**WHS Construction Standards**

Part 1 : Introduction

**Application**

These Work Health & Safety (WHS) Standards apply to all construction projects and activities at a City of Sydney (COS) site or property.

All workers and supervisors are to be instructed in these WHS standards prior to commencing work at a site.

These WHS Standards do not take the place of or in any way diminish the need for appropriately developed safe systems of work.

Part 2 : Visitors

**Visitors**

Visitors can only enter construction zones if they have a valid construction industry induction card and have completed the full site induction.

Visitors need to be accompanied and supervised by fully inducted site personnel at all times while at the workplace.

Part 3 : Media and the community

**Media**

If workers are approached by any person from the media, please direct them to the COS’ responsible Project Manager. Contractors and workers must not provide any information or answer any enquiries from media representatives.

**Community enquiries and complaints**

If a member of the community makes an enquiry or a complaint, request the person’s name and contact details and provide to COS’ responsible Project Manager as soon as practicable.

Be polite and calm even if the person making the enquiry or complaint is not. Do not try to answer the enquiry or complaint.

Part 4 : Injuries and incidents

**Minor Injuries**

If a worker sustains a minor injury they should attend the first aid station and seek assistance from a qualified first aid officer. All injuries are to be registered on the First Aid register with details of who was injured, when, where, how, along with details of treatment given.

**Medical Treatment Injuries**

All injuries involving medical treatment need to be reported to the COS Project Manager.

**Notifiable Incidents**

All Notifiable Incidents need to be reported to the Regulator (SafeWork NSW) and thoroughly investigated. The COS Project Manager needs to be informed of the incident as soon as possible.

**Environmental Incidents**

Environmental pollution incidents need to be reported to the COS Project Manager as soon as possible.

**Equipment/Property Damage**

All incidents involving damage to COS equipment or property, including motor vehicle accidents on the site need to be immediately reported to the COS Project Manager. An investigation will need to be undertaken to identify and implement corrective actions.

Part 5 : Induction and training

**Construction industry induction training (White Card)**

All persons who carry out construction work must hold a valid Construction Induction Training Card (White Card). A Construction Induction Training Card from another state is permissible as long as it is valid and recognised by SafeWork NSW. Recognised cards are listed at <http://www.safework.nsw.gov.au/media/publications/health-and-safety/recognition-of-general-construction-induction-training-cards-fact-sheet> .

**Site specific induction**

Workers need to undertake a site specific induction and issued appropriate permits (if applicable) before commencing work. This includes being informed of where the site’s first aid facilities are, what to do in the event of an injury, emergency or an evacuation and details of site-specific hazards and site safety rules.

**Work activity induction**

The Principal Contractor is required to plan how work will be done safely and without causing harm to the environment. If no Principal Contractor is appointed, the COS Project Manager will assume this responsibility.

Workers need to receive instruction in the planned safe work methods and issuing appropriate permits (if applicable) from their employer before commencing construction work.

**Licensed work**

For any licenced work, workers need to hold the appropriate licence **and** have been authorised by their employer or the Principal Contractor to undertake that work. Licensed work includes many activities such as plant and vehicle operation, scaffolding, and electrical works.

**Pre-work briefings**

On at least a daily basis, and prior to works starting, a pre-work briefing mustbe undertaken. A pre work briefing also needs to be undertaken if the works change. The pre-work briefing needs to include:

* the works to be undertaken,
* the hazards associated with those works;
* the controls for those hazards; and
* how interactions with other work groups or the public.

Part 6 : Personal Protective Equipment (PPE)

**General**

All PPE needs to comply with the relevant Australian Standard. If PPE is required and not available, then workers should not commence work until their employer or Principal Contractor has provided it. The following are minimum standards for PPE unless specifically allowed otherwise by a Safe Work Method Statement (SWMS) that has been formulated based on a site-specific risk assessment.

**Foot protection**

Appropriate safety shoes or boots (compliant with AS/NZS 2210) are to be worn at all times.

**Head protection**

A safety helmet (compliant with AS1801) must be worn at all times.

**High visibility clothing**

Reflective high visibility vests are to be worn at all times when working in the vicinity of moving plant.

**Hearing protection**

Hearing protection must be worn wherever high noise levels have been identified through a risk assessment process or Safe Work Method Statement. For example, jackhammer, grinding, explosive power tools, pile driving, impact tools.

**Breathing protection**

Appropriate respirators or dust masks need to be worn whenever there is a risk of inhaling dust or fumes.

**Eye protection**

Suitable eye protection needs to be worn at all times, and in particular where there is a risk of a foreign body entering or striking eyes, which may include:

* using powered hand tools;
* working with cement or wet concrete;
* mixing or handling hazardous substances;
* working in the vicinity of earthmoving equipment;
* welding;
* using oxy-acetylene equipment; and
* working in a dusty environment.

**Hand protection**

Workers will need to wear appropriate gloves whenever there is a risk of bruising, cutting or burning hands including when they are:

* handling sheet materials;
* handling chemicals;
* handling cement or wet concrete;
* using vibrating equipment;
* handling wire cables; and
* handling steelworks.

**Ultra-violet protection**

At all times when working outside, workers need to wear sunscreen and clothing that protects their head, shoulders, neck and arms.

**Fall protection**

Workers must be provided with and instructed in the use of fall protection in any circumstance where they are required to work within 3 metres of a live edge and any other situation where they are at risk of falling from one height to another.

Part 7 : Personal conduct

**Horseplay, bullying and harassment**

Horseplay, bullying and harassment are not allowed at any time.

**Smoking**

Smoking is only allowed in designated smoking areas. Designated smoking areas must not be established in the vicinity of plant, hazardous materials, any potential source of ignition, as well as flammable or combustible materials.

Workers may smoke outside the premises except in zones designated ‘no smoking’ and cigarette butts need to be properly extinguished and disposed of.

**Food or Drink Consumption**

Food or drink is not to be consumed whilst working including whilst driving or operating plant.

**Mobile phones, radios and music players**

Mobile phones are not to be used while operating vehicles, plant or tools. Mobile phones are not to be used when using stairs or ladders or when working at height.

**Behaviour at the site**

Behaviour must not offend, harass or upset customers, COS employees or other persons at the site. This includes loud or offensive language.

Part 8 : General Site Safety

**Housekeeping**

All access and egress points need to be clear of obstructions and trip hazards at all times. Do not leave tools and leads lying around.

**Rubbish and Waste**

* Work areas should be kept clean and tidy at all times.
* Rubbish and waste should be disposed of in designated bins/containers.
* Spillages must be cleaned up immediately and correctly. No pollutants are to be poured down the drain.
* No rubbish is to be placed in bins provided for COS employees or customers. Site waste facilities cannot be used. Liquid wastes must be containerised, removed and disposed of in accordance with authority (EPA) requirements.

**Warning signs**

Appropriate warning signs must be displayed in the workplace and must be complied with at all times. If workers come across any warning signs that they do not understand, they should seek clarification from their supervisor or a WHS specialist straight away.

Part 9 : Not allowed at site

**Children and animals**

Children and/or animals are not to be brought on site at any time.

**Alcohol and drugs**

Alcohol and drugs are not allowed at site at any time. Persons affected by alcohol and/or drugs are not permitted on site at any time. Workers taking prescription medicine will need to consult with their employer to see how it may affect their ability to work safely on site.

Part 10 : Permits to Work

Appropriate Permits to Work will be issued which may include the following:

* Electrical or Mechanical Isolation & Lock-out;
* Access to and working at Heights or on Roofs (where distance above ground, or between 2 horizontal planes exceeds 2m);
* Excavation or Breaking into Walls/Floors (excavators in excess of 1.2m deep may require bracing);
* Digging or Excavating;
* Confined Space Entry (e.g. entry to vessels, silos, pit, trenches, and depressions over 1.5m deep etc.);
* Hot Work (e.g. welding, grinding, cutting etc. any work introducing an ignition source onto a site);
* Any asbestos related work including using abrasive equipment, drilling, cutting or in any way opening of walls and roofs;
* Removal of asbestos materials;

The COS Project Manager will advise of circumstances where special permits may be required or notifications made to insurers when working at a particular COS site.

Part 11 : Plant operations

**Pre-delivery to site**

Plant will require appropriate certifications, registrations and pre-delivery maintenance checks having been completed before being brought to site.

**Plant access, movements and parking**

Workers involved in bringing plant and/or equipment to the site, will be informed of how they are permitted to access, park and move plant around the site.

**Operator qualifications**

Only qualified and authorised workers may operate plant. Workers need to have relevant licences and/or records of competency training with them at all times.

**Plant safe operation**

Plant operators need to ensure that it is always operated in line with the manufacturer’s recommendations and relevant work instructions. If they have not been informed of these requirements, they should consult with the site supervisor.

Where provided, safety equipment must always be used, for example, seat belts.

**Plant maintenance**

Before operating an item of plant, workers must check that maintenance records are available and that maintenance is up-to-date.

**Plant pre-start checks**

Plant operators need to check the plant at the start of each shift that it is safe for use.

**After hours**

Plant must be secured and keys removed when not in use in order to prevent unauthorized use of the plant.

Part 11 : General Construction Hazards and Controls

**Asbestos**

* If workers encounter any material that may be suspected as being asbestos, it must be reported it to the COS Project Manager immediately. All workers should be made aware of potential hazards posed by exposure to asbestos products.
* Site Management shall maintain a register of known asbestos within the site, and must arrange for testing of suspected materials brought to their attention.

**Buried services**

* Permits for excavation need to be in place before undertaking any excavation, drilling or coring work. It is essential that checks have been completed to identify and locate any buried services.
* See also ‘Excavation and trenching’

**Compressed air**

* Use compressed air only for jobs which it is intended.
* If compressed air hoses are being coupled, release restraints need to be used at all quick release couplings. Before using compressed air, hoses and couplings needs be checked for damage and to ensure that all restraints and chains are properly utilised. Compressed air must never be directed at a person or be used to blow down clothing or footwear. Care should be taken to keep oil and grease clear of compressed air hoses and connections.

**Confined spaces**

* A confined space is any work space that is not designed to be occupied by a person and might become contaminated by a harmful substance and/or become oxygen deficient. This, for example, includes storage tanks, shafts, pits, boilers, freezers, silos, pipes, ducts.
* Workers can only enter any confined space with an authorised confined space permit and without having received specific training and instruction.

**Contaminated soil**

Any material imported to the site must be certified as clean virgin fill. If there is any indication of contamination in imported or existing site fill, report it to the COS Project/Contract Manager straight away.

**Core drilling and concrete cutting**

Workers are may only undertake any core drilling or concrete cutting work with an authorised permit identifying the specific activity, work instruction, location and timeframe for the work to be undertaken.

**Electrical – General Requirements**

* All wiring in COS sites must be assumed to be live, and therefore only to be worked on by licensed electricians using safe work practices, unless positively and individually identified by a licensed electrician as de-energized.
* All electrical equipment purchased and brought onto the organisation site need to comply with the relevant Australian Standards
* All electrical wiring and equipment will conform with and be maintained to Australian Standard AS 3000-2007, "Electrical Installations", “AS/NZS 3012:2010: Electrical installations – Construction and demolition sites” and other relevant standards, and statutory requirements.
* Portable power tools need to be kept in good condition, inspected and tagged in line with the relevant statutory requirements. Ensure the equipment is correct for the work being carried out, and do not overload the power tool so that it stops or overheats. Ensure appropriate personal protective equipment is worn and guarding is in place and adjusted properly.
* Where available, tools are to be double insulated. Leads are to be kept in good condition and replaced if the insulation becomes frayed or broken - repair with insulation tape is not acceptable.
* Electrical distribution boards and switch rooms must be sign posted, clearly labelled and kept locked and with clear access. Flammable and combustible materials must not be stored adjacent to a distribution board or switch room. As damage to these facilities can cause serious business interruptions, fire protection devices, such as smoke detectors and alarms, should be installed and linked to local emergency services.
* Ladders used for electrical work or in the vicinity of live electrical equipment, must be non-conductive e.g. fibreglass, or timber. Aluminium or wire reinforced wooden ladders must not be used in these situations.

**Electrical Equipment Inspecting and testing**

* Inspecting and testing electrical equipment will assist in determining whether it is electrically safe.
* Regular visual inspection can identify obvious damage, wear or other conditions that might make electrical equipment unsafe.
* Regular testing can detect electrical faults and deterioration that cannot be detected by visual inspection.
* AS/NZS 3760:2010 sets out indicative inspection and testing intervals for certain electrical equipment, including RCDs, used in a variety of different operating environments.
* In addition to regular testing, electrical equipment should also be tested:
  + after a repair or servicing that could affect the electrical safety of the equipment (ie undertaken by the person carrying out the repair or servicing before return to service)
  + before its first use if bought second-hand.
* Inspection and testing of electrical equipment may involve, in part:
  + looking for obvious damage, defects or modifications to the electrical equipment, including accessories, connectors, plugs or cord extension sockets
  + looking for discolouration that may indicate exposure to excessive heat, chemicals or moisture
  + checking the integrity of protective earth and insulation resistance
  + checking that flexible cords are effectively anchored to equipment, plugs, connectors and cord extension sockets
  + looking for damage to flexible cords
  + checking that operating controls are in good working order ie they are secure, aligned and appropriately identified
  + checking that covers, guards, etc. are secured and working in the manner intended by the manufacturer or supplier
  + checking that ventilation inlets and exhausts are unobstructed
  + checking that the current rating of the plug matches the current rating of the associated electrical equipment.

**Electrical Equipment Tagging and Testing**

* Tagging is to be in accordance with Safe Work NSW requirements for Construction Sites
* Competency requirements for those carrying out inspection and testing of electrical equipment
* Inspection and testing of electrical equipment is to be carried out by a competent person. A competent person is one who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task.
* Inspection and testing of electrical equipment must be carried out by a competent person who has the relevant knowledge, skills and test instruments to carry out the relevant inspection and testing. The person carrying out any testing of electrical equipment should also be competent to interpret the test results of any equipment they use.
* For example, a person carrying out testing under AS/NZS 3760:2010 must be:
  + a licensed or registered electrician (whichever applies), or
  + in some jurisdictions, a licensed electrical inspector, or
  + a person who has successfully completed a structured training course and been deemed competent in the use of a pass-fail type portable appliance tester and the visual inspection of electrical equipment.

**Electrical Isolation**

* Ensure all personnel working on the site have in place isolation, safety tagging and lock out procedures which are developed as required under the NSW Code of Practice – Managing Electrical Risks in the Workplace

**Electrical safety – leads**

* Leads must always be checked before use, and only electrical leads that are tested and tagged as in-date may be used. If a lead is found damaged, not tagged or not in-date, it must be removed from service.
* Always keep electrical leads clear of water. Do not use piggy back connections or double adaptors.
* Leads are not to exceed the following lengths:
  + 10 Amp/1.0mm : 25 metres
  + 10 Amp/1.5mm: 35 metres
  + 15 Amp/1.5mm: 25 metres
  + 15 Amp/2.5mm: 40 metres
* Always keep electrical leads suspended from the floor using devices such as lead stands and wall hooks. Electrical leads are not to enter switchboards such that they will be pinched when the door to the switchboard is closed.
* Electrical leads are not to be wrapped around scaffolding or any other structure.
* Extension leads should not be used in traffic areas. Barricades shall be used to protect the area.

**Electrical – residual current devices (RCDs)**

* All power boards and generators are to be fitted with suitable residual current devices (RCDs).
* In the event that a permanent power outlet is used for construction activities, a portable RCD unit must be fitted between the outlet and the lead.

**Electric welding**

* If workers undertake electric arc welding, they must use screens to protect persons in the vicinity from welding flash. They must also have suitable firefighting equipment at hand.
* If there is a risk of sparks, slag and other welding debris falling to work areas, access ways or public areas, ensure the area below is barricaded and warning signage provided.
* Ensure that any flammable materials are removed or otherwise protected from contact by welding sparks and slag.

**Elevated Work Platforms (EWPs)**

* Types of EWPs include trailer mounted boom lift, Self-Propelled boom lift, Vertical lifts, Scissor lifts, Truck mounted boom.
* Only licensed and authorised workers may operate or move an EWP. Workers operating an EWP need to be instructed in its emergency lowering procedure.
* General safety requirements for EWPs include:
  + Workers must never climb out of EWP cages
  + Areas below EWP work baskets must be barricaded off.
  + EWPs are only allowed to be used on flat, level surfaces.
  + EWPs fitted with outriggers need to have the outriggers fully extended when the EWP is being used.
  + Harnesses must be worn and securely attached to the suppliers designated harness point while in all boom lifts
  + Do not place any additional working platforms on / in EWP cages
  + Always operate within the safe working load of the EWP and never use them as a crane.
* Operators of boom type EWPs with a reach of over 11 metres are additionally required to hold a certificate of competency for the equipment.

**Excavations and trenches**

* Only authorised workers may enter an excavation or trench.
* Workers will require an approved permit and authorisation before starting excavation work.
* Locations of buried services need to be identified before excavation work starts. A controlled procedure for positive identification of the exact location of all such services needs to be in place.
* In all trenches greater than one-metre-deep where persons are working, secured ladders are to be provided in accordance with relevant legislation and codes of practice to provide safe access and egress from the trench.
* Excavations and trenches need to be barricaded and inspected daily by a competent person. If there is evidence of slides or cave-ins, all work in the exposed area must stop until necessary precautions are taken to protect workers.
* Workers driving, operating or storing plant, materials or soil need to avoid the edge of a trench or excavation.

**Explosive power tools (EPTs)**

* All operators need to be competent to operate the particular tool being used, and must operate the EPT in accordance with the manufacturer’s instructions.
* Only low velocity captive piston type EPTs may be used. Under no circumstances can high velocity, direct acting type tools be used on a site without prior approval.
* EPTs are not to be used for securing sheet materials on walls and roofs where a person can access the area beyond the wall or below the roof.
* Suitable warning signage is to be used when an EPT is in use. Safety eyewear and hearing protection must be worn at all times when EPTs are operated.

**Falling objects**

* Measures need to be in place to prevent objects falling to an area below before work at height begins. Preventive measures could include screens, tool lanyards, gantry structures or barricaded, signposted exclusion zones below.
* Workers must not tamper with any protective screens or other systems put in place to prevent objects falling from height.
* If there is any situation (e.g. gaps in screens, open penetrations) that creates a falling object, risk workers must fix it or notify their supervisor or WHS representative as soon as possible.

**Hazardous Substances**

* Hazardous substances need to be used in a safe manner as prescribed by the Safety Data Sheet (SDS) and keep a hazardous substance register on site. The SDS should form part of the Safe Work Method Statement.
* Hazardous chemicals delivered to the workplace need be labelled and accompanied by a Safety Data Sheet (SDS).
* Unlabelled chemicals are not permitted in the workplace.
* Smoking is not permitted while using chemicals.
* Working with chemicals should be undertaken in a well ventilated area. If that’s not possible, workers need to wear an approved respirator. Workers may also need to wear goggles and gloves, including using whatever personal safety protection the manufacturers recommend.
* Chemicals must be disposed of safely and as prescribed on the SDS and then washed up carefully. Do not dispose of chemicals or paints down the drains or in the amenities.
* If workers experience any adverse health effects from using the chemical, the SDS should be referred to for further advice.

**Ladders – general**

* Ladders need to be visually inspected to see if it is in a serviceable condition before being used.
* All ladders must comply with the relevant Australian Standard and must be marked accordingly.
* Workers cannot use damaged ladders. Unserviceable ladders are to be tagged out and isolated before removing it from the site.
* Work is not to be performed while standing on the top two rungs of any ladder.
* Only one person at a time may be on the same ladder.
* Ladders used within 3 metres of a vertical drop require suitable barriers in place.
* Before workers use any ladder, they must make sure their footwear is free of mud, grease or oil. If they are working off a ladder, access to that work should be comfortable and not require the worker to over-stretch.
* Ladders are not to be used to support planks.
* Three step ladders are not allowed.
* Step ladders must always be in the fully open position with all locking devices and spreader bars properly engaged.
* Three points of contact must be maintained at all times when using a step ladder.
* The use of step ladders must comply with the WorkCover “Working off stepladders: Position paper” August 2003

**Ladders – extension**

* Ladders must be secured in position at the top and must extend at least one metre beyond the landing point.
* Extension ladders must be used at a 1:4 slope ratio

**Manual Handling**

* Controls should be in place to eliminate or minimise the need to manually handle objects and materials.
* Workers who perform manual tasks should receive training in correct manual handling techniques

**Medium Density Fibreboard (MDF)**

* The hazards arising from handling and working with reconstituted woods that are bonded with urea/ formaldehyde resins include exposure to wood dust and to formaldehyde and other chemical vapour.
* Where practical, all cutting should be carried out off site. All cutting of reconstituted wood products should be undertaken in a designated cutting area, which has appropriate signage.
* All employees involved in cutting MDF should wear the following PPE: P2 cartridge filter respirator with vapour and particulate filters, barrier cream, hearing protection, eye protection, disposable overalls.
* Clean up of MDF should be carried out regularly to lift MDF dust and shavings. Disposal must be in the form of approved landfill.

**Moving plant**

* The workplace should include considerations for separating moving vehicles and foot workers.
* Workers must not talk on a mobile phone while walking within zones trafficked by moving plant.
* Workers must not stand between a reversing truck or plant and a structure or another piece of plant (eg. between a concrete transit mixer and a concrete pump).

**Noise**

* Noise has the potential to cause a number of problems on site including noise induced hearing loss and communication problems.
* The actions level for noise in a workplace is 85dB over an 8-hour day, or a peak level of 140dB.
* Steps to reduce noise levels can include reduce levels at the source, isolate the source, reduce exposure by moving worker, provide PPE.

**Overhead services**

* Plant and / or workers cannot encroach within 3 metres of power lines on poles and within 8 metres of power lines on towers.
* A qualified ‘observer’ must be engaged before encroaching in the zone 3m - 6.4m of power lines on poles and within the zone 8m – 10m of power lines on towers.

**Oxy-acetylene equipment and other pressurised gas cylinders**

* Oxy-acetylene cylinders and other pressurised gas cylinders need to be stored upright and secured from falling, including during transport, storage and use.
* Bottles need to be protected from being struck by vehicles, plant, equipment or falling objects. If cylinders are being handed by crane, they must be in a suitable cradle or cage.
* Always keep cylinders clear of artificial heat sources and at least 3 metres away from combustible material.
* Acetylene cylinders need be separated from oxygen bottles by a distance of at least 3 metres when being stored, regardless of whether the bottles are full or empty.
* Cylinders require suitable ventilation if stored inside.
* Never drop, roll, drag or otherwise roughly handle cylinders.
* Smoking is not permitted while handling gas cylinders.
* Regulators are not designed to be used as a lifting or handling point.
* Ensure oxygen cylinders do not come into contact with oil or grease.
* Cylinders should not be used if they do not have flashback arrestors fitted at both the bottle and at the handpiece.
* Cylinders need to be tested or replaced at intervals at least every 12 months.
* Suitable firefighting equipment needs to be available any time oxy-acetylene is in use.

**Penetrations**

* Penetrations and openings (eg. in formwork decks, concrete slabs) must be securely covered at all times. The cover is to be marked to clearly indicate that there is a penetration below.
* Mesh is to be cast into slab penetrations whenever practical.

**Pile holes**

* Pile holes must be barricaded during pile excavation. Pile holes must never be left open – they are to be covered and secured in place with a structurally adequate mesh-type cover.
* Pile should be constructed (the holes filled) as soon as practicable after excavation.

**Power tools – General**

* Workers are not to use any power tool if they have not been instructed or trained in its use.
* Home-made power tools and attachments are not allowed to be brought onto site.
* Manufacturers’ safety devices such as positive pressure switches and guards are not to be removed, altered or otherwise rendered ineffective. Workers are not to use any power tool that is not fitted with its properly operating safety devices.
* Any item that is being drilled, cut, ground or sawed needs to be secured and in a fixed position.

**Power tools - Angle grinders**

Angle grinders are to be fitted with a ‘dead man’ switch. Guards and handles are not to be removed.

**Power tools – skill saws**

Blunt saw blades must not be used.

**Power tools – Docking/drop saws**

Docking saws and drop saws must be secured to a stable bench or base.

**Security of work areas**

The work site needs to be adequately secured from access by the public at all times

**Scaffolds**

* Scaffolding needs to be erected, modified, dismantled or adjusted by a licensed and authorised scaffolder where there is a potential fall of over 4m.
* Scaffolding that is built where there is the potential of a fall of over 4m, must be certified at least every 30 days.
* Any incomplete or tampered scaffolding needs to be repaired or closed off immediately, and access prohibited.
* High standards of housekeeping need to be maintained on scaffolding.
* Wheels on mobile scaffolding need to be checked that they are locked before using them. Mobile scaffolds are not to be moved while there is any person on the scaffold.
* Properly installed ladder / stair access is to be provided between each working level of a scaffold.

**Sediment control**

* Effective sedimentation controls (eg silt fences, sandbags) need to be in place in any situation where soil is at risk of washing onto roadways, footpaths or into natural waterways or storm systems.
* If there is any such situation where controls are missing or ineffective, please advise the COS Project Manager straight away.

**Stormwater drains**

Stormwater drains must always be protected from ingress of sediment and other contaminants.

**Synthetic Mineral Fibres (SMFs)**

* SMF materials should be delivered in packaging which is intact. Packages must then be stored in an appropriate place.
* All work carried out should be done in accordance with the relevant Authority standard.
* Bunting and signage should be used to isolate the SMF work area (if possible, at least 3m from the general work area).
* All cutting should be carried out with non-powered hand tools. Open ends of duct insulation shall be taped up upon completion.
* Waste should be securely bagged and transferred to waste bins for removal to approved landfill or recycling.
* Protective clothing should include respirator/mask, long sleeve shirts, long trousers, hat and safety glasses.

**Syringes**

* If workers encounter a discarded syringe, they should not attempt to dispose of it unless they are trained in how to and have the appropriate PPE and disposal equipment.
* The area should be barricaded, and others in the vicinity need to be informed. The site supervisor is to be advised, and the area manned until a trained person takes control.

**Vehicles, Plant and Equipment**

* Only competent and authorised persons may drive or operate a vehicle, plant or equipment. Their employer needs to ensure that operators have been instructed in its safe and correct operation.
* Pre start checks must be done on a daily basis or when taking over a vehicle from another operator. Vehicles, plant and equipment should always be parked on level ground with the handbrake applied.
* Obey site speed limits at all times.
* All plant and equipment is to be inspected by a competent person. Inspection records to be maintained on site. Records or operators licenses must be maintained.

**Wind**

* Always secure susceptible materials from the risk of wind. Check work area at the end of each shift.

**Working at Height/ Working on the Roof**

* Workers at height must be protected from falling. Site management must make sure that work areas, access ways and public areas below are protected from tools or materials falling as a result of work activities.
* Potential hazards associated with accessing and working on roof areas include:
  + Fall from roof edges
  + Trips on metal roof profile
  + Electro Magnetic Energy (EME) from phone towers
* Site management must ensure appropriate controls specific for roof access and work are documented and implemented if workers need to access roof areas that don’t have a walkway installed, or workers are required to work within 3m of an unprotected roof edge.
* Workers are not to encroach within 3 metres of a fall hazard (eg. unprotected slab edge) without restraint equipment or fall arrest (safety harness) equipment. Workers need to receive training in the use of restraint or fall arrest equipment before using them.
* Restraint and fall arrest equipment can only be anchored to devices or fitments that have been specifically designed for that purpose or otherwise verified and certified by a structural engineer as suitable.

Part 12 : Safe Work Method Statements (SWMS)

Approval

* The Principal Contractor is required to review and approve all SWMS for works carried out on site. The COS Project Manager will assume responsibility of this activity if no Principal Contractor has been appointed for the works.
* All SWMS must be site and activity specific.
* When the PC has reviewed and approved a SWMS then a copy of the SWMS will also be submitted to COS for review at least two (2) weeks prior to work commencing.
* COS will check that the SWMS match the scope of works, are site specific and key hazards are sufficiently addressed.
* COS must be notified about any potential hazards which may impact on COS employees or other persons at the site.

Complying with a SWMS

* All contractors who are involved in high risk construction work need to have arrangements in place to ensure the work is carried out in accordance with the SWMS.
* Arrangements may include a system of routine or random workplace work activity observations, for example, observing workers and supervisors to see if the control measures outlined in the SWMS are being implemented.
* If the work is not being carried out in line with the SWMS, then the work must stop immediately or as soon as it is safe to do so.
* Work must not resume until the work can be carried out in line with the SWMS.

Reviewing a SWMS

* A SWMS needs to be reviewed (and updated if necessary) if relevant control measures change on site.
* The review process should be carried out in consultation with workers (including subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.
* When a SWMS has been revised, site management is to ensure:
  + All workers involved with the high risk construction work are advised that a revision has been made and how they can access the revised SWMS. The principal contractor should be given a copy of the revised SWMS
  + All workers who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS.
  + All workers that will be involved in the high risk construction work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.