

# SITE SAFETY MANAGEMENT PLAN

## PROJECT DETAILS

Project:

**Address:**

**Client:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## INTRODUCTION

### Purpose:

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

### Scope:

This Site Safety Management Plan covers all activities performed by Charles Sturt Campus Services Limited for ClientName.  
The main activities to be carried out are:

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

## KEY PERSONNEL

*Change or add key personnel to suit the site/project*

## Officer

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Site Supervisor

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Health and Safety Representative (HSR)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Safety Officer(s)**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**First Aid Officer(s)**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

## ROLES AND RESPONSIBILITIES

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

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

| Activity   | Who is responsible?                                   | Type of action and records  | When  |
|--|---|---|---|
| Make sure procedures are in place, and communicated to all workers and followed. | Officer/ supervisor.                                  | SWMS Induction review.  | Ongoing.  |
| Report injuries, investigate and manage workplace injuries and incidents.        | Officer / supervisor and workers.                     | Maintain register of injuries and medical certificates. Inform incidents/accidents to <b>Responsible person</b> .     | Ongoing.  |
| Participate in team brief.   | Officer / supervisor and workers.                     | Maintain a register of attendance.<br>Discuss WHS issues and performance.   | Team briefing.                                  |
| Assess new plant and equipment for hazards prior to purchase.                    | Officer / supervisor and workers.                     | Inspect and pass all new plant before admitted for use. Provide necessary training of new plant and equipment.        | As required.                                    |
| Operating procedures are developed and implemented.                              | Officer / supervisor.                                 | Make sure any equipment required to ensure safe work practices is supplied and available at all times.                | Ongoing.  |
| Conduct WHS inspections of workplace and equipment.                              | Officer / supervisor.                                 | Conduct weekly and monthly WHS inspections. Maintain records.   | Weekly and monthly.                             |
| Maintain WHS records.  | Officer / supervisor.                                 | Appropriate forms are to be filled in and filed in folders for easy access. Keep all WHS records.                     | Ongoing.  |
| Distribute and discuss WHS information.  | Officer / supervisor and workers.                     | Discuss at team brief or tool box meetings.   | As and when required.                           |
| Manage hazardous substances.   | Officer / supervisor and workers.                     | Maintain Hazardous Substances Register.<br>Review Safety Data Sheets (SDS) prior to use.<br>Conduct Risk Assessments. | On delivery of new substances and prior to use. |
| Manage material handling.  | Officer / supervisor and workers.                     | Assess manual handling risks.<br>Maintain manual handling register.   | Ongoing.  |
| Participate in WHS consultation arrangements.                                    | Officer / Supervisor and Health and Safety Committee. | Health and Safety Committee meetings; team brief discussion and WHS inspections.                                      | As required.                                    |
| Maintain first aid arrangements.   | Officer / supervisor and first aid officer.           | Maintain first aid supplies and training.   | Ongoing.  |

## INDUCTION

|                               |  |
|-------------------------------|--|
| <b>General WHS induction</b>  | <ul style="list-style-type: none"> <li>All workers, inclusive of employees and subcontractors, must successfully complete the WHS General Induction for Construction Work course and hold their card.</li> </ul> |
| <b>Work activity training</b> | <ul style="list-style-type: none"> <li>Legislation, Regulations &amp; Codes of Practice governing the Work Activity.</li> </ul>  |

|                   |  |
|-------------------|--|
|                   | <ul style="list-style-type: none"> <li>• Application of hazard identification and risk assessment.</li> <li>• Development and review of control measures and monitoring of work activity.</li> </ul>   |
| Site induction    | <ul style="list-style-type: none"> <li>• Conduct a site specific induction for all project workers. Topics to be covered include but are not limited to: <ul style="list-style-type: none"> <li>○ Safety hazards that exist for the work activities and/or specific to this site.</li> <li>○ Safety controls and revised work methods to be adopted.</li> <li>○ Use and maintenance of Personal Protective Equipment (PPE).</li> <li>○ Emergency and evacuation procedures.</li> <li>○ Location of amenities and first aid facilities.</li> <li>○ Safe Work Method Statements (SWMS).</li> </ul> </li> </ul> |
| Visitor induction | <ul style="list-style-type: none"> <li>• Briefing for all visitors to construction sites on specific safety rules and arrangements that apply.</li> </ul>  |

Technical training, associated with new work practices or new equipment, incorporates instruction on safe methods of performing the work or using the equipment.

## RISK MANAGEMENT

Prior to commencing work on a site, a Risk Assessment will be undertaken by **Responsible person** using the Risk Assessment Worksheet, a generic SWMS and the SWMS Template to create a new SWMS. All workers are involved in ongoing hazard identification, risk assessment and risk control.

When the work activity changes or new hazards are present, then **Responsible person** will conduct a review of the Risk Assessment and SWMS for that work activity.

Copies of SWMS's have been issued to all workers on site and a copy is displayed/filed *(where will they be displayed/filed)*.

## SITE SAFETY RULES

All workers, suppliers and visitors to the site must abide by the following site safety rules. A copy of these rules will be given to everyone during site induction. The rules will also be displayed *(where will they be displayed)*.

| WHS Issue            | Site Safety Rule   |
|----------------------|--|
| Safe work procedures | <p>All persons working on site must have been inducted by the Officer / Supervisor. All visitors must report to the Officer / Supervisor.</p> <p>Before commencing work on site all workers, inclusive of employees and subcontractors, must successfully complete the WHS General Induction for Construction Work course and hold their card. Subcontractors must have completed the <a href="#">Subcontractor Safety Checklist</a>.</p> <p>Safe Work Method Statements (SWMS) for routine work activities will be reviewed on a regular basis to make sure continued relevance. Non-routine work activities will have a SWMS developed following a risk assessment undertaken in consultation with workers involved.</p> <p>Additional Site Specific requirements are to be entered on the SWMS in the Site Specific Requirements section by the Site Supervisor where site specific hazards are identified.</p> |
| Company Rules        | All workers and others must abide by the <b>Charles Sturt Campus Services Limited</b> Policies   |

| WHS Issue                            | Site Safety Rule  |
|--------------------------------------|---|
|                                      | including and not limited to Violence in the Workplace, Drug and Alcohol use and Smoking.   |
| Vehicle movement plans               | Operators of all vehicles and mobile plant entering the site will follow defined travel paths and observe site rules for parking and turning.<br><br>All workers required to operate and test plant items must have the knowledge and current operator's license and / or tickets. All mobile items of plant must be fitted with reversing beepers. All plant must have revolving/flashing lights fitted and operational.   |
| Emergency and evacuation procedures  | Floor plan of emergency evacuation is located <i>(where is it displayed)</i> . All persons in or around the site will be advised of emergency and evacuation procedures. Fire wardens fully trained in all procedures. The emergency and evacuation procedures will be explained at the site induction. Periodic drills will be conducted.  |
| Housekeeping                         | The <i>Site Safety Checklist</i> must be completed daily to prevent incidents or injury occurring due to poor housekeeping. All spills must be cleaned up immediately following the appropriate procedure for the situation. The spill is to be reported immediately upon containment to the Officer/ Supervisor.   |
| Incident Reporting                   | The Officer / Supervisor and First Aid Officer are all the first point of contact when an incident or accident occurs.  |
| Hazard reporting                     | Any local hazards or concerns about the safety of this site must be directed to the Officer / Supervisor. Any general concerns must also be directed to Officer / Supervisor. Hazards may also be reported to Health and Safety Committee members.  |
| Managing subcontractors              | Subcontractors WHS capabilities and performance will be assessed prior to commencement of work and whilst on the job. This will involve review of Subcontractor's Safe Work Method Statements (SWMS) and observation of work activities.  |
| Personal protective equipment (PPE ) | Rubber soled, steel capped boots must be worn at all times while on the site. Other PPE issued as necessary for work at the site must be used as instructed e.g.: hard hats, vests, etc. Any person not wearing appropriate PPE on the site will be again instructed to do so by the Officer / Supervisor. If this is not adhered to the person will be subject to disciplinary action.<br><br>Any Subcontractor not wearing appropriate PPE on the site will be again instructed to do so by the Officer / Supervisor. If this is not adhered to the Subcontractor will be directed to leave the site. |
| Training                             | Site induction and any other relevant training must be provided to all persons associated with the site. Induction records must be maintained as evidence for 3 years from completion of the project.   |
| WHS inspections                      | Continuous surveillance and observations. Site inspections to be carried out by the Officer / Supervisor. Health and Safety Committee members and workshop workers will be invited to participate in WHS inspections.   |
| Exclusion zones                      | Exclusion zones in place must be adhered to.  |
| First aid                            | First Aid Kits are available <i>(where will they be kept)</i> . Signage and the details of the appropriate First Aid Officer will be prominently displayed.   |
| Injury management                    | The Officer is responsible for assisting in the development and implementation of the Return to Work Plan for injured workers with consultation with their doctor/rehabilitation office and   |



| WHS Issue | Site Safety Rule   |
|-----------|--|
|           | the worker. Workers are required by law to cooperate with Injury Management Plans.   |
| Others    | As may be deemed necessary by any person associated with the site in WHS discussion team briefs and or meetings, additional site safety rules may be developed as the need arises. |

## SAFE WORK METHOD STATEMENTS (SWMS)

*List the required for the project.*

## SUPPORTING DOCUMENTS

- Refer to the *Site Safety Forms Checklist* for relevant forms.