ethos
BUILDING & RESTORATION

Site information

Entry to this construction site is limited to authorised personnel. Access is only permitted via previous arrangement with the builder. Property owners must contact the builder to make such arrangements.

Job Number:		**Date**	
Site Address:		**Principal Contractor**	
Prepared by:		**Phone Number**	

OHS Coordination Plan

Note: This coordination plan must be reviewed if there are any significant changes to the work. It must be available for inspection by anyone doing construction work on the project, new employees, health and safety representatives and members of the health and safety committee.

PEOPLE WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES

Position	Site Supervisor	All Subcontractors	First Aider
Name			
Phone Number			
Brief description of OHS responsibilities:	Overall OHS management Prepare, monitor and make available the OHS Coordination plan Ensure company signage posted Ensure all contractors and visitors receive site safety information consult with employees & contractors on OHS matters that may affect them Receive and review SWMS from sub-contractors Ensure that all persons kept informed of safety issues related to this site When present on site inspect the site and ensure that work is being done by subcontractors in accordance with SWMS	Provide SWMS (via QR code above) Ensure that all their employees are trained in SWMS Ensure that work is done in accordance with SWMS	Provide first aid assistance if needed. Ensure first aid kit is kept well stocked
Arrangements for coordinating the health and safety of the project:	Identify site safety needs and establish site Ensure company signage posted Prepare, monitor, maintain and make available the OHS Coordination plan Consult with employees & sub-contractors on OHS matters that may affect them Ensure all contractors and visitors receive site safety information Confirm subcontractors give site safety briefings to their workers Receive and review SWMS from sub-contractors Conduct weekly site inspections When present on site inspect the site and ensure that work is being done by subcontractors in accordance with SWMS Supply and maintain the site first aid kit When off-site, ensure OHS information is passed on by email (back-up). Otherwise ensure alternative communication means are arranged with each subcontractor (eg fax, email, SMS)	Provide site specific SWMS. Ensure that SWMS is modified if controls are not adequate Ensure that work is done in accordance with SWMS Consult with their employees on OHS matters that may affect them Ensure employees have construction induction training and that site safety briefings given to employees before starting work	
Arrangements for managing health and safety incidents:		Report any incidents immediately to Site Supervisor	Provide first aid assistance if needed. Ensure first aid kit is kept well stocked Maintain site register of injuries book and investigate incidents Ensure that details of nearest medical and other facilities are recorded at the site Ensure that all sub-contractors are aware of incident response procedures Make calls to WorkSafe for notifiable incidents and ensure scene of incidents are preserved

Induction

All trades must complete an online induction before entering the site and complete a trade sign in on entry and exit to site each day.

Trade Sign In

Induction

Incident Report

SWMS

Site Safety Rules

GENERAL PROHIBITIONS

Being under the influence of alcohol or illicit drugs
Not using the sanitary facilities provided
Fighting, violence or vandalism of any kind
Bullying, pranks or horse play
Loud radios, dogs or firearms

Unauthorised persons are also prohibited from:

Entering the site after hours or commencing any tasks without prior approval by the site supervisor
Entering restricted/prohibited areas
Tampering or interfering with or blocking emergency equipment or any other safety equipment
Re-instating tripped circuit breakers and safety switches
Removing or obstructing safety signs
Removing barriers, hole covers or guardrails;
Bringing children on site

WORKERS AS ARE REQUIRED AT ALL TIMES TO FOLLOW

OHS officer and site supervisor instructions
Specific job safety instructions and control measures written in SWMSs or other safety procedures
Plant supplier s/hirer's safe procedures for operating plant, machinery, ladders, and tools

SAFETY BREACHES

Repeat offenders will be required to undergo re-induction and will be put on notice.
Further breaches are unacceptable and will trigger immediate action to safeguard the site or to prevent further breaches
Serious OHS breaches and refusal to follow OHS officer or site supervisor instructions will not be tolerated and may result in instant dismissal from site.

SAFETY SIGNS AND THEIR MEANING

Workers are to follow all safety signs and instructions eg. "Danger No Entry" means that the area must not be entered under any circumstances - no exceptions.
"Unsafe - Do Not Operate" or "Danger Do Not Use" or similar sign or tag on plant or equipment means that it must not be used under any circumstances
A safety sign may save a life - Do not cover or obstruct any signs posted on this site
Any traffic signs and speed limits posted on site must be adhered to at all times

PERSONAL PROTECTIVE EQUIPMENT

Safety footwear must be worn on this site at all times
Bare feet, thongs or non-safety footwear are prohibited
Hard hats, hearing and eye protection must be worn in designated areas The correct type of work clothing and PPE must be wor at all times

INJURIES, INCIDENTS AND NEAR MISSES

All injuries no matter how minor must be reported to the first aider and recorded in the register of injury.
All incidents, including near misses and dangerous occurrences must be reported to the site supervisor.

HOUSEKEEPING

Keep amenities areas clean and tidy at all times
Dispose of rubbish into designated bins
Keep access ways and work areas free from obstacles, and tripping hazards, hoses, leads, protruding nails, sharp objects, building materials and scraps. Do not store materials/equipment in aisles and access ways

WORKING AT HEIGHTS

Fall protection must be in place for anyone who could fall 2 metres zor more, e.g. safe work platforms such as scaffolding, EWPs, boom lifts, etc.
Open sides of floors, penetrations, roofs, stair wells, lift shafts must be provided with guardrails midrails and toe boards or covered with strong, secure material Safety harnesses must not be used without adequate operator training, anchor points, and an emergency rescue plan
Ladders are only allowed for short duration, light work where stability and a hand hold can be maintained, and only if it is not practicable to use other temporary work platforms such as trestles, scaffolds and elevating work platforms

When working on a ladder make sure:

The ladder is suitable for the task and is rated industrial (using makeshift ladders is prohibited)
Both hands are always free to ascend and descend
Both feet rest on the ladder and are no higher than the third tread from the top rung (or 900 mm) from the top of the ladder
You avoid overreaching (the belt buckle should always be within the stiles of the ladder).

FALLING OBJECTS

Always wear your hard hat in designated areas Penetrations must be covered or have toe boards
Stay away from 'No Access' and 'No Go' areas
Secure loose material you use such as ply board, roofing sheets and off-cuts
Do not stack materials close to unmeshed guardrails and perimeter edges
Secure materials against falling or pick-up by wind
Alert your supervisor of any falling object hazards

PLANT SAFETY

Workers must not operate any plant or equipment, unless:

Fully trained and authorised to do so
Holding an appropriate Certificate of Competency where required by law
Daily plant checks have been carried out and the plant is fitted with all the recommended safety devices, guards and signs and the plant is not faulty (report any faults to your supervisor)
Long hair is fully and securely contained within a hair net or similar when working with or near plant or power tools that have moving parts.
Do not remove any safety guards or safety devices

TRENCHES AND EXCAVATIONS

Must have perimeter guardrails, barrier or cover so that there is no risk of anyone falling in
Must be left securely covered while unattended

If deeper than 1.5 metres:

Must have safe ladder access into trenches or holes
Do not enter unsupported trenches or holes
All workers must wear safety helmets
Do not work alone in an excavation

HOT WORK

Hot work includes welding, soldering, cutting and grinding metals and must be performed by suitably trained persons
A SWMSs must be written prior to any hot work
Combustible materials must be removed from the area and suitable fire extinguishers must be available at all times.
Nylon vests and flammable clothing is not to be worn

WELDING

Check oxy-acetylene equipment prior to use for:

Damage to hoses, torch, gauges
Flashback arrestors fitted to the outlet side of both fuel gas and oxygen regulators
A suitable fire extinguisher should be 'attached' to each welding and oxy-acetylene kit
Gas Cylinders should always be kept upright and secured by chains, even when transported around work sites in a trolley or lifung frame
All arc welders must wear eye protection, welding gloves and protective clothing to cover all skin
Screens must be used to protect other persons from welding flashes
Fume extracting system must be used in poorly ventilated areas

SCAFFOLDS

Scaffolds from which a person or object could fall more than 4 m must only be erected, altered and dismantled by certificated scaffolders.
Scaffolds with a potential fall-height of 2 metres or more must have guardrails, mid-rails and kickboards
Do not remove guardrails, planks or ladders or alter/ modify any part of a scaffold unless you are suitably qualified and approved to do it
Never use scaffold guardrails to gain extra height or work from improvised platforms such as planks on guardrails, or stepladders on decks
Do not climb the bare framework of the scaffold
Do not overload platforms or block access. All platforms and points of access are to be kept clear and unobstructed for a minimum of 450 mm
Build-up of material or debris must be removed regularty by those generating it
Falling material or debris generated during use must be confined to the working platform

MOBILE SCAFFOLDS

Follow the manufacturers/suppliers written instructions for correct erection, use and dismantling
Use only on a hard, level surface and lock wheels (castors) before use.
Never move a mobile scaffold unless everyone is off it and all loose items have been removed, or have been secured against falling.

DEMOLITION

Prior to any demolition safe work procedures and SWMSs must be written
The adequacy of floors and supporting structures to bear loads imposed by demolition plant must be verified by a qualified engineer
For demolition of roofs adequate fall protection must be provided

MANUAL HANDLING

Use mechanical lifting aids wherever possible
Never lift beyond your capacity
If the load is heavy - ask for assistance

ELECTRICAL SAFETY

All electrical tools, leads, multi-plug adaptors, plant and equipment used on site must have an up-to-date test tag and must be in a safe working condition
Use only RCD protected power supplies
Portable lights must be mesh guarded and suitable for the task All extension leads must be "heavy duty" and to be kept elevated on insulated stands or hooks to protect against mechanical damage and to provide clear access for personnel and vehicles
Household adaptors, double adaptors, piggy-back adaptors and homemade switchboards or powerboards are prohibited on site All electrical repairs must be carried out by a qualified electrician

COMPRESSED AIR TOOLS

Compressed air used irresponsibly can cause severe injury or death.

Make sure that the following safety rules are always observed:

Hose couplings have safety clips
Hose ends are secured to prevent whipping.
Shut air off at main valve before replacing tools
Keep all body parts clear of nail gun firing line

Never:

Use compressed air to cool off or to blow dust off clothes, skin or hair or direct at another person
Use compressed air for practical jokes
Kink the hose to cut off the air supply

LASERS

Lasers must not be used on this site unless:

Labelled with the class of laser - Only class 1, 2, 3A and 3B (restricted) lasers are permitted on this site
For class 2, 3A and 3B a trained laser safety officer with a certificate must be in charge of laser operations. All laser operators must have suitable laser safety training
Warning signs are in position at entry points where the lasers are used

EXPLOSIVE POWERED TOOLS

EPT users are to be under the supervision of a qualified person and all workers must be inducted into the SWMS prior to use of an EPT
Before using an EPT make sure no one is in the firing line of the tool
Eye and hearing protection must be worn by all persons involved in EPT tasks, including persons assisting
Collect all used rounds and dispose of safely off-site
A "CAUTION-EXPLOSIVE-POWERED TOOL IN USE" sign must be displayed

HAZARDOUS SUBSTANCES & DANGEROUS GOODS

For all hazardous substances or dangerous goods brought on site subcontractors must provide:

A full list of the hazardous substances to be used
MSDS for each substance
Adequate labelling of all substance containers
SWMS for the use of each substance
Workers inducted into the SWMS and the MSDS

HAZARDOUS BUILDING MATERIALS

A SWMS must be written prior to any tasks involving:

Asbestos. If you find asbestos on site do not disturb it in any way. Report it to your supervisor. No asbestos is to be removed unless authorised by the site supervisor
Silica - Silica dust can be generated from bricks, tiles, mortar, sandstone and concrete, particularly when dry cutting, chasing, sawing, grinding or scabbling
Synthetic Mineral Fibres (SMF) - Commonly found in insulation batts, ceiling tiles, loose ceiling insulation, air conditioning duct insulation and pipe lagging
Medium Density Fibreboard (MDF), chipboard and hardwood products

UV PROTECTION

When working outdoors, follow safety measures to minimise exposure to sunlight. Cover as much skin as possible:

Wear broad brimmed hats, or hard hat fitted brims;
Wear well fitted long-sleeved clothing;
Wear close-fitting, wrap around sunglasses;
Apply broad spectrum SPF30+ sunscreen on exposed skin and SPF30+ lip balm.

NO ALCOHOL PERMITTED ON THIS SITE

NO smoking ON SITE

THIS PROTECTIVE EQUIPMENT

HEARING & EYE PROTECTION | SAFETY SHOES | HI-VIS VEST | SAFETY GLOVES | SUN PROTECTION (30+)

MUST BE WORN ON THIS SITE

NOTICE

ALL ELECTRICAL LEADS AND POWER TOOLS MUST BE CHECKED AND TAGGED BEFORE BEING USED ON THIS SITE

DANGER

CONSTRUCTION SITE

UNAUTHORISED PERSONS KEEP OUT

IN AN EMERGENCY

1. Get the First Aid Officer

If the site office is unattended:
Dial '000'
Ask for the ambulance

2. Render any assistance you can

3. Record details in Register of Injury

'000'

Nearest medical centre: .....

Nearest hospital: .....

Our First Aid Officer Is: .....

First Aid Kit location: .....

Emergency Evacuation Area is:

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