Your Company Name Here

Work Health & Safety (WHS) Contractor Management Plan

# Contract Details

### 

This WHS Management Plan has been developed to outline our approach to managing work health and safety (WHS) at the (workplace name)……………………………………………………………. at (address)…………………………………..

We will:

* make this plan available to all workers and contractors at this workplace and ensure they have the opportunity to read, understand, clarify and ask questions
* keep a copy of the WHS Management Plan readily available for the duration of the contract
* review the plan regularly and make any revisions known to those working at the workplace.

|  |  |
| --- | --- |
| Contractor Business Name: |  |
| Contractor Business Address: |  |
| Contact person: |  |
| Contractor Business Phone: |  |
| Contact Mobile phone: |  |
| Contractor Email: |  |
| ABN: |  |
| Description of Work: |  |
| Location of Works: |  |
| Timing of Works (approximate): | **Start Date: / / End Date: / /** |
| Manager signature: |  |

## Contractor Insurances

| **Insurance type** | **Company** | **Policy number** | **Expiry date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Company Contact Details

………………………………………………………………………………………………………..

# Workplace Health & Safety Policy

(Your company name)…………………………………..has a commitment to providing a safe place to work to all personnel associated with the company’s activities. All workplace health and safety issues are a common objective for management, employees and non-employees.

We value our employees and contractors and in return, we expect that they will co-operate with our efforts as part of this farm business.

To achieve this objective, all employees and non-employees should have regard for the health and safety of themselves and others by:

* **Returning home safely uninjured** at the end of each day’s work.
* Working carefully and efficiently.
* Don’t sit back and wait for things to happen – **make things happen.**
* Using protective equipment provided.
* **Reporting** conditions which appear to be **unsafe or unhealthy**.
* Actively participating in safety training provided by the company.
* Adhering to company procedures for **securing a healthy and safe workplace.**
* Assisting in the investigation of accidents for the objective of introducing measures to prevent recurrence.
* Aiming for **good communication** between all staff members. Effective communication is essential for the maintenance of safety, efficiency and good will between employees.

Managers and Supervisors have the responsibility of ensuring that the company health and safety policies and procedures within their control are understood and followed.

# General WHS Information

## Legislation

| **Relevant Legislation** | **Tick if applicable** |
| --- | --- |
| *Work Health and Safety Act 2011* |  |
| *Work Health and Safety Regulations 2011* |  |
|  |  |

## Codes of Practice and other Guidance (add any other relevant Codes of Practice)

| Relevant Codes of Practice | Tick if applicable |
| --- | --- |
| Electrical equipment rural industry |  |
| *First aid in the workplace* |  |
| Hazardous manual tasks |  |
| How to manage work health and safety risks |  |
| *Labelling of workplace hazardous chemicals* |  |
| Managing risks of plant in the workplace |  |
| Managing the risks of falls in the workplace |  |
| Managing risks of hazardous chemicals in the workplace |  |
| Rural plant |  |
| Safe design and operation of tractors |  |
| Work health and safety consultation, cooperation and coordination |  |
| Working in the vicinity of overhead and underground electrical lines |  |

*Note that these are the Codes of Practice available at date of publication. It is the responsibility of the principal contractor to be aware of the latest available Codes. These are available at* [*www.worksafe.qld.gov.au*](http://www.worksafe.qld.gov.au)

# Health & Safety Responsibilities

## Introduction

Every person in the workplace, whether an owner, employer, supervisor, contractor or worker has a role to play in ensuring the workplace is safe and free of risks.

The Organisation’s health and safety system is designed to ensure the health and safety of every person at work. However, its success is dependent upon every person understanding and implementing their general duties and their overall responsibilities.

The aim of the Organisation is to ensure a positive health and safety culture where health and safety is valued as a way we do business.

## Manager

The Manager of this station is responsible for:

* Preparing, updating and implementing this WHS Management Plan, including all associated procedures
* Identifying and observing all legal WHS requirements
* Ensuring that all works are conducted in a manner without risk to workers
* Planning to do all work safely
* Participating in the planning and design stages of trade activities
* Identifying WHS training required for an activity
* Ensuring workers undertake identified WHS training
* Communicating and consulting with workers
* Investigating hazard reports and ensuring that corrective actions are undertaken
* Assisting in rehabilitation and return to work initiatives
* Dispute resolution.

## Contractors

Contractors who are engaged for this project are responsible for:

* Fulfilling the duties of PCBU for their own operations
* Identifying all high-risk construction work associated with their activities and ensuring safe work method statements are developed and implemented
* Complying with duties as listed under ‘Workers”(see 4.4)
* Following all safety policy and procedures and site rules
* Complying with the WHS Management Plan
* Complying with any direction given to them by the principal contactor
* Undertaking site-specific induction before starting work and signing off that they have completed this induction
* Ensuring the workers they engage also undertake the site specific induction
* Ensuring they have correct tools and equipment and these are in a serviceable condition for the task.

## Workers

As a worker, **you must:**

* Take reasonable care of your own health and safety; and
* Take reasonable care for the health and safety of co-workers and ensure that your actions do not put your co-workers at risk; and
* Use and maintain machinery and equipment properly; and
* Do what is required to be done in order to ensure a safe workplace including:
* Notifying your supervisor/manager of actual and potential hazards,
* Notifying your supervisor/manager of incidents and injuries,
* Carrying out work in a safe manner,
* Wearing or using prescribed safety equipment,
* Following health and safety instructions into an incident or accident,
* Taking notice of signs,
* Participating in safety training.

As a worker, **you must not:**

* Intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and wellbeing;
* Move or deface signs;
* Tamper with warning alarms;
* Remove machine guards;
* ‘skylark’ or play jokes that may put the health and safety of others at risk;
* Behave in a way that results in risk to yourself or others; or
* Intentionally hinder or obstruct the giving or receiving of any form of aid when a person is injured at work.

# Consultation

Management will work closely with workers and contractors to resolve in a timely manner, any issues or problems relating to health and safety. If an issue cannot be resolved, the company will consult with relevant industrial association.

Our workers (employees and contractors) are consulted on all health and safety matters and are encouraged to aim for good communication between all employees and management to enable us to work together on health and safety matters.

We will consult with all workers and contractors on WHS issues for this project:

* At toolbox meetings where anyone can raise issue for discussion
* Informally during the planning of activities or the development of Safe Work Method Statements
* When changes to workplace arrangements could affect the health and safety of workers
* During investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident recurring.

We will also consult with contractors and suppliers on WHS issues associated with any products or services provided for the contract:

* During the negotiation phase before agreeing on the work requirements
* Before starting any contractor operations
* When any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures.

## Workers Responsibilities

Workers (employees and contractors) have a duty to actively participate in consultation with management to help ensure ongoing improvement in the management of health and safety in the workplace.

# Communication

We will ensure our workers and other contractors are aware of WHS requirements by proving them with this WHS Management Plan before starting work on the project.

Contractors are expected to make their workers aware of all WHS requirements.

We will communicate relevant WHS information to everyone involved in this project by:

* Induction
* Pre-work meetings
* Toolbox meetings
* Incident reports and outcomes

## Disciplinary Procedures

If anyone does not comply with the requirements of this Plan, the following will apply:

* **First violation:** verbal warning (and advise contractor if it involves their worker/s)
* **Second violation:**  written notification (and advise contractor if it involves their worker/s)
* **Third violation:** complete removal/suspension from the project.

For a serious breach of safety, workers can be immediately dismissed or removed from the site without notice.

# Consultation

………………………………………………….. will consult with all workers and contractors on WHS issues for this project:

* At toolbox meeting where anyone can raise issues for discussion
* Informally during the planning of activities or the development of Safe Work Method Statements
* When changes to workplace arrangements could affect the health and safety of workers
* During investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident recurring.

………………………………………………………. will also consult with contractors and suppliers on WHS issues associated with any products or services provided for the contract:

* During the negotiation phase before agreeing on the work requirements
* Before starting any contractor operations
* When any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures.

# Risk Management

## Introduction

Risk management is the process of identifying hazards that may cause an injury or illness in the workplace and deciding what may happen as a result. Once hazards in the workplace have been identified and the risks assessed, priorities can be set determining what action is to be taken to eliminate or control the risk.

## Organisation Responsibilities

The Organisation will:

* identify hazards by conducting regular workplace inspections, reviewing hazard reports and reviewing injury/illness records
* assess the risk related to the hazard in terms of its potential to do harm
* identify and implement control measures to eliminate or reduce the risks and
* monitor and review the effectiveness of the control measures.

Where necessary, the Organisation will implement a safe work procedure to ensure the risk of the hazard causing harm is controlled.

## Worker Responsibilities

The overall success of our risk management program is very much dependent upon the active participation of workers who will be given the opportunity to express their views and contribute in a timely manner to the resolution of health and safety issues that affect them.

These views will be valued and taken into consideration by those making decisions. To this end, in addition to your overall health and safety responsibilities, you are responsible for:

* identifying any hazards that could present a risk to the health and safety of yourself, your colleagues or others and where it is safe to do so, immediately take steps to prevent the hazard from posing a health or safety risk
* reporting any hazards to management that you may identify and completing the Hazard Report Form
* actively participating in the risk management program, including workplace inspections, risk assessments using the Risk Assessment tool and the development and review of controls and procedures designed to eliminate or minimise work related risks and
* actively participate in the defined consultation and issue resolution forums to help to continuously improve our management and control of workplace risks.

## Workplace Hazards

Hazards are present in all workplaces and we seek to identify and put controls in place to minimise them.

We aim to eliminate hazards or use engineering controls to protect workers from identified and potential hazards. These will be backed up by ensuring employees are trained and use Personal Protective Equipment (PPE) provided.

## The Risk Management Process

WHS risk management should be undertaken for all activities where there is potential for harm including:

* Before activities commence;
* Before the introduction of new equipment procedures or processes;
* When equipment, procedures or processes are modified.

## Risk Assessment

A risk assessment is undertaken for all identified high and medium risk hazards to worker health and safety.

Risk assessment is based on principles that take into account the severity of the potential injury, the degree of exposure to the risk and the likelihood of harm occurring. The records of the risk assessments are located with the hazard inspection in the office.

## Risk Control

Risk control measures that are reasonably practicable are used for all hazards identified at the workplace. These are based on farm safety guides, Codes of Practice and Work Health and Safety Regulations.

Control measures are prioritised using the hierarchy of control. Hazards with high and medium risk of harm to workers on the farm will be eliminated wherever reasonably practicable.

Hierarchy of Control Strategies (in order of preference):

* Eliminate the hazard; remove the equipment from use, dispose of unwanted chemicals
* Substitute the system of work or machinery with something safe;
* Isolating the hazard;
* Engineering controls e.g. safety devices, provide lifting devices to minimize manual handling;
* Administrative processes e.g. task variation, job rotation, warning signs, polices and
* Personal protective equipment; gloves, hearing protection, eye protection.

If no single control is sufficient, a combination of the above controls will be put in place to minimize the risk to the lowest level that is reasonably practical.

## Hazards/Injury/Incident Reporting

All managers and workers including contractors are required to complete an ***Incident/Injury Form*** if a hazard/injury/incident occurs, and:

* Advise Manager of the incident or injury or hazard
* Complete an Incident/Injury Form
* Complete the relevant sections of the form giving details of the incident. The form should be completed even when an injury has not occurred, that is, in the event of a near miss
* All hard copy forms are to be signed by the relevant parties
* The manager mut record all injuries on the Injury Register.

## Reporting of Notifiable Incidents

Any serious incidents must be notified immediately to the Manager. After becoming aware that any such incident has occurred, it is the Manager’s responsibility to report ‘notifiable incidents’ by the fastest possible means, either:

* By phone :
* By email:
* NOTE: The Employer requires that immediate notification is followed within 48 hours in writing by completing an Incident/Accident Report Form and forwarding it to the Manager.

## Reporting Hazards and Unsafe Work Practices

All workers (employees and contractors) are asked to report any hazards or unsafe work practices. In these cases the incident must be recorded through the Hazard Reporting Form available from ………………………………………………………………………………………………………….

Workers are:

* Required to comply with all reasonable efforts in providing a safe farm. This includes working responsibly so they do not adversely affect the health and safety of other employees, contractors and visitors.
* Required to report hazards and are encouraged to suggest methods of controlling risk when they identify a hazard.
* Not to perform any work or use any machinery that is not properly guarded or in safe working order.
* To use all Personal Protective Equipment (PPE) provided by the company. If PPE is either not suitable or damaged, bring it to the Employers attention and it will be replaced.

If you believe the job, machine, plant or equipment is unsafe and may cause injury to yourself or others – **DO NOT DO IT, DO NOT TAKE RISKS.**

## Handling Workplace Injuries

For the process of handling an injury, refer to the Rehabilitation and Return-to-Work Policy. Where an injury arises as the result of a hazard which has not been identified, this risk will be added to the Hazard Register and be assessed and treated in accordance with this Program.

# First Aid

## Introduction

First aid is the emergency care of sick or injured persons.

The Organisation is committed to ensuring that a first aid service is available and accessible at all times to provide immediate and effective first-aid to workers or others who have been injured or become ill at our workplace.

The overall objective of this service is to reduce the severity of any injury or illness.

First aid kits are located in all sheds and utes. Snake bite kits are available in all sheds and vehicles.

## Incident Response

If required to call an ambulance on 000, clear concise information must be relayed to identify the injured persons location and severity of the injury or illness.

# Emergency Procedures

An Emergency Preparedness and Response Plan has been developed and this plan, together with a list of emergency contacts, is displayed in the following locations:

* XXXXXXXXXXXXXXXXXXXX
* XXXXXXXXXXXXXXXXXXXX

The Emergency Contact List is below.All fire emergency equipment, such as fire extinguishers, will be tested by an approved provider every 12 months.

**EMERGENCY CONTACTS**

**AMBULANCE, FIRE, POLICE: DIAL 000**

**Important Emergency Numbers**

State Emergency Service: 132 500

Police Link: 131 444 (To report non-urgent incidents & enquire on general police matters.

If a crime is happening now, a life is threatened, or the offender is still in the area, call triple Zero 000)

Local Police Station: ………………………………………

Poisons Information: 13 11 26

Rural Support Line: 1800 201 123

For Emergency Updates: <https://www.qld.gov.au/alerts>

**Rural Property Address:**

*…………………………………………………………………………*

*…………………………………………………………………………*

**Farm Representative Contacts:**

*……………………………………………………………………………..*

*……………………………………………………………………………..*

## Fire Safety

All workers are to inform management when a fire extinguisher has been used or requires servicing or refilling.

A register of fire safety equipment, their location and service history is kept at the office.

## Emergency Readiness

In the case of an emergency, assess any further danger, provide First Aid as required, and notify your supervisor or call “**000’’** for fire brigade, ambulance or police for further assistance.

* First aid and bite kits are located ………………………………………………..
* Trained and designated first aid officer/s ………………………………………………..
* Fire extinguishers are located ………………………………………………………….
* The emergency evacuation and assembly point ……………………………………………………..

## Threatening Situations

The working environment can often present hazards that are beyond the direct control of the Organisation yet may still impact upon the worker and potentially result in an injury or illness.

One such work hazard is the potential exposure to threatening situations such as threatening or aggressive behaviour from clients, customers or others at work. Therefore, the Organisation will take all reasonable steps to help ensure that workers potential exposure to any threatening situation is eliminated.

The Organisation has adopted a zero tolerance to threatening or aggressive behaviours at work whether exhibited by clients, customers, workers or others at our place of work.

Where such behaviour involves violence such as physical assault or the threat of physical assault, the matter will be reported to the police.

# Reporting of Incidents and Injuries

## Introduction

Wherever possible, the Organisation aims to prevent any incident or injury from occurring in the workplace. However, where an incident, injury or near hit/miss does occur, it is essential that proper records of these are kept. This ensures that appropriate records are available should the need arise, for example in support of a workers compensation claim. It will also assist the Organisation to identify and address any ongoing health and safety concerns or unsafe work practices.

## Organisation’s Responsibilities

The Organisation will provide and maintain a workplace register of injuries. Management must ensure the details of any workplace injury/illness are recorded on this register.

Where a worker is suffering an injury/illness at work and requires medical attention, management will arrange this. In emergency cases, an ambulance will be called to attend the location. If it is not an emergency, management will organise for the affected worker to be transported to a medical practitioner/centre as soon as possible, or for on-site first aid treatment to be rendered.

Where necessary, management will undertake an investigation into any work-related injury/illness within 24 hours. The purpose of any such investigation will be to determine the cause/s of the injury/illness (if possible) and recommend measures (if any) to be implemented to eliminate or reduce the probability of re-occurrence.

## Worker Responsibilities

Where any workplace incident, injury/illness or near hit/miss occurs, you must notify management as soon as possible and complete an ***Incident Injury Report Form****.*

You are also responsible for entering the details of any minor workplace injury/illness that requires First Aid treatment on the ***First Aid Register Form****.*

For any workplace injury/illness, you are required to undergo medical treatment as necessary. Where the need for treatment is identified whilst at work, management will arrange this treatment. However, where your injury/illness worsens whilst away from the workplace, or over a period of time, you are required to seek medical attention at the earliest opportunity.

If you have suffered any workplace injury/illness that required medical treatment, you must provide a certificate from your treating doctor stating your fitness for duties upon your return to work.

# Workplace in General

## Introduction

Along with the specific guidelines and procedures outlined throughout this Health & Safety Management Plan, there are some simple day to day measures that can be adopted by management, workers and contractors alike to reduce the risks to health and safety in the workplace:

**Site Safety Rules:**

* Comply with all relevant safety legislation, standards and codes or practice
* Be alert and observant at all times while on site
* All workers must wear appropriate PPE and use and store properly
* Be mindful, observe and follow signs
* Provide clear instructions at site inductions and toolbox talks
* No plant, equipment or safety device (including PPE) is altered or removed from the workplace without express management authority
* All safety signs, policies and procedures are complied with in full
* No alcohol or Illegal drugs allowed on site at anytime
* Persons affected by alcohol or drugs are not permitted to access, or remain at the workplace
* Maintain and leave the work area in a tidy, secure and safe manner
* All personnel must be trained and/or competent in the plant or equipment they are using
* Adopt a positive attitude to safe work
* Be alert to changing or unusual conditions
* Organise and store tools and equipment properly
* Use the right equipment for the right task
* Set up safeguards, barriers and signage
* Prior to commencing work, ensure tools and equipment to be used are free of defect or damage
* Theft of any kind will not be tolerated and reports of theft will be referred to the police
* All incidents, work injuries and emergency situations must be reported immediately.

## Adequate Food and Water

It is important to make sure that workers have plenty of clean water during the workday, especially in hot weather.

Before setting out each day you must ensure that workers have adequate food and water to last for the day.

Surface water on the farm in NOT suitable for drinking. It may be contaminated by pesticide of animal waste.

## Drugs and Alcohol

The use of drugs or alcohol jeopardises a safe workplace. The Employer recognises alcohol and other drug dependencies as treatable conditions and encourages those persons who may be subject to such dependency to seek assistance from appropriate organisations or support groups.

The Employer has a zero-tolerance approach towards the presence of illicit drugs within the workplace.  This includes the discovery of an employee with possession of an illicit substance, and any testing which results in a non-negative reading of a substance within an employee’s system above the detectable limit while at work.

Workers are not permitted to work while under the influence of alcohol and must conduct themselves responsibly at all times. For the purposes of this policy and due to the nature of your work, if at any time you are required to operate vehicles, heavy or otherwise, machinery or other high risk work, the blood alcohol content limit is zero (0.00%).

Alcohol may be consumed at some Employer events. Where this is the case, the Employer encourages responsible alcohol consumption and at no time should you be drunk or behave in a manner which is inappropriate.

Non-compliance with this policy and any associated procedure by employees may result in disciplinary action up to and including termination.

## Prescribed/Over-The-Counter Medication

Workers who are taking any prescribed/over-the-counter medication or drugs which may affect their ability to perform their work must notify management as soon as possible. You may be required to produce a medical certificate stating that you are fit for work or specifying any restrictions.

## Fitness For Work

If a worker arrives for work and, in the Employer’s opinion, you are not fit to work, the Employer reserves the right to exercise its duty of care, particularly where the Employer believes that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others. We may send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

You may be required to provide a certificate from your treating doctor stating your fitness for duties before being permitted to return to the worksite.

## No Smoking Policy

Smoking on the premises is not permitted. Workers are only permitted to smoke in designated areas and during your breaks.

## Personal Health and Hygiene

Attention to personal hygiene is essential. It is in the interests of all workers health and our business.

Workers must:

* Ensure your skin, especially your hands, are kept clean and washed with soapy water after working, particularly after handling chemicals, effluent or detergents;
* Washing facilities and toilets are located ………………………………………………………………
* Wash your work clothes between shifts;
* Keep up to date with your tetanus vaccinations;
* Not be in possession of, consume or be suffering the effects of alcohol or illicit drugs;
* Promptly report skin infections to the manager/supervisor;
* Not smoke in vehicles or any other farm buildings; and
* Advise the manager/supervisor of any prescription medicines you may need to take during working hours – this is particularly important if you use asthma medication.

## Personal Protective Equipment

Contractors are responsible for providing personal protect equipment (PPE) to their workers, …………………………………………………………………………………….. will ensure their workers wear appropriate PPE at all times.

PPE includes:

* Protective gloves and face shields for handling cleaning agents;
* Hearing protection when noise is a problem
* Helmets when riding all terrain vehicle (quad bike).
* Protective gloves, face shields, goggles, and respirators for handling chemicals;
* Sunscreen when working in direct sunlight;
* Goggles or safety glasses for eye protection;
* Welding masks and leather long sleeve gloves;
* Dust masks.

## Work Clothes

All workers are expected to come to come to work dressed in suitable clothes that do not pose a safety risk. Suitable clothes include:

* Sturdy work boots with non-slip soles for general work on farm;
* Tough long washable trousers;
* Long sleeved high visibility shirt. The sleeves should be either buttoned at the wrist or rolled up so that no loose ends can be caught in machinery or on protruding materials, the shirt should also be tucked into your trousers for the same reason;
* A broad brimmed hat for outdoor work; and
* Wet weather gear.

You are expected to wash your work clothes daily, particularly after working with chemicals.

# Managing Hazards

## Excavation Work/Trenching

Anyone undertaking excavation work must not start work unless they have:

* Before commencing work seek advice about any underground services that may be affected by their works
* Implement control measures to avoid direct or inadvertent contact with underground services

Any issues must be reported to …………………………………………………………………..

Safe Work Method Statements (SWMS) are included in this WHS Management Plan for trenches of at least 1.5 metres. Workers must be familiar with and implement the control measures in the SWMS.

## Hand Operated and Power Tools

Contractor will manage hazards of hand operated and power tool use by:

* regularly checking all tools to ensure they are in a safe working order
* recording all electrical tools in a tag and testing register
* testing and tagging electrical tools every 3 months
* communicating any issues identified with power tools to workers through a toolbox meeting.

Before using power tools, workers must ensure:

* electrical connections are secure
* electricity supply is through an RCD
* safety guards are in position
* the machine is switched off before activating the electricity supply
* appropriate PPE is used as required by manufacturer’s guidelines or as guided by the principal contractor

Workers must report any issues with power tools to the principal contractor. Unsafe tools will be tagged and removed from service

## Manual Handling

Contractors will manage hazards associated with manual handling by:

* ensuring all users follow good manual handling practices
* assessing risk assessments
* providing mechanical lifting aids where applicable

## Plant and Equipment

Contractor to ensure all plant equipment used on the worksite complies with the requirements of WHS Regulations:

* Only use plant and equipment for the purpose for which it was designed
* Us all health and safety features and warning devices on plant and equipment
* Follow all information, training and instruction provided
* Guarding must be permanently fixed and is not permitted to be removed
* No person other than the operator may ride on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator.

Contractor must ensure that:

* All plant is regularly maintained, inspected and tested by relevant competent person
* The plant has a warning device that will warn persons who may be at risk from movement of the plant
* All plant that lifts or suspends loads is specifically designed to lift or suspend that load.

## Slips, trips and falls

**Slips, trips and falls** can occur in the workplace. Appropriate footwear must be worn at all times (work boots)

Causes for slips include:

* Spillages of liquid or solid materials
* Wet cleaning methods
* Sudden change in the ground surface
* Change from wet to dry surface
* Loose or bumpy ground/carpets/mats
* Low light levels
* Use of unsuitable footwear

All trips happens when you fail to notice a low obstacle in the path leading to loss of balance and a fall. Obstacles, whether permanently or temporarily placed, can easily go unnoticed and cause a trip.

## Sun Safety

Contractors will ensure that all workers will:

* wear adequate clothing (eg hats) and other protection methods (eg suncscreen) to protect themselves from the effects of working while exposed to UV rays.
* Manage working in the sun to avoid dehydration and heat stress related illnesses.

## Traffic Movement

**Traffic movement** in our workplace is high with vehicles moving around frequently.

……………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………

## Working Near Overhead or underground Essential Services

Contractors will ensure, where reasonably practical, that no-one comes within an unsafe distance of an overhear or underground power line.

If maintaining a safe distance is not reasonably practical, the contractor will:

* Assess the risk associated with the proposed work
* Implement control measures consistent with the risk assessment
* Contact and consult with the local essential service provided.

##### For work near overhead power lines up to and including 133kV:

* work is not permitted within 3 metres of overhead power lines
* the principal contractor (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the “no go” (exclusion) zone

if using plant or equipment within 3 to 6.4 metres of overhead power lines ensure you have a safety observer.

##### For work near overhead power lines of greater than 133kV:

* work is not permitted within 8 metres of overhead power lines
* the principal contractor (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the “no go” (exclusion) zone

if using plant or equipment within 8 to 10 metres of overhead power lines ensure you have a safety observer.

## Site Inspection Checklist

# Contractor Acknowledgment Form

I acknowledge that I have received a copy of this Contractor Health & Safety Management Plan and that I have read and understood it.

I agree to carry out the work I have been engaged to undertake in alignment with this Health and Safety Management Plan at all times. I also agree to comply with all other safety, health and environmental expectations.

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

Signed:

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_