

**PROJECT \ LOCATION:**

**NO:**

## 1. INTRODUCTION

- Welcome inductees to the site.
- Project \ Location Name.
- Inform inductees of the Project Duration.

## 2. POLICIES & PROJECT MANAGEMENT PLAN

- Bartsch Builders Policies are posted in Site Offices or carried by the Project Supervisor .
- The following Management Plans are available for viewing from Site Office or Project Supervisor
  - Emergency Management Plan
  - Safety Management Plan (required for projects over \$450k)
  - Project Management Plan
  - Environmental Management Plan
  - Quality Assurance Management Plan

## 3. PROJECT \ KEY STAFF

- The Project \ Key team members are:  
Site Supervisor

## 4. LEGAL RESPONSIBILITIES

### 4a. Employers Responsibilities – (refer to relevant State Acts)

- Provide a safe work environment
- Provide safe systems of work
- Provide information, instruction and training
- Provide safe plant, equipment and chemicals
- Provide supervision
- Monitor work conditions for the Safety Health & Welfare of all employees
- ADD IN SITE SPECIFIC REQUIREMENTS

### 4b. Employees Responsibilities – (refer to relevant State Acts)

- Protect their own safety
- Not to place at risk any other person's safety
- Not to misuse or damage any safety equipment
- Comply with all plans, policies, procedures, and all reasonable instructions
- ADD IN SITE SPECIFIC REQUIREMENTS

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## 5. SITE SAFETY RULES

- At this stage of the induction you are required to explain the following Site Safety Rules:
  - Any person engaging in horseplay or fighting will be removed from the site.
  - Abuse language or offensive behaviour directed at members of the public will not be tolerated, and may result in the offender(s) being excluded from the site.
  - Harassment of, or discrimination towards any person will not be tolerated, and the offending person(s) will be excluded from this site.
  - Crossing Red Flagging or Barrier Mesh without permission is strictly prohibited.
  - Working at Heights without fall protection is prohibited.
  - Radios and music players (i.e. iPods) with earphones are not permitted to be used on site.
  - Sending text messages is prohibited during work, and is only permitted during designated breaks.
  - Walking while using a mobile phone is prohibited in all work areas.
  - Use of mobile phones whilst operating mobile plant, vehicles and machinery is strictly prohibited.
  - Daily pre-start inspection checklists are to be completed every day for all items of mobile plant.
  - The construction zone speed limit is 10 km per hour.
  - Flashing lights must be on at all times when vehicles and plant are mobile.
  - Seat belts, where fitted must be worn at all times.
  - No pets allowed on site.
  - No children under the age of 16 are permitted onsite.
  - All accidents, Incidents, near misses& hazards MUST be reported immediately.
  - All visitors and deliveries must attend the Site Office prior to entering the construction area.
  - ADD IN SITE SPECIFIC REQUIREMENTS

Other rules may be introduced as a result of recommendations from [insert type of meeting eg prestart] meetings. As a condition of entry to this Bartsch Builders site, you agree to comply with all site safety rules both current rules, and other rules, as introduced and changed from time to time.

***FAILURE TO COMPLY WITH THESE SITE SAFETY RULES MAY RESULT IN OFFENDING PERSONS BEING EXCLUDED FROM THE SITE.***

## 6. FITNESS FOR WORK

- Bartsch Builders has adopted a “Zero Tolerance” approach to drugs and alcohol in the workplace.
- No alcohol, narcotics or similar substances are permitted on site.
- Drug & Alcohol Testing may be administered on this site by means of random, blanket, for cause and post-incident testing.
- Disciplinary actions will be taken in the event of a positive test result, and may result in exclusion from the site.

(Outline the Bartsch Builders Drug & Alcohol / Fitness for Work Policy)

## 7. HOURS OF WORK

- The site specific working hours need to be explained to the inductees. (E.g. 7am to 5.30pm or 6.30am to 5.00pm)
- Lunch breaks are 30 minutes and the smoko break is 15 minutes.

## 8. SITE AMENITIES – where applicable

- Car Parking is strictly confined to designated car parking areas only. Explain the location of these areas to the inductees
- Toilet facilities are located on site
- Instruct all inductees as to the location of all First Aid kits and Fire Extinguishers. (refer to site plan)
- Bins are located on site
- Explain locations of construction waste bins (skips).

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## 8a. Smoking

- Bartsch Builders endorses a smoke free working environment. Smoking is not permitted:
  - Within 5 metres of any doorway, open windows, or air conditioners,
  - Inside the cabins of plant or machinery,
  - When refuelling plant or equipment,
  - Inside site offices, site containers and amenity blocks.
- Cigarette butts must be disposed of responsibly.

## 9. EMERGENCIES

- Outline the Emergency Evacuation Procedure to the inductees.  
(explain the locations of the site specific Evacuation & Response procedures)
- Advise the inductees of the Emergency Assembly Point location(s).
- Explain the warning device(s) used to alert personnel of an Emergency situation.  
(E.g. Siren, portable air horn etc.)
- If an ambulance is required dial '000'.
- Explain the nature of the emergency to the emergency services operator.
- Direct Ambulance services to the specific site address / location.
- Notify the project supervisor as soon as possible.
- Ensure a person is on standby at the site access to direct the ambulance to the required area on site.
- Make the injured person/s comfortable, and stay with them until assistance arrives.
- ADD IN SITE SPECIFIC REQUIREMENTS

## 9a. Injuries / First Aid

- A list of designated 1<sup>st</sup> Aiders names and contact details are displayed on the site signs
- Only trained 1<sup>st</sup> Aiders are permitted to administer First Aid on site.

## 10. INCIDENT REPORTING

- All incidents, accidents, near misses, and any hazards must be reported immediately to the Site Supervisor.
- Persons requiring a visit to the Medical Clinic MUST be accompanied by a member of the Management Team.
- If you need to see a doctor due to a work related injury prior to returning to work after a break (i.e. weekend, rostered break etc.) you MUST contact the [insert position] when making the appointment.  
(This also applies to Subcontractor employees and Labour Hire personnel)
- Employees directly involved in an incident may be required to be involved in the incident investigation process.

## 11. CRITICAL INCIDENT

- Employees who have been involved in, or who may have been witness to a critical incident will be offered professional counselling by Bartsch Builders.
- The counselling shall be arranged by the Office Manager in consultation with the Bartsch Builders Director as soon as practicably possible after the incident.

## 12. VISITORS & DELIVERY PERSONNEL

- All visitors must report to the Site Shed or Supervisor before entering the construction zones and sign the Visitors Entry Log.
- Visitors must be escorted at all times by a fully site inducted person.
- Delivery drivers are not permitted to stray from the vicinity of their vehicle.  
(*certain projects may require delivery personnel such as concrete truck drivers to be full site inducted*)
- All visitors are required to wear the mandatory PPE whilst on site.
- Regular visitors (more than 3 visits) must undertake a full site specific induction.

## 13. HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL (HIRAC)

- Prior to commencement of any High Risk Construction Work activity, a SWMS must be completed.
- A SWMS is required to be undertaken by the person(s) carrying out the particular work..
- The original copy of the SWMS shall be retained [enter location \ how].
- All personnel involved in an activity are required to read and sign the relevant SWMS.

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- All SWMS's are required to be reviewed prior to their implementation, by the Project Supervisor or his/her representative.
- SWMS's are required to undergo a general review once a month, or if the scope of works changes, or as a result of an incident investigation.

## 14. MEETINGS

- All personnel are required to attend the Daily Pre-Start prior to commencing works for the day.
- All personnel on site are required to attend Toolbox meetings.
- The minutes of the Toolbox meeting will be available in the lunchrooms to read and sign for persons who were not on site at the time of the meeting.

## 15. PERSONAL PROTECTIVE EQUIPMENT (PPE)

At all times whilst on site, all personnel are required to wear the following PPE.

- Hard Hat (as required),
- Steel Toed Boots,
- Safety Glasses,
- High Visibility Shirt or High Visibility Vest,
- Long Pants and Sleeved Shirt,
- Gloves for specific Manual Tasks

Additional PPE such as hearing protection and respiratory protection may be specified in a SWMS, an SDS or Work Procedure. All PPE must comply with relevant Australian Standards

## 16. HAZARDOUS CHEMICALS

- A register of all hazardous chemicals and dangerous goods with all SDS's is available at the Site Shed or from the Project Supervisor.
- SDS's are also available for viewing at the all storage locations.
- Ensure all decanted chemicals are in containers that are correctly labelled and stored.
- Always read and follow SDS warnings and instructions for use and storage.
- ADD IN SITE SPECIFIC REQUIREMENTS

## 17. ELECTRICAL EQUIPMENT

- All electrical tools and equipment must be tested and tagged by a qualified person.
- An appropriate colour coded tag must be fixed to the equipment prior to its use.
- Colour coding schedule for tags on inspected equipment may be as follows:-

- ▶ **Red**            December to February
- ▶ **Green**        March to May
- ▶ **Blue**           June to August
- ▶ **Yellow**        September to November



- All equipment must be visually checked prior to use for damage or defects.
- ADD IN SITE SPECIFIC REQUIREMENTS

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## 17a. Residual Current Devices (RCD)

- All portable electrical equipment must be plugged into an RCD device.
- These devices must be checked prior to use each day by pressing the “TEST” button.
- If the switch does not trip when the test button is pressed, then you must take the device to the Project Supervisor or Bartsch Employee and have an “Out of Service” tag attached to it.

## 17b. Power Leads

- All flexible power cords are to be suspended off the ground to prevent accidental damage by using lead stands with insulated hooks or plastic hanging hooks.
- Power leads must not be joined together. (piggy-backed)
- Insulated hooks must be used to keep leads from coming into contact with steel structures.(i.e. scaffolding, hand-railing etc.)

## 18. SIGNS & BARRICADING

- All signs and barricades must be complied with.
- Red flagging and barrier mesh is installed for worker protection and is not to be crossed or removed without the approval of the Project Supervisor.
- Slew zones of all slewing plant must be effectively delineated.  
(E.g. Cranes, Excavators, elevating work platforms (boom type), etc.)
- Flagging or Barrier Mesh signifies designated walkways. These walkways must be used by all personnel when established.

## 19. EXCAVATIONS

- Excavation Permits may be required to be completed and issued prior to any excavation / trenching works over 1.5 metres commencing.
- All excavations over 1.5m MUST be, as far as reasonable practicable, secured from inadvertent access (including inadvertent entry).
- Underground services must be located and clearly marked prior to excavation work taking place.
- All excavations are to be inspected [insert frequency eg daily] for changes in ground conditions.
- Safe access / egress must be used (i.e. ladders or ramps) to enter trenches / excavations.
- When present, overhead power-line clearance distances must be checked and documented in the task SWMS.  
Clearance distances as defined in AS 2550.1:2002:

▶ Low voltage with a spotter	- 3 Metres
▶ Low voltage without a spotter	- 6.4 Metres
▶ High voltage with a spotter	- 8 Metres
▶ High voltage without a spotter	- 10 Metres

(Refer to relevant State Regulations when working outside of South Australia)

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## 20. WORKING AT HEIGHTS

- Fall prevention must be utilised wherever possible. (I.e. clip & tube hand-railing, hard barricading etc.)
- Timber Hand-railing is NOT permitted unless it is designed, engineered and approved.
- A Safe Work Method Statement must be provided where there is a risk of fall greater than 3m.
- All fall arrest systems must be inspected visually every 3 months and have a colour coded tag attached.
- All fall arrest systems must be inspected visually prior to each use for wear and tear or damage.
- Installation of a static line is required to be carried out by a licensed Scaffolder or Rigger.
- All anchorage / attachment points for fall arrest systems are to be rated at the required capacity, and be load tested and tagged.
- When selecting your Safety Harness and accessories you must consider the following:
  - The height of the work to be undertaken;
  - The location of the work to be undertaken;
  - Retrieval from an Arrested Fall; and
  - Type of works to be undertaken

## 21. SCAFFOLDING

- All scaffolding must be erected by a licensed Scaffolder who holds the required class certificate for the type of scaffold being erected.
- All scaffolding must be provided with safe access / egress, guardrails, and kick-boards.
- All modular scaffolding must be fitted with Brick Guards (Safety Screens), unless the area below is delineated a minimum of 1.5 metres from the base using Barrier Mesh and Signage as a minimum.
- All access ladders must extend at least 1 metre above a landing.
- All scaffolding must have a “Scaftag” attached, with all details and the name of the person who erected the scaffold prior to its use.
- For scaffolding where a person or an object could fall 4 m or more, the erecting Scaffolder must provide complete a “Handover” Certificate, prior to the use of the scaffold.

(Check relevant State Regulations for Hand-Over Certificate requirements when working outside of South Australia)

## 22. LADDERS

- All ladders must be rated for “Industrial Use”, and be in good condition and used in a safe manner.
- Extension ladders must be fitted with non-slip feet when used on hard surfaces, be positioned in a 1 in 4 angle, and lashed at the top.
- Where the ladder cannot be lashed, the base must be footed.
- Ladders must extend a minimum of 1m above the landing.
- Step ladders must be able to be locked in an open position.
- Persons shall not stand on the top two treads of any ladder.
- For all electrical works, non-conductive reinforced wooden or fibreglass ladders only shall be used.

## 23. HOT WORKS – HIGH RISK

- A Bartsch Builders Hot Work Permit must be obtained from Bartsch Builders prior to commencing high risk hot works.
- Hot work includes all spark generating activities such as, but not limited to:
  - Oxy-Acetylene cutting
  - Welding
  - Grinding (including bench grinding)
  - All cutting with Quick Cut saw, including wet cuts

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## 23a. Angle Grinders / Oxy Acetylene

- 9" Angle grinders are banned from use on all Bartsch Builders worksites.
- "Duty of Care" Training by an approved RTO is required for any person (excluding tradespersons) using an Angle Grinder.
- All angle grinders must be fitted with a 'dead man / quick release' switch, a "D" handle and have a guard that can be easily rotated to give the operator protection.
- All cutting discs must be compatible with the R.P.M of the angle grinder.
- Eye protection is mandatory when using an Angle Grinder.
- Cutting / grinding discs must be inspected for any signs of damage or excessive wear prior to use.
- All Oxy-Acetylene gauges and hoses should be checked daily for any signs of damage or faults.
- Flash Back Arrestors must be fitted to both ends of Oxy-Acetylene hoses used on site.
- Oxy-Acetylene sets are only to be hoisted in an approved and rated lifting frame / cage.
- Heat protective clothing is to be worn when using an Oxy-Acetylene set.

## 24. CONFINED SPACE ENTRY

- Prior to entry into any confined space, and before a SWMS can be documented. This shall include the provision of an Entry Permit in accordance with the Confined Space Code of Practice.
- All persons required to enter into a confined space must hold a confined space entry training ticket, which has been obtained within the previous 12 months.
- Where Confined space work is being carried out, the Stand-by (sentry) must be located at the access / egress point at all times.
- The Stand-by person must hold a confined space training ticket and a Senior First Aid ticket.
- Recue and emergency equipment shall be on site prior to the commencement of any confined space work.
- An Emergency rescue plan shall be developed by Site Management in consultation with a competent person, and rehearsed prior to the commencement of any confined space work.

## 25. RIGGING & CRANES

- A SWMS must be completed prior to works commencing.
- Only licensed riggers and dogmen are permitted to sling loads and direct crane movements.
- An Intermediate Riggers License is required to direct multiple crane lift movements.
- All lifts over 15 tonnes, Tilt Up panel erection, 75% of the SWL or multiple crane lifts must have a Lift Study completed prior to the lift commencing.
- Loads are not permitted to be lifted over personnel.
- Dogmen and riggers must clear personnel from an area when loads are about to travel overhead.
- All Lifting equipment (chain assemblies, soft slings, chain blocks, turfers etc.) must be visually inspected every 3 months by a licensed rigger or dogman, and have a colour coded tag attached.  
(The colour coded tags will be the same sequence as the electrical equipment test tags.)
- Cranes must be set up on level stable ground, with outriggers fully extended.
- Operators must hold the required license to operate the particular crane they are assigned.
- Slew zones must be effectively delineated when a crane is operational.
- Log books are to be filled in each day prior to operating the crane.
- Cranes are not to be operated if the Annual Inspection date has expired.
- Cranes are not to be operated when wind speeds exceed 10 metres per second (36 km/hr), unless a lower wind speed cut off is nominated by the Crane's manufacturer.
- A licensed Rigger or Dogman is required to sling loads that are being hoisted by Load shifting equipment such as excavators etc.

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## 26. PLANT

### 26a. Maintenance

- Make yourself aware of the servicing and maintenance requirements of any plant and equipment you are using.
- Maintenance and major repair works to plant must be undertaken by experienced and qualified personnel.
- Plant Daily Prestart Safety Inspection Checklists (manufacturer) MUST be completed PRIOR to the operation of all mobile plant.
- Report all faults and damage to the [insert position] immediately.

### 26b. Working near Plant

- Always be aware of all plant activities (e.g. where they're working, haul roads, direction of travel, crane movements etc.)
- Listen out for warning sounds – horns, reversing alarms etc.
- Ensure plant operators are made aware of your presence (eye contact, UHF radio etc.).
- Stay clear of trucks which are being loaded or unloaded.
- You MUST wear hearing protection when working near loud plant or equipment.
- Never stand underneath a suspended load.
- Never cross barricading that is protecting crane / excavator etc. slew zones.
- Be aware of persons working from elevated equipment, such as Boom-lifts, Scissor lifts, Man-boxes etc.

## 27. CERTIFICATES OF COMPETENCY

- Personnel required to, undertake “High Risk Work” activities, e.g. scaffolding, rigging, dogging, crane and hoist operation, etc. must be a licensed Person.  
(I.e. hold a current High Risk Work license or valid Certificate of Competency.)
- Personnel required to carry out any work or task involving the operation of “Load Shifting Equipment”, e.g. front end loader/backhoe, excavator, dozers, skid steers or forklift truck, etc must hold a current notice of satisfactory assessment (ticket).
- Personnel who hold any of the above licenses or tickets must provide the Bartsch Builders Site Foreman with them to enable photocopying on completion of this induction.
- Proof of identity (driver's license) is also required.
- A trainee for any of the “High Risk Work” or “Load Shifting Equipment” must be provided with a log book for recording purposes and as verification of the trainee, and be directly supervised.

## 28. ISSUE HANDLING

- Explain the Issue Resolution procedure to the inductees.

## 29. HOUSEKEEPING

Housekeeping is everybody's responsibility!

- Housekeeping is mandatory and will be monitored closely.
- All personnel must ensure their work area and mobile plant is kept clean and tidy.
- Safe and clear access / egress must be maintained at all times.
- Work areas must be cleaned prior to relocating to a new work area.
- Protruding nails are to be bent over or removed when stripping formwork, and protruding reinforcement bars, star pickets, and formwork pins must have safety caps attached.
- Food scraps and general waste must be disposed of in the bins supplied.
- All materials must be stacked neatly in a lay-down area, and be delineated.
- Lunch rooms are to be kept clean and tidy.

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## 30. ADDITIONAL ITEMS

### 30a. Compressed Air

- Compressed air is not to be used for the purpose of cleaning down plant or clothing.
- All compressed air lines for construction works on site must be in good condition and have a locking pin in all connections.
- Air Compressors and Pneumatic Powered tools used on Site must be regularly inspected and maintained in good condition.
- Eye protection must be used when using compressed air.

### 30b. Manual Handling

- Report all manual handling hazards or issues to Project Supervisor immediately.
- Utilise a Mechanical lifting devices whenever possible.
- Ensure your work platforms / areas are suitable for the task.
- Take regular rest breaks when performing repetitive tasks such as jack-hammering etc.

### 30c. Heat Exhaustion, Dehydration & Heat Stress

- Make all Inductees aware of fatigue and heat stress hazards.
- Plan and take adequate rest breaks in a shaded area to prevent heat exhaustion.
- Ensure adequate fluid intake on a regular basis during the day.
- Be aware of the symptoms of heat stress and watch for any signs in your workmates.
- Cramps, dizziness, irritability, and nausea are some of the symptoms of dehydration and heat exhaustion, and should be treated as a trigger to escape the heat.
- Rotate work tasks and activities to avoid heat exhaustion and heat stress.

## 31. SITE SPECIFIC ITEMS

### 31a. Environmental

- Any areas bunted or "protected" must remain free from any work activities.
- If during construction any archaeological heritage or contaminated material is uncovered the Site Foreman must be notified immediately.
- All Environmental Incidents must be reported to the Site Foreman immediately.
- Report any excessive noise and / or dust complaints to the Site Foreman.

### 31b. Traffic / Pedestrian Management

- The site speed limit is strictly 25km/h.
- Site access is via Site Signs.

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