

SITE SAFETY RULES

Workers are required to follow these site safety rules at all times. Serious breaches will not be tolerated and may lead to corrective action or dismissal.

General Prohibitions

- Being under the influence of alcohol or illicit drugs
- Not using the sanitary facilities provided
- Fighting, violence or vandalism of any kind
- Bullying, pranks or horse play
- Loud radios, dogs or firearms

Unauthorised persons are also prohibited from:

- entering the site after hours or commencing any tasks without prior approval by the site supervisor
- entering restricted/prohibited areas
- tampering or interfering with or blocking emergency equipment or any other safety equipment
- re-instating tripped circuit breakers and safety switches
- removing or obstructing safety signs
- removing barriers, hole covers or guardrails
- bringing children on site

Workers as are required at all times to follow

- OHS officer and site supervisor instructions
- Specific job safety instructions and control measures written in Safe Work Method Statements or other safety procedures
- Plant supplier's/hirer's safe procedures for operating plant, machinery, ladders, and tools

Safety Breaches

- Repeat offenders will be required to undergo reinduction and will be put on notice
- Further breaches are unacceptable and will trigger immediate action to safeguard the site or to prevent further breaches
- Serious OHS breaches and refusal to follow OHS officer or site supervisor instructions will not be tolerated and may result in dismissal from site

Safety Signs and their Meaning

- Workers are to follow all safety signs and instructions eg. "Danger No Entry" means that the area must not be entered under any circumstances - no exceptions
- "Unsafe - Do Not Operate" or "Danger Do Not Use" or similar sign or tag on plant or equipment means that it must not be used under any circumstances
- A safety sign may save a life - do not cover or obstruct any signs posted on this site

Scaffolds

- Scaffolds from which a person or object could fall more than 4 metres must only be erected, altered and dismantled by certificated scaffolders. Scaffolds with a potential fall-height of 2 metres or more must have guardrails, mid-rails and kickboards
- Do not remove guardrails, planks or ladders or alter/ modify any part of a scaffold unless you are suitably qualified and approved to do so
- Never use scaffold guardrails to gain extra height or work from improvised platforms such as planks on guardrails, or stepladders on decks
- Do not climb the bare framework of the scaffold
- Do not overload platforms or block access. All platforms and points of access are to be kept clear and unobstructed for a minimum of 450 mm
- Build-up of material or debris must be removed regularly by those generating it
- Falling material or debris generated during use must be confined to the working platform

Mobile Scaffolds

- Follow the manufacturers/suppliers written instructions for correct erection, use and dismantling
- Use only on a hard, level surface and lock wheels/castors before use. Never move a mobile scaffold unless everyone is off it and all loose items have been removed, or have been secured against falling

Trenches and excavations

Must have perimeter guardrails, barrier or cover so that there is no risk of anyone falling in. Must be left securely covered while unattended.

If deeper than 1.5 metres:

- must have safe ladder access into trenches or holes
- do not enter unsupported trenches or holes
- all workers must wear safety helmets
- do not work alone in an excavation

Demolition

- Prior to any demolition, a demolition plan and safe work method statement must be written
- The adequacy of floors and supporting structures to bear loads imposed by demolition plant must be verified by a qualified engineer
- For demolition of roofs, adequate fall protection must be provided

- Any traffic signs and speed limits posted on site must be adhered to at all times

Personal Protective Equipment

- Safety footwear must be worn on this site at all times
- Bare feet, thongs or non-safety footwear are prohibited
- Hard hats, hearing and eye protection must be worn in designated areas
- The correct type of work clothing and PPE must be worn at all times

Injuries, Incidents and Near Misses

- All injuries no matter how minor must be reported to the first aider and recorded in the Register of Injury pad
- All incidents, including near misses and dangerous occurrences must be reported to the site supervisor

Housekeeping

- Keep amenities clean and tidy at all times
- Dispose of rubbish into designated bins
- Keep access ways and work areas free from obstacles and tripping hazards, hoses, leads, protruding nails, sharp objects, building materials and scraps. Do not store materials/equipment in aisles and access ways

Working at Heights

- Fall protection must be in place for anyone who could fall 2 metres or more e.g. safe work platforms such as scaffolding, EWPs, boom lifts etc.
- Open sides of floors, penetrations, roofs, stair wells, lift shafts must be provided with guardrails, mid-rails and toe boards or covered with strong, secure material
- Safety harnesses must not be used without adequate operator training, anchor points, and an emergency rescue plan
- Ladders are only allowed for short duration, light work where stability and a hand hold can be maintained, and only if it is not practicable to use other temporary work platforms such as trestles, scaffolds and elevating work platforms

When working on a ladder make sure:

- the ladder is suitable for the task and is rated industrial (using makeshift ladders is prohibited)
- both hands are always free to ascend and descend
- both feet rest on the ladder and are no higher than the third tread from the top rung (or 900 mm) from the top of the ladder
- you avoid over-reaching (the belt buckle should always be within the stiles of the ladder)

Hot Work

- Hot work includes welding, soldering, cutting and grinding metals and must be performed by suitably trained persons
- A Safe Work Method Statement must be written prior to any hot work
- Combustible materials must be removed from the area and suitable fire extinguishers must be available at all times.
- Nylon vests and flammable clothing is not to be worn

Welding

Check oxy-acetylene equipment prior to use:

- look for damage to hoses, torch, gauges
- flashback arrestors must be fitted to both the cylinder end and the torch end of the hoses
- a suitable fire extinguisher must be attached to each welding and oxy-acetylene kit
- gas cylinders must always be kept upright and secured by chains, even when transported around work sites in a trolley or lifting frame
- all arc welders must wear eye protection, welding gloves and protective clothing to cover all skin (non-flammable)
- screens must be used to protect other persons from welding flashes
- fume extraction system must be used in poorly ventilated areas.

Lasers

Lasers must not be used on this site unless:

- labelled with the class of laser - Only class 1, 2, 3A and 3B (restricted) lasers are permitted on this site
- for class 2, 3A and 3B a trained laser safety officer with a certificate must be in charge of laser operations. All other laser operators must have suitable laser safety training
- warning signs are in position at entry points where the lasers are used.

Compressed Air Tools

Compressed air used irresponsibly can cause severe injury or death. Make sure that the following safety rules are always observed:

- hose couplings have safety clips
- hose ends are secured to prevent 'whipping'
- shut air off at main valve before replacing tools
- keep all body parts clear of nail gun firing line.

NEVER:

- use compressed air to cool off or to blow dust off clothes, skin or hair or direct at another person
- use compressed air for practical jokes
- kink the hose to cut off the air supply.

Falling Objects

- Always wear your hard hat in designated areas
- Penetrations must be covered or have toe boards
- Stay away from 'No Access' and 'No Go' areas
- Secure loose material you use such as ply board, roofing sheets and off-cuts
- Do not stack materials close to unmeshed guardrails and perimeter edges
- Secure materials against falling or pick up by wind
- Alert your supervisor of any falling object hazards

Electrical Safety

- All electrical tools, leads, multi-plug adaptors, plant and equipment used on site must have an up-to-date test tag and must be in a safe working condition
- Use only RCD protected power supplies
- Portable lights must be mesh guarded and suitable for the task
- All extension leads must be "heavy duty" and to be kept elevated on insulated stands or hooks to protect against mechanical damage and to provide clear access for personnel and vehicles
- Household adaptors, double adaptors, piggy-back adaptors and homemade switchboards or powerboards are prohibited on site
- All electrical repairs must be carried out by a qualified electrician

Plant Safety

Workers must not operate any plant or equipment, unless:

- fully trained and authorised to do so
- holding an appropriate Certificate of Competency where required by law
- daily plant checks have been carried out and the plant is fitted with all the recommended safety devices, guards and signs and the plant is not faulty. Report any faults to your supervisor
- long hair is fully and securely contained within a hair net or similar when working with or near plant or power tools that have moving parts
- do not remove any safety guards or safety devices

Manual Handling

- Use mechanical lifting aids wherever possible
- Never lift beyond your capacity
- If the load is heavy - ask for assistance

Explosive Powered Tools

- EPT users are to be under the supervision of a qualified person and all workers must be inducted into the Safe Work Method Statement prior to use of an EPT
- Before using an EPT, make sure no one is in the firing line of the tool
- Eye and hearing protection must be worn by all persons involved in EPT tasks, including persons assisting
- Collect all used rounds and dispose of safely off-site
- A "CAUTION - EXPLOSIVE POWERED TOOL IN USE" sign must be displayed

Hazardous Substances & Dangerous Goods

For all hazardous substances or dangerous goods brought on site, subcontractors must provide:

- a full list of the hazardous substances to be used
- Material Safety Data Sheet (MSDS) for each substance classified as hazardous
- adequate labelling of all substance containers
- Safe Work Method Statement for the use of each substance
- workers must be inducted into the Safe Work Method Statement and the Material Safety Data Sheet process

Hazardous Building Materials

A Safe Work Method Statement must be written prior to any tasks involving:

- **Asbestos** - If you find asbestos on site, do not disturb it in any way. Report it to your supervisor. No asbestos is to be removed unless authorised by the site supervisor
- **Silica** - Silica dust can be generated from bricks, tiles, mortar, sandstone and concrete, particularly when dry cutting, chiselling, sawing, grinding or scabbling
- **Synthetic Mineral Fibres (SMF)** - Commonly found in insulation batts, ceiling tiles, loose ceiling insulation, air conditioning duct insulation and pipe lagging
- **Medium Density Fibreboard (MDF)** - chipboard and hardwood products

UV Protection

When working outdoors, follow safety measures to minimise exposure to sunlight. Cover as much skin as possible:

- wear broad brimmed hats, or hard hat fitted brims
- wear well fitted long sleeved clothing
- wear close fitting, wrap around sunglasses
- apply broad spectrum SPF30+ sunscreen on exposed skin and SPF30+ lip balm