



# OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PLAN

## RESIDENTIAL CONSTRUCTION SITE

Document Controlled by: HOME GROUP  
Safety Management System

Revision	Date Issued	Authorised By
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## 1.0. RESIDENTIAL CONSTRUCTION SITE SPECIFIC DETAILS

### Home Group Details:

#### VICTORIA

Business Name: HOME GROUP VICTORIA PTY LTD  
Business Address: Level 1, 605-609 Doncaster Road Doncaster VIC 3108  
Business Telephone: 03 9134 9555  
ABN: 23 615 641 131

### Site Details:

Site Address: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

### Preferred Medical Providers Detail:

Workers can choose the medical provider, however if related to injury on a Home Group Site, the following documents are required for any compensation:

- Medical Certificate
- First Certificate of Capacity
- Workers' Compensation Claim Form [if compensation is required]

## 2.0. EMERGENCY RESPONSE DETAILS

<b>EMERGENCY RESPONSE DETAILS</b> <b>FIRE – POLICE – AMBULANCE</b> <b>000 OR 112 (from a mobile)</b>	
Report all emergencies to the site supervisor as soon as possible. The following authorities/support organisation's may also need to be contacted.	
<b>AUTHORITIES / AGENCIES</b>	
WorkSafe VIC (Accident Notification):	13 23 60
Police (Non-emergency):	131 444
DEC (Pollution Watch):	1300 784 782
Poisons Information Centre:	131 126
Electrical Emergency:	131 351
Gas Emergency:	131 352
Water Emergency:	131 375

## 3.0. OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITY

<b>Name:</b>	<b>Position:</b>	<b>Overview of OSH Responsibility:</b>
HOME GROUP	Company Director's	Ensure all OHS policies, system and instructions are developed, implemented, and followed to ensure compliance
HOME GROUP	Construction Manager	Ensure site and supervisors are compliant with company OSH policies / plans / procedures. Develop, implement, and review OSH policies / plans / procedures. Manage company compliance with OSH legislation
HOME GROUP	Site Supervisor	Ensure site and subcontractors are compliant with company OSH policies / plans / procedures

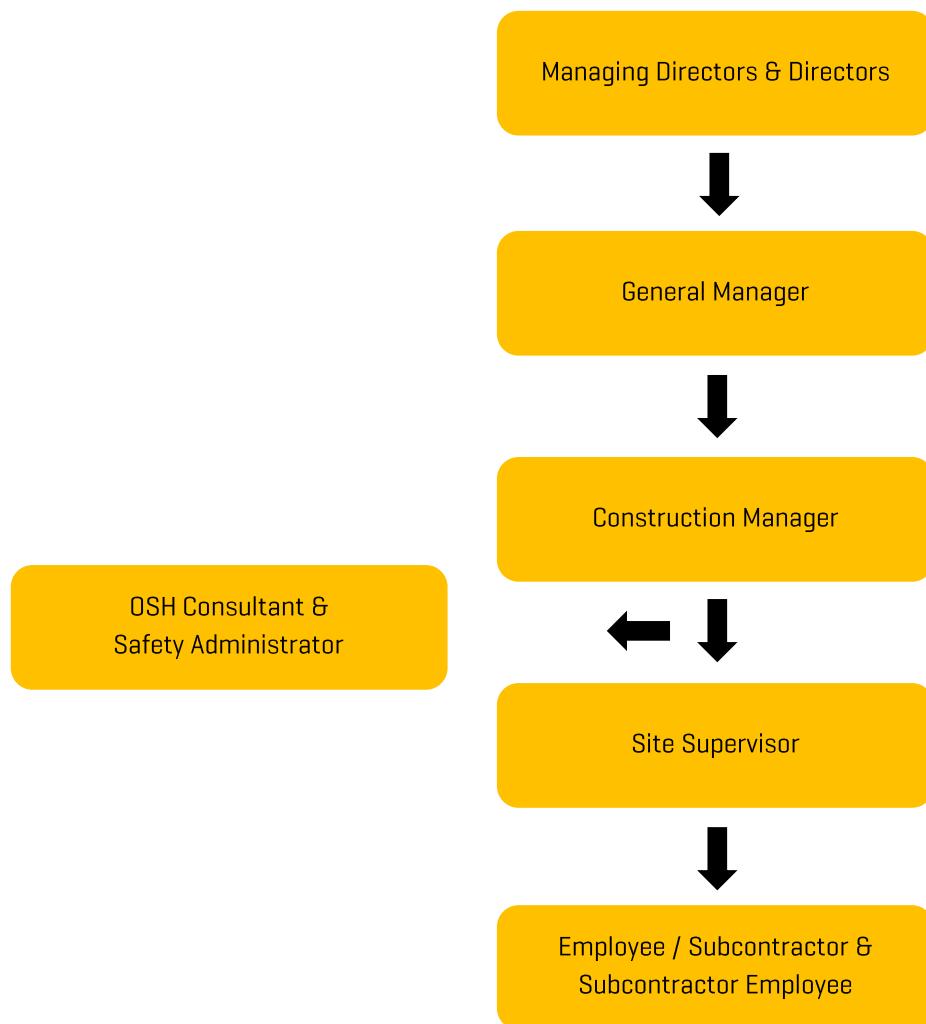
<b>Specific OSH Responsibility</b>	<b>Responsible Person</b>
Prepare, monitor, maintain and make available the Occupational Health and Safety Management Plan	Construction Manager
Ensure all subcontractors on site are aware of this plan and are provided access to it	Construction Manager / Site Supervisor
Consult with employees and contractors on any OSH matter that may affect them	Construction Manager / Site Supervisors
Ensure all subcontractors and workers receive relevant site safety information	Construction Manager / Site Supervisors
Confirm subcontractors give safety briefing to their workers	Construction Manager / Site Supervisors
Coordinate the safe interaction between subcontractors working on site	Site Supervisor
Ensure all signage is posted and visible	Site Supervisor
Confirm all subcontractors and their employee have undertaken the HOME GROUP online induction	Site Supervisor / Safety Administration
Coordinate Safe Work Method Statements [SWMS] as appropriate	Safety Administration
Ensure workers are aware of this plan and are provided access to it	Subcontractor
Prepare Safe Work Method Statement [SWMS] for all construction work	Subcontractor
Provide a copy of SWMS's to builder prior to commencing work	Subcontractor
Include employees in developing SWMS's	Subcontractor

Specific OSH Responsibility	Responsible Person
Ensure all construction work is performed in accordance with the SWMS	Subcontractor
Ensure safety briefings are given to employees before starting work	Subcontractor
Ensure all employees have undertaken the construction safety awareness training (red / white card)	Subcontractor

Managing OSH Incidents	Responsible Person
Investigate all OSH accidents / incidents	Construction Manager
Ensure all 'Notifiable' incidents have been reported to WorkSafe VIC	Construction Manager
Attend site for all 'Notifiable' incidents	Construction Manager / Site Supervisor
Record all health and safety incidents on site	Construction Manager / Site Supervisor / Subcontractor
Post relevant emergency contact numbers for this site	Site Supervisor
Provide first aid assistance, arrange transport / ambulance to medical center	Site Supervisor / Subcontractor
All OSH incidents and hazards which occur on site are reported to the site supervisor as soon as practicable	Subcontractor
For all serious and dangerous incidents, stop work, cordon off and secure area – advice site supervisor	Subcontractor

### 3.1. ROLES & RESPONSIBILITIES – ORGANISATIONAL CHART

The organisation chart shows the roles for Occupational Health and safety for HOME GROUP personnel on this site and lists the key positions for the project. The key management responsibilities for Occupational Health and safety for the project are listed under the specific title of the position.



## **3.2. OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES**

The key management responsibilities and accountability for OSH on HOME GROUP are listed below:

### **3.2.1. REGISTER BUILDER AND CONSTRUCTION MANAGERS**

Register Builder and Construction Managers responsibility for OSH at the workplace, duties include:

- To ensure due diligence in relation to the organisation's health and safety responsibilities. To take steps to ensure organisational compliance with applicable legislation
- To understand the major hazards caused by Home Group and how those hazards create risk to health and safety
- To be aware of the risk associated with each hazard and understand what risk means in terms of the directors' obligation to respond
- To understand the varying levels of controls available that prevent each hazard from posing a risk to health and safety [using the hierarchy of control]
- Ensure that Home Group has and uses, appropriate resources and processes to eliminate or minimise health and safety risks that could arise from work being completed
- Ensure that Home Group has and uses processes to comply with duties or obligations under the OSH Act, and Regulations
- Verify the provision and use of these resources and processes
- Implement the OSH Management Plan
- Communicate with the subcontractor to reduce risks
- Identify and implement required OSH training
- Lead by example and promote sounds OSH practices at every opportunity
- Ensure safe equipment and plant is provided and maintained
- Review OSH reports, inspections and following up on recommendations
- Coordinate investigations and reports of workplace incidents, and manage communications with relevant authorities, as required
- Coordinate OSH meetings and programs
- Monitor compliance with the OSH Management Plan, including SWMS
- Assist injured employees to return to their pre-injury duties as soon as practicable after a work-related injury

### **3.2.2. SITE SUPERVISORS**

Site Supervisors responsibility for OSH at the workplace, duties include:

- Implement the OSH Management Plan
- Ensure all OSH rules and regulations are properly followed
- Ensure the work site is maintained in a safe manner at all times
- Ensure all work activities are carried out in a safe and environmentally sound manner
- Plan all work safely, including any interface with other work activities
- Provide advice and assistance on OSH matters to subcontractors and their employees
- To be involved and participate in the planning and design stages of site activities
- Assess when OSH training may be required
- Action OSH reports and carry out workplace safety inspections
- Set up OSH meetings and programs
- Review and ensure compliance to SWMS for subcontractors work activities
- Investigation of hazard reports to ensure that corrective actions are undertaken
- Ensure subcontractors are inducted

- Remain available as a contributor in any incident investigations
- Lead by example to promote sound OSH practices at every opportunity
- Other OSH duties as directed by the Construction Manager and General Manager

### **3.2.3. EMPLOYEES AND SUBCONTRACTORS**

**Employees and Subcontractors are responsible for the following:**

- Working in a safe manner without risk to themselves, others, or the environment. [Duty of Care]
- Comply with the OSH Management Plan including following the steps contained in SWMS.
- Report all incidents, accidents and near misses to the Site Supervisors.
- Report all injuries and illnesses to the designated First Aid Officers.
- Report any OSH hazards to the Site Supervisors.
- Participate and provide suggestions through agreed consultations methods on how to improve OSH issues.
- Seek assistance if unsure of OSH rules.
- Report any faulty tools or plant to the Site Supervisors.
- Complying with site rules.
- Use all personal protective equipment correctly and where required for tasks.
- Understand and follow emergency and evacuations procedures.

## 4.0. REFERENCES DOCUMENTS

### VIC

#### Documents

- Occupational Health Safety Environment Management System
- Health Safety & Environment Risk Register
- OH&SE 018 Risk Management Plan

#### Acts

- Occupational Health and Safety Act 2004

#### Regulations

- Occupational Health and Safety Regulations 2017

#### Other Requirements

- Environmental Protection [Ozone Protection] Policy Approval Order 2000
- ISO 45001 Management System
- AS/NZS 4801:2001 – OHS Management System
- Building Code of Australia
- VIC Approved Codes of Practice
- National Standard for Construction Work [NOHSC:1016[2005]]
- Australian Standards [where referred to in regulations]

## **5.0. CONTROL OF THE SITE**

Home Group [Main Contractor] will remain in control of the construction site until the site has been handed back to the client. Only persons conducting work activities and who have completed the Home Group Site Safety Induction are able to enter the site. It is the responsibility of the subcontractors to ensure that their employees or others contractor have done the Site Safety Induction before entering Home Group sites. All contractors are responsible for the health and safety in their respective work areas and to ensure that their work is carried out by workers who are competent with the adequate training and skills to perform the tasks.

### **5.1. SUBCONTRACTOR OR SUPPLIER ONBOARDING**

Prior to commencing work on site, the subcontractor or supplier must complete the Home Group onboarding induction online. This induction is completed by the owner, director or a worker from the business that can provide and upload business information onto the onboarding induction. Insurances are required to be uploaded, and SWMS provided where applicable.

### **5.2. SAFETY AWARENESS TRAINING (SAT)**

Prior to commencing work on site, all workers must have successfully completed their Safety Awareness Training Course and obtained a training certificate known as 'red / white card'. Subcontractors are to ensure that their employees have each successfully completed the Safety Awareness Training before commencement of work and that they always have their card available for inspection whilst on site.

### **5.3. SITE SAFETY INDUCTION**

All workers must complete a site safety induction online, before commencing any work on Home Group sites. The subcontractor is responsible to ensure that all their workers have completed the site safety induction. The worker must upload their safety awareness training card to the site safety induction and ensure that all steps have been completed.

### **5.4. EXTENT OF SITES**

**All work is to be performed inside the boundaries of the site, NOT on footpaths or other locations that present a hazard to others.**

If working on the footpath is unavoidable, a risk assessment must be undertaken and if necessary – implement control measures to protect their own safety and the safety of the public. At no time is any building material to be left on the footpath, verge, or roadway unless approval has been obtained from the local authority.

## 6.0. PROJECT WORK AND RISK ASSESSMENT

The works will be contracted out to several preferred trades or subcontractors. The subcontractors will be required to document and submit SWMS if they are to perform construction related activities on the site.

## 7.0. PROJECT CONSULTATION

The Construction Manager and Site Supervisors will be responsible to monitor the general health and safety compliance on the construction project and to consult with any new workers regarding OSH issues.

## 8.0. PROJECT CONSULTATION ACTIVITIES

The Site Supervisor will undertake the following duties on the construction site.

- To hold pre-start and toolbox meetings to discuss with all subcontractors the OSH project issues
- Request, explain and formally review the SWMS, provide feedback, and request additional information as required
- Prepare and maintain Home Group's Workplace Plan and associated documentation
- Forward the plan or relevant sections to subcontractors doing work on the project
- Undertake documented inspections of subcontractor activities, then provided feedback to subcontractors
- Respond to any query, incident or injury and emergency report forwarded by any worker on site or concerned member of the public

## 9.0. MONITORING PROJECT AND PUBLIC SAFETY AND HEALTH

### Subcontractor Management

All subcontractors that are engaged by Home Group will need to fulfil the following minimum requirements when working on our controlled sites.

- a. Prepare and submit Home Group specific SWMS prior to commencing work on the site.

#### The SWMS must include:

- Each hazard a person is likely to be exposed to:
  - The risk of injury or harm to a person that results from any such hazard/s
  - The control measures to be implemented to reduce the risk
  - A description of the equipment used in the work activity
  - The qualifications/training [if any] required for persons doing the work to do it safely
- b. Before work commences, the subcontractor must review their risk assessment, the controls and review the Safe Work Procedures (SWP) related to all required activities. The subcontractor must forward copies of all relevant safe work procedures to Home Group Management
- c. Make all reasonable additions to the SWP as requested by Home Group management representatives
- d. Contact Home Group immediately following any injury, near miss, emergency or incident that involved any person, including employer, self-employed person, worker, or member of the public
- e. Discuss with a Home Group representative any workplace activity or risk identified, unsatisfactorily controlled, or dealt with
- f. Always do all activities in a safe and healthy manner, in accordance with the requirements of Home Group, the subcontractor SWP and state-based legislation and codes of practice

Home Group will maintain a register of all subcontractors that have used a scope of work on the project.

The subcontractors SWP will be formally reviewed to ensure they comply with the requirements of legislation and meet the minimum requirements of the Home Group Occupational Health and Safety Management System standards.

**Home Group will undertake the following course of action for identified OSH issues.**

- a. For any minor issues, the subcontractor will be given a verbal direction indicating what the issue is, what needs to occur and the level or standard of safety Home Group expects
- b. For major OSH breaches or situations where there is imminent risk to a worker or other person, the subcontractor will stop and be issued with a written warning detailing the issue and controls expected. Work will only restart when adequate safety controls have been implemented
- c. For ongoing health and safety non-compliance of a significant or high-risk nature subcontractors may be directed to cease work in accordance with a breach of the contract
- d. All subcontractors OSH performance will be formally reviewed during site inspection and audited against the Home Group safety performance standards. Recommendation for improvement will be discussed with the relevant subcontractors to ensure improvements are implemented and understood

**Note:** Any hazards that are not able to be controlled on site by relevant subcontractors must be reported to the Home Group supervisors immediately. If the risk to health and safety is deemed too great to continue work, the subcontractor must leave the site and complete a hazard report detailing the issues for discussion and resolution.

## **10.0. SITE INSPECTION**

The site supervisor will conduct documented site inspections, using the Site Inspection Checklist on a regular basis to provide a means through which:

- a. Home Group can verify compliance with the minimum OSH control requirements
- b. Risk Control Methods specified by the subcontractors can be verified as being satisfactorily implemented and effective on the site

To achieve an accurate appraisal of the site and subcontractor activities the inspections will be unplanned. The Site Supervisor and Construction Manager will have unplanned visits and general time spent on the site to monitor health and safety performance on an ongoing basis.

**Note:** For any major hazards that are not able to be controlled on site, you must immediately report them to your Site Supervisor for action and remove yourself from the Hazard. You will cease work until the site has been cleared to work again in a safely manner authorised by the Site Supervisor or Construction Manager.

## **11.0. PUBLIC PROTECTION AND CONTROLS**

The public are not permitted on site unless authorised by Home Group and escorted by a nominated inducted representative. When a site has been left unattended, it is the subcontractor or employee's responsibility to secure or remove any hazards associated with their work prior to leaving the site.

Home Group have identified that control measures must be implemented to exclude the public, particularly children, from being exposed to the construction site risks. Home Group will aim to do the following:

- a. If possible, with regards to the site conditions and layout near schools, erect a suitable fence around the boundary of the property

- When fencing is used, it will be secure and supported to prevent it toppling over or collapsing
  - The site supervisor will monitor and document the condition and the placement of the fence during site inspections
- b. Clearly display safety signs on the boundary fence that describes that it is a construction site and only accessible to workers and authorised personnel only, i.e., **“Construction Site – Do Not Enter Authorised Personnel Only”**

## 12.0. PLANT AND EQUIPMENT

Home Group will provide the following plant and equipment; except when directed to be supplied by contractor.

- a. **Fixed scaffolding and handrails will be secured around the perimeter of the house where required**
  - Scaffolding will be designed in accordance with AS/NS: 1576 and AS/NS: 4576 and certified by a licenced scaffolder
  - A competent person will erect and dismantle and scaffold in accordance with the manufacture's requirements. A licenced scaffolder will erect and dismantle and scaffold if it exceeds 4.0m in height
  - Edge protection, including handrails, brick guards, and kick boards will be used where there is a risk of a person or material falling from 3.0m height
- b. **Electrical switchboard for the supply of electricity to the site**
  - A licensed electrician will be contracted to supply a power pole and ensure safe supply of electricity on the site
  - The switchboard, apart from being weatherproof and strongly constructed will
    - i. Be securely attached to a pole on site with coach screws, bolts or fixed in place with suitable clamps
    - ii. Be fitted with a push button residual current device [RCD] capable of tripping when required. The electrician will test the RCD during installation and the site supervisor will test it during regular documented workplace inspections.
- c. **Fence as required**
  - In accordance with the local site conditions and location a fence may be erected around the boundary of the property. The Site Supervisor will determine if the fence will be a practical control option given the geography of the site and location. This will be done on a site-by-site basis
- d. **Signage**
  - Will be displayed on site in easy to see locations
  - Fixed in a way so that sharp or protruding edges are not exposed
  - Signs will include:
    - i. Construction Site – Do Not Enter Authorised Personnel Only
    - ii. Mandatory PPE – Safety footwear, Safety glasses, Hearing protection and hard hats as required.
    - iii. Home Group Construction Site General Sign
- e. **Rubbish Enclosure or Bin**
  - A general-purpose rubbish enclosure or bin will be provided on site
  - It will be emptied as necessary and before it becomes overloaded
  - It will not be in the immediate vicinity of the house or areas where vehicles, plant and equipment are parked or stored [where possible]
- f. **Toilet and Amenities**

- A temporary toilet with wash basin will be provided on the site
- The toilet will be located on the site as soon as practicable
- The Site Supervisor and Safety Manager will check the toilet condition as required as part of the site visits and inspections
- The toilet will be cleaned when required

## 13.0. WORKING AT HEIGHTS

Contractors performing work involving a risk of falling 2 metres or more must supply a SWMS to Home Group prior to commencement of work. Home Group will provide adequate scaffolding where a risk assessment identifies the need to do so. Scaffold 4 metres high or more is only to be erected or modified by person with an appropriate scaffolding certificate.

The scaffold must be inspected and tagged by a licensed person:

- Before the scaffold is used
- After the scaffold is altered or repaired
- At least every 30 days

Edge protection that complies with Regulation 3.55[5] must be kept in place where there is a risk of falling 2 metres or more from any structure including scaffolding, fixed stair, formwork, or false work, landing or suspended slab. A fall prevention system or edge protection as above must be in place where a person could fall from one level to another. All workers using fall prevention system [harness and lanyard] will be trained in their use.

## 14.0. MANUAL HANDLING AND DELIVERIES

All persons are encouraged to use good manual handling techniques. Where materials are too heavy to lift or awkward for one person to lift, ensure that there is more than one person, or a mechanical lifting device be used to assist with the lift.

Material or equipment delivered to site should be stored appropriately. It is the responsibility of the supplier to ensure the material or equipment is delivered and located in safe location inside the site boundary, not on the footpath, verge, or roadway.

## 15.0. RESTRICTIONS ON WORKING NEAR OVERHEAD POWER LINES

Regulation [166A] of the OSH Regulation 2022 states, that person or plant must not enter the danger zone of any overhead power line.

OSH Regulation [166A] defines the 'Danger Zone' as anywhere that:

- a. Is within 0.5 metres of a live insulated overhead power line or aerial bundle conductor line of a voltage of not more than 1000 volts.
- b. Is within 1.0 metres of a live uninsulated overhead power line of a voltage of not more than 1000 volts.
- c. Is within 3.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 1000 volts but not more than 33000 volts.
- d. Is within 6.0 metres of a live overhead power line, whether insulated or not, of a voltage exceeding 33000 volts.

'Overhead power line' means an overhead line for transmission of electrical energy.

## 16.0. ELECTRICAL TAG & TESTING

Subcontractor ensures that the use of electrical wiring, equipment, portable tools, and extension leads is in accordance with applicable codes and standards including AS 3012 20, Electrical Installations – Construction and Demolition Sites and AS 3000, Wiring Rules. Subcontractor ensures that all electrical equipment brought on site is listed in the Electrical Equipment Register. The register is completed prior to commencement of the works and maintained for the duration of the work on site. All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current, devices is inspected and tested by a qualified person and labelled with a tag before being used on site.

ELECTRICAL APPLIANCE – TEST AND TAG MONTHS	
December – February	= Tag colour RED
March – May	= Tag colour GREEN
June – August	= Tag colour BLUE
September – November	= Tag colour YELLOW

## 17.0. SITE RULES AND SAFE WORK PRACTICES

It is all workers responsibility to work safely and follow the basic procedures when it comes to health and safety, as well as to put no one at risk. Following all Safety and Health rules, procedures and work practices are a non-negotiable requirement of employment with Home Group. Compliance with Home Group's policies and procedures will enable a safe working environment.

- All incident, injuries and emergency situations must be reported to the site supervisors and the contractor supervisor immediately and the information noted in the **hazard alert form** attached to this Occupational Health and Safety Management Plan and found via the QR codes available on site
- All personnel undertaking construction work on our site must have a current Safety Awareness Training card and be able to produce this on site when requested. [red / white card]
- All portable electrical equipment including extension leads brought on site, are to be inspected and tagged at interval not exceeding 3 months and maintained in locations where they are not likely to be a hazard, damaged or create a tip hazard
- Electric extension lead is not to exceed 30 metres from the main supply or sub-board. Portable 4-way RCD protected boxes are to facilitate the use of additional power tools but are not to extend the range of electrical leads beyond 30 metres

- Domestic power boards and double adaptors are not permitted to be used on site
- Any faulty electrical equipment shall be tagged out and withdrawn from use
- All workers must wear the correct Personal Protective Equipment (PPE) as per the safe work procedures, material safety data sheets or manufacturers instructions during specific work activities
- All PPE must comply with the relevant Australian Standard and be maintained
- All rubbish including personal rubbish are to be placed in the appropriate enclosure or bins provide prior to leaving the work site
- Work areas must be kept clean, tidy, hygienic, and free from hazards always. **Note:** If any accident is caused on site because of material being left in an untidy and unsafe condition, WorkSafe have the capacity to issue fines of up to \$5000 for a first offence
- No smoking is permitted inside a house after lockup stage has been reached
- No alcohol or illegal drugs are permitted on site
- Any person affected by alcohol or drugs will not be tolerated and will be denied access to the site in accordance with the Home Group drug and alcohol policy
- Toilets must be kept in good condition and good hygiene is to be always adhered to.
- Copies of relevant Material Safety Data Sheets (MSDS) are to be supplied to site supervisor and stored in the online business induction and master file
- All personnel are to be trained in the appropriate areas for the plant and equipment being used by the relevant tradesperson or subcontractor. This includes holding certificates and licences as required
- No person without specific approval is to alter or remove any plant, equipment, or safety device on site. This includes scaffolds, handrails, barricades, signage, guards, etc
- All tools and equipment brought onto our sites must be in good physical condition, comply with all relevant Australian Standards and used for the task it was designed and manufactured for [i.e., plastic milk crates must not be used as 'hop ups']
- All work above 2 metres from a scaffold, fixed stair, landing, suspended slab, formwork, or falsework will require edge protection consisting of
  - A top rail not less than 900mm and not more than 1000mm above the working platform
  - Be capable of withstanding a force of 0.55kN
  - A mid-rail and a toe board or / mesh panel
- Edge protection or a fall prevention system must be installed whenever there is a risk a person could fall 2 or more metres from an edge at the workplace other than an edge referred to above
- Theft of any kind will not be tolerated and will be reported directly to the Police to investigation, all offenders will be charged
- Building material and / or rubbish is to be stored away from footpaths, verges, and roadways
- Bullying, fighting or aggressive behaviour will not be tolerated on site
- Practical jokes and horseplay can result in serious injury, these are therefore strictly forbidden
- No children are permitted on site
- No animal is permitted on site
- All subcontractors and suppliers must ensure they have a First Aid Kit on site appropriate to the types of hazards and risks associated to their work
- All workers are encouraged to wear adequate clothing (long sleeve shirts, wide brimmed hats, sunscreen etc.) to protect themselves from the effect of UV rays [caps are not recommended as they provide minimal protection]
- All vehicles are to be parked in a manner that complies with local shire and road rules. Vehicles are not to be parked on neighbouring properties or in such a manner they block access or egress to other road users or property owners

- Noise on construction sites is only permitted between 7.00am and 7.00pm Monday to Saturday. All building activities likely to cause noise are prohibited on Sunday and Public Holidays unless approved by the local authority. Excessively loud radio's, swearing etc is not permitted at any time

**By following correct procedure – accidents, injuries and damage can be minimised and / or eliminated.** Cooperation and communication between employee and management is essential in achieving a safe, healthy, and satisfying work environment.

## 18.0. EMERGENCY PREPAREDNESS AND RESPONSE

Emergency contact details and the evaluation process will be displayed clearly via the QR codes located on site signage for all personnel to use and follow in the event of an emergency. The Home Group Safety Management System contains full procedures in the event of an emergency and your supervisor will explain these to you as part of our site-specific induction prior to commencing work.

## 19.0. MONITORING AND REVIEWING

Monitoring and reviewing of site inductions are a continual process during visits by Home Group Managers and Supervisors. If required, the Safety Management Plan for Residential Construction Sites will be amended to reflect any changes on site. Home Group may also, where necessary, require contractors to amend their Safe Work Method Statement [SWMS] to reflect any changes on site.

## 20.0. APPENDICES

Home Group will use the following forms to manage and record all safety action and requirements during this project. All other OSH forms are located in the Home Group Safety Management System for ease of access and document control.

- Site Plan
- Safety Incident Notification
- Hazard Alert Form
- Risk Assessment and Safety Controls Matrix – Construction Process
- Safe Work Method Statement [SWMS]
- Electrical Equipment Tagging Register
- Hazardous Substances Register
- Site Inspection Checklist

### 20.1. SITE PLAN

As per the site plan provided for the specific job allocated.

## 20.2. SAFETY INCIDENT NOTIFICATION

This form is the initial notification on a safety incident involving home group employees and is not to intend to replace the normal safety incident investigation and report procedures. Form to be completed by the employee with the site supervisor. Submit completed form via email to [safety@homegroup.com.au](mailto:safety@homegroup.com.au)

This form is also available on the safety portal quick links, via scanning the QR code onsite.

**THIS FORM IS TO BE SUBMITTED WITHIN 8 HOURS OF THE INCIDENT OCCURRING!**

### PERSONAL DETAILS [person involved in incident]

Name:			
Address:			
Suburb:		Postcode:	
Email:			
Contact number:		Occupation:	
Employer:		Age:	

### INCIDENT INFORMATION

Location of incident: [Address/site]			
Site supervisor:		Witness:	
Date of incident:	/ /	Date reported:	/ /
Time of incident:	am / pm	Time reported:	am / pm
Type of incident:	<input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Property damage <input type="checkbox"/> Other: _____		

What occurred? Describe all relevant background information, sequence of events leading to the incident, what occurred that precipitated the accident, the mechanism of the accident and contact agent.

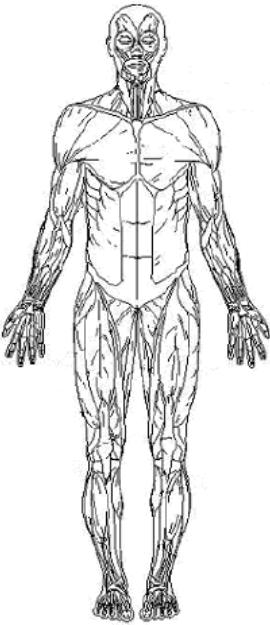
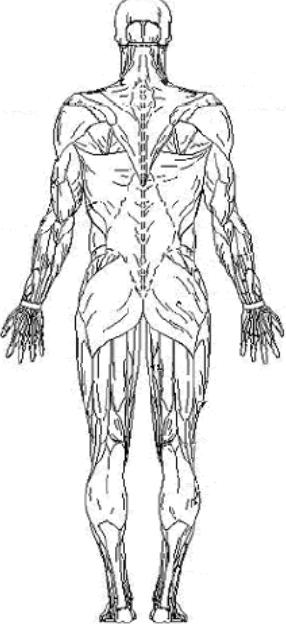
### Description of incident:


### TREATMENT

Status of injury:	<input type="checkbox"/> Minor [first aid] <input type="checkbox"/> Medical treatment <input type="checkbox"/> Lost time <input type="checkbox"/> Near hit		
Hospitalisation:	<input type="checkbox"/> Yes <input type="checkbox"/> No	GP:	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Description of treatment:


### IMAGE REFERENCE

<p><b>Circle location of injury:</b></p>	 
<p>Please also submit any photos of the injury with this report</p>	

#### INJURY INVESTIGATED BY

<b>Investigated by:</b>	<input type="checkbox"/> Hospital <input type="checkbox"/> GP <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other: _____
<b>Name:</b>	
<b>Contact number:</b>	
<b>Comments:</b> <hr/> <hr/> <hr/>	

#### PREVENTION MEASURES

<b>Have measures been taken to prevent recurrence:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, state measures implemented:</b> <hr/> <hr/> <hr/>	

## 20.3. HAZARD ALERT FORM

All workers are required to report any hazard that might harm another person. Submit completed form via email to [safety@homegroup.com.au](mailto:safety@homegroup.com.au)

This form is also available on the safety portal quick links, via scanning the QR code onsite.

PERSONAL DETAILS			
Name:			
Email:			
Contact number:	Occupation:		
HAZARD INFORMATION			
Location of hazard:			
Address/Site:			
Date identified:	/ /	Date reported:	/ /
Time identified:	am / pm	Time reported:	am / pm
Description of hazard:	<hr/> <hr/> <hr/>		
Actions taken:	<hr/> <hr/> <hr/>		
IMAGE REFERENCE			
Provide a photo of the hazard:			

## 20.4. RISK ASSESSMENT AND SAFETY CONTROLS MATRIX - CONSTRUCTION PROCESS

STEP#	TASK	HAZARDS	CONTROLS
1	RE – PEG	Trip, slip & fall hazard, holes, overhead wires, working on retainer walls, public access, UV exposure	Inductions, pre-start meeting, site inspection, safe work procedures, display warning signs on site, PPE supplies, dust suppression
2	Retailing walls	Manual handling, plant & equipment, public access, falling from heights, soil collapse, cement / mortar, uv sun exposure, slips, trips & fall hazard, unsecured blocks falling.	Using manual handling aids, team lifting, ensure spotters are used when trucks are on site. ensure earthworks are secure-no working in trenches without assessing the hazard, SWMS
3	Earth works	Slip, trip & fall hazards, holes, overhead wires, public access, moving plant, dust, noise, uv exposure	Ensure all rubbish is placed in rubbish bins provided, conduct site inspections, check all operators are competent & licensed, display all relevant OSH signage, PPE, dust suppression, SWP
4	Mesh delivery [Drop off steel]	Manual handling, public access, load falling, persons untrained.	Use of Hiab truck crane to drop off steel, clear zone around delivery, loading & unloading procedures, display all OSH warning signs SWMS
5	Concreting	Spraying hazard chemicals [white ant repellent] & persons on site coming in contact with/exposed to the chemicals, concrete splashing, skin contact with wet concrete	Provision of appropriate PPE, MSDS & chemical register, SWMS
6	Delivery of frames [Loading/unloading frames]	Manual handling, trip, slip & fall hazards [holes, trenches, laid pipe]	Loading & unloading procedures, housekeeping, using of skip bins, conduct site inspections
7	Site power	Electrical hazards	Used licensed electricians to install, fit & test / checks of RCD and log on site box, site supervisor and subcontractors to test the RCD at regular intervals
8	Sheds and W/C toilets on site / amenities	No facilities manual handling	Developed bigger sheds to stack cement pallets side by side, Ensure portable water is established on site.
9	Drainer [Putting in soak-wells/pipes]	Use of heavy machinery [excavator backhoe] untrained operator	Ensure all operators are licensed & competent, display safety signs, barricading & trenching procedures, SWMS
10	Bobcat site preparation	Public access to site, environmental issues, holes, trenches, heavy, machinery	Ensure all operation are licensed & competent, display safety signs, undertake SWMS & site inspections, ensure all equipment is in safe working order, plant &

			equipment register is up to date, heavy vehicle register, light vehicle register
11	Brick cartage	Manual handling, falling bricks	Tractor forklift, traffic management, procedures, manual handling procedure
12	Brick sand	Traffic, tipper truck dumping load	Traffic management procedures, manual handling procedure, clear zone around dumping
13	Brick hardware	Manual handling	Manual handling procedure
14	Bricklaying	Manual handling, lifting lintels, scaffolding, timber and bricks, slip, trip & falls hazards, brick dust, electrical e.g. leads & puddles, wet saws	Manual handling training, use of cranes, team lifting, put all rubbish in bins, PPE, RCD awareness, SWP, ensure all cords are tagged and serviceable, electrical register, service register, tags, SWMS
15	Roof carpenter	Working at heights, roof i beams / ub's that are not welded, manual handling, nail guns, saws, extension cords	Use of approved scaffolding, handrails and brick guards & trestles, use of clamps to secure welding, manual handling procedure, crane, SWP, PPE, ensure all cords are tagged and serviceable, electrical register, service register, tags. display warning danger signs. SWMS
16	Roof [lumber	Using hacksaws, power tools, use of tin snips, noise hazards of hacksaw & power tools, working from ladder, slip, trip & fall hazards	Use of approved scaffolding & trestle's use of clamps to secure welding, manual handling procedure, crane, SWP, PPE, ensure all cords are tagged and serviceable, electrical register, service register, tags, power tools fit for use, SWMS
17	Plumbing tube & chasing	Working at heights, extension leads, compressed gas cylinders, LP gas, copper pipes [sharp ends], manual handling, digging, using crimpers & clamps, dust, chips of debris flying	Use of ladders, SWP, leads tagged by electrician, PPE, flashback arrestors on all oxy & welding equipment, manual handling procedures, SWMS and training, carrying lengths of pipe awareness training
18	Chasers	Fumes from 2 & 4 stroke equipment, manual handling, use of tools above head, slip, trip & fall hazards, using a dry vac system	PPE – respirators, manual handling training & procedures, rubbish in all bins provided, SWMS
19	Electrical tube	Working at heights, extension leads, using of oxy, cutting tube	Use of ladders, SWMS, leads tagged by electrician, ppe, manual handling procedures and training
20	Roof sheeting	Working at heights, roof over-degree pitch, windy conditions, footwear, saws, screw guns, extension leads, people working below, rubbing	Using of ladders, use safe roof [guard rails], approval to work at heights, wear rubber soled shoes, RCDs in use and checked, SWMS, leads tagged by electrician,

			PPE, manual handling procedures and training, display all warning signs
21	Cupboard measure	Slip, trip and fall hazards, contact with copper pipe / waste pipes, sharp edges on tape	Ensure visual assessment of slip, trip and fall hazards is undertaken prior to work commencing, SWMS
22	Plaster float / drywell plasterboard	Manual handling, moving cement bags, wheelbarrows, slip, trips & fall hazards, pipes, dust	Manual handling training, use running boards were required, rubbish in bins provided, PPE, SWMS
23	Ceilings	Glue grout, sanding ceiling, manual handling, screw guns, repetitive work	MSDS & PPE to be used at all times [masks, gloves, safety glasses], manual handling training, SWMS, ensure adequate breaks are taken, sheet lifter
24	Plasters set	Chemicals [lime & putty] slip, trip & fall hazards, electrical hazards, wet floors	MSDS & PPE to be worn, chemical register complete and up to date, RCDs in place and register, extension cord awareness, manual handling training, SWMS
25	Bob cat [first] clean	Heavy machinery in areas, public access	Ensure all machinery is in safe working order, maintenance logs/registers, display warning signs SWMS
26	Perimeter spray	Hazardous chemical contact	Ensure MSDS file is developed on site, PPE, site chemical register must be kept up to date and available on site at all times, SWMS
27	Brick spray / cleaning	Hazardous chemicals contract, hydrochloric acid, maxi wash, manual handling, slip, trip & fall hazards	MSDS, PPE, site chemical register, ventilation, SWMS manual handling training, chemical awareness training, rubbish in bins provided, display warning danger signs
28	Doors	Manual handling, slip, trip & falls hazards	Manual handling training, rubbish in bins provided, SWMS
29	Fixing carpenter	Medium density fibre boards, manual handling, saws, drills, grouter, nail guns, electrical leads	MSDS & PPE, manual handling training, SWP, equipment tagged by qualified electrician, leads checked and tagged, training on task SWMS
30	Cupboard install	Medium density fibre boards, manual handling, saws, drills, grouter, nail guns, electrical leads & tools	MSDS & PPE, manual handling training, SWP, equipment tagged by qualified electrician, leads checked and tagged, SWMS
31	Sani plumber	Chemical hazards, glue [p.v], working at heights, slip, trip & fall hazards	MSDS & PPE, suite chemical register, ventilation, SWMS manual handling training, chemical awareness training, rubbish in bins provided.

32	Painter	Chemical hazard, paint [water based], working at heights, slip, trip & fall hazards, fumes	MSDS & PPE, respirator, safety glasses, use ladder or scaffolding, rubbish in bins. SWMS
33	Shower water proofing	Chemical hazards, water proofer	MSDS & PPE, ventilation, SWMS
34	Tile delivery	Manual handling	Use of lifting aid, trolleys, forklifts
35	Tiler	Hazardous chemicals – glue, manual handling [working on knees], using of grinders, dust	PPE – respirators, knee pads, manual handling training & procedures, rubbish in all bins provided, SWMS
36	Grano	Handling of oxide for colour, manual handling, dust	MSDS & PPE manual handling training, SWMS
37	Paving	Manual handling, brick saws, wet saws, electrical leads, compactor, dust	Manual handling, training, use of trolleys, PPE, electrical leads awareness, sufficient breaks, SWMS
38	Plumbing final	Hooking-up of gas, slip, trip & fall hazards, manual handling	SWMS, ensure all rubbish is in bins provided
39	Electrical final	Electrical hazards, hooking-up to mains power, working at heights, climbing on roof, confined spaces in roof, climbing on roof, slip, trip & fall hazards	Ensure RCD is installed and tested, SWMS, manual handling training, induction training, licensed electricians, competent persons, electrical registers
40	Insulation	Chemical hazards, laying batts manual handling, spraying batts, dust, fumes	SWPs, MSDS, chemical register, manual handling training, induction, SWMS
41	Plaster patch	Slip, trip & fall hazards, dust	Ensure all rubbish is put in bins provided, appropriate PPE
42	House cleaners	Chemical hazards, bleach, hydrochloric acid	Full PPE, SWMS, manual handling training, chemical awareness training, chemical register, MSDS & PPE
43	Shower screen	Manual handling, cuts from glass, electric tools & leads	SWMS, manual handling training, electrical leads awareness, equipment tagged by qualified electrician, leads checked and tagged, SWMS
44	Copper pipe	Cuts to legs from sharp barbs on copper pipes	Ensure all copper pipes are capped with plastic caps, SWMS
45	Rubbish / final clean	Manual handling, dust, cuts	Ensure PPE is used in accordance with site conditions and requirements, SWMS
46	Cranes, mobile plant	Untrained personnel	All mobile carnage is to be of all suitable size and type to safely complete the given task/s, expert advice to be obtained if required to ensure compliance. mobile cranes are to carry maintenance logs and must comply with plant equip / sent checklist

			prior to use on site. Adequate area/s is to be zoned off as deemed necessary for the safe execution of the works. All crane drivers and dogman are to hold relevant tickets which are to be witnessed by ahl prior to operating the crane on site. All workers are to be inducted to the specific work procedures for the tasks to be undertaken, SWMS.
47	Concrete boom pump	Untrained personnel	All concrete boom pumps are to be the suitable size and type to safely complete the given task/s. expert advice to be obtained if required to ensure compliance. Concrete boom pumps are to carry maintenance logs and must comply with plant and equip/sent checklist prior to use on site. Adequate area/s is to be zoned off as deemed necessary for the safe execution of the works. All concrete boom pumps operators are to hold relevant tickets. All workers are to be inducted to the specific work procedures for the tasks to be undertaken, SWMS.
48	Formwork	Falls from heights, falling materials, manual handling, use of nail guns, power saws, extension leads	Use of approved scaffolding, edge protection, manual handling procedure, ensure all leads are tagged and serviceable, electrical register, service register, tags, display warning danger signs, SWMS

## 20.5. SAFE WORK MANAGEMENT SYSTEM (SWMS)

Company Name:				Project:		
Company Address:				ABN Number:		
Work Activity:						
SWMS Prepared by:	Name:		Sign:			Date:
Supervisor:	Name:		Contact Phone:			
PERMITS TO WORK [✓]		<input type="checkbox"/> Work at Height [unprotected over 2m]	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Hot Work		
		<input type="checkbox"/> Excavation	<input type="checkbox"/> Concrete Cutting or Drilling	<input type="checkbox"/> Other [specify]		
PERSONAL PROTECTIVE [✓]		<input type="checkbox"/> Glasses [medium impact to AS1337]	<input type="checkbox"/> Hi-visibility garment [AS4602]	<input type="checkbox"/> Hard Hat [AS1800 & AS1801]		
EQUIPMENT [✓]		<input type="checkbox"/> Footwear [AS2210]	<input type="checkbox"/> Hearing Protection [AS1269 & AS1270]	<input type="checkbox"/> Respiratory Devices [AS 1715 & 1716]		
		<input type="checkbox"/> Sunscreen [AS2604] - for workers if working outdoors.	<input type="checkbox"/> Gloves [AS2161] <input type="checkbox"/> Insulating gloves for electrical [AS2225]	<input type="checkbox"/> Protection against chemicals [AS/NZS ISO 6529 and AS/NZS ISO 6530]		
PLANT & EQUIPMENT [✓]		<input type="checkbox"/> Hazard Warning Signs [AS1319]	<input type="checkbox"/> Elevated Work Platform [AS2250]	<input type="checkbox"/> Crane, Hoist or Winch [AS2550]		
Note: Any Powered Mobile Plant will require a separate risk assessment identifying hazards, risks, and controls specific to plant use at the workplace		<input type="checkbox"/> Scaffold [AS 1576 and AS4576]	<input type="checkbox"/> Ladder [AS1892]	<input type="checkbox"/> Explosive Power Tools [AS1873]		
		<input type="checkbox"/> Barricade or Guarding [Legislation]	<input type="checkbox"/> Fall arrest system [AS1891]	<input type="checkbox"/> Hand Tools		
		<input type="checkbox"/> Other [specify]				
LEGISLATION	<input type="checkbox"/> Northern Territory	<input type="checkbox"/> New South Wales	<input type="checkbox"/> Queensland	<input type="checkbox"/> Victoria	<input type="checkbox"/> Western Australia	
Acts and Regulation	Workplace Health and Safety Act Occupational Health and Safety Regulation	Occupational Health and Safety Act 2000 Occupational Health and Safety Regulation 2001	Workplace Health and Safety Act 1995 Occupational Health and Safety Regulation 2008	Occupational Health and Safety Act 2004 Occupational Health and Safety Regulation 2017	Occupational Health and Safety Act 2020 Occupational Health and Safety Regulation 2022	
Codes of Practice and Australian Standard National Standard for Plant NOHSC: 1010 (1994) A/S 3012 Electrical A/S 1576 Scaffolding	Codes of Practice and Australian Standards referenced in relevant State or Territory legislation will apply commensurate with the scope of work activities for this Safe Work Method Statement  First aid, workplace amenities and personal protective equipment and clothing, manual handling, managing noise at workplace, working at height					

**Ladder [AS1892]**

Notes: Risks assessed as High before treatment are considered 'significant' risks.

RISK APPETITE – Ultimately, the Project Manager makes the final decision on deciding whether the residual risk levels are acceptable or tolerable.

Hierarchy of risk control measures stated in the safe work method statement are designed to reduce the risk to "as low as reasonably practicable" [ALARP].

RISK ASSESSMENT MATRIX			HIERARCHY OF RISK CONTROL		
LIKELIHOOD – How likely could someone be harmed?	CONSEQUENCE How severely could someone be harmed?			Preferred order to eliminate or reduce the risk of injury or disease	
	Class 3 Medical Treatment or First Aid Injury	Class 2 Lost Time Injury	Class 1 Permanent Disability or Death	A. <u>Elimination</u> – Redesigning the job to design out risks altogether is the most effective method of risk control.	B. <u>Substitution</u> – Material, chemical, equipment or processes can be replaced with less hazardous ones.
Certain – A could happen frequently	Medium	High	High	C. <u>Isolation</u> – Enclosing or isolating the hazard from employees can eliminate or reduce the risk of injury or disease.	D. <u>Engineering Control</u> – If a hazard cannot be eliminated, substituted or isolated, an engineering control is the next <b>preferred</b> measure. Engineering controls may involve the provision of mechanical aids, barriers, guarding, ventilation or insulation to prevent employees being exposed to a hazard.
Possible – B could happen occasionally	Low	Medium	High	E. <u>Administrative Control</u> – This may involve establishing policies, procedures and work practices designed to reduce an employee's exposure to a risk. It may also relate to the provision of specific training and supervisory practices.	F. <u>Personal Protective Equipment</u> – This may involve using appropriate protective clothing, e.g. masks, respirator, fall arrest equipment. This control should be considered only when other control measures are not practicable, or to increase protection from risk of injury or disease.
Unlikely – C may occur in extreme circumstances	Low	Low	Medium		

It is important to remember that a combination of controls may work best to minimise hazard and risks – not just one type of control may be adequate.

Review and monitoring of controls and checks required will be completed by workplace observations, inspections, and audits.

Number	Job Step <i>[Break the job into steps]</i>	Potential Hazard <i>[What can harm you or others?]</i>	Inherent Risk <i>[Likelihood x Consequences]</i>	Controls & Checks Required <i>[What are you going to do to carry out the work safely – apply risk hierarchy of control]</i>	Who is Responsible? <i>[Position Title]</i>	Residual Risk <i>[Likelihood x Consequence]</i>
<b>Revisions</b>	1	2	3	4	5	
<b>Initial / Date:</b>						

Employees involved in consultation, development, and acceptance of this Safe Work Method Statement

Print Name:	Signature:	Date Signed:	Print Name:	Signature:	Date Signed:

Personnel qualifications and experience required to complete the task (eg work at height training):	Specific training required to complete this task:	Engineering Details / Certificate / Regulatory Approvals:
Site Induction		
Construction Industry Safety Awareness Training		

## 20.6. ELECTRICAL EQUIPMENT TAGGING REGISTER

Trade: \_\_\_\_\_ Location: \_\_\_\_\_ Page: \_\_\_\_\_ Period: \_\_\_\_\_

[Electrical Test and Tag: December – February, March – May, June – August, September – November]

Note: if no electrical equipment is used, please put trade name and not applicable on the form and return

TEST DATE	NEXT TEST DATE	TAG NUMBER	SERIAL NUMBER	EQUIPMENT DESCRIPTION:	PASS / FAIL	SIGNATURE

## 20.7. HAZARDOUS SUBSTANCE REGISTER

A full copy of Material Safety Data Sheets [MSDS] is kept in the Safety Assistants office of all Hazardous Substances used on our site:

## 20.8. SITE SAFETY INSPECTION CHECKLIST

Job Number: \_\_\_\_\_  
 Site Address: \_\_\_\_\_  
 Inspection Person: \_\_\_\_\_  
 Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

AUDIT CHECKLIST QUESTIONS	RESPONSE	DETAILS
<b>1. Working at heights</b>		
1.1 - Fall risks of 2m or more <i>[including voids, pits, trenches]</i>		
1.2 - Lack of edge protection		
1.3 - Unsafe or incomplete edge protection		
<b>2. Plant and Equipment</b>		
2.1 - Unsafe or damaged plant/equipment? <i>[Including missing or damaged guards]</i>		
2.2 - Incorrect plant/equipment for job? <i>[E.g. Grinding discs for cutting]</i>		
2.3 - Unsafe or incompatible attachments used with plant/equipment?		
2.4 - Are operators competent?		
2.5 - Lack of safe work instructions?		
2.6 - Lack of training in safe operation, clean up and maintenance?		
2.7 - Is the area around plant operations kept clear of pedestrian traffic?		
2.8 - Is plant working too close to live overhead power lines?		
2.9 - Does all plant have the SWL clearly displayed?		
<b>3.0 Scaffolds</b>		
3.1 - Unlicensed persons erecting scaffold above 4m?		
3.2 - Unsafe or incomplete scaffold?		
3.3 - Lack of inspection protocol for scaffold?		
3.4 - Incompatible scaffold components? Unlabelled or do not meet AS?		
3.5 - Safe Workload (SWL) exceeded? <i>[Tools, stored materials, number of persons]</i>		
3.6 - Are there solid foundations under the scaffolding?		
3.7 - Are handrails and toe boards in place on all scaffolds over 2m high?		
3.8 - Are all work platforms fully planked?		
3.9 - Is there safe access to the work platforms?		
3.10 - Is all scaffolding in good condition?		
<b>4.0 Ladder</b>		
4.1 - Unsafe or damaged ladder?		
4.2 - Unsafe positioning of ladders?		
4.3 - Ladder not properly secured?		
4.4 - Ladder unsuitable for job? <i>[E.g. metal ladder used for electrical work]</i>		
<b>5.0 Personal Protection Equipment (PPE)</b>		
5.1 - Lack of, or inadequate PPE? <i>[Including sun protection]</i>		
5.2 - Have personnel been trained in the use, care, and maintenance of PPE?		

5.3 – Are persons wearing appropriate masks when using hazardous substances?		
5.4 – Are appropriate gloves being worn to protect hands when applicable?		
5.5 – Are all persons wearing protective helmets when applicable?		
5.6 – Are all persons exposed to noise wearing appropriate ear protection?		
Are safety sunglasses being worn?		
<b>6.0 Work Environment</b>		
6.1 – Lack of / or inadequate amenities? [Toilet]		
6.2 – Inadequate housekeeping?		
6.3 – Is there an adequate supply clean, fresh drinking / portable water?		
6.4 – Is there safe access of amenities?		
6.5 – Are site toilet facilities in clean condition?		
6.6 – Are persons wearing safety footwear?		
6.7 – Are there safety handrails where a person could fall from height when applicable?		
<b>7.0 Electrical Hazards</b>		
7.1 – Unsafe electrical leads? [Damaged, out of test date or untested]		
7.2 – Lack of RCD projection?		
7.3 – Contract with underground assets?		
7.4 – Contact with overhead electrical lines?		
7.5 – Overloading outlets?		
7.6 – Leads placed on ground or metal structure		
7.7 – Electrical equipment near water?		
7.8 – Are power supply boxes in good condition and waterproof?		
<b>8.0 Environmental Hazards</b>		
8.1 – Lack of/or inadequate systems to prevent contaminants entering stormwater drains?		
8.2 – Is safe/clear access provided to all workplaces?		
<b>9.0 Manual Handling and Materials Movement</b>		
9.1 – Are correct manual handling techniques being followed?		
9.2 – Is mechanical equipment being used for lifting heavy loads?		
<b>10.0 Administrative Procedures</b>		
10.1 – Lack of/or inadequate Site Safety Management Plan?		
10.2 – Is site sign displayed showing safety information?		
10.3 – Lack of/or inadequate induction for contractors or visitors?		
10.4 – Lack of/or inadequate SWMS for high-risk work?		
10.5 – Lack of/or inadequate incident notification procedures?		
<b>Corrective Actions</b>		
Enter any corrective actions that will be undertaken		
<b>Sign Off</b>		
Supervisor:		

## NOTES:

## 21.0. APPENDIX: SAFETY POLICY

### Occupational Health, Safety and Environment Policy

The policy of Home Group is to achieve the highest attainable level of work, health, safety, and environment working conductions for its employees, contractors, visitors and other persons throughout all areas of its activities. At Home Group, all people have a responsibility for implementing this policy by striving to achieve zero tolerance towards hazards, incidents, and accidents.

#### To achieve this, Home Group management will

- Demonstrate leadership and commitment through all its managers and supervisors.
- Provide and maintain a safe work environment, including work conditions, practices and procedures for all employees and persons who from Home Group.
- Develop awareness throughout Home Group by initial and ongoing education, training and supervision of all employees and contractors.
- Take all practicable steps to eliminate hazards within the workplace through hazard identification, risk assessment and control and monitoring to continuing effectiveness.
- Comply with all applicable safety, health, and environment statutory requirements as a minimum.
- Strive to continuously improve work safety, health, and environment management. Through consultation and by contributing to identify hazards and assessing and controlling risks as well as reviewing safety, health, and environment performance.
- Ensure that all incidents are reported, recorded and root causes identified, and where injury or illness occurs, help our people to achieve full recovery through prompt treatment and injury management.
- Allocate appropriate resources to meet the commitments of the policy.

**Employees also have a duty to take care for their own health and safety and that of others affected by their actions at work. To achieve this each individual employee is required to:**

- Comply so far as he / she is reasonably able with safety procedures and directions given by the employer.
- Not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Home Group employees.
- Must, in accordance with agreed, Home Group procedures, report hazards and accidents

**This signed statement of policy will be displayed at all relevant work locations. Our Occupational Health and Safety Policy confirming our commitment to the safety and health of all our people.**

Anthony Silvestro  
Managing Director



Date: 01/07/2023

Review Date: 01/07/2024