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site safety management plan

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Site Safety Management Plan

(Developed in compliance with NSW Government Guidelines for Site Specific Management Plans)

For

_____
(Client)

Specific to Project

_____

Date of commencement: ___/___/___

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Contents

INTRODUCTION

This SSMP sets out the occupational health and safety process that will be used by XYZ COMPANY to ensure that our work is carried out in a safe and responsible manner during the course of this project.

The SSMP documents the platform for XYZ COMPANY to manage the occupational health and safety of projects undertaken by the company. This document applies to the entire organisation, along with any project managed by XYZ COMPANY or involving its employees.

Failure to comply with the requirements of the SSMP or reasonable directives from management will lead to disciplinary action which may include summary dismissal and legal action for severe breaches.

Purpose

The purpose of this SSMP is [redacted]amplemented a structured mechanism to achieve a consistently high standard of safety performance. In [redacted] health and safety policy and relevant occupational health and safety legislation.

Standards

NSW OHS Act 2000
NSW OHS Regulation 2001
NSW Government OHS Management Systems Guidelines (4th Edition) June 2004
NSW Government Guidelines for Auditing Project OHS Management Plans (4th Edition) June 2004

Reviews

The Managing Directors will review the platform for developing SSMP every 2 years. M[redacted]

Individual SSMP and associated Safe Work Method Statements will be reviewed regularly to ensure that they remain relevant to the work site and work processes.

Reviews will be conducted by the Project Manager and Site Manager in consultation with employees and contractors directly involved in the project.

Document Control

This SSMP is a controlled document. The controlling authority is the Managing Director.

Procedure Custodian

[redacted]

Medical Emergency

Danger	✓	Check for Danger to you, to the casualty and to others	
	✓	Call for **help** from a **first aider** and call **000** for **an ambulance**	
Response	✓	[redacted]	
	✓	[redacted]	
Airways	✓	[redacted]	
	✓	[redacted]	
	✓	[redacted]	
Breathing	✓	[redacted]	
	✓	[redacted]	
Circulation	✓	**If not breathing**	Roll the casualty onto their back, tilt head backwards, seal the casualties mouth with yours and give **2 full breaths**
			Commence CPR. Give **30 chest compressions** (almost 2 compressions per second) followed by 2 breaths.
			Continue CPR until qualified personnel arrive or signs of life returns
If casualty is stable (breathing and pulse is present) and while waiting for the ambulance, check for and **control bleeding** and reassure the casualty.			

First Aid Resources

In accordance with Clause 20 (4) of the OHS Regulation 2001:

An employer must ensure that the first aid facilities at the following sites or places include a first aid kit of the type specified opposite the description of the site or place:

[redacted] ➢ First Aid Kit A

[redacted] ➢ First Aid Kit B

At the first toolbox meeting held on the first day of the project, the employees will nominate who will be responsible for checking the contents of the first aid kit on a weekly basis and ordering stock as may be required. The name of the responsible person will be entered on the previous page under "Maintained By".

Fire Fighting Equipment and Procedures

Fire extinguishers / [redacted]

6. There will be an alarm mechanism developed and promoted such as use of an air horn

OHS POLICIES

Occupational Health & Safety Policy

XYZ COMPANY recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, clients and visitors to site. This commitment extends to ensuring that normal operations do not place the local community at risk of injury, illness or property damage.

Our OHS objective is to actively work towards elimination of injuries and fatalities. Our target is to have a (insert percentage) ***annual reduction*** of all injuries and incidents.

Responsibilities

Managing Directors will:

[redacted]

- provide support and assistance to employees including effective injury management and rehabilitation.

Project Managers and Site Managers are responsible for:

- the provision and maintenance of the worksite in a safe condition;
- distributing OHS and environment information, including this policy, to all employees and interested parties;

[redacted]

The success of our SSMP depends on commitment from all levels and functions within the organisation. Employees are required to become familiar with the intent of the OHS Policies and to ensure that their conduct, actions or inactions do not place themselves or others at risk of harm.

Managing Director: _____ **Date:** ____/____/____

Occupational Health and Safety Policy – Principal Contractor

As a Principal Contractor, XYZ COMPANY recognizes that contractors are deemed employees under the OHS Act 2004 whilst performing work at a worksite under their control.

As such, XYZ COMPANY will ensure:

- all contractors
- , licensing/certificates policies and procedures, including SMWS relevant to the worksite
- all contractors will be inducted onto the site
- all contractors will be consulted in relevant OHS matters, including toolbox meetings

Managing Director: _____ **Date:** ____/____/____

Occupational Health and Safety Policy – Sub-Contractors

As a Sub-Contractor, XYZ COMPANY recognises the duty under the OHS Act 2004 to provide a safe workplace, as far as is reasonable for employees (including any sub-contractors appointed).

XYZ COMPANY, when acting in a Sub-Contractor capacity, recognizes that its own employees are deemed

- to the worksite
- undertake all required inspections
- participate in government inspections as required
- report any identified hazards
- provide constructive feedback/consultation where required

Managing Director: _____ **Date:** ____/____/____

Regulatory Bodies

XYZ COMPANY recognises the powers of Workcover Inspectors under the OHS Act 2000 and will undertake the following:

- reasonably assist a Workcover Inspector where required
- treat Workcover Inspectors professionally
- take all reasonable steps to comply with Workcover Inspector directions

XYZ COMPANY understands that it is a breach of the OHS Act 2000 to hinder or obstruct an Inspector during the course of their inspection.

Managing Director: _____ **Date:** ____/____/____

RISK MANAGEMENT

Hazard Identification, Risk Assessment and Control

XYZ COMPANY will take a proactive approach to identify and assess potential hazards and control risks relating to operations.

Definitions

Hazard: anything that has the potential to cause injury or illness (to employees, contractors, clients, visitors to site or the neighbouring public) or damage to plant, equipment or property.

A hazard can be related to a physical state (e.g. Frayed cord on electrical equipment) or a work practice or procedure (e.g. incorrect lifting technique). A hazard can be introduced when implementing changes to existing arrangements.

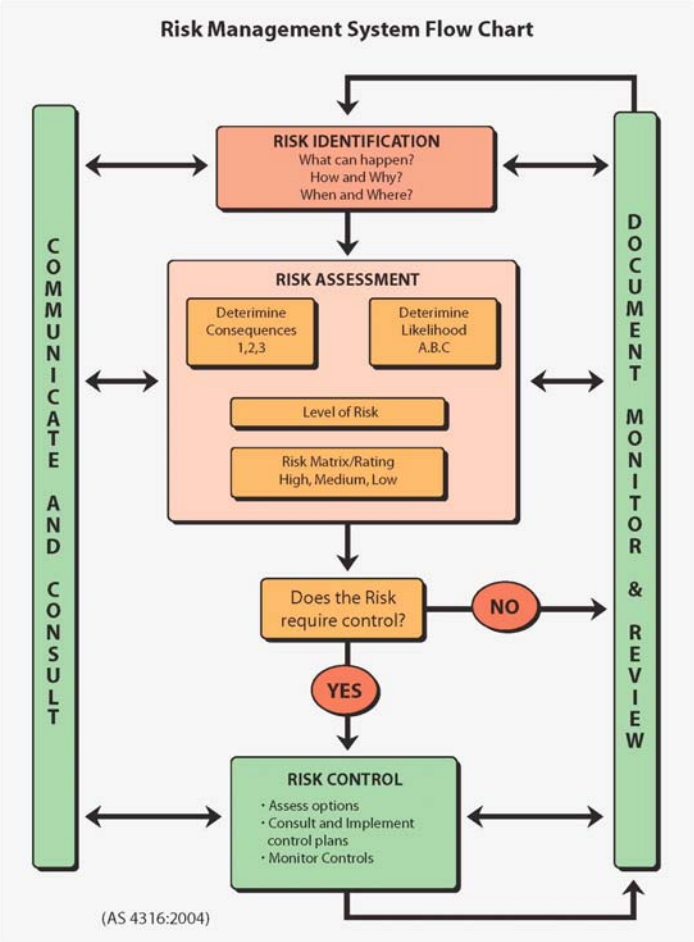
Risk: the likelihood of injury, illness or damage to equipment or property arising from exposure to any hazard.

Hazard Identification

Hazards have been identified prior to start of the p[redacted]

All sub-contractors are required to [redacted]

[redacted]



Risk Assessment

The following criteria will be used to assess risk

Consequence / Severity

XYZ COMPANY identifies the likelihood and consequence for each potential risk by using the table below.

Step 1 Determine Likelihood – What is the possibility of the event happening?

	Criteria	Description
Almost certain	Expected in most circumstances.	[redacted]
Likely	Will probably occur in most circumstances.	[redacted]
Possible	Might occur at some time	[redacted]
Unlikely	Could occur at some time	[redacted]
Rare	May occur only in exceptional circumstances	[redacted]

Step 2 Determine Consequence - What will be the result if it happens?

Classification	Example detail description
Insignificant	[redacted]
Minor	[redacted]
Moderate	[redacted]
Major	[redacted]
Catastrophic	[redacted]

Step 3 Determine the risk score

	CONSEQUENCE				
LIKELIHOOD	**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost certain	**3 High**	**3 High**	**4 Acute**	**4 Acute**	**4 Acute**
Likely	**2 Medium**	**3 High**	**3 High**	**4 Acute**	**4 Acute**
Possible	**1 Low**	**2 Medium**	**3 High**	**4 Acute**	**4 Acute**
Unlikely	**1 Low**	**1 Low**	**2 Medium**	**3 High**	**4 Acute**
Rare	**1 Low**	**1 Low**	**2 Medium**	**3 High**	**3 High**

Step 4 Record risk score against the job sequence steps

(**Note** – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

Score	Action
4 A: Acute	**ACT NOW – Urgent – do something about the risks immediately.** Will require detailed pre-planning. Actions will be recorded on a Safe Work Method Statement
3 H: High	[redacted]
2 M: Medium	[redacted]
1 L: Low	**OK for now. Record and review if any equipment/ people/ materials/ work processes or procedures change.** Will require localised control measures

Safe Work Method Statements (SWMS)

Preparation of a SWMS involves identifying potential hazards, assessing their risk and identifying and recording controls to eliminate, or minimize, the risk to worker safety.

Where potential hazards are identified as “High” or “Medium” risk, SWMS will be completed using a step by step process.

Prior to commencement of work on site, generic SWMS will be reviewed and updated to be site specific and to reflect the way the project will actually be undertaken.

Developing SWMS

a. Observe the task being assessed a number of times and where possible observe the task being performed by different employees to establish variations in work methods.
b. Document the task process step by step.
c. Once the task has been broken down into its separate parts, each step is evaluated to identify hazards associated with the process.
d. Assess the hazards by use of the Risk Matrix (on the SWMS) to determine whether the step presents an Acute, high, medium or low risk. Document the risk rating.
e. Document the control options or preferred safe method for conducting the task
f. Review the SWMS at induction and during tool box talks. Obtain sign offs from all employees.

Evaluation of the SWMS

SWMS will be evaluated on how well Acute, High and Medium risk hazards have been identified for the work activity undertaken and whether the control options documented in the SWMS has eliminated the potential hazard or minimised the risk of injury.

Risk Matrix

	CONSEQUENCE				
LIKELIHOOD	**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost certain	**3 High**	**3 High**	**4 Acute**	**4 Acute**	**4 Acute**
Likely	**2 Medium**	**3 High**	**3 High**	**4 Acute**	**4 Acute**
Possible	**1 Low**	**2 Medium**	**3 High**	**4 Acute**	**4 Acute**
Unlikely	**1 Low**	**1 Low**	**2 Medium**	**3 High**	**4 Acute**
Rare	**1 Low**	**1 Low**	**2 Medium**	**3 High**	**3 High**

Control Options must be based on the:

Hierarchy of Controls

1. **Elimination** of the hazard
2. **Substitution** e.g. of the equipment or substance
3. **Isolation** e.g. distance or enclosure
4. **Engineering** controls e.g. guarding
5. **Administrative** controls e.g. supervision, training, rotation
6. **Personal protective equipment**

Hazard Identification, Risk Assessment and Control

Every effort is made to identify foreseeable hazards prior to commencement of work on a project.

During the course of the project, additional hazards that are identified that have not been included in the Safe Work Method Statements will be reported, assessed and controlled using the appropriate reporting and assessment protocols of the risk management process.

Plant and Equipment

1. The Site Manager will ensure that regular inspections and maintenance of all plant and equipment is attended. Plant includes lifting gear, fire fighting equipment, mobile plant, fall restraint equipment etc.
2. The Site Manager will ensure that plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations.
3. The inspection and maintenance history of each item will be documented in the Plant and Equipment Register by the Site Manager.
4. The Site Manager will provide the Plant and Equipment Register to WorkCover Inspectors and other relevant authorities on request.
5. Certain items of plant and equipment will be 'Item Registered' and or 'Design Registered' by the Regulatory Authority where required by Legislation. All items of plant will be recorded on the Plant and Equipment Register.
6. Plant or equipment identified as unsafe will be removed from service immediately and the item tagged as unsafe. A Hazard Report must be completed and returned to the Site Manager immediately.
6. The effect of all plant and equipment on the workplace will be considered and documented in Safe Work Method Statements.
7. Pre-start checks will be attended on all plant and equipment prior to initial plant operation at the workplace
8. The Plant and Equipment Regular Checklist will be used as a general and regular check on plant operation at the workplace
9. Where plant and equipment is hired, the same requirements as above apply.

Electrical Safety

1. All electrical practices, installations and equipment on the project site must comply with the Code of Practice for Electrical Practices for Construction Work.
2. Flexible extension cords will be run on hangers or stands to provide a safe route through work area and passageways and to provide sufficient height clearance for personnel and vehicles.
3. Clearances of at least 2 metres should be maintained in work areas where personnel work. Greater clearances must apply in areas where motor vehicles operate. This need not apply within a horizontal distance of 4 metres from the immediate work area where the power is to be used.
4. In the case of a single unit dwelling house sites the cablings should be run on hangers or stands to provide a safe route through the work area and passageways and to provide sufficient height clearance.
5. Double adaptors, three pin plug ('piggy back') adaptors, domestic type power boards and similar fittings are not permitted for construction work and must not be used.
6. All electrical plant including portable plug-in electrical equipment and flexible extension cords must be visually inspected regularly for wear and mechanical damage, and tested in accordance with AS/NZS 3760 for earth continuity and insulation resistance or leakage current.
7. Inspection and testing of electrical plant, portable plug-in electrical equipment and flexible extension cords must be undertaken by a licensed electrician or a trained competent person, in accordance with the following testing intervals:
    - prior to its introduction to service on a construction site
    - at regular three monthly intervals for single unit dwelling house sites