



**SITE SAFETY PLAN**  
**for**  
**CLIENT COMPANY NAME**  
**EVENT NAME**

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### QUICK REFERENCE TABLE

Event/Contract Name	EVENT NAME
Contract/Job Number	EVENTPOWER SOLUTIONS JOB NUMBER
Contract Start Date	EVENTPOWER SOLUTIONS START DATE ON SITE
Client Company Name	CLIENT COMPANY NAME
Client Contact/Event Manager	CLIENT CONTACT NAME
Contact Phone Number	CLIENT CONTACT PHONE NUMBER
EPS Site Manager	EVENTPOWER SOLUTIONS CONTACT NAME
EPS Site Manager Phone Number	EVENTPOWER SOLUTIONS CONTACT PHONE NUMBER
Maximum Employees on Site	NUMBER OF EVENTPOWER SOLUTIONS STAFF ON SITE

## Preamble

The purpose of this Site Safety Plan is to outline policies and practices in respect of Occupational Health and Safety in the Electrical and Communications Contracting Industry. This Site Safety Plan is designed for Eventpower Solutions to enable them to manage their business systematically and their workplace health and safety, on behalf of the client whilst on site.

By implementing this Site Safety Plan, Eventpower Solutions shall meet their obligations under the Workplace Health and Safety Legislation and standards.

This Plan and associated forms establish a minimum standard for the management of OH&S by Eventpower Solutions and their employees whilst working for and on behalf of **CLIENT COMPANY NAME**.

The contents of the Plan can be adjusted to comply with each contractor or organisation that Eventpower Solutions contracts to work for them. Where other forms and other documentation are required, these will be submitted to, for review and acceptance by "the client".

Contractors contracted to work on behalf of Eventpower Solutions, are encouraged to submit and use their own plans, however, they must at a minimum be commensurate with this Plans content.

"Eventpower Solutions" shall be defined as Eventpower Solutions management, their employees, contractors and subcontractors within the Electrical and Communications Contracting industry

Emphasis is placed on the fact that Eventpower Solutions is fully aware of its obligations to provide safe working environments for its employees, to guide them in safe working practices and to comply with the Victorian Occupational Health and Safety Act 2004 and associated legislation.

Further, the purpose of this Site Safety Plan is to serve as a basis for the establishment of project Occupational Health and Safety management systems, highlighting the necessity of site specific induction for each new / unfamiliar site.

## Field of Application

The field of application for this document extends to all Eventpower Solutions's electrical and communications work in the state of Victoria

The Site Safety Plan's objectives are to prevent workplace injuries to, and work related illnesses of both its employees, and persons affected by work done by Eventpower Solutions.

In setting up such a system, Eventpower Solutions has reviewed its Management practices and each of the requirements of the guidelines has been considered in relation to Eventpower Solutions's structure and the work in which it does.

## Safety Promotion

Safety Promotion is an important tool in creating and maintaining safety awareness. Thus Management accepts its responsibility in:

- Taking an active part in any group or committee concerned with accident prevention
- Being available to discuss safety matters with individuals and promote safety ideas
- Attending to safety publicity such as posters, safety films and Eventpower Solutions publications dealing with safety.
- Collecting and maintaining a file of informative materials, such as catalogues and periodicals dealing with safety, and making such material available for use by any Health and Safety Representative and or Safety Committees.

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## Process Control

Eventpower Solutions O.H.&S Management System is designed to give effect to its policies therein, as they apply to the “processes” with which it is concerned, namely all elements of Electrical and Communications contracting work in the Contracting Industry.

The wide variety of work undertaken by Eventpower Solutions may make it necessary to devise particular processes and procedures for particular projects and what is written here is intended only to indicate how typical projects would be dealt with.

Should particular procedures be required, they would set out the specific hazards to be considered and the resources and sequences of activities necessary to guard against them.

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## Introduction

This document sets out the safety management strategy to be adopted by Eventpower Solutions during the course of the:

EVENT NAME contract for CLIENT COMPANY NAME to begin on the EVENTPOWER SOLUTIONS START DATE ON SITE

Project managed by: CLIENT CONTACT NAME

The document is not designed to replace any Schedule of Health & Safety requirements that may be stated in any Special Conditions of the Contract, but will be used to provide verification of the actions of Eventpower Solutions in relation to these requirements.

This document and subsequent additions will be made available to CLIENT CONTACT NAME for the purpose of review for acceptance and auditing for the duration of the contract.

- 
- |                           |  |
|---------------------------|--|
| 1. <b>Trading Name:</b>   | Eventpower Solutions   |
| <b>Postal Address:</b>    | PO Box 5094, Garden City, Vic, 3207  |
| <b>Phone:</b>             | 1300 026 066   |
| <b>Email:</b>             | <a href="mailto:info@eventpower.com.au">info@eventpower.com.au</a>   |
| <b>Managing Director:</b> | Mark Jamison<br>0406 995 656<br><a href="mailto:mark@eventpowersolutions.com.au">mark@eventpowersolutions.com.au</a> |
2. **Eventpower Solutions will provide EVENTPOWER SOLUTIONS CONTACT NAME as the person on site responsible for supervision of the Scope of Works and its safety.**
3. **Our peak number of employees on the site will be** Error! Reference source not found.
4. **Eventpower Solutions does not intend to subcontract all or part of the works.**
- 

**Contract Job Number:** EVENTPOWER SOLUTIONS JOB NUMBER

### Scope of works:

Supply and install temporary power distribution and cabling.



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## **SECTION ONE**

### **COMPANY POLICIES**

and

### **PERSONNEL ROLES AND RESPONSIBILITIES**

# Policies

## Eventpower Solutions

Senior Management must demonstrate commitment to systematically managing health and safety.

A dynamic health and safety culture requires an explicit organisation-wide commitment. The commitment sends a signal to all employees, suppliers, contractors and customers that Eventpower Solutions actively manages its health and safety responsibilities.

Eventpower Solutions recognises that OH&S is an integral part of the Management function and to this end has:

- Established a program with clear objectives
- Detailed the responsibilities of those charged with carrying out the plan, ie. Management, Supervisors and Employees
- Ensured that those given responsibilities are also given the necessary authority to meet their responsibilities
- Ensured that those with responsibilities are accountable for achieving those responsibilities
- Communicated with all levels of Eventpowr Solutions to ensure that all employees are aware of the program and their part in it.
- Provided appropriate training for management and employees to enable them to meet their responsibilities.

All Eventpower Solutions policies will be reviewed on a 12 monthly basis.



## OCCUPATIONAL HEALTH AND SAFETY POLICY

At Eventpower Solutions our Occupational Health, Safety and Rehabilitation Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People 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 Safety Policy are:

- To aim to achieve an accident free workplace.
- To make health & safety an integral part of every managerial and supervisory position.
- To ensure 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 analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our health & safety management is dependent on:

- (i) Pro-active planning of all work activities with due consideration given to implementing OH&S controls that are suitable to each given situation.
- (ii) Understanding the total work process and associated OH&S risks.
- (iii) Ensuring the work team is totally committed to achieving our objectives.
- (iv) Ensuring that open and honest communication exists between management and all employees.



Mark Jamison  
Managing Director  
Date: 4/06/15

## REHABILITATION POLICY

Eventpower Solutions in pursuit of the best practical levels of physical and physiological recovery of our people will provide appropriate rehabilitation return to work processes for any person who incurs a work-related injury or illness.

Eventpower Solutions is responsible for the development and implementation of this Rehabilitation Policy and associated Procedures.

Eventpower Solutions has a total commitment to the health safety, rehabilitation, and welfare of all persons at our workplaces and to the timely and cost effective rehabilitation of injured employees.

Eventpower Solutions is also committed to providing a workplace based Occupational Rehabilitation Service for all workers, and to that end will have a nominated Return to Work Coordinator and ensuring that this Policy is displayed in all of our workplaces.

The commitment involves:

- Preventing injury and illness through provision of a healthy and safe working environment;
- Ensuring that all Employees are aware of the Rehabilitation Program and provide appropriate information to an injured Employee in order to facilitate understanding and acceptance of the rehabilitation service provided;
- Enacting timely referrals to Rehabilitation Providers to ensure that occupational rehabilitation commences as soon as possible after an injury or illness;
- Ensuring that the timely return to work as soon as possible by an injured worker is a normal practice and expectation;
- Providing suitable employment/duties, where practicable, for an injured Employee, or partially incapacitated worker, as an integral part of the rehabilitation process;
- Consulting with workers and their representatives to ensure that our rehabilitation program operates effectively; and
- Ensuring that participation in the rehabilitation program will not of itself prejudice an injured worker.

Eventpower Solutions Management and the OHS&R Management System will ensure that other Employers provide workplace rehabilitation to their Employees engaged at our workplaces.

The Eventpower Solutions Return to Work Coordinator will make every effort to resolve disputes regarding rehabilitation by consultation with the Employee, Supervisor, and where applicable, the Rehabilitation Provider and the Employee's Representative.

### Primary Goal

The primary Goal of the Policy and associated procedures is to assist early return to work of employees to safe and suitable duties at the best possible level of function.

## Objectives

The objectives of this policy are to:

- Identify and assess the need for rehabilitation as early as possible;
- Recognise the role, rights and responsibilities of all participants circumstances;
- Facilitate the early and safe return to work of any employee or person following a work related illness or injury;
- Ensure that employees or persons affected are informed of their rights and responsibilities and are involved in all decisions related to their rehabilitation;
- Ensure the welfare of injured or ill employees or affected persons is maintained;
- Ensure appropriate training and education of all personnel involved in the rehabilitation process in line with their designated responsibilities;
- Ensure that participation in the rehabilitation / return to work processes does not disadvantage employees or affected persons;

Procedures have been developed that embody the aims of our rehabilitation systems that are affected in all our rehabilitation / return to work processes.

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Mark Jamison  
Managing Director  
Date: 4/06/15

## ALCOHOL AND DRUGS POLICY

In keeping with our requirements to provide and maintain a safe and healthy place of work, this policy sets out the responsibilities of all employees and other people working on our sites to be fit for duty.

***"It is the personal responsibility of all people to ensure that their work performance is always such that their safety, the safety of others and their work efficiency is not impaired."***

The decision on a person's ability to work safely and their fitness for duty will be determined by the employees supervisor.

While there is no simple or reliable way to fully assess a person's impairment, the consumption or use of alcohol, drugs or any other substances that may affect a person's ability to work safely or efficiently is not permitted. People taking prescription or over-the-counter medications that may impair performance are to advise their supervisor. Such advice will be treated confidentially.

Employees or other people who are observed to be in breach of this Policy will be subject to the Eventpower Solutions's disciplinary procedures and, depending on the circumstances, their behaviour may be treated as serious misconduct.

Affected employees who are observed to be in breach of this Policy will be cautioned and removed from the workplace immediately

Counseling, including the provision of independent and confidential external counseling, professionals will be offered as appropriate.

Personal leave or leave without pay may be negotiated to enable rehabilitation and counseling.

No one will be disadvantaged in the workplace as a result of an employee undertaking a counseling and rehabilitation program

Eventpower Solutions is committed to the preservation of the health and safety of all our employees and affected people. To this end the Eventpower Solutions will as, far as is practicable ensure that the facilities and areas under the Eventpower Solutions control are alcohol and drug free.

Eventpower Solutions will strive to ensure that any adverse behavior that could be construed as a result of people under the influence of alcohol or drugs will be eliminated.

All Eventpower Solutions supervisors, employees and contractors are accountable for health and safety performance of people in their areas of responsibility.

### Primary Goal

The Primary Goal of the Policy is to assist in management of an alcohol and drug free environment. This Policy applies to management, supervision, employees, contractors, trainees, visitors, and the general public.

## Objectives

The objectives of this policy are to:

- **Comply** with all relevant statutory, legal and moral obligations.

Through training, provide skills and knowledge for responsible staff to:

- **Identify, Counsel, Manage and Resolve** any issues arising from the misuse of alcohol and drugs by any employee, trainees or people under the management or control of Eventpower Solutions.
- **Provide** adequate resources to establish and maintain awareness of alcohol and drug misuse.
- **Provide** training and counselling for employees, trainees and affected people in the areas of alcohol and drug misuse.
- **Provide** a response program for situations arising from the misuse of alcohol and drugs to minimise the risk to people, facilities, assets and the environment.

***All employees, trainees, contractors, and people under our management are required to follow rules relating to alcohol and drugs requirements, and report any concerns relating to this area to their immediate supervision.***

Our commitment to the management of alcohol and drugs misuse is as important as our commitment to other Eventpower Solutions objectives.



Mark Jamison  
Managing Director  
Date: 4/06/15

## SMOKING POLICY

Eventpower Solutions has a policy of a smoke-free work place and this means that smoking is not permitted within Eventpower Solutions work place. The "work place" is defined as all Eventpower Solutions sites and company vehicles.

Eventpower Solutions is committed to securing the health & safety of its employees and will discourage smoking in all of its premises.

Eventpower Solutions recognises that some employees may wish to give up smoking and as a result, appropriate assistance can be made available to staff. Any employee wishing further information should contact their Manager.

Employees may only smoke during break times designated by their supervisor or outside normal office hours. No unscheduled breaks are to be taken for the purpose of smoking outside the building. Smoking may only be conducted in the designated smoking areas.

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

***Compliance with this policy is a condition of employment.***

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Mark Jamison  
Managing Director  
Date: 4/06/15

## COMPANY VEHICLE POLICY

In keeping with our requirements to provide and maintain a safe and healthy place of work, this policy sets out the responsibilities of all employees and other people who will drive or operate Eventpower Solutions vehicles in their course of work.

Eventpower Solutions 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 use or travel in the vehicle.

It is the vehicle operator's responsibility to ensure the vehicle is kept clean and tidy throughout and in a roadworthy condition with 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 Eventpower Solutions

Vehicle operators must have and carry the appropriate current licence for the type of vehicle they are operating.

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 Eventpower Solutions 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.

Eventpower Solutions 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.

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



Mark Jamison  
Managing Director  
**Date: 4/06/15**

## LIVE ELECTRICAL WORK POLICY

Eventpower Solutions acknowledges our moral and legal responsibilities to protect our employees 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 conductors that are, or could be live **shall not be done** by our employees, or other people doing work for us, unless all the following conditions are met:

- (i) The necessity to do the particular task under live or energized conditions has been discussed by our Responsible Person with the client and the people who may perform the work.
- (ii) It has been genuinely agreed that there are **no other options**, eg, isolating the section where the work is to be done or working de-energised out of hours.
- (iii) A task specific risk assessment is carried out and documented.
- (iv) As a minimum, the risk assessment shall be in accordance with the Energy Safe Victoria's publication, "Code of Practice for Safe Electrical Work".
- (v) All necessary protective clothing and equipment is on the job site, in good condition, tested as appropriate and used correctly.
- (vi) First aid and communication facilities are immediately accessible.
- (vii) An observer, current and competent in electrical rescue and cardiopulmonary resuscitation (CPR), is continuously present.
- (viii) Authorisation for the particular task is obtained from the client's most senior responsible person. Such authorisation shall be documented.
- (ix) The standard working procedures and safe working practices as set out in the Code of Practice for Safe Electrical Work and our Safe Work Method Statement shall be observed at all times.
- (x) This Policy does not apply to testing or fault finding where the procedures as set out in our Safe Work Method Statement shall be observed at all times.



Mark Jamison  
Managing Director  
**Date: 4/06/15**



## ULTRA VIOLET RADIATION PROTECTION POLICY

Eventpower Solutions is committed to the preservation of the health, safety and welfare of all our employees and affected people. To this end Eventpower Solutions will as, far as is practicable ensure that the working environment and areas under the Company's control are conducive to the protection from Ultra Violet radiation.

Eventpower Solutions supervisors, employees and contractors are accountable for health and safety performance of people and the monitoring of this UV policy in their areas of responsibility.

### Primary Goal

The Primary Goal of the Policy and associated procedures is to assist in the management of an environment that is a minimal risk to Ultra Violet radiation exposure. This Policy applies to management, supervision, employees, contractors, trainees, visitors, and the general public.

### Objectives

The objectives of this policy are to:

- **Comply** with all relevant statutory, legal and moral obligations;

Through training, provide skills and knowledge for responsible staff to:

- **Identify** areas of exposure;
- **Manage** and **Resolve** any issues arising from the need to work in an environment with exposure to UV radiation by any employee, trainees or people under the management or control of Eventpower Solutions.
- **Provide** and make available adequate personal protective clothing, equipment, sun protection products and resources to employees to enable a safe UV protected environment.; A minimum of wide brimmed hat, long pants, sun glasses, long sleeved shirt and sun screen will be provided by Eventpower Solutions.
- **Provide** information, instruction and training in the correct use, maintenance and wearing of the above PPE and UV protective equipment for employees, trainees and affected people.;
- **Endeavour** to program work situations to the timing of minimal exposure to the outside working environment at the maximum exposure times of the day, or if so to provide adequate shelter, shade and protection from exposure at the worst times;
- **Provide** a response program for situations arising from the exposure to minimise the risk to people, facilities, assets and the environment;

All employees, trainees, contractors, and people under our management are required to follow rules relating to the use and wearing of UV protective clothing and equipment requirements, and report any concerns relating to this area to their immediate supervision.

Our commitment to the management of UV radiation protection is as important as our commitment to other Eventpower Solutions objectives.

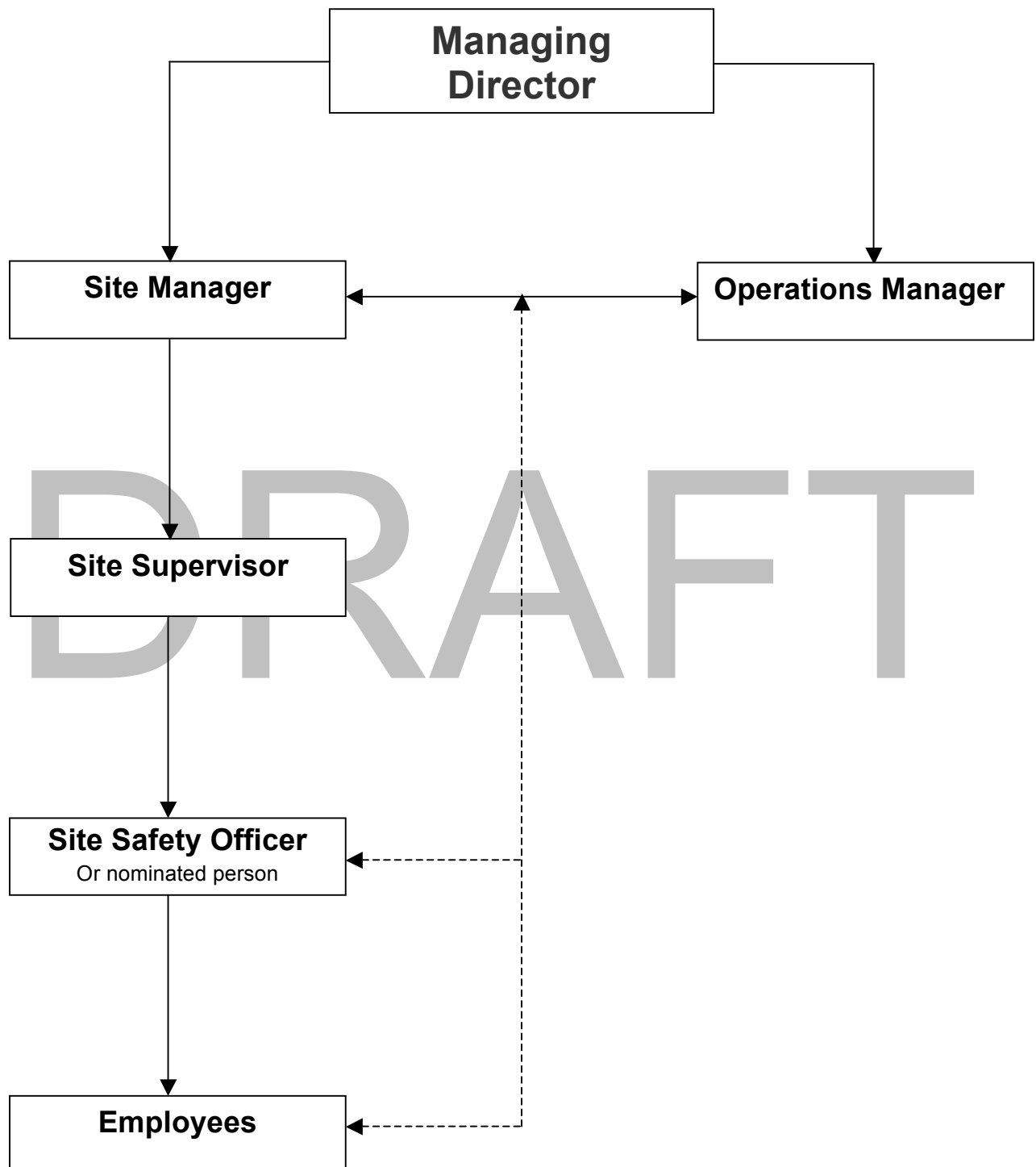
This policy and associated procedures will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or every twelve (12) calendar months from the date promulgated.



Mark Jamison  
Managing Director  
Date: 4/06/15

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## Roles and Responsibilities



## ROLES AND RESPONSIBILITIES DEFINED

Implementing an Occupational Health and Safety Policy requires the clearly defined assignment of responsibilities, accountabilities and authorities.

The ultimate responsibility for, and commitment to, the Occupational Health and Safety Policy rests with the highest level of management within the business.

Senior Management must demonstrate commitment to systematically managing health and safety.

A dynamic health and safety culture requires an explicit organisation-wide commitment. The commitment sends a signal to all employees, suppliers, contractors and customers that the organisation actively manages its health and safety responsibilities.

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

## SITE MANAGER

EVENTPOWER SOLUTIONS CONTACT NAME is responsible for safety on the project and duties include:

- implementing the company Occupational Health Safety and Rehabilitation procedures;
- using the principles of the Hierarchy of Control (Best to Worst guide in this Management Plan) in all design, fabrication and construct activities to minimise the risk to all personnel in the workplace;
- carrying out a design review with “the client” 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;
- ensuring safe equipment and plant is provided and maintained;
- insisting on correct and safe work practices at all times;
- assisting in the identification and preparation 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 methods (controls);

**Manager's Name:** (Print) EVENTPOWER SOLUTIONS CONTACT NAME

**Date:** 4/06/15

**Signature of Acceptance:**



## SITE SUPERVISOR

EVENTPOWER SOLUTIONS CONTACT NAME is responsible for safety on the project and duties include:

- implementing the company Workplace Health, Safety and Rehabilitation procedures;
- observing all W.H.S&R requirements and statutory rules and regulations;
- ensuring that all works are conducted in a manner safe and without risk to employees health and safety;
- planning to do all work safely;
- providing advice and assistance on W.H.S&R to all employees;
- participating in the planning and design stages of trade activities;
- ensuring current W.H.S&R and other relevant legislative requirements are met in the workplace;
- identifying W.H.S&R training programs in advance and allow for employee/s 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 of Safe Work Method Statements and Job Safety Analysis (JSA) for the trade;
- 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 W.H.S&R 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;

**Site Supervisor's Name:** (Print)

EVENTPOWER SOLUTIONS CONTACT NAME

**Date:** 4/06/15

**Signature of Acceptance:**



## SITE SAFETY OFFICER OR NOMINATED PERSON

EVENTPOWER SOLUTIONS CONTACT NAME is responsible for safety on the project and duties include:

- assisting the Site Supervisor to develop and implement the Workplace Health, Safety and Rehabilitation procedures
- communicating safety performance to the Site Manager;
- providing advice and assistance on W.H.S&R to all employees;
- participating in the planning and design stages of trade activities;
- monitoring W.H.S&R 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 W.H.S&R initiatives for the trade;
- conducting accident/incident investigations;
- leading by example and promoting W.H.S&R at every opportunity;
- stimulating a high level of safety awareness at all times;
- communicating with the W.H.S&R Site Manager on matters relating to health and safety;
- facilitating the maintenance of all records as required under this Management Plan;
- participating in regular workplace inspections and ensure that any improvements resulting from such an inspection are actioned in the required time frame.

**Site Safety Officer's Name:** (Print) EVENTPOWER SOLUTIONS CONTACT NAME

**Date:** 4/06/15

**Signature of Acceptance:**



## EMPLOYEES

- Are made aware of their obligations under Section 25 of the Occupational Health and Safety Act 2004.
- Keeping informed of Eventpower Solutions 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 Eventpower Solutions and site-specific policies and procedures.
- Recommending to the Safety Representatives any action which they consider would make for safer working.
- Reporting any accidental injuries and any breaches of safe working practices to Site Management.
- Employees are responsible for ensuring their safety and the safety of others affected by their actions on the project.
- Participating in making their work places safe by:-
  - (i) complying with all rules, instructions and prescribed procedures
  - (ii) using or wearing all appropriate safety devices and equipment as supplied
  - (iii) reporting of all accidents, incidents, near misses and hazards
  - (iv) communicating with the Site Supervisor on matters relating to health and safety
  - (v) using and maintaining all safety equipment and plant in the method for which it is meant to be used
  - (vi) refraining from the use or consumption of drugs or alcohol or working whilst under the influence of drugs or alcohol whilst at the workplace
  - (vii) assisting with the investigation of workplace accidents and incidents
  - (viii) following safe work methods, procedures and practices at all times
  - (ix) not endangering the health and safety of themselves or others in the workplace
  - (x) actively participating in safety meetings, inductions, toolbox talks, training and safety awareness sessions
  - (xi) adopting and actively participating in any rehabilitation and return to work programs following injury to personnel
  - (xii) abiding by all Legislative Acts and Regulations as required to perform the work safely

EMPLOYEE SIGN OFF REGISTER			
Date	Name	Signature	Employer
	James Formosa Doyle		Eventpower Solutions
	Elijah Baker		Eventpower Solutions
	Mark Jamison		Eventpower Solutions

# DRAFT

## Document Control

### Issue, Revision and Review

Eventpower Solutions is responsible for:

- Completing the Site Safety Plan and providing a copy to “the client” before work commences on site for assessment and conformance.
- Maintaining an up to date version of the Site Safety Plan. A record of revisions that occur will be kept in the Record of Revision table below. All obsolete pages will be destroyed.
- Providing an updated copy to “the client” whenever changes occur.
- Maintaining a register of people to whom the Site Safety Plan is issued using the Distribution List table below.
- Issuing a completed Site Safety Plan to all those registered.
- Ensuring revisions are distributed to all registered people.
- Reviewing the Site Safety Plan at intervals of not more than three months or prior to each new project to ensure it is up to date.

## Record of Revision



Edition/ Revision	Date	Section	Page	Revision Dates
Issue A Revision 0	August 2012			Original

## Distribution List

Controlled copies of this Site Safety Plan have been issued to the holders nominated hereunder.

Ref No.	User Name	Position	Issue Date
01	CLIENT CONTACT NAME	Projects & Development Manager	4/06/15
02			4/06/15
03			4/06/15
04			4/06/15
05			4/06/15
06			4/06/15
07			4/06/15
08			4/06/15
09			4/06/15



# **SECTION TWO**

## **COMPANY SITE SAFETY PLAN, RISK MANAGEMENT GUIDELINES**

### **and**

## **PROFORMAS**

# Hazard Reporting & Risk Assessment

## Procedure

Workplace Health and Safety Legislation requires anyone in control of the workplace to identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate or minimise the risk.

The procedure and responsibilities for reporting hazards are outlined in a flow chart on the following page.

Corrective actions will be signed off when completed.

## Identify Hazards

To help find all potential hazards the job will be broken down into activities that follow the sequence of construction / erection / dismantling. These activities are documented in a **Risk Management chart**. See example (FORM SAF-001).

The list of jobs or scope of work procedures, and other work related practices is provided to "the client" by Eventpower Solutions.

For each of the work activities and associated job steps identified in the Risk Management chart Eventpower Solutions will also identify potential hazards and record them on the Risk Management Chart.

The Risk Management chart also identifies the class of risk associated with that work activity and whether a Job Safety Analysis has been or should be completed.

The Job Safety Analysis details how the work activity will be carried out and the safety precautions associated with that particular work activity.

To assist this process, resources such as the following will be used:

- Workplace Health & Safety Advisory Standards, trade based Codes of Practice and other publications, e.g. safety alerts;
- Hazard Profiles for specific trade groups;
- Workplace experience; and
- Consultation (e.g. Tool Box Talks) with workers experienced in the task to be undertaken.

The supervisor will complete a **Hazard Report** (FORM SAF-002) where hazards cannot be corrected immediately.

Eventpower Solutions will then issue the completed Hazard report to all supervisory personnel and safety committee representatives. A number of forms (SAF-002) for employees to use will be placed in the appropriate work area amenities.

## Assess Risks

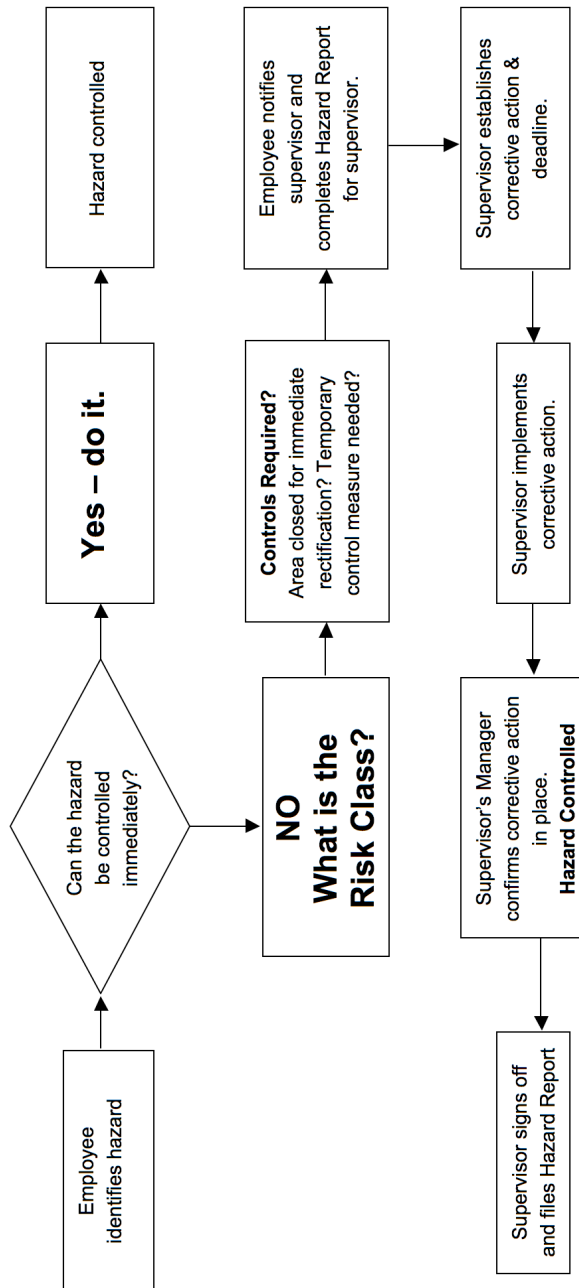
For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below. The attached Risk Management chart will be used to determine the requirement for management of the risks identified.

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

## Selection and Use

- Where identified, all class 1 and 2 risks will be recorded on a detailed Job Safety Analysis (JSA) record. Class 3 risks will be minimised as far as possible but may not be recorded on a JSA.
- A Risk Class will be used to determine the level of Controls required eliminating, or minimizing a potential hazard.
- The higher the Risk Class the more extensive the controls to be provided.
- The supervisor shall sign off the report when satisfied that all items on the report have been satisfactorily actioned. Copies of the signed off Hazard Reports will be appropriately labelled, filed and kept for a minimum of 5 years.

## Hazard Reporting Procedure & Responsibility



## Risk Management Chart - Example

Example - Risk Management Chart					
Project: _____		Date: _____			
Insert company name					
Major Work Activity	Potential Hazards Identified for the Activity	Activity Risk Score	Job Safety Analysis is required for any activity that is a Class 1 or 2 Risk	JSA No. & Date Produced	
<b>Example:</b> Installation of metal roofing on a portal frame 3 storey high factory.	Falls from the edge of the roof.  Falls through the roof framing, service penetrations or other openings.	Class risk 1	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Generic (not specific to any site) JSA required for the major work activity at tender for evaluation purposes.	
		Class risk 1	No: <input type="checkbox"/>	Site specific JSA provided for the major work activity before work commences.	

## Job Safety Analysis

### Procedure

**Job Safety Analysis (JSA)** is the process of identifying potential hazards, assessing their risk and recording how to eliminate, or minimize, the risk to worker safety (controls). Where potential hazards are identified as Class 1 or Class 2 risks Job Safety Analysis will be completed using the step-by-step guide on the next page and form SAF-003.

**A generic (not specific to any site) Job Safety Analysis** will be submitted at tender. Broadly defined job steps will be used and general hazards identified. The JSA will demonstrate that Eventpower Solutions have identified the risks (particularly Class 1 & 2 risks) involved in the work and typical controls used. This JSA will be provided for the purpose of tender evaluation.

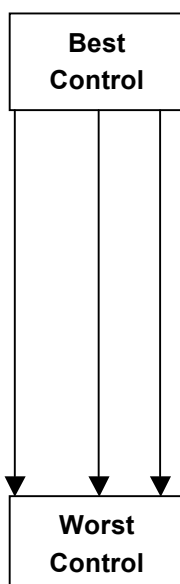
Prior to commencement of work on site the generic Job Safety Analysis submitted at tender will be reviewed. Where job steps or site conditions will change from those planned the JSA will be updated to reflect the way the job will actually be done on the specific site and how safety will be controlled – **a site specific JSA**.

The JSA form provides a record to demonstrate compliance to Occupational Health and Safety Legislation. The person responsible for implementing a particular action to eliminate, or minimise, the risk of the potential hazard on site is nominated on the JSA. This will ensure responsibility for risk control is allocated and can be followed up.

### Evaluation of the JSA

Job Safety Analysis will be evaluated on how well Class 1 and Class 2 hazards have been identified for the work activity to be undertaken and whether the suggested controls, wherever possible, eliminate the potential hazard or minimise the risk of injury.

Controls should be as high as practical in the “Best to Worst” guide shown below.



- 1. Remove the hazard completely**
  - e.g. remove risk of electrocution by using compressed air driven tools.
- 2. Separate people from the hazard**
  - e.g. guards on power tools,
  - e.g. use effective barriers and edge protection,
  - e.g. enclose noisy machinery.
- 3. Use an engineered control**
  - e.g. use Earth leakage device (safety switch) on electrical power source.
  - e.g. use a machine to lift heavy objects.
  - e.g. use scaffolding rather than ladders to reduce risk of falls.
- 4. Change work practices**
  - e.g. training in lifting techniques.
  - e.g. tagging procedures.
- 5. Provide personal protection (PPE)**
  - e.g. hearing protection, eye protection etc. Note: PPE should be the last barrier chosen to protect people.

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## Job Safety Analysis Step by Step

### The JSA will provide:

- (i) The names of Eventpower Solutions supervisor.
- (ii) A description of the work activity or task to be undertaken?
- (iii) The date the JSA was developed.
- (iv) The name and signature of the person who developed the JSA?
- (v) The project name/number.
- (vi) The job steps involved in doing the work?
- (vii) Potential hazards associated with the work and its job steps which are Class 1 and Class 2 risks?
- (viii) The controls that will be put in place to eliminate or minimise the potential hazards identified?
- (ix) Controls as high as practicable on the “best” to “worst” control guide.
- (x) The name of the person/s responsible for ensuring that the control/s is in place?

### Selection and Use

- Job Safety Analysis will be completed and signed by an appropriately qualified person/s representing Eventpower Solutions who is competent in the work activity to be undertaken.
- Job Safety Analysis will be reviewed and signed by the appropriate “the client” representative on the project.
- Employees will review the JSA and sign (Toolbox Talk Form) that they understand and are willing to implement the controls required to carry out the work safely.
- Work will not proceed until the above three criteria are achieved.

### Manual Handling

All work activities that involve manual handling will be assessed using the Manual Handling Risk assessment form SAF-004 as per the Regulations and Code of Practice for Manual Handling.

### Safe Work Method Statements

To help find all potential hazards the job will be broken down into activities which follow the sequence of construction. These activities are provided in a **Safe Work Method Statement (SWMS)**, which is a list of job procedures, and other work related practices provided to the Principal Contractor. The SWMS details how the Scope of Work will be carried out.

For each of the work activities and associated job steps identified in the Safe Work Method Statement provided Eventpower Solutions will identify potential hazards.

Generic task specific Safe Work Method Statements are developed by industry for particular tasks specific to the electrical and communications industry. These SWMS assist in the development of a site specific / task specific JSA for the particular task at a particular site at a particular time. An index of the available developed SWMS follows and copies of these SWMS can be found in the company OHS Management System.

SAFE WORK METHOD STATEMENT - INDEX			
SWMS No.	Task Title	Pages	Rev
001	Conduit Installation, Placed Prior to Pouring Concrete	2	
002	Conduit Installation, In Ground	2	
003	Conduit Installation, Walls and Ceilings	2	
004	Cable and Ladder Tray Installation	2	
005	Using Portable Ladders	2	
006	Installing Light Fittings	2	
007	Installation of Switchboards	2	
008	Installation of Lighting Looms	2	
009	Installation of Cable Supports	2	
010	Installation of Mains	3	
011	Installation of Switchboard Connections	3	
012	Installation of SubMains	3	
013	Installation of Power and Light Cabling	3	
014	Installation of Power Points	3	
015	Manual Handling	2 + 2	
016	Working with Elevated Work Platforms	2	
017	Erecting and Using Mobile Scaffolds	2	
018	Dismantling Mobile Scaffolds	2	
019	Working at Heights	3	
020	Installation of New Work in Existing Switchboards	3	
021	Working in Risers	2	



# **SECTION THREE**

## **COMPANY SITE SAFETY PLAN, PROCEDURAL GUIDELINES and PROFORMAS**

## Training, Skills and Competencies

The development of a systematic occupational health and safety education and training program is an important part of planning an organisation's overall development and is sound management practice.

Eventpower Solutions recognises that training is of great importance to heighten awareness of O.H.&S. issues and to mould accordingly the attitudes of all personnel in Eventpower Solutions. Training is central to the achievement of O.H.&S. objectives, primarily the achievement of zero accidents and work related illnesses.

Training will therefore:

- Ensure compliance with Legislative requirements respecting the training of individuals before they may be permitted to perform certain types of work.
- Identify the way in which tasks and operations impinge on O.H. & S.
- Identify the individual's training needs for the safe performance of tasks and operations.

Employees will be assigned to tasks which they can perform safely and without adverse effects to their health. For tasks where a high degree of operating skill or procedures are critical, standards of competence will be defined and measures taken to ensure they are met.

On the job personalized training, based on an analysis of the required tasks, is an indispensable element of any safety program. This approach stresses the work habits and procedures required for safe job performance.

General job and safety training needs can be identified through an assessment of current legislation, industry standards, accident statistics, inspections, audits, work practices and the concerns of employees. Groups that require specific training can then be defined and the training tailored to meet the needs of these groups.

Problems can arise unless Managers and Supervisors receive appropriate training soon after assuming their roles. Because the people, technology, systems and standards of work are always changing, training cannot be provided on a once only or ad hoc basis but needs to be part of an ongoing personal or professional development plan.

Training for Managers should include:

<b>OH&amp;S legislation</b>	<b>Management systems</b>
<b>Delegation of responsibility</b>	<b>Hazard identification</b>
<b>Risk assessment</b>	<b>Risk control</b>

Training for Supervisors should include how to:

- recognise hazards
- conduct health and safety inspections
- select and apply appropriate control measures to hazards
- investigate accidents and injuries
- produce clear and accurate reports of investigations
- communicate and consult effectively
- ensure that employees understand and follow workplace procedures

Where these groups are also involved in planning, initiating and delivering training themselves they will, of course, need training to equip them for this role.

## Procedure

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

## Assessment

Eventpower Solutions will undertake a training/competency assessment of all employees prior to the commencement of work on the nominated site; these assessments will be recorded on the **Skills/Competency Register**. (See Form SAF-005).

Where skill deficiencies are detected appropriate training will be provided **before** work commences so that employees can perform their designated duties safely.

Employees attending Training courses provided on site should list their names and sign the **Training Attendance Record** form (See Form SAF-021).

## Selection and Use

- The skills & competencies register will be provided to the appropriate Big Day Outrepresentative 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 training register form.
- Day Labour will be used only when the nominated worker/s satisfies 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 Skills/Competency Assessment Register provided.

# OH&S Induction and Fitness For Work

## Procedure: Fitness for Work

Eventpower Solutions will ensure that its people are fit for the position and work activities they are employed to carry out. This will require all employees, prior to acceptance for employment undertake a pre-employment medical screening assessment.

## Protocols

Employment confirmation will be dependant upon the outcome of the screening assessment.

## Induction Training

The first training a person new to the workplace should receive is induction training, which should include information on occupational health and safety.

Effective induction is more than simply introducing a new employee to his or her job and co-workers. It is a strategy used to help an employee fit into his/her job, work team and the organisation.

### **Company / Corporate Induction training for new or transferred employees should include:**

- General background of the organisation
- Eventpower Solutions policies and procedures, eg. OH&S, non smoking, alcohol, misconduct, sickness absence
- Eventpower Solutions programs eg. training, safety etc.
- Workplace layout and environment
- Job description, appraisal systems and performance monitoring
- Tools, equipment, supplies ordering and maintenance
- Potentially hazardous operations or conditions
- Reporting procedures, eg. of hazards, injuries or near misses
- Location of first aid facilities, first aid officers or medical centre
- Responses in the event of fire or other emergencies
- Location of facilities such as washrooms, lockers, canteen and car park
- Co-workers including supervisors, leading hands, health and safety representatives etc.

New staff, staff performing new work, or even staff returning from annual leave, are subject to a higher rates of injuries that are often serious.

## Site Specific Induction

Eventpower Solutions recognises the importance of Induction, and in particular, site specific induction that highlights the possible hazards of unfamiliar sites. Therefore, the following O.H.& S. matters shall be dealt with during such inductions:

- Explanation of the Eventpower Solutions's O.H.& S. Management System including Eventpower Solutions publicity and booklets on Safety.
- Enlisting employees co-operation in achieving excellence in O.H.& S and the benefits to them of accident prevention.
- The importance of appropriate attire, such as containing long hair when working near machinery, the use of safety equipment such as safety spectacles and
- Advising on availability of safety footwear and helmets. Protective equipment available and where to obtain it.
- Reporting of all accidents, "near-misses", and hazards to Supervisors.
- Emergency telephone numbers, first aid equipment / personnel and their locations and services available.
- The necessity for accident investigations in preventing the accident recurring.
- Emergency procedures
- Safety rules which must be observed; safe methods of carrying out jobs and dangers of particular work areas.
- Location of exits and telephones
- The Safety Officer to whom accidents and hazards are to be reported

## Procedure: Induction

Eventpower Solutions will ensure that persons carrying out the nominated work have relevant training including Workplace Health and Safety (WHS) Induction Training. Workers will not carry out construction / erection / dismantling work until they have received the minimum requirements for WHS induction training:

- (i) Construction Industry Basic Induction Training Course ( Red Card )
- (ii) Company / Corporate Safety (general) induction; [ addressing Eventpower Solutions policies, procedures and standards ]
- (iii) Site Specific and Work Activity Safety induction; [ addressing site issues and specific site tasks ]

## Selection and Use

All workers will receive the above three minimum WHS induction training requirements before work on site commences and a record of the training provided on **Induction Register Form**. (See Form SAF-006)

## WorkCover & Rehabilitation

### Procedure

Eventpower Solutions will provide Workers Compensation Insurance cover for all employees and other persons deemed to be employees under the Workers 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 on the relevant form together with an attached current copy of the policy details issued by the insurer.

Where Eventpower Solutions payroll is in excess of \$1million a nominated / accredited Return to Work / Rehabilitation Co-ordinator will be appointed and listed on **Workcover & Rehabilitation Register form**. (See FORM SAF-007).

### Assessment

Where contractors are engaged to carry out work their ability to be considered an “employee/s” under the Workers Compensation legislation will be assessed.

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# Electrical Equipment

## Procedure

Eventpower Solutions 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.

All electrical equipment to be brought on site will be listed in the **Electrical Equipment Register**. (See Form SAF-008). 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 labeled with a tag of current date before being brought on site. Where this is not possible CLIENT COMPANY NAME will be advised immediately and assistance requested in order to comply with the requirements of the Industry Standard for Electrical Installations on Construction Sites, AS 3012 Electrical Installations – Construction and Demolition Sites and AS 3760. A record of the currency of all electrical equipment will be recorded on the form.

## 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, Eventpower Solutions will ensure that the same requirements for Workplace 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 Eventpower Solutions will submit a Material Safety Data Sheet (MSDS) to “the client” for approval. No substances will be brought on site without approval of the current MSDS by Eventpower Solutions Management or “the client”.

## Selection

Eventpower Solutions 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, container sheds 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 WorkCover and Worksafe Publications for advice.
- Advice on a substance may be obtained from a chemical database, e.g. Chemwatch.
- 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**. (See Form SAF-016).

# Lifting Gear

## Procedure

Eventpower Solutions 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**. (See FORM SAF-009). 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. Eventpower Solutions 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.

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# Plant

## Procedure

Equipment including static (stationery) and mobile plant can be hazardous to workplace safety. In order to comply with Workplace Health and Safety Legislation Eventpower Solutions 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. ( See Form SAF-010) 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.

As Eventpower Solutions Safe Work Procedures for earth works of all types are very detailed thus lengthy, clients are welcome to view them on request.

## Assessment

Eventpower Solutions 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 and be documented on the **Plant Risk Assessment form**. (See Form SAF-011)

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.

## 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 Eventpower Solutions 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 Eventpower Solutions will supply additional clothing or equipment designed to protect parts, or all, of the body. This equipment may include: gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun screen, safety belts and harnesses. Steel cap boots and hard hats are the minimum requirement for entry to a construction site.

Supply and use of the correct clothing will reduce the risk for all personnel who are working in an outdoor environment that may be exposed to Ultra Violet Radiation

## Assessment

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

The Eventpower Solutions supervisor shall conduct a UVR exposure risk assessment to determine the tasks most likely to expose personnel to UVR (See UVR Exposure Checklist SAF-026), in consultation with the personnel involved. This will assist to provide and maintain a working environment that minimises the risk of personnel being exposed to UVR in line with the results of the UVR Exposure Assessment

## Selection and Use

- Eventpower Solutions 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 (one for each individual, See Form SAF-014). Each employee will be instructed and or trained in the correct use of each PPE item prior to use.
- Factors to be considered for appropriate clothing to screen out or reduce the effects of UVR is critical. Selection of light-weight close weave cotton clothing is the preferred requirement. This type of material allows evaporation of sweat, air - flow producing a cooling effect, and less UVR exposure to the skin.
- Broad brim hats (8cm wide), will provide adequate head and face protection. Additional and just as effective, are Foreign Legion style caps with side and neck protection.
- Sun-screen lotions or creams are to be applied at least 15 minutes prior to the start of any outdoor work and re-applied every 2 hours or according to the direction on the container. In hot or humid conditions a more frequent application may be required. Products that provide lip protection should also be considered.
- Eye protection from UVR is a requirement, especially in highly reflective working environments. Sunglasses that comply with AS 1067.1 are to be selected in consultation with employees.

# Fire Protection

## Procedure

“the client” Manager, or his/her representative, shall ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.

Eventpower Solutions will ensure all personnel carrying out hot work have a fire extinguisher close-by, are fully trained in the use of extinguishers and that adequate evidence of such training is provided before work commences. A list and current service history of all fire fighting equipment to be brought on site will be provided on the **Fire Protection register form**. (See FORM SAF-015).

Eventpower Solutions will ensure that all mobile plant is fitted with an appropriate fire extinguisher.

## Inspection

Eventpower Solutions will check the “charge level” of all of our fire extinguishers on site at 3 monthly 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 of the Management Plan.
- 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.

# Tool Box Talks

## Procedure

Workplace Health and Safety 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. To assist in hazard identification and the development of controls Eventpower Solutions employees will attend a Tool Box Talk conducted by:

1 EVENTPOWER SOLUTIONS CONTACT NAME or 2 \_\_\_\_\_ at  
hr intervals.

All Tool Box Talks will be recorded on the **Tool box Talks record** (See Form SAF-016), and signed off by participants. Any corrective action will be followed up and signed off by the nominated person.

## Participation

Eventpower Solutions recognise the involvement of workers as essential and a statutory requirement, in identifying potential hazards that can be eliminated, or minimised, before injuries occur.

Tool Box 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, accidents reviewed, Job Safety Analysis developed and presented for evaluation and familiarisation or safety alerts discussed.

**Tool Box Talks will be used to induct workers into and “sign off”** their understanding of the controls provided in Job Safety Analysis for the specific work in which they will be involved.

## Process

The Toolbox Meeting Recording Checklist must be completed by the Site Manager of each job before starting any manual work on every job.

All staff have on their IPhone the **Audio Memos App**.

If you are unsure as to how to use the app, go to this youtube tutorial –

<http://www.youtube.com/watch?v=QJ7JVCgitEo>

This document is to be delivered to administration on return to the workshop with the signed JMS Checklist

## First Aid and Accident / Incident Reporting and Investigation

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

- Ensure that all accidents which may possibly involve Workers Compensation Claims are reported promptly to the Eventpower Solutions's Insurers.
- Investigate causes of accidents and incidents and pursue necessary corrective action.
- Manage rehabilitation of injured personnel in accordance with the requirements of the Workers Compensation legislation maintaining contact with injured personnel and getting them back to work as quickly as possible.
- Ensure that appropriate First Aid equipment and practices is kept on sites where Eventpower Solutions personnel are working, and that it is kept clean and stocked with consumable items; as well as arranging the training of First Aid attendants, as required.

Legislation requires that the particulars of every accident involving injury to persons be recorded in an accident record and the Workers Compensation legislation also require a register of injuries to be kept.

Eventpower Solutions maintains a record of all work related injuries and will advise "the client" of any reportable incidents during work on a particular site. Eventpower Solutions is also committed to investigate work-related accidents and incidents to identify the factors contributing to the incident and prevent a recurrence. The more complete the information, the easier it will be to develop and implement countermeasures.

For example, knowing that 40 percent of a work group's accidents involve ladders is not as useful as knowing that 80 percent of the work group's ladder accidents involve broken rungs.

The investigation report must be completed by Eventpower Solutions in conjunction with the employee involved and the health and safety representative for the area (where one has been appointed). The report is to be completed within 24 hours of the incident to comply with mandatory reporting requirements.

### Reporting of serious injuries

Legislation requires Eventpower Solutions to report any injury where an accident at a workplace results, within the set time frame after the accident occurred, in:

- the death of any person;
- the amputation of any limb or part of a limb of any person;
- the loss or partial loss of the use of any part of a person's eye;
- the loss by any person of a bodily function;
- any person being admitted as a patient to a hospital;
- any person showing acute symptoms of exposure to any substances at the workplace;
- or any other serious bodily injury.

Eventpower Solutions shall immediately, in the case of death, and within twenty four hours of other injury, give notice of the accident to the Victorian WorkCover Authority and "the client".



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## Treatment of injuries

Employees 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 employees.

First aid treatment given to any employee 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.

Records will be kept for a minimum of 5 years on the attached form.

## Reporting of Incidents

All incidents whether they involve injury to persons or not must be reported to Eventpower Solutions.

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.

Eventpower Solutions management must investigate all incidents and ensure corrective action is put in place to prevent the incident from recurring and injuring persons again or to prevent the incident from having an impact and causing injury.

Ensure that all notifiable incidents are reported promptly to the Victorian WorkCover Authority, in accordance with the Occupational Health and Safety, Environment Protection and Electrical Safety legislation, or any other authority as required by law within the required time frame and by the appropriate means or documentation.

## Reporting to Clients / Principal Contractors

Eventpower Solutions management will report all accidents and 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 Eventpower Solutions's responsibility however this may be achieved in conjunction with the person in control.

Many clients, owners, controllers, principal contractors will request to be notified of any incidents occurring and records of notification completed. Eventpower Solutions proformas, documentation, investigation reports etc will be completed and copies forwarded to the client. Duplication of client records will be completed where necessary and forwarded to the client.

## Procedure

Eventpower Solutions **will / will not** rely on the provision of First-aid services by “the client”.

Where Eventpower Solutions 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: EVENTPOWER SOLUTIONS CONTACT NAME  
POSITION: Site Manager

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

## Reporting

All injuries will be reported to the appropriate First Aid Officer on site. All Injuries will be recorded in the Site Injury Register and by Eventpower Solutions on the relevant form or its equivalent. “the client”. Management will be informed with in 1 hour of an incident or accident by Eventpower Solutions management.

Records will be kept for a minimum of 5 years. Where the injury results in an absence from the workplace of one day or more, or the injury treatment requires hospitalisation, the details of the occurrence and its circumstances will be reported to the Workplace Health & Safety Authority using the **Workcover notification form**. (See SAF-017).

## Investigation

Eventpower Solutions will conduct preliminary investigations of all occurrences within one hour. Investigation will be recorded on the **Supervisor Accident/Incident Investigation form**. (See SAF-018).

### Accidents will be recorded by:

NAME: EVENTPOWER SOLUTIONS CONTACT NAME  
POSITION: Site Manager

### Statutory reportable Accidents or incidents will be investigated and reported to Workcover by:

NAME: EVENTPOWER SOLUTIONS CONTACT NAME  
POSITION: Site Manager

# 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 procedure is contained in the Eventpower Solutions 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.

Eventpower Solutions Safe Working at Heights Forms SAF-022 includes:

- Ladder inspection checklist;
- Scaffold installation and inspection checklist;
- Fixed Platforms, Walkways, Stairs Checklist;
- Signage and Barricade Log / Register;
- Barricade Information Form.

# Confined Space Procedure

## Procedure

To outline the requirements and procedures for entry into confined spaces and to identify known hazards associated with entry into certain defined confined space situations. A detailed Confined Space procedure is contained in the Eventpower Solutions Safety Management System.

## Confined Space

A confined space is any space that:

- has restricted means of entry or exit; for e.g., manholes, storm-water drains, sewers, pipes, shafts, tunnels, shipboard spaces;
- may not have adequate ventilation or an atmosphere which is either contaminated or oxygen deficient or enriched as in, for e.g., digesters, cool stores, wet wells, screen wells, ducts, boilers, silos, tank-like compartments, pressure and process vessels.

An entry permit is the final step in obtaining authority to enter a confined space. This authorisation comes from the employer and is provided once the risk assessment is completed. Entry into a confined space is not permitted without an entry permit. The permit is a written form of notification, which indicates that the following items have been considered:

- the work to be done and its location;
- possible hazards involved;
- testing the atmosphere;
- continual monitoring of the atmosphere and ventilation;
- conditions of working area such as heat, noise or any likely change in conditions;
- safety clothing and equipment needed to perform the work safely;
- total number of personnel required;
- safety and emergency precautions.

***Confined Space entry permit forms (See SAF-027)***

# Trenching and Excavation Procedure

## Procedure

To outline the requirements and procedures for trenching and excavation and to identify known hazards associated with trenching and excavation situations. A detailed Trenching and Excavation procedure is contained in the Eventpower Solutions Safety Management System.

### Scope

Applies to all excavation and trenching work carried out on Eventpower Solutions 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. Excavation and trenching permit form (See SAF-026)

# Management Plan Check List Procedure

## Procedure

Eventpower Solutions will provide a copy of the Site Safety Plan to enable verification of the requirements of Workplace Health, Safety and Rehabilitation.

For the purposes of verification a current copy of the completed Site Safety Plan will be checked using the method outlined below and made available to the Organisation Management or Principal Contractor at monthly intervals for the purposes of auditing. (See Form SAF-020).

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