



Platinum Homes & Projects Pty Ltd

Trading as

PLATINUM HOMES

**OH&S SAFETY MANAGEMENT
PLAN**

FOR

ALL WORK SITES

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COMPANY DETAILS

This Safety Management Plan sets out the Safety Management Strategy adopted by **Platinum Homes & Projects Pty Ltd** as the Principal Contractor for managing and controlling occupational health and safety hazards on all its building and construction sites.

Contact Details

Name of Company: Platinum Homes & Projects Pty Ltd

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OH&S Manager: Tonette Watson

Phone: (02) 9894 6888

Construction Manager/

Site Supervisor:

Phone

Joseph Agostino

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OH&S COMMITMENT

Introduction

The Directors of **Platinum Homes & Projects Pty Ltd** are committed to achieving the safest possible workplaces for all its employees and contractors taking into account NSW legislative requirements, Australian Standards, codes of conduct and industry best practice. It takes the safety of each employee, contractor and visitor to its work sites very seriously.

It is essential that each contractor engaged by Platinum Homes and Projects Pty Ltd understands that **in addition** to Platinum Homes and Projects Pty Ltd having a legal and moral obligation to provide a safe workplace the contractor also has a responsibility to ensure the safety of themselves, their sub-contractors and employees, including compliance with all:

- (a) NSW OH&S Legislation;
- (b) Australian Standards and Codes of Practice;
- (c) Platinum Homes and Projects Pty Ltd OH&S policies and procedures; and
- (d) Their/Its own OH&S policies and procedures.

To ensure the highest possible standards of safety each contractor engaged by Platinum Homes and Projects Pty Ltd is expected to discuss with each sub-contractor and/or employee it has on a Platinum Homes and Projects Pty Ltd building site:

- (a) this Safety Management Plan;
- (b) Platinum Homes and Projects Pty Ltd OH&S Risk Management Plan;
- (c) Platinum Homes and Projects Pty Ltd Site Safety Rules;
- (d) the Site Safety Signs; and
- (e) its/their own:
 - OH&S policies and procedures;
 - Safety Plan;
 - Safe Work Method Statements; and
 - Site Specific Risk Assessments and attached Emergency Response Procedures

Every worker on a Platinum Homes work site is responsible for their own health and safety and the health and safety of others affected by their actions and **must** observe all the requirements set out in this Document.

OH&S Goals

The occupational health and safety goals of **Platinum Homes & Projects Pty Ltd** are to:

- Achieve a safe an incident free workplace;
- Always consider OH&S issues in project planning and work activities;
- Involve employees and contractors in the decision making process to achieve safety through regular communication and consultation;
- Encourage employees and contractors to identify and control risks in the workplace;
- Monitor and review the elimination or control of potential risks; and
- Enhance its employees OH&S knowledge through a program of education and training.

We understand that the success of our OH&S management systems and initiatives depends on:

- The commitment of all employees and contractors to achieving the policy objectives;
- Understanding and enforcing the need to plan work activities with due regard to OH&S issues;
- Undertaking the risk management process in an effective way; and
- Encouraging easy communication between Platinum Homes and Projects Pty Ltd and its employees and contractors so that risks are identified and minimised and any OH&S issues are freely raised and addressed.

Platinum Homes and Projects Pty Ltd is committed to fulfilling the objectives of this Policy and expects equal commitment from all employees and contractors working on its building sites.

We make a copy of this Document available to each employee and contractor, either directly or by having a copy on site and require that they read it and agree to comply with it before entering onto and whilst on any of our work sites.

This is also a condition of payment for work done.

Signed: **Tonette Watson**

Platinum Homes & Projects Pty Ltd

Date: **25 May, 2011**

This Policy will be reviewed annually, with the next review to take place in May, 2012.

If you believe that an urgent amendment or review is required please do not hesitate to contact Platinum Homes and Projects Pty Ltd on safety@platinumhomes.net.au or phone (02) 9899 2200.

KEY ROLES & RESPONSIBILITIES

Platinum Homes & Projects Pty Ltd ensures that occupational health and safety is an integral part of every employee's position and insists that a commitment to occupational health and safety is a non-negotiable job requirement. The key roles and responsibilities of its team regarding occupational health and safety are outlined below.

MANAGING DIRECTORS

The Managing Directors of Platinum Homes and Projects Pty Ltd believe that a safety culture is driven from the top down and devote much time and energy to this.

Their duties include:

- Establishing and driving implementation of the Platinum Homes and Projects Pty Ltd OH&S policy
- Ensuring compliance with all OH&S legal requirements
- Ensuring that all work is conducted in a way that does not impose OH&S risks by way of holding regular safety management meetings with key staff
- Planning to do all work safely, irrespective of additional costs
- Ensuring employees undertake relevant OH&S training
- Communicating and consulting with employees on OH&S matters
- Investigating hazard and incident reports and ensuring that corrective action is taken
- Assisting in rehabilitation and return to work initiatives

MANAGER QUALITY AND PROCESS

The Manger Quality and Process is responsible for ensuring that:

- The Platinum Homes and Projects Safety Management Plan and Policy is kept up to date
- Ensuring implementation of the Platinum Homes and Projects Pty Ltd OH&S policies and procedures
- Ensuring compliance with all OH&S legal requirements
- Ensuring that all work is conducted in a way that does not impose OH&S risks
- Planning to do all work safely, irrespective of additional costs
- Ensuring employees undertake relevant OH&S training
- Communicating and consulting with employees on OH&S matters
- Investigating hazard and incident reports and ensuring that corrective action is taken

CONSTRUCTION MANAGER

The Platinum Homes and Projects Pty Ltd **Construction Manager** is responsible for occupational health and safety on all Platinum Homes and Projects Pty Ltd building sites and his duties include:

- Ensuring all Platinum Homes and Projects Pty Ltd employees are adequately trained in OH&S procedures
- Defining the OH&S responsibilities for Platinum Homes and Projects Pty Ltd employees on site
- Implementing the Platinum Homes and Projects Pty Ltd OH&S procedures
- Managing compliance by all employees and contractors with OH&S legislation, regulations, standards and codes

SITE SUPERVISORS

The responsibilities of each Platinum Homes and Projects Pty Ltd Site Supervisor include:

- Undertaking a general Risk Assessment of the work site prior to work commencing and determining whether there are any unusual risks that need to be discussed with employees and contractors
- Ensuring the work site complies with OH&S legislative requirements
- Ensuring that any equipment and plant provided by Platinum Homes and Projects Pty Ltd is safe and properly maintained
- Ensuring that all contractors are aware of this Document and the Site Safety Signs
- Implementing an agreed method of consultation with employees and contractors in relation to any identified risks or safety issues **being** immediate verbal notification to him, or phone or Email contact with Platinum Homes and Projects Pty Ltd
- Ensuring that contractors receive a Site Induction that includes a copy of this Document and a direction to read the Site Safety Signs and conducting tool box talks as required
- Reminding contractors of their need to undertake a Site Specific Risk Assessment, have a Safety Plan for their work and a Safe Work Method Statement
- Ensuring contractors are aware of emergency procedures
- Stimulating a high level of safety awareness at all times
- Preparing and participating in safety meetings as required.
- Reporting all accidents/incidents/near misses to the Managing Directors of Platinum Homes and Projects Pty Ltd
- Investigating all accidents and ensuring that corrective actions are undertaken
- Supporting and assisting with the rehabilitation of Platinum Homes and Projects Pty Ltd employees who have been injured at work, by encouraging their early return to normality through work based rehabilitation programs.

General

- Leading by example and promoting OH&S at every opportunity
- Insisting on correct and safe work practices at all times
- Advising contractors on who can assist them to prepare a Safety Plan and Safe Work Method Statement if requested to do so
- Monitoring compliance by employees and contractors with safe work methods (controls) and the Site Safety Rules
- Providing advice and assistance on OH&S to all workers on site.
- Carrying out regular site safety inspections and ensuring that any corrective actions identified are actioned in the required time frame.
- Conducting site inductions, toolbox talks and team briefings (as required).
- Ensuring all plant and equipment on site is maintained in a safe condition, with guards and safety devices in place.

CONSTRUCTION EMPLOYEES

Every Platinum Homes and Projects Pty Ltd employee is responsible for:

- Undertaking their allocated tasks in a safe manner in accordance with their training and experience
- Leading by example and promoting OH&S at every opportunity.
- Insisting on correct and safe work practices at all times.
- Co-operating in all OH&S matters
- Keeping their worksite in a safe condition
- Developing and complying with a Safe Work Method Statement for the task
- Complying with all site safety rules and the Site Safety sign

OH&S SAFETY MEETINGS

Platinum Homes and Projects Pty Ltd recognises that its employees and contractors should be involved in any workplace change that affects their health and safety and that all changes need to be documented and employees made aware of the changes.

Regular safety meetings will be held where employees and contractors can raise any safety issues they have and they will be addressed. Matters for consultation could include:

- Hazard and risk identification
- Control measures for managing hazards and risks
- The development of safe work method statements or risk assessments
- Site induction
- Changes to site conditions
- Emergency procedures

Minutes will be kept in relation to these meetings and can be viewed by request.

Employees and Contractors are also welcome to raise safety issues with Platinum Homes and Projects Pty Ltd and these will be promptly addressed.

RISK ASSESSMENT(S)

Risk Assessment

The Platinum Homes and Projects Pty Ltd Construction Manager will conduct a general Risk Assessment for each work site to identify if there are any unusual risks or hazards that should be drawn to the attention of employees or contractors.

All Contractors must use OH&S Form 01 Site Specific Risk Assessment to undertake an initial Risk Assessment **before** commencing work on site and this must be provided to the Construction Manager or Site Supervisor. It is important that the Emergency Response Procedures attached to the Form are understood and applied.

(See OH&S Form 02)

In addition to completing the Site Specific Risk Assessment all contractors must carefully read:

- (a) this Safety Management Plan:
- (b) the Platinum Homes and Projects Pty Ltd OHS Risk Management Plan;
(See OH&S Forms 03)
- (c) the Platinum Homes and Projects Pty Ltd Site Safety Rules
(See OH&S Forms 04)

They must also provide Platinum Homes and Projects Pty Ltd with a copy of their:

- (a) Contractor Safety Plan;
(See Appendix 1)
- (b) Safe Work Method Statements;
(See OH&S Form 10 and Appendix 2) and
- (c) Public Liability and Workers Compensation Insurance.

Site Safety Inspections

Platinum Homes and Projects Pty Ltd will ensure that its Site Supervisors undertake regular site safety inspections to facilitate high level occupational health and safety.

(See OH&S Form 07)

Employees and contractors should take this opportunity to raise any OH&S issues that they may have.

HAZARD REPORTING & HAZARDOUS SUBSTANCES

Hazard Reporting Procedure

The Platinum Homes and Projects Pty Ltd Construction Manager, Site Supervisors and its employees will encourage all workers to **repair, remove** or **report** hazards immediately. All workers are to be informed during the Site Induction that hazards can be reported verbally to either the Platinum Homes and Projects Pty Ltd Construction Manager or its Site Supervisor **or** by phone or Email to Platinum Homes (Phone: (02) 9899 220 or Email: safety@platinumhomes.net.au)

All hazards brought to the attention of Platinum Homes and Projects Pty Ltd are to be recorded on the Hazard Reporting Log.

(See OH&S Form 08)

Platinum Homes and Projects Pty Ltd will investigate all reported hazards and where necessary either eliminate or control the hazard. Where this cannot be done immediately, corrective action is to be documented on OH&S Form 07 and action taken within the following time frames:

Class 1 Risk -immediate

Class 2 Risk -24 Hours

Class 3 Risk -72 Hours

Corrective actions will be signed off when completed. The Platinum Homes and Projects Pty Ltd Site Supervisor will ensure that corrective action is undertaken within the appropriate time frames.

Every contractor must ensure that all their staff have been trained to complete the Hazard Report Log and report safety hazards.

Hazardous Substances

In conjunction with the contractor the Platinum Homes and Projects Pty Ltd Site Supervisor is responsible for ensuring no hazardous substances are brought on site without a Material Safety Data Sheet (MSDS) being lodged and the substances details recorded in the Hazardous Substance Register.

(See OH&S Form 09 and Appendix 3)

Contractors must list in their Site Specific Risk Assessment (See OH&S Form 01) and Safe Work Method Statements **all** hazardous substances they intend to use on site and provide a copy of the relevant MSDS to Platinum Homes and Projects Pty Ltd.

Platinum Homes & Projects Pty Ltd will ensure that following additional rules regarding the use and storage of hazardous substances on site are covered during the Site Induction and adhered to on site by all employees and contractors:

- All hazardous substances must be stored and used in accordance with the relevant MSDS;
- All hazardous substances must be stored in their original containers with a readable intact label in place at all times;
- All hazardous substances must only be stored in a location designated by the Site Supervisor; and
- All workers must be provided with adequate information, training and protective clothing and equipment prior to working with any hazardous substances on site.

SAFE WORK METHOD STATEMENTS

What Is A Safe Work Method Statement?

A Safe Work Method Statement (SWMS) must be prepared and provided to Platinum Homes and Projects Pty Ltd by every contractor prior to commencing work on its sites.

A SWMS breaks a work activity down into the logical tasks to complete it and lists the typical hazards associated with each task and the related to OH&S risks. Each risk is then rated and the SWMS lists the controls that will be taken to reduce the risks to the minimum level.

A separate SWMS is required for each work activity.

A SWMS Proforma is attached
(See OH&S Form 10)

The risk must not be rated greater than a 4 to start work.

The contractor must ensure that any risks identified in the Site Specific Risk Assessment (OH&S Form 02) are identified in the contractor's SWMS.

Monitoring of SWMS

The contractor is responsible for ensuring that all employees and subcontractors have read and understood their relevant SWMS prior to commencing work on site. The contractor is also responsible for conducting regular reviews of the SWMS whilst work takes place on site to ensure employees and subcontractors are adhering to the risk controls identified in their SWMS and that no new activities or risks are identified.

OH&S INDUCTION

Platinum Homes & Projects Pty Ltd will ensure that prior to commencing work on its sites each employee and contractor receives a Site Induction which comprises:

- (a) A copy of the Platinum Homes and Projects Pty Ltd Safety Management Plan;
- (b) A copy of the Platinum Homes and Projects Pty Ltd OH&S Risk Management Plan;
- (c) A copy of the Platinum Homes and Projects Pty Ltd Site Safety Rules;
- (d) A direction to read and ensure all sub-contractors and employees read all Site Safety Signs; and
- (e) A verbal briefing and direction to complete the Site Specific Risk Assessment and read the attached Emergency Response Procedures. (OH&S Form 02)

Each contractor will also be advised of its obligation to properly induct all its employees and sub-contractors.

Induction Record

All contractors should keep an Induction Record in relation to their sub-contractors and employees.

For a sample of a suitable Induction Record Form.
(See OH&S Form 05 & 06)

Site Safety Rules

It is a condition of working on each Platinum Homes & Projects Pty Ltd work site that the Site Safety Rules set out in OH&S Form 04 apply and are adhered to.

Any additional site specific rules will be added by the Site Supervisor during the Induction process.

(See OH&S Form 04)

Site Induction Agenda

Site Supervisors and contractors must ensure that all Site Inductions are carried out in accordance with the Site Induction Agenda set out in OH&S Form 01.

(See OH&S Form 01)

OH&S CONSULTATION

Platinum Homes & Projects Pty Ltd will consult with workers and contractors on safety issues by way of:

1. OHS Committee comprised of employer and employee / contractor representatives; and
2. Regular Toolbox meetings (for its contractors).

(See OH&S Form 11)

INCIDENT MANAGEMENT

Emergency Response Procedure(s)

Platinum Homes & Projects Pty Ltd Emergency Response Procedures (EROS) for Accidents are set out on the Site Specific Risk Assessment Form (OH&S Form 01).

Injury Reporting

All injuries must be reported to the Site Supervisor and an Incident and Injury Report completed.

(See OH&S Form 12)

These records will be kept for **Platinum Homes & Projects Pty Ltd** for a minimum of 5 years.

If the injury is likely to result in an absence from the workplace of 7 days or more, then the contractor must report the injury and its circumstances to WorkCover (within 48hrs verbally and in writing within 7days).

All such incidents will be deemed serious incidents and investigated by Platinum Homes and Projects Pty Ltd.

Accident Investigation(s)

Platinum Homes & Projects Pty Ltd will conduct a preliminary investigation into all serious incidents within 24 hours of their occurrence.

Investigations will be recorded on the Accident/Serious Incident Investigation Form or its equivalent.

(See OH&S Form 13)

OHS FORM 01: SITE INDUCTION AGENDA (PROCEDURE)

1. Introduce yourself and state your position.
2. If inducting a subcontractor or employee ensure they have read and understood their Safe Work Method Statement (SWMS) and will abide by the controls identified in the SWMS.
3. Explain the Platinum Homes & Projects Pty Ltd;
 - (a) Safety Management Plan;
 - (b) OH&S Risk Management Plan (OH&S Form 03)
 - (c) Site safety Rules (OH&S Form 04)
4. Explain the Site Specific Risk Assessment and Emergency Response Procedures and arrange completion. (OH&S Form 02)
5. Explain the Platinum Homes & Projects Pty Ltd Site Safety Rules (OH&S Form 04).
6. Point out and explain the Site Safety Signs.
7. Inform the worker of any major hazards close to or surrounding their worksite.
8. Make the worker aware of any unusual site specific issues/hazards they should know about.
9. Explain the site entry conditions and the hours of work allowed under the Development Consent or other conditions.
10. Explain briefly what the site details are.
11. Briefly outline your company policy details (particularly regarding the use of hazardous substances, plant, equipment, electrical etc).
12. Advise who the First Aiders are and how to contact them.
13. Point out where the first aid and emergency meeting points are.
14. Go through the Emergency Procedures for both minor and major accidents.
15. Explain the Evacuation Procedure.
16. Explain the arrangements for issue resolution.
17. Identify the traffic and environmental management plans (if applicable).
18. Complete the Induction Record (OH&S Form 05 & 06).

OHS FORM 02: SITE-SPECIFIC RISK ASSESSMENT

SCOPE OF WORKS									
PRINCIPAL CONTRACTOR		Platinum Homes	DATE		TIME				
SITE ADDRESS									
PERSON COMPLETING THIS ASSESSMENT					SIGNATURE				
	Site-specific work activity – risk assessment				Yes	No	N/A		
	Contractor assessment								
1	Have all employees completed OHS training (general, site induction and work-specific tasks)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	Have all employees been instructed on safe working practices (eg manual handling)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	Have all employees read and understood the SWMS and is it accessible on site?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	Do you have the correct type of first aid kit, and is it stocked and accessible for use?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	Have all employees been trained in the safe use of power tools?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6	Specify the PPE required.	<input type="checkbox"/> Hard hat	<input type="checkbox"/> Safety boots	<input type="checkbox"/> Eye protection	<input type="checkbox"/> Hearing protection	<input type="checkbox"/> Hi-visibility vest	<input type="checkbox"/> Hat	<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Sun protective clothing
7	Is the hazardous substance register on site and are all relevant persons trained in using and handling the substances safely?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8	Do you have the appropriate fire-fighting equipment on site for flammable substances or hot works?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9	Have all employees reviewed the site safety signage before commencing work?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Equipment assessment								
10	Has all the electrical equipment been tested and tagged, and is the electrical tagging register on site?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11	Are all electric outlets (generator, meter box, etc) protected by an RCD unit?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12	Have all tools and equipment been serviced and are they in good working order?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13	Have all plant and tools been inspected and are they fit for purpose?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14	Have all ladders used on site been inspected and are they fit for purpose?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15	Is there guarding on all machinery, covering all moving parts?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Site assessment				
16	Is the site security fencing intact (with no gaps or missing fencing panels) and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Is the work area clear of rubbish and debris, and is an area provided for debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Are materials delivered and stored in a safe and responsible manner in your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Are the public and other workers protected during work activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Are amenities on site clean and accessible for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Are all fall zones protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Have all safety systems (eg edge protection, scaffolding and guard railing) been	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Has the stairwell and open penetrations protection system been installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Is there a safe path of travel to all work areas and have all trip hazards been	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Have all trenches and excavations been backfilled, covered or barricaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU ELIMINATED ALL POTENTIAL RISKS FROM ANY OTHER HAZARDS IDENTIFIED ON SITE THAT MAY AFFECT YOUR WORK TASK?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*If you answer **No** to any of the items above – you must complete the risk assessment table below and consult with all employees and subcontractors before commencing any work. If you cannot remove or control the hazard, please contact your construction supervisor for advice before starting any work.*

Identify below any hazard (plant or substance or process) that could be a risk to OHS, and list the controls taken.

Hazard identified	Risk (1-6)	Controls implemented	Risk (4-6)	By whom

Risk rating score 1-6

POSSIBLE RISK	Very likely	Likely	Unlikely	Very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention or days off work	2	3	4	5
First aid needed	3	4	5	6

N.B. See attached Emergency Response Procedures

EMERGENCY RESPONSE PROCEDURES (ACCIDENTS/FIRE)

(To be completed by Site Supervisor).

Emergency Numbers

In the event of an Emergency, the following telephone numbers apply:

Contact	Phone Number
Site	
Site Phone	
Construction Manager	Joseph Agostino 0466 544 979
Site Manager	
Emergency Services	
Ambulance	000
Nearest Hospital	
Fire	000
Police	000
Nearest Police Station	
Other	
Electricity	Energy Australia: 13 13 88; Integral Energy: 13 10 03
Gas	13 19 09
Water	13 20 90
Telstra	Dial Before You Dig: 1100; Faults: 13 22 03
Poisons Info Centre	13 11 26

Site Address

Site Address:

Nearest Cross St:

Specific Entry Point:

1. In case of serious accident/emergency:

- Attract assistance and if someone is injured, call for medical assistance.
- Contact Site Supervisor who will coordinate Emergency Response, otherwise call 000 and inform them of the service required (Police/Fire/Ambulance).
- Provide address details as above and arrange to have someone meet the Emergency Services at the Site Entrance.
- If there is a fire, use the Fire Extinguishers to try and contain fire, if safe to do so.
- Stay with injured person(s) until help arrives. Do not move the injured person(s) unless there is a higher risk of them being injured.
- If necessary, commence site evacuation as per the Evacuation procedure.

OH&S FORM 03:

PLATINUM HOMES & PROJECTS PTY LTD OH&S RISK MANAGEMENT PLAN

This Risk Management Plan provides details on the management and control of the health and safety hazards associated with building and construction on all Platinum Homes & Projects Pty Ltd sites.

All Employees and Contractors must comply with the controls listed below.

CONTROLS AND IMPLEMENTATION

Risk/Safety Issue	Method of Control
Induction	<p>By commencing work on site, Contractors are warranting the principal that they have given induction training to each of their employees and subcontractors as follows:</p> <ol style="list-style-type: none"> 1. General Induction: <ol style="list-style-type: none"> a. Details of completion of the WorkCover General Induction for Construction - certificate number if available, participant's name, date of course, trainer's name and accreditation number. OR b. A statement, signed by the person involved, that they were working in the industry during the two years prior to 1 April 1999 and a reference so that the statement can be verified. 2. Work Activity Induction: <ol style="list-style-type: none"> a. A copy of the "Statement of Training" for any work activity induction training attended. OR b. Details of a Department of Fair Trading trade licence number and trade category, OR c. Details of trade certificate or activity training undertaken. 3. Site Induction: <ol style="list-style-type: none"> a. Signing of the form verifies understanding and acceptance of the principal contractor's site induction and controls for the identified hazards. b. The sub - contractor must inform all team members of the principal contractor's site requirements and ensure they are followed. This plan must be kept in the subcontractor's vehicle for reference at any time.
Subcontractor's Safety Plan	<p>Subcontractors warrant that they have a safety plan for their teams operation and the work they are contracted to carry out. Team members must be made aware of their plan which must be followed in conjunction with the principal contractor's safety Management Plan. The contractor must keep their plan in their vehicle for reference at any time.</p>

CONTROLS AND IMPLEMENTATION	
Risk / Safety Issue	Method of Control
Insurances	Before commencing work on site, subcontractors are to provide a certificate of currency of insurances for – <ol style="list-style-type: none"> 1. Workers compensation <ol style="list-style-type: none"> a. for employees and potential deemed employees and/or b. Where the subcontractor is operating as a sole trader, evidence of sickness & accident insurance and medical benefits, equivalent to workers compensation. 2. Public liability insurance to the value of \$5,000,000.00 minimum.
Amenities Reference: WorkCover Code of Practice – Amenities for Construction Work	Toilets: Toilet facilities will be made available for workers and trade contractors. Water: Where reticulated water is available it will be made accessible for workers and trade contractors. Otherwise potable water should be taken to site. Meal room: The building under construction may be used for meals. Until the building reaches a stage where it provides shelter, contractors are to make their own arrangements.
Site Security	Where a perimeter fence is not used, before leaving the site unattended at any time, subcontractors are to ensure that any hazards associated with their work are to be effectively secured from the effects of weather or intervention by unauthorised visitors. Where a perimeter fence is used, hazards associated with their work are to be similarly secured as well as all site access points. Access ladders are to be locked away or taken off site.
Fall Protection	Where a falls from heights are possible such as at change of levels, balconies, first floor stair voids or the like, a suitable barricade in the form of handrail, balustrade or similar, will be erected. Sub-contractors are to preserve the integrity of the barricade and ensure that all gates and access points are secured before leaving the site unattended.
Risk to other persons	Sub contractors are to ensure that adequate precautions are in place to avoid any risk of injury or illness to other trades on site or members of the public.
Safe Work Method Statements (SWMS)	Sub-contractors are to provide a SWMS for the following activities- <ol style="list-style-type: none"> a. work involving structural alterations that require structural support and b. work at a height above three metres and c. work involving excavation to a depth greater than 1.5 metres and d. demolition work for which a demolition licence is not required and e. work near traffic or mobile plant and f. work in or around gas or electrical installations Procedures outlined in the SWMS must be followed. Any departure can only be made after consultation and agreement with the principal contractor and all personnel involved with the activity.
Competency	Sub contractors are to ensure that where licences and certificates of competency are required to perform work, any employees or trade contractors they may use, will have proof of those qualifications or competencies. Any people employed or other contractors engaged are to be sufficiently trained and skilled to perform the work in a healthy and safe manner.
Warning signs	When working where hazardous situations occur such as in locations where there is a risk of being struck by falling objects, sub contractors are to display appropriate warning signs. Warning signs are to be displayed so that they are clearly visible to any persons who are approaching the area in which the hazardous situation exists.
Emergency and First Aid	Sub-contractors are to ensure that they have adequate first aid equipment in their vehicle. This first aid kit will be adequate for the type of injuries that could occur while performing their work. Sub-contractors must instruct all team members in emergency procedures applicable to each site. Emergency contacts are listed at the front of this Plan.
Hazardous Substances Register	When products that are classified as a hazardous substance are brought on site, sub-contractors are to maintain, in their vehicle, a register of material safety data sheets (MSDS) for each substance. Team members must be aware of and follow the precautions outlined in the MSDS's and know how to find information in an emergency.
Rubbish and Waste	Sub-contractors must ensure that their work progresses in a tidy manner, work areas are kept clear of rubbish and waste and are to be left in a clean and tidy condition. On a daily basis rubbish is to be taken off site or placed where arranged with the principal contractor.

CONTROLS AND IMPLEMENTATION	
Risk / Safety Issue	Method of Control
Materials	Where sub-contractors materials and equipment are to be delivered and stored on site arrangements are to be made with the principal contractor to ensure they are stored on site in a manner that is secure and does not cause injury or illness. More specifically, lightweight materials are to be secured so they are not blown over or away, and that fragile materials are stored and moved so they do not create additional hazards.
Personal Protective Equipment (PPE)	Appropriate items of PPE are to be used where it is not practical to control risk of injury or illness by other means. Further to this, hard hats are to be worn when there is a risk of injury to the head, for example when working underneath other trades. Appropriate protective footwear is to be worn at all times. When selecting footwear, particular attention is to be given to the suitability for the activity being undertaken.
Stability	While the structure is being built, sub-contractors are to ensure that their work is secured as necessary and does not adversely affect its stability. They are to ensure that the structure remains stable and secure from a collapse, which may be caused by: weather, wind, subsidence, construction loads, live loads, or the premature removal of temporary bracing or temporary propping.
Electrical. Reference: WorkCover Code of Practice – Electrical practices for construction work. (Electrical COP)	Where our sites are provided with a 240 volt power supply it will comply with the wiring rules and electrical COP, including protection by a Residual Current Device (RCD). Where sub-contractors are distributing power to several tools the distribution board must have its own RCD. Where sub-contractors provide their own generator it must be fitted with its own, hardwired RCD. Sub-contractors are to maintain compliance with the applicable standards and electrical COP and make sure that: <ul style="list-style-type: none"> • All extension leads, portable tools and electrical equipment operating above 32 volts are tested and tagged as required by the electrical COP • Portable electrical equipment will be of an industrial standard. • Power leads are located so as not to create a hazard and to minimise the risk of damage. They are to be kept away from water, checked daily for damage and repaired as required Extra protection for or relocation of power leads is to be provided as required in areas of high traffic.
Ladders Reference: WorkCover safety guide No 4503 – Portable Ladders	Ladders used on our sites are to be of an industrial standard complying with AS 1892 - Portable ladders, with a minimum load rating of 120 kg. Guidelines outlined in WorkCover Safety guide No 4503 – Portable Ladders are to be followed and sub-contractors are to ensure that: <ul style="list-style-type: none"> • Ladders are secured, where necessary, to prevent movement during use. • Precautions are taken for the base stability of ladders, particularly on soft or uneven soils. • Ladders are maintained in a sound working condition.
Working Platforms on Trestle Systems Reference: AS 6001 – Working platforms for housing construction	Trestle systems used on our sites must be erected in accordance with manufacturer or supplier's instructions, and good practice, as outlined in AS 6001. Sub-contractors must ensure that: <ul style="list-style-type: none"> • Platforms are erected as near as reasonable to level, and are stepped rather than sloped. • Platforms and trestle systems are kept in good and sound condition. • Trestles are placed on a firm surface or sole plates, to maximise stability.
Working Platforms on Scaffolds Reference: AS 1576 - Scaffolding; AS 4576 – Guidelines for scaffolding	When sub-contractors use or supply scaffolding it must be erected and/or used in accordance with the manufacturer or supplier's instructions, and good practice, as outlined in AS 1576 or AS 4576. When scaffolding is to be loaded with materials, the scaffolding will be capable of supporting the applicable loading, heavy, medium or light duty as outlined in Australian Standard 1576. Scaffolding must be erected as near as reasonable to level and be fully decked when in use.
Protrusions	Where they are a hazard, sub-contractors are to ensure that sharp objects such as protruding tie-down bolts; reinforcing rods and mesh; bars; steel, copper and plastic tubing, metal flashing, wall ties etc. are removed, bent over or covered to eliminate or reduce risk of injury.

(OH&S FORM 04): SITE SAFETY RULES

It is a condition of working on any Platinum Homes & Projects Pty Ltd site, that the following Site Safety Rules are observed:

1. Hard hats must be worn on all building sites at all times.
2. High visibility vests/shirts must be worn at all times in areas identified by signage.
3. All construction workers must wear safety boots/shoes.
4. Only trained persons may operate machinery.
5. No person affected by alcohol or drugs may work on site and they will be immediately removed if they are working under the influence of alcohol or drugs.
6. No alcohol or drugs are allowed on site at any time.
7. Unless otherwise directed by the Site Supervisor site working hours are:

Mon - Fri	7am - 5pm
Sat	7am – 1pm
8. Appropriate PPE (Personal Protection Equipment) must be worn as indicated in Safe Work Method Statements, Safety Plans or signage.
9. You must report any unsafe conditions or practices to your Supervisor or safety representative immediately.
10. You must keep your work area clean and free of waste materials.
11. You must act safely at all times.
12. You must know your emergency and site evacuation procedures.
13. You must always refer to the relevant MSDS when using hazardous substances or chemicals.
14. No smoking is permitted on site once the flooring vinyl has commenced being installed.
15. The Site Supervisor will decide on wet weather issues and site access.
16. All car parking is to be in the location directed by the Site Supervisor.

17. Materials to be loaded or unloaded from allocated areas.
18. All materials are to be stored on allocated areas.
19. No access is allowed across tree roots.
20. No digging is to be carried out in the area of any tree roots without **the Site Supervisor's** approval.
21. Racial abuse is prohibited on site.
22. All electric leads & power tools must be checked and tagged before being used on site.
23. All workers have a duty of care under the OH&S Act to ensure that they and their workmates work safe .You must report all unsafe work practices to the Site Supervisor or call Platinum Homes on (02) 9899 2200 or email safety@platinumhomes.net.au
24. No worker may move any scaffold at all unless he is employed by the contracted scaffold company. If caught they will be removed from site.
25. All workers must have appropriate licences to operate tools if required.
26. All workers must follow the relevant code of practice wherever possible.
27. All workers must familiarise themselves with the evacuation procedures and location of first aid kits.
28. No workers are to smoke in the lunch rooms. Please remember your non smoking workmates.
29. All workers must raise any safety issues or hazards that they identify, with the Site Supervisor.
30. All Rules on Site safety Signs must be adhered to.

Additional Rules for this site.

OH&S FORM 05: INDUCTION RECORD – SELF EMPLOYED/PRINCIPAL

INDUCTION NUMBER _____ ISSUE DATE: / /	PROJECT: _____ ADDRESS: _____
--	----------------------------------

<u>PERSONAL DETAILS</u>	
LAST NAME: _____	D.O.B. _____
FIRST NAME: _____	PH: _____
ADDRESS: _____ POST CODE: _____	
ANY MEDICAL CONDITIONS _____	
<u>EMERGENCY DETAILS</u>	
EMERGENCY CONTACT: _____ PHONE: _____	
EMERGENCY CONTACT ADDRESS: _____	

<u>BUSINESS DETAILS</u>	
BUSINESS NAME: _____	
BUSINESS CONTACT: _____ PH: _____	

<u>EMPLOYMENT DETAILS</u>	
OCCUPATION: _____	YEARS EXPERIENCE: _____
GREENCARD NO: _____	ISSUING OFFICER: _____ DATE OF ISSUE: _____
FIRST AID QUALIFIED: YES / NO LEVEL OF TRAINING: _____ EXPIRES: _____	
OTHER TICKETS / RELEVANT INFORMATION: _____	

Platinum Homes and Projects Pty Ltd has clearly advised me of the safety instructions for this site which are contained in the Site Safety Rules and Signs and the Platinum Homes and Projects Pty Ltd OH&S Risk Management Plan. I have also been provided with a copy of Platinum Homes and Projects Pty Ltd Safety Management Plan. I fully understand all the requirements and I agree to comply with them. I have conducted a Site Specific Risk assessment and will comply with the Occupational Health and Safety Act and Regulations and the conditions and procedures contained in my Safe Work Method Statement. I am aware that I should report any safety risks to the Site Supervisor and report any incidents or accidents to Platinum Homes by phone (02) 9899 2200 or email safety@platinumhomes.net.au and then complete an Incident and Injury Report.

Signature _____

Site Specific Induction Conducted By: _____

OH&S FORM 06: INDUCTION RECORD -
EMPLOYEE OF CONTRACTOR/PRINCIPAL NOT ON SITE

INDUCTION NUMBER _____
ISSUE DATE: / /

PROJECT: _____
ADDRESS: _____

<u>PERSONAL DETAILS</u>	
LAST NAME: _____	D.O.B. _____
FIRST NAME: _____	PH: _____
ADDRESS: _____	POST CODE: _____
ANY MEDICAL CONDITIONS: _____	
<u>EMERGENCY DETAILS</u>	
EMERGENCY CONTACT: _____	PHONE: _____
EMERGENCY CONTACT ADDRESS: _____	

<u>BUSINESS DETAILS</u>	
EMPLOYERS NAME: _____	
EMPLOYERS CONTACT: _____	PH: _____

<u>EMPLOYMENT DETAILS</u>		
OCCUPATION: _____	YEARS EXPERIENCE: _____	
GREENCARD NO: _____	ISSUING OFFICER: _____	DATE OF ISSUE: _____
FIRST AID QUALIFIED: YES / NO	LEVEL OF TRAINING: _____	EXPIRES: _____
OTHER TICKETS / RELEVANT INFORMATION: _____		

My Employer has clearly advised me of the safety instructions for this site to me which are contained in the Site Safety and Rules Signs and the Platinum Homes and Projects Pty Ltd OH&S Risk Management Plan. I am also aware that Platinum Homes and Projects Pty Ltd has a Safety Management Plan. I fully understand all the requirements and I agree to comply with them. I have conducted, or seen, the Site Specific Risk assessment conducted by my Employer for this site and will comply with the Occupational Health and Safety Act and Regulations and the conditions and procedures contained in my employer's Safe Work Method Statement. I am aware that I should report any safety risks to the Construction Manager and report any incidents or accidents to Platinum Homes by phone (02) 9899 2200 or email safety@platinumhomes.net.au and then complete an Incident and Injury Report.

Signature: _____

Site Specific Induction Conducted By: _____

OH&S FORM 07: SITE SUPERVISOR'S REVIEW SHEET

The following items are to be checked regularly by the Site Supervisor (each item must be checked at least once a week).
 The form should be filled in on site and faxed to the Project manager (if any) every Friday or as otherwise agreed.

Week ending:	Project:	Site Supervisors Name
(✓) Adequate	(x) Not Adequate	(N/A) Not Applicable

No.	Check the Following	Response	Action
1	All personal protective equipment being worn		
2	Subcontractors supplying SWMS and being reviewed		
3	Monthly tool box talks being held and signed off by employees		
4	Safe work method statements available on site for workers and being complied with		
5	Power tools, leads tested and tagged as well as being protected by an earth leakage protection.		
6	Safety lines and harnesses available for use where required.		
7	Para web and barriers in place to define work site		
8	Handrails in place for work over 1.8m in height		
9	Trenches benched or battered if greater than 1.5m in depth		
10	Certificated dogman for all crane lifts		
11	Reo caps in place		
12	Ladders tied off and 1m above work deck		
13	Scaffolds in good condition		
14	All power and hand tool in good condition		
15	Worksite tidy building materials stacked out of access ways		
16	Warning signs adequate for work being carried out		
17	Have you checked the file system is up to date?		

Site Supervisor signature: _____ Date: ____ / ____ / ____

Project Manager Signature: _____ Date: ____ / ____ / ____

OH&S FORM 10: SAFE WORK METHOD STATEMENT (SWMS)

This SWMS has been developed and authorised by:

Company name:			
	Name		
	Position	Date	
	Signature	Phone	
		Mobile	

DESCRIPTION OF WORK ACTIVITY:

Trades involved with undertaking this work activity:

This SWMS is submitted to (principal contractor):

COMPANY: PLATINUM HOMES & PROJECTS PTY LTD

CONTACT NAME:

CONTACT NAME:

SITE ADDRESS:

PROJECT DESCRIPTION:

This SWMS was reviewed by (principal contractor):

NAME:

POSITION:

SIGNATURE:

DATE:

PHONE NUMBER:

MOBILE NUMBER:

Person responsible for supervising and implementing, on the contractor's behalf, the OHS controls associated with each step of this work activity.

NAME:

POSITION:

SIGNATURE:

DATE:

PHONE NUMBER:

MOBILE NUMBER:

List plant, equipment and tools to be used	List hazardous substances to be used or handled	MSDS available? (Tick)	List PPE to be used	(Tick)	List hazards to consider	(Tick)
eg Electric generator	eg Unleaded petrol		Hard hat		Fall from ladder	
			Safety boots		Fall from heights	
			High-visy clothing		Fall from scaffold	
			Gloves		Contact with electricity	
			Hearing protection		Falling objects	
			Safety glasses		Collapse	
			UV cream		Slip, trips and falls	
			Dust masks		Manual handling	
			30+ sunscreen		Exposure to noise	
			Other (specify):		Struck by moving plant	
					Inhalation of dust or fumes	
					Cuts	
					Other (specify):	

What damage could it cause?	How likely is it to be serious?			
	Very likely (could happen anytime)	Likely (could happen sometimes)	Unlikely (could happen, but only rarely)	Very unlikely (could happen, but probably never will)
Death or permanent disability			2	
Long term illness or serious injury		2		4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6

NOTE: If a hazard is rated 1, 2 or 3, take action immediately.

How to complete the following form

- List the step-by-step sequence of tasks required to carry out a work activity from start to finish.
 - List the potential hazards associated with each step, and the related OHS risks.
 - Using the risk table, rate the identified risks.
 - List what controls you will implement to reduce the risks to the lowest possible level.
 - Rate the level of risk once those controls have been implemented (must be 4-6 before you can start work).
 - List the names or positions of the persons responsible for ensuring that the controls are implemented.
- A separate SWMS is required for each work activity.

STEP	Activity step <i>Break the activity down into steps. List the steps in this column.</i>	Hazards Identification <i>Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.</i>	Initial risk rating (1-6)	Controls Implemented <i>Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column. Note: If the risk rating is still 1-3, do not begin work.</i>	Revised risk rating (1-6)	Person responsible
1.						
2.						
3.						
4.						

STEP	Activity step <i>Break the activity down into steps. List the steps in this column.</i>	Hazards Identification <i>Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.</i>	Initial risk rating (1-6)	Controls Implemented <i>Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column. Note: If the risk rating is still 1-3, do not begin work.</i>	Revised risk rating (1-6)	Person responsible
5.						
6.						
7.						

STEP	Activity step <i>Break the activity down into steps. List the steps in this column.</i>	Hazards Identification <i>Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.</i>	Initial risk rating (1-6)	Controls Implemented <i>Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column. Note: If the risk rating is still 1-3, do not begin work.</i>	Revised risk rating (1-6)	Person responsible
8.						
9.						
10.						

STEP	Activity step <i>Break the activity down into steps. List the steps in this column.</i>	Hazards Identification <i>Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.</i>	Initial risk rating (1-6)	Controls Implemented <i>Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column. Note: If the risk rating is still 1-3, do not begin work.</i>	Revised risk rating (1-6)	Person responsible
11.						
12.						
13.						

STEP	Activity step <i>Break the activity down into steps. List the steps in this column.</i>	Hazards Identification <i>Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.</i>	Initial risk rating (1-6)	Controls Implemented <i>Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column. Note: If the risk rating is still 1-3, do not begin work.</i>	Revised risk rating (1-6)	Person responsible
14.						
15.						
16.						
17.						

STEP	Activity step <i>Break the activity down into steps. List the steps in this column.</i>	Hazards Identification <i>Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.</i>	Initial risk rating (1-6)	Controls Implemented <i>Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column. Note: If the risk rating is still 1-3, do not begin work.</i>	Revised risk rating (1-6)	Person responsible
18.						
19.						
20.						

ITEMS REQUIRED FOR THIS WORK ACTIVITY

QUALIFICATIONS

TRAINING

**CODES OF PRACTICE OR AS/NZS STANDARDS
TO BE COMPLIED WITH**

OH&S FORM 11: RECORD OF TOOL BOX TALK

Workplace:

Date:

Name of supervisor or presenter:

Subject:

Time:

Persons present

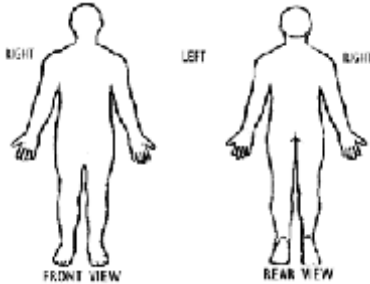
Name	Signature	Name	Signature

Comments and issues raised

Action	Person responsible	Action completed		
		Name	Signature	Date

OH&S FORM 12: INCIDENT AND INJURY REPORT

Details of incident (eg property, plant or environmental damage)			
Date of incident		Time of incident	am <input type="checkbox"/> pm <input type="checkbox"/>
Nature of incident			
Location of incident			
Description of incident			
Details of damage to equipment or property			
Name of person who received the report		Telephone	
Reported to authorities?	Yes <input type="checkbox"/> Provide details (when and whom): No <input type="checkbox"/>		

Details of injury (eg to a worker or visitor) and treatment			
Date of incident		Time of incident	am <input type="checkbox"/> pm <input type="checkbox"/>
Name of injured person		Date of birth	
Address		Telephone	
Occupation		Employer	
Activity in which the person was engaged at the time of injury			
Exact site location where injury occurred			
Nature of injury – eg fracture, burn, sprain, foreign body in eye			
Body location of injury (indicate location of injury on the diagram)			
Treatment given on site		Name of treating person	
Referral for further treatment?	Yes No	Name of doctor or hospital: Medical certificate received?	Yes No
Injury management required?	Yes No	Notify return to work coordinator Name of return to work coordinator	
Reported to authorities?	Yes Provide details (when and whom): No		

OH&S FORM 13: ACCIDENT/SERIOUS INCIDENT INVESTIGATION REPORT

Reference No: _____

Project: _____ Date of Incident: _____ Time of Incident: _____

Type of Accident/Serious Occurrence: Injury Damage Near Miss

Names of Persons Involved: _____

Names of Witnesses: _____

OBSERVATION

Describe clearly how the accident/serious incident occurred, including details of the extent of injuries and property damage as appropriate:

Draw a diagram showing what happened:

ANALYSIS

What acts, failures to act, or conditions contributed most directly to this accident/incident?

EVALUATION

Proposed Corrective Action: _____

SIGNATURES

Investigating Officers Name: _____ Position: _____

Signature: _____ Date: _____

OHS Committee/Representative(s) Comments (if applicable): _____

Name: _____ Position: _____ Signature: _____ Date: _____

Senior Management's Comments: _____

Name: _____ Position: _____ Signature: _____ Date: _____

FOLLOW UP

Comments of Investigating Officer re. Completion of Corrective Action.

Name: _____ Position: _____ Signature: _____ Date: _____

