



Course No 1259 – Building Business Management

Residential Site Safety – 2182J

Residential Building site Safety Management System (RBS-SMS)

A.C.N: 166 434 322

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Revision 1

Date of Revision: 01/01/14

Management plan prepared by: Anvy Building Pty Ltd

The main activities of the work to be carried out include however is not limited to:

- Minor Maintenance
- Kitchen renovation
- Home improvements
- Minor building works

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1. Introduction

This RBS-SMS outlines the responsibilities of employees and sub-contractors of Anvy building Pty. Ltd in relation to the OH&S Act 2000, OH&S Regulations 2001 and the Workers Compensation Act 1987.

This information package was developed in conjunction with the requirement of the OTEN/TAFE Certificate IV "Building Business Management course 1259", Residential Site safety Module 2182J in January 2005. Parts of this document are copied specifically from OH&S information contained on the Work Cover Website such as the WorkCover "Subby Pack" and Additional sources as outlined in the Bibliography. The author of this of this document is Anvy building Pty. Ltd.

This RBS-SMS is intended to be used to induct & assist employees in understanding the requirements of OH&S legislation in relation to the work outlined and outline both employee & employer responsibilities in relation to that work.

2. Safety Policy

Anvy building Pty. Ltd OH&S highest priority is to ensure the health and safety of its employees and or other people affected by our work.

The main objective of our safety policy is to:

- Identify any foreseeable hazards that may arise in the workplace
- Assess the risks of harm arising from the hazard identification
- Eliminate the hazards or risks
- Control the risks by implementing measures to lessen the risk of harm to the to the lowest possible level
- Involve our employees in development and implementation of the Safety Policy
- Provide appropriate injury management and rehabilitation for all employees

All employees of Anvy building Pty. Ltd will take responsibility for the development of the OH&S Policy and ensure that safe work practices as set out in the OH&S & Environmental Policies of the Australian & NSW Governments are strictly adhered to.

Anvy building Pty. Ltd has a zero tolerance policy for unsafe work practices or failing to report unsafe work practices and the actions of either may result in termination of employment.

WORK WITH INTEGRITY, WORK EFFICIENTLY, WORK SAFELY.

3. OH&S information and legislative requirements

The intention of the OH&S Act is to promote and improve safety standards for all building workers.

For Employers:

“Section 8(1) of the *Occupational Health and safety Act 2000 (OH&S Act 2000)* states that as an employer you ‘must ensure the health, safety and welfare at work of all the employees’. To meet your responsibilities under the OHS Act 2000, you must provide:

- Safe premises
- Safe machinery and substances
- Safe systems of work
- Provision of information, instruction, training and supervision
- Suitable working environment and facilities.

The Act also states that you are responsible for the health and safety of people other than your workers, who may be present at the workplace.

For Employees:

The responsibility of employees in relation to the OH&S act is to:

- Take reasonable care for the health and safety of yourself and others who may be affected by your actions
- Cooperate with your employer in anything that they do or require, in order to ensure a safe workplace.

You must:

- Ensure that your actions do not put others at risk
- Work safely
- Use and maintain machinery and equipment properly
- Ensure that your work area is free of hazards

Cooperating with your employer may include:

- Notifying your supervisor of actual and potential hazards
- Wearing or using Personal Protective Equipment (PPE)
- Carrying out work in a safe manner
- Following health and safety instructions
- Taking notice of sign
- Adhering to speed limits
- Participating in safety training

(OH&S Act 2000, OH&S Regulations 2001, Workers compensation ACT 1987, - Responsibilities / Workers)

4. Statement of Responsibilities

Anvy building Pty Ltd roles and responsibilities regarding safety are set out below.

Director

Sun Young LEE is responsible for the safety of employees and other people affected by maintenance work.

The duties include:

- Providing the company safety policy & guidelines for employees
- Providing access to safety training & information for employees
- Actively seek out hazards and implement hazard reduction strategies
- Enlist support from employees in the ongoing development of the OH&S safety policy
- Monitor compliance of safe work practices
- Provide advice and assistance to employees on OH&S issues
- Provide leadership by setting an example
- Observe all OH&S requirements & statutory rules & regulations
- Review Safety Policy

Works Manger

Andrew Kang is responsible for the safety of employees and other people affected by safety work. The duties include:

- Implement RBS-SMS
- Actively seek out hazards and implement hazard reduction strategies
- Ensure plant and equipment is appropriately maintained and certified
- Identify safety training needs
- Assist in the further development of risk reduction strategies
- Conduct safety meetings and training with employees
- Provide advice and assistance to employees on OH&S issues
- Monitor compliance of safe work practices
- Observe all OH&S requirements & statutory rules & regulations

Work Supervisor

Andrew Kang is responsible for the safety of employees and other people affected by safety work. The duties include:

- Implement RBS-SMS
- Actively seek out hazards and implement hazard reduction strategies
- Conduct Risk assessment prior to completing any work on site
- Develop safe work method statements as necessary as a result of the risk assessment
- Ensure all work is conducted in a safe manner without risk to self, other employees or other people affected by safety work
- Ensure Personal Protective Equipment is being used appropriately

- Investigate & report on accidents / near misses
- Identify safety training needs of sub-contractors / employees
- Participate in safety training programs and safety meetings
- Monitor compliance of safety work practices
- Observe all OH&S requirements & statutory rules & regulations

Employees

Employees and sub-contractors are responsible for the safety of themselves, sub-contractor employees and other people affected by safety work. The duties include:

- Implement RBS-SMS
- Actively seek out hazards and implement hazards reduction strategies
- Ensure all work is conducted in safe manner without risk to self, other employees or other people affected by safety work
- Identify potential hazards and report immediately to Works Supervisor
- Participate in safety training and safety meetings as directed
- Observe all OH&S requirements & statutory rule & regulations

Sub-contractors

is responsible for the safety of employees and other people affected by safety work. The duties include:

- Implement RBS-SMS
- Actively seek out hazards and implement hazards reduction strategies
- Conduct Risk assessment prior to completing any work on site
- Develop safe work method statements as necessary as a result of the risk assessment
- Ensure all work is conducted in a safe manner without risk to self, other employees or other people affected by safety work
- Ensure Personal Protective Equipment is being used appropriately
- Identify potential hazards and report immediately to Works Supervisor
- Identify safety training needs of sub-contractors employees
- Participate in safety training programs and safety meetings
- Monitors compliance of safe work practices
- Observe all OH&S requirements & statutory rules & regulations

(Specifically Chapter 8 OHS Regulations 2001)

Duty of care

All employees of Anvy building Pty Ltd are bound by law to adhere to the legislative requirements of the Australia & NSW Governments. As such it is law that you must look after the safety of yourself and others whilst employed in the building industry work.

5. Daily Site Safety Inspection Checklist

At the beginning of each day prior to beginning work, a daily site safety inspection will be conducted using the following checklist.

Address:	Supervisor:	Date:
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(Tick one)

Hazard identification Safety Check (Part 1)	Yes	No	N/A
Slip Trips & Falls			
Are floors free of water, ice, oil or other fluids?			
Are floor surfaces even? (No loose or torn carpet?)			
Are walkways and doorways clear of boxes, extension chords and litter?			
Are stairways clear of boxes, equipment & other obstructions?			
Is the tread on the stairs adequate to minimize slipping?			
Are handrails adequate?			
Does the lighting enable you to move between indoor & outdoor tasks safely?			
Are you wearing appropriate footwear?			
Emergency Procedures			
Do you have a mobile phone with you?			
Hazard identification Safety Check (Part 2)	Yes	No	N/A
Do you have the following numbers programmed into your phone? <ul style="list-style-type: none"> • Emergency – 000 • Works Manager 			
Have you identified any emergencies that may require an evacuation of the working area? (Fire, Chemical spill, flooding etc?)			
Have you established the evacuation routes from the area?			
Electrical			
Are switchboards & safety equipment in a safe working condition?			
Are portable electrical equipment protected by safety switches?			
Are all power points, light fittings and switches free of defects, mounted securely, have no loose covers of wires, no broken or damaged fittings or signs of overheating?			
Are mains and isolating switches clearly labeled & accessible?			
Chemicals			
Are Chemicals labeled?			
Do you have the appropriate Material Safety Data Sheets for chemicals used/store?			
Do you understand the appropriate first aid procedures in case of spillage or			

accident?			
Plant & Equipment			
Are machinery guards in place on all electrical equipment?			
Are power tools, extension leads and power boards maintained in a safe condition & appropriately tagged and tested?			
Manual Handling			
Can all materials & Equipment be fitted and carried easily?			
Is the workspace adequate to enable ease of movement?			
General			
Can all materials & Equipment with you?			
Have you checked for any children or animals within the work area? If present have you requested they be secured appropriately away from the worksite?			
Have you advised other people affected by the work of the safety issues to be aware of?			
Have you checked the worksite for syringes?			
Hazard identification Safety Check (Part 3)	Yes	No	N/A
Have you checked the worksite for asbestos?			
Signed:	Date:		

If you answer no to any of these questions then you must conduct a risk assessment and if considered a class 1 or 2 risk, a safe work method statement for any job that involves working with the hazard.

6. Hazard Identification & Risk Assessment

A hazard identification and risk assessment must be conducted prior to any work being commenced. Depending on the result of the risk assessment a Safe Work Method Statement (6) may need to be compiled prior to any work being commenced.

Hazard identification is a scope of the site, taking note of potential hazards. Each hazard needs to be analyzed for risk. The following Risk Analysis Chart (Subby Pack) identifies the class of risk for Hazard identification while the Risk Level Assessment Chart identified the likelihood versus the potential damage that can happen.

Risk Analysis Chart (RAC)

Class 1	HIGH RISK	The risk has the potential to kill or permanently disable
Class 2	MEDIUM RISK	The hazard ha the potential to cause serious injury, illness, which may temporarily disable you
Class 3	LOW RISK	The hazard has the potential to cause a minor injury which

		would not disable you
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Risk Level Assessment Chart – Adapted from NSW WorkCover Hazard.

Risk Level Score Chart	Likely hood?			
	++ Very Likely: Is very likely to happen	+ Likely: Likely to happen some time	-Unlikely: Could Happen, but very rarely	--Very Unlikely: Could happen but probably never will
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or Serious injury	1	2	3	4
Medical Attention Needed and Several days Off	2	3	4	5
First aid needed	3	4	5	6

- Immediate Action necessary to reduce hazard to Low Risk prior to beginning work
- Action necessary to eliminate or reduce hazard but not recorded on an SWMS

How to complete hazard identification & risk assessment!

First itemize the potential hazards you see in the Hazard identification & Risk Assessment Daily Site Safety Inspection Sheet.

Use the Risk Analysis Chart (RAC) and the Risk Level Assessment (RLA) chart to decide what level response you will take eliminate or reduce the risk.

Please see example page for appropriate responses.

For Example

Hazard identification & Risk Assessment

Daily Site safety inspection sheet

Work order #

Property Address:				Supervisor / Sub-contractor		
#	Hazard (what safety concerns do you see?)	Location	What could happen?	Risk Class	Risk Level	SWMS needed (circle one)
e.g.	There is a tap broken and water is flowing onto walkway	Front yard	Slips, Trips & Falls	Medium Risk	3	YES
2	The garden hose is lying across the walkway	Front yard	Slips, Trips & Falls	Low Risk	5	NO
3	Electrical cables are exposed	Kitchen	Electrocution	High Risk	1	YES
						Y N
						Y N
If any risk class is either Medium or High a Safe Work Method Statement needs to be attached.						
SWMS#. 21 & 65						

Hazard identification & Risk Assessment	Work order #
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Daily Site safety inspection sheet	
Property Address:	Supervisor / Sub-contractor

#	Hazard (what safety concerns do you see?)	Location	What could happen?	Risk Class	Risk Level	SWMS needed (circle one)
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N

If any risk is rather Medium or High a Safe Work Method Statement needs to be attached.

—SWMS#—

7. Hierarchy of controls

The hierarchy of controls (below) is used to evaluate the risk assessment outcomes and decide on the best possible solution by eliminating or reducing the risks. You will need to try to eliminate the risk first if possible or follow the hierarchy of controls to reduce the risk or, if it is not possible to eliminate the risk then follow the hierarchy of controls to reduce the risk to a maximum risk of low risk.

Hierarchy of Controls (Adopted from WorkCover subby pack)

- a. Remove the hazard completely (does the works need to be done?)
- b. Separate People from the hazard (e.g. machine guard)
- c. Use an engineered control (e.g. lift truck)
- d. Change work practices (e.g. training)
- e. Provide Personal Protective Equipment (safety harness etc.)

8. Safe Work Method Statements

A safe work method statement is the tool used to map out and control the Class 1 & Class 2 risks identified during the Hazard Identification & Risk assessment. To use the SWMS you need to:

- Break down the job into steps
- Identify control measures and
- Allocate control measure to people responsible for implementing the control measure

Please see Attached Sample Safe Work Method Statements next page. All Safe work method statements for all work for MACBUILDS work are located in each van and the main office. Please ask reception for details.

9. Safety Information Updates: Training, Toolbox Session

Safety information updates

Safety information updates are located on the lunchroom bulletin board. Please read any new updates weekly and sign attached acknowledgement sheet.

Training

Anvy building Pty Ltd OH&S policy identifies training as a main priority in the implementation of safe work practices. As such it is a requirement that all employees undergo a minimum standard of OH&S training prior to commencement of work.

Each employee of Anvy building Pty Ltd must have an authorized OH&S Induction Training certificate "Green Card", A First Aid Certificate & attend an approved "Asbestos Awareness Course" and a "Fire Safety Awareness Course" as a minimum requirement of employment.

Toolbox meetings

Toolbox meetings are regular meetings where Management, Employees, Supervisors and sub-contractors are able to discuss any safety concerns that have arisen during the week.

All toolbox sessions are to be attended by employees, supervisors and sub-contractors on a weekly basis or as other wise instructed.

Minutes of the meetings will be kept including the allocation of tasks that will need to be completed within the stipulated timeframe.

The following form (Adopted from WorkCover "Subby Pack") will used to record toolbox sessions.

Weekly Toolbox Sessions Record			Date:
Work Supervisor:			
Attendance Register			
Name	Signature	Name	Signature
Comments & Points Raised			
Corrective Action Needed	Action to be Completed by:	Action complete	
		Sign off	Date

Training Attendance Register

Training Attendance Register				
Course Name:				
Course Location:				Date:
Name of Trainee	Position	Training Type	Hours Attended	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
Training Company	Name of Trainers		Length of Course (Hours)	
	1			
	2			
	3			
	4			
	5			

10. Accidents & Injuries

First Aid

In the event of an accident you must first provide assistance to an injured person by:

- Not moving an injured person unless necessary to isolate them from more potential danger
- Contact the emergency services on 000
- Administer first aid as required

First aid kits are provided:

- In each van to be used in emergency for all personnel
- And located in the office building next to every exit

Each employee will possess as a minimum requirement a St John of God First Aid certificate. Each employee is expected to give basic medical assistance when required by an injured person or requested by another person.

Reporting Near Hits / Accidents

A near hit is defined as an incident that may have caused the need for medical treatment to be administered but no one was injured.

An accident is an event where someone was injured and either did or did not need medical treatment.

All near his or accidents are to be reported using the following report.

Near Hit, Accident / Injury or Incident report:

Description of events:

Date of incident / accident / / . Time of Injury: am/pm

Job at time of incident/injury

Physical Location (area) where injury occurred:

Type of injury: (e.g. bruise, cut, fracture, grit in eye etc.)

Part of body injured: (e.g. arm, Torso, head etc)

Cause of Injury: (what happened)

Treatment given / Action taken:

Person Completing this form:

Surname:

Given Name:

Signature:

Date:

Time:

am/pm

Did the person cease work? YES / NO

Has a referral for future treatment been issued? YES / NO

12. Fires

Fires are a major concern and may be caused by:

- Human negligence
- Poor Housekeeping
- Improper storage of material and equipment

As such the following rules apply to all work site and office sites.

- Cigarettes are not permitted in the workplace and may only be lit up in designated smoking areas as marked by a "Smoking allowed" sign
- Combustible materials should be stored in appropriate containers
- The use of butane lighters or any other lighter on site is strictly forbidden
- Any toxic or flammable material should be clearly identified and stored in an approved manner

In case of fire

In case of fire each employee is required to:

- Sound the alarm located near each exit
- Attempt to put the fire out if possible and if not
- Isolate the fire if possible and if not
- Leave the building and rendezvous at the designated evacuation point (on Dunlop St for the Office staff) or as stipulated in the Risk assessment for each job
- Assist those that may need assistance
- Dial 000 emergency and notify the fire brigade

If you have caught fire remember the following steps.

1. stop – (do not run)
2. Drop – (to the ground) &
3. Roll – Until the flames go out

An AB (E) Dry Chemical Fire extinguisher is located in each van and at each exit the office building. This type of fire extinguisher is identified as red with a white band and is suitable for all types of fires.

As part of the employee induction training all employees will undergo a fire safety awareness course including the appropriate use of fire extinguishers.

13. Chemicals & Hazardous Substances

When using chemicals or hazardous substances clear signage must be displayed in the immediate area using the sign listed below. All chemicals and hazardous substances are to be kept as per Material Safety Date Sheets (MSDS) that can be found in each van & the lunchroom cupboard.

All staffs are required to familiarize themselves with the current list of Material Safety Data sheets available when working with chemicals and the following HAZCHEM sign accordingly.



14. Personal Protective Equipment (PPE)

PPE is considered the last line of defense against a hazard and should be used in conjunction with the other methods of controlling the risk of a hazard. PPE is issued to all personnel and is expected to be worn as intended in conjunction with clause 15 of the OH&S Regulations 2001.

Standard PPE is issued to each employee and includes the following items:

- Eye protection (goggles, glasses)
- Hearing protection (ear plugs, ear muffs)
- Respiratory protection (respirators, cartridge filters)
- Foot protection (safety boots)
- Head protection (hard hats)
- Body protection (gloves, asbestos approved suits, safety harnesses)
- Skin protection (sun screen)
- Red Carry Bag to house items (located in vans)

PPE that must be worn whilst on site at all times are:

- Hard Hat
- Safety Boots

PPE that must be worn at all times whilst working with asbestos are:

- Respirators
- Asbestos approved suits
- Gloves
- Goggles

Note: for additional information regarding working with Asbestos please see training manual located in the lunchroom cupboard.

PPE that must be worn during any work involving roofs is:

- Safety Harness

PPE is intended to protect your body only and therefore cannot be relied upon to protect your life. As such it is expected that no employee will rely solely on the use of PPE where there is a risk of injury or death. The use of PPE should only be used once the work has been classified as Class 3 Low Risk. Until then NO work should be completed.

Please note that PPE cannot protect you if you are:

- Skylarking
- Being distracted from the job
- Taking shortcuts
- Acting unsafely
- Fail to wear appropriate PPE

If you are observed acting in any of the above ways please is advised that you risk your employment with this company. If you are unsure of your responsibilities, please contact you direct supervisor.

I have read and understood all parts of the Residential Building Site Safety Management System and agree to abide by the conditions as set out above. I understand that as a condition of employment I am responsible for ensuring the safety of myself and other by my work practices and that failure to abide by the safety requirements may lead to termination of my employment. I understand that I am responsible for continued development of the RBS-SMS and agree to participate in all training provided.

Name of Employee:	Name of Employee:
Name of Employee:	Name of Employee:
Name of Employee:	Name of Employee:
Name of Employee:	Name of Employee:
Name of Employee:	Name of Employee:
Name of Employee:	Name of Employee:
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Name of Employee:	Name of Employee:
Name of Employee:	Name of Employee:
Name of Employee:	Name of Employee:
Name of Employee:	Name of Employee:
Name of Employee:	Name of Employee:

Name of witness: Andrew Kang

Signed:

Date:

Bibliography:

Occupational Health & Safety Act 2000

Occupational Health & Safety Regulation 2001

Workers Compensation Act 1987

WorkCover Subby Pack 2001

National Code of Practice for the Construction Industry 1997

Dangerous Goods Act 1975

Electricity Safety Act 1945

Occupational Health & Safety Act 2000 – SECT 86 – notification of incidents

Occupational Health & Safety Act 2000 – SECT 13 – consult with employees

OH&S Regulations

OH&S Regulation 2001 - SECT 33 – OH&S consultative arrangements

OH&S Regulation 2001 - SECT 341 – notification of accidents

OH&S Regulation 2001 - SECT 82 – plant

OH&S Regulation 2001 - SECT 145 – hazardous substances

Electrical Installation Regulations, 2002

Occupational Health and Safety Act (85/1993): Asbestos Regulations, 2001

Codes & Standards

National STANDARD FOR Manual Handling [NOHSC:1001 (1990)]

Code of Practice – Manual Handling [NOHSC:2005 (1990)]

Code of Practice – Amenities for construction work 1997

Code of Practice – Electrical Practices for construction work

Code of Practice – Safe work on roofs Part 2 Residential buildings

Code of Practice – Cutting drilling concrete and other masonry products

NSW Work Cover 2001 Code of Practice – OH&S Induction training for construction work as 1729 – Timber

Handles for tools

Australia Standard AS 1895 – Power tools

AS 1873 – Explosive power tools

NSW Work Cover 1996. Code of Practice for the control of workplace hazardous substances.

NSW Work Cover 1996. Code of Practice for the labeling of workplace substances.