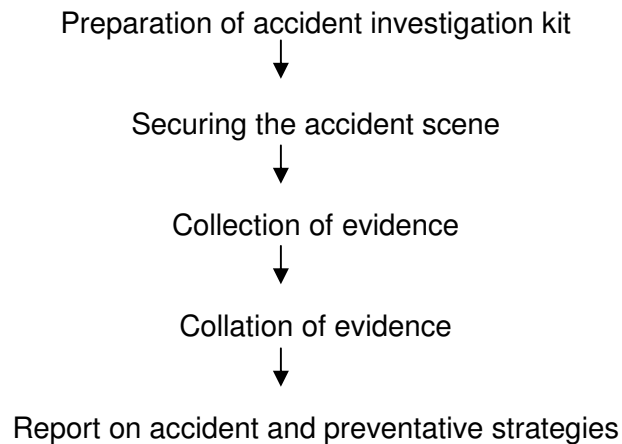
People - provide eye or ear evidence relating to events prior to during or after the incident. This information is recorded in witness statements.

Positions - are the actual locations of people or parts prior to, during or after the incident. To ascertain the position of people and parts will normally depend on the affirmation of witnesses.

Parts - are visible, material pieces of plant, tools, equipment, and buildings at or around the incident that may or may not have some influence on the incident. Some parts that are suspected to have contributed to the incident may need to be examined by a person that is appropriately qualified to examine the part. Any reports provided from such a source will form part of the evidence in the investigation. The person who provides such information is known as an expert witness.

Paper - includes forms, written records, diary notes, procedures, JSA's, manuals, maintenance records, induction and training records, personnel qualifications, certificates of competency, contracts and quotes.

Overview of Accident Investigation Procedure



The Report Structure

The investigation normally results in a logical, sequential report of the events with recommended preventive strategies. The suggested report structure is listed below:

- The accident description (a brief description)
- Before the accident (according to factual evidence)
- The accident as reported
- After the accident
- Contributing factors (according to factual evidence)
 1. Poor planning/organisation
 2. Lack of or poor standard of training Equipment/machines
 4. Work environment
 5. Misuse of products/substances
 6. Poor manual handling activity
 7. Failure to follow safety instructions
 8. Failure to use safety equipment correctly
- Conclusion
- Recommended corrective actions and reasoning
- Appendix of evidence

OSCON (AUST) PTY LTD INJURY REPORT FORM

PERSONAL INJURY <input type="checkbox"/> HARM <input type="checkbox"/>		DAMAGE EQUIPMENT <input type="checkbox"/> ENVIRONMENT <input type="checkbox"/>		Report Number		
Surname (Person Involved)		Given Names		Date of Birth		
		Male <input type="checkbox"/> Female <input type="checkbox"/>				
EMPLOYEE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/>		CONTRACTOR NAME		OCCUPATION		
Exact Location of Incident:						
If applicable, has the Manager been informed? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Incident Date:/...../..... am / pm.			Reported to: Date:/...../.....			
Incident Involved (tick one or more) Mobile equipment <input type="checkbox"/> Slips/trips/fall <input type="checkbox"/> Manual Handling <input type="checkbox"/> Equipment Failure <input type="checkbox"/>			Hazardous Substances <input type="checkbox"/> Electricity <input type="checkbox"/> Plant <input type="checkbox"/> Fire <input type="checkbox"/> Other <input type="checkbox"/> please specify below			
Detailed Description of Hazard / Incident Provide details of contributing factors, injury descriptions, activities being performed, vehicle or equipment involved, damages 						
<i>If additional space is required, attach additional pages.</i>						
TO BE COMPLETED BY THE SITE SUPERVISORS	Injury Classification Fatality <input type="checkbox"/> Lost Time Injury <input type="checkbox"/> Estimated No. of days lost: Medical Treatment Case <input type="checkbox"/> Restricted Work Case <input type="checkbox"/> First Aid Injury <input type="checkbox"/>					
	Injury Location/s: Head <input type="checkbox"/> Eyes <input type="checkbox"/> Respiratory <input type="checkbox"/> Hands/ Fingers <input type="checkbox"/> Arms/Shoulders <input type="checkbox"/> Legs <input type="checkbox"/> Ankle / Feet / Toes <input type="checkbox"/> Upper Back <input type="checkbox"/> Lower Back <input type="checkbox"/> Hearing <input type="checkbox"/> Skin <input type="checkbox"/> Other: specify in description above <input type="checkbox"/>					
	Injury Action Taken Treated by First Aid Staff <input type="checkbox"/> Referred to Medical <input type="checkbox"/> Returned to normal duties <input type="checkbox"/> Alternative duties <input type="checkbox"/>			Was the injury a recurrence of a previous injury? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Experience of person involved: Persons Service on Site Yrs/ Mths Persons experience in industry..... Yrs/ Mths			Was activity part of normal duties? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Name/s of Witness or Others Involved: 			Form completed by: 		
	Signature of Site Supervisors Name: _____ Date: / /			Signature of Person Involved Date: / /		

OSCON (AUST) PTY LTD FIRST AID PROCEDURE

Introduction

This procedure is used to offer guidance when first aid as an initial response is required in the workplace and to offer practical guidance to employees in the provision of first aid facilities.

First aid in the workplace is the emergency care of injured or sick persons, and aims to preserve life, promote recovery, and prevent the injury or injuries becoming worse and to protect the unconscious casualty.

Scope

All Oscon (Aust) Pty Ltd Sites.

General Information

Information and instruction about first aid facilities and services to employees will include:

- The location of all first aid boxes and equipment
- The Emergency Contact Register
- Procedure to follow in the event of first aid being required.

Induction training

All new employees will be given induction training and have the above information explained to them. Records of this training will be maintained.

First Aid Boxes

Where practicable first aid equipment will be provided and located to ensure:

- They are immediately accessible to all employees. Access to a first aid box for people working in isolated or remote locations must be taken into account;
- The names and contact numbers of first aiders are provided on or near the box; additional information such as the name, address and telephone number of the nearest medical or emergency service, is supplied on or near the box (Emergency Contact Register).
- Instructions for emergency treatment of injuries, rescue breaths and cardio-pulmonary resuscitation (CPR) are provided inside the box;
- Instructions for dealing with injuries that may be specific to a workplace (e.g. eye injuries or chemical burns) are provided in or near the box; and
- Instructions are provided on the care of first aid instruments such as scissors or splinter forceps for wound care.

First aid boxes will be clearly marked and the contents adequately maintained and replaced or added to as necessary.

Note: Where it is not practicable to maintain equipment on site then Oscon (Aust) Pty Ltd will advise contractors working on Oscon (Aust) Pty Ltd sites to maintain their own first aid equipment.

OSCON (AUST) PTY LTD INJURY MANAGEMENT POLICY

Oscon (Aust) Pty Ltd

INJURY MANAGEMENT POLICY

Oscon (Aust) Pty Ltd is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the *Workers' Compensation and Injury Management Act 1981* in the event of a work related injury or illness.

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Whenever possible, suitable duties will be arranged internally having regard for the injured worker's medical restrictions.

Workplace Information:

Employer's Contact Person:

Telephone:

Employer's signature:

Date:

_____/_____/_____

OSCON (AUST) PTY LTD INJURY MANAGEMENT SYSTEM

INJURY MANAGEMENT SYSTEM

Oscon (Aust) Pty Ltd

Aim of the Injury Management System

To ensure that Oscon (Aust) Pty Ltd is able to respond to workers' compensation claims quickly and properly, so that injured workers can remain at work or return to work at the earliest appropriate time.

Injury Management Policy

Oscon (Aust) Pty Ltd approach to injury management will be set out in a policy that will be available to all workers.

Injury Management Steps

When information that a worker has a First Medical Certificate for a work related injury is received or the worker requests, Oscon (Aust) Pty Ltd will provide the worker with a workers' compensation claim form.

When a completed workers' compensation claim form and the First Medical Certificate is received from the injured worker, Oscon (Aust) Pty Ltd will send the documents to the insurer within three working days in accordance with the *Workers' Compensation and Injury Management Act 1981* (the Act).

Oscon (Aust) Pty Ltd will discuss the workers' compensation claim with the insurer, to clarify any issues or concerns or request up-to-date information on Oscon (Aust) Pty Ltd responsibilities in relation to the claim.

Oscon (Aust) Pty Ltd will maintain close contact with the injured worker to check on progress and make arrangements for the worker to remain at work or return to work as soon as medically appropriate.

If it is required, a return to work program will be established in consultation with the injured worker and in accordance with the Act.

Worker Participation

For a workers' compensation claim to be processed, an injured worker must give Oscon (Aust) Pty Ltd a completed claim form and all medical certificates from the treating medical practitioner.

Injured workers must maintain close contact with Oscon (Aust) Pty Ltd to provide information on their progress and participate in return to work activities in accordance with the Code. Any issues associated with a claim must be referred to Oscon (Aust) Pty Ltd, who will endeavour to resolve these issues or, where necessary, refer them to the approved insurer.

Day-to-Day Management

The person who has day-to-day responsibility for injury management is:

Name:

Contact details:

OSCON (AUST) PTY LTD WORKSAFE REPORTING PROCEDURE

Introduction

The *Occupational Safety and Health Act 1984* requires employers to notify the WorkSafe Western Australia Commissioner of any accidents involving their employees.

Scope

All Oscon (Aust) Pty Ltd Sites.

Purpose

The Site Supervisors will be responsible for ensuring any applicable injury or disease indicated below is notified to Worksafe immediately and without undue delay.

Notification under section 23I of certain injuries

- (1) For the purposes of section 23I (2) (a) of the Act, the kinds of injury incurred by an employee to be notified by an employer to the Commissioner are —
 - (a) A fracture of the skull, spine or pelvis;
 - (b) A fracture of any bone —
 - (i) In the arm, other than in the wrists or hand;
 - (ii) In the leg, other than a bone in the ankle or foot;
 - (c) An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
 - (d) The loss of sight of an eye;
 - (e) Any injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.
- (2) For the purposes of section 23I (3) of the Act, notification of an injury to which section 23I (2) (a) of the Act applies is to be made —
 - (a) In the form of Form 1 in Schedule 2 of the OSH Regulations 1996; or
 - (b) By telephone.

Notification under section 23I of certain diseases

- (1) For the purposes of section 23I (2) (a) of the Act, the kinds of disease affecting an employee to be notified by an employer to the Commissioner are the diseases set out in column 1 of the Table to this regulation that have been contracted in the course of the kind of work set out opposite that disease in column 2 of the Table.

1. Infectious Diseases	
Tuberculosis	Work involving exposure to human blood products, body secretions, excretions or other material, which may be a source of infection.
Viral Hepatitis	
Legionnaires' Disease	
HIV	

2. Occupational zoonoses:	
Q fever	Work involving exposure to human blood products, body secretions, excretions or other material, which may be a source of infection.
Anthrax	
Leptospirosis	
Brucellosis	

- (2) For the purposes of section 23I (3) of the Act, notification of a disease to which section 23I (2) (a) of the Act applies is to be made —
- (a) In the form of Form 2 in Schedule 2 of the OSH Regulations 1996; or
 - (b) By telephone.



Schedule 2 — Forms relating to general provisions
Form 1 — NOTIFICATION OF INJURY

Occupational Safety and Health Act 1984 [Regulation 2.4(2)]

WorkSafe Western Australia Commissioner
PO Box 294
WEST PERTH WA 6872
Phone: (08) 9327 8777 Fax: (08) 9327 8724
Email: safety@commerce.wa.gov.au

INJURY REPORTING TELEPHONES:
(08) 9327 8800
1800 678 198

PLEASE USE CAPITAL LETTERS TO COMPLETE THIS FORM

Section 1: Employer Details			
Legal name:			
Trading name:		ABN / ACN:	
Type of workplace:		ANZIC:	
Street address:			
Suburb/Town:		Postcode:	
Phone:		Fax:	
Email:			

Section 2: Details of Injured Person			
Surname:		Sex: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Given names:			
Occupation:			
Date of birth: / /	Age:	Days unable to work:	

Section 3: Details of Injury			
Date of injury: / /	Time of injury:	:	<input type="checkbox"/> am <input type="checkbox"/> pm
WorkCover number:			
Nature of injury:			
Injury code			
Brief description of how injury occurred:			
Address of the workplace where the injury occurred:	Street address:		
	Suburb/Town:		
	Postcode:		
Area of workplace the injury occurred:			
Person removed to:			
Person reporting injury:	First name:		Surname:
	Position:		Phone:
Person for liaison:	First name:		Surname:
	Position:		Phone:

Body Location	
Skull	A
Chest	B
Arm	C
Leg	D
Digit (finger/toe)	E
Pelvis	F
Spine	G
Eye	H
Ankle/Foot	I

Injury Codes	
Amputation	1
Fracture	2
Laceration	3
Loss of sight	4
Other 10 days +	5
Fatality	6

Examples:
 1. Head fracture would be an A2
 2. Arm amputation would be a C1
 3. Toe amputation would be an E1



Schedule 2 — Forms relating to general provisions
Form 2 — NOTIFICATION OF DISEASE

[Regulation 2.4(2)]

Occupational Safety and Health Act 1984

WorkSafe Western Australia Commissioner
PO Box 294
WEST PERTH WA 6872
Phone: (08) 9327 8777 Fax: (08) 9327 8724
Email: safety@commerce.wa.gov.au

REPORTING TELEPHONES:
(08) 9327 8800
1800 678 198

Section 1: Employer details			
Legal name:			
Trading name:		ABN / ACN:	
Type of workplace:		ANZIC:	
Street address:			
Suburb/Town:		Postcode:	
Phone:		Fax:	
Email:			
Section 2: Details of person affected			
Surname:		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Given names:			
Occupation:			
Date of birth: / /	Age:	Days unable to work:	
Section 3: Details of disease			
Date of diagnosis: / /	Time of diagnosis:	:	am <input type="checkbox"/> pm <input type="checkbox"/>
WorkCover number:			
Name of disease:			
Brief description of work done/and or how incident occurred			
Address of the workplace where the incident occurred:	Street address:		
	Suburb/Town:		
	Postcode:		
Person removed to: (Hospital/GP)			
Person reporting injury:	First name:		Surname:
	Position:		Phone:
Person for liaison:	First name:		Surname:
	Position:		Phone:

OSCON (AUST) PTY LTD SAFETY MEETING PROCEDURE

Scope

All Oscon (Aust) Pty Ltd Sites.

Purpose

This procedure must be followed for all safety meetings held by, for or on behalf of Oscon (Aust) Pty Ltd.

1. Prior to the Safety Meeting

- a) Select a time and location for the meeting;
- b) Notify employees and sub contractors at least 2 working days before the meeting (invite the client if applicable);
- c) Post a copy of the Safety Meeting Agenda/Minutes form on the site notice board least 2 working days before the meeting.

2. Day of Safety Meeting

- a) Set up the meeting place;
- b) Have paper work ready and organised;
- c) Provide each meeting participant with a copy of the agenda and any relevant paperwork/documents.

3. Review previous meeting minutes

- a) Have previous meeting minutes read out;
- b) If the minutes are correct, have them accepted as correct.

4. Discuss previous meetings action plan

- a) Review action plan and ascertain completion of actions.

5. Discuss each item listed on the agenda

- a) Open the first item on the agenda for discussion;
- b) Record the outcome of the discussion on the Safety Meeting Agenda/Minutes form;
- c) Read the agenda item, and discussion outcome recorded, back to the meeting participants to confirm all are in agreement;
- d) Record and actions that are required to be taken on the Safety Meeting Action Plan;
- e) Repeat steps a) to c) for each listed agenda item.

6. Recording New Issues

- a) Ask the group collectively if there are any other relevant issues they wish to raise for discussion;
- b) Record the new issue on the Safety Meeting Agenda/Minutes form. Start a new form if there is insufficient space;
- c) Open the new item for discussion;

- d) Record the outcome of the discussion on the Safety Meeting Agenda/Minutes form;
- e) Read the new agenda item, and discussion outcome recorded, back to the meeting participants to confirm all are in agreement;
- f) If the issue is critical in nature and agreement cannot be reached then it must be referred to head office for immediate action;

If agreement cannot be reached and the issue raised is not critical in nature then a time and date should be set for the next safety meeting at which this issue can be further discussed. Have a spare copy of the Safety Meeting Agenda/Minutes form available so that the address, time, date any agenda items for the next meeting can be recorded;
- f) Record and actions that are required to be taken on the Safety Meeting Action Plan;
- g) Repeat steps b) to f) for each new issue raised.

7. Meeting Closure

- a) At the end of the meeting all participants must sign-off for their participation and attendance;
- b) Thank participants for their attendance;
- c) Formally close the meeting

8. After the Meeting

- a) A copy of the Safety Meeting Agenda/Minutes must be forwarded to Oscon (Aust) Pty Ltd head office for recording and, where necessary for review and action by senior management;
- b) Management to review agenda/minutes;
- c) Where necessary management are to complete an action plan in relation to any unresolved issues;
- d) Any management action plans are to be referred back to site for appropriate action by site personnel;
- e) Safety Meeting Agenda/Minutes form is filed for future reference and reviewed as necessary.

SAFETY MEETING AGENDA/MINUTES			
To be held at:			<i>LOGO</i>
Date:		Time:	

Agenda item number	Item for discussion	Meeting Outcome

Present	Employer	Signature

If you wish to attend this meeting please contact on

Meeting Facilitator:		Signature:	
Faxed/sent to head office	Date:	Time:	By:
Noted at head office	Date:	Name:	

SAFETY MEETING ACTION PLAN

Date of safety meeting:	Action plan created by:	Date:	<i>LOGO</i>
Site address where action is required:			

Issue Raised	Suggested Action	Referred to Senior Management Y/N	Person/s Responsible for Action	Date Action Completed	Final Sign-Off (Action Completed & Checked)

OSCON (AUST) PTY LTD TOOLBOX TALK PROCEDURE

Introduction

A tool box talk is an informal safety-related meeting where site personnel and main contractors get the opportunity to address concerns in regard to safety matters and any other issues that need discussing at the Site Supervisors and employee level in a more informal arena.

Scope

All Oscon (Aust) Pty Ltd Sites.

Purpose

The Site Supervisors shall ensure that Toolbox Talks are conducted;

- When a new work practice or procedure is introduced to the workplace;
- when hazards or unsafe practices are identified on site;
- When unusual or extreme risk activities are conducted on site;
- Any other occasion where it may be beneficial.

The timing and duration of toolbox talks shall be determined in consideration of the activities being undertaken. Toolbox talks can include instructional or training information or review of any of the following:

- Unresolved issues from previous meetings
- Review of all accidents and issues since the previous meeting
- Review of issues identified during Site Safety walks
- Storage and handling
- Environmental issues
- Upcoming activities
- Works program
- Subcontract activities
- Plant and equipment

The Site Supervisors shall ensure that the names of attendees, the issues discussed and any outcomes reached are recorded in the Toolbox Talk section of the Oscon (Aust) Pty Ltd Site Inspection and Hazard Report Form or the Oscon (Aust) Pty Ltd Toolbox Meeting Agenda/Minutes form.

TOOLBOX MEETING AGENDA/MINUTES

To be held at:		<i>LOGO</i>
Date:		

Agenda item number	Item for discussion	Meeting Outcome

Present	Employer	Signature

If you wish to attend this meeting please contact on

Meeting Facilitator:			Signature:	
Faxed/sent to head office	Date:	Time:	By:	
Noted at head office	Date:	Name:		

OSCON (AUST) PTY LTD WARNING SIGNS PROCEDURE

Scope

All Oscon (Aust) Pty Ltd Sites.

Responsibilities

The Supervisor shall be responsible for ensuring that:

- Safety signs shall be designed and constructed in accordance with Australian Standard AS1319.
- The type of sign used is suitable for the intended purpose.
- Consideration is given to the use of reflective signs and of internally or externally illuminated signs where greater visual impact is required.
- Warning signs are maintained in good condition and kept clean and well illuminated.

Purpose

Warning signs shall be posted at each entrance to site and shall be constructed and erected so that they themselves do not create a hazard.

All signs shall be removed immediately the information they contain is no longer effective.

Warning signs shall be located in a position so that they should attract attention and be clearly visible to all concerned.

Prohibition, danger, obligation and caution signs shall be sited in relation to a particular hazard to allow anyone ample time after first viewing the sign to heed the warning.

When using text type signs, it must be recognised that other languages will often be necessary. Where this is the case, the translated message should adhere as closely as possible to the intent of the English version.

OSCON (AUST) PTY LTD VISITORS TO SITE PROCEDURE

Introduction

Oscon (Aust) Pty Ltd recognises its statutory duties under the Occupational Safety and Health Act 1984 to ensure that all persons working on or visiting Oscon (Aust) Pty Ltd sites are protected from risks to their safety and health due to the activities of Oscon (Aust) Pty Ltd. It is Oscon (Aust) Pty Ltd policy that procedures shall be developed and maintained to ensure the safety and security of its employees and any other person visiting any of its construction sites.

Scope

All Oscon (Aust) Pty Ltd Sites.

Procedural Requirements

- If possible, all visitors shall arrange an appointment time with Oscon (Aust) Pty Ltd Supervisor prior to attending site.
- The Supervisor will take all practicable measures to ensure that all visitors to the work site are recorded in the visitor's register. Visitors who have not completed the Mandatory Safety Awareness Training shall be escorted at all times while on site. Children are not allowed to be unaccompanied at any time whilst on Oscon (Aust) Pty Ltd sites.
- A prominent notice will be displayed at the front of each work site stating that all visitors must report to the site office.
- Any member of staff or contractor becoming aware of a visitor to site who has not signed in the visitors register should advise the Supervisor.
- All visitors to the site must be advised of the site emergency procedures.
- In the event of an emergency, especially one requiring evacuation, the Supervisor, designee or suitably authorised person, shall be responsible for the safety of the visitor.

OSCON (AUST) PTY LTD CONTRACTOR PROCEDURE

Introduction

This document shall outline the procedures required for any sub contractor or their employee while working on Oscon (Aust) Pty Ltd Sites.

Scope

All contractors engaged by Oscon (Aust) Pty Ltd to undertake construction work on Oscon (Aust) Pty Ltd Sites.

Selection of Contractors

Selected contractors must be able to demonstrate that they are experienced and competent to carry out the required works within regulations and accepted safety standards.

Evaluation

Contractors will be required to provide appropriate paperwork as requested by Oscon (Aust) Pty Ltd. This may include, but not be limited to:

- Work references
- Trade Papers
- Certificates of Competency.

Job Safety Analysis

Contractors will be required as part of their contract of employment to complete Job Safety Analysis forms when:

- Tasks are considered to be medium or high risk;
- There are new or modified tasks (deviation from standard work procedures);
- Infrequent tasks;
- Tasks have previously resulted in injury or damage.

Monitoring Contractors

Monitoring contractor safety performance is a critical requirement in contractor management. It sends a clear message to contractors that safety issues are a priority and ensures that health and safety legislation, codes of practice and standards are met. During the contract stage the Site Supervisors or designee shall:

- Monitor contractor's safety performance;
- Monitor the performance of contractors to ensure that all legal requirements are met;
- Ensure regular site inspections are conducted;
- Advise the contractor on risks and non-conformance;
- Monitor and follow up on corrective action;
- Review OSH performance, accident and incident reports, third party reports and complaints;
- Review occupational Safety and Health performance via regular meetings with the contractor;
- Ensure all contractor records are maintained as determined in this procedure.

Records

Oscon (Aust) Pty Ltd will retain contract records during the period of the contract and for seven years after completion of the contract.

OSCON (AUST) PTY LTD EMERGENCY RESPONSE PROCEDURE

Introduction

The declaration of an emergency affecting Oscon (Aust) Pty Ltd requires response to provide for the Safety and Health of all employees and to protect plant, equipment and the environment within and external to the Oscon (Aust) Pty Ltd site. The following emergency response procedures assume that employees and visitors of Oscon (Aust) Pty Ltd are aware of their response in a declared emergency. This information shall be available through the induction.

Scope

All Oscon (Aust) Pty Ltd Sites.

Training

Selected Oscon (Aust) Pty Ltd employees will receive formal training in first aid and fire/prevention control.

Requirements

On commencement of construction:

- All site personnel are instructed during site induction of site emergency procedures and information;
- Availability of first aid facilities shall be established;
- The need for fire fighting equipment shall be identified and if required installed and the location sign posted;
- Emergency contact information shall be established and made available;
- Muster points are established and sign posted as required.

Example Procedures

General Emergency Procedure

1. Stop work/operations
2. Call for help, dial emergency phone number or send someone to raise the alarm.
3. When speaking to emergency services, clearly state your name, location, nature of emergency, injury sustained and casualty numbers. Stay on the phone until instructed to hang up.
4. Check for hazards (danger) to yourself or others, i.e. extinguish any fire;
5. Apply first aid – D.R.A.B.C.D. (to your level of competency); do not move the casualty unless imminent threat to life;
6. Continue first aid until help arrives or for as long as is practicable;
7. Maintain phone/radio vigilance.

Hazardous Material Spill Procedure

1. Stop work/operations
2. Refer to Material Safety Data Sheet;
3. Determine the hazard;
4. Evacuate the area, if applicable;
5. Contact Emergency Services, if applicable.

Fire Procedure

1. Sound site alert;
2. Close down all plant in the area;
3. Stop fuel or gas leaks, if possible;
4. Isolate electrical components;
5. Evacuate the area;
6. Fight fire if trained to do so.

Bomb Threat Procedure

1. Treat all threats as real;
2. Attract the attention of a second person and indicate the nature of the call;
3. Keep the caller talking whilst obtaining as much information as possible;
4. If second person is available or if the threatening call has finished contact the Site Supervisors and give details of bomb threat;
5. Do not touch any suspicious articles;
6. Ensure immediate evacuation of the site.

Review of Emergency Response Procedure

It is good practice to review an emergency response procedure when:

- Any hazardous substance is introduced to the workplace in a quantity which causes alteration to the placarding requirements;
- A change is made in the way a hazardous substance is stored, handled or used;
- A change is made to a process or procedure which may result in a change of risk; and
- New information becomes available concerning any property of a hazardous substance, which could lead to a significant risk.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL PROCEDURE

Hazard Identification

Oscon (Aust) Pty Ltd believes that we all have a duty to manage hazards, as it is not always practicable to totally eliminate all hazards in the work place.

Scope

All Oscon (Aust) Pty Ltd Sites.

Purpose

Potential hazards must be managed and hazard identification is the first step in the hazard management process. Identification and recognition of potential hazards may be achieved through, but not limited to, any of the following:

- Hazard reporting;
- JSA (Job Safety Analysis);
- MSDS (Material Safety Data Sheets);
- Industry/company statistics;
- Significant incident reports;
- Standards and codes;
- Workplace inspections;
- Safety meetings;
- Accident Reports;
- Workers' compensation data.

Hazards can be broadly categorised into safety hazards and health hazards.

- Safety hazards are those which have the potential to cause immediate injury (acute) e.g. slipping, falling, getting caught between moving parts and / or getting hit by something.
- Health hazards are associated with exposure to harmful substances or conditions. Their effects tend to be long term (chronic) e.g. exposure to chemicals, dust, noise, fibres or radiation.

Some hazards could fall into both categories e.g. exposure to chemicals. Some chemicals may burn the skin causing an acute injury; however repeated exposure to the same chemical may affect your (health) circulatory system.

Effective hazard control requires commitment and prompt positive action. Management, employees and sub-contractors are involved in the process from the initial identification and report, to hazard control or elimination. Therefore, ownership over the hazard control process rests with all employed by Oscon (Aust) Pty Ltd.

Oscon (Aust) Pty Ltd employees and sub-contractors are encouraged to actively participate in the hazard control process by promptly reporting hazards, following safe work instructions, contributing to Job Safety Analysis and safety meetings. Employees and sub-contractors provide valuable feedback on the effectiveness of the hazard control process.

If Oscon (Aust) Pty Ltd is conducting work under the control of another builder or government department and they have a formal hazard reporting process in place, then employees of Oscon

(Aust) Pty Ltd and their sub-contractors will use the process as required by the main contractor. If the site does not have a formal reporting form/system then employees of Oscon (Aust) Pty Ltd will follow the Oscon (Aust) Pty Ltd Hazard Reporting Procedure.

All Oscon (Aust) Pty Ltd employees and sub-contractors have a Duty of Care to report any situation that constitutes a hazard or potential hazard and comply with any safety and health instructions given by Oscon (Aust) Pty Ltd.

All Oscon (Aust) Pty Ltd employees and sub-contractors must report all hazards, initially to other employees in the area and to the Site Supervisors in control of the area concerned.

Once identified, the area/equipment/situation will be made as safe as practicable and/or have access restricted

Risk Assessment and Control

Once a hazard has been identified the risk presented by the hazard must be assessed and suitable controls put in place. The risk assessment and control process shall be in accordance with steps 4 to 8 of the Oscon (Aust) Pty Ltd Job Safety Analysis Procedure.

OSCON (AUST) PTY LTD HAZARD MANAGEMENT ACTION PLAN

Introduction

The identification, reporting, assessment and control of hazards on Oscon (Aust) Pty Ltd sites are critical to the development and maintenance of a safe workplace.

The Hazard Management Action Plan procedure has been developed to ensure that hazards that cannot be effectively controlled by site personnel or the Site Supervisors, is reviewed and actioned as soon as practicable.

Scope

All Oscon (Aust) Pty Ltd Sites

Procedure

Where a hazard has been reported to, or identified by, the Site Supervisors and he/she are unable to effectively control the hazard with available resources then the following procedure shall be followed;

1. The Site Supervisors will take appropriate action to ensure that harm or injury will not occur as a result of the identified hazard even if this action restricts or limits the tasks that can be completed;
2. The Site Supervisors will complete the appropriate sections of a Hazard Management Action Plan and submit it to The Directors as soon as is practicable;
3. The Directors will nominate the person/s to review the Hazard Management Action Plan recommend appropriate control measures to be implemented, the date to be actioned by and nominate the person/s who will be responsible for implementing the recommendations and reviewing hazard/controls five days after implementation;
4. The Construction Manager will ensure that the person/s responsible for implementing the recommendations of the Hazard Management Action Plan are provided with a copy of the action plan and that the original is forwarded to the Office Administrator for filing;
5. The person/s responsible for implementing the recommendations of the action plan will ensure that controls are put in place by the specified date. Where this cannot be achieved then the Hazard Management Action Plan will be submitted to The Directors for amendment to the action date and onsite review date. The Directors will ensure that the original form is also amended. Note: All amendments are to be initialled and dated by The Directors;
6. Once the recommendations have been implemented the Hazard Management Action Plan will be returned to the Office Administrator who will forward it onto the person/s responsible for completing the onsite review;
7. If the person/s completing the onsite review is of the opinion that further action is required to control the hazard then he/she will;
 - a) Indicate that requirement on the Hazard Management Action Plan;
 - b) Complete a new Hazard Management Action Plan and attach it to the front of the finalised Hazard Management Action Plan;
 - c) Submit the new Hazard Management Action Plan along with the finalised action plan to The Directors for further review and/or action.
8. When a Hazard Management Action Plan has been finalised and the hazard has been effectively controlled then all hazard Management Action Plans relating to the hazard shall be signed off by The Directors.

OSCON (AUST) PTY LTD HAZARD MANAGEMENT ACTION PLAN

Site Address:		Site Supervisors Name:	Date Action Plan Initiated:	
Names of person/s reviewing Hazard Action Plan		Position		
Description of Hazard (To be completed by Site Supervisors)		Controls to be implemented (To be completed by persons reviewing Hazard Management Action Plan)		
Recommendations Approved by the Directors		Signature:		Date:
Person/s Responsible for Implementing Required Action		Date To Be Actioned by	Date Action Completed	Final Sign-Off <small>(Action Completed & Checked)</small>
Person/s Responsible for On Site Review of Controls		Date To Be Reviewed	Further Action Required <small>Y/N</small>	Review Sign-Off <small>(Review Completed)</small>
No Further Action Required Approved by the Directors		Signature:		Date:

Immediately upon completion of the review of this Hazard Action Management Plan a copy of the completed action plan will be provided to the person/s responsible for actioning the recommendations and the original will be forwarded to the Safety Coordinator/Office Administrator for filing.

The person/s responsible for actioning the recommendations of this Hazard Management Action Plan will implement the recommendations as soon as is practicable.

An on site review of the recommendations of this action plan will be conducted by the nominated person/s 5 days after its implementation. Where the result of the on site review indicates a need for further action then the person conducting the on site review will complete a new Hazard Management Action Plan, attach it to the front of this action plan and submit it to the Safety Coordinator/Office Administrator, as soon as is practicable, for immediate action.

OSCON (AUST) PTY LTD HAZARD REPORTING PROCEDURE

Introduction

Hazard reporting is vital in the prevention of accidents and incidents. Employees and sub-contractors have a Duty of Care to report any situation that constitutes a hazard or potential hazard and comply with any safety and health instructions.

Scope

All Oscon (Aust) Pty Ltd Sites.

Purpose

If any hazards have been identified at a Oscon (Aust) Pty Ltd site, it must initially be reported to other employees in the area and to the Site Supervisors in control of the area concerned. Once identified, the area/equipment/situation will be made safe as practicable and/or access restricted.

Requirements

1. Employee/sub-contractor to warn other in the immediate vicinity/barricade, tag-out or any other appropriate action to control hazard;
2. If employee/sub-contractor is unable to effectively control hazard then they are to report the situation to the Site Supervisors;
3. Site Supervisors to visit site and record hazard on Site Inspection And hazard Report Form;
4. Site Supervisors to assess situation and take necessary action to implement additional controls;
5. Where the Site Supervisors is not able to effectively control the hazard with available resources and/or knowledge then he/she will complete a Hazard Management Action Plan and submit it to The Directors immediately for review;
6. Site Supervisors are to forward the completed Site Inspection and Hazard Report forms to the Office Administrator at the end of each week.

Note

If Oscon (Aust) Pty Ltd is conducting work under the control of another builder or government department and they have a formal hazard reporting process and forms in place, then employees of Oscon (Aust) Pty Ltd and sub-contractors will use the process as required by the builder or government department as appropriate.

If the site does not have a formal reporting form/system then employees of Oscon (Aust) Pty Ltd will follow the Oscon (Aust) Pty Ltd Hazard Reporting Procedure.

OSCON (AUST) PTY LTD ISOLATED WORKER PROCEDURE

Introduction

A person is alone at work, when they are on their own, when they cannot be seen or heard by another person and when they cannot expect a visit from another worker or member of the public for some time.

Scope

All Oscon (Aust) Pty Ltd Sites.

Responsibilities

The Site Supervisors shall be responsible to review the necessity of a worker working alone, prior to the start of the job. If possible, situations where workers are required to work alone shall be avoided. If a situation arises where a worker will be working alone, then the Site Supervisors will ensure a safe system of work has been implemented. The Site Supervisors, prior to the start of the job, shall:

- Discuss all hazards and risks with the worker and determine a risk rating using the risk-rating matrix in the Hazard Identification procedure. All high-risk activities shall have a Job Safety Analysis completed.
- Discuss with the worker what form of communication is to be used and how often contact is made,
- Ensure regular contact is made with the worker at the pre-determined intervals,
- Record the contact on the Working Alone Contact register,
- Monitor this procedure to ensure it is effective.

The worker/employee shall:

- Ensure their own safety and health while working alone,
- Consult with the Site Supervisors prior to commencement of the job
- Have regular contact with the Site Supervisors as pre-determined,
- Have a first aid kit available in their vehicle,
- Provide the Site Supervisors with information regarding any pre-existing medical condition that may increase any risk when working alone,
- Use appropriate personal protective equipment as required by any risk assessment,

Planning

Ensure all workers understand the hazards that may be associated with the work to be completed. This can be achieved through, but not limited to:

- Review of the procedures associated with the work
- Review of the machinery, equipment or tools that may be used
- Review of any High Risk activity that may be undertaken (e.g., Working at heights, working in confined spaces).

Communication

The means of communication can be, but not limited to:

- A telephone call to home base on arrival and departure at a work site;
- Pre-arranged mobile phone calls at scheduled times.
- Development and approval of trip itineraries for extended trips and adherence to the itinerary;
- Pre-trip agreement on departure and arrival times and accommodation arrangements.

Worker/Employee Name	Site/Location	Frequency of contact	Contact numbers	Time of contact	Initiated by:

OSCON (AUST) PTY LTD JOB SAFETY ANALYSIS PROCEDURE

Job Safety Analysis Overview

The Job Safety Assessment (JSA) is a detailed component of a Safety Management System.

Purpose

The JSA is a systematic review of a job/task in order to identify and assess the hazards associated with that process, and to recommend, develop and implement hazard controls to eliminate or minimize and manage the risks associated with carrying out the job-task.

A JSA is carried out for several different reasons:

- Tasks that are considered to be Medium and High risk;
- New or modified tasks (deviation from standard work procedures);
- Infrequent tasks;
- Tasks that have previously resulted in injury or damage;
- Is required as per Occupational Safety and Health Legislation.

It is best practice for a number of people to be involved in the development of a JSA. This generally includes the Site Supervisors, persons with expertise or knowledge about the specific task and other persons who may be affected by the specific task. To help encourage the safety culture and to provide informal training, it is good practice to include other site personnel who may have little or no experience in relation to the JSA process in the JSA development team.

Objectives

- Improve communications within the work place by involving employees in job planning and safety management;
- Improve efficiency so employees know what is expected of them and what others in the crew will be doing;
- Create a sense of employee ownership over safety in the work place;
- Develop safe work procedures that are easy to read and understand i.e. written in the terminology used in the work place by the employees;
- Enter identified hazards into the hazard register for future reference and review.

Overview of JSA Process

- Select the job to be assessed;
- Break the job down into logical steps;
- Identify the hazards associated with each step;
- Assess the overall risk of each step;
- Develop and recommend hazard control strategies;
- Document and authorise;
- Store, review, update.

Job Safety Analysis Procedure

1. Select the job/task to be analysed

Clearly describe the task to be analysed (e.g. Accessing roof).

2. Break the job/task down into logical steps

Ideally try to limit the break down to 6-10 steps; however more complex tasks will require more than 10 steps. Use simple language.

3. Identify the hazards associated with each step

Ask yourself what could happen at each step. For example, could you or others be exposed to, caught on, struck by, come in contact with, fall from, trip over, be trapped by or in between something hazardous whilst performing the task?

Examples of workplace Hazards

Physical	Chemical	Biological	Psychological	Ergonomic	Mechanical
Noise	Liquids	Bacterial	Stress	Poor design of work stations	Unguarded machines
Heat	Vapours	Viral	Fatigue	Height of work benches	Sharp cutting equipment
Electricity	Gases	Animal	Harassment		
Vibration	Dusts		Anxiety		
Radiation	Metals				

4. Assess the risk associated with each step

There are 2 issues to consider when determining the level of risk, likelihood and consequence.

Likelihood

Almost certain	The event is expected to occur in most circumstances (eg daily).
Likely	The event will probably occur in most circumstances (eg weekly).
Possible	The event should occur at some time and should be expected to (eg monthly).
Unlikely	The event could occur at some time but is not expected to (eg during the course of the project).
Rare	The event may occur only in exceptional circumstances.

Consequence

Level of risk	Possible consequences
Catastrophic	<ul style="list-style-type: none"> • Death/disable employee/s or public • cause major damage to the structure • significant impact on the surrounding population and environment • huge financial loss
Major	<ul style="list-style-type: none"> • Permanently disable or seriously injure employees or public • Cause minor damage to the structure • Breach the site boundary and pollute local environment • Major financial loss
Moderate	<ul style="list-style-type: none"> • Medical treatment injury • Contained release with assistance • High damage • High financial loss
Minor	<ul style="list-style-type: none"> • First aid treatment onsite • Low financial loss • Minor damage
Insignificant	<ul style="list-style-type: none"> • no injury • localised within the site without effecting others or the environment • no financial loss

Using the following Risk Matrix determine the level of risk associated with each identified hazard and record that information in the IR (Inherent Risk) column on the JSA form.

LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	HIGH (3)	HIGH (3)	EXTREME (4)	EXTREME (4)	EXTREME (4)
LIKELY	MODERATE (2)	HIGH (3)	HIGH (3)	EXTREME (4)	EXTREME (4)
POSSIBLE	LOW (1)	MODERATE (2)	HIGH (3)	EXTREME (4)	EXTREME (4)
UNLIKELY	LOW (1)	LOW (1)	MODERATE (2)	HIGH (3)	EXTREME (4)
RARE	LOW (1)	LOW (1)	MODERATE (2)	HIGH (3)	HIGH (3)

Extreme = Risk level 4
 High = Risk level 3
 Moderate = Risk level 2
 Low = Risk level 1

5. Develop and recommend hazard control strategies

Oscon (Aust) Pty Ltd use Codes of Practice, Australian Standards, industry guidelines and government department information for practical advice for achieving acceptable standards when determining appropriate control measures.

Hazard control process involves:

- Identifying the range of options available for a specific hazard, or hazardous situation;
- Evaluating the potential effectiveness of these options;
- Preparing a Job Safety Analysis to clearly identify the hazard, the related control measures to be implement and the person responsible for ensuring this happens;

The hierarchy of hazard control should be used to help determine the most effective controls that can be used.

Elimination = most effective control to PPE = least effective control. A Combination of controls can be used.

HIERARCHY OF HAZARD MANAGEMENT		
TYPE OF CONTROL	DEFINITION	EXAMPLE
ELIMINATION	The hazard is removed altogether; task or process may be eliminated	<ul style="list-style-type: none"> • Removal of asbestos
SUBSTITUTION	Replaces the hazard or hazardous process with one that presents a lower risk	<ul style="list-style-type: none"> • Use non fibrous insulation instead of fibreglass insulation, • Use lead free paint instead of lead based paint, • Use steel fencing instead of asbestos fencing.
ENGINEERING CONTROLS	Structural change to the working environment, equipment/ or work process that forms a protective barrier between the hazard and the employee	<ul style="list-style-type: none"> • Edge protection, • Reversing beeper on moving plant • Machine guards, • Cranes for heavy lifting.
ADMINISTRATIVE CONTROLS	Reduces the exposure to the hazard through procedural instructions, training and signs, permits and procedures etc.	<ul style="list-style-type: none"> • Policy, • Procedure, • Safe work practice, • Job safety Assessment,
PERSONAL PROTECTIVE EQUIPMENT	Worn by exposed employees to provide a last line defence should other controls prove ineffective, or it is used in conjunction with other control measures. The selection offered by PPE relies on correct selection, fitting, maintenance, and use	<ul style="list-style-type: none"> • Hard hat/safety helmet, • Safety glasses/face mask • Ear plugs/muffs, • Dust mask/Respirator, • Gloves • Long sleeve shirt

6. Assess the risks after controls are in place

Using the Risk Matrix determine the level of risk associated with each identified hazard after the controls have been determined and record that information in the RR (Residual Risk) column on the JSA form.

7. Document and authorise

Record the details on the JSA sheet and submit to Site Supervisors for authorisation prior to carrying out the job.

8. Store, review and update

After the JSA is complete it must be reviewed to determine:

- Did the JSA reduce the risk?
- Were any hazards missed?
- Were the controls effective?
- Can the risk be reduced further?

Modify the JSA accordingly. After any update or modification a Site Supervisors must authorise the changes, and if necessary safe work practices must be updated and modified accordingly.

The JSA's must be easily accessible to all employees, sub contractors and persons involved or affected by the task.

National Standard for Construction Work

As per the new Regulations relating to National Standard for Construction Work Job Safety Analysis will be required for the following High Risk Construction Work -

- Construction work involving a risk of a person falling two metres or more;
- Construction work on telecommunications towers;
- Construction work involving demolition;
- Construction work involving removing or disturbing asbestos;
- Construction work involving alteration to a structure that requires the structure to be temporarily supported to prevent its collapse;
- Construction work involving a confined space;
- Construction work involving excavation to a depth of more than 1.5 metres;
- The construction of tunnels;
- Construction work involving the use of explosives;
- Construction work on or near pressurised gas pipes (including distribution mains);
- Construction work on or near chemical, fuel or refrigerant lines;
- Construction work on or near energised electrical installations and lines (whether overhead or underground);
- Construction work in an area that may have a contaminated or flammable atmosphere;
- Construction work involving tilt-up or precast concrete;
- Construction work on or adjacent to roads or railways that are in use;
- Work on a construction site where there is movement of powered mobile plant;
- Construction work in an area where there are artificial extremes of temperature;
- Construction work in, over or adjacent to water or other liquids if there is a risk of drowning;
- Construction work involving diving.

Job title:	Location:	Page _____ of _____	
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Company:	Created By:	JSA No:	Date:
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Plant, equipment, substances involved:

Permits/Drawings/Documentation required:

	Other PPE:
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Training required: _____ **Certificates Required:** _____

This JSA has been read & signed by employees involved in the task: [List all employees and have them sign here in agreement to work to the JSA]

1.		4.		7.	
2.		5.		8.	
3.		6.		9.	

IR=INHERENT RISK RR=RESIDUAL RISK
 Risk levels 4 = Extreme 3 = High 2 = Moderate 1 = Low

PAGE OF

Accepted by: _____ **Principal Contractor Representative** _____ **Position** _____ **Signature** ____/____/____ **Date**

JOB SAFETY ASSESSMENT WORKSHEET (CONTINUED)						
STEP	JOB STEP	POTENTIAL HAZARD/S	IR	CONTROLS	RR	PERSON WHO WILL ENSURE THIS HAPPENS

IR=INHERENT RISK RR=RESIDUAL RISK
 Risk levels 4 = Extreme 3 = High 2 = Moderate 1 = Low

PAGE OF

Accepted by: _____ / _____ / _____
 Principal Contractor Representative Position Signature Date

JSA / SWMS REGISTER

PROJECT NAME	DATE PROJECT COMMENCED	PRINCIPAL CONTRACTOR	PROJECT MANAGER	SITE SUPERVISORS
JSA TASK DESCRIPTION	PROVIDER		DATE	COMMENTS

PRE-START HAZARD ASSESSMENT PROCEDURE

Introduction

Oscon (Aust) Pty Ltd understands that the management of hazards/risks on a construction site starts prior to commencement of works on site and continues until the final handover to the client. In order to ensure that potential hazards/risks are identified at the earliest possible opportunity Oscon (Aust) Pty Ltd has developed this Pre-start Hazard Assessment Procedure, which in conjunction with the other policies and procedures contained within this safety management system will help to create a safe work environment.

Scope

All Oscon (Aust) Pty Ltd Sites.

Unusual or Site Specific Hazards/Risks

Prior to commencing works on site Oscon (Aust) Pty Ltd management will identify potential hazards and/or risks that may be considered to be unusual or specific to the particular site. Such hazards and/or risks may include but not be limited to;

- Presence of unusual hazardous substances such as asbestos;
- Contaminated soils;
- Contaminated ground water;
- Excessive dust;
- Proximity to schools, kindergartens, playgrounds or other areas frequented by children;
- Areas subject to extreme weather conditions;
- When carrying out additions, alterations or maintenance on existing structures, where clients are still living or working, consideration will also be given to the following;
- Construction noise levels effecting other persons;
- Dust and other airborne particles entering parts of the building/structure still in use;
- Disruptions of services to the existing building, i.e., telephone, gas, water, electricity, etc.;
- Existing emergency evacuation procedures;
- Disruption to access and egress and/or emergency escape routes;
- Any requirements to notify tenants of works plan; and
- Any other special requirements such as working hours and works permits.

Generic Hazards/Risks

In addition to the above hazards/risks consideration must also be given to the procedures and/or controls to be implemented in relation to the more common hazards and/or risks that may occur in the building and construction industry. These hazards/risks may include but not be limited to;

- Working at heights;
- Electrical work;
- Excavations;
- Personal protective equipment;
- Manual handling;
- Hazardous substances;
- Plant and machinery.

Specialised Work Qualifications

Oscon (Aust) Pty Ltd is also aware that certain types of work required specialised training and/or licences. All persons performing any of the following types of work must hold the appropriate licence and/or certificate of competency;

- First aid;
- Asbestos removal;
- Electrical work;
- Plumbing;
- Rigging;
- Scaffolding (over 4m);
- Crane operation;
- Concrete placing boom operation;
- Boom Type Elevating Work Platform Operation (over 11m);
- Materials hoists (over 11m);
- Personnel Hoists.

Specialised Training Requirements

Some work activities that do not require licences or certificates of competency but do require special training may include but not be limited to;

- Scaffolding (under 4m);
- Boom Type Elevating Work Platforms (under 11m);
- Scissor lifts;
- The use of safety harnesses, static lines etc.;
- Working in confined spaces;
- Working near overhead powerlines;
- Demolition work;
- Materials hoists (under 11m);
- Asbestos removal (small quantities).

Procedure

Prior to works commencing on site Oscon (Aust) Pty Ltd will identify any site specific hazards, generic hazards, specialised work and/or special training requirements using the Oscon (Aust) Pty Ltd Pre-start Hazard Assessment Checklist. Using the Job Safety Analysis procedure, Oscon (Aust) Pty Ltd will then assess the level of risk associated with the identified hazards/issues and determine what steps/actions will be taken to preferably eliminate, or else, control the potential hazards/risks.

The contents of the Oscon (Aust) Pty Ltd Pre-start Hazard Assessment Checklist will be communicated to all relevant and effected personnel and a copy maintained on site and made available to personnel for review purposes.

OSCON (AUST) PTY LTD PRE-START HAZARD ASSESSMENT CHECKLIST

PROJECT NAME/NO AND SITE ADDRESS:	DATE:	Page ____ of ____
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CLIENT:	CLIENT CONTACT DETAILS:
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NAME OF PERSON/S COMPLETING PRE-START HAZARD ASSESSMENT CHECKLIST	POSITION/TITLE	COMPANY
.....
.....
.....
.....
.....
.....
.....

Potential hazard or issue to be managed	Yes/No or N/A	Controls or procedures to be implemented	Person responsible	Date to be actioned by
Hazardous substances (i.e.; asbestos, MDF, paints, glues etc.).				
Building wastes and/or by-products contaminating adjoining areas. I.e. water run-off and/or materials deposited or spread by construction vehicles.				
Dust and other airborne particles entering operational areas of the building.				

OSCON (AUST) PTY LTD PRE-START HAZARD ASSESSMENT CHECKLIST (CONTINUED)

Potential hazard or issue to be managed	Yes/No or N/A	Controls or procedures to be implemented	Person responsible	Date to be actioned by
Unauthorised persons entering construction site/area.				
Disruptions to services to the building such as telephone, water, electricity, gas, etc...				
Disruptions to existing building access, egress and/or emergency escape routes.				
Building works causing disruption to building tenants, visitors and/or related normal building activities.				
Excessive construction noise causing disruption to tenants.				

OSCON (AUST) PTY LTD PRE-START HAZARD ASSESSMENT CHECKLIST (CONTINUED)				
Potential hazard or issue to be managed	Yes/No or N/A	Controls or procedures to be implemented	Person responsible	Date to be actioned by
Construction traffic disrupting normal building tenants or visitors.				
Works permits required by client and/or building management.				
Works scheduling constraints imposed by client/building management.				
Building emergency evacuation procedures.				
Construction site-specific emergency response and evacuation procedures.				

OSCON (AUST) PTY LTD PRE-START HAZARD ASSESSMENT CHECKLIST (CONTINUED)				
Potential hazard or issue to be managed	Yes/No or N/A	Controls or procedures to be implemented	Person responsible	Date to be actioned by
Access to and suitability of existing emergency equipment such as fire fighting equipment and first aid.				
Mobile and other plant mobilisation and use. i.e.; cranes, skid steer loaders, forklifts etc...				
Adverse or extreme weather conditions.				
Storage of building materials and waste.				
Working at heights.				

OSCON (AUST) PTY LTD PRE-START HAZARD ASSESSMENT CHECKLIST (CONTINUED)

Potential hazard or issue to be managed	Yes/No or N/A	Controls or procedures to be implemented	Person responsible	Date to be actioned by
Electrical work.				
Excavations.				
Personal protective equipment.				
Manual handling.				
Work activities for which specific skills or qualifications are required. i.e.; electrical, scaffolding, crane operations, etc...				

OSCON (AUST) PTY LTD PRE-START HAZARD ASSESSMENT CHECKLIST (CONTINUED)

Potential hazard or issue to be managed	Yes/No or N/A	Controls or procedures to be implemented	Person responsible	Date to be actioned by
Work activities for which special training is required. i.e.; Confined spaces, asbestos removal etc...				
Construction workers using building facilities such as toilets, meals areas, drinking water, etc...				
Availability of parking facilities for construction site workers and visitors or for vehicles making deliveries to site.				

OSCON (AUST) PTY LTD PRE-START HAZARD ASSESSMENT CHECKLIST (CONTINUED)				
Potential hazard or issue to be managed	Yes/No or N/A	Controls or procedures to be implemented	Person responsible	Date to be actioned by

OSCON (AUST) PTY LTD SITE INSPECTION PROCEDURE

Introduction

Workplace inspections are an important part of any organisational safety and health program. The inspection is carried out for the following three basic reasons:

1. To check specific conditions while at the same time checking actual performance against predetermined standards to determine if acceptable safety and health conditions are being achieved.
2. To monitor and evaluate the performance and compliance against organisational policy, procedures and other predetermined requirements.
3. To identify hazards and workplace practices that has the potential to cause accidents and injury.

Scope

All Oscon (Aust) Pty Ltd Sites.

The Inspection

Using the Oscon (Aust) Pty Ltd Site Inspection And Hazard Report Form (Form 001), review all work areas and storage or maintenance areas including the relationships between people, equipment, the environment and procedures in determining if the agreed standards are being achieved and maintained. Once the inspection has been completed any identified hazards or unsafe practices should be addressed and a record of actions taken recorded on the site inspection report.

Identified Hazards and Unsafe Practices

All hazards must be effectively controlled to prevent injury or harm.

Where a hazard cannot be effectively controlled so as to allow normal site operations then temporary controls will be put in place and a Hazard Action Report Form shall be completed in accordance with the appropriate Oscon (Aust) Pty Ltd procedure.

The Site Supervisors should ensure that all site personnel exposed to a potential hazard or unsafe work practice are formally made aware of relevant issues. This will be completed in accordance with the requirements of the Oscon (Aust) Pty Ltd Toolbox Talk Procedure.

Mandatory Training

During the site inspection the Site Supervisors should check that all site personnel have completed any mandatory training such as Safety Awareness/Construction Industry Training. Safety Awareness/Construction Industry Training card numbers for site personnel should be recorded by the Site Supervisors in the appropriate place on the Oscon (Aust) Pty Ltd Site Inspection and Hazard Report Form.

On Completion of Site Inspections

Completed Site Inspection and Hazard Report Forms should be submitted to the Oscon (Aust) Pty Ltd Office Administrator/Site Supervisors on a weekly basis.

OSCON (AUST) PTY LTD SITE INSPECTION AND HAZARD REPORT FORM

Site Address:	Time:
Construction Stage:	Date:
Site Supervisors:	Is further action required in relation to issues raised during inspection? Y N

✓ = in order X = requires attention (see General Comments below) N/S = not sighted

Site signage & Access		Public Safety		Site Fence/ Barricades		Electrical Tools & Equipment		Overhead Wire		Housekeeping	
Work At Heights		Machine & Tool Guards		Ladders		Scaffolding		Access to Work Areas		Manual Handling	
Hazardous Substances		Welding / Hot Work		Plant		First Aid		PPE		Amenities / Toilets	

General Comments / Hazards identified

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TOOLBOX TALK

Safety Issue Discussed	Discussion Outcome
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Personnel on site at time of inspection and tool box talk

Name	Employer	SAT Card No. & date of issue (If not previously sighted)

Site Supervisors Signature:	Date:
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Reviewed by:	Forward to safety meeting on...../...../..... for review. Y N
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here a hazard cannot be effectively controlled so as to allow normal site operations then temporary controls will be put in place and a Hazard Action Report Form (Form 002) shall be completed in accordance with the appropriate Oscon (Aust) Pty Ltd procedure.

SIGNS

Construction warning signage at each site entry
 Safety signage erected at each site, entry point
 Electrical Tagging signage
 Hard hat signage
 Footwear signage
 Eye protection signage
 Hearing protection signage

PUBLIC SAFETY & SITE FENCING/BARRICADES

Construction materials kept within the workplace
 No risk of objects falling onto the public
 Footpaths and roadways kept clear
 Site perimeter fencing or barriers erected

ELECTRICAL TOOLS AND EQUIPMENT

Permanent live boards locked
 Covers used correctly
 Electrical tool and leads tagged
 Right tool for the job
 RCD protected
 Tools in serviceable condition
 Correct PPE used
 Warning signs for nail guns displayed
 Electrical leads raised
 Power located within 30 metres of work
 Electrical dangers posted
 Electrical register available

OVERHEAD WIRES

Overhead powerlines identified and/or protected

HOUSEKEEPING

Trip/Slip hazards identified
 Work Area tidy
 Reo rod capped
 Adequate lighting for task
 Regular disposal of rubbish
 Chutes or hoists used for waste disposal
 Bins provided
 Rubbish removed by mechanical means
 Barriers at base to restrict others from bin area

WORK AT HEIGHTS

Fall hazards identified
 Penetrations meshed or covered
 Edge protection is compliant
 Barriers erected below work area
 Warning signs erected
 Objects removed from fall zone
 Safe access / egress to work area provided
 Work progresses in a systematic manner

MACHINE AND TOOL GUARDS

Guards fitted to all angle grinders, drop saws, cement mixers etc

LADDERS

Secured from movement
 Stable base / ground stability
 Step ladders used correctly
 Correct type for electrical work
 Ladder extends 900 mm above platform
 Ladders in good condition
 Step off onto landing from ladder clear

SCAFFOLDING

Scaffolds properly constructed
 Standards on base plates / soleplates
 Scaffold tied in to prevent collapse
 Edge protection were a person can fall 2 or more metres
 Planks secured from uplift / movement
 Working platforms fully planked
 Scaffold of suitable duty category
 Safe access provided to the working platform
 Tagging system on scaffolds above 4 metres
 Regular scaffold inspection, at least every 30 days
 Warning signs/barriers for incomplete scaffolds

ACCESS TO WORK AREAS

Access to site clear / clean and unobstructed
 Passage ways / walkways / access ways clear

MANUAL HANDLING

Manual handling risks been assessed and reduced
 Lightweight products used

HAZARDOUS SUBSTANCES

Material safety data sheets available
 Hazardous substance register available
 Suitable precautions introduced
 Hazardous substances properly controlled

WELDING AND CUTTING

Goggles, gloves, clothing, adequate for job in hand
 Equipment in good operating condition
 Gas cylinders chained upright
 Gas lines protected and in good condition

PLANT

Hoists have overhead operator protection
 Hoists have base level guard rails
 Hoist landings have landing gates
 Hoist regularly inspected
 Hoist has isolating device eg key
 Certificated crane operator
 Suitable standing for crane
 Systems in place to ensure public protection
 Loads secure during lifts
 Plant log books available
 Plant properly set up
 Plant operated safely and properly

FIRST AID

First aid equipment available on site
 Contents clean, orderly, stocked, labelled

WORKPLACE FACILITIES

Toilets clean
 Supply of soap, hand towels, toilet paper
 Adequate supply of water
 Lunch room clean

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE available
 Trades wearing eye protection
 Trades wearing respiratory protection
 Trades wearing hardhats where required
 Trades wearing safety footwear
 Trades wearing hearing protection
 Correct PPE used for task

SAFE WORK PROCEDURE – ROOF STRUCTURES

Introduction

The following procedure is to be used on all Oscon (Aust) Pty Ltd sites by persons erecting or working on open roof structures.

Scope

All Oscon (Aust) Pty Ltd Sites.

Training

All contractors and employers conducting work for Oscon (Aust) Pty Ltd are to ensure that all employees working on open roof structures are adequately skilled and have been trained in terms of the application of this procedure. .

1. Pitching a conventional roof (single and double storey)

a) Ceiling framing

For a ceiling frame, both single and double storey, working from the top plate or joist should be avoided. When working below the top plate or joist, excess mortar from the tops of brick walls should be cleaned while the mortar is still green.

Laying plates, joists, hangers or soldiers should be done using a suitable platform at least 450mm wide where practicable. A suitable platform may include, but not be limited to a scaffold, mobile scaffold, trestles or trestle scaffold, planks, or sheet flooring material secured to the top surface of ceiling rafters or the bottom chord of roof trusses.

External fall protection should be based on a risk assessment where the potential fall is less than three metres (single storey) and is mandatory where there is a potential fall of three or more metres.

b) Pitching the roof

Once the ceiling frame has been securely fixed, the ceiling frame may act as a base to install a platform. Planks or sheet flooring plywood could be used as a platform to then pitch the roof. Where additional height is required above the suitable platform, an additional platform may be erected.

Safe access/egress, as determined by the relevant contractor in consultation with the builder, must be provided to all platforms.

For single storey houses less than three metres, external and internal fall protection is to be used if a risk assessment deems it necessary.

c) Ceiling joist safety procedures

The top of brick walls to be left clean and free of mortar before the timber wall plate is installed.

The practice of roof carpenters balancing on a ceiling hanger while nailing ceiling joists to the hanger is to be avoided where practicable.

2. Standing and securing prefabricated timber roof trusses

- Avoid manual lifting of large spanning trusses onto wall plates. When assembling and erecting trusses, use a platform and where practical use a crane.
- Eliminate walking along external or internal top plates. Instead, use a platform or work from below.
- Avoid standing or putting weight on unbraced trusses.
- Use pre-cut spacers to brace each truss where practicable.
- Provide safe access between trusses when bracing bottom chords.
- Avoid walking the bottom chord of the truss.
- A suitable working platform is to be used to fix speed bracing.

3. Rafter, truss and batten spacing's

Battens used in construction must be strong enough to span the top chords of trusses or rafters and reduce the risk of a worker falling through the spacing of the roof.

Note: The installation of the roof battens themselves present a degree of risk because of the framing member spacing's the worker will be moving along. Therefore:

- a control measure should be in place to prevent both internal and external falls to the person installing the battens;
- when working from above, roof battens must be installed from the roof edge up the pitch of the roof;
- workers must not be located above the height of the battens prior to batten installation; and
- perimeter battens to ridges, hips and valleys are to be installed in a methodical manner, during or after the battens to the body of the roof have been installed, to reduce the risk of falling.

To reduce the risk of internal falls:

- where design specifies truss/rafter centres greater than 900mm, batten spacing should be reduced to 900mm where a worker is required to work from above; and
- reduce truss/rafter centres where practicable.

To reduce the risk of external falls:

- battens to be installed sequentially from the perimeter of the roof using a suitable platform; and
- fall protection to be provided based on a risk assessment where the potential fall is less than three metres (single storey) and is mandatory where there is a potential fall of three or more metres.

The following safe work procedure is to be used for the installation of timber trusses

1. Install plates from a suitable platform.
2. Use a suitable platform to land trusses on wall plates.
3. Brace and secure a commencement point from a suitable platform stand. Move trusses from landing points to standing position along suitable platform.

4. Work sequentially from braced and secured section outwards bracing only to a point that can be easily reached, i.e. about 2 to 2.2 metres from bottom chord, and bottom chord braced as required.
5. Use a suitable platform with secured trestle on braced bottom chords; plumb and brace apex if required.
6. Install hips, creepers and valleys.
7. Speed brace roof frame as required from braced and secured bottom chord. Where fixing points are at a height, use a suitable platform and/or a secured trestle.
8. Roof and intermediate battens to be installed from fascia upward.

Note: Due to roof dynamics, where walking along planked sections or between platforms that cannot practicably have handrails, the trusses that are moved should be in place and braced immediately.

The following safe work procedure is to be used for the installation of steel trusses

1. Install plates by using a platform and connect top plates to hoop iron straps.
2. Stand first truss and brace, starting at one end of the building/structure.
3. Install each additional truss followed by a pre-cut spacer to secure truss, working sequentially from the first truss.
4. Install ceiling batten and screw off.
5. Install hips, creepers and valleys.
6. Complete fascia and eaves.
7. Install roof battens starting from the bottom and complete each plane of the roof prior to moving up to the next row of battens.

OSCON (AUST) PTY LTD EXCAVATION PROCEDURE

Scope

All Oscon (Aust) Pty Ltd Sites.

Responsibilities

The Site Supervisors shall be responsible for ensuring that:

- The process of identification and the assessment of risks arising from hazards in relation to excavations at the workplace are conducted in accordance with the Occupational Safety and Health Regulations and the Code of Practice for Excavations 2005.
- The use of ground support systems is conducted in accordance with Code of Practice for Excavations 2005.
- A Job Safety Analysis is completed prior to the commencement of any excavation work.
- Suitable barriers and signs have been erected at the excavation site.
- Regular inspections have been completed by a competent person before the start of work and as needed throughout each shift.

A competent person (Engineer or a person acting on advice of an Engineer) shall be responsible for all situations where excavations are:

- Deeper than six metres
- Adjacent to ponded water
- In soils with slip planes or variable ground conditions
- Involve complex de-watering or
- Where it is necessary to evaluate the pressure on trench walls from surcharge loads such as excavated materials, machinery or adjacent structures so as to determine appropriate ground support systems.

Purpose

Preplanning and co-ordination between those involved in excavation activities is essential to ensure the safety of all those involved and members of the public.

Before any excavation work commences, the exact location shall be ascertained of certain underground services such as

- Electrical power
- Cables
- Gas pipes
- Sewer pipes
- Telephone and telecommunications cables
- Drainage pipes and soakwells
- Fuel lines
- Storage tanks
- Water pipes.

Additional hazards such as toxic atmospheres and overhead powerlines need to also be considered.

Shoring

Oscon (Aust) Pty Ltd employees and sub contractors should not be required to work in an excavation 1.5 metres or more deep that is not protected by shoring.

Access and Egress

Access to surfaces more than one metre above or below the ground level should be by fixed means using:

- Ladders - Industrial grade ladders complying with AS1892
- Stairways or
- Ramps.

Personal Protective Equipment

All Oscon (Aust) Pty Ltd employees and Sub contractors working in and around trenches and other excavation sites must wear:

- Safety helmets complying with AS1801
- Suitable glasses complying with AS1337

Toxic Environments

Where there is a risk of contamination, tests using detection equipment must be carried out prior to work commencing and at regular intervals throughout the course of work.

Traffic Management

If required, a Traffic Management plan shall be implemented as per Oscon (Aust) Pty Ltd Traffic Management Procedure.

OSCON (AUST) PTY LTD DEMOLITION WORK PROCEDURE

Introduction

The purpose of this procedure is to provide guidance for when a demolition licence is required.

Scope

All Oscon (Aust) Pty Ltd Sites.

Responsibilities

The Site Supervisors will be responsible for ensuring all demolition work is completed in accordance with the Occupational Safety and Health Regulations 1996 - 3.120 and Australian Standard AS2601.

A **class 1** demolition licence is required when:

1. Total demolition of a building occurs when the building is more than 10metres or more in height from the lowest ground point.
2. Partial demolition of a building 10 or more metres in height from the lowest ground point, where the work affects the structural integrity of the building or structure.
3. Partial or total demolition of a building or structure using load shifting equipment on a suspended floor.
4. Total or partial demolition of pre-tensioned or post tensioned structural components of a building or structure.
5. Total or partial demolition of a building or structure containing pre-cast elements erected by the tilt-up method.
6. Work involving the removal of key structural members of a building or structure so that the whole or a part of building or structure collapses.
7. Work involving explosives.
8. Total or partial demolition of a building or structure that involves the use of a tower crane or any crane with a SWL of greater than 100 tonnes.
9. Work involving the removal of brittle or fragile roofing materials or asbestos cement roofing material in excess of 200m² from a building or structure that is more than 10metres or more in height from the lowest ground point.

A **class 2** demolition licence is required when work comprising total or partial demolition of a building or structure that is less than 10 meters in height when measured from the lowest ground point. A class 2 demolition licence is not required for the total or partial demolition of a single storey dwelling or work of any kind referred to in 3, 4, 5, 6, 7 or 8 of the list above.

A **class 3** demolition licence is required when work comprising the removal of:

- More than 200 m² of brittle or fragile roofing material
- More than 200 m² of asbestos cement roofing from a building or structure.

Expiration Date

A licence has effect for a period of 2 years from its issue.

Scaffold used in demolition work.

All scaffold used in class 1, 2 or 3 demolition work must ensure that heavy duty scaffold that meets the requirement of AS1576 is used.

OSCON (AUST) PTY LTD SAFE USE OF LADDERS PROCEDURE

Introduction

The objective of these procedures is to stipulate the actions which must be taken to prevent people falling and to reduce injury as a result falling when working.

Scope

All Oscon (Aust) Pty Ltd Sites.

Purpose

Ladders are for climbing and should only be used for that purpose. They are designed for single-person use. Extension, straight, and fixed ladders are to be used for gaining access to different elevations, not used as work platforms. No ladder is intended for use in a horizontal position nor are they to be tied together to achieve a greater length. They are not to be used for levering, bracing, or any other purpose, which might weaken the structure.

Portable Ladders

Extension or single ladders should be used as a means of access to or egress from a work area, not as a working platform.

Step and Trestle Ladders

Step and trestle ladders should only be used in the fully open position. Alternatives to trestle ladders should be considered. Eg. Small scissor lifts, light duty scaffolds. Work should not be performed on a trestle platform that is over two metres above ground level unless edge protection is incorporated.

Ladder Bracket Scaffolds

Ladder brackets must not be used for general construction work. They may only be used for very light work, where an alternative is not practicable. The platform on the brackets should be at least 450mm wide. Alternatives such as Small scissor lifts, light duty scaffolds should be considered.

Fixed Ladders

The angle of slope should not be less than 70° to the horizontal and not greater than 75° to the horizontal. If the angle is more than 75°, a safe system of work to prevent falls should be provided such as a permanent fall arrest system or a double lanyard harness. This type of ladder has been shown not to stop a fall but simply funnel a fall and in some cases, more injuries can occur from striking the protective back guards on the way down and the cages may also hinder rescues.

OSCON (AUST) PTY LTD SCAFFOLDING PROCEDURE

Introduction

Scaffolding is a commonly used on most construction sites. There are a number of Australian/New Zealand Standards dealing with the use of scaffolding equipment. These standards are;

- AS/NZS 1576 parts 1 to 6, and
- AS/NZS 4576:1995.

AS/NZS 4576:1995 has also been approved as a code of practice in Western Australia and provides guidance on the safe use, erection and dismantling of various types of scaffolding.

Manufacturers and suppliers can also provide information on the safe use of scaffolding equipment.

Scope

All Oscon (Aust) Pty Ltd Sites.

Responsibilities

General

Scaffolding from which a person could fall more than 4 metres must only be erected by a scaffolder who holds a relevant license for high risk work issued within Australia.

Scaffolds with a potential fall height of 4 metres or less can be erected by a competent person. A competent person is a person who has acquired through training, qualification or experience, or a combination of those things, the knowledge and skills required to erect scaffolding safely and in accordance with manufacturers guidelines, Australian Standards and codes of practice.

Any person who is not familiar with scaffolding standards or codes of practice must not erect or alter any scaffolding on Oscon (Aust) Pty Ltd sites without the express permission of the Site Supervisors.

Suppliers

In accordance with Australian Standards and the Western Australian Code of Practice, suppliers of scaffolding equipment must provide the following information;

- Instructions and guidelines for the erection, dismantling, transportation, storage and maintenance of the equipment,
- Information on the type of couplers to be used for connecting tie tubes or other equipment and accessories to the scaffold,
- The maximum height and intended duty category of the scaffold including the maximum platform capacity and number of working platforms,
- Guidance on safe work practices and the stability of the erected scaffold.

Scaffold Construction and Components

The erection of prefabricated scaffolds should be in accordance with the manufacturer's information or Australian Standards. Where this is not possible or practicable the design of the scaffold must be checked and verified for compliance with the relevant Australian Standard by a suitably qualified person such as a structural engineer.

Ladder Access

- Do not use household or domestic ladders, on the job,
- Extension ladders shall not be used to provide access to scaffolds,
- Ladders shall be pitched at a slope not less than 1 horizontally to 4 vertically but not more than 1 horizontally to 6 vertically,
- Ladders must be secured against displacement, be provided with landings at the head and the base and extend at least 900 mm above the landings,
- There must be clear and unobstructed access to and egress from each ladder at each landing,
- The maximum height between landings serviced by portable ladders must not exceed 6 m.

General Safety Considerations

- Equipment is to be used in accordance with AS/NZS 1576 and the WA Code of Practice.
- Areas near scaffolds must be kept clear of building materials, rubbish and debris.
- Danger tags and signs must be used when scaffolding is incomplete or not assembled properly.
- Persons must not be allowed to use an incomplete or unsafe scaffold.
- Edge protection must be provided where a person could fall 2 or more metres from a scaffold platform.
- Where a person could fall more than 4 metres the scaffold must be inspected and tagged on completion, and then every 30 days, by a competent person such as a licensed scaffolder.
- Scaffolds must not be moved or altered in any way without authorisation.
- The following table shows the three main duty categories (type of work), their maximum loading per bay and minimum platform widths.

Duty category	Maximum load per bay	Minimum platform width	Example of type of work
Light	225 kg	450 mm or 2 planks	Painting
Medium	450 kg	900 mm or 4 planks	Plastering
Heavy	675 kg	1000 mm or 5 planks	Brickwork

Scaffolds that do not meet the above requirements must be approved in writing by a suitably qualified person, such as an engineer, or by the manufacturer/supplier of the equipment.

OSCON (AUST) PTY LTD FRAME SCAFFOLD CHECKLIST

General	Scaffold equipment generally appears to be clean and in good condition Scaffold is level Frames are vertical	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Braces	All frames are double braced Braces are securely attached to drop-nose studs on frame legs	<input type="checkbox"/> <input type="checkbox"/>
Baseplates	All frames are sitting on fixed or adjustable baseplates Adjustable baseplates are adjusted correctly and bearing weight of frame No adjustable baseplate is screwed up more than 150 mm	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Soleboards	Timber soleboards are used under baseplates if scaffold is built on a soft surface Soleboards are at least 225 mm wide and 32 mm thick	<input type="checkbox"/> <input type="checkbox"/>
Ladders	Ladder is set at a slope of 1 metre out for every four metres up Ladder is secured against movement and extends at least 900 mm above landing	<input type="checkbox"/> <input type="checkbox"/>
Platforms	Edge protection is provided where a person could fall more than 2 metres There are no gaps bigger than 10 mm between toeboards and platforms Access openings in edge protection are guarded by a gate or similar Except where the planks are lashed, there are no gaps between platform planks No dented or otherwise damaged metal planks have been used to form a platform All metal planks are securely hooked over the tops of the scaffold frames Timber planks are adequately supported to prevent deflection No split, cut, twisted or otherwise damaged timber planks have been used Planks are not lapped except on corners or unusual profiles	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hazards	All hazards to personnel have been identified and control measures implemented Scaffold is protected from hazards such as vehicles or other mobile plant	<input type="checkbox"/> <input type="checkbox"/>
Ties	Scaffolds must be tied where its height is greater than three times its width Where required, ties are every 4 m vertically and every three bays horizontally Where required, all tie tubes are attached with right angle couplers	<input type="checkbox"/> <input type="checkbox"/>
Tagging	Scaffold over 4 m high is tagged	<input type="checkbox"/>

Comments

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OSCON (AUST) PTY LTD MODULAR SCAFFOLD CHECKLIST

General	Scaffold equipment generally appears to be clean and in good condition Scaffold is level and vertical	<input type="checkbox"/> <input type="checkbox"/>
Braces	Each end bay and every fourth bay along the scaffold is braced Bracing extends to the full height of the scaffold Transverse braces are provided at each end and at every lift of the scaffold	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Baseplates	All standards are sitting on fixed or adjustable baseplates Adjustable baseplates are bearing the weight of the standard No adjustable baseplate is screwed up more than 600 mm	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Soleboards	Soleboards are used under baseplates if scaffold is built on a soft surface Soleboards are at least 225 mm wide and 32 mm thick	<input type="checkbox"/> <input type="checkbox"/>
Ladders	Ladder is set at a slope of 1 metre out for every four metres up Ladder is secured against movement and extends 900 mm above landing	<input type="checkbox"/> <input type="checkbox"/>
Base lift	Ledgers and transoms are fitted as close to the ground as possible	<input type="checkbox"/>
Ledgers/transoms	Ledgers and transoms are provided at vertical intervals no greater than 2 m Ledgers are continuous for complete length of scaffold	<input type="checkbox"/> <input type="checkbox"/>
Platforms	Edge protection is provided where a person could fall more than 2 metres There are no gaps bigger than 10 mm between toeboards and platforms Access openings in edge protection are guarded by a gate or similar There are no gaps between platform planks No dented or damaged metal planks have been used to form a platform No split, cut, twisted or otherwise damaged timber planks have been used Planks are not lapped except on corners or unusual profiles	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hazards	All hazards have been identified and control measures implemented Scaffold is protected from hazards such as vehicles and other mobile plant	<input type="checkbox"/> <input type="checkbox"/>
Ties	A scaffold must be tied where its height is greater than three times its width If required, ties are every 4 m vertically and every three bays horizontally Where required, all tie tubes are attached with right angle couplers	<input type="checkbox"/> <input type="checkbox"/>

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OSCON (AUST) PTY LTD TRAFFIC CONTROL PROCEDURE

Introduction

It is essential that the general public be protected from hazards associated with all construction work that may be carried out in a public area or adjacent to such an area by Oscon (Aust) Pty Ltd.

Scope

All Oscon (Aust) Pty Ltd Sites.

Training

The MRWA Traffic Management for Road works Code of practice requires personnel that will be supervising road works, controlling traffic or developing traffic management plans to have successfully completed the relevant MRWA accredited training course.

Responsibilities

The first step in any construction project with regard to public protection is the identification of hazards and the planning of the best methods of elimination or control of the hazards. The Site Manager will be responsible for initiating the following at site:

- Identification of the hazards relating to the public;
- Evaluation of the risk of harm those hazards create;
- Definition of safe construction methods and proscription of physical safeguards to avoid or reduce injury and prevent property damage;
- Informing all levels of management of the degree of risk and ensure appropriate training is implemented;
- Programming of work to suit environmental conditions – e.g. site clearing on windy day.

Examples of hazards to the public

- Changes to surface levels
- Excavation, holes and trenches;
- Falling material and debris;
- Plant and equipment;
- Dust vapours or other hazardous substances;
- Noise;
- Vibration;
- Site visitors

Physical types of public protection

- Barricade
- Hoarding
- Scaffold
- Gantry
- Fencing

Protective Measures Checklist

On completion, a copy of this checklist must be maintained on site and the original forwarded to head office for filing.

Protective Measures Checklist			
Type of Hazard	Protective Measure	Yes	No
Changes to surface level, excavation, holes and trenches	Erection of barriers around hazards		
	Display of warning signs/lights		
	Arrange for a traffic/person controller to redirect traffic/persons (including at breaks)		
	Provide a temporary by-pass for traffic/persons		
	Provision of additional lighting at night		
	Fencing		
	Arrange for backfill over excavation across driveways and roadways		
Falling Material and Debris	Use of scaffolds with fans – catch platforms		
	Erection of hoarding or barricades		
	Erection of gantries		
	Use of chutes for discharge of debris		
	Housekeeping		
	Rescheduling of work to minimise risk		
	Fencing		
Plant and Equipment	Enclosure of entire site via fencing		
	Display of warning signs/lights		
	Arrange for a traffic/person controller to redirect traffic/persons		
	Provide a temporary by-pass for traffic/persons		
	Erection of barriers around work area		
	Utilisation of temporary barriers such as heaps of sand to prevent access		
	Use of spotters working with the plant		
	Locking of site at night		
Dust	Use of water to control dust nuisance		
	Use of hoardings to prevent the passage of dust, sparks etc		

Protective Measures Checklist			
Type of Hazard	Protective Measure	Yes	No
Vibration and Noise	Using attenuated machinery		
	Providing acoustic barriers		
	Using smaller machinery to lessen vibration		
	Using trenching to minimise vibration		
Site Visitors	Total fencing		
	Security personnel to site		
	Monitoring of access/egress points		
	Site policy that ensure all visitors must be accompanied on site		
	Proactive measures such as informing schools/businesses of the project		
	Log book of site visitors		
	Installing of warning signs		

Signed

Date

OSCON (AUST) PTY LTD WORK AT HEIGHT PROCEDURE

Purpose

The purpose of this procedure is to provide a protocol for the creation of procedures/practices to ensure that persons will not be injured or harmed by falling from heights. It is also intended that this procedure will assist the firm in ensuring compliance with the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996.

Scope

The application of this procedure is intended to cover:

- Fall arrest/fall restraint systems
- Scaffolds
- Ladders
- Mobile access platforms
- Access/egress on machinery

This procedure is applicable to all employees and contractors associated working on Oscon (Aust) Pty Ltd sites.

Responsibilities

The Site Supervisor:

- Is responsible for ensuring that work sites have been assessed to identify where the potential for falls from heights exist;
- Is responsible to establish a team of competent persons, where necessary, to undertake a risk assessment and determine the best means of controlling the risks associated with exposures to falls from heights for each specific situation;
- Will develop procedures/practices for those activities and equipment identified and to be used in controlling this potential exposure;
- Is responsible for maintaining all records associated with this procedure (a person with fall protection responsibilities, must have the knowledge in maintaining a fall protection program including; selection of equipment, inspecting equipment, procedure writing, emergency rescue procedures, and training employees).
- Will actively participate in any team identified as needed to develop practices/procedures for fall protection on any site over which they have control;
- Will ensure that all fall protection procedures/practices are being adhered to by all workers;
- Will ensure that all workers involved in the fall protection procedures/practices have been adequately trained;
- Will respond immediately to all identified substandard conditions, hazards, defects, or non-compliances to the fall protection procedures/practices.

The worker

- Will participate in any team identified as needed to develop practices/procedures for fall protection as requested;
- Will inspect all pieces of equipment as required by the fall protection procedures/practices;
- Is required to record the findings of all equipment inspections;
- Will report immediately to the Site Supervisors any identified defects, hazards, substandard conditions or noncompliance items associated with the fall protection procedures/practices;
- Will comply with all fall protection practices/procedures.

Procedure

Priority will be given to eliminating the need to work at heights. This can be done by engineering out the need to do the work at heights, or contract out the work to qualified, competent, knowledgeable persons. Those tasks that cannot be engineered out will be controlled by such other suitable means such as, but not limited to, installing or using the following:

- Permanent walkways with guardrails
- Mobile access platforms/scaffolds
- Ladders/step ladders
- Fall arrest systems/fall restraint system

The highest form of control in the hierarchy of control that is reasonably practicable, shall be employed before any lower form of control is considered. For example, permanent walkways with guardrails are a better form of control than simply using a ladder, and/or a fall arrest system. Controlling the hazard may involve the use of more than one means of control, the basic rule applies that the greater the risk the more controls that should be in place.

Once the control method(s) have been determined the team is required to produce a safe work method statement or source other such appropriate guidelines/standards/regulations/best practices as determined for that control.

The team shall create a step-by-step procedure in the form of a safe work method statement (SWMS) or job safety analysis (JSA) to be used for the specific task. This completed procedure will be incorporated into the sites safety management plan for future reference.

Provision for Training

The Office Administrator or Site Supervisors will ensure that all procedures/practices related to fall protection will be communicated to all relevant workers.

It is the responsibility of the Site Supervisors to ensure that all workers affected by the fall protection procedures/practices have been trained in the following:

- The fall protection procedures/practices;
- The use, inspection, maintenance, storage and handling of all related equipment;
- The hazard associated with working at heights;
- Rescue and emergency procedures;
- Any other relevant training.

Note: The use of certain equipment used in fall prevention may require users to undergo specific training and/or be licensed.

Control Monitoring

All too often controls are put in place in a formal way, but are not carried out or are forgotten. An inventory of the hazard controls for falls prevention that are supposed to be in place can be drawn up. A program should be developed to monitor how controls are working in practice.

General Best Practices

- Slip and trip hazards must be recognized and removed.
- Clean and tidy workplace conditions result in lower accident rates.
- The company should have a policy that sets out accountabilities and responsibilities for good housekeeping.
- Flooring should be assessed for slip resistance.
- Pedestrian routes and circulation areas should be separate from work areas.
- Changes in floor levels should be identifiable.
- Use adequate and secure doormats or abrasion strips to prevent slipping.
- Adequate lighting should be provided for all areas.
- A procedure should be developed to quickly deal with liquid contamination on the floor.
- Appropriate footwear should be worn for the type of process (tread design).
- Handrails should be added to prevent loss of balance.
- Loose or damaged floor coverings should be dealt with immediately.
- Electrical extension leads and compressed air hoses etc. should be elevated above the ground to eliminate potential trip hazards.
- Walking surfaces should be cleared of waste materials regularly.
- Barriers, signs, and/or notices should be used to keep people away from areas being cleaned or polished.
- Ensure a procedure is in place ensuring that outdoor pedestrian routes are regularly swept and during icy/frosty conditions salted / sanded.
- Ensure all staircases are fitted with handrails and, where appropriate, antislip tread in good condition.
- Working outdoors may expose workers to weather conditions such as rain, which may contribute to slippery conditions.
- All elevated work surfaces should be well illuminated.
- All fall related incidents should be investigated, whether or not an injury has occurred. Investigations should review the adequacy of the fall protection system and be improved to prevent potential recurrence.

OSCON (AUST) PTY LTD PERMIT TO WORK PROCEDURE

Introduction

Oscon (Aust) Pty Ltd recognises that activities undertaken in certain environments can be inherently hazardous to the workers safety and health. As such, Oscon (Aust) Pty Ltd is committed to ensuring that the risks associated with hot work and entry into confined spaces is minimised. In order to minimise these risks a Permit to Work is required for all work performed involving hot work and/or is in confined spaces.

Permits to Work can only be obtained from the Supervisor or site Safety Officer.

Scope

The requirement for a Permit to Work includes work to be performed by all personnel on Oscon (Aust) Pty Ltd sites.

Description

The Permit to Work Policy is split into two components dependent on the type of work to be performed, Hot Work and working in Confined Spaces. A separate permit is required for each type of work, a Hot Work Permit and a Confined Spaces Permit.

Definitions

- **Hot work** - All work with the potential to create a source of ignition. This includes grinding, welding, thermal or oxygen cutting or heating, and other related heat producing or spark producing operations.
- **Confined Space** – Means an enclosed or partially enclosed space which;
 - a) Is not intended or designed primarily as a workplace;
 - b) Is at atmospheric pressure during occupancy; and
 - c) Has restricted means for entry and exit,and which either;
 - d) Has an atmosphere containing or likely to contain potentially harmful levels of contaminant;
 - e) Has or is likely to have an unsafe oxygen level; or
 - f) Is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or a contaminant.

Purpose

A Permit to Work System is a formal approach to assessing the risks of a job and specifying the precautions to be taken when performing the specific task covered by the Permit to Work System.

A permit to work system:

- Specifies the work to be done and the equipment to be used,
- Specifies the precautions to be taken when performing the task,
- Gives permission for the work to start,
- Provides a check to ensure that all safety considerations have been taken into account.

Procedure

The procedures to be followed in relation to work for which a permit is required are detailed in the Oscon (Aust) Pty Ltd Procedure for each specific type of work.

OSCON (AUST) PTY LTD HOT WORK PERMIT

Procedure

1. The employee/contractor who wishes to perform hot work must approach the Supervisor or other delegated person for permission prior to commencing any hot work.
2. The Supervisor or other delegated person decides whether the work to be performed requires a Hot Work Permit. If a Permit to Work is not required no further action is taken and the person can begin work.
3. If a Permit to Work is required the employee/contractor completes the Permit to Work form and submits it to the Supervisor or other delegated person. Details provided on the Permit for Work includes work required, work environment and safety precautions (such as provision of fire equipment) that will be taken when preparing, performing and completing the task.
4. The Supervisor or other delegated person places an entry in the Permit to Work Register, enters the permit number in the space provided on the Permit to Work, and issues the permit.
5. When satisfied that the employee/contractor has provided sufficient information, safety precautions, and is suitably trained to perform the task, the Supervisor or other delegated person issues the Permit to Work.
6. Prior to beginning work the employee/contractor ensures that there is no combustible material (e.g. paper, wood, gas bottles) near to their work that could lead to a fire with the introduction of the hot work.
7. The employee/contractor completes work for which the Permit to Work was issued, completes any other requirements as outlined on the Permit to Work, and returns the Permit to Work to the Supervisor or other delegated person.
8. When the Supervisor or other delegated person is satisfied that work has been completed to job specifications and safety requirements he/she signs off the Permit to Work and files it for future record.

OSCON (AUST) PTY LTD HOT WORK PERMIT

PERMIT To Work No:

Hot work is any operation that generates heat, spark or open flame. This includes, but is not necessarily limited to welding, cutting, brazing, grinding, soldering, heat gun use and similar activities.

A Hot Work Permit must be issued prior to any Hot Work being conducted on Oscon (Aust) Pty Ltd sites by any person, employee, or contractor.

Date and time of issue: _____ Valid until (Date and time): _____

Location of work to be performed: _____

Brief description of work for which permit is to be issued.

.....

.....

.....

.....

Hot Work Precautions Check List:

Complete prior to any hot work beginning in any area, including outdoors. Check each box where the statement is true. If any statements are not true, then hot work should not begin until that issue has been safely resolved.

- Fire suppression sprinklers, fire hoses or fire extinguishers are available and operable.
- All combustible materials in area have been removed or protected.
- Construction is noncombustible and has no combustible covering or insulation.
- Hot work equipment is operable and in good repair.
- Appropriate personal protective equipment is available.
- Flash screens have been provided for electric welding.
- Smoke/fire detectors in the area have been temporarily disabled until the hot work is complete.
- Building occupants have been notified of, and protected or isolated from, the hot work area.
- Work area is NOT a Confined Space.

I verify that the above location has been examined and the necessary precautions have been taken to prevent injury or the outbreak of fire due to hot work.

Employee or Contractor Name	Employee or Contractor Signature	Date	Time
.....

Supervisor Name	Supervisor Signature	Date	Time
.....

The area has been inspected for fire and/or fire damage by: _____

Disabled smoke/fire detectors have been reactivated by: _____

Task for which this Hot Work Permit was issued has been completed.

Supervisor Name	Supervisor Signature	Date	Time
.....

This Permit is valid only for the period issued – up to 30 days maximum.

The Supervisor shall keep completed permits until completion of the project.

OSCON (AUST) PTY LTD CONFINED SPACE WORK PERMIT

Introduction

All work in confined spaces will be conducted in accordance with Regulations 3.82 - 3.87 of the Occupational Safety and Health Regulations 1996, *The Occupational Safety and Health Act 1984*, and the following procedure.

Procedure

9. The employee/contractor who wishes to perform work in a confined space must approach the Supervisor or other delegated person for permission to work in a confined space.
10. Supervisor or other delegated person decides whether the requested work requires a Permit to Work. If a Permit to Work is not required no further action is taken and the person can begin work.
11. If a Permit to Work is required then the employee/contractor must complete a Confined Space Work Permit form and submit it to the Supervisor or other delegated person. Details provided on the Permit to Work includes work required, work environment and safety precautions (e.g. gas detection equipment) that will be taken when preparing, performing and completing the task.
12. An observer must be on standby in the immediate vicinity while persons are working in the confined space.
13. A system that allows for continuous communication with the worker/s inside the confined space must be employed. This communication system may include or incorporate, but not be limited to, any of the following;
 - Verbal communication,
 - Wireless radio,
 - Wired radio, or
 - Mobile phone.

It is important that the type of communication system employed is appropriate for the conditions. i.e.: Two way radio or mobile phone may not be appropriate in potentially explosive environments

14. A competent person must carry out a risk assessment to determine if there is a need for a rescue team to be on standby during the confined space work. The risk assessment must be in writing and take account of the hazards involved; work methods to be adopted; risk factors to be considered and the control measures to be adopted. One of the risk factors to be considered is the arrangement for emergency response procedures including rescue, first aid and resuscitation.

If a risk assessment indicates the need for a rescue team to be on standby then a rescue plan needs to be put in place that can be implemented in an emergency. All necessary equipment that may be required in an emergency (such as harnesses, respirators and stretchers) must be available and serviceable. The relevant members of the emergency response team required to use the equipment must be trained in its use. The standby person may form part of an emergency response team by acting as the coordinator but must remain outside the confined space.

15. When satisfied that the employee/contractor has provided sufficient information, safety precautions and is suitably trained to perform the task to specification the Supervisor or other delegated person will issue the Permit to Work. Potential hazards may include, but not be limited to;
 - Electrical shock;
 - Oxygen deficiency;
 - Engulfment/Suffocation by solids;
 - Fire and/or explosion;
 - Drowning in liquids;
 - Falls from height; and
 - Environmental factors such as noise, extremes of temperature, poor lighting, manual handling and radiation.
16. If required, toxic, hazardous or oxygen gas detection is to be performed prior to entry in the confined space and is to continue until all works have been completed in the confined space. The requirement of gas detection equipment is dependent on the type of hazards foreseeable in the confined space.

A confined space should never be purged with pure oxygen. Where necessary the confined space should be cleared of contaminants using a suitable purging agent. Gas mixtures used for this purpose should not contain an oxygen content of greater than 21%.

Where control measures cannot establish or maintain a safe atmosphere or the work to be carried out within the confined space is likely to degrade/contaminate the atmosphere, e.g. hot work or painting, then supplied-air respiratory protection devices complying with AS/NZS 1716:2003 should be worn.
17. On arrival at the permit work area the employee/contractor notifies the appropriate person within the building/area that they have arrived to perform specified work. The appropriate person in the workplace.
18. The employee/contractor completes work for which the Permit to Work was issued, completes any other requirements as outlined on the Permit to Work
19. Employee/contractor advises appropriate person within building/area that work has been completed and that they are leaving the building/area.
20. Employee/contractor returns the Permit to Work to the Supervisor or other delegated person.
21. When the Supervisor or other delegated person is satisfied that work has been completed to job specifications and safety requirements he/she signs off the Permit to Work and files it for future record.

OSCON (AUST) PTY LTD CONFINED SPACE WORK PERMIT

PERMIT TO WORK
No:

Work in a confined space means work that is conducted in an enclosed or partially enclosed space that is not intended or designed primarily as a workplace, is at atmospheric pressure during occupancy, has limited or restricted means for entry and exit, and is likely to have an unsafe oxygen level or a contaminated atmosphere.

A Confined Space Work Permit must be issued prior to any work being conducted in a confined space on Oscon (Aust) Pty Ltd site by any person, employee, or contractor.

Date and time of issue: _____ Valid until (Date and time): _____

Location of work to be performed: _____

Brief description of work for which permit is to be issued.

.....

.....

.....

.....

Confined Space Check List:

Complete prior to any hot work beginning in any area, including outdoors. Check each box where the statement is true. If any statements are not true, then hot work should not begin until that issue has been safely resolved.

A spotter present when performing work in a confined space at all times.					<input type="checkbox"/>
A Communication system has been decided upon.	Mobile phone	Voice	Wireless radio	Wired radio	<input type="checkbox"/>
Toxic, hazardous or oxygen gas detection is required prior to entry.			Yes	No	<input type="checkbox"/>
All personnel involved in task have been adequately trained.					<input type="checkbox"/>
Emergency rescue team required to be on standby.			Yes	No	<input type="checkbox"/>
Flash screens have been provided for electric welding.					<input type="checkbox"/>
Persons working in confined space required to wear safety harness at all times.			Yes	No	<input type="checkbox"/>
Required isolation procedures including personal danger tags have been implemented.					<input type="checkbox"/>

I verify that the above location has been examined and the necessary precautions have been taken to prevent injury or harm as a result of the work to be performed in a confined space.

Employee or Contractor Name	Employee or Contractor Signature	Date	Time
.....

Supervisor Name	Supervisor Signature	Date	Time
.....

Personal danger tags removed: _____

Task for which this Confined Space Work Permit was issued has been completed.

Supervisor Name	Supervisor Signature	Date	Time
.....

This Permit is valid only for the period issued – up to 30 days maximum.
 The Supervisor shall keep completed permits until completion of the project.

OSCON (AUST) PTY LTD PLANT PROCEDURE AND CHECKLIST

Introduction

The purpose of this Plant Procedure, Delivery Inspection Checklist is to ensure that all plant delivered to site is safe for its intended use, that it has been regularly serviced and maintained, and that all relevant information for the each particular item of plant is available on site. The Plant Register is list of all the plant on site at any one time and who is responsible for each item of plant.

Scope

All Oscon (Aust) Pty Ltd Sites.

Plant Delivery, Inspection and Acceptance Checklist

A suitably qualified, experienced and authorised person will complete a Plant delivery and Inspection Checklist for each item of plant that is delivered or brought onto site. A copy of the inspection checklist will be maintained on site while the particular item of plant remains on site.

Plant Register

The Supervisor, or other authorised person, will record each item of plant brought onto site on the Plant Register. The name and contact details of the person responsible for each item of plant will also be recorded on the Plant Register.

Site Requirements

The Supervisor shall be responsible for ensuring that all plant brought onto site is suitable for the purpose for which it is to be used and that all appropriate precautions have been taken to ensure its safe use. Any unserviceable items of plant will be removed from site and/or clearly tagged "Out Of - Service".

The Supervisor will also be responsible for ensuring that suitable precautions are taken to ensure that unauthorised persons cannot use each item of plant at any time, including when the plant and/or site may be unattended.

PLANT DELIVERY INSPECTION AND ACCEPTANCE CHECKLIST

Description and ID/Serial No. of plant:			
Owner of plant:		Contact phone no.	
Checklist Item	Y/N	Comments/Corrective action taken	Item compliant Y/N
Operators manual is supplied			
Inspection checklist/logbook provided			
Service history details available, including date of last inspection/service			
Plant is clean and appears to be in good order			
Is a license required to operate this plant			
Person accepting delivery			
Name:		Position:	
Qualifications:		Delivery accepted and entered on site plant register:	
Signature:		Date:	

PLANT DELIVERY INSPECTION AND ACCEPTANCE CHECKLIST

Description and ID/Serial No. of plant:			
Owner of plant:		Contact phone no.	
Checklist Item	Y/N	Comments/Corrective action taken	Item compliant Y/N
Operators manual is supplied			
Inspection checklist/logbook provided			
Service history details available, including date of last inspection/service			
Plant is clean and appears to be in good order			
Is a license required to operate this plant			
Person accepting delivery			
Name:		Position:	
Qualifications:		Delivery accepted and entered on site plant register:	
Signature:		Date:	

OSCON (AUST) PTY LTD PLANT REGISTER

Description of plant	Serial/Plant No.	Date delivered	Delivery accepted by:	Plant owner	Contact No.	Person responsible for plant while on site	Contact No.

OSCON (AUST) PTY LTD INDUCTION PROCEDURE

Introduction

The primary aim of the induction is to provide new staff with a brief overview of Occupational Safety and Health (OSH) policies, procedures and practices at Oscon (Aust) Pty Ltd and familiarise them with their new work environment and its associated hazards.

Scope

All Oscon (Aust) Pty Ltd Sites.

Requirements

New employees will be required to complete the Industry Specific Safety Awareness/Construction Industry training prior to employment. New Employees, contractors and in some instances, visitors will be required to complete the Oscon (Aust) Pty Ltd specific site-specific induction on or before the first day of employment. OSH induction and training must also be completed before the introduction of new equipment, procedures or processes and when equipment, procedures or processes are modified.

Site-specific induction shall be based on the following minimum conditions and include information regarding hazard identification, Policies and Procedures, Accident Investigation, and Emergency procedures:

- It can be one-to-one or group based training.
- A training record must be kept on file.
- Written information/employee booklet or an induction kit should be provided.
- An orientation tour of the entire workplace should be conducted. (Point out the facilities, the fire and emergency exits, employee notice boards, first aid facilities etc).
- There should be an outline of where and who to go to for help (eg reporting accidents, complaints etc).
- A buddy may be assigned to the employee. A buddy is another employee who will be working along side them in their areas. Someone who can answer questions about doing the job safely, and who can identify and correct any problems.

A full inspection of a contractor's occupational safety and health systems must be carried out prior to their starting work. This inspection may include, but not be limited to:

1. OSH policy
2. Skills and competencies, including proof of Safety Awareness/Construction Industry Training
3. Workers compensation and rehabilitation

Care must be taken to avoid "overloading" a new employee with information, therefore consideration must be given to the amount and timing of information and instruction necessary for proper employee induction.

OSCON (AUST) PTY LTD SAFETY INDUCTION CHECKLIST

Name: _____ Position: _____

Date of commencement: _____ Site address: _____

Items	Yes	No	Comments
1. Explain work tasks	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Explain	<input type="checkbox"/>	<input type="checkbox"/>	_____
• OSH policy	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Safe work procedures and instructions	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Issue resolution procedure	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Site Rules and Regulations	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hazard reporting procedure	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Injury/incident reporting procedure	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Injury management policy and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Manual handling procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hazardous substances procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Machinery safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Working from height procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Electrical safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Personal protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Procedures for good housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Safety signage	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Procedures for working outside such as skin protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Smoke free workplaces	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Alcohol and other drugs at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Compensation claims process and rehabilitation	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Provide locker, personal protective equipment, tools as required	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Schedule of follow-up training	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Certification/s shown (e.g. SAT)	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Information:

Name of Manager/Site Supervisors: _____ Signed: _____ Date: _____

Name of employee: _____ Signed: _____ Date: _____

OSCON (AUST) PTY LTD TRAINING PROCEDURE

Introduction

Training is a planned and systematic sequence of instructions, under competent trainers/instructors, designed to develop or improve predetermined skills, knowledge and abilities required by an individual to perform a task, to a particular standard.

Scope

All Oscon (Aust) Pty Ltd Sites.

Training Requirements for all employees:

Before any worker is about to engage in construction work, they must have completed recognized Construction Induction Training as required by the Occupational Safety And Health Regulations 1996.

Training Requirements for Selected employees:

Some selected employees will receive formal training. This training may include, but not be limited to:

- First aid;
- Fire/prevention control;
- Job Safety Analysis Training;
- Accident Investigation;
- Manual Handling;
- Noise Assessment;
- Hazard Identification and Assessment;
- Licenses for High Risk Work.

Site-specific training will occur during the completion of Job Safety Analysis (JSA) for Apprentices, Trades Assistants or anyone who may be affected by the specific task or hazard. Completion of JSA's shall include a Site Supervisors, or someone who has authority, a tradesman and one of those indicated above.

Training Requirements for Site Supervisors

Additional training should be provided for persons performing management and Site Supervisory function (e.g. leading hands, foremen, Site Supervisors etc.) and should include at least the following safety and health topics:

- Management and implementation of hazard identification, risk assessment and appropriate control measures;
- The OSH management system used including management responsibility, subcontracting and purchasing, process control, inspection and testing, control of OSH issues, non compliance and corrective action, handling and storage, packaging and delivery, training and OSH records;
- Documentation;
- Consultation and cooperation;
- Management of emergencies.

This training may be in the form of OSH information or instruction that is specific to a particular Oscon (Aust) Pty Ltd sites.

Training Needs Analysis

A training needs analysis will be completed to ensure any specific training required by employees is conducted. Discussions shall be held with employees, to assist with the development of this analysis. A Registered Training Organisation shall deliver specialist training.

On-going Training Requirements

Training based on Hazard Identification, Risk Assessment and Control should be carried out at the planning and preparation stage by the contractor carrying out the construction work, in consultation with the principal contractor, to determine if people are at risk. The training, instruction, information and supervision provided should consider the hazards, risks and control measures identified by the risk assessment process, the nature of the work, workplace and individual job factors.

Record keeping of Occupational Safety and Health training

A person who conducts any general or work activity induction training must issue a written statement to each participant who satisfactorily completes the training. Site-specific OSH induction training does not require a written statement to be issued. However, the employer or principal contractor must keep a brief description of the training.

OSCON (AUST) PTY LTD DOCUMENT CONTROL PROCEDURE

Introduction

Documents required by the quality management system must be controlled. The purpose of this procedure is to define the controls required,

- a) to approve documents for adequacy prior to issue;
- b) to review and update as necessary and re-approve documents;
- c) to ensure that changes and the current revision status of documents are identified;
- d) to ensure that relevant versions of applicable documents are available at points of use;
- e) to ensure that documents remain legible and readily identifiable;
- f) to ensure that documents of external origin are identified and their distribution controlled, and
- g) To prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.

Scope

All Oscon (Aust) Pty Ltd Sites.

Responsibility and Accountability

Overall responsibility rests with the Oscon (Aust) Pty Ltd, however the responsibility of document control is delegated to the Occupational Safety and Health Manager, if applicable or a Oscon (Aust) Pty Ltd delegate. The OSH Manager or delegate is also responsible for ensuring that required documents are developed and existing documents are approved, maintained, reviewed and evaluated.

Requirements for OSH Document Control

The following requirements are necessary for document and data control:

- Document presentation must be legible, dated, include a revision number and date and be readily identifiable. The review documentation template will read – Rev # and Revised Date on the bottom corner of revised document.
- Document must be filed in an orderly manner and able to be readily located in all locations where they are required and obsolete documents are removed from points of issue and use.
- Document review and revision processes must occur at periodic intervals and whenever there is change of legislation to ensure relevance, currency, accuracy
- Persons completing hazard and accident reporting need to ensure the report is fully completed and distributed to the persons specified on the document itself
- Archival documents must be indexed and retained for legal purposes or OSH management system evaluation purposes.

Site Management Requirements

- Each controlled document as indicated below will reside and be maintained at Head Office. Copies will be available for Site Offices.
- Other documentation will be initiated from Site Office and forwarded to Head Office at the earliest convenience. Copies of such records to remain at Site Office.

Topic / Series Title	Record Description	Retention	Responsible Party
Occupational Safety & Health Manual	The written OSH program of an organisation. CONTROLLED DOCUMENT	Maintained at Head Office -Permanent	Line Organization Replace this entry with the File Owner and Location
Occupational Safety & Health Management Plans	Annual list of targets & objectives and performance indicators for the improvement of the OSH program of an organisation. CONTROLLED DOCUMENT	Maintained at Head Office - Cut off at the end of each fiscal year. Destroy 5 years after cut-off.	Line Organization Replace this entry with the File Owner and Location
OSH Management Reviews	Documentation of presentations to senior management on the actions and status of the organizations OSH program.	Maintained at Head Office - Cut off at the end of each fiscal year. Destroy 5 years after cut-off.	Line Organization Replace this entry with the File Owner and Location
OSH Internal Assessments/ Audits	Self Assessment Plan, Internal Assessment Results of an organization.	Return to Head Office at completion of each assessment / audit - Destroy after 10 years. Copy to remain at site and destroyed at completion of project.	Line Organization Replace this entry with the File Owner and Location
OSH External Assessments/ Audits	External Assessment Results of an organization.	Return to Head Office at completion of each assessment / audit - Destroy after 10 years. Copy to remain at site and destroyed at completion of project.	Line Organization Replace this entry with the File Owner and Location
Tool box Meeting Minutes	Agenda, minutes, attendance, presentations, etc.) For the Safety & Health toolbox meetings...	Return to Head Office - Destroy after 3 years. Copy to remain at site and destroyed at completion of project.	Line Organization Replace this entry with the File Owner and Location
Training Records	Records for safety & health training	Sent to Head Office - Destroy after 10 years. Copy of records to be at available at site office.	Line Organization Replace this entry with the File Owner and Location
Emergency Planning	It may contain the original plan, procedures for an emergency situation, locations of emergency shut offs, building floor plans, in/out door assembly areas and evacuation zone. CONTROLLED DOCUMENT	Maintained at Site Office and returned to Head Office at completion of project - Destroy 3 years after issuance of a new plan or directive.	Line Organization Replace this entry with the File Owner and Location
Hazard Assessment	Plans, which identify safety hazards at a facility and surrounding areas. The plan lists phone location, name of contact, and diagram of pertinent area. CONTROLLED DOCUMENT	Copy maintained at Site Office and original returned to Head Office - Destroy 3 years after issuance of a new plan or directive.	Line Organization Replace this entry with the File Owner and Location
Work Planning and Control Documentation- (Work Permits)	Consists of work planning & control documentation. It includes the original, signed work permit, the job tracking log & the control procedures.	Copy maintained at Site Office and original returned to Head Office - Destroy 5 years after the date of the permit.	Line Organization Replace this entry with the File Owner and Location

OSCON (AUST) PTY LTD SAFETY MANAGEMENT SYSTEM DISTRIBUTION LIST

Controlled copies of the Safety Management System (Version) have been issued to the holders nominated below.

New versions of Oscon (Aust) Pty Ltd Safety Management System will only be distributed when signed off by The Directors. All previous versions must be recalled and destroyed.

Copies of distribution lists for previous versions should be maintained for a period of 5 years.

No.	USER	ORGANISATION	POSITION	ISSUE DATE
1			Director	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

OSCON (AUST) PTY LTD ELECTRICAL EQUIPMENT REGISTER

Introduction

The purpose of an Electrical Equipment Register is to assist Oscon (Aust) Pty Ltd to ensure that all portable electrical equipment used on site is serviceable and has been inspected and tagged in accordance with OSH Regulations. This will help to ensure that workers and other persons on site are not exposed to electrical hazards resulting from damaged or faulty electrical equipment.

Scope

All Oscon (Aust) Pty Ltd Sites.

Site Requirements

The Site Supervisors shall be responsible for ensuring all portable electrical equipment is included on the Electrical Equipment Register and that the register is updated as required. The Site Supervisors should also request all persons bringing portable electrical equipment on to site to provide an Electrical Equipment Register. These registers shall be appropriately filed on site and returned to head office on completion of the project.

OSCON (AUST) PTY LTD ELECTRICAL EQUIPMENT REGISTER

Contractors Name:					Phone No.	
EQUIPMENT DESCRIPTION	MANUFACTURER	SERIAL NO.	Tag Date	Due Date	SIGNATURE	CERT NO.

OSCON (AUST) PTY LTD EMERGENCY CONTACT REGISTER			
SITE/PROJECT NAME:			
SITE ADDRESS:			
NEAREST CORNER:			
NEAREST DOCTOR:			
TITLE	NAME	OFFICE	MOBILE
SITE SUPERVISORS			
SITE FIRST AIDER			
SITE SAFETY REP			
POISONS INFORMATION		131 126	
Oscon (Aust) Pty Ltd		0418 900 461	
WATER AUTHORITY		131 375	
WESTERN POWER		131 351	
ALINTA GAS		131 356	
WORKSAFE		(08) 9327 8777	
MASTER BUILDERS ASSOCIATION		(08) 9476 9800	
EMERGENCY SERVICES POLICE, FIRE AMBULANCE		000	
LOCAL POLICE STATION (NON-LIFE THREATENING)			

Site specific hazards

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OSCON (AUST) PTY LTD JOB SITE INFORMATION AND PRE-START SAFETY CHECKLIST

Introduction

Oscon (Aust) Pty Ltd understands the important role that up to date information plays in safety on a building and construction site. Current and relevant information and up to date records are a basic resource that will assist in the development of a safe and efficient workplace. Oscon (Aust) Pty Ltd also understands that the early identification of potential hazards reduces the possibility of injury/damage and contributes to a more efficient workplace.

Scope

All Oscon (Aust) Pty Ltd Sites.

Procedure

Prior to commencing works on a Oscon (Aust) Pty Ltd site the Site Supervisors/manager will ensure that a Job Site Information and Pre-start Safety Checklist have been completed. Any identified deficiencies will be recorded on the checklist and rectified as soon as is practicable. The completed Job Site Information and Pre-start Safety Checklist will be filed and kept on site.

OSCON (AUST) PTY LTD JOB SITE INFORMATION AND PRE-START SAFETY CHECKLIST**Site Address:**

Site Supervisors Name:

Date:**Time:**

N/A = Not Applicable to this site ✓ = in order X = requires attention (see comments/corrective action)

Checklist Item	✓/X	Comments/corrective action
JOB SITE INFORMATION		
Emergency/ Evacuation procedures posted at key locations around site.		
Emergency muster points clearly identified and sign posted.		
Emergency contact form completed and posted at key locations.		
Plan of site services available on site.		
Copy of Safety Management System available on site.		
Copies of workplace policies and procedures available on site.		
Copy of Risk Management Checklist available on site.		
Site inductions register setup.		
Electrical equipment register for the site established.		
JSA Register for the site established.		
Hazardous materials register for the site established.		
Material Safety Data Sheets available on site.		
Visitors log book setup.		
Copy of – OSH Act 1984		
Copy of – OSH Regulations 1996		
Copy of – Job Safety Analysis		
Copy of – AS/NZS Standards		
Copy of – Codes of Practice		
FIRST AID		
Location of first aid equipment clearly sign posted.		
First aid kits are clean, orderly, labeled and fully stocked.		
Access to first aid kits is unobstructed.		
WORKPLACE FACILITIES		
Toilets are clean and hygienic.		
Supply of soap, hand towels, toilet paper.		
Adequate supply of cool clean drinking water.		
Lunch room is clean, hygienic and weather proof.		
Bins with lids provided for disposal of food waste.		

OSCON (AUST) PTY LTD MATERIAL SAFETY DATA SHEET REGISTER

Introduction

The purpose of a Material Safety Data Sheet is to provide information on the safe handling of hazardous substances in the workplace. They are to be made available to any Manager, Site Supervisors or employee who deals with a hazardous substance or who may be affected by a hazardous substance.

Scope

All Oscon (Aust) Pty Ltd Sites.

Register of Material Safety Data Sheets

A Material Safety Data Sheet (MSDS) register and original documentation shall be maintained by Head Office of all hazardous substances that have been approved for use on Oscon (Aust) Pty Ltd sites. When required, a copy of the manufacturers MSDS shall be forwarded to the Site Supervisors when requested.

Site Requirements

The Site Supervisors shall be responsible for ensuring all hazardous chemicals on site have an MSDS available. Should a hazardous substance be brought onto site, the Site Supervisors shall request the appropriate MSDS from Head Office or from the person/organisation bringing the substance onto site. If the hazardous substance arrives on site with the appropriate MSDS then the Site Supervisors shall contact Head Office to ensure that the hazardous substance can be used. If approved, a copy shall be made and the original documentation forwarded to Head Office for filing.

A register of substances shall be maintained at each site.

MSDS shall be stored in a location that is readily accessible to all employees who handle or may be exposed to a hazardous substance. In addition, MSDS must be available and readily accessible to Emergency Services and Medical Personnel when required. MSDS must be stored as paper copies

Prior to any hazardous substance being used or distributed in the workplace, the Site Supervisors in control of the workplace SHALL ensure that all employees have read the MSDS and understand the correct procedures for the safe use as well as the potential health effects and safety precautions.

OSCON (AUST) PTY LTD
SAFETY MANAGEMENT SYSTEM
2 0 1 2
INDUCTION HANDBOOK



Oscon (Aust) Pty Ltd
Address: PO Box 797 Dunsborough WA 6281
Phone: 0418 900 461
Facsimile: (08) 9756 7994
Email: info@oscon.com.au

INTRODUCTION

This booklet sets out the OSH requirements to be adopted on each Project.

The purpose of this booklet is to provide information, which will assist in maintaining a safe working environment on site. The information has been provided for the mutual benefit of Oscon (Aust) Pty Ltd employees and sub-contractors, clients, the public and other any other persons whom may be affected by Oscon (Aust) Pty Ltd activities.

Oscon (Aust) Pty Ltd employees and sub contractors have a duty to identify potential hazards at work, assess the risk involved and develop controls to eliminate the risk.

All personnel must comply with the site OSH rules.

All safety requirements are mandatory unless changes are approved following risk assessment.

This Induction booklet was developed in reference to the Western Australian Occupational Safety and Health Act 1984, Occupational Safety and Health Regulations 1996, codes of practice and industry standards.

The objectives of the Oscon (Aust) Pty Ltd safety management system are to:

- Provide a work environment in which employees and sub-contractors can conduct there work and remain free from harm or injury
- Provide consultative mechanisms which support employees and sub-contractors in improving safety and health standards
- Assist employees and sub-contractors to identify and reduce risks associated with Oscon (Aust) Pty Ltd activities
- Minimise the impact of our operations on the environment
- Comply with relevant legislation, industry standards and site specific requirements

And ultimately to,

- Assist in ensuring continuity of paid employment for all our employees and sub-contractors.

OCCUPATIONAL SAFETY AND HEALTH POLICY

Oscon (Aust) Pty Ltd is fully committed to the principles of Occupational Safety and Health (OSH) and the provision of a safe and healthy work environment for all staff, sub contractors and visitors.

In addition, Oscon (Aust) Pty Ltd has an obligation to comply with relevant legislation, in particular, the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 which extend to employees and contractors and visitors to Oscon (Aust) Pty Ltd workplaces.

Oscon (Aust) Pty Ltd supports meaningful and effective consultation with employees, contractors and other stakeholders, whose input is encouraged and incorporated into the decision-making processes regarding health & safety matters.

Oscon (Aust) Pty Ltd observes relevant Codes of Practice, which must be followed unless a better way is documented and adopted. Oscon (Aust) Pty Ltd has also adopted the safety principles and practices as set out in AS/NZ4804 Occupational Health and Management Systems - General guidelines on principles, systems and supporting techniques.

In order to fulfil its commitment and obligations and provide guidance on strategic direction and implementation, a "risk management" approach has been adopted within the Occupational Safety & Health Management System (OSHMS). Oscon (Aust) Pty Ltd also has an OSH operational plan, which is continually reviewed and updated.

Individual policies covering specific OSH issues exist separately and are included as part of Oscon (Aust) Pty Ltd OSHMS.

Oscon (Aust) Pty Ltd recognises that OSH is everyone's responsibility, therefore all of our employees and contractors have a duty of care to ensure the safety of themselves and others. Oscon (Aust) Pty Ltd OSHMS outlines the specific OSH responsibilities of management, employees and contractors.

Oscon (Aust) Pty Ltd will promote a proactive approach to health and safety. Oscon (Aust) Pty Ltd will achieve this by strict attention to all aspects of Occupational Safety and Health through:

- the provision of safe plant, equipment and systems of work
- risk management principles
- structures and processes to ensure effective OSH consultation
- clear delegation of Occupational Safety and Health responsibilities and accountabilities;
- positive and consistent role modelling of good Occupational Safety and Health practice at all levels;
- provision of an adequate, responsible financial budget for OSH requirements;
- provision of training;
- written operational and maintenance records and procedures; and
- Rehabilitation and counselling, where necessary.

RESPONSIBILITY & DUTY

Oscon (Aust) Pty Ltd has prime responsibility for the protection of the safety, health and welfare of its employees and sub-contractors in all circumstances of their employment.

Oscon (Aust) Pty Ltd will make every effort to:

- Promote and secure the safety and health of persons engaged in our operations
- Assist employees and sub-contractors to identify and reduce risks associated with construction and demolition work
- Promote consultation in relation to occupational safety and health

Oscon (Aust) Pty Ltd has prime responsibility for the protection of the safety, and health of its employees, sub-contractors and all other persons affected by Oscon (Aust) Pty Ltd activities.

The Directors

The Directors have ultimate responsibility and accountability for the development and overall implementation of the Oscon (Aust) Pty Ltd OSHMS. This responsibility includes ensuring that all staff can meet their obligations through the provision of adequate budgets, the allocation of resources, availability of Safety and Health guidelines and the establishment and functioning of the OSHMS.

Oscon (Aust) Pty Ltd Director is also responsible and accountable for ensuring that financial provision is made in all tenders and quotations for the provision of safety equipment, instruction, training and supervision and the implementation of relevant safety standards, procedures and safe systems of work. This will be achieved by drawing on Oscon (Aust) Pty Ltd experience and through consultation with relevant staff.

The Directors are also responsible, to the extent that he has control, for the provision and maintenance of a safe and healthy working environment and work practices through strategic planning and final decisions that;

- Determine staffing levels;
- Allow access to consultants and finances devoted to Safety and Health;
- Provide support and guidance in the management of occupational Safety and Health to those under their supervision;
- Demonstrate commitment and understanding of occupational Safety and Health principles as they apply to Oscon (Aust) Pty Ltd business activities;
- Support the Occupational Safety and Health consultation and management processes of Oscon (Aust) Pty Ltd ;
- Will delegate occupational Safety and Health responsibilities to identified persons who will be accountable for compliance.
- JSA's are completed for each project.
- Personal Protective Equipment is provided as per OSH Legislation.
- Day-to-day maintenance of safety related records and liaison with contractors and suppliers are completed for each project.

Site Supervisors

Each Site Supervisor is responsible and accountable for taking all reasonably practicable measures to ensure that the work environment under their control is safe and without risk to health by ensuring that:

- Substances are used properly and plant/equipment is in safe working order and is maintained to a high standard;
- Information, induction and on-the-job safety training is provided and that safe working procedures are clearly understood and consistently observed;
- Hazards are identified, assessed and controlled; and reported to The Directors.
- Job safety analyses (JSA) and/or safe work method statements (SWMS) are supplied by all contractors carrying out work on site on behalf of Oscon (Aust) Pty Ltd ;
- All JSA/SWMS are reviewed by persons conducting the task and any other persons who may be placed in a hazardous situation;
- Safe work procedures JSA's/SWMS are followed;
- Regular workplace inspections are carried out;
- All applicable legislation, standards, guidance notes and codes of practice are complied with;
- All onsite personnel follow instructions and do not put others at risk;
- The workplace is monitored to identify any unsafe or unhealthy conditions or behaviour.
- Regular tool box meetings are held.

Contractors and sub contractors

All contractors and subcontractors engaged to perform work on Oscon (Aust) Pty Ltd sites will, as part of their contract, comply with the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 and any specified Safety and Health policies and procedures of the Oscon (Aust) Pty Ltd.

Where the Oscon (Aust) Pty Ltd engages contractors, any formal contract must include the requirement that the contractor's employees are provided with site-specific safety information and that workers observe directions of the Main Contractor.

All contractors/sub contractors and their employees must:

- report to Oscon (Aust) Pty Ltd Site Supervisors any situation which they have reason to believe could present a risk;
- report any "accident" or injury to health which arises at a Oscon (Aust) Pty Ltd work site;
- use equipment appropriately and not interfere or misuse anything provided for their safety;

- Co-operate with management by following instructions and wearing protective clothing or equipment as provided and instructed.
- Obtain a Safety Awareness/Construction Industry Training Card
- Supply and wear all PPE that is not provided by Oscon (Aust) Pty Ltd. All PPE that is provided by Oscon (Aust) Pty Ltd must be maintained in good working order and worn at all times as directed by either Legislation, signage or by Oscon (Aust) Pty Ltd Site Supervisors.

Administration

Administrative support staff will be responsible for the day-to-day maintenance of safety related records and liaison with contractors and suppliers under the direction of The Managing Director.

Employees

All employees must be aware of the Oscon (Aust) Pty Ltd policies relating to safety and health as they apply to their position. This information may be obtained through The Director or distributed during the site-specific induction.

Employees are required to comply with the Oscon (Aust) Pty Ltd safety and health policies, procedures and instructions to ensure their own safety and health and the Safety and Health of others at Oscon (Aust) Pty Ltd work sites. All employees are also required to take corrective action to eliminate hazards at the workplace and/or report those hazards that are beyond their control to their immediate Managing Director.

Oscon (Aust) Pty Ltd employees are also responsible for obtaining a Safety Awareness Training/Construction Induction Card as well as the provision of all PPE that is not provided by Oscon (Aust) Pty Ltd.

SAFE WORK PRACTICES

- Comply with Oscon (Aust) Pty Ltd Safe work procedures for example, Scaffolding, Electricity, Work at Heights, Manual Handling. (Ask to see these if you are not sure).
- Provide a written Work Method Statement or Job Safety Analysis for the work conducted when asked.

REPORTING PROCEDURES

- Report any hazard that is beyond your control for example, a change to the original job that has introduced new unexpected risks. Don't work in weather conditions, which make the work unsafe.
- Report all accidents / injuries and near miss incidents to Oscon (Aust) Pty Ltd Site Supervisors.

PLANT AND HAZARDOUS SUBSTANCES

- Make sure the correct plant, substances, tools and equipment are used for the job you are doing.(Use in accordance with the manufacturers instructions) Make sure they are in good condition with machine guards in place. (Correct size, type and rating).
- Make sure a Material Safety Data Sheet is provided to Oscon (Aust) Pty Ltd for any hazardous substance brought on site.

ELECTRICAL REQUIREMENTS

- Make sure extension leads are protected from damage and clear of water. Use a Residual Current Device (RCD). Do not use domestic type electrical appliances like multi outlet devices and double adaptors. Check for existing electrical wiring/cables/overhead & underground lines before commencing work. Make sure electrical equipment is in good condition.

WORK AT HEIGHTS

- Where persons could fall 2 or more metres from scaffolds, stairs, landings, formwork, false-work, suspended slabs and mezzanine floors, edge protection must be provided.
- Where persons could fall more than 3 metres from any other open edge (eg, roof), or a risk assessment requires control measures – edge protection, scaffolds or a FIPS will be used.
- Fall injury prevention systems (FIPS) or restraint systems eg: harnesses, lanyards, fall arrestors, rope grabs, restraint devices, catch platforms. Ensure training is completed prior to use.
- Edge protection includes a top rail, mid-rail and kickboard or mesh panel.
- Safe access must be provided to elevated areas.
- Penetrations greater than 200 x 200 in timber suspended floors will be securely covered and warning signage or barriers erected. For concrete suspended floors, steel mesh will be embedded in the concrete, in addition to secure covers and signage. Penetrations in ground floors will be covered or barricaded.
- Material stacks and sharp objects will be removed from below the height work, where possible.
- Make sure ladders are secured; the slope is one in four, are in good condition, extend one metre above the top of the platform or exit point and are of Australian Standards type. Make sure stepladders are used in accordance with manufacturer's instructions. The ground surface must be firm and level.
- Erect barriers and warning signs to restrict other personnel if there is a risk of objects falling.

WARNING SIGNS

- Erect warning signs or barriers to warn others of hazards particularly when working around members of the public. For example; “Workers Above”, Warning – Nail Gun in Use”, Danger Keep Out”, “Danger Excavation”
- Obey rules, signs and instructions and only use equipment that you are authorized and trained to use.

EMERGENCIES

- Know the emergency procedure (find out what to do in the event of a fire or other possible emergency, and where the nearest medical centre is and how to telephone for help).
- In the event of an evacuation gather at the muster point until advised by the Site Supervisors

HOUSEKEEPING

- Keep areas you work in and access-ways clean and tidy (all unnecessary items, loose/unstable materials and waste safely removed from the area).

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

- Use the correct safety equipment and protective clothing for the job (for example; respiratory, eye, foot and hearing protection, sunscreen, hats, shirts, Danger/Out of service tags, machine guards, RCD's, fire equipment, fall restraints, hard hats etc).
- Wear a safety helmet if there is a risk of objects falling on your head.

SCAFFOLDING

- Do not alter scaffolding or edge protection, if adjustments are required – contact the Site Supervisors. Make sure scaffolds comply with Occupational Safety and Health Regulations.

MANUAL HANDLING

- Use correct lifting techniques with easy loads and get help or use mechanical assistance for heavy loads
- If it is too heavy, don't lift it!

ALCOHOL AND DRUGS

- Do not work under the influence of alcohol or drugs and do not bring alcohol or drugs onto site. If you are taking any medication that may affect your ability to work safely you must inform the Site Supervisors.

FIRE PROTECTION, HOT WORK, WELDING & CUTTING EQUIPMENT

- Make sure fire extinguishers are located in the immediate vicinity of any work that may create a fire risk such as grinding, welding, and thermal or oxygen cutting or heating, and other related heat – producing or spark – producing operations. A hot work permit may be required.
- Make sure you are fully trained in the use of extinguishers.
- All gas cylinders must be located in a ventilated area, upright, secured and transported on purpose built trolleys. Double flash back arrestors must be fitted in accordance with the OSH Regulations. All ancillary equipment must be in good working order.

EXCAVATIONS AND TRENCHES

- Notify the Site Supervisors before commencing excavations. Check and locate underground and overhead services. These areas will be marked and precautions for safe digging implemented, eg, spotter and hand digging.
- A competent person at the start of every shift must inspect excavations, after any accidental collapse or event likely to have affected its stability and on an ongoing basis.
- Excavations below 1.5m must be shored, benched, battered or assessed as self-supporting by a competent person.
- Make sure the excavation is protected with barriers. Safe access/egress must be provided

TRAFFIC MANAGEMENT

- Contact the Site Supervisors to determine unloading and storage requirements.
- Make sure properly trained spotters control reversing vehicles before unloading.
- Vehicles must be properly maintained and drivers properly trained.
- Depending on the situation, the Site Supervisors may arrange to have a Traffic Management Company to control the road traffic

IN ALL OTHER INSTANCES COMPLY WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT 1984 AND OCCUPATIONAL SAFETY AND HEALTH REGULATIONS 1996.

PERSONAL INFORMATION

Would you please complete the form and pass it on to Oscon (Aust) Pty Ltd management, before work commences - thank you

- 1. Name _____
- 2. Address _____
- 3. Employer's Name: _____
- 4. Employer's Address _____
- 5. Employer's Phone No: _____
- 6. Contact Name _____
- 7. Next of Kin: _____
- 8. Phone Number _____
- 9. Health Details: _____
(Diabetes, colour blindness, deafness, allergies, etc)

Are there any other instructions to Nurse or First Aider, eg, medications, etc?

Skills and competencies, eg, Riggers, EWP'S, First Aid, Scaffolding, Cranes, Hoists, Doggers

SAT Card / White Card Number and date of issue: _____

Have you been instructed in your company's Safe System of Work for this project? YES / NO

If not, why? _____

Persons carrying out the nominated work must have received proper instruction and training.

I understand that this document is in two parts

- a. GENERIC SITE SAFETY RULES
- b. SPECIFIC SITE SAFETY RULES / RISK ASSESSMENT

I have read a copy of (Tick if applicable)

- a. GENERIC SITE SAFETY RULES
- b. SPECIFIC SITE SAFETY RULES / RISK ASSESSMENT

and state that I understand its contents and agree to accept the direction of the company Site Supervisors in the pursuit of a hazard free work environment

Issuing Officer _____

Signed _____

Recipient's Signature: _____