

SITE SAFETY RULES

All workers, suppliers and visitors to the site must abide by the following site safety rules.

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 make sure 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	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.
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	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.
Housekeeping	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.
Incident Reporting	HR & WH&S Manager / Supervisor and First Aid Officer are all the first point of contact when an incident or accident occurs.
Hazard reporting	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.
Managing subcontractors	Subcontractors WHS capabilities and performance will be assessed prior to commencement of work and whilst on the job.

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	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).
Scaffolding	Use a licensed scaffolder to erect scaffolding above legal requirements
Training	Site induction and any other relevant training must be provided to all persons associated with the site. Induction records must be maintained.
Licences, Permits and Checks	All Workers and contractors must hold a current and relevant licence, permit or passed check to conduct any works.
WHS inspections	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.
Exclusion zones	Exclusion zones in place must be adhered to.
First aid	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.
Injury management	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.
Drugs & Alcohol	Anyone affected by alcohol or drugs are not to be permitted on the site.
Smoking	Workers, contractors, and visitors must adhere to smoking policies and designated smoking areas.
Safety Data Sheets	Workers, contractors, and visitors must follow safety instructions as directed by management and provided in Safety Data Sheets (SDS)
Others	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.