



SITE SAFETY MANAGEMENT PLAN

PROJECT DETAILS

Project: _____

Site Address: _____

Client: _____ Telephone: _____

Prepared By: _____ Date: _____

Approved By: _____ Date: _____

INTRODUCTION

Purpose:

This Work Health and Safety (WHS) Site Safety Management Plan defines and documents the system that Charles Sturt Campus Services Limited will use to protect the health, safety and welfare of all the workers of our staff, contractors and visitors on this site.

Scope:

This Site Safety Management Plan covers all activities performed by Charles Sturt Campus Services Limited on site.

The main activities to be carried out are:

List the relevant site details and highlight the tasks, equipment and materials required to carry out the work.



KEY PERSONNEL

Change or add key personnel to suit the site/project

Title	Name	Telephone
General Manager		
Area Manager		
Human Resources & WH&S Manager		
Senior Supervisor		
Supervisor		
Team Leader		
Leading Hand		
Health and Safety Representative (HSR)		
Return to Work Coordinator		
First Aid Officer(s)		
Work Health & Safety Committee		



ROLES AND RESPONSIBILITIES

The following table outlines the responsibilities of nominated workers and/or subcontractors in relation to WHS issues for Charles Sturt Campus Services Limited.

Activity	Who is responsible?	Type of action and records	When
Hazard identification, assessment and control.	Area Manager, HR & WH&S Manager, Supervisor's, workers, and subcontractors.	Development of Safe Work Method Statements (SWMS), site safety management plan and site safety rules. Inspections, incidents and injury investigations. Keep records of identified hazards and actions taken to eliminate them.	Ongoing.
Compliance with WHS legislation, regulations, standards, codes of practice and site safety rules.	Area Manager, HR & WH&S Manager, Supervisor's.	Surveillance and observations, site inspections, team briefs, toolbox meetings and monthly meetings.	Ongoing Inspections within regular time intervals.
Communicate WHS information to all site personnel in the lead up to and during the job.	Area Manager, HR & WH&S Manager, Supervisor's.	Site induction for all Charles Sturt Campus Services Limited staff, contractors, and visitors. Induction recording, team briefs, toolbox meetings and monthly meetings. WHS information accessible online.	As and when required.
Provide site specific induction training to all site personnel.	HR & WH&S Manager, Supervisor's.	Site induction for all Charles Sturt Campus Services Limited workers, subcontractors, and visitors. Induction Recording.	As and when required.
Know and initiate emergency and evacuation procedure.	HR & WH&S Manager, Wardens and Supervisor's.	Explain procedures at Site Induction meeting. Display at site office.	At initial induction and organise drills.
Make sure equipment is maintained.	Supervisor's, workers, and subcontractors.	Regular check and appropriate maintenance carried out.	Ongoing. Check and record before each use.
Make sure PPE is supplied and worn.	Supervisor's	Maintain records for issue of PPE. WHS Inspections and observation.	As and when required.
Provide clean work areas and cleaning materials	Supervisor's, workers, and subcontractors.	Maintain clean work environment.	Ongoing.
Develop and review SWMS.	HR & WH&S Manager, Supervisor's, workers, HSR's and subcontractors	Developed and reviewed SWMS for the identified high and medium risks.	Reviewed annually.



Activity	Who is responsible?	Type of action and records	When
Make sure procedures are in place and communicated to all workers and followed.	Area Manager, HR & WH&S Manager, Supervisor's	SWMS Induction review.	Ongoing.
Report injuries, investigate and manage workplace injuries and incidents.	Area Manager, HR & WH&S Manager, Supervisor's	Maintain register of injuries and medical certificates. Report incidents/accidents to responsible person.	Ongoing.
Participate in team brief.	Supervisor's, workers, and subcontractors.	Maintain a register of attendance. Discuss WHS issues and performance.	Team briefing.
Assess new plant and equipment for hazards prior to purchase.	Area Manager, Work Health & Safety Committee HR & WH&S Manager, Supervisor's	Inspect and pass all new plant before admitted for use. Provide necessary training of new plant and equipment.	As required.
Operating procedures are developed and implemented.	Area Manager, Work Health & Safety Committee HR & WH&S Manager, HSR and Supervisor's	Ensure equipment required to perform safe work practices is supplied.	Ongoing.
Conduct WHS inspections of workplace and equipment.	HR & WH&S Manager, Work Health & Safety Committee WH&S Manager, HSR and Supervisor's	Conduct scheduled and add hock WHS inspections. Maintain records.	As required.
Maintain WHS records.	HR & WH&S Manager and Supervisor's	Appropriate forms are to be filled in and filed in e folders for easy access. Keep all WHS records.	Ongoing.
Distribute and discuss WHS information.	Area Manager, HR & WH&S Manager, and Supervisor's	Discuss at team brief or toolbox meetings.	As and when required.
Manage hazardous substances.	Area Manager, HR & WH&S Manager, and Supervisor's	Maintain Hazardous Substances Register. Review Safety Data Sheets (SDS) prior to use. Conduct Risk Assessments.	On delivery of new substances and prior to use.
Manage material handling.	HR & WH&S Manager, Supervisor's, and workers.	Assess manual handling risks. Maintain manual handling register.	Ongoing.
Participate in WHS consultation arrangements.	HR & WH&S Manager, Supervisor's, HSR's and Work Health & Safety Committee.	Health and Safety Committee meetings; team brief discussion and WHS inspections.	As required.
Maintain first aid arrangements.	HR & WH&S Manager, Supervisor's and First aid officer.	Maintain first aid supplies and training.	Ongoing.



INDUCTION

General induction	<ul style="list-style-type: none"> All workers, inclusive of employees and subcontractors, must successfully complete the CSCS Induction
Work activity training	<ul style="list-style-type: none"> Legislation, Regulations & Codes of Practice governing the Work Activity. Application of hazard identification and risk assessment. Development and review of control measures and monitoring of work activity.
Site induction	<ul style="list-style-type: none"> Conduct a site-specific induction for all project workers. Topics to be covered include but are not limited to: <ul style="list-style-type: none"> Safety hazards that exist for the work activities and/or specific to this site. Safety controls and revised work methods to be adopted. Use and maintenance of Personal Protective Equipment (PPE). Emergency and evacuation procedures. Location of amenities and first aid facilities. Safe Work Method Statements (SWMS).
Visitor induction	<ul style="list-style-type: none"> Briefing for all visitors to construction sites on specific safety rules and arrangements that apply.
Technical training	<ul style="list-style-type: none"> Training associated with new work practices or new equipment, incorporates instruction on safe methods of performing the work or using the equipment.

RISK MANAGEMENT

Prior to commencing work on a site, a Risk Assessment will be undertaken using the Risk Assessment Worksheet. All workers are involved in ongoing hazard identification, risk assessment and risk control.

When the work activity changes or new hazards are present, the Risk Assessment and SWMS will be reviewed for that work activity.

Copies of SWMS's have been issued to all workers on site are available on the Company's web page.



SITE SAFETY RULES

All workers, suppliers and visitors to the site must abide by the following site safety rules. A copy of these rules will available online.

WHS Issue	Site Safety Rule
Safe work procedures	<p>All persons working on site must be inducted. All visitors must report to the Supervisor or nominated person/s.</p> <p>Before commencing work on site all workers, inclusive of employees and subcontractors, must successfully complete the CSCS Induction.</p> <p>Safe Work Method Statements (SWMS) for routine work activities will be reviewed on a regular basis to ensure continued relevance. Non-routine work activities will have a SWMS developed following a risk assessment undertaken in consultation with workers involved.</p> <p>Additional Site-Specific requirements are to be entered on the SWMS in the Site-Specific Requirements section by the Area manager, HR & WH&S Manager or Site Supervisor where site specific hazards are identified.</p>
Company Rules	<p>All workers and others must abide by the Charles Sturt Campus Services Limited Policies and Client policies including and not limited to Code of Conduct, Drug and Alcohol use and Smoking.</p>
Vehicle movement plans	<p>Operators of all vehicles and mobile plant entering the site will follow defined travel paths and observe site rules for parking and turning.</p> <p>All workers required to operate and test plant items must have the knowledge and current operator's license and / or tickets.</p>
Emergency and evacuation procedures	<p>Floor plan of emergency evacuation is in a clearly visible place inside the buildings. All CSCS workers in or around the site will be advised of emergency and evacuation procedures. Fire wardens fully trained in all procedures. The emergency and evacuation procedures will be explained at the site induction. Periodic drills will be conducted.</p>
Housekeeping	<p>Areas must be kept litter free and void of un sign posted trip hazards. All spills must be cleaned up immediately following the appropriate procedure for the situation. The spill is to be reported immediately upon containment to the Officer/ Supervisor. Large spills should be isolated and contained using whatever material is available to build a bund wall around it. An spill kit should be available on site for use in an emergency.</p>
Incident Reporting	<p>HR & WH&S Manager / Supervisor and First Aid Officer are all the first point of contact when an incident or accident occurs.</p>
Hazard reporting	<p>Any local hazards or concerns about the safety of this site must be directed to the HR & WH&S Manager or Supervisor. Any general concerns must also be directed to the WH&S Manager or Supervisor. Hazards may also be reported to Health and Safety Committee members.</p>
Managing subcontractors	<p>Subcontractors WHS capabilities and performance will be assessed prior to commencement of work and whilst on the job.</p>



WHS Issue	Site Safety Rule
Personal Protective Equipment (PPE)	<p>Covered shoes must be worn at all times while on the site. Other PPE issued as necessary for work at the site must be used as instructed e.g.: hard hats, vests, etc. Any person not wearing appropriate PPE on the site will be again instructed to do so by the WH&S Manager or Supervisor. If this is not adhered to the person will be subject to disciplinary action.</p> <p>Any Subcontractor not wearing appropriate PPE on the site will be again instructed to do so by the WH&S Manager or Supervisor. If this is not adhered to the Subcontractor will be directed to leave the site.</p>
Electrical	<p>Leads & Power tools must be tested & tagged, checked for damage prior to use and disconnected when not in use. Power leads should not create a trip hazard and checked that they are not at risk of damage by moisture, traffic, or sharp corners. Minimum clearances are to be observed when working under power lines (usually 3 metres).</p>
Scaffolding	<p>Use a licensed scaffolder to erect scaffolding above legal requirements</p>
Training	<p>Site induction and any other relevant training must be provided to all persons associated with the site. Induction records must be maintained.</p>
Licences, Permits and Checks	<p>All Workers and contractors must hold a current and relevant licence, permit or passed check to conduct any works.</p>
WHS inspections	<p>Continuous surveillance and observations. Site inspections to be carried out by the HR & WH&S Manager, Supervisor and workers. Health and Safety Committee members will be invited to participate in WHS inspections.</p>
Exclusion zones	<p>Exclusion zones in place must be adhered to.</p>
First aid	<p>First Aid Kits are available inside company vehicles and main offices. Signage and the details of the appropriate First Aid Officer will be prominently displayed.</p>
Injury management	<p>The HR & WH&S Manager is responsible for assisting in the development and implementation of the Return-to-Work Plan for injured workers with consultation with their doctor/rehabilitation office and the worker. Workers are required by law to cooperate with Injury Management Plans.</p>
Drugs & Alcohol	<p>Anyone affected by alcohol or drugs are not to be permitted on the site.</p>
Smoking	<p>Workers, contractors, and visitors must adhere to smoking policies and designated smoking areas.</p>
Safety Data Sheets	<p>Workers, contractors, and visitors must follow safety instructions as directed by management and provided in Safety Data Sheets (SDS)</p>
Others	<p>As may be deemed necessary by any person associated with the site in WHS discussion team briefs and or meetings, additional site safety rules may be developed as the need arises.</p>



SAFE WORK METHOD STATEMENTS (SWMS)

List the required for the project.

SUPPORTING DOCUMENTS

List supporting Documents & Links.