



Work Health and Safety Management Plan for Construction

Capitol Constructions Pty Ltd T/A Vogue Homes NSW – Lic. 115618C

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member

BUSINESS DETAILS

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KEY CONTACTS

Director	Michael Chrissimos	02 9607 9554	michael@vogue-homes.com.au
General Manager/Health & Safety Representative	Kristina Chrissimos	0415 908 585	kristina@vogue-homes.com.au
Construction Manager	Rodney Harvey	0424 389 440	rod@vogue-homes.com.au
Supervisors	Michael (Benji) Teinaki Brad Fenech Mitch Skinner William Mora Ben Geary Rob Louton Damien Butcher (maintenance)	0473 463 285 0439 016 402 0413 268 017 0460 742 457 0436 690 739 0429 127 908 0475 844 915	benji@vogue-homes.com.au brad.fenech@vogue-homes.com.au mitch.skinner@vogue-homes.com.au william.mora@vogue-homes.com.au ben.geary@vogue-homes.com.au rob.louton@vogue-homes.com.au damiien.butcher@vogue-homes.com.au
WHS Administrators	Olivia Lara/Elly Morrison	02 9607 9554	admin@vogue-homes.com.au

FORENOTE

The following content outlined in this Work Health and Safety Management Plan for Construction can be found across all Vogue Home worksites on the 'site safety' signs displayed on site fences. It is all stakeholder's responsibility to ensure that they not only read and adhere to this document, but they also read the site safety sign before entering any Vogue Homes site.

WORK HEALTH AND SAFETY POLICY

The Vogue Homes Workplace Health and Safety Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered in all aspects of the business.

People are our most important asset and health and safety in the workplace is everyone's responsibility with every person being of equal priority, including members of the public.

Vogue Homes, through its senior management will endeavor to comply with all legislative and other requirements placed upon it and will encourage all workers to comply.

The objectives of this WHS Policy are to ensure that the business,, so far as is reasonably practicable:

- Continually strives to achieve a safer workplace.
- Considers health and safety in project planning and work activities.
- Involves all workers in the decision-making processes through regular communication, consultation and training.
- Encourages workers to undertake a continuous program of education and learning to identify and control hazards in the workplace through a continuous risk management program.
- Takes action to eliminate or control potential accidents/incidents.
- Provides effective injury management and rehabilitation for all injured employees.
- Promote and reward positive WHS activity.

The success of our health and safety management depends on:

- Appropriate planning of work activities with due consideration given to implementing control measures that are suitable to each given situation.
- All persons involved in the business or affected by the carrying out of our business understanding the total work process and associated WHS risks.
- Continual encouragement of all workers to be committed to achieving our objectives.

- **Open and honest communication between all parties involved in our business, or that will be affected by the carrying out of our business.**

Kristina Chrissimos

General Manager

Capitol Constructions T/as Vogue Homes

PEOPLE WITH WHS RESPONSIBILITIES

Name	Position	Brief Description of WHS responsibilities
Kristina Chrissimos	Vogue Homes Officer	Responsible for implementing policies and systems of Vogue Homes. Point of contact for WHS matters when the site supervisor is unavailable
Vogue Homes Construction Manager – Rodney Harvey	Construction Manager	Responsible for enforcing and monitoring Site Supervisors in their WHS practices on-site.
Vogue Homes Supervisors	Site Supervisor	Responsible for implementing the Vogue Homes WHS Policies, procedures and site rules set out by the WHS management plan
Various	PCBUs	Responsibility for the Health and Safety of themselves, own employees and those who may be affected by their work. Responsibility for following the WHS policies, procedures and site rules as outline in this WHS management plan by Company.
All Vogue Homes team members and persons entering Vogue Homes Sites	Various	Responsible for following WHS policies and procedures set out by Vogue Homes Responsible for considering WHS policies and procedures when carrying out work tasks.

Ownership for WHS Consultation and Co-ordination

Item	Responsible Person	
	Supervisor	Subcontractor (PCBU)
Coordinate the safe interaction between PCBUs working on site	✓	
Monitor and make available this WHS Management Plan	✓	
Ensure the principal contractor signage is posted and visible	✓	
Consult with all workers on any WHS matter that may affect them	✓	✓
Ensure all workers and visitors receive relevant site safety information	✓	✓
Confirm PCBUs give site safety briefings to their workers	✓	✓
Supply and maintain the site first aid kit		✓
Confirm all workers have construction induction training	✓	✓
Ensure workers are aware of this plan and are provided access to it	✓	✓
Prepare SWMS for all high risk construction work		✓
Provide a copy of SWMS to the principal contractor prior to work commencing		✓
Induct relevant workers into the SWMS		✓
Ensure that high risk construction work is performed in accordance with the SWMS	✓	✓
Ensure that SWMS is modified if controls are not adequate		✓
Ensure site safety briefings given to workers before starting to work		✓

INTRODUCTION

This WHS management plan has been prepared by the principal contractor and to ensure the following is documented for all sites:

- The names, positions and health and safety responsibilities of all persons at the construction workplace, whose roles involve H&S responsibilities in connection with that project
- Arrangements with PCBU's for consultation, co-operation and co-ordination of activities at the construction workplace.
- Arrangements in place for managing incidents
- Any site specific safety rules
- Arrangements for informing people of the site specific safety rules
- Arrangements for the collection and any assessment, monitoring and review of SWMS

MAINTENANCE AND REVIEW

The principal contractor will ensure so far as reasonably practicable that this WHS management plan is reviewed and where necessary revised and kept up to date, and that persons carrying out construction work are made aware of any revisions.

CONTROL OF THE SITE

The principal contractor will remain in control of the construction site until the site is handed back to the client. Only persons conducting work activities that have discussed the content of received a copy of this WHS management plan are to enter the site.

It is the responsibility of any other PCBU to ensure that any workers engaged by them are aware of this management plan and that they are adequately supervised.

All PCBUs are responsible for WHS in their respective work areas and they have a responsibility to ensure that their work is carried out by workers who are competent and have been trained appropriately and have the skills to perform the task.

SAFE WORK METHOD STATEMENTS (SWMS)

The principal contractor will ensure that before any construction work is carried out on this project that a SWMS is prepared by the PCBU who is responsible for carrying out that work.

If the work is being carried out by a PCBU other than the principal contractor, the PCBU must provide a copy of the SWMS to the principal contractor before they commence carrying out any of the high risk work to which it relates.

The principal contractor and the PCBU carrying out the work will ensure so far as reasonably practicable that the work which is the subject of the SWMS is carried out in accordance with the SWMS.

If the work is not being carried out in accordance with the SWMS, the principal contractor will stop the work and only allow work to resume in a manner which complies with the SMWS.

The principal contractor will ensure that SWMS relevant to the construction project are reviewed and if necessary revised if the nature of the work or the control measure change.

The business will ensure that all SWMS's relevant to this construction project are made available for the inspection and readily accessible to any worker carrying out work on that construction project.

EXTENT OF THE SITE

All work is to be performed inside the boundaries of the site.

If it is necessary to undertake work on the footpath, or other areas outside the boundaries of the site, a risk assessment must be done and if there is a risk to the health and safety of any persons (including members of the public), appropriate control measures must be implemented.

If control measures are implemented due to the nature of the PCBU's work, the cost of implementing the controls will be borne by the PCBU. This applies if the principal contractor makes the decision to implement a control measure.

SECURITY OF THE SITE

The principal contractor will remain in control and contractual possession of the construction project until possession is handed back to the client.

The principal contractor will ensure so far as reasonably practicable that the workplace is secured from unauthorized access, having regards to the risks arising from unauthorized access, the likelihood of unauthorized access occurring and the extent to which it cannot be prevented and the hazards need to be isolated.

As the principal contractor may not always be on the construction site at all times when work is being carried out, it is the responsibility of all workers to ensure that the site is secured each time they leave the site and at the end of the day when work ceases.

Any evidence of unauthorized access to the site must be reported to the principal contractor as soon as possible, and where appropriate, photo evidence provided.

SITE CLEANLINESS/HOUSE CLEANING

Rubbish designated areas will be provided on site for disposal of building waste and emptied when necessary.

All workers must not leave waste in any undesignated areas on the site and must place all waste materials in the rubbish areas provided.

If there is an issue with the rubbish and/or material storage (e.g. bin/cage is full or the site is untidy) the Principal contractor should be notified as soon as reasonably possible.

If any PCBUs fail to manage their waste appropriately and leave the site in an untidy or unclean manner, they may be required to pay the cost of clean-up and removal.

EXCAVATION WORK

Excavation work means the excavation, fill or part fill of a trench, tunnel or shaft.

A PCBU carrying out excavation work must manage risk associated with that work. In particular where an excavation includes such risks are:

- A person falling into an excavation
- A person being trapped by the collapse of an excavation
- A person working in an excavation being struck by a falling item
- A person working in an excavation being exposed to an airborne contaminant

For all excavations greater than 1.5 meters deep, the PCBU responsible for the work must prepare a SWMS prior to commencing work. Excavations 1.5 meters deep should be either benched, battered, shored or have a geotechnical report undertaken prior to working in or around trench.

A trench at least 1.5 meters deep must, so far as reasonably practicable, be secured from unauthorised access (including inadvertent entry).

In order to restrict access to an excavation the PCBU responsible for the excavation is required to erect a barricade or hoarding at least 900mm high around the excavation, unless it is not practicable to do so or there is not likely to be people in the vicinity of the excavation.

A barricade means a self-supporting fence, or self-supporting series of continuous plastic, concrete or other solid barriers.

If a trench is more than 1.5 meters deep at the workplace, to and from the trench should be by ladder/s. the PCBU undertaking the excavation work should ensure that at least 1 ladder giving access to and from the trench is installed in every 9m of length of the trench in that part of the trench where a person will be.

UNDERGROUND SERVICES

The Principal contractor will take reasonable steps to obtain current underground essential services information about any of the areas requiring excavation before directing or allowing the excavation work to commence.

**"underground essential services" means essential services that use pipes, cables or other associated plant located underground.

The information that is required to be collected in relation to the underground essential services includes information about:

- The essential services that may be affected by the excavation
- The location, including the depth, of any pipes, cables or other plant associated with the affected essential services
- Any conditions on the proposed excavation work

The principal contractor will provide the information obtained to any person engaged by the person to carry out the excavation work.

Any PCBU who is given information about underground essential services must have regard to the information in carrying out or directing or allowing the carrying out of the excavation work.

There is an easy way to ensure you take all the right steps in making you excavation project a success.

Just follow the four P's of excavation:

Plan – Plan your job. Use Dial Before You Dig service at least two business days before your job is due to begin to receive the information you need to carry out safe project.

Pothole – Potholing (digging by hand) is a method to assist in establishing the exact location of all underground infrastructure.

Protect – Protecting and supporting exposed infrastructure is the responsibility of the excavator. Always erect safety barriers in areas at risk to protect underground networks

Proceed – But only when you have Planned, Potholed and put the Protective measure in place.

WORKING AT HEIGHTS

Any PCBU's performing work above 2 meters must supply a SWMS to the principal contractor before commencing work on site.

The principal contractor will provide adequate physical fall protection, (e.g. hanging bracket platforms, scaffolding, elevated work platforms) where a risk assessment identifies the need and where it is reasonably practicable to do so.

If a physical fall system is provided, workers are not permitted to alter the configuration of the system or dismantle the system in any way without prior approval from the principal contractor, or without consultation with the PCBU responsible for its erection.

If a PCBU wants additional fall protection in excess of that supplied by the principal contractor, such additional fall protection will be supplied by that PCBU at their own costs.

MANUAL HANDLING AND STORAGE

Any additional fall protection provided by a PCBU must comply with all relevant legislation, codes of practice and standards, in its erection, alteration, dismantling and performance.

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

Material or equipment delivered to site should be placed as close as possible to where it is to be used. It is the responsibility of the PCBU arranging the delivery of materials or equipment, to ensure that the material or

equipment is stored appropriately, to avoid risk to health and safety, damage from adverse weather and theft or unauthorized use.

All materials must be stored inside the boundaries of the site, not on the footpath and be kept clear of access ways.

SIGNAGE

Vogue Homes will ensure that site signs are installed that:

- Show the principal contacts name and telephone numbers (including an afterhours telephone number)
- Show the location of the site office for the project if any; and
- Are clearly visible from the outside of the workplace, or the work area of the workplace the construction project is being undertaken

HAZARDOUS SUBSTANCES

All PCBUs using hazardous substances at the site will supply the Principal contractor with a copy of their hazardous substances register, PCBU's must retain a copy of a current Safety Data Sheets (SDS) and a SWMS prior to the commencement of work.

It is the responsibility of the contractor to keep a copy of relevant SDS on site, follow the requirements of the SDS and the SWMS, and train all person in the correct use of the Hazardous Substance. A register of all SDS that have been supplied will be kept with this WHS Management plan.

MOBILE PLANT

Any PCBU's using mobile powered plant (e.g. mobile cranes, excavators, fork lifts, elevated work platforms etc.) are required to ensure operators are deemed competent and supply a SWMS to the principal contractor prior to the commencement of works.

All mobile powered plant should be used and maintained in accordance with the manufacturer's instructions and specifications.

The log books for each item of mobile plant must be kept up-to-date and the log book should be readily available upon request by the Principal contractor.

Instructions from licensed operators with regard to the safe operation of their equipment, should be observed by all persons on site whilst mobile plant is present.

All persons working on site whilst mobile plant is in use must be wearing an approved high visibility shirt or vest.

LIFTING EQUIPMENT

The use of lifting equipment is considered to be the movement of mobile plant, and the requirements outlined above in this WHS management plan in relation to Mobile Plant must be followed.

All lifting gear being used on site must have a current inspection tag, displaying an inspection date within the last 12 months.

A worker with a dogman's certification must be present whilst loads are being slung and lifted.

LICENCES, CERTIFICATION AND PERMITS

If any work activity, item of equipment or operation of mobile plant requires a license certification or permit the principal contractor requires the person undertaking that work or operating that equipment or plant to hold the relevant license, certification or permit prior to commencing work.

It is the responsibility of the PCBU responsible for the work activity, equipment or mobile plant to ensure that the workers carrying out the work have the appropriate license, certification or permit.

All workers must have their relevant license, certification or permit available for inspection at all times whilst on site.

AMENITIES

Amenities such as toilets will be provided on site by the principal contractor. The building under construction may be used to eat meals and provide shelter. Shelter may also be in the form of workers vehicle.

All persons on site are to maintain good hygiene standards and clean up after themselves. If amenities need attention (i.e. cleanliness or fit for use), the worker must notify the principal contractor.

HOT WORKS

If a worker is carrying out hotworks (i.e. welding, cutting, bronzing) at the site, all combustible material must be removed from the work area and a fire extinguisher must be readily available. The PCBU responsible for the work must also complete a SWMS and provide it to the principal contractor prior to commencing work.

After the completion of the hotworks, the work area must be inspected to ensure no fire hazards exist.

PERSONAL PROTECTIVE EQUIPMENT

All workers carrying out work on the site are required to wear appropriate protective footwear and clothing.

All workers should use the following items of PPE in the following situations:

- Eye protection such as goggles, shield or glasses where there is a risk of a foreign object striking the eye
- Ear protection such as ear muffs or plugs where equipment makes excessive noise; and/or
- Head protection such as a hard hat or helmet where there is a risk of injury to the head from a falling object or overhead moving plant

All workers operating plant equipment or power tools, must follow the manufacturer's instructions in the use of correct PPE during its operation.

All workers must be competent in the use of the PPE and the PCBU must do a risk assessment to show why the PPE was chosen as a control measure. The PCBU must be able to produce a copy of the risk assessment and training records on request.

TOOLS AND EQUIPMENT

All workers must be trained in the safe use of tools and equipment they are operating on site.

Workers must follow manufacturer's instructions in the correct use of guarding and safety features for tools and equipment being operated. Guarding must not be removed to perform any work activity.

All tools and equipment are to be inspected prior to use for any faults or defects. If a fault or defect is found, the item must not be used and must be removed from service and reported to the principal contractor or relevant PCBU as soon as practicable.

If a tool or item of equipment is unfit for use, an out of service tag should be fitted to the tool or equipment in a prominent position near the controls. If the equipment can be inadvertently started the worker should lock the equipment with the fitted isolation device or their own lockable device to ensure that it is not inadvertently started.

UV PROTECTION AND HEAT EXPOSURE

The principal contractor will encourage all workers on site to wear adequate clothing such as shirts and hats, sunglasses and sunscreen to protect themselves from the effects of working while exposed to UV rays from the sun.

The principal contractor also encourages workers to do the following in order to reduce the risk of exposure to heat (causing Heat stress):

- Schedule heavy tasks for cooler periods of the day;

- Take frequent rest breaks in hot times of the day
- Drink water frequently
- Utilize shaded areas for meal and rest breaks
- Work in the shade where possible
- Rotate or share tasks that are exposed to heat or UV rays amongst several workers
- Use mechanical assistance for physically demanding tasks
- If taking certain medications follow doctors' advice before working in hot conditions
- Provide training in the identification of symptoms of health related illnesses

ELECTRICAL

The principal contractor will supply a switchboard on site fitted with a Residual Circuit Device (RCD) to protect all sub circuits. The RCD will be tested by an electrician every 3 months for single dwelling.

All PCBUs will supply their own leads, power tools and electrical equipment and ensure that these items are tested and tagged every 3 months. Test records must be made readily available for inspection.

Domestic power boards and double adapters are not permitted to be used on site.

The installation and fitting of electrical equipment is regarded as high risk activity, therefore any PCBU carrying out this type of work must prepare a SWMS prior to commencing work.

WORK NEAR OVERHEAD POWERLINES

Work is not permitted within "no go zones" of overhead powerlines, unless the electrical supply authority has granted special conditional permission in writing

If the lines are insulated and the insulation has been inspected by an electrician, permission the work may be carried out up to 1 meter from the insulated power.

LIGHTING

The principal contractor will supply general lighting to access ways and common areas if a risk assessment identifies that this is required.

Any additional lighting required to perform specific tasks is to be provided by the PCBU responsible for that task.

LADDERS

All ladders used on site must be rated 'industrial' with 120kg (minimum) load rating. Ladders are to be maintained in a sound working condition and be appropriate for the task to be undertaken.

Single and extension ladder must have 3 points of contact at all times (i.e. 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g. gutter or wall frame).

Tools requiring two handed operation or high degree of leverage force should not be used while on ladders.

COMMON PLANT

The principal contractor will provide common plant such as scaffold, void protection, power source (switchboard) and toilets for persons to use whilst on site.

Workers must not alter or interfere with an items of common plant without authorisation from the principal contractor or the plant owner.

If a worker becomes aware of any defects with any of the common plant they must immediately notify the principal contractor and cease using the plant until the defect has been rectified.

FALLING OBJECTS

Where there is a risk of falling objects during construction, a clear fall zone will be implemented around the area where the work is taking place.

In the event that a clear fall zone is not possible, the working platform being used will have controls in place to prevent falling objects, for example, kickboards, mesh or hoarding, or the use of landyards for loose tools and equipment.

STRUCTURE STABILITY

All workers are to ensure that their works are secured in a way that does not adversely affect the stability of the overall structure of the project.

WORK ON OR ADJACENT TO ROADS

Any work that impedes either vehicular or pedestrian traffic must be controlled by the use of a traffic management plan. The PCBU undertaking the work on or adjacent to the road must comply with all local council or state requirements for traffic management on the particular road including obtaining any relevant permits or using workers with specialized training. Any workers required to work on or adjacent to any, should take all reasonable safety precautions to eliminate or minimise the risks.

NOISE

The principal contractor will manage risks to health and safety associated with exposure to noise.

All PCBUs will ensure that the noise that a worker is exposed to does not exceed the exposure standard (85dbz) for noise.

If a worker is frequently required by to undertake work that may expose them to noise greater than that of the exposure standard, the worker will be required to wear personal protective equipment to control this risk.

If a worker is provided with personal protective equipment to control noise exposure above the exposure standards, the PCBU will provide audiometric testing for the worker within 3 months of the worker commencing work and at least every 2 years thereafter whilst still engaged by the business.

SITE SAFETY INDUCTION & RISK ASSESSMENT/TOOL BOX TALK PROCEDURE

Vogue Homes requires all contractors carrying out work on the construction site to undertake a site specific safety induction prior to the commencement of any work. You can find a QR code on the site sign to complete your induction. If you cannot locate the QR code, you must contact the relevant supervisor or the head office in order to access to complete your induction. You must not enter the work site without completing the site specific induction.

An initial risk assessment of hazards must be identified and added to the site induction. If a hazard is identified, a suitable control or the elimination of the hazard must be noted and actioned. All identified hazards should be communicated during a toolbox talk by the head contractor or supervisor to all other works onsite and also documented in the site specific safety induction before any work is to be commenced.

A copy of the site induction will be automatically recorded by Vogue Homes, the principal contractors and their workers.

The principal contractor requires all contractors carrying out work on the construction site to submit to the principal contractor a copy of their SWMS/s for the task/s they are conducting on site and retain a copy in their possession to be presented upon request on site.

CODES OF PRACTICE

An approved industry code of practice is a practical guide to achieving the standard of safety required by the Workplace Health and Safety Act 2011 and WHS Regulation 2011 for a particular area of work.

Approved industry code of practice should be followed unless there is an alternative course of action. Which achieves the same or better standard of health and safety in the workplace.

SITE RULES

- All PCBUs and their workers must have a current OH&S induction evidence
- All rubbish to be placed in designated areas
- If an area is barricaded, all persons must avoid walking through the barricaded area
- Work areas are to be kept clean and tidy at all times
- No lighting of fires
- No smoking whilst working. Smoking is only permitted in areas where there is no risk of fire and all cigarette butts and rubbish should be disposed of sensibly. No alcohol or drugs are to be consumed on sight, nor should any worker be onsite whilst under the influence of alcohol or illicit drugs
- No animals on site
- No children allowed on site
- No fighting or over aggressive behaviour will be tolerated
- PPE will be used in accordance with manufacturer's instructions, where directed by the principal contractor, in accordance with site signage and only after appropriate training in its uses.
- All incidents, dangerous events, serious bodily injuries and work-caused illnesses must be reported to the principal contractor
- All persons will maintain site amenities in a clean, tidy and hygienic state.
- PCBUs must retain a copy of the MSDS on site for any hazardous substances being used on site
- All electrical equipment must have a current test and tag performed
- The principal contractor requires all persons operating plant or performing an activity that requires an operator's license (e.g. scaffolding, excavator, etc.), to hold the appropriate licence
- An initial Risk Assessment must be completed by contractors prior to commencement of any work on site and repeated if an extended period of time has elapsed between attendances to site.
- All persons will adhere to Safety Signs – See Appendix A. for example of site emergency signs.