

Document		Created by		Reviewed and Released		Access
Issue #	Valid as of	Name	Date	Name	Date	
1	24/02/2020	Brad Newman	24/02/2020	Brad Newman	24/02/2020	OHSE Plan



a/c services

MAINTENANCE • BREAKDOWNS • SERVICE

8 Eton Court, Hallam, Vic 3803

Telephone: (03) 9703 1367

Facsimile: (03) 9703 1587

ABN: 56 139 969 798

OCCUPATIONAL HEALTH & SAFETY PLAN

(Including Safe Work Method Statement)

FOR

INTRODUCTION

This OHSE/Site Safety Management Plan has been developed by P&R A/C Services Pty Ltd as part of our commitment to the health, safety, rehabilitation and welfare of our employees, and others at our workplaces. All persons directing the work of others at our workplaces are required to join with employees and work together towards achieving and maintaining a high level of safety performance. P&R A/C Services Pty Ltd is committed to protecting our employees by demonstrating a 'Duty of Care' through effective OH&S Safety systems and Risk Management strategies and the application of Industry-based Standard OH&S procedures.

This plan is not designed to replace the Schedule of Health & Safety requirements as stated in the Special Conditions of Contract, but will be used to provide verification of the actions of P&R A/C Services Pty Ltd in relation to these requirements. This plan and subsequent additions will be made available for the purpose of auditing. This plan meets the Victorian Government requirements of the Implementation Guidelines to the Victorian Code of Practice for the Building and Construction Industry, 2012.

Index	Page	
1.0	Introduction	2
2.0	OHS Legislation	2
3.0	OH&S Policy	3
4.0	Best Practice in OHS	4
5.0	OHS Consultative Process	4
6.0	Roles and Responsibilities	4
7.0	Site Rules & Behaviour	6
8.0	Subcontractor Management	6
9.0	Young Workers Policy	6
10.0	Document Control	7
11.0	Skills & Competencies	7
12.0	Induction	7
13.0	No Bullying Policy	7
14.0	Sexual Harassment Policy	7
15.0	Alcohol, Drugs & No Smoking Policy	7
16.0	Workers Compensation, Return to Work & Rehabilitation	8
17.0	Hazard Identification	8
18.0	Hazard Reporting	8
19.0	Risk Assessment	9
20.0	Safe Work Method Statements	9
21.0	Electrical Safety	9
22.0	Lockout/Tagout of Plant & Equipment	9
23.0	Sharps Management & Injury Protocol	10
24.0	Safety Driving Policy	11
25.0	Working Alone	11
26.0	Hazardous Substances	11
27.0	Asbestos Policy	11
28.0	Lifting Gear	11
29.0	Plant, Equipment & Machinery	12
30.0	Personal Protective Equipment	12
31.0	Occupational Noise Policy	12
32.0	Sun Protection in the Workplace	12
33.0	Working in Extreme Heat	12
34.0	Fire Protection	13
35.0	Toolbox Talks	13
36.0	Manual Handling	13
37.0	Emergency Procedures	13
38.0	First Aid & Accident Procedures	13
39.0	Chemical Spills	14
40.0	Gas Leaks	14
41.0	Incident Reporting	14
42.0	Working from Heights	15
43.0	Inspections	15
44.0	Measuring OHS Performance	16
45.0	Environmental Policy	17
46.0	Public Protection	17
47.0	Record Keeping	17
48.0	Audits	18
49.0	Corrective & Preventative Action	18
50.0	Safe Work Method Statements	19-29
51.0	Health & Safety Checklist	30
52.0	Electrical Equipment Register	31
53.0	Hazardous Substances Register	32
54.0	Plant, Lifting & Fire Equipment	33
55.0	Plant, Lifting & Fire Equipment Register	34
56.0	Employee Register	35
57.0	Subcontractor Register	36
58.0	Toolbox Talks/Pre Start Talks	37
59.0	Safety Incident/Hazard Report Form	38
60.0	Injury / Incident / Issue or Equipment Damage Report Form	39
61.0	OHS Performance Report	41

APPENDICES

- I. Certificate of Currency – Workcover
- II. Certificate of Currency – Public Liability

1.0 INTRODUCTION

This Site Safety Management Plan sets out the safety management strategy to be adopted by P&R A/C Services Pty Ltd during the course of the following contract:

- 1. Contract Name:**
- 2. Project Name:**
- 3. Date:**
- 4. Contact Details: Brad Newman**
- 5. Emergency Contact Details: Brad Newman**
- 6. Person on site responsible for supervision of the Scope of Works and its safety:**
- 7. Peak number of employees on site will be: 6**
- 8. Scope of Works: Various**

2.0 APPLICABLE OCCUPATIONAL HEALTH & SAFETY LEGISLATION

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Workers Compensation Act 1958
- Accident Compensation Act 1985
- Accident Compensation (WorkCover Insurance) Act 1993
- Accident Compensation (Occupational Health and Safety) Act 1996
- Dangerous Goods Act 1985
- Equipment (Public Safety) Act 1994
- Compliance Code: Communicating occupational health and safety across languages
- Compliance Code: Workplace amenities and work environment
- Compliance Code: First aid in the workplace
- Compliance Code: Prevention of falls in general construction

3.0 OCCUPATIONAL HEALTH AND SAFETY POLICY

P&R A/C Services Pty Ltd realises that working safely is vital to the ultimate success of our organisation. There can be no compromise with safety; it is, and always will be, the responsibility of each and every one of us. For all our employees, safety will always take precedence over job expediency.

P&R A/C Services Pty Ltd and our managers and supervisors have a total commitment to, and will continue to be responsible and accountable for the health, safety, rehabilitation and welfare of our employees, and others at our workplaces. All persons directing the work of others at our workplaces are required to join with employees and work together towards achieving and maintaining a high level of safety performance.

P&R A/C Services Pty Ltd is committed to protecting our employees by demonstrating a 'Duty of Care' through effective OH&S Safety systems and Risk Management strategies and the application of Industry-based Standard OH&S procedures.

Our objectives are:

- **To create and maintain a safe, healthy and productive workplace, environment and procedures for all persons at our places of work, without risk to their health, safety or welfare arising out of our work activities;**
- **To provide and maintain equipment and systems of work that are safe and without risk to health and provide instruction, training, leadership and supervision of employees to enable them to work safely;**
- **To produce or use products that can manufactured, installed and used safely;**
- **To create and maintain continuous improvement strategies, systematically managing to ensure proactive hazard controls and legitimate implementation of our policies and procedures to the Industry-based OHR&S Standard for Safety Systems and Risk Management;**
- **To ensure compliance with the OH&S Act (Vic) 2004, OH&S Regulations (Vic) 2017 and associated Acts, referenced Industry Codes of Practice and referenced Australian Standards called up by legislation.**
- **To ensure ongoing compliance with Australian Standard AS4801, Occupational Health & Safety Management Systems, supporting the achievement of the highest levels of OH&S performance through reduction of risks, and through the implementation of the best practicable methods and technology consistent without legal obligations to ensure our workplaces are safe and healthy.**

Employees are required by law under a duty of care to take care of their health and safety, and that of their fellow workers to the extent of their capability, by following all safety rules, procedures and instructions, and by reporting all hazards, injuries or ill health. P&R A/C Services Pty Ltd (VIC) Pty Ltd is committed to providing a safe and healthy workplace for all persons employed within the organisation and those visiting the organisation.

The purpose of this plan is to assist management and employees to work together in establishing and maintaining safe construction sites free from injuries and disease. To implement this OH& S plan, systems and risk management programmes, P&R A/C Services Pty Ltd will:

- Provide appropriate support and resources in order to maintain the industry OH&S standard;
- Embrace the basic principles of the Industry OH&S Safety systems and Risk Management;
- Adopt a consultative approach with all parties concerned;
- Consult with employees and participate in workplace safety programs;
- Encourage OH&S Training, and provide safety information and adequate supervision;
- Manage its exposure to financial loss by ensuring all employees comply with policy;
- Administer timely and cost effective rehabilitation of injured employees, and
- Notify employees of any proposed changes to legislation and Policy.

All aspects of our compliance with the industry-based OH&S Standard Management System will be constantly monitored with regular performance to review its effectiveness, and to ensure that Duty of Care is correctly applied and adequately maintained.

Brad Newman
Director
P&R A/C Services Pty Ltd

4.0 BEST PRACTICE IN OHS

Best practice OHS is an integral part of P&R A/C Services Pty Ltd's risk management strategy. Best practice for P&R A/C Services Pty Ltd is defined as:

- Creation and implementation of comprehensive OHS and risk management policies, structure and programs;
- Management participation in all OHS systems and programs at various levels;
- Staff training- Job-specific training and training in regard to the requirements of industrial safety regulations. This training is conducted under systematic review and monitoring.

This approach taken by P&R A/C Services Pty Ltd Management Team provides a structure of training programs, management oversight and currency of information. Use of an OHS consultant is the preferred option for creation of our tailored OHS and risk management systems and programs, to ensure compliance with law and efficiency in operations. The OHS Consultant also carries out OHS compliance and safety audits and assists in our AS4801 (Occupational Health and Safety Management systems) compliance and audits program and certification.

5.0 OH&S CONSULTATIVE PROCESS

P&R A/C Services Pty Ltd recognises the contribution employees have made and continue to make in maintaining a safe and healthy work environment. By drawing on employee knowledge, experience and ideas and encouraging employee participation and input effective OH&S management systems can be enhanced and maintained in consultation with Leaders. At all times the arrangements for consultation will address the requirements of the Victorian Occupational Health and Safety legislation. Consultation within P&R A/C Services Pty Ltd takes a number of forms and includes one or a combination of the following:

- Inclusion of OH&S on the agenda at meetings
- Inclusion of employee consultation in project objectives where changes in the work environment or work practices may affect health and safety
- Employee surveys, focus groups or other feedback mechanisms that may be developed and utilised from time to time
- The formation of OH&S consultative teams, committees and or HS representatives

6.0 ROLES AND RESPONSIBILITIES

In most situations, there are only one or two persons working on site, and the person/s will be responsible for supervising themselves and implementing the company's Occupational Health and Safety procedures on site. This person is known as the Site Manager, and the role will incorporate the roles of Site Supervisor and Site Safety Officer.

The Site Manager will have undertaken the required training to carry out such a role, and will be involved in the planning and design phases, identification of safety needs, equipment and plant required and assisting in the identification and preparation of safe work method statements and procedures.

The Site Manager will be responsible for himself in the conduct of all duties, and in ensuring safe work practices are conducted at all times. In this instance a Safe Work Method Statement and checklist will be completed to ensure compliance to Occupational Health and Safety Legislation.

The Site Supervisor will ensure the safety of the project and ensure the company's Occupational Health and Rehabilitation procedures are implemented. The Site Supervisor will insist in the identification and preparation of safe work method statements and procedures by reviewing safety reports and inspections as well as ensuring forms requiring completion are filled in correctly and submitted on time. The incumbent will communicate regularly with Site staff to ensure adherence to this Health & Safety Management Plan.

The roles and responsibilities of employees within P&R A/C Services Pty Ltd regarding OH&S are below.

Director: Brad Newman is responsible for OH&S at the workplace and duties include:

- implementing the OH&S Management Plan;
- using the Hierarchy of Controls in all design, fabrication and construct activities to minimise OH&S risks;
- communicating with the principal contractor to reduce risks;
- being a part of the planning and design stages of trade activities;
- deciding when training on OH&S is required;
- leading by example and promoting sound OH&S practices at every opportunity;
- ensuring safe equipment and plant is provided and maintained;
- reviewing OH&S reports and inspections, and following up on recommendations;
- coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required;
- coordinating OH&S meetings and programs;
- monitoring compliance with the OH&S Management Plan, including Safe Work Method Statement; and
- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.

Site Foreman: Brad Newman is responsible for OH&S at the workplace and duties include:

- implementing the OH&S Management Plan;
- observing all OH&S rules and regulations;
- making sure that work activities are carried out in a safe and environmentally sound manner;

- planning to do all work safely including any interface with other work activities;
- providing advice and assistance on OH&S matters to employees;
- being part of the planning and design stages of trade activities;
- deciding when training on OH&S is required;
- actioning OH&S reports and carrying out workplace inspections;
- setting up OH&S meetings and programs;
- helping to prepare Safe Work Method Statements for the organisation's work activities;
- investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- carrying out project inductions, Toolbox Talks and team meetings;
- being a part of incident investigations;
- leading by example and promoting sound OH&S practices at every opportunity;
- undertaking inspection of the contracted or planned works to ensure that OH&S control measures are implemented and effective; and
- other OH&S duties as directed by the Works Manager.

Site Safety: All staff and contractors engaged by P&R A/C Services Pty Ltd will be responsible for OH&S at the workplace and duties include:

- communicating OH&S performance to the Works Manager;
- assisting the Works Supervisor to develop and implement the OH&S Plan;
- providing advice on OH&S to all employees;
- being a part of planning and design in work activities;
- determining OH&S legal requirements for the work activity or trade;
- making sure OH&S work procedures are followed;
- coordinating injury management / return to work for injured employees;
- reviewing OH&S reports and inspections;
- setting up and being a part of OH&S meetings and programs;
- setting up Toolbox Talks on a regular basis;
- insisting on sound OH&S practices at all times;
- setting up and conducting OH&S inductions;
- conducting incident investigations;
- communicating with the Works Manager/Works Supervisor on OH&S matters;
- making sure records are kept under these guidelines;
- being part of inspections and ensuring recommendations are completed; and
- other OH&S duties as directed by the Works Manager.

Rehabilitation Coordinator: Robyn Wilson is responsible for the management of injuries at the workplace and duties include:

- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury;
- ensuring that, where appropriate, the injured employee is given access to occupational rehabilitation services;
- liaising with any parties involved in the occupational rehabilitation of, or provision of medical services, to the injured employee;
- monitoring the progress of the injured employee's capacity to work;
- taking steps to prevent recurrence or aggravation of the relevant injury upon the injured employee's return to work; and
- providing assistance to meet all legal requirements regarding injury management and return to work.

Employees & Contractors: Staff and Contractors are responsible for the following:

- working in a safe manner without risk to themselves, others or the environment;
- complying with the OH&S Management Plan including all Safe Work Method Statements;
- reporting all incidents to the Works Supervisor;
- reporting all injuries and illnesses to the designated First Aid Officer;
- reporting any OH&S hazards to the Works Supervisor;
- providing suggestion, through agreed consultation methods, on how to improve OH&S issues;
- seeking assistance if unsure of OH&S rules;
- reporting any faulty tools or plant to the Works Supervisor;
- complying with site rules;
- correctly using all personal protective equipment; and
- complying with emergency and evacuation procedures.

7.0 SITE RULES & BEHAVIOUR

Under the health and safety law employees and contractors will be required to:

- Take as much reasonable care as possible for their own health and safety and avoid affecting the health and safety of their co-workers and the general public.
- Follow all safety guidelines as instructed and issued by management.
- Employees and contractors must report incidents, accidents, injuries or illnesses to the management or their health and safety representative.
- Employees and contractors must report issues that represent a risk as a means of co-operating in relation to health and safety issues.
- Employees and contractors must follow all site safety instructions as issued by builder.
- Employees and contractors must not:
- Wilfully or recklessly interfere with or misuse anything that is provided to you in the interest of health and safety.

- Wilfully place at risk the health and safety of any person at the workplace. You must not aid or abet any person in breaching safety legislation.

Employees and contractors are expected to maintain an acceptable standard of behaviour while at work and to treat their co-workers with respect. In particular unacceptable behaviour that will not be tolerated includes:

- Taking of or being under the influence of drugs or alcohol;
- Engaging in violence of any kind;
- Bullying, pranks or horseplay;
- Sexual harassment;
- Racial vilification.

All employees and subcontractors engaged by P&R A/C Services Pty Ltd will be required to acknowledge and sign receipt of P&R A/C Services Pty Ltd Mechanical Service's Occupational Health and Safety booklet confirming they have read and understood its contents. They are required to comply with statutory regulations and industry standard safety rules, including the proper use of all personal protective equipment and safety equipment. P&R A/C Services Pty Ltd has developed OH&S policies for the above and these have been communicated to all staff and contractors.

8.0 SUBCONTRACTOR MANAGEMENT

The OH&S conditions specified in this health & safety management plan apply also to subcontracting and purchasing activities, including materials and equipment brought in to a workplace or site by P&R A/C Services Pty Ltd or Subcontractors, as well as services provided by and work undertaken by subcontractors. Management will ensure that subcontractors and suppliers are selected on the basis of their ability to comply with OH&S requirements. This is best achieved by ensuring that tenderers hold, or intend to gain accreditation, industry based standard for OH&S Safety System Management and Risk Management.

Management will ensure that documented procedures specify how the interface with Subcontractors/Suppliers of materials, equipment and services is to be managed. This is best achieved by securing Safe Work Method Statements and Health & safety management plans prior to commencing site work and comparing the proposed method with Codes of Practice, Standard Work Procedures and Safe Work Practices. Management will ensure that contractual documents specify how compliance with OH&S requirements is to be ensured by the Subcontractor/Supplier. The Tenderers information is to include provisions for scheduled inspections, testing, training, auditing, reviewing, and reporting documentation and recording, as applicable to the scope of the work.

All contractors and subcontractors engaged to perform work on our premises or our customer's site locations are required, as part of their contract, to comply with the OH&S program of the organisation and to observe directions on health and safety from designated personnel from the organisation. Failure to comply or observe a direction will be considered a breach of the contract and will be considered sufficient grounds for termination of the contract. Contractors will be required to complete their own Safe Work Method Statements prior to commencing work on any P&R A/C Services Pty Ltd Site.

9.0 YOUNG WORKERS

P&R A/C Services Pty Ltd will ensure that young workers are protected from the risk of injury or illness arising from workplace hazardous. Special attention will be paid to the needs of young workers because they lack experience and may not be familiar with workplace procedures. P&R A/C Services Pty Ltd shall ensure young workers receive adequate information and training about work hazardous and safe work practices, which will give consideration to their age and experience. As with all young workers, we must maintain safe equipment and a safe work environment.

P&R A/C Services Pty Ltd shall achieve this by ensuring adequate information and training is supplied to young workers along with ongoing monitoring for each and every young worker employed by P&R A/C Services Pty Ltd. Supervisors shall ensure that all young persons are adequately trained and work under adequate supervision. The supervisor will be required to observe and evaluate the competency of the young workers before they are allowed to use any power tools, explosive power tools, and pneumatic power tools they will be required to display competency in the safe use of the equipment. Young persons shall not be left alone to complete a task they should be supervised at all times. Young workers will receive manual handling training to ensure they understand the correct manual handling techniques, including pushing, pulling, carrying, lifting etc. Young workers under the age of 18 years will not be required to lift, lower or carry more than 16 kg without mechanical or other assistance and/or particular training for the task.

10.0 DOCUMENT CONTROL

P&R A/C Services Pty Ltd Management, in conjunction with staff is responsible for completing Safe Work Method Statements and OH&S Checklists and providing a copy to the Principal Contractor before work commences on site; Maintaining an up-to-date version of Safe Work Method Statements and OH&S Checklists. Where changes occur, records will be kept on the following register and details provided to the Principal Contractor: Maintaining a register of people to whom the Safe Work Method Statements and OH&S Checklists are issued, and details kept in the records folder; Issuing a completed OH&S Checklist to all those registered; Ensuring revisions are distributed to all registered people; Reviewing the Safe Work Method Statements and OH&S Checklists at intervals of not more than one year to ensure it is up-to-date.

11.0 SKILLS & COMPETENCIES

P&R A/C Services Pty Ltd Management will ensure that all P&R A/C Services Pty Ltd employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work. P&R A/C Services Pty Ltd will ensure that all new employees and all subcontractors have satisfactorily completed a Construction Industry Safety Induction Program, have undergone a Work Activity Safety Induction Program and a Site Specific Safety Induction Program, prior to commencing on site work.

P&R A/C Services Pty Ltd Management will undertake a training/competency assessment of all employees prior to the commencement of work on the nominated site. Where skill deficiencies are detected, appropriate training will be provided before work commences so that employees can perform their designated duties safely. Details will be provided to the appropriate Principal Contractor's representative on site for review. Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.

12.0 INDUCTION

P&R A/C Services Pty Ltd Management will ensure that persons carrying out the nominated work have relevant training including Occupational Health & Safety Induction Training. Workers will not carry out construction work until they have received the minimum requirements for OH&S Induction training. This includes: Industry (general) induction; Work Activity OH&S induction (where available); Site Specific OH&S induction.

All workers will receive the above three minimum induction training requirements before work on site commences. P&R A/C Services Pty Ltd will ensure that anyone employed to do construction work is given OHS training about the particular workplace where the work will be done before they start work on the site if it is not given by the site management team. The aim of site induction is to make sure that workers are familiar with the OHS rules and procedures of the site – for example, the emergency procedures, the arrangements for supervision of the work, and any specific issues on the site. A site induction checklist has been developed and will be used when required.

13.0 NO BULLYING POLICY

P&R A/C Services Pty Ltd is a bullying free workplace. We are committed to providing all employees and subcontractors with a healthy and safe workplace free from bullying and intimidation. Bullying is not an acceptable part of our work culture. Bullying can harm a person's health and wellbeing. Bullying is repeated and unreasonable behaviour directed towards an employee or group of employees and subcontractors that creates a risk to health and safety. It can include behaviour such as verbal mistreatment, initiation practices, sabotaging someone's work, ridiculing someone's opinions or humiliating someone through sarcasm or insults.

Anyone who experiences or witnesses bullying will be asked to report it as soon as possible. When bullying is reported, it will be investigated quickly and in accordance with our policies and procedures. Where necessary, a formal investigation will be undertaken and disciplinary action may result. A basic summary policy is included in the employee & contractor OH&S Handbook. P&R A/C Services Pty Ltd is committed to providing all employees and subcontractors with a healthy and safe workplace free from bullying and intimidation. Bullying is not an acceptable part of our work culture.

14.0 SEXUAL HARASSMENT POLICY

P&R A/C Services Pty Ltd Sexual Harassment Policy forms the foundation of our commitment to the prevention of sexual harassment in the workplace. The policy aims to protect the rights and welfare of our employee's, clients, the company and its contacts.

P&R A/C Services Pty Ltd believes it is not acceptable to sexually harass another person. Any form of sexual harassment or abuse by or against any person involved with P&R A/C Services Pty Ltd will not be tolerated. Any report of sexual harassment will be investigated and treated confidentially and impartially.

15.0 ALCOHOL & DRUGS & NO SMOKING POLICY

P&R A/C Services Pty Ltd's policy is that no employee is to commence work, or return to work while under the influence of alcohol or drugs. The use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers. P&R A/C Services Pty Ltd recognises that alcohol and other drug use can sometimes become a social or health problem that has a negative impact on people's work life and decrease their ability to perform at work. All personnel are strictly prohibited from consuming, carrying or procuring any drugs of abuse whilst actively engaged in the employment of the company. Any personnel found to be effected by a drug of abuse or excess alcohol will not be permitted to start or continue to work either at P&R A/C Services Pty Ltd' premises or at any client venue.

P&R A/C Services Pty Ltd has a "smoke free" policy within all enclosed buildings at its business location. Smoking is not permitted within a 20-metre radius of the gas filling area or other flammable liquids/substances. Smoking is only permitted during the agreed break periods. P&R A/C Services Pty Ltd recommends that for Occupational Health and Safety reasons staff do not smoke in any company vehicles. Under no circumstances are staff permitted to smoke in a vehicle whilst there are other persons sharing that vehicle.

16.0 WORKERS COMPENSATION, RETURN TO WORK & REHABILITATION

P&R A/C Services Pty Ltd will provide Workers Compensation Insurance for all employees and other persons deemed to be employees under the Workers Compensation Act 1987. The trade and occupation of each employee on site and their salaries will be recorded. Under occupational health and safety and workers compensation legislation an employer is required to establish a workplace return to work program that is consistent with the insurer's injury management program to assist injured workers return to work. Occupational rehabilitation aims to provide an early and safe return to work for workers suffering from work related injury or illness by using the workplace itself as a vital part of the rehabilitation process. P&R A/C Services Pty Ltd is committed to the prevention of illness and injury by providing a safe and healthy working environment.

P&R A/C Services Pty Ltd is committed to the rehabilitation of injured workers. The company aims to manage the process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and return to work by:

- ensuring that a return to work as soon as possible is a normal practice and expectation;
- ensuring early access to rehabilitation services, e.g. accredited rehabilitation providers [or similar professionals] for all who need them;
- providing suitable duties for an injured worker as an integral part of the rehabilitation process;

- consulting with workers and where applicable any industrial union representing them to ensure that the rehabilitation program operates smoothly and effectively;
- informing workers of their rights in relation to a worker's compensation claim including the choice of doctor and accredited rehabilitation provider;
- providing access to interpreter services;
- ensuring that participation in a return to work plan will not of itself prejudice an injured worker;
- ensuring no dismissal within the legislatively prohibited period of the injury occurring, solely or principally because of that injury.

The Return to Work Coordinator will:

- determine the injured worker's needs;
- identify suitable duties for the injured worker;
- co-ordinate and monitor return to work plans;
- liaise with all parties including the Rehabilitation Provider where appropriate;
- provide information and support to the injured worker; and
- Maintain confidentiality.

The confidentiality of rehabilitation records shall be maintained. Reports and records will only be available on a 'need to know' basis. When the injured worker is, according to medical judgment, well enough to return to work on suitable duties P&R A/C Services Pty Ltd shall, as far as practicable, provide suitable duties/ employment. Suitable duties and/or employment shall be approved by the treating doctor or by the accredited Rehabilitation Provider in consultation with the treating doctor. The Return to Work Co-ordinator or Rehabilitation Provider can identify suitable duties in the workplace.

17.0 HAZARD IDENTIFICATION

The planning process will identify the operations or tasks in a logical sequence, and where necessary, advise the Management Team and Subcontractors to submit Safe Work Method Statements, Risk Assessments & Checklists for any special processes. The Safe Work Method Statement contains a list of job procedures and other work related practices provided to the Principal Contractor, and how the scope of work will be carried out. For each of the work activities and associated job steps identified in the Safe Work Method Statement, potential hazards will be identified.

The following resources will be used to assist in this process: WorkCover and Trade Based Codes of Practice, and any other relevant publications; Hazard Profiles for specific trade groups; Workplace experience; Consultation with workers experienced in the tasks to be undertaken, such as Toolbox Talks.

18.0 HAZARD REPORTING

OH&S issues relating to design shall be considered before work commences. These will include the risks associated with the workplace and inherent in the design, and the installation or removal, use and maintenance, compliance with or dispensation from statutory requirements for all proposed works. The Project Manager and Site Foreman, upon identification of hazards, will ensure the implementation of appropriate control measures, including isolating any unsafe work areas, materials, plant and equipment whenever such conditions or potential hazards are identified.

The Site Foreman is required to prepare a daily checklist and conduct a daily physical inspection of their work area to identify hazards or potential hazards. The Site Foreman is also required to investigate all reports from employees and subcontractors in their work area and to pursue information regarding any unsafe act or condition, any accident, incident, damage or any potentially dangerous occurrence. P&R A/C Services Pty Ltd Management will encourage all employees to report hazards immediately. The Site Foreman on site will investigate all reported hazards and document corrective actions. Corrective actions will be signed off when completed. The procedure and responsibilities for reporting hazards are outlined on a form contained in staff manuals.

When a hazard is identified in the workplace, a Risk Class will be assessed immediately using the categories outlined in the Hazard Identification and Risk Assessment section of the OH&S Checklist. The Risk Class will determine the appropriate level of response required to protect the health and safety of workers.

The hierarchy of hazard controls will be used as a basis for managing or controlling risks. It is a system used in industry to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organizations. This concept is promoted as standard practice in the workplace. The hierarchy of controls, in order of effectiveness are: elimination, substitution, engineering, administration, and personal protective equipment.

19.0 RISK ASSESSMENT

Risk assessment is the process of assessing all the risks associated with each of the hazards identified and involves examining and evaluating the probability and severity or consequences of the potential outcomes of hazards in order to prioritise risks for implementation of control measures.

Class 1 (High Risk)	Does the hazard have the potential to kill, or permanently disable?
Class 2 (Medium Risk)	Does the hazard have the potential to cause a serious injury or illness, which could temporarily disable?
Class 3 (Low Risk)	Does the hazard have the potential to cause a minor injury, which would not disable?

All Class 1 and 2 risks will be recorded on a Safe Work Method Statement record. A risk class will be used to determine the level of controls required to eliminate or minimise a potential hazard. When a hazard is identified in the workplace, a Risk Class will be assessed immediately. The Risk Class will determine the appropriate level of response required to protect the health and safety of workers, i.e. immediately, within 24 hours, 48 hours etc.

- The Hazard Report will be signed by the inspection team leader and presented to the P&R A/C Services Pty Ltd Site Foreman if he is not part of the team.
- The abovementioned foreman shall sign off the report when satisfied that all items on the report have been satisfactorily actioned.
- The planning process will identify the most appropriate plant and equipment for the process, the method of operation and any special licences and operating certificates required. This process will also identify any operator training required and any specific items of equipment not permitted for use on site.
- Workplace conditions will be inspected and advice given on any additional temporary works required to make work sites safe. This could include such things as barriers, handrails, work platforms, lighting and safety signage. This should include minimum standards to apply, as well as special precautions and procedures for ensuring environmental protection at the site.
- Where permits to work and entry permits are required, this will be identified. This includes Confined Spaces Entry Permits, Confined Space Work Permits, Isolation/Lockout/Tagout/Test Work Permits, Excavation Permits, Commissioning Permits and any other type of special process authorisations that may be required.

20.0 SAFE WORK METHOD STATEMENTS

The Safe Work Method Statement is the process of identifying potential hazards, assessing their risk and recording how to eliminate, or minimise the risk to worker safety. Where potential hazards are identified as Class 1 or Class 2 risks, Safe Work Method Statements or an OH&S Review Checklists in conjunction with SWMS's will be completed using the step by step guide below. Completed SWMSs will be made available and an OH&S Checklist will be completed by all staff involved in the project. Refer back of this document for copies. The Checklist and SWMS's provide a record to demonstrate compliance to Occupational Health and Safety legislation, and identifies the person responsible for implementing particular actions to eliminate or minimise the risk of the potential hazard on site.

A Safe Work Method Statement will be evaluated on how well Class 1 or Class 2 hazards have been identified for the work activity to be undertaken and whether the suggested controls, wherever possible, eliminate the potential hazard or minimise the risk of injury. Safe Work Method Statement forms/OHS Checklists will be completed and signed by an appropriately qualified person/s representing P&R A/C Services Pty Ltd who is competent in the work activity to be undertaken. Safe Work Method Statements will be reviewed and signed by the appropriate Principal Contractor representative on the project. Employees will review the Safe Work Method Statement and sign a form that they understand and are willing to implement the controls required to carry out the work safely.

21.0 ELECTRICAL SAFETY

P&R A/C Services Pty Ltd is committed to providing an environment for the safe use of electricity and safe work practices. To achieve this, management and each employee has a responsibility to eliminate hazards and perform all electrical work in a safe manner. P&R A/C Services Pty Ltd will provide systems including policy, procedures and training to manage electrical risks.

- To ensure the safety of electrical systems on site all electrical work on fixed wiring shall be undertaken by qualified and trained staff;
- All electrical work is to be tested by competent personnel to ensure that it is electrically safe;
- Electrical work shall be carried out in accordance with the regulatory and reporting frame work set out by P&R A/C Services Pty Ltd;
- All Portable Electrical Equipment will carry a current "Test Tag" in accordance with statutory requirements;
- Electrical equipment shall only be used for its designed purpose;
- Electrical Incidents and unsafe situations shall be reported to Management, using the established incident and hazard reporting processes.
- Where an electrical item is located without a current inspection and test tag, proof of the electrical item's currency of inspection and test will be provided or the time removed from site immediately.
- When used on a construction site all electrical equipment will be connected to an earth Leakage protection device at all times.
- Where practicable, all electrical leads will be kept off the ground on insulated hangers or on insulated lead stands.
- Electrical equipment will not be placed on or near wet areas unless the equipment is designed for the specific purpose, e.g. pump.
- Where electrical equipment is hired, e.g. portable generators, work lights and extension leads, P&R A/C Services Pty Ltd Management will ensure that the same requirements for Occupational Health & safety as those required on site are specified to the Hire Company as a condition of the Hire Agreement.

Safety Principles: All electrical work will be completed in accordance with AS 3000 and any other relevant standards. Electrical work on any site will only be carried out by persons who have been assessed as competent and approved to carry out electrical work. It is essential that all electrical work is completed in a safe manner and that electrical equipment has been tested and inspected to ensure the equipment is electrically safe prior to connection and release for use. Only persons who have been assessed as competent to carry out electrical testing and approved will be permitted to carry out this activity.

Risk Assessment: Risk assessments will be conducted for the range of electrical work carried out on sites and controls identified. Management of risk will be incorporated into work procedures and job documents where appropriate. Risk assessments will be reviewed for each job, when an incident or significant near miss occurs or when a change to activities occurs. Ongoing risk assessment training will be provided to all staff.

Electrical installation work: Electrical installation work on any site will only be carried out by qualified electricians or authorised contractors. Electrical installation work can only be carried out by a person who holds a current electrical licence acceptable in Victoria. All electrical equipment and construction wiring for the performance of construction work is to be in accordance with the requirements of AS/NZS 3012 (Electrical installations - Construction sites). All forms for application for initial connection or metering changes submitted to an electricity entity will be signed by a qualified technical person listed on the electrical contractors licence. All high voltage electrical work or electrical work in a hazardous area must be inspected by an accredited auditor prior to connection to supply.

Work on electrical equipment: Work on electrical equipment will be carried out by persons who hold a current electrical or relevant restricted licence. A person may only carry out electrical work as is indicated on their licence. A person will be considered to have committed a major safety breach if they carry out electrical work that is not permitted by their licence and may be subject to disciplinary action. If a person with a restricted electrical work licence is requested by their Manager/Supervisor or any other person to carry out electrical work which their licence does not permit, they are to contact P&R A/C Services Pty Ltd Management. The Manager of P&R A/C Services Pty Ltd will determine whether this person is licensed and competent to complete the electrical work.

P&R A/C Services Pty Ltd Manager will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the Code of Practice Electrical Practices for Construction Work. Where a more specific provision is not made in the Code of Practice, conformance will be to the provisions of the Australian Standard, Wiring Rules (AS-3000). All electrical equipment to be brought on site will be listed in an Electrical Equipment Register. The register will be completed prior to commencement of the works and maintained for the duration of the works on site.

Inspection and Tagging: All electrical leads, portable power tools, junction boxes and earth leakage devices will be tested and inspected by a suitably qualified person and labeled with a tag of current date before being brought on site. Where this is not possible, the Principal Contractor will be advised immediately and assistance requested in order to comply with the requirements of the Code of Practice Electrical Practices for Construction Work.

22.0 LOCKOUT/TAGOUT OF PLANT/EQUIPMENT

This procedure applies to any person (staff, contractor, sub-contractor, etc) who is working on plant or equipment. When maintenance work is carried out on plant and equipment, a lockout procedure is required to safeguard the employees carrying out this work. All energy sources will be isolated and stored energy dissipated before carrying out maintenance work. A procedure will be formulated and documented to provide plant specific instructions for workers to follow in the Lockout/Tagout of equipment.

Out of service tags will be attached by a competent person having specific knowledge relating to the plant and, where applicable, be placed on devices which isolate energy sources, only when those devices are set in the 'off' or 'safe' position. Prior to attaching an out of service tag all required details on the tag will be clearly entered in the spaces provided, with emphasis given to the reason for placing the tag. Tags should be securely fixed, so as to be clearly visible. Except in an emergency, out of service tags should be removed only by a person who is both familiar with the plant and fully conversant with the reason that the tag was placed. Employees will be trained in the implementation of this procedure and the correct use of tags and locks. Disciplinary action will be taken against any person who fails to work within these procedures including disregarding and/or removing tags without the proper authority.

23.0 SHARPS MANAGEMENT & INJURY PROTOCOL POLICY

For the purpose of this policy, 'sharps' includes, syringes, needles, scalpels, razor blades, broken glass or any other sharp implement with the potential to cause a penetrating injury if not handled in a safe manner. Sharps are commonly used during research, undergraduate teaching and in clinical practice. Staff will be advised that any incidents of exposure should be reported to the supervisor, irrespective of the use of any other control measures. First aid treatment will be provided immediately following all exposures and have appropriate blood testing carried out. Critical incident debriefing and trauma counselling will be provided where employees have been exposed to blood or body fluid. Medical treatment and counselling will be given to any staff or contractor affected.

24.0 SAFETY DRIVING POLICY

P&R A/C Services Pty Ltd understands that employers are responsible not only for ensuring the safety of employees who drive for them, but also for the general public, including other drivers and pedestrians that may be affected by their drivers. Specific requirements of road safety laws include vehicle roadworthiness, driver licensing and road rules. P&R A/C Services Pty Ltd will support this by:

- purchasing and maintaining a safe and roadworthy fleet or ensuring staff have access to safe and roadworthy vehicles;
- ensuring employees have the relevant appropriate driver licences;
- scheduling work to account for speed limits and managing fatigue;
- providing appropriate information and training on work related driving safety;
- monitoring and supervising a work related driving safety program, including induction for new staff.

25.0 WORKING ALONE

'Working alone' is considered working anywhere a person is unable to get immediate assistance from colleagues or other people. P&R A/C Services Pty Ltd has developed this working alone policy to support the workers that may from time to time be at risk from working alone. P&R A/C Services Pty Ltd will assess the risks of any job where an employee is required to work alone and will determine if there are any employees who spend working time isolated from direct contact with colleagues or other immediate support.

P&R A/C Services Pty Ltd will ensure back up and support is available during the duration of the job. All staff will have a mobile phone so emergency support can be accessed if required. The manager will also contact the employee during the course of the job to ensure any issues can be addressed. P&R A/C Services Pty Ltd will ensure that the supervisor has a knowledge of staff movements during the day.

26.0 HAZARDOUS SUBSTANCES

All P&R A/C Services Pty Ltd will carry relevant and up to date Safety Data Sheets with them at all times they are using hazardous substances. Many of the substances that are used on construction sites have the potential to cause harm to persons if they are not handled correctly. No substance is to be brought onto site unless a relevant Safety Data Sheet (SDS) accompanies it and the substance has been assessed for use. All requirements set out on the SDS and other site specific precautions will be adhered to ensure safe use of the

substance at all times. Various types of wastes such as waste oil, spent refrigerant, waste chlorinated solvents, cooling tower chemical treatment solutions, acids, brines and basic cleaning solutions etc., may contain toxic components that require special handling, particular use of personal protective equipment and proper disposal at an EPA approved waste management facility. All substances to be brought on site will be listed in this Health & Safety Management Plan. All staff will carry relevant and up to date Safety Data sheets with them at all times.

27.0 ASBESTOS POLICY

P&R A/C Services Pty Ltd is required to identify, assess and control both stable asbestos and asbestos in processes. This involves requirements in the design of workplaces and plant, labelling, notifying WorkSafe in certain circumstances, controlling the exposure, providing training and consulting with employees and health and safety reps. P&R A/C Services Pty Ltd will provide health surveillance for each employee who is exposed to a hazardous substance, including asbestos, if there is a risk to the health of the employee as a result of exposure. P&R A/C Services Pty Ltd will provide biological monitoring for an employee if there is a reasonable likelihood that the employee could be exposed to levels of asbestos that could be a risk to health.

28.0 LIFTING GEAR

P&R A/C Services Pty Ltd Management will ensure that all lifting gear (chains, slings, wire rope, shackles, hooks) to be brought on site have a current certificate of test. All lifting slings and accessories will be marked with the manufacturer's identification, Safe Work Load and the grade of the steel or alloy P&R A/C Services Pty Ltd Management will provide each item with a marked identification number, and a current test certificate for each will be held on site and made available on request.

29.0 PLANT, EQUIPMENT & MACHINERY

Equipment including stationary and mobile plant can be hazardous to workplace safety. In order to comply with Occupational Health and Safety legislation, P&R A/C Services Pty Ltd Management will carry out regular inspections and maintenance of plant and equipment. Management will carry out an assessment of the most appropriate type of plant and equipment for the required job. The assessment will include the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate or minimise the risk to health and safety of workers. This process will include both the plant and/or equipment itself and its impact on the surrounding workplace. When identifying potential hazards, consideration will be given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning, use, operator competencies, dismantling and disposal. Where plant and equipment is hired, the same requirements for Occupational Health and Safety as those required on site will be specified by the Manager to the hire company as a condition of the Hire Agreement. No item of plant and equipment will be brought on site without a current service/maintenance record or registration where required.

30.0 PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) will be regarded as a temporary measure or a last resort control measure. It should only be used when other risk control measures do not adequately control exposure or are not practicable. PPE may be necessary where other control measures do not provide adequate control, where a risk assessment indicates PPE is necessary as a temporary measure to reduce employee exposure to an acceptable level until such time as adequate control is achieved by other means; in emergencies where urgent action is required (e.g. a plant failure or chemical spill), or during some infrequent maintenance operation where the short duration of the task makes other control measures impractical

This equipment may include: gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun cream, safety belts and harnesses. Steel cap boots and hard hats are minimum requirement for entry to a construction site. Management will ensure all items of personal protective equipment are manufactured, used and maintained in accordance with the relevant Australian Standard. Proof of Australian Standard compliance will be provided, e.g. labelling. All issues of personal protective equipment to each individual will be recorded. Each employee will be instructed and or trained in the correct use and maintenance of each personal protective equipment item prior to use. Contractors will be required to carry their own Personal Protective Equipment for use on site

31.0 OCCUPATIONAL NOISE POLICY

As exposure to excessive levels of noise in the workplace can damage people's hearing, resulting in permanent damage, steps will be taken in workplaces to ensure employees' exposure to noise does not exceed the noise exposure standard. The exposure standard is a level of 85dB(A) averaged over an 8-hour period and a peak level of 140 dB(C). If an employee may be exposed to noise that exceeds the exposure standard, P&R A/C Services Pty Ltd will make an assessment which will determine the level of noise to which he/she is being exposed, the duration of the exposure, plant and other sources of noise at the workplace, systems of work at the workplace and other relevant factors. If control measures are implemented, the employee needs to receive information, instruction and training in relation to the health effects associated with exposure to noise, the use of the control measures, including the selection, use and fit of hearing protectors, and the nature and purpose of audiometric testing and audiological examinations. If the results of two consecutive audiometric tests indicate a reduction in hearing levels greater than 15dB at 3000Hz, 4000Hz or 6000Hz, the employee will be requested to undergo an audiological examination.

32.0 SUN PROTECTION IN THE WORKPLACE

P&R A/C Services Pty Ltd has developed a sun protection policy for work sites, and selecting appropriate sun protection measures. Staff working outdoors will be provided with appropriate protection, including sunscreen, hats and sunglasses in accordance with the anti-cancer council's recommendations.

33.0 WORKING IN EXTREME HEAT

P&R A/C Services Pty Ltd's policy aims to reduce employees' exposure to Heat Stress & Ultra Violet Radiation (UVR) from the sun by implementing appropriate occupational health control strategies. A risk management approach is required for planning and carrying out work in temperature extremes. When implementing appropriate control measures, this policy does not set temperature limits. Factors such as air temperature, humidity and air movement and the type of work done all affect a person's ability to cope with temperature extremes. A risk management approach will be adopted in planning and carrying out work in very hot conditions to ensure that adverse health effects are prevented, appropriate work and rest regimes are adopted, staff are provided with relevant information to identify signs associated with the health effects of extreme temperatures and facilities are provided to support staff during these times.

34.0 FIRE PROTECTION

The Site Manager shall ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding. Management will ensure that checking the charge level of all fire extinguishers on site at regular intervals. All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851. Combustible materials will not be allowed to accumulate in work areas to prevent a fire risk. All personnel carrying out hot work will be fully trained in the use of fire extinguishers and a record of the training provided in the appropriate register of the OH&S Checklist.

35.0 TOOLBOX TALKS

To assist in hazard identification and the development of controls, P&R A/C Services Pty Ltd employees will attend a Toolbox Talk conducted by P&R A/C Services Pty Ltd Management on a regular basis. All Toolbox Talks will be recorded and signed off by participants. Any corrective action will be followed up and signed off by the nominated person. Toolbox Talks will be used to help manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the project. Toolbox Talks will be used to induct workers into and "sign off" their understanding of the controls provided in Safe Work Method Statement for the specific work in which they will be involved.

36.0 MANUAL HANDLING

Manual handling includes the use of one's hands to handle - to lift, lower, push, pull, carry or otherwise move or hold any object. P&R A/C Services Pty Ltd is required to carry out hazard identification for all manual tasks in the organisation. Where hazards are identified, the risk(s) will be assessed and controlled as far as is reasonably practical. Any control measures, which are implemented as a result of the risk assessment procedure, will be documented, monitored and regularly reviewed.

If it is not reasonably practicable to eliminate a risk arising from manual handling, P&R A/C Services Pty Ltd where possible will redesign or replace the object(s) with those that are designed to avoid or reduce risk, provide mechanical aids or make arrangements for team lifting and ensure that staff are trained in manual handling techniques, including the correct use of mechanical aids or team lifting procedures. P&R A/C Services Pty Ltd will ensure that a risk assessment for manual handling tasks is undertaken and recorded regularly and that risk control measures are identified, documented, implemented and regularly reviewed to determine if current risk control measures are effective. If they are ineffective, further risk assessment will be undertaken and the control measures changed as far as reasonably practicable. This will be done in conjunction with the relevant safe Work Method Statement for Manual handling and OH&S checklists.

37.0 EMERGENCY PROCEDURES

P&R A/C Services Pty Ltd has established and maintains a reporting and recording system for all work-related injuries, accidents and incidents that occur. For injuries on site, Site Management shall establish and maintain a Reporting and Recording system for all accidents, incidents and injuries that occur. Where an injury, incident or accident occurs on site, the First Aider shall notify Site Management who shall ensure that the employer or supervisor of the injured employee is informed on the same day and that the employee has attended for treatment where necessary. Where the injury is of a serious or potentially serious nature, notice must be made immediately in order that the supervisor may secure the site for investigation and take corrective action where necessary. The Senior Manager of P&R A/C Services Pty Ltd will ensure that all accidents and incidents are investigated. In the event of a serious accident or incident, P&R A/C Services Pty Ltd management will urgently consult with and seek professional legal advice as to the proper action to be taken and the details to be prepared in the Investigation Report.

38.0 FIRST AID & ACCIDENT INVESTIGATIONS

P&R A/C Services Pty Ltd may rely on the provision of First-Aid services by the Principal Contractor. Where P&R A/C Services Pty Ltd will provide First-Aid services, the following minimum requirements will be undertaken and personnel provided. For Construction of 100 persons or more: First-Aid Room, Occupational First-Aid Certificate Required; For Construction of 25-99 persons: Kit A required; First-Aid Certificate required; For Construction of 24 or less persons: Kit B and no certificate required.

All injuries will be reported to the appropriate First-Aid officer on site. Injuries will be recorded in the Site Injury Register or on an injury form. Records will be kept for a minimum of 5 years. Where the injury results in an absence from the workplace of 7 days or more, the injury and its circumstances will be reported to the WorkCover Authority using the appropriate forms. Management will investigate all accidents within 24 hours. Investigation will be recorded on Accident Investigation form, contained in the P&R A/C Services Pty Ltd Occupational Health & Safety Manual.

Employees will be trained to understand who to approach for first aid assistance; what role they have in the first aid plan (e.g. reporting accidents and incidents to supervisors); where to go for first aid assistance. Once a preliminary assessment is completed staff are required to consult with the relevant person on site or company manager to determine the appropriate first aid response requirements for the injury or incident.

39.0 CHEMICAL SPILLS

Staff that use or manage chemical substances are required to have an understanding of the Safety Data Sheet including the special requirements for spill control such as the type of fire extinguisher required, incompatible substances, and reactivity with substances such as water or air. Wherever practicable, the storage and use of the chemicals will be in an area which can contain or restrict the flow from a spill site. On benches, this can be assisted by a raised lip at the front of the bench, or by the use of spill trays.

Staff are responsible for ensuring that they do not place themselves or others at risk of injury, they place personal safety first - keep clear of a spill unless trained in spill control and clean up, immediately reporting of chemical spill to their supervisor, only trained and competent staff attempt to clean up a chemical substance spill, spill control equipment is used in the proper manner and equipment is stored and maintained as appropriate.

Immediate Actions will include:

- clear the affected area
- check for any persons involved
- personnel contaminated with chemicals must be decontaminated for at least 15 minutes (emergency shower) and taken for medical examination
- administer first aid
- isolate the spill (if safe to do so)
- gather any information possible, ie identify the material and quantity, gather relevant SDS and assess any immediate risks.

Pollution as a result of an oil or chemical spill can have a significant impact on the environment.

- Location will be constructed so as to allow containment of spilt fluids.
- Equipment will be inspected regularly for leaks.
- All personnel will practice good housekeeping when handling or transporting products.
- For spill control, arrest the spill and take steps to prevent repeat.
- Begin clean-up operations.
- Mobilise equipment and personnel to collect and place spillage in suitable containers or pits.
- Report incident to appropriate contacts, including EPA and nearby operations as necessary.

40.0 GAS LEAKS

The commonly encountered fuel gases are: Natural Gas (NG), LPG (mainly Propane) and LPG (mainly Butane). The primary hazard associated with these gases is inadvertent ignition resulting in fire and/or explosion, the prerequisites for which are: flammable gas, oxygen [generally in air], ignition source, Gas & Ignition. There is also some risk with most gases, including inert gases used for purging, of asphyxia (suffocation due to exclusion of oxygen) and a risk with fuel gases of poisoning from the products of incomplete combustion, in particular Carbon Monoxide (CO). Care also needs to be taken in specific situations such as:

- High pressure installations where stored pressure energy could constitute a danger when fittings/components are disturbed.
- Where static electricity can be generated in pipework.
- Atmospheres are generated, which in themselves are flammable and/or toxic.
- Drying or curing processes which generate flammable and/or toxic fumes.

Any incident involving an uncontrolled escape of gas requires immediate remedial action including, dependent upon the location and severity:

- Evacuate the immediate area.
- Assessment of the risks.
- Eliminate all ignition sources.
- Isolation of the associated pipework upstream of the gas escape.
- Ventilation of spaces affected by the gas escape.
- Contact with Gas Supplier, Fire Brigade and other
- Emergency Services as appropriate.

41.0 INCIDENT REPORTING

An incident is an unplanned event that has resulted in, or has the potential to result in injury, illness, damage or loss. The term 'incident' includes accidents and near hits. Incidents will be reported and investigated as soon as practical after the event to prevent re-occurrences. To prevent re-occurrences of incidents P&R A/C Services Pty Ltd encourages employees and contractors to report all incidents. From the information gained off the report the company can establish what caused the problem and prevent it from happening again.

- All accidents and incidents are to be reported, from minor injury to equipment damage.
- Incident report forms are to be completed within 24 hours of incident.
- Assign an incident number for internal reference only.
- Incident investigations for all incidents are to be undertaken, with recommendations generated from Management to prevent a re-occurrence.
- A follow-up system is in place including corrective actions issued by Management to a nominated person.
- Actions must be completed and noted on the Incident Report Form.
- Lost time injuries and any medical or first aid treatment received by employees is recorded, on an Incident Report Form.
- The relevant statutory authorities will be informed of all reportable accidents / incidents notifiable under legislation.

42.0 WORKING FROM HEIGHTS

P&R A/C Services Pty Ltd will determine whether there is any chance at all of a fall of more at the workplace, and if there is a fall hazard, what needs to be done about it. If there is a risk that a fall may occur, we will put in place measures to control the risk. The primary duty is to eliminate the risk. If this is not practicable, the risk will be reduced so far as is practicable. SWMS's should be used and checklists completed where an employee is required to work from heights. Contractors will be required to complete their own Safe Work Method Statements prior to commencing work on any P&R A/C Services Pty Ltd Site. Information, instruction and training are provided to assist employees with the skills and knowledge they need to perform work at height safely.

Managers & Supervisors will:

- Participate in the consultation period of the risk assessment and SWMS development associated with protecting staff from falls at height.
- Implement the requirements set out in Victorian legislation, associated Codes of Practice new Heights Regulations (2007).
- Ensure that SWMSs developed for working at heights are communicated to all relevant staff and adopted on site.
- Provide training to staff and ensure that individuals hold all necessary certification, and maintain relevant records.
- Monitor, by inspection and consultation, the suitability of the fall protection systems adopted.
- Ensure that scheduled inspections and maintenance of fall protection equipment, where specified by manufacturers within this guideline or by a relevant Australian Standard, are followed.
- Maintain relevant inspection and maintenance records of fall protection provided.
- Comply with P&R A/C Services Pty Ltd' Reporting and Investigation guidelines.

Staff will:

- Complete OH&S Checklists & Follow procedures as outlined within the SWMSs,
- Actively participate in training provided for fall protection.
- Not undertake tasks that they are not qualified for.
- Assist with monitoring and consultation procedures, inform management of deficiencies in systems.
- Assist in maintaining records.
- Report new hazards, incidents and near misses to management.

43.0 INSPECTIONS

All projects shall be subject to continuous monitoring of safety management performances by regular site inspections and material testing. The purpose of inspection and testing is to verify that production and electrical, plumbing and construction processes are proceeding in a safe and correct manner. Electrical, plumbing and construction activities, workplace, environment and materials are subject to a Planned Inspection and Test Schedule to verify conformity. A Planned Inspections Schedule to evaluate physical conditions in each of the work areas will be prepared by Management. Physical inspections will be conducted of:

- a) the work environment, including atmospheric conditions, lighting and noise levels;
- b) safe access and egress provisions;
- c) protective measures including site security, perimeter fencing and hoarding;
- d) adherence to site safety rules and Safe Work Method Statements;
- e) electrical installations, equipment and power tools;
- f) mechanical lifting equipment and rigging;
- g) machinery, hoists, plant and equipment;
- h) emergency equipment including alarms and warning equipment;
- i) first aid facilities, and
- j) Site amenities.

Inspections and Tests records will be maintained recorded and filed. The Inspection and Testing Plan will specify the details of the program, a schedule, employees involved in the program and details of record keeping.

Electrical Inspections: All company provided and Subcontractor's electrical equipment, leads and power tools shall be tested, inspected and tagged by a Licensed Electrician, in accordance with Australian Standard AS 3012-1990 for Electrical Installations – Construction and Demolition Sites, and the Code of Practice for Temporary Electrical Installations on Building/Construction Sites. Equipment Registers and Inspection Registers shall be maintained by the Licensed Electrician, and be detailed in the monthly Safety Report.

Plant and Equipment Inspections: All company provided and Subcontractor's construction plant and equipment, and all mobile plant, cranes, hoists, rigging and all other mechanical equipment shall be inspected and tested in accordance with relevant Australian Standards, Legislation, National Standards, Codes of Practice or Manufacturer's instructions, as applicable, by a person authorised or accredited to conduct the inspections. The supplier or hirer shall be responsible for submitting copies of test records and certificates of compliance. Inspection records, logbooks, service and maintenance records will be maintained and filed or retained by the operator.

Environmental Inspections: Environmental testing requirements will vary from site to site, but all EPA guidelines will be observed and tests shall be conducted in accordance with the terms of agreement. Environmental testing is required to ensure compliance with all Air Quality, Water Quality and Noise Limit Statutory Regulations and Standards. All such testing shall be conducted by accredited external consultants and Certificates of Compliance will be provided.

44.0 MEASURING OHS PERFORMANCE

All relevant personnel report the OHS performance through the use of specified forms on a monthly basis. Management will gather and collate this information as well as analysing other relevant data for discussion at the Safety Committee Meetings and also for subsequent discussion during the Senior Management Review Meetings. Monitoring of performance against the OHS objectives and targets shall be conducted as per the OHS Management Action Plan. Performance results and progress is reviewed and monitored at Safety Committee meetings with confirmation occurring in the minutes. Issues shall be reviewed with corrective actions being developed and implemented through the Senior Management review meetings.

Internal monitoring shall include regular evaluation of the site's performance against general Company policy, legislative requirements (particularly those specified by WorkSafe) and review against KPI's. P&R A/C Services Pty Ltd personnel perform the checks listed in the Operational Controls on a daily, monthly and annual basis thus allowing for continual up to date monitoring.

Monthly- Employee Relations Report: Information to be recorded is obtained from information provided by staff on incidents and injuries that have occurred during the month. The injury management information will be sent to the Manager.

Quarterly- KPI and Corporate performance reports: Information to be recorded against KPI's, is a collective of the individual monthly statistics gathered from: Incidents/accidents, Toolbox meeting minutes, Safety Committee meeting minutes, Senior Management Review minutes, Risk assessments, Corrective actions, Training records, and External notices. All information will be gathered and collated into the required format for distribution to the Manager. This information may also be presented to the Safety Committee.

Yearly review: A full review of the Safety Management Action plan in conjunction with the KPI quarterly indicators shall occur at the end of the year. Depending on economic and legal implications, all base indicators and KPI's shall reassessed and if required, be re-aligned to the OHS for the forthcoming year.

INJURY RATES: Reporting of the injury rates within the system shall be incorporated in all reporting. Such reporting shall allow for a comparison against baseline data from previous periods and in comparison with other industries to ascertain performance. The average time lost rate is the average time lost per occurrence of injury/disease. For the purposes of this calculation, an upper limit of 12 months off work should be assigned. This rate provides a measure of the severity of the occurrences being experienced by workplaces over time. The following formula will be applied: Number of days lost in a period divided by Number of occurrences. The 'number of occurrences in the period' is defined in the same way as for the incidence rate.

REVIEWS: The Occupational Health and Safety Management System will be reviewed by Senior Management. These meetings are to occur at least every quarter with a full in depth review occurring in December each year. During this meeting the following shall be discussed:

- Injury Management Statistics,
- Significant business risk,
- Previous internal and external audit results,
- Progress of corrective actions,
- Expected and progress of capital expenditure,
- Safety Committee issues, and
- Risk assessment outcomes.

An effective Management review system shall also consider the following indicators:

- progress in the reduction of risk;
- effectiveness of processes to identify, assess, and prioritise risk and system deficiencies;
- effectiveness in addressing underlying causes of risks and system deficiencies;
- input from employees and employee representatives;
- status of corrective and preventive actions and changing circumstances;
- follow-up actions from system audits and previous management reviews;
- the extent to which objectives have been met; and
- the performance of the system relative to expectations, taking into consideration changing circumstances, resource needs, alignment of the business plan, and consistency with policy.

Such information shall be contained in the yearly review either through Qualitative and/or Quantitative review metrics. The Management Reviews are minuted and distributed to the relevant stakeholders. The December meeting shall review all the relevant information tabled

above as well as reviewing the current years Management Action Plan and determining the proceeding years. A new set of KPI's shall be identified and implemented in accordance with expected operational and legal requirements.

PREPARATION FOR REVIEWS: In preparation for Management Reviews the Manager shall ensure that all documentation is current and available. Such information shall include but is not limited to:

- The hazard register,
- KPI results for the relevant period,
- Corrective actions register for discussion and endorsement,
- Any relevant OHS issues such as requirements for completion of outstanding WorkSafe notices and,
- Information on projects that may or are currently in operation.

45.0 ENVIRONMENTAL POLICY

P&R A/C Services Pty Ltd is committed to ensuring that we fulfil all the requirements of applicable Australian and International Standards. We believe that sound environmental performance contributes to our competitive strength and benefits our customers, our employees and the wider community. P&R A/C Services Pty Ltd will conduct its business activities in ways that minimise our adverse impact on the environment. Our goal is to not only to meet but exceed the requirements of all applicable laws, regulations and standards relating to environmental protection.

To achieve our environmental goals we are committed to the principle of continual improvement and prevention of pollution. We have developed a framework to ensure that our activities and services comply with all applicable environmental standards and contribute to the wellbeing of the companies and communities in which we operate. Our environmental policy will be communicated to all staff that they are involved in achieving our environmental objectives:

- P&R A/C Services Pty Ltd will minimise the effects of its operation on our environment.
- P&R A/C Services Pty Ltd will manage any waste products known to have a harmful effect on the environment in the most effective way possible.
- P&R A/C Services Pty Ltd will operate in accordance with any Acts, Regulations, Laws or client-imposed conditions under which it carries out its operations in the most effective environmental manner possible, and in accordance within any external policies of organisations of which we are a member.
- P&R A/C Services Pty Ltd is committed to audit and improve the Environmental Policy of the Company as required within the framework of developing technological and broader environmental changes.
- P&R A/C Services Pty Ltd will encourage a sense of environmental responsibility among all employees through training, education and communication.

P&R A/C Services Pty Ltd understands that it has an obligation of awareness to the environment and needs to demonstrate due diligence regarding all areas of being a provider to the Construction and Service industries. P&R A/C Services Pty Ltd is registered with the Australian Refrigeration Council.

As an integral part of coordinating the environmental management the area where P&R A/C Services Pty Ltd will be operating, P&R A/C Services Pty Ltd is committed to:

- Safeguarding and improving the communities we service and in which we operate
- Eliminating or managing hazards and practices in our business which could cause unacceptable impacts on the environment
- Compliance with all appropriate regulatory requirements and codes of practice relating to environmental impacts of our business

All reasonable steps and procedures must be taken by a contractor to ensure operations are conducted with due regard to environmental issues and in compliance with all appropriate legislative requirements.

46.0 PUBLIC PROTECTION

Principal contractors and other employees will take precautions to ensure that objects do not fall onto or hit people doing construction work and people in adjoining areas. Adjoining areas could include a public footpath, road, square or the yard of a dwelling or other building beside a workplace. Objects including equipment, material, tools and debris that can fall or be emitted sideways or upwards are considered as falling objects. Examples of falling objects include tools falling off a working platform, rock and soil falling into a trench, falling bricks deflected off the side of a building, and concrete pre-cast panels falling over.

47.0 RECORD KEEPING

OH&S records will be kept including a numbering, identification and filing system for projects undertaken. All managers are required to regularly check the maintenance and security of their files and monitor the updating with persons delegated the responsibilities. All site management personnel will independently ensure records are properly maintained for their area of responsibility, and that all records are easily retrievable. Site Management is to maintain security of files. The following is a list of record keeping requirements, additional to P&R A/C Services Pty Ltd OH&S Safety Systems, Risk Management procedures and requirements of the OH&S Act (2004).

- a) Personnel employment – Site registration forms for company and subcontractors employees;
- b) Details of qualifications held by employees, including certificates of competency and licences;
- c) Accident and Incident Reports;
- d) Company and Subcontractor's Safe Work Method Statements;
- e) Company Standard Work Procedures and Safe Work Practices;
- f) OH&S Incident Reports;
- g) OH&S Site Instructions;
- h) Safety Induction and Training Records;
- i) Plant and Equipment Register;

- j) Hazardous Substances Register and Safety data Sheets, and,
- k) Rehabilitation Coordinator's Case History Files.

A record can be any paper document or computer disk, on which information is recorded. All documentation relating to OH&S planning, processing, inspection & testing, or personal performance and training are considered OH&S Records, as appropriate to P&R A/C Services Pty Ltd and any project. The Directors of P&R A/C Services Pty Ltd will control all documentation, including all OH&S related records, in accordance with the principles and procedures set out in AS 9001. The Director is responsible for authorisation and issue of all section policies, manuals, procedures, work instructions and forms used in the OH&S safety Systems and Risk Management Program.

48.0 AUDITS

As part of the OH&S Management System, the Internal Audit and Review program will enable a detailed measurement and verification of OH&S performance against established safety systems management standards and criteria. The program will check and verify that all prescribed management systems are duly implemented, documented, monitored and filed, in accordance with corporate policies and procedures, legislated requirements and Industry guidelines for OH&S Management. P&R A/C Services Pty Ltd may be subjected to external independent audit by the WorkCover Authority, or an approved independent safety auditor at any workplace or on any construction project site. Project Audits will examine the documentation and implementation of the system for compliance, and as required, will issue recommendations or Action Requests for corrective action to be taken.

The Senior Manager, in conjunction with Site Management and the OH&S Consultant will schedule internal safety audits or reviews according to the status and importance of the project and work area, and the importance of the OH&S elements to be measured. Internal reviews will be held at interim periods not exceeding three months depending upon the length of the contract.

The Audit/Review process will:

- Be carried out at regular intervals at all workplaces, and/or throughout the life of a project;
- Examine each of the key elements;
- Be capable of identifying deficiencies within the system;
- Be carried out by persons with appropriate skills and knowledge of the system;
- Be fully documented, recorded and reviewed by workplace/project management;
- Be available for review by external auditors;
- Result in timely corrective action being implemented to immediately remedy any deficiency in, or non-compliance with the system;
- Communicate the results of all internal reviews for the attention of all personnel responsible for the area reviewed, and,
- Result in follow-up procedures to assess the effectiveness of any corrective action.

An evaluation of the effectiveness of the OH&S System highlight the need for the following changes:

- Changing legislation;
- Changing expectations and requirements of interested parties;
- Changes in the products or services;
- Changes to the structure of the organisation;
- Advances in science and technology
- Lessons learned from OH&S incidents;
- Market preferences;
- Reporting and communication, and
- Feedback (particularly employees).

The process of developing continual improvement will:

- Identify areas of opportunity for improvement of the OH&S Management System which leads to improved OH&S performance;
- Determine the root cause of causes of nonconformance and deficiencies;
- Develop and implement plans of corrective and preventive action to address root causes;
- Verify the effectiveness of the corrective and preventive actions;
- Document any changes in procedures resulting from process improvement, and,
- Make comparisons with objectives and targets.

49.0 CORRECTIVE & PREVENTIVE ACTION

The findings, conclusions and recommendations reached as a result of inspection and testing, audits and other reviews of this safety management system will be documented and the necessary corrective and preventive actions identified. Corrective action will be taken after the event to correct any problem and ensure that a repetition will not occur. Preventive action is pro-active and involves P&R A/C Services Pty Ltd taking steps before problems occur. These actions will involve timely corrective action to be taken where inspection, testing and monitoring reveal a non-conformity with OH&S policy, procedures and requirements; Sufficient investigation will be undertaken to identify both the immediate and the underlying shortcomings, and, Findings will be analysed and reviewed to allow corrective and preventive action to be planned and implemented.



a/c services

MAINTENANCE • BREAKDOWNS • SERVICE

8 Eton Court, Hallam, Vic 3803
 Telephone: (03) 9703 1367
 Facsimile: (03) 9703 1587
 ABN: 56 139 969 798

SAFE WORK METHOD STATEMENT – AIRCONDITIONING SERVICE/MAINTENANCE/BREAKDOWN

PROJECT:		LOCATION:		CLIENT:	
APPROVED BY:		SIGNATURE:		DATE:	
PLANT/EQUIPMENT TO BE USED:					
PERMIT REQUIRED:					
HAZARDOUS SUBSTANCES:					

PPE CONSIDERATION FOR THIS WORK ACTIVITY – Note: mark as applicable

 Hard Hat <input type="checkbox"/>	 Hi-Vis <input type="checkbox"/>	 Eye Protection <input type="checkbox"/>	 Safety footwear <input type="checkbox"/>	 Gloves <input type="checkbox"/>	 Hearing Protection <input type="checkbox"/>
 Face Shield <input type="checkbox"/>	 Dust Mask <input type="checkbox"/>	 Apron <input type="checkbox"/>	 Overalls <input type="checkbox"/>	 Respirator <input type="checkbox"/>	 Harness <input type="checkbox"/>

PROCEDURES:

- 1. The SWMS must be specific to task, including the site environment and the particular workers, equipment, hazardous chemicals and materials;**
- 2. The workers and supervisors involved in carrying out the work activity must be consulted in identifying the safety hazards and determining the safe work methods.**
- 3. Any significant change to the work process or sequence or to the type of plant or material used is to trigger a review of this SWMS as is any incident, accident, injury, near miss or Environmental breach or notice served by a regulatory body.**
- 4. Changes are not to be made to the safe work methods prescribed in this SWMS without first consulting with the work team.**
- 5. Changes are to be documented, reviewed and approved before instructing the workers involved in the changes.**

CONSIDERATIONS – (In preparing or reviewing this SWMS the following considerations may need to taken into account)

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> Legislative requirements/Relevant Codes of Practice Relevant Codes of Compliance/WorkSafe Safety Alerts Manufactures / Suppliers recommendations Project Safety Rules and requirements | <ul style="list-style-type: none"> Project Safety Management Plan Environmental Management Plan Engineering / Client approvals Previous (similar work) injuries or incidents | <ul style="list-style-type: none"> Plant & Equipment suitability Experience/Competency/Licensing of workers/operators/Supervisors SDS's attached to SWMS Industry specific alerts/guides |
|---|--|--|

APPLICABLE STATE WHS LEGISLATION:	APPLICABLE CODES:	APPLICABLE AUSTRALIAN STANDARDS:	OTHER:
- Occupational Health & Safety Act (Vic) 2004 - Occupational Health & Safety Regulations (Vic) 2017	<ul style="list-style-type: none"> Compliance Code for Plant Compliance Code for Manual Handling Compliance Code for Hazardous Substances Compliance Code Prevention of falls Compliance Code First Aid in the workplace 	<ul style="list-style-type: none"> AS/NZS 2161.2: 1998 Occupational protective gloves – General requirements; AS 1270: 2002 Acoustics – Hearing protectors; AS 2359.1-1995 Powered industrial trucks – General; AS/NZS 3012:2010 Electrical installations – Construction 	The Code of Practice for Manual Handling (No. 25, 2000); - AS4801 Australian Standard Occupational Health & Safety;

RISK MATRIX – (To be used to evaluate work activities with initial and residual risks)

RISK CALCULATOR							RISK CLASS	LIKELIHOOD - CONSEQUENCE	HIERARCHY OF CONTROLS USED	SUBCONTRACTORS				
		CONSEQUENCE					1	The hazard has the potential to: • Permanently disable or kill; • Cause major damage to the structure; • Have significant impact on the surrounding environment.	<input type="checkbox"/> Elimination	Is it Necessary?	1.			
		Consequences Insignificant	Consequences Minor	Consequences Moderate	Consequences Major	Consequences Catastrophic			<input type="checkbox"/> Substitution	Is there a less hazardous alternative	2.			
LIKELIHOOD	Almost Certain	1	1	1	1	1	2	The hazard has the potential to: • Cause major injury; • Cause minor damage to the structure; • Breach the site boundary and pollute local environment.	<input type="checkbox"/> Isolation	Restrict Access	Induction Completed?	Yes		No
	Quite Possible	2	1	1	1	1			<input type="checkbox"/> Engineering	Eg. Plant Guards	Qualifications Checked	Yes		No
	Remotely Possible	3	2	1	1	1	3	The hazard has the potential to: • Cause minor injury; • Be contained within the site boundary.	<input type="checkbox"/> Administrative	Eg. Training, Safe Work Procedures	SWMS completed?	Yes		No
	Conceivable but very unlikely	3	3	2	1	1			<input type="checkbox"/> PPE	E.g. Safety Goggles	Insurances Checked?	Yes		No
	Practically impossible	3	3	2	1	1								

Legend: 1 – High Risk - immediate action required/Senior management attention needed; 2 - Moderate risk; management responsibility must be specified; 3 - Low risk; manage by routine procedures

REVISION NO:	01	02	03	04	05	06	07	08	09
INITIAL:									
DATE:									

ORGANISATION & WORK DETAILS

Organisation Name:	P&R A/C Services Pty Ltd	Contact Name:	Brad Newman	Contact Position:	Director
ACN/ABN	ABN: 56 139 969 798	Contract Phone No:	Telephone: (03) 9703 1367 Facsimile: (03) 9703 1587	Project:	
Address:	8 Eton Court, Hallam, Vic 3803	Activity:	Service & Maintenance of airconditioning equipment, ducts & units	Resources Trades Involved:	
Power & tools Equipment Used:	Drills/Welders/Grinders				
Control Measures for Plant & Equipment	As per SWMS detail – Heights Training				
Maintenance checks:	Regular Intervals (weekly);				
Pre-work brief:	Every morning on site prior to commencing works or when a hazardous task is to be performed.				
Training:	Construction Induction Card, Site Induction				

SITE HAZARD INSPECTION (Undertake a full site assessment prior to commencing works)	LIST SITE HAZARDS: (e.g. Noise/chemicals/fire etc.): (refer body of SWMS):	Ensure you check for any site hazards. Do not commence work if the risk/hazard exists and cannot be eliminated or controlled. Contact Supervisor/Manager before starting work.
	<ul style="list-style-type: none"> NOISE (power tools > 85 dB (ear protection/PPE). Is there risk of noise that could cause damage?) 	CHEMICALS (Gloves/Respiration protection required? SDS Sheets available) Is there a risk of chemical exposure?
	<ul style="list-style-type: none"> ASBESTOS – Is there asbestos on site or could there be asbestos on site that requires further inspection/ assessment? 	ELECTRICAL Can anyone be injured by electric shock or burn due to live conductors/overload of circuits/lack of isolation/nearby water?
	<ul style="list-style-type: none"> LIVE – Is there any equipment that could be live & be a risk to workers? 	ENTANGLEMENT – Can anyone become entangled in moving parts?
	<ul style="list-style-type: none"> SITE HAZARDS – Egress/Access/Parking/Conditions/Amenities etc. 	CRUSHING – Can anyone be crushed due to material falling/plant tipping or collapsing/being trapped?
	<ul style="list-style-type: none"> HEIGHTS EQUIPMENT Is heights equipment safe, checked and meets AS standards? 	SLIPPING/TRIPPING/FALLING – Can anyone working near plant slip, trip or fall due to surfaces/obstacles?
	<ul style="list-style-type: none"> TRAFFIC - Is there a risk of traffic collision/incident/injury? 	EXPLOSION – Is there a risk of explosion of gases/vapours/liquids/other substances?
<ul style="list-style-type: none"> CONFINED SPACES – Do not enter a confined space. Permit must be obtained & training provided. Contact Manager 	COMMENTS:	

Worker Details & Signatures

Person Responsible for SWMS Compliance: I have reviewed the Safe Work Method Statement content and approved the proposed work activity to commence once applicable communication has been undertaken with relevant persons. I will supervise the above staff, inspect and approve work conditions, work methods, plant, equipment & machinery as listed in this Safe Work Method Statement. This document will be reviewed every week during the length of the project. **Signed by a Senior Management Representative of the Company:** **Name:** _____ **Signature:** _____ **Date:** _____

Controls of Workers’ Health: Workers listed below undertaking work on this site have been trained in understanding the health issues that they may face whilst undertaking work listed in this Safe Work Method Statement. This includes Manual Handling, Fatigue Management, Driver Safety, Working in heat and Sun, Noise, Wearing of PPE, Alcohol, Drug & Smoking Mistreatment, Emergency Procedures, Fire Safety, Plant Room Safety, Working from Heights, Workplace Bullying and working with Hazardous Substances.

Worker Signatures: This Safe Work Method Statement has been developed through consultation with our Workers & has been read, understood & signed by all Workers working on this job. **Workers will complete the sign of this Safe Work Method Statement on site on job commencement and confirm the above.**

Worker’s Name	Trade/Classification	Licence Details	Expiry Dates	Signature	Date
1					
2					
3					
4					
5					
6					

ALWAYS CONDUCT A WORKPLACE INSPECTION BEFORE STARTING ANY WORKS & ENSURE SITE INDUCTION COMPLETED

1ST YEAR APPRENTICES &/OR TRAINEES ARE TO WORK IN DIRECT SUPERVISION OF A MORE EXPERIENCED WORKER. ONLY THOSE EMPLOYEES WHO ARE COMPETENT WITH A PARTICULAR TASK ARE TO BE ALLOCATED THAT TASK. PPE TO BE WORN AS PER SITE REQUIREMENTS.

SITE TEAM MUST ATTEND SITE SPECIFIC INDUCTION PRIOR TO COMMENCING WORK. SUPERVISOR TO LIAISE WITH THE COMPANY REPRESENTATIVE TO ASSESS THE AREA FOR ACCESS AND ERECTION. TOOLBOX TALK TO BE HELD PRIOR TO COMMENCEMENT OF WORK IF REQUIRED.

Item	ACTIVITY Break The Job into steps	POTENTIAL HAZARDS	Risk Score 1-3	Control Measures Action to be taken to ensure job is as safe as possible <i>For each identified hazard, list the controls to be implemented based on the hierarchy of controls.</i>	Resultant Risk 1-3	Person Responsible	If task applicable, please read & sign
1	Site Induction for all P&R A/C Services Staff & subcontractors	<ul style="list-style-type: none"> Injury loss or damage could occur to personnel and/or equipment 	2	<ul style="list-style-type: none"> Ensure that inductions to site for all P&R A/C Services Staff & subcontractors. P&R A/C Services to ensure all subcontractors have their own SWMS approved by management and staff have read and signed off on P&R A/C Services SWMS. agree to scope of works with Site Manager (including how other trades will be excluded/ restricted from work area) 	3	P&R A/C Services Staff	
2	Assess work Area for hazards.	<ul style="list-style-type: none"> Slips, trips & falls; Hit By Traffic & Knocked over by vehicle; 	2	<ul style="list-style-type: none"> SITE WALK – IDENTIFY SERVICES. Thoroughly inspect work area and access pathways for hazards; Wear appropriate PPE, adhere to all signs and site requirements. Follow Traffic Management procedures. Ensure adequate lighting & ventilation. Ensure adequate fall protection measures are in place if working at heights 	3	P&R A/C Services Staff	
3	Unloading Vans & Trucks	<ul style="list-style-type: none"> Hit by Traffic & knocked over by vehicle Cuts & Abrasions Slips, trips and falls; & Slipping on wet areas Back strain Collision of delivery truck with pedestrians or vehicles 	1	<ul style="list-style-type: none"> Cordon off suitable area when unloading; Always wear high visibility vest on site; adhere to walkways/barriers; Use spotter where required Wear gloves, safety boots & other personal protective equipment Site Induction for ALL employees Always keep work area tidy & remove rubbish Unload vehicle in clear level area; Ensure site is clear of waste materials Park in specified areas Training in manual handling; Team lifting to carry equipment Risk assessment of job site and work area; Use trolley where required Use mechanical lifting devices if required; Ensure: <ul style="list-style-type: none"> Traffic management in place where required Sufficient Lighting Suitable weather conditions Installation manual available and read by all installers Equipment operational and in good condition Materials available as required 	3	P&R A/C Services Staff	
4	Assess work area for hazards	<ul style="list-style-type: none"> Slips, trips & falls Hit By Traffic & Knocked over by vehicle; 	2	<ul style="list-style-type: none"> Thoroughly inspect work area and access pathways for hazards; Wear appropriate PPE, adhere to all signs and site requirements Follow Traffic Management procedures. Always wear high visibility vest on site Ensure adequate lighting & ventilation. 	3	P&R A/C Services Staff	

5	Set up Site for Work	<ul style="list-style-type: none"> • Personal Injury • Electric Shock • Back strain 	2	<ul style="list-style-type: none"> • Only use licensed & qualified trades people to do the work • P&R A/C Services Management to ensure all subcontractors have their own SWMS approved by management and staff have read and signed off on own SWMS. • agree to scope of works with Site Manager (including how other trades will be excluded/ restricted from work area) • All electrical supplies isolated and tagged where possible. • Correct personal protective equipment to be used. Eg. Protective clothing, gloves, foot protection, eye protection face mask & ear protection etc. • Work area to be cleared to allow for unrestricted movement in, out and around the area where works are to take place. • Ensure adequate lighting and ventilation. • Erect barricades to restrict access to the work area where necessary. • Identify all hazards that are present. • Training in manual handling; Team lifting to carry equipment • Risk assessment of job site and work area; Use trolley where required • Use mechanical lifting devices if required; 	3	P&R A/C Services Staff	
6	Disconnect and reconnect fixed wired electrical equipment	<ul style="list-style-type: none"> • Electrocution 	1	<ul style="list-style-type: none"> • Ensure you hold an Electrical License to disconnect-connect electrical equipment • Ensure appropriate persons are consulted to ensure work is coordinated effectively with others involved in the work site. • Ensure you determine the point of isolation of electrical equipment to be disconnected • Ensure tools, equipment and testing devices needed to carry out the work are checked for correct operation & safety • Ensure conductor connection sequence is recorded and labelled in accordance with established procedures. • Ensure Isolated equipment is confirmed as de- energised • Ensure electrical equipment is disconnected from fixed wiring without damage to other components • Ensure the point of isolation of the circuit to which the electrical equipment is to be connected is determined. Ensure original and/or replacement electrical equipment is tested to ensure it is safe to connect to the electrical supply and use. • Ensure electrical equipment is connected to comply with requirements. • Test the operation of electrical equipment to ensure connection. • Wear adequate gloves (power proof) as advised when testing. 	3	P&R A/C Services Staff	
7	Isolate, Lockout & Test	<ul style="list-style-type: none"> • Electrocution 	1	<ul style="list-style-type: none"> • Identify ALL energy sources to be isolated. Do not work live. • Use appropriate PPE designed for electrical testing • Ensure power sources where inadvertent contact could occur in the course of works to be conducted are also isolated. • Rack-out or remove removable breakers • Sign and include warning of any abnormal hazard • Prove electrical testing equipment is working correctly before proving apparatus is de-energised. • Confirm de-energisation before commencing work • Install prohibited area signage or barricade isolation sources • Locks and Danger Tags to be removed by person who placed and signed (except by supervisor in exceptional circumstances) • Wear adequate gloves (power proof) as advised when testing. 	3	P&R A/C Services Staff	

8	Installation of Duct/Pipework & fans	<ul style="list-style-type: none"> Injury to bystanders or others in area may occur; Falling equipment; Damage to property Manual handling injuries; Back strain; 	2	<ul style="list-style-type: none"> Check work area thoroughly for any obstacles prior to installation. Clear any obstacles prior to set up Wear gloves, safety boots & other personal protective equipment Always wear goggles/glasses when using power tools Use mechanical lifting devices if required. Caution: Sheet metal can be sharp and burs are possible. Wear gloves Follow all manufacturer safety guidelines for your cutting tool Always wear Eye & Ear Protection: for use whenever cutting pipe. cordon off area; use spotter if required; use barriers & signs Training in manual handling; Team lifting to carry equipment 	3	P&R A/C Services Staff Site Foreman	
9	Working on Airconditioning, Compressors & Condensing Units; Motors, valves, fan blades, coils & filters. Using power tools.	<ul style="list-style-type: none"> Manual Handling Injury/Back Strain Crush Injuries Acute Affects - Corrosive Eyes / Skin Irritation Swallowed Electric shock, manual handling strains, cuts to hands, exposing hands to cold equipment parts 	2	<ul style="list-style-type: none"> Always cordon off work area before commencing; make area safe Training in manual handling; Team lifting to carry equipment Risk assessment of job site and work area; Use trolley where required Make sure that the lifting is properly secured and is attached to the eye bolt or lifting point on the compressor and that the lifting gear is balanced over the load to prevent it unbalancing in the air. Never stop underneath the load or move between it and walls and other plant equipment. Use mechanical lifting devices if required; Use trolley when required and use correct manual handling techniques. Wear goggles & gloves Wear protective clothing Good hygiene practices – wash hands etc. after use. Isolate the supply and place a danger tag on the circuit breaker. Test and check supply at case in de-energised. Be aware of body position when working on the case; avoid awkward and twisted positions as best as possible. Wear adequate PPE – gloves as required Identify any unguarded fans or belts that may cause entanglement or injury when in operation at normal times. Use tools in good condition with good insulated parts when testing electrical parts (electrical meter). At the completion of the work, reassemble the case to operating condition/remove the danger tag. Check case is operating & clean area. Ensure care to be taken when moving condensers into position that all personnel are clear, keep hands etc. well clear of final position point. Use danger tape to maintain a clear path to the roof or a spotter to warn others in the workplace. Always use tagged & tested power tools with RCD protected supply 	3	P&R A/C Services Staff	
10	Prepare welding equipment & other hot work equipment (such as angle grinders) and work area for	<ul style="list-style-type: none"> Injury to other persons in the area (welding flash & burns) Untrained personnel may be injured if allowed to conduct 	2	<ul style="list-style-type: none"> Complete hot work permit Check work area thoroughly for any obstacles prior to installation. Clear any obstacles or flammable material prior to set up Ensure only trained welders conduct welding operations Ensure no persons are in the vicinity of the area where welding tasks are being done; Remove other personnel or wait until area clear before commencing; Barricade or cordon off the area to keep persons out of the area; 	3	P&R A/C Services Staff Site Foreman	

	hot works	<ul style="list-style-type: none"> welding operations; Falling equipment; Damage to property Manual handling injuries/back strain; Inappropriate screens 		<ul style="list-style-type: none"> Use welding screens to ensure no flashing can affect other personnel; Screens should be made from non-flammable material, be of appropriate size and positioned to avoid sparks, slag or hot materials from injuring other workers. Ensure suitable PPE available for welding operations Ensure proper fire extinguisher close by. Carry cylinders according to manual handling guidelines; use trolley to move cylinders Check cylinder valves to make sure secured. Never move an oxygen tank around without its valve cap screwed in place. 			
11	Set Up Welder & equipment for use	<ul style="list-style-type: none"> Fire risk if flammable/combustible materials are present; Risk of explosion 	2	<ul style="list-style-type: none"> Undertake thorough inspection of equipment - Ensure equipment is not damaged Welding must not be carried out in an environment where flammable materials are present. Check hot work permit. Ensure good ventilation when welding will help to avoid large chemical exposure. Use extreme caution when welding pipes or tanks to avoid explosion. Ensure welding mask available; Ensure non-flammable clothing available Ensure flashback arrestors are fitted to each end of the hoses; check details 	3	P&R A/C Services Staff	
12	Welding/Hot Work Activities	<ul style="list-style-type: none"> Fire risk if flammable/combustible materials are present; Risk of explosion; Poor housekeeping – personal injury 	1	<ul style="list-style-type: none"> Ensure regulators have their adjusting screws released by turning them counter clockwise till free before opening cylinder valves. Stand to the side of a regulator, not in front of it when opening cylinder valves. Ensure proper welding goggles, gloves and clothing when operating Oxy-Acetylene equipment. Ensure fire extinguisher handy when operating Oxy equipment. Ensure you replace cylinder caps when finished using cylinders. Ensure the proper regulator for the gas in the cylinder. Ensure cylinders are in the upright position only. Ensure you are aware of others around you when using a torch. Do not let welding hoses come into contact with torch flame or sparks from cutting. Ensure a stable and useful flame is obtained all times when using gas welding systems; Clean up any debris or waste from welding activities 	3	P&R A/C Services Staff	
13	Set up & Prepare for Unit Loading	<ul style="list-style-type: none"> Serious Daamage to Property Personal Injury 	2	<ul style="list-style-type: none"> Duct/Forklift Operator/Crane Operator to be licensed to carry out work. Do inspection before commencing. Ensure you work over 2 m away from edges & openings; Ensure you are trained in roof safety; 	3	P&R A/C Services Staff Subcontractor	
14	Move ductwork, pipework & equipment onto roof	<ul style="list-style-type: none"> Injury to bystanders or others in area may occur; Falling equipment; Damage to property 	1	<ul style="list-style-type: none"> Ensure all by bystanders are removed from area. Crane driver to ensure area is clear and safe before positioning crane. Keep area isolated from pedestrians, bystanders and vehicles whilst lift occurs. Crane operator to ensure crane operator risk controls in place Follow site traffic routs & speed limits 	3	P&R A/C Services Staff Subcontractor	
15	Use Duct Lifter	<ul style="list-style-type: none"> Injury to bystanders or others in area may occur; Falling equipment; Damage to property Manual handling injuries; Back strain 	1	<ul style="list-style-type: none"> Ensure all by bystanders are removed from area. Wear gloves and use correct manual handling techniques. Keep area isolated from pedestrians, bystanders and vehicles whilst lift occurs. Ensure equipment has been checked and safe to use Ensure staff trained to use duct lifter Always use an approved duct lifter; abide by manufacturer’s instructions Always use 2 person for duct lifting operations 	3	P&R A/C Services Staff	

16	Wire Units	<ul style="list-style-type: none"> • Electrocution • Personal Injury 	1	<ul style="list-style-type: none"> • Wear gloves, safety boots & other personal protective equipment • Check for overhead Electrical Hazards • Ensure that all electrical installations, electrical plant and equipment are fit for purpose, tested, inspected and tagged • Always use tagged & tested power tools with RCD protected supply • Ensure appropriate tests are conducted before applying power • Ensure electrician licensed to carry out work. • Check Electrician has relevant electrical SWMS in place 	3	Subcontractor	
17	Charging Gas Pipes Commissioning Units Reclaiming Refrigerant	<ul style="list-style-type: none"> • Cuts & Abrasions • Falls from Heights • Personal Injury • Liquid burns due to exposure to refrigerant; 	2	<ul style="list-style-type: none"> • Wear gloves, safety boots & other personal protective equipment • Use only when the bottle is in date and in good working order and always carry out visual inspection first. • Always keep work area tidy & remove rubbish • Carry SDS sheets; • Use appropriate Work gloves, suitable for freeze burns; • Use Safety glasses or goggles; Ensure running water available on site. • Care must be exercised to prevent burns and other thermal hazards • Examine the cylinder valve assembly for leakage, damage or tampering • Ensure adequate ventilation • Ensure that all power is disconnected and disabled to any equipment requiring recovery • Ensure locking out disconnects with approved lockout devices • Open valves slowly & know in advance if liquid vapour will be released • Do not plug pressure-relief devices • Fit gauge line between inlet side (vapour) of reclaim unit and suction side of system. Shut down system. • Hook service gauges (high side) up between outlet side of reclaim unit and clean/evacuate refrigerant bottle. • Place bottle on scales – DO NOT fill past the WATER CAPACITY mark. • Purge all gauge lines before opening. • Open valves on reclaim unit and bottle, then switch on the unit. • Charge to Water Capacity (WC), as indicated on the bottle. • Shut inlet valve on unit and turn off. Close bottle and remove lines. 	3	P&R A/C Services Staff	
18	Pressure testing (Using Nitrogen)	<ul style="list-style-type: none"> • Injury to bystanders or others in area may occur • Asphyxiation 	2	<ul style="list-style-type: none"> • Ensure you use a suitable regulator with the nitrogen cylinder. • Wear safety goggles & gloves • When the cylinder is not being used ensure the valve is closed. • Ensure the nitrogen cylinder is either secured or located in a position so that it cannot fall over. • Ensure the regulator valve is wound fully out (counter clockwise / anti clockwise). • Ensure you fit the regulator to the cylinder. • Fit gauges to the system and ensure there are no isolated sections within the part of the system to be pressure tested. • When opening the nitrogen cylinder valve, slowly wind the nitrogen regulator in (clockwise) to pressurise the system • Watch the gauge for pressure loss; If a leak is identified, the nitrogen should be vented, the leak repaired and the leak test procedure repeated. • When the maximum system allowable pressure has been reached, close nitrogen cylinder valve and the high pressure manifold valve. 	3	P&R A/C Services Staff	

				<ul style="list-style-type: none"> • Maintain the system at the maximum allowable pressure for the duration of the test. • Carry SDS sheets; • Use appropriate Work gloves, suitable for freeze burns; • Care must be exercised to prevent burns and other thermal hazards • Examine the cylinder valve assembly for leakage, damage or tampering • Ensure adequate ventilation 			
19	Using Platform Ladders;	<ul style="list-style-type: none"> • Fall from heights • Personal Injury 	1	<ul style="list-style-type: none"> • Never use a ladder If the task involves someone working at height and there is a significant risk of the person falling and being seriously injured or killed • Use platform ladders in lieu of A frame/step ladders on site • Users of ladders must be trained. • Inspect the ladder for damages or defects before use – If found faulty, do not use. • Fully enclosed slip resistant footwear should always be worn when using ladders. • Never use damaged or worn-out ladders. • Select and use the correct ladder for the job. • Check that the platform ladder tall enough for you to reach safely; • Never overload platform ladders. • Beware pinch points on folding ladders; • Verify ladder capacity – do not overload. • Set up on a stable base. • Locking spreader bars must be extended and locked. • Use three-point climbing contact. • Ensure your body is centred with the ladder stiles at all times and do not be tempted to over reach. • Stand flat and in the centre of the platform, use the rail for a steadying support when looking up. • Before moving a ladder make sure all tools, leads etc are removed. Descend and move – At no time should a ladder be “walked”. • Never climb from one ladder to another. 	3		
20	Using Step Ladders	<ul style="list-style-type: none"> • Fall from heights • Personal Injury 	1	<ul style="list-style-type: none"> • Only use step ladders when platform ladders are unavailable or cannot be used for the work being done; • Ensure that anyone using ladders has been trained in their use including heights training • Check for any evidence of faults such as missing, cracked, broken, loose, worn or warped parts on all ladders • To use a ladder safely it must be used on a solid and stable surface so as to prevent the ladder from slipping. • Ensure that all ladders are clear of powerlines; • Secure single & extension ladders at both the top and the bottom • Always have two hands free to climb up and down; • Make sure that no one works underneath the ladder; • Ensure a safe place to stand when alighting from the ladder. • A second person to be used as a ‘spotter’ to keep area clear below and to pass tools as required and provide additional support where required. • Ensure ladder has correct footing; Ensure the ladder has non-slip feet; • Always place single and extension ladders at a slope of four to one, and setting up stepladders in the fully opened position; and secure single and extension ladders at both the top and bottom. 	3		

				<ul style="list-style-type: none"> • Use non-conductive ladders when working on electrical installations; • Always set up the ladder where there is no chance of the ladder being hit or knocked; • Always work from within the ladder stiles and not overreach. 			
21	Unloading/Loading Scissor Lift	<ul style="list-style-type: none"> • Structural failure • Overturning • Contact or collision • Falling objects. 	1	<ul style="list-style-type: none"> • Ensure you have adequate training and knowledge of the process of loading/unloading scissor lift from its vehicle • Use spotter if required – ensure risk assessment is completed before carrying out tasks to ensure it is safe to complete task • Only load & unload whilst trailer is stabilised by being attached to vehicle or other means • Beware of uneven ground and power lines • Check Ground Conditions- Inspect ground conditions in the site area before unloading – Check floor surfaces for holes, bumps, drop offs, obstructions, debris, concealed holes and other potential hazards • Ensure gradient ramps are adequate for the Scissor Lift being loaded/unloaded • Ensure ramps are adequately secured to the truck/trailer • Ensure the machine is level at all times 	3		
22	Using Scissor Lifts/EWP	<ul style="list-style-type: none"> • Fall from heights • Personal Injury • Scissor/EWP Failure 	1	<ul style="list-style-type: none"> • Only use licensed & qualified trades people to do the work • All plant must be inducted to site prior to commencing; to be done in conjunction with yellow log book • Ensure nominated unloading area prior to unloading • Manage setting up on public roads in accordance with TMP • Inspect before use. Ensure: <ul style="list-style-type: none"> - equipment, including labelled controls and safety devices, present and working; - complete log books; - SWL is displayed; - Tyres are not cracked/damaged and pressure is adequate • Be aware of environmental conditions: <ul style="list-style-type: none"> - low visibility; - overhead obstructions (such as ceilings); - hazardous atmospheric contaminants; - confined spaces (carbon monoxide build-up); - Heavy rain/ high winds. • Set up exclusion zone around the base of scissor lift and appropriate signage to be in place where deemed necessary. Keep away from pinch points • Ensure tyres are inflated to correct pressure. • All persons operating a scissor lift must have completed training/be competent to use it • Cordon off suitable area when setting up • Always wear high visibility vest • Never attach wire, cable or similar to the platform • Check soft ground or sloping surfaces, nearby building/structures, overhead power lines, underground services, ground cavities & wind/weather conditions • Checks must include the safety devices and interlock controls. • Warning signs must be displayed • Where the EWP/scissor lift is to be used in the vicinity of obstacles or hazards at floor level, a second person on the ground is required as a spotter. • Check for overhead clearances. • Ensure ground is not slippery, uneven, or sloped. • All guard rails/access doors shall be closed before lifting commences • Ensure warning devices are correctly operating • All materials, tools and equipment taken on the scissor lifter shall be properly secured to prevent falling while operating 	3		

				<ul style="list-style-type: none"> When finished: <ul style="list-style-type: none"> Lower platform at the end of shift, position in safe location, remove keys and secure Follow Shutdown Procedure Fully lower the platform. Push the emergency stop buttons - On the operator console & on the base control. Turn the base key switch to the off position. If you are finished with the Scissor Lift, clear all tools, debris, etc., from the platform and plug the Scissor Lift in to recharge the battery. 			
23	Working from Roofs Working in Ceilings	<ul style="list-style-type: none"> Falls from Heights Personal Injury 	1	<ul style="list-style-type: none"> Undertake Risk Assessment – Working from Heights Ensure your entry and exit point to roof & ceiling is able to be accessed with ease and has sufficient barricades in place. Ensure the roof & ceiling space is structurally sound and can hold the weight of employees & equipment. Use a system to prevent sliding & to prevent falls from the perimeter. Use one or more of the following systems in such circumstances: aerial access equipment, such as a scissor lift/cherry picker; a work positioning system, such as a travel restraint or industrial rope access system Make sure any skylights, vents, parapets or roof sheets that are fragile are clearly identified and visible and have either access barriers or edge protection such as guard railing installed around them Do not stand on plasterboard or similar fragile material Where work done on a fragile roof, temporary or permanent walkways ensure guard rail Erect barricades to restrict access to the work area where necessary. Erect lifter with an adequate board to support ceiling around material Ensure the area is illuminated and provide temporary lighting where required. Where it is not possible to work from a fixed platform work from portable access platforms (crawling boards). Where the slope of the roof exceeds one to six, cleats should be fixed to the top side of the walkway planks and the walkway should be adequately secured. Where safety mesh is present access across a fragile roof may be provided by crawl boards or planks laid across the pitch of the roof to provide lengthwise access. Where possible use planks or specially designed crawl boards for safety, work from suitable 'crawling boards' spanning four joists. Always assess the ceiling space before commencing works & check the joists and rafters for width and stability before laying crawling boards Ensure adequate manual handling techniques when lifting and carrying timber boards Ensure training in manual handling – use aid where required 	3		
24	Working in Plant Rooms	<ul style="list-style-type: none"> Slips, Trips, Falls Personal Injury Head Injuries Electric shock, manual handling strains, cuts to hands, 	1	<ul style="list-style-type: none"> Observe all rules & precautions outlined in building, around the site & at site induction Wear relevant Personal Protective Equipment Ensure hair is tied back; Safety shoes must be worn Ensure adequate lighting in the plant room. Training in manual handling; Team lifting to carry equipment Risk assessment of job site and work area; Use tools in good condition with good insulated parts when testing electrical parts (electrical meter). NEVER TOUCH LIVE EQUIPMENT 	3	P&R A/C Services Staff	

25	Clean Work Site	<ul style="list-style-type: none"> • Personal Injury • Cuts & Abrasions • Slips, trips and falls 	2	<ul style="list-style-type: none"> • Always wear , gloves, safety boots & other PPE • Ensure cylinders are moved using appropriate trolley • All mobile plant to be secured and keys removed to prevent any unauthorised access. • Keep area tidy and remove rubbish • Load vehicle in clear level area; • Ensure site is clear of waste materials • Team lifting to carry equipment • Correct disposal of waste procedures to be followed. 	3	P&R A/C Services Staff Site Foreman	
26	General emergency procedures	Personal Injury Death	1	<ul style="list-style-type: none"> • All precautions must be taken to ensure that contact with utilities will not occur. • Work must not be undertaken within No Go Zones of power-lines unless • Authorised by the relevant electrical Supply Authority or under Access Permit conditions. • Do not store, stack or keep machinery or equipment under powerlines. • Ensure rescue equipment available, functional, suitable for purpose, adequate for task. • Fire protection equipment available and tested/functional and adequate for response • First Aid equipment – packing material, blankets, wound management, etc. • Communication equipment – service in area, batteries charged, functional, • PPE – as required • If victim is in contact with power (or if this is unknown), do not attempt to touch the victim until the power is isolated. The only exception is if you are Low Voltage rescue trained and can effectively identify the voltage as Low, maintain safe distance and have appropriately insulated equipment. At such time, provide medical attention as required. • Underground Utilities: GAS: • Shut down all equipment, and work processes near-by. • Evacuate all persons from area (include near-by neighbours if relevant) • Ensure no Hot Works, flammables or ignition sources are present • Contact Gas provider and emergency services • Do not reverse/remove equipment • Allow emergency services to respond accordingly. • When safe to do so, contact relevant Work Health and Safety Authority and await instructions from Inspector (e.g.: leave site undisturbed). • Co-operate with relevant investigatory authorities (police, emergency services, WHS Inspectors, Coroner or Coroner Representatives etc). • Cease work, review SWMS and conduct thorough incident investigation • Always contact Site Manager and follow incident reporting processes. 	3	P&R A/C Services Staff	
22	Other			<ul style="list-style-type: none"> • 			

SECTION 51: HEALTH & SAFETY COMPLIANCE CHECKLIST



a/c services

MAINTENANCE • BREAKDOWNS • SERVICE

JOB DETAILS: _____ LOCATION: _____

START DATE: _____ END DATE: _____

Please assess each area for risk and where a risk exists, please identify in the box how hazardous the risk is by identifying with a key as outlined below. Ensure adequate corrective action is taken before commencing works:

HAZARD CLASSIFICATION KEY -

A: Condition Is Serious & Should Be Rectified Immediately

B: Condition Is Less Dangerous & Is To Be Rectified On That Shift Or Day

C: That Which Is Potentially Dangerous & Administrative Priorities May Be Set To Ensure Safety

GENERAL	NO HAZARD	HAZARD	KEY	CORRECTIVE ACTION TAKEN
1. SITE INDUCTION				
2. SWMS COMPLETED & COVERS ALL TASKS				
3. EMERGENCY PROCEDURES IN PLACE				
4. SAFE ACCESS/EGRESS/WALKWAYS				
5. TRAFFIC MANAGEMENT				
6. SAFETY SIGNS / BARRICADES IN PLACE				
7. HOUSEKEEPING				
8. ACCEPTABLE TEMPERATURE				
9. ACCEPTABLE VENTILATION				
10. EXCESSIVE NOISE				
11. CONDITION OF STAIRS/LADDERS/HANDRAILS				
12. ADEQUATE PPE AVAILABLE				
13. FIRST AID KIT AVAILABLE				
14. ACCESS TO FIRE EQUIPMENT				
15. CHEMICAL & SPILL KIT				
16. SDS SHEETS AVAILABLE				
HEIGHTS				
17. SCAFFOLD ASSEMBLED TO REGULATIONS				
18. MOBILE SCAFFOLDS				
19. TRIPPING & FALLING				
20. LADDERS FIT FOR PURPOSE				
21. ROOF SAFETY				
22. EWP/SCISSOR LIFT BARRIERS				
23. EWP/SCISSOR CLEARANCE				
24. FALL ARREST/HARNESSES FIT FOR PURPOSE				
PLANT & EQUIPMENT				
25. CONDITION & SERVICEABILITY				
26. CABLES, ROPES, CHAINS, SLINGS				
27. HAND POWERED TOOLS/ELECTRICAL				
28. CONDITION & SERVICEABILITY				
29. PROPERLY TAGGED & TESTED				
30. RCD PROTECTION				
31. ADEQUACY OF TEMPORARY POWER BOARDS				
32. MAINTENANCE & ACCESS				
AMENITIES				
33. CONDITION OF AMENITIES				
34. CONDITION OF TOILETS				
35. WASTE FACILITIES				
36. RUNNING WATER				
OTHER				

I have completed or assisted in completing this checklist: I have read & understood relevant SWMSs relating to the work I am doing and understand the risks involved. I am aware of the Company's OH&S Safety Policy, Safety Rules, Risk Assessments & Safe Work Practices. I will wear any Personal Protective Equipment required of me. Should I require assistance, I will discuss with my supervisor or Manager.

Name:
Name:

Signature:
Signature:

Date:
Date:



53.0 HAZARDOUS SUBSTANCES

P&R A/C Services Pty Ltd will not commence construction work at a place of work unless:

- Provision of a current (within 5 years of the date of issue) SDS for all products and substances to be used for the work activity.
- Review of the Safety Data Sheet (SDS) to determine if the product or substance is classified as hazardous.
- All employees involved in the use of products classified as hazardous, are provided with information and training to allow safe completion of the required task.
- As a minimum standard, all safety and environmental precautions for use listed on the SDS are followed when using the substance and are included in the Safe Work Method Statement.
- No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current SDS.
- All products and substances to be brought to the workplace are to be documented.
- Considers the following when selecting chemicals and substances for use on site:
 - Flammability and exclusivity;
 - Toxicity (short and long term);
 - Carcinogenic classification if relevant;
 - Chemical action and instability;
 - Corrosive properties;
 - Safe use and engineering controls;
 - Environmental hazards; and
 - Storage requirements.
- All storage and use of hazardous substances and dangerous goods is in accordance with the SDS and legislative requirements.
- All hazardous substances and dangerous goods are stored in their original containers with the label intact at all times.
- Hazardous substances and dangerous goods of any quantity are not stored in amenities, containers (unless properly constructed for the purpose), sheds or offices.

Product Name	Application	Quantity	Product labelled		SDS		Classified as Hazardous in the SDS *	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
To Be Advised			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

* If YES: The risks and control measures associated with the use of the product/ substance and the precautions for its use are outlined in the Safety Data Sheets

54.0 PLANT, LIFTING & FIRE EQUIPMENT

P&R A/C Services Pty Ltd will not commence construction work at a place of work unless:

- Carrying out of regular inspections and maintenance of all plant and equipment.
- Ensuring all plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations.
- Ensuring the inspection and maintenance history of each item is documented.
- Ensuring control measures are implemented and documented for all plant and equipment, including its operation, deemed as high risk.
- Ensuring the effect of all plant and equipment on the workplace is considered and documented at the front of the Safe Work Method Statement.
- Ensuring that pre-start checks, schedule of maintenance and fault reports are notified to the Works Supervisor, documented in plant log books and made available to relevant parties on request.
- Undertake that where plant and equipment is hired, the same requirements as above apply.

In undertaking regular checks of plant and equipment, P&R A/C Services Pty Ltd includes consideration of relevant aspects as follows:

Scissor Lifts / Boom Lifts	Excavators / Backhoes / Bob Cats
<ul style="list-style-type: none"> • Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Safety Booklet • Company Name 	<ul style="list-style-type: none"> • Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Seat Belt • Flashing Light • Forward & Reverse Beeper
Fork Lifts	Cranes
<ul style="list-style-type: none"> • Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Seat Belt • Flashing Light • Forward & Reverse Beeper 	<ul style="list-style-type: none"> • Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Crack Test Report • Regulatory Authority Plant Registration • Chains Tested and Tagged
Duct Hoists	Other...
<ul style="list-style-type: none"> • Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Safety Booklet • Company Name 	

59.0 SAFETY INCIDENT & HAZARD REPORT FORM



Name: _____ Project/Site/Job Details: _____

Location: _____ Activity/Service : _____

The following has been identified in relation to work:

AN ACCIDENT

An accident An accident is something that has gone wrong unexpectedly. Physical examples include an unavoidable collision (including a person or object falling by chance). The term is also applied to mean any undesirable outcome, even if it could have been avoided, such as getting injured by touching something sharp, hot, electrically live, ingesting poisons, or other injuries caused by lack of precautions.

A NEAR MISS/NEAR ACCIDENT

Any occurrence, including near-accident situations, which has the potential to cause personal injury, disease, death or property damage.

A HAZARDOUS SITUATION

A situation at the workplace capable of causing harm (ie. Capable of causing personal injury, occupational related injury, death or property damage)

Please note: A Register of Injury form must also be completed where an injury has been sustained. Refer 56.0 & 57.0 for details.

Risk Level: Class 1 (High) Class 2 (Medium) Class 3 (Low)

1. List the hazards/risks involved in this activity _____

2. Describe the circumstances leading to the incident/accident _____

3. What precautions need to be taken? _____

4. Were there any witnesses? If so, list: _____

5. Did you receive medical treatment? If so, what treatment? _____

Investigation Details: _____

By Whom: _____ By When: Immediate Within 24 hours Within 7 days

Corrective Action Required: _____

Completed by: _____ Time: _____ Date: _____

Signature: _____

Any further action required: _____

I declare that the information submitted in this form is correct and complete.

Date completed: _____ Signature: _____

Signature of person completing form



60.0 INJURY / INCIDENT / ISSUE OR EQUIPMENT DAMAGE REPORT FORM

Report Form No. _____		Date Form Completed _____	
Status: <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Other			
Outcome: <input type="checkbox"/> Injury <input type="checkbox"/> Incident <input type="checkbox"/> Issue <input type="checkbox"/> Equipment Damage			
1. DETAILS OF PERSON REPORTING INJURY / INCIDENT / ISSUE OR EQUIPMENT DAMAGE			
Name: _____		Telephone: _____	
Address: _____		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
_____		Date of birth: _____	
Position: _____		Experience (years/months) _____	
Date of Injury / Incident / Issue / Equipment Damage _____		Time _____ <input type="checkbox"/> am <input type="checkbox"/> pm	
Work Arrangement: <input type="checkbox"/> Casual <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other		Signature: _____	
2. DETAILS OF INJURY / INCIDENT / ISSUE OR EQUIPMENT DAMAGE			
<input type="checkbox"/> P&R A/C Services Pty Ltd – Office		<input type="checkbox"/> Other Location _____	
Name of Premises _____		Contact Ph No _____	
Address _____			
Describe what happened and how: _____			

<input type="checkbox"/> Yes (Details PPE used) _____			
<input type="checkbox"/> No (Details why PPE not used) _____			
Injury / Incident / Issue / Equipment Damage reported on Site		<input type="checkbox"/> No <input type="checkbox"/> Yes	
Name Who Reported To _____			
3. DETAILS OF WITNESS TO INJURY / INCIDENT / ISSUE OR EQUIPMENT DAMAGE			
Name: _____		Phone: (H) _____ (W) _____	
Address: _____			
_____ Signature _____			
4. DETAILS OF INJURY / INCIDENT / ISSUE OR EQUIPMENT DAMAGE			
Nature of injury (e.g. burn, cut) _____		Location on body (e.g. back, arm) _____	
Cause of injury (e.g. fall, shock etc.) _____			
Incident / Issue Involved (e.g. Hazardous Substance) _____			
Equipment Involved (e.g. Model No) _____			
5. TREATMENT ADMINISTERED FOR INJURY			
First Aid given <input type="checkbox"/> No <input type="checkbox"/> Yes		First Aiders Name _____	
Treatment: _____			

6. DID THE INJURED PERSON STOP WORK?

Yes No If yes, state date: _____ Time: _____

Outcome: Treated by doctor Hospitalised Workers compensation claim
 Returned to Normal work Alternative duties Rehabilitation

Name and Address of Doctor or Hospital _____

7. INCIDENT NOTIFICATION

Does the Injury / Incident / Issue / Equipment Damage require an Incident Notification Form to be completed for Workcover?

Yes – Notify Senior Management Rep _____ No

SECTION 8-12 MUST BE COMPLETED BY EMPLOYER

8. ACKNOWLEDGEMENT OF INJURY / INCIDENT / ISSUE OR EQUIPMENT DAMAGE

Details: _____

No Further Action Required Yes Investigation Required Name _____

Dated _____ Title _____ Signature _____

9. INVESTIGATION

Likelihood of recurrence	<input type="checkbox"/> No	<input type="checkbox"/> Possible	<input type="checkbox"/> Yes
Level of Risk:	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High

Outcome: _____

10. ACTIONS TO PREVENT RECURRENCE

Details of Action _____

11. ACTIONS COMPLETED

Name _____ Title: _____

Signature _____ Date: _____

Feedback to person involved _____ Date: _____

12. REVIEW COMMENTS

OHS Committee / Staff Meeting: _____

Reviewed by Managing Director (signed): _____ Date: _____

Reviewed by Health & Safety Rep.(signed): _____ Date: _____



1. Project Details				
Project name				
Project Address				
Project Dates	From	To	Report No:	
Prepared by:	Name:	Title:		
	Signature:	Date:		
2. Performance Indicators				
Indicator	Current Month	Cumulative Total	Monthly average	
Number of lost time injuries				
Working days lost due to injury				
Number of staff on return to work plans				
Number of first aid treatment injuries				
Number of new Subcontractors who started				
Number of inductions completed				
Number of hazard inspections conducted				
Number of safety meetings/toolbox talks conducted				
3. Incident Details				
Date of Incident	Description	Days lost current month		
4. Emergency Response Situations				
Item No.	Description	Risk	Status	
			Open	Closed
5. Corrective Actions (eg from hazard & incident reports or inspections)				
Date:	Details:	Follow Up:		
6. Inspections, Audits & WorkSafe Visits				
Date:	Details:	Follow Up:		
7. Comments on OHS Performance/Other Issues for reporting				