

COMPANY NAME: .....

COMPANY DETAILS: .....

SITE SUPERVISOR: ..... No. ....

OHS MANAGER: ..... No. ....

SITE ADDRESS: .....

MEMBERSHIP NUMBER: .....

# REGISTERED Building Practitioner

Building Registration Number:	Contact Details: 1. Project Manager
Building Surveyors Name & Registration Number:	Contact Details: 2. Site Manager
Building Permit Number:	Date Issued:

## OHS COORDINATION PLAN

PEOPLE WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES		
Name	Position	Brief description of OHS responsibilities
	Site Supervisor	Overall OHS management. Ensure company signage posted. Ensure all contractors and visitors receive site safety information. Consult with employees and contractors on OHS matters that may affect them. Receive and review SWMS from subcontractors. Ensure that all persons kept informed of safety issues related to this site.
All Subcontractors		Provide SWMS to the principal contractor. Ensure that all their employees are trained in SWMS. Ensure that work is done in accordance with SWMS.
	First aider	Provide first aid assistance if needed. Ensure first aid kit is available and kept well stocked.
ARRANGEMENTS FOR COORDINATING THE HEALTH AND SAFETY OF THE PROJECT		
Item	Responsible person	
Identify site safety needs and establish site. Ensure company signage posted. Consult, cooperate and coordinate with employees and subcontractors on OHS matters that may affect them. Ensure all contractors and visitors receive site safety information. Receive and review SWMS from subcontractors. Conduct regular site inspections. When present on site inspect the site and ensure that work is being done by subcontractors in accordance with SWMS. When off-site, ensure OHS information is passed on by _____ (back-up). Otherwise ensure alternative communication means are arranged with each subcontractor (eg fax, email, SMS).		
Provide site specific SWMS. Ensure SWMS are modified if controls are not adequate. Ensure work is done in accordance with SWMS. Consult, cooperate and coordinate activities with the principal contractor. Consult with their employees on OHS matters that may affect them. Ensure employees have construction induction training (cards, licences to be available) and site safety briefings given to employees before starting work. All plant to be in safe and serviceable condition.	All Subcontractors	
ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY INCIDENTS		
Item	Responsible person	
Provide first aid assistance if needed. Ensure first aid kit is kept well stocked. Maintain site register of injuries book and investigate incidents. Ensure detail of nearest medical and other facilities are recorded at the site. Make calls to WorkSafety for notifiable incidents and ensure scene is preserved.		
Report any incidents immediately to Site Supervisor. Ensure first aid (including training) for their own employees.	All Subcontractors	
<b>ADDITIONAL SITE SPECIFIC HAZARDS:</b>		

## SITE SAFETY RULES

<p>General Prohibitions</p> <ul style="list-style-type: none"> <li>Being under the influence of alcohol or illicit drugs</li> <li>Bullying, pranks or horse play, loud radios, dogs, firearms or children</li> </ul> <p>Unauthorised persons are also prohibited from:</p> <ul style="list-style-type: none"> <li>Entering the site after hours or commencing any tasks without prior approval by the site supervisor</li> <li>Entering restricted/prohibited areas</li> <li>Tampering with or blocking emergency or safety equipment such as signage, barriers or guardrails</li> </ul> <p>Safety Breaches</p> <ul style="list-style-type: none"> <li>Serious OHS breaches and refusal to follow OHS officer or site supervisor instructions will not be tolerated and may result in instant dismissal from site.</li> </ul> <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> <li>Safety footwear must be worn on this site at all times.</li> <li>Hard hats, hearing and eye protection must be worn where required.</li> </ul> <p>UV Protection</p> <ul style="list-style-type: none"> <li>When working outdoors, minimise exposure to sunlight. Cover up where possible and apply SPF30+ sunscreen;</li> <li>Wear broad brimmed hats, or hard hat fitted brims;</li> <li>Wear well fitted long-sleeved clothing;</li> <li>Wear close-fitting wraparound sunglasses.</li> </ul> <p>Injuries, Incidents and Near Misses</p> <ul style="list-style-type: none"> <li>All injuries no matter how minor, incidents, including near misses and dangerous occurrences must be reported to the site supervisor and recorded in the register of injury</li> </ul> <p>Housekeeping</p> <ul style="list-style-type: none"> <li>Dispose of rubbish into designated bins</li> <li>Keep access ways, scaffolds and work areas free from materials and tripping hazards (leads, off-cuts etc.) Lorem ipsum</li> </ul> <p>Working at Heights</p> <ul style="list-style-type: none"> <li>Fall protection must be in place for anyone who could fall 2 meters or more, e.g. scaffolding, EWPs, boom lifts</li> <li>Open sides of floors, penetrations, roofs, stair wells, balconies must be provided with guardrails midrails and toe boards or covered with strong, secure material</li> <li>Safety harnesses must not be used without adequate operator training, anchor points, and a rescue plan.</li> </ul> <p>When working on a ladder make sure:</p> <ul style="list-style-type: none"> <li>The ladder is suitable for the task and is of industrial grade. Domestic ladders are not permitted.</li> <li>Do not stand higher than the third tread from the top rung (or 900 mm) from the top of the ladder.</li> </ul> <p>Falling Objects</p> <ul style="list-style-type: none"> <li>Secure loose material such as ply, roof sheets and off-cuts against falling or pick-up by wind</li> <li>Do not stack materials close to unmeshed guardrails and edges.</li> </ul> <p>Electrical Safety</p> <ul style="list-style-type: none"> <li>All electrical tools, leads and equipment used on site must have a current test tag and be in safe condition</li> <li>All extension leads must be "heavy duty" and kept elevated on Insulated stands or hooks.</li> </ul> <p>Plant Safety</p> <p>Workers must not operate any plant or equipment, unless:</p> <ul style="list-style-type: none"> <li>Fully trained and authorised to do so (holding an appropriate Licence or Certificate where required)</li> <li>Daily plant checks have been carried out and the plant is fitted with all the recommended safety devices, guards and signs (report any faults to your supervisor).</li> </ul> <p>Scaffolds</p> <ul style="list-style-type: none"> <li>Scaffolds with a potential fall-height of 4m or more must only be erected, altered and dismantled by licenced scaffolders. Scaffolds 2m or more must have guardrails, mid-rails and kickboards installed</li> <li>Do not remove guardrails, planks or ladders or alter / modify any part of a scaffold unless you are suitably qualified and approved to do it</li> <li>Do not overload platforms or block access.</li> </ul> <p>Mobile Scaffolds</p> <ul style="list-style-type: none"> <li>Use only on a hard, level surface and lock wheels (castors) before use. Never move a mobile scaffold while someone is on it. Follow the manufacturer's instructions for correct erection, use and dismantling.</li> </ul> <p>Welding</p> <p>Check oxy-acetylene equipment prior to use:</p> <ul style="list-style-type: none"> <li>Flashback arrestors fitted to the outlet side of both fuel gas and oxygen regulators</li> <li>A suitable fire extinguisher should be 'attached' to each welding and oxy-acetylene kit</li> <li>Gas cylinders should always be kept upright and secured.</li> </ul> <p>Asbestos</p> <ul style="list-style-type: none"> <li>If you find asbestos on site do not disturb it in any way. Report it to your supervisor. No asbestos is to be removed unless authorised by the site supervisor.</li> </ul>
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## IN AN EMERGENCY

### 1. Get the First Aid Officer

If the site office is unattended:

# Dial '000'

Ask for the ambulance

### 2. Render any assistance you can

### 3. Record details in Register of Injury

## POLICE FIRE AMBULANCE '000'

Gas: \_\_\_\_\_

Electricity: \_\_\_\_\_

Water: \_\_\_\_\_

Dial Before You Dig: 1100

Poisons Information: 13 11 26

Nearest Medical Centre: \_\_\_\_\_

Nearest Hospital: \_\_\_\_\_

Our First Aid Officer is: \_\_\_\_\_

Emergency Evacuation Area is: \_\_\_\_\_

# DANGER

## CONSTRUCTION SITE UNAUTHORISED PERSONS KEEP OUT

**ENTRY TO THIS CONSTRUCTION SITE IS LIMITED TO  
AUTHORISED PERSONNEL.**

**ACCESS IS ONLY PERMITTED VIA PREVIOUS  
ARRANGEMENT WITH THE BUILDER**

**PROPERTY OWNERS SHOULD CONTACT THE  
BUILDER TO MAKE SUCH ARRANGEMENTS.**



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ASSOCIATION