WHS CONSTRUCTION *Management Plan*

BRIGHTON HOMES

let life in.

WHS CONSTRUCTION *Management Plan*

PART (B)

BRIGHTON (HOMES & PROJECTS)		
Address: 3926 Pacific Highway, Loganholme QLD 4129 Postal: PO Box 3220 Loganholme, QLD 4129 Phone: 07 3188 5500		
ENTITY NAME	**ABN**	**TRADING NAME**
McDonald Jones Homes Pty Ltd **Brighton Homes Queensland**	**59 089 524 050**	McDonald Jones Homes Brighton Homes
MJH Multi Pty Ltd **Complete by McDonald Jones** **Brighton Projects**	**42 603 418 364**	MJH Multi Complete by McDonald Jones Brighton Projects

PROJECT WHSEMP REVISIONS		
Revision #	004	
Revised By	P. Brown	
Revision Date	06.07.21	
Approved By	B. Collins	

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Glossary of Terms & Abbreviations

WHS ACT - Work Health & Safety Act *ACT 2011, QLD 2011, NSW 2011, TAS 2012*
WHS Reg - Work Health & Safety Regulation *ACT 2011, QLD 2011, NSW 2017, TAS 2012*
AS/NZS – Australian & New Zealand Standard
PC – Principal Contractor
PCBU – Person Conducting a Business or Undertaking
WHSECMP – Work Health Safety & Environmental (WHSE) Construction Management Plan
HISSP – Housing Industry Site Safety Pack
HRCW – High-Risk Construction Work
HV – High Voltage
LV – Low Voltage
O/H – Overhead
RCD – Residual Current Device
WHSE – Work Health Safety & Environmental
HIRAC – Hazard Identification, Risk Assessment and Control
HRWL – High-Risk Work License
HR-SWMS – High-Risk Safe Work Method Statements
SWMS/ SOP - Safe Work Method Statements / Safe Operating Procedures *(Specific Work Activity)*
SSRA's – Site-Specific Risk Assessment's / Pre-Start Checks
SDS – Safety Data Sheets
PPE – Personal Protective Equipment
WHS – Work Health and Safety
HSR – Health and Safety Representative
HSQE – Health, Safety, Quality and Environment
OSC - On Site Companion (Software System)
Meaning of a Worker:
A person is a worker if the person carries out work in any capacity for a PCBU including work performed under a contract, and in relation to the work, is an employee for the purpose of assessment of PAYG withholding under the Taxation Administration Act 1953.
The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.
If doubt exists about whether a person is a worker, determination is to be obtained from the relevant safety inspectorate.

SECTION 1. Introduction

1.1 Overview & Purpose

MJH Group construct residential dwellings including single storey, two storey, duplex and terrace style homes for individual clients and developers. These homes are either timber or metal framed with brick or other style cladding. The MJH Group trade as Brighton Homes in Queensland and northern New South Wales.

The MJH Group Work Health Safety and Environmental Construction Plan (WHSECMP) describes the safety standards that governs work to be performed at MJH Group worksites. At each location, every practicable effort will be made to sustain the integrity of MJH Groups Health and Safety Policy commensurate with maintaining the Director's commitment to safety.

The plan includes matters of WHSE, emergency preparedness and response, incident management, the prevention, management and rehabilitation of injuries and illnesses, and specific hazards and risks associated with the work site.

1.2 Legal & Other Requirements

The relevant Work Health and Safety and Environmental Protection Acts, Regulations, Australian Standards, Codes of Practice and other requirements relevant to health and safety on this project have been incorporated in the development of this plan.

This document does NOT replace any Act or Regulation. All WHSE Acts, Regulations, Standards and Codes of Practice having jurisdiction over work must be followed and adhered to. Non-adherence to these obligations may constitute a serious breach of the WHS/E Act and your terms of engagement with us the Principal Contractor (PC).

Review of legislative requirements is conducted regularly and reported to senior management and the board via the intranet, email and /or the WHS board report. Where legislative changes affect contractors and their workers, those changes will be communicated to those contractors via intranet, email, post, noticeboard, etc.

1.3 Development, Review & Communication of 'The Plan'

The Work Health and Safety Act & Regulation in each respective region, details the obligations for Principal Contractors to develop and make available a Work Health and Safety Management Plan (WHSMP) specific to each project *(Section 309 of the Work Health and Safety Regulation).*

Each person who is to carry out construction work in connection with the project, before commencing work, is made aware of the content of the WHS Management Plan and their right to inspect the plan. Dependent on project size, the MJH Group may facilitate this via any or all of the following ways:

- A web link to the plan via a QR code on each project Principal Contractor sign;
- Hard copy on site;
- Email;
- By post on request;
- Hard copy in the Head Office;
- Letting meetings;
- Company inductions;
- Site-specific inductions.

The Plan will be reviewed and updated as necessary to ensure it remains up to date. Review of the plan will be conducted in response to an incident, on request of a client, when site circumstances or at maximum intervals of 2 yearly. To ensure each person carrying out construction work is made aware of any revisions to the plan, The MJH Group may advise their stakeholders via any or all of the following:

- Face-to-face;
- Email;
- Phone call or text message;
- Toolbox talks;
- Pre-start meetings;
- WHS Noticeboards;
- Company inductions;
- Site-specific inductions.

A copy of the plan will be kept until the project is finished, or in the case of a notifiable incident, 2 years from the time of the incident. A copy of the plan will be readily accessible to any person who carried out construction work in connection with the project.

Work Health and Safety Policy

Our Commitment
McDonald Jones Homes (MJH) Group will ensure, so far as is reasonably practicable, that all workers and other persons, are safe from harm in the workplace by addressing health and safety risks arising from the work undertaken by the organisation.

Our Objectives
To demonstrate our commitment to providing a safe working environment by:

a) Protecting workers and other persons from harm by eliminating or minimising risks.
b) Providing for fair and effective representation, consultation and cooperation.
c) Encouraging key stakeholders to take a constructive role in promoting improvements in health and safety practices.
d) Promoting the provision of health and safety advice, information, education and training.
e) Meeting and maintaining health and safety compliance through effective and appropriate means.
f) Ensuring the organisation has and uses processes for complying with duties or obligations under the Work Health and Safety (WHS) Act.
g) Continually improving health and safety performance by establishing, monitoring and reviewing measurable objective and targets in key documents aimed at eliminating work-related injury and illness.

Our Responsibilities
Those with a *leadership role* are responsible for ensuring our objectives are met.

They will do this by:

- Playing a pivotal role in implementing this policy; driving health and safety performance, commitment and engagement.
- Maintaining and continuously improving their understanding of health and safety legislation.
- Promoting and fostering open lines of communication and consultation with workers.
- Understanding the nature of the organisations operational hazards and risks.
- Exercising due diligence in health and safety decision-making.
- Ensuring health and safety is integrated into business planning and does not get devalued based on competing priorities, profit margins and lack of resources.
- Being accountable for the implementation and review of any change management processes.
- Meeting duty of care obligations as required under health and safety legislation.
- Ensuring appropriate resources are allocated to eliminate risks and achieve health and safety compliance.

Employees
Are responsible for ensuring they contribute to maintaining a safe and healthy work environment.

They do this by:

- Taking ownership of their own health and safety and those matters within their control or ability to influence.
- Working with others to promote health and safety and ensure it becomes part of everyday business.
- Working with leaders in the organisation to identify and address health and safety concerns in the workplace.
- Adhering to health and safety policies and procedures when performing work.
- Contributing positively to health and safety conversations by seeking information and sharing views.
- Working as part of a team in implementing improved health and safety practices.

Contractors and Suppliers
Have a duty to take reasonable care for their own health and safety and reasonable care that the work and/or services performed does not adversely affect the health and safety of others.

In addition, this duty extends to complying, so far as they are reasonably able, with any reasonable instruction, policy or procedure which aids in health and safety compliance.

Failure to comply or observe a direction may be considered a breach of contract and sufficient grounds for termination.

Communication and Consultation
MJH Group is committed to communicating and consulting with all workers to provide opportunities to express opinions, ideas and concerns.

This document will be reviewed at a minimum frequency of every 2 years to ensure its relevance to MJH Group operations.

Bill McDonald ***Andrew Helmers***
Director/s
McDonald Jones Homes Group
May 2020

Environmental & Sustainability Policy Statement

Our Commitment
McDonald Jones Homes Group (MJH Group) is committed to pursuing the highest standards in our approach to preventing pollution and promoting sustainability of the environment. MJH Group will aim to review all environmental impacts within our business work activities to proactively eliminate or reduce those impacts wherever possible. MJH Group considers protection of our environment to be of the utmost importance.

All those engaged by MJH Group who undertake work, accept that our environmental standards should not be compromised regardless of the situation and commit to protecting the environment as a priority.

MJH Group will consult with their clients, employees and business units in the development, implementation and continuous improvement of our environmental systems and seek partnerships in reducing environmental impacts from MJH Group business work activities.

Our Objectives
To demonstrate our commitment to protecting the environment by:

1. Proactively implement MJH Group environmental policies & procedures.
2. Ensuring compliance with all local, state and federal laws and regulations;
3. Acting in a timely manner to address any environmental issues that are raised with them.
4. Consulting with our clients, employees and contractors to ensure communication and consultation on environmental issues are addressed;
5. Ensuring employees and contractors receive appropriate information and training to raise awareness on the potential environmental impacts from the business activities;
6. Managing employees and contractors in the pursuance of good environmental standards;
7. Ensuring where possible MJH Group contracts engaged in, have their environmental & sustainability requirements outlined, in order to relay the individual sites requirements to MJH Group employees and contractors;
8. Striving to continuously improve MJH Group environmental & sustainability performance;
9. Ensuring environmental sustainability is a priority by actively encouraging recycling of any product bought onto any of our sites.

Our Responsibilities
MJH Group acknowledges the close relationship it has with its clients and contractors. MJH Group will actively work with them to pursue the highest standards and strive for their commitment to the awareness of environmental standards which reflects the intent of this policy

Employees, Contractors and Suppliers
All MJH Group managers and supervisors have a responsibility to be proactive and eliminate or reduce where possible any impact on the environment.

To achieve our goal all employees, contractors and suppliers who undertake work under the MJH Group banner will: -

- Work diligently to ensure the elimination or reduction of environmental impacts;
- Proactively promote recycling of materials to support a sustainable future;
- Ensure that any environmental issues encountered are reported to the responsible person on site;
- Co-operate with management in the implementation of environmental policies and procedures including corrective actions if required;
- Actively participate in drawing awareness and attention to environmental issues that may affect our environment in order to address an issue.

This policy will be reviewed at a minimum frequency of every 2 years to ensure its relevance to MJH Group operations.

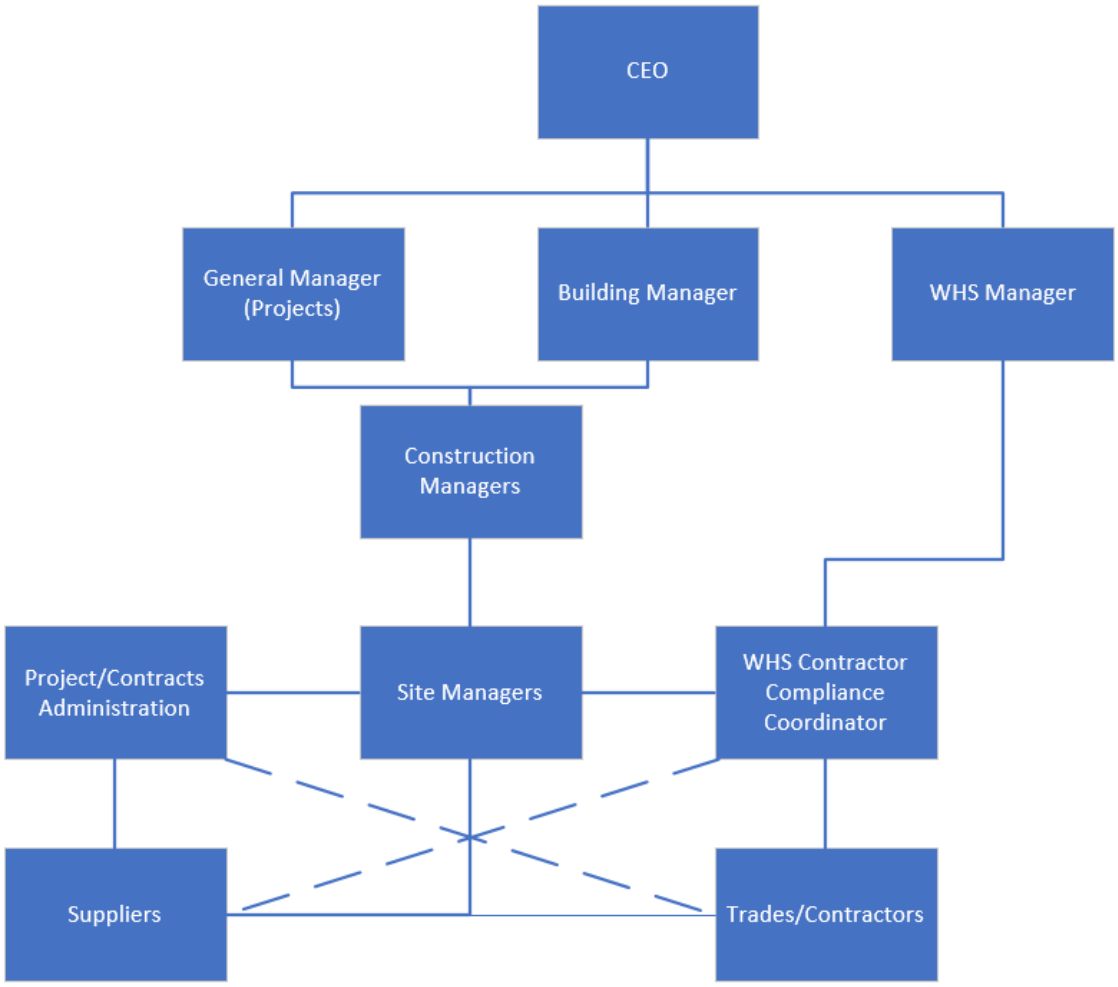
Bill McDonald ***Andrew Helmers***

Director/s
McDonald Jones Homes
May 2020

SECTION 3. Business & Project Organisational Chart

Below is a basic overview of the MJH Group reporting structure.

Multi residential projects - will be covered in specific detail for each project in Part A.
Domestic residential homes - will be covered by the Site-Specific Safety Plan Front Page.



SECTION 4. Responsibilities

4.1 Director (PCBU & Officer)

The directors have duty under the WHS Act to take reasonable steps:

a) To protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work their business practices;
b) To define and agree the business Work Health and Safety policies and objectives and review work health and safety performance on a regular basis to meet WHS legal objectives;
c) To acquire and keep up-to-date knowledge of work health and safety matters;
d) To gain an understanding of the nature of the business and generally of the hazards and risks associated with those operations;
e) To ensure that appropriate resources and processes are in place to eliminate or minimise risks to health and safety from work carried out by the business;
f) To ensure that the business has appropriate processes for receiving information regarding incidents, hazards and risks, and responding in a timely way to that information;
g) To ensure that the business has, and implements processes for complying with any duty or obligation under the Act;
h) To ensure the verification of the provision and use of the resources and processes referred to in paragraphs (c) – (g).

4.2 CEO and/or General Manager (Officer)

The CEO and General Manager has a duty under the WHS Act to:

a) Protect workers and other persons against harm to their health, safety and welfare through, elimination or minimisation of risks from work or from substances or plant as is reasonably practicable;
b) Provide for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety matters;
c) Where practicable encourage external organisations to take a constructive role in promoting improvements in work health and safety practices, by assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment;
d) Promote the provision of advice, information, education and training in relation to work health and safety matters;
e) Effectively implement WHS Act compliance through fair and reasonable compliance enforcement measures across all MJH business units;
f) Ensure appropriate internal audit review of actions taken by persons exercising powers and performing duties under the Act;
g) Provide a framework for measurable objectives & targets for continuous improvement for work health and safety;
h) Review work health and safety performance on a regular basis to meet WHS legal objectives
i) To acquire and keep up-to-date knowledge of work health and safety matters;
j) To gain an understanding of the nature of the business and generally of the hazards and risks associated with those operations;
k) To ensure that appropriate resources and processes are in place to eliminate or minimise risks to health and safety from work carried out by the business;
l) To ensure that the business has appropriate processes for receiving information regarding incidents, hazards and risks, and responding in a timely way to that information;
m) To ensure that the business has, and implements processes for complying with any duty or obligation under the Act;
n) To ensure the verification of the provision and use of the resources and processes referred to in paragraphs (i) – (n),

4.3 Building / Construction Manager (Officer)

The responsibilities of the Building and Construction Manager include but are not limited to, the following:

a) Implement the “Site-Specific” WHSE Construction Management Plan - Part (A) & (B) for their projects;
b) Strive to maintain their knowledge and understanding of the current legislation and duties in the areas of environmental and work health and safety legislation, including their business WHSE management systems;
c) Ensure compliance requirements to WHS and Environmental Standards are being implemented and managed in accordance with MJH system requirements;

d) Provide guidance and motivation as required to achieve ecologically sustainable building practices;
e) Provide adequate supervision at all levels to ensure the adoption of the business environmental, health and safety requirements;
f) Carry out regular reviews to check on WHSE compliance issues;
g) Work proactively with the WHS Contractor Compliance Team to manage the suppliers & trades in line with the business expectations and standards;
h) Assist with compliance and enforcement matters on project site safety rules to meet both legal and business requirements;
i) Review environmental, health and safety performance to address deficiencies of any member of the team who fails to meet business WHSE and Legal requirements;
j) Ensure WHSE systems are established and pertinent information about, work, health, safety and environment is distributed to the relevant workers both internal & externally;
k) Report to the CEO / General Manager of the business unit on the level of compliance and standard of environmental, health and safety aspects and performance with regards to the business;
l) To ensure relevant controls as identified in the Construction Risk Register are provided and implemented to ensure the health and safety of personnel and others on site;
m) Participate in site walkthroughs and suggest ways of eliminating hazards and improving environmental conditions & work health and safety on site;
n) Assist in coordinating, organising and attending regular construction meetings with Site Managers;
o) Lead, manage and monitor site staff compliance with their KPIs as detailed in the WHSE Plan;
p) Proactively report and assist in investigating all accidents, incidents and near misses
q) To acquire and keep up-to-date knowledge of work health and safety matters;
r) To gain an understanding of the nature of the business and generally of the hazards and risks associated with those operations;
s) To ensure that appropriate resources and processes are in place to eliminate or minimise risks to health and safety from work carried out by the business;
t) To ensure that the business has appropriate processes for receiving information regarding incidents, hazards and risks, and responding in a timely way to that information;
u) To ensure that the business has, and implements processes for complying with any duty or obligation under the Act;
v) To ensure the verification of the provision and use of the resources and processes referred to in paragraphs (q) – (v).

4.4 Project Manager (Projects Only)

The responsibilities of the Project Manager include but are not limited to the following:

a) Assist the Construction Manager in the development, implementation and review of the "Site-Specific" WHSE Construction Management Plan for the project;
b) Maintain knowledge and understanding of the current WHSE legislation and the WHSE management system, policies and procedures relevant for their role;
c) Be the key Client contact and liaison and ensure that Client contractual requirements such as Client reports are prepared and communicated;
d) Ensure WHS Compliance of contractors and clients is achieved by engaging in the in-house contractor pre-qualification process facilitated by the WHS Compliance Team;
e) Lead and manage the contract administration team members on site to perform their duties and meet key performance indicators (KPIs) detailed in this WHSE Construction Management Plan by:
   - Providing relevant information, instruction and training with the assistance of the WHS Manager;
   - Ensuring adequate supervision;
   - Providing adequate resources;
   - Ensure that On-Site Companion system is used to manage the project;
f) Liaise with Site Manager and the WHS Manager regarding any Client and / or subcontractor WHSE issue;
g) Assist the Site Manager with compliance to WHSE Policies and Procedures, including the Site Rules on the project;
h) Report all accidents, incidents and near misses to the business in line with company policy and procedures.

4.5 Contracts Administrator (Projects Only)

The responsibilities of the Contracts Administrator include but are not limited to the following:

a) Assist the Project Manager in the development and implementation of the Site-Specific WHSE Construction Management Plan for the project;
b) Develop knowledge and understanding of environmental and work health and safety legislation and the business environmental, work health and safety management systems, policies and site plans;
c) Assist in providing guidance and motivation as required to achieve ecologically sustainable building practices;
d) Assist with compliance and enforce of business site rules on the project;
e) Report to the Site Manager any hazardous areas that require rectification and which cannot be rectified in the normal course of duties;
f) Ensure contract documents reflect the requirements of the business environmental and work health and safety manuals, including this plan;
g) Assist in maintaining project records for relevant environmental, safety and health information;
h) Monitor site safety compliance in accordance with the KPIs set for this role in the project Objectives and Targets table in this plan.

4.6 Site Manager / Site Supervisor (Worker)

The responsibilities of the Site Manager / Site Supervisor include but are not limited to the following:

a) Understand and abide by the business WHSE Construction Management Plan;
b) Assist the Construction Manager in implementing the Site-Specific WHSE Construction Management Plan for individual project sites;
c) Strive to maintain their knowledge and understanding of the current legislation and duties in the areas of environmental and work health and safety legislation, including the business WHSE management systems;
d) Ensure contractors & suppliers are inducted in to the WHSE business requirements by completing the MJH Group induction;
e) Ensure WHS and Environmental standards are being implemented and managed in accordance with the relevant Legislation and Standards;
f) Work proactively with the WHS Contractor Compliance Team to manage the suppliers & trades in line with the business expectations and standards;
g) Ensure subcontractor PCBUs are assessed on their environmental, health and safety prior to, during and after completion of the project i.e. ensure contractors abide by the site safety rules;
h) Provide guidance and motivation as required to achieve these standards on site consistently;
i) Assist with compliance and enforcement matters on project site safety rules to meet both legal and business requirements;
j) Provide guidance, motivation, information, instruction, supervision and resources which are required to achieve the environmental and safety goals and initiatives as outlined to workers on the project;
k) Carry out regular walkthroughs of the site to check on WHS&E compliance;
l) Ensure personal protective equipment is used by contractors when required on site;
m) Ensure that WHS is an agenda item at all meetings and where required act as the WHS representative on site;
n) Attend regular construction meetings held by construction management;
o) Assist to resolve any disputes that may arise over environmental, health or safety issues on site and subcontractor PCBU complaints;
p) Assist in monitoring, maintaining and reviewing procedures and systems so that an optimum level of environmental and safety compliance is always maintained and adhered to;
q) Report to the Building / Construction Manager in relation to subcontractor PCBU issues and any pertinent environmental, health and safety issue on site;
r) Report all accidents, incidents and near misses to the business in line with company policy and procedures;
s) Secure and preserve the scene of a notifiable incident site for investigation;
t) Assist in the investigation of any incidents as directed;
u) Oversee any site evacuations/emergencies (practice or otherwise) and document relevant outcomes;
v) Ensure any control item, sign, barrier, guard, equipment, etc. is provided to ensure health and safety of personnel on site is not tampered with, modified or removed;
w) Conduct site inspections and suggest ways of eliminating hazards and improving environmental conditions & work health and safety on site;
x) Monitor site safety compliance in accordance with the KPIs set for this role in Objectives and Targets table in this plan;

y) Ensure they have the appropriate first aid training and that the relevant equipment is available in the case that an injury should occur;
z) Support the Return to Work (RTW) of injured workers, by assisting the RTW Coordinator.

4.7 Work Health & Safety (WHS) Manager

The responsibilities of WHS Manager within our business include but not limited to, the following:

a) Assist the Business in the development, implementation and co-ordination at every level of the site-specific WHSE Construction Management Plan;
b) Ensure a Site-Specific WHSE Management Plan for the project site has been completed by construction management;
c) Provide advice to Construction Team about the overall state of environmental compliance and work health and safety at the workplace; also advise of conditions that require a Safety Improvement / Non-compliance Notice to be issued to a PCBU subcontractor concerning WHSE issues;
d) Assist the WHS Compliance Team in the assessment and pre-qualification of Suppliers & Contractors before commencement of any work with the business, to ensure that they comply with business & legal requirements;
e) Conduct and record WHSE inspections and audits at the workplace to identify hazards and unsafe or unsatisfactory environmental, health and safety conditions and practices, and advise all levels of management of any deficiencies identified that may arise from time to time;
f) Work with all levels of site management teams, to ensure a commitment to working safely and where appropriate provide guidance, motivation, information, instruction and resources which are required to achieve the environmental and safety goals and initiatives as outlined to workers on site;
g) To establish appropriate educational programs in environmental, work health and safety including the site induction process; for continuous improvement;
h) To report, investigate, or assist in the analysis of all environmental harm, injuries, illnesses, incidents and notifiable events at the workplace. If any notifiable event occurs – to escalate and manage the investigation process & corrective actions to meet legal obligations;
i) To assist Government Jurisdictional Inspectors in the Inspector's duties while at the workplace;
j) To set up project recording mechanisms so that relevant environmental and safety information is properly compiled and easily accessible;
k) To provide technical advice to the site team and PCBUs at all levels on environment, work health and safety matters;
l) Participate in site walkthrough and suggest ways of eliminating hazards and improving environmental conditions & work health and safety on site;
m) Monitor site safety compliance to this plan.

4.8 Return to Work Co-ordinator (External Provider AON)

Assist injured workers to remain at or return to work as soon as safely possible after injury by:

a) Compiling the initial notification information;
b) Coordinating the worker's recovery at work, including identifying suitable work;
c) Preparing, monitoring and reviewing a worker's recover at work plan;
d) Liaising with the worker's support team;
e) Supporting the redeployment of workers (internally or externally) into suitable work when they cannot return to their pre-injury duties;
f) Keeping confidential case notes and records in line with laws and guidelines;
g) Implementing the RTW program;
h) Keeping injury and recover at work statistics;
i) Contributing to the improvement of relevant policies and systems.

4.9 Employee (Worker)

Employees have an obligation under the WHS Act to ensure that they work in a safe manner and co-operate with their employer. The responsibilities include:

a) Comply with any site induction training requirements;
b) Work in a safe manner which does not place themselves, other workers or any members of the public at risk;
c) Use any equipment supplied by the business according to the manufacturer's specifications;
d) Follow instructions from their manager and comply with the site safety rules;
e) Report all incidents, accidents and near misses to construction management;
f) If injured at work, they are to participate actively in a return to work program recommended by their doctor and rehabilitation provider where required.

4.10 Contractor (PCBU & Worker)

The responsibilities of contractors include but are not limited to the following:

a) Comply with WHSE Construction Management Plan;
b) Comply with the site safety rules and safety requirements;
c) Ensure they hold a general construction induction card (white cards) before attending site;
d) Ensure their workers hold general construction induction card (white cards) before allowing or directing them to attend site;
e) Ensure they and their workers are trained in the relevant work activity they are proposing to engage in;
f) Ensure they and their trades have the relevant personal protective equipment (PPE) when required;
g) Comply with any site induction training requirements;
h) Ensure all equipment brought onto sites is maintained in a safe working order and is operated in accordance with the manufacturer's specifications;
i) Report all accidents, incidents and near misses to the Site Manager ASAP and ensure that the appropriate forms are completed;
j) Ensure that they have the relevant sized first aid kit available and fully stocked ready for use when required;
k) Ensure a register of injuries is kept of all persons receiving first aid treatment;
l) Assist persons injured at work, by encouraging their early return to work through return to work programs and rehabilitation.

4.11 First Aid Officer

The responsibilities of the First Aid Officer within the business include but are not limited to the following:

a) To possess a current certification to Apply First Aid & CPR;
b) Provide first aid within the limits of their capability and training;
c) If in doubt, always contact emergency services i.e. ambulance;
d) Ensure and maintain the adequacy and suitability of first aid provisions for the workplace provided by the business;
e) Undertake regular inspections of the first aid kits and keep a record of the process.

Note: All Brighton Homes Site Managers are first aid & CPR trained.

4.12 Purchasing / Procurement Process

The responsibilities of Purchasing / Procurement Team within our business includes but is not limited to the following:

a) Ensuring that that all materials, equipment and plant purchased or hired conforms to the relevant WHS legislation and Australian Standards;
b) Ensuring that all relevant WHS compliance documentation is collected and approved before signing contracts for the supply of materials goods and services;
c) Ensuring relevant checklists are used for qualifying Suppliers & Contractor tenders;
d) Ensuring company inductions for Suppliers & Contractor trades are undertaken to ensure compliance with minimum standards;
e) Follow-up outstanding WHS documentation from the contractors.

Where a specific role is not allocated to a project, the responsibilities will be delegated to the next superior role.

SECTION 5. Objectives & Targets

The objectives and targets of this plan shall be consistent with the WHSE policies, including the commitment to measuring and improving WHSE performance.

The MJH Senior Management Team shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for:

- Ensuring that the WHSMS requirements are established, implemented and maintained in accordance with the WHSE Construction Management Plan;
- Reporting on the performance of these target & objectives to senior management for review and as a basis for continuous improvement.

The MJH Group WHSE objectives and targets are as follows:

Objective	Target
To ensure that no environmental harm is caused by our business operations	Zero environmental incidents on site resulting in environmental harm
To ensure no serious harm is caused to workers or others on our site by our business operations	Less than 5% of all reported injuries cause serious harm (as per WHS reg 2011)
To ensure the workplace is monitored for WHSE compliance	100% of all inspections as per the audit schedule take place

SECTION 6. Incident Management

6.1 Accidents, Incidents & Near Misses

When an Accident, Incident or Near Miss has occurred on site, it must be reported immediately to the Site Manager. This will allow completion of an investigation to document all details and facts as soon as possible after the event, to ensure preventative measures are put in place.

Where required in the contract, incidents will be reported to the developer / client in accordance with their specific requirements.

6.2 Critical Incident Response

The following types of events involving any Brighton Staff, Contractors, Clients or members of the public on a Brighton site will be managed by the Incident Response and Reporting protocol (see below);

- Serious Injury / Illness requiring off site medical treatment
- Injury / Illness requiring Ambulance or other emergency services assistance
- Potential high consequence incident (serious near miss)
- Personal assault (physical/verbal/sexual)
- Failure or damage to critical plant & equipment (electrical fault/failure, vehicle rollover, scaffold collapse, fire, etc)

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Incident Response & Reporting

The following Incident Response and Reporting procedure is to be implemented for the following types of events involving any Brighton Staff, Contractors, Clients or members of the public on a Brighton site;

- Serious Injury / Illness requiring off site medical treatment
- Injury / Illness requiring Ambulance or other emergency services assistance
- Potential high consequence incident (serious near miss)
- Personal assault (physical/verbal/sexual)
- Failure or damage to critical plant & equipment (electrical fault/failure, vehicle rollover, scaffold collapse, fire, etc)

Note: this is not to replace formal Emergency Response procedures, but to ensure incident reporting lines are clearly understood.

Timeframe	Actions	Actions By
Immediately 0 – 10 mins	- **Site Manager** is to assess the incident situation and arrange first aid treatment, medical support or spill containment if needed. - **If Emergency Services are required, call 000 immediately.** - **Site Manager** is to stop work in the immediate / affected area, make safe if necessary/possible and secure the incident scene. - **Site Manager** is to report the incident with the known facts to the **Construction Manager** by phone. If the Construction Manager cannot be contacted, call the **WHS Manager.**	Site Manager
0 – 30 mins	- For injury related events, the **Site Manager** is to arrange transport for the injured person to receive appropriate medical treatment. - Site 1st Aid trained personnel are to assist with emergency services as directed. - **Site Manager** is to commence the incident investigation (take photos and record contact details of all personnel involved or who witnessed the incident). - **Construction Manager** is to report the incident to the **General/Building Manager** with the known facts by phone. - **General /Building Manager** is to report the incident to the **WHS Manager and Chief Executive Officer** with the known facts by phone. - The **Construction Manager and WHS Manager** are to travel to site immediately.	Site Manager Construction Manager General / Building Manager
1 – 6 hours	- **WHS Manager** is to collate all relevant facts regarding the incident and commence the investigation. - **WHS Manager** is to provide an incident update to the **Chief Executive Officer** by phone, with the known facts and potential incident consequence. - **WHS Manager** to assess if the incident is required to be reported to the relevant Regulator. - Incident scene to be assessed and released by the **Construction Manager** and work is to re-commence when all relevant scene-based information has been collected and it has been deemed safe to do so.	WHS Manager Construction Manager

6 – 12 hours	- **Construction Manager and WHS Manager** are to formally interview persons involved in the incident, including the Site Manager and relevant Contractors.
	- **WHS Manager** to complete a draft incident report, including immediate corrective actions and emailed to;
	  • General / Building Manager
	  • Chief Executive Officer
	- **Site Manager** to enter basic incident information into the Brighton Incident Reporting App.
	- **General Manager** to report incident, with known facts to the project Client (where required).
		Construction / WHS Manager
		
		Site Manager
		General Manager

12 – 24 hours	- For injury related events, **WHS Manager** to follow-up on the injured person(s) status (current condition, treatment provided, ongoing treatment requirements) and provide an update to the Brighton Management Team. - **Site Manager** is to verify all corrective actions (short term) have been fully implemented and are effective.	WHS Manager
24 – 72 hours	- **WHS Manager** is to complete the incident investigation report, including all photo's, witness statements and corrective actions and distribute to the Brighton Management Team for review. - **Brighton Management Team** is to conduct a review of the investigation report and evaluate any long term / business wide actions that are required to prevent a reoccurrence in the greater business.	WHS Manager Chief Executive Officer

Brighton Key Contacts

Position	Contact Details	Email
Construction Manager (North)	Mob: 0400 145 151	jnewnham@brightonhomes.net.au
Construction Manager (South)	Mob: 0407 065 248	kmanz@brightonhomes.net.au
Construction Manager (West)	Mob: 0428 543 500	dcrook@brightonhomes.net.au
Construction Manager (Projects)	Mob: 0439 889 907	awright@brightonhomes.net.au
Building Manager	Mob: 0407 739 437	bwallwork@brightonhomes.net.au
General Manager (Projects)	Mob: 0428 903 355	rmorgan@brightonhomes.net.au
WHS Manager	Mob: 0448 041 885	pbrown@brightonhomes.net.au
Site Manager:	Mob:	@brightonhomes.net.au
Add Client where required	Mob:	

It is critical that the relevant stakeholders are notified and where required, emergency management procedures are implemented.

6.3 Emergency Procedures and First Aid

All PCBU's must ensure that they have a relevant sized First Aid Kit based on their work activity and the size of their work group. Each PCBU should also have a trained first aider in each work group.

All Brighton Homes Site Managers are trained in first aid and have a first aid kit at their disposal for use in the event of an incident.

If an Emergency occurs on a Brighton Homes site, contact the Site Manager immediately or telephone 000 for emergency services.

WHEN PHONING FOR HELP SAY: -

1. **WHERE** the emergency is: give the address/name of the site and details about the specifics of entry;
2. **WHAT** has happened: advise the exact nature of the injury or situation;
3. **WHAT** is being done;
4. **WHO** is calling: leave a site or contact telephone number;
5. **WAIT** to be told what to do before hanging up.

Whilst waiting for the authorities**, keep calm, do not interfere with the accident scene and make sure the injured person is not moved;** unless there is a risk of further injury to the patient or others. Reassure the injured person that help is on the way. Assist the authorities to locate and access the accident site.

6.4 Electric Shock

In the case of an electric shock, follow the below process:

- Notify emergency services (AMBULANCE) immediately (dial 000);
- Do not touch the victim, or any live electrical components;
- Disconnect the power if possible, before trying to assist someone suffering from electric shock;
- Obtain advice from the 000 operator and consider your own health and safety if you undertake any action to assist and injured person who has received electric shock;
- Remove injured person from the electric supply without directly touching them, by using a non-conductive material (for example – dry wood, rubber, plastic);
- Apply artificial respiration if qualified or contact first aid officer;
- Immediately notify MJH of the incident.

6.5 In the Event of a Serious Accident – Notifiable Incident

The MJH Group will report all notifiable incidents to the relevant state safety regulator in accordance with legislative requirements.

A 'notifiable incident' under the work health and safety legislation relates to:

- The death of a person;
- A serious injury or illness of a person;
- A potentially dangerous incident.

Examples of these incidents include IMMEDIATE TREATMENT for the following:

- As an in-patient in a hospital;
- The amputation of any part of the body;
- A serious head injury;
- A serious eye injury;
- A serious burn;
- The separation of skin from an underlying tissue (such as de-gloving or scalping);
- A spinal injury;
- Loss of a bodily function;
- Serious lacerations; or
- Medical treatment within 48 hours of exposure to a substance.

Notification is also required for any infection where the work is a significant contributing factor.

Some types of dangerous incidents must be notified even if no-one is injured. The State WHS Regulator must be notified of any incident in relation to a workplace that exposes any person to a serious risk resulting from an immediate or imminent exposure to:

- An uncontrolled escape, spillage or leakage of a substance;
- An uncontrolled implosion, explosion or fire;
- An uncontrolled escape of gas or steam;
- An uncontrolled escape of a pressurised substance;
- Electric shock;
- The fall or release from a height of any plant, substance or thing;
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the Work Health and Safety Regulations, for example a collapsing crane;
- The collapse or partial collapse of a structure;
- The collapse or failure of an excavation or of any shoring supporting an excavation;
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- The interruption of the main system of ventilation in an underground excavation or tunnel.

In the event of a notifiable incident, **preserve the site** and its surrounding area of at least 4 metres**. The site MUST NOT be disturbed** in any way other than to assist an injured person or make the area safe. The incident site is to be preserved until an inspector arrives or provides direction otherwise (subject to some exceptions). The local MJH Group WHS Manager will assist with direction and advice to meet legal requirements.

6.6 Fire & Other Evacuation Procedure

In the event of an emergency on-site the most senior worker for each subcontractor will oversee the evacuation of their workers. Where emergency wardens are provided on multi residential projects, they will assist with the evacuation. All persons must:

- Evacuate to a safe location away from the site, normally the entrance gate to the construction site or a safe distance away from danger;
- Respond immediately to the evacuation alarm;
- Call the relevant emergency services at the earliest opportunity.
- Remain at the safe location until instructed by their supervisor or emergency services;

Emergency evacuation procedures on multi residential sites will be tested at least every 6 months.

SECTION 7. Risk Management

Risk Management is the systematic process of identifying hazards, assessing the risk they pose, developing and implementing hazard controls and reviewing their effectiveness. Brighton Homes apply this process from the initial design phase through to home handover. The following summarises the document hierarchy of applying the risk management process on Brighton Homes construction sites;

1. **Safety in Design** – conducted at the design stage of a project to reduce risks utilising safer designs.
2. **Pre-Tender Site Specific Risk Assessment** – conducted prior to tender process to identify existing site hazards and assess if the site is acceptable to conduct the proposed build. Main hazards include site access, traffic, proximity to neighbours, existing overhead and underground services.
3. **Risk Register** – identifies common work site risks and nominates standard controls for their management.
4. **Safe Work Method Statements (SWMS)** – Task specific, developed and supplied by PCBU's undertaking high risk construction activities.
5. **Site Specific Risk Assessments (SSRA)** – conducted by PCBU's when commencing work on site.
6. **Non-Compliance Notice** – issued by Brighton Homes to PCBU's when hazards or non-compliant conditions or work practices are identified.
7. **Inspections and Observations** – routinely conducted to monitor the work environment to ensure hazard controls have been implemented, being followed and effective in managing the identified hazard in the above processes.

7.1 Hazard Identification Procedure

Hazards are defined as a source of potential harm to people or a situation with potential to cause injury or loss to plant, property or equipment.

HAZARD IDENTIFICATION:

This is the process of identifying all situations or events that could give rise to injury, illness or damage to plant or property. Hazards can be identified by the following methods:

- Direct report from Employees and Contractors;
- MJH Group WHS Incident/Near Miss Report Form;
- Industry information;
- Health and safety meetings;
- Workplace inspections;
- Safety data sheets (SDS);
- Safe Work Method Statements (SWMS)
- Site Specific Risk Assessments (SSRA)
- Non-compliance Notice.
- Codes of Practice

RESPONSIBILITIES

The Non-compliance Notice is a tool to be used by Brighton Homes employees/contractors, to report identified hazards within the place of work to their supervisor for action.

- The supervisor is responsible for ensuring that completed notice is submitted to management;
- Employees /Contractors are responsible for filling out the Notice when a hazard is identified at the workplace;
- Supervisors and Managers are responsible for ensuring that identified hazards are addressed within a reasonable timeframe.

PROCEDURE

- New employees/contractors are informed of the Non-compliance Notice by way of the MJH Group Induction Program;
- The employee/contractor fills out the Notice App when they identify a hazard in their workplace;
- The Notice is submitted to the employee/contractor supervisor electronically;
- The supervisor contacts the employee/contractor to discuss the hazard and organises for risk assessment/control strategy.
- The WHS Coordinator maintains copies of all Notices and control strategies implemented. They are responsible for informing employees via the agreed consultation arrangements.

7.2 Risk Assessment Matrix

PRIORITY RATING

1. A priority rating of '1' means the hazard must be controlled immediately; and the task should not be performed until adequate control measures are in place.
2. A priority rating of '2' means that temporary control measures should be implemented immediately; with permanent control measures implemented within 2 days.
3. A priority rating of '3' means that the hazard should be controlled as soon as practicable, but not longer than 7 days.
4. A priority rating of '4' means that the hazard should be controlled when practicable, usually within 14 days.
5. A priority rating of '5' means that the hazard should be controlled when practicable, usually within 1 months.
6. A priority rating of '6' means that the hazard is to be controlled when practicable, usually within 3 months.

RISK ASSESSMENT MATRIX

Think about: Firstly, determine how severely could it hurt or how ill could it make someone? → Then consider how likely it is to happen? ↓	**VERY LIKELY** *Could happen any time*	**LIKELY** *Could happen sometime*	**UNLIKELY** *Could happen some time*	**VERY UNLIKELY** *Could happen but probably never will*
Kill or cause permanent disability or ill health	**1**	**1**	**2**	**3**
Long term illness or serious injury	**1**	**2**	**3**	**4**
Medical attention and several days off work	**2**	**3**	**4**	**5**
First aid needed	**3**	**4**	**5**	**6**

7.3 Hierarchy of control measures

1. ELIMINATE OR CONTROL THE HAZARD

Elimination should always be the first preference as it is a permanent solution. Where hazards cannot be eliminated then control them to minimise the risk. ***Think about*** – changing processes to eliminate the hazard altogether, such as not using a chemical in the work process.

2. SUBSTITUTE

If the hazard cannot be eliminated altogether, replace the hazardous plant, equipment, substance or process with a less hazardous one. ***Think about*** – using a different, less dangerous piece of plant or equipment, substance or process.

3. ISOLATION

If the hazard cannot be substituted, consider isolating the hazard. This separates the person the person from the source of danger. ***Think about*** – isolating energy sources.

4. MINIMISE BY ENGINEERING MEANS

If you can't eliminate the hazard or change the equipment, product or material, introduce engineering controls to place a barrier between people and the hazard. ***Think about*** – fitting guards to machinery, enclosing hazards, and using mechanical aids.

5. INTRODUCE ADMINISTRATIVE CONTROLS

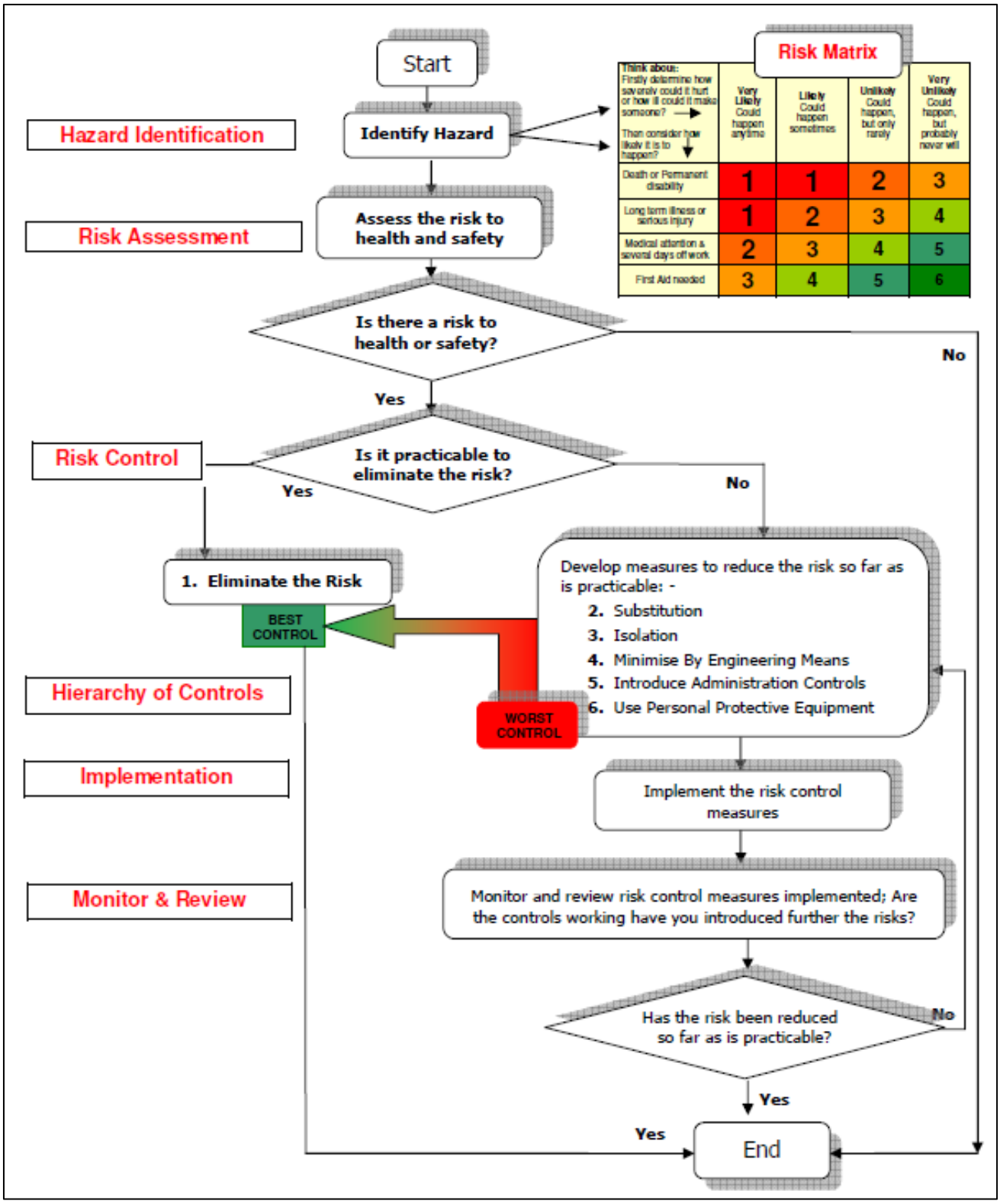
Introduce procedures and provide instructions to reduce the exposure to the hazard. ***Think about*** – implementing hazard training, varying work methods and times, using tag & lock out systems and training people in correct use of resources.

6. USE PERSONAL PROTECTION

Personal Protective Equipment (PPE) is the least effective way of dealing with hazards, however will reduce a wide range od risks if applied appropriately and consistently.

The Hazard Identification, Risk Assessment and Control flowchart on the following page provides an overview of the complete risk management process implemented on Brighton Homes projects.

HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL FLOWCHART



SECTION 8. Safe Work Method Statements (SWMS)

Safe Work Method Statements (SWMS) are required for specific high risk construction activities. SWMS are a documented and agreed safe work practices that **MUST** be communicated to all members of a work group prior to undertaking a specific task or operating specific plant and equipment. A SWMS should only be developed after a complete risk assessment has been carried out and all identified control measures are implemented. Consultation with the work group is vital in developing effective and acceptable SWMS's.

The following 16 High-Risk Construction work tasks as defined by the legislation to be relevant to our business and therefore require a High-Risk SWMS to be submitted:

As per Chapter 291 of the WHS Regulations 2017, ***high risk construction work*** means construction work that:

(a) involves a risk of a person falling more than 2 metres, or

(c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, or

(d) involves, or is likely to involve, the disturbance of asbestos, or

(e) involves structural alterations or repairs that require temporary support to prevent collapse, or

(f) is carried out in or near a confined space, or

(g) is carried out in or near:

(i) a shaft or trench with an excavated depth greater than 1.5 metres, or

(ii) a tunnel, or

(i) is carried out on or near pressurised gas distribution mains or piping, or

(j) is carried out on or near chemical, fuel or refrigerant lines, or

(k) is carried out on or near energised electrical installations or services, or

(l) is carried out in an area that may have a contaminated or flammable atmosphere, or

(m) involves tilt-up or precast concrete, or

(n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, or

(o) is carried out in an area at a workplace in which there is any movement of powered mobile plant, or

(q) is carried out in or near water or other liquid that involves a risk of drowning.

8.1 Safe Work Method Statements Content

Safe Work Method Statements must be submitted to and approved by the MJH Group prior to the commencement of high risk construction work on site. A SWMS should include as a minimum:

- The organisations letter head or company name;
- Contact details such as address, email address and phone no.;
- A brief description of the scope of works to be undertaken;
- List the type of training required to perform the tasks, and the individuals that have received that training;
- List the potential hazards;
- List the safety controls that are in place to eliminate/ minimize the hazards;
- Identification of the plant and equipment to be used in the works e.g. scaffold, ladders, electrical tools etc.;
- List the name, signature and date of the authorised business representative;
- A declaration signed by the workers stating they have read, understand and agree to work in accordance with the SWMS.

8.2 Safe Work Method Statements

Suppliers of materials, goods & services that complete High-Risk Construction Work must ensure the following is achieved:

- Submit their SWMS to the Brighton Homes Site Manager before commencing work on site;
- Ensure all workers have read, understood, agreed with and signed the SWMS;
- All workers must follow the safe work procedures in accordance with their submitted SWMS;

- The task is reviewed with the control measures in place to ensure new hazards have not been introduced;
- The relevant PCBU must review and update their SWMS as practices, risks and legislation changes. Any changes to their working practices are included in the SWMS;
- Any aspects or risks not covered on site in the SWMS must be included in the workers SSRA.

Where SWMS submitted by the contractor do not meet the Brighton Homes requirements, the contractor must review their SWMS and add to or amend the content to ensure it covers all of the relevant high-risk aspects. Where required, Brighton Homes will direct the contractor to websites that will assist them in meeting their obligations for developing SWMS.

SECTION 9. Design

The MJH Group apply the safety in design principles to the design of our homes, and the management of safety on site throughout the construction phase, through to handover and maintenance of the home by the customer. Where the construction has been designed by MJH Group, we will ensure that:

- Wherever practicable, the building design and construction is safe and that all safety requirements for construction and maintenance have been assessed;
- Any hazards or risks identified within the design phase are documented and communicated to the respective parties;
- A review of the risks is completed to eliminate or reduce any identified risk to an acceptable level,
- Identified risks are recorded on a risk register along with any corrective actions taken and controls implemented;
- All stages of the design and construction process are reviewed;
- Any changes in the construction build process by the client or business unit are reviewed;
- The right is reserved to change any stage of design if there is the opportunity to improve construction safety procedures if the safety procedures in place are deemed to be inadequate.

Where the construction has been designed by an external party, the designer of the structure or any part of the structure that is to be constructed must give MJG Group a written report that specifies the hazards relating to the design of the structure that, so far as the designer is reasonably aware:

- Create a risk to the health or safety of persons who are to carry out any construction work on the structure or part; and
- Are associated only with the particular design and not with other designs of the same type of structure.

SECTION 10. Project Wide Performance Reporting

MJH Group strive to achieve project wide performance reporting through the following key strategic activities:

- Documented site inspections;
- Documented site audits;
- Board reports;
- Toolbox Talks;
- Purpose-built Applications
- Construction Team Meetings;
- Client Meetings;
- Committee Meetings;
- Brighton Senior Managers Meetings;
- MJH Board of Directors Meetings.

SECTION 11. Communication & Consultation

MJH Group welcomes all stakeholders to actively raise and discuss any health and safety or design issues with the WHS Manager, WHS Representative or Site Manager. All stakeholders are encouraged to take an active part in health and safety discussion matters in order communicate and consult on safety issues.

Consultation will be undertaken with all relevant stakeholders who may be affected by a health and safety risk on site to ensure the following:

- Information is shared;
- Stakeholders are given reasonable opportunity to express their views and raise issues;
- Stakeholders are given reasonable opportunity to contribute to the decision making process;
- Views of the stakeholders are considered and they are advised on the outcomes of any consultation.

Consultation may be done in one or more of the following ways:

- Face-to-face;
- Email or post;
- Phone call or text message;
- Toolbox talks;
- Pre-start meetings;
- Safety Alerts;
- WHS Noticeboards;
- Committee meetings;
- Company inductions;
- Site-specific inductions;
- Trade letting meetings.

Where PCBUs conduct their activity, which may have an effect on the health or safety of others, PCBUs are required to cooperate and coordinate such activities with each other.

Where more than one PCBU owes a duty over the same matter, PCBUs may decide to cooperate and coordinate with just one documented procedure. This may include appropriate hazard/risk assessments and mutual arrangements put in place with respective controls.

The Site Manager is the WHSE Representative for their site. Where the project size or developer deems it required, a designated HSR may be appointed. Where requested by 5 or more people, a health and safety committee will be elected.

SECTION 12. Training & Competency

A “Duty of Care” responsibility is required by all involved in the construction process. This will require the necessary training of all personnel to ensure they have the required skills to work safely. MJH Group are committed to ensuring the highest standards in WHS training is provided. Training provided to internal staff is recorded on a training register and copies of certificates and qualifications are stored electronically.

12.1 Construction General Induction (White Card)

All persons who work on MJH Group construction sites must undertake ‘CPCCWHS1001 Prepare to work safely in the construction industry’ (or its earlier equivalent) prior to commencing work on site, and must have the card available for inspection by MJH staff or the relevant State WHS Regulator.

12.2 Internal Staff

All staff in construction supervisory positions will be provided the following training within a maximum of 3 months from commencement with MJH Group:

- MJH Group Company Induction Training;
- MJH Group General WHS Induction Training;
- Brighton Homes WHSE Construction Management Plan;
- Software systems i.e. Onsite Companion, GoCanvas reporting systems;
- Relevant Workplace Safety Legislation, Regulations and Codes of Practice;
- First Aid & CPR Training;

12.3 Contractors, Sub-contractors & their Workers

All persons whom work on MJH Group sites must complete the MJH Group General WHS Induction. The MJH Group induction has a 2 yearly completion requirement. On completion of the Induction, MJH Group will issue an induction card or certificate as proof of MJH General WHS Induction. The worker must have the card available for inspection by MJH staff or the relevant State WHS Regulator. General WHS Induction training includes the following information:

- WHS Policy
- Legal Requirements
- Minimum WHSE requirements / standard site rules
- General overview of the contents of this plan

The induction can be completed by visiting the following web address: https://www.onlineinduction.com/mjhgroup/

On multi-residential projects where there is a static Site Supervisory team, site-specific information will be provided on site on the first day of work at that site. The information is delivered by one of the MJH Group team and recorded on site. The following types of information are provided at induction:

- The site emergency procedures and evacuation muster point;
- The site rules;
- The facilities;
- Any site-specific hazards.

Any further information regarding hazards etc. that change throughout construction will be communicated as per Section 8 of this document.

SECTION 13. On-Site Management of Hazards and Risks (Site Rules)

MJH Group is committed to building quality construction projects safely. 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 and Contractors (Workers). The following site safety requirements have been developed for the safety of all. It is important that persons understand and comply with these requirements when working on a MJH Group site.

13.1 Site Security

There will be no security measures in place on any construction site apart from site fencing; therefore, all persons who work on an MJH Group sites are responsible for their own equipment. MJH Group will not take any responsibility for any equipment that is left unattended or unsecured on their construction sites. Workers must secure the site e.g. lock doors or replace site security perimeter fencing after completion of work.

13.2 Site Entry

General access to construction sites shall be established in a safe manner, with no potential of endangering workers working on the site, or any members of the public.

13.3 General Access & Egress

Adequate safe access & egress on site will be managed by:

- Coordinating the deliveries & trade work activities;
- Suppliers and contract delivery companies ensuring safe placement of loads;
- Access & egress also includes the public footpath & neighbouring sites. Construction teams may need to communicate & consult with the neighbour or builder in the adjoining site to achieve safety in on or around the construction project /site;
- When communicating with others regarding shared security measures on site, the Site Manager must record the communication either via email, site diary, text message etc., and where necessary take site photographs.

13.4 Construction Site Fencing

- Where the fence is altered or dismantled for access or the like, it must be re-instated by whomever altered it immediately following access;
- In the instance that fencing panels are removed, they must be laid flat on the ground and not supported by the other sections of fencing for safety reasons – i.e. crush hazard from falling objects;
- Gates should remain closed wherever possible to prevent unauthorised access, and not left open blocking footpaths or roadways;
- Any unauthorised entry to sites must be reported to the Site Manager;

- At the end of each day, the construction site must be left in a safe and secure manner;
- Non-compliance notices and where required back charges may apply to contractors to rectify the fencing.

13.5 Site Safety Signage

Before construction work starts, MJH Group will ensure that the relevant safety signs, having regard to the size and complexity of the workplace, are erected, and maintained throughout the construction. Appropriate signage may include the following:

- The principal contractors details;
- The means of access are to be kept clear;
- Where hazardous substances are kept;
- An emergency 24hr contact number;
- Relevant PPE to be worn;
- Authorisations required for the site.

Site safety signage is information. No person is to remove, replace, destruct, alter or impair the view of any signage on MJH Group construction sites without permission from the Site Manager. If a sign is tampered with in any way, the Site Manager should be notified immediately.

There are legal obligations to have these signs in place and penalties may apply.

13.6 Site visitors

- Any visitor to site must obtain permission from MJH Group before access, and suitable arrangements must be made for them to be accompanied on site;
- Visitors must be under the supervision of Site Manager or other MJH Group employee, and must comply with all site safety instructions and rules;
- Suitable footwear must be worn at all times on site (no open shoes or thongs);
- Safety helmets / hard hats must be worn on site in areas nominated as hard hat zones by the Site Manager, and in particular where: -
    - Any person is working or situated below another person;
    - Any chance of persons being struck by or striking an object.

13.7 Site-Specific Risk Assessment (SSRA)

Part 3.1 of the WHS Regulations imparts a duty on all PCBU's to identify hazards and assess risks associated with the workplace and the planned work. The MJH Group and our Contractors are accountable and must apply a *Duty of Care* by carrying out a written Site-Specific Risk Assessment *(SSRA)* or Pre-Start Check of the workplace, prior to undertaking work on site. This process allows for the identification of any hazards that may affect safety on site, and where necessary, arrange for the appropriate control measures to be put in place. If serious risks are still present, the worker must contact the Site Manager / MJH Group to inform them what the issues are and await instructions. SSRA's must also be dated & timed. Any hazards or risks identified must be communicated to the Site Manager for action and any relevant controls implemented.

Site Managers & Internal / External Auditors may ask to see the SSRA to see if it has been completed correctly. Failure to complete an SSRA may result in a Non-Compliance Notice being issued, or the contractor may be asked to leave the site.

13.8 WHS Issue Resolution

Where a WHS issue has been identified, attempts to resolve the issue will be facilitated by:

- Reporting the problem to the Site Manager or WHS Representative;
- Where the issue cannot be resolved immediately, further advice will be obtained from the WHS Manager or other Senior Management;
- If the issue remains unresolved, it will be referred to the WHS Committee or equivalent;
- Where the committee cannot resolve the issue, they will refer to the State WHS Regulator to request an inspector to attend the workplace and resolve the issue. The inspector's decision will be final and binding.

13.9 Site Cleanliness (Housekeeping)

An unclean site is a dangerous site. Waste generated must be cleaned up progressively; so as not to cause a hazard (minimum requirement is daily). Ideally contractors should remove their waste from site and dispose of it legally in the correct place. There are allocated waste disposal enclosures / bins on site for approved waste only. Equipment or materials must never be left on the footpath or other public property.

13.10 Amenities

Toilets

- Portable toilets will be provided during construction;
- Separate male and female toilets will be provided if the composition of the workforce deems it necessary;
- Where workforce includes females, provisions should be made of the adequate and hygienic disposal of sanitary items;
- Hand washing facilities are provided in, or adjacent to, each toilet facility;
- One toilet will be provided for every 15 workers (or part thereof);
- All toilets will be cleaned and maintained on a regular basis.

Water

Where reticulated water is available it will be made accessible for workers and trade contractors. Otherwise portable water should be taken to site.

Meal room

The building under construction may be used for meals or workers may use their vehicles. Dependent on the size of the project, meal rooms may be provided. Workers must ensure all food waste is removed and disposed of at the end of each day.

13.11 Personal Protective Equipment (PPE)

All PPE used on site must comply with the appropriate Australian Standard, used as per manufacturer's instructions, and must be in good condition for the intended use. When required, all workers shall wear the necessary PPE to conform to the requirements of their Safe Work Method Statement for the task to be undertaken and any relevant Safety Data Sheet (SDS) for chemicals used.

Safety footwear:
Enclosed safety footwear with steel toe caps and suitable tread shall be worn at all times on site. Bare feet, thongs, flimsy or unsuitable footwear is prohibited. The type of footwear worn must be identified in the task specific safe work method statement.

Hard Hats/Safety helmets:
Safety helmets must be worn on site in areas nominated as 'hard hat zones' by the Site Manager and in particular where:

- Any person is working, or situated below another person;
- There is a chance of any person/s being struck by a falling object.

Eye protection:
Eye protection is to be worn when in designated areas or when drilling above, or in any other situation where there is risk of injury to the eyes, such as grinding, cutting etc.

Hearing protection:
Hearing protection in the form of ear plugs or ear muffs is to be worn when operating powered equipment, cutting metal or in any other situation where the noise level is excessive. Working near or around noise can damage your hearing, even if you are not using a noise generating tool.

Respiratory protection:
Respiratory protection is to be used when generating dust (for example blowing down, sanding, cutting or when using chemicals and/or it is recommended by the supplier). **Dry cutting of products containing crystalline silica is prohibited on Brighton Homes Projects.**

Hand protection:
Gloves should be worn when there is any chance of injuring hands, whether by cuts, abrasions, crushing or burns. The appropriate gloves are also to be worn when working with hazardous substances, and as recommended by the supplier or as directed by the SDS.

Hi Visibility Clothing:
Hi Visibility (Hi-Vis) clothing must be worn when working near mobile plant, or as deemed appropriate by the site management or specified by the site rules.

13.12 Traffic Management

Traffic and pedestrian management requirements will be identified, and relevant resources allocated to ensure adequate traffic/pedestrian management plans are put in place. The information will be communicated to all persons attending the site, this could also include neighbouring premises. If it is identified that a traffic management plan is required, this will be developed by a suitably qualified person to enable the project to manage the interaction between site activities, public traffic and pedestrians.

On larger projects, a Project Risk Register (HIRAC) will be completed and traffic management will be assessed as a key component to control moving plant and equipment risk aspects. On these sites specific traffic management plans will be developed, implemented and reviewed on change of site conditions.

Everyone must ensure they have an understanding and awareness of basic traffic control requirements, to ensure the safety of anyone when arriving at the construction site. This procedure should address the following site traffic aspects:

- Arriving at site entry and exit points;
- Parking on the roadways;
- Parking on site;
- Unloading vehicles;
- Parking on the median strip;
- Pedestrian access;
- Parking over public/pedestrian foot paths.

Other controls to be followed:

- A work activity / task and site-specific risk assessment must be completed by contractors prior to commencing work;
- Where Traffic Management Plans are in place they must be followed, including that all workers to keep at least 3 metres away from any forklift or other item of mobile plant that is in use;
- Workers must communicate including ensuring verbal and eye contact between themselves and the plant operator if plant is operating nearby;
- Travel speed on site must be within 10 km / hr limit always;
- All workers must follow Traffic Management rules and not walk through barricaded areas;
- When unsure about any traffic management requirements, workers must contact the Site Manager for advice

13.13 Asbestos

If asbestos containing material (ACM) has been detected, MJH Group will stop work and secure the area/site with fencing or barricade from further access or disturbance. All work in that area will be halted until further notice.

Where contractors identify asbestos on site they must immediately contact their site supervisor to seek advice on further corrective actions, such as; remediation to eliminate the risks of exposure. An arrangement for a licensed removalist to undertake remediation work and authorised disposal of asbestos should take place as soon as possible.

Once removal is complete MJH Group will obtain a site hygiene clearance certificate from a NATA accredited person prior to re-commencing work and keep a copy on file.

13.14 Crystalline Silica

Crystalline silica is a naturally occurring mineral found in most rocks, sand, clay; and used in manufacturing building products and construction materials such as bricks, concrete, tile and composite stone used to fabricate kitchen benches and countertops. Workers can also come across crystalline silica when undertaking construction works that require excavation or tunnelling through quartz containing rocks such as shale and sandstone.

Applying adequate controls such as minimising the generation of airborne dust can reduce hazardous exposures and prevent illness in the workplace. When working with products that contain crystalline silica the following controls must be followed:

- Eliminate tasks that generate dust where possible;
- Apply water suppression systems to reduce dust generation;
- Use local exhaust ventilation systems to capture and remove dust at the source;
- Use dust capture systems on portable tools;
- Use well maintained and appropriate personal protective equipment (e.g. – respirators);
- Relevant PCBU to instruct and train workers in the correct fitting, use and maintenance of respirators;
- Avoid using compressed air to remove or clean settled dust;
- Follow instructions and controls outlined in safety data sheets and product labels;
- **Dry cutting is banned in the state of Queensland.**

13.15 Underground Essential Services / Utilities (Gas, Water, Electricity, Sewer & Communications.)

Dial 1100 before you dig information must be considered in planning the work and deciding on and using control measures to prevent people being exposed to the risk of death, illness or injury from coming in to contact with, or damage to, the service.

Before excavation work starts, the MJH group and the respective PCBU's must ensure the following: -

- Find out what underground services exist at or near the location of the excavation;
- Obtain relevant information about the service (location, type, depth, restrictions to be followed) from the appropriate source i.e. DBYD 1100;
- Obtain information from the owner of the site about any buried cables;
- Identify and mark existing services;
- Disconnect services where appropriate and obtain written confirmation of such;
- Where services remain in place, potholing by hand digging with non-conductive tools must be completed within 1 metre of those identified services or otherwise located using underground locators;
- Record the information in writing & on file;
- Keep the information recorded until the construction work ends.

13.16 Working Near Underground Electric Lines

All underground electric lines on site should be considered live unless specifically tested by an electrician in the presence of the person working in the vicinity. The underground power diagram located on the inside of the meter box lid must be inspected and understood by any worker intending to break the ground, to ensure safety of the workers on site. If there is no underground power plan in the meter box, no excavation is to take place before consulting with the Site Manager.

The following are considerations when choosing appropriate controls:

- De-energising the electricity supply, or;
- Isolating the electricity supply for the duration of the work;
- Where elimination is not reasonably practicable, minimise the risks by substituting the hazardous work practice with something safer, for example:
    - Using insulated hand tools;
    - Using non-powered hand tools, or
    - Hiring a person with relevant electrical qualifications to do the job;
- Consider isolating the hazard from people by installing a physical barrier to prevent accidental contact between the hand-held tool and underground electric cable. If a risk remains, consider the following controls in the order below as administrative controls like:
    - Authorisation to do the work (for example – a permit to work), and
    - Training workers to identify hazards and perform the work safely, and
    - Suitable PPE like insulated gloves, rubber soled boots, and safety helmets.

A combination of the above controls can be used if a single control is not enough to minimise the risks.

13.17 Working Near Overhead Electric Lines

Contact with energised electric lines can cause death, electric shock or other injuries caused directly or indirectly by electricity. An electric shock can also occur without contact with overhead electric lines. A close approach to line conductors may allow a 'flashover' to occur. The risk of flashover increases as the line voltage increases.

Electric lines should be a minimum of 4 metres away from any proposed construction work activity tasks such as the handling of metal materials. Some of these include:

- Scaffolding systems;
- Roofing sheets;
- Guardrail systems;
- Metal frames, metal battens and purlins;
- Metal guttering, fascia or pipes etc.

Electric lines should be a minimum of 3 metres away from proposed construction work activity tasks such as powered mobile plant. Some of these include:

- Concrete placement boom pumps;
- Load shifting machines (such as excavators, skid steers etc.);
- Cranes including vehicle loading cranes;
- Truck and tipper and delivery of materials;
- Trucks unloading and loading plant.

When assessing the risks consider:

- The location, height, arrangement and visibility of overhead electric lines and supporting structures (for example – poles, towers and stay wires);
- The voltage of electric lines and exposed energised parts and whether they are insulated or bare;
- Possible sway or sag of the electric lines;
- Environmental conditions (for example – storm activity, heavy rain, hail and lightning);
- Site conditions (for example – wind strength and direction, terrain, ground surface and vehicular traffic);
- Type of plant and machinery required – design envelope, stability, dimensions and operating characteristics, minimum clearance distances and manoeuvrability;
- The nature, size and shape of loads to be moved (for example – load stability, whether loads are conductive and how loads are secured);
- The type of work activities required and the frequency of work tasks;
- Qualifications, competency, skill and experience of people doing the work;
- The setting up and packing up processes, and;
- Safe work practices and procedures (for example – a safety observer and 'permit to work').

The most effective way to manage the hazard is by preventing people, plant, equipment and materials from coming close enough to energised overhead electric lines for direct contact or 'flashover' to occur. Consider:

- De-energising the electric line;
- Isolating and earthing the line for the duration of the work, or
- Re-routing the electric line away from the work area.

Where the above controls are not reasonably practicable, minimise the risks by substituting the hazard or work practice with something safer by:

- Using alternative plant that cannot enter an unsafe zone;
- Using non-conductive tools, or
- Using ultrasonic measuring devices to measure the height of overhead lines.

Consider isolating the hazard from people by erecting a physical barrier to prevent any part of the plant or equipment or a person, or anything held by a person, or attached to a person entering the unsafe zone or, use engineering controls like:

- Limiting the movement of plant with mechanical stops;
- Fitting plant with programmable zone limiting devices, and
- Mechanically limiting the slew speed of a crane to slow using electrically insulated plant and equipment.

If a risk remains use administrative controls like:

- Fitting proximity sensors and a warning device to plant to alert operators when they are about to enter the unsafe zone;
- Making hazards more visible (for example – use warning signs or tiger tails);
- Utilise trained spotters to assist operators of plant and equipment;
- Defining areas where plant should not enter (for example – rigid tape barriers or use high visibility bunting).

Use suitable PPE like:

- Electrically tested insulating gloves;
- Rubber soled boots;
- Safety helmets;
- Stand on a rubber insulating mat or on an equipotential conductive mat, and
- Dry clothes especially in wet or humid conditions, or
- Fire retardant clothing.

A combination of the above controls can be used if a single control is not enough to minimise the risks.

13.18 Safe Approach Distances for Overhead Electric Lines

Table 1 Ordinary person approach distances	
Nominal phase to phase AC voltage (volts)	Approach distance (m)
Up to and including 132,000	3.0
Above 132,000 up to and including 330,000	6.0
Above 330,000	8.0
Nominal pole to earth DC voltage (volts)	Approach distance (m)
Up to and including +/– 1500	3.0

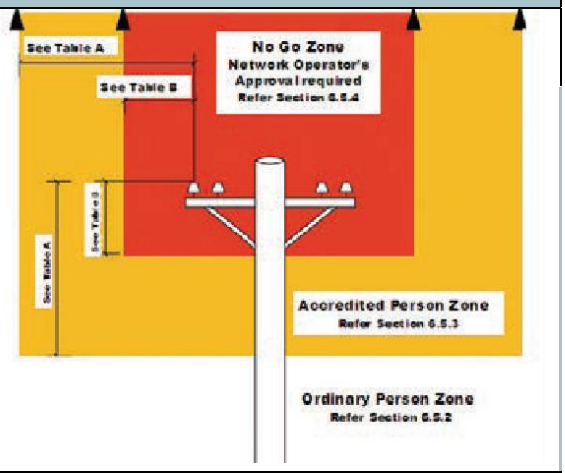


Table 2 Approach distances when Energex accredited spotter in place	
Nominal phase to phase AC voltage (volts)	Approach distance (m)
Insulated low voltage cables up to 1000, including LV ABC	0.5
Un-insulated low voltage conductors up to 1000	1.0
Above 1000 up to and including 33,000	1.2
Above 33,000 up to and including 66,000	1.4
Above 66,000 up to and including 132,000	1.8
Above 132,000 up to and including 220,000	2.4
330,000	3.7
500,000	4.6
Nominal pole to earth DC voltage (volts)	Approach distance (m)
Up to and including +/– 1500	1.0

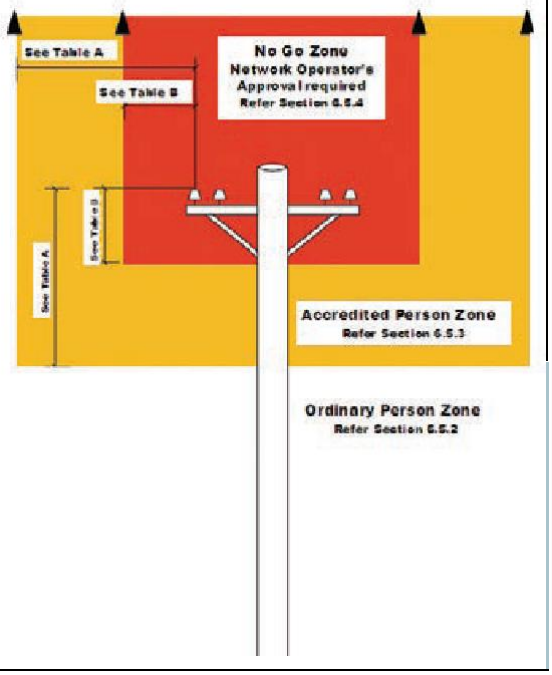


Table 3	Approach distances for vehicles
Nominal phase to phase AC voltage (volts)	Approach distance (m)
Insulated low voltage cables up to 1000, including LV ABC	0.6
Un-insulated low voltage conductors up to 1000	0.9
Above 1000 up to and including 33,000	0.9
Above 33,000 up to and including 66,000	2.1
Above 66,000 up to and including 132,000	2.1
Above 132,000 up to and including 220,000	2.9
330,000	3.4
500,000	4.4
Nominal pole to earth DC voltage (volts)	Approach distance (m)
Up to and including +/– 1500	0.9

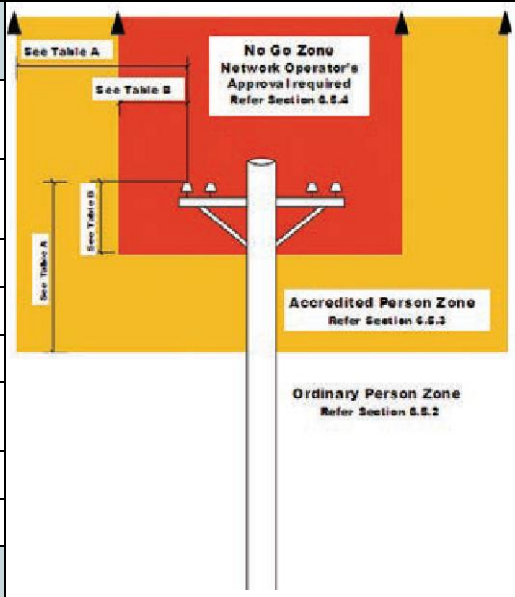


Table 4	Approach distances for ordinary persons on work near low voltage overhead service lines			
Hand held tools	Operation of crane or mobile plant	Handling of materials (scaffolding, roofing, guttering, pipes etc.)	Handling of non-conductive materials (timber, plywood, PVC pipes and guttering)	Driving or operating vehicle
0.5	3.0	4.0	1.5	0.6

13.19 Work Near Energised Electrical Installations (Other)

On some Brighton Homes sites, power is connected to the site at slab stage. Therefore the following controls must be followed:

- Always assume power is live;
- Only licensed Electricians approved by the MJH Group are authorised to complete electrical work;
- Never attempt to move power points or other electrical installations. Contact the Site Manager if there are any issues;
- Use lock out / tag out procedures when working on electrical installations. The person that placed the lock out tag is the only person that can remove it;
- Check underground diagram in lid of meter box before breaking ground;
- Identify and mark out existing services before breaking ground;
- Manual digging with non-conductive tools within 1 metre of identified services;
- Take care when working near the electrical mains lead in and meter box;
- Never drill, cut or penetrate a surface without first locating and isolating the electrical installation.

13.20 Demolition

Brighton Homes do not undertake demolition activities or engage demolition contractors. All required demolition work is completed by others prior to Brighton Homes taking control of the project site.

13.21 Excavations

A person conducting excavation works must manage the risks associated with:

- An excavation collapsing;
- Objects falling into an excavation;
- A person falling into an excavation;

- A person being exposed to airborne contamination or other impurity of the air in the excavation; and
- The unearthing of asbestos containing materials (ACM).

A person conducting excavation works must decide on and use appropriate control measures and maintain the control measures necessary to prevent, or minimise the level of, exposure to the risk.

A person conducting excavation works must implement any control measures necessary to prevent risk from the collapse of another structure such as an adjoining building or road.

A person conducting excavation work needs to ensure that if a person is entering a trench more than 1.5 metres deep, the following control measures are implemented:

- The trench has shoring or shielding; or
- The trench is benched – not higher than it is wide and no vertical face exceeding 1.5 metres; or
- The trench is battered – angle not exceeding 45 degrees and bottom vertical face not exceeding 1.5 metres.
- There is safe access into, and out of the trench.

If the above controls cannot be implemented, the following is required for entry into a trench deeper than 1.5m;

- The trench has written confirmation from a geo-technical engineer as safe to work in; and
- A geo-technical engineer is consulted after each adverse weather event especially heavy or long periods of rain.

13.22 Swimming Pools

Where a pool is on site, the following controls must be followed:

- A hard cover working deck must be installed that has a minimum SWL of 225kg with a compliance statement issued by the installer;
- A pool fence compliant with the Swimming Pools Act in the relevant state must be installed and maintained for the duration of the construction;
- Relevant safety signage as required by individual state legislation and local councils must be erected.
- For larger projects where the existing pool can be segregated and access to the surrounding area is not required for construction purposes, an approved pool fence will be suffice.

13.23 Confined spaces

MJH Group standard residential construction designs do not entail work in confined spaces; however if the design of the construction should require work to be done in a confined space, relevant controls will be developed and implemented. On larger projects these risks will be addressed in the Project Risk Register (HIRAC).

13.24 Temporary Supports – Propping and bracing

Balconies, Porticos, Alfrescos and Garages

Wherever possible temporary propping of a structure should be eliminated by timing the works such that permanent fixing of the elements into position can be completed. When temporary propping is necessary, the following controls must be followed:

- Wherever possible the use of permanent sacrificial posts should be used;
- The system must be designed and engineered by a Register Practicing Engineer (RPEQ) to resist all expected loadings including construction loads, live loads, lateral loads, bad weather, subsidence and wind;
- Erected and installed as per the structural engineers specifications and standards;
- Engineered for adequate strength, stiffness and stability;
- Of such material and large enough to hold the weight of workers and their tools and materials;
- Appropriately braced to resist bending under load. The props used should not bend. If they do, they need to be immediately replaced;
- Adequately secured at the top and bottom to prevent dislodgement;
- Props supporting the load above should be perpendicular to the ground and the roof i.e. they should be perfectly vertical;
- No trade is to remove any temporary propping. If propping is impeding the work area, the trade is to contact the Site Manager for assistance and direction.

Framing

- Bracing for domestic residential framing should be installed as per the framing code AS 1684 series.

Brickwork

- Green masonry must be constructed sequentially so that cross walls or returns are constructed at the same time, providing lateral support for each other;
- Each lift should be limited in height to avoid overloading;
- Avoid lateral loading such as impacts by pedestrians, vehicles and stored materials;
- Where required, provide additional support for lintels or other structural elements that place concentrated loads onto green masonry.

13.25 Powered Mobile Plant & Equipment (Cranes, Concrete Boom Pumps, EWP, Excavators etc.)

All powered mobile plant and equipment must:

- Be assessed, approved and registered for use within the MJH group WHS Compliance system.
- Be designed and tested to Australian Standards;
- Have relevant health and safety information and/or risk assessment (eg: operators manual) for safe operation of that piece of plant or equipment available;
- Have relevant servicing details and log books available for inspection;
- Have a daily pre-start inspection checklist completed prior to commencing works;
- Have the user manual available with the item of plant;
- Only be operated by qualified, competent and trained persons;
- Have adequate guarding on moving parts;
- Have roll over protection (ROPS) and falling object protection (FOPS) where required;
- Have a flashing warning light and reversing/motion alarm;
- Have safety pins and locking devices;
- Have seatbelts where installed by the manufacturer;
- Have approved and compatible attachments (e.g. for use on telehandlers);
- Have burst protection on boom and dipper arms (applies only to excavators used as cranes and >1 tonne capacity);
- When not in use, be stored such that it does not create a health and safety hazard to persons or it surroundings and be adequately secured to protect from unintended or unauthorised use.

Item Registerable Plant

Item registerable plant as prescribed under the WHS Regulations such as mobile cranes greater than 10 metre tonnes and concrete boom pumps must be plant item registered with the State WHS Regulator and have the current plant item registration certificate available on site.

Mobile Cranes

Supplementary to 13.25 of this document, operators of mobile cranes must also provide the following:

- An engineer's certification on point loading if the crane is operating on suspended slabs;
- Annual and ten-year major inspection records (where applicable);
- A qualified dogger to sling and supervise all crane lifts;
- Dunnage or bog mats for use under outrigger pads, irrespective of ground or surface conditions.

The crane operator must also ensure that:

- Consultation occurs with MJH Group regarding:
    - Crane selection;
    - Access to and around site;
    - Crane set-up and siting;
    - Proximity of overhead and underground services;
    - Any other relevant site information;
- Mobile cranes are fitted with the following:
    - Mobile cranes compliance plate compliant with AS1418.5;
    - Load charts;
    - Current Cranesafe Green Sticker

- Operation of cranes must cease if:
    - The wind speed exceeds the maximum safe operation as indicated in the manufacturer's instructions;
    - There is lightning in the area;
    - Excessive rain;
    - Any other adverse weather conditions may affect safe operation.

Concrete Boom Pumps

Supplementary to 13.25 of this document, operators of concrete boom pumps must also provide the following:

- Records of annual inspection by a competent person;
- Evidence of engineer's certification for continued service based on six year strip down(where applicable); and
- Evidence of ultrasonic test records of pipe sections or equivalent evidence of wear and service if twin-wall pipe sections are used.

The concrete boom pump operator must also ensure that consultation occurs with MJH Group regarding:

- Selection of the placement boom;
- Access to and around site;
- Pump set-up, siting, operation and cleaning;
- Processes for delivery of concrete (including exclusion zones, spotters, movement of agitators, traffic control etc.);
- Any other issues that may impact on the safe operation of the placement boom such as proximity of overhead powerlines, cranes, structures and other plant.

13.26 Working at heights below 2 metres

Any works performed below 2 metres must have the following controls implemented:

- Completion of a site-specific risk assessment that confirms:
    - Workers fall zone to be less than 2m;
    - Ensuring stability i.e. work platform is level and appropriately supported;
    - Ensuring that access and egress is via a secured and compliant ladder that extends 1 m above the platform step off point;
    - Ensuring load limits are not exceeded;
    - Where 2 or more workers are on the platform, that they are not 'crossing over' each other;
    - Ensuring an exclusion zone is in place (usually 2m but may be less due to site restrictions) below the vicinity of the edge, and that this zone does not contain any housekeeping hazards, other plant and equipment or other workers working;
- Ensuring that all workers are trained in their safe operating procedures relating to the installation and use of scaffold and ladders;
- Ensuring that all plant is installed and maintained as per manufacturer's instructions.

13.27 Working at heights 2 metres or more

Any works performed at 2 metres or more must be performed off a suitable scaffold or platform with adequate edge protection system installed. The most common forms of fall protection in the residential construction industry are:

- Perimeter scaffolding;
- Hanging bracket scaffolding – Light Duty Working Platform (LDWP);
- Independent rafter or roof post and rail systems;
- Stair void platforms.

13.28 Scaffolding

The following general requirements apply in relation to scaffolding:

- Evidence of design registration must be provided to Brighton Homes for all prefabricated scaffolding;
- The design, erection, dismantling, maintenance and inspection of all scaffold must comply with AS/NZS 4576 and the appropriate parts of the AS/NZS 1576 series; and manufacturers/suppliers' specifications;
- Scaffold shall be used only for its intended purpose. It shall not be used to support other materials, which may exceed its rated capacity;
- All scaffolds over 4 metres in height must be installed by a licensed and competent scaffolder;
- No one other than the licensed scaffolder that installed the scaffold can remove guardrails, planks, brick guards or other scaffold components;

- Handover certificates must be provided by the scaffolder for all scaffolds;
- The scaffolding must be reinspected by the scaffolding contractor at least after:
    - Every 30 day period;
    - Storms, heavy downpours or any adverse weather event that may affect the integrity of the scaffold and;
    - Sustaining structural damage (e.g. contact by fixed or mobile plant, collapse, overloading, struck by heavy falling objects or materials, etc.);
    - If the scaffold has been altered with any components handrails, intermediates, walkway planking and kickboards missing;
- All scaffolding must be loaded as per the Load Specification identified on the "SCAFF-TAG" or "SACS" card located at the scaffold ladder access bay. If the scaffold is rendered unsafe or incomplete remove the "SCAFF-TAG" or "SACS" insert to reveal the **"DO NOT USE SCAFFOLD"** and contact the Site Manager immediately;
- Workers must visually inspect scaffold before use to ensure the scaffold is complete with kickboards or brick guards, mid and tops rails in place, and safe access between levels;
- Access to scaffolds to be clear and unobstructed with the first step less than 300mm from the ground surface;
- No throwing or dropping scaffold components, materials or tools;
- If scaffold is unsafe or needs to be altered speak to the Site Manager immediately.

Perimeter scaffolding erection

While erecting, altering or dismantling the scaffolding, the subcontractor must:

- Supply scaffolding plans to Brighton Homes before work starts;
- Adhere to scaffolding plans and install components systematically in accordance with the manufacturer's specifications;

Persons erecting or dismantling scaffolding at 2 metres or more must:

- Be prevented from falling by either of the following:
    - Retain a full deck of platform until the platforms are transferred on erection or dismantling and/or
    - Immediately install platforms, edge protection and a means of safe access as each level is erected
- Use a platform at least 450mm (two planks) wide along the full length of the section to erect components to the level above and;
- Provide a fully planked deck no more than two metres below. This equates to fully planking every second lift to the full height of the scaffold;
- Fit edge protection as soon as the planks in each bay are installed; and
- Provide a means of safe access (ladders or stair pans) to the level the scaffolding has reached, before the next level of scaffolding is erected.

Perimeter scaffolding dismantling

- The reverse sequence to the above steps should be used for dismantling; and
- Bombing *(throwing or dropping)* of scaffolding components is strictly prohibited.

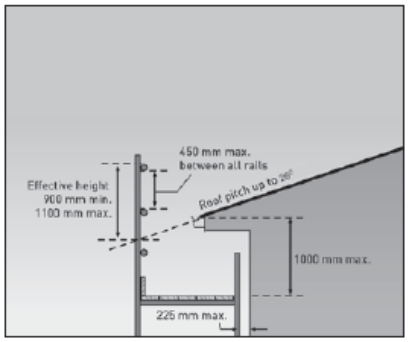
Catch platforms

Catch platforms may be constructed from different types of systems and can be used to control the risk of a fall:

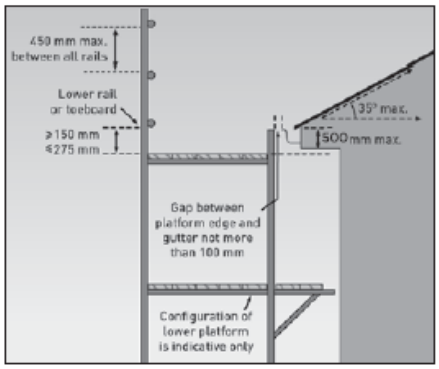
- Where the roof pitch is not greater than 26 degrees, should be positioned as close as feasible to the underside of the roof, and in no case greater than 1 metre below the roof edge;
- Where the pitch of the roof is greater than 26 degrees, should be positioned as close as feasible to the underside of the roof and in no case more than 500 mm below the roof edge;
- Must have a guardrail. The top rail should be located at an effective height of not less than 900 mm above the point where the roofline projection intersects the guard railing, installed with 450 mm mid-rails;
- Where there is an increased risk of falling due to slippery roofing materials (such as fully glazed tiles or the presence of dust, moisture or oil on roofing) should be positioned not more than 500 mm below the roof edge, regardless of roof pitch;
- Should incorporate a toe board at the platform's outer edge;
- Should be extended to finish not more than 225 mm from the building face or be fitted with edge protection on the platform's inner edge;

- Should be kept clear of equipment, materials and debris.

Catch platforms for roofing work



Roof pitch up to 26°



Roof pitch greater than 26° with maximum 35° slope

Access and egress

Safe access must be provided for workers carrying out work on the roof. Depending on the edge protection system being used, it must be set up so that:

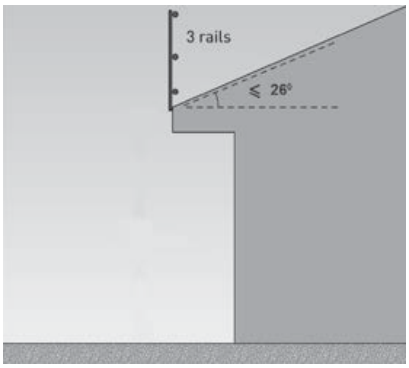
- Persons are able to access the roof through the roof edge protection without having to climb over the top rail or mid-rail;
- Access ladders are secured against movement;
- Where a platform is located more than 500 mm below the roof edge, an additional means of access to the roof is provided;
- Where an elevator, hoist or similar is used, it is installed so that materials can be received at the roof level.

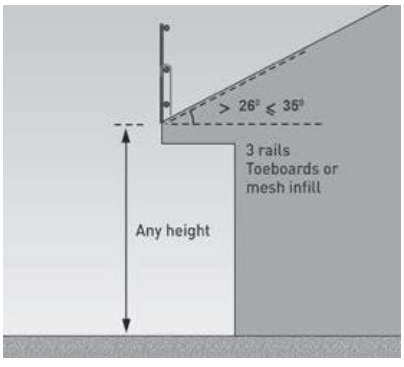
Guardrail systems for roofing work

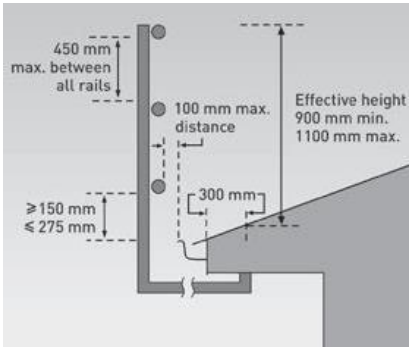
Guardrail systems should include top, mid and bottom rails or toe-boards. Where toe-boards are used in place of bottom rails they must be able to withstand the likely impact loads.

Guardrail systems should include the following:

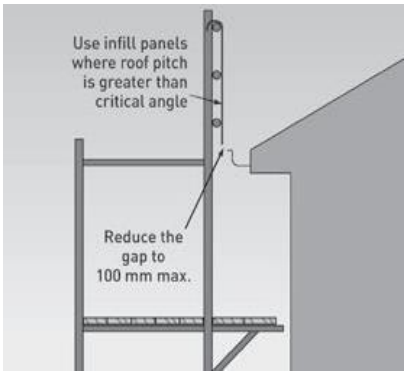
- Toe-boards or mesh infill to prevent tools, materials or debris falling from the roof, unless a 2 metre 'no go' zone has been established to prevent persons entering the area below;
- A clear gap between rails not exceeding 450 mm. The clear distance between a mid-rail and a toe-board or bottom rail should not exceed 275 mm;
- No gap between the roof edge, including the gutter, and a guardrail located outside the roof line exceeding 100 mm;
- A clear distance between the roof cladding and the bottom rail of not less than 150 mm and not greater than 275 mm;
- An effective guardrail height above the roof surface of not less than 900 mm (for roofs with a pitch over 10 degrees the effective height must be measured from a point 300 mm inside the roof edge);
- Infill panels where the pitch of the roof exceeds 26 degrees.







Fall height greater than 2 metres – roof pitch at or below26°.



Roof pitch greater than 26º

GUARDRAIL OUTSIDE ROOF LINE:

(Note: if gutter not present, then the 100 mm maximum distance is measured from the fascia board or outer ends of the rafters or top chords to trusses)

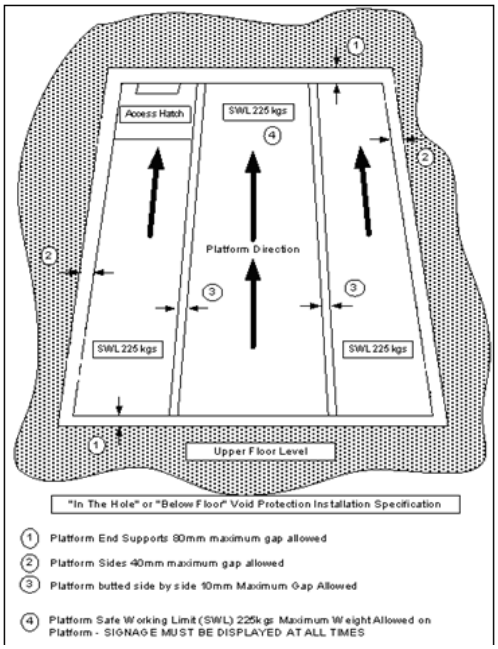
Hanging bracket scaffolds/light duty working platforms (LDWP)

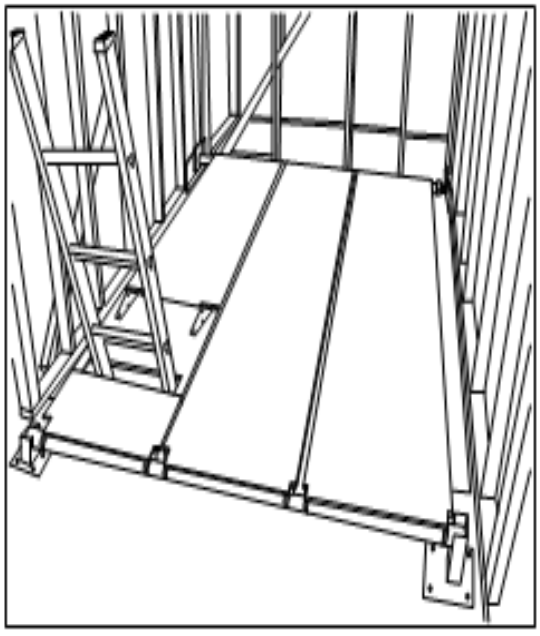
The following measures are to be implemented for hanging bracket scaffolds / light duty work platforms:

- Hanging bracket scaffolds and their means of support should be designed by an engineer with a minimum safe working load of 225 kg;
- Spacing of brackets should not exceed the maximum planks spans specified by the designer or manufacturer guidelines;
- Planks may overlap planks on straight runs on hanging bracket scaffolds;
- Planks should overlap their supports by not less than 150 mm or more than 250 mm;
- Working platforms should be a minimum 450mm wide;
- Planks should be secured (for example – clamped) to prevent any movement.

Stair-void Protection System & Guardrails

Stair-void protection systems & guardrails must always remain in place when persons are working on the upper level. At no time is the stair-void protection system hatch to be left open; all components must be reinstated if they are removed. If the stair-void protection system or any part of the stair-void protection system is not installed, then no access to the 1st floor is permitted, and the Site Manager must be contacted immediately.





13.29 Falls through Excavations, Penetrations & Floor openings

Each Contractor/ PCBU is responsible for ensuring any trenches or holes they create are made safe using suitable means such as covers, barricades or back filling. Floor and window openings and excavations are to be adequately guarded or barricaded or otherwise protected to prevent someone falling. If a barrier is removed for work, it must be replaced as soon as possible and before leaving the work area.

13.30 Falling Objects

The MJH Group & their Contractors (workers) will strive to ensure the following controls are provided to contain and minimise the risk of falling objects on assumption falling objects cannot be eliminated. Whenever possible manage the risk of falling objects by:

- Lining the scaffold or guardrail with mesh/shade-cloth;
- Including brick-guards or toe-boards on scaffolding decks above 2 metres;
- Including toe-boards on roof and perimeter guardrail systems.
- Temporary perimeter fencing;
- Work sequencing to ensure trades do not overlap;
- Tool lanyards;
- Physical exclusion zones using hazard tape or traffic cones etc.;
- Signage such as 'Workers above – do not enter';
- Allocated drop areas for tilers or roofers;
- All persons to be kept out of an adjoining area where loads are being lifted;
- Temporary footpath closures; and/or
- Approved road closures.

A site-specific risk assessment (SSRA) must be completed prior to commencing work to assist in the selection of the most appropriate and effective controls.

13.31 Harnesses

Where work cannot be undertaken on the ground or in an enclosed environment with edge protection and properly covered penetrations, other controls such as travel restraint systems should be used. Fall-arrest systems are generally not suitable for most housing work, especially where the fall height is less than six metres.

If a SWMS prepared by the contractor for the risk of persons falling more than two metres includes only administrative controls or PPE (e.g. harnesses) to control the risk, the SWMS must list higher-level controls, such as edge protection or scaffolding that were considered for use.

Any subcontractor intending to use boom lifts, fall-arrest or travel restraint systems must ensure:

- Workers are properly trained in their use, as well as any emergency rescue and retrieval procedures;
- Harnesses are worn at all times; and
- Rescue procedures are included in any SWMS;
- Any anchor point, to which a harness is attached, has a minimum rating of 15kN;
- Any fall restraint/arrest system/ harness is inspected visually before use and periodically in accordance with the relevant standards and according to manufacturer's instructions.

13.32 Ladders

All ladders MUST conform to the Australian Standard and be of industrial grade and rated no less than 120 kg. Ladders should be maintained in a sound working condition.

Single or extension ladders may only be used:

- To gain access;
- To carry out permitted work – where the material or equipment being carried does not restrict movement or cause loss of balance;
- If no major tasks are to be undertaken while working off a ladder;
- If the trunk of the body remains centred on the ladder; and
- If equipment can be used with one hand.

A person using a ladder for access or permitted work must:

- Have three points of substantial contact with the ladder or a stable object (for example – standing on the ladder with two feet while holding a fascia board or timber stud);
- Be secured against movement at or near its top or bottom (for example – by tying or clamping);
- Be set up on a firm and stable surface;
- Be placed at a ratio of 1:4;
- Be extended at least 1 metre above a surface being accessed; and
- Be removed from site at the end of every working day.

Stepladders

Correct selection of an appropriate type of stepladder is the key for ensuring safety during use. When using a stepladder, check the following:

- Platform ladders are the preferred type of step ladder
- The ladder is set up for use on stable footings and in the fully opened and locked position;
- All components are be in a good serviceable working order;
- The workers feet must have two ladder treads above them; and
- The stepladder is not near the edge of an open floor or penetration where, if the ladder toppled, a person could fall over the edge or through a penetration.

Trestle ladder platform systems

Platforms used on trestle ladders below 2 metres for construction work must be 450 mm wide unless the work is light work. Examples of light work include:

- Painting, installing a roof gutter;
- Air-conditioning duct work, metal fascia or lighting installation;
- Performing inspections or tests; and/or
- Installing an electrical connection.

In addition, when working on a trestle ladder over 2 metres:

- Trestle systems must have installed handrails, intermediates and kickboards along outer length of the platform;
- The gap between the inner edge of the platform and face of a building/structure must not be greater than 225 mm;
- Each trestle ladder must be secured to prevent it moving via an approved method, in line with the designers and manufacturer's specifications and instructions.

13.33 Working below other trades

The Site Manager will endeavour to schedule trades so they are not working underneath each other when working at height. For example, the Roofing Contractors and Scaffolders should be able to do their work without workers beneath them.

13.34 Dangerous Protrusions – Impaling Aspects

Star pickets and reinforcement bars, nails or other protruding objects (for example – copper pipes etc.) that protrude from surfaces should be made safe. Yellow plastic caps are not a protection for impalement. If there is a risk of anyone falling onto reo bar or star pickets, the area must be barricaded off.

13.35 High-Risk Work Licences

The following types of work are considered 'High-Risk Work' which require licensing through the State WHS Regulator:

- Vehicle loading cranes over (10mt capacity);
- Non-slewing mobile cranes (over 3t capacity);
- Mobile crane operator (slewing up to 20t, 60t, 100t capacity and open classes);
- Boom type elevating work platform (boom length over 10m);
- Forklifts and telehandlers;
- Concrete boom pumps;
- Dogging;
- Scaffolding and rigging.

Proof of competency is required for other items of equipment including load-shifting machinery such as excavators and skid steers etc. Proof of training and competency must be carried at all times.

13.36 Lifting Equipment

Contractors & subcontractors (Trades / Workers) who provide relevant lifting equipment to site as part of their work activity i.e. plant & equipment or tools; must ensure they are in good working order, serviced as per the manufacturer's instructions and used correctly. A Site-Specific Risk Assessment should also include these aspects before the work activity is undertaken. All crane lifting points on plant and equipment must be designed and approved by a qualified engineer.

13.37 Hazardous Tasks – Manual Handling/Lifting

When completing manual handling tasks, the following controls must be followed:

- Avoid lifting excessively heavy or awkward loads - get help and team lift;
- Use mechanical lifting equipment where possible;
- Plan the lift by estimating the load and considering exactly where it is to be placed;
- Ensure that the access route and area is clear;
- Avoid bending your back to pick up a load – bend your knees and keep your back straight;
- Hold the load as close as possible to your body;
- Avoid twisting while lifting or carrying;
- Take care to reduce the likelihood of slips trips and falls which can jar the spine;
- Maintain overall physical fitness and use warm up activities to help avoid strain injuries.

13.38 Electrical Tools & Equipment

When using electrical tools and equipment, the following controls must be followed:

- All electrical equipment must be protected by residual current devices (RCDs);
- All electrical equipment must be well maintained, fully serviceable, visually inspected before each use, and inspected and tested at three monthly intervals by an electrician or suitably qualified person. A method of recording the results such as individual tool tags, and/or tagging register must be used, test results should be recorded in a register by the electrician or suitably qualified person;
- All electrical extension leads shall be of heavy- duty type and not extended over 35 metres from the power source;
- Power leads are not to be run over roadways; footpaths or areas where members of the public may trip;
- Power on an adjacent house or block is not to be used unless express permission of the occupier is obtained. Obtaining power without permission is theft;
- Electrical leads shall not run through water or be on the ground in potential contact with mobile plant, machinery, metal objects, water or debris, or block walkways. Lead stands can be made out of excess timber or other non-conductive materials;
- When using power via the GPO in the meter box, all leads must enter through the designated entry area at the bottom and be secured using the insulated tie bar to prevent strain on the socket/outlet;
- Meter box lid must be kept closed at all times other than when accessing switchboard;
- All RCD protection (portable and fixed power boards) shall be tested every 30 days and comply with the Industry Standards;
- Double adaptors, domestic power boards and three-pin plug adaptors (piggy-back) shall not be used on site, these can generally be identified by their white colour;

- All generators must be fitted with RCD protection and weatherproof power outlets. Generators must only be operated in well-ventilated areas;
- Electrical power isolations E-locks, lockout or danger tags are not to be removed unless authorised to do so;
- General Power Outlets (GPO) must include RCD's for the protection of electrical shock to all electrical devices connected to the GPO's;
- Mains power switchboard must also be tested at monthly intervals and recorded;
- A suitable Fire Extinguisher i.e. Type (B) for flammable & combustible liquids – powder AB(E) or B(E) this covers both petrol operated and energised electrical equipment must be readily available for use on site or in the work vehicle.

13.39 Portable Generators

- All generators must have an RCD unit wired directly into the generator;
- Generators must have an earth lead & stake for grounding to earth when in use;
- Portable outlet devices that provide one or more outlets maybe used subject to the following conditions:
  - They are of a robust double-insulated construction and have a minimum rating of IP33;
  - The switches controlling the socket outlets are to be double pole;
  - Socket-outlets mounted on the assembly are protected against damage by extended sides or covers;
  - They incorporate an RCD which must be fitted at the plug attached to the supply flexible cord;
  - They are fitted with a heavy-duty sheath type flexible cord having a maximum length of 2m and a three-pin plug;
  - Any trip switches fitted must be added to the electrical tagging register and tested quarterly;

13.40 Machinery Guarding

No machinery or equipment is to be used without the appropriate guarding in place as supplied by the manufacturer. This includes, but is not limited to; grinders, circular saws, compressors, cement mixers, etc.

13.41 Nine Inch 9" (225mm) Grinders

Nine inch (225mm) grinders are prohibited on site. Under no circumstances shall they be used.

13.42 Nail Guns

Nail guns should only be operated by competent trade persons in line with all the safety recommendations written by the manufacturer. When using pneumatic or gas canister nail guns the following controls must be followed:

- Ensure all nail gun safety devices are in working order;
- Ensure the area around or below the work site is clear of any personnel;
- Ensure personal protective equipment is being worn at all times;
- Ensure all workers are trained and competent in the use of nail guns;
- Apprentices must be adequately supervised at all times.

13.43 Explosive Power Tools

Operators of explosive powered tools must be trained and competent. Ensure barriers and appropriate warning signs are in place prior to use. All explosive powered tools and spare charges shall be properly secured at all times.

13.44 Welding and Cutting (Hot Work)

When welding and cutting (completing hot work) the following must be undertaken:

- Hot works permit to be completed;
- Check local fire restrictions if working outdoors. No gas cutting, gas welding or electric arc welding is to be carried on outdoors on a day of total fire ban.
- Ensure appropriate fire-fighting equipment is available for use;
- Wear the relevant PPE;
- Welding screens should be used wherever possible particularly if other workers may be exposed to welding activities;
- All equipment must be in good working order and appropriate firefighting measures must be available and ready for immediate use;
- Gas bottles are to be stored upright and securely chained to a solid object to prevent them from falling and transported in accordance with relevant guidelines (in a vented area in vehicle);
- All oxy and acetylene equipment must be inspected prior to use and be fitted with flashback arrestors on both the torch and regulator.

13.45 Laser Equipment

Only Class 1, Class 2 and Class 3A lasers are permitted on site for the purposes of alignment, levelling, control and survey tasks. Lasers must be designed, constructed and installed so no person is exposed to accidental irradiation. Laser equipment on plant must also be protected so that any operator of the plant or any other person is not exposed to direct radiation, radiation produced by reflector or diffusion of secondary radiation. Also, any visual equipment that is used for the observation or adjustment of laser equipment on plant must not create a health and safety risk from the laser rays. A worker operating lasers must be trained in the use of the equipment, and must ensure all safety signs and barriers are in place prior to use of the equipment.

13.46 Electronic Devices

The use of mobile phones whether talking, texting or data surfing is not allowed whilst undertaking work activities. Studies show a significant increase of injuries/fatalities to workers on mobile phones whilst continuing to work. To answer or make a call – stop work and step away from the work area to make or receive the call.

All radios or electronic music devices on site should be played at a reasonable (low) volume to ensure they do not create a noise hazard, where warning devices can't be heard or becomes an annoyance to neighbouring properties.

13.47 Sun Protection & Heat Exposure: (Sun Smart)

All workers should wear the appropriate UV protection when working outdoors. Sun exposure can lead to a variety of health risks, the most obvious risks are to the skin and eyes. Therefore, when working outdoors the following controls should be followed:

- Sunscreen must be a 'broad spectrum' water resistant sunscreen with a sun protective factor of (SPF) 50+;
- All persons are to apply sunscreen before working outdoors. Reapply sunscreen every 2 hours when working outside for prolonged periods;
- Adequate clothing is to be worn by all workers. Preference should be given to long sleeves with a collar. Shirts with sleeves removed will not be permitted nor will working outdoors without a shirt;
- Wear a hat (preferably a broad brim) and sunglasses;
- Maintain a good fluid intake by taking small, frequent drinks of water;
- Check your skin, especially those parts most exposed to the sun. Report any skin changes to your doctor and request that they are examined.

13.48 Adverse Weather & Climatic Conditions

Work outdoors must cease during adverse weather conditions, or if directed by the Site Manager. Work on roofs must not be completed where the roof is wet due to overnight moisture or rain etc. Works must also stop in high winds or where lightning is in the area.

13.49 Remote & Isolated Work (i.e. Lone Workers)

When working on site alone, it is the responsibility of both the worker and their PCBU to ensure that they have access to a working mobile phone or similar means of communication in the event of an emergency, and an agreed check-in process whereby the worker is required to contact 'home base' at nominated times, or advise the Site Manager on arrival and departure or other agreed arrangements.

13.50 Young and Inexperienced Workers

To create a safe and healthy working environment for workers, the PCBU employing young and/or inexperienced workers must provide:

- The right tools, training and supervision to complete their work safely;
- Information about their health and safety rights and responsibilities;
- An environment where they are free to speak up about health and safety concerns and/or issues, and
- A workplace culture that positively engages young workers in workplace health and safety.

13.51 Alcohol and Illicit Drugs

Alcohol and illicit drugs must not be brought onto or consumed on MJH Group sites. If anyone is suspected of being adversely affected by alcohol or drugs, they will be asked to leave site and an incident report is to be completed by the Site Manager.

Persons taking a prescriptive course of drugs should follow the medicine's instructions as they relate to use of plant, machinery and possible side effects that may impact their ability to carry out work tasks safely.

If any discarded needles/syringes are identified on site, they must be safely disposed of. Contact the Site Manager to report.

13.52 Fatigue

When allocating workers, all PCBU's are responsible for ensuring that:

- An adequate number of personnel are provided to complete the works in accordance with their contract and demands of the building program;
- Consideration is given to rest breaks, work hours and travelling times to and from site; and
- Other factors that contribute to fatigue, such as the physical demands of the work, climate, work environment, lifting equipment, storage and handling of materials, weight of loads, etc. are also considered.

13.53 Chain of Responsibility (CoR)

The MJH Group will comply with the CoR laws by:

- Not requiring or encouraging suppliers and or delivery drivers to:
    - Exceed the speed limit;
    - Exceed regulated driving hours;
    - Fail to meet the minimum rest requirements;
    - Drive while impaired by fatigue;
- Requiring heavy vehicles and their loads to comply with relevant mass and dimension requirements

13.54 Bullying, Discrimination & Harassment

Under both Federal and State laws, it is unlawful to discriminate against people at work or in a work-related environment. Bullying, which includes behaviour that intimidates, offends, degrades, insults or humiliates a person, whether physically or psychologically, is a form of harassment and will not be tolerated on any MJH Group site. Persons found to be bullying or involved in violence will, at the discretion of MJH Group, be required to leave the site.

If any such instances occur, the Site Manager must be contacted immediately. All allegations will be investigated.

13.55 General Prohibitions - Other

The following actions and behaviours are not acceptable and will not be tolerated on any MJH Group sites: -

- All work activities must be conducted within the DA allocated hours; this includes deliveries;
- No offensive or discriminatory language, aggressive or anti-social behaviour, public nuisance, vandalism, stealing or misappropriation will be acceptable on site;
- No animals or children are permitted on site;
- No firearms or other weapons allowed on site;
- A worker must not enter an Exclusion Zone during the operation of a crane;
- You are expected to report any damage or unsafe areas to your Supervisor immediately;
- Never allow an unauthorised visitor/s on site;
- Access to dangerous areas of the workplace is restricted and warning signs will be posted;
- The erection of temporary lighting must consider neighbouring properties;
- All reasonable safety instructions issued by the MJH Group must be acted upon.

SECTION 14. Environmental Management

All workers are responsible for following environmental protection requirements. Penalties may be enforced if environmental protection requirements are not followed by any employee or contractor *(worker)* - person conducting a business or undertaking (PCBU).

14.1 Soil Stockpiles

- Stockpiles must not be placed near stormwater drains, grates or drainage ditches;
- Batter stockpiles to 2:1 (horizontal to vertical) or less;
- Prevent flow of stormwater from stockpiles into drains with stabilisation or sediment fences;
- Cover stockpiles with plastic or tarps where practical;
- Long term stockpiles must be stabilised;
- Contaminated soils must be placed in designated areas.

14.2 Water Bodies

- Silt fences or other barriers will be used to retain dirt/sediments from entering the stormwater system;
- Any damaged silt fences or barriers will be repaired or replaced immediately;
- Drain inlets, silt fences and other barriers will be regularly inspected, and any dirt/sediment build up will be cleaned away;
- Slurry will be captured and allowed to settle so that solid waste can be disposed of separate to waste water;
- Concrete truck wash down area/pit is to be established in relevant position to avoid discharge to sewer/storm water. This could change as required. Area to be cleaned / concrete removed when hardened. When a truck washout area cannot be arranged, trucks will be directed away from site to wash out;
- Wet cutting of blocks/tiles must control waste water and separate solid waste from water;
- Diversion bunds will be installed as necessary to minimise clean storm water from entering the work zone
- Waste solvents and paint residue must be placed in the solvent drum if located on site. Where this is not possible, used brushes, rollers etc. must be taken off site to be cleaned;
- Waste paint (solid) paint containers, chemical containers, render and render containers should be removed from the site at the end of the day, or left to harden and disposed of in solid waste bins;
- All chemicals are to be stored away from where it can be reasonably expected to flow to stormwater;
- Where possible a shake down area will be provided with a grate or coarse grade recycled concrete;
- Any sediment or concrete contamination on roads is to be removed by shovel and broom. No washing.

14.3 Waste

- All waste will be separated wherever possible. Clean paper, cans and bottles should be placed into the dedicated recycling bins where available;
- Brick & tile waste will be separated and taken to a dedicated recycling facility wherever possible;
- Plasterboard waste will be collected and recycled by the supplier;
- All wastes must be cleaned up daily and placed in the dedicated bins provided;
- Roads must be monitored and cleaned as required to avoid mud, litter, building rubble and waste accumulating;
- The Site Manager must be advised immediately of any odorous solids/soils excavated at the workplace.

14.4 Driving on Site

- If driving on site is necessary, only use the designated site crossing
- Do not drive on unsealed areas when ground conditions are wet
- Any mud trafficked onto the road must be cleaned up immediately

14.5 Dust, Smoke & Odours

- Exposed soil and roads will be kept moist so that they do not generate excessive dust;
- Vehicles will not be driven on unsealed areas or off the established roads and tracks unless it is absolutely necessary;
- Workplace vehicles and plant will be maintained in good condition to minimise exhaust emissions;
- Vehicles are to be parked safely in designated areas only;
- Excess soil must be removed from wheels and vehicle bodies before leaving the site;
- Long term stockpiles will be stabilised or covered;
- Any dust generated by the use of equipment and power tools must be removed at the end of each shift by either:
    - Wet down and swept up;
    - Vacuum cleaning with and industrial vacuum cleaner;
    - Swept up by workers wearing approved dust masks and the area contained to prevent the spread of dust;
- Smoking (including e-cigarette's and/or vaping) is not permitted in the following areas:
    - In offices, site sheds, lunchrooms, toilets and any similar building or enclosed or partially enclosed structures;
    - Inside the building structure after the roof has been installed.
    - In confined spaces, near fuel storage areas or whist refuelling;
    - Whilst near or whilst handling flammable or combustible materials;
    - In other areas where signage indicates no smoking;
    - On sites where a no-smoking policy is in place;
    - In other areas smoking may be permitted however the comfort of others is to be considered at all times. Where there may be conflict the rights of the non-smoker will prevail.

14.6 Noise & Vibration

Noise and Vibration from construction works will not exceed Australian Standard AS 2436 or contravene the Development Application requirements. Subcontractors are encouraged to use plant with lower noise emissions and must:

- Supply hearing protection for their workers whether or not the work they are doing at the work site involves powered tools and equipment;
- Ensure workers are instructed to carry the supplied hearing protection and use it when the ambient noise is excessive. Noise levels may be excessive because of other work or plant operating in the vicinity;
- Maintain plant and equipment regularly and wherever possible fit with manufacturers specified exhaust/muffler;
- Not allow the use of plant and equipment with faulty or missing notice suppression if the plant and equipment has been manufactured with noise suppression;

14.7 Contaminated Land

Where required a survey of the site will be conducted to ascertain the constituents of a contaminated site and a specific management plan will be implemented to cover such aspects as acid sulphates, sodic soil, lead, cadmium, arsenic, and other heavy metal contamination.

14.8 Environmental Incidents

Environmental incidents will be recorded via the Incident Reporting system and will have corrective actions implemented and closed out in a timely manner with the results recorded on the incident register. Any complaint received will be raised as an incident and will be investigated and closed out as soon as possible.

SECTION 15. Inspection and Testing

15.1 Mobile Plant

All mobile plant must be maintained in accordance with manufacturer's instructions, and relevant Australian Standards, and have all relevant servicing details, logbooks etc. available for inspection on request. Pre-start operational checks must be done on all equipment prior to each use daily by the operator.

15.2 Hire Equipment

All hire equipment must be inspected at time of delivery. Relevant service inspection paperwork and logbooks must accompany all hired equipment.

15.3 Hand Held Power Tools

All tools and equipment must be serviced and maintained in accordance with manufacturer's instructions. A visual inspection of the tool must be done prior to its use daily.

15.4 Safety Harnesses & Lanyards

All harnesses and lanyards must be checked according to the manufacturer's instructions and in accordance with the relevant Australian Standards.

15.5 Other Equipment

Procedures must be in place for the regular inspection and maintenance in accordance with manufacturer's instructions or guidelines, relevant standards and codes of practice pertaining to the particular type of equipment.

SECTION 16. Materials Handling, Storage & Delivery

16.1 Materials handling and storage

All products and materials must be delivered and stored in such a way to ensure that they do not create a risk by:

- Blocking access and egress;
- Stacking too high causing a potential crush hazard;
- The method of storage creates a manual handling hazard;
- Opening and leaking during transportation;
- No contractor equipment or material is to be stored on sites without permission from the Site Manager.
- Obstructing or damaging site erosion and sediment controls (ie silt fences)

16.2 Flammable Substances & Combustible Liquids

To manage the risk of fire or explosion the following controls are required:

- Reduce ignition sources (sparks, smoking, flames and hot surfaces);
- Use the smallest amount of flammable liquid necessary in the work area;
- Keep storage areas cool and dry;
- Store flammable and combustible liquids away from incompatible materials (e.g. oxidizers), and in approved containers.

16.3 Deliveries

The Site Manager should be notified prior to delivery of materials. The following information is required at time of notification. Where there is an issue with delivery of goods, the driver must make contact with the site Manager to seek advice regarding the method of delivery or storage/placement of the goods before placing and leaving site.

- Type of goods and hazards;
- Time of delivery;
- Unloading location;
- Method of unloading.

SECTION 17. Hazardous Chemicals

All contractors must maintain a register of all hazardous chemicals that are used on any MJH Group sites. The Register must contain relevant and up to date Safety Data Sheets (SDS) for each of the hazardous chemicals used. No hazardous substances are allowed to be stored on site without permission and must be removed by the trade contractor at the end of their working day. Brighton Homes is to be notified what hazardous substance is on site.

Control of hazardous chemicals will be achieved through progressive application of the following hierarchy of control measures:

- Elimination of hazardous chemicals from the workplace – Do not use it;
- Substitution by less hazardous chemicals (eg: oil based v water based);
- Substances used, cleaned up and disposed of as per the manufacturers instructions and Safety Data Sheet (SDS)
- Stored in original containers;
- Workers are trained in their use;
- Manufacturer specified PPE to be supplied and worn by workers handling the substance;
- Report all incidents of spills, contact or contamination to the Brighton Homes Site Manager.

SECTION 18. Rehabilitation & Return to Work

The MJH Group is committed to the rehabilitation of injured employees. The business aims to conduct injury management in the workplace to ensure that all injured employees have the opportunity to recover and return to work by:

- Providing full support throughout the rehabilitation process to minimise the effects of the injury and ensure that an early return to work is a normal practice and expectation;
- Ensuring early access to rehabilitation services, e.g. accredited rehabilitation providers for injured workers as required;
- Providing suitable duties for an injured worker as an integral part of the rehabilitation process;
- Consulting with workers and where applicable, any industrial union representing them, to ensure that the return to work program operates smoothly and effectively;
- Informing workers of their rights in relation to a Workers Compensation claim including the choice of doctor and accredited rehabilitation provider;
- Ensuring that participation in return to work program will not of itself prejudice an injured worker;
- Advising employees that participation in rehabilitation is voluntary but non-participation may result in reduced weekly benefits or workers compensation claims being suspended or cancelled.

All subcontractors are expected to meet the above rehabilitation and return to work requirements for their employees. They are also expected to provide injury updates and medical clearances as required.

SECTION 19. Measurement, Evaluation & Review

19.5 Site Inspections & Contractor Review

Measurement and evaluation of the management of safety and environmental hazards on the construction site/s and compliance with the management plan will be done via any of the following:

- Visual inspections;
- Documented inspections;
- Internal and external audits;
- Task observation;
- Contractor risk assessments;
- Incident & hazard reports;
- Incident investigations;
- State WHS Regulator inspections;
- SWMS review;
- Contractor / supplier feedback.

Inspections and audits are carried out as per the audit schedule included in Appendix 1.

19.5 Systems Audits

The WHSE Management System will be audited annually. The schedule will:

- Examine each of the key system elements;
- Be capable of identifying deficiencies in the system and plans and their implementation;
- Be carried out by persons with skills, competency and knowledge of the system plans;
- Be fully documented recorded, and reviewed by senior management;
- Be available for review by external auditors;
- Result in corrective actions being undertaken to rectify any deficiencies in the system or plans;
- Include follow-up actions to assess the effectiveness of any corrective actions.

19.5 Contractor Compliance

Brighton Homes have a contractor compliance pre-qualification system in place that reviews and assesses contractor's safety systems prior to allowing them to work for the Group. Contractors are reviewed against a set criteria and have to complete and submit the subby pack. Documents required include:

- Contractor and or specialist trade licences;
- Insurances;
- HRW licences.
- Safe Work Method Statements (SWMS);
- Plant and equipment maintenance records and item registration where required.

Provided documents are reviewed and where deemed to be inadequate, contractors must review, amend and resubmit. Contractors are responsible to ensure all their records are up to date and supplied to ensure they remain compliant and approved for working on Brighton Homes sites.

19.4 Disciplinary Procedures

Non-compliance with safety procedures, legislation and instructions may result in various sanctions or disciplinary procedures for MJH Group employees, subcontractors or workers. Disciplinary procedures may include but are not limited to:

- Removal from site after three warnings;
- Instant removal from site for serious breaches;
- Instant dismissal;
- Referral to authorities;
- Back-charges;
- Withholding progress payments;
- Cancellation of contract;
- Non-compliance notices;
- Verbal warnings;
- Written warnings;

19.5 Non-Compliance Notices

Where a matter of WHS Non-Compliance of products, materials, equipment or work practices is identified, a Non-Compliance Notice may be issued. The notice will detail the area(s) of non-compliance and corrective actions required.

If issued to trade / contractor, they must complete and return the signed non-compliance notice to MJH verifying the agreed corrective actions have been or will be completed by the agreed due date. Copies of non-compliance notices will be kept on their contractor file for future reference.

Failure to affect an improvement after issue of a notice or not comply within a pre-determined time frame, will lead to a review by the Construction Manager and/or the WHS Manager. Where a person or a contractor is in continuous breach of safety or quality standards, cancellation of the person or contractors' contract, may result.

SECTION 20. Documentation and Data Control Document control

The MJH Group employs a Document Control Procedure to manage all controlled documents, including but not limited to policies, procedures, standard work instructions, forms, manuals, plans and reports related to activities carried out. MJH Group documents are assigned a Process Owner within the business who is responsible for the adequacy and currency of the content and ensuring periodic review. They are accountable for notifying external parties affected by changes to documents within their responsibilities. Refer to Document Control Procedure for further information on the processes for managing controlled MJH Group documentation.

Brighton Site Managers and Contractors are responsible for ensuring current plans are issued and followed for all projects.

20.1 General records

Brighton Homes will endeavour to retain and manage the following types of records:

- Accident/Incident records and statistics;
- Employee qualifications, competency and training;
- Contractor qualifications, competencies and training, SWMS & other relevant documentation;
- Induction Registers;
- Investigation reports and investigation recommendations;
- Injury Registers;
- WH&S Committee Meetings minutes (where a committee is appointed);
- Site Manager Construction Meetings / Tool Box Talks minutes;
- Site Inspections / Audits;
- Improvement / Prohibition Notices issued by the State WHS Regulator;
- Copies of all complaints;
- Site Instructions and Non-Compliance Reports.

SECTION 21. Appendices

Appendix 1. Audit / Inspection Schedule
Appendix 2. Covid 19 Safety Plan.