



OHS Site Safety Plan

Version 3.1

Site Safety Plan

Review Schedule:	Annually
Reviewed: Megan Duggan	01.08.2019
Approved: Brent Derbyshire	04.09.2019
Next Review:	01.08.2020

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Company Information

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Occupational Health and Safety Policy

Harry the Hirer is committed to providing a safe and healthy work environment for employees, contractors, customers, visitors and members of the public. Harry the Hirer has established a management system to ensure that its moral and legal responsibility for Occupational Health and Safety is met. This commitment also extends to ensuring that any operations undertaken by Harry the Hirer does not place the local community or the environment at risk of illness, injury or damage.

Objectives

The policy aims to:

- Ensure that the workplace hazards and risks are managed and controlled as far as is practicable;
- Provide safe systems and methods of work;
- Monitor legislative and industry standard requirements to ensure compliance;
- Ensure that appropriate consultative arrangements are in place for employees, contractors and visitors;
- Provide safety information, instruction, training and supervision.

Responsibilities

Harry the Hirer recognises that each management representative has the overall responsibility to provide a safe workplace and will be held accountable for the implementation of this policy in their area of responsibility. These responsibilities include:

- Adequate hazard and risk management involved with works and job planning;
- Monitoring of works to ensure that health and safety is not compromised;
- Ensuring that work areas are maintained in a safe condition;
- Ensuring that safe work methods and practices are followed;
- The implementation and maintenance of the health and safety management system;
- Ensuring there are sufficient resources for the organisation to continue to maintain and continuously improve the health and safety management system.

Employees will ensure that they:

- Apply and observe the procedures and work instructions to their work situation;
- Manage workplace hazards and risks to ensure their own safety and the safety of others that may be affected by their actions;
- Notify their supervisor of potential hazards, risks and incidents associated with their work.

Consultation

The organisation will endeavour to consult with employees and others in safety matters and will involve employees in any workplace change, which may affect their health and safety.

Review

The policy will be reviewed annually.

Issue Date: 01/08/2019

Revision Date: 01/08/2020

Brent Derbyshire

General Manager Operations



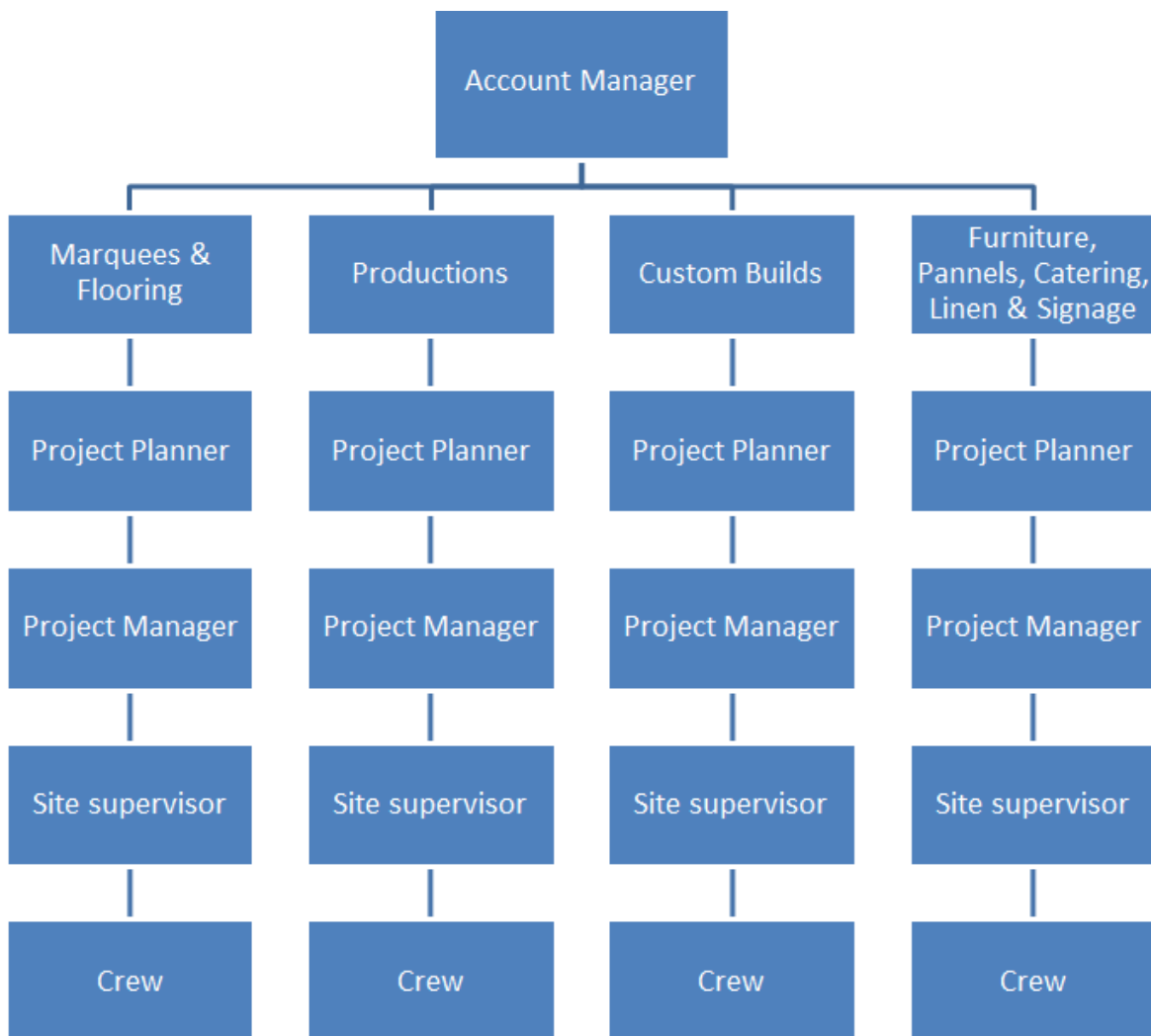
Date: 01/08/2019

Project Organisation

Organisation Chart

The scope of works will determine the project management structure for each event. Roles can be combined for designated events. Generally, larger events will have a larger management team such as the following. The management structure for each event will be detailed in the job folder, together with contact details. The management team for smaller jobs will consist of a project planner and site supervisor.

HTH Site Management Team



Emergency Contact List

SERVICE	PHONE
Emergency (Police, Ambulance, Fire)	000
Worksafe Victoria	1800 136 089
Gas & Electricity (Danger to life emergency only)	000
EPA VIC	1300 372 842
Sonic Health Plus (Unit 1/38-40 Lt Boundary Rd, Laverton Nth)	8352 4900
Dr Brian Gamboni (Burnley St, Richmond)	9429 4310
Nurse on Line	1300 606 024
State Emergency Service (SES)(All states)	132 500
Poisons Information	13 11 26
Wildlife Rescue Vic	1300 094 535

Designated Responsibilities

The individuals who have involvement with the delivery of any Project each have responsibilities in relation to OHS. The site primary team members and their respective responsibilities are outlined below.

Account Manager

The Account Manager has overall responsibility for the safe conduct of work in all activities conducted by Harry the Hirer. They will ensure that all site specific information is provided to the Project Planner and Project Manager.

Project Planners

A Project Planner shall be appointed for each event. For designated events a project planner can be assigned for each department involved in the Project. The departments are:-

- Marquees and Flooring
- Furniture, Panels, Catering and Kitchen Equipment
- Lighting, Audio/Visual, Rigging and Power
- Customs
- Signage

The Project Planner liaises with the Account Manager in regards to site specific safety matters. They are responsible for the following: -

- Scheduling all on site delivery and installation activities.
- Giving due consideration to safety aspects in the planning and implementation of works.
- Reviewing all subcontractors OHS plans, SWMS and JSAs for work under his immediate control prior to commencement on site.
- Overseeing the implementation of the safety induction program.
- Ensuring all personnel working on site have completed the site induction and providing proof of induction to HR/Operations.
- Formally reviewing and updating this OHS Site Safety Plan as and when required
- Ensuring implementation of this Plan.
- Assist in the investigation of accidents and/or incidents at the workplace.
- Providing advice and assistance to Project Manager/Site Supervisor to ensure a safe place of work in their work zone.
- Forwarding all relevant documentation to the designated department

Project Manager

The Project Manager liaises with the Project Planner

The Project Manager is responsible to ensure that any work undertaken on site is adequately supervised and performed safely and must be satisfied in regards to safety before they direct an activity to commence. No activity is to commence unless the Project Manager gives that direction.

Particular duties the Project Manager will perform include:-

- Remain familiar with this OHS Plan and any amendments should they occur.
- Ensure compliance with SWMS and company policies and procedures.
- Identify all foreseeable hazards associated with the project and assess, control and then eliminate those hazards.
- Confirm persons are competent in performing allotted tasks
- Confirm individuals are at all times physically and mentally capable of performing the tasks.
- Ensure that appropriate PPE is being utilized for the tasks being carried out.
- Ensure that communications are available to summon emergency service assistance in emergency situations.
- Conduct audits and reviews of the work processes for compliance
- Co-ordinate the immediate response to emergency situations. This includes summoning assistance as necessary.
- Stop any unsafe activity encountered on the project and make the situations safe.
- Assist in the investigation of accidents and/or incidents at the workplace.
- Ensure hygiene is maintained on site.
- Be a member of, and actively participate, in the site safety tool box meetings, taking on the chairman's role.

Site Supervisor

The Site Supervisor reports to the Project Manager, and has the immediate responsibility for the safety of all works in their works zone, including all day-to-day works being undertaken.

The Site Supervisor must be satisfied, as far as it is reasonably practicable, in regard to safety and hazard identification and mitigation before they direct any activity to commence. No activity is to commence unless a Site Supervisor gives that direction.

Site Supervisor responsibilities include:

- Remain familiar with this OHS Plan, and any amendments, should they occur.
- Identify all foreseeable hazards associated with the project and assess, control and as far as reasonably practicable, eliminate those hazards or if necessary, refer to the Project Manager or Labor Manager.
- Confirm persons under their control are competent in performing allotted tasks.
- Confirm as far as is reasonably practicable, individuals under their control are at all times physically and mentally capable of performing allotted tasks and are not under the influence of drugs or alcohol.
- Ensure that appropriate PPE is being used for the tasks being carried out.
- Ensure that communications are available to summon emergency service assistance in emergency situations.
- Co-ordinate the immediate response to emergency situations. This includes summoning assistance as necessary.
- Stop any unsafe activity encountered on the project and make the situation safe.
- Ensure hygiene is maintained on site.

- Conduct the shift start meeting daily and be a member of & actively participate in the site safety toolbox meetings.

Plant & Equipment Operator

The Plant & Equipment Operator reports to the Project Manager or Site Supervisor, and has the immediate responsibility for the safety of all works in their works zone

The Plant Operator must be satisfied as far as it is reasonably practicable in regard to safety and hazard identification and mitigation before he commences work.

Particular duties the Plant Operator is responsible for include:

- Remain familiar with this OHS Plan, and any amendments, should they occur especially in regard to plant operations.
- Remain familiar with the risk assessment for the plant being operated.
- Ensure the Familiarization of Plant record is completed.
- Ensure they carry their High Risk License, Competency Card and vehicle license.
- Ensure all plant is inspected on receipt and dispatch and, where required, recorded in and out on the Plant ID Register.
- Ensure the plant inspection is carried out daily, prior to use, and recorded in the logbook.
- Where required, ensure the plant is signed in and out on the Plant Allocation Sheet.
- Ensure any damages or faults with the plant are reported to the supervisor.
- Ensure the vehicle is tagged out and the keys returned to the supervisor if it is not fit to operate.
- Ensure the plant is operated safely and comply with all safety standards and guidelines such as:-
 - Seat belts are used at all times
 - Load limits are within plant capacity as detailed on the load plates
 - Refueling is completed on an appropriate surface
 - Funnels must be used at all times
 - Never refuel on bitumen surface
 - Use surface protection when required
- Ensure plant is secured and keys removed when not in use
- Be a member of & actively participate in the site safety toolbox meetings.

Other Members of the Site Workforce

Each individual worker is responsible to conduct their allocated tasks in a safe manner and in accordance with their training and experience. They must give due consideration to the safety of all others in their proximity. They must co-operate in matters of health and safety. All workers must leave their works in such a condition that the location will not be hazardous to others at any time.

Transitory Individuals

Individuals with various interests in the project will have occasion to visit the site from time to time.

Those who have been inducted into site safety procedures are responsible to perform their duties within the constraints of the site safety induction requirements after seeking specific safety directions from the Supervisor responsible for the area.

All other transitory individuals are to be escorted at all times on site by an appropriately site inducted person.

Any transitory individual being on site for a period of more than 3 hours is required to undertake the site induction.

Risk Assessment and Control

Site and Project Characteristics

The project details are recorded in the job folder.

The work can comprise the following:-

- Delivery, installation & recovery of
 - Single and multi-story temporary structures at ground level or on scaffold
 - Furniture, catering equipment, flooring and other hire equipment
 - Rigging, Lighting, Power and AV equipment
- Delivery, Fit-out & Dismantle of internal temporary paneling
- Custom builds
- Signage
- Associated works

Hazard Assessment

Harry the Hirer has developed Safe Working Method Statements (SWMS) for all standard and high risk tasks. Due to the transient nature of our workforce, pictorial training aids have also been developed for temporary structure builds and dismantle. These have proven to be a valuable tool in providing instruction and training to new employees. The SWMS documents each step in the task, together with the hazards and control measures. SWMS are reviewed on a regular basis. When using subcontractors for crane operations, HTH crew will be familiarized with and sign off on the crane operator's SWMS.

The Site Emergency Response Plan, Traffic Management Plan and any other site specific requirements will be obtained by the Account Manager prior to commencement on site. Where no site specific requirements exist, HTH standard procedures will apply.

The Project Planner will review the scope of works to ensure that the Project Manager/Site Supervisor has all necessary SWMS. Any site specific JSA&RA and the relevant site specific procedures and requirements will be included in the job folder together with the job plans.

Prior to commencement on site, the Site Management team will ensure that any site specific hazards have been addressed and will review all paperwork. They will also ensure the team is familiar with all aspects of the site requirements.

The Project Manager or Site Supervisor, in consultation with the crew, will complete the Shift Start form at the commencement of the daily works. They will complete a JSA & Risk Assessment for any hazard identified, or task at hand, in every instance where the site hazards and /or scope of works are not already addressed, or are outside the parameters of the SWMS. They will ensure that their crew is familiar with the applicable SWMS and the control measures in place. SWMS are available on request. If additional SWMS are required (e.g. crew performing work for another department) the Project Planner will ensure additional SWMS are supplied in the job folder.

Any identified site specific hazard, outside HTH control, is to be recorded on the Hazard Notification form and referred to the Project Manager or Project Planner for resolution prior to commencement of work.

The Project Manager or Site Supervisor will ensure all personnel have completed the site induction prior to commencement on site. They will determine whether the crew members have prior experience of the job at hand and will ensure that any crew member new to the task is assigned to an experienced crew member for training.

Hazard Minimisation

The approach to all hazards and work in areas affected by them is to, where practicable, eliminate or remove the hazard or to minimise the risk so as to allow works to proceed safely.

All equipment to be used in the works will conform to the requirements of any statutory regulation and also be prudent practice in both design and serviceable condition.

Any equipment or person on site considered to pose an unacceptable danger on or about the works will be immediately stood down and/or removed from the site.

All existing parts of and areas of the site will be adequately protected at all times during the execution of the Works.

On designated “Construction Zones” temporary sign posting will be provided at the commencement of the Works and maintained during the works, indicating access to and within the site for the use of site personnel.

Consultation

Site Management will meet with the Event Organiser/Manager as requested or as needed. Any health and safety matters arising from this meeting will be communicated to the crew the next morning during the shift start meeting, or immediately for any urgent matters.

All site personnel are advised that should they see an unsafe practice or potentially unsafe situation to immediately report it to their supervisor. All personnel are encouraged to submit hazard and incident reports, including near misses, immediately for rectification.

Regular meetings will be conducted on site with all crew members at a pre-determined interval. Each Supervisor will conduct a shift start meeting daily on commencement of works and the Project Manager will conduct a health & safety toolbox meeting with all crew at least weekly.

The Project Manager will keep a record of all Safety Meetings. The minutes are to be retained on site and then returned to the Project Planner at the end of the job. The Project Planner will retain all documentation for each event.

Meeting Schedule

Minutes are kept for all meetings and filed in the job folder. The minimum requirement is a daily shift start meeting which will be recorded on the shift start form. For all other meetings the minutes are to be recorded on the Minutes form.

The meeting schedule will be determined in consultation with the site management team.

Meeting	Schedule	Intention	Attendees
Shift Start Meeting	Daily	Consult with crew regarding daily work and hazard identification. Disseminate information from site management	Site Supervisor and crew

Toolbox Safety Meeting	Weekly	Project Manager to chair this meeting. Consult with crew regarding daily work and hazard identification. Disseminate information from site management	All personnel
Site Management Meeting	As required	Review project. Review Site Safety Meeting minutes. Set agenda for Toolbox Meeting	Project Planners Site Managers

First Aid and Incident Management

Any additional First Aid facilities supplied for the site will be recorded on the summary page and the site supervisor will advise his crew.

All supervisors will have a first aid kit. On large sites where a compound is provided, an additional first aid kit will be available. The Site Manager is responsible for stocktaking the kit in the compound and each supervisor is responsible for ensuring their kit is stocked to required level. Contents list and order form are in the Supervisor Folder.

The list of first aid certificate holders on this project is on the Summary page. A full list of first aid qualified crew is included in the supervisor folder.

Incident Management

In case of injured worker:-

- Assist worker to seek medical treatment if needed
- Take employee to Emergency dept. when necessary at the nearest hospital
Call ambulance if is or may be serious injury (i.e. falls from height) or employee is not capable of walking/not fully alert.
- Advise RTW Coordinator of any injured persons requiring medical treatment to enable immediate management of the case.

Event Notification Procedures

All incidents should be reported to the venue management as soon as possible. Refer to the Venue/Event requirements.

Consider whether Incident Notification is required by the Statutory Body.

If there is an incident that causes or could have caused serious injury or death, there are legal requirements to report this to Work safe. You must report any such incident immediately to the Operations Manager who is responsible for contacting Work safe.

You must preserve the scene of the accident unless it needs to be made safe to avoid any further incidents.

Ensure an Incident Report is completed

An incident form must be completed and sent to HR within 24hrs.

A copy of the Incident Report is to be sent to the Venue site manager

Incident report can be completed by supervisor if employee is not able to do this.

Incidents not requiring medical treatment are still to be recorded on the incident report and should be forwarded within 24hrs.

Investigation Report

An Investigation Report is required to be completed by the Site Manager for any medical treatment injury, near miss, serious incident or any incident involving plant or equipment. The aim of this investigation is to find out exactly what happened and why it happened so that you can put measures in place to ensure it doesn't happen again.

Housekeeping

No rubbish or materials are to be left lying about. All rubbish is to be removed from a work site as soon as possible and disposed of in the approved manner.

Access and egress ways are to be kept clear at all times.

Waste materials are to be stowed in a suitable container. Protruding nails shall be pulled out or otherwise made safe, immediately. Staff amenities will be maintained and kept in good order.

Chemicals and Hazardous Materials

Generally minimal amounts of LPG and/or Fuel will be stored on site. All such product will be stored as required by site management.

The Project Manager or Site Supervisor will ensure the Hazardous Substances Register is completed for any substances to be stored on site. The SDS's for all substances are in the Supervisor Folder and are also available where the items are stored.

The Principal Contractor will be advised of all substances to be used on site and the SDS will be supplied.

Electrical Equipment

All electrical plant and equipment will comply with the requirements AS/NZ 3012:2010- *Electrical installations-Construction and demolition sites*

Electrical Appliances and Extension Leads

All electrical plant and equipment will comply with the requirements of the Work Cover "Code of Practice: Electrical Installations on Construction Sites" and Australian Standards AS 3012:2003- Electrical installations-Construction and demolition sites.

A register of all leads, tools & appliances is kept in the warehouse and is available on request.

All electrical plant and equipment is inspected, tested and tagged as per Australian Standard AS 3760:2003- In-service safety inspection and testing of electrical equipment by a licensed or competent person and the records are held at the relevant warehouse.

A register of all leads, tools & appliances is kept in the warehouse and is available on request

Portable Earth Leakage Circuit Breakers (ELCBs)

ELCBs will be used between the power source and the extension leads and electrical appliances in use to protect users against electrocution on external site installations if indicated on the JSA.

Works at sites involving exposure to the public or customer employees will be barricaded off with barrier tape. At all times safe access and egress around the works area will be provided, especially with regard to emergency exits and emergency equipment. Routes between the site entry and the works area will be established.

Lighting

Adequate lighting for outdoor work will be maintained at a minimum of 80lx as outlined in AS 1680.1- Interior and workplace lighting- General principles and recommendations, Harry the Hirer will insure this is achieved by supplying portable lighting when required.

Height Safety

Each department will assess works requiring work at heights and will implement procedures to eliminate risks, or reduce risks as far as reasonable practicable, in compliance with current legislation.

Refer to OHS procedure Working at Heights – Marquee Installation and Removal.

Refer to SWMS and SOPs for specified controls measures.

It may be appropriate to use a ladder in some situations. Ladder usage must comply with the Hierarchy of Controls for Working at Heights as specified in Working at heights – Marquee Installation and Removal.

All ladders used by Harry the Hirer shall be designed, constructed, maintained and used according to the relevant Australian Standards, AS/NZS 1892.1-5 Portable Ladders (Metal, Timber, Reinforced Plastic & Selection, Use & Care).

Platform ladders only are to be used.

Harry the Hirer shall provide training and supervision for everyone using a ladder

Ladders for electrical work must be Australian Standard non-conductive.

People working at heights unprotected exceeding 1.8m are to use safety harnesses attached to suitable anchorage points or use elevated work platforms (EWP). Belts and harnesses must be inspected prior to use, be no older than 10 years old, and be approved for use. A service register is to be kept.

Hot Work

People performing hot work are to wear suitable safety glasses, protective gloves and clothing. Fire fighting equipment is to be available. Any flammables or flammable liquids are to be isolated and protected during hot work. Welding, cutting and grinding equipment including LPG torches must be of a suitable type and used in accordance with the relevant fire authority permit.

Plant Operations

All plant and equipment will be in good working order. The Project Manager, Site Supervisor or plant operator will ensure the Plant Register Form 014 is completed as requested.

All equipment, including that sourced from a Hiring Company, will have a current Log Book, Plant Risk Assessment and maintenance record. All equipment with enclosed cabin will have a fire extinguisher.

The plant operator will complete the Record of Familiarization of Plant Operator with Plant Risk Assessment & Control Measures and this will be available on request.

All drivers will hold the relevant high risk license or competency card for the plant and equipment being operated and will carry these at all times. The plant and equipment operator will also have a vehicle license when the site is designated public land or roads.

All drivers will complete the daily safety inspection checklist in the log book supplied on the vehicle.

Lifting Gear

All lifting gear is inspected every 6 months as set out in AS 4991:2004.

Slings are examined every 3 months as set out in AS4497.1-1997 & AS1353.1-1997

HES (Hoisting Equipment Specialists) provide a certified examiner who completes a visual inspection and the Height Safety Register. A copy is available on request.

Subcontractors providing lifting equipment, e.g. Crane Company, will provide this information as required.

PPE

All employees are required to wear the following as a minimum whilst on site;

- a) Steel capped safety boots.
- b) Hard hats (Supplied).
- c) Hi Visibility Safety Vests or Shirt (supplied)

All marquee department personnel are also supplied with wet weather jacket & pants and gloves. After the initial issue, all PPE is exchanged on a fair wear & tear basis. These records are retained in HR.

- Gloves are available from the supervisor at all times.
- Broad brim sun hats are available from HR on request.
- Sunscreen is available from the supervisor at all times.

All other PPE, such as safety glasses, ear muffs and specialty equipment (e.g. harness, etc.) are supplied by the supervisor as needed.

The only exception to b) above is for operators of plant with cabins and only while they remain in the cabin. Once the operators are no longer in the cabin of the plant, they will be required to comply with b) above

Reporting, Monitoring and Assessment

Accident / Incident Reporting and Investigation

All incidents, including near misses, will be recorded on Form 007 preferably by the employee involved or by a supervisor and reviewed by site management, the relevant OHS Coordinator and the Labor Manager. The Project Manager, or designated manager, will investigate all incidents

directed.

Site Safety Personnel will be advised as soon as possible.

The forms will be forwarded to the relevant HR/Operations department and Site Safety Personnel within 24 hours of the incident.

The RTW Coordinator will be advised immediately of any injuries to personnel requiring medical attention.

Auditing Work Practices

The Labor Manager for each department will conduct regular site safety audits using Form 023. The audit will be kept on file and available on request. It will be returned to the Project Planner, with all site documentation, at the end of the job and retained as per company policy.

The Project Manager or Site Supervisor will rectify any issues identified.

Monitoring Corrective Action

The Labor Manager will monitor that all corrective actions have been implemented.

Performance Assessment

The Project Manager, Account Manager and Project Planners will review performance regularly throughout the delivery and recovery of the event and, for designated projects, will participate in a formal review at end of project.

Site Supervisors will continually review the performance of their crew and advise the Project Manager or Labor Manager if they have any issues or concerns.

Training and Competencies

Training and Inductions

All employees of HTH are required to complete the HTH Induction and OHS Training Course prior to commencement of work. Training records are retained in HR.

Site Supervisors attend a Site Supervisor training course. This course covers their responsibilities on site in regard to OHS, employee welfare and administration.

All employees will participate in any Site Specific Induction conducted by the Event organizer/Site manager prior to commencement on site. Where applicable, they will carry proof of this induction at all times.

All crew members will be inducted into the specifics of the task at hand by the HTH Supervisor. They will be familiarised with the SWMS and assigned to an experienced crew member for on the job training. The record of training is incorporated into the Shift Start form.

Qualifications

Harry the Hirer will ensure that all equipment operators and specialised staff are suitably qualified and competent to perform their tasks.

Certificates and Licences

Equipment Operators and specialised staff will carry their licenses and competency cards at all times. Copies of all licenses and certificates are held centrally in HR and will be provided if required.

Training

Training needs are regularly assessed and reviewed via supervisor feedback, formal & informal performance reviews and changes to industry standards.

Harry the Hirer uses both internal and accredited external training providers.

Every new Harry the Hirer employee must complete a mandatory HTH Induction and OHS training program that focuses on safety protocols, quality standards and equipment usage. Training on specific tasks and site requirements are added as determined necessary.

At Harry the Hirer a strong emphasis is placed on employee training. Our continuing ability to promote internally is evidence of our ongoing commitment to this. All Induction and training records are to be forwarded to HR. Details are recorded and copies retained whilst they are valid. All employees and subcontractors must carry their proof of induction.

A register of employees' skills will be supplied as requested.

Documents and Records

Copies of all reports and investigations will be forwarded to HR/Operations within 24 hours of incident. All documents and records are filed centrally in HR/Operations.

All site specific requirements will be complied with.

Subcontractors

Harry the Hirer will ensure potential contractors are evaluated prior to any works commencing. Contractors will be required to complete the Health and Safety Questionnaire (Form 029) and submit supporting documentation.

General

The subcontractor, whether as an employer or self-employed person carrying out the work, has a duty under the OHS Act to provide and maintain a workplace that is safe and without risk to health for their employees and other persons present at the workplace or affected by the work in relation to those matters over which the contractor has control.

OHS Plans

Each contractor is required to submit to Harry the Hirer their own OHS Plan relevant to their portion of the works. This is to include their own OHS Policy, the work methods to be employed, and the control measures including the personal protective equipment to be used, a list of all plant to be used to complete the works and Job Safety Analyses for ensuring that any foreseeable risks do not result in injury or illness during their period on this project.

This material is reviewed by the Project Planner and Project Manager and a formal notice of works to proceed (written or verbal) will be given to the contractor prior to the commencement of the works.

The minimum personal protective equipment to be used on site is the following:-

- Steel capped safety boots.

- Hard hats (When working under or around overhead works).
- Safety Vests

The only exception to b) above is for operators of plant with cabins and only while they remain in the cabin. Once the operators are no longer in the cabin of the plant, they will be required to comply with b) above.

Training and Instruction Responsibilities

Each subcontractor has an obligation under the OHS. Act to provide appropriate training, instruction and supervision to all persons carrying out the work. The training and instruction should include any hazards, risks and control measures involved in carrying out the work as identified by the risk assessment process.

A list of all employees who may carry out work on the site, and their appropriate training, is required from the subcontractor prior to commencement on site.

Emergency Response Plan

Reporting

On occurrence, any accident, injury or incident on the site, irrespective of who is involved, must be reported to the Supervisor or his nominee who in turn is to notify the Project Manager or his nominee.

Depending upon the nature of the accident, injury or incident, The Project Manager or Site Supervisor is required to notify the Department Operations Manager and the Site Safety Personnel who may then be required to notify the relevant statutory body, e.g. Work Safe.

General Emergency Procedures

The following emergency procedures will be implemented in case of emergency or hazardous situation.

- The person who observes this situation will notify the Supervisor immediately.
- The Supervisor will raise the alarm.
- Upon hearing the alarm, non-emergency communications will cease.
- Individuals assigned emergency response duties will put those tasks into action.

The sequence of action in the event of an emergency requiring evacuation from the worksite is as follows: -

- Cease work in the affected area.
- Administer first aid or seek first aid assistance.
- Notify Site Supervisor.
- Seek assistance as necessary.
- Follow direction of Site Supervisor.
- Powered equipment will be shut down and operators will stand by for instruction.
- Individuals not assigned specific contingency response duties will proceed immediately to the designated assembly areas and are not permitted to leave the area without permission of their supervisor.

Emergency Response Preparedness

The Project Manager will alert all personnel on site to the possibility of an incident occurrence and the course of action to be taken in such an event.

Critical to being adequately prepared for, and being able to respond appropriately to, a situation is the ability to communicate with the site office and emergency services. Approved mobile communication systems, (either mobile phone and/or 2 way UHF radio system) will be maintained at any time activity is in progress on site.

Review

Site Management will determine whether a formal debrief is to be conducted. The job file and notes are to be returned to the project planner for review and future reference.

Legal Compliance

Harry the Hirer personnel stay up to date with the most current OHS legislation by

- Attending OHS training sessions, e.g. 5 day training course for OHS Reps, supervisors & managers
- Participating in Industry associations
- Subscribing to Work cover newsletter
- Regularly checking Internet sites
- Following up on items released through the media
- Consulting the Occupational Health & Safety Representative
- Consulting the Occupational Health & Safety Committee
- Consulting Health & Safety Consultants

Relevant information is passed on through management and toolbox meetings.

Legislation/ Statutory Authority

- Victorian OHS Act 2004
- Victorian OHS Regulations 2017
- Electrical Safety Act 1998
- Electrical Safety (Installations) Regulations 2009
- Dangerous Goods Act 1985
- Dangerous Goods (Storage & Handling) Regulations 2012
- Codes of Practice/Compliance Codes
- Guidance Notes & Safety Alerts

Other

- VicRoads
- Energy Safe

Induction to Plan

All personnel are familiarized with this site safety plan either on commencement of employment, and during training sessions.

Site specific requirements are included in the job folder and are advised during the site specific inductions or initial shift start meeting.

This site safety plan comprises standard operating procedures and all personnel are required to comply with these procedures on all sites. The purpose of this plan is:-

- To ensure we work towards a zero incident target.
- To ensure we identify all potential hazards on site, assess the risks and implement control measures to eliminate or reduce the risks as far as reasonably practicable.
- To ensure all personnel understand and comply with the site specific requirements.
- To ensure each person on site understands their responsibilities.

Procedures/Good Practice

Harry the Hirer recognizes the unique nature of their works and has implemented various good practice procedures to ensure the safety and wellbeing of employees.

The following procedures/practices are available on request:-

- Adverse/Extreme Weather
- Safe Ladder Usage
- Hierarchy of Controls for Working at Height

Harry the Hirer's policies and procedures with regard to the following are available on request:

- Equal Opportunity, Anti-Discrimination, Anti-Harassment and Bullying Policy

Workers Compensation and Rehabilitation

All HTH employees are covered by the company's work cover insurance and a certificate of currency will be supplied upon request. All subcontractors are required to supply their certificate of currency prior to commencing works.

Occupational Rehabilitation Program - Return to Work Policy

Harry the Hirer Pty Ltd is committed to providing a workplace which is safe and free from hazards in accordance with the Victorian Occupational Health and Safety Act 2004 and the NSW Work Health and Safety Act 2011.

Where employees become injured or ill at work, we are committed to supporting them to remain at work for as long as is safe to do so, or to encourage them to promptly return to work as soon as possible.

Our work based Occupational Rehabilitation Program recognizes shared responsibility between the injured employee and management in facilitating early management of employees' injury by:

- Involving the employee in the injury management process;

- Early workplace intervention and immediate reporting of existing or potential injuries or illnesses;
- Commencing the injury management process in consultation with relevant parties, as soon as possible after the injury or illness has occurred;
- Ensuring that the confidentiality of employee's information is maintained;
- Providing support and ongoing monitoring and review of employee's progress and adjusting the injury management plan with the employee to reflect their capacity for work;
- Promoting supportive workplace practices by providing suitable and meaningful duties, after consideration of medical advice;
- Providing a workplace which is supportive of employee's suffering injury or illness, and
- Ensuring that no employee is discriminated against as a result of an injury or illness.

The success of this rehabilitation program depends on respect for the needs and rights of the individual employees, along with the active cooperation and participation of management, the affected employees and co-workers.

Return to Work Co-ordinator

Lynch Rd Operations/ Productions:	Megan Duggan
Geelong Rd/ Customs/ Burnley Operation:	Jessie Anderson
Sydney Operations:	Monica Yuen
Other Departments:	Mel Dyer

Documentation

- SWMS
- SDS
- Policies & procedures
- Shift Start Form
- JSA & Risk Assessment Form
- Hazard Notification Form
- Toolbox Meeting Minutes
- Incident/Injury Report Form007
- Hazardous Substances Register
- Plant ID Register Form 014
- Investigation Report

Acknowledgement

Please sign Acknowledgement sheet located on page 7 of the Site Safety Summery Sheet on Conclusion of reading this document and the Site Safety Summery document.