

KEEMIN ELECTRICAL

REC. 5096

240 Main Street Bacchus Marsh. Vic, 3340.

Phone: 5368 2001

Fax: 5367 0776

Occupational Health & Safety Plan

PROJECT

TRADE PACKAGE

ELECTRICAL SERVICES

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- Head Contractor:_____

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- National Electrical Contractors Association OH&S Manual.

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- National Electrical Contractors Association Safety Guide 1998.

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OCCUPATIONAL HEALTH & SAFETY POLICY

This Policy of Keemin recognizes that the Health & Safety of its employees is the responsibility of its Management. In fulfilling this responsibility, management has a duty to provide, and maintain as far as practicable, a working environment that is safe and without risks to health and includes:

1. Providing and maintaining safe plant systems of work.
2. Making and monitoring arrangements for the safe use, handling, storage and transport of plant and substance.
3. Maintaining the workplace in a safe and healthy condition
4. Providing adequate facilities to protect the welfare of all employees: and
5. Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

The General Manager is responsible for the implementation and monitoring of this Policy. In fulfilling the objectives of this Policy, management is committed to regular consultation with employees to ensure that the Policy operates effectively, and that health and safety issues are regularly reviewed.

DUTIES:

Recognizing the hazards occurring in the Building & Fabrication Industry, the company will take every practicable step to provide and maintain a safe and healthy work environment for all employees.

To this end:

MANAGEMENT:

- Is responsible for the effective implementation of the Company's Health & Safety Policy.
- Must observe, implement and fulfil its responsibilities under the Acts and Regulations and Codes of Practice relating to Health & Safety.
- Must ensure that the agreed procedures for regular consultation between management and those with designated or related health and safety responsibilities are followed.

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OCCUPATIONAL HEALTH & SAFETY POLICY Continued:

MANAGEMENT CONTINUED:

- Must make regular assessments of health and safety performance and resources in cooperation with employees, using the available checklist.
- Must ensure that all specific policies operating within the organization - as listed in the Company Policy Manual - are periodically revised and consistent with the Company's Health & Safety Policy.
- Must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the organization, and:
- Must be informed of incidents and accidents occurring on Company Property / sites or to Company employees so that the health & safety performances can be accurately gauged. Established reporting procedures are to be followed in all instances.

EMPLOYEES:

- Have a duty to take the care of which they are capable for their own health & safety and of others affected by their actions at work:
- Should comply with the agreed safety procedures and directions:
- Must not wilfully interfere with or misuse items or facilities provided in the interest health, safety and welfare of Company's employees and:
- Must in accordance with agreed Company procedures for accident and incident reporting, report potential and actual hazards to their health and safety representatives.

This policy will be regularly reviewed in the light of Legislation & operational changes. Management seeks co-operation from all employees in realising our health & safety objectives and creating a safe work environment.

All employees will be advised, in writing, of agreed changes and arrangements for their implementation.

Signed: _____

Position: _____

Dated: _____

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SCOPE OF WORKS

**The supply and installation of Electrical Services as per drawings
_____ inclusive, including all relevant shop
drawings, fixings and commissioning.**

**Works to be conducted in accordance with all Regulations & terms of
Sub Contract Agreement issued by: _____**

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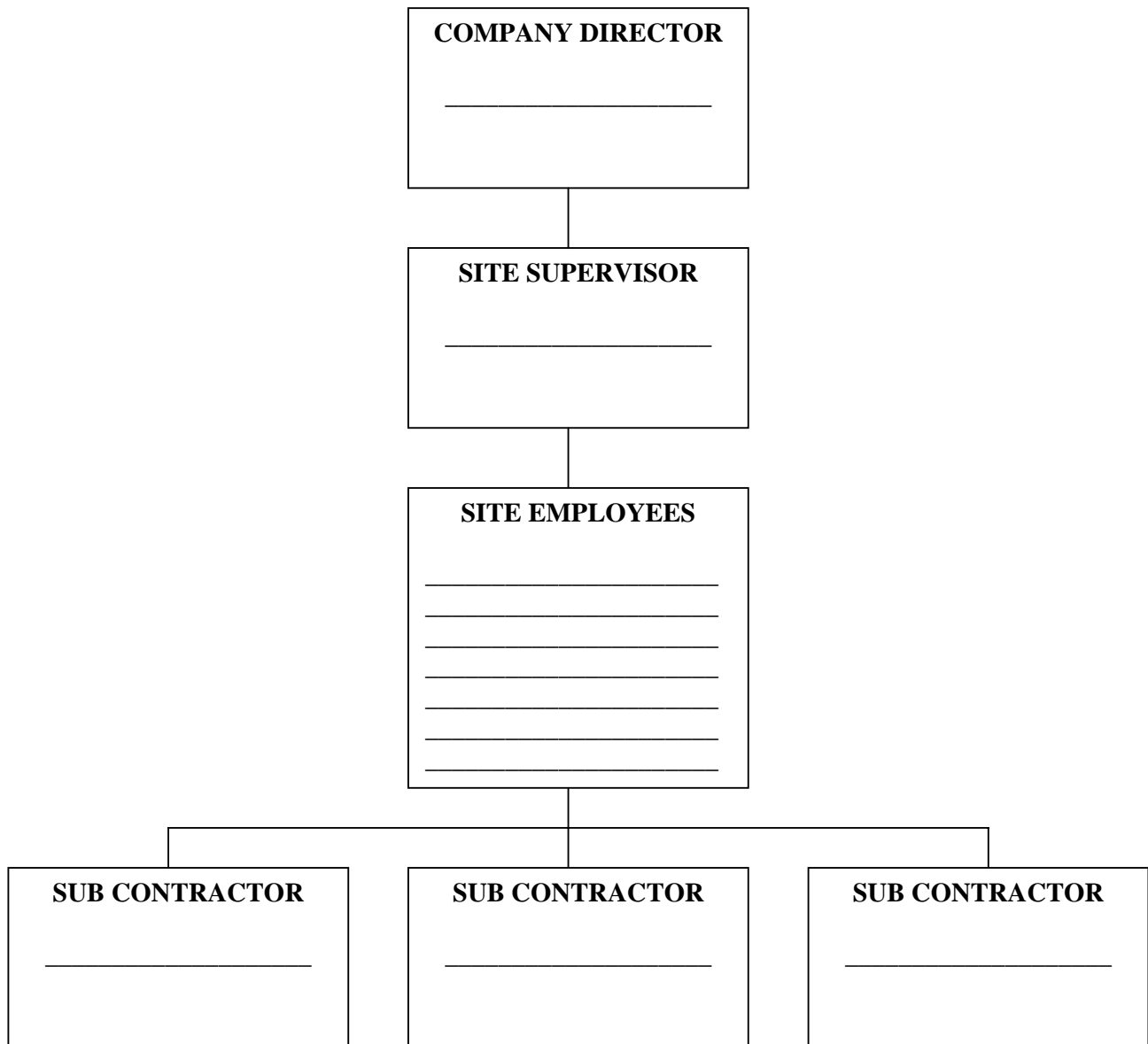
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ORGANISATION



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RESPONSIBILITIES:

DIRECTOR

Overall control of supply of materials and installations work on site. All dealings with client, architect and consultants.

SUPERVISOR

Supervision and control of on-site installations. In accordance with construction drawings, shop drawing shop drawings and specification. Responsible for safe work methods being adhered to.

**EMPLOYEES/
Sub - Contractors**

Installation work under direction. Ensuring safe operation of plant and equipment at all times.

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Safe Work Methods Procedures / Risk Assessment:

- Subcontractors are required to draft Safe Work Methods Procedures {SWMP} / Risk Assessments prior to commencement. The SWMP / Risk Assessment Proforma Attached can be utilised.
- The following details are to be included sequentially in each SWMP /Risk Assessment:
 1. **Step by step** work sequence.
 2. **Potential Hazards / Risk:** Identify the potential hazards associated with each of these tasks.
 3. **Action to Control the Risks:** Including safety procedures [who, when, how and why].
 - i.Safety equipment and procedures to be used [who, when & how].
 - ii.Emergency procedures, if any.
 - iii.Restrictions, if any.
 - iv.Safety inspections & controls [who & when].

Where risk control measures are required, they must be determined through the hierarchy of controls shown below.

Controls range from the most effective and must be considered for adoption in the following order:

- i.**Elimination** - Elimination work process, substance, plant / equipment creating the hazard.
- ii.**Substitution** - Substitution the work, process, substance or plant / equipment for something safer.
- iii.**Engineering Controls** - Redesign work, plant or equipment, [e.g. Guarding a dangerous part].
- iv.**Administration Controls** - Change work procedures measures to ensure that exposure to hazards or develop measures to ensure that work is performed safely -e.g. Limiting employee exposure to noise via job rotation or provision of specific training to employees.
- v.**Personal protective equipment** – Elect personal protective and clothing to be used.

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Safe Work Methods Procedures / Risk Assessment: Continued:

Control measures must comply with relevant Standards and Codes of practice Control measures developed must specify where access is required and the form of restriction / barricading / signage required.

The following requirements apply:

- A supervisor must draft SWMP Risk Assessment in consultation with the person(s) immediately responsible for performing the work.
- Manual and mechanical handling must be included in SWMP Risk Assessment, as well as procedures for handling of materials that provide for protection against damage, spills and leaks.
- Employees must be inducted into their relevant SWMP Risk Assessments and declarations confirming this forwarded to Keemin Electrical as OH&S induction procedure.
- Submit all SWMP / Risk Assessment to Keemin Electrical for review. Notification of their acceptance of otherwise will follow.
- When there is a change to any work processes, product or equipment SWMP / Risk Assessments must be revised or prepared.
- Subcontractors must meet any additional health surveillance or training needs arising from these changes.

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HAZARD INSPECTIONS:

Hazard Inspections will be conducted on a daily basis by the Electrical Supervisor.

These Hazard Inspections will be documented in the Safe Work Method Procedure Checklist and signed off by the Supervisor.

The Safe Work Method Procedure Checklist will be maintained in the Site Safety Procedure Manual.

Any Hazards identified will be documented.

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Plant/ Equipment Maintenance & Inspections:

A plant and equipment checklist will be completed on a daily basis before the plant commences operation, that includes:

Reference to checks of safety devices
Specific requirements of Legislation

In situations where Day Hire of equipment is involved a letter from the Hirer acknowledging the regular servicing of the plant will be provided.

Information relating to the plant to be registered in the Company Major Plant Equipment Register will be provided.

Hazards identified with the use of items of plant required to be used on the Site will be included in the SWMP and Risk Assessment procedures.

Any defects or items of maintenance that are required to be rectified, shall be done at the earliest possible time, and if the defect / maintenance items causes the plant to be in an unsafe situation, then the plant will be removed from service immediately and the fault/s rectified. The Site Supervisor will be notified when such plant is being returned to service so that the relevant checklist document can be signed off.

All electrical equipment and leads will be tagged at the appropriate times and the details maintained in the Log of Tagged Electrical Items. This Log must be maintained by the Electrician performing the task, as per the Code of Practice.

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INDUCTION

All employees required for works on the Site will be Inducted into the relevant Safe Work Method procedures / risk Assessments prior to their commencement on Site.

A Declaration will be provide to the Site Supervisor indicating which Employees have been Inducted into the relevant Safe Work Methods / Risk Assessments.

All Employees will report to the Project Site Officer prior to commencing work on Site to arrange Induction. Relevant tickets, qualifications and SWMP / Risk Assessment Induction Declaration will be provided for verification.

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OH & S RECORDS

All OH & S records that relate to this Project, shall be maintained on the Site, in either the Main Contractors OH & S Policy & Procedures Files or maintained in a separate Keemin Folder, at the Site Office.

All OH & S records shall be made available as required to the Main Contractor and / or any other party who has the authority to access these records.

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CONTROL OF NON-COMPLIANCE

Any Non-Compliance detected shall be investigated by the Electrical Supervisor and the Company OH & S Officer.

The causes for the Non-Compliance shall be determined and measures taken to ensure that the Non-Compliance does not occur again.

These measures shall include the re-drafting, if necessary, of any SWMP's relating to the task, training, equipment replacement if necessary and supervision.

Once rectification has been determined, a statement explaining the rectification will be forwarded to the Site Supervisor, for comment, and approval, prior to implementation.

