



# Housing industry site safety pack

Residential construction  
– for subcontractors

Version 3 2013

## **Disclaimer**

The authors of the *Housing Industry Site Safety Pack* (the Site Safety Pack) expressly disclaim any and all liability and responsibility to any person in respect of anything, or the consequence of anything, done or omitted by any person in reliance, whether wholly or partially, upon the whole or any part of this document.

## **Duty of Care**

As a contractor you have a duty of care to review work areas and activities to ensure your safety and that of others.

The Site Safety Pack is not intended to be a substitute for specific legal advice, but to provide guidance to enable you to manage your work health and safety (WHS) in a systematic manner.

You may need to develop additional information, taking into account the circumstances specific to site conditions, trade interface, client requirements and individual company policies and procedures.

All WHS documents should be regularly reviewed and updated to reflect changes to legislation, codes of practice, Australian Standards and organisational policies and procedures.

## **Acknowledgement**

WorkCover acknowledges the following construction industry partners and members of the Housing Industry Consultative Committee (HICC) who have contributed to the development and revision of the Site Safety Pack:

- Australand
- Clarendon Homes
- Housing Industry Association
- Master Builders Association of NSW
- Masterton Homes
- McDonald Jones Homes
- Mirvac

# INTRODUCTION

We have developed the Housing Industry Site Safety Pack (Site Safety Pack) to assist small subcontractors (0-10 workers) working in the residential construction sector.

The Site Safety Pack provides a framework for you to meet your main work health and safety (WHS) legal responsibilities. By following this guidance, you will be better placed to ensure a safe construction site.

Authorities, clients and principal contractors may require evidence of your WHS system. If you use the Site Safety Pack as directed, you will be able to produce the necessary documents.

## HOW TO USE THE SITE SAFETY PACK

1. Read and sign:
  - WHS FORM 01: ORGANISATION DETAILS
  - WHS FORM 02: ROLES AND RESPONSIBILITIES
  - WHS FORM 03: WORK HEALTH AND SAFETY POLICY.
2. Read through the WHS procedures and guidelines.
3. Ensure that your business follows and adopts these recommended procedures and guidelines.
4. Ensure that your workers are aware of their responsibilities.
5. Print out and complete the relevant WHS forms or write 'Not applicable' (N/A) where WHS forms are not relevant.
6. Make two **(2)** copies of the completed Site Safety Pack and put into a file/binder and:
  - give **first copy** to the principal contractor for their review
  - keep the **second copy** with you when you go to site each day.

**Note:** Once they are satisfied with it, you will be listed as a pre-qualified contractor.

7. Update the information in the WHS forms if anything changes (ie SWMS, registers etc).
8. Store a copy of the Site Safety Pack for each builder you do work for.
9. Create a new Site Safety Pack for each builder you do work for.

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\*Insert Company Logo →



## WHS FORM 01: ORGANISATION DETAILS

Business or trading name					
ACN/ABN		Number of employees			
Scope of works					
Insurances (attach copies of certificates of currency)	Organisation	Policy number	Limit per claim	Limit year	Expiry date
Workers compensation					
Public liability					
Professional indemnity					
Sickness and accident					
Contract licence number					
Name of director or manager					
Business address					
Telephone		Mobile			
Facsimile		Email			
Person responsible for managing WHS on site		Contact details			
We <b>do/do not</b> intend to subcontract all or part of the works. If engaged, the sub-contractors intended to be used on this site are:					
Business		Contact details			
We shall ensure that the above subcontractors provide an SWMS for their specialised high risk construction work, and shall participate in their review and where necessary amend the SWMS, in consultation with the PCBU and the workers the SWMS relates to.					
Signed (director or manager)				Date	

## WHS FORM 02: ROLES AND RESPONSIBILITIES

The owner/director/manager (delete as appropriate), \_\_\_\_\_, has overall responsibility for the safe conduct of all work activities carried out on behalf of the business.

The roles and responsibilities of workers are listed below.

### BUSINESS OWNER/DIRECTOR

The owner/director/manager is responsible for WHS in the workplace. Duties include:

- implementing the WHS procedures
- observing all legal WHS requirements
- ensuring that all works are conducted in a manner without risk to workers' WHS
- planning to do all work safely
- participating in the planning and design stages of trade activities
- identifying WHS training required for an activity
- ensuring workers undertake identified WHS training
- communicating and consulting with workers
- investigating hazard reports and ensuring that corrective actions are undertaken
- assisting in rehabilitation and return to work initiatives.
- ensuring that appropriate resources and processes are available to ensure WHS
- ensuring that a system is in place that enables workers to receive and respond in a timely manner to information regarding incidents, hazards and risks.

<b>Name and signature</b>		<b>Date</b>	
---------------------------	--	-------------	--

### MANAGER/SUPERVISOR OR LEADING HAND

The supervisor or leading hand is responsible for operational safety in the workplace. Duties include:

- making decisions about WHS that may affect work activities and/or others
- ensuring legal WHS requirements are met in the workplace
- actioning safety reports and carrying out workplace inspections
- facilitating the preparation of SWMS (including those for trades)
- ensuring safe work practices at all times
- conducting site inductions, toolbox talks and daily team briefings
- participating in accident or incident investigations
- leading by example and promoting WHS at every opportunity
- supervising and ensuring compliance with safe work procedures.

<b>Name and signature</b>		<b>Date</b>	
---------------------------	--	-------------	--

### WORKER

Every individual worker is responsible for:

- conducting their allocated tasks in a safe manner and in accordance with their training and experience
- giving due consideration to the safety of all others
- co-operating in matters of WHS
- leaving their work site in a safe condition
- complying with the SWMS and is encouraged to participate in the development of all SWMS for high risk construction work
- complying with the site safety rules (including those set down by the principal contractor) in the site induction.

## WHS FORM 03: WORK HEALTH AND SAFETY POLICY

We believe that the well-being of people employed at work, or people affected by our work, is a priority and must be considered during all work performed on our behalf.

People are our most important asset and work health and safety is everyone's responsibility.

The safety of the public is given equal priority to that of our workers.

The objectives of this policy are to, as far as reasonably practicable:

- achieve a safe and incident free workplace
- consider WHS in project planning and work activities
- involve workers and subcontractors in the decision-making process through regular communication and consultation
- ensure workers and subcontractors identify and control risks in the workplace
- monitor and review the elimination or control of potential risks
- enhance workers' WHS knowledge through a program of education and training.

The success of our WHS management depends on:

- the commitment of all persons to achieve the policy objectives
- planning work activities, with due consideration given to WHS
- undertaking the risk management process in an effective manner
- communication and consultation between our workers and subcontractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and subcontractors working on our behalf.

\_\_\_\_\_  
Name and position

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## CONSULTATION AND COMMUNICATION

Promote active participation of all workers in WHS decisions.

Consult with workers and give them the opportunity, encouragement and training to be involved in WHS matters affecting the organisation and their own work.

Consult with all your workers – eg directly through tool box talks or through a health and safety representative (HSR). Some principal contractors may ask that your workers elect a HSR to participate in their consultative arrangements.

Matters for consultation may include:

- hazard and risk identification
- control measures for managing hazards and risks
- the development of safe work method statements or risk assessments
- site safety rules
- site induction
- changes to site conditions
- the welfare facilities
- the purchase of new or used plant and equipment or new substances and materials
- the development and review of safety policies and procedures
- emergency procedures, covering:
  - emergency contact details (including emergency services)
  - the location of a first aid kit
  - emergency assembly points.

Record consultation and communication using:

- the record of toolbox talk (see WHS form 06)
- a site diary
- any documents clearly recording WHS meeting minutes.

Consultation records should include at least the following information:

- date
- location or workplace
- names and signatures of people present and consulted
- items or issues raised
- corrective actions to be undertaken and the people responsible for implementing those actions.

## RISK MANAGEMENT

### Hazards versus risks

Hazards are different to risks.

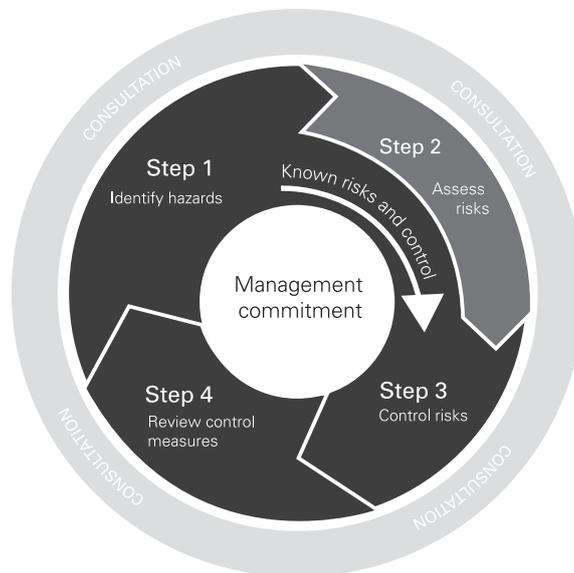
A **hazard** has the potential to cause harm. This can include substances, plant, work processes and/or other aspects of the work environment.

A **risk** is the likelihood that death, injury or illness might result because of a hazard.

### Risk management process

WHS laws require anyone in control of a workplace or a workplace activity to identify any potential hazards, assess the risks associated with those hazards and, if necessary, implement control measures to eliminate or minimise the risks.

All persons must have an understanding of the four step risk management process (Figure 1). Incorporate the steps into all work activities. If any persons are concerned with the control measures used in a workplace activity, they should bring this to the attention of their direct manager.



#### Step 1: Identify hazard

Inspect the workplace before starting the work and identify any hazards. When identifying hazards, consider the physical nature of the work environment, such as its height or confined spaces in it, substances such as chemicals, plant and equipment, energy such as electricity, gas or induced heat, manual handling, noise, etc. You should consult with your workers and review all available information about hazards and risks relating to your work. Make a list of all the hazards you can find, including the ones you know are already being dealt with, to ensure that nothing is missed. You could list these in WHS form O4 Site-specific risk assessment.

#### Step 2: Assess risks

Once a hazard has been identified, determine how serious the risk is. Refer to Table 1 for more information.

**Table 1: Assessing the risk**

<b>RISK</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
	Potential death, permanent disability or major structural failure/damage.	Hospitalisation or medical treatment, potential temporary disability or minor structural failure/damage.	Hazard that has the potential to cause persons to require first aid.
<b>ACTION REQUIRED</b>	<p>Cease work immediately.</p> <p>Review task/situation/condition.</p> <p>Additional risk controls and must be documented and implemented.</p> <p>Ensure all parties are aware of risk control.</p>	<p>Implement suitable controls as soon as practical.</p> <p>Task/situation/condition to be reviewed and reinforce control measures where applicable.</p>	<p>Review task and reinforce control measures where applicable.</p>

**Step 3: Control the risks**

Develop and decide on a suitable control measure that will ensure that the hazard is either eliminated (where reasonably practicable) or reduced to its lowest possible level using the 'hierarchy of risk controls', in line with Table 2. A combination of controls may be the most effective.

**Table 2: Hierarchy of controls**

<b>Eliminate</b>	<b>Substitute</b>	<b>Isolate</b>	<b>Engineering</b>	<b>Administrative</b>	<b>Use personal protective equipment</b>
Remove the risk, process or task.	Replace the risk with a less hazardous material, process or plant.	Separate the people from the hazard or the hazard from the people.	Structural or design change to the working environment, equipment or work process.	Reduce exposure to the hazard through procedural instructions, training, signage or permits.	Last line of defence, worn by workers. Selected PPE must be fitted correctly and maintained and used in accordance with manufacturer's instructions.
Examples Removal of trip hazard, removal of asbestos, working at heights.	Examples Fibreglass insulation for non-fibrous insulation, lead based paint for lead free paint.	Examples Fencing, barricades or removing people from the work area.	Examples Edge protection, lock out devices, guards on rotating parts.	Examples SWMS, signage, permit, training, tagging, inspection.	Examples Safety glasses, gloves, hardhat, harness.

**Best**

**Worst**

Ensure that the risk control measures you have decided on are in place prior to the activity being undertaken. You should develop safe work procedures and ensure your workers have received training, instruction and information. Whilst working you should provide adequate supervision to workers and monitor their activities to see if risk controls are being implemented.

**Step 4: Review the risk control measures**

Take steps to review the effectiveness of implemented risk control measures by:

- consulting with workers
- identifying any new hazards and undertaking further risk assessments
- analysing first aid records and accident and incident reports.

## SAFE WORK METHOD STATEMENT (SWMS)

Identify the work that is high risk construction work, specify the hazards relating to the high risk construction work and the risks to health and safety that are associated with those hazards. Once this is done, you must then describe the measures to be implemented to control the risks and describe how the control measures are to be implemented, monitored and reviewed (see WHS form 05).

Do not commence construction work unless:

- the principal contractor has made you aware of their workplace WHS management plan or equivalent (only applies where the project work costs exceed \$250,000)
- the circumstance at the workplace that may affect the way in which the high risk construction work is carried out are known. Complete a site-specific risk assessment (see WHS form 04) before undertaking work on site. It may be necessary to revise a previously prepared SWMS if site conditions change (eg weather, additional trades) and if the scope of work changes.
- you have a prepared written a SWMS for the identified high risk construction work that is current
- workers are informed of the risk controls detailed in the SWMS.

Principal contractors will require a copy of this SWMS or may require you to implement risk controls measures in accordance with their prepared SWMS.

## TRAINING

Ensure that all workers carrying out construction work undertake, as a minimum, the following two levels of training prior to commencing work.

- General construction induction – workers must hold a general induction training card and have carried out construction work in the preceding 2 years.
- Workplace (site) specific.

This workplace specific training may cover:

- safety documents, policies and plans, including the WHS management plan and SWMS
- supervisory, consultation and reporting arrangements
- workplace safety rules, including first aid provisions and emergency procedures
- workplace facilities, including their location, use and maintenance
- emergency procedures, including after-hours emergency contacts
- health monitoring requirements and procedures
- access, egress and security
- workplace specific hazards and control measures
- how safety issues are resolved, including health and safety representative arrangements
- how to report hazards and unsafe work practices
- how to report accidents, incidents and dangerous occurrences
- what to do if a person is injured, including first aid provisions.
- other training, such as task-specific training.
- Record all worker training on one or more of the following forms.
- Worker training register (see WHS form 07)
- Record of tool box talk (see WHS form 06).

## PLANT AND EQUIPMENT

Ensure that workers have received training in the use of plant and equipment and are familiar with hazards and risks associated with their use.

Carry out regular inspection and maintenance of all plant and equipment used.

Ensure that plant and equipment is inspected and maintained in accordance with the relevant standards and manufacturer's recommendations. Document the inspection and maintenance history of each item and make it available with the relevant plant or equipment.

Ensure that pre-start checks, schedules of maintenance and fault reports are notified to the supervisor, documented in plant log books and made available to relevant parties on request.

Where plant and equipment is hired, the same requirements as above still apply.

For high risk construction work that is carried out in an area of a workplace in which there is movement of powered mobile plant, then ensure that a SWMS is prepared and implemented.

## ELECTRICAL

Get a licensed electrician to provide temporary electrical installations used in connection with construction work in accordance with AS/NZS 3012.

Get a licensed electrician to inspect and test all construction wiring, switchboards, RCDs and transportable structures following the initial installation and at 6 months intervals afterwards.

Prior to the initial introduction on site, inspect, test and tag new equipment before placing it into service.

Inspect, test and tag portable electrical equipment, including power tools, flexible cords and extension leads by a competent person or a licensed electrician, on at least a three-monthly basis.

Get a competent person to inspect and test RCDs by doing a push-button test daily for portable RCDs or monthly for fixed RCDs and trip time test 3 monthly for portable RCDs or 12 monthly for fixed RCDs.

Withdraw non-compliant plant and equipment from service immediately. Label it with suitable warnings against further use (eg DO NOT USE). If sent for repairs, re-test it and tag it once returned to site.

Record inspections of all electrical equipment on an electrical equipment register (see WHS form 08) and make it readily available.

## HAZARDOUS CHEMICALS

Use the hazardous chemicals register (see WHS form 09) to record all products classified as hazardous.

Upon request, make available for inspection on site a current safety data sheet (within five years of the date of issue) for hazardous chemicals that are to be used for the work activity.

Provide all workers involved with hazardous chemicals with information and instruction on their use and handling. Ensure that workers are trained.

Advise the principal contractor of the hazardous chemicals you will be bringing into the workplace and ensure that the risk controls are implemented as detailed in the safety data sheet.

## HAZARD REPORTING

Ensure that all hazards that do not have a risk control measure are reported to the supervisor and the principal contractor immediately.

Record the details of any additional hazards in a site diary or in the site-specific risk assessment (see WHS form 04).

## **INJURY AND INCIDENT RECORDING**

Ensure that all incidents and injuries are reported to the supervisor and are recorded on the incident and injury report (see WHS form 10).

Record all incidents in the incident and injury report and provide a copy to the principal contractor upon request.

Notify the authorities if an incident or injury results in a person being killed or if it could be defined as a 'serious incident'. Authorities also require that the place of work is 'not to be disturbed' except by actions relating to emergency rescue. For information relating to what is defined as a 'serious incident' and a 'notifiable incident', contact WorkCover NSW on **13 10 50**.

## **ENGAGING ADDITIONAL SUBCONTRACTORS TO CARRY OUT THE WORK**

If additional subcontractors are engaged to undertake work on our behalf, the following steps must be taken.

Collect and record the organisational Form 1 and copies of the following:

- Relevant Insurances – See Form 1
- Construction Induction Training Cards
- Licences where applicable

Ensure that an agreed SWMS is prepared and implemented where high risk construction work is being undertaken (refer to SWMS Section).

Additional responsibilities for businesses would also apply.

## **FIRST AID**

For first aid in the workplace ensure:

- the provision of first aid equipment
- that each worker has access to the equipment
- an adequate number of workers are trained to administer first aid or that workers have access to an adequate number of people who have been trained to administer first aid
- workers have access to facilities for the administration of first aid.

## **EMERGENCY PREPAREDNESS**

As a PCBU develop an emergency plan, if a plan has not already been developed for the workplace.

In developing an emergency plan, take into account the following:

- Evacuation procedures
- Notifying emergency service organisations at the earliest opportunity
- Medical treatment and assistance
- Effective communication between the person authorised to coordinate the emergency response and all people at the workplace
- Testing of the emergency procedures – including the frequency of testing
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures

If a plan has already been developed, ensure that your workers are aware of its content.

## WHS FORM 04: SITE SPECIFIC RISK ASSESSMENT

Scope of works					
Start date		Finish date		Time	
Organisation's name			Assessment undertaken by (name)		
Site address				Signature	

*If you have identified any of the listed or other potential hazards on the site, you will need to enter a suitable control below to show how you have controlled the hazard(s). If any further hazards are introduced, record them and update the table at the bottom on this page. If you identify any high risk construction work, you require a Safe Work Method Statement. See form 05 (Safe Work Method Statement).*

#	Items to consider when conducting a risk assessment
1	Can parking arrangements at the site cause incidents and injuries to any persons?
2	Are there any slips, trips and falls impacting on the safe access and egress?
3	Are there any other trades or activities that may impact on my work safety?
4	Have I communicated with other trades/workers in this area?
5	Are there any amenities for the site? Can the use of amenities affect workers' health due to poor maintenance?
6	Is there a risk of injury due to fall zones and penetrations not being protected? (eg stair voids, roof areas, balconies )
7	Can something fall on me or can I cause something to fall onto someone else?
8	Is there a risk of workers or pedestrians being hit by moving plant and/or motor vehicles?
9	Is there a risk of injury due to impaling hazards not being appropriately protected in the work area? (eg star pickets, reo bars, stacked pallet stack)
10	Is there a risk of injury due to open trenches or excavations?
11	Is there a risk of workers coming in contact with the overhead or underground services?
12	Am I using correct manual handling techniques?



## WHS FORM 05: SAFE WORK METHOD STATEMENT

[PCBU name, ABN, Office address and phone]		Principal contractor (PC)	[Name, ABN, Office address]
<b>Work activity</b>	[Job description]	<b>Work location</b>	
<b>High risk construction work</b>	<ul style="list-style-type: none"> <li>[list work from WHS Regulations]</li> <li></li> <li></li> <li></li> </ul>	<b>Works manager</b>	
<b>Have workers been consulted about the SWMS?</b>		<b>Contact phone</b>	
<b>Person responsible for ensuring compliance with SWMS</b>		<b>Date SWMS provided to PC</b>	
<b>Person(s) responsible for reviewing the SWMS</b>		<b>Last SWMS review date</b>	
<b>Date received</b>		<b>Signature</b>	
<b>Workers name</b>		<b>Date received</b>	
<b>Workers signature</b>			



## WHS FORM 06: RECORD OF TOOL BOX TALK

Workplace:

Date:

Name of supervisor or presenter:

Time:

### Persons present

Name	Signature	Name	Signature

**Topics discussed and feedback** (The following are examples of potential subject matters: site specific risk assessment, specific activity training, SWMS, safety of vehicle load and off loading, basic traffic management/ parking, overhead electrical powerlines, underground services, falls, safe delivery, documentation, site security and any other issues. You can add or delete more subject matters as appropriate).


### Comments/Feedback

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# WHS FORM 10: INCIDENT AND INJURY REPORT

Details of injury (eg to a worker or visitor) and treatment			
Date of incident			
Time of incident	am <input type="checkbox"/> pm <input type="checkbox"/>		
Nature of incident	<input type="checkbox"/> Near miss <input type="checkbox"/> First aid <input type="checkbox"/> Medical treatment/doctor		
Name of injured person			
Address			
Occupation			
Date of birth			
Telephone			
Employer			
Activity in which the person was engaged at the time of injury			
Exact site location where injury occurred			
Nature of injury – eg fracture, burn, sprain, foreign body in eye			
Body location of injury (indicate location of injury on the diagram)	<div style="text-align: center;"> <p>RIGHT      LEFT      RIGHT</p> <p>FRONT VIEW      REAR VIEW</p> </div>		
Treatment given on site			Name of treating person
Referral for further treatment? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of doctor or hospital	WorkCover medical certificate received? Yes <input type="checkbox"/> No <input type="checkbox"/>	Attach copies
Injury management requirement? Yes <input type="checkbox"/> No <input type="checkbox"/>	Notify return to work coordinator	Name of return to work coordinator	
Witness to incident (each witness may need to provide an account of what happened)			
Witness name			Witness contact
Witness name			Witness contact



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