



PLM Property Services

GENERAL SAFETY INDUCTION

YOU, SAFETY AND DUTY OF CARE

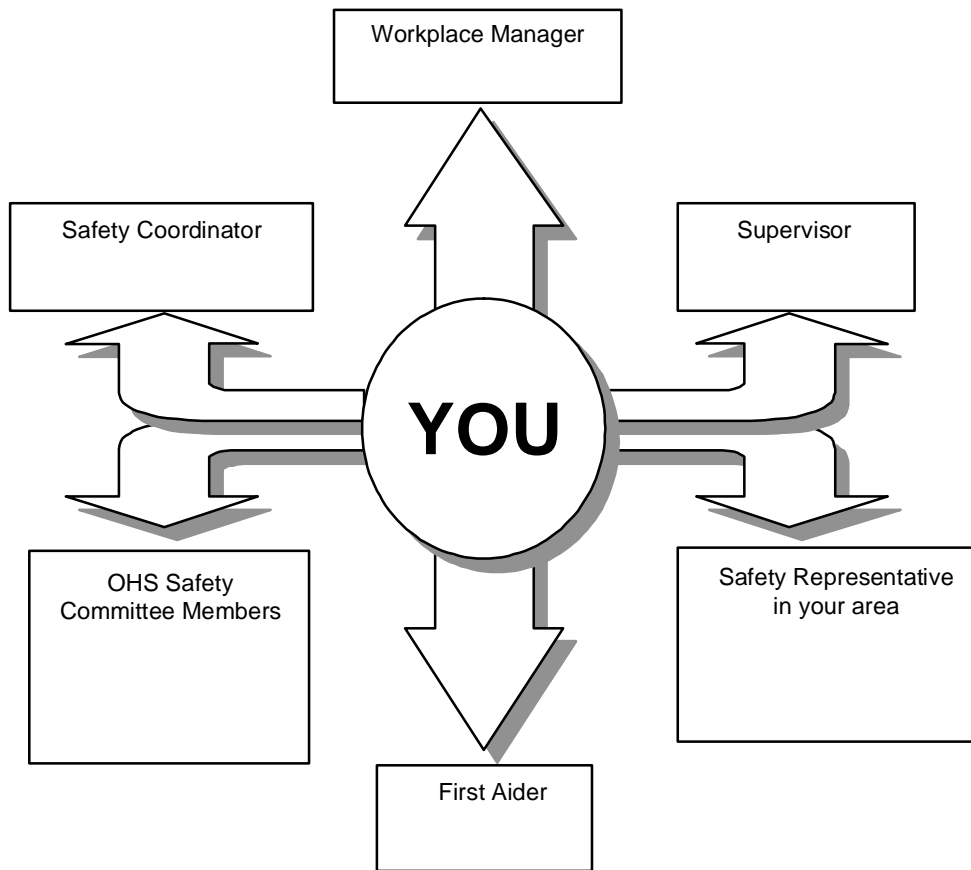
Wherever you work you are required by law to act with care for others. This is called:

Duty of Care

You must also:

- § Comply with reasonable instructions
- § Follow correct procedures when you are doing your job.
- § Not put your fellow workers or the public at risk.
- § Work safely and wear appropriate Personal Protective Equipment (PPE)
- § Report incidents, accidents or near misses.

Who's Who in your Workplace Organisation



- § Enter names in the spaces above.
- § If you have a safety problem or are not sure what to do in any situation, contact the people listed.
- § DO NOT continue to work if you are unsure of the procedure to follow.

EMERGENCY TELEPHONE NUMBERS

Medical, Emergency Services, Fire or Police

Dial...[Local emergency services number]

Other important telephone numbers

Safety Co-ordinator _____

Medical Centre _____

Fire Warden _____

Supervisor _____

Manager _____

Other _____

What To Do In Emergencies

External Emergency Help Telephone _____

Internal Emergency Help Telephone _____

Speak clearly and tell the person on the telephone:

- § Your name
- § The exact location or place of the incident
- § The type of emergency or accident (what happened)
- § The number of injured persons and the nature of injuries
- § Whether First Aider is or is not in attendance
- § What action is being taken at the scene

Then ask for this information to be repeated back to you

LISTEN CAREFULLY

Do not hang up until told by the person at the other end.

Remember,

- § Always know the location where you are working and how to describe it.
- § Always know where to find the nearest:

EXIT
TELEPHONE
FIRE EXTINGUISHER
FIRE ALARM

What To Do When An Injury Occurs To You Or To Someone Else

Minor Injuries

- § No matter how minor, all injuries must be reported to your Supervisor as soon as possible.
- § Obtain treatment from a First-aider.
- § Ensure your injury and treatment is recorded by a First-aider.

Serious Injuries

- § Check that YOU are safe. Do not place yourself or others at risk.
- § Check that the injured person is not in further danger.
- § Make the injured person comfortable. **DO NOT MOVE THEM** unless their life is threatened.

Call or send for assistance. Telephone _____

Wait with the injured person until help arrives.

Do not disturb the site of a serious accident or move any equipment in the area unless it is necessary to make the area safe.

If your injury is serious enough to require "off-site" treatment, you must inform your Supervisor before leaving site. You must also ensure that any medical certificate are forwarded to your Supervisor as soon as possible to enable any compensation details to be initiated and assessment of your ability to return to work to be made.

BASIC LIFE SUPPORT
STAY CALM – READ SLOWLY

D DANGER

Ensure your own and casualty's safety

R RESPONSE
Shout and Shake

A UNCONSCIOUS AIRWAY
Turn casualty on side and clear mouth. Head tilt and jaw support.

CALL AMBULANCE

CONSCIOUS
Control bleeding. Continue first aid. Call for assistance.

B BREATHING
Look, listen and feel.

BREATHING ABSENT
Commence EAR
5 breaths

BREATHING PRESENT
Stable on side position
Continue First Aid

Monitor **A** **B** **C**

C CIRCULATION
Check pulse in neck

PULSE ABSENT
Commence CPR
15 to 2 or 5 to 1

PULSE PRESENT
Continue EAR if breathing absent

CPR = Cardio pulmonary resuscitation
EAR = Expired air resuscitation

Rehabilitation

PLM Property Services believes that any employee injured in the course of employment is entitled to the best available care and return to economic well being in the shortest possible time.

To this end, PLM Property Services is committed to ensuring the rehabilitation (early return to work) process starts as soon as possible, in a manner suitable to doctor, employee and company.

PLM Property Services is committed also to providing suitable paid employment for an injured worker as part of this rehabilitation/early return to work process.

The name of the Workplace or Rehabilitation / return to Work Co-ordinator is-

Contact



The accredited rehabilitation provider below is available to assist in the rehabilitation of those workers who suffer a workplace injury or illness.

Remember - You have the right to choose your own accredited provider.

What To Do If Fire Occurs

As soon as a fire is detected:

- § Raise the alarm
- § **Report it to Runner or Telephone** _____
- § Assess the situation
- § Try to control fire with local fire equipment

DO NOT PLACE YOUR LIFE AT RISK

- § Attract attention of others nearby
- § If you are not in immediate danger, stay at your workplace
- § Your Supervisor will order evacuation if necessary

Always know where the fire equipment is in your workplace, how to check that it has up to date inspection/service, and how to use it

Type of Fire	WATER All Red	FOAM All Blue	CO 2 Red with Black Band	DRY POWDER Red with White Band	VAPOURISING LIQUID Red with Yellow Band
A Combustible Solids eg. Wood, paper, clothing					
B Flammable Liquids eg. Oil, paint, petrol					
C Fires involving Electrical Hazards					

Evacuation Of Your Workplace

A full or part evacuation of your workplace may be ordered as a result of any of the following:

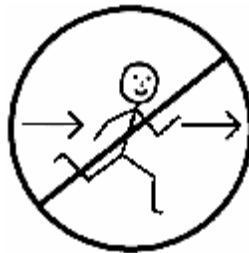
- § Fire or explosion in the building
- § Gas leak
- § Ventilation system contamination
- § Fire in an adjacent building
- § Structural damage to the building
- § Bomb threat
- § Natural disaster
- § or by order of the Emergency Services.

If directed to evacuate:

- § Follow instructions
- § Move calmly to your assembly area
- § Wait for roll call and further instructions

Do not leave the assembly area until directed

Return to work only when instructed by your Supervisor or other authorised person.

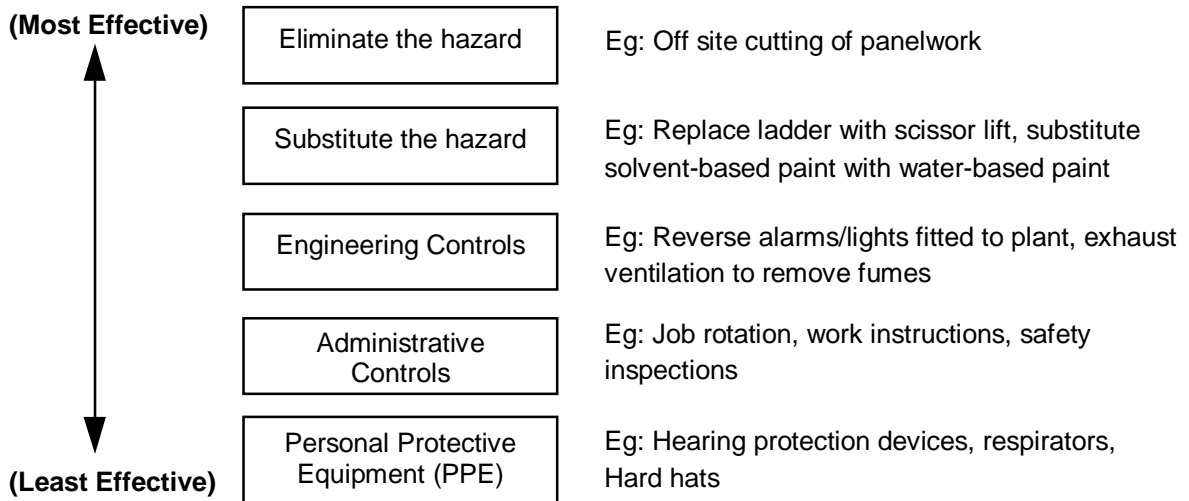


DON'T RUN!

Safe Systems of Work

PLM Property Services is totally committed to safe places and systems of work through the principles of Risk Control and Job Safety Analysis.

Risk Control



Job Safety Analysis (JSA)

JSA is a process of identifying hazards and setting control measures before commencement of work.

This process comprises 4 basic steps.

- § **IDENTIFY** the hazard
- § **ASSESS** the risk associated with the hazard
- § **DECIDE** on the control measures
- § **COMMUNICATE** the actions to be taken

JSA's in your workplace will be conducted as a joint activity involving both employees concerned and their supervisors.

By applying the above processes, the risks identified with the task in hand can be controlled and method statements, work instructions/procedures written to provide safe systems of work.

Reporting Incidents

It is the duty of all employees to report unsafe working conditions and unsafe work practices to their Supervisor immediately.

If you cannot safely correct the problem yourself, then your Supervisor will investigate and determine the cause and appropriate corrective measures.

Reporting Dangerous Occurrences

Dangerous Occurrences may be:

- § Damage to pressure vessels, plant or equipment.
- § Damage to any load bearing member or any part of a crane, hoist, conveyor, scaffold etc .
- § Any uncontrolled explosion, fire or escape of gas, steam etc.
- § Anything that has the potential for death or serious injury.
- § Any other such incidents.

Reporting

All dangerous occurrences (including "Near Miss" incidents) must be reported to your Supervisor immediately.

This is the first step in the Accident Prevention Process and your prompt action can help us achieve our goal of ZERO ACCIDENTS.

Hazard Resolution

A hazard is anything that may cause harm or damage.

PLM Property Services policy is that action will be taken immediately a hazard (or potential hazard) has been identified.

Hazard resolution procedures must comply with statutory requirements at all times, but will include:

Hazardous Conditions

- § The condition must be rectified immediately.
- § If unable to safely do so, the hazard is to be isolated and signposted as a warning to personnel.
- § The hazardous condition must then be rectified as soon as possible.

Hazardous Work Procedure

- § If the issue involves immediate threat to health or safety, work must cease in that area.
- § Procedure to be reviewed and issue resolved by suitable joint consultation.

If an issue cannot be resolved by joint consultation, management shall seek assistance from external support if mediation is required. The appropriate Safety authority (e.g. WorkSafe) can be contacted if all other processes are not successful.

If you can fix the problem safely yourself, do so in consultation with your supervisor.

Personal Protective Equipment (PPE)

You must ensure that the appropriate PPE is supplied and effectively used for when risks cannot be otherwise controlled. You have an obligation to use this equipment and keep it in good order.

We all know that PPE includes:

- § Eye protection
- § Hand protection
- § Hearing protection
- § Foot protection
- § Head protection
- § Respiratory protection,

But you may also be required to use:

- § High visibility safety vests/overalls
- § Safety harnesses
- § Skin protection
- § or other specialised job related PPE.

Make sure that your PPE is correct for the job, fits and/or operates correctly and you know how to use it.



REMEMBER, it is a condition of your employment that you use and look after the PPE supplied to you.

Good Housekeeping

An untidy work area leads to accidents and makes your job harder. Housekeeping means keeping your work area, your tools and your equipment clean, tidy and in good order.

Good Housekeeping includes:

- § Replacing tools and equipment after use.
- § Keeping passageways free of obstacles.
- § Keeping floor surfaces in good state of repair.
- § Cleaning up around machinery after use.
- § Keeping free access to fire fighting equipment.
- § Cleaning up spills and slip hazards immediately.
- § Ensuring handrails and fall protection is always in place.
- § Scheduling the cleaning of windows and lighting.
- § Ensuring rubbish bins are used and regularly emptied.

A PLACE FOR EVERYTHING - AND EVERYTHING IN ITS PLACE

Training

PLM Property Services believes training of its employees to be part of its commitment to Continuous Improvement.

Your training begins with your Induction Course and will continue with regular training sessions relative to the workplace activities should you request it.

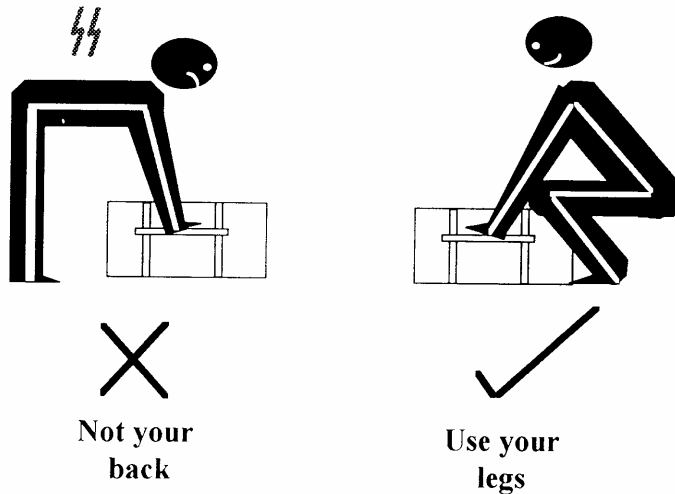
If you are required to do a job that has hazards associated with it that have not been covered in previous training, your Supervisor will ensure appropriate training is available before you commence the job.

You must advise your Supervisor if you have not been trained, or believe you are not competent to carry out any activity you are directed to perform.

Your Supervisor will conduct regular 'toolbox' talks on safety matters and your participation in these and all training sessions is vital to the success of our activities.

Manual Handling

Incorrect methods used in handling materials cause the greatest number of work injuries. When lifting objects manually, adopt the following procedure:



- § Be certain each load is within your lifting capacity and will not obstruct your line of vision.
- § Check that your route and lay down area are free of hazards and are adequately lit.
- § Obtain a good footing and maintain a straight back posture.
- § Bend at the knees.
- § Grip the object firmly, using the palms of your hands and the roots of your fingers.
- § Lift gradually by straightening the legs.

Wear gloves when handling hot materials or objects with sharp or ragged edges.

When an object requires two or more employees to handle, one employee should give the signals for lifting and lowering the object in unison.

If you can't move it safely, get mechanical assistance.

Chemicals

Your work may require you to come into contact with chemicals. This may be as simple as detergent cleansers or as hazardous as acids or solvents.

Whether Low or High risk hazards, you must:

- § Be aware of the hazards associated with the chemical you are about to use.
- § Know where to find, how to read, understand and follow the Material Safety Data Sheet (MSDS) for that chemical.
- § Wear the appropriate PPE for the substance you are using.
- § Understand the procedures associated with any chemical emergency, e.g. spillage or fire etc.
- § If in doubt, ASK

Bio Hazards

Wash hands prior to;

- § Smoking
- § Drinking
- § Eating
- § Answering phones/ using radios and after Toileting.

Noise

Noise has become a part of our lives today however; we must do all we can to reduce exposure to noise in our workplaces.

To do this, we must:

- § Ensure all new plant and equipment brought into the workplace meets standards set for noise levels.
- § Report any increase in the noise level of plant or equipment.
- § Consider others and the work environment by controlling noisy activities.
- § Wear, and look after any personal hearing protection provided for your use.

Hydration at Work

Working outdoors and/or in hot conditions causes us to sweat. Loosing excess fluids from your body can lead to dehydration. The body's way of getting rid of heat and cooling the skin is by sweating. The action works from the feet upwards, so that the "hottest" part of the body is the head. Sweating maintains our normal body temperature and prevents the potentially fatal condition of hyperthermia (Core body temperature rises above 42 Celsius). In heavy, hot work situations you can loose up to three litres per hour!!!!!!

What you lose in sweat you must replace.

Salt and electrolytes are also lost through sweating, but you only need a small amount of salt to replace this, an extra shake on your food and a healthy diet. Salt levels will not drop if fluid levels are kept up.

Fluid intake must start at least one hour before starting work and continue with at least 375ml every half hour (roughly a coke can size of water). The stomach is slow to empty. so if you decide to make up for not drinking by having two litres at lunch time, combined with the food in your stomach, you can be up to 6 to 8 hours behind in fluid consumption and before it is absorbed.

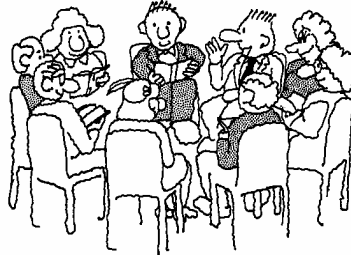
Drinking water is the best way to stay hydrated. Coffee, tea, alcohol and cola drinks increase the amount of fluid lost through the kidneys, so for example every cup of coffee you drink you lose a cup and a half of fluid from your system. These drinks can contribute to dehydration.

STAY AHEAD WITH YOUR FLUID INTAKE AND START EARLY

Safety Meetings

Safety meetings are an integral part of PLM Property Services Occupational Health and Safety program. Your project or site OHS&R Plan will detail requirements for such meetings. These will include, amongst others:

- § Safety Committee
- § Line Management
- § Management OHS reviews
- § Toolbox talks
- § Reviews of OHS&R Plans
- § Contractor safety
- § Pre start safety talks



Safety Committees

PLM Property Services policy is that a Workplace Safety Committee will be established wherever practicable and in accordance with Occupational Health and Safety legislation. You may well be elected, or appointed to serve on this committee at some time.

Regular meetings will be held to deal with health and safety matters and your Supervisor will introduce you to your safety committee representative. Some matters, which cannot be solved on a day-to-day basis, may be raised at the committee meetings.

You can assist your health and safety committee by understanding its duties and functions, which include:

- § Assisting in health and safety education of the workforce.
- § Reviewing accident statistics and recommending appropriate corrective action.
- § Assisting in accident investigations.
- § Undertaking regular workplace health and safety inspections.
- § Participating in Job Safety Analysis (JSA) and in the development of safe work practices.

Certificates of Competency

Regulations in each State cover the requirements for operation of nominated plant or equipment.

Some of the jobs that require certification are, amongst others;

- § Basic Driver's Licence
- § Scaffolding
- § Forklift driving
- § Dangerous Goods

You are not permitted to operate nominated plant or equipment without the appropriate certification.

Also, you are not permitted to operate any PLM Property Services plant or equipment, certificated or not, without authority to do so.

Permit Systems

Many of your activities may require a permit before operation begins. Permit systems are established to protect yourself, your workmates and equipment. They entail checking systems and clearly defined safety criteria for the time covered by that permit.

Just some of the activities you may be involved in that will require a permit are:

- § Confined spaces
- § Hot work in selected areas
- § Energised equipment
- § Pressure systems
- § (i.e. steam, water etc)
- § Special entry areas eg: Forklift Operations
- § Plant or equipment isolation
- § Trenching



Permits are only as effective as the information included on them and how well **YOU** abide by that information and instruction.

Smoking

PLM Property Services believes that its employees are entitled to a place of work free of risk to health.

Smoking is prohibited in any PLM Property Services offices. Smoking is also prohibited in amenities or places intended for food consumption.

This prohibition extends to any other area designated as a no smoking zone.

*Remember a company car is considered a workplace as well.



PLEASE CONSIDER OTHERS

Drugs and Alcohol

Persons in the possession of, or under the influence of alcohol or drugs, are not permitted to commence or continue work at any PLM Property Services site or other workplace while in the employ of PLM Property Services.

If you are taking drugs or medicine prescribed by a medical practitioner that may cause drowsiness or lessen your ability to perform your job safely, then you must report that to your Supervisor.

Safe Work Practices

Safe work practices are too many and varied to define fully in this booklet but you may be involved in some of those listed below.

Ensure that the method of work you are about to commence has been examined; a Job Safety Analysis carried out and safe work procedures established that you fully understand.

- § Material storage/handling
- § Rigging/Scaffolding
- § Welding and Cutting
- § Tagging/Isolating
- § Compressed air usage
- § Hazardous substances
- § Crane and hoist operations
- § Manual handling
- § Elevated work platforms
- § Asbestos removal
- § Machinery operation
- § Working with Biohazards
- § Handling Dangerous or Hazardous Goods
- § Safe Working at Heights

Office Safety

Because injuries may occur in office environments when systems and procedures breakdown, it is important to pay attention to office safety rules:

- § Use available office space to best advantage so as to move about without colliding with sharp corners etc.
- § Close filing cabinet draws after use.
- § Don't "piggyback" electrical plugs.
- § Take care when cables etc must be run across floors.
- § If you must climb up, use a ladder, not a chair.
- § Watch the stairs - use the handrail.
- § Watch your lifting techniques - paper can be heavy.
- § Keep EXITS clear.

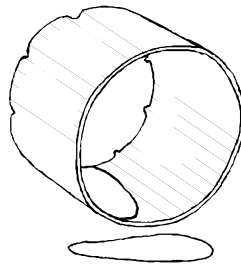
Walk, don't run - It's safer for everyone

Protecting the Environment

It is everybody's responsibility to protect and care for our environment. PLM Property Services is committed to ensuring that no environmental damage is caused by its business activities and expects that you will in turn:

- § Clean up all spills immediately
- § Prevent any spills near drains, or any waterways
- § Not use storm water drains for waste disposal
- § Report excessive noise
- § Dispose of all rubbish in appropriate bins
- § Keep all areas clean and tidy
- § Be aware of excessive air emissions.

If you produce waste material in your work or cause a spill (either liquid or solid) you must report this to your Supervisor.



CLEAN UP SPILLS IMMEDIATELY

Breaches of Workplace Safety Requirements

If you disregard safety requirements or procedures, the following procedure, designed to encourage improvement in safe working practices, shall take place:

- § In the event that you still fail to follow the approved safety requirements and procedures, a formal written warning will be given informing you of the Company's intention to terminate your services if your attitude to safety does not improve. Your union delegate or health and safety representative may be in attendance at the interview, details of which will be documented.
- § Should your unsatisfactory behaviour continue then, subject to careful investigation of all the facts, and after you have had the opportunity to offer an explanation, it will be open to the Company to dismiss you with or without notice.

In addition, PLM Property Services House Rules provide that cases of serious misconduct, if proven, could involve instant dismissal.



KNOW YOUR SAFETY PROCEDURES

Contractor Health and Safety

Definition of a Contractor:

“Any person or business entering into a contractual arrangement to carry out work, or to have work performed by another, directly or indirectly for the Company”.

Contractor Legal Health and Safety Duties

Health and Safety legislation sets down strict health and safety duties on all people within the workplace including contractors. Contractors' employees and subcontractors have duties under the Health and Safety legislation as summarised:

- § To co-operate with your managers on health and safety matters
- § To use the safety equipment provided to you
- § To correct or report unsafe situations to your supervisor
- § To report any incident or injury occurring to you
- § To follow safety rules and safe operating procedures as laid down
- § Not to endanger the health or safety of any person

Contractor Health and Safety Activities

Contractors must be aware of the specific OHS Policies and Procedures that relate to the site and/or the work that will be performed.

It is the responsibility of the contractors' to ensure that all their employees are also made aware of and are familiar with PLM Property Services Policies and Procedures that relate to the site and /or the work that is to be performed and that the acknowledgement form in the back of this Handbook is completed by the contractor's employee prior to commencing work.

It is expected that as a contractor you will, amongst other safe working activities:

- § Report any hazard that is beyond your control
- § Use the correct plant and substances for the job you are doing.
- § Ensure that you have available up to date MSDS's for any chemicals you bring onto site. (This includes cleaners and cleaning materials.)
- § Bring onto site only electrical leads, tools or appliances that have up to date inspection tags attached.
- § Keep areas you work in clean and tidy.
- § Use the correct safety equipment and protective clothing for the job.
- § Obey rules, signs & instructions & use equipment that you are authorised to
- § Abide by any the Work Permit Systems required or in use on the site/workplace
- § Use safe lifting technique & get help / mechanical assistance for heavy loads.
- § Understand and follow site/workplace emergency procedures
- § Ask if in doubt about any health or safety Procedure
- § Get First-aid treatment for any injury you suffer
- § Report all mishaps to site/workplace management

WORKPLACE SAFETY HANDBOOK CONTRACTOR SAFETY REQUIREMENTS

Contractor/Employee

Name _____

Classification _____

I hereby acknowledge receipt of a copy PLM Property Services Workplace Safety Handbook and undertake to abide by the instructions therein and all other specific site/project safety instructions while I am so contracted to PLM Property Services.

Signed _____ Date ____/____/20____

Contractor/Employer

Name _____

Address _____

This page is to be detached at the time of induction training and maintained by the OHS Coordinator.

WORKPLACE SAFETY HANDBOOK (Employee)

I, _____ acknowledge receipt of the Workplace Safety Handbook and will undertake to abide by the contents and instructions therein.

Signed _____ Date ____/____/20____

Classification _____

Issued by _____ Date ____/____/20____

Position Title _____

This page is to be detached at the time of induction training and maintained by the OHS Coordinator.

PLM Property Services SAFETY INDUCTION COURSE QUESTIONNAIRE

Employee Name: _____ Signature: _____

Date: _____ Trainer: _____

Division/Company: _____

Please complete all of the questions by placing a tick in the box beside the most suitable answer or completing the question when asked.

If you're not sure - ask!

1. Where will you find a copy of the Company OHS&R Policy?

2. Are you permitted to smoke in PLM Property Services Pty Ltd offices or warehouse or cars?
 Yes
 No

3. If you arrive at work under the influence of drugs or alcohol, what will happen?
 You will be dismissed?
 You will be sent to the Medical Centre?
 You will not be allowed to start work, and will receive a warning?

4. What may happen if you don't follow safety rules?
 Be given a warning from your supervisor?
 Be counselled and receive a written warning?
 If a serious offence, possibly be dismissed with or without notice?
 Any of the above?

5. If you see a safety problem you cannot fix yourself, who should you first notify?
 Your Friend?
 The Health and Safety Committee?
 Your Supervisor?

6. Workplace safety is the responsibility of:
 Project Manager?
 Supervisor?
 Health and Safety Representative?
 Everyone?

7. People commit unsafe acts because:
 They don't understand?
 Lack of supervision?
 Poor work methods?
 All of the above?

8. Unsafe Conditions exist because of:
 Poor Housekeeping?
 Lack of inspections?
 Unsuitable plant or equipment?
 All of the above?

Site Safety Plan Forms

9. If you are injured at work do you need to report it to your supervisor?
- c Yes
 - c No

10. What is just one of the functions of the Workplace Health and Safety Committee?
-

11. If machinery/plant is unsafe to operate, do you:
- c Keep working but tell your supervisor later?
 - c Turn it off, place Danger Tag on it and notify your supervisor immediately?

12. Where is your emergency evacuation assembly area?
-

13. When can you leave the Assembly Area?
- c When emergency appears over?
 - c When directed by supervisor?

14. All electrical tools and leads must have inspection tags attached.
- c True
 - c False

15. If you find a damaged electrical lead, who is responsible for reporting it?
- c The electrician?
 - c You?
 - c Your supervisor?

16. What do the letters MSDS stand for?
-

17. List at least three items of personal protective equipment you will be expected to use in your work.

(i) _____

(ii) _____

(iii) _____

18. The ALL RED fire extinguisher should NOT be used on electrical fires.
- c True
 - c False

19. Exposure to hazardous substances may cause:
- c Damage to lungs?
 - c Skin irritation?
 - c Cancer?
 - c All the above?




YOU HAVE NOW COMPLETED YOUR INITIAL WORKPLACE INDUCTION.

This confirmation of induction knowledge is to be kept by the OHS Coordinator.

SAF-026: Excavation & Trenching Permit Form



Excavation And Trenching Permit No.						
Contractor						
Requested by (Project Contract)		Date				
		Title				
Signature		Duration	From		Until	
Description of Works						
Location of Work (Describe location and attach map clearly indicating area of works)						
Description of Services (Include above below ground services that are in the works area clearly identified on the attached map)						
Permits						
(Attach relevant permit from authority having jurisdiction over this work area)						
Authority Name		Date				
Contact Name		Title				
Permit No						
Authorisation Checklist						
(This should only be completed by a person nominated by the Workplace Manager who has the authority to sign below)						
Locality Map Attached						
All Services Identified & Attached						
JSA Attached (If Required)						
Is Shoring Required (For excavations deeper than 1.5m shoring or benching will be required)						
Shoring Compliance						
Approved / patented design						
or						
Designed by		Title				
Signature		Date				
Authorisation of Permit						
(This can only be authorised by the Workplace Manager or by a nominated Supervisor after completing the checklist)						
Name		Title				
Signature		Date				
Duration	From		Until			
<i>A copy of this permit and the attached services drawing should be kept at the work area at all times.</i>						
Original: Job Copy Duplicate: Office Copy						

SAF-027: UV Risk Control Worksheet			
Description of Work Location		Health and Safety Rep	
Assessed by		Date	
Description of tasks performed			
Environmental Factors			
Time of Day		Altitude	
	All day		More than 1500 m
	10.00 am–3.00 pm		1000–1500 m
	2.00 pm–4.00 pm		500–1000 m
	8.00 am–10.00 am		Less than 500 m
	After 4.00 pm		
	Before 8.00 am		
Season		Comments	
	All year		
	Summer		
	Autumn / Spring		
	Winter		
Work System Factors			
Shade During Work		Shade at Rest Breaks	
	No shade		No shade
	Partial shade		Partial shade
	Total shade		Total shade
	Indoor work		Indoor work
Have employees been subburnt at work?	Yes No	Comments	
Note: First response is associated with the highest risk and last response is associated with lowest risk.			

Site Safety Plan Forms

Hazardous Factors			
The presence of reflective surfaces or photosensitising substances will increase the risk posed by UV radiation. An increased number of factors will increase the magnitude of the risk.			
Presence of reflecting substances			
	Concrete		Sand
	Glass		Snow
	Roofing iron		Water
	Aluminium foil		
Use of photosensitisers	Yes No	See above for list of photosensitisers	
Protective Factors			
The use of any personal protective equipment will provide some protection from UV radiation. The use of more equipment will provide adequate and appropriate protection from UV radiation.			
Use of appropriate clothing / personal protective equipment			
	Broad-brimmed or legionnaire-style hat		Long-sleeved shirt
	Construction helmet with brim attachment		Long trousers
	Sunglasses (AS 1067 or AS/NZS 1337)		SPF 30+ sunscreen on skin
	Portable shade structure		SPF 30+ lip protection
Site Specific Action Plan			
Employee Comments			
Supervisor Comments			

Site Safety Plan Forms



SAF-028: Confined Space Entry

Location of Work		Description of Work	
Control Measures			
Isolation		Personal Protective Equipment	
Space needs to be isolated from	Location / Method	The following safety equipment shall be worn	Type
Water/gas/steam/chemicals		Respiratory protection	
Mechanical/electrical drives		Harness/lifelines	
Auto fire extinguisher systems		Eye protection	
Hydraulic/electric/gas/power		Hand protection	
Sludge/deposits/wastes		Footwear	
Locks and/or tags have been fixed to Isolation points	Yes No	Protective clothing	
Atmosphere		Hearing protection	
The atmosphere in the confined space has been tested. Results of test:		Safety helmet	
Oxygen	% of LEL	Communication equipment	
Flammable Gases	% of LEL	Other	
	% of LEL		
Other Gases			
	ppm (less than ___ ppm)	Other Precautions	
	ppm (less than ___ ppm)	Warning signs/barricades	Yes No
Other atmospheric contaminants		Ventilation requirements	
The conditions for entry are as marked below:		All persons have been trained	Yes No
With supplied air breathing apparatus	Yes No	Smoking forbidden	Yes No
With respiratory protection	Yes No	Emergency Response	
With escape unit	Yes No	Procedures / Equipment	
Hot / Cold Work			
Area clear of all combustibles including atmosphere	Yes No		
Type of appropriate fire prevention equipment available	Yes No	Standby Personnel	
Suitable access and exit	Yes No	Standby Personnel Requirements	
Hot/Cold work is permitted	Yes No		

Withdrawal of Written Authority

