



national electrical and communications association



national electrical and communications association

**Recips**  
**11/56 Norcal Road Nunawading Vic. 3131**  
**ABN: 48 304 075 720**

**SITE SAFETY PLAN**  
**FOR**  
**Recips Service**  
**Various Jobs as required**

*Be warned. Any reproduction of this quality management system or associated documents without the express permission of the company and the National Electrical and Communications Association may immediately initiate legal action against that person or organization.*

# DOCUMENT CONTROL

CONTROLLED COPY NUMBER	
This is not a controlled copy unless a copy number is entered in RED in the box above	

Issue	Revision	Date	Description	Originator	Approved
00	01	June 2013	All Sections All Pages		

**DOCUMENT CONTROL**

COPY NUMBER: 01

ISSUED TO \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

*NOT CONTROLLED UNLESS SIGNED BY MANAGEMENT AND RECIPIENT*

# CONTENTS

NOTE: Hold down the CTRL key and left mouse click on a heading to jump to that page.

Arrangement	Page
INTRODUCTION	4
SITE WORK HEALTH AND SAFETY POLICY	5
ALCOHOL AND DRUGS POLICY	6
NO SMOKING POLICY	7
COMPANY VEHICLE POLICY	8
LIVE ELECTRICAL WORK POLICY	9
ULTRA VIOLET RADIATION PROTECTION POLICY	10
FATIGUE MANAGEMENT POLICY	11
MOBILE PHONE POLICY	12
ORGANISATION CHART	13
ROLES AND RESPONSIBILITIES	14
HAZARD REPORTING	16
SAFE WORK METHOD STATEMENTS / SWMS	17
TRAINING AND CONSULTATION	19
INDUCTION SKILLS AND EXPERIENCE	20
INJURY MANAGEMENT	21
COMMISSIONING ELECTRICAL SWITCHBOARDS	22
ELECTRICAL EQUIPMENT	23
HAZARDOUS SUBSTANCES	24
LIFTING GEAR	25
PLANT	26
PERSONAL PROTECTIVE EQUIPMENT (PPE)	27
FIRE PROTECTION	28
FIRST AID AND INCIDENT REPORTING AND INVESTIGATION	29
SAFE WORK AT HEIGHTS PROCEDURE	31
EXCAVATION AND TRENCHING PROCEDURE	32
SITE SAFETY PLAN SIGN ON	33

## INTRODUCTION

This document sets out the safety management strategy to be adopted by Recips during the course of the electrical, communications and data work on the following site:

Recips Service

Various Jobs as required

This document and subsequent revisions will be made available to Recips Service on request.

Recips details are

Company Name: Recips

ABN: 48 304 075 720

Company Address: 11/56 Norcal Road Nunawading Vic. 3131

The details of the Recips Site Supervisor are:

Name:

Phone:

Fax:

Mobile:

## Recips Approval

This Site Safety Plan has been approved for use by Recips Senior Management Representative.

Name: Dean Spicer

Position: Managing Director

Date: 11/10/18



## SITE WORK HEALTH AND SAFETY POLICY

At Recips our Site Work Health and Safety Policy is based on a belief that our workers are our most important asset and their health and safety is our greatest responsibility.

The public shall be given equal priority to that of our employees.

### Objectives

The objectives of our Site Work Health and Safety Policy are:

- To aim to achieve an incident free workplace.
- To make Work Health & Safety an integral part of every managerial and supervisory position.
- To ensure Work Health & Safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk control.
- To ensure all potential incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our Work Health & Safety management is dependent on:

- Effective consultation between Recips and our workers.
- Pro-active planning of all work activities with due consideration given to implementing Work Health & Safety controls that are suitable to each given situation.
- Understanding the total work process and associated Work Health & Safety risks.
- Ensuring the work team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all workers.

All workers are authorised and expected to safely stop work and immediately notify their supervisor if a task carries an unacceptable level of risk, or if an agreed Safe Work Method Statement cannot be complied with.

Dean Spicer  
Managing Director



## ALCOHOL AND DRUGS POLICY

Drugs and alcohol affect the functioning of the body and mind and can increase the chances of having an incident in the workplace.

Substance intoxication and conversely withdrawal can negatively affect performance in a number of ways. Impaired or altered memory, concentration, physical coordination, balance, dexterity, reaction times and mood could all contribute to risks of incidents. There is evidence that this can occur at even low levels of intoxication and can have serious implications on the safe operation of workplace equipment especially mobile plant.

The unauthorised possession, sale, supply or consumption of, or being under the influence of alcohol or illegal or prescription drugs in the workplace, is prohibited on all Recips worksites and may result in dismissal.

Workers who use drugs and/or alcohol can cause injury to themselves and others and damage their physical and mental health. Both employee and employers have responsibilities in dealing with such issues.

All personnel must report for duty at the workplace in a condition capable of safely carrying out their allocated tasks.

Workers are required to notify their Recips manager in a discreet manner if such incidents are evident in the workplace.

People taking prescription or over-the-counter medications that may impair performance are to advise their supervisor. Such advice will be treated confidentially.

A person who is considered to be under the influence of drugs or alcohol will be prevented from commencing or continuing to work whilst the person is considered to be incapable of performing their work safely.

Testing for drugs and alcohol may be conducted on-site or other nominated location on a random selective basis, or following an incident, or where there is a reasonable suspicion that an employee is in breach of this policy. Testing will be conducted by a registered medical practitioner (or other appropriate authority) of the company's nomination. The reasonable costs of such testing shall be borne by the company.

Persons who test positive or otherwise are observed to be in breach of this policy will be encouraged to seek counselling and rehabilitation. Ongoing issues relating to inappropriate drug or alcohol use may result in dismissal.

Dean Spicer  
Managing Director - Recips



## NO SMOKING POLICY

Recips has a policy of a smoke-free work place and this means that smoking is not permitted within any Recips workplace. The “workplace” is defined as all Recips sites, facilities and company vehicles.

Workers may only smoke during break times designated by their supervisor or outside normal work hours.

No unscheduled breaks are to be taken for the purpose of smoking outside the worksite or at designated smoking areas provided on site.

It will be the responsibility of all workers to ensure that their visitors/contractors are made aware of, and comply with, this policy.

Dean Spicer  
Managing Director - Recips



## COMPANY VEHICLE POLICY

Recips is committed to providing roadworthy vehicles sufficiently fitted out with appropriate safety equipment, cargo barriers and adequate storage units to ensure the safety of occupants who travel in the vehicle.

Recips vehicles may only be driven by persons authorised by Recips to drive that vehicle.

It is the vehicle operator's responsibility to ensure the vehicle is kept clean and tidy throughout with all tools and equipment correctly stored and contained.

Operators are also responsible for the daily or scheduled maintenance checks as per the manufacturers requirements. Regular maintenance, servicing and repair of breakdowns, insurances and registrations of the vehicle are the responsibility of Recips

Vehicle operators must have and carry the appropriate current licence for the type of vehicle they are operating. Vehicle operators must advise the company immediately of any variations, or any additional conditions placed on their licence.

All statutory and workplace road rules shall be adhered to at all times. Vehicle operator's found to be in breach of these rules including speeding and parking fines shall be responsible for any fines or penalties incurred through breach of the rules and may lose their right to operate the vehicle.

Any faults with the vehicle or involvement in any accident or incident must be reported to Recips immediately.

Vehicles are to be used for work purposes only and operators will refrain from using vehicles after hours or for private use without management approval.

No person shall operate the vehicle whilst under the influence of any illegal drugs or over the statutory limit for alcohol consumption. Company disciplinary procedures including dismissal shall apply for breach of this requirement.

Recips will not be responsible for damage to vehicle or loss of Company or private tools and equipment after hours if vehicle is not stationed at the vehicle operators' normal residential address.

Recips will not be held responsible for any insurance claims made if the above requirements are not followed.

Dean Spicer  
Managing Director - Recips





## LIVE ELECTRICAL WORK POLICY

Recips acknowledges that the company Management Team has a moral and legal responsibility (Duty of Care) to protect our workers, sub-contractors, plant and equipment, the general public and others from the risks that may arise from our work activities.

As an important part of this Duty of Care, working on or near exposed conductive parts that are, or could become live shall not be carried out unless our workers ensure that the following is complied with:

- All electrical circuits or electrical equipment handled in the course of that work are disconnected from the electricity supply, or
- Adequate precautions are taken to prevent electric shock or other injury in the handling of electrical circuits or electrical equipment in the course of that work.

Adequate precautions include but are not limited to:

- The necessity to do the particular task under live or energized conditions shall be discussed and documented by the Recips Responsible Person, the client's Responsible Person and the Electrical Workers who are to perform the work.
- Exhausting all other alternatives to working on the electrical equipment in a live state. Where It has been genuinely agreed between all parties that there are no other options, eg, isolating the section where the work is to be done or working de-energised out of hours.
- A task specific risk assessment is carried out and documented.
- Applying and adhering to the basic Principles of Risk Management.
  - (i) Identifying the hazards;
  - (ii) Assessing and prioritising the risks; and
  - (iii) Applying control measures to mitigate the identified risks.
- As a minimum, the risk assessment shall be in accordance with the requirements of the relevant legislation and shall as a minimum include a determination as to whether physical section isolation, use of suitable barriers or a safety observer/s would be required.
- First aid and communication facilities are immediately accessible.
- A competent person with a minimum of Level 2 first aid and experience in electrical rescue along with a cardiopulmonary resuscitation (CPR), is continuously present for the duration of the work.
- Authorisation for the particular task is obtained from the client's most senior responsible person. Such authorisation shall be documented.
- The standard working procedures and safe working practices as set out in the Australian Standard 4836:2011 Safe working on or near low-voltage electrical installations and equipment, and the Safe Work Method Statement for the task shall be observed at all times.

**NB:- This Policy does not apply to testing or fault finding where the procedures as set out in the Australian Standard 4836:2011 Safe working on or near low-voltage electrical installations and equipment, and our Safe Work Method Statement are observed at all times.**

Dean Spicer  
Managing Director - Recips



## ULTRA VIOLET RADIATION PROTECTION POLICY

Recips will as, far as is practicable ensure that all workers are protected from the adverse effects of prolonged or extreme exposure to UV radiation.

This Policy applies to all Recips personnel including contractors and visitors.

All Recips supervisors are accountable for the monitoring of this UV policy in their areas of responsibility.

Recips will:

- Comply with all relevant statutory, legal and moral obligations;
- Resolve any issues arising from the need to work in an environment with prolonged or excessive exposure to UV radiation by any worker under the management or control of Recips.
- Provide and make available adequate personal protective clothing, equipment, sun protection products and resources to worker to enable a safe UV protected environment.
- Endeavour to program work to minimise outside work during the maximum UV exposure times of the day, or provide adequate shade and protection from UV exposure to workers required to work outdoors during these periods of maximum UV exposure.

All Recips personnel and contractors are required to comply with the requirements relating to the use and wearing of UV protective clothing and equipment, and report any concerns relating to this area to their immediate supervision.

Dean Spicer  
Managing Director - Recips



## FATIGUE MANAGEMENT POLICY

Recips is committed to achieving a safe and healthy work environment for our workers, and those around us. Recips recognises the potential risk that fatigue in the workplace could pose for our workers, clients and the general public and is committed to reducing fatigue related issues through an appropriate system of Fatigue Management.

Both Recips and its workers have a shared responsibility to avoid fatigue related impairment.

Recips will ensure that the hours of work allocated to a worker are such that they allow the worker sufficient time to rest and recuperate between shifts.

Recips will ensure that travel times to and from work are considered when determining the minimum rest period for workers between shifts.

Workers have a responsibility to ensure that adequate rest is obtained between shifts and that out of hours activities do not have an adverse affect on worker fatigue.

Workers have an obligation to advise Recips of any secondary employment that has the potential to impact on worker fatigue.

Any worker who believes they are unfit for work due to fatigue, either caused by their existing work roster or from difficulty managing their activities or lifestyle, should discuss the matter with their Supervisor / Manager. Fatigued workers who present themselves for work shall take leave for that shift.

Repeated absences due to lifestyle fatigue will be addressed in accordance with the Recips performance management procedures.

Instances of potential work related fatigue will be identified and managed in accordance with the Recips Fatigue Procedure.

Dean Spicer  
Managing Director - Recips



## MOBILE PHONE POLICY

Recips is committed to providing a work environment that is safe and without risk to their workers and members of the public. To assist Recips meet their Work Health & Safety obligations the following mobile phone protocols will apply to all workers and contractors.

The use of either company or private mobile phones whilst driving a Recips motor vehicle is prohibited, unless a 'hands free' system which complies with the relevant Road Traffic legislation is used.

The use of mobile phones is prohibited whilst operating plant, when working in hazardous areas or high risk situations, and whilst working at heights – which includes whilst working on ladders.

Mobile phones should not be used when working on tasks that are critical, or require a high degree of concentration. The interruption or loss of concentration caused by answering the phone call during such a task can interrupt the flow of the work and can result in a vital step of the task being missed, which may result in significant personal injury or property damage.

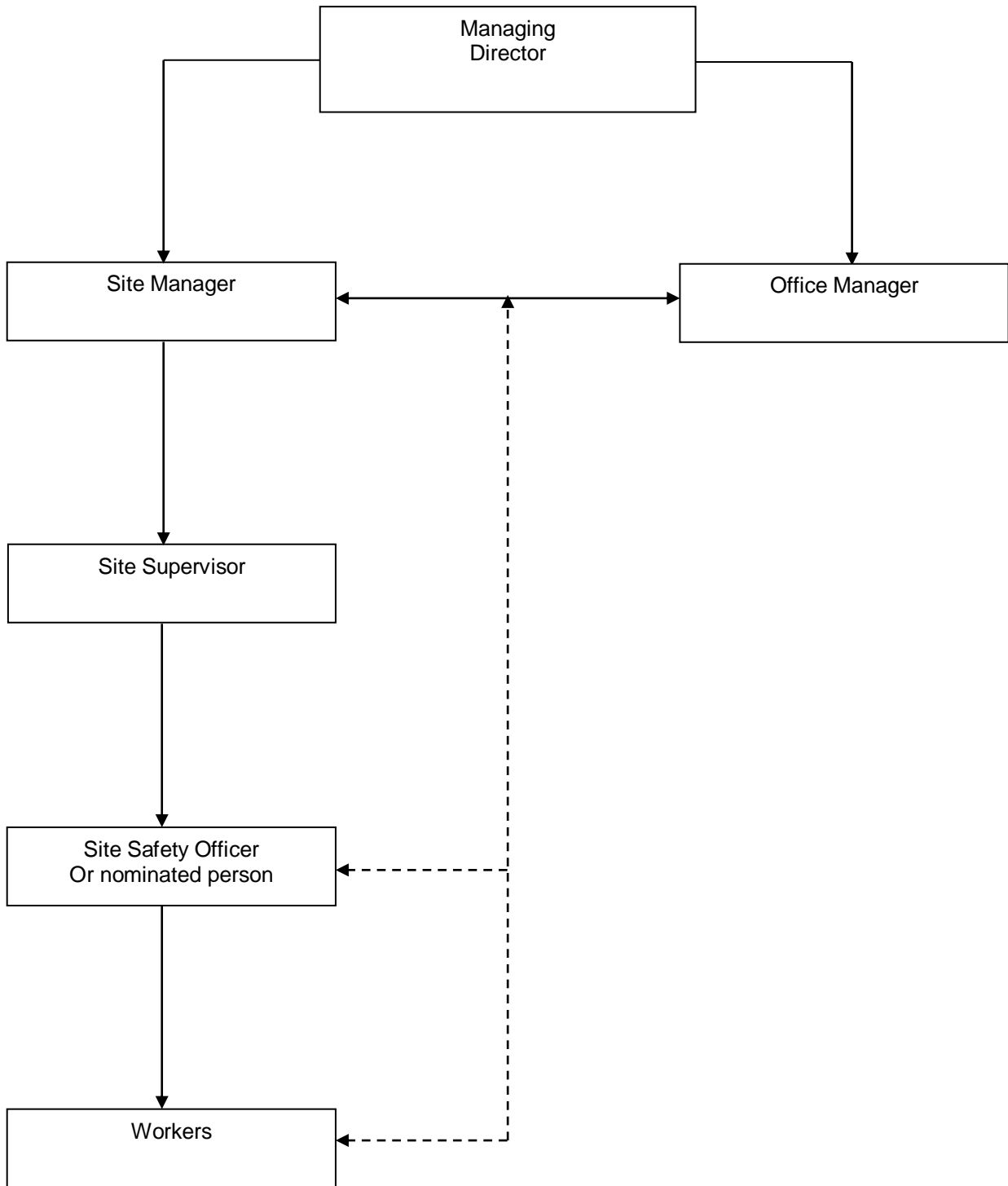
The use of personal mobile phones, including sending or reading text messages should be restricted to before or after work, during designated work breaks or with prior approval from your supervisor.

Except in emergencies, Recips mobile phones may only be used for personal calls with prior approval from your supervisor. Workers will be responsible for any excessive charges incurred as a result of private calls on company phones.

Dean Spicer  
Managing Director - Recips



# ORGANISATION CHART



## ROLES AND RESPONSIBILITIES

Recips will provide the following key personnel on site. Their roles and responsibilities regarding safety on site are outlined below.

### Site Manager

Is responsible for safety on the project and duties include:

- implementing the company Work Health Safety procedures;
- using the principles of the Hierarchy of Control in all design, fabrication and construct activities to minimise the risk to all personnel in the workplace;
- carrying out a design review with Recips Service project team to assist in the identification of further risk reduction controls measures.
- participating in the planning and design stages of trade activities;
- stimulating a high level of safety awareness at all times;
- identifying safety training needs;
- leading by example and promoting WHS at every opportunity;
- ensuring safe equipment and plant is provided and maintained;
- insisting on correct and safe work practices at all times;
- assisting in the identification, preparation and review of safe work procedures;
- reviewing safety reports and inspections and initiating rectification where necessary;
- participating in accident/incident investigations;
- participating in safety meetings and programs;
- monitoring compliance with Safe Work Method Statements and controls
- evaluating and monitoring the Safe Work Method Statements provided by Subcontractors;

### Site Supervisor

Is responsible for safety on the project and duties include:

- implementing the company Work Health and Safety procedures;
- ensuring all WHS and other relevant legislative requirements are met in the workplace;
- ensuring that all works are conducted in a manner safe and without risk to the health and safety of workers or any other person;
- planning to do all work safely;
- providing advice and assistance on WHS to all employees;
- participating in the planning and design stages of trade activities;
- identifying WHS training programs in advance and allow workers identified as requiring training to attend the training;
- actioning safety reports and carrying out workplace inspections;
- preparing and participating in safety meetings and safety programs;
- facilitating the preparation and review of Safe Work Method Statements
- insisting and ensuring on safe work practices at all times;
- investigating hazard reports and ensuring that corrective actions are undertaken;
- preparing and conducting project inductions, toolbox talks and daily team briefings;
- participating in accident/incident investigations;
- leading by example and promoting WHS at every opportunity;
- supervising and ensuring compliance with safe work procedures;
- providing suitable employment to assist rehabilitation initiatives;
- stimulating a high level of safety awareness at all times;
- evaluating and monitoring the Safe Work Method Statements provided by Subcontractors;

## Site Safety Coordinator

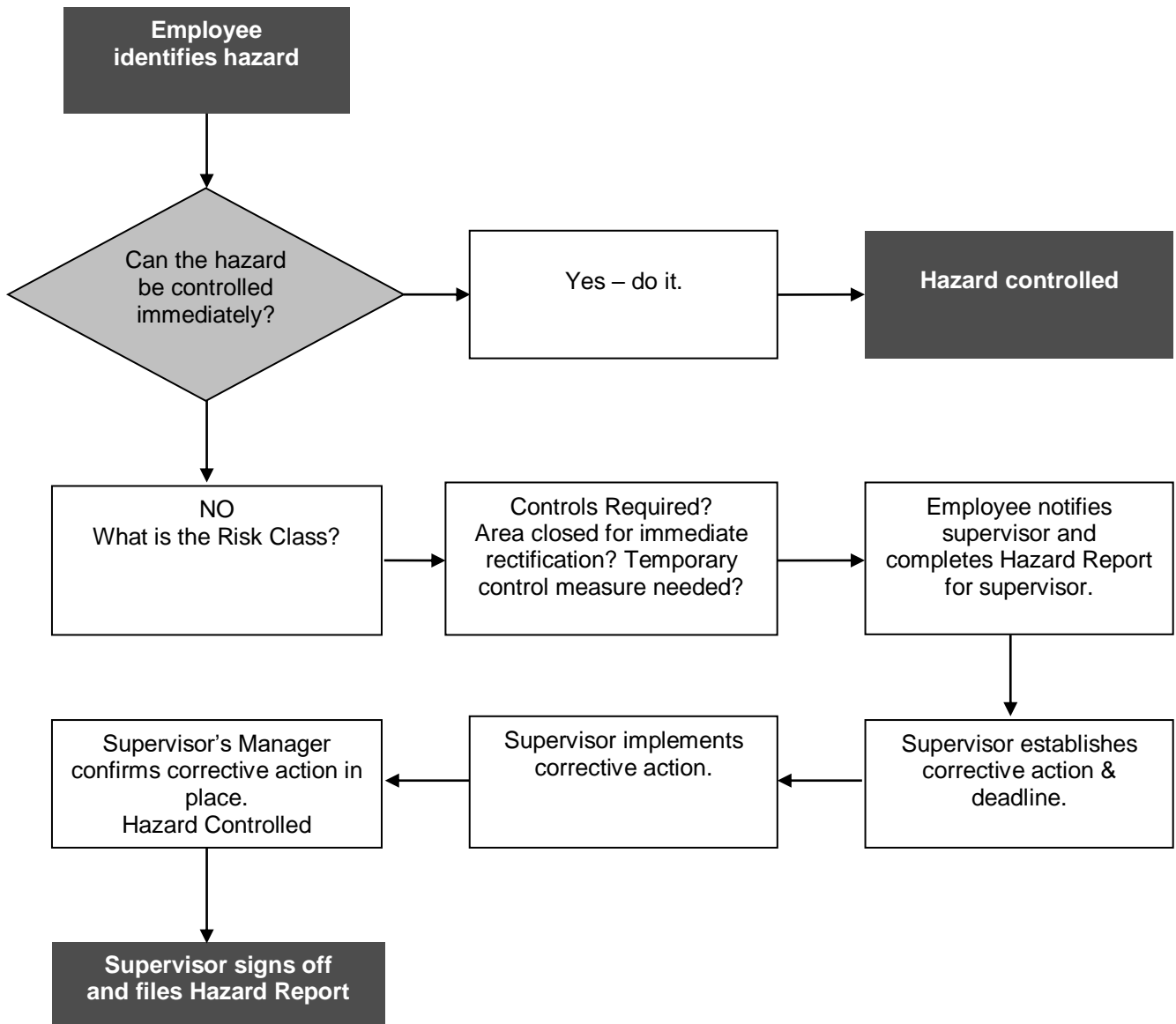
Is responsible for safety on the project and duties include:

- assisting the Site Supervisor to develop and implement the WHS procedures
- communicating safety performance to the Site Manager;
- providing advice and assistance on WHS to all employees;
- participating in the planning and design stages of trade activities;
- monitoring WHS legislative requirements for the trade package;
- monitoring compliance with safe work procedures;
- co-ordinating rehabilitation for injured employees;
- reviewing safety reports and inspections;
- preparing and participating in safety meetings and programs;
- facilitating Tool Box Talks on a regular basis;
- insisting on correct and safe practices at all times;
- preparing and conducting project safety inductions;
- investigating and developing new WHS initiatives for the trade;
- conducting accident/incident investigations;
- leading by example and promoting WHS at every opportunity;
- stimulating a high level of safety awareness at all times;
- communicating with the Site WHS Manager on matters relating to health and safety;
- facilitating the maintenance of all records as required under this Site Safety Plan;
- participating in regular workplace inspections and ensure that any improvements resulting from such an inspection are actioned in the required time frame.

## Employees

- Keeping informed of Recips requirements in respect of safety, particularly working safely by example and encouraging others to work safely and to take pride in their safety achievements.
- Making sure that at all times they follow both Recips and site-specific policies and procedures.
- Recommending to their Recips Site Supervisor and /or Safety Representatives any action which they consider would make for a safer work practice or a safer workplace.
- Reporting all accidental injuries or incidents and any breaches of safe working practices to their Site Supervisor.
- Employees are responsible for ensuring their safety and the safety of others affected by their actions or omissions on the project.
- Complying with all rules, instructions and prescribed procedures
- Using or wearing all appropriate PPE and safety devices and equipment as supplied
- Reporting of all accidents, incidents, near misses and hazards
- Communicating with their Site Supervisor on matters relating to health and safety
- Using and maintaining all safety equipment and plant in the method for which it is meant to be used
- Refraining from the use or consumption of drugs or alcohol or working whilst under the influence of drugs or alcohol whilst at the workplace
- Assisting and cooperating with the investigation of workplace accidents and incidents
- Following safe work methods, procedures and practices at all times
- Not endangering the health and safety of themselves or others in the workplace
- Actively participating in safety meetings, inductions, toolbox talks, training and safety awareness sessions
- Adopting and actively participating in any rehabilitation and return to work programs following injury to personnel
- Abiding by all Legislative Acts and Regulations as required to perform the work safely

# HAZARD REPORTING





## SAFE WORK METHOD STATEMENTS / SWMS

A Safe Work Method Statement (SWMS) is the process of identifying potential hazards, assessing their risk (where required), and recording how to eliminate, or minimize, the risk to worker safety by implementing appropriate Control Actions.

The primary purpose of the SWMS is to provide direction to the workers on how to perform the task in an agreed manner whilst minimising the risk to the health & safety of themselves or any other person.

To help identify and control all potential hazards associated with their proposed work activities, Recips will develop and review SWMS(s) in consultation with their workers performing the task prior to commencing work.

**A prepared Safe Work Method Statement** will be submitted at tender. Broadly defined job steps will be used and general hazards identified. The SWMS will demonstrate that Recips have identified the risks (particularly the High and Medium risks) involved in the work and typical controls used. This SWMS will be provided for the purpose of tender evaluation.

### Safe Work Method Statement Implementation

Prior to commencement of work on site Recips in conjunction with their workers performing the task will review the prepared SWMS submitted at tender.

Where additional hazards are identified, or job steps or site conditions vary from those planned, the SWMS will be reviewed and updated to reflect the way the job will actually be done on the specific site and how identified hazards will be controlled.

This completed Site Specific SWMS will be signed by the Recips person who is responsible for ensuring compliance with the Site Specific SWMS.

The Recips workers will review the Site Specific SWMS and sign onto the SWMS as an acknowledgement that they understand and are willing to implement the additional controls required to carry out the work safely.

If during the course of the work the SWMS cannot be complied with, or additional hazards are identified or the agreed control measures are deemed inadequate, work shall cease and the SWMS shall be reviewed and additional control measures implemented.

Where required the Site Specific SWMS will be reviewed and signed by the appropriate Recips Service representative on the project.

## Risk Assessment

Where there is a requirement to assess the Initial Risk of the hazards identified in the SWMS, or the Residual Risk following the implementation of the control measure, the following Risk Matrix shall be used to determine the level of Risk.

		Consequence				
		A	B	C	D	E
Probability	1	1	1	1	2	2
	2	1	1	2	2	2
	3	1	2	2	3	3
	4	2	2	2	3	3
	5	2	3	3	3	3

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlkely	D	Minor
5	Rare	E	Insignificant

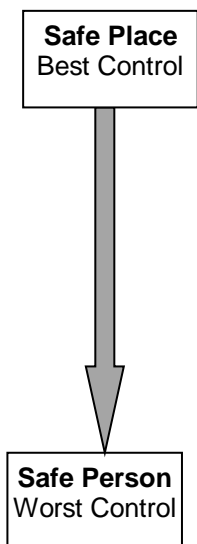
  

RISK CATEGORY	
Level 1 - High Risk	Hazard has the potential to kill or permanently or temporarily disable.
Level 2 - Medium Risk	Hazard has the potential to cause lost time injury or illness.
Level 3 - Low Risk	Hazard has the potential to cause a minor injury that might require first aid.

## Hierarchy Of Controls

The SWMS will be evaluated on how well High and Medium 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.

Controls should be as close to level 1 as is reasonably practical in the Heirarchy of Control guide shown below.



1. **Eliminate** any risk to health or safety associated with the work such as isolate and lock out the energy at its source.
2. **Reduce** the risk to health or safety by any one or any combination of the following:
  - **Substituting** an activity, procedure, plant , or substance for a sefer alternative.
  - **Isolating** persons from the hazard, such as barricading, fencingor guarding, or
  - **Engineering** controls such as the use of lifting controls rather than manual handling.
3. **Administrative Controls**, such as training, procedures, signage or supervision.
4. **Provide Personal Protective Equipment.** Best used in conjunction with a higher level control.

## TRAINING AND CONSULTATION

Legislation requires the identification of potential workplace hazards, the assessment of the risk of the hazard and the development of controls to eliminate, or minimise, the risk.

Through this process and as identified in this Safety Management Plan, SWMS and through consultation with workers, training needs will be assessed and addressed prior to those workers commencing or undertaking the related work. Proof of the competency of is detailed in the Skills Competency Register.

To assist in hazard identification and the development of controls Recips workers will attend Toolbox Talks conducted at regular intervals.

Toolbox Talks will be recorded on the Toolbox Talk Record and signed off by participants. Any corrective action will be followed up and signed off by the nominated person.

Recips recognises that consultation with workers is essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur. Toolbox Talks will be used to help supervisors 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. Where required specific safety issues will be raised, incidents reviewed, Safe Work Method Statements developed and presented for evaluation and familiarisation or safety alerts discussed.

**Toolbox Talks** will be used to induct workers into and “sign off” their understanding of the controls provided in SWMS for the specific work in which they will be involved plus emergency procedures and first aid arrangements.

Toolbox talk meetings will be held with all Recips workers on site. Depending on the size of the project and the requirements of the Principal Contractor, Recips workers may be included in the main contractors meetings or as individual organisations with the minutes of their meetings being forwarded to the main contractor for review.

The toolbox meeting is a forum where any safety issue can be raised and addressed. The meeting will be conducted at least monthly, with the results of the discussions and list of attendees being recorded on the Toolbox Attendance Form. The topic, summary of discussion and agreements are recorded along with those in attendance.

## INDUCTION SKILLS AND EXPERIENCE

Recips will not allow a worker of Recips to commence work at a site which construction work is carried out unless the worker has completed induction training with respect to work health and safety as specified in the Work Health and Safety Management Plan for the place of work.

Recips will ensure that its workers are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

Recips will ensure that persons carrying out the nominated work have relevant training including Work Health and Safety (WHS) Induction Training. Workers will not carry out construction work until they have received the minimum requirements for WHS induction training.

- Recips WHS Induction
- General Construction Induction Card – (where required by Legislation)
- Site Specific WHS Induction and
- Work Activity WHS induction

Records of induction will be maintained in accordance with current Legislation.

All workers will receive the above minimum induction training requirements before work on site commences. and a record of the training is maintained.

The Induction Register will be used to record the training and on request, a copy of the register 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.

Where workers are unskilled in the required task appropriate training will be provided prior to commencement of the work and recorded on Skills Competency Register.

Note that it is understood that work activity induction can occur more than once on a project, where project circumstances have changed.

**Day Labour** will be used only when the nominated worker/s satisfy the level of competency required to undertake the required task or when appropriate training can be provided prior to commencement of the work. Proof of the competency of Day Labour must be detailed in the appropriate register.

## INJURY MANAGEMENT

Injury Management addresses Workers Compensation, rehabilitation and return to work.

### Procedure

Recips will provide WorkSafe Insurance for all employees and other persons deemed to be employees under relevant Accident Compensation Legislation. The trade and occupation of each employee on site and their salaries will be recorded. A record of the insurance will be provided with an attached current copy of the policy details issued by the insurer.

Where Recips introduces a specialist sub-subcontractor to the project, Recips will ensure that the sub-subcontractor's insurances etc are current.

Where a worker is injured, a Return to Work Plan will be established with suitable duties to facilitate a return to work as soon as is practicable.

### Assessment

Where contractors are engaged to carry out work their ability to be considered an "employee/s" under Accident Compensation Legislation will be assessed.

# COMMISSIONING ELECTRICAL SWITCHBOARDS

## Procedure

All Electrical switchboards will be commissioned in accordance with the requirements of the Recips Commissioning Electrical Switchboards Procedure P-SA-045.

### Scope

The Recips Commissioning Electrical Switchboards Procedure P-SA-045 is applicable for the safe Commissioning of all switchboards as defined in AS/NZS 3000.

# ELECTRICAL EQUIPMENT

## Procedure

Recips will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the Industry Standard for Electrical Installations on Construction Sites. Where a more specific provision is not made in the Standard conformance will be to the provisions of Australian Standard AS/NZS-3000, (Wiring Rules), AS/NZS 3012 Electrical Installations – Construction and Demolition Sites and or AS/NZS 3760, Electrical Testing.

Temporary construction equipment and wiring will be inspected and tested upon installation and recorded on the appropriate Electrical Work Certificate for the jurisdiction.

All electrical equipment to be brought on site will be listed in the 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 & Tagging

All electrical leads, portable power tools, junction boxes and earth leakage devices will be tested, inspected by a suitably qualified person and labelled with a tag of current date before being brought on site. Where this is not possible Recips Service will be advised immediately and assistance requested in order to comply with the requirements of the applicable Code of Practice and or Australian Standards, AS 3012 Electrical Installations – Construction and Demolition Sites and AS 3760 Electrical Testing. A record of the currency of all electrical equipment will be recorded on the Electrical Equipment Register.

## Selection and Use

- Whilst on site any electrical equipment found without a tag of current date issued by a suitably qualified person will not be used.
- Where an electrical item is located without a current inspection and test tag proof of the electrical items currency of inspection and test will be provided or the item 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.
- Extension leads will not be joined together.
- All plugs and sockets will be non-wirable (moulded) or transparent.
- 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, Recips will ensure that the same requirements for Work Health and Safety as those required on site are specified to the Hire Company as a condition of the Hire Agreement.

# HAZARDOUS SUBSTANCES

## Procedure

Prior to hazardous substances being used on a project Recips will submit a Material Safety Data Sheet (MSDS) to Recips Service for approval. No substances will be brought on site without approval of the current MSDS by Recips Management.

## Selection

Recips will consider the following when selecting hazardous substances:

- Flammability and explosivity;
- Toxicity (short & long term);
- Carcinogenic classification if relevant;
- Corrosive properties
- Chemical action and instability;
- Extent of PPE required;
- Environmental hazards;
- Storage requirements.

## Storage

- All storage and use of hazardous substances will be in accordance with the MSDS.
- All hazardous substances will be stored in their original containers with the label intact at all times.
- Hazardous substances of any quantity will not be stored in crib rooms or offices.

## Use

- Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used.
- Refer to Codes of Practice and other regulator publications for additional advice.
- Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task.
- Confirmation of this training will be provided by a "sign off" on the appropriate **Tool Box Talk form**.



# LIFTING GEAR

## Procedure

Recips will ensure that all lifting gear (chains, slings, wire rope, shackles, hooks) to be brought on site have a current certificate of test and are listed in the **Lifting Gear register**. The register will be maintained during the course of the contract.

## Assessment

All lifting slings and accessories will be marked with the manufacturer's identification, Safe Work Load and the grade of the steel or alloy. Recips 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.

## Selection & Use

- Prior to use, all lifting gear will be inspected by a competent person to check for defects.
- Lifting gear that does not have a current test certificate will not be brought on site under any circumstances.

# PLANT

## Procedure

Equipment including static (stationery) and mobile plant can be hazardous to workplace safety. In order to comply with Work Health and Safety Legislation Recips will carry out regular inspection and maintenance of plant and equipment.

The inspection and maintenance history of each item will be documented on the Plant ID Register form and provided prior to commencement on site. Where a relevant Australian Standard is appropriate, e.g. AS-2550 for cranes, the inspection, use and maintenance of the plant will comply as a minimum with the Standard.

Where no Australian Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the Manufacturers Recommendations. The affect of plant and equipment on the workplace will also be considered.

Personnel are trained to safe work procedures for standard operation of plant and equipment.

## Assessment

Recips 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.

A schedule of maintenance will be maintained for all items of plant & equipment and will be made available to Recips Service on request.

## Selection and Use

- **Where plant and equipment is hired** the same requirements for Workplace Health and Safety as those required on site will be specified by Recips to the Hire Company as a condition of the Hire Agreement.
- No item of plant and or equipment will be brought on site without a current service/maintenance record or registration where required and a current Plant Risk assessment of the particular plant.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

## Procedure

Where other means of protection are not practicable Recips will supply additional clothing or equipment designed to protect parts, or all, of the body.

Recips will on request supply Recips Service with a register of issued PPE.

When working on or near electricity appropriate protection and flame resistant material (such as cotton) should be worn.

## Assessment

During the development of control measures for Safe Work Method Statements the “Best” to “Worst” guide to controls outlined in the Safe Work Method Statement section of the Site Safety Plan will be used to help minimise reliance on PPE.

## Selection and Use

- Recips will ensure all items of PPE 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 PPE to each individual will be recorded on the individual P.P.E. Issue form. Each employee will be instructed and or trained in the correct use of each PPE item prior to use.

## Typical PPE

Selection of PPE for construction work is typically from the following list:

Long sleeved shirt, long trousers, safety footwear, high visibility vest, sun screen (SPF30+), eye protection, gloves, ear plugs/muffs, hard hat, cap, overalls, coveralls and/or dust coat, knee pads, respirator/masks, face protection or goggles, insulated gloves and floor mat, insulated shields, and harnesses for fall protection,

# FIRE PROTECTION

## Procedure

Recips will ensure there is an appropriate level of fire extinguishers available for the activities they are engaged in.

Recips will ensure all personnel carrying out hot work have a fire extinguisher close-by, are trained in the use of extinguishers and that adequate evidence of such training is provided before work commences.

## Inspection

Recips will check the “charge level” of all of our fire extinguishers on site at weekly 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 in order to prevent a fire risk.

## Selection and Use

- All personnel carrying out hot work will be fully trained in the use of extinguishers and a record of the training provided in the appropriate register.
- All personnel will be made aware of the site - specific emergency procedure and emergency service phone numbers shall be clearly displayed at a central phone location.

# FIRST AID AND INCIDENT REPORTING AND INVESTIGATION

Recips acknowledges the need to be incident free and take every precaution in preventing accidents and injury. However, in the case of an incident, it is Management's responsibility to ensure that all proper medical assistance is given in cases of workplace injuries.

## Treatment of injuries

Workers must report all injuries no matter how minor they think the injury is

First aid equipment appropriate to the nature of the likely hazard is made available to workers.

First aid treatment given to any worker or contractor must be formally recorded.

Medical treatment for injuries beyond the scope of first aid will be provided by assistance from the Ambulance Service, or attending a Medical Centre or the Casualty Section of a hospital.

## Reporting of Incidents

All incidents whether they involve injury to persons, damage to property or not must be reported to Recips.

Incidents can be a near miss / hit, or a hazard which did not injure or cause damage to persons or property or has the potential to cause injury. An Incident is also an accident that has already occurred.

## Notifiable Incidents

In accordance with the requirements of Part 5 of the Occupational Health & Safety Act Recips will notify WorkSafe immediately of any notifiable incidents that occur at a workplace under the management and control of Recips.

Notifiable incidents include

- A fatality
- A person requiring medical treatment within 48 hours of exposure to a substance
- A person requiring immediate treatment as a hospital in-patient
- A person requiring immediate medical treatment for
- An amputation
- Serious head injury
- Serious eye injury
- A separation of skin from the underlying tissue (degloving or scalping)
- Electric shock
- Spinal injury
- Loss of bodily function
- Serious laceration
- The collapse, overturning failure or malfunction of any prescribed plant (EWPs, Cranes, pressure vessels etc)
- The collapse or failure of any excavation or shoring
- The collapse or partial collapse of all or part of a building or structure.
- An implosion, explosion or fire
- The escape, spillage or leakage of any substance including dangerous goods
- The fall or release from height of any plant, substance or object.

## Reporting to Clients / Principal Contractors

Recips management will report all incidents to the workplace owner or senior person in control of the workplace as soon as management is aware of the incident. The responsibility of reporting incidents to the authorities is Recips's responsibility however this may be achieved in conjunction with the person in control.

## Procedure

Recips **will / will not** rely on the provision of First-aid services by Recips Service.

Where Recips will provide First-Aid services the following minimum requirements will be undertaken and personnel provided.

## First Aid Personnel and Location of First-aid

**The qualified First-aid person/s on site is:**

NAME	POSITION
------	----------

**The nearest First-aid box/room/shed to the work in progress is:**

## Investigation

Recips will commence investigation of all incidents within 24 hour. All Incident Investigations will be recorded on the **appropriate form**.

**Incidents will be recorded by:**

NAME	POSITION
------	----------

**Statutory reportable incidents will be investigated and reported to the appropriate regulatory body by:**

NAME: Dean Spicer

POSITION: Managing Director



# SAFE WORK AT HEIGHTS PROCEDURE

## Procedure

To outline the requirements and procedures for Safe Working at Heights and to identify known hazards associated with working at heights situations. A detailed Safe Work at Heights & Prevention of Falls procedure (P-SA-018) is contained in the Recips Safety Management System.

- To provide procedural guidelines to ensure the safety of all personnel performing work at heights.
- To ensure the safety and well - being of personnel, plant, and/or equipment required to work at, access, or construct access for work at heights.
- To provide the absolute minimum standards for any activity or work at heights.

This procedure applies to all personnel plant and/or equipment involved in work at heights.

It includes, but is not limited to:

- scaffolding and elevated work platforms, (construction and access)
- work on roofs,
- working on ladders, (installation and work restrictions)
- working on building maintenance units.
- working adjacent to opening, excavations, pits, and/or shafts.

# EXCAVATION AND TRENCHING PROCEDURE

## Procedure

To outline the requirements and procedures for trenching and excavation and to identify known hazards associated with excavation and trenching situations. A detailed Excavation and Trenching procedure (P-SA-032) is contained in the Recips Safety Management System.

### Scope

Applies to all excavation and trenching work carried out on Recips work sites of depths of 1.5 metres or greater.

### Excavation or Trench

An excavation or trench is any penetration that exceeds 1.5 metres or more from the surface that is a shaft, pit, trench or hole

### Application

Before commencing to excavate ensure an application has been made with “**Dial Before You Dig**” by calling 1100 to survey for underground or buried services and appropriate plans and drawings are available to recognise these services. Mark location of any services.

When approaching / digging near services within 500mm dig by hand to minimise the potential of damage to the service from machinery.

All trenches and excavations greater than 1.5 metres deep must be benched, battered, sloped, stepped, banked or shored accordingly to prevent wall collapse. Before entering a trench or excavation ensure there is access at least every 30 metres. Do not work alone in an excavation.

Be aware of the potential for water ingress rushing in after rainfall or from other sources. Always check the excavation after adverse weather conditions or site changes.

Do not place fuel driven machinery down in the excavation as the fumes from the machinery will create a toxic and potentially lethal breathing zone.

Ensure spoil is kept at least the equal distance of the depth of the excavation away from the edge of the excavation.

Barricade excavations appropriately and ensure warning lighting is available when the excavation is left unattended particularly in public zones and trafficable areas. Ensure there is a traffic management plan when excavating on or near roadways and public trafficable areas ensuring barricading and warnings are established appropriate to the traffic and conditions.

Ensure contact details and an emergency plan is available for action in the event of an emergency.



## SITE SAFETY PLAN SIGN ON

I have been inducted on the Recips Site Safety Plan for Recips Service at Various Jobs as required and agree to work to the requirements of this Site Specific Plan.

Should I be unsure of any matter relating to this Site Safety Plan I shall seek clarification from my Recips Supervisor before continuing.

Name	Signature	Date