

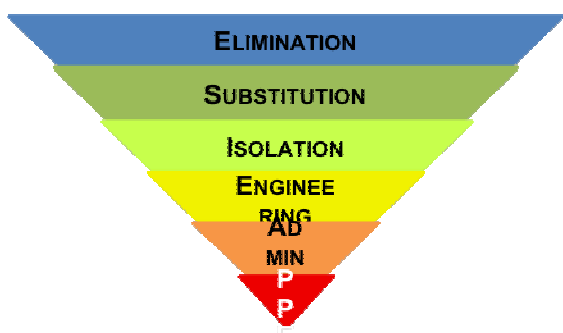
SAFE WORK METHOD STATEMENT (SWMS) PART 1

SWMS SCOPE: This SWMS covers rubbish removal from the property. This includes prestart and planning, safe vehicle use, hazardous manual handling and, loading and unloading vehicle.

Business Name: 1300Rubbish Pty Ltd	ABN: 18108407816	SWMS Approved by: Geordie Gill	Date: 26/11/2019
Business Address: 260 Oxford St, Bondi Junction NSW 2022		Signature: <i>Geordie Gill</i>	
Business Contact: Geordie Gill	Phone #: 1300782247	Person/s responsible for ensuring compliance with SWMS: Geordie Gill	
		Person/s responsible for reviewing the SWMS: Steve Hayes, David Stanford	

RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.	ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NAME</th> <th>SIGNATURE</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>GEORDIE GILL</td> <td><i>Geordie Gill</i></td> <td>26/11/19</td> </tr> <tr> <td>STEVE HAYES</td> <td><i>Steve Hayes</i></td> <td>26/11/19</td> </tr> <tr> <td>DAVID STANFORD</td> <td><i>David Stanford</i></td> <td>26/11/19</td> </tr> </tbody> </table>	NAME	SIGNATURE	DATE	GEORDIE GILL	<i>Geordie Gill</i>	26/11/19	STEVE HAYES	<i>Steve Hayes</i>	26/11/19	DAVID STANFORD	<i>David Stanford</i>	26/11/19	<p>Regular Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.</p> <p>Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.</p> <p>Amendments must be approved by Geordie Gill and communicated to all affected workers before work resumes.</p> <p>SWMS must be made available for inspection or review as required by WHS legislation.</p> <p>Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).</p>
NAME	SIGNATURE	DATE											
GEORDIE GILL	<i>Geordie Gill</i>	26/11/19											
STEVE HAYES	<i>Steve Hayes</i>	26/11/19											
DAVID STANFORD	<i>David Stanford</i>	26/11/19											

PRINCIPAL CONTRACTOR DETAILS Principal Contractor (PC): Various clients	Date SWMS provided to PC: 26/11/19
Project Name: 1300rubbish Collections	Project Address: National – Various sites or otherwise specified
Project Manager (PM): Steve Hayes	PM Signature: <i>Steve Hayes</i> CONTACT PH. #: 1300782247

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS  MOST EFFECTIVE ↑ ↓ LEAST EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.	

DOCUMENT #: VERSION #: AUTHORISED BY: REVIEW #: ISSUE DATE: REVISION DATE:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH RISK CONSTRUCTION WORK”

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Confined Spaces | <input checked="" type="checkbox"/> Mobile Plant | <input type="checkbox"/> Demolition | <input type="checkbox"/> Asbestos |
| <input type="checkbox"/> Using explosives | <input type="checkbox"/> Diving work | <input type="checkbox"/> Artificial extremes of temperature | <input type="checkbox"/> Tilt up or pre-cast concrete |
| <input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | |
| <input type="checkbox"/> Involves a risk of a person falling more than 2m, including work on telecommunications towers | | | |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines | | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | |
| <input checked="" type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor | | <input type="checkbox"/> In or near water or other liquid that involves risk of drowning | |

PERSONAL PROTECTIVE EQUIPMENT (PPE): *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: <ul style="list-style-type: none"> Health and Safety rules Induction for all workers – site specific and toolbox meetings Supervisory arrangements Communication arrangements All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations PPE required Site plans – showing no go zones for pedestrians Traffic Management Plan (TMP) Exclusion Zones Risk Assessments SWMS and JSA's Injury reporting procedures Hazard reporting procedures. 	2M	Organisation

DOCUMENT #: VERSION #: AUTHORISED BY: REVIEW #: ISSUE DATE: REVISION DATE:

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			<p><u>Existing premises (commercial or private residence).</u></p> <ul style="list-style-type: none"> Liaise with client to determine whether: <ul style="list-style-type: none"> Commercial premises - establish that the following on-site systems and procedures are in place; Site specific induction including emergency procedures Consultation in relation to hazards and risks. Ensure: <ul style="list-style-type: none"> Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made Document consultation and action items Information should be provided to client to advise them of the following: <ul style="list-style-type: none"> Work will not proceed if prohibited items are observed (e.g. firearms, illegal drugs/paraphernalia etc.) Cash and any valuables must be removed from easily visible / accessible areas Animals must be secured / removed. 		
	Working alone	4A	<ul style="list-style-type: none"> A 'Buddy' system must be utilised at all times when working alone. Ensure: <ul style="list-style-type: none"> GPS locator on relevant worker's vehicles Mobile phone (with service in work area, pre-programmed with emergency numbers) Mobile & satellite phones and EPIRB are fit for purpose, tested before departure & phones have spare, fully charged batteries and facilities for continuing charging. 	2M	
	Viral / bacterial infection / disease	3H	<ul style="list-style-type: none"> Ensure vaccinations (such as Hepatitis B, tetanus etc.) are offered for staff. 	2M	
	Outdoor work – exposure to disease, bites & stings from insects, reptiles, hazardous plants etc.	3H	<ul style="list-style-type: none"> First Aid requirements: <ul style="list-style-type: none"> Provision of first aid equipment - adequate Bites/Stings First Aid kit is available Each worker must have access to the equipment Workers have access to facilities for the administration of first aid Ensure vaccinations (such as Hepatitis B, tetanus etc.) are offered for staff Persons with known allergic responses should consult a doctor and ensure appropriate kit is available at all times (Including EpiPen - in date). 	2M	
2. Training and Capabilities	Untrained/ non-competent worker	3H	<ul style="list-style-type: none"> Ensure all persons entering site have a General Construction Induction Card (white card) Ensure all relevant workers are trained and licensed for task Ensure all relevant workers have undertaken training and/or received instruction in the use 	2M	Organisation

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			of control measures. Including: <ul style="list-style-type: none"> o Instructed on the use of all SWMS o Reporting procedures for incidents o Correct use of equipment including selecting, fitting, use, care of and maintenance. o Competent to undertake the work task. ⚠️ Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.		
	Exposure materials <ul style="list-style-type: none"> • Respirable crystalline silica • Asbestos • Lead 	4A	<ul style="list-style-type: none"> • Training and Information provided to workers should include: <ul style="list-style-type: none"> o Information on the health effects associated with respirable crystalline silica dust (Provide workers with a copy of 'Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers': Safe Work Australia) o Identification of RCS, asbestos and lead dust through Material/Safety Data sheet (M/SDS) or labels o Determine correct PPE required for each type of hazardous chemical workers may be exposed to o Dust exposure prevention o Checking controls are working and using them o When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes) 	2M	
3. Travel to site & waste station	Collision	4A	<ul style="list-style-type: none"> • Ensure Driver's Licence is current • Suitable vehicle provided i.e. utility or vehicle able to be safely hitched and tow a trailer • Vehicle and trailer are compliant with registration requirements • Carry out the pre-operational checks specified in the manufacturers operating instructions • Ensure logbook of service and maintenance history is up-to-date • Suitable tow/coupling equipment; brake connections, electrical sockets for lights • Drive safely and comply with statutory speed limits and road rules at all times • Respond to changing on-road conditions and hazards, delays or re-scheduling, mechanical problems, changing traffic and route conditions • Communicate with base on a regular basis ⚠️ DO NOT drive fatigued and/or under the influence of drugs or alcohol ⚠️ DO NOT use electronic devices while driving: <ul style="list-style-type: none"> o If you must use a device e.g. mobile phone or GPS pull over and park in a safe area. Don't stop where you could be a hazard to other vehicles, pedestrians, or yourself. 	2M	Worker/s
	Loss of load	3H	<ul style="list-style-type: none"> • Load is secured in a way that ensures: <ul style="list-style-type: none"> o The load does not make the vehicle unstable or unsafe 	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			<ul style="list-style-type: none"> ○ It is secured so it won't move in any way ○ The load is restrained using an appropriate load restraint method such as rated webbing straps ○ Rubbish and equipment carried in open trays during transport is covered using a cargo net or tarpaulin ○ It is secured so it does not fall from your vehicle while driving—including during emergency braking or turning suddenly ○ The load does not project from your vehicle in a way that is likely to injure a person, obstruct the path of other drivers or pedestrians, or damage another vehicle. ○ Heavy items such as old refrigerators or washing machines should be restrained to head boards to ensure that they do not fall over • Recheck the load and the tension of webbing shortly after commencing a journey as the load may shift, causing restraints to loosen • Towing Ratio. Total towed mass must not exceed: <ul style="list-style-type: none"> ○ Rated capacity (SWL) of tow-bar and coupling ○ Maximum towing capacity of tow vehicle (check manufacturer's instructions) ○ Maximum rated capacity of tyres. 		
	Dust	3H	<ul style="list-style-type: none"> • Avoid prolonged storage of dust creating material on site • Vehicles removing demolished materials must have their loads covered • As far as practicable, routes should be located away from residential and commercial properties • Wear eye and breathing protection 	2M	
	Adjacent to road & public access	3H	<ul style="list-style-type: none"> • Park working vehicle in driveway or allocated parking to avoid travelling across roads • Exit vehicle from non-traffic side of the road • Wear high visibility clothing • If delivering roadside – comply with local laws and permits • Assess traffic management requirements upon arrival. Provide equipment as needed: <ul style="list-style-type: none"> ○ Witches hats/ traffic cones ○ Caution signs ○ Spotters / Stop-Go operators ○ Ensure pedestrians are re-directed to suitable areas – not onto roadways ○ Erect any barriers & signage necessary to keep others safe and aware. 	2M	
	Contact with powered mobile plant/vehicles	4A	<ul style="list-style-type: none"> • Check constantly for changing hazards while working and monitor work position at all times. Ensure: <ul style="list-style-type: none"> ○ High visibility clothing worn at all times 	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			<ul style="list-style-type: none"> ○ Park vehicle on level firm ground ○ Reversing vehicles guided by another person if visibility is restricted (ensure guiding person wears high visibility clothing) ○ Do not stand behind reversing vehicles ○ No work is conducted in established “no go zones” for pedestrians ○ Alertness at all times. Listen for: <ul style="list-style-type: none"> ▪ Reversing alarms/beepers ▪ Calls from Plant Operators ○ Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required ○ Work positions should be in clear sight of plant operators ○ Follow TMP; <i>Some TMP may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</i> 		
4. Arrival at site	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> • Identify and obey all safety related signage (check site entry requirements) • Ensure all PPE required for site is worn and in good working order, especially High Vis. • Follow traffic management plan • Vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs and equipment, where necessary) • Do not park illegally • Alertness at all times. Listen for: <ul style="list-style-type: none"> ○ Reversing alarms/beepers ○ Calls from plant operators • Report to Site Supervisor • Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, contact persons etc.) • Assess mobile phone reception (alternative emergency communications procedures in place if no reception available) • Work site is exactly as detailed in Terms of Agreement or contract • Suitable access for all equipment required • Suitable space for operation of equipment • Suitable lighting, including night-works • Environmental conditions acceptable e.g. weather, temperature, atmosphere • Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task • If represented by an elected health and safety representative, the representative should be included in any consultation • Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made 	2M	Worker/s

DOCUMENT #:

VERSION #:

AUTHORISED BY:

REVIEW #:

ISSUE DATE:

REVISION DATE:

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			<ul style="list-style-type: none"> Undertake a site and task specific JSA to identify hazards and control risks. 		
	Hazardous materials	3H	<ul style="list-style-type: none"> Inspect rubbish for hazardous materials If on assessment it is found that there is a presence of asbestos/ACM, do not proceed, contact your supervisor for instructions Separate hazardous materials from landfill rubbish. I.e. <ul style="list-style-type: none"> Aerosols Batteries (household and lead acid batteries) Empty LPG gas bottles Electronic waste Fluorescent light bulbs and tubes Paint Used mineral engine oil. 	2M	
	Cold / heat stress	3H	<ul style="list-style-type: none"> Cold: <ul style="list-style-type: none"> Ensure workers to have adequate warm drinks Access to warm shelter during breaks Heat: <ul style="list-style-type: none"> Sun brim on hard hat Safety glasses - UV Rated Use 30+ sunscreen on exposed skin areas Appropriate protective clothing Wear hand protection Wear non-slip footwear (slippery surfaces etc.) Adequate breaks Check weather conditions – do not work in extreme conditions. 	2M	
5. Rubbish removal	Hazardous manual tasks - MSD	3H	<ul style="list-style-type: none"> Ensure large heavy items are transferred from the premises to the vehicle/trailer by trolleys, wheelbarrows etc. Ensure all handles have appropriate grip covers installed e.g. rubber handlebar grips, not bare metal Ensure tool handles (rakes, shovels etc.) are ergonomic: <ul style="list-style-type: none"> Non-slip, good grip Wrist can be held straight Cylindrical, approximately 4cm in diameter Majority of tool weight not supported at wrist To reduce risks from manual handling: <ul style="list-style-type: none"> Select order of removal to eliminate double-handling Break loads down into lighter loads where possible Use appropriate mechanical aids and trolleys etc. Use equipment as per manufacturer's manual and safety guides Do not obscure vision with load Always hold the appropriate equipment firmly with both hands, use a firm grip with thumb and fingers encircling the handles Take regular breaks to reduce manual handling stress Implement job rotation where required 	2M	Worker/s

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			<ul style="list-style-type: none"> • Two people lifting, carrying and setting down: <ul style="list-style-type: none"> ○ Work with a person about your height ○ Decide in advance which person will direct the move ○ Keeping knees bent and back straight, lift and raise the load together ○ Move smoothly together as you carry, keeping the load at the same level ○ Unload at the same time, keeping knees bent ○ If moving equipment up or down stairs, the taller person should be at the lower level • Glass handling: <ul style="list-style-type: none"> ○ Assess the size of the glass ○ Gloves and glass suction lifting aids are to be used ○ Always carry glass panels vertically and avoid twisting ○ Ensure there is room to manoeuvre the glass panels and no obstacles in the way ○ Team lifts, if required, must be coordinated and practiced ○ Ensure adequate communication and continue to check for obstacles when moving panels around on site ○ Move slowly when handling glass panels – do not rush. 		
	Silica dust	3H	<ul style="list-style-type: none"> • Wear eye and respirator protection: <ul style="list-style-type: none"> ○ Respiratory Protection: <ul style="list-style-type: none"> ▪ Persons are deemed medically fit to wear ▪ Issued to individuals ▪ Fit testing is conducted by competent person ▪ Complete facial seal (no facial hair) ▪ Correct cartridge for contaminant (see M/SDS for flammable vapour/concrete dust) • Wet down materials as soon as possible to reduce dust. 	2M	
	Contact with animal, insects, spiders, reptiles	3H	<ul style="list-style-type: none"> • Scan the ground and be aware of where you are stepping at all times • Never put your hands or feet somewhere where you can't see them. 	2M	
	Aggressive / violent persons	3H	<ul style="list-style-type: none"> • Ensure courteous manner with members of public • Do not engage persons who may be aggressive • Leave area and report to supervisor immediately. 	2M	
	Cuts and needle stick injury	4A	<ul style="list-style-type: none"> • Wear well-fitted gloves, which provide a better tool grip and prevent blisters, cuts or puncture wounds • To protect against other cuts and scrapes, workers should wear long-sleeved shirts, neck scarves, and long pants • Waste bags are heavy duty and unlikely to tear/rip 	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
	Slips, trips & falls	3H	<ul style="list-style-type: none"> Do not carry waste bags next to body as they may contain sharps and/or broken glass; use trolleys if possible Use tongs to pick up needles and dispose of in sharps container. Wear appropriate thick soled covered footwear Check for pits, gradients, uneven terrain Do not climb or jump over loose materials Do not store materials in walkways Stack materials neatly Always ensure that you have a firm footing Do not leave tools on ground or across paths; store appropriately when not in use Do not place a tool in long grass where it is hidden and where people could trip over it Lean long handled tools against something where possible. If you have to lay it down, place it away from walkways. Place it with the pointed tangs or blade on the ground, not pointing up On completion clean up all tools & equipment ensuring the site is left in clean and tidy. 	2M	
6. Unloading at landfill	Powered mobile plant movement & other vehicles	4A	<ul style="list-style-type: none"> Follow traffic management at landfill site Be aware of mobile plant in operation Wear high visibility clothing (if required) Check for vehicles before exiting Park in designated area. 	2M	Worker/s
	Hazardous materials	3H	<ul style="list-style-type: none"> Check with your local landfill for the limits and requirements for their safe disposal. 	2M	
	Falling/flying objects	3H	<ul style="list-style-type: none"> Release ties slowly and remove tarpaulin Use caution in high winds. 	2M	
	Hazardous manual tasks - MSD	3H	<ul style="list-style-type: none"> Ensure leather (or impervious) gloves are worn and in good condition For hand unloading – check load is stable, decide appropriate unloading sequence, use team lifting and work from ground wherever possible. 	2M	
	Slips, trips & falls	3H	<ul style="list-style-type: none"> Do not stand on or enter tray/trailer; use push sticks/tools to remove bagged materials. 	2M	
	Viral or bacterial infection / disease	3H	<ul style="list-style-type: none"> Clean trailer/tray Tailgate is cleaned before closing Workers wash hands, arms and face and any exposed skin with soap (preferably anti-bacterial) and warm water on completion and before eating, drinking or smoking. Inspect PPE for damage, clean and store appropriately 	2M	
7. On completion	Silica Dust	3H	<ul style="list-style-type: none"> Clean up using vacuum or wet cleaning methods Ensure an industrial vacuum is used with HEPA filter (High Efficiency Particulate Air) Use, maintain and store any respiratory protective equipment provided in accordance with 	2M	Worker/s

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			instructions.		

EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.

If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:

- Adequate numbers of first aid trained staff are on site
- First aiders are trained & competent in managing injuries until emergency services arrive
- All rescue equipment is in good condition, available for use and in close proximity to the work site.

Ensure workers have access to:

- First aid kit/supplies
- First Aid trained personnel familiar with resuscitation and emergency response for electric shock
- M/SDS
- Communication devices (check mobile phones will have service in area)
- Suitable fire protection equipment.

PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB (include Type, Make Model, SWL/Capacity)

Hino Tipper	Toyota Hilux	General Hand Tool	Wheel bins / Trolley	Handheld bins
Mobile Phone	Invoice Book	General Stationary	Spare uniforms	PPE

Relevant Legislation & Codes of Practice

1. [Download the OHS Legislation and Codes of Practice Reference List 31105-1 from your tax invoice or go to OHS References.](#)
2. [Copy and paste your State specific references relevant to your scope.](#)

Act & Regulations

Australian Commonwealth

-Work Health and Safety (Transitional and Consequential Provisions) Act 2011
-Work Health and Safety Act 2011 → Work Health and Safety Regulations 2011.

Australian Capital Territory (ACT)

Work Health and Safety Act 2011 → Work Health and Safety Regulation 2011

Codes

- Work Health and Safety (First Aid in the Workplace) Code of Practice 2015
- Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015
- Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015
- Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015
- Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015
- Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015
- Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015
- Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015
- Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015
- Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015
- Work Health and Safety (First Aid in the Workplace Code of Practice) Approval 2015
- Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2011
- Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2011
- Work Health and Safety (Managing Electrical Risks at the Workplace Code of Practice) Approval 2015
- Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2011
- Work Health and Safety (Managing the Risk of Falls at Workplaces Code of Practice) Approval 2015
- Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2011
- Work Health and Safety (Preventing and Responding to Bullying) Code of Practice 2012 (No 1)

DOCUMENT #:

VERSION #:

AUTHORISED BY:

REVIEW #:

ISSUE DATE:

REVISION DATE:

<p><u>Queensland (QLD)</u></p> <p><u>NSW South Wales (NSW)</u> -Work Health and Safety Act 2011 -Work Health and Safety Regulation 2017</p> <p><u>South Australia (SA)</u> -Work Health and Safety Act 2012 -Work Health and Safety Regulation 2012 -Dangerous Substances Act 1979 -Dangerous Substances (General) Regulations 2017 -Dangerous Substances (Dangerous Goods Transport) Regulations 2008</p> <p><u>Tasmania</u> -Work Health and Safety Act 2012 -Work Health and Safety Regulations 2012</p> <p><u>Western Australia</u> -Occupational Safety and Health Act 1984 -Occupational Safety and Health Regulations 1996</p>	<ul style="list-style-type: none"> -Work Health and Safety (Work Health and Safety Consultation, Cooperation and Coordination) Code of Practice 2011 -Electrical safety code of practice 2013 - Managing electrical risks in the workplace -First Aid in the Workplace Code of Practice 2014 -Hazardous Manual Tasks Code of Practice 2011 -How to Manage Work Health and Safety Risks Code of Practice 2011 -Labelling of Workplace Hazardous Chemicals Code of Practice 2011 -Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 -Managing the Risk of Falls at Workplaces Code of Practice 2018 -Managing the Work Environment and Facilities Code of Practice 2011 -Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 -First aid in the workplace code of practice 2019 -Hazardous manual tasks code of practice 2019 -How to manage work health and safety risks code of practice 2019 -Managing electrical risks in the workplace code of practice 2019 -Managing noise and preventing hearing loss at work code of practice 2019 -Managing the risk of falls at workplace code of practice 2019 -Managing the risk of falls in housing construction code of practice 2019 -Managing the work environment and facilities code of practice 2019 -Managing risks of hazardous chemicals in the workplace code of practice 2019 -Managing the risks of plant in the workplace code of practice 2019 -Work health and safety consultation, coordination and cooperation code of practice 2019 -First Aid in the Workplace: Code of practice 2019 -How to Manage Work Health and Safety Risks: Code of practice 2019 -Labelling of Workplace Hazardous Chemicals: Code of practice 2015 -Managing Electrical Risks in the Workplace: Code of practice 2018 -Managing Noise and Preventing Hearing Loss at Work: Code of practice 2011 -Managing the Risk of Falls in the Workplace: Code of practice 2015 -Managing the Work Environment and Facilities: Code of practice 2019 -Work Health and Safety Consultation, Co-operation and Co-ordination: Code of practice 2019 -First Aid in the Workplace - code of practice 2018 -Hazardous manual tasks - code of practice 2018 -How to Manage Work Health and Safety Risks - code of practice 2018 -Labelling of Workplace Hazardous Chemicals - code of practice 2018 -Managing Electrical Risks in the Workplace - code of practice 2018 -Managing Noise and Preventing Hearing Loss at Work - code of practice 2018 -Managing the Risk of Falls at Workplaces - code of practice 2018 -Managing the Work Environment and Facilities - code of practice 2018 -Work Health and Safety Consultation, Cooperation and Coordination - code of practice 2018 -First aid-workplace amenities-personal protective clothing - Code of Practice Feb 2002 -Managing noise at workplaces Code of Practice – 2002 -Manual Tasks Code of practice – 2010 -National Code of Practice for the control of workplace hazardous substances [NOHSC:2007(1994)] -National Code of Practice for the labelling of workplace substances [NOHSC:2012(1994)] (1994)] -Prevention of falls at workplaces - Code of Practice 2004
--	---

<p><u>Victoria</u> -Occupational Health and Safety Act 2004 -Occupational Health and Safety Regulations 2017</p> <p><u>Northern Territory (NT)</u> -Work Health and Safety (National Uniform Legislation) Act 2011 as in force 2016 -Work Health and Safety (National Uniform Legislation) Regulations 2011 as in force July 2017</p>	<ul style="list-style-type: none"> -Violence, aggression and bullying at work - Code of Practice 2010 -Communicating occupational health and safety across languages: Compliance code 2008 -First Aid in the workplace: Compliance code 2008 -Hazardous Manual Handling: Compliance Code 2018 -Hazardous substances: Compliance Code 2018 -Workplace amenities and work environment: Compliance code 2008 -First aid in the workplace - code of practice 2011 -Hazardous manual tasks - code of practice 2012 -How to manage work health and safety risks - code of practice 2012 -Labelling of workplace hazardous chemicals - code of practice 2012 -Managing noise and preventing hearing loss at work - code of practice 2012 -Managing the risk of falls at workplaces- code of practice 2012 -Managing the work environment and facilities - code of practice 2012 -Work health and safety consultation, co-operation and co-ordination - code of practice 2012 	
---	---	--