

This template has prompts and letters in blue text where it is required to be tailored. All you have to do is replace these with your own company and project details and then delete the prompt boxes like this. The plan needs to be specific to your organisation and each project,

NOTE: Print the last 3 pages of this document and then delete them; they are instructions for tailoring and about this plan

XYZ

Construction Safety and Health Management Plan

Controlled COPY No.	1	This is a controlled document. Only registered holders of controlled copies will receive updates	
Issue No.	1.0	Date:	15 Feb 2012

To update the table of contents right click in the table, then click 'update field' and 'update entire table'. Then delete this box. Make this update once you finished the customisation and just before printing.

Table of contents

Occupational Safety and Health Policy	5
1 Introduction	6
2 Business outline.....	6
3 Safety and health planning, compliance and responsibilities	6
4 Hazard assessment and control.....	8
5 Hazard reporting and handling.....	8
6 Safety and Health Training	9
6.1 Safety and health general and job-specific training	9
7 Safety and health communication	10
7.1 On-Site Communication	11
7.2 External Communication	11
7.3 Communication with client and Subcontractors	11
7.4 Community liaison	11
7.5 Complaints	12
8 Incident Management	12
8.1 Emergency preparedness and response procedures.....	12
8.2 Injury and Incident investigation	12
8.3 Work-connected fatalities and serious injuries reporting	13
9 Site Safety Rules (Code of safe practices).....	13
10 Safe Work Procedures	13
11 Plant and Equipment	14
12 Hazardous Substances.....	14
13 Electrical Equipment.....	14
14 Safety and Health site inspections.....	14
15 Review of Safety and Health performance.....	14
16 Safety and health recordkeeping.....	15

16.1 Injury and Illness records..... 15

17 Standard Forms..... 15

18 Project Specific Information..... 15

Appendix A Standard forms

Appendix B Project Specific information

1 Introduction

This workplace Safety and health management plan (SMP) identifies and assesses all hazards associated with the works and control measures to be implemented to ensure that personnel working on site, members of the public and visitors to the site are adequately protected from risk of injury or illness.

2 Business outline

Write a brief description of your business, example follows. Then delete this prompt box

Compliance Leader (referred to as Compliance) is a leading, international consulting company that offers a comprehensive range of specialist services to assist our clients with their management systems documentation to successfully manage their businesses and comply with applicable standards and regulatory requirements. Our value-added services include:

- System documentation to manage projects
- Systems documentation to achieve certification, accreditation or prequalification.
- Systems documentation Consulting

Compliance strives to provide services that fulfil the needs of our clients by combining technical expertise with extensive industry experience. We believe that extensive hands-on construction and senior managerial experience sets us apart from the field. Our ability to deliver innovative and appropriate solutions on time is evidenced by our growing list of repeat clients.

3 Safety and health planning, compliance and responsibilities

The project delivery team for the project and contact numbers is detailed in *Attachment A* of Project Specific information (PSI).

Safety management means thinking preventively about where potential risks or hazards are likely, then planning how to provide:

- Safe work places;
- Safe systems of work;
- Safety awareness within the workforce; and
- Appropriate monitoring that safety controls are effective

The Project Manager has the overall responsibility for the management of Safety and Health on the project.

The Project Manager is responsible for the following planning activities:

- Ensuring that the SMP is implemented and maintained in the workplace;
- Identifying hazards and assessing the risks associated with the work, and documenting the risk control measures to be taken;

7.5 Complaints

Any complaints concerning any aspect of the project are recorded, registered and investigated. The *Communications and complaints Register (Form-F07)* shows the details and nature of the complaint, the complainant and actions taken as a result of the investigation.

The Project Manager ensures that any complaint received is investigated promptly and that appropriate action is taken.

8 Incident Management

The Works Supervisor is the first point of contact when an incident or accident occurs. He can be contacted 24 hours a day.

Back up for the Works Supervisor is provided by the Project Manager, the names and contact numbers of these people will be given to all staff at their induction to the site. They are also displayed in the site office.

Emergency contact numbers (see **Attachment A**) are displayed on relevant notice boards and informed during site inductions.

All incidents and accidents are reported immediately to the Works Supervisor. Every employee will be trained in emergency procedures.

The Works Supervisor is responsible for managing the incident response according to the following procedures:

8.1 Emergency preparedness and response procedures

Preparation for emergency situations aims to minimise the nature and extent of injuries, damage to property and harm to the environment that might ensue from an emergency situation.

The purpose of emergency preparedness is making sure that emergency procedures actually work in the event of an emergency.

XYZ establishes, implements, documents and maintains a system for the identification of potential emergency situations that can impact health and safety and be prepared to respond to actual incidents. The Risk assessment process identifies potential emergencies at the workplace.

An emergency response plan has been prepared for our business premises; see details in *Attachment C of PSI: Emergency preparedness and response procedures*. The plan is displayed on relevant notice boards and informed during site inductions.

8.2 Injury and Incident investigation

Injuries and Illnesses

All injuries are reported to the Works Supervisor and recorded in *form F04 Injuries Register* or on the OSHA log of Occupational work related injuries and illnesses (Form 300)

16 Safety and health recordkeeping

No operation can be successful without adequate recordkeeping, which enable us to learn from past experiences and make improvements for future operations. Record for accidents, work related injuries, illnesses and property losses serve as a valuable purpose.

XYZ establishes and maintains a project folder to keep all records generated during the delivery of the project as required by this CSMP. The records are maintained for five years as required by OSHA.

16.1 Injury and Illness records

Injury and illness recordkeeping under OSHA require a minimum amount of paperwork; these are kept on project files and include:

- Each injury or illness is registered on the OSHA log of Occupational work related injuries and illnesses (Form 300) according to its instructions and is reviewed and certified annually. Latest issue of the form is available at: <http://www.osha.gov/recordkeeping/new-osh300form1-1-04.pdf>
- An annual summary OSHA Form 300A is prepared and posted on site noticeboards no later than February 1 and kept until April 30 following the year covered by the form. Latest issue of the form is available at: <http://www.osha.gov/recordkeeping/new-osh300form1-1-04.pdf>
- An injury and Illness Incident report (form 301) or equivalent is completed for each injury or illness required to be entered on the OSHA Form 300. Latest issue of the form is available at: <http://www.osha.gov/recordkeeping/new-osh300form1-1-04.pdf>

All Injury and Illness records are kept for five years as required by OSHA.

17 Standard Forms

Various forms are used to help keep record of SH performance; refer to *Appendix A* for available forms that may be used with this project.

18 Project Specific Information

Project Specific Information (PSI) for this project is included in *Appendix B* of this plan; the PSI is provided as separated document.

Appendix A Standard forms

Print the forms provided as individual documents and insert after this page. Then delete this prompt box.

Number	Name
F01	Hazard Report
F02	Toolbox Meeting Record
F03	Hazardous Substance Register
F04	Injuries Register
F05	Incident Investigation Report
F06	Site Induction Register
F07	Communications and Complaints Register
F08	Training and Competency Register
F09	Plant and Equipment Register
F10	Electrical Equipment Register
F11	Safety & Health Inspection Checklist
F12	Hazard Assessment format
F13	Safe Work Procedure format

	XYZ	F04
	Register of injuries	

General	
Location:	
Injured Person Name	
Home Address	
Date of Birth	Male <input type="checkbox"/> Female <input type="checkbox"/>
Occupation	
Employers name	
Employers address	

Details of Injury	
Date of Injury	Time of injury: am <input type="checkbox"/> pm <input type="checkbox"/>
Activity in which the person was engaged at the time of injury	
Exact location where injury occurred	
Nature of injury e.g. fracture, burn, sprain, foreign body in eye	
Body location of injury e.g. ear, eye, face, neck	

Details of Treatment			
Treatment provided by First Aid Officer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Remarks:	
Follow up treatment required	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, an incident Investigation Report must be completed with 24 hours	
Doctor/Medical Centre attended			
Date attended	Medical Certificate Received	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Treatment i.e. x-ray, prescription			
Further consultation required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Injury Management required	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, notify the Return-to-Work Coordinator
Name of Witness			
Address of Witness			

Name of Person Providing First Aid			
Signature:	Date		

Emergency Response Procedures

Minor Incidents:

- Minor injuries will be attended to by the first aid officer/s. First aid Kits are located in the [amenities room and works supervisor vehicle](#).
- If further treatment is required (eg X-Rays, injections), arrangements will be made through the [Works Supervisor](#).

Serious Incidents:

- Unless in danger of further injury do not move the injured person.
- Notify a first aid officer to attend to the injured person.
- If an ambulance is required, call **911**. The site address, telephone number, (details of which are posted on the notice boards) and injury details must be given accurately to the emergency service. The exact location of the injured person shall be given to the operator.
- Reassure and keep the injured person warm until help arrives.
- Ensure that someone is available at the site to meet the Ambulance and direct it to the injured person. Ensure clear access is available to the ambulance to get as close as possible to the injured person.
- Notify the [Project Manager](#) or [Works Supervisor](#) as soon as possible.

Fire response:

- Warn & rescue any person in immediate danger - **only if safe to do so!**
- Call the fire brigade on **911**.
- Extinguish the fire using the right fire extinguisher if safe to do so
- Evacuate to emergency assembly area if directed or in danger.
- Remain at assembly area & ensure everybody is accounted for.

Chemical spill response:

If a spillage occurs the following procedure is to be followed:

- Immediately identify the spilled material and notify the works supervisor.
- Refer to Material Safety Data Sheet (MSDS) for Personal Protective Clothing needed.
- If containment is required, contain using absorbent socks/spill kit.
- Use the relevant clean up procedure in MSDS.
- Dispose of material using a licensed contractor and keep records of disposal on site.
- A **Register and Safety Data Sheet** (MSDS) is kept for all hazardous substances kept at the workplace (**form F03**).

Spill Kits are kept at [indicate location](#).

Attachment D: Site Safety Rules

Site safety rules must be specific to each site and organisation. Delete what is not applicable to your project; add new site rules if required; and then delete this prompt box

Site safety rules
Project/Location:
<p>Site Inductions</p> <ul style="list-style-type: none"> • All staff must be inducted to the site on initial commencement and following any significant changes to site management arrangements. • All contractors and visitors must be inducted to the site on arrival. • Visitors must be accompanied by a guide at all times and must follow all instructions given to them • Inductees must be advised of site safety rules, hazardous work activities occurring at the site and arrangements for first aid and emergencies. • Only employees who have completed the general safety induction, work activity safety induction and site-specific induction are permitted to work on a construction site
<p>Manual Handling</p> <ul style="list-style-type: none"> • Manual handling is to be eliminated wherever possible. • Wherever possible, use mechanical devices to lift heavy or awkward items. • Team lifting should only be used where mechanical lifting is not practical. • List tasks at your site where manual handling is prohibited.
<p>Traffic & Vehicle Movements</p> <ul style="list-style-type: none"> • Travel paths for general traffic and site vehicle movements must be clearly marked and separated from pedestrian travel paths.
<p>Mobile Plant</p> <ul style="list-style-type: none"> • The sphere of influence of the mobile plant must be identified prior to operation of that plant. • Work must not be carried out within 4 metres of a mobile plant and its sphere of influence. • Beware of reversing trucks and plant. Listen for reversing alarms. • Beware of overhead power lines and low branches when operating mobile plant.
<p>High Visibility Clothing</p> <ul style="list-style-type: none"> • High visibility safety vests are to be worn during daylight hours whenever working in the vicinity of traffic or mobile plant. • White overalls with reflective striping are to be worn at night when working in the vicinity of passing traffic.
Use of Hazardous Substances