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# WHS-PRO-013

## Construction Project Safety Management Procedure

WHS-PRO-013 Construction Project Safety Management Procedure					
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## PURPOSE

The purpose of this procedure is to provide a framework for the work health and safety management of Construction Projects which is carried out in accordance with the workplace health and safety requirements under the WHS Act and Regulations relating to construction work.

## SCOPE

This procedure applies to the:

- development of Project Work Health and Safety (WHS) Management Plans by Sydney Harbour Federation Trust,
- regulatory requirements of a Principal Contractor
- development and implementation of Work Health and Safety (WHS) Management Plans, Safe Work Method Statements (SWMS) and Site Rules,
- project training requirements including the requirements for Site Inductions,
- general project site management requirements which includes:
  - Site Rules
  - Site Access
  - Toolbox Talks
  - Identification of Hazardous Chemicals
  - Site Inspections
  - Construction General Hazard Management.

## REFERENCES

- AS/NZS 4801:2001 Occupational health and safety management systems – 4.3.1 Planning identification of hazards, hazard/risk assessment and control of hazards/risks, 4.4.6 Hazard identification, hazard/risk assessment and control of hazards
- WHS Regulation 2011 - Chapter 6 Construction work
- Code of Practice – Construction work

## DEFINITIONS

### **Construction work**

Defined as any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

Construction work does not include any of the following:

- the manufacture of plant
- the prefabrication of elements, other than at a place specifically established for the construction work for use in the construction work
- the construction or assembly of a structure that, once constructed or assembled, is intended to be transported to another place
- testing, maintenance or repair work of a minor nature carried out in connection with a structure

### **Construction Project**

A construction project is a project that involves construction work where the cost of the construction work is \$250,000 or more. A construction project covers all the activities involved in the construction work up to the point that the construction project is handed over to the person who commissioned it. The handover usually takes place at the practical completion of the project the buyer or owner takes possession.

### **Subcontractor**

This is a PCBU that enters into a contract with a builder or principal contractor to undertake specified construction work. They are also 'employees'.

### **High Risk Construction Work**

High risk construction work means construction work that:

- a) involves a risk of a person falling more than 2 metres, or
- b) is carried out on a telecommunication tower, or
- c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, or
- d) involves, or is likely to involve, the disturbance of asbestos, or
- e) involves structural alterations or repairs that require temporary support to prevent collapse, or
- f) is carried out in or near a confined space, or
- g) is carried out in or near:
  - (i) a shaft or trench with an excavated depth greater than 1.5 metres, or
  - (ii) a tunnel, or
- h) involves the use of explosives, or
- i) is carried out on or near pressurised gas distribution mains or piping, or
- j) is carried out on or near chemical, fuel or refrigerant lines, or
- k) is carried out on or near energised electrical installations or services, or
- l) is carried out in an area that may have a contaminated or flammable atmosphere, or
- m) involves tilt-up or precast concrete, or
- n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, or
- o) is carried out in an area at a workplace in which there is any movement of powered mobile plant, or
- p) is carried out in an area in which there are artificial extremes of temperature, or
- q) is carried out in or near water or other liquid that involves a risk of drowning, or
- r) involves diving work.

## FORMS

### Forms

- WHS-FOR-013.1 Work Health and Safety (WHS) Plan Assessment.
- WHS-FOR-013.2 Management Inspection Checklist
- WHS-FOR-013.3 Safe Work Method Statements (SWMS)
- WHS-FOR-013.4 Safe Work Method Statement (SWMS) Checklist
- WHS-FOR-013.5 Site Induction
- WHS-FOR-013.6 Site Induction Register
- WHS-FOR-013.7 Site Safety Rules
- WHS-FOR-013.8 Daily Sign In – Sign Out Register
- WHS-FOR-013.9 Visitor Induction
- WHS-FOR-006.1 Toolbox Talks
- WHS-FOR-018.1 Hazardous Substances Register
- WHS-FOR-030.1 Weekly Construction Inspection Checklist
- WHS-FOR-011.1 Emergency Equipment Register.

## ACTIONS AND RESPONSIBILITIES

### Project Work Health and Safety (WHS) Management Plans

- The Project Manager shall develop Project Work Health and Safety (WHS) Management Plans for Construction Projects.
- The purposes of Project Work Health and Safety (WHS) Management Plans are to:
  - Set down Sydney Harbour Federation Trust management of the Construction Project,
  - Provide guidance to Sydney Harbour Federation Trust staff on Sydney Harbour Federation Trust obligations under the Project,
  - Ensure that the Project objectives are met and
  - Assure that Sydney Harbour Federation Trust is fulfilling its obligations regarding the Construction Project.

### Project WHS Risk Assessment

- In accordance with **WHS-PRO-008 WHS Risk Management**, for Construction Projects the Project Manager shall identify the hazards and risk of all proposed work, assesses the risks involved with the Construction Project and develops controls to eliminate, or minimise, the risk.
- The Project Manager will undertake a Project Risk Assessment prior to work commencing on site, using **Risk Register and Plan Template**
- In undertaking the Project WHS Risk Assessment the Project Manager shall complete the following contained within the Project Work Health and Safety (WHS) Management Plan for the Construction Project:
  - Identification of Legal and Other Requirements
  - Site Specific Hazard Profile
  - High Risk Construction Work
- These controls shall be reviewed and monitored by the Project Manager on a regular basis.

### Principal Contractor Regulatory Requirements

- Under the WHS Regulations, each 'Construction Project' shall have a 'Principal Contractor' and there can only be one principal contractor for a construction project at any one time.
- Where Sydney Harbour Federation Trust commissions a construction project, then Sydney Harbour Federation Trust is deemed to be the Principal Contractor.
- Sydney Harbour Federation Trust may appoint an external principal contractor which will be stipulated in the construction project contracts with the contractor. A principal contractor can be a sole trader of a business or undertaking, a company or a partnership. In the case of a company, the company has the duties of the principal contractor rather than the individual managers who are employed by the company.
- Sydney Harbour Federation Trust will assume the role of principal contractor if an external principal contractor is not appointed.
- Under the WHS Regulations the Principal Contractor for a construction project shall:
  - prepare and review a Work Health and Safety (WHS) Management Plan for the workplace,

- prepare Safe Work Method Statements (SWMS) before high risk construction work on the construction project commences.
- make necessary arrangements for ensuring compliance with the requirements for general workplace management.
- ensure signs are installed that:
  - show the Principal Contractor 's name and telephone contact numbers (including an out of hours' telephone number)
  - show the location of the site office for the project, if there is one
  - are clearly visible from outside the workplace, or the work area of the workplace, where the construction project is being undertaken.
- Manage the specific risks to health and safety associated with:
  - the storage, movement and disposal of construction materials and waste at the workplace the storage of plant that is not in use
  - traffic in the vicinity of the workplace that may be affected by construction work carried out in connection with the construction
  - essential services at the workplace.

## Work Health and Safety (WHS) Management Plans

### Regulatory Requirements

- All construction projects (i.e. construction work costing \$250,000 or more) shall have a written Work Health and Safety (WHS) Management Plan which shall be prepared before work on the construction project commences.
- A Work Health and Safety (WHS) Management Plan is a written plan that sets out the arrangements for managing the site work health and safety (WHS) matters
- The intention of a Work Health and Safety (WHS) Management Plan is to ensure the required processes are in place to manage the risks associated with a complex construction project, as there are usually many contractors and subcontractors involved and circumstances can change quickly from day to day.
- The Principal Contractor shall ensure, so far as is reasonably practicable, that all persons who are to carry out construction work on the construction project are made aware of the content of the Work Health and Safety (WHS) Management Plan in respect to their work and their right to inspect the plan.
- The Principal Contractor shall do this by:
  - giving subcontractors a copy of the plan with a requirement to make their employees aware of the contents of the plan that are applicable to their work, prior to commencing work on site, and checking to make sure this is done
  - displaying the plan on site.
  - giving each employee a copy of the plan directly.
- The Principal Contractor shall review and, as necessary, revise the Work Health and Safety (WHS) Management Plan to ensure it remains up-to-date and relevant for the construction project.

### Preparing a Work Health and Safety (WHS) Management Plan

- The level of detail required for a Work Health and Safety (WHS) Management Plan will depend on how complex the workplace is (in particular, the number of contractors at the workplace at any one time) and the risks involved in the work.
- The Principal Contractor should prepare a Work Health and Safety (WHS) Management Plan that includes:
  - A Project-specific Risk Assessment, identifying hazards and assessing the risks associated with the work, and documenting the risk control measures to be taken
  - The names, positions and health and safety responsibilities of all persons at the workplace, whose positions or roles involve specific health and safety responsibilities in connection with the construction project
  - The arrangements in place between any persons conducting a business or undertaking at the workplace for consultation, cooperation and coordination of activities in relation to compliance with their duties under the WHS Act and Regulations
  - The arrangements in place for managing any work health and safety incidents
  - Any site-specific health and safety rules and the arrangements for ensuring that all persons at the workplace are informed of these rules
  - The arrangements that will be in place to ensure that all persons receive the appropriate WHS training before commencing work on site.
  - The arrangements to collect and assess, monitor and review the SWMS.
- The Work Health and Safety (WHS) Management Plan may include the following information:
  - Details of the Client, that is the person commissioning the construction work, for example their name, representative and contact details
  - Details of the principal contractor
  - Details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction work that the Work Health and Safety (WHS) Management Plan will cover
  - Details on how subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the WHS Management Plan such as checking on the performance of subcontractors and how non-compliance will be handled
  - Details on how the risks associated with falls, falling objects, moving plant, electrical work and all high-risk construction work that will take place on a construction project will be managed
- It should also include information on:
  - The provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage
  - The safe use and storage of plant
  - The development of a construction project traffic management plan
  - Obtaining and providing essential services information – electrical, gas, telecom, water and similar
  - Workplace security and public safety
  - Ensuring employees have appropriate licences and training to undertake the construction work.



### Sydney Harbour Federation Trust Work Health and Safety (WHS) Management Plan

- Where Sydney Harbour Federation Trust is the Principal Contractor, the Work Health and Safety (WHS) Management Plan shall be developed by the Project Manager.
- The Work Health and Safety (WHS) Management Plan developed by the Project Manager shall be reviewed by relevant stakeholders then presented to the Director for approval.

### Work Health and Safety (WHS) Management Plan Approval

- Prior to commencement of the Construction Project, Sydney Harbour Federation Trust shall review and approve Work Health and Safety (WHS) Management Plans developed by Contractors to ensure the Work Health and Safety (WHS) Management Plans meets the regulatory requirements.
- The review and approval is conducted by the Project Manager using **WHS-FOR-013.1 Work Health and Safety (WHS) Plan Assessment**.

### Reviewing Implementation of Work Health and Safety (WHS) Management Plan

- During the project, the Project Manager is responsible for reviewing the implementation of the Work Health and Safety (WHS) Management Plans, at least once per project using **WHS-FOR-013.2 Management Inspection Checklist**
- In larger projects over a longer period more reviews shall be programmed. The aim of the review is to make sure that the Work Health and Safety (WHS) Management Plan is being used and followed.
- This maintains the level of assurance that was accepted by Sydney Harbour Federation Trust when the Work Health and Safety (WHS) Management Plans was approved prior to the commencement of works.
- Any deficiencies in the use of the Work Health and Safety (WHS) Management Plans shall be recorded on **WHS-FOR-034.1 Corrective Action Request** and if necessary the Work Health and Safety (WHS) Management Plan amended and continued to be used.

### Safe Work Method Statements (SWMS)

#### Safe Work Method Statements (SWMS) Requirements

- Sydney Harbour Federation Trust shall ensure Safe Work Method Statements (SWMS) are developed that sets out the construction work activities to be carried out at a workplace, the hazards and risks arising from these activities and the measures to be put in place to control the risks.
- Its primary purpose is to help supervisors and employees implement and monitor the control measures established at the workplace to ensure high risk construction work is carried out safely.
- Safe Work Method Statements (SWMS) shall:
  - identify the work that is construction work, and
  - specify hazards relating to the high-risk construction work and risks to health and safety associated with those hazards, and
  - describe the measures to be implemented to control the risks, and
  - describe how the control measures are to be implemented, monitored and reviewed.
  - the name of the principal contractor
  - the address where the high-risk construction work will be carried out

- the date the SWMS was prepared and the date it was provided to the principal contractor
  - the review date (if any).
- A SWMS shall take into account the circumstances at the workplace that may affect the way in which the high-risk construction work is carried out – that is the site where the high-risk construction work is being carried out, the work environment and the employees carrying out the work.
- A generic SWMS may be prepared and used for high risk construction work activities that are carried out on a regular basis. However, a generic SWMS shall be reviewed to consider the hazards and risks for the specific workplace and be revised as necessary.
- Employees should be consulted in the preparation of the SWMS. If there are no employees engaged at the planning stage, consultation should occur with employees when the SWMS is first made available to employees, for example during workplace-specific training or a toolbox talk. Employees should also be consulted when a SWMS is reviewed.
- A SWMS shall include details of employees who have been consulted on the content of the SWMS, the date the consultation occurred and the signature of each employee acknowledging their participation in developing the SWMS.

#### Sydney Harbour Federation Trust Safe Work Method Statements (SWMS)

- Sydney Harbour Federation Trust SWMS shall be developed using **WHS-FOR-013.3 Safe Work Method Statements (SWMS)**.

#### Subcontractors Safe Work Method Statements (SWMS)

- Contractors shall provide Sydney Harbour Federation Trust with a copy of the SWMS before high risk construction work starts.
- Sydney Harbour Federation Trust Project Manager shall review all SWMS's submitted by subcontractors prior to allowing them to commence work on site using **WHS-FOR-013.4 Safe Work Method Statement Checklist**.
- Any non-complying SWMS are required to be amended by the Contractor and then resubmitted to Sydney Harbour Federation Trust for review prior to commencing work on site.

#### Monitoring of SWMS

- The Project Manager is responsible for ensuring that all employees and subcontractors have read and understood their relevant SWMS prior to commencing work on site.
- If high risk construction work is not carried out in accordance with the SWMS, the Project Manager shall ensure that the work is stopped immediately or as soon as it is safe to do so, and resumed only in accordance with the statement.
- The Project Manager is also responsible for conducting ongoing reviews of SWMS whilst work takes place on site to ensure that subcontractors are monitoring adherence to the risk controls identified in their respective SWMS.

#### Construction Project Training Requirements

##### Information, training, and instruction

- Sydney Harbour Federation Trust shall ensure that information, training and instruction provided to any employee is suitable and adequate, having regard to:

- the nature of the work carried out by the employee
- the nature of the risks associated with the work at the time of the information, training and instruction, and
- the control measures implemented.
- The Work Health and Safety (WHS) Management Plan shall detail and nominate any project specific induction training and any additional or specialist WHS training requirements.
- All employees are to be trained in site specific work methods using Safe Work Method Statements. Any changes to the work methods or associated site conditions during the course of the Project are to be noted in the SWMS.
- It is the Project Manager's responsibility to ensure all the project-based training is carried out, recorded and performed by qualified persons.

### General Construction Induction

- The Principal Contractor shall ensure employees have successfully completed general construction induction training before starting construction work.
- Each construction employee shall hold:
  - a general construction induction training card, or
  - a general construction induction training certification that has been issued within the preceding 60 days if the employee has applied for but not yet been issued with a general construction induction training card.

### Site Induction

- The Principal Contractor shall ensure all employees/workers have successfully completed the Site Induction training before starting work.
- Workplace specific induction training aims to provide information about work health and safety issues and safe work practices that are specific to the construction workplace
- Workplace specific induction training may cover the following:
  - Site Rules
  - Emergency assembly point & sounding of air horn
  - First aid provisions and emergency procedures, including after-hours emergency contacts
  - First aid & accident procedures
  - Works being conducted on the site and any specific instructions in relation to these works.
  - General hazards and control measures relevant to the site.
  - Site specific safety documents, policies and plans (e.g. traffic management plans, the Work Health and Safety (WHS) Management Plan)
  - Supervisory, consultation and reporting arrangements
  - Workplace facilities, including their location, use and maintenance

### Visitor Induction

- The Principal Contractor shall ensure all visitors wishing to enter the site attend a Visitor Induction

- Visitors shall be accompanied and supervised by fully inducted site personnel at all times while at the workplace.
- Where visitors to a construction workplace are likely to enter an operational construction zone unescorted they should be provided with the Site Induction.

### Site Induction Records

- Site Induction and Visitor Induction records shall be maintained by the Principal Contractor.
- Where Sydney Harbour Federation Trust is the Principal Contractor, site induction shall be recorded on the **WHS-FOR-013.5 Site Induction** and the details recorded on the **WHS-FOR-013.6 Site Induction Register**.
- Where Sydney Harbour Federation Trust is the Principal Contractor, Visitor Induction shall be recorded on the **WHS-FOR-013.9 Visitor Induction** and the details recorded on the **WHS-FOR-013.6 Site Induction Register**.

## General Construction Project Site Management

### Site Rules

- The Principal Contractor shall develop the Site-Specific Safety Rules prior to the project commencing and shall be displayed in a prominent position onsite and included in the site induction.
- Where Sydney Harbour Federation Trust is the Principal Contractor, the Project Manager shall develop the Site-Specific Safety Rules using **WHS-FOR-013.7 Site Safety Rules**.

### Site Access

- The Principal Contract shall ensure all personnel are required to sign in and out when entering and leaving the site. This allows site personnel to know, for example in the event of an evacuation, exactly who is on site and how long they have been there.
- Where visitors to a construction workplace are likely to enter an operational construction zone unescorted they should be provided with a full Site Induction.
- Where Sydney Harbour Federation Trust is the Principal Contractor, the Project Manager shall ensure each person shall sign in and sign out on the **WHS-FOR-013.8 Daily Sign In – Sign Out Register**.

### Pre-start Meetings

- Pre-start meetings are to be conducted before the start of each shift or day to discuss the current scope of work, safety requirements, incidents, hazards or safety concerns from the previous day or shift. Each pre-start is approximately fifteen (15) minutes in length and requires all workers for that day or shift to attend.

### Toolbox Talks

- Principal Contractor shall ensure Toolbox Talks are conducted on site to inform employees of all possible hazards and risks associated with a job.
- Principal Contractors conducting toolbox talks will need to obtain confirmation that information presented and discussed during the talk has been understood by attendees.
- Principal Contractors shall ensure toolbox talks are to be held on a weekly basis by all Contractors and their workers, these are to be documented and are to cover to all work, health and safety issues that are relevant to the work being conducted. These talks can vary and include more than one topic for discussion. For example:

- working on ladders;
- previous work incidents or industry incidents relating to similar type work i.e. a safety alert from NSW government in relation to an injury or death of a worker from falling from height.
- safety while working on scaffolding;
- housekeeping practices;
- use of electrical, plant or equipment;
- using mobile equipment;
- electrical safety;
- bullying and harassment.
- Where Sydney Harbour Federation Trust is the Principal Contractor, Toolbox Talks shall be documented on **WHS-FOR-006.1 Toolbox Talks** in accordance with **WHS-PRO-006 Consultation and Communication**, and shall be signed by the person conducting the toolbox talk to confirm that they have tested this understanding.

### Identification of Hazardous Chemicals

- Principal Contractors shall identify and list all substances/chemicals and list on a hazardous chemical register.
- A hazardous chemical can be identified by:
  - A clear statement in the SDS defining the product has hazardous
  - The use of pictograms, warning words and phrases on labels and packaging
  - The product fits within one of the categories listed in the Classification.
- Principal Contractors shall provide SDS for each hazardous chemical and ensure that staff can readily access them. The SDS shall be renewed at least every 5 years or if a substance/chemical changes.
- Where Sydney Harbour Federation Trust is the Principal Contractor, the Project Manager shall identify and list all substances/chemicals and list on **WHS-FOR-018.1 Hazardous Substances Register** in accordance with **WHS-PRO-018 Hazardous Substances** for the project.

### Site Inspections

- Principal Contractors shall ensure regular workplace inspections are conducted:
  - To check specific conditions while at the same time checking actual performance against predetermined standards to confirm if acceptable Work Health and Safety Management (WHS) conditions are being achieved.
  - To monitor and evaluate the performance and compliance against organisational policy, procedures and other predetermined requirements.
  - To identify hazards and workplace practices which have the potential to cause an accident, injury or harm to the environment.
- On completion of the Workplace Inspections the checklist must be completed in order to report on the hazards or faults identified, with suggestions for necessary action.
- Where Sydney Harbour Federation Trust is the Principal Contractor:
  - the Project Manager shall ensure workplace inspections are conducted on a weekly basis in accordance with **WHS-PRO-030 Monitoring and Measurement** using the **WHS-FOR-030.1 Weekly Construction Inspection Checklist**
  - In accordance with **WHS-PRO-034 Corrective and Preventative Action Procedure**, when any corrective and preventative actions are required the details shall be

recorded on the **WHS-FOR-034.1 Corrective Action Request**. The **WHS-FOR-034.1 Corrective Action Request** is issued to the appropriate person for addressing the corrective action.

### Emergency Equipment

- In accordance with **WHS-PRO-011 Emergency Preparedness and Response**, all Emergency Equipment at each Construction Project site, shall be identified and recorded either within the Work Health and Safety (WHS) Management Plans.
- Where Sydney Harbour Federation Trust is the Principal Contractor, the Project Manager shall identify all Emergency Equipment and record it.
- Equipment shall include Fire Extinguishers, Fire Alarms, Sprinklers, Smoke Alarms, Emergency Ext Signs and First Aid Kits.

### Construction General Hazard Management

- Principal Contractors shall ensure compliance with the standards for general construction hazards are managed in accordance with the requirements of **WHS-PRO-015 Construction General Hazard Management**.
- **WHS-PRO-015 Construction General Hazard Management** provides a framework for the safety management of construction work which is carried out in accordance with the workplace health and safety requirements under the WHS Act and Regulations relating to construction work. This procedure applies to summary guidelines and standards for the following general construction hazards. Further specific management requirements are defined within the Sydney Harbour Federation Trust Work Health and Safety (WHS) Management System and includes:
  - Housekeeping Hazards
  - Vehicles and Mobile Equipment
  - Slings, Chains & Lifting Equipment
  - Biological Hazards
  - Walkways, Pits and Line marking
  - Buildings, Structures and Fences
  - Waste and Refuse Removal
  - Notices and Signs
  - Lighting
  - Area Ventilation
  - Hot & Cold Temperature Hazards
  - Compressed Gas Bottles
  - Welding / grinding / hotwork
  - Machinery and Tools
  - Environmental Management
  - Hazardous chemicals
  - Electrical safety
  - Elevated Working Platforms (EWP & MEWP)
  - Working at heights
  - Scaffolding
  - Diving
  - Confined Space Entry (CSE)
  - Asbestos

- Cranes and lifting
- Forklift
- Excavation and digging
- Working alone