

SITE SAFETY ESSENTIALS

Zero Harm



Commitment Statement

M/Construction's Site Safety Essentials handbook is the minimum non-negotiable requirements that all personnel and subcontractors must comply with on every project.

This document has been developed for all M/Construction employees and subcontractors working on our sites.

The M/Construction Site Safety Essentials have been developed to reinforce the necessary practices in order to reduce risks and hazards in the workplace. **The Site Safety Essentials reinforce our Company Standards and Management System Processes but they do not replace them.**

The M/Construction Site Safety Essentials do not address every possible risk that potentially exists on all projects.

Nothing can replace the need for you to pro-actively manage hazards and reduce risks.

We need to accept personal accountability to communicate the requirements of the Site Safety Essentials, ensuring that we manage these identified high risk activities effectively.

M/Construction maintains a proactive approach to continually improving health and safety.



Michael Read
M/Construction Director

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Purpose of M/Construction Site Safety Essentials

The M/Construction Site Safety Essentials are designed to provide clear direction for the management of critical risks that the M/Construction personnel and subcontractors are exposed to on a daily basis.

These Essentials do not address all critical risks but rather they are the minimum requirements. This Site Safety Essentials handbook is designed to reinforce our policies and procedures but does not replace them. You should have a proactive approach and show vigilance to other possible risks and hazards in your workplace area.

We will continue to learn from our experience and may in future develop additional Essentials for other critical workplace hazards.

Key Objectives

The Key Objectives of the M/Construction Site Safety Essentials are to:

- Adhere to our Safety, Environmental and Quality Policies & Procedures
- Ensure compliance with relevant legislation, standards and codes of practice
- Follow all SWMS, Safework Procedures & Risk Assessments undertaken
- Reduce workplace injury and illness as well as continually improve safety performance
- Align safety activities across M/Construction to ensure consistent standards
- Be aware & align ourselves with all Client safety policies & procedures

M/Construction Certification and Policies

M/Construction has been assessed and certified by Compass Assurance Services to the following management systems, standards and guidelines:

- AS/NZS4801:2001 - Occupational Health & Safety Management Systems
- ISO14001:20015 - Environmental Management Systems
- ISO9001:20015 - Quality Management Systems

M/Construction is also prequalified in Cm3, a web-based OHS/WHs prequalification system, demonstrating our health and safety capabilities and also verifies our insurance certificates.

M/Construction also holds a Worksafe licence to remove bonded (non friable) asbestos.

M/Construction has thirteen Corporate Policies which are mandatory for all staff and subcontractors to read, understand and abide by.

The polices can be found on all construction site notice boards, on the company website and internal computer directory.



Your Accountability

The Site Safety Essentials apply to all projects managed by M/Construction.

You must adhere to the requirements of each of the Essentials at all times as they are non-negotiable.

Where an employee or subcontractor shows gross misconduct or is a serious breach of the Essentials, the breach will be investigated and the appropriate action will be taken.

You have an obligation and responsibility to report all serious safety, environmental and quality breaches to your supervisor or line manager regardless if they are in your control or not.

If you are unsure about any of M/Construction's procedures or policies, discuss this immediately with your Line Manager for clarification.

If you are aware of any hazards or unsafe work practices, taking place where others may not be aware of, you must bring this to the immediate attention of those workers in the area and your Line Manager for Corrective Action.

It is essential to pro-actively take part in Pre-Start and Tool Box Meetings, Emergency Drills, as well as read and act on the Safety Alerts communicated.

Always be alert and vigilant for potential danger, and watch out for fellow colleagues and the public at all times.

Before Commencing Works

It is mandatory to undertake a Site Induction on our electronic sign in & out system (SignOnSite on selected projects), be aware of where the first aid kit, fire extinguishers, and emergency muster points are located in the event of an emergency. It is also mandatory to carry your White/Blue card on you at all times whilst on site.

Prior to commencement of each work activity, any critical risks must be assessed, managed, recorded and acknowledged by signing a Safe Work Method Statements (SWMS) or Job Safety Analysis (JSA).

All relevant licenses and permits to work must also be obtained prior to commencement of work.

High risk activities cannot be undertaken unless the person has obtained a High Risk Work License (HRWL) and/or equivalent permit.



Hierarchy of Control

The first consideration to treating any risk must be to eliminate the risk. Where the risk cannot be eliminated, the hierarchy of controls must be applied with the highest possible level of control selected.

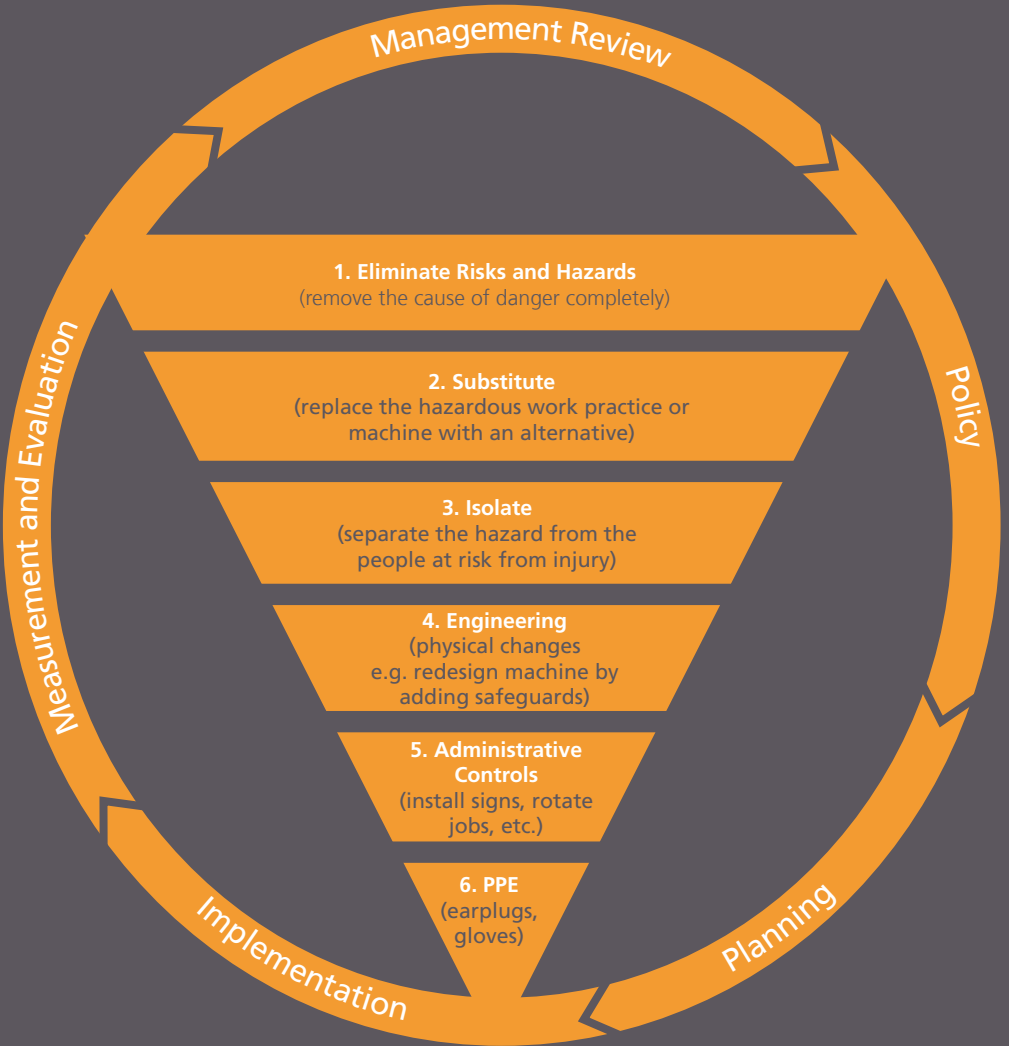
When developing SWMS/JSA, incorporated will be the hazards identified and controls determined in the risk review process and those identified by the work teams.

The level of supervision shall be determined based on the level of risk involved.

The responsible Supervisor will ensure that all people involved in the critical risk activity:

- Are consulted and provided an opportunity to comment on the proposed system of work
- Are trained and deemed competent to undertake the work
- Understand the risks and controls
- Have received instructions in the SWMS/JSA
- Read, understand and sign the SWMS/JSA prior to works commencing

The appropriate emergency response to a critical risk activity must be planned, known to everyone involved in the activity and are ready to be implemented.



Construction Safety Essentials

1 Personal Protective Equipment

2 Permit to Work

3 Working at Heights

4 Electrical Work

5 Temporary Structural Works

6 Working in and around Mobile Plant

7 General Crane Lifting

8 Working with Live Services

9 Hazardous Substances

1. PPE

M/Construction is committed to eliminating all hazards in the workplace and acknowledges its responsibility to provide a safe working environment for all its employees and subcontractors. It is understood that there will be times when certain hazards cannot be totally eliminated and PPE is required for additional support of the risk control process.

The following PPE is the mandatory minimum requirement whilst on designated M/Construction sites:

- Steel Cap Safety Footwear
- Hard Hats
- Clothing (Hi-Vis)



- Other PPE as identified through site specific tasks undertaken, Safety Data Sheet information, handling hazardous substances, risk assessment or procedures and practices (e.g. visual, hearing and hand protection such as glasses, ear plugs and gloves) are mandatory. Certain Clients will require all Contractors & Subcontractors wear full coverage clothing while on site.



All personnel and subcontractors supplied with PPE has a duty to wear it at all times appropriately. Failure to do so will be deemed a breach of M/Construction HSEQ Policy and shall be managed accordingly.

2. Permit to Work

A permit to work must be obtained and authorised by the Site Management Team before commencing any works involving:

- Hot Work
- Confined Spaces
- Working at Height

Any other high risk activities identified through risk assessment that will require a permit or client specific requirements (e.g. Educational Facilities):

- *Working in the vicinity of overhead power lines*
- *Use of a harness as the primary means*
- *Asbestos or contaminated material removal*
- *Excavation and Penetration*
- *Mobile Plant*

The Permit must:

- Define the work, identify the risks involved and define the specific control measures to be used
- Reference the applicable SWMS
- Identify any other activities impacted by the work, including adjacent environments
- Specify the personnel authorised to do the work and identify the responsible competent person
- Have a defined start and end time
- Require all personnel involved in the activity to sign and acknowledge the permit

A permit for Tilt-Up or Pre-Cast Concrete Panels will be obtained and authorised by Work Safe Australia.

3. Working at Heights

Every effort must be made to eliminate the need to work at heights, starting with incorporating the safety in design process.

Where elimination is not practicable, workers at heights shall be protected by carrying out work on a level surface with secure, compliant and fixed edge protection.

Harnesses should not be the primary means of control without approval in writing by the Site Management Team.

A permit is required where there is no compliant fixed edge protection

The applicable SWMS must be compliant with the approved project risk assessment and must include the following:

- All controls necessary to prevent people falling
- The identification and control of falling objects, including tools
- The use of exclusion zones, where required
- Relevant training/competency requirements to competently complete the work

All equipment, including elevated work platforms and scaffolding, must be:

- Compliant and fit for purpose
- Inspected prior to use
- Operated and maintained in accordance with manufacturers' instructions by an approved competent person with a High Risk Work License (HRWL)

Where fall arrest or restraint equipment is used, its identification, safe use, inspection, maintenance, storage, training, recovery competency and supervision requirements must be clearly documented and understood by everyone.

All anchor points are to be clearly identified and certified by a qualified engineer. This includes the use of tagging defining the Safe Work Load (SWL) of each anchor point.

4. Electrical Work

This Site Safety Essentials handbook covers Electrical Work which is 415V and below.

- Only equipment that complies with Australian Electrical Standards is allowed on-site
- No live work is permitted
- No electrical equipment is to be used or be in place ready for use without a current test and tag
- Testing and tagging will only be conducted by approved and qualified personnel
- All temporary electrical leads will be secured off the ground by insulated hooks and/or lead stands
- All isolation points are clearly identified
- A test for dead (not live) must be completed prior to any work on any electrical equipment, following any time away from the work and following any changed conditions
- Approved earth leakage protection will be provided for all circuits
- All temporary distribution boards will have the appropriate signages and are weatherproof



5. Temporary Structural Works

All temporary structural support systems, including formwork, back-propping, shoring etc., where failure has the potential to cause serious damage.

- All temporary structural support systems must be designed by a certified Structural Engineer and certified by a 3rd-party certified Structural Engineer
- The design is to take into account all potential loads that may be placed on temporary support systems and inspected prior to loading
- All personnel involved in every stage of the erection of temporary structural support systems are to be trained and competent for such work
- All personnel involved in the installation/alteration of fall protection measures on structural support systems, including formwork 4m or greater, are to hold a scaffold HRWL.
- Prior to initial loading or pouring concrete on any structural support system, an independent inspection report must be obtained from a certified structural engineer to comply with the Australian Standard, and the report must certify that the temporary support structure has been installed as per the approved design and is ready for use. This must be forwarded to M/Construction Management
- Any temporary structural support system to be lifted by crane is to have an Engineering Certificate to ensure that the lifting methods and lifting points are rated adequately and meet the relevant Standards
- All structural elements must be physically protected from potential sources of damage from collision (e.g. materials hoisting, moving plant)



6. Working in and Around Mobile Plant

Every effort must be made to eliminate the need for personnel to work in and around the area of operating mobile plant.

- Every activity that has the potential to involve personnel working within close proximity to operating mobile plant must be clearly identified on the Business Risk Register
- All plant movements must be managed to avoid potential collision and/or personal damage
- Any changes must be communicated prior to the change is introduced, taking into account workers and members of the public
- A reliable means of communication must be in place and in use to manage mobile plant movements and ensure personnel are kept safe i.e. radios, spotters
- Physical (solid barriers) separation from mobile plant operations should be used to protect workers and/or members of the public. Where there is no practicable alternative, one of the following must occur:
 - Delineation and exclusion zones must be established
 - Engineering detection systems are to be considered and implemented where practicable
 - An authority to work procedure must be applied in conjunction with increased supervision of the work area and interfaces
- Light and heavy vehicles should be separated where practicable
- Only mobile plant operators who are trained shall operate any mobile powered plant. Records of their competency are to be maintained and readily available



7. General Crane Lifting

No crane is to lift above the rated safe working load at any time. The crane Safe Working Load (SWL) capacity must be greater than the heaviest load at the maximum radius.

- A competent person must complete the lift risk assessment, determine the safest method, nominate the required equipment and approve the lift plan including clear work zones to protect the public and other workers on-site prior to any lifting taking place
- Cranes must only travel and be set up on approved suitable ground. The ground conditions must be assessed and advise on appropriate ground protection to ensure suitable support of crane outriggers
- All outriggers to be packed/supported as per crane manufacturers' recommendations and are protected from traffic/disturbance
- Only equipment that is marked with the SWL and designed for the purpose and use on the specific crane will be used
- All rigging equipment (slings, chains, spreader bars, etc.) are to be inspected, tagged and certified for use by a competent person prior to using
- Every project shall have a known test weight used prior to any heavy or complex lift operation to verify crane weight load indicators
- Prior to any heavy lift, a competent person must check all safety devices are operational, inspect all lifting equipment and ensure that the load is safely rigged and secure by a person holding a HRWL. Detailed crane lift sequences are to be documented and crane crews must be briefed prior to commencing the lift
- Cranes must be fitted with a Rated Capacity Limiter and not be used in windy or unsafe weather conditions

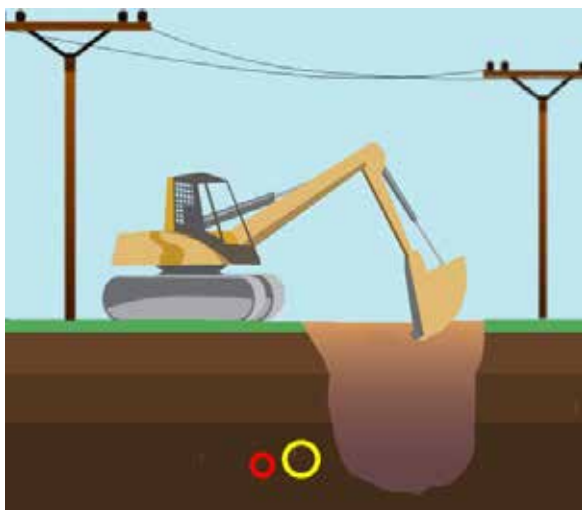


8. Working with Live Services

All services underground, embedded, concealed and above-ground must be identified on specific services drawings and contacting Dial Before You Dig.

Every effort must be made to eliminate the risk associated with live services by relocating the services, and where this is not practicable by isolating the service.

- All services must be accurately located using the relevant services drawings and the location verified by secondary means (e.g. electronic detection of horizontal/vertical location, ground penetrating radar, non destructive pot-holing)
- Where services could be impacted by construction activities, they must be protected and isolated appropriately. All services must have visible identification signage such as the type of service, line marking and/or area dividing
- Movement under overhead power lines that may be impacted by mobile or fixed plant (including delivery vehicles) must have high visibility warning signage to make the power line proximity clearly visible. Wherever possible, the use of physical warning devices (e.g. height barriers) should be considered



9. Hazardous Substances

Be aware of hazardous substances which include, but are not limited to the following, which will seriously affect your health:

- Asbestos & lead paint
- Dust from cutting of engineered/stone benchtops, concrete, brick, boards, etc
- Fumes from welding, gases, other materials, or from applying paints, coatings, waterproofing and glue
- Materials and gases which are toxic, corrosive, flammable and/or explosive

Ensure that:

- Workers are trained in the correct use of handling & working with hazardous materials
- Only use tools & equipment which are designed & certified accordingly (e.g. only use H-Class vacuum cleaners for asbestos)
- A work zone is to be set up to protect other workers and the public by isolating and barricading the area and allowing adequate distance
- Ensure SWMS & Safety Data Sheets are submitted and acted on prior to works commencing with hazardous substances
- Wear all appropriate PPE (e.g. respirator, eye and hand protection) as necessary for your safety against hazardous substances



MUST BE WORN



**Hard
Hat**



**Safety
Boots**



**Safety
Vest**



**Safety
Glasses**



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