

Site Safety Rules

*Projectcorp Australia Pty Ltd is committed to building quality construction projects. Important towards this commitments is the **Occupational Health and Safety** of **Projectcorp** employees, contractors and non-employees. The following **Site Rules** have been developed for your safety. It is important that you are familiar with and comply with these rules when working on **Projectcorp** sites.*

1.0 REGULATIONS

These guidelines **do not** replace any Acts or Regulations. All Acts, Regulations and Codes of Practice having jurisdiction over work, must be followed.

Non-adherence to safety rules is a serious breach of the OH&S Regulation 2001 and your contract of employment.

Continued breaches of these guidelines will not be tolerated and could lead to statutory prosecution and/or termination of employment/contract.

2.0 GENERAL SITE SAFETY REQUIREMENTS

All persons upon entry to Projectcorp sites must report, if required, to the Site Manager or Foreman. All new employees and employees of subcontractors will be required, prior to commencement of work, to;—

- Before starting work on site all personnel must have completed the Occupational Health and Safety General Induction training course and hold an OHS Construction Induction Training Certificate held on site at all times.
- Undergo a site-specific induction training and induction training for the particular work activity being undertaken.
- It is a condition that all personnel must sign the 'Sign In register' form located in the site office before and after work each day.
- Read a copy of these conditions,

It is a condition of entry to Projectcorp sites that the following safety requirements are complied with.

Only competent safety minded employees are permitted on site.

Personal Protective Equipment used on site must comply with the appropriate Australian Standards. Use safety and other equipment, when and wherever required. Every employee owes it to himself, his family and The Company, to use and properly care for the personal protective equipment provided for on the job use. Any faults in the condition of any of the equipments should be reported to your Foreman/Supervisor for action. Safety equipment including gloves, safety goggles, helmets and earmuffs are available from your employer for your protection. **USE THEM AND DO NOT TAMPER WITH THEIR OPERATION.**

3.0 GENERAL PROHIBITIONS

The following offenses will not be tolerated on Projectcorp sites:—

- Not using sanitary facilities
- Fighting
- Smoking / Intoxication or use of drugs of abuse
- Refusal to act on safety instructions issued by site management
- Removal of site fencing, guard rails or barricades without approval or alternative protection
- Vandalism or stealing of any kind
- Firearms/Weapons on site
- Dogs or animals on site
- Children on site

4.0 WORK PLACE AREAS/HOUSEKEEPING

Always leave your place of work in a safe, tidy and orderly manner.

5.0 SITE CLEANLINESS

An unclean site is a dangerous site. You must ensure that refuse generated by your work is cleaned up progressively on a daily basis so as not to cause a hazard. i.e. all protruding nails to be removed from timber. **ALWAYS** use sanitary facilities and keep them clean and tidy. When provided, keep lunchrooms clean and tidy. Rubbish must be cleaned up promptly. Rubbish bins are provided for your use. **Use Them.**

6.0 ALCOHOL AND DRUGS

Alcohol and drugs of abuse must not be brought onto or consumed on Projetcorp sites. If you are affected, you will not be permitted on sites and you will be required to face possible termination of employment.

7.0 SAFETY FOOTWEAR

The wearing of safety footwear is **MANDATORY**. Suitable footwear must be worn at all times on site. Bare feet, thongs, flimsy or unsuitable footwear is prohibited.

8.0 SAFETY HELMET

Safety helmets are to be worn on every site

8.0 SAFETY VESTS

High visibility safety vests / shirts are to be worn on every site

9.0 ELECTRICAL SAFETY

Electrical leads must be suspended, where required. Use only power tools and leads that have been tested and tagged within the last month by a qualified electrician. Logbooks of tested equipment are to be maintained by individual sub-contractors. Earth leakage protection will be provided at distribution switchboards or via portable units.

- All electrical fittings to comply with AS 3000 wiring rules
- All temporary electrical fittings must be fitted with an earth leakage/residual current device, i.e. portable generators.
- All plant and equipment must be checked monthly (distribution boards etc) as per Code of Practice.
- Amenities: site office, must be checked every three months by a licensed Electrician with a register to be kept on site.
- All fittings to extension cords to be either non-rewirable (moulded) or transparent.
- All leads and power cables to be supported above any work area and passageway to provide clear access for personnel and vehicles.
- **Only** approved portable multi boards are to be used. **NO** double adaptors/piggy back plugs to be used.
- Every core balance earth leakage device on site must be trip tested monthly and subjected to a calibration test by a licensed electrician every three months from time of installation with register kept.

10.0 SCAFFOLD

Any person having to perform works above 1.8 metres must be supplied with a perimeter roof rail system, scaffold, or other approved fall arrest system. A licensed/competent scaffolder must erect scaffold over 4 metres. All scaffolds must be erected to conform to the Australian Standards and manufacturers/suppliers specifications. Never remove guardrails, planks,

Handrails or ladders for any reason. If scaffolding needs to be altered, speak to your Foreman/Supervisor. Before using mobile scaffolds, ensure that all wheels are locked.

11.0 OPENINGS

Contractors are responsible for ensuring any trenches or holes they create are made safe using suitable means. All excavations more than 1.5 metres deep must be shored or battered. Floor openings and excavations are to be adequately guarded or barricaded or otherwise protected to prevent someone from falling. If timber is to be used as handrail protection, it must be minimum F8 Grade timber or equivalent and be suitable size for the opening. If a barrier has to be removed for work, make sure it is replaced again before you leave the area.

12.0 DUST CONTROL

In the case of excavation works all dust shall be suppressed by watering or other suitable means. Dust created internally shall be contained by watering, containment or other means. Personal protection services must be used at all times.

13.0 EXPLOSIVE TOOLS

Only trained and qualified personnel are to Use explosive powered tools.

14.0 UNSAFE EQUIPMENT PRACTICES

Report immediately any unsafe equipment, material or work practices to the Foreman/Supervisor.

Washing and cleaning of tools, plant equipment to be undertaken to the nominated wash down areas provided.

15.0 PLANT AND EQUIPMENT REQUIREMENTS

All plant and equipment prescribed under the OH&S Plant Regulations **MUST** conform to the following:

- Have the health and safety information and/or risk assessment for safe operation of that piece of plant or equipment
- Have the relevant servicing details available
- Be registered with the Site Foreman in the Plant Record Log Book
- Be operated by a certified person who has the appropriate certificates or proof of competency for operating that plant or equipment.

16.0 WELDING AND CUTTING

Unauthorised use of welding and cutting equipment is prohibited. Welding screens should be used wherever possible, particularly if other workers may be exposed to welding activities. All equipments must be in good working order and a **FIRE EXTINGUISHER** available in a strategic location ready for immediate use. Users must wear suitable protective clothing.

17.0 MANUAL HANDLING/LIFTING

You can avoid painful and long lasting injuries, which can be caused by incorrect lifting by following simple procedures:—

Correct Lifting Techniques:

- Use mechanical lifting equipment where necessary
- Plan the lift by estimating the load and knowing exactly where it is to be placed
- Ensure that access to the area is clear
- Avoid lifting excessively heavy loads, get help
- 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 and falls which jar the spine.

18.0 DANGEROUS GOODS / HAZARDOUS SUBSTANCES

NO HAZARDOUS SUBSTANCE, which has the potential through being used at work to harm the health or safety of persons in the work place, shall be brought on to site unless:—

- Accompanied by the relevant Material Safety Data Sheet (MSDS)
- It is first reported to the Foreman/Supervisor.

19.0 VENTILATION

Adequate ventilation shall be provided whilst carrying out work in a confined space which may be affected by power equipment. Wherever possible all fixed power equipment must be exhausted to outside air.

20.0 SIGNAGE

Safety signage is for the information of all on site. Do not cover or impair view of signage. Pay attention to and heed all safety warning signs, they are there for your protection.

21.0 WORK METHOD STATEMENTS

All contractors shall apply a Duty of Care responsibility by carrying out a Risk Assessment of their Workplace on a continual basis and complying with Work Instructions and Work Procedures as per Work Method Statement.

22.0 ACCIDENTS

All accidents shall be reported immediately to the Site Supervisor along with any dangerous occurrence. Any employee who is off for more than seven (7) days, along with any dangerous occurrence will warrant a report to be lodged with Work Cover Authority of NSW.

All persons requiring first aid treatment are to contact a first aid/medical officer who will administer treatment and record the accident -

23.0 FIRST AID / EMERGENCY PROCEDURES

If an accident / emergency happens on a Projectcorp site, if possible, notify the first aid officer and/or Site Supervisor.

Details required:—

- Location of accident/emergency
- Type of injury/emergency
- Severity of injury/emergency
- Will the authorities (i.e. ambulance) be required.

All injuries must be reported to the above for a record to be made in the register of injuries book.

If site office is unattended or First Aid Officer is unable to be located:

- Telephone “000” state the authority required i.e. ambulance
- Address – **Leichhardt Park - Mary Street, Lilyfield**
- Specific location of entry – **Entry Gate 2 within public carpark**
- Site telephone number – **0439 295 943**

Whilst waiting for the authorities, don't panic, do not interfere with the accident scene, make sure the employee is not moved unless there is a higher risk of being injured. Assist authorities to access accident location.