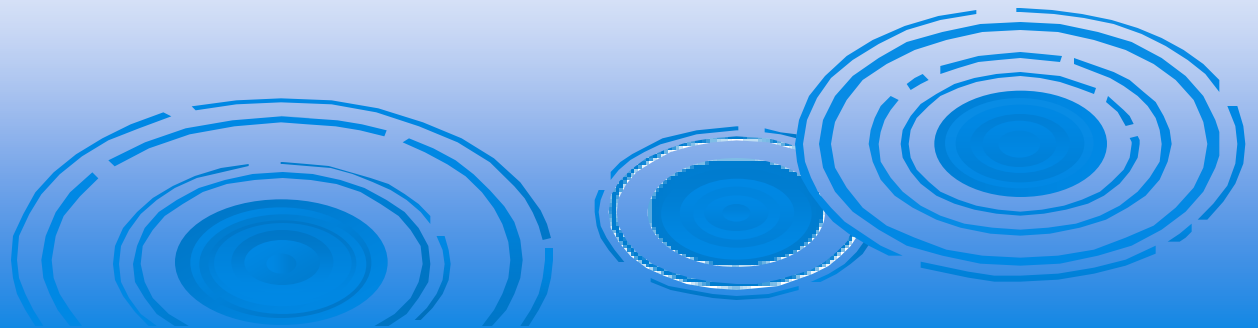


Construction OS&H

Project planning and control for safe OS&H

Preparing Site-specific Safety
Management Plans
and
Safe Work Method Statements

by Building and Woodworkers International (BWI) 

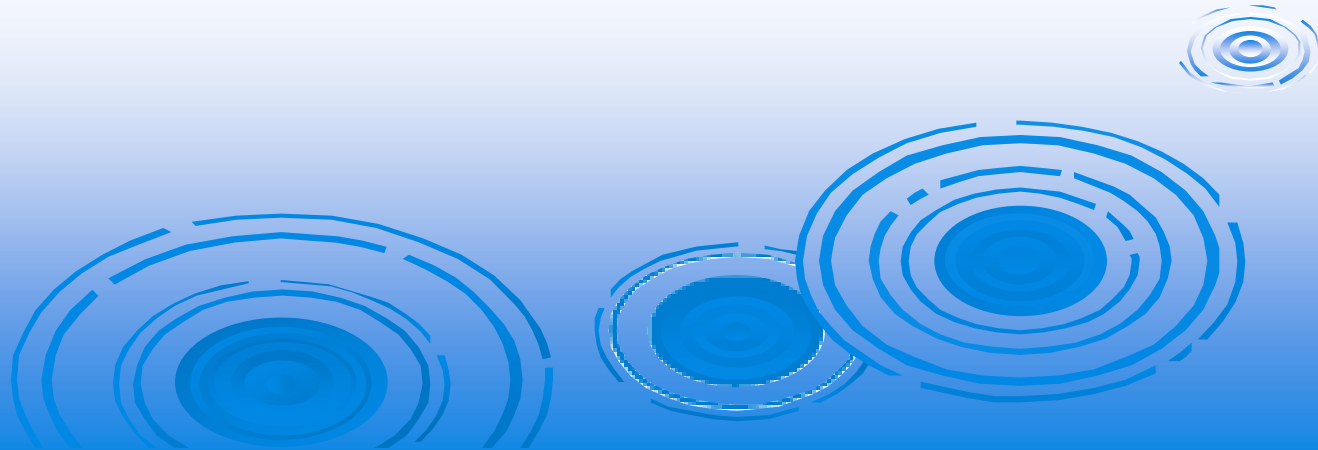


This slide show was prepared by Building and
Woodworkers International and supplements the
slide show in the main Construction OS&H module
of “Project planning and control for safe OS&H”



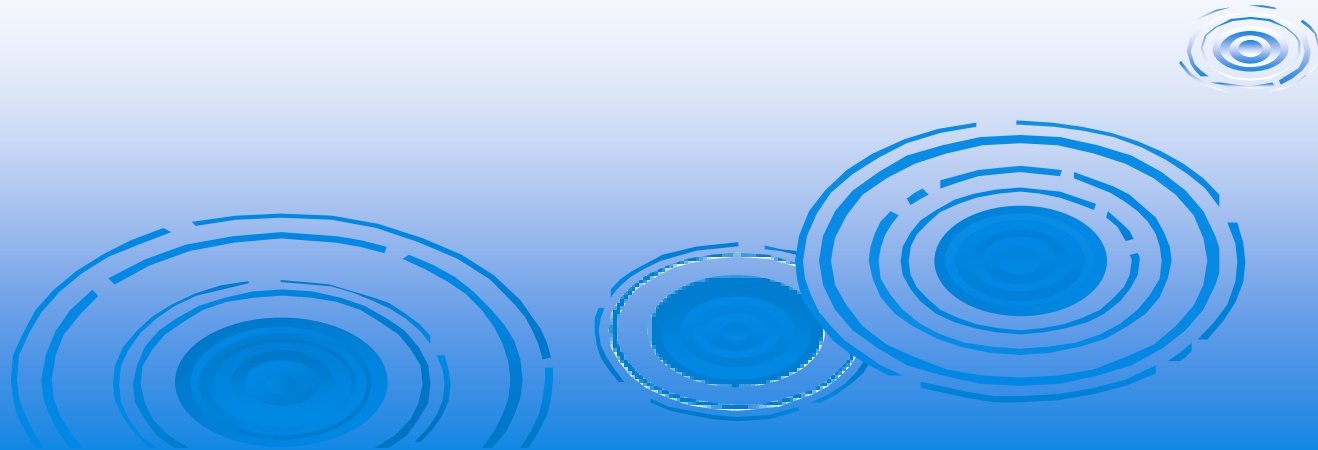
Site-specific Safety Management Plans and Safe Work Method Statements

Accredited contractors should, as a condition of any contract awarded, be required to have a *Project OHS Management Plan* and to ensure that their sub-contractors develop and implement *Site-specific Safety Management Plans* and *Safe Work Method Statements*.



Contractors' Project OHS Safety Management Plans

- Should be audited regularly during the life of the project
- The audits should include checking **sub-contractors'** Site-specific Safety Management Plans or Safe Work Method Statements.

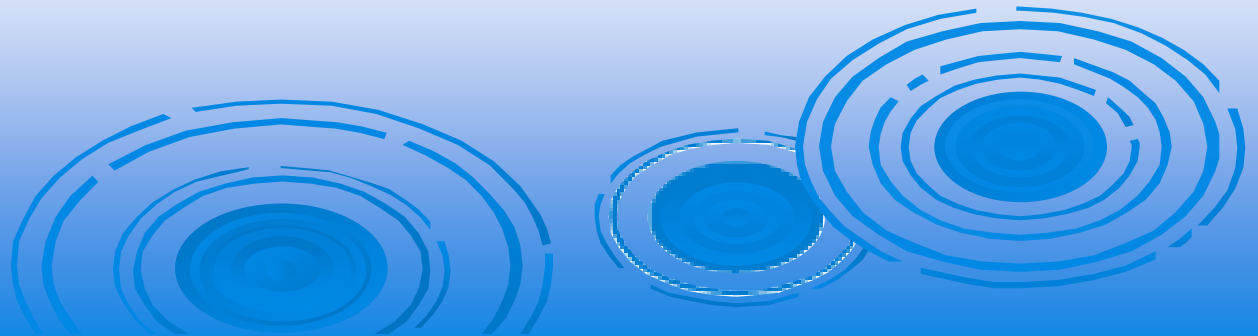


All contractors should

Prepare and implement a Site-specific Safety Management Plan (including Site Safety Rules), as well as Safe Work Method Statements for all work activities assessed as having a safety risk.

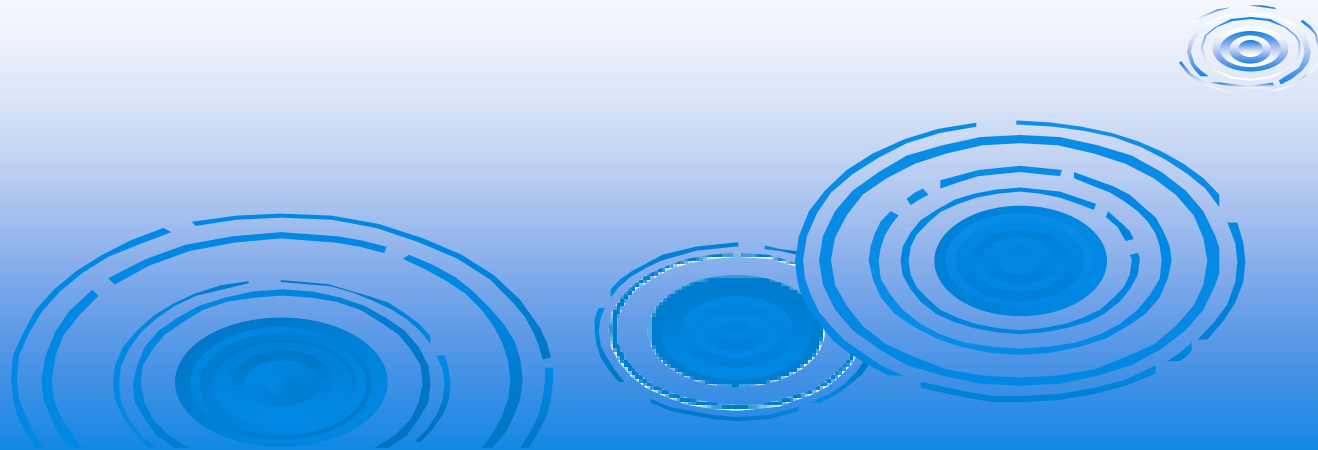
For example:

- Working at heights
- Welding
- Work with hazardous substances
- Work in confined spaces, underground or in deep excavations



Sub-contractors

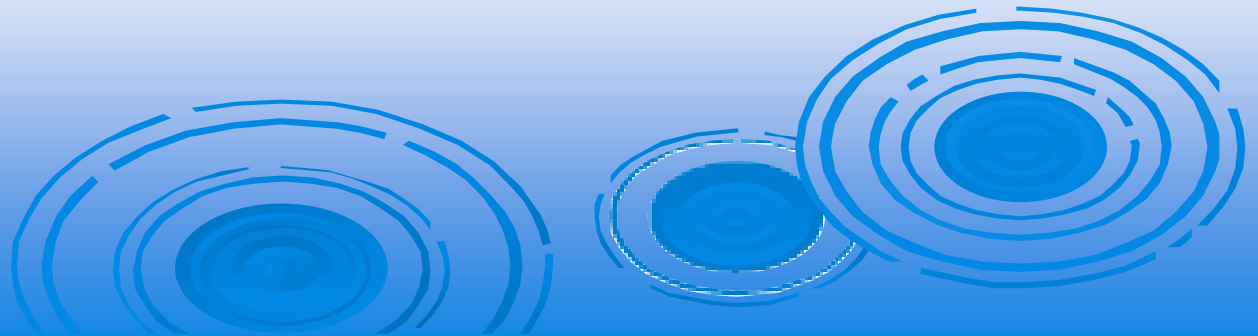
ALL sub-contractors should be required to ensure that their Safety Management Plan (or their Method Statement) is compatible with the contractor's Project OHS Management Plan.



Occupational Health and Safety training

Who will:

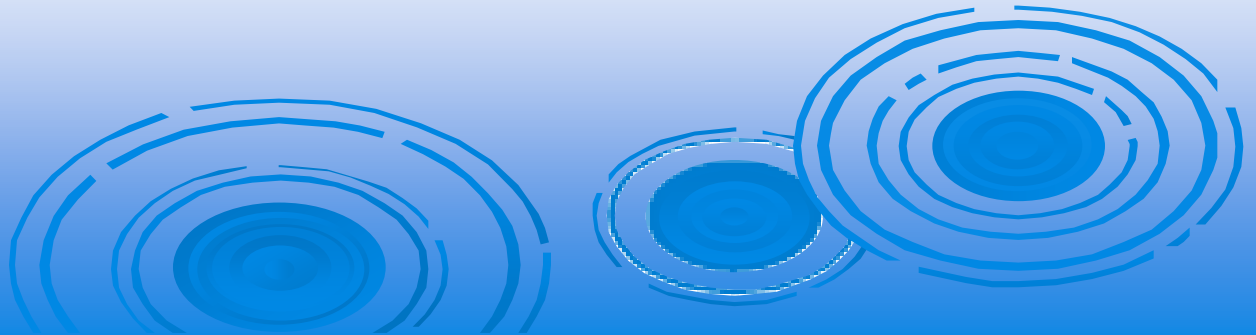
- Identify the OHS&R training needs of management, supervisors and personnel on site?
- Make sure that appropriate training is carried out?
- Make sure that all personnel have general construction OHS induction training before starting work?
- Conduct induction training, task training and refresher safety training for everyone working on site?



The Safety Management Plan

Your Site-specific Safety Management Plan should:

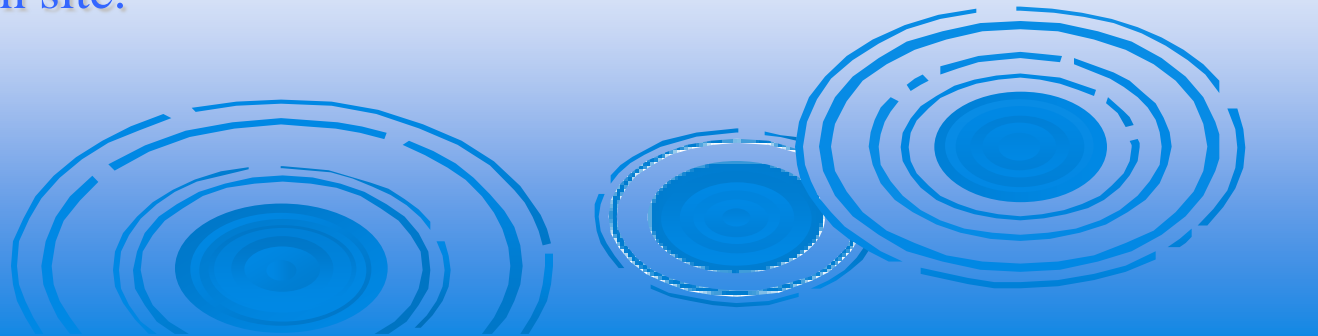
- describe the work to be undertaken
- identify the hazards associated with the works
- describe the hazard control measures you will use



Statement of Responsibilities (1)

You should specify who will be responsible for all the following:

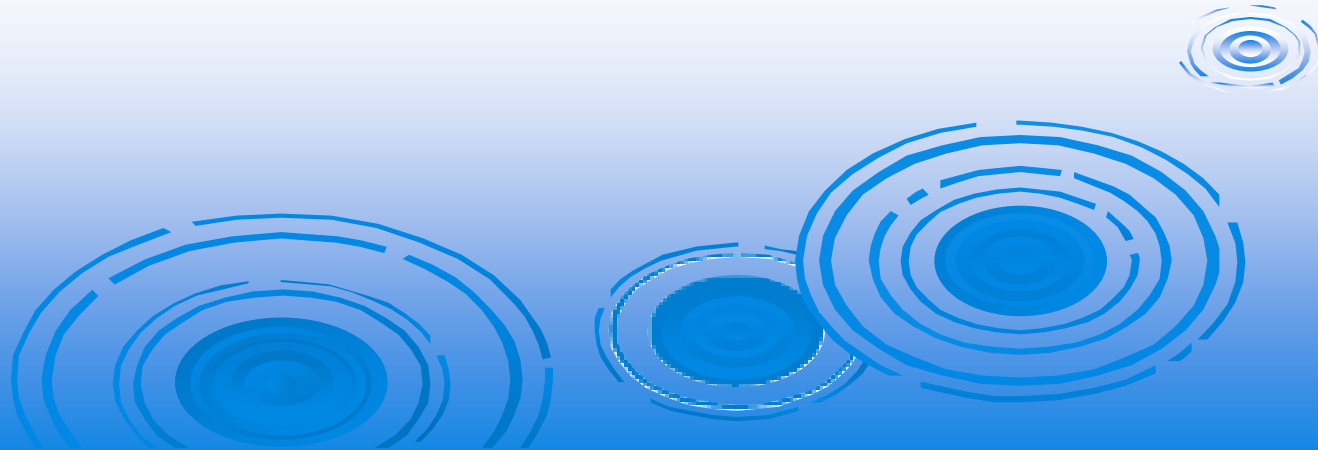
- Identifying and assessing the hazards associated with the works.
- Documenting the hazard control measures to be taken.
- Compliance with OHS legislation, regulations, standards, codes, and the Site-specific Site Safety Rules.
- Assessing and monitoring your subcontractors' capabilities, and for ensuring they meet OHS requirements.
- Managing the communication of OHS information to supervisors and people working on site.



Statement of Responsibilities (2)

You should also specify who will be responsible for all the following:

- Maintaining first-aid stocks.
- Managing accident and emergency procedures.
- Making sure that the Site Safety Rules are available and provided to people who may work on or visit the site.
- Displaying the Site Safety Rules on notice boards and other suitable locations on site.



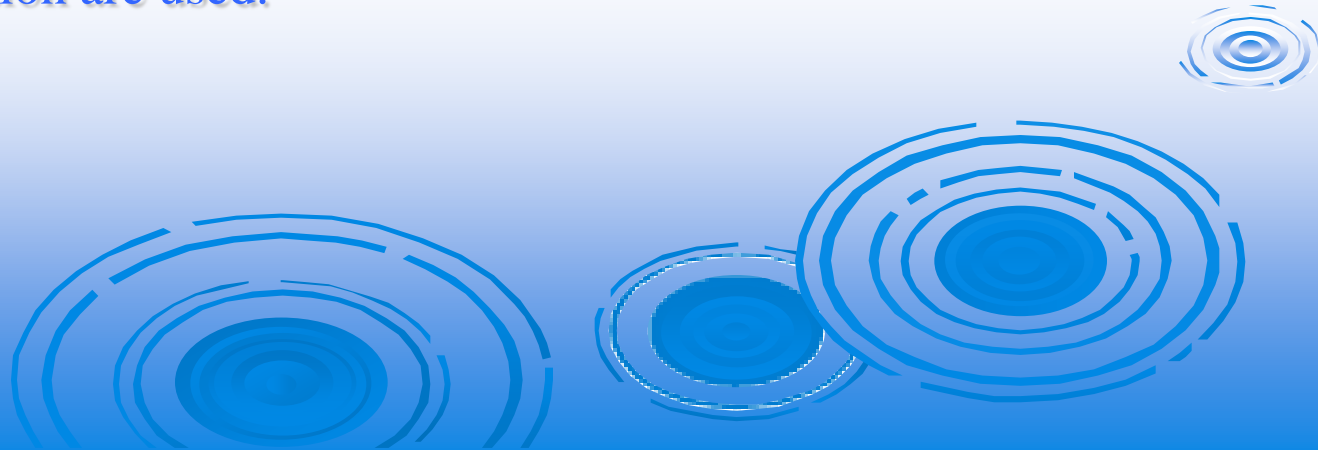
Discussion.

Accident and emergency procedures:

- Say how you will make sure that everyone is made aware of accident and emergency procedures and that first aid facilities are clearly identified.

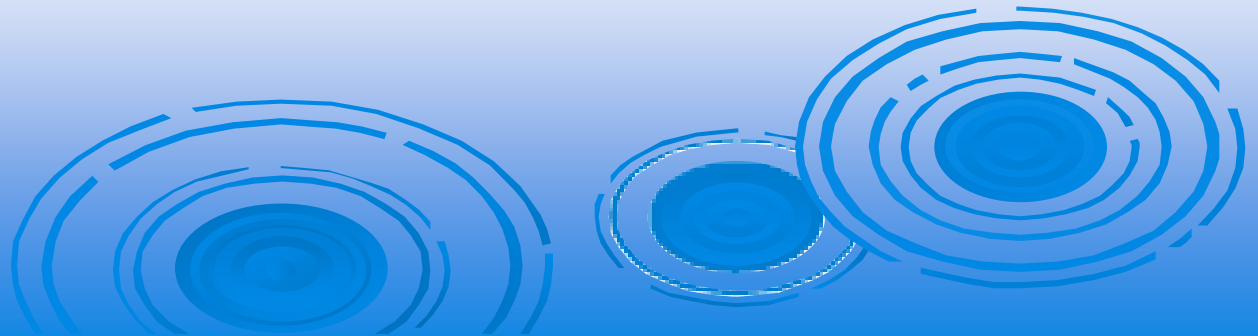
Protection of workers and the public:

- Say how you will make sure that effective barricades, fencing and overhead protection are used.



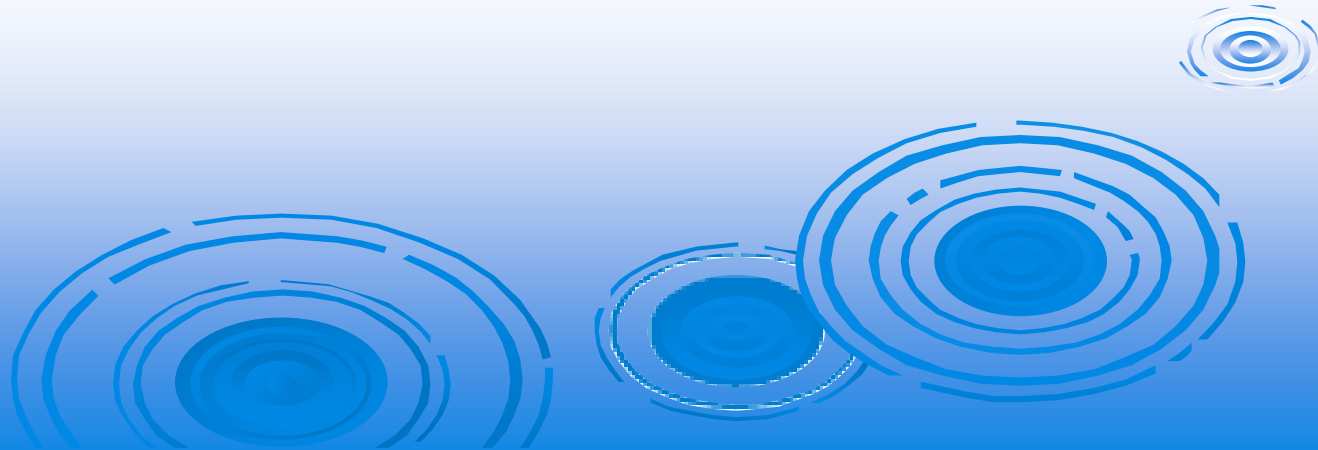
Work at heights: Discussion

- Say how you will make sure that all work at heights is done in accordance with the relevant construction safety legislation, standards and codes.
- This should include procedures for scaffold erection, maintenance and removal.
- Fall arrest protection should be provided for steel and scaffold erection.



Electrical work, installations and equipment: Discussion

- Say how you will make sure that electrical work and equipment complies with the construction and electrical safety legislation, regulations, standards and codes.
- Say how you will investigate, locate and highlight the presence of any existing electricity.

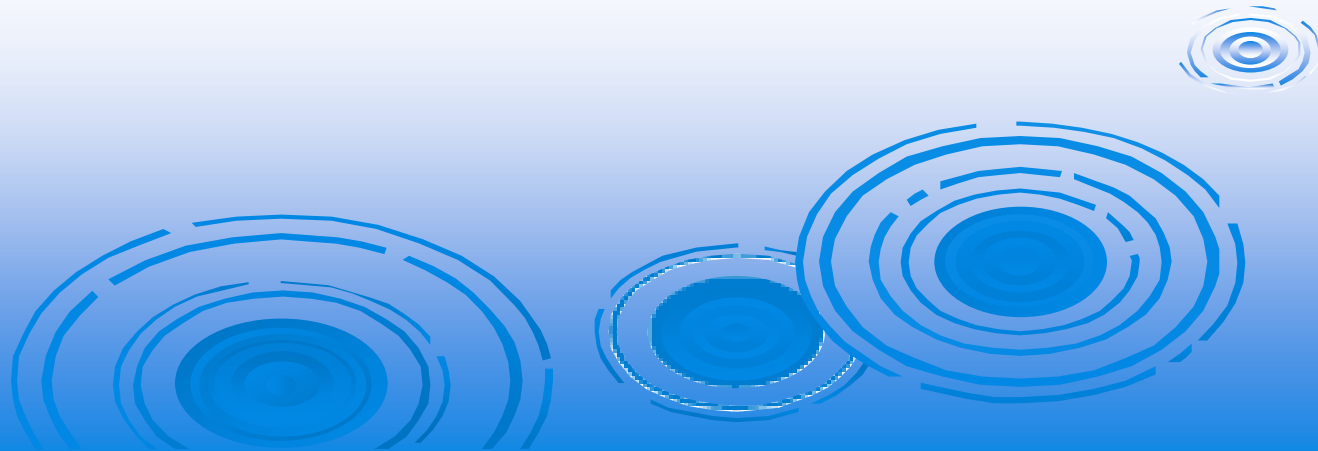


A Site-specific Safety Management Plan will always include Site Safety Rules.

The Site Safety Rules must apply to the particular site and to the procedures used on the site.

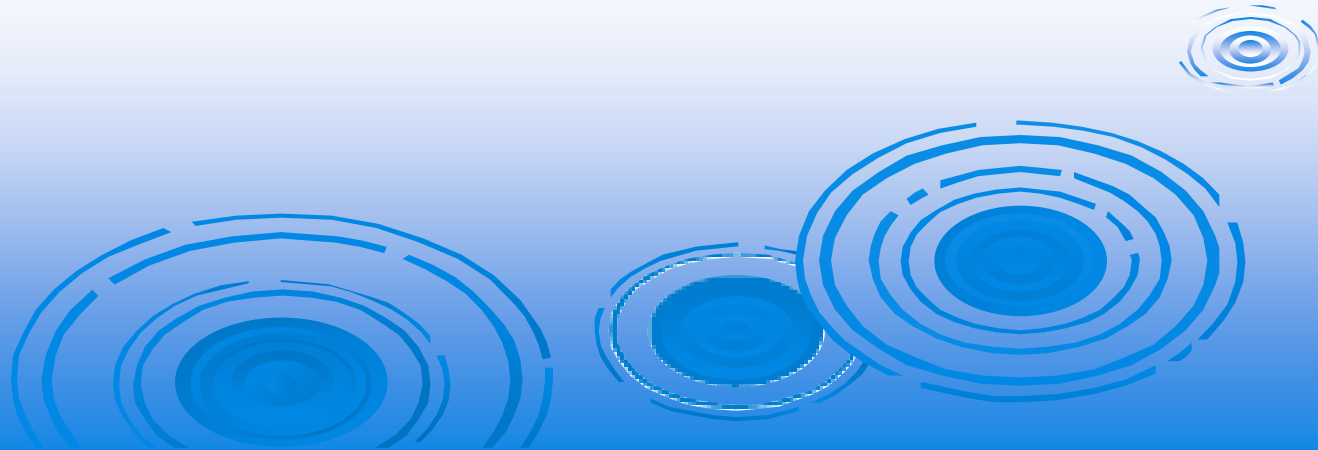
Discussion:

Say how you will communicate the site safety rules to all personnel and visitors to the site.



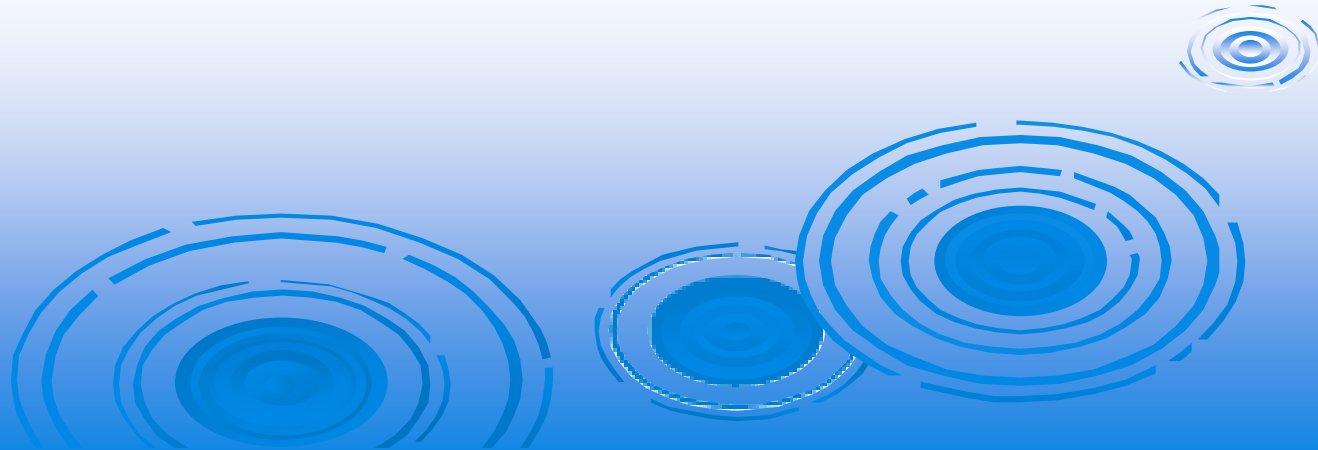
Personal Protective Equipment (PPE): Discussion

Say how you will make sure that appropriate personal protective equipment (PPE) such as safety Helmets and safety footwear will be provided and will be worn by all your employees, agents and visitors.



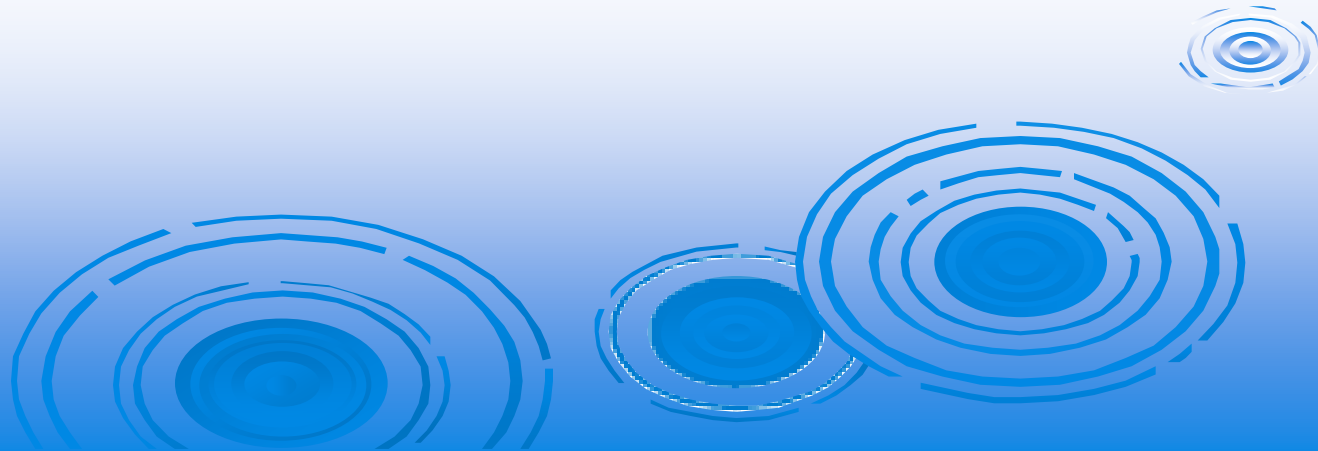
Access to the site: Discussion

Say how you will make sure that there is only **authorised** entry to, movement on or exit of persons, vehicles and equipment.



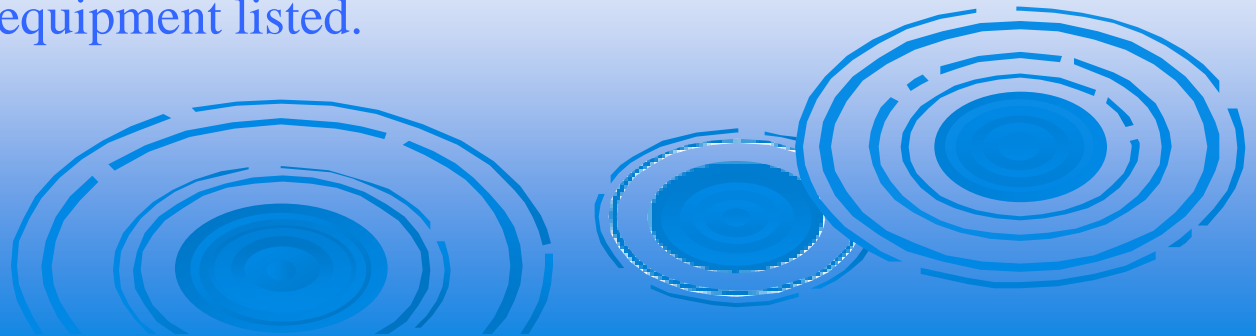
Safe Work Method Statements should include the following:

- A description of the work to be undertaken.
- The step-by-step sequence involved in doing the work
- the potential hazards associated with the work and with each step of the work.
- The safety controls that will be in place to minimise these hazard.
- All precautions to be taken to protect health and safety.



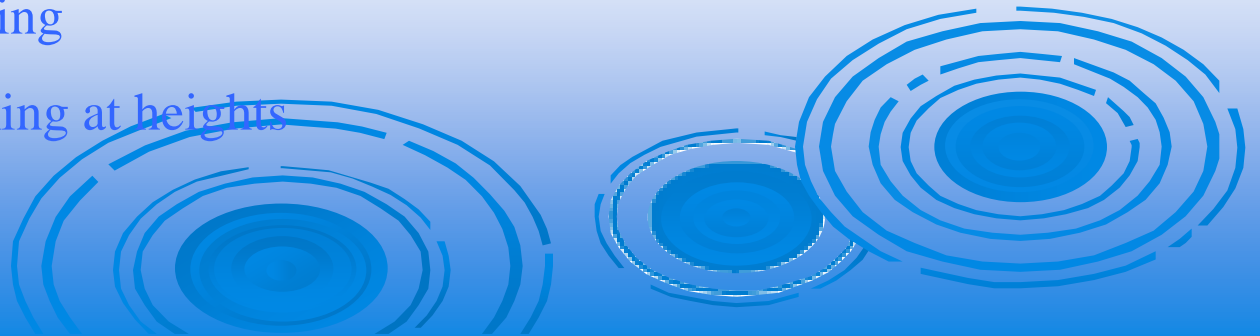
Safe Work Method Statements should also include the following:

- A description of what training is given to people involved with the work.
- The names of those who will be or have been trained in the work activities described in the Safe Work Method Statements.
- Identification of the plant and equipment that will most likely be used on site e.g. ladders, scaffolds, grinders, electrical leads, welding machines, fire extinguishers.
- Details of the inspection and maintenance checks that will be or have been carried out on the equipment listed.



Site Safety Rules should be developed for:

- General safety and safe working practices
- General housekeeping and cleaning
- Personal protective equipment
- Manual handling
- Traffic and access
- Emergency procedures
- Plant, equipment and cranes
- Ladders and handrails
- Electrical safety
- Training
- Working at heights



BWI H&S Training

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