



CAPE RANGE ELECTRICAL CONTRACTORS PTY LTD

COMPANY SAFETY MANAGEMENT PLAN

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1. INTRODUCTION

The objectives of Cape Range Electrical Contractors PTY LTD in implementing this Safety Management Plan are to:

- Promote and secure the safety and health of people at work
- Protect people at work against hazards
- To reduce, eliminate and control hazards
- To assist in securing safe and hygienic work environments
- To foster consultation and co-operation between employers and employees
- To provide for the development of policies and the co-ordination of the laws relating to occupational safety and health
- To promote education on matters relating to occupational safety and health

Cape Range Electrical Contractors PTY LTD (Employer) will so far as is practicable, provide and maintain a working environment in which employees are not exposed to hazards.

This means Cape Range Electrical Contractors PTY LTD will:

- Provide and maintain workplaces, plant and systems of work that do not expose employees to hazards
- Provide information, instruction, training and supervision to enable employees to perform their work in a manner that they are not exposed to hazards
- Consult and co-operate with employees regarding occupational safety and health in the workplace
- Where it is not practicable to avoid the presence of hazards, provide employees with personal protective equipment as is practicable to protect them from hazards
- Advise the Commissioner when an employee incurs an injury that results in the death of the employee or is designated as a notifiable incident



The employees' obligations are as follows:

- An employee will take reasonable care to ensure his/her own safety and health at work and avoid adversely affecting the safety or health of any other person
- An employee must comply with instructions given by Cape Range Electrical Contractors PTY LTD for his/her own safety and health and for the safety and health of other persons
- An employee must use protective clothing and equipment provided by Cape Range Electrical Contractors PTY LTD
- An employee must report any hazard to Cape Range Electrical Contractors PTY LTD, where immediate rectification is not possible
- An employee must report any injury or harm to health which he/she is aware that arises in connection with his/her work

2. HAZARD MANAGEMENT

i. REQUIREMENTS OF THE ACT

The Occupational Safety and Health Act 1984 require:

"A person who, at a workplace, is an employer, the main contractor, a self employed person, a person having control of the workplace or a person having control of access to the workplace must, as far as practicable:

- Identify each hazard to which a person at the workplace is likely to be exposed.
- Assess the risk of injury or harm to a person resulting from each hazard, if any.
- Consider the means by which the risk may be reduced.
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- Cape Range Electrical Contractors PTY LTD will endeavor to identify each hazard to which a person at the workplace is likely to be exposed, assess the risk of injury or harm of a person resulting from each hazard, if any and consider the means by which the risk may be reduced. Consideration will also be given to hazards that may be created by the introduction of new equipment or any changes to procedures or processes.

- All hazard reports will be taken seriously by management and will be dealt with or passed to the appropriate person for prompt action. All identified hazards will be documented using the Hazard report form Cape – HAZ001, with exception at the commencement of a new job where a Job Hazard Analysis is conducted.

i. IDENTIFYING HAZARDS

The following are possible hazards that may exist in the workplace:

Industrial Hazards

Physical	Chemical	Biological	Ergonomic	Miscellaneous
Noise	Vapor	Fungi	Repetition	Stress
Vibration	Gases	Bacteria	Weights	Shift work
Temperature	Dust	Mites	Posture	Drugs
Lightning	Mist	Yeasts	Work Patterns	Alcohol
Humidity	Fume	Viruses	Manual Handling	Violence
Ventilation	Corrosives	Enzymes	Heights	Distractions
Radiation	Solvents	Body Fluids	Distance	Noise
Pressure		Animals		Light
Machinery		Plants		Visual
House-keeping				Attitude/Behaviors
Fire				Layout
Explosion				
Mechanical				
Electrical				

Consideration should be given to the following when considering whether a hazard exists:

- Can a person be struck by anything, such as:
 - Moving or flying objects
 - Falling materials
- Can a person strike against anything, such as:
 - Stationary or moving objects
 - Protruding objects
 - Sharp or jagged edges

- Can a person be caught in, on, or between anything, such as:
 - Pinch points
 - Protruding objects
 - Moving and/or stationary objects
- Can a person slip, trip or fall:
 - On the same level
 - To a lower level
- Can a person be injured by poor job/plant design hazards such as:
 - Frequency (such as noise or repetitive movement)
 - Force
 - Stressful posture
 - Lay out (such as proximity of other equipment or activity)
- Can a person come into contact with any energy source such as:
 - Electricity Noise Chemicals
 - Gases Steam Compressed air
 - Heat/cold Radiation Gravity
 - Hydraulics
- Can a person come into contact with any hazardous materials such as:
 - Asbestos
 - Chemicals
 - Solvents etc

Potential Office Hazards

Hazards may also exist within the office environment and consideration will be given to the following when assessing potential office hazards:

House Keeping and Safe Access

- What could cause a slip, trip or fall?
- Are electric cables routed out of the way where they will not be tripped over?
- Are floors and floor markings in good condition?
- Are wet floors signposted?
- Are spills an issue?
- Are there things on the floor, which could be slipped or tripped over?
- Are passageways and important areas clear?

- Is fire fighting equipment readily accessible?
- Are access and exits clear?

Storage

- Are shelves and storage racks secured?
- Are shelves, bookcases and cabinets stable?
- Are shelves, bookcases and cabinets top heavy?
- Are items appropriately stored given their size, weight and shape?
- Is their safe access to the top shelves i.e. stepladder?

Electricity

- Is electrical equipment maintained and serviced regularly by a suitably qualified person?
- Are plugs firmly secure?
- Are the cables of portable electrical equipment checked for damage prior to use?
- Is there a system for dealing with faulty/damaged equipment
- Are damaged cables fixed properly?
- Is damaged/faulty equipment tagged and taken out of service until repaired?
- Do multi-block sockets have automatic overload cut-outs?
- Are cables and sockets in potentially wet areas safe?
- Are cables secured out of wet areas
- Are sockets protected from splashes

First Aid

- Are there an appropriate number of first aiders?
- Is someone nominated to be in charge of first aid facilities?
- Do trained first aiders have current certificates?
- Is a first aid box or cabinet provided?
- Is the first aid box adequately stocked and regularly checked?
- Is the first aid area clean and tidy?
- Is the first aid area clearly identified?
- Are washing facilities provided?
- Is a first aid room provided?

Other Office Considerations

- Temperature
- Lighting
- Noise levels
- Equipment i.e. Guillotine, Shredder, Photocopier, Staplers, Others i.e. Kitchen Zip at eye level etc
- Ergonomics – work station set up, prevention of OOS (RSI)

i. RISK ASSESSMENT

The criteria or measurement of risk can be determined by the following:

Measurement	Risk	Impact
Low	Unlikely or rare	Insignificant or minor
Medium	Moderate likelihood	Moderate damage
High	Likely or almost certain	Moderate damage
Extreme	Almost certain	Major or catastrophic

ii. IDENTIFYING CONTROLS

Identifying the control required for a risk is for the safety of all personnel and plant. A simple way of looking for an effective control of identified hazard in order of sequence follows:

Control	Examples
Elimination	Look to see if hazard can be eliminated, by way of identifying alternative practice
Substitution	Choose an alternative method of work or product
Engineer/Design	Erect, install barriers to hazard
Administration	Change of work method or procedure

iii. REPORTING HAZARDS

A Hazard Report Form is also to be used to report potential defects and hazards in the workplace.

For any defects or hazards that are identified:

- The person who has identified the defect or hazard is required to fill out a Hazard Report Form
- Assess risk of defect hazard (see job safe analysis risk assessment)



- Communicates hazard to any personnel exposed to potential harm
- Advise a Supervisor of the hazard
- Remedy defect hazard either directly or through competent personnel.
- If a Supervisor is not available the employee should notify the Health and Safety Representative for the area.
- A copy of the Hazard Report Form is to be filed at the office.
- The status of the hazard is to be communicated to the person who reported defect/hazard within a reasonable time.

Refer to form: Cape – HAZ001 (Hazard report form)

iv. JOB HAZARD ANALYSIS – JHA

A Job Hazard Analysis will be conducted prior to commencement of work where a hazard is identified. Due to practicality, a Job Hazard Analysis will be performed when the prioritising of hazards has taken place. Management, with employees, shall determine when a Job Hazard Analysis is to be done.

For identifying the jobs, which require a JHA, the criteria for analysis followed will be:

- Commencement of new job
- Severity of incident consequence
- Frequency of incident
- A new or modified system of work is introduced

A Job Hazard Analysis will be conducted using the following guidelines:

Technique:

- Break job into sequence of order
- Identify potential hazards through Risk Assessment
- Identify and record control
- Approval and sign of by the supervisor

Breaking Down the Job: -

- The order of the job to be conducted is imperative to the effectiveness of the analysis.
- The persons conducting the work must agree to the sequence of job tasks.

The way to break job down:

- Record each step noting what task is done e.g. lift turn open close etc
- Identify the hazard with each task
- Assess the risk with each task, look at the probability and effect of the risk
- Record the control to each step
- Follow the control

Refer to form: Cape - JHA002(Job Hazard Analysis Form)

v. WORKPLACE HAZARD INSPECTIONS

To assist with the monitoring of identified hazards the company will undertake regular Workplace Hazard Inspections to ensure the existing hazards continue to be controlled and new or temporary hazards are identified and managed.

The supervisor, in consultation with employees, will conduct regular safety inspections of their areas of responsibility. The inspections will involve observation of the environment and task, clarification of the process with employees and analysis of the tasks being performed.

The inspections will be carried out regularly and the results recorded on the Workplace Hazard Inspection form.

Refer to form: Cape –WHI003 (Workplace Hazard Inspection Form)



vi. TOOLBOX SAFETY MEETINGS

Toolbox Safety Meetings provide structured interaction between management, employees and contractors. They allow for cooperation and consultation between management, employees and contractors.

The Manager will be responsible for conducting regular toolbox meetings with employees. Attendance is mandatory for all employees. The meetings will focus on safety and other workplace issues.

Refer to form: Cape – TBSMM004 (Toolbox Safety Meeting Minutes Form)

vii. RESOLUTION OF SAFETY ISSUES

Where a safety issue arises or is identified it will be dealt with in the following manner:

- Notify the Manager
- Complete appropriate form
- The Manager will discuss the safety issue
- A resolution will be achieved
- The resolution will be documented and staff advised of outcomes
- Apply appropriate control measures
- If the risk does not have a resolution and the risk is serious or imminent Worksafe is to be notified and a strategy developed to resolve the issue.

viii. EMPLOYEE INDUCTION

Cape Range Electrical Contractors PTY LTD will undertake a company and a site-specific induction for all new employees. The induction will include any safety training applicable to the workplace.

Refer to form: Cape – EI005 (Employment Induction Form)

3. INCIDENT AND ACCIDENT REPORTING

i. FIRST AID

First Aid kits are provided and located in the office and workshop. All First Aid



treatments are to be recorded in the First Aid Register located in the office.

Refer to form: Cape – (FAR007 First Aid Register)

All injuries requiring more than basic first aid must be reported as detailed in Incident and Accident Reporting and Management.

ii. INCIDENT AND ACCIDENT REPORTING

In the event of an incident, accident, near miss, or dangerous occurrence, persons employed by Cape Range Electrical Contractors PTY LTD are to report it immediately to the Manager.

Definitions:

Incident	A minor occurrence with the potential for injury
Accident	Injury or damage from an occurrence
Near miss	An occurrence that may have resulted in injury or damage
Dangerous occurrence	Potential for incident or accident
Hazard	Anything that may result in injury or harm

A report form is to be completed as soon as practicable.

Refer to form: Cape – (IAR008 Incident/Accident Reporting Form)

The persons to complete the report are:

- The employee concerned
- The Manager
- Witnesses if applicable

Accidents and incidents are to be reported to management as soon as practical. Failure to report accidents and incidents may lead to disciplinary action.



4. **FATIGUE AND HEAT MANAGEMENT**

Fatigue Management

The company recognises that fatigue is a potential safety and health risk and understands the need to manage fatigue as part of duty of care responsibilities.

Employer's obligations

Cape Range Electrical Contractors PTY LTD will consider the following to reduce accidents and incidents arising from fatigue:

- Ensure employees are informed of the risks associated with fatigue and how to participate in controlling these risks.
- Manage of working hours, shifts and rosters to avoid or minimise fatigue.
- Monitor that employee's exposure to workplace contaminants such as noise and hazardous substances are kept within acceptable levels
- Provide conditions that are conducive to sleep and a balanced diet where site accommodation is required.
- Provide transport to employees who appear to be over-fatigued
- Use Risk Assessment to identify tasks whereby fatigue may cause a threat to health and safety of employees, damage to plant or the environment
- Implement control measures to eliminate risks identified

Employee's obligations

An employee is required to consider the following to reduce accidents and incidents arising from fatigue:

- Ensure they obtain adequate sleep and are not fatigued before commencing work.
- Ensure that activities outside working hours do not inhibit their ability to carry out their duties or put other employees at risk.
- Advise a supervisor if they believe their work is affected by fatigue.
- Advise a supervisor if they believe another person is affected by fatigue.

Heat management

The Company recognises that fatigue due to exposure to excessive temperature is a potential safety and health risk and understands the need to manage situations where high temperatures may cause fatigue.

Employer's obligations

- Ensure employees are provided with protection from the sun including head protection and sunscreen
- Ensure employees take additional breaks in periods of extreme heat
- Ensure employees are taking fluids to counteract the risk of dehydration
- Provide information to employees regarding the effects of heat stress

Employee's Obligations

- Wear head protection and sunscreen to minimise the effects of exposure to the sun
- Increase fluid intake to counteract the risk of dehydration
- Be aware of the effects of heat stress

5. SAFE OPERATING PROCEDURES

i. MANUAL HANDLING

Purpose

To eliminate or minimise the risk of injury to all employees where manual handling is required.

Definition of Manual Handling

"Manual Handling" means any activity requiring force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain an object.

Requirements

Any employee who is required to handle heavy objects should consider the following points:

- Ask for assistance
- Lifting aids should be used if possible
- There should be sufficient space for lifting to be done in the correct position and with correct posture and body movements
- There should be no obstructions when moving objects
- The start and finish height of the load should be a suitable level above the floor, that is, between mid-thigh to shoulder height, preferable at about waist height
- The centre of gravity of the load is more difficult (heavier) to lift or carry if it is not close to the body
- The back should not be twisted or bent sideways
- Lifting with one hand should be avoided

Where risk factors have been identified, then the provision of mechanical handling equipment may reduce the risk and should be used.

Actions and movements should not cause undue discomfort or pain. Actions should be performed smoothly and with control, avoiding sudden or jerky movements.

Manual handling should be performed in a balanced and comfortable posture.

Extreme ranges of joint movement should be avoided, especially when this is prolonged or repetitive.

The requirement for gloves or similar protective personal equipment also needs to be assessed in relation to manual handling risks. Gloves may protect against hand injuries, such as abrasions or burns, but they will affect the grip stability, dexterity and strength. The size, shape, structure and material of the load can affect the risk of injury.

ii. VEHICLES OR MOVING PLANT

Purpose

To eliminate or minimise the risk of injury to persons or damage to property from vehicles and plant moving around the site.



Requirements

- All employees of Cape Range Electrical Contractors PTY LTD are required to observe job area speed limits, hazard and other warning signs.
- All persons traveling in vehicles on site shall be seated. No traveling on running boards or standing in vehicles will be permitted.
- Roads are to be kept clean at all times. Any spillage or other debris must be reported to the supervisor to be cleared in a proper and authorised manner.

iii. PRE-START CHECKS

Purpose

To identify defects and hazards in all equipment and plant and to ensure the defect or hazard is addressed appropriately.

Requirements

A pre start check is required of any person prior too operating any piece of equipment or plant. A walk around check and function test is required.

Where an employee identifies a defect or hazard, the employee is to remove the cause of defect or hazard if it is safe to do so.

Steps to take for dealing with defects or hazards identified at the pre-start check:

- Turn off the equipment or plant
- Remove the source of energy if applicable
- Notify those persons that may be exposed to the defect or hazard
- Repair defect or hazard where this is possible if not
- Immediately notifying the appropriate personnel for repair
- Complete Hazard Report

The following registers have been created:

- Classified Plant Register Cape – PE012
- Fall Protection and Lifting Register Cape – FPL013
- Portable Tools Register Cape – PT014
- Vehicle Pre-start Checklist Cape – VPSC016

iv. WORK IN CONFINED SPACES

Purpose

To ensure employee's safety when working in a confined space.

Requirements

Where an employee is required to work in a confined space that is not intended or designed primarily as a workplace and has a restricted means for entry and exit the company will where practicable:

- Provide safe means of entry and exit
- Provide instruction to persons working in the confined space in relation to assessing the risks, establishing safe working methods and emergency procedures

v. FALL PREVENTION

Purpose

To protect employees against potential hazards where alternative measures are impracticable. Personal protective equipment is also used in addition to existing measures to further minimise hazards.

Requirements

- Every effort as far as practicable must be made to minimise the opportunity of falling. This can be achieved through the use of scaffolding, elevated work platforms, etc. The use of a fall arrest system must be considered the least preferred option.
- Only trained and competent personnel shall use fall arrest equipment.



vi. PERSONAL PROTECTIVE EQUIPMENT

Purpose

To protect employees against potential hazards where alternative measures are impracticable. Personal protective equipment is also used in addition to existing measures to further minimise hazards.

Purchasing Requirements

Purchasing of Personal Protective Equipment for Cape Range Electrical Contractors PTY LTD employees will meet the Australian Standards and provide for the adequate protection of employees for the specific protective items purchased.

Each employee shall be provided with the following Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Safety Boots
- Hearing Protection
- Gloves
- Drilling Pants (with hi-vis)
- Long sleeve shirts (with hi-vis)

Additional protective equipment shall be provided as deemed necessary.

Training/Instruction

Cape Range Electrical Contractors PTY LTD employees will receive the necessary training and instruction with the issuing of personal protective equipment.

Issuing/Compliance

Hansol PI employees will be issued with the required personal protective equipment



necessary to perform their tasks safely. The issuing of personal protective equipment is a basic requirement of the employer to provide. The requirement of the employee is to wear and look after the personal protective equipment provided. Actions of employee's failing to comply will be referred to counseling and disciplinary procedure.

Safety Helmets

The wearing of head protection is compulsory. Personnel operating equipment must wear head protection.

Eye Protection

Eye protection will be used when a hazard to eyesight exists, including but not limited to the following:

Use of grinders, compressed air tools (e.g. jackhammers, chipping hammers etc), welding and cutting equipment, acid or caustic solutions, riveting tools, tools for the chipping of concrete brick etc and any other operation that could cause damage to the eyes.

Eye protection may take the form of safety glasses, welding or chemical goggles or face shields, depending on the particular situation.

Hearing Protection

Where it is not practicable to avoid exposing an employee or contractor at a workplace to noise above the exposure standard for noise then the company will ensure that the employee or contractor is provided with personal hearing protectors.

Safety Footwear

All employees of Cape Range Electrical Contractors PTY LTD are required to wear steel capped approved safety footwear at all times.



Clothing

All Cape Range Electrical Contractors PTY LTD employees shall be provided with suitable clothing which must be worn whilst working.

Gloves

Gloves are to be worn to protect hands from rough, splintery and sharp objects.

vii. HOUSEKEEPING

Purpose

To eliminate or reduce the risks of injury to a person due to hazards arising from debris or unhygienic workplaces.

Requirements

The following are complied with by all employees:

- All areas are to be maintained free of dangerous projections or obstructions and be reasonably free of fire hazards, debris and other extraneous materials.
- Storing and stacking should conform to recognised safe practices, be neat, orderly and provide ease of access.
- All work areas, elevated platforms, access ways, ladders and workshops shall be kept tidy, orderly and in good repair.
- Housekeeping is to be a daily routine and responsibility of all employees
- Grease, oil or other slip-hazards materials shall not be allowed to accumulate on workshop floors, or work areas. When spillage has taken place it must be properly cleaned up immediately.
- The presence of timber, or other materials with protruding nails and protruding objects of a similar nature will not be tolerated. Nails, etc must be removed or made safe before stacking.
- Tools and other gear shall not be left in a position where they may fall to a lower level or cause obstruction to other persons.
- Food scraps and other rubbish shall be placed in the disposal bins provided.
- Toilet and washing facilities are to be maintained in a clean, tidy and hygienic condition.

viii. HAZARDOUS SUBSTANCES

Purpose

To eliminate or reduce the risks to a person due to hazards arising from exposure or use of hazardous substances.

Requirements

- Prior to the first use of any hazardous substance in the workplace the Company must obtain a Material Safety Data Sheet (MSDS) from the supplier
- The Company must consult with all employees who might be exposed to the hazardous substance about the intention to use the substance and the safest method of use
- The MSDS must be readily available to any person who might be exposed to the hazardous substance
- The MSDS must not be altered by the Company or any employee
- The container holding a hazardous substance must be labelled in accordance with the relevant requirement
- Notification must be provided to any person who might be exposed to a hazardous substance contained in an enclosed systems such as a pipe or piping system
- The labelling or colour coding of a hazardous substance must not be removed, defaced, modified or altered
- A current register is to be kept containing a listing of each hazardous substance and the MSDS for each hazardous substance. The register must be available to each person who may be exposed
- Any person who may be exposed to a hazardous substance must be provided with personal protective clothing or equipment
- Any person who may be exposed to a hazardous substance must receive relevant and adequate training on the potential health risks and any toxic effects, control measures to minimise the risk, correct methods of use.

Refer to form: Cape – (CR011 Chemical Register (MSDS's))

ix. PLANT, MACHINERY AND TOOLS

Purpose



To eliminate or reduce the risks of injury to a person due to hazards arising from faulty plant, machinery and tools.

Requirements

- All plant, machinery and tools in the workplace will be regularly inspected and maintained.
- All portable power tools will be inspected and tagged by an electrician every three months.
- All electrical installations will comply with current standards and earth leakage protection will be provided to all portable hand tools, equipment and extension cords.

6. TRAINING AND COMPETENCY

The Company will ensure personnel in control of plant and equipment or conducting their duties are competent at the tasks required of them.

Personnel will not be permitted to operate any industrial equipment unless they hold an accredited certificate of competency.

Training undertaken for all equipment will be recorded, on a Training Register Form.

Refer to form: Cape – (TR010 Training Register Form)

The Training Register shall be used to identify record existing skills, competencies and any further training provided by Cape Range Electrical Contractors PTY LTD.

As stated in the Australian Workplace Agreement, employees will be required to take part in performance reviews: "8.1 You agree to participate fully in the formal performance appraisal system which is conducted by the Company."

A Licence update register is updated on a monthly basis. The report is then forwarded to the relevant clients or upon request.

Refer to form: Cape – (LU015 Licence Update Register)